



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 on In-Processing/Out Processing

1. In-processing: Transportation to and from encampment is the responsibility of each cadet. Frequently cadets will carpool with others from their unit or with those attending the encampment from their local area. Check with your squadron commander to determine possible means of transportation. Cadets who drive their own vehicle will turn in their keys for the duration of Encampment at in-processing as cadets are not permitted to operate vehicles while at encampment.

a. In-Processing Procedure In-processing will occur from 0900-1200 on 16 July 2015 in Lot 10 at Wright State University. Cadets must arrive in BDU's. Directions and maps to Lot 10 can be found later in this packet and on the Encampment website. During in-processing, you should have the following items ready: CAP membership card, CAPF 161 (You can use a printed copy of the one you uploaded to the registration website) Medications in original vials in clear Zip-Lock bag with CAPF 160 NOTE: Personal medications outside of original vials will not be permitted, this includes over the counter medications as well. All Medication(s) must be listed on the CAPF 160.

b. All luggage will be inspected by Staff members for any unauthorized items. If any contraband items are brought, they will be confiscated and returned at the end of Encampment. The packing list at the end of this packet clearly outlines what each cadet must bring, as well as a list of contraband items.

c. During in-processing, the medical officer will review your medical history and document any medications that you bring. Only bring that which you will need for the duration of the encampment. During Encampment, cadets will retain possession of all personal medications and will be responsible for taking it as prescribed. Squadron and Flight Tactical Officers will continually check with each cadet to ensure they are taking their medications. Due to legal reasons, CAP medical officers are not permitted to dispense any prescription medications. Senior Member Officers may dispense over-the-counter medications, provided the cadet has a CAPF 163.

d. After in-processing, you will be carrying your luggage a short distance so be sure your luggage is packed accordingly. If you can pack your gear into just one bag/suitcase; this is highly encouraged as you must be able to carry all of your belongings without assistance.

2. GRADUATION AND PASS-IN-REVIEW You will have the opportunity to be part of a formal graduation and march in the pass-in-review ceremony on the final day of Encampment. It is a great experience to walk proud with your fellow cadets after successfully negotiating a week of Encampment. The 2016 Ohio Wing Encampment Graduation Ceremony and Pass-In-Review will begin at 1000, with the location still to be announced. The Graduation Ceremony will last approximately 90 minutes with a Pass-In-Review ceremony immediately following. While it is not required, parents and family members are encouraged to attend. More details regarding location will become available to you at a later time at encampment.ohwg.cap.gov, the Encampment website.

3. OUT-PROCESSING Out-processing will occur on 23 July 2016 1300-1400 immediately following the Graduation and Pass-In-Review. Out-processing is a controlled process and basic cadets will not be available to out-process any earlier than 1300. You will out-process with your squadron and flight after everyone's room has been cleared. You will be financially responsible for any damages you cause in the dorms during Encampment. Please ensure that your parent or guardian is ready to transport you home immediately after out-processing. All basic cadets should depart Wright State University no later than 1400 unless riding home with a staff member. Any questions can be directed to encampmentadmin@ohwg.cap.gov

Attachment: Directions to In-Processing: From I-675

1. Exit 17 to N Fairfield Rd
2. Turn Right onto N Fairfield Rd
3. Turn Left onto Colonel Glenn Hwy
4. Turn Right on Center Rd (First WSU entrance)
5. Veer Right onto Loop Rd
6. Follow Loop Rd until it ends at University Blvd
7. Turn Left onto University Blvd 8. Proceed to Lot 10
(Include Map here)