

# **TRI-WING ENCAMPMENT**

## **3rd Training Wing**

### **Pre-Encampment Guide**



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

August 2022

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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:

- a. Apply knowledge gained in the cadet and senior programs to practical situations
- b. Develop a greater understanding of Civil Air Patrol and Air Force missions and capabilities
- c. Develop leadership potential, discipline, time-management, and interpersonal skills
- d. Learn how to overcome challenges and succeed through critical thinking
- e. Enhance their local unit's Cadet Program
- f. Aid in retention and motivation
- g. Receive an introduction to the military-style training of the Civil Air Patrol
- h. Build self-confidence
- i. Experience esprit de corps and the warrior spirit
- j. Enhance soft skills and introduce the cadet to possible career opportunities

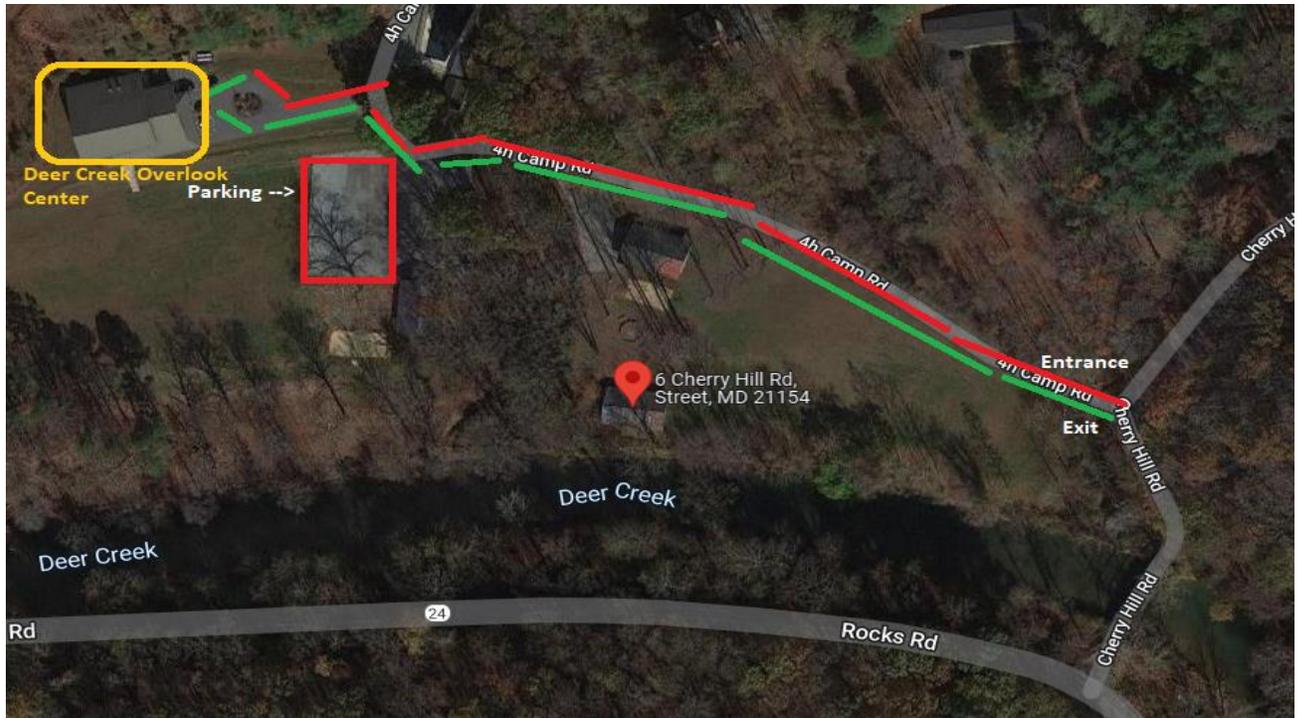
# 2.0 TRAVEL AND CHECK IN INFORMATION

2.1 In-Processing:

1. Report in on 14 August 2022
2. Arrival time is 1200
3. Report to The Harford County 4-H Camp and Deer Creek Overlook
  - a. The Address is: **6 Cherry Hill Rd, Street, MD 21154**
  - b. Arrival uniform is ABUs
4. After turning onto Cherry Hill Road from Route 24, continue down the road until you come to a fork. Turn left on to 4H Camp Road and continue to the DCO building.
5. **CADETS WITHOUT MEDICATION:** Stop at the drop off area and unload luggage in the designated location. Cadets will report to check in at DCO building. 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.
6. **CADETS WITH MEDICATION:** Parents will park on the Gravel Parking Lot on the map below and accompany their cadets to the reporting area in the DCO building. 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 say their goodbyes as their cadet will be moved to their barracks immediately.

7. Map of route once you arrive at camp:



## 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)

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 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  
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, every day of the encampment. 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 encampment's 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. 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 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.

