

TRI-WING ENCAMPMENT

1st Training Wing

Pre-Encampment Guide



Tri-Wing Encampment
United States Air Force Auxiliary
Civil Air Patrol

July 2019

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1.0 MISSION AND PURPOSE

1.1 The mission of a cadet attending this encampment is:

1. To develop an awareness of the missions of the Civil Air Patrol and The United States Air Force
2. To expand the development of his/her leadership potential
3. To nourish an adherence to the Cadet Oath and an increasing respect for CAP's core values.
4. To create a memorable, fun, and educational experience that will propel the cadet into future success through the skills they develop.

1.2 The purpose of the Basic Encampment is to provide the cadets with a foundation from which to build upon their Civil Air Patrol careers. 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, and interpersonal skills
4. Learn how to overcome challenges and succeed through critical thinking
5. Enhance their local unit's Cadet Program
6. Aid in retention and motivation
7. Receive an introduction to the military-style training of the Civil Air Patrol
8. Build self-confidence
9. Experience esprit de corps and the warrior spirit
10. Enhance soft skills and introduce the cadet to possible career opportunities

2.0 TRAVEL AND CHECK IN INFORMATION

2.1 In-Processing:

1. Report in on July 21st, 2019
2. Arrival time is 0900
3. Report to Camp Fretterd in BDUs/ABUs
 - a. Camp Fretterd is located just outside of Reisterstown, MD. The entrance to the Camp is on MD Route 30/Hanover Rd, just south of Glen Falls Road.
 - b. The Address is: **5600 Rue Saint Lo Drive, Reisterstown MD**
 - c. The driver of the car must have their driver's licence to present to the guards upon arrival to the gate
2. After going through the gate, continue down the road until you see two tanks tanks on your right. You will turn on to the road in between the two tanks and you will be approaching **Omaha Circle**. Continue to the entrance of the circle where a cadre member will direct you. After entering the circle please remain on the left side of the road as the right will be used for exiting

or parking traffic. (During this time the circle will be one way)

3. **CADETS WITHOUT MEDICATION:** Stop at the drop off area and unload luggage in the designated location. Cadets will report to check in at Division Hall. Parents will say their goodbyes at this time and will continue to exit the circle unless instructed otherwise by a cadre member. Cadets will line up to report to the personnel cadre conducting check-in. After check-in is complete cadets will be directed to their barracks immediately.
4. **CADETS WITH MEDICATION:** Continue to the Parking Lot where both cadets and parents will report to Division Hall. Cadets and parents will line up to report to the personnel cadre conducting check-in. After check-in both cadets and parents will be directed to report to the Medical Station. Cadets will turn in ALL medication to the Health Services staff (so make sure not to pack it in your luggage) and clarify any medical issues. All medications need to be in their original container with the appropriate amount for the week of encampment. Parents are required to leave after saying their goodbyes as their cadet will be moved to their barracks immediately.
5. **ALL CADETS:** Upon arrival cadets will need to have their signed **honor agreement** ready to turn in.
6. Map of route once you arrive on base.



3.0 SAMPLE SCHEDULE

3.1 Schedule The following is a sample of what a typical day at encampment will be like. There will be many differences from day-to-day as the training requirements and activities change each day. (The schedule will be completely managed by the flight staff)

Reveille/Wake Up: UNIFORM PT
PT

Cadets will do push ups, sit ups, jumping jacks, a run, and many other exercises; medical concerns should be addressed prior to the activities in the required paperwork.

Personal Time

Cadets have time to change, tidy up their room, and prepare their equipment for the day's activities.

Morning Formation; UNIFORM BDUs/ABUs/Short Sleeve Blues

Breakfast and Flight Time

Encampment-Wide Briefings and Flight Time

Cadets will have time to prepare for inspections with their flight and attend classes that teach leadership, aerospace education, and Civil Air Patrol & United State Air Force general knowledge.

Lunch and Flight Time

Drill Practice

Cadets will learn basic stationary drill up to advanced marching drill as a flight

Extended afternoon activity

This can range from orientation helicopter flights to obstacle courses

Evening Formation

Dinner

Flight Time

Volleyball; UNIFORM PT

Personal Time

Taps/Lights Out

Throughout the day, cadets will be inspected on their Operating Instructions (OI) memory work, drill, and uniform.

