

2016 New York Wing Leadership Encampment at Stratton ANG **INFORMATION BOOKLET**



Read this information booklet carefully for a clear understanding of your responsibilities.

If you have received this booklet in the mail, then you are registered for the encampment and we are expecting to see you.

IF YOU ARE NOT COMING, CONTACT
Maj Marylou Falco (518) 466-9479 or mlf0048@aol.com

New Security Requirements - See Page 13

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A Message from the Encampment Commander

On behalf of the Wing Commander for the NY Civil Air Patrol, the Officers and Cadet Staff, I personally welcome you to the 2016 New York Wing Leadership Encampment.

You will be attending the Leadership Encampment which is, for many cadets, the high point of their CAP career. It is not a military boot camp but 8 days of enjoyable, yet intense, training and instruction. You will get to experience military style leadership and activities. The encampment will establish goals and expectations and you will learn them and carry them out to completion. During your time at the encampment you will meet cadets from all over New York Wing and even some from other states. You will make friends and have friendships that will last for a long time to come.

This year's encampment is going to have changes from previous years. The Cadet and Officer staff will be well prepared and are ready to lead, instruct and train you. Our host is the entire Stratton Air National Guard Base and their whole Wing is ready for us and will be assisting in making your experience a safe and exciting one. The 109th Airlift Wing will schedule C-130 flights for all who want to fly. There will also be Cadet Orientation flights, and a tour of a nearby museum.

You and your parents have work to do prior to you attending. It is imperative that you double check all the items on the equipment list. Make sure that you don't bring anything on the Contraband list as the base is an official military installation and we are all subject to their security protocols. Don't forget any medication that you will need and make sure to let us know as some medications may cause a military dog to signal should they inspect our tents and buildings. Remember you are a CAP cadet and responsible for yourself and an ambassador for the Civil Air Patrol. Come prepared in body, mind and spirit. You will be a different cadet upon graduating from encampment in the understanding of leadership. I guarantee this experience will stay with you for the rest of your life.

Best of Luck!

Semper Vigilans,
DAVID A. PANZERA, Lt.Col., USAF, NYANG



A Message from the Cadet Commander

Congratulations on your acceptance to the 2016 New York Wing Encampment. This will be one of the most challenging leadership experiences in your cadet career. The cadet and senior staff have been hard at work trying to make this year memorable for all. This informational booklet will serve as an important tool leading up to encampment. Come to encampment prepared, and a great place to start will be this booklet.

Be prepared physically, ready for PT nearly every morning. Be prepared academically, you will be taught and tested on your uniform, drill, general knowledge, leadership, and much more. So be ready for those exams. Also be prepared mentally, because the most important advice that I can give you is to come with an open mind. Understand that you won't know everything, and accept that there will be things that are different than what you are used to. Come to encampment willing to try something new.

Your fellow inflight cadets will become like your family. They will be there every step of the way, including your flight staff. Trust one another. The faster you learn to work as a team the smaller challenges will begin to look. Utilize each other's strengths, and lean on one another to correct weaknesses. The cadets standing beside you for your first formation will be the same cadets for your last formation. Work as a group in between those two points to get the most out of the encampment experience that you can.

Soak in all of the experiences around you. Yes, you will get to fly a US Military aircraft with world class pilots, witness drones in flight, launch rockets, and take once in a lifetime tours. Be excited for them and enjoy them with your peers as a flight. Yet beyond all of the flashy opportunities, don't miss the subtle ones. The flight time, motivation checks, the PT Challenge, or even the class that seems like it will never end. Take in all of the experiences, because both the good and bad experiences are what will make you a well-rounded leader.

Your fellow inflight cadets, senior and cadet staff, and base personnel bring a lot to the table. Each and every one of you comes to encampment with a wide array of experiences, problems, and successes. Use them as a guide to becoming the leader that you want to be.

On behalf of the NYWg Encampment Staff, welcome to Encampment!

