



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

17 May 2017

MEMORANDUM FOR REGION & WING DCPs, & FMs

SUBJECT: 2017 Encampment Update

1. **Encampment Page.** The [encampment page](#) has been updated. The Cadet Encampment Guide has been updated, along with the Cadet Handbook and minor corrections to lesson plans and slides. Previous versions may be used.
2. **Introduction to the Cyber Domain.** As previously announced in November, encampment curriculum will now cover all three domains that the Air Force operates in – Air, Space, and Cyber. A class on Cyber has been added to the Aerospace Block. The contact hour requirement remains unchanged; the 1-hour Introduction to the Cyber Domain activity replaces 1 hour of AE elective time. See the [Instructor's Briefing](#) for more information.
 - a. Encampments located on Air Force installations could complete Activity A5 through a visit to the base Communications Squadron, where Air Force members could “show and tell” about the installation’s computer networks, how they protect them from our adversaries, and what career opportunities are available in Air Force cyber systems.
 - b. Encampments that lack access to a military Communications Squadron (or similar unit) will need some other options. One alternative would be to do a field trip to a nearby technology company and conduct a show-and tell along the lines discussed above. A second alternative would be to put the cadets through some cyber related hands-on activities using existing CAP AE / cyber resources that don't require a full computer lab.
3. **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 previously announced, 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.

Topic	Primary Audience	Secondary Audience	Date
Cadet Executive Staff - Setting the Tone	C/CC, C/CV, C/CE	Commandants, CCs	May 25 th
Flight Staff Responsibilities & Tips for Success	Flight CC, Flt Sgt	1 Sgts, Sq CCs, Adults	June 1 st
Training Officers - The Chaperone/Mentor Balancing Act	Training Officers	Commandants, CCs	June 8 th

Webinars start at 7pm DST Central (5pm Pacific, 8pm Eastern)

[Participants will need to pre-register](#), but everyone is welcome. No prior approval from the chain of command is needed for this opportunity, and cadets don't even need to possess a cadre assignment to participate. In fact, if a cadet participates in a webinar before interviewing for a cadre slot, that experience should make him or her a more competitive candidate. DCPs, please help us get the word out about these opportunities.

4. **CEAP.** Cadet Encampment Assistance Program applications opened 1 March for the spring/summer encampment season. Over 1,200 cadets have been processed for the assistance so far. But please be aware that as of today CEAP funds are fully allocated. Cadets who have not yet been processed for assistance are being informed that they are currently on the waitlist for funding. Understand that this does not mean that no more cadets will be processed. Cadets will continue to be approved off of the waitlist as cadets on the list decline assistance and money is recovered from partially redeemed uniform vouchers, etc... However, there won't be any more large batches of cadets processed at once.
- a. In the two months it's been open 1282 cadets have been processed for assistance. As of this time last year only 724 cadets had been processed and 322 by this time in Summer 15. This is great news in that it's clear that awareness of this program has spread widely. In previous years we were able to assist all first-time encampment attendees, as well as a limited number of cadets returning as advanced students and cadre. This year, it looks highly unlikely that we'll be able to assist all first-timers, much less returning cadets.
 - b. This is still great news for the 1200+ cadets headed to encampment with tuition assistance, but not necessarily for the hundreds of cadets left in the queue. We're asking wing & region cadet programs people to assist in the following ways:
 - i. Help cadets and parents understand the funding situation and manage expectations. Cadets attending encampment for the first time have the highest priority level and are at the top of the list for funding. There are no guarantees but we'll try to ensure assistance for as many of these cadets as possible. For cadets returning to encampment as cadre or advanced students tuition assistance is unlikely to come through this fiscal year.
 - ii. Please look at your budgets and see if you're able to provide supplemental scholarships for deserving cadets on the waitlist. Special attention should be paid to cadet cadre as they are very unlikely to receive assistance this year.
 - c. **Rates & Timeline.** The CEAP allocation rate for cadets receiving tuition assistance is \$35/day. The reimbursement rate for a seven day encampment is \$245. If your activity has per cadet lodging costs, please email documentation of that rate to ceap@capnhq.gov. CEAP applications for each encampment close 20 days before the start of the activity. Final determinations for assistance are made at that time and funds are transferred to the host wing.
5. **Handbooks.** Encampment Handbooks have been mailed to those that requested them. If you would like to order handbooks, or check on an order placed earlier, please email us at cadets@capnhq.gov.
6. **Questions?** cadets@capnhq.gov. Thank you for supporting the cadets.



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