

CALIFORNIA WING ENCAMPMENT

CADET PROGRAMS – CIVIL AIR PATROL

24 June-02 July 2024 – Camp Roberts

THE CADET TRAINING GROUP



CADET ACCEPTANCE PACKET

NOTE: PLEASE READ ALL DOCUMENTS FULLY. REVIEW WITH PARENT / GUARDIAN. FAILURE TO FOLLOW THE ATTACHED INSTRUCTIONS MAY NEGATIVELY IMPACT YOUR EXPERIENCE.

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HEADQUARTERS THE CADET TRAINING GROUP
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
P.O. Box 7688
Van Nuys, California 91409-7688



17 May 2024

MEMORANDUM FOR THE CADET TRAINING GROUP STUDENT

FROM: CTG/CC

SUBJECT: Encampment Acceptance Letter

1. **CONGRATULATIONS.** Congratulations on being accepted to attend the 2024 California Wing Encampment. During this upcoming week of encampment, you will be challenged to succeed in capacities you never thought you could reach. When you succeed, you will be welcomed into the ranks of The Cadet Training Group. Since 1975, this 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 nearly 50 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. **ARRIVAL DETAILS.** Report to Camp Roberts, San Miguel, CA between **1200 (12:00 Noon) and 1430 (2:30 PM) on Monday, June 24, 2024**, wearing the Airman Battle Uniform (ABU). It is incredibly important to arrive and report in during the designated time. Late arrivals may be turned away. Upon arrival at Camp Roberts, you must show your **identification (driver's license for the driver and CAP member ID card** for each CAP member in the vehicle) to the gate guard to receive permission to enter the post. If you do not yet have a CAPID card, print a temporary one in eServices via Home -> Settings (top right) -> General Info -> Membership Card -> Print Temporary Card. This will take place of your CAPID until you receive your CAPID Card. Once allowed on the post, proceed directly onto base and look for directional signs leading you to the identified check-in area near the post's Dining Facility. **Lunch will NOT be served on Monday, June 24; plan accordingly and eat before your arrival.** ALL CADETS MUST COMPLETE THE ONLINE TRANSPORTATION SURVEY FOUND IN THE PARENT LETTER. For those traveling by train, bus, or plane, pick-up can be arranged through the survey below. Transportation to and from Camp Roberts from any destination not listed in the survey must be arranged through personal means.

3. **EQUIPMENT LIST.** The **mandatory** equipment list is attached; please note that contraband items as described in the equipment list will be confiscated. A swimsuit item is listed on the **mandatory** equipment list. There are open showers in each gender-specific barracks, and cadets **must** wear a swimsuit during showering. Bedsheets, a blanket, and a pillowcase will be provided by Encampment. However, a standard white pillow is not provided, and you must bring your own standard white pillow. Uniform and grooming

standards will be upheld in accordance with CAPR 39-1 for the entire week and there will be minimal opportunity to address these issues after arrival; arrive prepared.

4. **GRADUATION.** The post gates open at 0800 (8:00AM), parents are expected to be seated by 1100 (11:00AM). The Graduation Parade will begin on time at 1130 (11:30 AM) on Tuesday, July 02, 2024 at Camp Roberts, San Miguel, CA in the field adjacent to the Victory Hall parking area. You will go through the same procedure listed in Paragraph 2 to enter Camp Roberts. The expected check-out time is approximately 1400 (2:00 PM) once the release document card is completed by your driver and returned to your assigned Training Officer. A letter for your parents is attached containing important information; please ensure that they receive it.

5. **CLOSING.** Again, I would like to commend you for 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. Should you have any questions regarding the information above, please contact The Cadet Training Group at ctg@cawgcadets.org.



