



COLORADO WING ENCAMPMENT HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
19210 East Breckenridge Avenue, Stop 33
Buckley AFB CO 80011-9525



10 July 2015

MEMORANDUM FOR COWG ENCAMPMENT CADET AND SENIOR STAFF

FROM: ENCAMPMENT COMMANDER

SUBJECT: Dormitory Room and Roommate Assignments

1. This memorandum provides guidance for dormitory room assignment at COWG Encampment.
2. Follow the guidance in this memorandum to the maximum extent possible. The commandant of cadets or encampment commander may approve exceptions.
3. Only members of the same gender will be roommates.
4. Assign female cadets to rooms only on the first floor of each dormitory. Room assignment preference is to use rooms 107 through 113 in each dormitory building. The encampment commander may authorize the assignment of rooms 101 through 106 to female cadet staff members and/or to male or female senior staff members.
5. Assign cadets of age twelve (12), thirteen (13), and fourteen (14) with roommates within this age group and within one (1) year of their age.
6. Assign cadets of age fifteen (15), sixteen (16), and seventeen (17) with roommates within the same age group.
7. The commandant of cadets or encampment commander may authorize assignment of cadets of age fourteen (14), fifteen (15), and sixteen (16) to roommates within the same age group.
8. Cadets eighteen (18) and older will only room with other cadets eighteen (18) and older or in separate rooms.
9. When possible, assign student cadets with roommates from the same encampment flight. If the number of available beds does not allow the assignment of roommates from the same flight, the commandant of cadets or encampment commander may authorize assignment of roommates from different flights. When possible, avoid this by making flight assignment changes.
10. Do not assign student cadets with roommates from the same home unit. When possible, do not assign student cadets to a flight if the flight commander or flight sergeant is from their home unit. Spread students from the same home unit among as many flights as possible.
11. When possible, make flight assignments and assign roommates to avoid having rooms with one vacant bed.
12. If flight assignment changes are necessary, advise the encampment admin officer so that flight rosters are updated.

A handwritten signature in black ink, appearing to read "Floyd B. McCormick".

FLOYD B. MCCORMICK, Lt Col, CAP
Encampment Commander