Best Regards,

Megan EJ Neuman, C/Lt Col, CAP
Cadet Commander
2016 NYWg Encampment

Registration and In-Processing

Cadets are to report to the encampment on Saturday, 23 July 2016 between 1300 and 1430 hours. Cadets who are unable to report during this time must notify the Encampment Registrar by Monday 18 July 2016, to make other arrangements.

Cadets are to report to the DINING FACILITY, in the BDU uniform as outlined in CAP Manual 39-1. All cadets should be familiar with reporting procedures in Respect on Display (CAPP 151) and must employ them when reporting for inprocessing. Both manuals are available on the Encampment website - Downloads.

No cadets in flight are permitted to arrive early to the encampment or stay late following graduation. There is neither supervision nor any planned activities for these periods.

At registration you must have the following:

- ✓ Current membership card
- ✓ This booklet minus parents info section which includes contact information and driving instructions.
- ✓ Your BDU uniform on your person (You must report in this uniform).
- ✓ All required equipment on the Encampment Equipment List.
- ✓ If bringing any medications and are under 18, must have the signed Medication Release Form.

If parents are driving you, they are requested to stay at the encampment site until you have completed registration and contraband search of your luggage. (See the contraband list on the next page) Contraband search of your luggage will occur in the barracks, not at the registration building. Parents will take home any contraband items or they will be confiscated for the duration of the encampment.

Cadets driving their own vehicles to the encampment will unload their luggage in the designated area, and then drive their vehicle to the designated parking area. Vehicles keys are then surrendered during in-processing to the Logistics Officer for the duration of the encampment. Vehicles may not be used again until the cadet has out-processed from the encampment after Graduation on Saturday.



Contraband List

Cadets on staff or in-flight must not bring to the encampment, use, or have in their possession any of the following items:
(Items will be sent home with parents or confiscated)

Portable music players (e.g., tape, CD, iPod, etc.)
Portable AM/FM Radios
Portable Televisions
Electronic Games
Credit cards, ATM/Debit Cards
Cash over \$25 (No BX available), any excess will be held by the Flight Mentor until the conclusion of the encampment.
Pagers or Beepers
Cell phones (except Staff)
Any medication not list on the Medication Release Form
Illegal Drugs
Tobacco (any form)
Intoxicating Beverages (any form)
Weapons (e.g. knives) or Explosives (e.g. firecrackers)
Any Flame Producing Device (including lighter, matches or flares)
Food (such as snacks, soda, candy, or gum)
Shoulder cords, First Sergeant's diamonds, or Squadron Hats
CAP Radios, 2-way Radios (i.e., FRS)
PDS, Laptops, or Personal Computers (except staff with permission)
Hot plates/coffee makers, etc.
Energy Drinks - including but not limited to Red Bull, Snapple Flre, Power House, Atomic Energy
Laser Pointers

Uniform

The Civil Air Patrol uniform, when fitted and worn properly, is very important in establishing and maintaining good morale and public opinion. Wearing it correctly brings credit to you, your unit, the entire organization, and the United States Air Force. This is particularly true in New York where there are no active Air Force bases and we represent the Air Force.

You will wear the uniform of the day as designated by the Commandant of Cadets (including the wear of ribbons).

Uniforms will be clean and pressed, with shoes/boots shined. Shoulder cords and first sergeant diamonds are not to be worn at the encampment.

Articles such as watch chains, pins, jewelry, handkerchiefs, combs, keys, beepers, and radios will not be worn exposed on the uniform. Pens and pencils must be concealed except when worn in the pen compartment of the left DBU blouse pocket.



Females may wear moderate make-up and clear nail polish. Earrings may be worn in accordance with CAPM 39-1.

Inspections of you and your barracks area will take place several times during the encampment. Your flight staff will instruct you on how to prepare. Inspections are one way of determining the "honor flight", so don't let your flight down!

