

OPERATIONS PLAN
Texas Wing Civil Air Patrol
TEXAS WING SUMMER ENCAMPMENT
Camp Swift Training Center
1705 Highway 95, Unit B, Bastrop, Texas 78602
1-8 July 2018
Staff Days 29-30 June 2018
Revision 1.0

I. SITUATION

A. During the week of 1-8 July 2018, Texas Wing Cadet Programs will conduct a Basic Cadet Encampment. This activity, authorized by Headquarters Texas Wing, is under control of Cadet Programs, Texas Wing, and is hosted by Camp Swift Training Center. The activity will be held at Camp Swift Training Center, Bastrop, Texas.

1. The primary purpose of this activity is to provide an opportunity for Cadets to attend an encampment and to achieve the goals as outline in CAPR 60-1, Chapter 9. The senior officers' primary role is to support the cadets. However, seniors will receive cadet programs-related training during the encampment.

2. The goals are designed to provide CAP members the opportunity to:
- a. Apply knowledge gained in the cadet and senior programs to practical situations.
 - b. Develop a greater understanding of CAP and Air Force missions and capabilities.
 - c. Develop their leadership potential.
 - d. Enhance their interpersonal skills.
 - e. Develop time-management skills.
 - f. Develop a spirit of teamwork.
 - g. Inspire a sense of discipline.
 - h. Learn how to overcome challenges and succeed.
 - i. Enhance their local unit's Cadet Program.
 - j. Aid in retention and motivation.
 - k. Receive an introduction to the military.

3. This activity will be conducted in accordance with the CAPR 60-1 and all other applicable CAP regulations and Texas Wing supplements.

B. The Basic Cadets will need to submit their application to Chaplain, Lieutenant Colonel, Nancy Smalley. Mail to: 416 Victorian Drive, Waxahachie, Texas 75165. All forms must be received by **15 May 2018; STAFF FORMS MUST BE IN BY 15 March 2018. Late applications will not be accepted.** No one arriving without having previously sent a CAPF 31 (or CAPF whatever replaces the 31), 160, 161, 163 and Certificate of Understanding will be allowed to sign into the activity. **DO NOT send forms by any postal or delivery method that requires a signature; just mail them.**

For Cadets and Seniors, the following forms must be included with their application (all forms are available at www.texascadet.org):

1. CAPF 31 (or whatever replaces it);
 - (a) Under "ACTIVITY APPLYING FOR" put **Basic Encampment**. Be sure to include your current CAP grade.
 - (b) The medical section must be completed.
 - (c) Cadet's parent(s) must sign the CAPF 31 (or whatever replaces it).
 - (d) Squadron Commanders should verify the information and sign the CAPF 31.

2. Certificate of Understanding
3. CAPF 160
4. CAPF 161
5. CAPF 163

CAPF 31 (or whatever replaces it) received without the above information will not be accepted until all missing information is received.

- C. The activity will be held at Camp Swift Training Center, Bastrop, Texas. There will be a **\$225.00 charge for basic encampment students**. The charge for cadet and senior staff will be \$175.00. Cadets applying and receiving the Cadet Encampment Assistance Program (CEAP) will need to put a down payment of \$100 via the EventBrite link and will be refunded when you successfully complete encampment. Those that do not show or do not successfully complete encampment will not be refunded. The total amount is to be sent in with your CAPF 31. This covers food, drinks, t-shirt, billeting and administrative costs. The fee may be paid via the Event Brite link <https://texaswingsummerencampment2018.eventbrite.com>. DO NOT send cash. This is non-refundable after 15 May 2018.
- D. Seniors and Cadet Staff will be provided separate instructions for applying to the encampment. As part of the application, all cadet and senior staff will submit their CAPF 31 (or whatever replaces it), 160, 161, 163 and Certificate of Understanding to Chaplain, Lt Col, Nancy Smalley. Mail to 416 Victorian Drive, Waxahachie, Texas 75165 upon application to staff.
- E. CAP cadets and seniors will come to this activity prepared to participate with all needed supplies. A complete list of supplies is located at the end of this Operations Plan. Participants should have an adequate supply of paper and pencils.
- F. If cancellation or rescheduling of this activity becomes necessary, we'll notify all unit commanders and send out the notices via e-mail and post it on www.texascadet.org.

II. ORGANIZATION

Captain Sarah Heitzmann is the Encampment Commander and C/Maj Mathias Gilliam is the Cadet Commander. The event staff will be organized by the Director of Cadet Programs, the Encampment Commander and the Cadet Commander.

