
NEW YORK WING ENCAMPMENT 2022



STAFF HANDBOOK

Version 2.1 Spring 2022

There are 2 parts to this handbook:

1. What is expected of Cadet and Senior Staff
2. Finance procedures

All individuals on staff should be familiar with Part 1.

Part 2, detailing the financial procedures, should be reviewed by all senior members as well as cadets in command or OIC positions.

STAFF CONTRACT

Serving on the staff during any Civil Air Patrol activity is an exciting and rewarding event. Every position carries with it a large amount of responsibility and your performance will determine the success of the event. In order to get the most out of the experience, staff members must be committed to do their best during the encampment.

As such, each staff will be expected to:

- Adopt all of the CAP core values
 - Integrity – Being honest and sincere. Doing what’s right even when no one is looking.
 - Volunteer Service – Going out of your way to help and meet the needs of your fellow CAP members.
 - Excellence – Performing to the highest standards, continuously putting across your best effort in all that you do.
 - Respect – Treating all members with fairness and dignity. Treating others the way you would want to be treated.
- Be committed to do the best that you can in your staff position, participating actively in all facets of the encampment.
- Become part of the team, cooperating with and supporting one another, whether it’s other staff members, in-flight cadets or the entire encampment.
- Be willing to learn from your mistakes by being open to suggestions and evaluations from your mentors and other staff members.
- Wear the CAP uniform properly and observe all military customs and courtesies.

PERSONAL COMMITMENT

I have read the entire encampment contract. I understand what is expected of me and that participation in the encampment is a privilege and not a right. I agree to extend every personal effort to uphold this contract, and understand that there will be serious consequences if I violate the terms of this contract and the trust of my staff members.

Print Name

Signature

What is Expected as a Staff Member?

Congratulations for your appointment as a member of the staff at the New York Wing Encampment. We have many more applicants than available positions. You have been selected for your potential to do an outstanding job this summer. The Staff Contract on the prior page describes at a high level what is expected. The rest of this document attempts to describe how these commitments are expressed at the encampment.

Encampment – Lead by Example

There is probably no more important aspect of Leadership than ‘leading by example’. Words are useless if they are negated by your actions. The encampment provides a great place to practice this fundamental principle of leadership.

Uniform:

The first impression that you make will be reflected by your appearance. At the encampment we will be in uniform the entire time. You can arrive in civilian clothes on Friday evening and can depart from the encampment on the final Monday in civilian clothes. All remaining days you will be in either Blues or ABUs (Friday through the following Saturday except when in Blues or the PT uniform. All cadets will be issued 2 PT shirts and 1 PT shorts. (Can bring dark colored sweat pants to wear instead of shorts.) Unless weather dictates wearing the PT uniform, the Uniform of the day will be worn from Breakfast until Final Formation. Senior Members can substitute the corporate uniform, but must always be in a uniform of some sort. Senior Members will be issued 1 PT shirt (optional purchase of the shorts). If due to weather conditions, the encampment cadre is in PT uniform, senior members can wear the CAP golf Shirt, or the issued PT shirt.

Your uniform needs to be correct. Use the Uniform Manual; get feedback from your squadron.

Personal Quarters:

Whether you are in a tent with in-flight cadets or in the Staff Tents, your personal space needs to be neat and organized. (uniforms hung up, footwear neatly spaced by your bunk, no debris on the floor, etc.) You are a role model, not only for the in-flight cadets, but also for your fellow staff members.

Private Vehicles:

Cadets (even those over 18) are not allowed to drive their personal vehicle during the encampment. After gear is unloaded, the vehicle is moved to a long-term parking area and the keys are turned in at registration. Keys will be returned after graduation. However, the vehicle can only be used to facilitate packing personal gear and cannot be driven off-base until final departure.

Personal Electronics:

In-flights are not allowed to keep their cell phones. Cell phones have been allowed for staff in order to facilitate communications at the encampment. As such, they should to be not visible when in uniform, and only used for 'brief' conversations. They are not to be used to view videos, listen to music, text, play games, etc. They should always be in silent mode. Leaders are focused on the tasks at hand, and obviously being distracted is a sign of poor leadership.

Any electronic equipment, including cell phones, tablets, computers, must be marked with your name. (This will be part of the Contraband Check.)

Staff Lights Out:

Just as the in-flight cadets have rules, it is important that cadets observe that their leaders follow the rules as well. The Cadet Staff Lights Out is usually a half hour after the in-flights. This is not a suggestion. The Encampment Commander must explicitly approve any exceptions to this policy.

Senior Staff should in general follow this policy as well. When there are circumstances requiring senior member involvement after hours, they should be

considerate of members trying to sleep. There should be no casual gathering in the tent area after lights out.

Off-Base Excursions:

Any trip off-base with cadets must conform to Cadet Protection policies. That means if cadets are in a vehicle, there must be at total of at least 3 people.

Anyone leaving the base needs to sign out in the headquarters building with an expected return time.

Executive Staff Duty Hours:

As a staff member, you have more freedom than as an in-flight cadet. With that freedom comes more responsibility. If you are on the executive staff, you are in a department that has jobs that have to be completed. While you do not have to be at your department every moment of the day, the Mentor and OIC should know where you are and have approved your absence. Each department should have a brief meeting each morning right after breakfast to review the requirements for that day and how they will be met. The duty day is from right after breakfast until dinner. When tasks need to be completed after dinner, it is expected that the department will be on-hand to execute.

Final Leadership Challenge:

The graduation ceremony is a 'high', and everyone is euphoric. But the encampment is not over, and the next few hours are critically important. And it is the glaringly obvious who the 'real' leaders are at this time. In order to ensure that New York Wing Civil Air Patrol is welcomed back to Hancock ANG Base next year and in years to come, it is vital that we leave the base in better shape than when we came.

