



HEADQUARTERS THE CADET TRAINING GROUP  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
CAMP SAN LUIS OBISPO, CALIFORNIA



08 May 2019

MEMORANDUM FOR CADET TRAINING GROUP STUDENT

FROM: CTG/CC

SUBJECT: Student Acceptance Letter

1. Congratulations on being accepted to attend the 2019 California Wing Encampment. During the week of encampment you will be challenged to succeed in ways you never thought possible. And when you succeed, you will be welcomed into the ranks of The Cadet Training Group. Since 1975, The Cadet Training Group has instilled discipline and encouraged teamwork among its students to endure challenges and succeed in Civil Air Patrol. The best cadet cadre possible will guide you, and you will have the opportunity to uphold the legacy of more than 40 years of excellence that precedes every member of The Cadet Training Group. It will be up to you to rise to the challenges set before you and persevere.
2. Report to Camp San Luis Obispo, 10 Sonoma Ave., San Luis Obispo, CA 93405 (see attached directions) between **1300 and 1500 on Saturday, July 6th**. Do not be late. Arrive in Airman Battle Uniform or Battle Dress Uniform (ABU or BDU). Lunch will not be served; plan accordingly. Pickup can be arranged from the San Luis Obispo train station and the San Luis Obispo County Regional Airport (SBP). If you need pickup from those locations please email [ctg@cawgcadets.org](mailto:ctg@cawgcadets.org). Transportation to and from SLO needs to be arranged through personal means.
3. Attached is a mandatory equipment list for encampment. Contraband items will be confiscated at in-processing. Uniform and grooming standards will be up held in accordance to CAPM 39-1 for the entire week and there will be no opportunity to address these issues after arrival; plan accordingly.
  - a. Encampment Standard Operating Procedures (SOP) and Supplement will be distributed to you by your assigned flight cadre upon arrival at encampment on 6 July. You will be held responsible for knowing its contents throughout the week of encampment.
4. The Graduation Parade will begin at 1030 (10:30 AM) on Saturday, July 13th. A letter for your parents is attached containing important information; please ensure that they receive it.
5. Again, I would like to commend you on accepting the challenges that will be set before you during encampment. As with all things in Civil Air Patrol, you will get out of encampment what you put into it. The experience you have at encampment, should you take it seriously, will not only set you up for success in CAP, but also for the rest of your life.

6. Should you have any questions in regards to the information above, please contact The Cadet Training Group at [ctg@cawgcadets.org](mailto:ctg@cawgcadets.org).

A handwritten signature in black ink, appearing to read "Tyler J. Beal". The signature is fluid and cursive, with the first name being the most prominent.

TYLER J. BEAL, C/Lt Col, CAP  
Commander, The Cadet Training Group

7 Attachments:

1. Equipment Checklist
2. Transportation Survey
3. Directions to Camp San Luis Obispo
4. Medical Letter to Students and Parents
5. Parent Letter
6. Chain of Command
7. Encampment Student Standard Operating Procedures

## Equipment Checklist

Use this list to prepare for encampment. The uniform/equipment requirements are the **MINIMUMS** (unless otherwise stated), please do not attend encampment without the quantities outlined below. All your items **MUST** be marked with your last name. Uniform and under shirts should be marked on the shirttail (last name and CAPID); underpants should be marked on the waistband; uniform pants should be marked on the product label. **YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE UNIFORM ITEMS AT ENCAMPMENT. Ref: CAPM 39-1** for proper uniform preparation. Place a checkmark in the box next to each item as you prepare for encampment.

**CONTRABAND:** It is imperative that cadets do not bring anything not listed including entertainment books (includes comics, magazines etc.), video games/electronic devices, food/drink and potential weapons (knives). Any unauthorized items brought by cadets will be retained by the staff and returned to the cadet at the end of Encampment.

