



HEADQUARTERS MOWG CADET TRAINING GROUP
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO BOX 5044
WHITEMAN AFB MO 65305

15 April 2022

Dear 2022 Missouri Wing Encampment Applicants,

Thank you for applying as a student for the 2022 Missouri Wing Encampment (Cadet Training Group). Below you will find instructions on how to submit your application for this year's encampment as well as other important details. The 2022 Missouri Wing Encampment is planned to be held from 16 July – 23 July, 2022 at the Missouri Military Academy in Mexico, Missouri. Please share this letter with your parents as there is a lot of important information included.

FORMS/APPLICATIONS

Attached with this letter you will find several forms in which need to be completed by you as the attendee. The following forms **MUST** be completed:

- *Application for Encampment/Special Activity* (CAPF 60-81)
- *CAP Member Health History Form* (CAPF 160)
- *Emergency Contact Information* (CAPF 161)
- *Over the Counter (OTC) Medication Administration Form* (CAPF 163)
- Missouri Military Academy Hold Harmless Agreement

Please complete these forms in their entirety. We also ask that you please print legibly. Applications submitted that are illegible will be returned to the applicant for resubmission. Please enlist the assistance of your Squadron Commander or Deputy Commander for Cadets if you have any questions. Submit your completed application to your Squadron Commander for review and their signature. Squadron Commanders or Deputy Commander for Cadets should be the only ones forwarding signed applications to the Encampment Cadre. Squadron Commanders and Deputy Commander for Cadets are requested to forward signed applications to the Encampment email address at encampment@mowgcap.org. Once an application has been processed, the student will receive an email from the Encampment Cadre confirming the receipt.

If you are applying from outside of Missouri Wing, please follow the procedure listed above, as well as notify your Wing Director of Cadet Programs of the intent to attend our activity. If your Squadron Commander or Wing Director of Cadet Programs has any questions on the process or need additional information, they are welcome to contact the Encampment Executive Cadre at the above listed email.

Please note that Wing Commander signature is NOT required on the CAPF 60-81 UNLESS SPECIFICALLY REQUIRED BY YOUR WING.

ARRIVAL

Student arrival is scheduled for Saturday 16 July 2022 from 1300 (1pm) until 1500 (3pm). Students are requested to eat lunch prior to arrival as dinner will be the first meal provided later in the evening. Students are expected to arrive in the Airman Battle Uniform (ABU). Additional information regarding building location and other important items will be sent out to students in the days prior to the activity. Furthermore, Encampment Cadre members will be located around the campus to assist with in-processing the student. ***Please note: Students are expected to conform to grooming standards listed in CAPR 39-1 upon arrival at the activity. Students who do not meet grooming standards will be given an opportunity to correct the grooming standard violation prior to checking in. If the student refuses to fix the violation, the student will not be allowed to in-process and be sent home from the activity WITHOUT refund.***

CADET DISMISSAL

In the event that a cadet is dismissed due to health or behavior reasons, the cadet's parents and/or Squadron Commander will be contacted and responsible for picking up the cadet within 24 hours. Parents and Squadron Commanders should ensure a plan is in place to pick up their cadet in the event of dismissal.

COVI-19 MITIGATION

Mitigation efforts will be in place in regards to COVID-19. Due to the ever changing guidance from the Centers for Disease Control and Prevention and National Headquarters Civil Air Patrol, policies, recommendations, restrictions, and preventative measures pertaining to the activity will not be announced until closer to the activity. All attendees will receive details prior to the start of Encampment.

EMERGENCY CONTACTS

The emergency contacts for the week are Encampment Commander, Lt Col Mike Toedebusch – (636) 299-2353, and the Deputy Commander for Support, Major Adam Daubach – (636)448-9674.

HIGH ADVENTURE ACTIVITIES

During Encampment, cadets will be participating in High Adventure Activities. Release for such activities is included on the CAPF 60-81, *Application for Encampment/Special Activities*.

