

2018

Colorado Wing Encampment



Encampment Information Booklet

Guide for Encampment Cadet and Senior Staff

Encampment Information Booklet

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Preface.

What is this you ask? Why is so long? Do I have to read **ALL** of it?

The short answer is because encampment staff wants it.

Back in the early days of encampment, the information found here was contained in the SOP. Then, as now, much of the information should be in the hands of attendees before the encampment starts.

The Encampment Training Guide (ETG) came to be the repository of much of the encampment's "how to" information. Even this Guide became unwieldy and was split into two parts.

Chapters of the ETG were separately published and used as training material during PIPER. Still, many facets of encampment were not addressed in the ETG. This left staff and especially first-time members without hands on materials before encampment that explained what to expect.

Yes, you have to read this. Yes, **ALL** of it.

By intent and hopefully design, these pages will give greater insight on how things are done at encampment.

Why is it sooo long? First, encampment is seven days for cadets; it is 11 days for staff. Getting ready for encampment and running it is complex. It takes this many pages to meet the needs of staff.

Section 1

General.

The health and safety of cadets is of primary importance during encampment. Encampment staff will do everything possible to ensure that encampment is a fun **and** safe activity and to make special accommodations for physical and medical limitations, when appropriate.

Encampment senior staff includes CAP senior members who have completed Level 1 of the CAP Senior Member Professional Development Program IAW CAPR 50-17. Most senior staff positions have additional requirements that must be completed prior to encampment. See the position descriptions for the specific staff position in Volume 1, Chapter 3 of the Encampment Training Guide. Most senior staff positions are full-time positions requiring the staff member to live in-residence at encampment. Some positions may allow the staff member to commute, with permission of the encampment commander, if they live in the local area or stay in lodging at their expense.

Responsibilities.

The primary responsibility of senior staff members is to ensure safety of all encampment participants. Secondary responsibilities are mentoring and supporting of the cadet staff. For more information about mentoring, see Volume 2, ETG, Chapter 5.

Conduct.

The encampment commander will brief all personnel on the encampment's standards of conduct, informing them that gambling, stealing, hazing, smoking in the presence of cadets or consuming alcoholic beverages in the presence of cadets will result in dismissal from encampment and possible further disciplinary action.

Unacceptable Behavior.

The following behaviors are unacceptable and will not be tolerated by cadets or seniors:

- Insubordination.
 - Being unwilling to submit to authority.
 - Failing to "obey my officers".
- Unauthorized or destructive use of facilities or equipment.
 - Note: Do not enter building unless a Senior Member is present.
 - Entering off-limit areas.
- Swearing; profanity; obscene gestures.
- Name calling.
 - Is abusive or insulting language referring to a person or group, a verbal abuse.
- Eye-rolling.
 - Is generally viewed as a passive or immature sign of aggression, intended to demean the other person in the conversation.
- Uttering under the breath.
 - Spoken so softly that almost no one can hear it, typically a curse **or derogatory comment**.



- Criticizing a senior or cadet to another cadet.
- Inappropriate conduct:
 - Running through the halls.
 - Talking loudly.
 - Laughing and carrying on at inappropriate times or location.
 - Disruptive conversation while someone else is talking.
 - Chewing gum.
 - Being up after lights out.
 - Having a member of the opposite sex in the room with door closed.
- Disrespectful attitude.
- Smoking, alcoholic beverages, unauthorized drugs, gambling.
- Spreading gossip.
- Sexual relationship.

Encampment Chain of Command



This provides clarification and guidance to staff members regarding the chain of command at COWG encampment. It is essential that all cadet and senior staff members have a thorough understanding of this information.

Encampment runs best when everyone uses the chain of commander. The *chain of command* provides the control and communications necessary to accomplish the encampment mission. Each level in the *chain* is responsible for a lower level and is accountable to all higher levels. The *chain* cannot work without loyalty to every level. With loyalty, up and down the *chain*, it is a highly efficient and

effective system for getting things done. The key principle is to resolve problems and seek answers at the lowest possible level.

All services of the United States military are arranged organizationally to follow this single *chain of command* concept. This concept provides a clear structure for orders to flow from the highest levels of the military to the junior ranking soldier, sailor, airman, and marine. Just as important, this same concept allows information, ideas, and complaints to flow upwards from the junior person to the highest levels.

The Civil Air Patrol models its organizational structure after the USAF *chain of command* with the same *chain of command* concept.

In the encampment environment, cadet staff and senior staff members have their own separate chains of command. The inherent supervisory responsibility of senior staff members can sometimes blur the ability of the cadet staff to follow the chain of command strictly. While we make every effort to follow the chain of command to the best of our abilities, all senior and cadet staff must understand the very important concept that follows.

At encampment, and throughout CAP, **all** senior members are “senior” to **all** cadets! Cadet staff members and student cadets **will** carry out directives/orders given by a senior staff member. Cadet staff members and student cadets **do not** have the option of ignoring or disregarding a directive/order from any senior

staff member unless following the directive will create an immediate safety issue. Any discussions regarding perceived violations of the chain of command will occur **after** the directive has been carried out.

Do not just jump to the Encampment Commander because you believe he is the final decision maker. He will make you talk with those in your chain of command. Your chain of command should talk with him. Still, if the Commander asks you a question, give the full and complete answer. When you do escalate a problem or issue, give the source of information.

The chain of command resolves problems or issues that the lowest level. Not every problem or issue needs to be brought to the Encampment Commander. Solve the problem, tell him how you did it. Senior OICs must mentor and supervise their cadet counterparts.

Yes, someone higher in the chain of command may change lower decisions. This is a reality of the leadership processes.

Safety

Safety of the basics and staff is paramount. We do not want anyone hurt. Therefore, an aggressive safety program is especially needed at encampment, the preeminent cadet activity on the annual wing calendar.

After all, encampment is different than routine squadron meetings and “Saturday” activities. Encampment is an overnight program. The days are long and busy, with cadets on the go for nearly 16 hours straight. Training is action-packed and marked by new experiences like a trip to the simulated firing range or ropes course tower or an active military flight line. Add to this mix, Colorado’s summertime hot weather, high-altitude environment, the physical and mental stress of a military-like training, and the unstoppable exuberance of teens and you have created conditions where people will get hurt unless adults make safety a non-negotiable value.

CAP senior members supervise cadets *in loco parentis* – in the place of the parent. The law requires that seniors exercise the same level of care, supervision, and protection that a reasonably prudent mom or dad would for their own child. It is not sufficient for encampment to merely establish local safety rules; the adult leaders must ensure that the (mostly) teenaged cadet participants are consistently abiding by those safe practices, and if not, to intervene in protection of the cadet’s safety.



Everyone must be involved in educating participants of “knock it off” principle whereby any participant, regardless of rank, may demand a halt to the activity if an unsafe condition is noticed. Participants need to become familiar with the procedures in case of fire or emergency evacuation. Senior staff needs to follow the procedures in case of a medical emergency. Everyone must watch for the warning signs that precede heat injuries, exhaustion, dehydration, and similar medical conditions and to how they might modify their operations in the event of hot or inclement weather. Drivers must comply with policies regarding safe vehicle operations. Instructors must conduct activity-specific safety briefings immediately prior to the start of physically demanding or potentially hazardous activities.

Single Warning

Infractions of encampment rules comes with a single warning before disciplinary actions up to and including dismissal happens.



This initial warning is given by a Squadron TAC or higher in the chain of command. It must be clearly identified as the single warning. These warnings are discussed at evening staff meetings.

Subsequent infractions necessitate escalation to the Commandant of Cadets for resolution.

Serious infractions are lights out violations, being outside the building after lights out, arguing with a senior member, failure to follow instructions and disrespect. Disrespect includes rolling eyes when spoken to, talking back, sassing, muttering comments when walking away or criticizing a senior or another cadet to other cadets.

Hydration

Encampment is an outdoor activity in a high-altitude environment. Participants need to drink more water than usual. To remain hydrated, cadets will drink no less than 64oz of water per day. This is eight 8oz glasses per day. At meals, cadets should drink at least one glasses/cup of "Gatorade" or sports drink for every two glasses/cups of water.

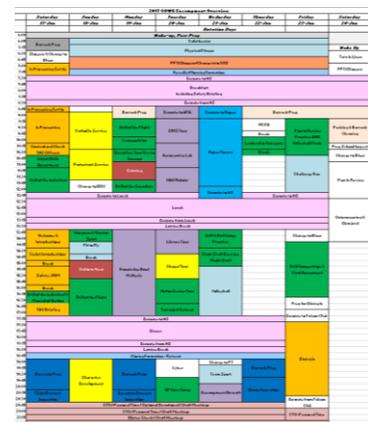
Hydration is part of every break shown in the schedule. Cadets and staff are expected to drink water during these break periods. Depending upon the temperature and exercising the cadets do, several cups of water are necessary to replace fluids and remain hydrated.

Use the water buffalo to fill up water bottles or camelbacks. Do not use indoor water coolers or sinks unless otherwise directed. This is due to potential slip and fall hazard.

Schedule

Certain times in the schedule are not flexible others have some flexibility. For example:

- Meals are not flexible. The times were set to coincide with DFAC hours or for the High School continuity.
- Water breaks are slightly flexible. They are schedule to take advantage of the location and accessibility to water sources like the water buffalo or drinking fountains.
- Call to Quarters, devotionals and blister check are firmly fixed to end the duty day for basics.
- Lights out, for basics and staff, are set to meet NHQ requirements for sleep.



Everyone should keep the schedule. There are some events that have flexibility and everyone should use good judgement about starting late or about ending late. Both have consequences for the schedule afterwards.

Weather events are unavoidable and cause the schedule to change. This is a normal; it happens every year. Just be patient and updates will be announced. Probably by word of mouth.

Focus

Each year, the encampment staff meets to select areas that Encampment needs to focus on. The staff selects these few topics that PIPER & Encampment will highlight.

If there is any spare time or unused time from a class, these topics become fill in.

The focus area for the 2018 Encampment and PIPER will continue to be:

- Drill Performance.
 - Curry Drill Test Review.
 - Drill of the Individual, Chapter 3.
 - Drill of the Flight, Chapter 4.
 - Drill of the Squadron, Formations, Chapter 5B.
- Teaching by NCOs.
 - Drill Instruction using the six-step method and particularly the scripted technique from CAPM 60-33, Attachment 1.
 - Barracks Instruction. While cadets will not make beds or clean rooms back at squadron meetings; roommates are the smallest team at encampment. Barrack preparation is about teamwork.
- Proper Uniform Wear.
 - BDU/ABU.
 - AF Style blues.
 - PT uniform.
- Customs and Courtesies.
 - Greetings.
 - Saluting.
 - Reporting.
 - Ripple Line.
 - Respect to the Flag.
- Teambuilding.
- Ability & Willingness. Learning to identify knowledge and skill level of cadets so additional training or practice is provided. Evaluating the cadet's willingness to perform at a higher, sharper level of performance and providing inspiration to excel.
- Observe, Evaluate and Plan.
- Practice, Practice, Practice.

Must Be Reported

There are two primary events that **must** be reported: first is mishaps and second is Cadet Protection issue.

Mishaps are the safety regulation definition... "Mishap" is defined as any unplanned or undesired, operational occurrence, or series of occurrences, that results in, or has the potential to result in, death, injury, or damage to equipment or property.



There is no plan to injure people or damage equipment at encampment.

Mishaps have a rigorous reporting chain and time frames. Let the encampment commander make the decision.

When cadet protection boundary concerns or abuse happens, it must be reported to the Encampment Commander.

Immediately act to ensure the safety of cadets. Separate the victim and the offender.

Never make detailed reports over the radios. Cellphone conversations are okay, provided they are not public.

Section 2

Do I Have to Wear a Uniform?

Yes.

The senior staff sets an example for the cadet staff and basics. Proper uniform wear is essential to setting the example.

The duty uniform of the day (UOD) is based on the training location, environment, and type of activities. The UOD for each day of encampment is published on the daily schedule. On each day, there are usually some changes to the UOD during the duty day.

The three possible UOD options are blues, ABU/BDUs, and PT (Physical Training). All days start with the PT uniform and transition to either blues or ABU/BDUs. The uniform must be a proper AF Style or CAP Corporate uniform consistent with the UOD shown on the schedule. Senior Staff members who do not wear AF Style uniforms must always wear an appropriate corporate uniform.

Senior staff uniforms must be neat and clean and must fit properly. It is essential that uniforms are worn in accordance with CAPM 39-1, *CAP Uniform Manual*, which includes the proper uniform combination for height and weight standards.

The encampment commander will establish rules for seniors at each encampment. The duty uniform is worn from PT in the morning until after basic lights out. Outside of these hours appropriate civilian attire may be allowed. Bring as many uniforms as possible to minimize the need to do laundry.

As some senior staff will not have blues and/or ABU/BDUs, the following uniform types are alternate uniforms for those without blues and/or ABU/BDUs:

- UOD - Blues: Equivalent uniform - aviator shirt/gray slacks uniform.
- UOD – ABU/BDUs: Equivalent uniform - CAP Corporate Dark Blue Field Uniform. Senior staff without ABU/BDUs or the Dark Blue Field Uniform will wear the aviator shirt uniform if traveling on tours with cadets. On non-travel days, senior staff without ABU/BDUs or Corporate Dark Blue Field Uniform may wear the either the aviator shirt uniform or the CAP polo shirt uniform.

Senior staff members not meeting the CAP weight and grooming standards will not wear Air Force style uniforms (blues or ABU/BDUs).

Encampment issues variously colored baseball caps to all encampment participants. This will replace ABU/BDU and Dark Blue Field Uniform caps. These caps are authorized with aviator shirt and polo shirt uniforms when the UOD is ABU/BDUs or PT Uniform. Baseball caps are NOT authorized with aviator shirt uniforms or polo shirt uniforms if the UOD is blues. We will not mix Baseball caps with blues. Wear of the appropriate cover.

Except as stated above, civilian clothing is not authorized at encampment.

Flight suits are not authorized at encampment

An AF Style or Corporate uniform must be worn by seniors when traveling to the Cadet Area on tours. The polo style uniform is not authorized on the Cadet Area tour.

The graduation banquet will be on the last night of encampment. This is a “formal” event. The appropriate attire in descending order of priority for male senior staff is Mess Dress, Service Dress, Corporate Blazer Uniform, Business Suit, or Sport Coat with tie. Female senior staff without a listed uniform type should wear appropriate civilian attire. Plan accordingly.

