



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

1 February 2019

MEMORANDUM FOR ALL

From: Encampment Commander

Subject: 2019 Encampment Operations Order

**1. MISSION:** The Nebraska Wing will conduct a Summer Encampment at Camp Ashland, Nebraska. Dates: 21-27 July 2019. Note: Staff will report 20 July 2019.

**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)

All correspondence will be via e-mail. Once the acceptance e-mail is sent out, cadets will acknowledge receipt with 7 days to confirm their acceptance.

**3. EXECUTION:**

a. Senior & Cadet Staff members will arrive no earlier than 11:00 AM and no later than 1:00 PM on Saturday, 20 July 2019 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, 21 July 2019. 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 identified to support the encampment will be brought to Camp Ashland NLT 21 July 2019, 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. The encampment staff will ensure all vans have a full tank of gas before they leave the encampment. All vans shall depart their home unit with a full tank of gas and shall be filled upon return to their home unit. Receipts for gas for the return trip to your unit must be sent to Headquarters NEWG within two weeks of the encampment's conclusion.

c. The encampment will be running on a tight schedule during the week. It is imperative that each Squadron Commander or unit Transportation Officer inspect their vehicle 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. 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 CADRE APPLICATION PROCEDURE: Deadline: postmarked by 14 April 2019.**

Only cadets who have obtained the rank of C/SSgt or higher **and** who have previously attended an encampment are eligible to apply for a staff position on the Nebraska Wing Encampment staff. Application procedures are as follows:

a. **Completed CAP Form 31** (only the October 2013 version will be accepted) - Application for CAP Encampment - **Deadline: postmarked by 14 April 2019. 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 Consent to Participate in High Adventure Activities and Picture Release Form.**

f. Completed **CAP Form 60-80** – 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 2019. 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 the CEAP web Page for program details: <https://www.gocivilairpatrol.com/programs/cadets/newcadet/ceap/>.

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

i. Personnel wishing to apply for cadet cadre positions **will be required** to attend an encampment staff training weekend (26-28 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 17** – Application for Senior Member Activities - **Deadline: postmarked by 14 April 2019.** **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. Seniors **will be required** to attend an encampment staff training weekend (26-28 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. STUDENT CADET (NON-STAFF) CADET APPLICATIONS:**

**Encampment Application Deadline: postmarked by 21 June 2019**

**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.** Unit commanders shall discuss the encampment environment with parents of their cadets, especially parents of cadets under age 14. It is conceivable that some of the youngest cadets will be best served if they attend encampment during their second cycle of eligibility.

**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 CAP Encampment - **Deadline: postmarked by 21 June 2019.** **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 Consent to Participate in High Adventure Activities and Picture Release.**
- f. Completed **CAP Form 60-80** – 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 2019. 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. Eligible cadets are highly encouraged to apply for Cadet Encampment Assistance Program (CEAP) funds. See the CEAP web Page for program details: <https://www.gocivilairpatrol.com/programs/cadets/newcadet/ceap/>.

Additionally, in 2019, 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 Encampment Equipment Packaging List can be found on the encampment's web site on the Documents Tab. 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 as the cadets must carry their own gear and parents cannot assist them.

### **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 and/or the cadet's family to pick up the cadet. 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 who request in writing to Nebraska Wing Headquarters, by 21 June 2019.
- 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 Nebraska Wing Headquarters 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 60-2, 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 para 3h(3), all "full-time cadet and senior staff (not students) complete the Basic and Intermediate RM courses and also complete associated RM worksheet(s) before the activity 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. Actively 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

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

Parents are welcome to attend the graduation ceremony, Saturday, 27 July 2019 commencing 10:00 AM. All personnel will be allowed to departure by 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 2019, to the encampment e-mail address ([encampment@nebraskacivilairpatrol.org](mailto:encampment@nebraskacivilairpatrol.org)).

**16. VISITATION:**

Visitors are not allowed or authorized at encampment without written permission (may be via e-mail) directly from the Encampment Commander. The encampment takes place on a military installation and due to Department of Defense security requirements and for the safety and security of all CAP personnel, unscheduled or uncoordinated visitation is prohibited. The only exception of this rule is wing staff and squadron commanders in execution of official business who are already on the Camp Ashland access list. In this capacity they may visit, but must not participate in encampment activities unless previously coordinated with the Encampment Commander.

**17. Emergency Contact:**

During the encampment, if an encampment attendee needs to be contacted for an emergency, they should call 402-980-3119.

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DAVID M. WAITE, Lt Col, CAP  
Encampment Commander