

New York Wing Encampment Staff Handbook

This manual contains two documents:

Administrative Procedures

Finance Procedures

All staff members should be familiar with the Administrative Procedures – this document describes in detail the staff days before and after the actual encampment as well as other information relating to the operating expectations of this activity.

The second document detailing the financial procedures should be reviewed by all senior members as well as cadets in command or OIC positions.

Any questions, contact Maj Falco (Registrar and On-site Finance Officer)
or Lt Col Burns (Finance Officer)

NYWg ENCAMPMENT ADMINISTRATION INSTRUCTIONS

20 JUNE 2019

Version 1

OVERVIEW

Civil Air Patrol has a lot of regulations and rules, and it is imperative that the encampment operates in accordance with these mandates from the national organization. Stratton ANG also has rules that we MUST follow if we are going to continue to be able to run our activity on this base. Many of the senior staff have been participating in this activity for many years and sometimes we don't always communicate as well as we should to newer members of staff. This document attempts to put down in writing these things that 'everyone knows'.

PRE-ENCAMPMENT:

Paperwork -- The documents that are part of the registration process come from National Civil Air Patrol or Stratton ANG and we must have them on file for every individual who is on-site at the activity on any day except graduation. Cadets applying for staff will not be considered unless all paperwork is received by the deadline. Senior Members do not have a hard and fast deadline, but it is much appreciated if the paperwork is submitted before the encampment starts. You can check the status of your application process on the encampment website under RECEIVED APPLICATIONS.

Corporate Vans – if you are planning to drive a corporate van to the encampment, or if you know of someone in your group who may be driving cadets to the activity and leaving the van on-site, the Logistics Officer should be notified. (Or let the Registrar know and she will pass on the information.)

Alternate Travel Arrangements – If you are planning to arrive at the encampment in other than private or corporate vehicles, you must contact the registrar no later than one week prior to the start of the activity to arrange pickup (i.e., train station, airport).

Required Staff Training – This class is required (by National) for all staff members. The class is held mid-day on the Staff Skills Workshop weekend. It is highly desired that you make every effort to participate at this time. If you can't attend at the workshop, the encampment will have to arrange a make-up session for you during the encampment. Generally one is scheduled on the Friday just prior to the in-flight cadets arriving on Saturday.

AT THE ENCAMPMENT – STAFF SETUP DAYS

Setup Day 1

Arrival – Unless you have asked by the Encampment Commander to be on-site earlier, you should not plan to arrive earlier than 1600 hours on Thursday before the activity starts. (The Registrar needs time to get set up before dealing with arrivals.) Plan to have eaten before showing up, or bring something to eat. The encampment does not provide any food on that first staff day. When arriving, go to the Registrar (usually in the Pavilion), sign in and get your housing assignment. (This housing assignment may only be for Thursday and Friday night.) If you have driven a private vehicle, you will be given a placard for your car. This should be displayed on your dashboard. If you have brought a corporate van, sign the van in. (Be sure to indicate when the van will be leaving and who will be the driver.) There is generally a staff meeting and a safety briefing held in the evening.

Setup Day 2

Arrival - most staff will arrive on Day 1, but some will come at other times. In all cases, the first thing to do is to sign in with the Registrar. On Day 2, the Registrar has probably moved to the Dining Facility. By Day 2, Logistics is probably set up to receive the corporate van keys. Since the vans have arrived with low fuel, logistics refuels and inspects the vehicles.

Hat Ceremony – Usually held right after breakfast in the dining hall, staff are introduced and given their encampment hat.

Registration Process – Late afternoon/evening a time is set aside to register everyone who is on-site. At this point, any missing paperwork and outstanding payments are collected, encampment t-shirts are distributed, medical review, sign-up for staff dinner, private vehicle keys for cadet staff are turned in.

Other Activities – This is a busy day. The pavilion is turned into a barracks, offices for the executive departments are set up, flight staff is setting up the cots for the cabins, Required Staff Training is held for those individuals who were not able to do it earlier, services is preparing and serving meals, PAO is creating a newsletter, logistics is passing out radios. If you have driven a private vehicle and do not plan to use it during the encampment, it should be moved to long-term parking so we don't overwhelm the parking lots on base. (Cadet staff **MUST** move their vehicles to long-term.)

Setup Day 3 (Also the first day of the encampment)

At this point everyone in cabins for the pre-encampment staff days will move to their final housing for the encampment. The Registrar will have a roster of the housing assignments. (Those in the staff tents will not have to move.)