Excerpts from CAP Knowledge Base (old version), item 535.

CAP members have many *uniform* options. Members are required to wear a *uniform* when ***participating in or conducting the cadet program*** or when flying in CAP aircraft (corporate and member-owned aircraft used CAP flight activity), but not necessarily the AF style service *uniform*. Members equip themselves with the basic *uniform*, either the Minimum Basic Service *Uniform* or the CAP Distinctive Basic *Uniform*. The minimum basic *uniforms* for male and female cadets and senior members, which will satisfy most occasions, are listed below.

See below from Chapter 2 - Roles and Responsibilities of CAPM 39-1 CAP Uniform Manual.

1.2. Wear of the CAP Uniform.

- **1.2.1.** Individual members will obtain and maintain for wear either of the minimum basic *uniforms* described here. These combinations meet the requirements of most CAP events. A commander may require cadets to wear other optional *uniform* items only if the purchase is voluntary (such as requiring a specific *uniform* for participation in a National Cadet Special Activity) or if the *uniform* is supplied without expense to the cadet.
- **1.2.1.1. Minimum USAF-style Uniform:** The minimum basic USAF-style *uniform* is the Blue Service *Uniform* (Class B) with short sleeve shirt (male) or blouse (female) as appropriate. Cadets authorized to wear the USAF-style *uniform* are required to maintain this *uniform*.
- **1.2.1.2. Minimum Corporate-style Uniform:** The minimum basic CAP Corporate-style *uniform* is the Aviator Shirt *Uniform* with short sleeve shirt or blouse as appropriate. Cadets aged 18 and older who meet weight standards for wear of the USAF-style *uniform* must maintain the USAF-style Class B *uniform* as noted in the previous paragraph.
- **1.2.2.** Wearing the USAF-style *uniform* is a privilege extended to CAP members who meet weight (see Attachment 2) and grooming standards (see paragraph 3.2). Commanders and activity directors are expected to enforce these standards and ensure that members wearing USAF-style *uniforms* understand these requirements, that members wearing USAF-style *uniforms* accept personal responsibility for meeting these requirements and are expected to provide remedial education and counseling if required.

● **2.12. Individual Member Responsibility**

- **2.12.1. General Responsibilities.**

- + **2.12.1.1.** All members must adhere to this manual and supplement(s) at all times. While working away from their home unit or wing, members will comply with local orders of dress, provided their standards are not less restrictive than this manual. Members should obtain information on local *uniform* policies and comply with those standards while in those locations as long as they are compliant with this manual.
- + **2.12.1.2.** While members may differ in physical characteristics or in the *uniform* combinations they wear, *uniforms* are meant to be standardized and are a unique distinction that an individual is a member of the CAP. It is each member's individual duty and personal obligation to maintain a neat appearance and professional image while wearing the *uniform* and/or performing official duties.
- + **2.12.1.3.** Each member must procure and maintain the minimum USAF-style Service or Corporate-style *uniform* (as appropriate) detailed in paragraph 1.2.1.
- + **2.12.1.4.** All members must ensure *uniform* items and civilian clothing (when worn acting in an official capacity) are maintained, clean, and in serviceable condition (that is, not frayed, worn out, torn, faded, patched, etc.), correct in design and specifications, and fit properly. *Uniform* items are to be zipped, snapped or buttoned unless otherwise defined in this manual.
- + **2.12.1.5.** All members must meet personal grooming standards appropriate to the *uniform* that they are wearing (USAF standards for the USAF-style *uniform*, and CAP standards for the Corporate-style *uniform*). Cadets must meet USAF grooming standards regardless of which type of *uniform* is worn.

CAPM 39-1 References

- 4.1.1 Male Mess Dress.
 - 4.1.2 Female Mess Dress.
 - 4.1.3. Men's Semi-Formal Dress Uniform (Cadet Only).
 - 4.1.4. Women's Semi-Formal Dress Uniform (Cadet Only).
 - 4.1.5. Men's Service Dress Uniform (Class A) New Style.
 - 4.1.5.5. Long-Sleeve/Short-Sleeve Blue Shirt.
 - 4.1.6. Men's Service Dress Uniform (Class A) Old Style.
 - 4.1.7. Women's USAF Style Service Dress Uniform (Class A) New Style.
 - 4.1.8. Women's USAF Style Service Dress Uniform (Class A) Old Style.
 - 4.1.9. Men's Blue Service Uniform (Class B).
 - 4.1.9.2. Long-Sleeve/Short-Sleeve Blue Shirt.
 - 4.1.10. Women's Blue Service Uniform (Class B).
 - 4.1.10.2. Blouse (Long and Short-sleeved).
 - 4.2.1. Men's Corporate Semi-Formal Uniform.
 - 4.2.2. Women's Corporate Semi-Formal Uniform.
 - 4.2.3. Men's Corporate Service Dress Uniform.
 - 4.2.4. Women's Corporate Service Dress Uniform.
 - 4.2.5. Men's Aviator Shirt Uniform.
 - 4.2.6. Women's Aviator Shirt Uniform.
 - 5.1.1. Men's and Women's Battle Dress Uniform.
 - 5.2.1. Men's and Women's Corporate Field Uniform (Dark Blue, BDU Style).
 - 5.2.2. CAP Corporate Working Uniform.
- Wear Instructions for the CAP Airman Battle Uniform (ABU)** These instructions will be incorporated into the next revision of CAPM 39-1

Male Senior AF Style Uniform



CAPM 39-1, para 4.1.5



CAPM 39-1, para 4.1.9.2.



CAPM 39-1, para 4.1.9.2.

Female Senior AF Style Uniform



CAPM 39-1, para 4.1.10



CAPM 39-1, para 4.1.10.2.



CAPM 39-1, para 4.1.10.2.

Male & Female Senior Field Uniform



Wear Instructions for
the CAP Airman Battle
Uniform (ABU)



CAPM 39-1, para 5.1.1



CAPM 39-1, para 5.2.1

Male Senior Corporate Uniform



CAPM 39-1, para 4.2.3



CAPM 39-1, para 4.2.5



CAPM 39-1, para 4.1.9.2.

Female Senior Corporate Uniform



CAPM 39-1, para 4.2.4



CAPM 39-1, para 4.2.6.1



CAPM 39-1, para 4.1.9.2.

PT Uniform

There is not a CAPM 39-1 standard uniform required for physical fitness training.

Encampment personnel train and test in appropriate PT attire: shorts, a t-shirt, and sneakers. A sweat suit or portions thereof are permitted on cooler days. Shorts are expected to extend to the mid-thigh area. Cadets may need to change into appropriate shorts if they do not meet this standard.

The T-Shirt is tucked into the PT shorts.

Examples:



Backpacks & Camelbacks

Black backpacks may be worn with any uniform combination. Only solid-color black backpacks will be worn with blue uniform combinations. BDU or ABU-patterned backpacks, olive drab and Air Force sage green may be worn with the BDU or with ABU. Per NHQ, BDU/ABU backpacks are interchangeable with BDU/ABU uniforms. Small logos are authorized.

Members may wear a backpack on the left shoulder or both shoulders (not to interfere with rendering the proper salute). Backpacks will not have ornamentation, a high-gloss, designs, or hanging/dangling objects. Small gold or silver clasp authorized, but chains are not authorized.

Solid black means ***“solid”*** black with no colored inserts, stripes, trim, zippers.

Canteens/water bottles may be used instead of a camelback/hydration device. Canteens will not be hand carried, hung around the neck, or on the shoulders. They must be carried in a backpack. Military style canteens may be attached to a web belt when wearing ABU or BDU uniforms.

There must be no dangling straps or devices on the backpacks or camelback.

Only a solid black Camelback or hydration device may be carried with blues.

Authorized

Backpacks



Camelbacks



NOTE: While the different colored cap shown in the picture above is not preferred, it will be accepted.

Not Authorized



Cadet backpack content should be limited to D&C manuals and only essential items. This is an attempt to reduce the size and weight of backpacks carried by cadets.

Section 3

Medical



Every year questions about how to handle medical issues come up. This section tries to address the most common of items. To be sure, it is not all encompassing; but, offers guidance to many.

First and foremost, all CAP members are responsible for taking their medications as prescribed. Secondly, all medications will remain in the member's possession throughout encampment.

Medications will not be confiscated by cadet or senior, except at the medical check during in-processing and then by a TAC officer or other encampment senior officer. If discovered after in-processing, the TAC will act; never another cadet.

Medications will not normally be administered by anyone else NOR will anyone interfere with self-administering. There are considerations when the cadet has a parent attending encampment.

Medications.

CAP regulations now state that TAC Officers or other senior members cannot be required or encouraged to assist/monitor basic medications. All CAP members are responsible for keeping and taking their medications.

However, CAPR 160-1, *Operation of the CAP Health Services Program*, does not prohibit senior member staff from monitoring medication compliance by directly observing medication ingestion, having medication forms for the cadet to initial when doses were taken, performing pill counts, or using other compliance verification. Senior members can agree to accept the responsibility of reminding the minor cadet to take any prescribed medication at the times and in the frequencies prescribed; however, no senior member will be required or encouraged to do so.

The medication issue will be discussed further at the TAC Officer briefing that is conducted by the Chief TAC Officer

Prioritized Medical Decisions

Health Services' cadet assigned to the squadron performs the first evaluation of an injured or ill cadet. They do this evaluation up to the level of their training, which is first aid. Let them do their job. All other cadets must yield and leave the scene to the Health Services folks. The Health Services' cadet may go directly to the senior member Health Services Officer on duty.

Cadets do not call 9-1-1. Seniors call 9-1-1.

The next level of evaluation or decision making is the TAC; preferably the Flight TAC. All other TACs yield to this adult. Evaluation and first aid treatment is to your level of training.

Lastly, is the senior member Health Services Officer on duty makes the final call on treatments.

Along the way, common sense and good judgement is expected. If 9-1-1 needs to be called, then an adult must do so.

Medical Communication Plan.

All Health Services' people monitor ISR and VHF channel 1. Make the radio call, establish contact and then move to another channel. Health Services cadets assigned to the squadron are "Squadron # Medic". Health Services senior are "Chief Medic".

If radio calling is unsuccessful, use cellphones. A list of cellphones number for the senior member Health Services Officers will provided.

Medical Screening

Medical screening data will be available to TAC Officer during PIPER. This provides TACs the opportunity to identify potential issues or need for clarifying information during In-Processing when parents are present.

Medical Care

Medical care at encampment is limited to emergency care, only (i.e., first aid and stabilization) within the training and qualifications of the person giving such care, until such time that private professional or authorized military care can be obtained.

Within these limitations, encampment personnel will use the following guidance when dealing with illnesses and/or injuries occurring at encampment:

- Encampment health services staff will be First Aid and CPR trained and qualified. As a result, encampment staff will only treat minor cuts, scrapes, blisters, bruises, and mild cases of dehydration to the limits of their training.
- All **emergencies** will be handled by 911 responders and, if necessary, transport to an appropriate medical facility. Senior members make the 9-1-1 call, not a cadet. In these situations, senior health services staff will contact parents/guardians as soon as possible using the emergency contact information submitted during the application process.
- There may be cases where an injury or illness is **not** an emergency but where health services staffs' opinion is that the cadet should be seen by a physician as a precaution. In these situations, health services staff will contact parents/guardians as soon as possible and advise them of the situation. Parents will then make a choice between two options:
 - **Choice 1:** If parents/guardians agree, the cadet will be transported to the ER Room using CAP Vehicles. Two deep leadership requirements of Cadet Protection Policy will be followed.
 - **Choice 2:** If parents/guardians **do not agree** to the ER visit, they must pick up the cadet from encampment, immediately, and take whatever steps they believe appropriate regarding the cadet's medical treatment. The cadet's subsequent return to encampment, if any, will be handled on a case-by-case basis.



If encampment staff cannot contact parents/guardians or if parents/guardians state that they cannot pick up the cadet, encampment staff will transport the cadet to the ER as a precaution. Again, two deep leadership will be followed.

The Encampment Commander is the final authority regarding the decision to send a cadet home from encampment due to illness or injury.

Medical Information Review During Encampment Check in.

It is critical that encampment staff be aware, in advance, of any pre-existing conditions and any medical condition **changes** occurring since application submission. The medical review during in-processing is designed to capture and record changes to the cadet's medical status. This should also be a meaningful confidence builder for the parents as well. We need to ensure that parents are not leaving us with some unexpected medical "nightmare" to deal with without adequate knowledge of the situation. We need to know NOW – not later.

During in processing, TAC Officers will conduct a final review of each cadet's medical information submitted on the encampment application. For cadets under age eighteen (18), parent(s) or guardian(s) should be present during the medical review.



During this review, TAC's will inquire about any existing medical condition changes or any new medical conditions that have occurred since the encampment application was submitted. Any updated information is recorded on the medical sheet and signed by the parent/guardian.

Some medical conditions may be disqualifying. If a cadet arrives at encampment with an undisclosed, disqualifying, pre-existing condition, the cadet will not be allowed to attend encampment. The Encampment Commander is the final authority regarding dismissal.

Some general questions that should be asked of cadets and parents are:

- **Question:** Does the cadet have any new medical or physical conditions or limitations that were not included when the encampment application was submitted? (If yes, this requires immediate consultation with health services **senior** staff. Some conditions may be disqualifying!)
- **Question:** Are there any changes to medical or physical conditions that were included in the original in the encampment application?
- **Question:** Are there any existing minor physical or medical conditions such as blisters, ingrown toenails, cuts, bruises, skin rash, athlete's foot or other fungal infections? (If yes, how are these conditions being treated?)
- **Question:** Does the cadet have any new or changed medications since the application was submitted? (If yes, the TAC should inspect the medications, annotate the application forms and have parents sign to indicate approval for the medications – any narcotic pain medication is likely disqualifying. See health services **senior** staff ASAP!)

- Check all the cadet’s medications against the application medication list. Note any changes and have parents sign any changes. Any additions must be authorized by parents or they are not acceptable. This includes non-prescription or OTC medications not on the medication list.
- **Question:** Is the cadet able to monitor any existing medical conditions and administer their own medications, as needed, without reminders or assistance from encampment staff? (*Explain to parents that this is an expectation of cadets and that staff cannot be involved in the medication process. Example: If the cadet uses an asthma inhaler, they must know when they need to pre-treat and be able to do so without reminders.*)
- **CAPF 163, Permission for Provision for Minor Cadet Over-the-Counter (OTC) Medications** - Confirm with parents what they have authorized or not authorized. Explain the form as necessary. Make changes as necessary to the CAPF 163.