Carter T. Wong, C/Capt, CAP
Commander, The Cadet Training Group

5 Attachments:

1. 2024 CAWGE – Parent Letter
2. 2024 CAWGE – Medical Letter
3. 2024 CAWGE – Equipment List
4. CAPR39-1 Attachment 3 – Hair Regulations
5. 2024 CAWGE – Chain of Command

17 May 2024

Major Steven Angus, CAP
Commander
California Wing Encampment

Dear Parents of Encampment Students,

This parent letter contains important information about your cadet's attendance at encampment; we look forward to receiving your cadet on Monday, 24 June, between 11:30 AM and 2:30 PM during in-processing. It is important that your cadet comes fully prepared for this activity. Outlined below are several areas that need your attention. More information can be found at the encampment website [here](#).

MATURITY AND SELF-CONFIDENCE: Encampment is a rigorous, challenging, and often stressful program. Although we are not a military organization, we follow a modified Air Force basic training type of environment. Cadets learn the basics of a military-style life such as self-discipline, personal responsibility, accountability, teamwork, and uniform wear. 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 cadet talk about the rigors of 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 during the encampment you can expect an email or phone call from the Commandant of Cadets (Lt Col John Boyle) 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.

HEALTH/MEDICAL: Be sure to take extra care when completing the required medical form when registering. This form will be the first reference point we use when treating your cadet for any mishap.

We must know if your cadet is taking any medication, whether prescribed or over the counter. **All medications must be placed in a 1-gallon Ziploc bag to allow for quick evaluation during in-processing.** *Medication must be in the original container with the pharmacy label containing the cadet's name and directions.* CAP regulations forbid our personnel from administering medications. Cadets attending encampment who are on medication must be able to self-medicate. Training Officers (senior member supervisors) will remind cadets when they need to take medication and will observe them self-administer. Please include a copy of your cadet's medical insurance card and any special instructions. If your cadet is not insured, 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 Roberts; cadets requiring medical care will be taken to a local emergency room or urgent care center.

Any medically and/or religiously necessary dietary concerns or restrictions must be noted on the medical forms when registering. If you need to follow-up in this regard, please email the Encampment Administration Officer at CTG@CAWGCADETS.ORG so that our Health Services and Food Services teams can make the necessary accommodation.

Do not send your cadet to encampment if they have an active cold or flu or any COVID-related symptoms. Also make note of any NEW medical condition that was not covered on the application paperwork.

Marching plays a significant role in encampment training. Therefore, 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/or boots.*** Have cadets wear their footwear at least one hour per day before encampment, not just at squadron meetings.

EMERGENCIES: Often a cadet attends encampment while their 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/guardian that we can reach in the event of an emergency, and that the Form 60-81 you submitted during registration contains the phone numbers and address for the responsible adult/guardian.

If you need to contact your cadet during the week in the event of an emergency, please call **(619) 261-5431** to reach a senior member representative on the encampment staff who will take your message and respond accordingly.

There are no public telephones at Camp Roberts and student cell phones are turned off, turned in and stored in a secure location for the duration of encampment (as are cellular-equipped smart watches.) Cadets are not permitted to call home during encampment, as doing so takes away from their training experience. If a call home is absolutely necessary by a student, a senior member will initiate the call and discuss the situation with a parent. If traveling with others, cadets may call home upon arrival at encampment before their phone is turned in.

UPDATES & SOCIAL MEDIA: We encourage you to follow **@cawgencampment** on both Facebook and Instagram. Our public affairs team will post regularly leading up to encampment and will be posting updates throughout the day with daily summaries during the encampment week itself. Feel free to like, comment, ask questions, and share any encampment post you see!

MISCELLANEOUS: Each year cadets misplace their uniforms, luggage, and other personal items. ***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 packing 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 from your home unit if they can borrow uniform items. Cadets are not allowed to share uniform items during the encampment.

If your cadet fails to bring required packing list items, the Encampment may be able to purchase them on their behalf so that they can fully and safely participate in the encampment program. This expense will be the responsibility of the cadet or their parents/guardians (see #6 below).