AT THE ENCAMPMENT

Internet – Maj Falco, who is the Pre-Encampment Registrar, changes hats at the encampment and assumes the role of On-Site Finance Officer. She is set up in the lobby of the Dining Hall and has a miFi hotspot to be able to communicate with the outside world. Anyone needing internet access can use a laptop in the Finance area.

Vans – corporate vehicles can only be driven by CAP licensed van drivers. Keys are held by Logistics and should be returned to them after any usage of the van. All refueling will be done using the encampment credit card which is obtained from the finance officer.

Schedule – the Training department is responsible for the schedule. It is stored in a central location and can be accessed from phones with internet access. Address will be provided at the encampment.

Medical – Occasionally, it is necessary to take a cadet to a hospital or Urgent Care Center. This is a Senior Member function and it is necessary to have two adults. If asked to perform this service, the medical office will give you the necessary paperwork that MUST accompany the cadet, as well as directions to the appropriate facility.

Housing – Cadet and senior staff are housed in the staff tents. The inflight housing (cabins and pavilion) MUST have at least one cadet and senior member in each building. While every effort will be made to accommodate housing preference, the needs of the encampment will take precedence and you may be assigned to a cabin for at least part of the encampment.

Finance – A complete description of the financial procedures is included in the next chapter of this handbook. In general, do not purchase anything with the expectation of being reimbursed, unless you have the approval of the Commander or Finance Officer. We expect any purchases to be made with an Encampment check and tax exempt certificate which is obtained from the Finance Officer.

GRADUATION DAY

Graduation Day is very, very busy. As soon as the inflight cadets leave the encampment, the staff must quickly transition to 'clean up mode'.

Housing - The first task after graduation is to change into work clothes and if you need to move your housing this is done immediately. (If you are being asked to move, it is because the building will be cleared and cleaned and turned back to the base in the next few hours. If your stuff is still there, the team assigned to close the building cannot complete their task.) The end-of-encampment housing assignments will be posted in the dining hall. If your housing for the encampment has been in the staff tents, you will not have to move.

Afternoon Tasks – Reporting to the dining facility in work clothes for lunch, allows assignment to teams tasked with cleaning various areas:

Pavilion – The tent sides need to be pulled down and packed away.

Cabins – the cabins designated to be closed on Saturday need to have cots packed up and moved to final storage, floors swept.

Executive and Command Staff Offices – all personal equipment removed and Building cleaned

Dining Facility – general cleaning

Class rooms – general cleaning

If you are not staying for the staff dinner and may be leaving prior to the Saturday afternoon cleanup, you are expected (as a staff member) to assist in cleaning the graduation area (stacking chairs, removing any Civil Air Patrol items, leaving the hanger as we found it, if not better.)

Private Vehicles – If you came to the encampment with a private vehicle and it has been in long-term parking, now is the time to retrieve it. Cadets are allowed to drive on base ONLY, and then only to facilitate packing up materials in their office area.

Staff Dinner – All staff are encouraged to attend. The uniform is Blues and there is no cost for staff members. (Guests must be registered previously with Finance and will pay the cost of the dinner.) Since many of the vans may have departed the encampment after graduation, we are usually in need of private vehicles to assist in transporting the cadre to the site of the dinner. Senior Members should line up their cars at the dining facility. (Cadet Staff cannot drive to the staff dinner.)

POST-ENCAMPMENT

If you have received a check from the encampment, it is critical that you deposit it immediately. The encampment cannot close out its financial report until all checks have been cleared by the bank. Any check not cashed within two months of the end of the encampment will be assumed to be a donation to the encampment.

Vans: Vans should have full fuel upon leaving the encampment. Before returning the van to its base location, fill it up and send the receipt to the finance officer. Identify the van number and your name on the receipt. Submit any receipts for reimbursement no later than one week following the encampment. A check will be mailed to you immediately. Please deposit or cash as soon as possible. Tolls will not be reimbursed. Finance will have a pre-approval form and a pre-addressed envelope for each van, make sure you pick it up before leaving the encampment.

NYWg ENCAMPMENT FINANCE OPERATION INSTRUCTIONS

20 JUNE 2019

Version 5

OVERVIEW

It is the responsibility of each department to have the necessary tools to perform their jobs prior to arriving at the encampment. You should not expect the encampment staff to purchase items after you arrive. Exceptions to this policy will be made on a case-by-case basis.

PRE-ENCAMPMENT

In order to be reimbursed for purchases made before the encampment, you must have approval from the appropriate individual.

Table 1.1

Department	Approval Authority
Flight Staff	Commandant of Cadets
Training	Training Mentor
Command	Encampment Commander
SET	Commandant of Cadets
PAO, ADM, LOG, FLT OPS	Executive Officer (Senior Member)
Services (Dining)	Services Mentor
Medical	Finance Officer

Approvers can contact the Finance Officer for further clarification at any time.