Also, during the in-processing medical review, medications will be checked against the list of medications on the encampment application. For any cadet under age eighteen (18), any medications **not listed** on a cadet’s application are **not authorized** and will be confiscated unless a parent is available to approve the medication.



All medications (prescription and non-prescription), vitamins, herbal remedies, and over-the-counter (OTC) medications, **MUST** be presented during in-processing. Parents need to review the original packet information and authorize, on the spot, any changes. Prescription, non-prescription medications, herbals, vitamins, or supplements to encampment only in the **original containers** with their name on the package in which the medication was dispensed or packaged.

TAC’s must verify that prescription containers contain the name of the prescribing physician, the name and telephone number of the dispensing pharmacy (if applicable), the name of the recipient of the prescription, and any other applicable dosing instructions.

CAP members keep and administer their own medications. This requires all members to carry any medications that must be taken after meals or other times during the day. The same applies to oral inhalers or epinephrine pens.

Medical/Health Issues.

Encampment does not set a specific time for “sick call” each day. When possible, and to avoid unnecessary interruptions to the training day, medical and health issues should be handled at the end of the training day when all participants are at the encampment base area.

Basics or cadet staff who need “routine” medical treatment (icings, wraps, heat rash, etc.) should see the Health Services/Medical Officer.

Although many medical needs can wait until the end of the training day, the TAC must ensure that basics or cadet staff who require more immediate medical attention get needed attention in a timely manner. Do not force a basic needing immediate medical attention to wait until the end of the day to receive help but encourage basics with less significant issues to wait whenever possible to consolidate the flight’s medical absences.

Urgency.

If the TAC believes there is a basic or cadet staff member with an immediate need for medical attention, the TAC should make it happen! Safety and health are of the utmost importance during encampment. During PIPER, TAC Officers will be able to review the medical information for cadets assigned to their flight. This will permit the TAC to become familiar with basics in the flight who may have medical problems or are on medications.

A Senior Member or Flight Staff Member Must Accompany Basics

Every time a cadet is move to or from Health Services area, the cadet must be accompanied by a TAC Officer or a flight staff member. There is no requirement for the senior staff member or cadet staff member to remain with the basic during the visit to Health Services. However, Health Services should notify the TAC or flight staff when the basic is ready to return to the flight. The TAC or flight staff member must escort the basic back to the flight. The TAC and flight staff must be aware of each basic cadet's location always.

Section 4

Weather

The climate is high desert, semi-arid. The warm season lasts from June to September. The average daily high temperature is above 76°F. The hottest day of the year is in July with an average high of 84°F. While these temperatures are average, it is common for summer daily high temperatures to exceed these averages.

Occasionally, severe weather conditions are experienced with high winds, afternoon thunderstorms, hail and cool temperatures.

Morning and afternoon weather conditions often change throughout encampment. The typical weather pattern is for mornings to be windy and clear with increasing temperatures; in the afternoon thunderstorms and rain as possible; otherwise the afternoon is warm to hot.



The Voice

USAFA Control Center announces whenever a bolt of lightning is sighted within 5 miles of the Academy and instructs everyone to take shelter. This is often referred to as the “big voice in the sky”.



This means, if indoors-stay indoors; if outside-get indoors.

If the encampment is in the auditorium, all encampment personnel will remain in the auditorium regardless of the schedule. If outside on the parade field, move the barracks quickly and remain there. When indoors in the barracks, work on perfecting the rooms.

When indoors at the auditorium, the schedule will be shifted to conduct a class that would happen later in the schedule. The Curriculum & Plans Officer will announce the changes via radio.

The Control Center also announces the “all clear”. Once “all clear” is announced, the schedule will resume where it left off. Adjustment will be announced by the Curriculum & Plans Officer.

Lights Out.

There are essentially two lights out times. One for the basics and another for the cadet staff. Lights out means cadets will be in bed, with the room door open and lights out.

Seniors members in a building are encouraged to share performing lights out, bed check of both basics and then cadet staff. Individuals violating the lights out requirement should be sternly admonished. All repeated incidents should be reported to the Commandant.

Doors that are closed after lights out must be investigated. Use care to respect gender and changing guidelines.



Sleep.

Encampment programs 8.5 hours of uninterrupted sleep time for all basics every night, per adolescent health guidelines. Cadet staff will have at least 8 hours of uninterrupted sleep time and may be permitted additional downtime as schedules allow.



Lights out becomes a “hard” stop. Meaning that lights out hours are not altered or violated.

Cadet staff is permitted to get up a half hour before basic cadets per the published schedule.

In previous years, cadet staff could take naps during the duty day, as the schedule permitted. Going forward, cadet staff may **NOT** take naps. Senior staff is expected to be ready and available during the duty day. Now, cadet staff is expected to be, too.

National Sleep Foundations article on Teens and Sleep tells us that sleep is food for the adolescent brain. During sleep, important body functions and brain activity occur. Skipping sleep can be harmful — even deadly, particularly if you are behind the wheel. You can look bad, you may feel moody, and you perform poorly. Sleepiness can make it hard to get along with your family and friends and hurt your scores on school exams, on the court or on the field.

Remember: A brain that is hungry for sleep will get it, even when you don’t expect it. For example, drowsiness and falling asleep at the wheel cause more than 100,000 car crashes every year. When you do not get enough sleep, you are more likely to have an accident, injury and/or illness.

FACTS:

Sleep is vital to your well-being, as important as the air you breathe, the water you drink and the food you eat. It can even help you to eat better and manage the stress of being a teen. Biological sleep patterns shift toward later times for both sleeping and waking during adolescence -- meaning it is natural to not be able to fall asleep before 11:00 pm. Teens need about 8 to 10 hours of sleep each night to function best. Most teens do not get enough sleep — one study found that only 15% reported sleeping 8 1/2 hours on school nights. Teens tend to have irregular sleep patterns across the week — they typically stay up late and sleep in late on the weekends, which can affect their biological clocks and hurt the quality of their sleep.

Many teens suffer from treatable sleep disorders, such as narcolepsy, insomnia, restless legs syndrome or sleep apnea.

National Sleep Foundation, “Teens and Sleep” <<http://www.sleepfoundation.org/article/sleep-topics/teens-and-sleep>>.

Off Base Trips

In years past, cadets arrive at encampment without all the packing list items and then want to go to Walmart, Costco or another store to pick them up. They find a willing senior member who agrees to drive a CAP or personal vehicle.

This year, this practice is discouraged. Any off-base excursions with cadets must be pre-approved by the Encampment Commander.

Section 5

CAP Vehicles

Without exception, all vehicle keys will be placed on the transportation board after arrival back to the encampment base. This is both an accountability issue and a safety issue. We must be able to make an emergency vehicle movement in case of an emergency or immediate evacuation. This is not a far-fetched concept. Remember the 2012 fire evacuation.

There will be NO vehicles reserved for use by a senior staff member that allows the user to retain the keys. In some cases (very few) exceptions may be granted by the encampment commander or Chief of Staff.



All CAP Vehicles must be "pre-flighted" daily, in adequate time to ensure on time departure.

All CAPF 73 entries must be made daily by the driver.

Transportation between encampment and off-site tours or activities will use COV. The AF does not furnish buses for offsite travel. Seniors will be assigned driving duties. TAC's will normally drive their flight. Other adult members will be required to drive to accommodate all cadets traveling. This is not a "if I want too", this is an expectation.

All senior staff members must possess a current CAP Driver's License.

Keys are in the admin building on the key board. When taking keys, write your name beneath the key hook so we know who has the keys. All, repeat, all vehicle keys must be turned in after each vehicle usage.

CAP Vehicle Parking at the Prep School

Move to the far end of the parking lot as shown. Unload there. Unload to the front of the vehicle. Do not stop to unload in the middle of the parking lot. Go to the next available parking slot. Do NOT stop in the middle. Stagger vehicles as shown.



AF Buses

We are fortunate in having the AF supply buses for most of our transportation needs. There is no guarantee that this will occur this year.

Buses line up along the curb at the parade field.

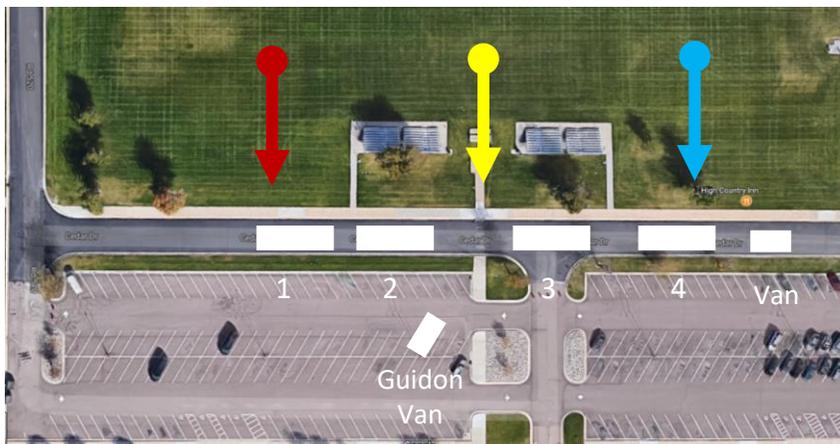
Squadron 1 will load the first bus in line by moving to the west of the bleacher. Squadron 2 will load the second bus in line by moving between the bleachers. Squadron 3 will load the third bus by moving to the east of the bleacher. Overflows and staff will load the last bus.

Move to your bus and board.

Get on the bus.

Do not stand outside of the bus talking.

Guidons will be put into a designated van in the parking lot.



Transportation will identify the destination of buses departing from breakfast. There will be a sign to indicate that destination. Move quickly to the appropriate bus and board.



Board buses from the back to the front. When the bus is full, everyone not on board moves to the fourth bus. Two Squadron TACs are the last to board. Once the bus is loaded, it should depart. The front row on each side is reserved for seniors. Daily, on bus by bus basis; check if standing is permitted by the driver. If so, fill the isle back to front. Cadet staff may have to stand.

Section 6

Intensity Levels

Intensity levels will continue to be an issue. There is no clear-cut definition of what is “too intense”.

CAPP 52-23, Cadet Protection Policy Implementation Guide, offers guidance. Read it. In part the guide tells us:

In general, higher levels of intensity are used during periods of instruction involving group physical skills and teamwork, like marching or during physical training or athletics, and lower intensity levels are used for traditional academic subjects focusing on individual skills and achievement such as history, math, and physics.

Problems can arise when there is a mismatch between the intensity level and the training to be accomplished. Too high an intensity level results in unnecessary stress and means the cadets cannot learn. In extreme cases, excessive intensity may amount to hazing, which is strictly prohibited in both the armed forces and CAP.

On the other hand, too low an intensity level may also result in missed learning opportunities or sub-optimal training results and deprive the cadets of the benefits of military instruction.

The key is to match the appropriate level of military intensity to the particular training to be given, the trainee’s experience and ability, and the environment in which the training is occurring.

Clearly, encampment should have a higher level of intensity than regular meetings.

Still, encampment does not inflict hurt or harm to anyone. Crying cadets is too intense. Injured cadets is way too much. No learning takes place.

A degree of stress is normal for encampment. Brief time intervals to do a task, urgency to finish while doing tasks are stress.

Stress increases intensity.

Punishment, beyond knowing the cadet was unsuccessful, is overboard.

The circumstance and setting guide the intensity level and they may be fluid moving from one level to another very quickly. The schedule guides expected intensity levels.

The highest intensity level is commonly known as “military training” and is a “1” on the schedule.

- Outdoor voices in a group setting. This loud, direct communication; typically, one way.
- Indoor voices for one on one conversations. This is direct and typically one way.
- Questions are “yes/no” or memory items. The entire SOP is a memory item.
- Increased use of the position of ATTENTION to gain and maintain the cadets’ focus.
- Time intervals to complete tasks is short.

The next intensity level is commonly known as “classroom” and is a “2” on the schedule.

- Indoor voices in a group setting. When necessary, use an outdoor voice.
- Indoor voices for a one-on-one conversation.
- Questions are open ended, requiring the cadet to give an explanation.
- Use of ATTENTION decreases and Parade, REST Increases.
- In the classroom environment, talking is typically not permitted, except to interact with the instructor. This interaction requires appropriate customs & courtesies by both.
- Time interval to complete tasks is longer.

The lowest intensity level is commonly known as “social” and is a “3” on the schedule.

- Indoor, conversational voices are common.
- Interaction with other cadets is typical.
- Time interval to complete tasks is set by the cadet.
- Horseplay is never allowed and when discovered the circumstance must immediately move to Intensity level 1.

SOP Reading

Reading & holding SOPs is an important part of instilling self-discipline. SOP's are for memorizing key items considered vital information to encampment.

Verify that cadets are actually memorizing & retaining this information is the key. Not how they position the SOP or how they stare at it.



Using high levels of intensity to constantly correct the position of the SOP renders the purpose useless. Focus on the memory of SOP paragraphs.

SOP Reading in lines or idle time is restricted to Saturday, Sunday & Monday. Thereafter, flight staffs are expected to use another training activity.

Van rides could be used for knowledge questions or teaching jodies.

Having cadets, without their SOP, hold their hands in the air serves no useful training purpose or learning value.

KNOCK IT OFF!



Religious Services

Encampment traditionally offers religious services and evening devotionals. Religious services will be at the Community Center this year. Catholic services begin at 0900. Catholic service attendees must leave the High School early and first. This trip will be a drop off at the Community Center Chapel. Vehicles will return to the High School for another load of cadets going back to the Prep School. Protestant services begin at 1030.

Cadets attending Catholic services will march back. Cadets attending Protestant services will march to and from services.

Daily Devotionals

Evening devotionals are at the beginning of personal time. Cadets may choose to attend. Depending upon the number of chaplains attending encampment, several devotional events may happen in different buildings, at the same time. Specific locations will be announced during the Welcoming sessions to encampment.

Schedule Coordination.

Despite the best efforts of the Curriculum & Plans staff, there **will** be schedule changes.

Any schedule changes will require close coordination among the cadet staff members, senior staff members and between the two groups. Each group should confirm any schedule changes with other groups that are affected by the change to ensure that everyone has gotten the word.

