



Senior Survival

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Words of Welcome

You have received this newsletter because you have decided to participate in the 2003 NYW Encampment (or someone has suggested that you participate and you are trying to decide). If you join us this summer, I can guarantee that you will be in for some hard work, a lot of fun, and an experience you will never forget. You may even become and 'Encampment Junkie'.

My name is Major Barbara Burns, and I am the Executive Officer of the Encampment. This newsletter is my attempt to make sure that you have the information you need to successfully participate in the encampment. Feel free to give me a call or email me if you have specific questions. I will try to answer them or direct you to the appropriate individual.

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What Makes New York Wing's Encampment Different?

The New York Wing Leadership Encampment does not just meet the National standard; it sets it."

This is a comment from one of the cadets' essays. And it's true that New York Wing took off in a new direction and expanded it.

Historically senior members held responsibility and made the decisions, while cadets watched and learned. In 1990 the commander turned the tables. Cadets would make decisions and take responsibility, while seniors watched and acted as mentors. The cadets went into shock. The cadet commander, then a ceremonial office, suddenly faced a deskload of decisions and problems to address. Cadet staff members faced an unthinkable challenge. With a lot of mentoring, they adapted. Eventually National documents recognized mentoring. Cadets today take their roles for granted. New York Wing has indeed set, and continues to advance the standard.

A few years ago an NY cadet appointed Executive Officer of the National encampment arrived and asked, where's my staff? The seniors blinked. It hadn't occurred to National to give a cadet the responsibility that New York Wing routinely does.

Typical CAP encampments are much like the old ones, with small senior staffs. New York Wing's generally have 30 to 40 full-time seniors. This is a critical component of ensuring both safety and the quality of the experience. Hazing or other negative behavior is virtually non-existent. Teamwork and positive reinforcement ensure a successful encampment.

Executive Staff Positions – a different leadership challenge

“Flight staff” positions are generally considered more desirable, especially for newer staff members. “Executive staff” jobs, however, have grown in responsibility and appeal. Many older cadets look to the staff challenge to round out their CAP career. This mirrors the active military policy of alternating between command and staff assignments for officers destined for higher ranks.

Pre-Encampment Training

Pre-encampment workshops are critical to the success of the encampment. The Leadership Workshop provides the opportunity to observe staff applicants and to make the staff assignments. The training that is provided at that weekend is basic leadership skills that all participating cadets and seniors can benefit from, including cadets that may not be chosen this year for staff. The second weekend is the Staff Skills Workshop which provides much more focused training on the job that the staff member will be performing at the encampment.

Cadet Staff Essays

Words of wisdom from the essays submitted by cadets apply for staff positions:

From a cadet applying to be the Logistics NCOIC:

In the two and a half years I have been in CAP I have learned that leadership is absolutely nothing without planning and organization.

What you need to do to get a job done in an orderly and timely fashion. I have also learned that if you do not complete the task given to you, not only will you have failed yourself but you will have failed all that were relying on you. I have grown and would like the opportunity to grow and learn further. If considered for this position, I will fulfill it to the best of my ability.

From a cadet applying to be Mess Ops staff member:

Along with learning leadership and military customs, last year's encampment taught me one important fact: everyone must eat, and someone must feed them. Arguably the most important yet least sought after position at any long-term event such as an encampment is the mess staff who prepare each meal for all of the cadets and seniors, and supervise the post-meal cleanup. Granted this job can become tedious, and the labor may be seen by some as menial. But all the people who eat breakfast and lunch served by the mess staff are grateful they are there. I feel I would be able to tackle the tasks associated with this position due to my experience as cook on previous events and my talent at making even the dullest jobs amusing. Again, my leadership abilities would also aid in fulfilling the tasks this job entails by helping me to motivate my co-workers and get the job done quickly and efficiently.



The Role of the Senior Member

The senior members' role is as a mentor—a “wise and trusted counselor”—to cadet staff officers who run the encampment. You may be assigned as a mentor to a flight commander—a Tactical or TAC officer—or to the Officer in Charge of an Executive Staff unit, such as public affairs, administration, or mess ops. Or you may come as a Cadet Orientation Pilot.

TACTICAL [OR “TAC”] OFFICERS

Last year's encampment attracted 190 first-time “cadets in ranks”, formed into 10 flights, broken into two Squadrons. The commander and sergeant of each unit had a TAC and Assistant TAC officer as mentors. We may have more cadets this year and need more TAC officers.

