OPERATIONS PLAN
TEXAS WING WINTER ENCAMPMENT 2024
JBSA CAMP BULLIS
SAN ANTONIO, TEXAS
28 Dec. 2024 to 2 Jan. 2025

I. SITUATION

1) During the week of 27 December 2024 to 2 January 2024, 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 at JBSA Camp Bullis, San Antonio Texas.

    a) 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 CAPR 60-1 and CAPP 60-70. The senior officers' primary role is to support the cadets. However, seniors will receive cadet programs related training during the encampment.

    b) The goals are designed to provide CAP members the opportunity to:

        - Apply knowledge gained in the cadet and senior programs to practical situations.
        - Develop a greater understanding of CAP and Air Force missions and capabilities.
        - Develop their leadership potential.
        - Enhance their interpersonal skills.
        - Develop time-management skills.
        - Develop a spirit of teamwork.
        - Inspire a sense of discipline.
        - Learn how to overcome challenges and succeed.
        - Enhance their local unit's Cadet Program.
        - Aid in retention and motivation.
        - Receive an introduction to the military.

    c) This activity will be conducted in accordance with all applicable CAP regulations and Texas Wing supplements.

2) The Basic Cadets as well as Cadet and Senior Staff will need to submit their application Microsoft Application Form, located at txwg.cap.gov/encampment. The activity will be held at JBSA Camp Bullis, .6457 Camp Bullis Rd, San Antonio, TX 78257. There will be a $325 charge for students, $225 charge for cadet cadre and a $100 charge for Senior Member Mentors attending. The tuition will be collected when you register via Registration Zone **once selected**. Please do not do so until you have received confirmation of acceptance via email. You must complete your payment by the due date to secure your spot at the activity. Registration zone will include all the forms needed for this activity, including CAPF 60-81 and CAP Health. The fee covers food, drinks, T-shirts, lodging and printing costs. There will be a limited number of accepted members this year due to our location limitations. **CAPF 60-80 AND CAPF 163 are required at registration, printed and signed by a parent if under age 18**. Completion of

registration through registration zone and payment will be due by 15 November 2024. Anyone arriving without having completed the registration zone or payment will not be allowed to sign into the activity

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

4) The activity will be held at JBSA Camp Bullis, San Antonio Texas

5) Seniors and Cadet Staff will be provided with separate instructions for applying to staff the encampment.

6) CAP cadets and seniors will come to this activity prepared to participate with all needed supplies. A complete list of supplies is located at txwg.cap.gov/encampment. Participants should have an adequate supply of paper and pencils.

7) If cancellation or rescheduling of this activity becomes necessary, we will notify all unit commanders and send out the notices via email and via the Texas Wing Web page.

II. ORGANIZATION

Major Matt Parker is the Encampment Commander. C/LTC Emily Coaton is the Cadet Commander. The Commandant of Cadets is Captain Joshua Taylor. The event staff will be organized by the Encampment Commander, Commandant of Cadets and the Cadet Commander.

III. TIMINGS

1) Sign-in for all Senior and Cadet staff will be between 1400 and 1600 hours on 26 December 2024. All personnel will need a current CAP ID card. Cadre and Senior Mentors should plan to eat PRIOR to arrival as Dinner will not be served on the 26th.

2) All basic student participants must arrive for check in between 1300 and 1500 hours on 27 December 2024**. Basics need to report in the blue uniform.** Lunch will not be provided for students, and it is recommended the participants should eat lunch before they arrive. Early arrivals will not be admitted prior to 1300 hrs, please do not arrive early.

3) Graduation/Pass in Review will begin promptly at 1100 on 2 January 2025. All personnel are required to attend. Parents/guests are welcome to attend; arrival time is 1000. A pre-authorization may be required for parents and guests attending to get onto the base. More information concerning access will be obtained later.

4) Senior Staff and Cadet Staff will be released approximately at 1300 hours (earlier if the buildings are cleared quickly) on 2 January 2025 after the facility personnel have released Texas Wing Cadet Programs.

IV. SAFETY and MEDICAL

1) The Encampment Commander and all staff members shall consider safety first in all decisions and actions. Under no circumstance 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. This will include all staff members completing Basic and Intermediate Operational Risk Management (ORM) Training prior to applying for and attending the encampment.

2) All staff will go through Required Staff Training including ORM on the Hazing Trap. All cadets attending Encampment are required to have the Basic Operational Risk Management training, certificate of completion is required for all out of state cadets.

3) A safety binder is established for each encampment. The contents of this binder will include but are not limited to the Daily Safety Briefings, Specific Safety Briefings for each location. All Deliberate ORM plans from current and past encampments will be reviewed, modified and implemented as needed to keep all members and property of CAP safe.

4) We will comply with CAPP 60-50, Cadet Physical Fitness Program. In addition, we will use the flagging system to notify participants and staff of changing heat conditions. Cold conditions will be monitored, and cadets may be moved indoors for training if severe weather happens.

5) A health services officer will be available for this activity. Cadets should bring enough prescription medication with them to last the entirety of encampment. Some first aid and other over-the-counter medications will be available and will be made available to cadets under 18 only with parental permission.