**IMPORTANT:** BRING ALL MEDICATION IN A SEPARATE, TRANSPARENT BAG THAT WILL BE EASY TO ACCESS WHEN YOU ARRIVE.

Uniform Items - Mandatory			Personal Items - Mandatory	
✓	<u>Quantity</u>	<u>Description</u>	✓	<u>Description</u>
	2 Each	ABU or BDU Blouses*		Deodorant
	2 Each	ABU or BDU Trousers*		Toothbrush
	6 Each	Tan (ABU) or Black (BDU), Crewneck T-		Toothpaste
	1 Each	ABU or BDU cap		Bath Soap (Liquid soap preferred)
	1 Each	Tan Web Belt (ABU) or Dark Blue Belt		Comb/Brush
	6 Each	Boot Socks (black or white)		Shampoo
	1 Pair	Black Boots		Razor w/ Shaving Cream
	1 Each	Blues Shirts		Shower Shoes
	1 Each	Blues Trousers		White Wash Cloth
	4 Each	White, V-Neck T-shirt		Swim Suit (Optional for shower)
	1 Each	Flight Cap		White Bath Towel
	1 Each	Blues Web Belt		Feminine Hygiene Products- <i>Female</i>
	6 Pairs	Black Dress Socks		Sunscreen
	1 Pair	Black Low Quarters- <i>Male</i>		18 Inch Ruler
	1 Pair	Black Oxfords- <i>Female</i>		Flashlight, Extra Batteries
	2 Pairs	Blousing Bands		Shoe Shine Kit
	2 Sets	CAP Uniform Insignia (1 Minimum)		Notebook
	1 Each	Navy Blue Gym Shorts		2 pens
	1 Pair	Gym or Running Shoes		Binder
	4 Pairs	White Gym Socks		Current CAP Membership Card
	4+ Each	Hangars (1 for each uniform)		Hairpins/Rubber bands - Female
	1 Each	<b>Jacket</b> , Warm, Dark Color		Laundry Bag
	1 Each	Sweatpants, Plain, Dark Colors		Personal Items - Optional
			✓	<u>Description</u>
Uniform Items - Optional				Iron
✓	<u>Quantity</u>	<u>Description</u>		Spray Starch
	1 Each	Blues Lightweight Jacket		Shower Cap - Female
				Makeup (Minimal) - Female
Personal Clothing				CAPM 39-1
✓	<u>Quantity</u>	<u>Description</u>		CAPP 60-33
	6-10 Each	Underwear (No Thongs)		Wristwatch (NOT smartwatch/cellphone enabled)
	3-4 Each	Bras- <i>Female</i>		Foot Powder
	1 Set	Civilian Clothes		Hair Products

\* It is highly recommended you bring the quantities listed for ABUs/BDUs. If you only have one set of utilities, that will suffice for the activity minimum.

*Please double-check to ensure that you have properly packed everything on this list.*

## Transportation Survey

If your cadet is traveling to CAWG Encampment via any transportation *other* than a private vehicle or a CAP vehicle, please fill out the following survey info for transportation to be arranged to/from a specific location.

Name of Cadet: \_\_\_\_\_ Age: \_\_\_\_\_

CAPID: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_

Parent's Contact Phone: \_\_\_\_\_

Cadet's Contact Phone (If they have one): \_\_\_\_\_

### Travel Method:

Arrival to SLO (Please attach copy of ticket)

- Airport** Time: \_\_\_\_\_  
 **Bus**  
 **Train**

Departure from SLO (Please attach copy of ticket)