III. TIMINGS

- A. Sign-in for all Senior and Cadet staff only will be between 0900 and 1000 hours on 29 June 2018. All personnel will need a current CAP ID cards.
- B. All basic participants must arrive for check in between 1300 and 1400 hours on 1 July 2018. **Basics need to report in the blue uniform.** Lunch will **NOT** be provided, and it is recommended the participants should eat lunch before they arrive.
- C. Graduation/Pass in Review will begin promptly at 1000 on 8 July 2018. All personnel are required to attend. Parents/guests are welcome to attend; arrival time is 0930.
- D. Senior Staff and Cadet Staff will be released between 1100-1300 hours on 8 July 2018 after the facility personnel have released Texas Wing Cadet Programs. You may be released earlier if the facilities pass inspection earlier.
- E. Basic Cadets requesting CEAP funding should begin applying as soon as e-Services opens the CEAP

for applications.

IV. SAFETY and MEDICAL

- A. The Encampment Commander and all staff members shall consider safety first in all decisions and actions. Under no circumstance will the safety of personnel or equipment be jeopardized. All CAP Regulations and Texas Wing policies and procedures, which relate to safety, shall be followed throughout this activity. This will include all staff members completing Basic and Intermediate Operational Risk Management (ORM) Training prior to applying for and attending the encampment. All staff will go through Required Staff Training including ORM on the Hazing Trap. All cadets attending Encampment are required to have the Basic Operational Risk Management training, certificate of completion is required for all out of state cadets. All staff are also required to have Intermediate Operational Risk Management.
- B. A safety binder is established for each encampment. The contents of this binder will include but are not limited to the Daily Safety Briefings, Specific Safety Briefings for each location, and all Deliberate ORM plans from current and past encampments will be reviewed and modified and implemented as needed to keep all members and property of CAP safe.
- C. Local Hazards will be briefed.
- D. We will comply with **CAPP 60-50**, Cadet Physical Fitness Program. In addition, we will use the flagging system to notify participants and staff of changing heat conditions. Heat conditions will be monitored and cadets may be moved indoors for training if severe weather happens.
- E. A medical officer will be available for this activity. Cadets should bring sufficient quantities of prescription medication with them. Some first aid and other over the counter medications will be available and will be made available to cadets under 18 only with parental permission. (CAPF 163)
- F. The CAPF 160 must include all medical conditions and medicines taken. Failure to disclose serious medical conditions may be cause for termination from CAP.

V. REGULATIONS AND ORDERS

- A. All CAP Regulations pertaining to each phase of this activity shall be strictly followed and enforced by each person participating. Any infractions are to be reported immediately to through the chain of command.
- B. Uniforms are required to be worn.
 - 1. All participants shall wear the Uniform of the Day. All uniforms are to be in good repair and correctly worn according to CAPM 39-1.
 - 2. Cadets will wear PT clothes at night.

VI. LOGISTICS

- A. Meals will be provided by **Baxter's on Main**. Special dietary considerations should be noted on CAPF 160.
- B. Housing will be in the hard stand buildings and the STBs on Camp Swift. Exact address will be posted on www.texascadet.org. Classes will be held in the Dining Facility. Total number of people on the facility will not exceed 400. We will not exceed 200 students plus 110 cadet and senior

encampment staff.

- C. Senior participants are encouraged to bring a CAP van. If the van is used for this activity, we will provide all fuel used during the week of the encampment, except for the transportation to and from the encampment site (Camp Swift, Bastrop, Texas).

VII. COMMUNICATIONS

- A. Emergency numbers are: 469-672-7667 (Encampment Commander's cell phone) and 979-574-5763 (Commandant's cell phone) and 512-844-0971 (Wing DCP's cell phone)
- B. Additional emergency phone numbers will be posted on the Texas Wing Encampment Web site as soon as they are available.

IX. ADMINISTRATION

- A. All personnel participating in this activity must have in their possession at all times a current CAP membership card and (for Seniors or cadets over 18) cadet protection training.
- B. Paperwork will be processed on site and certificates issued at the end of the activity.

X. BUILDINGS AND SPECIAL ACTIVITIES REQUESTED

- A. Buildings requested Buildings requested: Buildings requested: 200, 201, 203, 210, 211, 212, 213, 221, 241 and 243
- B. Additionally: Obstacle course and KD Range.