6) The CAP Health profile must include all medical conditions and medicines taken. Failure to disclose serious medical conditions may be cause for termination from CAP.

7) Local hazards will be briefed as needed.

V. REGULATIONS AND ORDERS

1) 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.

2) Uniforms are required to be worn at all times designated by the Encampment Commander.

    a. All participants shall wear the Uniform of the Day. All uniforms are to be in good repair and correctly worn according to CAPR 39-1.
    b. Cadets will wear PT clothes at night.

VI. LOGISTICS

1) Meals will be provided by Texas Wing Cadet Programs. Special dietary considerations should

be noted on CAPF 160.

2) Housing will be in the billets at JBSA Camp Bullis, San Antonio Texas. Exact address will be posted on txwg.cap.gov/encampment.
    a. Classes will be held in the classrooms on site.
    b. Total number of people on the facility will not exceed 330.
    c. We will not exceed 135 students
    d. We will not exceed 160 cadet and senior encampment staff.

3) Senior participants are encouraged to bring a CAP van. If the van is used for this activity, we will provide all fuel used for travel to, from, and during the week of the encampment.

VII. COMMUNICATIONS

1) Emergency numbers are:
    a. Encampment Commander - 832-771-4783
    b. Commandant of Cadets - 830-928-6515
    c. Executive Officer - 913-220-9253

2) Additional emergency phone numbers will be posted on the Texas Wing Encampment Website (www.texascadet.org) as soon as they are available.

IX. ADMINISTRATION

1) All personnel participating in this activity must always have in their possession a current CAP membership card and (for Seniors or cadets over 18) cadet protection training.

2) Paperwork will be processed on site and certificates issued at the end of the activity.

X. BUILDINGS AND SPECIAL ACTIVITIES REQUESTED

1) The specific buildings and special activities requested will be updated following discussion with base operations.

MATTHEW PARKER, Maj., CAP

Commander, Texas Wing Winter Encampment, 2024

Texas Wing Encampment
Equipment List

Use this list to prepare and pack for encampment. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend encampment without the quantities listed below. All of your items MUST be marked with your last name. YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT ENCAMPMENT. Place a checkmark next to each item as you prepare for encampment.

	1 Each ABU Blouse with Wing patch, Nametape, CAP tape affixed	Deodorant	
	2 Each ABU Pants	Toothbrush, toothpaste/mouthwash	
	7-10 Each Sand T-shirt, Crew neck	Bath soap in plastic container	
	1 Each ABU Cover	Comb/brush	
	1 Each belt – sand utility belt (ABU)	Shampoo & Conditioner	
	8-10 Pair Boot socks. Black	Razor and shaving cream or electric razor (if needed)	
	1 Each Short Sleeve Blues Shirt	2 towels 2 face cloths	
	1 pair USAF Blues Slacks or Skirts (female)		
	2 t-shirts white V-neck or u-neck	1 set of twin sheets (fitted and flat sheets with pillow)	
	1 Each Flight Cap with insignia	1 blanket (recommended for summer but **Mandatory** for Winter)	
	1 Each belt, dark blue with silver tip & silver buckle	Feminine hygiene products	
	2-3 Pair Dress Socks, Black	Sunscreen (must be used daily) – high SPF recommended Insect repellent with Deet	
	Face Masks (optional)	1 Flashlight with extra batteries	
	2 pair garters (mandatory if wearing slacks)	Laundry bag	
	Shoeshine kit (canned polish only, *NO EDGE DRESSING or liquid polish allowed*)	10 Clothes hangers	
	1 set CAP uniform insignia and backers for ABUs and blues	1 Pocket notebook and 5 pens and pencils	

	2-3 sets blue or black sweats for PT (shirts and pants) (**Mandatory** for winter) 3-6 sets black or dark blue shorts for PT (summer)	CAPR 39-1, CAPR 60-1, AFMAN 36-2203/CAPP 60-33 Drill and Ceremonies Manual (suggested for staff only)	
	1 pair gym, tennis or running shoes	Alarm clock and watch (staff only)	
	8-10 pair athletic socks for PT	Rain poncho (clear, brown, black, green or camo)	
	Sports bras (female)	Hair dryer and hair care products (if needed)	
	Camelbak® and/or hydration system canteen or large water bottle (canteen & belt also welcome)	Blister kit (foot powder, band-aids, Neosporin, moleskin pads or roll, and hand sanitizer) in a zip bag	
	10 pair underwear (and bras for females)	Iron and spray starch (optional) Small 6 inch Ruler (Recommended) for insignia	
	Shower shoes (mandatory) (sandals or flip-flops recommended)	Prescription medication (must be in original container) and Over-the-Counter Medications (in original containers)	
	Swimsuit for shower (optional)	CURRENT CAP ID CARD, CAPF 161	
	1 pair combat boots, black, plain toe **THESE MUST BE WELL BROKEN IN**	Regulation haircut (**mandatory**) Females should bring extra clips, hair bands, hair net, and hair spray	
	1 Pair shoes, black, oxford smooth leather or Corfam® (patent leather), low quarter, plain toe	Digital or Disposable camera (optional)	
	1 ABU or other warm jacket (**mandatory** for **winter**) 1 pair winter gloves (to keep you warm) (**winter**) 1 winter hat (black preferable) (**winter**)	You may bring religious reading materials	

DO NOT BRING:

Knives/scissors, portable electronic devices, unauthorized medication, lighter/matches, explosives, tobacco, ammunition, mp3 players, iPods, phones alcohol, flammables, watches, cash in excess of $30, food/drink (candy, soda, snacks, etc.), weapons of any kind, alarm clocks (staff exempt), magazines, video cameras, or video games

UNIFORM PROCUREMENT LOCATIONS

You can secure uniform/equipment from the following locations:

1) Your home squadron.