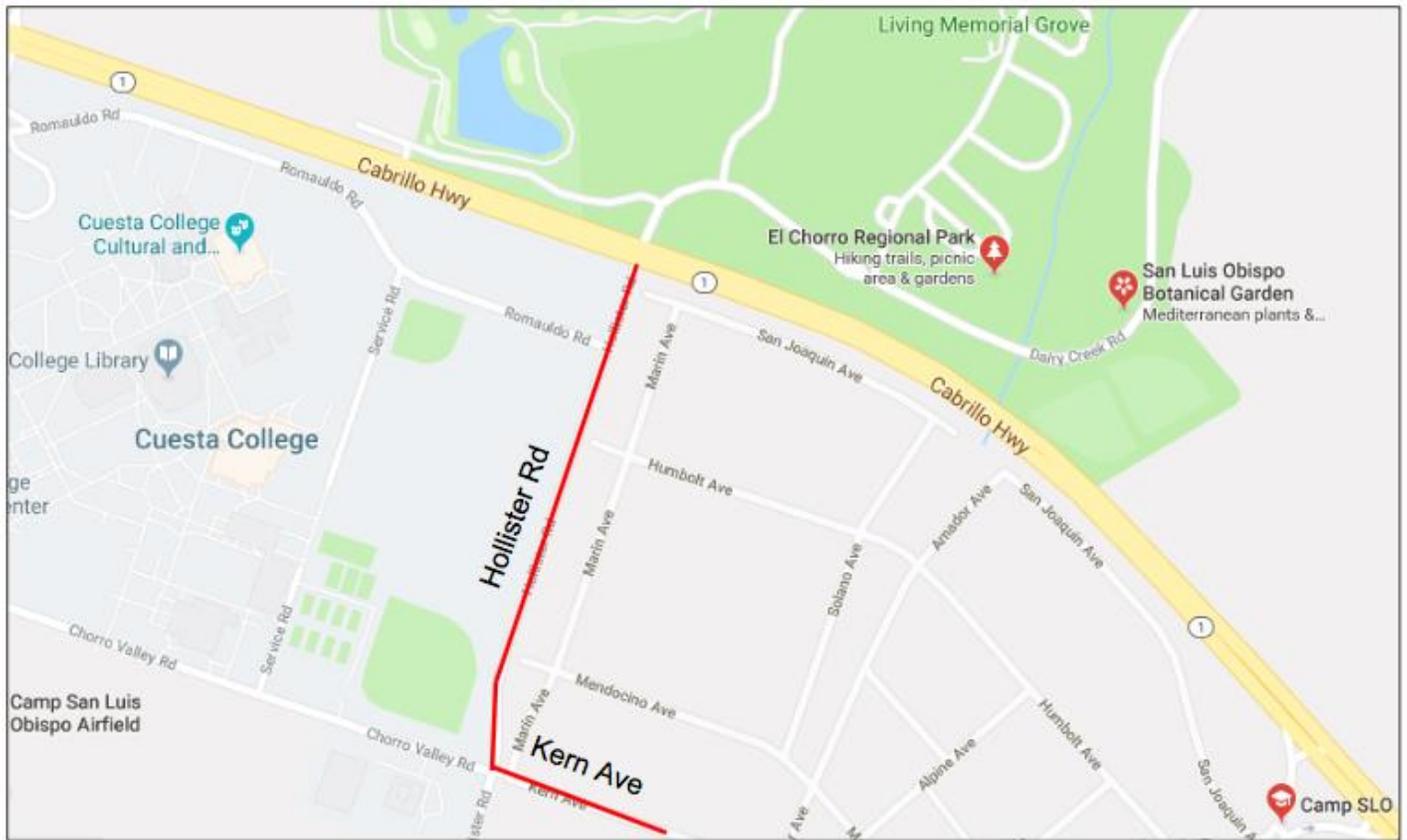
- Airport** Time: \_\_\_\_\_  
 **Bus**  
 **Train**

Please complete and email this form, with reservations attached, to [ctg@cawgcadets.org](mailto:ctg@cawgcadets.org). If you have any issues, please contact [ctg@cawgcadets.org](mailto:ctg@cawgcadets.org).

Always carry this form, an ID (School/Gov), CAPID, spare money, and cell phone during transit.

**Directions to Camp San Luis Obispo**  
10 Sonoma Ave, San Luis Obispo, CA 93405

*\* This address is for GPS navigation purposes only and will direct you to the main gate which WILL NOT be used for in-processing, please follow the instructions below.*



**FROM CA-1 North:**

CA-1 – Continue south and turn right on Hollister Road — the next street after Education Drive. Proceed on Hollister Road, and the gate will be on the left off of Hollister Road.

**FROM Highway 101:**

Highway 101 - After taking the Highway 1 exit (203B), turn right on Santa Rosa Street (Highway 1). Continue north on Santa Rosa Street (Highway 1) for approximately 4-6 miles. Camp SLO is on the left but you will have to pass the main entrance to get to in-processing.

Turn left at Hollister Road — a quarter mile past the front gate of Camp SLO. Proceed on Hollister Road and the gate will be on the left off of Hollister Road.