Transportation to and from encampment is the responsibility of each individual participant; sometimes this poses additional challenges. Please contact your cadet's Squadron Commander and inquire if a carpool or group transportation plan is in the works. ALL CADETS MUST COMPLETE THE [ONLINE TRANSPORTATION SURVEY](#). If your cadet is traveling by plane/train/bus, our administrative team will follow-up directly to confirm shuttle coordination to/from Camp Roberts. Please know that we are unable to accept your cadet prior to 11:30 AM on 24 June. Camp Roberts is a military installation and there are requirements for operating a vehicle on post. Cadets who drive themselves to encampment will not be allowed to operate their vehicle during the encampment period. Every vehicle driver who enters Camp Roberts must show a valid driver's license, current vehicle registration, and current vehicle insurance. You will not be allowed to drive onto the facility without these items.

CAP is the USAF Auxiliary and members in uniform must meet the grooming standards as outlined in CAP Regulation 39-1, Chapter 3 (page 20, 3.2.1.2.) and Attachment 3 (page 124). Your cadet should have a copy of this manual, or it is available [online](#). Cadets failing to meet grooming standards may be sent home. Male cadets who arrive and are not in compliance with the haircut standard may be given the opportunity for a haircut. We will work with the Camp Roberts barbershop to provide haircuts that meet the standard (no extreme cuts); this expense, approximately \$25.00, will be the responsibility of the cadet or their parents/guardians (see #6 below).

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

REFUNDS: All refunds must be requested **in writing** (email titled REFUND REQUEST) to CTG@CAWGCADETS.ORG. Refunds are available for cadets who withdraw their application from Encampment before specific deadlines.

1. Deadline for a full refund (less \$10 processing fee) is 4 June 2024
2. Window for a 50% Refund (less \$10 processing fee) available: June 5, 2024, to June 15, 2024.
3. Withdrawals after 15 June 2024 are not guaranteed refunds but are subject to review by the Encampment Commander for possible approval.

4. Failure to appear on the first day of Encampment (24 June 2024) without prior notification will not be eligible for a refund. Those with prior notification are subject to review by the Encampment Commander for possible partial refund approval.
5. All refunds will be processed within six weeks following the end of encampment and are subject to a \$10 processing fee.

INCIDENTAL PURCHASES:

6. Necessary items that need to be purchased on behalf of the cadet during the week (socks, tennis shoes, etc.) will be billed to the parents/guardians. To avoid this, please pay close attention to the equipment packing list.

GRADUATION: The graduation parade will occur on the parade grounds at 11:30 AM on Tuesday, 2 July 2024. Please arrive 45-60 minutes in advance to accommodate parking and seating. There are no bleachers, so you are encouraged to bring your own seating options (like camp chairs). While the morning may be cooler, day-time temperatures at Camp Roberts can rise to triple-digits so, for your safety, please dress appropriately, wear/bring sunscreen, perhaps an umbrella, and your own drinking water. **You will not be able to see your cadet PRIOR to graduation.** Cadets are busy packing and are still in the training program at that time. We anticipate releasing your cadet by 2:00PM.

If you have any further questions, please visit the encampment website [here](#) or contact me at steven.angus@cawg.cap.gov.

Steven Angus

STEVEN B. ANGUS, Maj, CAP
Commander, CAWG Encampment

17 May 2024

Major Stephanie Meurer, CAP
Chief Health Services Officer
California Wing Encampment

Dear Parents of Encampment Students,

I am writing this personal message to each of you to make sure you are informed about the responsibilities required of each cadet while attending encampment at Camp Roberts. One of the goals for each of the encampment staff is for every cadet to learn self-care and independence.

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 Health Services 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-calf socks with boots! 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 seven (8) pairs of socks to encampment (if not more!) so that he/she has a clean pair of socks for every day of the event.

