



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



10 September 2011

MEMORANDUM FOR ALL NORTH TAMPA-LUTZ CADET SQUADON PERSONNEL
FROM: WILLIAM WESTCOTT, LT COL, CAP
SUBJECT: DRILL BIVOUAC 2011 OPERATIONS ORDER

MISSION: To teach Drill from the new Learn to Lead program. Practice Drill , opening and closing ceremony, basic color guard instructions. There is color guard performance on Saturday for Homes for our Troops Key Ceremony. The cadets who will be performing it will be told ahead of time. (They are to bring their class A blues) The basic bivouacking, team building activities for participants and to provide additional leadership experiences for staff.

1. **LOCATION:** Old Lutz School House , 18819 US Hwy 41, Lutz Fl.
2. LAKE PARK IS UNDER WATER . WE WILL BE AT NORTH TAMPA-LUTZ CADET SQUADRON
3. **DATE:** Will be held the weekend of Friday, 23 Sept. 2011 to Sunday, 25 Sept.. 2011
4. **TIME.** Staff members are to arrive no earlier than 1800 and no later than 1830 on 23rd Sept 2011. Participants are to arrive no earlier than 1800 and no later than 2000 on 23rd Sept. 2011. Pick up time will be on Sunday 25 Sept, 2011 at 1630
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: Thursday 22 Sept. 2011**
8. **REQUIRMENTS:** 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. **IF WE HAVE A COPY OF YOUR FORM 500 FROM EARLY NORTH TAMPA-LUTZ CADET SQUADRON BIVOUAC, YOU DO NOT HAVE TO FILL ONE OUT . JUST E-MAIL LT COL WESTCOTT YOUR REQUEST TO ATTEND.**
 - 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. Home phone; 813-930-9454
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 form 500 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. Safety briefing before each SAR missions. The safety officer and cadet staff will maintain a constant watch on all participants for safety.
- 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: SM Lili Fox**
 - Commander: 1st Lt Steven Gay**
 - Safety Officer: Lt Col William Westcott**
 - Medical Officer: 1st Lt Glorimar Ortiz-Gralau**
 - Logistics Officer: Major Sandor Riholm**
 - Communication Officer:**
 - Character Development Instructor: Lt Col Linda Trimpey**
 - Cadet Project Officer: C/2nd Lt Cody Sugg**
 - Cadet Commander: C/2nd Lt Casey Repko**
 - Cadet Deputy Commander: C/[2nd Lt Cody Sugg**

NOTE FROM THE CADET DEPUTY COMMANDER:

Keep in mind that this is a professional grade, militaristically orientated training exercise activity in which its previously stated purpose is to be fulfilled to the maximum degree only by means of Motivation, teamwork, and by the will to succeed. All who participate are expected to take the activity to a serious degree in which will assure proper execution of the mission. Also keep in mind that although this mission is intended for educational and experience purposes, we are still out there to have a great time.

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

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 (2)
CAP binder with leadership and aerospace books
Pens and paper (preferably in a notebook)
Permanent marker

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)

Canteen (at least 2) or Camelback (1)
Flashlight with extra batteries
Work gloves
Can opener
Magnetic compass
Whistle (thunder type)
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.
Cup or plastic glass for gatorade
Insect repellent
Sun screen (SPF 45 or stronger)

DO NOT BRING: ABSOLUTLEY NO ELECTRONIC DEVICES !!!

Cell Phone will be turned off and in their 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
		Powdered Gatorade

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.

SCHEDULE IS SUBJECT TO CHANGE.

Friday		Cadet Instructor	Senior Instructor
1800-2000	Cadet & Staff check in	Exec Staff	
2000-2030	Camp Set-up/ Tent Class: How to organize inside tent	Lare	
2040-2110	Safety Briefing / Explaining how CQ will work	Malone	Lt Col Westcott
2120-2150	Personal Time		SM Fox
2200-2205	lights out		
2210-2230	staff meeting / CQ starts	staff	
Saturday			
0630	Staff Reveille	Only staff	
0700	Cadet reveille	All cadets/support staff	
0700-0800	PT	Lare/Zayas	
0805-0905	Breakfast, Change into BDU'S		
0910-0950	Opening Ceremony / Flag Raising / Tent inspection	Exec Staff	1st Lt Gay
1000-1030	instructor book/ drill book	Gay/Houts	
1040-1100	demo of book/ do drill	flight staff	
1100- 1145	drill down	Gay/Fox	
1200-1300	lunch		
1300-1345	Moral Leadership	cadet	Lt Col Trimpey
1345-1430	aspects of color guard	Fox/Zayas	
1430-1445	Break/change into PT		
1445-1530	two teams teach cadets aspects of color	flight staff	
1530-1600	ultimate Frisbee	Gay/Fox	
1600-1615	break		
1615-1800	flag class	honor guard cadets	Capt Admire
1800-1900	Dinner/change into BDU's		

1900-1930	flag ceremony	honor guard cadets	Capt Admire
1945-2000	Closing formation	Exec Staff	
2005-2130	movie		Lt Col Westcott
2130-2200	free time/hygiene		Sm Fox
2200-2205	Lights out		
2205-2235	staff meeting/ CQ starts	staff only	
2240-2245	lights out for staff		
SUNDAY			
0630	Staff Reveille	Staff only	
0700	Cadet reveille	All cadets/supports staff	
0700-0800	PT/ inspection	Lare/Zayas	
0805-0905	Breakfast, Change into BDU'S		
0910-0950	Opening Ceremony / Flag Raising	Exec Staff	1st Lt Gay
1000-1100	Flag Raising/ Folding class	Zayas/ Malone	
1105-1200	Fun Games	Gay/Houts	
1200-1300	lunch time		
1300-1400	Drill time/ debrief	Lare/Repko	1st Lt Gay
1405-1410	break		
1415-1450	Pass and Review Practice/	Gay/Lare	
1500-1545	Break down tents/ clean up		
1550-1610	debriefing	Repko/Sugg	Lt Col Westcott
1615-1630	Pass and Review/ Departure	Exec Staff	