OPERATIONS PLAN

Texas Wing Civil Air Patrol

TEXAS WING WINTER ENCAMPMENT

Sheppard Air Force Base, TX

Student Dates: 27 DEC 2026 - 2 JAN 2027

Staff Dates: 26 DEC 2026 - 3 JAN 2027

I. SITUATION

A. During the week of 27 DEC 2026 - 2 JAN 2027, Texas Wing Cadet Programs will conduct a Basic Cadet Encampment. This activity, authorized by Headquarters Texas Wing, is under control of Cadet Programs, Texas Wing, and is hosted by Sheppard Air Force Base, TX.

1. The primary purpose of this activity is to provide an opportunity for cadets to attend an encampment and to achieve the goals as outlined in CAPP 60-70. The senior members' primary role is to support the cadets. Senior members will also receive cadet programs related training during the encampment.

2. The goals are designed to provide CAP members the opportunity to:

a. Apply knowledge gained in the cadet and senior programs to practical situations.
b. Develop a greater understanding of CAP and Air Force missions and capabilities.
c. Develop their leadership potential.
d. Enhance their interpersonal skills.
e. Develop time-management skills.
f. Develop a spirit of teamwork.
g. Inspire a sense of discipline.
h. Learn how to overcome challenges and succeed.
i. Enhance their local unit's cadet program.
j. Aid in retention and motivation.
k. Receive an introduction to the military and cadet life.

3. This activity will be conducted in accordance with the CAPP 60-70 and all other applicable CAP regulations and Texas Wing supplements.

B. Students will register via Registration Zone, to be linked on the Texas Wing website once open. Completing the Registration Zone DOES NOT guarantee a slot to attend encampment, therefore payment options are disabled during the initial RZ application process. **Student applications will open on 14 SEP 2026 and close at 2359 on 23 OCT 2026. Notifications regarding slotting will be made via email by 1 NOV 2026.** Cadets applying for CEAP may register to hold a spot until they receive confirmation regarding CEAP funds. No one arriving without having previously completed the Registration Zone requirements will be allowed to sign into the activity.

C. There will be a $325.00 charge for students, $200.00 charge for cadet staff and no charge for Senior Members. Payments will be made through Registration Zone. Students will pay after they complete registration, are approved to attend encampment by their parent and squadron commander, and are notified of receiving a slot. Selected staff will pay after being selected, registering, and obtaining parent and squadron commander approval in Registration Zone when it opens. **All payments must be received by 29 NOV 2026.** This covers food, drink, t-shirts, billeting, administrative costs, etc. DO NOT send cash. There will be no refunds given after 30 NOV 2026.

D. CAP cadets and seniors will come to this activity prepared to participate with all needed supplies. A packing list will be located on the Texas Wing 2026 Winter Encampment website.

E. If cancellation or rescheduling this activity becomes necessary, we will notify all unit commanders and send out notices via e-mail and the encampment site referenced above.

II. ORGANIZATION

A. Maj Wendy Cameron is the Encampment Commander. The Cadet Commander is C/Lt Col James Copp.

B. The event staff will be organized by the Encampment Commander and the Cadet Commander, with oversight by the Texas Wing Director of Cadet Programs.

III. TIMINGS

A. Sign-in for senior and cadet staff will be between 1200-1300 hours on Saturday, 26 DEC 2026. All personnel will need a current CAP ID card. Select staff may be asked to arrive earlier to assist with in-processing. Lunch will not be provided, so staff should eat a hearty meal before they arrive. Arrival uniform will be communicated later.

B. All students must arrive for check-in between 1300-1430 hours on Sunday, 27 DEC 2026. Students need to report in the ABU/OCP uniform. Lunch will not be provided, so it is highly recommended that participants eat a hearty meal before they arrive.

C. Graduation/Pass in Review will begin promptly at 1400 hours on Saturday, 2 JAN 2027. All personnel are required to attend. Parents/guests are welcome to attend; recommended arrival time is 1300-1330.. Students will be released immediately after graduation. Graduation/Pass in Review location/address will be sent via email during encampment and will be posted on the encampment website.

D. Senior member and cadet staff will be released at approximately 1100 hours on Sunday, 3 JAN 2027 after the facility personnel have released Texas Wing Cadet Programs. Staff may be released earlier if the facilities pass inspection earlier.

IV. SAFETY and MEDICAL

A. The Encampment Commander and all staff members will consider safety first in all decisions and actions. Under no circumstances will the safety of personnel or equipment be jeopardized. All CAP Regulations and Texas Wing policies and procedures, which relate to safety, shall be followed throughout this activity. All staff members will complete Basic Risk Management Training prior to attending the encampment. All staff members will complete online Required Staff Training per National Headquarters prior to attending encampment, and will attend Required Staff Training upon arrival at the encampment.

