



2023 MICHIGAN WING ENCAMPMENT
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 450048
Selfridge ANGB, MI 48045



MEMORANDUM FOR All 2023 Michigan Wing Encampment Participants

FROM: Lt Col Eric V. Scott, Encampment Commander

SUBJECT: 2023 Michigan Wing Encampment Registration

1. Mission. Michigan Wing, Civil Air Patrol will conduct a cadet summer encampment at the Alpena Combat Readiness Training Center (CRTC) in Alpena, MI from 08 July 2023 to 15 July 2023. Staff members will report to Alpena on 07 July 2023 for encampment preparation. Students will report on 08 July 2023. Graduation will be conducted on 15 July 2023.

In addition to the Basic Cadet Encampment, the following advanced courses will also be offered:

- Region Cadet Leadership School (RCLS)
- Small Unmanned Aircraft System Academy (sUAS)
- Great Lakes Region Volunteer University (Vol U)

Details for each course are attached below.

2. Execution. Staff will arrive between 1500 and 1700 EDT on 07 July for in-processing. Students (cadets and senior members) will arrive between 0900 and 1200 on 08 July. All cadet students (non-staff) will be dismissed upon completion of the graduation ceremony and sign-out. The graduation ceremony begins at 1100 on 15 July. Encampment staff (cadet and senior) will be dismissed following the final inspection of the facilities by the encampment logistics officer. Staff shall plan their departure from Alpena no earlier than 1400 (time could be earlier depending on inspection outcome). Early or late arrivals/departures require encampment commander approval. Staff personnel departing prior to official release (without prior coordination and approval) will not be awarded encampment completion credit.

b. Registration Procedures. For encampment registration, there are four types of student participants: basic student registration RCLS registration, senior member professional development (Vol U) registration, and sUAS registration. For encampment staff there is also cadet encampment staff registration and senior staff registration.

1) Prerequisites. To attend encampment, the applicant must be a current CAP member in good standing and possess a current CAP identification card. These additional requirements must also be met and recorded in e-Services:

a) Basic Encampment - Prior to arrival, cadets must have completed the Curry Achievement (cadet airman) and have that recorded in e-Services prior to arrival at Encampment.

c) RCLS - Cadets must have previously completed a Basic Encampment and attained the minimum grade of cadet master sergeant to attend Region Cadet Leadership School..

e) sUAS Academy – Cadets must have previously completed a Basic Encampment and attained the minimum age of 16. As a prerequisite, **ALL** applicants (cadet and senior) **MUST** have a TRUST certificate (free course) uploaded into OPS QUALS **before being accepted into the course**. See the email from the course director (Capt Boire) for more information or email us at miwgencampmentreg@gmail.com. You will also be required to bring the form to the Academy in order to fly, per FAA regulations. Participation is limited to the first 20 cadets or seniors to register.

f) Great Lakes Region Volunteer University (Vol U)– The prerequisite for any Level is completion and award of the previous Level. Level 2 modules will be given 09:00, 09 July through 1200, 11 July, all other Levels will be given 1300, 11 July through 1700, 14 July.

g) Senior and cadet staff positions - All staff positions have already been selected. Members interested in serving as part of the encampment staff should contact Maj Michelle Neuville for senior staff. Email miwgencampmentreg@gmail.com if you are interested in a position.

3. Registration Submission.

All participants (students and staff) MUST register for encampment. To register for encampment, all participants must complete the online registration process located on the MIWG website at <https://miwg.cap.gov/programs/cadets/encampment> (click on “Registration is now open until July 1” this will take you to the registration location)

Participants must complete CAPF 60-81 page 1, CAPF 60-81 page 2, CAPF 160 page 1, CAPF 160 page 2, CAPF 161 (front and cadets only), and MIWGF 173C (If you are receiving a Scholarship from your unit). Each form will be submitted as a single page PDF file and uploaded during the online registration process. The CAP forms MUST be in their original PDF form or digitally scanned. Pictures or JPG files will be rejected.

