

HEADQUARTERS OKLAHOMA/ARKANSAS WING ENCAMPMENT
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
Altus, OK 73521

10 December 2018

MEMORANDUM FOR OKLAHOMA WING AND ARKANSAS WING, CAP

FROM: Commander, 2019 Joint OK/AR Wing Encampment

SUBJECT: 2019 Joint OK/AR Wing Encampment Senior and Cadet Command Staff Application Procedures

1. The application window is now open for senior and cadet command staff for the 2019 Joint OK/AR Wing Summer Encampment. The planned dates for Encampment are 8-15 June 2019 (Staff: 7-15 June 2018). The projected location for encampment is Camp Gruber, Oklahoma.
2. The encampment staff will be primarily comprised of members from Oklahoma Wing and Arkansas Wing. CAP Members from other wings are welcomed to apply for available staff positions. The staff positions listed in the attachments are open to the most qualified applicant, regardless of assigned wing. **We are in need of highly motivated Flight Training Officers and dedicated kitchen staff.**
3. The selection notification of senior staff positions will be made by 10 February 2019. The selection notification of the Cadet Command Staff (C/CC, C/CD, and C/CS) will be made following the review board in late January/early February 2019.
4. Information regarding tuition fees and costs will be released in early 2019.
5. Please contact me at (joseph.e.ruckeriii@okwgcap.org) or (662) 889-8723 if there are any questions.

//Signed//

JOSEPH E. RUCKER III, Lt Col, CAP
Commander, 2019 Joint OK/AR Wing Encampment

Attachments:

1. Senior Member Application Procedures
2. FTO Position Description
3. Cadet Command Staff Application Procedures
4. CAPF 31 (STAFF)

2019 Joint OK/AR Wing Encampment: Senior Staff Application Procedures

Positions Available: The table below lists the senior member staff positions available and the number required for encampment. Some positions have been filled and as a result are not listed.

Senior Staff Position	No. needed	Application Due Date
ASSISTANT SAFETY OFFICER	1	28 Feb 19
SQUADRON TRAINING OFFICER (STO/Relief Flight FTO)	1	28 Feb 19
FLIGHT TRAINING OFFICER (FTO)	6	10 Jan 19
HONOR ACADEMY FTO	1	10 Jan 19
ADMINISTRATION OFFICER	1	10 Jan 19
ASSISTANT HEALTH SERVICES/MEDICAL OFFICER	2	28 Feb 19
INFORMATION/TECHNOLOGY OFFICER (Additional duty)	1	28 Feb 19
COMMUNICATIONS OFFICER	1	28 Feb 19
SUPPLY OFFICER	1	28 Feb 19
PUBLIC AFFAIRS OFFICER	1	28 Feb 19
ASSISTANT PUBLIC AFFAIRS OFFICER	1	28 Feb 19
SERVICES OFFICER (KITCHEN STAFF)	6	28 Feb 19

Minimum Qualifications.

- Completed Level I of the Senior Member Professional Development Program

Selection.

- Position selection will be made based on the following areas: CAP experience, professional experience, encampment experience, cadet programs experience and experience in desired staff position
- All applicants should review CAPP 60-70 and CAPP 60-71, and CAPR 20-1(I), Organization of Civil Air Patrol, to understand the job expectations

Application Procedures.

- ALL Senior Members wishing to apply for staff positions at encampment will submit a CAPF 31
- OK/AR Wing Seniors may submit an optional resume, curriculum vitae, or their eServices "Member Search Report"
- Non-OK/AR Wing Senior Members **must** include their eServices member search report with their CAPF 31
- Incomplete CAPF 31 will not be considered
- Oklahoma and Non-Arkansas Wing members will send completed staff application packages electronically (in PDF) to (okwg.encampment@gmail.com) or hard copy to:
Lt Col Joe Rucker, CAP
3208 Wendy Lane
Altus, OK 73521
- Arkansas Wing members will send their application packages to: Lt Col Larry Webster, CAP (lwebster@cap.gov)

Application Due Dates.

- Applications for Administration Officer (DA) and Flight Training Officers (FTO) are due 10 January 2019.
- Applications for remaining senior staff positions are due by 28 February 2019, but will be accepted earlier.

SPECIAL NOTE: Serving on kitchen staff is a great way for members in Patron Member status to serve and help the cadet program. If you would like more information, please let us know!

Flight Training Officer/NCO (FTO) Position Description.

The Flight Training Officer/NCO assists in the implementation, controlling, and evaluating of training activities for the cadets. The FTO should be filled by an experienced Cadet Programs officer with encampment and cadet programs experience. The FTO is the most critical duty position and is the most directly involved senior member with cadet training at encampment. The FTO must be able to mentor Cadet Flight/CCs in their duties and help define how to perform effectively. The FTO assists with the implementation of the encampment curriculum prescribed in the Cadet Encampment Guide and CAPR 60-1. An FTO will be assigned to each training flight.