COVID INFORMATION: It is important that we continue to be diligent in protecting ourselves and each other from the COVID-19 virus. If you or anyone in your household has tested positive or has been told to isolate themselves in the 10 days prior to encampment, DO NOT COME to encampment. If you are feeling unwell or have a fever in the 10 days prior to encampment, please CALL prior to traveling to the encampment activity. Cadets will be assessed upon arrival to encampment and will be sent home if ill.

"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.

For questions, please contact me at Stephanie.Meurer@cawgcap.org or 559-905-6206.

Stephanie Meurer

STEPHANIE MEURER, Major, CAP
Chief Health Services Officer

Encampment 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 undershirts 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: CAPR 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 and phones, 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 1-GALLON ZIPLOC BAG THAT WILL BE EASY TO ACCESS WHEN YOU ARRIVE. CAMP ROBERTS ONLY HAS ACCESS TO OPEN SHOWERS, SO BRINGING A SWIMSUIT IS A **MUST**. PILLOWS WILL **NOT** BE PROVIDED.

| Uniform Items - Mandatory | | | Personal Items - Mandatory | |
|----------------------------------|-----------------|----------------------------------|-----------------------------------|---|
| ✓ | <u>Quantity</u> | <u>Description</u> | ✓ | <u>Description</u> |
| | 2 Each | ABU Shirt* | | Swimsuit (for shower) |
| | 2 Each | ABU Trousers* | | Toothbrush |
| | 8 Each | Tan Crewneck T-shirt | | Toothpaste |
| | 1 Each | ABU Cap | | Bath Soap (Liquid soap preferred) |
| | 1 Each | Tan Web Belt | | Comb/Brush |
| | 8 Pairs | Black Boot Socks | | Shampoo |
| | 1 Pair | Black Boots | | Razor w/ Shaving Cream |
| | 1 Each | Blues Shirts | | Shower Shoes |
| | 1 Each | Blues Trousers | | White Bath Towel and White Wash Cloth |
| | 4 Each | White V-Neck T-Shirt | | Deodorant |
| | 1 Each | Flight Cap | | Standard WHITE pillow |
| | 1 Each | Blues Web Belt | | Feminine Hygiene Products - <i>Female</i> |
| | 4 Pairs | Black Dress Socks | | Sunscreen & Sunburn Cream |
| | 1 Pair | Black Oxfords/Low Quarters | | 18 Inch Ruler |
| | 2 Pairs | Blousing Bands | | Flashlight, Extra Batteries |
| | 2 Sets | CAP Uniform Insignia (1 Minimum) | | Shoe Shine Kit |
| | 1 Sets | CAP Ribbons/Nametag | | Notebook & Binder |

