

OHIO WING ENCAMPMENT

Student Training Handbook



Ohio Wing Encampment
United States Air Force Auxiliary
Civil Air Patrol

June 22-29, 2019

TABLE OF CONTENTS

1.0	What to Expect, Packing List
2.0	Disciplinary Policy, Rules and Regulations
3.0	Sample Schedule
4.0	Encampment Medical Information
5.0	Disciplinary Policy, Rules and Regulations
6.0	Encampment Honor Code
7.0	Religious Accommodations
8.0	Warrior Knowledge
9.0	Encampment Chain of Command Descriptions
10.0	Uniform and Appearance
11.0	Dormitory Standards
12.0	Customs and Courtesies
13.0	Fire Procedures
14.0	DFAC Procedures
15.0	Classroom Procedures
16.0	Physical Training
17.0	Encampment Awards
18.0	Encampment Requirements

What we face may look insurmountable. But I learned something from all those years of training and competing. I learned something from all those sets and reps when I didn't think I could lift another ounce of weight. What I learned is that we are always stronger than we know.

-Arnold Schwarzenegger

1.0 MISSION, PURPOSE AND PACKING LIST

1.1 The mission of a cadet attending this encampment is:

1. To develop an awareness of the missions of the United States Air Force
2. To benefit from the encampment experience by the expanded development of his/her leadership potential
3. To nourish an adherence to the Cadet Oath and an increasing respect for CAP's core values

1.2 The purpose of encampment is to provide cadets with a foundation from which to build the rest of their Civil Air Patrol career. The encampment will provide cadets with the opportunity to:

1. Apply knowledge gained in the cadet and senior programs to practical situations
2. Develop a greater understanding of Civil Air Patrol and Air Force missions and capabilities
3. Develop leadership potential, discipline, time-management skills, and interpersonal skills
4. Learn how to overcome challenges and succeed
5. Enhance their local unit's Cadet Program
6. Aid in retention and motivation
7. Receive an introduction to the military

1.3 Equipment: Below is the equipment list for required items as well as some of optional items. There are no facilities to purchase supplies so please ensure that all items are brought to Encampment. We cannot be responsible for any item or personal property brought to the encampment. Do not bring any item not included on the equipment list. All clothing and equipment **must** be marked indelibly with your name using permanent marker or writing on waterproof tape. Do not use garbage bags as luggage as your gear may be confused with actual garbage and unintentionally discarded.

Cadets should NOT bring (non-medical) electronic devices of any kind or cell phones to the Encampment. If brought, they will be held by the encampment staff until check-out.

1. Current CAP membership card valid through at least 31 June 2019 (Cadet must show CAPID at check-in)
2. Medical disclosure form completed and signed by parent (submitted prior to or at check-in)
3. **Short Sleeve Blues items**
 - a. 1 short-sleeve blue uniform shirt (females - tuck-in only), with epaulets.
 - b. 1 set of rank insignia
 - c. 1 name plate, ultramarine blue
 - d. 1 set of ribbons
 - e. 1 pair blue uniform trousers or slacks (female)
 - f. 1 blue belt with shiny buckle and tip
 - g. 2 white t-shirts, V-neck type.
 - h. 1 blue flight cap with CAP enlisted hat device
 - i. 1 pair black low-quarter leather uniform shoes (no pumps/heels)
 - j. 3 pair of black dress socks

- 4. Battle Dress Uniform items (ignore if wearing Airman Battle Uniform, see 5)**
 - a. 1 pair of boots, combat (not hiking), all-leather or leather with black or olive green mesh
 - b. 1 BDU Cap
 - c. 2-3 BDU blouses, with name tape and CAP tape
 - d. 6-8 pair of socks, black, wool
 - e. 2-3 BDU trousers
 - f. 1 belt, blue with black clip and matching buckle
 - g. 6-8 undershirts, black, crew neck
- 5. Airman Battle Uniform (ignore if wearing Battle Dress Uniform, see 4)**
 - a. 1 pair of boots, combat (not hiking), all-leather or leather with black or olive green mesh
 - b. 1 ABU Cap
 - c. 2-3 ABU blouses, with name tape and CAP tape
 - d. 6-8 pair of socks, black, wool
 - e. 2-3 ABU trousers
 - f. 1 belt, sand, with black buckle
 - g. 6-8 undershirts, sand, crew neck
- 6. Physical Training Uniform items**
 - a. 3 pairs of shorts, black (no short shorts)
 - b. 8 pairs of socks, black or white, below the calf
 - c. 1 pair of shoes, athletic, running, lace up
- 7. Other clothing and personal items**
 - a. 8 pairs of underwear
 - b. 4 bras (females - any combination of bras/sports bras)
 - c. 1 shoeshine kit (equipment and supplies)
- 8. Bathing and hygiene items (bring a 10 day supply)**
 - a. 1 razor with additional blades
 - b. 1 can of shaving cream
 - c. 1 toothbrush with toothpaste
 - d. 1 bottle of shampoo
 - e. 1 comb or brush
 - f. 1 deodorant
 - g. 1 pair of shower shoes, flip-flops or crocs (all rubber)
 - h. 1 bar of soap with soap box, or liquid soap
 - i. 3 towels, white, shower
 - j. feminine hygiene products
- 9. Miscellaneous items**
 - a. 1 Student Training Handbook
 - b. 1 insect repellent
 - c. 1 Moleskin pad
 - d. 1 lip balm
 - e. 1 sunscreen

- f. 1 flashlight
- g. 2 set of batteries for flashlight
- h. 1 mesh laundry bag
- i. Tape
- j. 1 permanent marker, laundry safe
- k. 1 notebook, spiral
- l. 2 pens, black or blue ink
- m. 12 clothes hangers
- n. 1 ruler (at least 18") or tape measure
- o. Poncho: see-through, need not be expensive.
- p. **ADEQUATE SUPPLY OF PRESCRIBED MEDICATION, PROPERLY LABELED IN ORIGINAL CONTAINER**

- 10. Optional items** - the following items are not required but may be brought for your convenience
- a. 1 set of eyeglasses (note: constraints on time and concerns regarding field condition sanitation make proper care of contacts difficult. It is highly recommended that cadets **do not** bring contact lenses. Sunglasses are prohibited, but eyeglasses with photosensitive lenses are permitted.)
 - b. 1 hand sanitizer, liquid
 - c. 1 CAPP 60-33 Drill and Ceremonies Manual
 - d. 1 CAPR 60-1 Cadet Programs Management
 - e. 1 sewing kit
 - f. 1 iron and small collapsible ironing board**
 - g. 1 religious reading material