Participants needing assistance scanning or combining the required CAP forms should contact their squadron leadership for assistance.

4. Encampment Fee Schedule & Refund Policy.

a. Registration Fees.

All registration fees will include meals, lodging, and training costs. All participants, both cadet students and encampment staff, are required to pay the associated registration fee. The fee schedule is as follows:

PROGRAM PRICE

Basic Encampment \$275

Region Cadet Leadership School \$275

sUAS Academy- \$275

Vol U Participation- \$50 per how many days stayed

Encampment Staff (Cadet & Senior) - \$225

Senior Staff daily rate \$50

b. Refund Policy. All refunds must be requested by sending an email to miwgencampmentreg@gmail.com. Refunds requested prior to 07 July will be honored in full. Refunds requested after 07 July will not be honored due to the dedication of funds.

5. Suspense Dates / Deadlines.

01 July – Registration Deadline

6. Financial Assistance

Squadron Contribution: Some units are financially able to contribute to their members' encampment fees. If your squadron will supply all or part of your encampment fee, the MIWGF 173c, financial transmittal, must accompany the online application. If multiple members of the same household are applying for encampment, each application must contain its own MIWGF 173c.

Cadet Encampment Assistance Program (CEAP): APPLICATIONS CLOSED MAY 1 for CEAP The U.S. Air Force is again providing financial assistance to cadets attending their first encampment. Assistance is prioritized by need, first-timer status and date of application, so don't wait to apply. Members in need of this assistance must apply for CEAP online through e-Services (<http://www.capnhq.gov>). If approved for CEAP, members must still register for encampment using the CAPF 31 and other directions outlined in this packet. More details on CEAP can be found at <https://www.gocivilairpatrol.com/programs/cadets/newcadet/ceap/>.

Who can apply for CEAP?

Financial Eligibility – Assistance is targeted towards families who cannot easily afford encampment. Priority is given to families enrolled in federal programs (Snap, WIC, Title I, SSDI disability, etc.) but other families self-identifying a financial need are welcome to apply, including families with two or more cadets in CAP, recently unemployed, or those experiencing other financial challenges.

First-Year & Returnees – Priority is given to first-time encampment attendees, but graduates wanting to attend a second or third encampment are welcome to apply.

What assistance is available?

Cadets or their families may apply for assistance with encampment fees, uniforms, or both.

Tuition – Encampment fee assistance will cover 100% of the tuition fee and will be paid directly to encampment.

Uniforms – Uniform assistance is provided in the form of vouchers that may be used for specific uniform items at Vanguard. The voucher may be for \$75 or \$125, depending on the priority level of the cadet.

Encampment Financial Assistance: There is a very limited amount of funding available for attendees of encampment. Members can request encampment financial assistance from the encampment deputy commander, Capt Adrain Hockin, miwgencampmentreg@gmail.com. Financial assistance applications are due no later than 01 July. Financial assistance is awarded to those cadets who express great financial need. Applications awaiting financial assistance approval will not be processed until that approval is made, so do not delay. The member's home squadron must contribute (if possible) and cadets must have applied for the Cadet Encampment Assistance Program (CEAP) before additional financial assistance will be considered.

7. Packing list

A detailed packing list for Basic Encampment is attached below. Cadets attending RCLS, and sUAS Academy may be informed of a supplementary packing list after they have registered that will cover any items that they will need specifically for their school. Please note that all items on the packing list are mandatory unless they specifically say "recommended" or "optional." **If a cadet comes to encampment without the mandatory items from the packing list, they will need to acquire the items before they will be permitted to in-process.**

Just as there are items that we require you to bring, there are other items that are prohibited. Such items are referred to as contraband. Contraband will be confiscated during the sign-in process and may, or may not, be returned to the member at the end of the activity, depending on what they are. Examples of contraband items have been provided on the packing list.