Organization

Structure:

The encampment is organized as two squadrons with subordinate flights. The flight is the basic training unit of the encampment.



Cadet Staff:

Cadet staff are the only cadets who will exercise command authority. Your flight commander and flight sergeant are two highly qualified cadets who can help you with a problem or answer any questions you may have.

Do not overlook the fact that any cadet or senior, whether or not they have command authority, may be able to help you learn leadership and drill.

Some staff may not be assigned a position equivalent to their grade (e.g., a cadet officer could be assigned as a first sergeant), therefore, colored hats are authorized to be worn by the cadet and senior staff during the encampment and identified on the next page.

CAP Core Values

Integrity
Volunteer
Service
Excellence
Respect



Hat Color	Possible Staff Positions	Should you Salute?
Black	Senior and Cadet Command Staff	Yes
Purple	Chaplain Staff	Yes
Red	Flight Commanders	Yes
Green	First Sergeant(s) Flight Sergeants	No
Burgundy	Senior & Cadet Training	According to Grade
Navy Blue	Finance	According to Grade
Royal Blue	Executive Staff	According to Grade
Gold	Senior Training Officer Flight Training Officer	Yes
White	Safety Senior & Cadet Medical Staff	According to Grade
Grey	Senior Support Staff	According to Grade
Orange	Flight Academy Students & Staff	According to Grade

General Information

1. Communications - cadets will not be able to make or receive phone calls, except in the case of an emergency. We ask that no US Postal mail be sent to cadets during the encampment because **there is no mail delivery to the encampment**. Parents needing to communicate with a cadet or CAP personnel should call the number listed in the Important Contact Information section of this booklet.

2. Transportation - Parents or guardians are responsible for providing transportation to and from the encampment. CAP does not exercise control or supervision over travel performed by members unless CAP transportation is furnished. CAP does not assume any responsibility for travel performed by members to or from special activities. Cadets traveling by commercial bus, plane or train must notify the Registrar of their arrival information by 1 week prior to the start of the activity. (Be sure to have the Registrar's phone number while traveling, in case no one meets you at the terminal.)

3. Cadets who drive Privately Owned Vehicles (POVs) to the encampment - Cadets are not allowed to drive the POV while at the encampment and will surrender ALL ignition keys to the encampment logistics staff upon arrival. Cadets who keep illegally hidden keys may be sent home from the encampment at the discretion of the commander. The keys will be returned during out-processing.

4. Money - The encampment fee covers all encampment expenses, there are limited opportunities to make extra purchases (no Base Exchange). It is recommended that you bring no more than \$25 in CASH for personal expenses.

5. Personal Property - New York Wing cannot be responsible for any item of personal property brought to the encampment. It is not advisable to bring any item not included on the equipment list. **All clothing and equipment must be marked with your last name, first initial and your 6-digit CAPID number** using permanent marker or writing on waterproof tape.

6. Encampment Credit - Cadets who complete 80% of instruction and perform in a satisfactory manner (including conduct and attitude) will receive official encampment credit with National Headquarters CAP and a Certificate of Accomplishment.

7. Dismissal - Cadets who cannot conform to regulations or who cause a disruption at the encampment will be subject to disciplinary action including dismissal. Cadets will also be subject to dismissal for the following reasons: destroying or stealing government, CAP, or personal property; actions that jeopardize the safety of personnel; or using or having in their possession illegal drugs.

8. Withdrawal - Due to the waiting list, it is important to notify the registrar directly as soon as possible. Prior to July 1st any fees paid previously will be refunded minus a \$25 cancellation fee. After July 1st, the cancellation fee is \$75. If notification is received less than 1 week prior to the activity, the cancellation fee is \$125.

9. Health and Medical - Personal and dental hygiene are required daily. A medical officer will be available for serious illness or accidents. Cadets are expected to be in good physical condition or have a doctor's statement listing any limitations. Parents will be notified of serious injury or illness.