TAC officers accompany their flights wherever they go and sleep in the same barracks. They mostly observe, make sure safety is not compromised, and are there to advise cadet leaders who encounter problems. TAC officers mentor squadron officers in dealing with larger units and more administration.

MENTORS

The Executive Officer and the Officers in Charge of the Executive Staff units each have a senior mentor. These units include Administration, Mess Ops, Communications, Public Affairs, Logistics, Flight Ops, and Medical. These mentors usually have experience and skills in the specialties of each unit, and are able to help them grow.

The Training and the Standards and Evaluation units, under the Commandant of Cadets, also have senior mentors to guide the cadet OICs.

Mentors do not do the cadets' jobs for them, but they are responsible for insuring that Mess Ops gets everybody fed, Flight Ops maintains the highest level of safety, Medical deals expertly with injuries or illness, and that the units perform well.

Units that do not have full-time mentors are prone to chronic problems. So we strive not to assign members

as mentors who cannot commit to be with their units the entire time.

ORIENTATION PILOTS

Cadet Orientation Pilots start flying cadets Sunday, and usually fly them all by Tuesday or Wednesday, depending on weather. This isn't a drop-by operation. Pilots must contact the Flight Ops mentor, and like all participants, must have a completed encampment application (NWYF31) on file with the registrar and be named on the Military Support Authorization that Fort Drum requires. All this must be done at least 10 days early.

Some pilots arrive, fly, and go home, others remain and are assigned to the Senior Support Staff. All seniors who remain must take (or have taken in the past year) the Required Staff Training (anti-hazing) course. Pilots who remain no more than three nights are exempt from this requirement. The RST will be offered at the Staff Skills Workshop in Albany on May 24th.

SENIOR SUPPORT STAFF

Last year we set up a “Senior Support Staff” as an experiment. The experiment proved its worth and is now an integral part of the encampment.

Unpredictables pop up daily in any operation this large and complex, where so much activity is packed into such a short period of time. SSS deals with them.

It may mean driving to Watertown to pick up urgently needed supplies, or to accompany a cadet or senior to an emergency room. You may step in to a unit that is short-handed, for a couple of days, or for the duration. Many discrete tasks are outside the units' duties, such as nighttime CQ patrol, or decorating a room for the staff dinner. Instead of treating the unexpected as a crisis or taking someone away from normal duties to cope with it, we can now send assistance quickly to where it's needed.

SSS is an all-Senior department, run by the SSS Coordinator and staffed by experienced, part-time, and new encampment seniors, offering both expertise and the opportunity for the new to get familiar with operations. SSS members may be part-time, but are not casual visitors. They are dedicated members, with clear duties and a defined period of service.

Staff Skills Workshop

The Staff Skills Workshop is scheduled for May 23-25 in Albany. It is really important that you make every effort to be there, especially if you are designated as a mentor. The workshop is an opportunity to figure out how the assigned job will be done at the encampment. If you are near Albany and do not want to stay overnight at the motel, come on Saturday by 0830, otherwise plan on arriving by 2130 on Friday evening. The workshop will continue through Sunday morning (1100), but if you can only participate on Saturday that's OK.

All senior and cadet staff members are required to participate in Required Staff Training. This requirement is an annual requirement – attendance at last year's Staff Training does not satisfy this year's training. We will be presenting this at the workshop so that the majority of the staff can complete this requirement prior to the encampment. There will be a make-up session scheduled at Fort Drum, but it will be more difficult to do when there are so many other things to take care of. So try to make it a priority to get this training out of the way before the summer.

Contact Maj. Falco to let her know whether you will be coming or not. (We need to order food.) If you are staying at the motel, contact the motel directly and ask for room in the Civil Air Patrol block. The cost is approximately \$55/night for two people. So get a roommate from Maj. Falco, fill out a NYWF 17c and either send it or bring it to the workshop. You can get the form at www.nywg.cap.gov.

Howard Johnson Motel
1614 Central Avenue, Albany, NY
(Northway Exit 2W towards Schenectady, motel is on the left)
(518) 869-0281

Uniform Information

Senior members have a wide variety of uniforms that they can choose to wear. All are valid, just make sure that you review CAPM 30-1 to make sure you are wearing the uniform correctly. The cadets will be wearing the BDU uniform during most of the encampment, and the blue uniform on inspection day and graduation day. As a senior member you are expected to be in uniform every day until after dinner, or the end of your duty day. There is a uniform shop on base, but it will not carry the Air Force blue uniform. You will be able to get BDU items and other miscellaneous uniform paraphernalia, i.e., clutch backs, blousing bands, enforcers, etc.