2.0 TRAVEL AND CHECK IN INFORMATION

2.1 In-Processing:

1. Report on Saturday June 22 (time to be announced).
2. Report to Wright State in ABUs/BDUs. Wright State's address is: 3640 Colonel Glenn Highway, Dayton, OH 45435
3. When you arrive, pull into Parking Lot 10. Staff will be there to direct you.
4. Park and unload your luggage in the designated location. Cadets and Parents will report to the In-Processing Tent in Lot 10. Cadets will line up to report in with parents to ensure a proper check-in. At this station the Administrative staff will ensure that all paperwork is in order so that the Cadet is able attend encampment and participate in all activities. After Cadets check in with Admin and fill out any missing paperwork and resolve any issues they will report to the Medical Station. Cadets will produce medication to show the staff (so make sure not to leave it with your luggage) and verify medical issues with Health Services Staff. Once finished with all stations Cadets say good-bye to their parents. Complete the Honor Code briefing, and then head to CAP vans to be transported to the dormitories.

3.0 SAMPLE SCHEDULE

3.1 Schedule- The following is a sample of a typical day at encampment. There will be differences from day-to-day as the training requirements and activities change.

0500 Reveille/Wake Up; UNIFORM ABU/BDUs
0530 Flight/Personal Time
0600 Report to CAP vans
0630 Morning Formation
0700 Morning Chow and Flight Time
0800 Encampment-Wide Briefings or Activities
1200 Afternoon Chow and Flight Time
1300 Drill Practice
1400 Encampment-Wide Briefings or Activities
1700 Evening Formation
1730 Evening Chow and Flight Time
1830 PT; UNIFORM PT
1930 Flight Time
2030 Personal Time
2100 Taps/Lights Out

4.0 ENCAMPMENT MEDICAL INFORMATION

4.1 Medications- During in-processing all medications will be verified by the Health Services Officer, but will not be collected from cadets. Cadets will be responsible for the administration of their own medications.

4.2 Access to Medication- Cadets are responsible for letting their respective flight staff know when they need to take their medications, and the staff will ensure the cadets have adequate time to self-administer. Medications will be kept on the cadet's person (if necessary to be taken during the day) or stored in the dorms (if taken only upon wakeup or immediately before bed).

4.3 Medical Care- Per CAP activity regulations, there will be no trained medical staff present on staff. Should a cadet need emergency care, senior member staff will be on hand and transportation to a nearby medical facility will be made.

4.4 Heat Stress- Due to encampment's conditions (high physical activity, high temperatures), it is imperative that everyone take measures to ensure the risk of heat stress stays low. Everyone is expected to stay constantly hydrated (water and Gatorade will be made available), eat each meal, and to salt their food to keep electrolytes up. Cadets are expected to eat full meals (this is not the time to lose weight). Flight staff will be looking out for cadets to ensure the training environment is a safe and productive one. Staff members know the signs of heat stress for quick identification and treatment before the condition worsens. Cadets are to look out for their flight mates to ensure high accountability.

4.5 Blisters- Blisters are the most preventable medical issue at encampment. Dress shoes, boots, and tennis shoes are to be broken in prior to encampment to prevent blisters as it will be very uncomfortable to walk around (and there is a lot of walking) with blisters resulting from new shoes. Moleskin is on the packing list to treat blisters and hot spots as they arise.

5.0 DISCIPLINARY POLICY, RULES AND REGULATIONS

5.1 There are two classes of offenses, A and B. **Class A offenses are major violations that may result in expulsion from the Encampment.** Class B offenses are lesser infractions that may result in the assessment of lesser punishment, such as litter patrol, barracks clean up, etc. The Cadet and Senior Staff reserve the right to adjudicate and punish any, and all, offenses. The Encampment Commander's decision is final in case of any dispute. Possession of contraband will result in disciplinary action.

5.2 DISCIPLINARY CLASS SYSTEM

CLASS A OFFENSES:

1. Possession or use of alcohol, tobacco products, drugs or weapons of any kind.
2. Possession of pornography in any form.
3. Willful damage or theft of Government, CAP or private property.
4. Fighting.
5. Gambling.
6. Honor Code Violations (Lying, cheating or stealing).
7. Flagrantly unsafe acts.
8. Improper sexual contact or other gross immorality.
9. Gross neglect of duty.
10. Being AWOL from Encampment or any scheduled activity.
11. Any Class B offense committed under aggravated circumstances, such as repeated misconduct of the same sort.

CLASS B OFFENSES:

1. Public displays of affection.
2. Sleeping on duty.
3. Insubordination or disrespect to cadet or senior NCOs/officers.
4. Absent from bed during bed check.
5. Creating a disturbance.
6. Late to class or formation.
7. Disobedience to an order.
8. Disrespect to the National Colors (American flag).
9. Unauthorized possession of food, candy, gum, sodas, etc.
10. Use of obscenity or profanity.
11. Being in areas off limits to cadets.
12. Improper/sloppy uniform or personal appearance.
13. Personal areas not neat or in conformity with Operational Instructions (OI).
14. Improper conduct in mess hall or waste of food.
15. Talking in formation.
16. Chewing gum.
17. Violations of OI; conduct unbecoming of a cadet contrary to the prejudice of good order and discipline.

5.3 Cadet Restrictions

1. Cadets will not gamble, smoke, use any drugs, including tobacco preparations, or consume alcohol at any time during the encampment regardless of age.
2. The use of any non-prescription medications must be cleared by the Medical Officer or designated representative before being taken at encampment.
3. Cadets will not engage in conversation with any other cadet outside of his/her assigned flight except in accomplishment of official and authorized business.
4. Cadets will not leave the dormitory area at any time except when authorized. Cadets will march and square corners when in formation.
5. Sunglasses will not be worn in uniform unless the Medical Officer or a designated representative authorizes them.
6. Personal stereos, cell phones, pagers, alarm clock radios, televisions, iPods, and portable gaming systems will not be used during the encampment and will be turned in at check-in.
7. Dormitory areas of members of the opposite sex are prohibited from 2030 to 0530 hours for all personnel. Entering dormitory areas of the opposite sex during authorized hours is for OFFICIAL BUSINESS ONLY. You will sound off "Male /Female" ON DECK!" so all can hear. Do not enter until cleared by someone in the dormitories. If there is no response after three honest attempts, assume no one is in the area and enter.