8. Medical conditions

It is very important to know in advance of any medical conditions that may affect your ability to participate in any of the aspects of encampment. Things that we need to be aware of include: any physical limitations or recent injuries, dietary restrictions, and any medications that you will be taking during encampment. We also need your medical insurance information in the event that we need to seek medical attention on your behalf. Please be sure that your CAPF 160 contains this information. These forms will be destroyed after encampment completion and are only for the activity for the duration.

9. Religious Services

We provide access to a variety of religious services during encampment for those who wish to attend. If you wish to attend religious services of a specific denomination, please indicate your religion when registering for encampment. The encampment chaplain will provide information on religious services in the Alpena area at the beginning of encampment. Also, a non-denominational service is available on base for those interested.

10. E-Mail and physical mail to cadets during encampment

Parents and other family members are welcome to send mail to cadets who are attending encampment via filling out the google link on the website. Please limit google link submission to two per day, per cadet. If multiple family members wish to send a message to a cadet, you are encouraged to combine multiple messages into one submission before sending. These google link submissions will be printed by the encampment staff and distributed at the evening mail call. Submissions received after 1500 (3:00 pm) on the Thursday of encampment are not guaranteed to be delivered. To send an e-mail to a cadet at encampment, please go to <https://miwg.cap.gov/programs/cadets/encampment> and click on the link for "Encampment Cadet Mail". All e-mails sent to cadets at encampment must be sent through this secure form.

If you need to send physical mail to a cadet, please contact the encampment command staff at miwgencampmentreg@gmail.com for details. We are limited on what mail we can receive at the Alpena CRTC.

Thank you for embarking on this important step in your CAP career. We look forward to serving and learning with you!

Sincerely,

ERIC V. SCOTT, Lt Col, CAP
Commander



2023 Michigan Wing Encampment Program Descriptions



Cadets who have NOT PREVIOUSLY attended an Encampment may register for:

Basic Encampment: Required of cadets in order to achieve the Billy Mitchell Award, the basic encampment provides the following: **Air Force Fundamentals** (Structure & Mission of the USAF, Aerospace Power, Aerospace Heritage), **Civil Air Patrol Fundamentals** (Emergency Services, Aerospace Education, Cadet Program), **Leadership and the Cadet Ethic** (Character Development, Physical Fitness, Drill & Ceremonies, Creative Thinking), and **Aerospace Career Exploration** (Career Opportunities, Career Requirements and Counseling). In addition to the nationally mandated curriculum, the basic encampment offers such activities as powered and glider orientation flights, demonstrations of the base security forces and fire department, tours of the air traffic control tower and other base facilities, and rappelling (weather and availability pending). **Cadets must achieve the Curry Achievement (cadet airman) prior to attending the basic encampment. This must be recorded in e-Services prior to arrival at Encampment.**

Cadets who HAVE previously attended a Basic Encampment may register for:

Region Cadet Leadership School (RCLS): This advanced course broadens the command skills of cadet leaders. The focus of the course is on cadet command, with emphasis on Phase III skills such as goal setting, planning, interpersonal skills, and, above all, how to command a unit, an activity, or a project as a cadet officer. Completing this course or Cadet Officer School is required for the Ira C. Eaker Award. **Students for Cadet Leadership School must have completed a Basic Encampment and have attained the minimum grade of cadet master sergeant.**

sUAS Academy: This advanced course will give you the instruction you need to pass the Federal Aviation Administration (FAA) Part 107 drone license test - so you can continue your steps to becoming an Unmanned Aircraft System Mission Pilot (UASMP) in CAP. With the help of this 1 week course, you will ace the exam and quickly become an FAA certified commercial drone pilot. There will also be an opportunity to fly CAP systems. **Cadets must have previously completed a Basic Encampment and have attained the minimum grade of Cadet Senior Airman in order to attend the STEM Academy.**

Senior Member Education and Training Opportunities

Education and Training Courses (Vol U): There are two ways to accomplish senior training objectives at encampment: members can attend individual trainings opportunities or they can attend the week-long Education and Training Course, which includes: All Level 2 Part 1 and Level 2 Part 2 modules, all Level 3 modules, all Level 4 modules, and all Level 5 modules will be offered face to face! **The prerequisite for any Level is completion and award of the previous Level.** Level 2 modules will be given 09:00 9 July through 1200 11 July, all other Levels will be given 1300 11 July through 1700 14 July.