This is particularly important for flight/squadron cadet staff and TAC Officers. It is the shared responsibility of flight/squadron cadet staff and the TAC Officers to discuss and coordinate any time or location changes so that both parties fulfill required supervisory responsibilities. TACs must accompany the flights and squadrons always. Flights **will not** depart from any location without the assigned TAC Officer. Schedule change coordination is critical to ensure that both the flight/squadron and TAC Officer are in the correct place at the correct time for any unit movement. ***Do not assume that the other party has received the schedule change – double check to be certain!***

Any schedule changes that involves force support cadet staff and assigned senior staff mentors/counterparts should be coordinated closely for the same reasons. Although it is not necessary for force support senior staff to accompany force support cadet staff always, the force support cadet staff should **always** keep their senior staff counterparts informed of their location and what they are doing.

Seniors with Cadets Family Members at Encampment

It is awesome that, so many senior staff members attend encampment with their children. This becomes a great bonding experience for both the parent and the child. Still, the interactions must be carefully managed to prevent the appearance of favoritism or preferential treatment in the eyes of the other cadets.

For as many cadets who have parents at encampment, there are many times more cadets without a parent. Good order implies fair treatment. Fair treatment requires parents to defer to the appointed authorities guiding their child. Parents must recuse themselves in actions affecting their cadet.

Normally, parents may not travel with their cadet. Certainly, some activities like attending chapel services are conducive to interaction. Normally, parents must refrain from or severely restrict conversations with the cadet; however, social occasions and some meals permit conversations.

Speaking with TAC Officers about medical conditions or physical abilities certainly help inform the TAC. “Standing over” the cadet every minute, being a “helicopter” parent, does not.

You may be asked to refrain from hovering over, above or near the cadet.

Reducing the Potential for Problems.

The encampment program is planned and executed in accordance with CAP directives. In addition, we must be conscious of the possible effect our actions could have on our cadet members. Finally, we should be aware of the perceptions our actions create in our cadet members, their parents, and the public at large. Just because an action appears to be “legal” doesn’t make it the right action to take. Always be conscious of safety and be aware of areas where injuries or distress could occur.

If an incident does occur, we must promptly take appropriate action, including reporting to the appropriate CAP authorities, as described in CAP directives.

The encampment senior staff must follow CAP directives, do their best to provide an effective learning environment and be aware of the need to be flexible and make any necessary changes to plans to ensure safety. The senior staff must be particularly alert to any potential hazing situations and take immediate corrective action. If an accident, an incident, or a violation of CAP directives occurs, report it, promptly, to the appropriate CAP authorities.

Provide an Effective Learning Environment.

Arriving at encampment, the basics are cast into an environment that may be radically different from anything they have ever encountered before.



Encampment is highly structured, stressful, and demanding, and requires a high level of participation and concentration from each basic. Some basics will have more difficulty coping than others. Be alert to identify problems and provide counseling when appropriate.

The responsibilities of the cadet staff place them in a similar situation. Cadet staff members commonly have issues with success and failure at their job, and questions about purpose. They too may benefit from counseling.

Prevent Hazing.

As part of staff training, the senior staff and cadet staff will complete mandatory Required Staff Training. **Hazing will not be tolerated!** All encampment participants, particularly staff members will conduct themselves IAW all CAP Core Values. Staff must always promote the Core Value of Respect. An attitude of courtesy and mutual respect is essential at encampment.

Provide Counseling.

Although all senior staff members are potentially counselors, the senior staff has an important job as a counselor to both the basics and the cadet staff.

Off-Limits Areas and Dormitory Exits.

Certain areas within the USAFA Prep School barracks are considered off-limits areas. The Prep School has designated which areas CAP may use and areas that are off-limits. The off-limits areas will be briefed during the first cadet staff and senior staff training session and will be marked with signs. There will be no exceptions to the off-limits policy. Violations may result in dismissal from encampment.



Dormitory Security.

All exterior barracks doors must be closed always. Blocking doors open is a security violation and is unacceptable. For routine entry/exit of each barracks building, use only the front doors. The rear doors are for emergency use only! Violations may result in dismissal from encampment. These doors will be marked "Do not use this exit except for emergencies". Any time a flight departs the dormitory building, individual room doors will be open, lights turned off, windows closed, curtains open, and exterior building doors locked. All personnel will secure all items of value in the locked personal drawer or their desk. TACs will conduct regular walkthroughs and briefings/reminders to ensure compliance.

Building 5214, (squadron 3 Building) has a known front door closure issue. The pressure of the building's cooling system is very high and this prevents the front door from closing and locking on its own using the automatic closing system. This door must be pushed to close and lock it from outside or pulled from the inside to ensure that it is closed and locked.

Senior Supervision of Cadets.

Cadets moving as part of a unit (flight or squadron) must always be accompanied by, or be in close visual proximity to, a senior member. This applies to both inside and outside the boundaries (brick wall) of the USAFA Prep School. Basic or cadet staff cadets not moving as a flight or squadron do not need to be accompanied by a senior member within the boundaries of the Prep School. However, any basic moving to or from the health services area must always be accompanied by a senior member or cadet staff member. The Flight TAC must be informed of any cadet being escorted to health services. Specific exceptions to this paragraph for cadet staff members are at the discretion of the commandant of cadets. Any exceptions will be briefed during the first cadet staff and senior member training sessions during PIPER. No exceptions will be made for basics.

Fraternization.

Fraternization is described as unduly familiar relationships. When fraternization occurs, it undermines good order, discipline, and unit morale.

Unduly Familiar Relationships.

A key to understanding fraternization is to understand that fraternization it is not necessarily a romantic relationship. As an example, a TAC Officer who is "too chummy" with a cadet staff member or any other

cadet is potentially exposed to a cadet protection boundary concern. Professional distance must always be maintained between senior members and cadets.

Good Order, Discipline and Unit Morale.

If the supervisor and subordinate become too friendly, this will impact good order and discipline by opening the possibility of favoritism within a group. Even the perception that a supervisor is showing favoritism is destructive to unit morale.

Romantic Relationships.

Seniors are responsible for setting the example for the cadets. Because seniors have intrinsic supervisory authority over cadets, senior members will not date or have an intimate romantic relationship with a cadet at any time, regardless of the circumstances.

Senior Quarters.

Senior staff quarters should be maintained neatly. It is sometimes necessary to conduct business in quarters. Senior staff is not required to maintain barracks standards; however, maintaining rooms in a neat and orderly manner is recommended. Senior staff always has the option of keeping their door closed if they do not wish to maintain their room in an orderly manner.

Cadet Staff Quarters.

Cadet staff shall always maintain their quarters in inspection order to set the example for the basics.

Dormitory room doors will be left open except when changing clothes.

When occupying any room with a member of the opposite sex, the doors will remain **fully** open at all times.

Cadet command staff and the Commandant of Cadets will perform spot checks of cadet staff barracks to ensure compliance.

Snacks

One cadet staff benefit is having snacks available in their rooms. These must not be visible to basics. Cadet staff members will personally dispose of wrappings, containers, cans, bottles and other trash associated with snacks so that the presence of any of these items is never visible to the basics. This includes trashcans next to room doors. Failure to comply with this paragraph may result in loss of snack privileges by cadet staff.

Encampment Meals

No Salute Zone.

There is a "NO SALUTE" zone at the high school cafeteria. The no salute begins at the bus loading/drop-off area to entrance door at the cafeteria. Cadets are not expected to render a salute. They are expected to render the appropriate greeting.

Order of the Day

Upon arrival at the High School, the order of the day goes into effect. The Group Honor Flight goes first. Then the other flights in the same squadron, followed next squadron published in the order of the day.

Honor flight may divide into the many serving lines.

Drinks

Cadets take their food to the table and return to get their drinks. Cadets do not stop at the beverage station with their food.

Staff Members at Cadet Tables

Beginning on Tuesday, senior members may sit and eat with cadets at their table during a meal. Cadets will be permitted to ask questions or give answers to the seniors.

No one is required to eat with cadets; you are encouraged to so.

Flight staff members are also encouraged to take turns eating with the flight members.

Announcements at Meals

Breakfast is the time for the daily safety briefing. Lunch and Dinner have no scheduled announcements. Authority to make announcement is the Commandant of Cadets.

Etiquette

Support staff member may not arbitrarily cut into the serving lines. When it is necessary for staff to enter a serving line, they join the line at the end or between flights. Joining between flights is not the norm, eating at the end is.

Cadet staff will not disturb basic cadets while they are eating. Basic cadets have 15 minutes of uninterrupted time to eat each meal. Meals are quiet time and uninterrupted by staff. This means no yelling at them or telling them to hurry or walking back and forth down the aisles. Indoor voices MUST be used.

Desserts.

Dessert is for the Group Honor Flight whether at the High School or at a DFAC. Cadet and senior staff members may partake in dessert once the honor flight is served. Desserts are limited to one piece. Desserts will be served at the end of each meal, not during or before.

Dietary Restrictions and Food Allergies

Most encampment meals are served at the Air Academy High School cafeteria on the Air Force Academy property. Sodexo, our food service provider, is **unable** to provide food service that satisfies all dietary restrictions and food allergy issues.

We brief cadets that it is not possible for all food items served to be completely allergen free. Cadets cannot assume that because they stated that they have an allergy that it is safe to eat anything served. **Participants are responsible for asking food service personnel if a particular food contains items to which they are allergic.** If so, they should not eat that food and should select something else from what is available. We will reinforce this concept daily.

Usually, there are choices available for most cadets to eat; however, we will not ~~cannot~~ place requirements on Sodexo that they cannot meet. Therefore, special dietary needs of individuals may not be met.

Individuals should plan to supplement the encampment meals by communicating with the Encampment Commander.

Some meals may be served at military dining halls at Ft. Carson and Mitchell Hall at USAFA. We have *no* control over those meals.

Seniors and cadets with allergies or dietary restrictions will simply have to select from what is available at each meal.

While we understand the need to make reasonable religious accommodations for meals, these accommodations will usually be limited to the cadets selecting something that they are able to eat from what is available. If cadets have very strict religious dietary requirements, encampment staff will need to discuss the specific dietary requirements with parents. Limited accommodations may be possible, but it may require parents to supply special meals at their own expense. Very limited storage is available for such requests.

Restroom Breaks

Again, this year, cadets will get off the buses at the Prep School and move to their barracks for restroom break.

Cadets will be in the auditorium or on tour the remainder of the morning or afternoon. There are limited facilities...the barrack has more.

Time management is essential, only 15 minutes is scheduled. It should take no more than 3 minutes to reach the barracks, no more than 3 minutes to return. This leaves 9 minutes. Use the time wisely. Allow cadets time, do not allow cadets to linger. Get them in and out fast.

This is a high intensity event but does not call for yelling at cadets inside the barracks. Command voice and outdoor volume are permitted. Statements like "MOVE IT, MOVE IT", "GET OUTSIDE NOW", or "HURRY UP, WE DON'T WANT TO BE LATE" are appropriate. Stopping at the water fountain, just after a meal where they were to drink at least two cups, is inappropriate. Put a stop to it.

Showering

The object of showers is hygiene, not training. Therefore, showers will not be regimented or formally timed, though the flight staff will ensure that every cadet moves along, gets clean and does not horse around.

Senior staff should be aware that the communal showers could be a new experience for many cadets.

All cadets will shower daily and use deodorant / antiperspirant. All cadets will brush their teeth daily.

Seniors will shower separate from cadets. The rule of thumb for encampment is "after staff lights out and before staff wake-up time, seniors may shower". During this time, cadet males are restricted to using the third-floor latrine and seniors will use the second-floor latrines. Specific instructions for shower schedule will be covered during PIPER.

The handicap restrooms on the first-floor are restricted to female seniors, unless there are cadets that need this restroom. A schedule will be agreed upon in these situations.

Encampment Injury or Illness Policy

Participants must disclose, in the encampment application packet, all pre-existing physical, mental or medical conditions that restrict participation in any way. A signed physician's statement, using **CAP Form 162, CAP Member Physical Exam Form**, is required for all such restrictions.

Encampment staff will attempt to make reasonable accommodations for cadets with restrictions; however, some restrictions may disqualify the cadet from encampment.

Any **new** condition or any **change** to a cadet applicant's physical, mental or other medical condition **after** the Encampment Application Packet is submitted must be reported to encampment staff prior to arrival or at the latest, during in-processing. This is re-verified during In-Processing by the TAC Officers at the medical check station.

Cadets arriving at encampment with unreported or undisclosed pre-existing physical or medical conditions that restrict participation in encampment activities may be disqualified from encampment participation and may not be allowed to in process. In such cases, no refund of encampment fees is available. This decision is made by the Encampment Commander on a case-by-case basis.

Illnesses and injuries are inevitable at encampment. However, the severity and duration of injuries and/or illnesses may limit a cadet's ability to participate, fully, in encampment activities and may prevent the cadet from completing 80% of encampment graduation requirements.

Building Entry

Key cards are controlled by the USAF, not CAP. The AF authorizes only so many and everyone issued a card must complete the authorization form, personally.



Because of the limited number, essential encampment staff are issued one. Do not be upset when you do not receive one. Typically, TACs, Medical, Logistics and Command get cards. Key cards may not be given to some for them to use...even temporarily. This is a security violation. The card may be taken away by the AF.

Use the door bells. Do not use the radio to call for someone to open a building door. If you are in the building, **ANSWER** the door. Get up and answer the door; if someone else beats you to it, wonderful, go back to work.

Do not leave a building door propped open. This is also a security violation.

Periodically check the back doors. Cadets are known to prop them open for nighttime movements. Contractors working the buildings sometimes use them, too.

Cadet Personal Time.

30 minutes each night is scheduled as cadet personal time. Personal Time is not to be used for training, meetings or classes. The C/CC has the discretion to further restrict any activities based upon the maturity

and behavior of the cadet staff. He or she may also consult with the Commandant of Cadets for permission to relax any restrictions as a form of reward.

Private Vehicles.

All cadet members who drive POVs to encampments will not operate the POV while at the encampment.



Typically, during check-in keys are confiscated. Upon arrival and after unloading vehicles, all cadet members will park AND lock their vehicles in the designated parking areas and will then turn-in all car keys to the designated senior member, who will return the keys at the end of encampment.

Leaving the encampment without permission from the encampment commander or failure to turn in car keys is grounds for immediate dismissal.