4.0 ENCAMPMENT MEDICAL INFORMATION

4.1 Submitting Record of Medications to Health Services During in-processing, record of all medications will be given to health services cadre. All medications will be turned in and remain with the cadets' flight Training Officers until required. The exceptions are rescue inhalers, epinephrine auto-injectors, and glucagon that will be carried on the cadet at all times.

4.2 Taking of Medications Cadets are responsible for letting their respective flight staff know when they need to take their medications. Except as noted above, medications will be kept by the cadet's Training Officer. The Training Officer is a CAP Senior Member who is assigned to the cadet's flight. They will ensure the medication is available to the cadet, but it is the cadet's responsibility to take it. Medications that require refrigeration will be kept in Med Bay and arrangements will be made for the cadet to access the medication.

4.3 Medical Care Health Services cadre will be on site at encampment 24 hours a day, everyday of the encampment. Medics are assigned to each flight and the Maryland Defense Force will be providing medical professionals for encampment (i.e. nurses and doctors). Should a cadet need emergency care, health services cadre will be on hand and transportation to a nearby medical facility will be provided. If

a cadet needs to see a health services cadre member they should ask their flight cadre. Cadets are expected to only seek medical services assistance when it is necessary; excessive and unnecessary medical leave may cause a cadet to be unable to graduate.

4.4 Heat Injury Due to the encampments conditions (high physical activity, high temperatures), it is imperative that everyone take measures to ensure the risk of heat injury stays low. Everyone is expected to stay constantly hydrated and eat each meal. Cadets are expected to eat full meals. Flight cadre will be looking out for cadets to ensure the training environment is a safe and productive one. Cadre members know the signs of heat stress, how to identify them quickly before the condition worsens and how to treat them. Cadets are to look out for their flight mates to ensure high accountability. Regular Operation Risk Management will be done by the cadet staff. Cadet activities will be adapted as necessary to accommodate for the temperature.

4.5 Blisters Blisters are possibly the most common injury at encampment but are also the most preventable injury at encampment. Dress shoes, boots, and tennis shoes should be broken in prior to encampment to prevent blisters as these make it very uncomfortable to walk (and there is a lot of walking). Moleskin is on the packing list to treat blisters and hot spots as they arise. Training officers and medics carry the supplies and know how to treat blisters. There will be mandatory feet checks done every night before lights out, to be completed by the training officers and medics to help prevent blisters.

4.6 Medical History The medical forms that must be completed prior to encampment should be thoroughly and accurately filled out. The more information we have about any pre-existing or prior medical conditions, the more prepared the medical cadre can be to treat/look out for them. Most medical concerns can be accommodated.

5.0 PROGRESSIVE 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 immediate expulsion from the Encampment.** Class B offenses are lesser infractions that may result in the assessment of lesser disciplinary actions, such as litter patrol, barracks clean up, etc. The Cadet and Senior staff reserve the right to adjudicate and enforce any and all offenses and the Encampment Commander's decision is final in case of any dispute.

5.2 DISCIPLINARY CLASS SYSTEM

CLASS A OFFENSES:

(Includes but are not limited to)

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 and bullying.
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 (absent without leave) 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:

5.2.1 Violation Process for Class B Offenses

First Violation: Verbal Warning/Retraining (Line-Cadre)

Second Violation: Documented: informal Counseling/Mentoring with the Squadron Commander and Cadet Deputy Commander for Operations A disciplinary action may be taken at this point (ex. Barracks clean up).

Third Violation: Documented Formal Counseling with the Commandant and Cadet Commander.

5.2.2 List of Class B Offenses

(Includes but are not limited to)

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.
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. Conduct unbecoming of a Civil Air Patrol Cadet

5.3 Cadet Restrictions

1. Cadets will not engage in conversation with any other cadet outside of his/her assigned flight except in accomplishment of official and authorized business.
2. Cadets will not leave the barracks area at any time except when authorized. Cadets will march and square corners when in formation.
3. Sunglasses will not be worn in uniform unless the Medical Officer or a designated representative authorizes them.

4. Personal stereos, cell phones, pagers, alarm clock radios, televisions, walkmans, watches, CD players, or any electronic device will not be used during the encampment and will be turned in at check-in.
5. Barracks areas of members of the opposite sex are prohibited from 2130 to 0700 hours for all personnel. Entering barrack 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. The response that will be given is “ALL CLEAR”. Do not enter until cleared by someone in the barracks. If there is no response after three honest attempts, assume no one is in the area and enter.