The cost for attending the individual courses is \$50.00 per day on base which includes meals, billeting, and administrative costs. Members who wish to serve as instructors or directors at the above courses for Specialty Track credit, they can email miwgencampmentreg@gmail.com to express interest.

Encampment staff members please contact the encampment command team to discuss attending Education and Training courses. **Senior Members must have Level 1 completed before attending encampment.**

sUAS Academy: This advanced course will give you the instruction you need to pass the Federal Aviation Administration (FAA) Part 107 drone license test - so you can continue your steps to becoming an Unmanned Aircraft System Mission Pilot (UASMP) in CAP. With the help of this 1 week course, you will ace the exam and quickly become an FAA certified commercial drone pilot. There will also be an opportunity to fly CAP systems. **Senior Members must have Level 1 and Basic Cadet Protection Training completed.**

Parent & Guardian Information

CONTACT INFORMATION FOR ENCAMPMENT 2023 Alpena CRTC – Alpena, MI	
CONTACTING ENCAMPMENT ON OR BEFORE 07 July 2023 Web site: https://miwg.cap.gov/programs/cadets/encampment Email address: miwgencampmentreg@gmail.com	CONTACTING ENCAMPMENT DURING ACTIVITY 07 July – 15 July 2023 Email address: miwgencampmentreg@gmail.com Mailing address: If you need to physically mail something to Encampment in Alpena please email: miwgencampmentreg@gmail.com requesting mailing address For mapping purposes only, use: 1617 Airport Rd Alpena, MI 49707 Phone number: CAP Emergency Duty Phone Number: (313) 591-3017 Be prepared to tell the duty officer the nature of your emergency.

Encampment for students begins on Saturday, 08 July at 1200 (12:00pm). Attendees may arrive at any time between 0900 (9:00am) and 1200 (12:00pm) on that day. Lunch will be served at 1200 (12:00pm) for all students and staff.

If possible, only staff members should arrive on Friday, 07 July. Cadet and Senior staff arrival times are as follows:

Cadet Command Staff: After 1000.

Select Senior Staff (Administration, Finance, Health Services, and Logistics): Between 1200 and 1300.

All other staff members: Between 1400 and 1700.

If non-staff members need to arrive on Friday with a staff member, or if the student cannot arrive on Saturday and can only be dropped off on Friday they must first obtain written (email) approval from the encampment commander by emailing miwgencampmentreg@gmail.com If possible, please try making arrangements for transportation with non-staff members. Members arriving to encampment early, without pre approval, may not be able to secure lodging or meals on Friday night.

Encampment ends on Saturday, 15 July with an outdoor graduation Pass In Review (weather permitting) at 1100 (11:00am) and an indoor graduation ceremony (building access permitting) following the conclusion of the Pass In Review. Friends and family are invited to attend. Be sure to bring your cameras!

Non-CAP members wishing to drop off members on Friday/Saturday or attend Graduation will need to submit a request for access to the Alpena CRTC. More information will be released closer to encampment for what documentation is required but please keep an eye on the <https://miwg.cap.gov/programs/cadets/encampment> page for more information. Previously drivers license, date of birth, address, and last 4 SSN were requested for non-CAP or non-DOD issued ID's but this may change.

Encampment staff will be dismissed by the encampment command team once all de-mobilization tasks have been completed.

Plan to leave the base AFTER – 1400, Saturday, 15 July.

Please check the website (<https://miwg.cap.gov/programs/cadets/encampment>) or Facebook (<https://www.facebook.com/miwgcap>) frequently for updates and details both before and during the activity. Keep these links handy so that you'll be able to see what's going on at the 2023 Michigan Wing Encampment in Alpena!



