



HEADQUARTERS CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street
Maxwell AFB, Alabama 36112

22 April 2024

MEMORANDUM FOR ENCAMPMENT COMMANDERS

FROM: NHQ/CP

SUBJECT: Summer 2024 Encampment Memo #1

There are 47 encampments scheduled for this summer, positioned to serve over 6,000 cadets. This memo is a list of announcements, friendly reminders, suggested best practices, and requests for leadership emphasis to help cadets experience high-quality encampment programs.

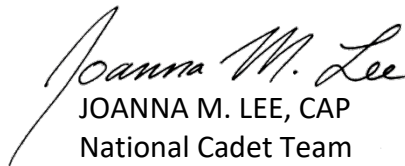
- Air Force Letter of Support-** USAF Deputy Chief of Staff, Lieutenant General Adrian Spain, has published [a letter to Air Force Commanders](#) requesting support with CAP encampments, cadet activities and installation visits. The letter encourages commanders to contribute aircrew, aircraft, orientation flights, static displays and other mission orientation opportunities as their missions permit.
- CEAP- [Cadet Encampment Assistance Program](#)** applications close on 1 May. CEAP notifications (approvals and denials) will be emailed to cadets, primary parent, and commander during the first week of May. You will be able to view the NHQ approved cadets by accessing your Wing CEAP Encampment Report in eServices. Please reference the "NHQ Processed" column of that report to know if a cadet has received CEAP approval from NHQ (yes means funded, no means not funded). Tammy Hallihan will be communicating with Wings about 30 days prior to your encampment start to finalize your CEAP payout list.
- CEAP Lodging (optional)-** If your encampment has a separate lodging contract and will require CEAP funding for lodging then please reach out to ceap@capnhq.gov ASAP so that we can budget for your lodging needs. We will need a contract with a per cadet/per night rate. Deadline for lodging contract information is 1 May.
- Encampment Handbooks-** Encampment commanders are encouraged to order any needed handbooks [through the website](#). Please be thoughtful about the number of [encampment handbooks](#) you order and make sure it's in the ballpark of the number of slots you have at encampment plus some extra. This will help us with our budgeting and ordering numbers.
- 60-81 Update.** CAPF 60-81, Application for CAP Encampment or Special Activity, was updated in January 2024 and previous editions of the form were authorized until 1 April 2024. Please check your websites to ensure only the [Jan 24 form](#) is available. The update consolidated the form to a single page, streamlined the signature blocks, and made minor changes in the fields. [More information](#).

6. **Cadre & Staff Learning Webinars.** Technology is making it easier for CAP as a national organization to standardize training and lift one another up in terms of program quality. As in previous years, we'll host a [webinar series for encampment cadre and staff](#) so that those individuals have an opportunity to hear practical tips on how to perform their jobs well. We'll have some superb people from across the nation leading the webinars in a panel discussion, with opportunity for audience participation as well.

7. **Special Webinar- Positive Leadership for Encampment Cadre-** Join Maj Gen Ed Phelka, CAP National Commander, for an [empowering webinar](#) on positive leadership at encampments. Delve into crucial topics such as command vision, the pivotal role of cadet cadre, fostering positive leadership, optimizing training intensity, and more. This interactive session offers a live Q&A, providing attendees with invaluable insights and strategies for effective leadership. Recommended for all encampment leaders, cadre, & staff. The webinar will be recorded and posted for on-demand viewing.

8. **Encampment Visitor Program.** The [Encampment Visitor Program](#) promotes travel and cross-talk between wings to foster excellence, share best practices, and ensure standardization. Each encampment will either host a visitor or send one to another wing. Region Deputy Chiefs of Staff for Cadet Programs are encouraged to facilitate coordination to ensure each wing is either sending or hosting. Remember, EVP costs are the responsibility of the sending wing, but hosting wings can charge reasonable fees to cover expenses. Let's continue to strengthen our CAP community through EVP participation.

9. **Questions.** Have questions or need support with encampment? Please reach out to cadets@capnhq.gov for assistance.


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National Cadet Team