5.4 Strike System

1. Strike - A formal reprimand that is conducted after a cadre member or student has failed to meet expectations or commits any level of offense. This will include a verbal conversation along with the completion of the TWE Counseling Form for documentation purposes.
2. A strike must - Be filed through a TWE Counseling form and submitted to the XO for record. During the process the form must be signed by the administer and recipient. The meeting must have at least 3 personnel present (recipient, administer, and one other). The recipient must be reminded of their ability to appeal the strike.
3. 1st Strike - Executed by the Squadron Commander and the Students Flight Commander. This consists of a counseling session with the Student to discuss the basis of the strike.
4. 2nd Strike - The conversation is escalated to the XO and DCO where a formal written and oral statement is made to the individual warning them that the next strike will initiate a removal process.
5. 3rd Strike - The conversation will again be escalated to the CC and Commandant of Cadets where a written and oral statement is made informing the individual that we will begin initiating the removal process. No cadet will be removed without thorough deliberation and reasoning.

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, integrity, and responsibility. 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 Encampment Cadet Wing Commander and 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. Remember that not tolerating violations is just as important as every other part of the honor code.

1. Lying. Lying is any statement of untruth, which is meant to deceive or mislead. One example of lying at Encampment is intentionally hiding contraband from senior members doing contraband check.

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 not completing all required laps during 1 mile run portion of the Physical Fitness Assessment, and coercing your spotter to indicate otherwise or knowingly allowing it to occur.

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 are guilty of toleration, therefore breaking the honor code.

7.0 RELIGIOUS ACCOMMODATIONS

7.1 Religious Services Services will be held on the last Sunday at encampment for all faiths. They are optional and cadets should inform their flight cadre if they would like to attend.

7.2 Chaplain Availability There will be a chaplain for the duration of encampment who is available to talk to upon request by the cadet through their respective flight cadre. If a cadet requests to see the chaplain, cadre members are obligated to take them and no cadet will be denied the ability to speak with a chaplain. Training officers are also available for guidance and counseling.

8.0 MEMORY WORK

8.1 Cadets are **required** to memorize a set of specific memory work daily. You will be quizzed throughout each day and graded by the Standards and Evaluations cadre. When reciting memory work you will begin by prefacing with an appropriate title (i.e. Sir, Ma'am, Sergeant, chief). You will then restate the title of memory work 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 (Acting):	The Honorable Matthew P. Donovan
Chief of Staff of the U.S. Air Force:	Gen David L. Goldfein

Commander, Air Combat Command:

Gen James M. Holmes

Commander, 1st Air Force:

Lt Gen Marc Sasseville

CIVIL AIR PATROL CHAIN OF COMMAND:

Commander, Civil Air Patrol:

Maj Gen Mark Smith, CAP

Mid Atlantic Region, Commander:

Col Bruce Heinlein, CAP

Encampment Commander:

Lt Col Michael Starr, CAP

Deputy Commander for Support:

Maj Rachel Knowles, CAP

Commandant of Cadets:

Maj Kevin Matthews, CAP

Cadet Commander:

C/Lt Col Wyatt J Hartman, CAP

Cadet Executive Officer

C/Maj Greggor Hines, CAP

Cadet Deputy Commander for Operations:

C/Capt Ethan Brown, CAP

Cadet Deputy Commander for Support:

C/Capt Nicholas Schardt, CAP

Squadron Commander:

Determined by flight assignment

First Sergeant:

Determined by flight assignment

Flight Commander:

Determined by flight assignment

Flight Sergeant:

Determined by flight assignment

ENCAMPMENT HONOR CODE

“We will not Lie, Steal, or Cheat, nor tolerate among us anyone who does.”

AIR FORCE SONG (First verse):

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.

CIVIL AIR PATROL FOUNDING DATE:

The Civil Air Patrol was founded on 1 December, 1941.

CIVIL AIR PATROL CORE VALUES:

Integrity, Volunteer Service, Excellence, Respect

AIR FORCE CORE VALUES:

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

CIVIL AIR PATROL MOTTO:

Semper Vigilans (Always Vigilant)

DEFINITION OF MILITARY DISCIPLINE:

The mental attitude and state of training which renders willing obedience instinctive under all conditions.

