



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



23 Feb 2004

MEMORANDUM FOR ALL ENCAMPMENT STAFF APPLICANTS  
 FROM: 2004 ENCAMPMENT COMMANDER  
 SUBJECT: 2004 New York Wing Leadership Encampment

1) **Welcome.** With the coming of spring it is once again time to begin thinking about the Encampment season, and I am looking forward to another excellent year. I am expecting another great turnout this year for in-flight cadets as well as cadet and senior staff. We have many exciting plans in the works for this year, and you aren't going to want to miss out! It is my pleasure therefore, on behalf of the Wing Commander and New York Wing to invite you to apply now to reserve your spot at this year's Encampment.

2) **Dates and Location.** In light of the current world climate that we continue to be faced with, I hope that everyone will understand that although your senior staff and our CAP-USAF Liaison Office are working very hard to prepare for this year's Encampment, nothing can be taken for granted, and there is always the possibility that the dates and/or location might have to change between now and this summer. With this said, I am pleased to announce that the New York Wing of the Civil Air Patrol is planning to conduct its 2004 Leadership Encampment once again at Fort Drum in Watertown, New York. The Encampment will run from 24 July to 01 August for in-flight cadets including the NCO Academy and from 22 July to 02 August for cadet and senior staff. In-flight cadets are required to arrive and depart on the dates indicated – there will be NO exceptions. Cadet Staff are expected to arrive on the evening of July 22 and remain until the morning of August 2nd. Any exceptions must be approved 'in writing' by the Commandant or myself. Senior Staff are strongly encouraged to arrive and depart on these dates as well. For seniors unable to attend the entire Encampment, please be very clear on your application as to what dates you will be present.

3) **Encampment Summary.** For those seniors who are new to Civil Air Patrol and have not yet had the opportunity to attend an Encampment, Encampments are often the most significant and worthwhile event in a CAP cadet's career. Encampments will usually focus on one of the three missions of CAP: Aerospace Education, Emergency Services, and the Cadet Leadership Program. Our Encampment in New York Wing this year will be a Leadership Encampment, and will provide the opportunity for newer cadets to learn about followership and leadership by experiencing the life of an airman for a week. New cadets will learn the basics of being a CAP Cadet through a very rigorous training schedule during the week, and by living in military barracks with their fellow cadets. More experienced cadets will have the opportunity to grow and refine their leadership skills by serving on the cadet staff in a wide variety of positions.

4) **NCO Academy.** Once again we will be offering an advanced training track for experienced cadets. The NCO Academy will offer cadets training in advanced leadership topics and provide opportunities for cadets to demonstrate their training during the Encampment. The NCO Academy is intended for cadets returning to the Encampment, however, a limited number of cadets without Encampment experience may be competitively accepted into the NCO Academy based on demonstrated experience and recommendation from a senior mentor. Applicants will secondarily be considered for basic in-flight conditions if they are not selected for the NCO Academy.

5) **Application Requirements.**

<i>All Applicants</i>	<i>Cadet Command Staff</i>	<i>Cadet Staff</i>
<ul style="list-style-type: none"> <li>• Current membership card at time of Encampment</li> <li>• Cadet Protection Training (CPPT) if 18 or older</li> </ul>	<ul style="list-style-type: none"> <li>• C/Maj or above by 20 Mar 2004 for CC, DCC, XO</li> <li>• C/SMSgt by 20 Mar 2004 for Group 1<sup>st</sup> Sgt</li> </ul>	<ul style="list-style-type: none"> <li>• Prior Encampment credit</li> <li>• C/SSgt by 10 Apr 2004</li> </ul>
<i>Senior Members</i>	<i>NCO Academy</i>	<i>In-flight cadets</i>
<ul style="list-style-type: none"> <li>• Level 1 and CPPT (Cadet Protection) by 26 Jun 2004</li> <li>• NYWG driver's license</li> </ul>	<ul style="list-style-type: none"> <li>• Prior Encampment credit</li> <li>• C/SSgt by 10 Apr 2004</li> </ul> <p style="text-align: center;"><i>Or</i></p> <ul style="list-style-type: none"> <li>• 18 Months CAP experience w/ letter of recommendation</li> <li>• C/MSgt by 10 Apr 2004</li> </ul>	<ul style="list-style-type: none"> <li>• Curry Award (C/Amn) by 14 Jun 2004</li> </ul>

6) **Preparatory Training Workshops.** We will again be holding two staff workshops in preparation for the Encampment. The first of these weekends will be the Leadership Workshop to be held from 23 to 25 April 2004. This will be a training weekend for both cadets and senior members interested in attending as staff. In addition to studying leadership theory and practice, we will also host a mentoring workshop and will continue the staff selection process. The second weekend will be the Staff Skills Workshop. This event will be held from 25 to 27 June 2004 and will focus on preparing cadet staff and their senior member mentors for the jobs that they will fulfill during the Encampment itself. Both events will be hosted at Stratton Air National Guard Base in Scotia, NY (directions can be found on the NYWG Cadet Programs website - <http://www.nywgcadets.org/dirstratton.html>). **All attendees must also bring \$12 for meals to each event.** Both cadets and seniors are STRONGLY encouraged to attend these worthwhile events. Seniors who are still considering attending the Encampment are especially encouraged to come to the workshops to find out more about the nature of CAP Encampments and the opportunities that exist to get involved. More information will follow regarding their specifics. (The Senior Mentor Workshop will be held from 1000 to 1500.)