The cleanup is organized into teams with a team leader and a proscribed area of responsibility. The tasks can be completed in several hours if everyone is working together. In fact, by observing just this activity, it is possible to evaluate the

success of the encampment. Team leaders evaluate the members of their team, and a poor evaluation is a factor in next year's staff selection.

What are some characteristics of good leadership at this time?

- Since before any cleaning can occur, personal property needs to be removed from the area to be cleaned. That means if you are in a tent that is designated to be closed on Sunday, you have to move your things to the new sleeping assignment – if you don't, the team assigned to that tent cannot complete their task. (Generally, if you had to move at the beginning of the encampment from one tent to another, you will probably have to move on the final Sunday.)
- The same issue occurs in the office areas. If you do not move your items from the Executive/Training Offices, those offices cannot be cleared. If you have a task that needs to be completed during this time, it is your responsibility to do it in a location that is not due for cleaning. Contact the Deputy Commander for Support if you are in that situation.
- Bottom line, everyone has a responsibility to make sure that their personal items do not impede another team's cleaning assignment.
- Some staff members need to leave right after graduation, usually due to transportation issues. If you are in that situation it is imperative that you let the DCS know early in the week so that you will not be assigned to a team that is scheduled to work after you have left. There are other tasks that can be done prior to graduation, and you will be assigned to that team.
- If everyone works together, $\frac{3}{4}$ of the areas can be cleared on Sunday afternoon before the staff picnic. As soon as graduation is over, most staff need to change out of blues and into the PT uniform or ABU, move any personal items out of the way for designated buildings to be cleared, and report to the dining hall for lunch and the team assignment. No one leaves the base at this time.

PART 2 – Finance Procedures

All senior members and cadets in command positions should be familiar with the financial policies of the encampment.

Overview:

It is the responsibility of each department to have the necessary tools to perform their jobs prior to arriving at the encampment. You should not expect the encampment staff to purchase items after you arrive. Exceptions to this policy will be made on a case-by-case basis.

Pre-Encampment:

In order to be reimbursed for purchases made before the encampment, you must have approval from the designated mentor for your department. If the purchase will exceed \$50 or if it will be a permanent inventory item for the encampment that will have to be stored you must additionally contact the Finance Officer. Any reimbursements REQUIRE a receipt.

Medical – should purchase or arrange for donation of anticipated medical supplies that will be needed during the encampment, but there should be enough supplies on hand at the beginning of the activity. (Total amount of pre-encampment purchase and replenishment should not exceed \$200.)

Training – all materials needed for any activity should be purchased beforehand and brought to the encampment.

Flight Staff – Guidon flags, Honor Flight and Warrior Flight Ribbons should be assembled before the encampment. Can be reimbursed up to \$25.

Copying – photocopies that will be used during the first few days of encampment should be sent to the Registrar no later than two weeks prior to the encampment. Items may include:

- Operating Instructions (OI's)

- Character Development Handouts
- Religious Services programs
- Cadet Exams

If you are making photocopies and the total cost will be under \$25, simply submit the receipt to the Finance Officer for reimbursement at the encampment. If the copies will be more than \$25, contact the Registrar/Finance Officer for approval before proceeding.

Corporate Vans – no reimbursement will be made for any expenses incurred traveling to the encampment. Since the vans should have full fuel when leaving their home base, it is expected that all vans can travel to the encampment without the need to refuel. Logistics will inspect and refuel vans upon arrival. (This applies only to vans that will be left on-site for the duration of the encampment.)

Additional Note – Items that are presently part of the encampment inventory or will be purchased prior to the encampment - Copy paper, certificate paper, batteries, blankets, ponchos, fans, color guard equipment, general office supplies for ADMIN.

At the Encampment:

Purchases at the encampment will be limited in scope – primarily fuel for vans, replenishment of food and medical supplies, additional batteries, etc. Except for fuel, no purchases will be made without advance approval by the Encampment Commander or designee. Logistics will arrange for the purchase of pre-approved items; there will be only one ‘purchase run’ per day.

The on-site Finance Officer and Logistics will have request forms. They must be filled out completely and approved by the relevant mentor and returned to finance or logistics. They will be reviewed and if approved will be added to the next ‘Supply Run’.

Individuals designated to make purchases will be given the approved request forms and will get either a check or the credit card from the finance officer to use for payment. In general, there will be no direct payment by individuals. Only items that have been explicitly approved for ENCAMPMENT USE can be purchased with the credit card or corporate check. (Individuals MUST pay separately for any personal items that you might purchase at the same time.)

Printers – Training and Public Affairs should plan to have a printer on-site with the proper software to connect to their computer. ADMIN has an encampment-owned printer. Other departments are authorized to bring a printer. Any printer brought to the encampment should have an extra printer cartridge. If that extra cartridge is used during the encampment, a replacement can be requested. (Include the empty packaging from the cartridge with the request.) No requests will be honored for color cartridges.

Fuel Purchases for Vans: All fuel used in corporate vans during the encampment will be paid for by the encampment with the credit card. This card remains in the custody on the Finance Officer (Maj Falco). It must be signed in and out and after all purchases the card must be returned with the receipts notated with the van number and signature of the purchaser.

Post-Encampment

Any checks received from the encampment must be deposited immediately. Any check not cashed within two months of the end of the encampment will be assumed to be a donation to the encampment.

Vans – Get a pre-approval form from Finance before leaving the encampment. When returning the van to its base location, fill it up. Send receipts for fuel to Finance Officer within one week following the encampment. (Tolls are not reimbursed.)