DEFINITION OF LEADERSHIP:

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

PREAMBLE TO THE CONSTITUTION:

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

CIVIL AIR PATROL'S MISSIONS:

Aerospace Education, Cadet Programs, Emergency Services

CIVIL AIR PATROL UNIFORM MANUAL:

CAPM 39-1

CIVIL AIR PATROL DRILL AND CEREMONIES MANUAL:

CAPP 60-33

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/1st Sgt) is responsible for ensuring that the non-commissioned officers of the squadron are familiar with their duties and responsibilities. The C/1st Sgt is also responsible for overall squadron morale and welfare in conjunction with the squadron commander. The C/1st Sgt reports to the Sq/CC.

9.3 Flight Commander The flight commander (Flt/CC) is primarily responsible for the implementation of the encampment training at the flight level. 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 squadrons. This includes academic,

physical fitness and general training objectives. The Sq/CC is ultimately in charge of both flights and their cadre within their squadron.

10.0 UNIFORM AND CUSTOMS AND COURTESIES

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. Not doing so will hurt the scores of the individual cadet, his/her entire flight and squadron. The established grooming standards are published in CAPM 39-1. The Manual can be found here:

http://www.capmembers.com/media/cms/M391_E6F33EAAEC28A.pdf

10.2 General Appearance. Cadets will be in proper uniform at all times. Cadets are expected to maintain a high standard of appearance. To that end uniforms will be neat and clean at all times. All buttons with the exception of the top 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. (Please ensure things such as name tapes and patches meet the uniform standards as those are things that cannot be fixed at encampment and will hurt the cadet's score during daily uniform inspection throughout the week.)

10.3 Uniforms. The uniform combinations to be worn during encampment are outlined on the encampment packing list at the end of this document. The uniforms that will be worn are: Short Sleeve Blues, Battle Dress Uniform (BDUs)/Airman Battle Uniform (ABUs), and the Physical training uniform.

10.4 Rank Vs Grade. Rank and Grade are similar and often times connected but have key differences. Rank is determined by all of the following in this order: position (for example Cadet Commander), grade (for example C/CMSgt), time in grade (for example a C/SSgt who has been a C/SSgt for 2 months has a higher rank than a C/SSgt of 1 month), and gender (for example a female is a higher rank than a male if all previous requirements are the same). Grade is simply what is worn on the collar (for example C/MSgt or C/Maj) and is only something that goes into determining a person's overall rank.

10.5 Saluting and Greeting. When outdoors and in uniform with a cover, cadets salute military officers, CAP senior members, and cadet officers higher in rank than themselves. Senior members salute military officers and other CAP officers higher in rank than themselves. The junior person initiates the salute a fair distance from the senior person such that the senior has time to return the salute, and will hold the salute until the senior person drops theirs. When exchanging salutes it is customary for the junior person to render a greeting, i.e., "Good Morning/Afternoon/Evening, Sir/Ma'am/Chief/Sergeant." When greeting a group of people you will address them based on the personnel within the group: If more than one female and more than one male: "Good Morning/Afternoon/Evening, Ladies and Gentlemen." If one female and more than one male (If the female is the same rank or higher): "Good Morning/Afternoon/Evening, Ma'am, Good Morning/Afternoon/Evening, Gentlemen." (If the female is of lower rank then the two are switched). If one male and more than one female (If the male is the same

rank or higher): “Good Morning/Afternoon/Evening, Sir, Good Morning/Afternoon/Evening, Ladies.” (If the male is of lower rank then the two are switched).

10.5.1 Greeting Indoors/Without a Cover. When indoors or when not wearing a cover, the junior person will render a greeting, i.e., “Good Morning/Afternoon/Evening, Sir/Ma’am/Chief/Sergeant”, but will not render a salute unless they are instructed to report.

10.5.2 Traveling in Groups. When traveling in groups (with a cadre member) the senior most person will walk on the farthest right and will render/receive and greetings or salutes. The remainder of the personnel in the group will not greet or salute, but will stand at attention or parade rest if the group is not in transit and a senior officer/NCO walks by. **NOTE:** If a group of students is transiting in a group with no Cadre member, then all personnel will be expected to render a greeting and or salute.

10.5.3 Common Questions/Points of Confusion. Cadets will not salute when wearing PT gear or in an area where there are no covers. Cadets will continue to move and will not stop their movement when rendering a greeting or salute. Cadets will salute and great based on rank not grade, i.e. a cadet will great and salute the Cadet Deputy Commander for Operations (C/DCO) over a Cadet Squadron Commander (C/SQCC) even if the C/DCO is a C/Capt and the C/SQCC is a C/Col. Students will not greet or salute when in formation, i.e. during formation or when marching.