7) **Cost.** The cost for this year's Encampment will be \$175 per cadet, for both staff cadets and in-flight cadets. We strongly suggest that all squadrons conduct some fund-raising events during the coming spring to help defer the cost. The Encampment will accept payment by check, money order, or credit card. Checks and money orders should be included in with the application papers. 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. This information will be kept confidential at all times. Senior members will need to pay \$10 per day up to a maximum of \$50 per person. This cost will include meals and billeting in the barracks.

8) **Application Forms.** The NYWF 31, "Application for New York Wing Encampment," dated Feb 2003, will be used by all applicants for the Encampment itself. Copies of the forms are included and will be sent to all squadrons in addition to being posted on both the New York Wing website at <http://nywg.cap.gov/> and the Cadet Programs website at <http://www.nywgcadets.org/enc2004/>. Applications using incorrect or outdated forms may be delayed and could result in non-acceptance. 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.

9) **Mailing Address.** Applicants should only 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:

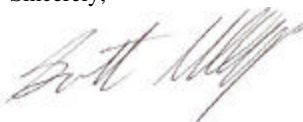
2004 NYWG Encampment Registrar  
 c/o Maj Mary Lou Falco  
 2 Mildred Lane  
 Latham, NY 12110 – 3519  
 Fax: (775) 269-8312

10) **Application Deadlines.** Once again, this year we will need all squadrons to be especially attentive to the various application deadlines that are set forth below, so that we can better plan for the Encampment and so that we can accommodate with the rules and security measures being set forth by our host facility, Fort Drum. **NO LAST MINUTE APPLICATIONS WILL BE ACCEPTED.** Cadets who arrive at Fort Drum and have not been pre-registered for the Encampment **WILL BE SENT HOME.** The Fort Drum security policies require that we provide them with a list of who is attending prior to their arrival. The following is the event schedule and application deadlines. As a result of increased cadet enrollment this year, we may have limited space, and applications will be accepted on a first come first served basis. We understand that Senior Members often do not know if they will be able to get vacation time from work during the Encampment week until later in the spring. If this is the case, we encourage you to submit an application as soon as possible, and describe your situation. Cadets applying for other summer activities that might conflict with the Encampment should apply before the deadline describing their situation if they wish to be considered for a staff position. Interested senior members are also requested to contact the Commander at either [captullery@townisp.com](mailto:captullery@townisp.com) or (617) 461-6329 as soon as possible to let him know in what areas you are interested in serving. Upon receipt of your application by the Encampment Registrar, you will be sent a confirmation letter to indicate anything that we are missing in order to process your application. The following are important dates and deadlines:

20 Mar 2004 POSTMARK DEADLINE	10 Apr 2004 POSTMARK DEADLINE	23-25 Apr 2004 Activity ( Staff )	12 Jun 2004 POSTMARK DEADLINE
<i>Cadet Command staff applications for C/CC, XO, DCC, 1st Sgt.</i> <ul style="list-style-type: none"> <li>• NYWF 17 c for Leadership Workshop</li> <li>• NYWF 96 with attached essay (also email essay to Commander)</li> <li>• Hand carry NYWF 31 for Encampment to the Leadership Workshop on 23 Apr 2004</li> </ul> <p><b>Cadets will not be considered for command staff positions without these</b></p>	<i>Cadet Staff applications:</i> <ul style="list-style-type: none"> <li>• NYWF 17 c for Leadership Workshop</li> <li>• NYWF 96 with attached essay</li> <li>• Hand carry NYWF 31 for Encampment to the Leadership Workshop on 23 Apr 2004</li> </ul> <p><b>Cadets will not be considered for staff positions without these</b></p> <i>Senior Member applications:</i> <ul style="list-style-type: none"> <li>• CAPF 17 for Leadership Workshop</li> <li>• Hand Carry NYWF 31 for the Encampment to the Leadership Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Workshop for Cadet Staff</li> <li>• Mentoring Workshop for Senior Members</li> </ul> <p><i>Location: Stratton Air National Guard Base, Scotia, NY</i></p> <p><b>Cost is \$12 per attendee.</b></p>	<ul style="list-style-type: none"> <li>• NYWF 17 c for Staff Skills Workshop for Cadets</li> <li>• CAPF 17 for Staff Skills Workshop for Senior Members</li> </ul>
			<p><b>25-27 Jun 2004 Activity ( Staff )</b></p> <ul style="list-style-type: none"> <li>• Staff Skills Workshop for all staff</li> </ul> <p><i>Location: Same as for the Leadership Weekend. Cost is again \$12 per attendee.</i></p>
12 Jun 2004 POSTMARK DEADLINE	22 Jul – 02 Aug 2004 Encampment ( Staff )		24 Jul – 01 Aug 2004 Encampment ( In-Flight Cadets )
<ul style="list-style-type: none"> <li>• In-flight cadet applications – NYWF 31</li> <li>• NCO Academy applications – NYWF 31</li> </ul> <p><i>(Include brief (1/2 page) summary of relevant CAP and leadership experience (resume) and letter of recommendation - NCOA only)</i></p>	<ul style="list-style-type: none"> <li>• <b>22 July 2004</b> - cadet and senior staff arrive no earlier than 1900</li> <li>• <b>02 August 2004</b> - cadet and senior staff depart no later than 1200</li> </ul>		<ul style="list-style-type: none"> <li>• <b>24 July</b> – In-flight cadets arrive between 1200 and 1600</li> <li>• <b>01 August</b> – graduation, in-flight cadet out-processing, and departure to follow immediately</li> </ul>

11) **Distribution.** We are counting on everyone in our Wing to help get the word out about this year's Encampment and to encourage everyone to get their applications submitted on time. We are all looking forward to having a terrific Encampment again this year. Thank you for your support!

Sincerely,



Scott G. Ullery, Capt, CAP  
 2004 Encampment Commander