6.0 ENCAMPMENT HONOR CODE

6.1 The Encampment Honor Code- *"We will not lie, steal, or cheat, nor tolerate among us anyone who does."* The purpose of the Honor Code is to foster an environment based upon a personal sense of honesty and integrity. Implementation of the Honor Code means you will be trusted to do what is right and must confront those who violate these standards. An honor code violation will result in mandatory counseling with the Commandant of Cadets and possible removal from encampment. If you think a violation has occurred or if you have a question about the Honor Code, talk to your flight commander.

1. **Lying.** Lying is any statement of untruth, which is meant to deceive or mislead. One example of lying is intentionally signing in at an improper time in order to avoid a regulation violation.
2. **Stealing.** Anyone who wrongfully takes, obtains, or withholds someone else's property without their permission, with the intent to temporarily or permanently deprive another of such property, is guilty of stealing.
3. **Cheating.** In essence, cheating is taking unfair advantage of another. Cheating violates the competitive sense of "fair play." An example of cheating at encampment is looking at another cadet's paper when completing an encampment knowledge test.
4. **Toleration.** Toleration means enduring without complaint. If you know a cadet has lied, stolen, or cheated, and you fail to report or confront the matter, you may be guilty of toleration, therefore breaking the honor code.

7.0 RELIGIOUS ACCOMMODATIONS

7.1 Church Services- Services will be held on Sunday at encampment for all faiths. They are optional and if cadets would like to attend they are to let their flight staff know.

7.2 Chaplain Availability- There will be a chaplain for the duration of encampment and is available to talk to upon request by the cadet through a flight staff member. Training officers are also available for guidance and counseling. However, if this is abused, disciplinary action may be taken.

8.0 WARRIOR KNOWLEDGE

8.1 Students should memorize and be familiar with Warrior Knowledge before arriving at Encampment. You will be quizzed throughout each day and graded by the SET staff. When reciting WK you will begin by prefacing with an appropriate title (i.e. Sir, Ma'am, Sergeant). You will then restate the title of knowledge you were asked to recite. Ex. "Sir, the Cadet Honor Code is as follows..."

MILITARY CHAIN OF COMMAND:

Commander-In-Chief:	The Honorable Donald J. Trump
Secretary of Defense:	The Honorable Patrick M. Shanahan
Secretary of the Air Force:	The Honorable Heather A. Wilson
Chairman, Joint Chief of Staff:	General Joseph F. Dunford Jr., USMC
Chief of Staff, USAF:	Gen David L. Goldfein, USAF
Commander, AETC:	Lt Gen Stephen L. Kwast, USAF
Commander, CAP-USAF:	Col Mark A. Wootan, USAF

CIVIL AIR PATROL CHAIN OF COMMAND:

Commander, Civil Air Patrol:	Maj Gen Mark E. Smith, CAP
Vice Commander, Civil Air Patrol:	Brig Gen Edward D. Phelka, CAP
Commander, Great Lakes Region:	Col Matthew R. Creed, CAP
Commander, Ohio Wing:	Col David J. Jennison, CAP
Encampment Commander:	Lt Col David Dlugiewicz, CAP
Encampment Deputy Commander:	Major Scott Glenn, CAP
Commandant of Cadets:	1st Lt Ethan Jacquin, CAP
Cadet Commander:	C/Lt Col Emma Kanning, CAP
Cadet Deputy Commander for Operations:	C/Maj Jacob Tyler, CAP
Cadet Deputy Commander for Support:	C/Maj Ruth Anand, CAP
Cadet Command Chief Master Sergeant:	C/CMSgt Joshua Tyler, CAP

INDIVIDUAL CHAIN OF COMMAND:

Squadron Commander: _____

First Sergeant: _____

Flight Commander: _____

Flight Sergeant: _____

CIVIL AIR PATROL REGIONS:

Civil Air Patrol has 52 wings divided into 8 regions. The regions are:

- Great Lakes Region
- Mid-Atlantic Region
- Pacific Region
- Northeast Region
- Southeast Region
- North Central Region
- Rocky Mountain Region
- South West Region

WINGS OF GREAT LAKES REGION:

- Ohio
- Indiana
- Kentucky
- Michigan
- Wisconsin
- Illinois

APPLICABLE CIVIL AIR PATROL PUBLICATIONS:

- CAPR 60-1: Cadet Program Management
- CAPM 39-1: Uniform Manual
- CAPR 20-1: Organization of Civil Air Patrol
- CAPP 60-33: CAP Drill & Ceremonies
- CAPP 1-2: CAP Guide to Effective Communication
- CAPP 60-70: Cadet Encampment Guide
- CAPP 60-71: Cadet Encampment Handbook
- CAPP 60-15: CPP Implementation Guide
- CAPP 151: Respect on Display

AXIS OF AN AIRPLANE:

Pitch, Yaw, and Roll

ENCAMPMENT HONOR CODE:

“On my honor as a Civil Air Patrol Cadet, I will not lie, cheat, steal, nor tolerate those who do.”

AIR FORCE SONG:

Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em boys, Give 'er the gun! (Give 'er the gun, Hey!)

Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing'll stop the U.S. Air Force!

CADET OATH:

I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation.

AIR FORCE MISSION:

To fly, fight, and win in air, space, and cyberspace.

AIR FORCE MAJOR COMMANDS:

- Air Force Material Command | AFMC
- Pacific Air Forces | PACAF
- Air Force Reserve Command | AFRC
- Air Force Special Operations Command | AFSOC
- Air Force Global Strike Command | AFGSC
- Air Force Air Combat Command | AFACC
- Air Mobility Command | AFAMC
- Air Forces In Europe | AFAFE
- Air Force Education and Training Command | AFETC
- Air Force Space Command | AFSC

AIR FORCE DEFINITION OF LEADERSHIP:

The art of influencing and directing people to accomplish the mission.