Notifications to Senior Staff.

Cadet staff members will notify the appropriate senior member in the following instances:

- If you need to leave the encampment area for any reason.
- If the flight is leaving the encampment area for a tour, class, or any other reason.
- If any basic is injured or becomes ill.

Behavior.

Cadets will always adhere to Cap Core Values and Cadet Protection Policy. Non-compliance may result in dismissal from encampment and possible termination from CAP.

Energy Drinks.

Energy drinks are dietary supplements containing high doses of caffeine and/or other stimulants. Popular brands include Red Bull, Monster, Rockstar, etc. Because the U.S. Department of Health and Human Services has warned that energy drinks are hazardous to teens. IAW CAPP 52-25, cadets are prohibited from consuming energy drinks at CAP activities.



Alcohol, Tobacco, and Drugs.



Regardless of age, cadets will not possess or consume tobacco products, alcoholic beverages, or illegal drugs in any form while participating in at encampment. Failure to comply with this standard will result in immediate dismissal from encampment.

The administration of both legal prescription and legal non-prescription medication(s) is the responsibility of the CAP member and not the CAP Corporation. The authority for members who have reached the age of majority to bring legal medications to CAP activities is vested with that member. The authority for members who have not reached the age of majority to bring legal medications to CAP activities is vested with that member's parent or legal guardian.

Senior members and reservists will not drink or smoke in the presence of cadets. Participants caught drinking or smoking may be expelled from encampment. The appropriate wing commander will be notified as outlined in the 'Sending Cadets Home' section.

Marijuana.

Although Colorado Law allows limited possession of marijuana by those 21 and older, cadets (all are under 21) and seniors MUST never be in possession of marijuana.

In addition, the Air Force Academy is a federal facility and marijuana is not allowed on federal facilities regardless of state law. Failure to comply with this standard will result in notification to USAFA Security Forces, immediate dismissal from encampment, and possible CAP membership termination.

Unsafe or Inappropriate Orders.

If a member receives an order or directive from another CAP member that is perceived as illegal, inappropriate, unsafe, or creates potential liability for CAP, the member receiving the order will bring that order or directive to the attention of the issuing member's supervisor.

A person must not follow an order that is illegal, inappropriate, unsafe or not in accordance with CAP regulations. Members will not be disciplined for failure to execute such an order.

SPECIAL NOTE: It is important to note that a perceived violation of the chain of command at encampment **does not** constitute an inappropriate or illegal order. The terms “inappropriate” and “illegal” refer to the nature of the order and not to the person giving or receiving the order. In the encampment environment, cadet staff and senior members have their own separate chains of command. While we make every effort to follow the chain of command to the best of our abilities, one thing needs to be made clear. At encampment and throughout CAP, all senior members are “senior” to all cadets! Cadet staff members and basic cadets **will carry out** directives/orders given by a senior staff member. Cadet staff members and basic cadets **do not** have the option of ignoring or disregarding a directive/order from a senior staff member unless following the directive would create an immediate safety issue.

Section 7

Role of TAC Officers.

Tactical Officers are CAP senior members who are the first-line adult supervisors of cadet staff and basic cadets. The TAC Officer's primary responsibility is to ensure the accountability safety, health and well-being of the cadet staff and basics.

TAC stands for Teach, Advise, and Counsel. The TAC is a mentor, safety officer, chaperone, and parent all in one. TAC Officers may be called on to provide personal counseling to basics. A TAC serves by being a constantly available source of wisdom, common sense, knowledge, and sometimes just an extra set of eyes and ears.

To some degree, the TAC Officer role is learned from experience. There will be times when the cadet staff will welcome the TACs comments and critiques. There will also be times when the cadet staff does not need the help. There will be the times when the cadet staff does not want the help but needs it anyway. Learning which situation is applicable will come with experience.

It is NOT the TAC's Flight!

One lesson that can be difficult for a new TAC to understand is that the flight to which the TAC is assigned is not "the TACs flight." The flight, and the ownership of that flight, belongs to the flight staff. Just as the encampment belongs to the cadet command staff.

The senior staff, from the TAC Officer to the encampment commander, serves as custodians of the encampment and its components. We give the encampment over to the cadet staff during the week. The seniors still maintain accountability, control and oversight, but the ownership of the encampment and its success or failure must lie with the cadet staff if they are to learn. If a TAC begins to think in terms of "my flight", that TAC is likely to exert too much control over the flight and the flight staff will spend the week doing nothing but being followers. They are here to be leaders not to just "fill a slot." The cadet staff cannot learn if seniors are doing their job for them.

TAC Assignment.

The Chief TAC selects TAC Officers for final approval by the encampment commander. Ideally, each flight will have an assigned TAC Officer. If qualified personnel are available, the Chief TAC may assign Assistant TACs. A TAC must be aware that they are role models for the basics and cadet staff. This impression will affect the future relationship between basics and senior members. The TAC should have full knowledge of uniform wear and customs and courtesies, and should comply, fully, with all manuals and regulations. A TAC should also become familiar with drill and general barracks procedures.

TAC Officer Chain of Command.

The TAC Officer is not in the basic's or cadet staff's chain of command. Although all basics must comply with a directive from a TAC, normally, instructions to the basic cadets should go through the cadet staff. The TAC must reinforce the chain of command with the basics, referring appropriate questions back to the cadet staff. TACs are subordinate to and report to the Senior TAC or Chief TAC, as appropriate.

TAC Responsibilities.

The following functions are responsibilities of TACs and/or other senior members. TACs **will not** delegate these functions to cadet staff.

Custody of Barracks/Dormitory Facility.

This duty will largely depend on the facility used for encampment. If the flight is assigned to its own building, then the TAC is ultimately responsible for ensuring that the building is maintained in an appropriate condition. This responsibility does not mean that the TAC is responsible for flight members meeting the encampment's inspection standards. Meeting those standards is the responsibility of the cadet staff and the flight members. TACs are expected to monitor the building for overall livability and engineering issues such as leaky pipes, inoperative windows, roof leaks, furnace/air quality issues, etc. In an encampment where you share a building you may be asked to monitor certain parts. At the USAFA Prep School, each building is shared by the three flights of one squadron and each flight TAC has a shared responsibility with the other flight TACs of that squadron and the Senior TAC.

TACs should regularly check that an adequate supply of toilet paper, paper towels, hand soap, and other consumables are available in each latrine and that all trash receptacles in the building are being emptied regularly. It is **not** the TACs responsibility to personally correct these problems; however, the TAC should notify the appropriate cadet staff personnel so that they can correct the problem.

Initial Shakedown/Contraband Check.

Sometimes, this is a duty that new TAC Officers have difficulty executing because they either do not understand its purpose or feel it is too "over the top." A shakedown inspection is a complete and thorough inspection of the gear, clothing, and luggage that the basics and cadet staff bring to encampment. Prior to encampment, each basic will have received a list of items that are prohibited and considered "contraband." Experience has shown that some basics will still insist on bringing these items. Some items may be the result of simple oversight (forgetting to take their knife out of their field gear) while others will bring items to expressly violate the rules, such as bringing tobacco or alcohol. (This has happened previously!)



Reasons for Shakedown.



First, we strive to remove any distractions from the training environment that the basic may have brought with them. It is difficult to motivate a basic to make his bunk when he can play games on the cell phone or text his girlfriend, instead. Secondly, the inspection process allows us to identify and deal with any basic who has the intent of expressly violating the rules and engaging in conduct that could seriously affect his/her fellow flight members. These basics are the ones who bring alcohol, tobacco, or drugs to encampment. A third reason is that during encampment we want to ensure that the basics are eating a well-balanced diet and receiving good nutrition. The shakedown inspections eliminate candy, junk food, and soda (and its associated sugar and caffeine) from the basics' diets. Lastly, we use the shakedown inspection process to set a tone. Encampment **is not** just another

summer camp. Conducting a shakedown inspection sends the message that we are serious about training and about standards.

The Shakedown Inspection Must Be Thorough and Complete.

This means opening every bag, holder, etc. including toiletry bags, and so on. TACs should have the basic spread everything out, in the TACs presence, to allow inspection of every item. There may be a specific encampment policy for this. If there are mixed genders in the flight, it is recommended that that TAC have a staff member of the opposite gender (either cadet staff or senior) assist the TAC when conducting a shakedown inspection of basics that are of the opposite gender. For example, a male TAC will want to ask a female TAC or female cadet staff member to assist in inspecting the belongings of the female basics in the flight. Using force support cadet staff for this task may be helpful. The TAC should not forget to check the luggage itself and any pillows or other articles the basic brings! If a complete shakedown is not accomplished the first time, another shakedown will likely be required later as evidence of the contraband begins to surface during the week.

Collection of Contraband Articles and Vehicle Keys.

TACs will label any collected contraband items with the basic's name and turn the collected items over to the custody of the senior logistics staff for storage. Certain contraband items will not be returned to the basic. Any items prohibited by CAP regulations (as compared to encampment standards) or by law will not be returned. If TACs find these items they should immediately notify the Commandant of Cadets. Items that this would include are illegal drugs, drug paraphernalia, tobacco products, eCigarettes, firearms (or facsimiles), or alcohol.

A detailed list of acceptable and contraband items will be provided to TACs prior to basic in-processing. This list will define what items will be confiscated and not returned as well as items that will be returned so that the basics will not be concerned about the return of a valuable item. This list will also include a list of acceptable items that may be retained by the basics.

Contraband

Encampment Staff will thoroughly search all luggage immediately after arrival and confiscate any items on the list below.

- Firearms, knives, explosives, other weapons or anything resembling them, including squirt guns, pellet weapons, airsoft, etc.
- Fireworks of any type.
- All heat emitting devices (Matches, lighters, heat guns, torches, etc.) Irons and Hair Dryers are acceptable after inspection by TAC.
- Offensive, obscene, sexually explicit materials & pornography of any type.
- Snacks, candy, gum, food or drinks of any kind.
- Soda pop & energy drinks (such as Red Bull, Amp, Spike, etc.).
- Liquid shoe polish.
- Cards, dice, poker chips or other gambling paraphernalia.
- Game playing devices of any kind.
- Alcohol, tobacco, tobacco products or substitutes, e-cigarettes, vapor pens.
- Any controlled substance or illegal drug, marijuana in any form including infused items.
- Computers, laptops, cellphones, iPad's, iPod's, video games of any kind, other electronic devices, toys of any kind, or other communications or computing devices.
- All sets of Personal Vehicle keys – Must be turned in at check-in.

- Expensive jewelry.
- Clothing with inappropriate sayings or markings. The decision on the appropriateness of an item is left to the discretion of the Commander. The decision will be final and no appeals will be entertained.
- Any Prescription or non-prescription drugs, herbs, supplements, etc., **not** listed in the application packet.

Non-Contraband Items

- Wrist watches.
- Small amount of money (\leq \$50)

TAC Officer Flight Briefing.

Only the TAC Officer conducts this briefing. On the first evening following basic arrival, ensure that the flight cadet staff coordinates a time for the TAC to introduce himself/herself and to explain the TAC's role to the basics.

The TAC should explain that if a basic cadet needs to call home they can ask for the TAC and arrangements will be made during personal time. During this briefing, the TAC should determine if any basics need to call home to let their parents know they got to encampment safely. Find out how each basic cadet plans to return home and who will be picking them up.

If there are any medical concerns for basics that the MED/Health Services Officer has briefed the TAC on, it is appropriate for the TAC to speak with that basic individually and discuss how/if their medical condition may affect their performance at encampment. If a basic brings up a previously undisclosed medical issue, the situation must be brought to the attention of Chief TAC and Senior Health Services staff. Let the basics know that they can request to see the TAC Officer for any reason and that flight staff will not deny a request.

Supervision of Telephone Calls Home.

Occasionally basics will need (or want) to call home during encampment. Example: A basic may wish to say, "Happy Birthday" to a family member or there may be an illness in the family. Unfortunately, there will be cases where the basic wants to leave encampment and will try to accomplish this by calling home. Since most of calls home are due to family emergencies or homesickness, the TAC must be present to monitor the call.

These calls should be delayed until the basic's personal time so as not to interrupt the encampment schedule. Prior to arranging for a call home, consult with the Chaplain regarding the sharing of the situation with parents.

The TAC should initiate the call for the basic so that both parties understand that the TAC is present during the call. This also gives the TAC the opportunity to reassure the parent that nothing is wrong. The TAC should actively monitor the entire conversation by remaining in the room with the basic. Many times, parents do not understand what goes on at encampment. All that the parent knows is that their child is calling home, in tears, and asking to come home. Some parents will tell their child to stay and work through their homesickness. Others will tell the child that they are coming to pick him/her up immediately.

Obviously, for the sake of the basic's encampment experience, we do not want the basic to go home. The challenge of homesickness is something the basic will have to face some day. By remaining in the room, the TAC is in a better position to discuss any issues with the basic or parent. TACs should arrange for another TAC to monitor the flight while taking care of this duty.

Blister Check.

One of the most important duties of the TAC Officer is conducting the evening blister check. Encampment involves a lot of marching, standing, and running. It is hard to make it through encampment with bad feet.

Blister prevention and early treatment will help prevent problems later in the week. The TAC, in coordination with the flight staff, must ensure that all cadets understand the importance of immediate reporting of a suspected blister.



TACs should consult the Health Services/Medical Officer if they do not understand proper blister treatment. Each evening, preferably right after showers, TACs should check basics' feet for blisters and hot spots. Moleskin and bandages are available from the health services/medical staff. TACs may teach the flight staff to accomplish the blister check and provide any necessary first aid; however, the TAC **must** monitor/supervise the checks/treatment. **TACs will not delegate this supervisory responsibility! The TAC must ensure that the flight staff sets aside this time so that blister check can be completed without interfering with the basics' personal time.**



Personal Counseling and/or Referral to Chaplain.

Encampment can be a very stressful experience for some basics. It may be their first time away from home, it may be the stress, or they may just be overwhelmed – in any case, basics sometimes need an understanding ear to listen to their concerns.

The cadet flight staff **will not** conduct this type of counseling. They have an image and a “professional distance” that they must maintain. Therefore, the TAC's role is so important. The TAC can counsel basics and allow the flight cadet staff to continue their operations.

