



**HEADQUARTERS**  
**2018 NEBRASKA WING ENCAMPMENT**  
**CIVIL AIR PATROL – NEBRASKA WING**  
**UNITED STATES AIR FORCE AUXILIARY**  
PO BOX 155  
ASHLAND NE 68003-0155

11 February 2018

MEMORANDUM FOR ALL

From: Encampment Commander

Subject: 2018 Encampment Operations Order

**1. MISSION:** The Nebraska Wing will conduct a Summer Encampment at Camp Ashland, Nebraska. Dates: 22-28 July 2018. Note: Staff will report 21 July 2018.

**2. COMMUNICATIONS:**

Please mail all encampment correspondence to:  
Nebraska Wing Encampment  
P.O. Box 13402  
Offutt AFB, NE 68113

Encampment Web Page: [encampment.nebraskacivilairpatrol.org](http://encampment.nebraskacivilairpatrol.org).

Encampment E-Mail: [encampment@nebraskacivilairpatrol.org](mailto:encampment@nebraskacivilairpatrol.org) (For questions only—  
DO NOT E-Mail applications to the encampment)

**3. EXECUTION:**

- a. Senior & Cadet Staff members will arrive no earlier than 11:00 AM and no later than 1:00 PM on Saturday, 21 July 2018 for training and instruction.
- b. All other, non-staff member cadets are to arrive **no earlier than 1:00 PM and no later than 4:00 PM on Sunday, 22 July 2018. All non-staff cadets will report to building 53 for in processing.**
- c. No early arrivals are permitted without the Encampment Commander's permission. Cadets may report in to the encampment in civilian clothes.

**4. TRANSPORTATION:**

- a. Transportation to and from encampment is the member's personal responsibility. Units/Groups should attempt to arrange for common transportation. Contact your unit commander for transportation details.
- b. Nebraska Wing CAP owned vans previously identified as supporting the encampment will be brought to Camp Ashland NLT 22 July 2018, for the encampment's use. The encampment will pay for the gas to bring the vans to Camp Ashland (one trip) and return (one trip) to the squadrons as long as they are left for the week, for the encampment's use. Receipts for gas must be sent to Headquarters NEWG within two weeks of the encampment's conclusion and should only be for gas for the trip to the encampment and back. All vans should depart their home unit with a full tank of gas and should be filled upon return to their home unit.
- c. The encampment will be running on a tight schedule during the week. It is imperative that each Squadron Commander or unit Transportation Officer look over the vehicle they

send to the encampment at least two weeks prior to the encampment. Any maintenance issues that may cause a transportation delay during the encampment must be reported to the NEWG LGT NLT two weeks prior to the start of the encampment.

d. IAW CAPR 60-1, cadets who drive personally owned vehicles (POVs) to encampments will not operate the POVs while at the encampment. Upon arrival, they will turn-in all car keys to the designated senior member, who will return the keys upon the cadet's departure.

## **5. CADET STAFF APPLICATION PROCEDURE: Deadline: postmarked by 16 April 2018.**

Only cadets who have obtained the rank of C/SSgt or higher and who have previously attended an encampment are eligible to apply for encampment staff. Application procedure is as follows:

a. Completed CAP Form 31 (only the October 2013 version will be accepted) - Application for Encampment - **Deadline: postmarked by 16 April 2018.** Note: All forms can be found on the encampment web page

(<http://encampment.nebraskacivilairpatrol.org/>). In addition, national forms can be found at: <https://www.gocivilairpatrol.com/members/publications/forms/>

E-mail address is mandatory on all applications.

b. Completed CAP Form 160 - CAP Member Health History Form.

c. Completed CAP Form 161 - Emergency Information.

d. Completed CAP Form 163 - Permission for Provision of Minor Cadet Over-The-Counter Medication (if cadet is bringing over the counter medication).

e. Completed parental permission form for high adventure activities and photos (available on the encampment web site).

f. Completed CAP Form 32 – CAP Cadet Activity Permission Slip.

g. Check for \$120.00 payable to: “Nebraska Wing CAP” **DO NOT SEND CASH** (refundable if not selected for a staff position) Money is due by 21 June 2018. Staff members do not need to send in a check with their application to apply for a staff position. Special funding may be available to assist disadvantaged cadets with tuition and uniforms. Eligible cadets are highly encouraged to apply for Cadet Encampment Assistance Program (CEAP) funds. See

<https://www.gocivilairpatrol.com/programs/cadets/newcadet/ceap/>

for program details. Additionally, in 2018, each Nebraska Wing Squadron with cadets will receive two scholarships that are at the discretion of the unit commander who will receive it within their unit.

h. Mail to: Nebraska Wing Encampment, P.O. Box 13402, Offutt AFB, NE 68113

i. Personnel wishing to apply for cadet staff positions **will be required** to attend an encampment staff training weekend (27-29 Apr) at Camp Ashland.

• **DO NOT MAIL TO** National HQ, Region, or Wing mailing address. This will delay processing the application and could result in losing a slot for the activity. Also, all applications must be mailed and not e-mailed to the encampment staff.

## **6. SENIOR STAFF APPLICATION PROCEDURE:**

**NOTE: IAW CAPR 60-1, seniors must be current members of CAP and have completed Level 1 training to attend encampment.**

- a. Completed CAP Form 31 (only the October 2013 version will be accepted) - Application for Encampment - **Deadline: postmarked by 16 April 2018.** **Note:** All forms can be found on the encampment web page (<http://encampment.nebraskacivilairpatrol.org/>). In addition, national forms can be found at: <https://www.gocivilairpatrol.com/members/publications/forms/>. E-mail address is mandatory on all applications.
- b. Completed CAP Form 161 - Emergency Information.
- c. There is no cost for adults who stay at the encampment at least 4 days. Others will be charged on a per meal basis.
- d. Those selected for key staff positions **will be required** to attend an encampment staff training weekend (27-29 Apr) at Camp Ashland.
- e. Mail to: Nebraska Wing Encampment, P.O. Box 13402, Offutt AFB, NE 68113  
• **DO NOT MAIL TO** National HQ, Region, or Wing mailing address. This will delay processing the application and could result in losing a slot for the activity. Also, all applications must be mailed and not e-mailed to the encampment staff.

