



1 AUGUST 2019

APPROVED/K. JONES/CAP/LG

Activity Management

MANAGEMENT AND USE OF CAMP ROBERT L BOUCHER

**GENERAL**

This Operating Instruction prescribes the management and use of WAMA's Camp Robert L. Boucher (CRLB). CRLB is a CAP training facility leased from the Port of Ephrata and operated by Washington Wing. As such, the Wing Commander has the ultimate responsibility for compliance with the provisions of the lease and operation of the facility. The Washington All Mission Academy (WAMA) Executive Board is directly responsible to the Wing Commander for oversight of WAMA and CRLB through the WAMA Director. It is recognized that the previous ESTA program and the CRLB Facility Board have been dissolved and the WAMA Executive Board and WAMA have been created. CRLB may be used for any authorized Civil Air Patrol activity. Shaded text incorporates recent changes.

The WAMA Director is selected by the Executive Board and approved by the Wing Commander. The Director of WAMA will designate a CRLB Facility Supervisor as approved by the WAMA Executive Board. The Facility Supervisor will report directly to the WAMA Director and is responsible for the maintenance, repair and upgrade of CRLB in accordance with approved plans. All activities and/or units using CRLB will have tenant-like responsibilities for the facility's care, security and use.

**BACKGROUND**

CRLB is located on the Ephrata Municipal Airport, the principal facility of the Port of Ephrata. During WW II this airport served as the Ephrata Army Air Corps Base. Thousands of airmen were trained in B-17 and B-24 heavy bombers and later in the war, hundreds more were trained in P-38 and P-39 fighters. Units were also trained prior to combat deployment. This critical WW II base and its lineage is a perfect backdrop for what Civil Air Patrol does today at CRLB as the fully-partnered United States Air Force Auxiliary. And in fact, the basic facility that CRLB is today was a major administrative building used by the Army Air Corps.

Camp Robert L. Boucher was established in 1971 as the East Side Training Area (ESTA). The building we have today is a heavily remodeled structure from that used by the Army Air Corps during WW II. Lieutenant Colonel Robert L. Boucher was the major driving force behind the establishment of both ESTA and CRLB. He inspired CAP volunteers to donate countless hours as well as funds to this major project and worked with the community to also assist with significant resources. The building additionally served as the meeting headquarters for the Ephrata Composite Squadron until it was deactivated. At that point the building was then primarily used for the Emergency Services Training Academy (ESTA) and the Washington Wing Flight Encampment, now known as the Desert Eagle Flight Academy (DEFA).

When the Port of Moses Lake demolished the old terminal building at the Grant County International Airport (formerly Larson Air Force Base) in Moses Lake, the Moses Lake Composite Squadron lost their meeting place and moved to Ephrata and CRLB. At the time of the move, most of the members of the

Moses Lake unit were from Ephrata, Soap Lake, and Quincy so the move to CRLB placed them closer to their CAP unit. The Moses Lake Composite Squadron later became the Columbia Basin Composite Squadron (CBCS), as it is today. During the Spring of 2018, ESTA was deactivated and replaced by the newly formed Washington All Mission Academy (WAMA) with an expanded curriculum.