B. Local Hazards will be briefed by the Safety Officer.

C. We will comply with CAPP 60-50, Cadet Physical Fitness Program. Weather conditions will be monitored, and cadets may be moved indoors for training if weather conditions dictate.

D. Health Services Officers will be available for this activity. Cadets should bring enough prescription medication for the week (and only that much). Some first aid and other over the counter medications will be available to cadets (under 18 must have parental permission through CAP Health). The closest hospital to Sheppard Air Force Base is United Regional Hospital, 1600 11th St., Wichita Falls, Texas 76301; (940) 764-7000. Minor emergencies will be transported by CAP van. Major emergencies will be handled by calling 911.

E. CAP Health on eServices must include all medical conditions and medicines taken. Failure to disclose serious medical conditions may be cause for termination from CAP.

F. CAPF 162 (CAP Member Physical Exam Form) is needed only if in a PT Category other than Category I.

G. Per CAPP 60-70, cadets and their parents must coordinate any special needs with the activity staff as early as practicable, and if possible, no later than 60 days before the activity.

V. REGULATIONS AND ORDERS

A. All CAP Regulations pertaining to each phase of this activity shall be strictly followed and enforced by each person participating. Any infractions are to be reported immediately through the chain of command.

B. Uniforms are required to be worn.

1. All participants shall wear the Uniform of the Day.

2. All uniforms are to be in good repair and correctly worn according to CAPR 39-1 and as supplemented by Texas Wing.

3. Cadets will wear PT clothes at night.

C. The only authorized participants at this activity are those students, cadet staff, and senior member staff who were selected and signed into the activity. No unauthorized visitors will be permitted at the encampment location. Any distinguished guests/visitors (Lt Col and above and equivalent) from Wing, Region, and/or National Headquarters must be coordinated through the encampment commander.

D. No member is authorized to make purchases or submit any reimbursement requests from the encampment budget without PRIOR approval of the Encampment Commander and/or the Encampment Finance Officer, Capt. David Elliott. Any items submitted for reimbursement without prior approval will be denied.

VI. LOGISTICS

A. Meals will be provided by the Sheppard Air Force Base Dining facility (DFAC). The DFAC may be limited in accommodating dietary restrictions. If participants are requesting specific menu items (gluten-free, kosher, vegan, etc.), they must notify encampment staff as soon as possible after slotting so that we can attempt to coordinate with the DFAC. The DFAC will be preparing healthy, nutritious meals, but cadets may need to provide their own food if they have severe food allergies or restrictions. CAP Health also needs to be updated with food allergies/accommodation requests.

B. Housing will be dorm-style at Sheppard Air Force Base. Classes will be held at the Base Theater. DFAC, barracks, classrooms and PT/parade field are within walking distance. If transportation is required, it will be provided by base buses and/or CAP vans. Only the base buses and CAP vans will be utilized to transport cadets. POVs are not authorized for cadet transport during encampment.

C. Senior members with CAP drivers licenses are encouraged to bring a CAP van for use in support of the encampment. For CAP vans that remain at encampment and are made available for encampment operations, the encampment will pay for fuel used in support of encampment activities. Travel to encampment in a CAP vehicle that is not remaining and supporting the activity is not eligible for fuel reimbursement.

VII. COMMUNICATIONS

A. Emergency numbers are: Encampment Commander, Maj Wendy Cameron (972) 366-8846; Commandant of Cadets, Maj Matthew Parker (832) 771-4783; or Senior Enlisted Leader, SMSgt Jack Koby (940) 867-0856. If you have questions about encampment, please contact TexasEncampment@txwg.cap.gov.

B. Cell Phone Policy: Upon sign in, all students' and most cadet staff cell phones will be turned in and not returned until sign out at the end of the week. Select cadet staff will be allowed to keep their phones for communication during daytime working hours.

VIII. ADMINISTRATION

A. All personnel participating in this activity must have in their possession at all times a current CAP membership card and be current in cadet protection training (for senior members and cadets over 18) .

B. Certificates will be issued at the end of the activity.

IX. BUILDINGS AND SPECIAL ACTIVITIES REQUESTED

A. Buildings requested: NCO Academy, Base Theater, Barracks.

B. Military unit tours have been requested.

Wendy Cameron, Maj, CAP
Texas Wing 2026 Winter Encampment Commander