

**2008 New York Wing Leadership
Encampment at Stratton ANG**

**INFORMATION
BOOKLET**



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

Teamwork is the key word for a successful encampment.

If you do not understand or if anything in this booklet is unclear, please contact the Cadet Commander or Cadet Deputy-Commander as soon as possible.

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, PLEASE CONTACT ASAP
Maj Marylou Falco (518) 466-9479 or (518) 785-9385
or mlf0048@aol.com!!!**

You may not attend the Encampment unless you are pre-registered.

****PLEASE REVIEW THE 2008 Equipment List****

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A MESSAGE FROM THE ENCAMPMENT COMMANDER

Congratulations on your acceptance to the 2008 New York Wing Leadership Encampment!

You are about to embark on an important step in your CAP career and personal development while taking part in the proud tradition of New York Wing Encampments that dates back to the early days of Civil Air Patrol.

Throughout the Encampment, you will be challenged to grow in leadership, followership, and knowledge through hands-on experiences and instruction by cadet, senior, and military leaders.

A range of exciting opportunities will be available to us this year at Stratton Air National Guard Base including flights in C-130s, a variety of Air Force guest speakers, and tours of the nearby aerospace museum.

You will also learn from your peers from around the Wing. As you work together and learn from each other you will also form close friendships that will last far beyond this years encampment.

As you learn, practice, and refine your leadership abilities, you will undoubtedly find that while it will not be easy, the experience before you is an extremely valuable one and that the experience and the lessons learned will stay with you for many years.

Good luck and best wishes!

Major Randy Anger, CAP
NYWG Leadership Encampment Commander



A MESSAGE FROM THE CADET COMMANDER

Welcome and thank you for your decision to attend the 2008 NYWG Leadership Encampment! You may not know it but you have already taken the first steps towards becoming a better leader.

This encampment will test you. You will discover how much potential you have. You will be mentally and physically challenged, and if you put forth the effort you will come out of this experience learning a great deal about what you are capable of as a follower and as a leader.

With the help of the cadet and senior staff, along with assistance from the Air National Guard Base, you will receive the best training available. Our time is short and the training is demanding, to accomplish our goals we need cooperation at all levels starting with yours.

The NYWG Leadership Encampment is renowned for being one of the best in the nation. With that I Challenge every individual cadet to bring your best side forward and come open-minded and ready. Ready to accept and overcome the challenges that will be present. Ready to go beyond your normal limits. Ready to use the experience earned to better yourself and your home units. Ready to grow.

Congratulations on your acceptance, thank you and good luck. I look forward to another successful NYWG Leadership Encampment!

Respectfully,
C/Lt Col Jacob Miller, CAP
Encampment Cadet Commander



FROM THE COMMANDANT OF CADETS

Congratulations on your decision to attend the 2008 New York Wing Leadership Encampment. You are about to experience one of the most rewarding events in your CAP cadet career.

As the Commandant of Cadets, I am charged with your CAP professional development during encampment. I will expect you to live up to our Core Values. You will be challenged to exhibit leadership, demonstrate teamwork, have a positive attitude, make new friends and have fun.

My goal is to maintain a positive environment in which every cadet can achieve excellence, become leaders of character and develop a desire for lifelong learning. Everything we do contributes to helping you develop as a "whole" person. Cadet leaders are given the authority and responsibility for leadership for the in-flight cadets. They are expected to practice positive leadership, and are held to high standards and are accountable for results.

During this week, you will have numerous opportunities to work with and learn from your peers and both CAP and USAF leaders. These professionals have worked hard in developing an exciting and varied curriculum to maximize and enhance your knowledge and skills.

If you commit yourself, I assure you that your time here will be immeasurable.

I look forward to meeting you.

Semper Vigilans,

A handwritten signature in black ink that reads "Ben Nodar CAPT, CAP".

BENJAMIN NODAR, Captain, CAP
Commandant of Cadets
2008 NYWG Encampment.

REGISTRATION

Cadets are to report to the encampment on Saturday, 19 July 2008 between 1300 and 1530 hours. Cadets who are unable to report during this time must notify the Encampment Commander by Monday, 14 July 2008, to make arrangements.

Cadets are to report to the MESS HALL, in the BDU uniform as outlined in CAP Manual 39-1. All cadets should be familiar with reporting procedures as per Leadership 2000 and Beyond, Vol. 1, Pages 14-15 and must employ them when reporting for in-processing.

