



NORTH TAMPA - LUTZ CADET SQUADRON
SER-FL-243
18819 US HWY 41 Lutz, FL 33549



8 April 2013

MEMORANDUM FOR ALL NTLCS PERSONNEL
FROM: WILLIAM WESTCOTT, LT COL, CAP
SUBJECT: AEROSPACE BIVOUAC 2013 OPERATIONS ORDER

1. **MISSION:** To teach basic model rockets, team building activities for participants and to provide additional leadership experiences for staff.
2. **LOCATION:** Lake Park (17302 Dale Mabry Hwy N, Lutz, FL 33548).
 - i. **MAIN FRONT GATE WILL CLOSE AT 5:30 pm.**
 - ii. **WE WILL BE USING THE BACK ENTRANCE. FOLLOW THESE INSTRUCTIONS.**
 - iii. **FROM DALE MABRY HWY AND VAN DYKE RD. TURN WEST ON VAN DYKE RD. TURN SOUTH ON WHIRLEY RD (FIRST STREET ON SOUTH OF VAN DYKE). TURN LEFT ON FIRST DIRT ENTRANCE TO PARK (NO PARK SIGN THERE) WE WILL HAVE SOMEONE AT THIS LOCATION TO OPEN GATE. FOLLOW SIGNS "CAP" TO "YOUTH CAMPING" SITE.**
3. **DATE:** Will be held the weekend of Friday, April 26th to Sunday, April 28th at *Lake Park* (17302 Dale Mabry Hwy N, Lutz, FL 33548)
4. **TIME.** Staff members are to arrive no earlier than 1730 and no later than 1800 on 26th April 2013. Participants are to arrive no earlier than 1800 and no later than 1900 on 26th April 2013. Front gate will be locked after that. Pick up time will be on Sunday at 1400.
5. **TRANSPORTATION:** All members are to provide their own transportation to the event. All cadets with privately owned vehicles are to turn in their keys. The Civil Air Patrol and its affiliates are not responsible for any damage and/or theft to any participant's vehicle and/or its contents.
6. **COST.** None
7. **DEADLINE for APPLICATIONS: Tuesday 23 April 2013**
8. **REQUIREMENTS:** All members must have completed OPSEC, Intro to Safety, members over 18 years old must have CPPT completed
9. **APPLICATION:** Cadet applicants must submit a FLWG Form 500 (Cadet Activity Application) Scanned electronic copies will be accepted; however the applicant must ensure that all signatures are on the form prior to submitting. Applications require at least one parent signature (witness not required) and the signature of either the squadron commander or deputy commander for cadets. Applicants will ensure all medical information is provided accurately and correctly. Applications will be submitted to Lt. Col. William Westcott There is not cost for this bivouac. North Tampa-Lutz Cadet Squadron members commander will sign when received.
 - i. E-mail: wwdw@verizon.net
 - ii. Return at squadron meeting
 - iii. Mail: North Tampa-Lutz Cadet squadron 110 West 131st Ave Tampa, FL 33612-3444
 - iv. Cell phone; 813-601-0874

- 10. UNIFORM.** BDU'S See Attachment 1 Note: If a cadet member has joined within the preceding 60 days of the activity's start and does not have the battle dress uniform, then the cadet may wear an alternative uniform as followed: Blue Jeans, white T-shirt or squadron T-shirt, ball cap, belt, shoes, and socks. The T-shirt will be tucked in. All grooming standards will be adhered
- 11. CODE OF CONDUCT:** All members will maintain a professional demeanor throughout the course of the bivouac. The Cadet Honor Code, Cadet Protection Program, and Core Values will be strictly enforced. Any and all members who pose significant disciplinary problems are subject to early dismissal from the activity. It will be the responsibility of the member and/or parents to immediately secure transportation from the bivouac.
- 12. MEALS:** **Members will be conducting their own cooking and preparing their own food.** Members must bring at least **two** breakfasts, **two** lunches and **one** dinner. Snacks are permissible. Members **should eat before arrival** on Friday and are not eating dinner before dismissal on Sunday. Drinks will be provided (water and Gatorade) bring your own canteen/cups **PAPER CUPS WILL NOT BE PROVIDED.** NO SODAS, CANDY, GUM OR COOLERS ARE PERMITTED See Attachment 3 for recommended items.
- 13. MEDICATION:** Has no history or injury or disease which might be affected by this activity except those previously noted in the Medical Information section of the first page of this document and is able to participate without the physical/emotional support or others. **Also, he/she is capable of taking any prescribed medication without supervision..**
- 14. SAFETY.** Safety is our number one priority. The Opening safety briefing will include campsite, cooking, and Camp ground Orientation. The safety officer and cadet staff will maintain a constant watch on all participants for safety.
Safety of personnel and assets (CAP and public) will be the number one priority. A safety/ORM briefing will be conducted by the activity Safety Officer or Commander to include discussion about hazards, with focus on weather and hydration. Additional safety briefings will be held prior to all activities where additional hazards are expected to address these hazards. Air/Ground Ops will coordinate with Mission Staff to ensure that critical mission/safety information is briefed to aircrew and ground teams (See CAPR 60-1 and mission checklists). The Activity commander and the safety officer have completed ORM to the intermediate level. **All members will have completed ORM and all adult members will have completed CPPT.** Both the activity commander and activity safety officer will have quick and easy means to access the Wing Emergency Notification Hotline (WENH) at 1 888-359-4727 and will be familiar with reporting through this system (CAPR 62-2). After utilization of the WENH and following Wing's immediate directives, Group Safety Staff and/or Group Command staff will be notified. Posting of this Ops Order is acknowledgment that this reporting responsibility is understood and will be complied with IAW FLWG directives
- 15. EQUIPMENT:** See Attachment 2 - Equipment List. Equipment will be inspected for prohibited items. Contraband will be confiscated and returned at the end of the bivouac.
- i. Review equipment list carefully.** Any equipment brought that is not listed on the equipment list will be considered contraband and confiscated upon arrival. Do not bring anything not specifically listed. It is recommended that the cadet packs his or her gear so that it may all be transported with relative ease in one single trip.