CIVIL AIR PATROL FOUNDING DATE:

The Civil Air Patrol was founded on 1 December, 1941

CIVIL AIR PATROL CORE VALUES:

Integrity, Volunteer Service, Excellence, and Respect

AIR FORCE CORE VALUES:

Integrity First, Service Before Self, and Excellence In All We Do

CIVIL AIR PATROL MOTTO:

Semper Vigilans, meaning “Always Vigilant”

CIVIL AIR PATROL'S MISSIONS:

Emergency Services, Aerospace Education, Cadet Programs

CIVIL AIR PATROL FIVE KEY TRAITS OF CADET LIFE:

The uniform, aerospace themes, opportunities to lead, challenge, and fun

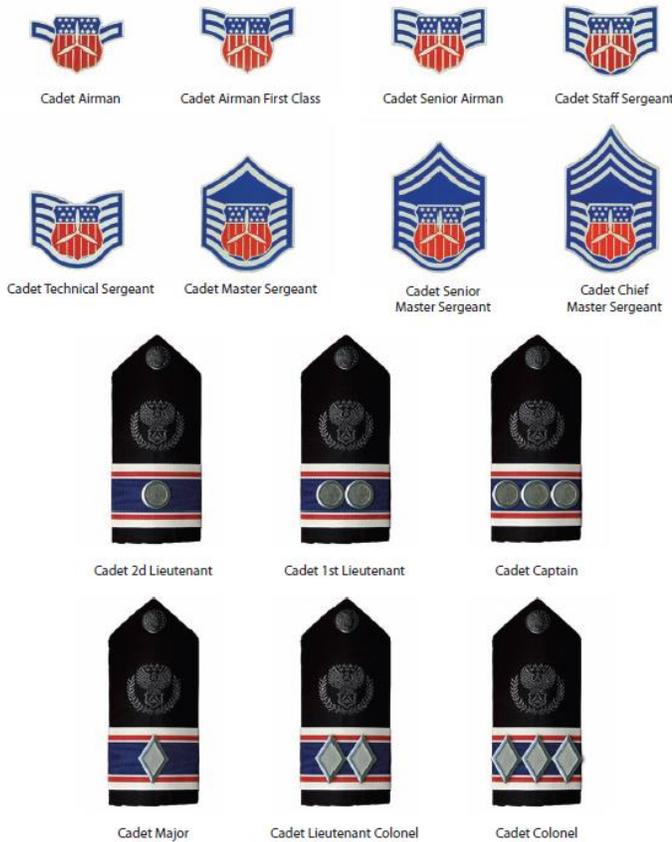
CIVIL AIR PATROL MILESTONE AWARDS:

- Wright Brothers Milestone (C/SSgt)
- Billy Mitchell Milestone (C/2d Lt)
- Amelia Earhart (C/Capt)
- Ira Eaker (C/Lt Col)
- Carl Spaatz (C/Col)

PUBLIC LAW 557:

Public Law 557 made CAP the official auxiliary of the United States Air Force. The 80th Congress passed Public Law 557 on 26 May 1948.

INSIGNIA CHARTS:



Senior Member	CAP	Captain	
Flight Officer		Major (Gold)	
Technical Flight Officer		Lieutenant Colonel	
Senior Flight Officer		Colonel	
Second Lieutenant (Gold)		Brigadier General (Deputy National Commander)	
First Lieutenant		Major General (National Commander)	
SENIOR MEMBER OFFICER GRADES			

SELECTED QUOTATIONS:

“Leadership is intangible; therefore no weapon ever designed can replace it.”

-General Omar N. Bradley, USA

“The power of excellence is overwhelming. It is always in demand, and nobody cares about its color.”

-General Daniel S. “Chappie” James, USAF

“Attitude is the little thing that makes a big difference.”

-Winston Churchill

“We will always remember. We will always be proud. We will always be prepared, so we will always be free.”

-Ronald Reagan, 40th President of the United States

9.0 ENCAMPMENT CHAIN OF COMMAND DESCRIPTIONS

9.1 Flight Sergeant- The flight sergeant (Flt/Sgt) is directly responsible for the personal implementation of the encampment training program. The Flt/Sgt reports to the Flt/CC and receives advice and instruction from the First Sergeant.

9.2 First Sergeant- The first sergeant (C/CCF) is responsible for ensuring that the non-commissioned officers of the squadron are familiar with their duties and responsibilities. The C/CCF reports to the Sq/CC and receives advice and instruction from the Command Chief.

9.3 Flight Commander- The flight commander (Flt/CC) is primarily responsible for the implementation of the encampment training. The Flt/CC directly reports to the Sq/CC.

9.4 Squadron Commander- The squadron commander (Sq/CC) is responsible for the coordination, control and direction of the encampment program within their units. This includes academic, physical fitness and general training objectives.

9.5 Command Chief Master Sergeant- The command chief master sergeant (C/CCC) is responsible for ensuring that the NCOs of the encampment are familiar with their duties and responsibilities. The Command Chief reports to the C/CC, representing the interests of the staff cadet NCOs, as a member of the command staff.

9.6 Cadet Deputy Commander for Support- The cadet deputy commander of support (C/CDS) is primarily responsible for coordinating, controlling and directing the support activities of the encampment. The C/CDS manages and leads the support staff OICs. The C/CDS reports to the C/CC.

9.7 Cadet Deputy Commander for Operations-The cadet deputy commander of operations (C/CDO) is primarily responsible for coordinating and implementing the encampment training, outside the scope of the training staff. The C/CDO directly reports to the C/CC for the training and performance of all line staff at the encampment.

9.8 Cadet Commander- The cadet commander (C/CC) is responsible for the implementation and conduct of the encampment program. The Commandant of Cadets supervises the C/CC during the encampment.

9.9 Commandant of Cadets- The commandant of cadets (CDC) implements, controls, and evaluates training activities for cadets. The COC reports directly to the encampment commander.

9.11 Deputy Commander of Support- The deputy commander (CDS) is the encampment commander's right hand, aiding them with encampment site preparation, staff decisions, senior supervision and any additional tasks assigned to them by the commander.

9.12 Encampment Commander-The Encampment Commander (CC) is responsible for the overall administration, operation, and training program of the encampment. In addition, responsibility for the actions of all CAP personnel attending the encampment and their compliance with both CAP directives and instructions issued by the installation are the encampment commander's.

10.0 UNIFORM AND APPEARANCE

10.1 Grooming Standards. All members of CAP must be well groomed and assure that their personal appearance at all times reflects proper credit upon themselves and CAP. The established grooming standards are published in CAPM 39-1.

10.2 General Appearance. Cadets will be in proper uniform at all times. Cadets are expected to maintain a high standard of appearance. Uniforms will be neat and clean at all times. All buttons with the exception of the neck button will be buttoned. No items will be carried in shirt pockets except for CAPID Card and OI. Uniforms will be worn in accordance with CAPM 39-1.

