

## CAP OVERSEAS SQUADRONS

*Host an encampment, it could be easier than you imagine!*

This short outline briefly explains some ways to improvise an encampment for cadets at an overseas location. It is not intended to be a comprehensive manual for operating an encampment. Questions? Contact Curt LaFond ([clafond@cap.gov](mailto:clafond@cap.gov)) at CAP National Headquarters for guidance and support.

### MANAGEMENT ISSUES

**Main Goal:** Develop leadership skills while exploring Air Force fundamentals and aerospace careers.

**Duration:** Encampments are usually conducted over a single week, or 3 weekends, but any scheduling arrangement that provides cadets with 40 hours of training is acceptable for an overseas encampment.

**Contact Hours:** The encampment curriculum calls for 40 contact hours, although cadets can receive graduation credit if they complete just 80% of the program (32 hours).

**Training Environment:** Encampments are usually held overnight, with the cadets bunking together in a dorm. If that is not possible for the overseas squadron, cadets may commute to and from encampment.

**Adult Leadership:** In a “commuter encampment,” one or two senior members will be needed to coordinate the activities outlined below and chaperone the cadets. If the cadets stay overnight, at least two CPPT-approved senior members are needed to provide adult supervision.

### DAY 1: LEADERSHIP

**Suggested Format:** Spend the morning on the leadership reaction course (LRC) if available, and the afternoon with the chaplain for character development, and with the honor guard for drill.

**Suggested POC:** Chaplain, base honor guard, and LRC manager

#### **Suggested Activities:**

- **Drill:** A portion of this day should emphasize drill. The base honor guard could demonstrate and train cadets in advanced drill movements. If logistically feasible, devote 30-min per day during each day to drill.
- **Creative Thinking:** Participate in the base’s leadership reaction course (if one is available). Begin with a good briefing about the importance of teamwork, brainstorming, and listening to one another. End with a debriefing to discuss lessons learned about teamwork, communication, and thinking out-of-the-box.
- **Leadership Academics:** Participate in an academic seminar hosted by the base’s Airman Leadership School. ALS offers many great seminars appropriate for cadets, such as team dynamics, leadership and followership, mentoring, and professionalism. Another option is to have the cadets study leadership by watching a leadership-related movie (ie: *Master and Commander, 12 O’Clock High*). See the training resources page at [cap.gov/cadets](http://cap.gov/cadets) for lesson plans and supporting material.
- **Fitness:** A portion of this day should emphasize physical fitness. Ideally, during each day of encampment, devote 30-min to fitness training. Activities could be a mix between traditional PT and sports like volleyball.
- **Character Development:** Use CAPP 265-2 to conduct a couple character forums with the help of the base chaplain. Ideally, whenever the cadets are visiting an AF organization, ask your host to briefly explain how the Core Values relate to that career field.
- **Military Courtesy:** Throughout the encampment, expect cadets to wear their uniform properly and practice all customs and courtesies. Begin the day with a uniform inspection. If staying in a barracks, include a barracks inspection daily.

## DAY 2 – AIR FORCE FUNDAMENTALS

**Suggested Format:** Spend a morning with a fighter squadron, and an afternoon with a tanker squadron.

**Suggested POC:** Meet with the Ops Group commander and explain what you're trying to accomplish through your encampment program (as described below), and ask for assistance. If the commander supports your program, they could assist you by connecting you with a couple pilots from the flying squadrons.

### **Suggested Activities:**

- Participate in briefings on the squadrons' missions, the aircrafts' capabilities, the training that pilots and support crews undergo, etc.
- Make a walk-around of the aircraft / static display.
- Tour the flight simulator (if available).
- Observe a mission briefing or pre-flight (if permissible).
- Check out the life-support gear.
- Visit the maintenance shop to see how the maintainers keep the planes flying.
- Discuss the USAF's Core Competencies (air and space superiority, global attack, rapid global mobility, precision engagement, information superiority, and agile combat support). How do the installation's units demonstrate the Core Competencies? (This might work well as a group discussion at the end of the day).

## DAYS 3 & 4 – AEROSPACE CAREER EXPLORATION

**Suggested Format:** Spend a half-day or a full-day job-shadowing a few Air Force units. Focus on the non-flying careers as the cadets would have just spent a day with the flying squadrons. Some overseas units are located on huge installations with unlimited opportunities to explore aerospace career fields.