10.6 Flag, Reveille/Retreat/Taps, National Anthem Customs When the flag is being transported past, and a cadet is outside and not in a formation, they will render a salute and face the flag six paces away. When the American Flag is being transported past (for example if the flag is in a color guard) and a cadet is inside and not in formation or outside without a cover, they will come to attention and face the flag. When Reveille, Retreat, Taps, and the National Anthem is played, and they are outside and not in formation cadets will salute the nearest visible American Flag, or salute in the direction the sound is coming from. When Reveille, Retreat, Taps, and the National Anthem is played, when the cadet is inside and not in formation or outside without a cover, cadets will come to attention facing the nearest visible American Flag, or in the direction the sound is coming from. When in civilian clothing cadets will follow the previous customs while removing any headwear and putting their right hand over their heart.

10.7 Closed Door Procedures When a cadet approaches a closed door they will knock once (hard) and await a response. Upon the command “**Enter**” they will enter the room. If the command “Standby” is rendered then they will wait until the command “Enter” is given. If no response is given after 10 seconds then the cadet will enter.

10.7.1 REPORTING IN 1. Knock once (hard) 2. Enter office when directed 3. Use the most direct route (use facing movements) 4. Position yourself two paces from and centered to highest rank 5. Salute upon halting 6. While holding Salute, say, “Sir/Ma’am, Cadet (last name) reports as ordered”. Drop your salute after highest ranking returns the salute 8. Remain At Attention until directed to sit down.

10.7.2 REPORTING OUT 1. When you are dismissed, stand At Attention and ask “Ma’am/Sir, will that be all?” 2. Salute instructor and give verbal greeting of the day depending on time 3. Drop your Salute after highest ranking acknowledges with a return Salute 4. Execute appropriate facing movements & exit by most direct route.

10.8 Reporting Procedures

When a student wishes to reenter the flight, they must report to the individual in command of the flight, salute, and request permission by saying, “Sir/Ma’am/Chief/Sergeant, Rank and Last Name, Requesting Permission to fall in to the flight.” Upon the returned salute, the student will fall in where the commander designated him or her to fall in.

FRONT AND CENTER

The command is, “**(Rank and Last Name), FRONT AND CENTER.**” Upon hearing his or her name, the cadet stands at attention. On the command **FRONT AND CENTER**, the cadet takes one step backward, with coordinated arm swing, then faces to the left or right, proceeds to the closest flank, and proceeds to the front of the formation by the most direct route. The cadet halts one pace in front of and facing the person in command. The cadet salutes and reports, “**Sir / ma’am / sergeant, (Grade, Last Name) reporting as ordered.**” The cadet waits for the salute to be returned before going to order arms. The cadet returns to his or her initial position in ranks upon the command “**RETURN TO RANKS.**”

RETURN TO RANKS When the officer or NCO in charge commands, “**RETURN TO RANKS,**” the cadet renders a salute. The cadet waits for the officer or NCO to return the salute, and then renders order arms. The cadet then faces about and returns to his or her original position by the same, shortest route as was used to leave rank

11.0 BARRACKS PROCEDURES

11.1 Cadets will be familiar with all items on the flight bulletin board/poster, if made available by the flight cadre.

11.2 Cadets will move to the side and stand at attention in passageways to allow all officers to pass. Cadets will come to parade rest to allow NCOs on cadre pass. The greeting of the day (i.e. “good morning sir”) should be rendered to the passing cadre member. Cadets will not come to attention or parade rest on stairways, (for safety reasons) but will allow cadre members to pass, following customs and courtesies nonetheless.

11.3 Unnecessary noise and horseplay will not be permitted in the barracks at any time.

11.4 Barracks areas will be kept clean and in inspection order between the hours of 0630 and 2030 daily. ‘Inspection order’ means free from dirt and with clothing, beds and other material in accordance with Stan/Eval standards.

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

11.6 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.

11.7 Cadets will be familiar with Stan/Eval diagrams posted throughout the barracks and in their operating instructions. Rooms will be in accordance with these standards during daily inspection hours.

11.8 Scores from daily inspections will be posted on the doors to the respective rooms. Make note of any comments left by the Stan/Eval team. If there are any questions or concerns about your score, please discuss this with your flight cadre.