Minimum Qualifications:

1. Completed Level I of the Senior Member Professional Development Program

Desired Qualifications:

1. Completed Level II of the Senior Member Professional Development Program
2. Previous Senior Staff Experience or Cadet Staff Experience at encampment
3. Technician Rating in the Cadet Programs Specialty track

Duties Include:

Serve as the adult mentor for the cadets assigned to the flight.

Provide guidance to the cadet staff as requested or determined necessary.

Monitor the welfare of the cadets in the flight, including the cadet staff. Conduct blister checks every night on all cadets. Ensure the cadet flight staff is getting adequate rest at night and that all cadets have the necessary items to maintain a healthy encampment experience.

Obtain a CAP driver's license prior to the start of encampment.

Cadet Leadership Unit FTOs will assist any senior staff position as required.

FTOs are expected to be in attendance with their flight, regardless of activity, 100% of the training time.

FTOs should be familiar with all CAP directives, with particular emphasis on CAPR 60-1, CAPP 216 and other CAP directives in 35, 39, 50, 52, 67, 76, 280, 900 series. They should also be familiar with CAPP 60-70, Cadet Encampment Guide and cadet program aerospace education texts and other cadet program materials located on the national cadet programs website.

The FTOs report to the TO.

2019 Joint OK/AR Wing Encampment: Cadet Staff Application Procedures

Positions Available: The table below lists the cadet staff positions available and the number required for encampment.

Cadet Staff Position	No. needed	Application Due Date
COMMANDER (C/CC)	1	1 Jan 19
VICE COMMANDER (C/CV)	1	1 Jan 19
CHIEF OF STAFF (C/CS)	1	1 Jan 19
GROUP SUPERINTENDANT (C/CCC)	1	1 Feb 19
SQUADRON CC (C/Sq CC)	3	1 Feb 19
SQ 1 st SGT (C/CCF)	3	1 Feb 19
FLIGHT CC (C/Flt CC)	6	1 Feb 19
FLIGHT SGT (C/Flt Sgt)	6	1 Feb 19
SAFETY OFFICER (C/SE)	3	1 Feb 19
ADMINISTRATION OFFICER (C/DA)	2	1 Feb 19
STANDARDIZATION AND EVALUATION OFFICER (C/DOV)	1	1 Feb 19
PUBLIC AFFAIRS OFFICER (C/PA)	3	1 Feb 19
CADET MEDICAL OFFICER	3	1 Feb 19

Minimum Qualifications.

- (All cadets) Have successfully completed an encampment to apply for staff
- (C/CC only) Must be at least a cadet Major (at the time of encampment)
- (C/CC only) Must have line officer staff experience (Flight/CC, Sq/CC, C/CS, C/CD, C/CC) from an encampment or other National Cadet Special Activity

Selection Process:

- There will be a review board for all C/CC, C/CD, and C/CS applicants (expect late January/early February 2019)
- Selection will be made based on the following areas: CAP experience, encampment experience, experience in desired staff position, and review board performance
- The C/CC will select the cadet staff (except C/CV and C/CS) from eligible applicants, with CC approval
- NCO Academy/Honor Academy Flight Commander and NCO Academy/ Honor Academy Assistant Flight commander will be selected at encampment from within the class

Application Procedures.

- ALL Cadets wishing to apply for encampment cadet command staff will submit a CAPF 31.
- ALL Cadets wishing to apply for encampment cadet command staff will submit their qualifications for the position they are applying for (any format is acceptable as long as it is legible)
- OK/AR Wing Cadets may submit an optional resume, curriculum vitae, or their eServices "Member Search Report"
- Non-OK/AR Wing Cadet Members must include their eServices member search report with their CAPF 31.
- Incomplete CAPF 31 will not be considered.
- Oklahoma and Non-Arkansas Wing members will send completed staff application packages electronically (in PDF) to (okwg.encampment@gmail.com) or hard copy to:

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3208 Wendy Lane
Altus, OK 73521
- Arkansas Wing members will send their application packages to: Lt Col Larry Webster, CAP (lwebster@cap.gov)

Application Due Dates.

- Applications for Cadet Commander (C/CC) Cadet Deputy Commander (C/CD), and Cadet Chief of Staff (C/CS) are due 1 January 2019.
- Applications for all remaining cadet staff positions are due 1 February 2019, but will be accepted earlier.