## **7. NON-STAFF CADET APPLICATIONS:**

**Encampment Application Deadline: postmarked by 21 June 2018**

**NOTE: IAW CAPR 60-1, To participate, cadets must have completed Achievement 1, and receive per-mission from their parent or guardian and unit commander.** In addition, a basic knowledge of uniform wear, military customs and courtesies, drill and ceremonies, and general knowledge should exist.

**NOTE:** First time cadets will be given priority over cadets that have previously attended an encampment.

Applicants must send:

- a. Completed CAP Form 31 (only the October 2013 version will be accepted) - Application for Encampment - **Deadline 21 June 2018.** **Note:** All forms can be found on the encampment web page (<http://encampment.nebraskacivilairpatrol.org/>). In addition, national forms can be found at: <https://www.gocivilairpatrol.com/members/publications/forms/>. E-mail address is mandatory on all applications.
- b. Completed CAP Form 160 - CAP Member Health History Form.
- c. Completed CAP Form 161 - Emergency Information.
- d. Completed CAP Form 163 - Permission for Provision of Minor Cadet Over-The-Counter Medication (if cadet is bringing over the counter medication).
- e. Completed parental permission form for high adventure activities and photos (available on the encampment web site).
- f. Completed CAP Form 32 – CAP Cadet Activity Permission Slip.
- g. Check for \$120.00 payable to: “Nebraska Wing CAP” **DO NOT SEND CASH** Money is due by 21 June 2018. Applications can be sent in without payment. Special funding may be available to assist disadvantaged cadets with tuition and uniforms. Eligible cadets are highly encouraged to apply for Cadet Encampment Assistance

Program (CEAP) funds. See

<https://www.gocivilairpatrol.com/programs/cadets/newcadet/ceap/> for program details. Additionally, in 2018, each Nebraska Wing Squadron with cadets will receive two scholarships that are at the discretion of the unit commander who will receive it within their unit.

h. Mail to: Nebraska Wing Encampment, P.O. Box 13402, Offutt AFB, NE 68113

• **DO NOT MAIL TO** National HQ, Region, or Wing mailing address. This will delay processing the application and could result in losing a slot for the activity. Also, all applications must be mailed and not e-mailed to the encampment staff.

### **8. EQUIPMENT:**

The Equipment list for the encampment can be found on the encampment's web site. Please review the equipment list carefully. It is recommended that the cadet pack his or her gear so that it may all be transported with relative ease in one single trip.

### **9. CONDUCT:**

While at the encampment, everyone will be expected to maintain a professional level of conduct becoming of Civil Air Patrol members. Cadets posing disciplinary problems will be dealt with swiftly and may be sent home in the middle of the activity, if so directed by the Encampment Commander. If cadets are sent home early, it is the responsibility of the cadet's squadron to return the cadet to their unit. Detailed guidelines and procedures for the encampment can be found on the encampment's web site.

### **10. REFUNDS:**

The encampment staff understands that circumstances arise that may cause a person to drop out of the encampment. Therefore, the following guidelines are issued for refunds.

- a. Full refunds will be given to personnel requesting in writing to Headquarters NEWG, by 21 June 2018.
- b. Personnel sent home during the encampment for discipline reasons are not entitled to any refunds.
- c. Other requests for refunds must be received in writing at Headquarters NEWG within two weeks of the completion of the encampment. This refund will be pro-rated depending amount of time that was spent at encampment and what encampment expenses occurred due to the person signing up for the encampment.

### **11. REQUIRED TRAINING:**

- a. IAW CAPR 60-1, all adults and cadets 18 years old and older, will have Cadet Protection Program Training (CPPT) completed prior to attending training weekend or the encampment.
- b. IAW CAPR 62-1, all full-time cadet and senior staff must complete the Basic and Intermediate Operational Risk Management (ORM) courses before the encampment officially begins.

**12. SPECIAL NEEDS:**

Personnel with special needs or dietary requirements must notify the Encampment Staff, in writing of those needs a minimum of one month prior to reporting to the encampment.

**13. Encampment Credit:**

In order to get credit for attending encampment, all participants must:

- a. Active participation in 34 contact hours (roughly 80% of the minimum 42 contact hours)
- b. Satisfactory adherence to the Core Values, in the judgment of the encampment commander
- c. Successful completion of all academic assignments in the Cadet Encampment Handbook
- d. A cumulative average of 80% or better on all academic quizzes

**14. PASS IN REVIEW/GRADUATION:**

Parents are welcome to attend the graduation ceremony, Saturday, 28 July 2018 commencing 10:00 AM. Departure will be approximately 12:00 PM.

**15. Access to Camp Ashland:**

Camp Ashland is a secure state facility and is not open to the public. Parents should forward a list of those who will be transporting their cadet to and from Camp Ashland NLT 2 July 2018, to the encampment e-mail address ([encampment@nebraskacivilairpatrol.org](mailto:encampment@nebraskacivilairpatrol.org)).

**16. Emergency Contact:**

During the encampment, if an encampment attendee needs to be contacted, they should call 402-309-7665 ext 100 during the daytime and 402-980-3119 after hours.

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DAVID M. WAITE, Lt Col, CAP  
2018 NEWG Encampment Commander