Although TACs have primary responsibility for counseling, they should be ready to involve the Chaplain in any counseling process, if necessary. Sometimes the needs of the basic will be too much for the TAC to handle. That is okay. The Chaplain is always available to assist. If a basic should ask to see the Chaplain, the TAC or flight staff will approve the request. The only exception to this is when the flight is very far away from base or when it would be unsafe to leave the flight. Then, every effort should be made to take the basic to the Chaplain (or bring the Chaplain to the basic) as soon as it is feasible.

The TAC may recognize situations in which a cadet staff member may require counseling. The TAC should constantly look for signs that a cadet staff member is nearing exhaustion or is too “near the edge” and needs a break. Inadequate sleep and the stress of the position can cause potential problems with a cadet staff member's effectiveness in the job.

Ensure Release of Minor Cadet to Authorized Persons at the End of Encampment.

At the close of encampment, or if a basic is going/being sent home early, the TAC may have to release a cadet to a parent or guardian. The TAC will ensure that they know who is supposed to be picking the cadet up, and that the person the TAC is releasing the cadet to is the correct person. Parents should not be offended if encampment staff checks ID to ensure the safety of their son or daughter.

Other TAC Responsibilities.

Although the TACs and other senior staff members are responsible for the following items, TACs will require the flight and squadron cadet staff to assist in enforcement of these items.

- Safety of all personnel.
- General welfare of basics, including observation and prevention of heat related and other injuries, fluid intake, availability and use of the latrine facilities.
- Observation, training, and correction of military customs & courtesies violations.
- **Dormitory Security. All exterior barracks doors must be closed at all times.** Blocking doors open is a security violation and is unacceptable. For routine entry/exit of each barracks building, use **only** the front doors. **The rear doors are for emergency use only!**
- Any time a flight departs the dormitory building, individual room doors will be open, lights turned off, windows closed, curtains open, and exterior building doors locked.
- All personnel will secure all items of value in the locked personal drawer or their desk.
- TACs should conduct regular walkthroughs and briefings/reminders to ensure compliance. with this paragraph.
- Building 5214, (squadron 3 Building) has a known closure issue with the front door. The pressure of the cooling system is very high and this prevents the front door from closing **and locking** on its own using the automatic closing system. This door must be pushed to close and lock it from outside or pulled from the inside to ensure that it is closed and locked.

TAC Officer/Cadet Staff Relationship.

TACs are the mentors for the flight or squadron staff. Their job is to train, advise, and counsel the flight or squadron staff in leadership decisions. While doing this, TACs must exercise caution to avoid interference with the cadet staff chain of command.

Safety related issues will be corrected immediately when the judgment of the TAC Officer dictates. When observing the need for corrections of customs/courtesies, drill issues, uniform issues, and regulation violations, the TAC should identify the problem to the flight staff, for correction. If a TAC observes infractions when basics are not in a formation or any organized activity, the TAC may discretely make corrections if a cadet staff member is not available.

The TAC Officer is encouraged to share feedback on the flight's development with the appropriate personnel, such as the cadet flight staff, Squadron cadet staff or TAC, etc. Matters of concern when dealing with other cadet staff members should be referred to the Chief TAC and Commandant of Cadets.

TAC Supervision and Assistance.

The TAC Officer is not alone. Within the encampment structure, there are many people available to help the TACs.

Senior TAC Officer.

Within each squadron, one TAC is designated as the Senior TAC and may or may not be assigned to a specific flight. This person is available to answer questions, coordinate coverage if a TAC needs a break, and to help things run smoothly.

Chief TAC Officer.

The Chief TAC is responsible for supervision of the TAC Officers. The Chief TAC is someone with whom TACs should share concerns, problems, or positive feedback about certain basics or cadet staff members. In addition, if there are issues with the squadron staff or cadet command staff, the TAC should bring these up to the Chief TAC as well. Normally, communications with the Chief TAC should go through the Senior TAC.

Commandant of Cadets.

The Commandant is responsible for ensuring that the cadet staff executes the encampment plan, completes encampment objectives, and meets standards. Normally, TAC communications with the Commandant should go through the Chief TAC.

Chaplain.

The Chaplain is available for many types of services and assistance. Counseling, mediating, and listening are just some of the skills and abilities that the Chaplain brings to the encampment setting. TACs do not have to counsel or solve all cadet staff or basic cadet problems. Early in the process, solicit help from the Chaplain so that he can help “manage” the load. Some of the basics and cadet staff may bring emotional “baggage” from home. Although we did not create their situation, we do have to help the basic to become successful in reaching the encampment goals. There may be times when a TAC needs a sympathetic ear to listen to concerns. The Chaplain will gladly fill this role.

Curriculum and Plans Officer.

The curriculum and plans Officer (XP) is responsible for coordinating the training schedule, maximizing basic participation, and ensuring that the training curriculum is of high quality and is consistent. TACs should consult the curriculum and plans officer for answers to questions about any of the academic material, or the encampment schedule.

Standardization and Evaluations Officer.

The Stan/Eval Officer (OGV) is responsible for monitoring adherence to all applicable regulations, customs/courtesies, drill/ceremonies, and adherence to the training standards. TACs should address questions about drill or customs and courtesies to the Stan/Eval Officer.

Health Services/Medical Officer.

The Health Services/Medical Officer is available to help resolve medical problems. If a TAC is not comfortable with any of the minor medical duties, such as blister checks, consult with the Health Services/Medical Officer. Keep an open line of communication with the Health Services/Medical Officer. Occasionally basics will attempt to tell their TAC one thing and the Health Services/Medical Officer something else. It is important that communications be open so that any issues can be resolved. It should come as no surprise that basics will make up all sorts of excuses to avoid doing the things that they do not like – such as morning PT.

Other General Duties and Responsibilities.

Participate in Meetings.

As mentors to the flight and/or squadron staff, TAC Officers should participate in flight and/or squadron meetings, primarily as observers, and should constantly evaluate the flight performance and flight or squadron staff performance, providing appropriate feedback when necessary. During these meetings, the TAC and flight staff should review the schedule for the next day. The TAC should solicit information about what the cadet staff might need from the TAC. Discuss any problems with blister checks, medical problems, and any possible training issues.

Offer Advice When Needed.

Often, TAC Officers have years of experience either at encampment or with life challenges in general and can provide possible solutions to basics. The objective of the TAC Officer should be to let the flight staff solve problems on their own first, but remain available to offer advice and assistance, as needed.

Maintain High Visibility.

TACs must maintain high visibility to the cadet staff and basics. The basics and cadet staff should always be aware that the TAC is nearby. Accompany the flight wherever they go except when coordinating this responsibility with another TAC and after advising the Squadron TAC.

TACs should continually reinforce to the flight staff that they must keep the TAC in the loop regarding schedules and planned times of departures for the various activities and that they must not go anywhere without the TAC. This is particularly important in the case of schedule changes. The TAC may not get the word about changes; it is the responsibility of the flight staff to confirm schedule changes with the TAC. Once the departures time have been determined, the TAC must not be late and cause the flight to wait.

Senior Supervision of Cadets - General.

Cadets moving as part of a unit (flight or squadron) must always be accompanied by, or be in close visual proximity to, a senior member. This applies especially to ~~both inside and~~ outside the boundaries (brick wall) of the USAFA Prep School.

Basic or cadet staff cadets not moving as a flight or squadron do not need to be accompanied by a senior member *within* the boundaries of the Prep School. However, any basic moving to or from the health services area must always be accompanied by a senior member or cadet staff member.

Specific exceptions to this paragraph may be granted by the Commandant of Cadets for cadet staff members. Any exceptions will be briefed during the first cadet staff and senior member training sessions during PIPER. No exceptions will be made for basics.

Building Walkthroughs.

At least once daily and at other times when appropriate, walk through the building to see the progress that basics are making on bunks and rooms and check the overall building condition. Note any unreported broken equipment or safety hazards. Check latrines, supplies, and trash receptacles.

Ensure that the basics are regularly emptying trash receptacles. Bring problems to the attention of the flight/squadron cadet staff or cadet logistics staff, if appropriate.

Bed Check.

Each evening after lights out, TAC Officers should perform a building walk through to confirm that all basics and cadet staff are in bed. Male and female TAC Officers assigned to the same building should coordinate the walk through to ensure that male and female cadets are accounted for.

Laundry.

Ensure that the flight staff or cadet logistics staff has a plan for coordinating laundry for the basics. This is often an interesting time management challenge.

Flight Honor Basic.

TACs may assist in the selection of the honor basic for the flight. The strongest candidates should be evident by Thursday. A squadron selection is usually made late that day or the next morning. A review board may be held to aid in selection.

Special Recognition Opportunities.

Occasionally opportunities may arise for basics to receive special privileges. Be prepared to help select basics for these honors. Selection should be made based on performance, attitude, etc.

No Credit Situations.

TACs should watch for possible “no credit” situations. This means basics that do not participate at a satisfactory level. The basics may not be trying to apply themselves. In addition, this may include basics who have not participated in 80% or more of the activities. Sometimes basics will look for excuses to sit by and not participate. TACs should try to identify these early and counsel them at the earliest opportunity or refer them to the Chaplain if necessary. Keep the Squadron TAC and/or Chief TAC informed of potential “no credit” situations. ***For basics in this category, the goal is to solve problems – not get rid of them!***

Basic Assessments/Evaluations.

By the next to last day of encampment, TACs should be reviewing the basic evaluation forms with the flight staff, helping them with observations. The flight staff should be reviewing the form with each basic sometime prior to the banquet on Friday evening. The forms should be collected and turned in to Admin for appropriate distribution. On occasion, the cadet staff has delayed these evaluations or taken shortcuts because they seem to have “more important” things to do. Watch for this situation and take any necessary action.

Final Clean Up.

Ensure that the basics and cadet staff clean up and restore the building. The building will be returned to the host facility in original condition, or better. The TAC Officers must take a ***very high profile*** and be very proactive during final clean up to make sure the buildings are cleaned thoroughly and efficiently.

Graduation.

Check with the Squadron TAC and Chief TAC regarding the TAC's role during the graduation ceremony. Typical duties involve traffic control and directing parents/guests to appropriate locations.

Out-Processing.

Review checkout procedures. By the next to last day, the Admin and/or Logistics staff should have provided an out-processing briefing. This will include the process for check in of linen, returning furniture to original location, and building cleaning requirements.

It is important that the TAC understand how each basic in the flight is getting home and who has responsibility for pick-up/transportation. Checkout procedures may require a signature from the person taking the basic home. Admin will provide sign out sheets.

Departure from Encampment.

TACs should not depart the facility until released by the Chief TAC Officer. Do not forget to turn in your building key cards. The TACs duties are not complete until all basics have signed out, left the area, and the dormitory buildings are secured. There may be a staff debriefing at the end of encampment after basic departure.

Section 8

Safety

Prep School Boundary

The boundary of the USAFA Prep School is the brick wall in the front (north side), the sidewalk to the west at the end of Bldg. 5210, sidewalk and road before reaching the DFAC to the east and a line parallel to hill drop off at the barbeque area to the south.

Cadets moving as part of a unit (flight or squadron), inside or outside the boundary, must be accompanied by a senior member.

Student or cadre cadets not moving as a flight or squadron do not need to be accompanied by a senior member within the boundaries of the Prep School.



Prep School Evacuation

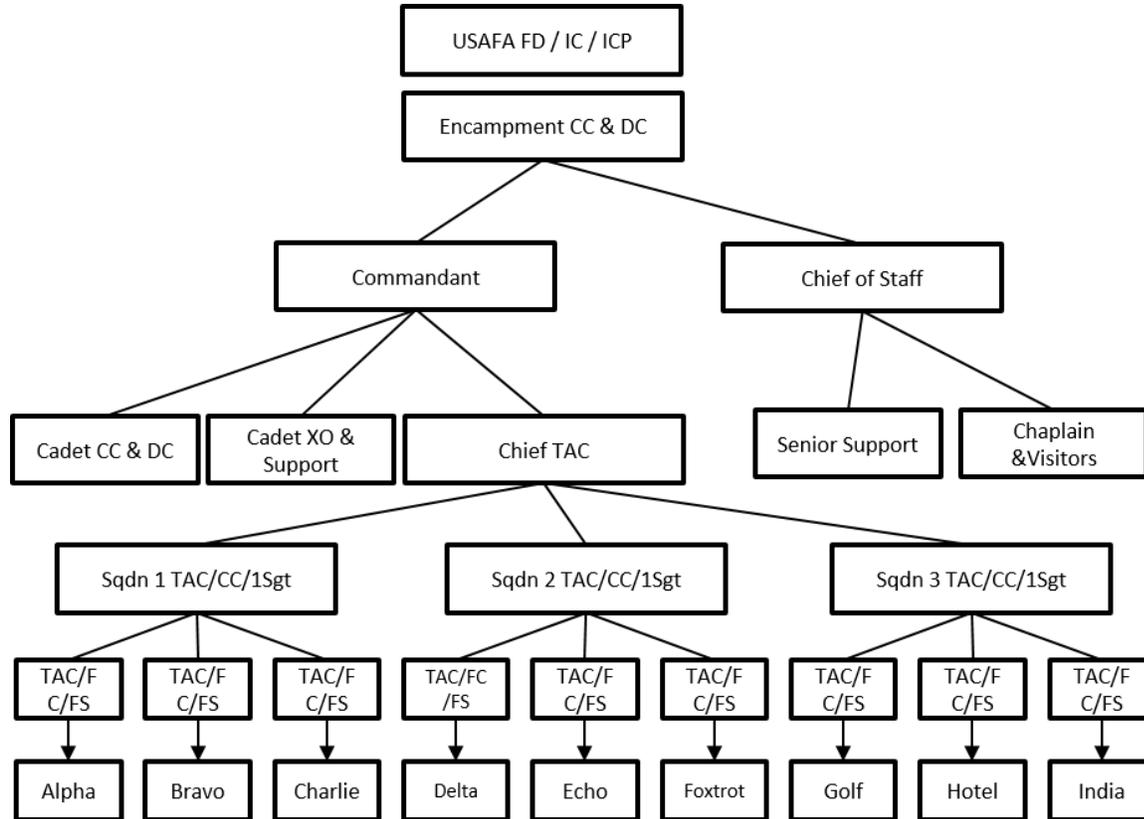
During an emergency, the senior team assumes command of the operation. While cadet staff will be used to the greatest extent possible, ADULTS are in-charge.

If buildings at the Prep School needs to be evacuated, everyone inside must immediately stop what they are doing and move quickly to an exit (including emergency exits at the rear of the building), then leave the building, and assemble in their assigned area in the parking lot.