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 (If you do not have a current membership card, contact Maj Marylou Falco, Encampment Registrar, prior to 14 July 2008)
- ✓ This booklet minus parents/guardians info section which includes contact info and driving instructions
- ✓ Any outstanding balance of the encampment fee of \$175, checks made out to NY Wing Civil Air Patrol
- ✓ Your BDU uniform on your person (You must report in this uniform)
- ✓ All required equipment on the 2008 Encampment Equipment List

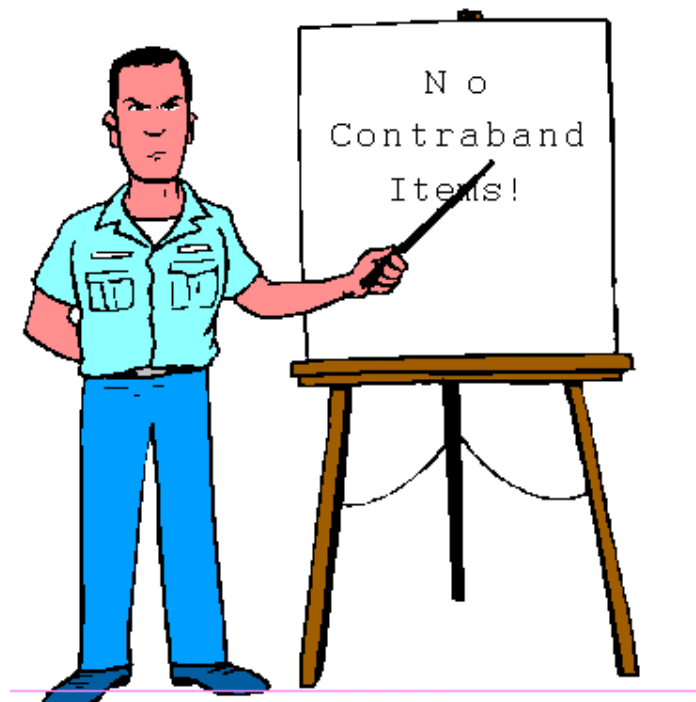
Cadets reporting without this material may not be accepted and will be required to leave the base, at their own expense.

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 contraband list). Contraband search of your luggage will occur in the barracks, not at the registration building. **Parents will take home any contraband items.**

Cadets driving their own vehicle to the encampment will unload their luggage in the designated area, and then drive their vehicle to the designated parking area.

Cadets driving their own vehicle must surrender their keys 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.



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, first sergeant diamonds, and sunglasses 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 BDU 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!

UNIFORM TIPS:

Grade insignia is worn on both collars of the BDU and the Blues uniform.

A reverse flag is required to be worn on the right shoulder of the BDU shirt.

Wing patch is optional on the BDU but not allowed on the Blues uniform.



IN-PROCESSING

Upon reporting for registration, cadets will be in-processed, which involves Registration (as described in the Registration Section), a review of any medical conditions, and a contraband search of luggage.

Any medications brought to the encampment (whether prescription or over-the-counter) must be listed on the Self Medication Release Form and signed by parent or guardian. (Form at end of booklet.) No medications can be dispense by the encampment staff.

Each cadet's luggage will be inspected during in-processing. Items not on the equipment list will be sent home with the cadet's parent, if available, or secured until the end of the encampment.

None of the items on the Contraband List are required for the Encampment. Do not bring contraband items to the Encampment. All Contraband items will be confiscated and held for the duration of the encampment by your TAC Officer.



NOTE TO PARENTS AND GUARDIANS: A member of the encampment staff will be available to answer any questions you may have during in processing.

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)

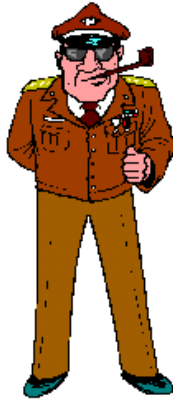
Portable music players (e.g., tape, CD, iPod, etc.)·

Portable AM/FM Radios

- Portable Televisions
- Electronic Games
- Credit Cards, ATM/Debit Cards
- Cash over \$25.00 (No BX available, any excess will be held by the TAC Officer until the conclusion of the encampment)
- Pagers or Beepers
- Cellular Phones
- Any medication not listed on the Self 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
- PDAs, Laptops, or Personal Computers (except staff with permission)

Hot plates/coffee makers etc.

Energy Drinks - including but not limited to Red Bull, Snapple Fire, Power House, Atomic Energy



ORGANIZATION

A. STRUCTURE:

The encampment is organized as a group with subordinate flights. The flight is the basic training unit of the encampment.

B. 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. Regulations require the earned grade be worn during the encampment.