The Encampment Commander has authority to approve all department purchases.

You must contact the Finance Officer if the purchase will exceed \$50 or if it will be a permanent inventory item for the encampment and have to be stored.

Medical – should purchase or arrange for donation of anticipated medical supplies that will be needed during the encampment. Logistics can purchase items that need to be replenished during the encampment, but there should be enough supplies on hand at the beginning of the activity. (Total amount of pre-encampment purchase and replenishment should not exceed \$200.)

Training - all materials needed for any activity should be purchased beforehand and brought to encampment.

Pubic Affairs: The yearbook needs to be prepared in a PDF format. Interior pages are in B&W (maximum of 18 pieces of paper – 36 sides), a color copied cardstock can be used for the front and back cover with spiral binding.

Copying – photocopies that will be used during the first few days of encampment should be sent to the Registrar no later than two weeks prior to the encampment. Items may include:

- Operating Instructions
- Required Staff Training Materials
- Character Development Handouts
- Religious Services programs
- Cadet exams
- Cadet Contracts

If you're making photocopies, and the total cost will be under \$25, simply submit the receipt to the Finance Officer for reimbursement at the encampment. If the copies will be more than \$25, contact the Registrar for approval before proceeding.

Corporate Vans – no reimbursement will be made for any expenses incurred traveling to the encampment. Since vans should have full fuel when leaving their home base, it is expected that all vans can travel to the encampment without the need to refuel. Logistics will inspect and refuel vans upon arrival. (This applies only to vans that will be left onsite for the duration of the encampment.)

Additional Note - Items that are presently part of the encampment inventory or will be purchased by the Registrar prior to the encampment:

- Copy paper
- Certificate Paper
- Batteries
- Blankets
- Ponchos
- Fans
- Color guard equipment
- Office box for Administration (staplers, scissors, tape, etc)

AT THE ENCAMPMENT:

Purchases at the encampment will be limited in scope – primarily fuel for vans, replenishment of food and medical supplies, additional batteries, replacement printer cartridges for printers, etc. **Except for fuel, no purchases will be made without advance approval by the Encampment Commander or designee.** Logistics will arrange for the purchase of pre-approved items; there will be only one 'purchase run' per day (except as authorized by the Encampment Commander or designee).

The on-site finance officer and logistics department will have request forms. They must be filled out completely and approved by the relevant mentor and returned to finance or logistics. Requests will be reviewed daily by the Encampment Commander or designee and if approved turned over to logistics/finance for purchase within one day.

Individuals designated to make purchases will be given the approved request forms and will get either a check or the credit card from the finance officer to use for payment. In general, there will be no direct payment by individuals. Only items that have been explicitly approved for ENCAMPMENT USE can be purchased with the corporate credit card or corporate check. (Individuals MUST pay separately for any personal items that you might purchase at the same time.)

Printers: Training, Public Affairs and Administration should plan to have a printer on-site with the proper software to connect to their computer. Other departments are authorized to bring a printer. Any printer brought to the encampment should have an extra printer cartridge. If an extra cartridge is needed during the encampment, a replacement can be requested. Include the empty packaging from the cartridge with the request. No requests will be honored for color cartridges unless authorized by the Finance Officer or Encampment Commander.

Internet Access: The encampment has a Mifi device that is activated for the duration of the encampment. A computer attached to this network will be available in the foyer of the dining hall. In no circumstances should there be any streaming of music or video when connected to this network. (Public Affairs should bring the daily newsletter to this location for upload to the Encampment website.)

Fuel Purchases for Vans: All fuel used in corporate vans during the encampment will be paid for by the encampment with the corporate credit card. The corporate credit card remains in the custody of Maj Falco (on-site Finance Officer). The credit card must be signed in and out and after all purchases the card must be returned to Maj Falco. The receipt must contain the van number and driver's name.

POST-ENCAMPMENT

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Vans: Vans should have full fuel upon leaving the encampment. Before returning the van to its base location, fill it up and send the receipt to the finance officer. Identify the van number and your name on the receipt. Submit any receipts for reimbursement no later than one week following the encampment. A check will be mailed to you immediately. Please deposit or cash as soon as possible. Tolls will not be reimbursed.

ENCAMPMENT REQUEST FOR PURCHASE:

Date: _____ Requested by: _____

Items Requested:

Reason Needed (If Not Replenishment of Existing Supplies):

Mentor Approval: _____

Finance Approval: _____

Purchased By: _____

Paid By Check #: _____ Or Other Means _____

(This form to be turned in to the Finance Officer along with Receipts)