

ENCAMPMENT COMMANDER'S CHECKLIST

This checklist is intended to serve as a self-evaluation tool for encampment leaders prior to the commencement of encampment to ensure compliance with established standards. CAPR 60-1 9.3.3 and 9.3.5 outline usage of the Encampment Commander's Checklist. The region DCS-CP may use this tool to assist with encampment oversight. Questions? Contact Heather Weaver, Program Manager Cadet Leadership Camps, hweaver@capnhq.gov.

Encampment Planning	Reference	Ideal Timeline (from day one)	Completed
Create a partnership with your CAP-USAF Liaison Region officer(s). Invite them to sit in on your planning meetings, staff training weekends, and to instruct a class during encampment. Chat with them first about getting support from military units as they can help the process. Work with them on getting Air Force speakers/instructors, field trips, flights, etc.	CAPR 60-1, 9.3.2.1	3-6 months	
Ensure the encampment is staffed with adequate adult supervision including at least one Training Officer (TO) per flight. Appropriate adult to cadet ratios must be followed. Pay special attention to HAA ratio requirements. Flight TOs must reside overnight in the building that the students occupy (unless a tent/small building with less than 10 people).	CAPR 60-2, 2.6.5, 2.8.3 & CAPP 60-70, 3.4.f & 4.1.a	3-6 months	
Create or update the encampment page hosted on the Wing website. At minimum include: Names and contact information for commander and executive staff; Location, dates and report times for students and cadre; Activity cost; Application directions including CEAP cadet procedures; Packing list; Location, date and time for graduation activities; Social media or SmugMug links for parents to access pictures.	CAPP 60-70, 3.8.a	8 weeks	
Review, edit, and publish the packing and contraband lists. Cadets are allowed to have watches. Energy drinks of any kind are not allowed. Try to simplify the packing list so that the extra cost to families is minimized. For example black shorts vs. a specific brand. A blanket vs. a specific color of blanket. Etc.	CAPR 60-2, 2.3.7 & CAPP 60-70, 4.3	8 weeks	
Communicate medication management procedures to parents/guardians. Include clear guidance on CAP Health usage and/or paperwork needed and the importance of up to date and accurate information for the safety of their cadet. Explain how medication needs to be packed. Explain the procedures that will happen at encampment.	CAPR 60-2, 2.3.6 & CAPP 79-10	8 weeks	
Ensure all cadets are welcome at encampment. Allow equal access for all eligible cadets, including cadets with restrictions or physical fitness issues. Work with families well in advance on accommodations. Consult with Wing DCP and/or NHQ CP if you need help with accommodations. Before denying an accommodation request, must consult with a Wing legal officer and CAP/CP.	CAPR 60-1, 9.2.5	6 weeks	
Review with your staff that the curriculum/schedule meets the minimum standards. 42 contact hours: Leadership 20 hours, Aerospace 10 hours, Fitness 8 hours, Character 4 hours.	CAPR 9.2.3, 9.4.1 & CAPP 60-70, Chapter 2	6 weeks	
Complete safety paperwork and share it with the Wing/SE for feedback.	CAPR 160-1, CAPP 160-3	6 weeks	
Confirm that the contraband check is scheduled on arrival day and staffed by adult leaders only.	CAPP 60-70, 4.3	6 weeks	
Complete any CEAP reports and tasks (working closely with your Wing DCP and Wing Bookkeeper) to obtain the initial disbursement in a timely manner.	CEAP for Adult Leaders website	4-6 weeks	
Provide the training schedule and organizational chart to the Wing DCP, Wing Commander, and Region DCS-CP at least 30 days prior to the first day of encampment. <i>Courtesy copy to NHQ CP via hweaver@capnhq.gov would be appreciated.</i>	CAPR 60-1, 9.3.3	At least 30 days	
Direct the Commandant (with support from Chief TO) to provide a prebrief to 12 year old cadets and their family (ideally several weeks in advance so they have time to prepare after).	CAPP 60-70, 1.2.i & 3.8.b	3-4 weeks	