11.9 Student cadets are not permitted to close the door to their room except during shower/changing times. All cadets will have a roommate of the same gender.

11.10 Cadets will turn lights off when leaving the room.

11.11 Windows are to remain closed at all times unless specifically instructed by cadre to open them.

12.0 FIRE PROCEDURES

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

1. If the alarm sounds during the night, don't attempt to put your uniform on. Exit the building as quickly as possible. You must be sure that your roommate has exited as well.
2. Once you exit, listen carefully for the instructions given by your flight cadre.
3. Throw the blankets off your bed when you get out of it so that the flight cadre clearing rooms can complete room clearance quicker.
4. Flight cadre and senior cadre will direct you as to which way to exit. All barracks have many exits so if one is blocked stay calm and listen for instructions.
5. Always wear PT shorts and a T-shirt when sleeping in the barracks in case you must leave the building quickly.

12.2 Fire drills will be completed at encampment to practice the procedures above.

13.0 PHYSICAL TRAINING

13.1 Physical Training PT is an integral part of the encampment experience. It has a threefold purpose:

1. It helps to maintain your health and well-being.
2. It allows cadre to evaluate your physical condition.
3. It influences comradery among your flight.

PT will occur daily and consist of various activities similar to those you might conduct at your home squadron.

14.0 ENCAMPMENT AWARDS FOR CADETS

14.1 Encampment Individual Awards

1. **Warrior Cadet** Awarded to a cadet that has demonstrated the highest levels of motivation throughout the entire process of encampment, and may have overcome obstacles that have otherwise hindered their performance at encampment.

2. **Most Improved Cadet** Awarded to a cadet that has shown the most growth and improvement in performance, attitude, and professionalism over the duration of the encampment.

3. **Cpl. James W. Higgins, Jr., Honor Cadet Award** Awarded to a cadet that has shown the highest level of performance at encampment and has not only improved themselves but has also dedicated themselves to the success of their flight and squadron.

14.2 Daily Group Awards

1. **Honor Flight** Given to the flight who on the previous day demonstrated the highest level of performance and motivation as seen by the Cadet Executive Cadre.

2. **Honor Squadron** Given to the squadron who on the previous day demonstrated the highest level of performance and motivation as seen by the Cadet Executive Cadre.

14.3 Encampment Group Awards

1. **Volleyball Champions** Awarded to the flight who has won the volleyball tournament at encampment.

2. **Drill Champions** Awarded to the flight that has the highest score on the final drill inspection at encampment.

3. **Honor Flight** Awarded to the flight who has demonstrated the highest level of performance and professionalism throughout the duration of encampment.

4. **Warrior Flight** Awarded to the flight that has shown the highest levels of motivation at encampment and may have shown resilience in the face of any possible adversity.

5. **Honor Squadron** Awarded to the squadron who has demonstrated the highest level of performance and professionalism throughout the duration of encampment.

15.0 PACKING LIST

All items on this list are required unless specifically labeled as optional. There are no facilities to purchase supplies; please check items off the list as you pack so you do not forget anything. We cannot be responsible for any item or personal property brought to the encampment. Do not bring anything that is not on the list. All clothing and equipment must be marked indelibly with your name using permanent marker or writing on waterproof tape.

Any items not on the packing list will be confiscated until the end of encampment.

Tri-Wing Encampment is not responsible for any lost, damaged, or stolen items brought to encampment.

WEAR

Cadets will report to encampment in Battle Dress Uniform (BDUs) or Airman Battle Uniforms (ABUs):

For Battle Dress Uniform (BDU):

- BDU Blouse with - nametape, CAP tape, and wing patch sewn on. 2 grade insignia (pinned on)
- BLACK crew-neck t-shirt
- BDU Trousers
- BLACK web belt with black tip and square buckle. BLACK rigger style belt is also allowed.
- Boot Socks
- Blousing bands
- BLACK Combat boots (shined) – must be well broken-in before encampment to avoid blisters
- BDU Cover (**Note:** Black squadron ball caps are not allowed)

For Airman Battle Uniform (ABU):

- ABU Blouse with - nametape, CAP tape, and wing patch sewn on (if you live in Maryland, the wing patch is an optional item for the ABU blouse). 2 grade insignia (pinned on)
- TAN crew-neck t-shirt
- ABU Trousers
- TAN rigger style belt (Blue and Black are not allowed with the airman battle uniform)
- Boot Socks
- Blousing bands
- BLACK Combat boots (shined) – must be well broken-in before encampment to avoid blisters
- ABU Cover (**Note:** Black squadron ball caps are not allowed)

