



HEADQUARTERS  
CIVIL AIR PATROL NEW YORK WING  
UNITED STATES AIR FORCE AUXILIARY  
817 STEWART AVE (REAR)  
GARDEN CITY NY 11530



1 March 2008

MEMORANDUM FOR ALL ENCAMPMENT STAFF APPLICANTS  
FROM: ENCAMPMENT COMMANDER  
SUBJECT: 2008 New York Wing Leadership Encampment

1) **Welcome.** I am pleased to announce that the New York Wing 2008 Leadership Encampment will again be held at the Stratton Air National Guard Base in Scotia, NY. The Encampment will run from 19 July through 26 July for in-flight cadets. Staff will be expected to arrive on 17 July and remain through the morning of 27 July. We are expecting another exciting year with many new opportunities and a large turnout of highly motivated in-flight cadets, cadet staff and senior staff. It is my pleasure therefore, on behalf of the Wing Commander and New York Wing to encourage you to apply for a staff position at this year's Encampment.

2) **Encampment Summary.** Encampments are often the most memorable event in a CAP cadet's career. We all remember our first one. The Encampment will contain both a Leadership Encampment and a Flight Academy again this year. The Leadership encampment will provide the cadets the opportunity to learn about followership and leadership by experiencing life as an airman for a week. Cadets will learn the basics through a very rigorous training schedule during the week and by living on a military base with their fellow cadets. More experienced cadets are invited to apply for a staff position that will allow them to grow and refine their leadership skills. Cadet staff will serve in a variety of positions, working along with their senior member mentors and experiencing first hand what leadership is about.

The Flight Academy will give six cadets the opportunity for powered flight training and two cadets training in the Wing's glider. All cadets will also attend a private pilot's ground school.

The encampment allows senior members the opportunity to work with some extremely outstanding young people and to help them mature and gain new skills. Cadet and Senior Members are needed to staff both of these program areas. More information is available at the encampment website – <http://encampment.nywgcadets.org/>

### 3) Staff Requirements.

All Applicants:

- Must be a current member and have a current membership card at the beginning of the encampment
- All members 18 years old or older must have completed Cadet Protection Training (CPPT)

Cadet Command Staff:

- Must be a Cadet Senior Master Sergeant or above by 10 April if applying for Group First Sergeant

Cadet Staff:

- Must have prior encampment experience
- Must be a cadet Staff Sergeant or above prior to the deadline for staff applications (10 May).

Senior Members:

- Must complete Level 1 training and CPPT prior to the encampment
- NYWG Driver's License is helpful but not mandatory

4) **Preparatory Training Workshops.** There will be two staff training workshops in preparation for the Encampment. The first weekend will be held from 16 to 18 May 2008. All cadets interested in serving on staff should attend. This weekend will include leadership and mentoring training and will continue our staff selection process. The second weekend is the Staff Skills Workshop. This event will be held from 13 to 15 June 2008 and will focus on preparing cadet staff and their senior member mentors for their position at the encampment. Both events will be hosted at Stratton Air National Guard Base in Scotia, NY. **Attendees must bring \$15 for meals to each weekend and one copy of NYWF 17c.** All cadets and seniors are **STRONGLY** encouraged to attend both of these weekends. The training, planning and teambuilding that occurs during these weekends is important to the success of the encampment. Any Senior Member who is still considering attending the Encampment is encouraged to come to the workshops to find out more about the nature of CAP Encampments and the opportunities that exist to get involved. Please use the website to indicate your workshop attendance. If you are unable to access the website, and cannot attend either of the weekends you must contact me or the Registrar. Failure to attend either weekend without notification could result in non-selection or assumed withdrawal from staff.

5) **Cost.** The cost for this year's Encampment will be \$175 per cadet, for both staff cadets and in-flight cadets. Payment may be made by check, money order, or credit card. Checks and money orders should be included with the application paperwork. All checks should be made payable to NY Wing Encampment. Those wishing to pay by credit card should fill out and sign the credit card authorization section of the NYWF 31. Only Visa and MasterCard will be accepted. The cost to Senior member is \$15 per day to a maximum of \$75 per person to cover the cost of meals.

6) **Application Forms.** Cadets applying for staff should complete the online application and submit **NYWF 31**, "Application for New York Wing Encampment," dated 12 JAN 08 (if unable to submit application online please complete **NYWF 96**). A brief essay (two pages or less) describing why you should be considered for the positions that you are applying for must also be complete. If possible please submit your essays online. You will be able to key in your essay directly, or cut and paste from another document directly into the members only section of the encampment website. You can also send an electronic copy of the essay via email to the Encampment Registrar at MLF0048@aol.com who will post it on the website. If you cannot email the essay, send a hardcopy to the Registrar. Senior Members also should complete both NYWF 31 and 96, and are encouraged to submit an essay. (Senior Members can also use the online staff application in lieu of the Form 96.) Copies of all forms are posted on both the New York Wing website at <http://nywg.cap.gov/> and the Cadet Programs website at [www.encampment.nywgcadets.org](http://www.encampment.nywgcadets.org). Contact the registrar if you are unable to obtain an application from the website or your squadron commander. All applying personnel and squadron commanders are requested to make a special effort to ensure that their forms are legible (typed forms are preferred) so that there are no errors in processing them.

7) **Mailing Address.** Applicants should submit ONE copy of each application form to the Encampment Registrar. Applications sent to NY Wing Headquarters or other addresses risk being delayed and could result in non-acceptance. All signed applications must be either mailed or faxed to the Encampment Registrar at the following address:

2008 NYWG Encampment Registrar  
c/o Maj Mary Lou Falco  
2 Mildred Lane  
Latham, NY 12110 – 3519  
Fax: (775) 269-8312

8) **Application Deadlines.** Individuals submitting applications that are received by the deadlines listed below will be invited to attend the Leadership Weekend 16 to 18 May and will be considered for a staff position. We understand that Senior Members may not know of their availability until later in the Spring but please apply and describe your situation. Cadets applying for other summer activities that might conflict with the Encampment should apply and inform us of the possible conflicts. Interested senior members can also contact the Commander at Angerrc@roadrunner.com or (716) 741-4353 to let him know in what areas you are interested in serving. After receipt of your application by the Encampment Registrar, you will be sent a letter to confirm receipt of your application and indicate any additional information needed to process your application. Please contact the registrar if you don't receive confirmation within two weeks as this may indicate your application has not been received. Paperwork status can also be checked on the encampment website.

The following are important dates and deadlines:

- Cadet Command Staff (C/CC, C/DCC, C/XO, C/1<sup>st</sup> Sgt) Applications must be received by **12 April**.
- All other Staff Application must be received by **10 May**.

9) **Question** Any questions should be directed to the Commander at Angerrc@roadrunner.com.

10) **Distribution.** We are requesting all members in the Wing's help to get the word out about this year's Encampment. We are all looking forward to having a terrific Encampment again this year.

Sincerely,



Randy C. Anger, Maj, CAP  
2008 Encampment Commander