APPLICATION FOR CAP ENCAMPMENT OR SPECIAL ACTIVITY

Name (Last, First, Middle Initial)		CAPID	CAP Grade	Gender
Member Type	Charter No. (e.g. GLR-MI-059)	Grade in School	Religious Preference	
Address (Include No., Street, City, State and Zip Code)		Home Phone Number	Cell Phone Number	
		E-Mail Address		
Date of Birth (mm/dd/yy)	Shirt Size	Height (Inches)	Weight (Lbs)	Hair Color
Title of Activity 2019 Jt. OK/AR Wing Encampment		Location of Activity Camp Gruber, OK	Activity Dates 7-15 June 2019 (Staff)	
Staff Position(s) Sought (in order of preference)				
1.		2.		3.
Emergency Contact Information				
(Primary Contact) Name (Last, First, Middle Initial)		Relationship	Primary Phone Number	
(Secondary Contact) Name (Last, First, Middle Initial)		Relationship	Primary Phone Number	

RELEASE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS that I am submitting my application for Civil Air Patrol Special Activities or Encampments, and I hereby volunteer entirely upon my own initiative, risk, and responsibility for an assignment to participate in this activity of encampment at the first available opportunity and with full knowledge that such activity may include:

1. Traveling by land, sea, or air in US military, commercial, or privately owned vehicles from regular place or residence to the site of the activity or encampment, travel incident to the activity or encampment, and subsequent return to place of residence.
2. Participation in aeronautical activities as a passenger or student trainee in US military, commercial, or privately owned aircraft.
3. Living for a period of one week or more on diminished rations and minimal shelter simulating actual survival conditions.
4. Being quartered and/or subsisting away from regular or normal place of residence for an extended period of time.
5. Remaining with the cadet group I am assigned to at all times during the activity or encampment.
6. Acting as a spokesman for Civil Air Patrol, rendering reports on the activity or encampment.
7. Refraining from argumentative discussions concerning governmental policies.

In consideration of the permission extended to me by the Civil Air Patrol/United States of America through its officers and agents to participate in said activity/encampment or activities/encampments, I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Civil Air Patrol, Inc./United States of America, and all its officers, agents, and employees acting official or otherwise, from any and all claims, demands, actions, or causes of action, on account of my death or on account of any injury to me or my property which may occur as a result of the negligence of the Civil Air Patrol/United States of America, its agents or employees during said activity/encampment or activities/encampments or continuances thereof, as well as all ground and flight operations incident thereto.

_____ Date

_____ Signature of Applicant

(Continued on reverse)

Name (Last, First, Middle Initial)	Title of Activity abc
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RELEASE BY PARENTS OR GUARDIAN

KNOW ALL MEN BY THESE PRESENTS: WHEREBY my child has applied for the activity or encampment referred to above, In consideration of the permission extended to my child by the Civil Air Patrol/United States of America through its officers and agents to participate in said activity/encampment or activities/encampments, I do hereby for myself, my heirs, executors, and administrators release and forever discharge the Civil Air Patrol, Inc./United States of America, and all its officers, agents and employees acting official or otherwise, from any and all claims, demands, actions or causes of action, on account of the death or on account of any injury to my child which may occur as a result of the negligence of the Civil Air Patrol/United States of America, its agents or employees during said activity/encampment or activities/encampments or continuances thereof, as well as all ground and flight operations incident thereto. In addition, by my signature below, I certify the applicant:

1. Is my minor child or ward.
2. Has no history or injury or disease which might be affected by this activity except those previously noted in the Medical Information section of this form.
3. Will follow all rules, regulations, and directives as established by the Civil Air Patrol, Inc., activity project officer or encampment commander, or other staff members. If not following the above mentioned rules, regulations, and directives he/she may be sent home at the discretion of the project officer, encampment commander or activity directory at my expense.

However, in case of injury, disease or other illness, permission is hereby granted to treat the applicant as required, and if the applicant is released from the activity before recovery from said injury, disease, or illness, further treatment will be provided by myself.

_____	_____	_____
Date	Witness for Father's Signature	Father or Legal Guardian

_____		_____
Witness for Mother's Signature		Mother or Legal Guardian

Squadron Certification. (Squadron Commander's signature is not necessary if the activity is approved in eServices or if it is a squadron activity.)

I certify that the above information is correct and that all requirements for attendance, as specified in National Headquarters Directives, will be completed by the required dates.

_____	_____
Date	Squadron Commander

Group Certification. (Group Commander's signature is not necessary if the activity is approved in eServices or if the activity is held within the group.)

_____	_____
Date	Group Commander (or designee)

Wing Certification. (Wing Commander's signature is not necessary if the activity is approved in eServices or if the activity is held within the wing.)

_____	_____
Date	Wing Commander (or designee)