10. Medications - Prescription and over-the-counter medications can be brought to the encampment but they must be accompanied by a permission form. (See last page of this booklet for more information)

11. Visitors - Except to drop off or pick up cadets and to attend graduation, visitors to the encampment are not allowed. Any adult entering the base at any time must have been pre-screened. See the Security Requirements section of this booklet for more information.

12. Laundry - There are no laundry facilities. It is required that cadets bring sufficient clothing that would eliminate the need to do laundry during the activity (see equipment list).

13. Uniforms - Stratton ANG Base does not sell uniform items. Be sure to arrive at the encampment with BOTH required uniforms. If you do not have all uniform items, please contact your squadron commander to help you get them prior to the encampment.

14. Checklist - Before leaving home for the encampment, be sure you have all required items from the Equipment List.

15. Professional Photographer - a professional photographer will be on-site and will take photos of every participant. Check out the website for information on pre-ordering.

Security Requirements

Stratton is an active Air National Guard base and as such has security protocols that must be followed. Any adult visitor to the base must be pre-screened prior to arrival. The best time to initiate that process is NOW. But in no case, later than 1 week prior to the start of the encampment. The best way to accomplish this is by entering the required information on the secure portion of the encampment website. All members of Civil Air Patrol who have been accepted to the encampment have been registered and can access the site with their CAPID and password. Please enter all adults (over 18) who may be coming on base. Required information includes: Name, birthday, Driver's License # and expiration date, and the last 4 digits of their Social Security Number. If you have any difficulty, contact the Registrar.

All accepted participants over 18 years have been pre-screened as part of the application process. They do NOT need to be entered again, only guests.



Parents Information Section

Cadets are expected to bring this booklet to the encampment, so make sure you have detached these pages or have made copies. (Can also be downloaded from the website.)

Accommodations near Stratton ANG:

Doubletree by Hilton 100 Nott Terrace, Schenectady, NY 12308

Phone: (518) 393-4141

Days Inn 167 Nott Terrace, Schenectady, NY 12308

Phone: (518) 370-3297

Encampment Newsletter & Web Site: While cadets will not be able to make or receive phone calls during the encampment, we want you to know what is happening during the week. So, we will be posting our daily newsletter to our encampment website (<http://encampment.nywgcadets.org>). We hope you enjoy reading about the daily events and activities.

Graduation and Departure Information:

Graduation will be held Saturday, 30 July 2016, at approximately 1000 hours with out-processing occurring immediately thereafter. Parents will be able to view the graduation and Pass-In-Review ceremonies. Any adult coming to graduation must have been pre-screened by Stratton ANG prior to the start of the encampment. (See Security Information on Page 13 for further details.)

Cadets in Flight will be able to depart from the BARRACKS AREA as soon as they complete their out-processing. Cadets with air, bus or train reservations must notify their Flight Mentor during the encampment of their requirements. (The Registrar should also have been informed prior to the encampment.) Cadets on Staff will be staying for the staff banquet on Saturday evening and cleanup on Sunday morning. The expected departure and pick up time for staff is 1100 on Sunday, 31 July 2016.

Directions to Stratton ANG Base

From West:

Take I-90 east to exit 26. Get off onto I-890 east and take it to the Erie Blvd Exit. Take Erie Blvd for about a mile (you will pass five lights). The fifth light is at Freeman's Bridge Road. Go across the bridge and through the first light. Take a right at the next light onto Maple Ave. There will be a Stewart's Shop at the intersection. Follow Maple Ave. until you see a sign for Stratton. Take a left onto Air National Guard Rd. and over the train tracks. Take a left into the base and proceed from there.

From South:

Take I-87 north to I-90 west. Take I-90 west to exit 25 and get onto I-890 west. Get off at the Erie Blvd exit. Take Erie Blvd for about a mile (you will pass five lights). The fifth light is at Freeman's Bridge Road. Go across the bridge and through the first light. Take a right at the next light onto Maple Ave. There will be a Stewart's Shop at the intersection. Follow Maple Ave. until you see a sign for Stratton. Take a left onto Air National Guard Rd. and over the train tracks. Take a left into the base and proceed from there.