2) Commercial sources such as: Vanguard (www.vanguardmil.com) or Glendale (www.paradestore.com).

Many of the non-uniform items can be purchased at a Dollar Store.

DO NOT WAIT UNTIL THE WEEK BEFORE ENCAMPMENT TO ENSURE THAT YOU HAVE THE NECESSARY ITEMS. PLAN AND ORDER EARLY! YOU WILL NOT HAVE THE OPPORTUNITY TO PURCHASE UNIFORM ITEMS AT THE ENCAMPMENT.

Senior Member Equipment List

Use this list to prepare and pack for encampment. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend encampment without the quantities listed below. All of your items MUST be marked with your last name. YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT ENCAMPMENT. Place a checkmark next to each item as you prepare for encampment.

	2 Each Blue BDU/ABU Blouse with Wing patch, Nametape, CAP tape affixed Blue BDUs if you don't conform to CAPR 39-1	Deodorant	
	2 Each Blue BDU/ABU Pants Blue BDUs if you don't conform to CAPR 39-1	Toothbrush, toothpaste/mouthwash	
	8-10 Each Sand T-shirt, Crew neck	Bath soap in plastic container	
	1 Each Blue BDU/ABU Cover	Comb/brush	
	1 Each belt - black with black buckle & black tip (Blue BDUs) 1 Each belt – Sand Utility belt (ABUs)	Shampoo & Conditioner	
	8-10 Pair Boot socks. Black	Razor and shaving cream or electric razor (if needed)	
	1 Each Short Sleeve Blues or White Corporate Shirt 1-2 CAP Blue Polo Shirt	2 towels 2 face cloths	
	1 pair USAF Blues Slacks or Skirts (female) 1-2 Grey Pant for use with White Corporate or Polo	1 set of twin sheets (fitted and flat with pillow)	
	2 t-shirts white V-neck or u-neck	1 blanket (recommended for summer but **Mandatory for** Winter)	

	1 Each Flight Cap with insignia (not required for corporate uniform)	Feminine hygiene products	
	1 Each belt, dark blue with silver tip & silver buckle or 1 Black belt for corporate uniform	Sunscreen (must be used daily) – high SPF recommended. Insect repellent with Deet	
	2-3 Pair Dress Socks, Black	1 Flashlight with extra batteries (required)	
	Shirt Garters (optional)	Laundry bag	
	Shoe Shine Kit	Clothes hangers as needed	
	1 set CAP uniform insignia and backers blues	1 Pocket notebook and 5 pens and pencils	
	2-3 sets blue or black sweats for PT (shirts and pants) (winter) **OPTIONAL** 3-5 sets black or dark blue shorts for PT (summer)	CAPR 39-1, CAPR 60-1, AFMAN 36-2203/CAPP 60-33 Drill and Ceremonies Manual (optional)	
	1 pair gym, tennis or running shoes (optional)	Face Masks (optional)	
	8-10 pair athletic socks for PT (optional)	Rain poncho (clear, brown, black, green or camo)	
	Sports bras (female) (optional)	Blister kit (foot powder, band-aids, Neosporin, moleskin pads or roll, and hand sanitizer) in a zip bag	
	Camelbak® and/or hydration system (canteen & belt also welcome)	Digital or Disposable camera (optional)	
	10 pair underwear (and bras for females)		
	Shower shoes (mandatory) (sandals or flip-flops recommended)	Hair dryer and hair care products (if needed)	
	Swimsuit for shower (optional)	CURRENT CAP ID CARD, CAPF 161	
	1 pair combat boots, black, plain toe **THESE MUST BE WELL BROKEN IN**	Regulation haircut (**mandatory**) Females should bring extra clips, hair bands, and hair spray	
	1 Pair shoes, black, oxford smooth leather or Corfam® (patent leather), low quarter, plain toe.	Iron and spray starch (optional) Small 6 inch Ruler (Recommended) for insignia	
	1 ABU or other warm jacket (**mandatory** for **winter**)	You may bring religious reading materials	

	1 pair winter gloves (to keep you warm) (winter) 1 winter hat (black preferable) (winter)	Prescription (must be in original container) and Over-the Counter Medications	

UNIFORM PROCUREMENT LOCATIONS

You can secure uniform/equipment from the following locations: 1. Your home squadron. 2. Commercial sources such as: Vanguard (www.vanguardmil.com) or Glendale (www.paradestore.com).

Many of the non-uniform items can be purchased at a Dollar Store.

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