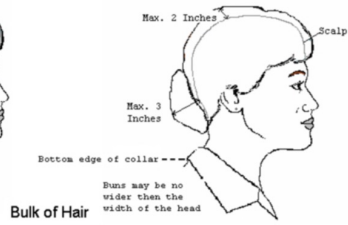
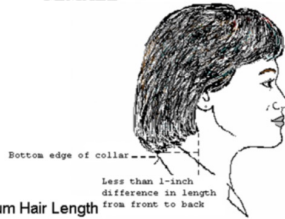
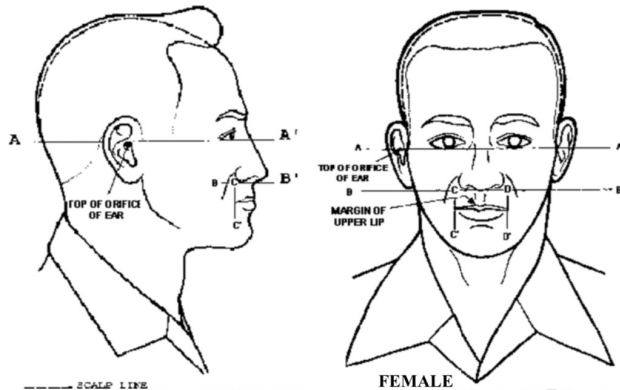
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| | 1 Each | Navy Blue Gym Shorts | | 2 Pens |
| | 1 Pair | Gym or Running Shoes | | Sleep Mask (for light) |
| | 8 Pairs | White Gym Socks | | Current CAP Membership Card |
| | 4+ Each | Hangers (1 for each uniform) | | Hairpins/Elastic Hair Ties - <i>Female</i> |
| | 1 Each | Jacket , No Graphics or Logos, Dark Color | | Mesh Laundry Bag |
| | 1 Each | Sweatpants, Plain, Dark Colors | Personal Items - Optional | |
| Uniform Items - Optional | | | ✓ | <u>Description</u> |
| ✓ | <u>Quantity</u> | <u>Description</u> | | Iron |
| | 1 Each | Blues Lightweight Jacket | | Spray Starch |
| | | | | Shower Cap - <i>Female</i> |
| Personal Clothing | | | | Makeup (Minimal) - <i>Female</i> |
| ✓ | <u>Quantity</u> | <u>Description</u> | | CAPR 39-1 |
| | 8-10 Each | Underwear (No Thongs) | | CAPP 60-33 |
| | 4-5 Each | Bras - <i>Female</i> | | Wristwatch (NOT smartwatch/cellphone enabled) |
| | 1 Set | Civilian Clothes | | Foot Powder |
| | | | | Hair Products |

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

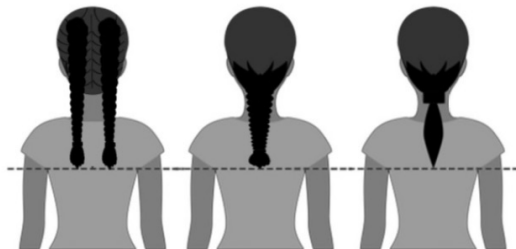
Please double-check to ensure that you have properly packed everything on this list.

Cadets are required to arrive adhering to the grooming regulations stated in CAP Regulation 39-1. Be sure to review this regulation during your preparation for encampment. CAPR 39-1 Attachment 3 is included below for your reference.

ATTACHMENT 3 – CAP GROOMING STANDARDS MALE



Note, the male image above notes the top of the ear orifice. However, the standard is that sideburns may not extend below the bottom of the ear orifice per paragraph 3.2.1.2.1.





CHAIN OF COMMAND
CALIFORNIA WING ENCAMPMENT 2024



Commander, Civil Air Patrol
Maj Gen Edward D. Phelka, CAP

Safety Officer, The Cadet Training Group
C/Capt Benjamin Lee, CAP

Commander, Pacific Region
Col Virginia M. Nelson, CAP

Superintendent, The Cadet Training Group
C/Capt Calvin J. Willis, CAP

Commander, California Wing
Col Craig E. Newton, CAP

Commander, The 160th Cadet Training Squadron
C/1st Lt Nina Rock, CAP

Encampment Commander
Maj Steven B. Angus, CAP

Commander, The 161st Cadet Training Squadron
C/Maj Logan Byun, CAP

Commandant of Cadets
Lt Col John W. Boyle, CAP

Commander, the 162nd Cadet Training Squadron
C/Capt Grace Muresan, CAP

Commander, The Cadet Training Group
C/Capt Carter T. Wong, CAP

Commander, the 163rd Cadet Training Squadron
C/2d Lt Aiden L. Dennis, CAP

Deputy Commander for Operations,
The Cadet Training Group
C/Capt Daniel P. Burke, CAP

Commander, the 164th Cadet Training Squadron
C/Col Rafael A. Delgado, CAP

*The Group Safety Officer and
Superintendent, their CTS/CC, CTS/CCF,
Flight Cadre and Senior Leadership must
be memorized*

Commander, 6th Advanced Training Squadron
C/Capt Nathan J Mancebo, CAP

Carter T. Wong, C/Capt, CAP
Commander, The Cadet Training Group