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 are identified on the next page:





Hat Color	Possible Staff Position	Should you Salute?
Blue	Senior and Cadet Command Staff	YES
Black	Chaplain Staff	YES
Red	Flight Commanders	YES
Green	First Sergeant Flight Sergeants	NO
Burgundy	Commandant of Cadets Senior & Cadet Stan/Eval Senior & Cadet Training	According to Grade Only
Grey	Senior & Cadet Executive Staff	According to Grade Only
Gold	Chief TAC Officer TAC Officers	YES
White	Senior & Cadet Medical Staff	According to Grade Only
Orange	Flight Academy students & staff	According to Grade Only

CAP CORE VALUES

Integrity
 Volunteer Service
 Excellence
 Respect

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 US postal mail delivery to the encampment**. Parents needing to communicate with a cadet or CAP personnel should call the number listed in the Relevant Phone Number section of this booklet.
2. Transportation to and from – Parents or guardians are responsible for providing transportation to and from the encampment. Cadets traveling by commercial bus, plane or train must notify the Registrar of their arrival information by 14 July 2008. Keep this book handy with the encampment phone number, in case no one meets you at the terminal. Also, 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.
3. Cadets who drive Privately Owned Vehicles (POVs) to the encampment will not operate 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 \$25.00 in CASH for personal expenses. Checks and money orders cannot be cashed at the encampment.
5. Responsibility – 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, intoxicating beverages, weapons, tobacco products, explosives, or any flame producing devices.

8. **Withdrawal – If you are unable to attend the encampment, notify the Encampment Registrar before the start of the encampment. Prior to July 1st, any fees paid previously will be refunded minus a \$25.00 cancellation fee. Due to the waiting list, it is important to notify the registrar directly as soon as possible. After July 1st, the cancellation fee is \$75. After July 12th, 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 – Cadets whose parents have submitted the Self-Medication Release Form (found on the last page in this booklet), will be responsible for their own medication (prescription and over-the-counter). If cadets arrive at the encampment with medications (prescription or over-the-counter) for which we do not have a signed parental release form, the cadet will not be allowed to keep the medication with them. (The release form should be brought to the encampment with the medications.)
11. Visitors – Visitors, with the exception of graduation, are not allowed (a Military Support Authorization (MSA) must be on file with Stratton ANG Base for all personnel on site, prior to the start of the encampment). Any non-CAP or non-military personnel who wish to stay overnight must find off-base accommodations (see listing).
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 section of this booklet).
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 uniforms, please contact your squadron commander to help you get them prior to the encampment. There is no base exchange available.
14. Checklist – Before leaving home for the encampment, be sure you have all required items from the Equipment List.
15. Behavior – You are expected to behave in a manner that brings credit to Civil Air Patrol and to yourself. Your conduct, in or out of uniform, reflects good or bad public opinion of Civil Air Patrol. If you fail to follow encampment policy or commit acts unbecoming a CAP Cadet, you may be subject to dismissal from the encampment.
16. Limits – You may not leave the encampment area without proper authorization. If you wish to leave the encampment, you must go through channels to the Encampment Commander.

ACCOMODATIONS NEAR STRATTON ANG

Holiday Inn

100 Nott Terrace, Schenectady, NY 12308
Phone:(518) 393-4141

Days Inn

167 Nott Terrace, Schenectady, NY 12308
Phone: (518) 370-3297

PARENT INFO SECTION

The next few pages contain information that you may need:

- (1) Graduation information
- (2) Directions to the Encampment
- (3) Contact Information Page

**Cadets are expected to bring this booklet to the encampment, so make sure you have detached these pages or have made copies.

GRADUATION AND DEPARTURE INFORMATION

Graduation will be held Saturday, 26 July 2008, at approximately 1000 hours with out-processing occurring immediately thereafter. Parents will be able to view the graduation and Pass-In-Review ceremonies.

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 TAC Officer during the encampment of their requirements.

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, 27 July 2008.

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.

IMPORTANT CONTACT INFORMATION

Encampment Headquarters Stratton ANG Base

(After 19 July 08 - during business hours)

Office: (518) 344-2488 or (518) 344-2383

Or check Website (see below) for latest information

Encampment Commander:

Major Randy Anger, CAP

Phone: (716) 741-4353

Email: Angerrc@roadrunner.com

Commandant of Cadets:

Capt Ben Nodar

Phone: (516) 643 4927

Email: bnodar000@yahoo.com

Cadet Commander:

C/Lt Col Jacob Miller

Phone: (585) 786-5527

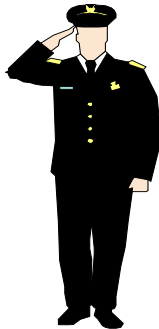
Email: rapidmongoose@gmail.com

Encampment Registrar:

Major Marylou Falco, CAP

Phone: (518) 466-9479

Email: MLF0048@aol.com



Encampment Web Address for further information

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



**CIVIL AIR PATROL
New York Wing Leadership Encampment
Self-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)

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

- | | | | |
|-----------------------|--------------------------|--------------------------------------|--------------------------|
| Benadryl | <input type="checkbox"/> | Other Antihistamines (e.g. Claritin) | <input type="checkbox"/> |
| Cough & Cold Products | <input type="checkbox"/> | Antacids | <input type="checkbox"/> |
| PeptoBismal | <input type="checkbox"/> | Emetrol | <input type="checkbox"/> |
| Imodium | <input type="checkbox"/> | Ibuprofen | <input type="checkbox"/> |
| Acetaminophen | <input type="checkbox"/> | Aspirin | <input type="checkbox"/> |
| Midol | <input type="checkbox"/> | Other _____ | <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.

Signature of Parent or Guardian

- ***Please pack all medications in a bag along with this release.***
- ***Any medications not listed will be confiscated for the duration of the encampment.***
- ***Do not send more medication than is needed for the length of the encampment.***
- ***No medications will be dispensed by staff.***

2008 New York Wing Encampment Equipment List

What follows is the minimum required 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.

✓	Blues Uniform:	✓	BDU Uniform:
	1 Summer Blue Shirt		1 Summer BDU Blouse
	1 Summer Blue Pants or Skirt		1 Summer BDU Pants
	1 Flight Cap		1 BDU Cover (Air Force or Army style only)
	1 Pair Uniform Shoes		1 Pair WELL BROKEN IN Uniform Boots
	1 Blues Belt with shiny chrome buckle		1 Set Blousing Bands (for BDU Pants)
	3 White V-NECK T-Shirts		1 Blue BDU Belt with Subdued Black Buckle
	3 Pair Black Socks (females wear with slacks)		6 Brown or black T-Shirts
	3 Pair Neutral Shade Hose (Females only with skirt)		6 Pair Boot Socks (STAFF Add 2 pair)
	1 Hat Device with Backing for Flight Cap		2 1-Quart Military Style Canteens to fit on web belt OR 1 Camelbak REQUIRED!
	2 Grade Insignia with Backing		1 Web Belt (to Attach Canteens) (Optional if using Camelbak)
	1 Set Appropriate Ribbons		
	1 Ribbon Holder with Backing		
	1 Name Plate with Backing	✓	Toiletries:
	1 set Slingshots (a.k.a. garters) (Optional)		1 Comb or Hairbrush
			1 Washcloth
			1 Bath Towel
✓	Clothing:		1 Pair Shower Clogs or Flip-Flops
	2 Sets of Conservative Casual Civilian Attire Civilian attire must be solid colored clothing. Non-military advertising or large logos of any sort will not be permitted.		1 Soap Bar with Plastic Container
			1 Small Container Toothpaste
			1 Deodorant
			1 Toothbrush
	1 Light Jacket, Field Jacket, or Sweater		1 Small Personal First Aid Kit
	1 Pair Sneakers		1 Feminine Hygiene Products (Females Only)
	6 Sets of Underwear (STAFF add 3 pair)		1 Container Shampoo
	1 Pair Blue Denim Jeans or Work Pants		1 small packet of Moleskin (Optional, but HIGHLY Recommended)
	1 Set of PT gear (Solid Colors or Military Logos Only)		1 Small Container of Foot Powder (Optional)
	1 Raincoat or Poncho		1 Set Shaving Items
	1 Sweat Suit (optional)		1 Small Case or Bag for Toiletries
			1 Chap Stick (Optional)
			1 Insect Repellent
✓	Barracks Items:		1 Sunscreen
	1 Laundry Bag		1 Boot Liner eg. "Dr. Scholl's brand" (Optional)
	1 Small Sewing Kit		
	Coat Hangars as necessary for uniforms		
	1 Sleeping bag or bedding for a Cot: <input type="checkbox"/> 1 Pillow <input type="checkbox"/> 1 Pillow Case Note: Temperatures may be cool. Please plan accordingly. An extra blanket might be useful. It is recommended that bedding be solid colored without prints, however, it is not necessary if you do not already have a set.	✓	Accessories:
			1 3-Hole Punch Spiral Notebook
			3 Pens
			3 Pencils
			1 Shoe Shine Kit (polish, brush, rag)
			1 Flashlight with Extra Batteries and Bulb
			1 Camera (optional) BE SURE TO LABEL WITH YOUR NAME!