**DO NOT ENTER AT BASE ENTRANCE:**

Enter at the Kern Avenue gate near the college for drop offs. We will NOT be using the main gate off of Highway 1. You will not be required to obtain a visitor pass for dropping off but should have a valid driver's license, vehicle registration and proof of automotive insurance.



HEADQUARTERS THE CADET TRAINING GROUP  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
CAMP SAN LUIS OBISPO, CALIFORNIA



08 May 2019

Major Stephanie Meurer, CAP  
California Wing Encampment  
Civil Air Patrol

Dear Cadet Training Group Student and Parents

I am writing this personal message to each of you to make sure you are informed about the responsibilities required of each cadet student while attending encampment at Camp San Luis Obispo. Some information may be duplicated from other letters you receive; however, because of the importance for you to be informed and check with each cadet to make sure he/she knows what to do at encampment. One of the goals for each of the encampment staff is for every cadet to learn self-care and independence.

ILLNESSES: Every cadet MUST arrive at encampment illness free. If your cadet has just recently recovered from an illness you must understand that encampment is a physically and mentally demanding training program and cadets must be in good physical health to complete the program. Upon in-processing every cadet will be asked if they are ill or have recently been ill. If we determine that your cadet is currently ill we may require that he/she return home.

*Please do not send your cadet to encampment with an illness, especially if there is any possibility they either have measles or have been exposed to measles.*

MEDICATIONS: Each cadet MUST be responsible for taking his/her own medications. This means if a cadet is taking prescription medication(s), he/she MUST bring his/her own medication in the originally labeled bottles in an adequate supply for the entire encampment, AND must self-administer the medication. Neither the Health Services staff nor any other staff member may administer any cadet's medication. An adult Training Officer may remind a cadet to take medications, if necessary; however, the cadet is required to take the medication on his/her own! If a cadet cannot do this, please do not send him/her to encampment. Encampment is a physically rigorous activity that comes with bumps, bruises, and muscle aches. It is recommended each cadet bring an over-the-counter (OTC) mild pain reliever such as Aleve or Ibuprofen to self-administer at encampment with your written permission for use at encampment. Please teach each cadet when to take the OTC medication and what the dosage is for any particular ailment. The OTC medication MUST be in the originally labeled container. If any medication is brought to encampment without the original label(s), the medication will be confiscated!

Additionally, ALL medication (prescription and OTC) must be packed in a separate, clear plastic bag (Ziploc) that can be easily removed from the rest of the cadet's luggage. When the cadet arrives for In-Processing, he/she will be asked to remove all medications from the rest of his/her luggage so that the Medical staff can check the medications.

ALLERGIES: If any cadet has seasonal allergies, he/she will be responsible for monitoring the allergies. Each cadet must bring personal allergy medication(s) and self-administer the medication. If an inhaler is used, the cadet must bring enough inhalers to last the entire encampment. The Health Services staff does not supply inhalers. The inhaler may be carried in the cadet's pocket for personal use as necessary. Each cadet must have your written permission to use the medication. If a cadet has food allergies, he/she will be responsible for not eating the foods which cause allergies. The food service staff will work to assist with any medically/religiously necessary diets. **These special considerations should be listed on the cadet's forms.** If a cadet has an allergy to bee stings or other insect bites, he/she must bring any necessary medication and self-administer the medication. If an Epi-pen is required, you must supply the Epi-pens and the cadet must self-administer it. Please make sure those cadets requiring Epi-pens bring Epi-pens with him/her and written permission for use. The Health Services staff will not supply Epi-pens! If a cadet is unable to administer the Epi-pen in an emergency, life threatening situation, an adult staff member, preferably a member of the Health Services team, may assist with the administration.

FOOT ISSUES: Please check each cadet's feet well before encampment! This means for each parent/guardian to personally check cadet's feet, especially the toenails, prior to attending encampment. Do not send any cadet to encampment with ingrown toenails. If you find an ingrown toenail, please have it cared for prior to coming to encampment, even if it is the day before encampment starts. In addition, please make sure each cadet's boots and shoes are well broken in to prevent blisters. Blisters can be quite debilitating and may prevent a cadet from participating in most/many activities. Make sure each cadet is taught to wear over-the-boot socks with boots and socks with athletic shoes! If blisters become so bad that a cadet cannot participate in most activities, he/she may need to be sent home. It is vital that each cadet brings six (6) pairs of socks to encampment (if not more!) so that he/she has a clean pair of socks for every day of the event. Please ensure that each cadet brings the required number of every item on the equipment list!