**4.7 COVID Regulations** Tri-Wing Encampment will be following the CAP NHQ guidance and Maryland State guidance regarding COVID 19 protocol.

1. **COVID Testing** Cadets and Cadre are encouraged to ensure they test negative for Covid prior to attending Encampment. Further, those driving to Encampment are encouraged to perform temperature screenings on themselves and their passengers prior to departing home for Tri-Wing. Each cadet and cadre member will be temperature screened and asked to complete a health questionnaire prior to the completion of in-processing. Those running a temperature higher than 100.4 will be sent home.

## 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. The Cadet and Senior cadre 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 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. Willing disobedience of Tri-Wing Encampment COVID regulations
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:** "First Strike" where a written reprimand will occur accompanied by a conversation with the Cadet Squadron Commander, Cadet Deputy Commander of Operations, and Training Officer.

**Second Violation:** "Second Strike" where a written reprimand will occur accompanied by a conversation with the Cadet Deputy Commander of Operations, Cadet Commander, and Chief Training Officer. This conversation will highlight that the next strike will result in the removal process.

**Third Violation:** "Third Strike" where a written reprimand will occur accompanied by a conversation with the Commandant of Cadets and Cadet Commander. The Third Strike given based on a Class B offense has now constituted the offense as "any Class B offense committed under aggravated

circumstances, such as repeated misconduct of the same sort” and will thus be treated as a Class A offense. A thorough investigation and removal process will begin.

### 5.2.2 List of Class B Offenses

(Includes but 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 the mess hall or waste of food
15. Talking in formation
16. Conduct unbecoming of a Civil Air Patrol Cadet
17. Violations of COVID Protocol

### 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, CD players, mp3 players, or similar electronic devices will not be used during the encampment and will be turned in at check-in.
5. Barrack areas of members of the opposite sex are prohibited from 2100 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.

## 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 constitutes a Class A offense. If you think a violation has occurred or if you have a question about the Honor Code, talk to your

flight cadre. 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 during the 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 looking at another cadet's test while completing the final exam.

**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 first and last Sunday during 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 your 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 Joseph R. Biden
Secretary of Defense:	The Honorable Lloyd J. Austin III
Secretary of the Air Force:	The Honorable Frank Kendall III
Chief of Staff of the U.S. Air Force:	Gen Charles Q. Brown, Jr.
Commander, Air Combat Command:	Gen Mark D. Kelly
Commander, 1st Air Force:	Lt Gen Kirk S. Pierce

### CIVIL AIR PATROL CHAIN OF COMMAND:

Commander, Civil Air Patrol:	Maj Gen Edward D. Phelka, CAP
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Mid-Atlantic Region, Commander:	Col Bruce J. Heinlein, CAP
Encampment Commander:	Lt Col David M. Trick, CAP
Commandant of Cadets:	Maj Victor S. Santos, CAP
Deputy Commander for Support:	Lt Col Kevin M. Mullen, CAP
Cadet Commander:	C/Maj Benjamin E. Mullen, CAP
Cadet Deputy Commander for Support	C/Lt Col Ariana Moretz, CAP
Cadet Deputy Commander for Operations:	C/Lt Col Tevin Adams, 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 now, Give 'em the gun! (Give 'em 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, ensure 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 THREE MAIN PROGRAMS:**

Aerospace Education, Cadet Programs, Emergency Services

## **CIVIL AIR PATROL UNIFORM MANUAL:**

CAPR 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.

**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 CAPR 39-1. The regulation can be found [here](#).

**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. Uniforms will be worn in accordance with CAPR 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, Airman Battle Uniform (ABUs), and the physical training uniform.

**10.4 Rank Vs Grade** Rank and Grade are similar and oftentimes 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 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 the office when directed 3. Use the most direct route (use facing movements) 4. Position yourself three 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 the highest ranking returns the salute 8. Remain at attention until directed otherwise.

**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 the verbal greeting of the day depending on time 3. Drop your Salute after the 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 into 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, “**(Grade 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 for an officer. The cadet waits for the officer to return the salute, and then renders order arms. The cadet then takes one step back, 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 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 published standards.

**11.5** Cadets must sleep in their own beds. You will remain in your bed between lights out and first call 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** Rooms will be in accordance with published standards during daily inspection hours.

**11.8** Rooms will be inspected daily in accordance with the published standards. If there are any questions or concerns about your score, please discuss this with your flight cadre.

**11.9** Cadets will turn lights off when leaving the room.

**11.10** 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. Make your way to the pre-determined emergency meeting location.
3. Push blankets to the foot of 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 during 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 challenge you physically.