BASIC CADET PACKING LIST

All items are REQUIRED unless specifically noted as recommended or optional. All items should be labeled with the cadet's last name, initials, or CAP ID.

AF Style Blues Uniform

- ◆ One (1) Flight Cap with Cadet Insignia
- ◆ One (1) Light Blue, Short Sleeve Shirt
- ◆ One (1) Uniform Trousers/Slacks/Skirt
- ◆ One (1) Belt w/silver buckle
- ◆ One (1) set CAP Insignia

- ◆ All earned ribbons and devices, all earned badges and insignia (wings, GTM badge, etc.)
- ◆ Blue CAP Nameplate

Alternate Dress Uniform

- If cadet does not have a full Blues Uniform
- ◆ One (1) Black Dress slacks/skirt
 - ◆ One (1) White button down dress shirt
 - ◆ One (1) Dress Belt (unless not needed

for skirt)

Utility Uniforms (BDUs/ABUs)

- ◆ One (1) ABU Shirt with approved patches and insignia. **All officer grade SEWN on.**
- ◆ Two (2) pair ABU Trousers
- ◆ One (1) Desert Tan Belt face buckle w/open face buckle

- ◆ One (1) BDU -OR- ABU Cap
(Noberefs or unit hats)

Alternate Utility Uniform

- ◆ Ten (10) Plain black T-shirts

Physical Training (PT) Uniforms

- ◆ Two (2) pairs of gym shorts
- ◆ One (1) pair of sweat/track pants
- ◆ Two (2) plain black T-shirts
- ◆ One (1) plain sweatshirt

Footwear

- ◆ One (1) pair of Black Oxford Dress Shoes (or pumps) for Blues Uniform
- ◆ One (1) pair of **(BROKEN IN)** Black, Combat Boots for ABUs (if using Alternate Utility Uniform, boots not required)
- ◆ One (1) pair of athletic shoes
- ◆ One (1) pair shower clogs or flip-flops

Socks/Hose

- ◆ Six (6) pair of socks (Heavy, Thick) for Boots
- ◆ Three (3) pairs black dress socks
- ◆ Two (2) pairs hose/stockings, neutral color (required if skirt is worn)
- ◆ Eight (8) pairs of athletic socks
- ◆ One (1) set of shirt garters (optional)

Other Clothing & Undergarments

- ◆ Ten (10) Desert Tan T-shirts (If using Alternate Utility Uniform, tan T-shirts not required)
- ◆ One-Two (1-2) sets of (modest) Civilian clothes for travel/cookout
- ◆ One (1) set of shirt garters (optional)
- ◆ One-Two (1-2) Swimsuits (modest) for the beach/ showers
- ◆ One (1) Raincoat or Poncho
- ◆ Ten (10) pairs of underwear
- ◆ Three (3) White V-Neck T-shirts

Nail Clippers (Recommended)

Toiletry Kit

- ◆ One (1) Shaving Kit (if needed)
- ◆ One (1) Bar Soap w/Plastic Container or bottle of liquid body soap
- ◆ One (1) Shampoo (Conditioner if needed)
- ◆ One (1) Toothbrush
- ◆ One (1) Toothpaste
- ◆ Two (2) Bath Towels
- ◆ Two (2) Washcloths
- ◆ One (1) Chapstick (Recommended)
- ◆ One (1) Comb
- ◆ One (1) Brush (If needed)
- ◆ Preferred Bug Repellent (Recommended)
- ◆ Preferred Sunscreen (Recommended)
- ◆ Deodorant
- ◆ (Female) Sanitary Supplies
- ◆ Nail Clippers (Recommended)

Prescription Medication: See CAPF 163.

Cadets are advised to leave any valuables at home, as there is no place to secure them for the week.

*****RCLS are encouraged to bring laptop computers. Usage policy will be emailed/mailed prior to encampment******

Miscellaneous

Miscellaneous Cadets are advised to leave any valuables at home, as there is no place to secure them for the week.

