



HEADQUARTERS  
CIVIL AIR PATROL OHIO WING  
UNITED STATES AIR FORCE AUXILIARY  
DEFENSE SUPPLY CENTER COLUMBUS, ATTENTION: CIVIL AIR PATROL  
POST OFFICE BOX 3990  
COLUMBUS, OHIO 43218-3990

07 May 2016

MEMORANDUM FOR: OHWG Encampment Basic Cadets

FROM: Ohio Wing Encampment Commandant of Cadets

SUBJECT: Information for Basic Cadets

1. **Training Requirements:** Your success at Encampment will rely heavily on how prepared you are for the training requirements. Proper preparation will mean the difference between successfully completing the Encampment and struggling through the week. You will be expected to complete at least 80% of all scheduled training to meet the graduation requirements. Any cadet that does not meet the graduation requirements will not receive Encampment credit and will not be eligible for a refund. Encampment training requirements can be found in CAPR 52-16.
2. **Training Preparation:** There are three main training areas in which basic cadets should prepare prior to arriving at Encampment: uniform wear, basic military drill movements and cadet knowledge. You will be expected to know and perform the basic military drill movements, and wear the uniform properly as required for the Curry Achievement in the Cadet Program. Basic cadets will be expected to in-process with two full sets of BDUs and one full set of blues (see packing list). Please review CAPM 39-1 prior to arriving at Encampment to ensure your uniforms meet the required standards. Grooming standards will be strictly enforced at Encampment. Any cadet requiring a haircut upon in-processing will be expected to obtain one at their own expense. Grooming standards can be found in CAPM 39-1. One common problem basic cadets encounter at Encampment is blisters. Blisters can be avoided by wearing clean and dry socks, regularly washing your feet and wearing boots that have been previously broken-in. Cadets are required to pack mole skin for Encampment. This product helps existing blisters to properly heal should you encounter them during Encampment. While you will have time to practice and perfect your skills during the week, you are expected to know a minimum amount of knowledge coming into Encampment. The Curry Achievement is required by 01 July 2016.
3. **Wake-up and Physical Fitness:** The Encampment training schedule has you waking up in the early morning each day and lights out in time for eight and a half hours of sleep. Every cadet

attending encampment must be able to pass the Curry Achievement Fitness test for their age level.

4. **Eating Habits:** You will be eating three healthy meals at scheduled times each day at Encampment. You will be required to eat at each meal due to nutrition requirements necessary for the daily activities. Some cadets have a bad habit of not eating a healthy breakfast prior to Encampment. Get in the habit now of eating a healthy breakfast because you will need it to keep up with the busy schedule at Encampment. You will not have access to soda, candy or sweets during the week. It would be in your best interest to limit intake of these foods prior to Encampment to help get acclimated.

5. **Packing List:** Anything and everything that you will need at encampment is included on the packing list at the end of this packet. It is imperative that you follow this list as closely as possible, as every item mentioned is required for you to get through the week. When packing, a good rule of thumb to remember when packing items for encampment is “No more, no less”. It will be in your best interest to mark all belongings with your first and last name.

6. **Laundry Facilities:** Laundry will not be done during the encampment. The packing list contains enough clothing to get you through the week. Laundry facilities are available but will only be used in cases of emergency with prior approval of the command staff.

7. **Phone Access:** You will not have access to a phone during Encampment. Only in the event of an emergency will you be authorized to use the phone and only with command staff approval. If your parent or guardian needs to get in touch with you during Encampment, they will need to call the designated cell phone found on the Encampment website and under Information for Parents: In Case of Emergency in this letter.

8. **Application Forms** If you have not done so already, please be sure to submit your full application by 01 July 2016. Go to <https://ohwgencampment.kd8rho.net> Click on “Log In (registered members)” in the upper right on the navigation bar and log in with your CAPID and the password you set up during registration. (If you don’t remember your password, go to <https://ohwgencampment.kd8rho.net/shared/login/reset> to reset your password.) Click “Manage Forms” on the navigation bar. You will see the forms that you need to submit. In turn, click on each form and then “download.” The form will download to a MS Word document with the information you entered during registration. Print out the form, add any information (if needed), sign the form where requested, including your squadron commander’s signature, and then upload to the site. To upload, scan the document (a PDF file is preferred) and save it to a folder or desktop on your computer. Select the document by clicking “Choose File” and navigating to the place where you saved the file. Select the file to upload and then click “open.” Next click on

“Upload” and the file will be uploaded to the site. (The bar with the form name will now change from yellow to green.) Repeat for the other forms. The signatures are releases to attend encampment, so please make sure all places that you, your parents, and your squadron commander need to sign are signed. We need these forms signed and uploaded to us no later than 01 July 2016. If you have any questions or problems, please contact the encampment admin staff at [encampmentadmin@ohwg.cap.gov](mailto:encampmentadmin@ohwg.cap.gov). Pay activity fee of \$250.00 to your local squadron. Checks must be made out to “Civil Air Patrol”.

#### 9. Important Dates

15 June 2016- Last last day to withdraw with a 100% refund. Any applicants that withdraw between this date and 01 July will receive a 50% refund.

01 July 2016 – Online Registration Closes. A \$10 late fee will be added to anyone that applies after this date.

01 July 2016 – Last date to withdraw with a 50% refund. No refunds will be given after this date.

02 July 2016 – Squadron Commanders will receive a status update on all applicants and fees owed from their squadron.

08 July 2016 – All activity fees must be paid from the squadron to the encampment via the Wing Banker program. Applicants will not send activity fees directly to the encampment.

15 July 2016 – Staff Members Arrive

16 July 2016 – Basic Cadets Arrive and In-process

23 July 2016 – Graduation, Pass-In-Review, Out-processing

I look forward to meeting you at Encampment Check in!

NATHANIEL R. SPEHR, Major, CAP  
2016 Ohio Wing Encampment Commandant of Cadets