10.3 Uniforms. The uniform combinations to be worn during encampment are outlined on the encampment equipment list.

1. Short Sleeve Blues Uniform (Blues). Consult your CAPM 39-1 and Encampment workbook for a complete description. For the purposes of standardization, females may wear only slacks. Pumps will NOT be worn.
2. Airman Battle Uniform/Battle Dress Uniform (ABU/BDU). The utility uniform. You will wear this uniform for most of the encampment. Consult your CAPM 39-1 for a complete description.
3. Physical Training Uniform.
 - a. Black or Encampment T-shirt
 - b. Black athletic shorts
 - c. Gym socks, white or black
 - d. Athletic shoes
 - e. Athletic supporter/Bra (as appropriate)

11.0 DORMITORY PROCEDURES

11.1 Cadets will be familiar with all items on the flight bulletin board, if available.

11.2 Cadets will move to the side and stand at attention in passageways to allow staff officers to pass and parade rest for staff NCOs. Cadets will not come to attention on stairways, (for safety reasons) but will allow staff members to pass, following customs and courtesies nonetheless.

11.3 Unnecessary noise will not be permitted in the dormitories at any time.

11.4 Dormitory areas will be kept clean and in inspection order between the hours of 0600 and 2030 daily. 'Inspection order' means free from dirt and with clothing, beds and other material in accordance with SET standards.

11.5 Cadets will sleep in a head-to-toe arrangement to minimize the spread of illnesses. This means bunkmates face opposite directions. You will be instructed on this when you receive your bunk assignment.

11.6 Cadets must sleep in their own beds, between the sheets. You will remain in your bed between Taps (lights out) and Reveille with the exception of using the restroom or an emergency.

11.7 There will be **NO talking after lights out**. If cadets must leave their bunks to use the latrine they will use the latrine and proceed directly back to their beds.

11.8 Cadets will be familiar with SET prescribed procedures found later in this section.

11.9 Scores from daily inspections will be posted on the doors to the respective rooms. Make note of any comments left by the SET team.

11.10 If there are any questions or concerns about your score, please discuss this with your flight staff.

11.11 Students are not permitted to close the doors to their rooms after they leave since this may lead to inadvertent locking.

11.12 Cadets will turn lights off when leaving the room.

11.13 Windows are to remain closed at all times unless specifically instructed by staff to open them.

11.14.1 Name Tags.

11.14.1.1 All beds, wall lockers, desks, and doors will be designated using name tags. All name tags will be completed using the following format:

1. CAPID
2. Last, First – CAP Grade
3. Squadron, Flight

11.14.1.2 Any bed, wall locker, or desk without a properly displayed and formatted name tag will receive a failing score. Name Tags will be placed as such:

1. On top of your desk, grounded to the top right corner
2. On your bunk, grounded to the head. If the wall locker impedes vision of the tag, ground it to the foot of the bed instead.
3. On your wall locker, grounded to the top left corner, parallel to the floor.
4. On your door. The name tags will be centered on the door, 1 inch under the knot. The name tags will be ordered in alphabetical order by last name and will have 1 inch of space between each name tag.

11.14.2 Bunk.

11.14.2.1 Cadets will sleep head to toe. Beds will be pulled 6 inches from the wall in either direction. The mattress will be flush at the head of the bed. Bed rails will be kept clean and free of dust. Both sides of the mattress will be considered subject to inspection.

11.14.2.2 Bottom Sheet. Drape evenly over the width of the mattress. Tuck any extra material underneath the mattress. Sheet should be pulled taut over the entire width of the mattress.

11.14.2.3 Top Sheet. Drape evenly over the width of the mattress so that the top edge of the sheet is approximately 6 inches from the head of the mattress. Tuck excess under the foot of the bed.

11.14.2.4 Blanket. Drape evenly over the width of the mattress so that the top edge of the blanket is approximately 6 inches from the head of the mattress. Tuck excess blanket under the foot of the bed. Make hospital corners with both the sheet and blanket, together.

11.14.2.5 Hospital Corners. First, grasp the side of the sheet approximately 12 inches from the corner in which the hospital corner will be made. Pull the sheet at a 45-degree angle from the corner and tuck excess underneath the mattress. Next, grasp the 45-degree angle and without changing its shape, bring it down and tuck underneath mattress. After tucked, smooth and tighten to the conformity of mattress. Hospital corners need only to be made at the foot of the bed.

11.14.2.6 White Collar. Fold the top sheet and blanket over together to form a 6-inch white collar. Fold both over again so that the top of the collar is 18 inches from the head of the mattress. Tuck excess material underneath the mattress, including the collar itself. After tucked, smooth and tighten to the conformity of mattress.

11.14.2.7 Pillow and Pillowcase. Put pillow inside the case and place on the bed, open side to the right with the excess material neatly folded underneath, flush with the head of the bed, and centered on the width of the mattress.

11.14.2.8 Laundry Bag. The laundry bag will remain closed and pulled tight when not in use. The bag will be hung from the bedpost at the foot of the bed and tucked underneath the bed.

11.14.3 Shoes.

11.14.3.1 Keep all shoes clean, dry, shined, and serviceable. If an item becomes unserviceable, notify a member of your flight staff. Tightly lace all shoes/boots not being used. “Tightly laced” shoelaces will be pulled closed as tightly as possible without being tied. Loosely lace one pair of athletic shoes before lights out. “Loosely laced” shoes allow you to easily slide your foot into the shoe in the case of emergency. Tuck excess laces inside the shoe, out of sight.

11.14.3.2 Order of Display. Cadets will place their shoes under the bed with the fronts grounded to an imaginary line parallel to the side of the bed. If in a bunk bed, the top bunk cadet will align their shoes to the left of the bottom bunk cadet’s shoes. The first pair of shoes will be grounded to the head bedpost as close as possible, without protruding from underneath the bed. Shoes will be placed in the following order:

1. Combat Boots
2. Low quarters
3. Athletic Shoes

11.14.3.3 Alignment. Ensure that the toes of shoes are grounded at the fronts. Keep shoes as perpendicular to the imaginary line as possible. Leave a space when wearing a pair of shoes.

11.14.4 Folding/Rolling Procedures.

11.14.4.1 Displayed items must be worn; they are not for display purposes only. You must properly size all items from top to bottom to front of drawer to back. Remove loose tags or strings. Do not remove sewn in tags. Do not starch drawer items. If you do not have an item for display, leave a space where the item would have been displayed.

11.14.4.2 Socks. Roll all socks in the following manner:

1. Roll socks in pairs

2. Lay a pair of socks (right side out), one on top of the other with the open end away from you, and one sock offset by two inches.



3. Starting with the toes, tightly roll towards open end.
4. Fold the open end of bottom sock back over the entire roll securing it.
5. The open end of the socks will be flat with no excess sticking out past the roll.



11.14.4.3 T-shirts. T-Shirts will be folded as follows:

1. Lay the T-shirt flat with the collar down and to your right. Ensure edges are even.
2. Fold the shirt in half. Start with the side closest to you and fold away from you.