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

- **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.
- **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.
- **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

- **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.
- **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

- **Volleyball Champions** Awarded to the flight that wins the encampment volleyball tournament.
- **Drill Champions** Awarded to the flight that has the highest score on the final drill inspection at encampment.
- **Academic Champions** Awarded to the flight with the highest overall memory work and final exam scores during encampment.
- **Inspection Champions** Awarded to the flight with the highest over-all inspections scores during encampment.
- **Honor Flight** Awarded to the flight who has demonstrated the highest level of performance and professionalism throughout the duration of encampment.
- **Warrior Flight** Awarded to the flight that has shown the highest levels of motivation throughout encampment and/or may have shown resilience in the face of any possible adversity.
- **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 a permanent marker or written on waterproof tape.

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

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

## **WEAR**

**Cadets will report to encampment in the Airman Battle Uniform (ABU):**

**For Airman Battle Uniform (ABU):**

1. 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/sewn on)
2. TAN crew-neck t-shirt
3. ABU Trousers
4. TAN rigger style belt (Blue and Black are not allowed with the airman battle uniform)
5. Boot Socks
6. Blousing bands
7. BLACK Combat boots (shined) – must be well broken-in before encampment to avoid blisters
8. ABU Cover
9. Black/gray/blue reusable two-layer mask

**CARRY Cadets must arrive to check-in carrying:**

10. Current CAP membership card
11. 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
12. Any paperwork that was not submitted prior to encampment (if applicable)
13. Students with special dietary restrictions\* will need to have their food in hand to be stored in the kitchen and not stored away in their packed bag

\* If dietary restrictions are not able to be accommodated with available food

**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:**

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

14. 1 ABU blouse, nametape, CAP tape, and wing patch sewn on
15. 8 TAN crew-neck t-shirts (Also will be worn during PT so extra is highly encouraged)
16. 1 ABU pants
17. 8-10 pairs of boot socks, BLACK. Wool is allowed but moisture-wicking synthetic preferred due to the heat

**Short Sleeve Blue Service Uniform**

18. 1 short-sleeve blue uniform shirt with epaulets
19. 2 grade insignia (or you may use the same pair from your ABUs)
20. 1 nameplate, blue, three line
21. 1 set of ribbons (to be brought, but not attached to shirt)
22. 1 pair blue uniform trousers or slacks
23. 1 blue belt with silver buckle and tip
24. 2 undershirts, white, v-neck
25. 1 blue flight cap with CAP enlisted hat device or officer insignia as needed
26. 1 pair black low-quarter leather uniform shoes
27. 2 pairs of black dress socks
28. 1 set of shirt stays (also known as shirt garters)

**Physical Training Uniform**

29. 4-6 pairs of shorts, black (no short shorts, your shorts may have some colored piping or brand symbols but should be predominantly black)
30. 8 pairs of socks, white, below the calf
31. 1 pair of shoes, athletic, running, must be able to wear socks
32. 4-6 Tan shirts. These can be the same as your ABU shirts but extra should be brought

**Other clothing and personal items**

33. 9-10 pairs of underwear
34. 7 bras (females - any combination of bras/sports bras as needed)
35. 3-5 Black/gray/blue reusable two-layer masks
36. 1 shoeshine kit (equipment and supplies)

**Bedding items**

37. 2 unfitted twin sheets
38. 1 blanket for twin sized bed
39. 1 pillowcase
40. 1 pillow

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

**Bathing and hygiene items (bring a 6-day supply)**

41. 1 razor with additional blades
42. 1 can of shaving cream
43. 1 toothbrush with toothpaste
44. 1 bottle of shampoo/conditioner (2 in 1 hair and body wash is recommended)
45. 1 comb or brush
46. Females: gel/hairspray/hairnet/pins (whatever used to put your hair up daily; should be black or color matched to your hair)
47. 1 deodorant (required)
48. 1 pair of shower shoes, flip-flops or crocs (all rubber) for the shower
49. 1 bar of soap in plastic container or bottle of body wash
50. 2 bath towels
51. 1 washcloth or small towel
52. Females: feminine hygiene products (recommended even if you do not expect to need them that week)

#### **Miscellaneous items**

53. 1 insect repellent
54. 1 Moleskin pad
55. 1 lip balm
56. 1 sunscreen (at least SPF 30)
57. 1 pocket sized notebook
58. 5 pens, black or blue ink and 5 pencils
59. 8 clothes hangers, all wire
60. 1 ruler (preferably 18")
61. 1 poncho, either military-type (olive green or BDU/ABU pattern), orange or see-through, need not be expensive
62. 1 pair Working Gloves

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

1. 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.) It is highly suggested to bring a glasses strap with these as there is a large amount of physical activity throughout the week.
2. 1 small fan – Dorms are not air conditioned and it will be hot
3. 1 sewing kit
4. 1 standard sized notebook
5. 1 nail clipper
6. 1 iron and spray starch (highly recommended)
7. 1 disposable camera

8. 1 religious reading material
9. 1 Small flashlight
10. Extra batteries