16. EMERGENCY CONTACT: The emergency contact for this bivouac will be Lt Col William Westcott, CAP. His cell phone number is (813) 601-0874.

17. STAFF:

Project Officer: Lt Col. William Westcott

Commander: Lt Col. William Westcott

Cadet Commander: C/Captain Sean Fox

Safety Officer: 2nd Lt Thomas Ney

Medical Officer:

Logistics Officer: 1st Lt Lili Fox

Communication Officer:

Character Development Instructor: Lt Col Linda Trimpey

Attachment 1 - Uniform and clothing List

BDU cap	Extra t-shirts and pants/shorts for off-duty hours (must be in good taste)
BDU blouse and pants (1 of each required)	Undergarments (at least 3 pairs)
Belt	Socks (2 pairs)
Black squadron t-shirts (1 or 2)	BDU socks (2 pairs)
Grey squadron t-shirt (1 or 2)	Boots
Blue or black gym shorts (1 required,)	Tennis shoes
Sweater or jacket	Poncho/raincoat
Hygiene kit (Deodorant, toothbrush, soap, ect)	
Wash cloth , Towel	

All gear **should be labeled with last name** and CAPID number in permanent ink. It is strongly recommended that cadets minimize their gear to one duffel bag or suitcase for ease of transport.

Attachment 2 Equipment

BOOKS/PAPERWORK

CAP ID

Form 60 (1)

CAP binder with leadership and aerospace books

Pens and paper (preferably in a notebook)

Permanent marker

4 empty 2-liter bottles must be same brand

CAMPING ITEMS

Tent (you can make arrangements to share with another member of the same gender)
Sleeping bag/blankets
Pillow (optional)
Mess kit (or homemade equivalent) cup for Gatorade
Canteen (at least 2) or Camelback (1)
Flashlight with extra batteries
Work gloves

Can opener
Whistle (optional, thunder type)
Folding camp shovel (optional)
Small folding chair (optional)
Lantern, battery-powered (optional)
Whisk broom (for tent clean-up)
Stove (Single burner propane)
Pot Holder (pots get hot)
Cooking utensils for preparing meals.
Insect repellent
Sun screen (SPF 45 or stronger)

DO NOT BRING: ABSOLUTLEY NO ELECTRONIC DEVICES !!!

Cell Phone will be turn off and in there backpack. If found using they will taken away and return at the end of bivouac (For emergency use only with commander permission)

No candy, gum, soda, no Coleman white fuel stoves or lanterns
Any of these items will be confiscated and will be given back after the Bivouac or Squadron meeting.

Attachment 3 - Recommended Food Items

Breakfast	Lunch/Dinner	Snacks/Drinks
Pre-cooked bacon, ham, etc	Canned pasta/ravioli	Granola bars
Pancake Mix	Canned soup/chili	Pringles
Cold cereal	Canned meat and bread	Cookies, crackers
Powdered milk	MRE's	Dried fruit
English muffins	Canned/luncheon meat	Nuts
Cinnamon rolls	Canned Beef Stew	Beef jerky
Pop tarts		Boxed fruit drinks, Capri Sun

Tips:

- Coolers will not be permitted on this bivouac.
- Camp fires are not always available (depends on the weather and park ranger consent).
- Don't forget utensils and condiments.
- Take weight into account when packing cans.
- Do not pack perishable food items.
- Water and Gatorade will be provided.
- We will have hot water for instant items.