If you are planning to come to the Staff Skills Workshop, one of the planned activities is a uniform inspection, for the cadet and senior staff. This is a good opportunity to get feedback on your uniform.

If you need to buy a uniform, you can call the Bookstore or use The Hock Shop. The Hock Shop is far more efficient, they have a website (www.thehock.com) and a phone ordering system (1-800-TheHock). Name tapes (including Civil Air Patrol) can be purchased from www.nametape.com. Six sets of Civil Air Patrol and six sets of name tapes for \$10 – and the quality is very, very good.

If you need help on how to sequence your ribbons, there is a great web site that will show you a picture – in brilliant color what your ribbon array should look like. (And ribbons can be worn on the aviator shirt as well as the Air Force blue shirt.)

[Http://www.mer.cap.gov/ribbons/check_sr.html](http://www.mer.cap.gov/ribbons/check_sr.html)



Equipment List

The equipment list below are suggestions derived from the list that the cadets are given. This may help you in your planning. If you are not staying in the barracks you will not need bedding, towels or a fan.

Uniforms:

1 Dress Blue Uniform or CAP distinctive uniform for graduation

1 other uniform for everyday. (Cadet Staff will wear black t-shirts with their BDUs)

Clothing:

2 sets of casual civilian attire (try to avoid large commercial logos)

1 light jacket, field jacket, or sweater

1 pair sneakers

11 sets of underwear

1 set of PT gear

1 swim suit

1 raincoat or poncho

Barracks Items:

1 laundry bag

1 small sewing kit

8 coat hangers

1 small laundry detergent container (optional)

1 blanket

1 set of twin size bed sheets & pillow case

1 pillow

1 small fan

Toiletries:

1 comb or hairbrush

2 washcloths

2 bath towels

1 pair show clogs or flip-flops

1 hair dryer (optional)

1 soap bar with plastic container

1 small container toothpaste

1 toothbrush

1 small personal first aid kit

1 container shampoo

1 Doctor Scholls Shoe Liner or Moleskin (optional)

1 small container of foot powder

1 deodorant

1 set shaving items

1 small case or bag for toiletries

1 shower cap (optional)

1 chap stick (optional)

Accessories:

1 3-hole punch spiral notebook

3 pens and/or pencils

1 shoe shine kit (polish, brush, rag)

1 camera with film (optional)

1 small container sunscreen

1 flashlight with extra batteries and bulb

Van Licenses

When we are at the encampment, we try to use the corporate vehicles exclusively, especially if we are transporting cadets. If you feel comfortable driving a large van, we need as many registered drivers as possible. In order to drive a CAP van you need to have a Civil Air Patrol Motor Vehicle Operator Identification Card (CAPF 75). The first step is to request a copy of your driving record from the Department of Motor Vehicles. You can download the form (MV-15) from www.nydmv.state.ny.us, or I can email it to you. Once you have filled that out, it needs

to be submitted to New York Department of Motor Vehicles. After you have received your driving record, you need to attach it to NYWF 75A. That form can be obtained on the New York Wing website (www.nywg.cap.gov). It needs to be submitted to your group who will then submit it to New York Wing. Since this takes time, it is imperative that you start the process immediately. If you already have a New York Wing Van License, check to see that it will not expire prior to the encampment – they are only valid for two years.

Housing at Fort Drum

The basic housing at the encampment is open bay barracks. There is no charge for this housing. TAC officers generally sleep in the barracks with their flight. All female seniors will be housed in the one female barracks which will include female in-flight cadets, cadet staff and seniors. Male seniors, other than TAC officers will be housed in a male staff barracks. Senior staff will be on one floor and male cadet staff will be on the other.

VOQ housing (Visiting Officer Quarters) may also be available. Fort Drum is an army base, so the quarters are rather Spartan and there are no private bathrooms. There is a \$13 charge per night for single rooms, and \$18 for two room suites. These buildings are a 5-minute drive from the encampment area. Because of the current war activity, Fort Drum will probably not be able to commit these quarters until shortly before the encampment starts. Let me know if you are interested in this option. We will be working with the Fort Drum housing office to arrange this and we need to know how many rooms to request.

If you do not wish to stay in the barracks or VOQ housing, the only other option would be local motels. Except for the Inn at Fort Drum, these motels would be off-base. If you are staying off-base, you may run into difficulties each day passing the security checks to get back on the base.

Key Contact Information

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Maj Mary Falco – Pre-Encampment Registrar

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New York Wing Website (NYWF 31 & NYWF 17c)

www.nywg.cap.gov