Sarah Heitzmann, Capt, CAP
Commander, 2018 Texas Wing Summer Encampment

Texas Wing Encampment Equipment List

Use this list to prepare and pack for encampment. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend encampment without the quantities listed below. All of your items MUST be marked with your last name. YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT ENCAMPMENT. Place a checkmark next to each item as you prepare for encampment.

2 Each BDU/ABU Blouse with Wing patch, Nametape, CAP tape affixed	Deodorant
2 Each BDU/ABU Pants	Toothbrush, toothpaste/mouthwash
6-8 Each Black/Sand T-shirt, Crew neck	Bath soap in plastic container
1 Each BDU/ABU Cover	Comb/brush
1 Each belt - dark blue/black with black buckle & black tip (BDU) 1 Each belt – sand utility belt (ABU)	Shampoo & Conditioner
8 Pair Boot socks. Black	Razor and shaving cream or electric razor (if needed)
1 Each Short Sleeve Blues Shirt	2 towels 2 face cloths
1 pair USAF Blues Slacks or Skirts (female)	1 set of twin sheets (fitted and flat sheets with pillow)
2 t-shirts white V-neck or u-neck	1 blanket (recommended for summer but Mandatory for Winter)
1 Each Flight Cap with insignia	Feminine hygiene products
1 Each belt, dark blue with silver tip & silver buckle	Sunscreen (must be used daily) – high SPF recommended Insect repellent with Deet
2-3 Pair Dress Socks, Black	Lensatic or Orienteering compass (inexpensive)
2 pair garters (mandatory if wearing slacks)	Laundry bag
Shoe shine kit (canned polish only, <i>NO EDGE DRESSING or liquid polish allowed</i>)	10 Clothes hangers
1 set CAP uniform insignia and backers for BDUs/ABUs and blues	1 Pocket notebook and 5 pens and pencils
2 sets blue or black sweats for PT (shirts and pants) (Mandatory for winter) 2 sets black or dark blue shorts for PT (summer)	CAPM 39-1, CAPR 60-1, AFMAN 36-2203 Drill and Ceremonies Manual (suggested for staff only)
1 pair gym, tennis or running shoes	Standard Operating Instructions (SOI) Issued when you arrive
8 pair athletic socks for PT	Rain poncho (clear, brown, black, green or camo)
Athletic supporter (male) or sports bra (female)	Blister kit (foot powder, band-aids, Neosporin, moleskin pads or roll, and hand sanitizer) in a zip bag
1 web belt, green, with canteen holder, no suspenders, and one canteen (Camelbak® or hydration systems are acceptable)	Digital or Disposable camera (optional)
10 pair underwear (and bras for females)	Iron and spray starch (optional) Small 6 inch Ruler (Recommended) for insignia
Shower shoes (mandatory) (sandals or flip-flops recommended)	Hair dryer and hair care products (if needed)
Swimsuit for shower (optional)	CURRENT CAP ID CARD, CAPF 161
1 pair combat boots, black, plain toe THESE MUST BE WELL BROKEN IN	Regulation haircut (mandatory) Females should bring extra clips, hair bands, hair net, and hair spray
1 Pair shoes, black, oxford smooth leather or Corfam® (patent leather), low quarter, plain toe	1 Flashlight with extra batteries
1 BDU/ABU or other warm jacket (mandatory for winter)	You may bring religious reading materials
1 pair winter gloves (to keep you warm) (winter)	Prescription medication (must be in original container) and Over-the-Counter Medications (in original containers)
1 winter hat (black preferable) (winter)	

DO NOT BRING:

Knives/scissors, portable electronic devices, unauthorized medication, lighter/matches, explosives, tobacco, ammunition, tapes/CDs/DVDs, alcohol, flammables, watches, cash in excess of \$30, cellular phones, food/drink (candy, soda, snacks, etc.), weapons of any kind, alarm clocks, magazines, video cameras, or video games

UNIFORM PROCUREMENT LOCATIONS

You can secure uniform/equipment from the following locations: 1. Your home squadron. 2. Commercial sources such as: Vanguard (www.vanguardmil.com) or Glendale (www.paradestore.com). Many of the non-uniform items can be purchased at a Dollar Store.

DO NOT WAIT UNTIL THE WEEK BEFORE ENCAMPMENT TO ENSURE THAT YOU HAVE THE NECESSARY ITEMS. PLAN AND ORDER EARLY! YOU WILL NOT HAVE THE OPPORTUNITY TO PURCHASE UNIFORM ITEMS AT ENCAMPMENT.