3. Fold the sleeves towards you until the shirt forms a rectangle.



4. Starting from the side furthest way from you, fold the T-shirt in half towards you.

5. Tightly roll the t-shirt starting from the waist towards the collar. Ensure you keep edges even.



11.14.4.4 Shorts and Underwear.

1. Lay flat with the front down, waistband away from you.



2. Fold in half from crotch to waistband. Fold in half from leg openings to waistband. Crotch should be even with the top of waistband. Fold excess over to make top even.



3. Square by folding the sides neatly to the center.



4. Starting with the left side, fold in equal thirds from left to right. Ensure you keep edges even as you fold. Excess material may be tucked in to square the edges.



5. When folded properly (with the front facing up), there will be a single fold on the left. The open end will be to the right. Edges will be even.



11.14.4.5 Bras. Bras will be folded as follows:

1. Place one cup inside the other cup. Make sure the single fold is on the left.

2. Tuck the straps and the back of the bra completely inside the cups.

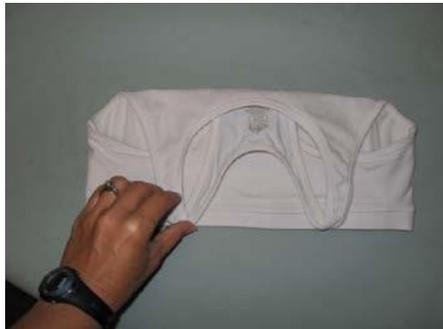


11.14.4.6 Sports Bras. Sports bras will be folded as follows:

1. Lay the bra flat with the front down and the straps away from you.



2. Fold the straps down until flush with the bottom edge of the bra.



3. Fold the bra from left to right, keeping all edges even. Single fold will face the left.



11.14.5 Wall Locker.

11.14.5.1 Keep the wall locker clean and dust free. Keep all items clean, dry, pressed, folded, serviceable, and displayed properly. Display items as worn (zipped, snapped, buttoned, pressed, etc.), unless otherwise directed. Display items right side out.

11.14.5.2 Hangar Management. Hang all hangars with the open end of the hook facing the rear of the wall locker. Hang all items separately. Hang all items with the left sleeve facing you. No more than three “extra” hangars per cadet are authorized. These hangars should be used for replacement purposes or to display the uniform of the day. Display extra hangars as one, grounded to the left wall of the wall locker, consider them as part of the wall itself. Space all other hangars with 1 ½ inches of space between each hangar, or the wall.

11.14.5.3 Top Shelf.

1. Flight Cap. Place on shelf with the front of the cap 2 inches from the front edge of the shelf. The flight cap will be spaced 2 inches from the wall.

2. ABU/BDU Cap. Place the front of the bill 2 inches from the front edge of the shelf. Ensure there are no wrinkles or creases in the cap. The cap should be spaced 2 inches from the flight cap.

3. Blues Belt. Wrap belt tightly with buckle facing outwards and the open end of the buckle pointing to the left. Place the belt with the buckle facing you 2 inches away from the front edge of the shelf, and 2 inches from the ABU/BDU cap.

4. ABU/BDU Belt. Wrap the belt in the same manner as the blues belt. Place the belt with the buckle facing towards you 2 inches from the front edge of the shelf, and two inches from the blues belt.

5. Blues Uniform Items. All accoutrements for the blues uniform will be displayed in the following order: Nametag, Ribbons, Insignia. Place the nametag 2 inches and parallel to the front edge of the shelf. Place the ribbon rack parallel to, and 2 inches behind the nametag. Place the insignia parallel and two inches above the ribbon rack. The insignia will have ½ inch between them. Any other badges or accoutrements will be placed 2 inches above and parallel to the insignia, centered (or spaced evenly, if multiple items are being displayed).

11.14.5.4 Top Drawer.

1. Underwear. Place folded underwear so that it is grounded to the bottom left corner of the drawer with the waistband opening facing the top of the drawer. The next additional pair being displayed will be placed above and grounded to the first pair. The next two pairs will be placed to the right of, and grounded to, the first row. All subsequent pairs will be stacked neatly on top of the original rows.

2. Boot Socks. Place rolled pairs of socks grounded to the front edge of the shelf and right edge of underwear. The opening of the sock will face the front of the drawer. Display no more than three socks in a row extending towards the top of the drawer before beginning a new one. Place new row such that it is grounded to the original row.

3. Blues Socks. Place rolled pairs of socks grounded to the front edge of the shelf and right edge of boot socks. The opening of the sock will face the front of the drawer. Display no more than three pairs of socks in a row.

4. Athletic Socks. Place rolled pairs of socks grounded to the front edge of the shelf and right edge of blues socks. The opening of the sock will face the front of the drawer. Display no more than three pairs of socks in a row extending towards the top of the drawer before beginning a new one. Place new row such that it is grounded to original row.

5. (Females Only) Bras. Place folded bras with the bottom of the garment grounded to the front edge of the drawer, and to the right edge of athletic socks. Place a second garment above and grounded to the first. Stack any subsequent garments on top of the original row.

11.14.5.5 Bottom Drawer.

1. ABU/BDU Shirts. Ground the first shirt to the front edge and left wall of the drawer with the “flap” edge facing down. Place shirts in no more than three rows of three shirts. Shirts will be grounded to each other.

2. White Shirts. Ground the first shirt to the front edge of the drawer and right edge of ABU/BDU shirts with the “flap” edge facing down. Place shirts in no more than one row of three shirts. Shirts will be grounded to each other and the right edge of the ABU/BDU shirts.

3. Athletic Shirts. Ground the first shirt to the front edge of the drawer and right edge of white shirts with the “flap” edge facing down. Place shirts in no more than three rows of three shirts. Shirts will be grounded to each other.

4. Athletic Shorts. Ground the first pair of shorts to the front edge of the drawer and right edge of athletic shirts with the waistband facing the top of the drawer. Place shorts in no more than two rows of two shirts, stacking if extra pairs must be stored. Shorts will be grounded to each other.

11.14.6 Desk.

11.14.6.1 Keep the desk clean and dust free. Display a can of shoe polish, grounded to the top right corner of the desk, underneath your nametag. All other parts of your shoe shine kit will be kept in your luggage. Your ruler will be grounded to the right edge of the desk and the bottom of the shoe polish. No other items are permitted to be on the desk for inspection purposes, however the desk may be used normally during SOP or personal time.