From North:

Take I-87 south to the Clifton Park exit (Rte 146). Bear right after the exit going west. After a while you will come up to an intersection where Rte 146 will go to the left (there is a traffic light there). You will proceed straight through the intersection. This will become Glen Ridge Road. You will go through a few small railroad bridges and then come upon another intersection. This will be with Maple Ave. Take a left onto Maple Ave. Follow Maple Ave. until it intersects with Air National Guard Rd. Turn right onto Air National Guard Rd. and then take a left into the base.

GPS Address:

1 Air National Guard Rd, Scotia, NY 12302

Important Contact Information

Encampment Commander:

Lt Col David Panzera
Phone: (518) 379-6773
Email: skiherk@gmail.com

Commandant of Cadets:

Capt Christian Granda
Phone: (718) 678-5221
Email: Msgtgranda15@yahoo.com

Cadet Commander:

C/Lt Col Megan Neuman
Phone: (607) 310-8331
Email: megan.neuman10@gmail.com

Encampment Registrar:

Maj Marylou Falco
Phone: (518) 466-9479
Email: mlf0048@aol.com

Encampment Web Address:

For Further Information

<http://encampment.nywgcadets.org/>





Cadet Medications at the Encampment

Civil Air Patrol has recently issued a new regulation (CAPR 160-002 Handling of Cadet Medications. This regulation is in effect for all cadets under age 18. (The regulation is available on the Parent's Page of the Encampment website or can be requested from the Registrar.)

We need a release signed by a parent or guardian to allow any medications (prescription or over-the-counter) to be brought by a cadet under the age of 18. All medications being brought to the encampment must be original containers with dosing instructions and labeled with the cadet's name. Prescription containers must contain the name of the prescribing physician, name of dispensing pharmacy, recipient name and any instructions for dosage.

Please, be sure to bring this signed release with any medications being brought to the encampment to the medical staff at in-processing on the first day of the encampment. (The form can also be downloaded on the Encampment Website - Parent's Page at <http://encampment.nywgcadets.org>).



Civil Air Patrol
New York Wing Leadership Encampment

Cadet Medication Release Form

Date _____

Cadet's Name: _____

has been instructed in the proper use of the following medication procedures:
(List all prescription medications being brought to the encampment)

(Mark any over-the-counter medications being brought to the encampment.)

- | | | | |
|--------------------------------------|--------------------------|----------------------------|--------------------------|
| Benadryl | <input type="checkbox"/> | Ibuprofen | <input type="checkbox"/> |
| Other Antihistamines (e.g. Claritin) | <input type="checkbox"/> | Acetaminophen | <input type="checkbox"/> |
| Cough & Cold Products, Antacids | <input type="checkbox"/> | Aspirin | <input type="checkbox"/> |
| Pepto-Bismol | <input type="checkbox"/> | Midol | <input type="checkbox"/> |
| Emtral | <input type="checkbox"/> | Inhalers/diabetic supplies | <input type="checkbox"/> |
| Imodium | <input type="checkbox"/> | Other _____ | <input type="checkbox"/> |
| Vitamins/Supplements | <input type="checkbox"/> | | |

I request that the cadet named above be permitted to carry the medication on their person or to keep same in their luggage, as I consider the cadet responsible. The cadet has been instructed in and understands the purpose and appropriate method and frequency of use. All medications have been labeled with the cadet's name.

Signature of Parent or Guardian

- * **Please pack all medications in a bag with this release**
- * **Any medications not listed will be confiscated during the activity**
- * **Do not send more medication than is needed**
- * **Prescription medications must be in original containers**
- * **More Info: CAPR 160-2 - Parent's page at encampment.nywgcadets.org**

PLEASE BRING THIS FORM TO IN-PROCESSING