CARRY Cadets must arrive to check-in carrying:

- Current CAP membership card
- Adequate supply of prescribed medication (if applicable), properly labeled in original containers (over-the-counter medications and supplements must have a prescription) In a clear, plastic bag
- Any paperwork that was not submitted prior to encampment (if applicable)
- Encampment Honor Agreement
- Students with dietary restrictions will need to have their food in hand to be stored in the kitchen and not stored away in their packed bag

All luggage should have a tag on it with the cadet's name. Do not carry uniforms on hangers; they need to be packed in a suitcase or garment bag so items cannot get lost if they fall off the hanger. Do not use garbage bags as luggage as your gear may be confused with actual garbage. Each cadet must have their own luggage; siblings cannot share a suitcase.

PACK

Each cadet's luggage will contain the following:

Battle Dress Uniform/Airman Battle Uniform (BDUs/ABUs). The following items are to be packed in ADDITION to the BDUs/ABUs uniform you are wearing on arrival.

- 1 BDU/ABU blouse, nametape, CAP tape, and wing patch sewn on
- 6 BLACK/TAN crew-neck t-shirts (Any combination works) (Also will be worn during PT)
- 1 BDU/ABU pants (Any combination works)
- 7-8 pairs of boot socks, BLACK. Wool is allowed but moisture-wicking synthetic preferred due to the heat

Short Sleeve Blue Service Uniform

- 1 short-sleeve blue uniform shirt with epaulets
- 2 grade insignia (or you may use the same pair from your BDUs/ABUs)
- 1 nameplate, blue, three line
- 1 set of ribbons (to be brought, but not attached to shirt)
- 1 pair blue uniform trousers or slacks
- 1 blue belt with silver buckle and tip
- 2 undershirts, white, v-neck
- 1 blue flight cap with CAP enlisted hat device
- 1 pair black low-quarter leather uniform shoes
- 2 pairs of black dress socks
- 1 set of shirt stays (also known as shirt garters)

Physical Training Uniform

- 3-5 pairs of shorts, black (no short shorts, your shorts may have some colored piping or brand symbols but should be predominantly black)
- 8 pairs of socks, black, below the calf
- 1 pair of shoes, athletic, running, must be able to wear socks
- 3-5 Black/Tan shirts. These can be the same as your BDU/ABU shirts but extra should be brought

Other clothing and personal items

- 8 pairs of underwear
- 6 bras (females - any combination of bras/sports bras as needed)
- 1 shoeshine kit (equipment and supplies)

Bedding items

- 1 fitted sheet for twin size bed
- 1 unfitted twin sheet
- 1 blanket for twin sized bed

- 1 pillowcase

Note: All sheets and pillowcases should be a conservative color and should not have logos or designs if possible. Pillows will be provided.

Bathing and hygiene items (bring a 7 day supply)

- 1 razor with additional blades
- 1 can of shaving cream
- 1 toothbrush with toothpaste
- 1 bottle of shampoo/conditioner (shower time is limited so 2 in 1 hair and body wash is recommended)
- 1 comb or brush
- Females: gel/hairspray/hairnet/pins (whatever used to put your hair up daily)
- 1 deodorant (required)
- 1 pair of shower shoes, flip-flops or crocs (all rubber) for the shower
- 1 bar of soap in plastic container or bottle of body wash
- 2 bath towels
- 1 washcloth or small towel
- Females: feminine hygiene products (recommended even if you do not expect to need them that week)

Miscellaneous items

- 1 insect repellent
- 1 Moleskin pad
- 1 lip balm
- 1 sunscreen (at least SPF 15)
- 1 pocket sized notebook
- 5 pens, black or blue ink and 5 pencils
- 10 clothes hangers, all wire
- 1 ruler (preferably 18")
- 1 poncho, either military-type (olive green or BDU pattern), orange or see-through, need not be expensive

Optional items - the following items are not required but may be brought for your convenience

- 1 set of eyeglasses (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.)

- 1 sewing kit
- 1 standard sized notebook
- 1 nail clipper
- 1 iron and spray starch (highly recommended)
- 1 disposable camera
- 1 religious reading material
- 1 Small flashlight
- Extra batteries