Texas Wing Encampment Senior Member Equipment List

Use this list to prepare and pack for encampment. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend encampment without the quantities listed below. All of your items MUST be marked with your last name. YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT ENCAMPMENT. Place a checkmark next to each item as you prepare for encampment.

2 Each BDU (Woodland camo or Blue)/ABU Blouse with Wing patch, Nametape, CAP tape affixed Blue BDUs if you don't conform to CAPM 39-1	Deodorant	
2 Each BDU (Woodland camo or Blue)/ABU Pants Blue BDUs if you don't conform to CAPM 39-1	Toothbrush, toothpaste/mouthwash	
6-8 Each Black/Sand T-shirt, Crew neck	Bath soap in plastic container	
1 Each BDU (Woodland Camo or Blue)/ABU Cover	Comb/brush	
1 Each belt - dark blue/black with black buckle & black tip (BDUs) 1 Each belt – Sand Utility belt (ABUs)	Shampoo & Conditioner	
8 Pair Boot socks. Black	Razor and shaving cream or electric razor (if needed)	
1 Each Short Sleeve Blues or White Corporate Shirt 1-2 CAP Blue Polo Shirt	2 towels 2 face cloths	
1 pair USAF Blues Slacks or Skirts (female) 1-2 Grey Pant for use with White Corporate or Polo	1 set of twin sheets (fitted and flat with pillow)	
2 t-shirts white V-neck or u-neck	1 blanket (recommended for summer but Mandatory for Winter)	
1 Each Flight Cap with insignia (not required for corporate uniform)	Feminine hygiene products	
1 Each belt, dark blue with silver tip & silver buckle or 1 Black belt for corporate uniform	Sunscreen (must be used daily) – high SPF recommended Insect repellent with Deet	
2-3 Pair Dress Socks, Black	Lensatic or Orienteering compass (inexpensive)	
Shirt Garters (optional)	Laundry bag	
Shoe Shine Kit	Clothes hangers as needed	
1 set CAP uniform insignia and backers blues	1 Pocket notebook and 5 pens and pencils	
2 sets blue or black sweats for PT (shirts and pants) (winter) OPTIONAL 2 sets black or dark blue shorts for PT (summer)	CAPM 39-1, CAPR 60-1 , AFMAN 36-2203 Drill and Ceremonies Manual (optional)	
1 pair gym, tennis or running shoes (optional)	Standard Operating Instructions (SOI) Provided at Encampment	
8 pair athletic socks for PT (optional)	Rain poncho (clear, brown, black, green or camo)	
Athletic supporter (male) or sports bra (female) (optional)	Blister kit (foot powder, band-aids, Neosporin, moleskin pads or roll, and hand sanitizer) in a zip bag	
Camelbak® and/or hydration system (canteen & belt also welcome)	Digital or Disposable camera (optional)	
10 pair underwear (and bras for females)	Iron and spray starch (optional) Small 6 inch Ruler (Recommended) for insignia	
Shower shoes (mandatory) (sandals or flip-flops recommended)	Hair dryer and hair care products (if needed)	
Swimsuit for shower (optional)	CURRENT CAP ID CARD, CAPF 161	
1 pair combat boots, black, plain toe THESE MUST BE WELL BROKEN IN	Regulation haircut (mandatory) Females should bring extra clips, hair bands, and hair spray	
1 Pair shoes, black, oxford smooth leather or Corfam® (patent leather), low quarter, plain toe.	1 Flashlight with extra batteries (required)	
1 BDU or other warm jacket (mandatory for winter) 1 pair winter gloves (to keep you warm) (winter) 1 winter hat (black preferable) (winter)	You may bring religious reading materials Prescription (must be in original container) and Over-the-Counter Medications	

UNIFORM PROCUREMENT LOCATIONS

You can secure uniform/equipment from the following locations: 1. Your home squadron. 2. Commercial sources such as: Vanguard (www.vanguardmil.com) or Glendale (www.paradestore.com). Many of the non-uniform items can be purchased at a Dollar Store.

DO NOT WAIT UNTIL THE WEEK BEFORE ENCAMPMENT TO ENSURE THAT YOU HAVE THE NECESSARY ITEMS. PLAN AND ORDER EARLY! YOU WILL NOT HAVE THE OPPORTUNITY TO PURCHASE UNIFORM ITEMS AT ENCAMPMENT.