Squadrons will fall in and conduct accountability checks once in the parking lot assembly area.

NO ONE stays behind. Checking the building is the Fire Departments job. EVERYONE is to get out.

Reporting structure.



Who Falls-in Where

Flight members fall in as normal in the squadron’s designated area in the parking lot assembly area.

Flight Commanders and Sergeants will fall in next to the Flight TAC in front of the Flight.

Squadron Commanders and Sergeants will fall in next to their Squadron TACs in front of their Squadron.

The Chief TAC will fall in in front of the Squadron TACs.

The Commandant of Cadets will Fall in in front of the Chief TAC.

All cadet support staff will fall in under the direction of the Cadet Executive Officer. There will be one element for each support staff section (logistics, admin, etc.) and the OIC for each will be the element leader.

All Cadet Command Staff not assigned to a flight or squadron will fall in under the direction of the Cadet Commander.

All Senior Staff (excluding Chaplains) not assigned to a Flight or Squadron will fall in under the direction of the Chief of Staff.

All Chaplains not serving as TACs, will fall in under the direction of the Encampment Chaplain.

All Visitors will fall in under the direction of the Encampment Chaplain.

Deputy Commander and Safety Officer will fall in under the Encampment Commander.

Who Reports to Who

Flight TACs will report to their Squadron TAC

Squadron TACs will report to the Chief TAC.

Chief TAC, Cadet Commander, and Cadet Deputy Commander will report to the Commandant.

Encampment Chaplain and Special Advisor will report to the Chief of Staff.

Commandant and Chief of Staff will report to the Encampment CC.

Deputy Commander and Safety Officer will report to the Encampment Commander.

The Encampment Commander, along with the Safety Officer, will report to the USAFA Fire Chief or Incident Commander.

Missing Personnel Alternates.

DO NOT return to the evacuated building or area to look for missing persons.

Report they are missing through the proper reporting above.

If Missing

Encampment Commander
Both Encampment Commander & Deputy
Commandant of Cadets
Chief TAC
Squadron TAC
Flight TAC
Special Advisor
Encampment Chaplain

Report To

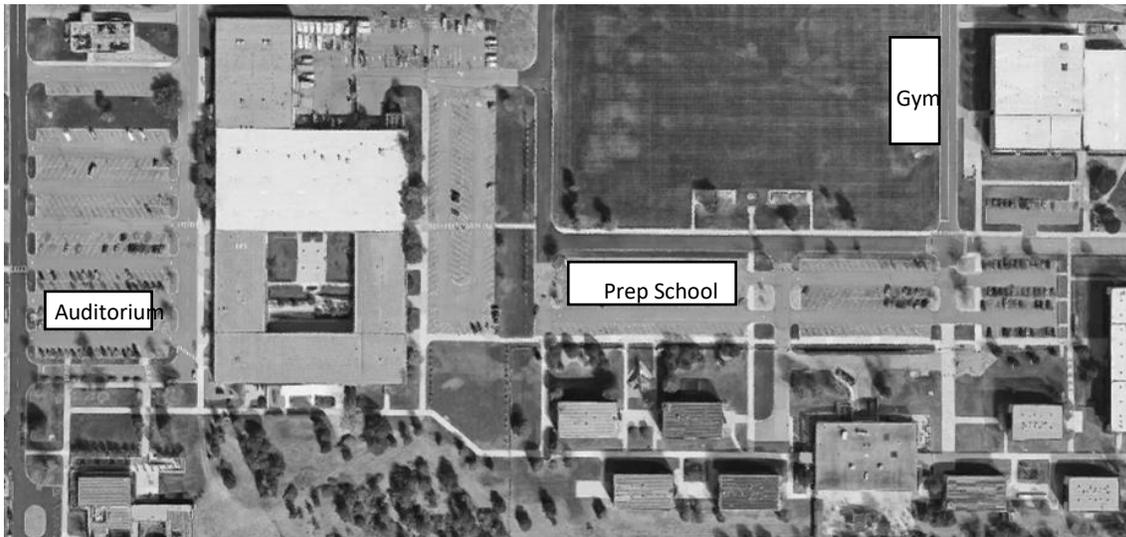
Deputy Commander
Chief of Staff
Encampment Commander
Commandant of Cadets
Chief TAC
Squadron TAC
The highest rank senior staff member
Assistant Chaplain or Squadron 1 Chaplain

Cadet Commander
Cadet Deputy Commander
Cadet Executive Officer

Cadet Deputy Commander
Cadet Executive Officer
Cadet Logistics Officer

Evacuation Areas

General area evacuation assembly locations are shown below. Squadrons will conduct an in-line formation and then check accountability once in the parking lot assembly area.

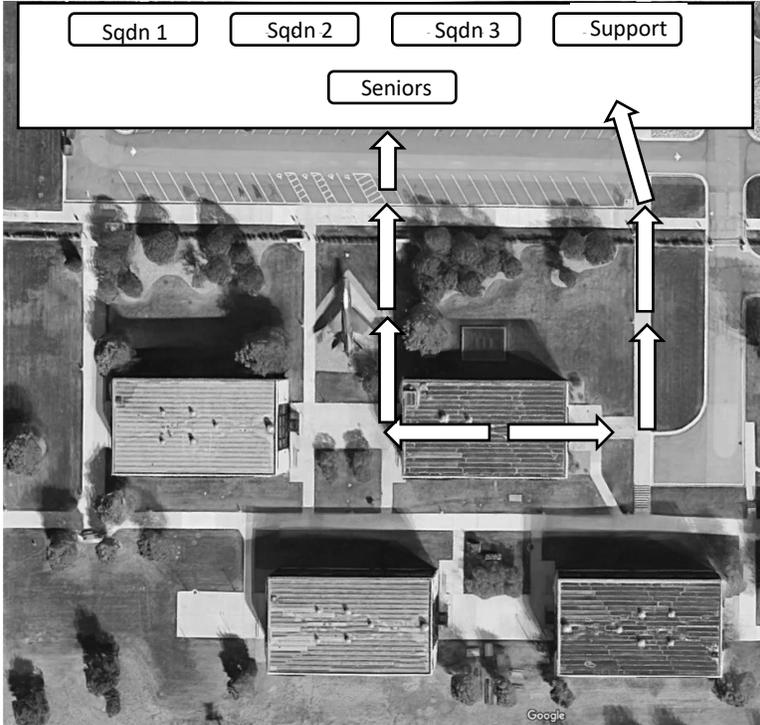


Prep School Evacuation Areas



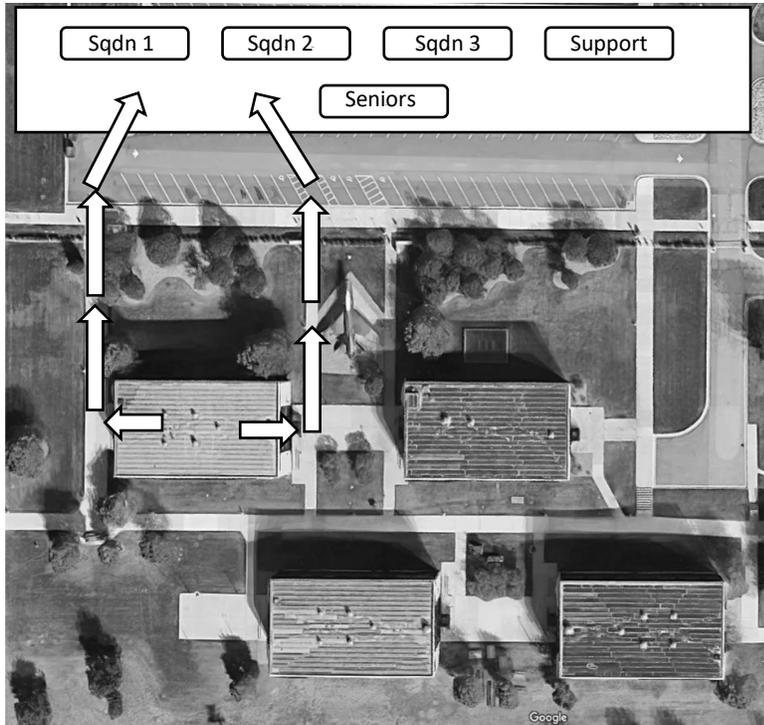
Admin Building Evacuation Routes

Exit the Admin Building from either the front or rear doors. Move quickly to the assembly area. Join your respective group.



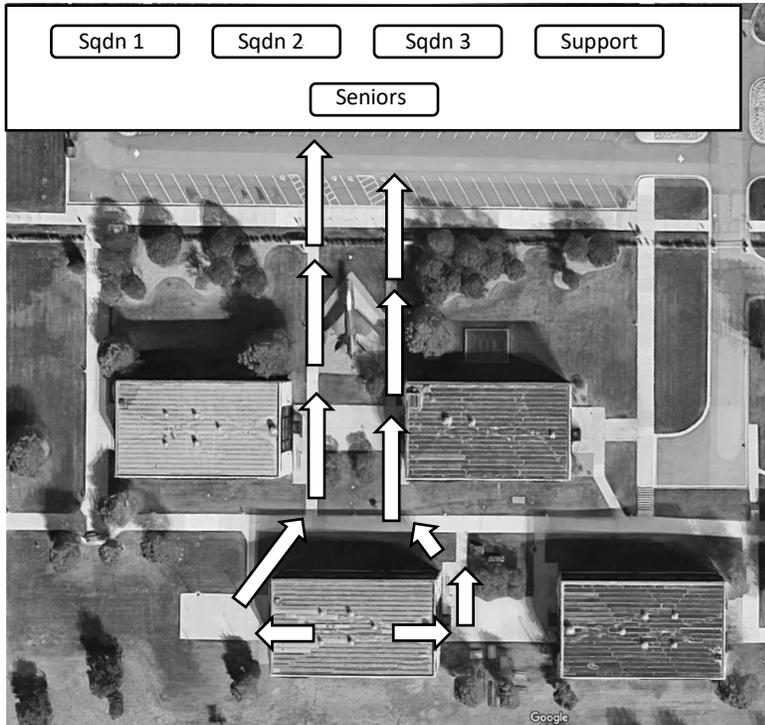
Squadron 1 Building Evacuation Routes

Exit Squadron 1 Building from either the front or rear doors. Move quickly to the assembly area. Fall In, conduct an accountability check. Do Not Stay in the Building. Get Out.



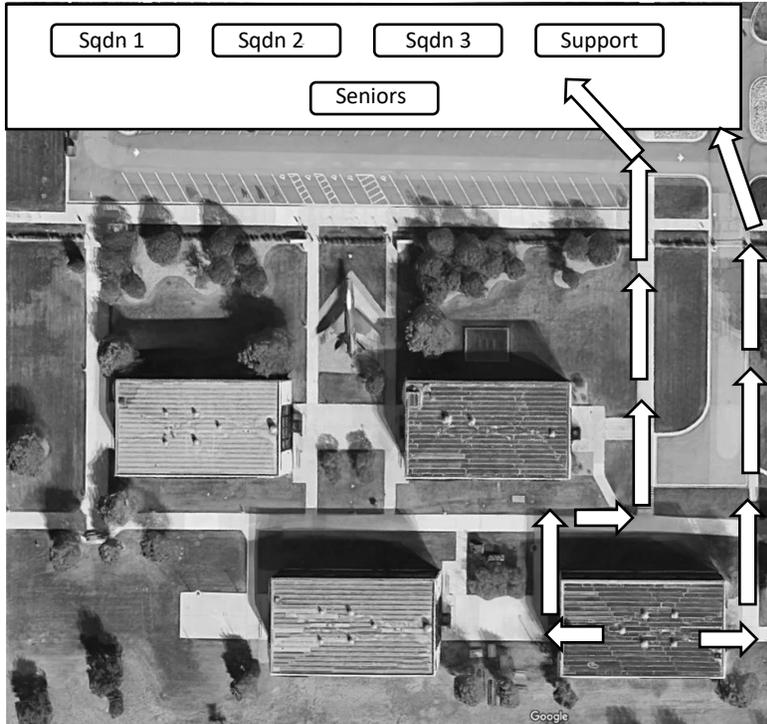
Squadron 2 Building Evacuation Routes

Exit Squadron 2 Building from either the front or rear doors. Move quickly to the assembly area. Fall In, conduct an accountability check. Do Not Stay in the Building. Get Out.



Squadron 3 Building Evacuation

Exit Squadron 3 Building from either the front or rear doors. Move quickly to the assembly area. Fall In, conduct an accountability check. Do Not Stay in the Building. Get Out.



Section 9

Day to Day Operation

Wake up, PT, barracks prep, reveille, breakfast, lunch, dinner, retreat, devotional, blister check, personal time and lights out happen the same time every day. The exact times are in the published schedule.

Wake up includes getting students to the latrine before they leave the buildings. Cadets need to fill water containers, preferably at the water buffalo; better yet is the night before.

The schedule allows time for barrack prep. Time that flight staffs should use wisely and precisely.

At breakfast every morning, the daily safety briefing will be given. The Group 1st Sergeant may announce seconds; however, second servings are not planned. ALL other announcements must be authorized by the Commandant.

Day 1 – Saturday

In-Processing Set-Up.

Saturday morning will start with only the encampment staff. Setting up for in-processing is the priority. No formal reveille ceremony will be conducted. The color guard team will raise the Colors independently. Everyone is dressed in AF-Style blues uniforms or corporate uniform (See Section 2).

Tables need to be set up in the parking lot and up in the medical check area. Paper weights (large rocks) must be on tables because there will be wind to blow papers away. Signs placed in the parking lot for each table. Usually, the step ladders from the barracks are used for the signs. They too must be weighted down and the signs taped to the ladder. Clear packaging and duct tape placed nearby.

Water, cups and trash bags needs stationed at both ends of the in-processing tables. Use trash cans from the latrines, because plastic bags get blown away.

Flight areas for bags chalked on the concrete. Pathways marked to the auditorium.

Medical records taken to the medical station in the community center underground.

The auditorium is unlocked and videos set to run.

Parking lot blocked off to keep cars from parking in the area where arriving cadets must walk and wait. Usually this is done the night before.

A few (2, may be 3) seniors will need to stay back from breakfast to welcome early arrivals and secure the parking lot.