11.14.6.2 Desk Drawer. All items displayed in drawer will be dry and free from residue. All toiletries will be laid flat and grounded to each subsequent item in the drawer, following the other below. No other items will be displayed in the desk drawer.

1. Shaving cream. Display with cap toward the back of the drawer and the spout towards the right side of the drawer.

2. Shaving razor. Display with the blade (head) down, toward the front of the drawer and grounded to the front of the drawer

3. Shampoo. Display with the cap facing the back of the drawer.

4. Soap Dish/Container. Bar soap stored in soap dish with cover as applicable.

5. Toothbrush/Case. Display with head of brush toward the back of the drawer and bristles facing upward. Toothbrush will be stored in toothbrush case as applicable.

6. Toothpaste. Cap toward the back of the drawer.

7. Deodorant. Top toward the back of the drawer.

8. Hairbrush. Displayed with the handle end towards the front of the drawer and bristles end towards the back of the drawer. Bristles will face up when applicable. Will not contain excessive amounts of hair between bristles.

9. Comb. Displayed with the handle towards the left side of the drawer and the teeth pointing towards the right side of the drawer.

11.14.7 Bathrooms, Extra Luggage, and Miscellaneous Items.

11.14.7.1 Bathrooms. When not in use, all bathroom lights and fans will be turned off, with the bathroom door remaining closed. The shower curtain will be pulled evenly across the bar. The toilet will be flushed, and the lid will be closed. No extra items will be kept in the bathroom.

11.14.7.1.1 Towels. Towels will be folded along the long edge evenly and draped over the provided towel rack. No more than two towels per rack is permitted.

11.14.7.1.2 Trash Bag. The provided trash bag will be tied to the bottom most towel rack, grounded to the left edge.

11.14.7.2 Extra Luggage. All extra luggage will be closed and placed such that it is grounded to the wall and head of the bed. Additional luggage pieces will be grounded to the left of the first item against the wall.

11.14.7.3 Miscellaneous Clothes. All other clothing items not specifically prescribed to be on display will be kept in your luggage.

11.14.7.4 Personal Drawer. All students will be allowed to use the bottom most drawer of the desk as a personal drawer. The items that may be stored in this drawer include other hygiene and miscellaneous items not already stored such as hairspray and other hair materials (bobby pins, hair ties, etc), shower shoes, and any other personal accoutrements. This drawer will not be graded but is subject to visual inspection.

12.0 CUSTOMS AND COURTESIES

12.1 Cadets will briskly and silently remove headgear with their right hand immediately upon entry into a building or under a canopy or cover. Headgear is not worn indoors or on a flight line. Headgear is worn under awnings, covered walkways, and covered porches. For the purposes of this activity, vehicles will be considered “indoors,” and so the cover will be removed.

12.2 At no time shall any cadet walk on the grass unless within the flight or directed to do so by a staff member.

12.3 When you meet an officer outdoors, you must salute and issue a verbal greeting appropriate for the time of day. If both of your hands are full, you will not attempt to salute, but will still issue an appropriate verbal greeting. An appropriate verbal greeting means saying “Good Morning”, “Good Afternoon”, or “Good Evening”, for example. Morning shall be defined as any time before between 0000 until 1159, afternoon is any time between 1200 and 1759, and evening is between 1700 and 2359. You may, however, modify your greeting within good taste. Outdoors includes awnings, porches, and covered walkways.

12.4 All cadets may attend the religious service of their faith on the appropriate day.

12.5 All cadet and senior member officers will be addressed as “Sir” or “Ma’am”, accordingly. Additionally, all staff will be addressed by their title, e.g., “Sergeant Jones” or “Colonel Smith.

12.6 When attending classes and tours, you will treat instructors with the utmost courtesy and respect, regardless of rank and whether they are in CAP, the military, or are civilians. They will be addressed as sir, ma’am, or sergeant or with the appropriate title and last name (rank and name or Mr. /Mrs. and last name), unless they instruct you otherwise.

12.7 Students will stand at attention when addressing or being addressed by a staff member unless the staff member directs otherwise.

12.8 Students will not be seated in classrooms until directed to do so.

12.9 Reporting procedures. Knock once at the door and wait for instructions to enter. Position yourself two paces from the officer or the desk. Salute and report: Cadet (your grade and name) reporting as ordered, Sir/Ma'am/Sergeant. Drop your salute after it has been returned. Converse professionally, using the proper courtesies. When your business is completed, salute, wait to have your salute returned, execute a facing movement (left, right or about) toward the exit and depart.

12.10 A salute will not be rendered indoors except when reporting. Instead, offer the appropriate verbal greeting. *“Good Morning, Ma’am”, Good Afternoon, Sergeant”, etc.*

13.0 FIRE PROCEDURES

13.1 If the fire alarm sounds or if a fire threat is imminent, do the following:

1. Pull the blanket off your bed and exit the building immediately. Once outside, wrap yourself with the blanket and fall into formation.
2. If the alarm sounds during the night, don't attempt to put your uniform on. Pull your PT shoes on and exit the building into formation.
3. Always wear PT shorts and a T-shirt when sleeping in the barracks in case you must leave the building because of fire.

14.0 DFAC PROCEDURES

14.1 The Dining Facility (DFAC) serves a nutritious, balanced diet designed for active cadets. Cadets are required to eat three meals a day. Cadets will not remove any food from the DFAC or lunch. Cadets are still expected to render proper customs and courtesies at the proper times.

14.2 Moving through the DFAC.

14.2.1 All cadets will file into the dining hall in a column of files. When the line halts, cadets will assume the position of parade rest. Before moving forward, cadets will come to attention, march forward, and again assume parade rest. Cadets will come to the position of attention when addressed by staff members.

14.2.2 When in the serving line, cadets will sidestep (heels together when halted). Cadets will not square corners when holding a tray. (Cadets will square corners on un-carpeted areas when unencumbered).

14.3 After receiving trays of food, cadets will proceed to the most distant vacant chair on the designated area of the dining hall. Cadets will not start a new table until the current open table is filled.

14.4 Cadets will store covers or flight caps underneath their chair. Covers will be placed with the bill facing the table, flight caps will be placed so that the hat device is towards the table and the opening is to the cadets left. Further items will be placed under the table, underneath the cover. Notebooks and binders

will be placed so that the binding is pointing to the cadets left. Road guard vests will be folded neatly and placed at the very bottom of the pile. Cadets will not put items other than food (hats, road guard vests, binders, etc.) on the table.

14.5 Only one hand will be used for eating. The other will be kept in lap except when cutting meat or buttering bread, etc.