MEDICATIONS

Cadet's using medications should bring their medications to the activity and report them upon in-processing. All medications must be authorized on the CAPF 163, *Permission for Provision of Minor Cadet Over-the-Counter Medication*. Cadets are responsible for taking their medications at the appropriate times. Cadets will bring any prescription, non-prescription, or herbal medications to the activity in the original containers in which the medication was dispensed. Prescription medication **MUST** contain the following information: name of the prescribing physician, the name and telephone number of the dispensing pharmacy (if applicable), the name of the recipient of the prescription, and any other applicable dosing instructions. Non-prescription and herbal medications must have dosing instructions specified on the bottle and in the application materials, as well as be labeled with the cadet's name. Please refer to CAPF 163 for further details. **Cadets will not share medications with other cadets. Doing so will result in dismissal from the Encampment and the possible contact of law enforcement. Furthermore, medications not listed on the medication form will be confiscated during in-processing. If medication needs change**

between the time the application was submitted and arrival to the activity, cadets should hand carry an updated CAPF 163 to the activity.

PACKING LIST

The packing list covers what items you will need for Encampment. It is imperative that you bring exactly what is listed and in the quantities listed. Do not bring extra items unless it states to do so. If you have any questions regarding the list, please contact the Encampment Executive Staff via email at encampment@mowgcap.org.

CELL PHONES

Students will not be allowed access to their cell phones during the Encampment. Cell phones will be collected during in-processing and stored in a secure location throughout the activity. Students will have their cell phones returned to them at the conclusion of the activity while out-processing.

VISITORS

Visitors are not allowed on campus during the Encampment, with the exception of Pass in Review.

PASS IN REVIEW

At this time, Pass in Review is planned for Saturday 23 July, 2022 at 1600 (4pm). The activity is open to family, friends, and other squadron members of those students and cadre attending the activity. Additional information pertaining to where Pass in Review will be held on campus, and information on out-processing, will be sent during the activity to the email address listed on file at the time of registration. Furthermore, family, friends, and squadron members are encouraged to follow the Encampment's Facebook page to ensure the information is obtained.

PHOTOS / SOCIAL MEDIA

We are unable to guarantee the amount of photos posted during Encampment. Families are encouraged to follow the Encampment's social media pages (listed below) for live feeds and photos throughout the week. A bulk photo upload will be completed after the activity. Photos will be able to be viewed from the Cadet Training Group webpage (listed below).

- Facebook
 - <https://www.facebook.com/missouriwingencampment>
- Instagram
 - @mo_wing_cadet_training_group
- Website
 - <https://www.ctg.mowgcap.org>

WEATHER

July in Missouri is always hot and humid. While some classes will be indoors, there will be a lot of time spent outside. Start to acclimate yourself now! Spend time outside, drink lots of water, and begin to reduce the intake of sugary or caffeinated drinks. You'll be grateful you have prepared.

Encampment is designed to be a challenging and rewarding activity in the development of leadership in a cadet's career. It is your responsibility to learn all you can during the week. Congratulations for taking this step in advancing your education and training.

The Encampment Cadet and Senior Cadre look forward to receiving your application and having you at this year's Encampment.

Respectfully,

//SIGNED//

Mike Toedebusch, Lt Col, CAP
Encampment Commander

//SIGNED//

Quinn Evans, Captain, CAP
Commandant of Cadets

//SIGNED//

Adam Daubach, Major, CAP
Deputy Commander for Support

2 Attachments:

1. Application Forms Package Containing:
 - a. CAPF 60-81, *Application for Encampment*
 - b. CAPF 160, *CAP Member Health History Form*
 - c. CAPF 161, *Emergency Contact Information*
 - d. CAPF 163, *Permission for Provision of Minor Cadet Over-the-Counter Medication*
 - e. Missouri Military Academy Hold Harmless Agreement
2. Packing List