*"An ounce of prevention is worth a pound of cure!"* These issues are vital to having a safe, injury, and illness free encampment. The Health Services staff does not want to see any cadet. If we don't see him/her, it means all is well! Our goal is for the Health Services staff to not have any business. If this happens, it means that you as parents/guardians have prepared cadets properly for encampment, and the cadet is taking responsibility for him/herself. Each cadet **MUST** bring a copy of his/her insurance cards. If a doctor visit and/or medications are required, you will be charged the amount for the copay after the event. If you have any questions or comments, please contact me (Stephanie.Meurer@cawgcap.org) or any of the Senior Encampment staff.

Sincerely



STEPHANIE MEURER, Major, CAP  
Chief Health Services Officer



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08 May 2019

Lieutenant Colonel John Boyle, CAP  
California Wing Encampment  
Civil Air Patrol

Dear Parents of Encampment Student

This letter contains important information about your cadet's attendance at encampment. It is important that your child comes prepared for this activity and I have outlined several areas that need your attention.

MATURITY AND SELF-CONFIDENCE: Encampment is a rigorous and challenging program. Although we are not active duty military, we follow a modified Air Force basic training type environment. Cadets learn the basics of military life. The long, active days are filled with physically and mentally challenging activities. These activities include team building, personal discipline, and time management exercises. In the past, we have found that some younger cadets are not ready for this type of training activity. I would ask that you and your child talk about encampment. It is important that you both understand that this will be a demanding program. To be proactive if your cadet will be twelve years old at encampment you can expect an email from the Commandant of Cadets (Major Christa Cabrera) to discuss some of these challenges with you and your cadet; the goal is not to dissuade your cadet from attending but rather to ensure they are poised to succeed.

MEDICAL: We must know if your cadet is taking any medication. Any medically and/or religiously necessary dietary concerns or restrictions should have been noted on the medical forms when registering. If they were not, please email the Administration Officer (Major Paula Urbom-Shope) at [paula.urbom-shope@cawgcap.org](mailto:paula.urbom-shope@cawgcap.org) so that our food services team can make the necessary accommodations. Please have your cadet bring their medications in a 1 gallon ziploc bag to allow for quick evaluation.

Marching plays a large role in the encampment training, it is ***vitaly important*** that your cadet's shoes and boots be properly broken in. Cadets will be wearing their boots for extensive periods each day. New boots or shoes will almost certainly cause painful blisters and may incapacitate the cadet. If a cadet becomes incapacitated due to blisters and is unable to march with the flight, he/she may not be able to complete the encampment and can be sent home without credit. ***Please do not send your cadet to encampment with brand new shoes and boots.***

CAP regulations forbid CAP personnel from administering medications. Cadets attending encampment who are on medication must be able to self-medicate and maintain custody of their

medicine. Medication must be in the original container with the pharmacy label containing the cadet's name and directions. Training Officers (senior member supervisors) will remind cadets when they need to take medication and will observe them self-administer. Please make a copy of your cadet's medical insurance card and any special instructions. If your cadet is not insured, please be prepared to pay for necessary emergency medical or dental care that might occur during encampment. There are no medical care facilities located on Camp San Luis Obispo. Cadets requiring medical care will be taken to the local emergency room or urgent care center.

Please do not send your cadet to encampment if they have an active cold or flu. Also make note of any NEW medical condition that was not covered on the application.

EMERGENCIES: Often a cadet attends encampment while the parents are on vacation. In the past we have had great difficulty reaching vacationing parents if a cadet becomes ill. Please ensure that there is a responsible adult that we can reach in the event of an emergency, and that the Form 31 you have submitted contains the phone numbers and address for the responsible adult.

If you need to contact your cadet during the week in the event of an emergency please call **805-215-5629** to reach a senior member representative on the encampment staff who will take your message and respond accordingly. This number will only be active immediately before and during encampment (03 – 13 July).