14.6 No cadet will be denied any portion of his/her meal. Take what you want; eat what you take. Seconds may be obtained only after completion of first helping and with permission from your cadet staff.

14.7 Cadets are expected to eat and maintain a properly balanced daily diet. Cadets will consume at least two glasses of water during each meal. Cadets will not consume carbonated beverages or desserts unless specifically authorized.

15.0 CLASSROOM PROCEDURES

15.1 Cadets will file into the classroom in a column of files. Cadets will follow the directions of their staff members to where they will be sitting for the duration of the class session.

15.2 Cadets will not sit down immediately but stand at attention or parade rest until further instruction is given by staff members or the class instructor.

15.3 During classes cadets will give full instruction to the instructor. Cadets may also hydrate freely and use the bathroom by asking their flight staff (NOT THE CLASS INSTRUCTOR).

15.4 To exit the classroom cadets will file out row-by-row, squaring their corners and proceeding outside and will await further instruction by their flight staff.

16.0 PHYSICAL TRAINING

16.1 Physical Training- PT is an integral part of the Encampment experience. PT will occur daily and consist of various activities similar to those cadets might conduct at your home squadron. It has a three-fold purpose:

1. It helps to maintain health and well-being.
2. It builds teamwork.
3. It allows staff to evaluate the flight's physical condition.

16.2 Conducting PT- During encampment you may perform PT with your flight or squadron. Your cadet staff will conduct the exercises as follows:

1. The staff member will announce: "*The first(next) exercise of the day will be [name of exercise].*" Cadets will echo the name of the exercise.
2. The staff member will announce: "*It is a ___-count exercise.*"
3. The staff member will then announce: "*Starting position is..... Starting Position, MOVE!*" Cadets will immediately assume the correct position.
4. The staff member will then give the command "*Ready, BEGIN!*" Cadets and staff will start performing the exercise.
5. The staff member will call the cadence. At the end of each repetition the cadets will sound off

with the number of repetitions completed.

6. At the completion of all repetitions, the staff member will command “*RECOVER,*” and cadets will return to the position of attention and reply “*AIRPOWER!*”

17.0 ENCAMPMENT AWARDS

17.1 Encampment Individual Awards

1. **Outstanding Cadet Support NCO-** Awarded to a cadet NCO on support staff that has demonstrated going above and beyond what their position requires of them and has shown outstanding work ethic and professionalism throughout the duration of encampment.
2. **Outstanding Cadet Support Officer-** Awarded to a cadet officer on support staff that has demonstrated going above and beyond what their position requires and has successfully led and mentored their team throughout the duration of encampment.
3. **Outstanding Line NCO-** Awarded to an NCO on line staff that has been an exemplary role model to their cadets through training and professionalism, and has aided encampment beyond simply training cadets
4. **Outstanding Line Officer-** Awarded to an officer on line staff that has been an exemplary role model to their cadets and subordinate staff members through training, mentoring, and professionalism, and has gone above and beyond their job description.
5. **Academic Cadet-** Awarded to a basic cadet that has demonstrated consistent and superior excellence in the academic areas of encampment.
6. **Most Improved Cadet-** Awarded to a basic cadet that has shown the most growth and improvement in performance, attitude, and professionalism over the duration of the encampment.
7. **Honor Cadet Award-** Awarded to a basic cadet that has shown the highest level of performance at encampment and has not only improved themselves but has also aided their own flight or squadron.
8. **Outstanding Training Officer -** Awarded to a training officer that has been an exemplary role model to their cadets and subordinate staff members through training, mentoring, and professionalism, and has gone above and beyond their job description.
9. **Outstanding Support Officer -** Awarded to a senior member on support staff that has demonstrated going above and beyond what their position requires and has successfully led and mentored their team throughout the duration of encampment.

17.2 Daily Group Awards

1. **Honor Flight-** Given to the flight who has demonstrated the highest level of performance and motivation for the day at encampment.
2. **Warrior Flight -** Awarded to the flight that has been the most motivated at encampment and has shown resilience after any setbacks they may have had.
3. **Honor Squadron-** Given to the squadron who has demonstrated the highest level of performance and motivation for the day at encampment.

17.3 Encampment Group Awards

1. **Warrior Flight-** Awarded to the flight that has been the most motivated at encampment and has shown resilience after any setbacks they may have had.
2. **Honor Flight-** Awarded to the flight who has demonstrated the highest level of performance and professionalism throughout the duration of encampment.
3. **Honor Squadron -** Awarded to the squadron who has demonstrated the highest level of performance and professionalism throughout the duration of encampment.

18.0 ENCAMPMENT REQUIREMENTS

18.1 Leadership (Minimum 20 hours)

1. To infuse the cadets with the “warrior spirit” – an attitude of self-determination backed up by the discipline needed to achieve one’s goals
2. To consistently demonstrate proper wear of the uniform, drill and ceremonies, and military customs and courtesies.
3. To impress upon the cadets the team’s potential to accomplish more than the individual
4. To educate cadets on leadership’s academic foundations so that they begin to conceive of leadership as an activity requiring thoughtful reflection.

18.2 Aerospace (Minimum 10 hours)

1. To spark enthusiasm for aerospace topics among cadets, through hands-on activities and experiential learning.
2. To introduce cadets to aerospace career opportunities, especially those relating to science, technology, engineering, and math (STEM), and Air Force careers in general.
3. To comprehend basic scientific principles in the aerospace field, and to enable cadets to visualize how professionals apply that knowledge in the real world
4. To begin to comprehend airpower’s unique capabilities and to develop a sense of what the Air Force calls “airmindedness”

18.3 Fitness (Minimum 8 hours)

1. To motivate cadets to regard regular exercise as a duty of the cadet lifestyle
2. To train cadets in safe ways to exercise properly
3. To comprehend how basic nutrition, proper hydration, and regular exercise affect a cadet’s personal energy levels and the ability to achieve his or her goals.
4. To use fitness activities, games, drills, sports, etc., as vehicles for teamwork and camaraderie

18.4 Character (Minimum 4 hours)

1. To solidify cadets’ knowledge of the Core Values – the vocabulary, their need as guideposts, and examples of how the Core Values apply to real life scenarios
2. To equip cadets with practical skills for becoming a Core Values leader in their daily lives
3. To demonstrate to cadets that heroes they respect live according to a personal code of honor, and to inspire cadets to commit to the Core Values as a way of life
4. To promote the habit of self-reflection as a tool for character development and maintenance

There is only one sort of discipline, perfect discipline.

-General George S. Patton