- ◆ No more than \$20 in cash
- ◆ Boot Blousers (Two Pair)
- ◆ Camera (optional)
- ◆ Flashlight w/Batteries

- ◆ Hangers (minimum: 8 matching)
- ◆ Laundry Bag (Mesh w/ drawstring)
- ◆ Pens/Pencils
- ◆ Shoe Shine Kit with soft cloth rag
- ◆ Small sewing kit
- ◆ Spiral notebook
- ◆ Stitch gauge
- ◆ Suitcase / Duffle bag
- ◆ Sunglasses (optional)
- ◆ Yardstick or Ruler (recommended)
- ◆ CAPID
- ◆ Filled out CAPF 160
- ◆ Filled out CAPF 161
- ◆ **One (1) 32 Oz Tastefully Designed Water Bottle**

The following items are considered contraband and will be confiscated for the duration of the week. Items will be returned at the end of encampment. NOTE - Perishable and illegal items will not be returned. This list is NOT all inclusive:

- Radios/iPods/MP3 players
- Cell Phones
- Knives/Hatchets
- Food
- Snacks
- Soda
- iPads / Tablets
- Electronic Games
- Explosives
- Fireworks
- Ammunition
- Firearms
- Non-CAP/Religious reading material
- Alcohol
- Tobacco
- Controlled substances
- E-Cigarettes or Vape Pens
- Energy Drinks
- Marijuana Products

All items are REQUIRED unless specifically noted as recommended or optional. All items should be labeled with the cadet's name, initials, or CAP ID.

Registration Checklist

THOROUGHLY REVIEW REGISTRATION PACKAGE

- COMPLETE CAPF 31, CAPF 160, CAPF 161, and CAPF 163 (Cadets Only)**

Items commonly missed:

CAPF 60-81 - Page 1 Applicant Signature

Page 2 Guardian Signature (do not need both parents and witness)

Page 2 Applicant's Commander's Signature (don't need Group or Wing Signatures unless you are not from Michigan Wing)

- CAPF 160 - Page 2 Guardian Signature
- CAPF 161 - Page 1 Commander's Info
- CAPF 163 - Page 1 Guardian Signature

If you have questions about how to complete the online registration or scanning forms, please contact someone from your squadron for assistance.

- COMPLETE ONLINE REGISTRATION FORM**

<http://michwing.wufoo.com/forms/z13l81bd0yxz6e6/>

- SUBMIT ELECTRONIC PAYMENT/Mail Check**
- SUBMIT MIWGF 173C FOR SQUADRON FINANCIAL ASSISTANCE (If Applicable)**
- OBTAIN REQUIRED UNIFORM AND PACKING LIST ITEMS**

CAPF 60-81 - https://miwg.cap.gov/media/cms/F_060_081_Application_for_Encampmen_5A806AE7A034F.pdf

CAPF 160 - https://miwg.cap.gov/media/cms/CAPF_160_Health_History_265FF12199DA3.pdf

CAPF 161 - https://miwg.cap.gov/media/cms/CAPF_161_Emergency_Contact_491582714DCFA.pdf

CAPF 163 - https://miwg.cap.gov/media/cms/CAPF_163_Medications_C1888157C3A7D.pdf

MIWGF 173C - https://miwg.cap.gov/media/cms/MIWGF_173CUnit_Payment_Request_AD1B36DD7206E.pdf

ADDITIONAL INFORMATION, FORMS, AND UPDATES CAN BE FOUND AT:

<https://miwg.cap.gov/programs/cadets/encampment>

FOR UPDATES DURING ENCAMPMENT VISIT THE MIWG FACEBOOK PAGE AT:

<https://www.facebook.com/miwgcap/>

ANY QUESTIONS REGARDING THE 2023 MIWG ENCAMPMENT CAN BE DIRECTED

TO: miwgencampmentreg@gmail.com