## DEFINITIONS

- A. Activity Director/Incident Commander (AD/IC) – Individual designated by the Washington Wing Commander or designee as overseeing an activity at CRLB.
- B. Camp Robert L. Boucher (CRLB) – Washington Wing’s dedicated training facility operated by WAMA at the Ephrata Municipal Airport.
- C. Columbia Basin Composite Squadron (CBCS) – The current CAP unit based at CRLB.
- D. Desert Eagle Flight Academy (DEFA) – A major flight training activity conducted at CRLB each summer. Senior CAP cadre provide ground and flight instruction in both powered and glider aircraft.
- E. Dining Facility (DFAC) – CRLB dining facility that includes the mess (eating) area, food preparation area, pantry, mechanical room, scullery and Cook’s quarters.
- F. Facility Maintenance Manager (FMM) – CAP member designated by the WAMA Director and Executive Board as being responsible for the overall maintenance, repair and upgrade of CRLB. The FMM is responsible for recommending a CRLB facility budget to the WAMA Director and Executive Board as part of the overall WAMA budget. Other than basic maintenance and minor repair done by a tenant, all other work on the facility will be coordinated and approved by the FMM. No additions or modifications to the facility of any kind, including permanent wall hangings, painting, etc., will be done without the approval of the FMM. Any significant upgrades and/or modifications will require the approval of the WAMA Director and possibly the WAMA Executive Board and Port. When necessary, the FMM may recommend the use of a private contractor for a specific need. The FMM serves as the liaison with the City of Ephrata Building/Fire officials to ensure compliance with adopted code.
- G. Facility Maintenance Assistants (FMA) – The FMM is authorized to designate other CAP members to assist in maintaining, repairing and upgrading CRLB. This may include general maintenance, electrical, HVAC, or other special building requirements and needs. The FMM is encouraged to create and oversee a cadre of CAP volunteers to ensure CRLB is maintained in a high state of repair. The designation of FMA’s may require the approval of the WAMA Director.
- H. Maintenance, Electrical and Phone Room (MEPR) – The MEPR is only to be accessed by qualified personnel as designated by the FMM or AD/IC. Cadets are only authorized to be in the MEPR when specifically directed/authorized by the FMM or AD/IC.
- I. Washington All Mission Academy Executive Board – The Executive Board is appointed by the Wing Commander to provide direction and policy oversight for WAMA, which includes CRLB. The Executive Board selects the Director of WAMA with the consent of the Wing Commander and is responsible for final approval of the WAMA Director’s selection of the FMM. The Executive Board, through the WAMA Director, is responsible to ensure CRLB is maintained and improved for the long-term success of Washington Wing’s training/readiness goals and to support WAMA’s stated mission. The Executive Board will provide periodic status reports to the Wing Commander as well as recommendations for the sustainment and improvement of CRLB.

**J. Washington All Mission Academy (WAMA) –****MISSION STATEMENT**

The Washington All Mission Academy (WAMA) serves as the principal year-round Washington Wing training facility and associated cadre devoted to conducting and supporting quality training, exercises, evaluation and certification of CAP members in Aerospace Education, Cadet Programs, Emergency Services, and Professional Development to ensure consistent excellence in overall mission readiness and performance. WAMA is both the training program and the CRLB facility.

**WAMA FOUNDING PRINCIPLES**

Safety above all else  
CAP Core Values at the heart of all we do  
Professional Academy atmosphere with Quality Training  
Development of Leaders and Mentors  
Integration of NIMS/ICS in both training and administration

**SAFETY**

Safety will be the priority at every CAP activity at CRLB. Each AD/IC will ensure all CAP regulations regarding safety are followed. A Risk Management (RM) evaluation will be performed for every activity and the resulting requirements/controls will be enforced.

**EQUIPMENT**

The CRLB facility is equipped with the basic needs for an Academy operation and each activity AD/IC is responsible to ensure that all equipment is properly operated, secured, and accounted for. For example, the gas range in the DFAC requires specific training and authorization to be operated and many rooms have specific floor plans depicting the placement of equipment and furniture. It is expected that the building will be returned to the condition and configuration that WAMA standards require.

**USE OF SPECIFIC AREAS**

- A. Commander/AD/IC Office – This Office is under the general jurisdiction of the CBCS Commander except when a WAMA-conducted or WAMA-supported activity is held; at which time the AD/IC will utilize the office.
- B. CRLB can be scheduled without the DFAC in those cases when the activity does not need the full meal preparation capabilities of the DFAC.
- C. Dining Facility (DFAC) – Personnel using the range/grill, dishwasher, washer and/or dryer, etc., must be trained on equipment prior to its use. The FMM will establish the qualifications for DFAC use.

**SUPPLIES**

The following consumable supplies will be provided by CRLB:

**Restrooms/Shower areas:**

- Hand soap, toilet paper and paper towels
- All needed cleaning supplies and equipment

**Kitchen/Scullery:**

- Dish soap
- Hand soap
- Paper towels
- Laundry soap/detergent
- Propane (only used for gas cooking range)
- Garbage bags
- Plastic gloves for food preparation staff
- Matches

**Administrative Area:**

- Copy paper
- Printer and copier ink cartridges
- Pencils, pens, and permanent markers (*for use by the administrative staff for the activity*)

**Classrooms:** (To be checked out from Administration and returned at the end of the activity)

- LCD Projector
- Erasable board markers
- Erasers and cleaning equipment

**PRIORITIES FOR USE OF CRLB**

**First Priority** – The support of any actual Emergency Services/SAR Mission

**Second Priority:**

- WAMA monthly training on the 2<sup>nd</sup> weekend of each month (September-June)
- CBCS weekly meetings each Thursday evening
- DEFA – whenever scheduled in July and/or August

**Third Priority** – WAMA has a mission to increase the use of CRLB by directly operating or supporting additional training over and above its regular monthly weekend training. This will more effectively serve the Wing while providing CRLB with resources for sustainment and improvement.