Staff Training	Reference	Ideal Timeline (from day one)	Completed
The Encampment Commander and Commandant must complete CPP Advanced. Highly suggested for senior executive staff and training officers.	CAPR 60-2, 3.3.1	2-3 months	
Confirm with Commandant that cadre are specifically briefed on and rehearse creating appropriate intensity levels. Ideally this is done via in person training weekends in advance of ENC.	CAPR 60-2, 2.9.1 & CAPP 60-72 & CAPP 60-70, 3.5	2-3 months	
Ensure that all staff complete Required Staff Training (RST) . The "Cadet Programs Required Staff Training" course must be completed in Absorb, all three modules, by all staff in advance of arriving at ENC. Set RST as a pre-requisite in RegZone for staff or pull the training report to verify completion for all staff. All ENCs must conduct RST In Person with all cadre and senior staff present 24-72 hours prior to student arrival. A participation letter or staff roster must be emailed to hweaver@capnhq.gov within 48 hours of course completion.	CAPR 60-1, 8.1.7, 9.4.4 & CAPP 60-72 (RST) & CAPP 60-70, 3.5.d	Online RST 15-30 days; In Person 24-72 hrs; Completion Email within 48 hours	

Student Safety/Health/Well-Being	Reference	Ideal Timeline (During ENC)	Completed
Safety staff should do a walk through of all activities (especially HAAs) to identify and mitigate any safety hazards, assess height or age appropriate issues with obstacles, pre-treat for any insect issues, and ensure all necessary equipment is viable and activity ready.	CAPP 160-3 & CAPP 60-70, 5.3.f	ENC Prep Day or one day before activity	
Ensure appropriate intensity levels will be utilized. Level one intensity will not be used upon arrival, during in processing or before completion of Block C1 (Honor Agreement). The Honor Agreement may not be collected as registration paperwork.	CAPR 60-2, 2.9.1 & CAPP 60-70, 2.5.c, 6.2	Daily	
Communicate to staff and confirm with the daily schedule that students have 15 minutes of undisturbed personal time upon waking up to use the bathroom, get changed, brush their teeth, do their hair, etc. They also should have bathroom breaks scheduled throughout the day.	CAPR 60-1, 9.4.5	Daily	
Communicate to staff and confirm with the daily schedule that students have at least 15 minutes of undisturbed time at each meal. No training may take place during meals.	CAPR 60-1, 9.4.5	Daily	
Communicate to staff and confirm with the daily schedule that students have 30 minutes of undisturbed personal time immediately before lights out to decompress.	CAPR 60-1, 9.4.5	Daily	
Communicate to staff and confirm with the daily schedule that students will have 8.5 hours for sleep and cadre will have 8 hours for sleep. Guard duty or fire watch is prohibited.	CAPR 60-1, 9.4.5 & CAPR 60-2, 2.8.10	Daily	
Ensure there is adequate time for students and cadre to take their medication or get guidance from the HSO(s). Ensure students are not being blocked by cadre from getting care from health services.	CAPR 60-2, 2.3.6 & CAPP 79-10	Daily	

Declaration of Readiness with Electronic Signature (optional)	Date	Notes
Reviewed by the Wing DCP:		
Reviewed by the Wing Commander:		
Reviewed by the Region DCS-CP:		

Post Encampment	Reference	Ideal Timeline (from last day)	Completed
Complete both sections of the Encampment Report in eServices (Encampment Entry (top) and Participation (bottom)), ideally within one week of the end of the encampment to not hold up CEAP processing.	CAPR 60-1, 9.5.3	1-2 weeks	
Close out any CEAP reports and tasks (working closely with your Wing DCP and Wing Bookkeeper) to obtain the final disbursement in a timely manner.	CEAP for Adult Leaders website	1-2 weeks	
Conduct an After Action Review (AAR). Share the results with the Wing DCP, Wing Commander, and Region DCS-CP.	CAPP 60-70, 2.8.d	2-3 weeks (keep feedback fresh)	
Complete reimbursements for families who prepaid but received CEAP. Those reimbursements must be processed by the Encampment/Wing in a timely manner. Communicate with families if there are any delays with the process.	CEAP for Adult Leaders website	2-3 weeks	

Important Resources:

- [CAPR 60-1, Cadet Program Management](#)
- [CAPR 60-2, Cadet Protection Program](#)
- [CAPP 60-70, Cadet Encampment Guide](#)
- [CAPP 79-10, Cadet Medication Management](#)
- [CAPP 160-3, CAP Activity Safety](#)
- [Deliberate Risk Assessment Guide](#)
- [Encampment Curriculum](#)