There are no public telephones at Camp San Luis Obispo and cell phones are turned off, turned in and stored in a secure location for the duration of encampment. Please do not encourage your cadet to call home throughout the week, doing so takes away from their training experience and may not be able to be accommodated. If traveling with others, cadets may call home if you request them to do so upon arrival at encampment before their phone is turned in.

UPDATES & SOCIAL MEDIA: Our public affairs team is already doing a *great* job in highlighting encampment on our social media channels. They will continue to post regularly leading up to encampment and will be posting updates throughout the day with daily summaries during the encampment week itself. We encourage you to follow @cawgencampment on both Facebook and Instagram. Feel free to like, comment, ask questions, and share any encampment post you see! The more engagement we receive the further our posts reach.

MISCELLANEOUS: Please ensure that you have completed the Camp San Luis Obispo Liability Waiver & DD1381 (with all required signatures) and uploaded it upon registration, otherwise email it to Major Paula Shope ([paula.urbom-shope@cawgcap.org](mailto:paula.urbom-shope@cawgcap.org)).

Each year cadets misplace or forget to bring their uniforms, luggage, and other personal items. If any essential purchases are made on behalf of your cadet receipts will be kept and you will be asked to reimburse the encampment in full. Please ensure that your cadet has marked every part of their gear with their last name (including underwear, etc). We are not responsible for anything left behind at the end of encampment. Please look at the enclosed equipment list

to ensure that your cadet has the necessary items. If your cadet does not have the quantities of uniforms outlined on the list, you may want to ask another CAP member to borrow uniform items.

Each year, transportation to and from encampment poses a challenge. Please contact your cadet's Squadron Commander and inquire if a group transportation plan is in the works. Please help your cadet fill out the enclosed Transportation Survey Card and email it as per instructions at the bottom of the survey. Please know that we are unable to accommodate your cadet prior to 1300 on 06 July. Additionally, since Camp San Luis Obispo is a military installation, there are requirements for operating a vehicle on base.

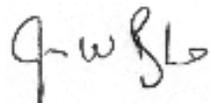
In previous years, haircuts have caused some misunderstandings. CAP is the USAF Auxiliary and members in uniform must meet the grooming standards as outlined in CAP Manual 39-1, Chapter 3 and Attachment 3. Your cadet should have a copy of this manual, or it is available online at: [http://capmembers.com/media/cms/M391\\_E6F33EAAEC28A.pdf](http://capmembers.com/media/cms/M391_E6F33EAAEC28A.pdf). Cadets failing to meet grooming standards will be sent home.

Do not allow your cadet to bring a large sum of money or expensive electronics. There will be no opportunity to spend the money or use the electronics.

**FINANCE AND REFUNDS:** All refunds must be requested **in writing** (email preferred) to Major Paula Shope, the Encampment Finance Office ([paula.urbom-shope@cawgcap.org](mailto:paula.urbom-shope@cawgcap.org)). Refunds are available for cadets who withdraw their application from Encampment before certain deadlines. Requests before 15 June 2019 are subject to a full refund. Partial (half) refunds are available for requests between 16 June and 30 June 2019 as items will already be purchased on their behalf. Withdrawals on the day of Encampment are not eligible for a refund. ALL refunds will be processed within four weeks following the end of encampment. Items that need to be purchased on behalf of the cadet during the week (socks, tennis shoes, etc.) may need to be reimbursed.

**GRADUATION:** The graduation parade will commence at the parade grounds at 10:30am on Saturday, 13 July 2019. Please arrive at least 45 minutes in advance to accommodate parking and seating for a large crowd. Each year family members wish to see their cadet PRIOR to the graduation. This causes problems for our staff. Cadets are busy packing and out-processing. I would ask that on graduation day, you proceed directly to the assembly area and please do not enter the encampment area. Please be prepared to be in the sun for up to one hour on the parade field (sunscreen, water, etc.). We anticipate releasing your cadet by 12:30 pm. If you have any further questions, please contact me at [john.boyle@cawgcap.org](mailto:john.boyle@cawgcap.org).

Sincerely

A handwritten signature in black ink, appearing to read 'JWB', is written over the typed name.

JOHN BOYLE, Lt Col, CAP  
Commander, 2019 CAWG Encampment