



HEADQUARTERS
 CIVIL AIR PATROL NEW YORK WING
 UNITED STATES AIR FORCE AUXILIARY
 817 STEWART AVE (REAR)
 GARDEN CITY NY 11530



23 Feb 2004

MEMORANDUM FOR FIRST TIME IN-FLIGHT ENCAMPMENT CADETS
 FROM: 2004 ENCAMPMENT COMMANDER
 SUBJECT: 2004 New York Wing Leadership Encampment

1) **Welcome.** With the coming of spring it is once again time to begin thinking about the Encampment season, and I am looking forward to another excellent year. I am expecting another great turnout this year for in-flight cadets as well as cadet and senior staff. We have many exciting plans in the works for this year, and you aren't going to want to miss out! It is my pleasure therefore, on behalf of the Wing Commander and New York Wing to invite you to apply now to reserve your spot at this year's Encampment.

2) **Dates and Location.** In light of the current world climate that we continue to be faced with, I hope that everyone will understand that although your senior staff and our CAP-USAF Liaison Office are working very hard to prepare for this year's Encampment, nothing can be taken for granted, and there is always the possibility that the dates and/or location might have to change between now and this summer. With this said, I am pleased to announce that the New York Wing of the Civil Air Patrol is planning to conduct its 2004 Leadership Encampment once again at Fort Drum in Watertown, New York. The Encampment will run from 24 July to 01 August for in-flight cadets including the NCO Academy. In-flight cadets are required to arrive and depart on the dates indicated – there will be NO exceptions.

3) **Encampment Summary.** Encampments are often the most significant and worthwhile event in a CAP Cadet's career. Encampments will usually focus on one of the three missions of CAP: Aerospace Education, Emergency Services, and the Cadet Leadership Program. Our Encampment in New York Wing this year will be a Leadership Encampment, and will provide the opportunity for newer cadets to learn about followership and leadership by experiencing the life of an airman for a week. New cadets will learn the basics of being a CAP Cadet through a very rigorous training schedule during the week, and by living in military barracks with their fellow cadets. More experienced cadets will have the opportunity to grow and refine their leadership skills by serving on the cadet staff in a wide variety of positions. An equipment list is provided with this mailing as a guide to the items required for those attending the encampment.

4) **NCO Academy.** Once again we will be offering an advanced training track for experienced cadets. The NCO Academy will offer cadets training in advanced leadership topics and provide opportunities for cadets to demonstrate their training during the Encampment. The NCO Academy is intended for cadets returning to the Encampment, however, a limited number of cadets without Encampment experience may be competitively accepted into the NCO Academy based on demonstrated experience and recommendation from a senior mentor. Applicants will secondarily be considered for basic in-flight conditions if they are not selected for the NCO Academy.

5) **Application Requirements.**

<i>All Applicants</i>	<i>NCO Academy</i>	<i>In-flight Cadets</i>
<ul style="list-style-type: none"> • Current membership card at time of Encampment • Cadet Protection Training (CPPT) if 18 or older 	<ul style="list-style-type: none"> • Prior Encampment credit • C/SSgt by 10 Apr 2004 <p style="text-align: center;"><i>Or</i></p> <ul style="list-style-type: none"> • 18 months CAP experience w/ letter of recommendation • C/MSgt by 10 Apr 2004 	<ul style="list-style-type: none"> • Curry Award (C/Amn) by 14 Jun 2003

6) **Cost.** The cost for this year's Encampment will be \$175 for each in-flight cadet. We strongly suggest that all squadrons conduct some fund-raising events during the coming spring to help defer the cost. The Encampment will accept payment by check, money order, or credit card. Checks and money orders should be included in with the application papers. Those wishing to pay by credit card should fill out and sign the credit card authorization section of the NYWF 31. Only Visa and MasterCard will be accepted. This information will be kept confidential at all times.

7) **Application Forms.** The NYWF 31, "Application for New York Wing Encampment," dated Feb 2003, will be used by all applicants for the Encampment itself. Copies of the forms are included and will be sent to all squadrons in addition to being posted on both the New York Wing website at <http://nywg.cap.gov/> and the Cadet Programs website at <http://www.nywgcadets.org/enc2004/>. Applications using incorrect or outdated forms may be delayed and could result in non-acceptance. All applying personnel and squadron commanders are requested to make a special effort to ensure that their forms are legible (typed forms are preferred) so that there are no errors in processing them.

8) **Mailing Address.** Applicants should only submit ONE copy of each application form to the Encampment Registrar. Applications sent to NY Wing Headquarters or other addresses risk being delayed and could result in non-acceptance. All signed applications must be either mailed or faxed to the Encampment Registrar at the following address:

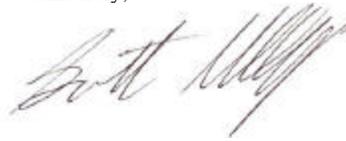
2004 NYWG Encampment Registrar
 c/o Maj Mary Lou Falco
 2 Mildred Lane
 Latham, NY 12110 – 3519
 Fax: (775) 269-8312

9) **Application Deadlines.** This year we will need all squadrons to be especially attentive to the deadline so that we can better plan for the Encampment and so that we can accommodate with the rules and security measures being set forth by our host facility, Fort Drum. **NO LAST MINUTE APPLICATIONS WILL BE ACCEPTED.** Cadets who arrive at Fort Drum and have not been pre-registered for the Encampment **WILL BE SENT HOME.** The Fort Drum security policies require that we provide them with a list of who is attending prior to their arrival. As a result of increased cadet enrollment this year, we may have limited space, and applications will be accepted on a first come first served basis. Upon receipt of your application by the Encampment Registrar, you will be sent a confirmation letter to indicate anything that we are missing in order to process your application. The following are important dates and deadlines:

12 Jun 2004 POSTMARK DEADLINE	24 Jul – 01 Aug 2004 Encampment (In-Flight and NCO Academy Cadets)
<ul style="list-style-type: none"> • In-flight cadet applications – NYWF 31 • NCO Academy applications – NYWF 31 <p><i>(Include brief (1/2 page) summary of relevant CAP and leadership experience (resume) and letter of recommendation - NCOA only)</i></p>	<ul style="list-style-type: none"> • 24 July – In-flight cadets arrive between 1200 and 1600 • 01 August – Graduation, in-flight cadet out-processing, and departure to follow immediately

10) **Distribution.** We are counting on everyone in our Wing to help get the word out about this year’s Encampment and to encourage everyone to get their applications submitted on time. We are all looking forward to having a terrific Encampment again this year. Thank you for your support!

Sincerely,



Scott G. Ullery, Capt, CAP
 2004 Encampment Commander