**SCHEDULING CRLB FACILITIES**

The WAMA Director and Operations have control of the use of CRLB. Activities, Wing Staff or units wishing to utilize CRLB will coordinate directly with WAMA Operations for scheduling an authorized training event/activity. The WAMA website has both a general Wing schedule and a specific WAMA schedule outlining scheduled events and available dates.

**FINANCE/FEE STRUCTURE**

CRLB must be operated on a sound financial basis by generating the revenue to cover its expenditures. It is expected that through the expanded use of CRLB by WAMA, the additional revenue from

registrations and fees will fully fund daily operations while building a reserve for repairs and facility improvement. The financial goal for WAMA is to promote viability for this facility which results in revenue generation that covers all daily, monthly and annual operating and maintenance expenditures, including an increasing reserve which allows upgrade and improvement of the facility. Requests by WAMA for additional funding from Wing shall be kept to a minimum unless extraordinary circumstances occur.

The WAMA Director shall submit the annual budget for the coming fiscal year to the WAMA Executive Board no later than 1 August, to allow for consideration/approval prior to being forwarded by the WAMA Director to the Wing Finance Committee.

The WAMA Director is also responsible for recommending an annual fee structure for the use of the building to the WAMA Executive Board for final action.

#### **Fees for FY 2019:**

CBCS will pay a monthly fee of \$90 for use of CRLB  
Each individual attending WAMA's regular monthly training on the 2<sup>nd</sup> full weekend of a given month will be charged \$45 (this includes meals and billeting)

All other use of the CRLB will be according to the following fee schedule:

AD/IC Office, Classrooms, Administrative Areas, Restrooms/Shower and DFAC:	\$5.00 per person per day
Billeting:	\$7.00 per person per night

The fee schedule will be adopted by the WAMA Executive Board, approved by the Wing Finance Committee and published NLT 15 August for the following fiscal year.

Each activity other than the WAMA regular monthly training, will budget and collect all CRLB fees along with their other fees. At the end of the activity, a finance report will be submitted to Wing with a copy to the WAMA Director. This finance report will have a line item depicting the amount for CRLB use and additionally, will authorize Wing Finance to transfer the funds to the WAMA/CRLB account. During each monthly reconciliation of the WAMA account, the WAMA director will ensure the transfer was accurately recorded.

#### **TRANSFERRING CONTROL OF CRLB TO AN ACTIVITY AND RETURNING CONTROL TO WAMA**

General – CRLB has check sheets and photographs of each room which note what needs to be checked when control of the facility changes from WAMA to an activity and back to WAMA after the activity. WAMA expects the entire facility to be left exactly as it was found when issued to the activity.

At the beginning of an activity, the **FMM** or other WAMA representative and the activity AD/IC and/or designee(s) will conduct a joint facility walk-through with checklists to document the exact condition of the facility and placement of equipment, furniture, safety equipment, supplies, etc. The AD/IC and/or designee(s) will be briefed on the proper operation of the building HVAC, lighting, IT, Paging and safety equipment. Each party will receive a copy of the completed checklists.

At the end of the activity, the FMM or other WAMA representative and the activity AD/IC and/or designee(s) will again conduct a joint facility walk-through with the original checklists to determine the exact status of the facility prior to acceptance by WAMA. WAMA will accept responsibility for the facility when the activity has returned to the condition documented at the beginning of the activity. If there are deficiencies noted on the walk-through that are not the activity's responsibility to correct, a list will be made to ensure they are corrected prior to the next scheduled use.

SHELLY J. NORMAN, Colonel, CAP  
Commander

**Attachment 1**  
**COMPLIANCE ELEMENTS**

There are no compliance elements to this publication.