**Suggested POC:** Meet with the Support Group commander, explain what you're trying to do, and ask for his support in setting up the activities. The commander could connect you with the unit first sergeants to coordinate the details.

### **Suggested Activities:**

- **Security Forces:** K-9 demonstration, visit the range or simulator, talk air base defense
- **Fire Department:** See how they prepare for an emergency; tour the station and check-out their equipment
- **Weather Shop:** Learn some basics about meteorology
- **Tower:** See how controllers manage the skies
- **Avionics & Maintenance:** Check-out the mechanical and technical aspects of aircraft
- **Life Support:** Learn how aircrews prepare for flight, and escape and evade if shot-down; may include a water survival or land survival activity

## DAY 5: CAP FUNDAMENTALS

**Suggested Format:** Spend half the day with emergency services activities, and half the day with aerospace activities, as described below.

**Suggested POC:** These activities could be lead entirely by CAP volunteers.

### **Suggested Activities:**

- **Aerospace:** Build and launch model rockets (see the "CAP Model Rocketry" booklet for guidance). Test the cadets' leadership skills by having them lead Cub Scouts (or another youth group) in a rocket launch. Another option is to use the *AEX* activity booklet, or take advantage of CAP's *Satellite Tool Kit* program.
- **Emergency Services:** Divide the cadets into two groups. Have each group create a compass course for the other group. If possible, ask the AF Life Support shop to train them in some basics of land navigation.

**Graduation:** Ask the installation commander (or some other VIP) to present certificates to the cadets. Of course, this official will need to be briefed on what the cadets accomplished during their encampment.

# General Checklist for Planning an Encampment Overseas

(This checklist addresses some of the major issues in planning an encampment, but does not claim to be exhaustive.)

## 90-DAYS PRIOR

Brief the installation commander on the encampment program and gain his or her “buy-in.” Explain the encampment’s goals, and describe what activities you envision for the cadets. Ask permission to begin coordinating with the group commanders and squadron-level contacts, as described below.

Also at this time, meet with the billeting and dining hall managers to see what support, if any, they can provide to the encampment. Decide whether the encampment will be conducted as an overnight activity, or whether the cadets will commute.

Develop a budget.

Announce the encampment dates and costs to the cadets and their parents.

## 60-DAYS PRIOR

Meet with the Air Force group commanders (or equivalents) to gain their buy-in. Ask the commanders to connect you with leaders in their subordinate squadrons, and then meet with those squadron-level points of contact to coordinate the specific details of the cadets’ tours, briefings, and other training activities.

## 30-DAYS PRIOR

Plan and coordinate the activities that will be lead entirely by CAP (ie: model rocketry, as described above).

Finalize the cadet roster and develop a carpool / transportation plan.

Define the roles and responsibilities of the cadet staff (if one is used).

Continue coordinating with squadron-level points of contact, and finalize the schedule.

## 10-DAYS PRIOR

Confirm that AF and CAP personnel are prepared to execute the encampment schedule.

## CADET STAFF INVOLVEMENT

Develop leadership skills in your top cadets by involving them in the meetings and planning sessions outlined above.

# Sample Schedule for a Commuter Encampment / Overseas Squadron

## DAILY SCHEDULE

0730 Arrival  
Formation, inspection, announcements  
Drill and ceremonies (need not be daily)  
Travel to activity period #1  
0830 Activity Period #1  
1200 Lunch  
1300 Activity Period #2  
1600 Closing Formation  
Announcements  
Physical fitness (need not be daily)  
1700 Dismissal

## SCHEDULE FOR THE WEEK

This schedule assumes a Monday through Friday arrangement, but the encampment may be conducted over 3 weekends, or using a hybrid approach.

### Monday – Leadership

Period #1 Leadership Reaction Course  
Period #2 Character Development Forum  
Base Honor Guard

### Tuesday – Air Force Fundamentals

Period #1 Fighter Squadron  
Period #2 Tanker Squadron

### Wednesday – Aerospace Career Explorations

Period #1 Security Forces  
Period #2 Weather Shop & Control Tower

### Thursday – Aerospace Career Explorations

Period #1 Aircraft Maintenance Squadron  
Period #2 Life Support

### Friday – CAP Fundamentals

Period #1 AE / Model Rocketry  
Period #2 ES / Compass Course  
Graduation