Basic cadet arrival with start before the staff returns from breakfast. Once dropped off from breakfast, everyone needs to quickly gather the things they need and move their assigned stations.

In-Processing.

Based upon the success over the past two years, two hours is allocated to complete In-Processing. In-processing has a complete sequence of events that is briefed separately during PIPER.

Intensity levels vary during the morning. Adhere to intensity level 2 (classroom) during In-Processing. When cadets begin to move their bags to their rooms for the shakedown inspection, the intensity level increases to level 1 (military training).

It will be hot outside. Students and parents will need both water and restroom breaks. The restrooms in the auditorium are available for parents and students. The sun will be shining, everyone needs sunscreen at least twice during in-processing. Make time to apply it. Instruct basic cadets to apply it; if necessary, supply it.

Basic cadets will move from station to station with their parents. When the medical record review is completed, parents and cadet are separated. Parents are invited to leave and welcomed to pick up their cadet the following Saturday after the Pass In Review. Basic cadets are returned to the auditorium.

When cadets begin to move their bags to their rooms for the shakedown inspection, the intensity level increases to level 1 (military training). Terms like “Move it, move it”, “Hustle”, in loud, but not top of the lungs yelling, are appropriate.

Flight staff ought to give the flight a through briefing on what the cadets should expect. The briefing might include:

“look in your information packet for your room number, you will need shortly. Get your bags from the pad where you left them and take them to your room. Place them inside the room. Do nothing more. Stand outside your room door at Parade REST. A TAC Officer will inspect your belongings. Contraband will be collected. You will put your belongings back into the bags. Later today, you will get instructions on putting your belongings away in the closet and drawers.”

The contraband inspection is performed as the cadets move their bags into the building.

Initial assessments must be completed following the contraband inspection. Selection of the guidon bearer and element leaders need to be made and reported to squadron first sergeants.

It will be hot outside. Students will need both water and restroom breaks. The restrooms in the barracks should now be used. This is a good place in your reading to review Hydration, above.

The sun will be shining, everyone needs sunscreen at least twice during in-processing. Make time to apply it yourself. Instruct students to apply it.

At this point, In-Processing is over.

Encampment Begins.

Before lunch, Drill of the Individual is scheduled. The material is from the Drill & Ceremonies Manual, chapter 3.

Flight staffs are expected to use the techniques taught during PIPER to instruct basics on individual drill. This is not your version of the six-step method, it is our version of six step method.

Lunch.

This is the basic's first encampment meal. This is chaos, loading buses at the Prep School, unloading at the High School Cafeteria, loading at the cafeteria and unloading at the Prep School.

Squadrons must be positioned on the parade field, ready to go when the buses arrive.

Guidons will be stored in a van positioned in the parking lot.

At the High School a no-salute zone will be implemented.

1SGT's are expected to move cadets into the cafeteria quickly. Logistics is expected to have hand sanitizer at the door.

Upon return from lunch, take the students to the barracks and let them use the restrooms. Do this after every meal, every day.

This is a good time to review the section above on Encampment Meals.

Afternoon.

Cadets will be in the auditorium the remainder of the afternoon. The auditorium has limited restroom facilities...the barracks have more. Take the cadets to the barracks to use the restrooms. This should take only 10 or 15 minutes. TOTAL. Allow students time, do not allow students to linger. Get them in and out fast.

This is a high intensity event but does not call for yelling at cadets inside the barracks. Command voice and outdoor volume are permitted. Statements like "MOVE IT, MOVE IT", "GET OUTSIDE NOW", or "HURRY UP, WE DON'T WANT TO BE LATE" are appropriate. Stopping at the water fountain, just after a meal where they were to drink at least two cups, is inappropriate. Put a stop to it.

The afternoon starts off with the encampment welcome, cadet commander's speech, senior and cadet staff introductions, safety briefing. Restroom break is included; however, the auditorium has limited facilities. We cannot permit the entire encampment basics to rush to the latrines. By rows, starting in the back, students should exit. Be sure to use the restrooms outside the auditorium.

Water container, (camelbacks, canteens, bottles) will NOT be filled at the drinking fountain in the auditorium. Only sips of water from the fountain and then return. Flight staffs are expected to monitor the latrine numbers and move students swiftly. Instructors be prepared for students to get up and leave your session to use the restrooms.

Breaks in the auditorium are typically intensity level 2 (Classroom). They may move to intensity level 1 (Military Training) when the next session is about to begin or the crowd becomes noisy.

After a short break, the ORM will be covered followed by the safety briefing. Both talks fit into one time period, so instructors need to coordinate timing. There is a new ORM presentation for encampment.

Following ORM, Outside for drill. Time is on the schedule for flights to instruct on drill of the individual some more. The Group 1Sgt will ensure that guidon bearers are taught the manual of guidon.

TAC Officers get the opportunity to address the flight just before dinner. TAC Officers need to inform the basic cadets that they are available for any issue that arises during encampment. Let the cadets know they can come speak with you at any time.

Next is dinner. Guidons will be put into the van in the parking lot.

First Night.

Upon return from dinner, is the retreat ceremony. Before retreat, take the cadets to the barracks and let them use the restrooms. This should take only 10 or 15 minutes. TOTAL. Allow students time, do not allow students to linger. Get them in and out fast. This is a high intensity event but does not call for yelling inside the barracks. Command voice and outdoor volume are permitted. Statements like "MOVE IT, MOVE IT", "GET OUTSIDE NOW", or "HURRY UP, WE DON'T WANT TO BE LATE" are appropriate. Get back to the parade field for retreat.

This is the first retreat ceremony for most basic cadets. So, this first ceremony will be an instruction time. Cadets will be briefed as each part of the formation is conducted. For example, after FALL IN and before element leader reports, cadets will be given AT EASE and FALL IN explained to them over the PA system. Flight reports will be taken, followed by another explanation. This process will be repeated until dismissal is conducted.

Once the retreat ceremony is explained and rehearsed, the actual ceremony will be conducted from beginning to end. During the AT EASE explanation, cadets may look around, watch what is happening and encouraged to take it all in.

After the retreat, it's back to the barracks for room set up instruction and practice. NCOs are expected to teach basic cadets how to make their beds, properly set up their closet, hanging towels & wash clothes and prepare their room for inspection. Lastly, what to do with everything else the cadet brought to encampment.

This is a teambuilding activity of the smallest teams at encampment.

Flight staff should be moving through the rooms, checking on progress of the preparation and on the teamwork of the roommates. Flight Commander's conduct the first inspection of rooms. The inspection team must have a TAC Officer.

Basic will have 30 minutes of uninterrupted personal time. They are encouraged to shower and to prepare for the next day by laying out uniforms, filling hydration equipment, etc. At the beginning of personal time is a devotional time. The location will be announced. Devotional time is optional to cadets. First sergeants to escort cadets to and from their building to the building where devotionals will be held.

Blister check will happen at 21:15, at the end of personal time. This timing should allow those basic's attending devotionals to return and get ready for blister check. This is a hard and fixed time. All activities will stop and go to Blister Check.

Flight sergeants, Health Services & TACs conduct blister check. Now would be a great time to review the section on Blister Checks, above.

Student lights out are at 21:30 sharp. Staff lights out is 22:15. Above are two sections, one on Sleep and another on Bed Check.

The flight & squadron commanders begin the daily line staff meeting begins when Blister Check starts. The support staff and 1Sgt's also starts its daily meeting. These separate staff meetings last only 30 minutes and begin at 21:00.

The senior team staff meeting will start at 21:30. Those invited to the senior team meeting are the CC, CD, CS, CoC, CTAC, SE, Chaplain, XP.

One of the last action of the day, is to walk through the barracks and conduct bed check. Verify that every cadet (basic & staff) is in their bed and doors are open. Have a good night.

Sunday Services Preparation.

Flight Sergeants will need to take a headcount of the number of people in their barrack wishing to attend Catholic or Protestant services on Sunday. They also identify senior members in their building who will attend one of the services. First Sergeants pass the information along to the Group First Sergeant. The Group First Sergeant will summarize the data and provides it to the Chaplain. The Chaplain and Transportation Officer will coordinate van transportation.

Day 1 – Saturday of encampment is over. Along the way will be confusion, chaos and conflicting instructions. Follow these principles:

- “Stay on target, stay on target.” Remain focused on the objectives. Each in-processing station was briefing during PIPER. Each instructor is prepared.
- “Hat in Hand.” Take a deep breathe; in fact, take several. Choose to be humble not prideful.
- “Let the cadets do it!” Encampment is a rich learning experience. Of course, they will make mistakes. Let them, just do not get anyone hurt.

The last thing for the Commandant to do is kick the cadet staff out of the admin building. Squadron TACs should make a final bed check to ensure cadet staff observes lights out.

Now go to BED!

Day 2 – Sunday.

Transportation will use CAP vans all day Sunday. Assuming a reduced encampment population, we should be able to move everyone in a single convoy trip. This will require all vehicles be at encampment; otherwise, some vehicles will need to make two round trips.

A good transportation plan is required to move everyone to the High School for breakfast and return to the Prep School.

Sunday begins with the first wake up for basic cadets. Getting them up, dressed in PT uniform and outside are morning events. Flight staff cannot ignore having cadets use the restroom before leaving the building. This is so critical that TACs and staff must use high intensity with cadet staff.

After PT, cadets return to the barracks for prep time and to change into blues.

Both Protestant and Catholic services will be at the Community Center Chapel. Catholic service begins at 09:00; therefore, Catholic attendees will have to leave breakfast first and early, by 08:20. The van drivers for Catholic services must be non-attendees or Protestants and must return to the High School after dropping off the Catholic attendees at the chapel.

Everyone else will van pool back to the Prep School. Maximum use of 12 passenger van is essential to moving everyone to where they needed to be during the morning.

After Catholic service, seniors and cadets will march back to the Prep School. They will change out of AF Blues into ABU/BDU uniforms.

Protestant service attendees will march to and from services. Upon returning to the Prep School, cadets will change out of AF Blues into ABU/BDU uniforms.

Cadets not attending a service may change into ABU/BDU immediately.

Basics will be at Chapel or in the barracks the remainder of the morning.

Transportation with the assistance of the Chaplain will identify the vans and drivers. A list of drivers, vehicles and round trips will be published before departing to breakfast. Drivers, you may not have an option; our obligation is to transport to the Chapel. If assigned to drive...drive.

Cadets remaining at the Prep School will have barrack prep duties.

Upon return from lunch, take the students to the barracks and let them use the restrooms. They will be in the auditorium the remainder of the afternoon. The auditorium has limited facilities...the barracks have more. This should take only 10 or 15 minutes. TOTAL. Allow students time, do not allow students to linger. This is a high intensity event but does not call for yelling inside the barracks. Command voice and outdoor volume are permitted. Statements like "MOVE IT, MOVE IT", "GET OUTSIDE NOW", or "HURRY UP, WE DON'T WANT TO BE LATE" are appropriate.

The first sessions after lunch are the required classes, Wingman and Fit to Fly are first. Depending upon the instructor, the NHQ slides will be used. Each presentation is give 30 minutes.

I am going to say it again, the restroom facilities at the auditorium are limited. Students will get up and got to the restrooms. Flight staff needs to monitor this and get students back into the auditorium quickly. No one fills camelbacks or water containers at the water fountain.

Wear of the Uniform is taught by a Squadron Commander using materials provided by the OGV team.

Drill of the flight is next on the schedule. Flight staff takes charge and moves the cadets to the parade field. They are expected to have a plan for instructing the movements contained in Chapter 4 of D&C. This is a large block of time. Flight staff must plan for water and restroom break.

Dinner is next. Upon return from dinner, cadets go to the barracks for restroom break. Retreat complete this block.

Character Development session will conclude the day in the auditorium.

Basic will have 30 minutes of uninterrupted personal time. They are encouraged to shower and to prepare for the next day by laying out uniforms, filling hydration equipment, etc. At the beginning of personal time is a devotional time. The location will be announced. Devotional time is optional to cadets. First sergeants to escort cadets to and from their building to the building where devotionals will be held.

Blister check will happen at 21:15 just after personal time ends. This timing should allow those basic's attending devotionals to return and get ready for blister check. This is a hard and fixed time. All activities will stop and go to Blister Check. Flight sergeants, HS & TACs conduct blister check.

Student lights out are at 21:30 sharp. Staff lights out is 22:15.

The flight & squadron commanders begin the daily line staff meeting begins when Blister Check starts. The support staff and 1Sgt's also starts its daily meeting. These separate staff meetings last only 30 minutes and begin at 21:00. The senior team staff meeting will start at 21:30. Those invited to the senior team meeting are the CC, CD, CS, CoC, CTAC, SE, Chaplain, XP.

Day 2 of encampment is completed. The Commandant should kick cadet staff members out of the admin building. Squadron TACs should make a final bed check to ensure the cadet staff members are in bed. There are no exceptions for cadet staff. You may now go to bed.

Day 3 – Monday.

Monday will have its challenges. Today many of the NHQ required classes will happen. The afternoon is the Knowledge Bowl. In the evening is the squadron level inspection.

Upon return from breakfast, take the students to the barracks. Starting today, cadets will prepare their rooms for inspection. They will have 30 minutes to do this. Flight staff should a plan for how much time is needed for bed making, closet arrangements and room presentation, latrine cleaning, trash, floors & step cleaning. Flight staff will continue teaching barrack preparation to roommates and will encourage teambuilding between the roommates.

When the prep time is over, the cadets should be assembled in the court yard area quickly. Allow students time, do not allow students to linger. This is a high intensity event without yelling. Classes will be in the auditorium, so flights should move there.

The first session will be a cadet led briefing on National Cadet Special Activities. Encampment staff members who have attended an NCSA will very, very briefly describe the NCSA. If you have attended a NCSA, let the cadet curriculum staff member know.

Next will be a squadron commander presenting "Saluting". Most of the material is found in D&C and Respect of Display.

We move back to the parade field to begin drill instruction on the movements identified in the schedule.



After lunch is the Knowledge Bowl. The Knowledge Bowl will take most of the afternoon. This is a competition between flights. Lt Col McNeely, a team of judges, scorekeepers and a timer will keep this a lively event, full of fun for the cadets. Typically, Lt Col McNeely excuses the cadet staff, so they do not influence answers. Seniors are welcome to sit in, so long as you do not give away an answer. If you have not watched a Knowledge Bowl event before, you should.

Another drill session will follow the Knowledge Bowl. Depending upon the timing of the Knowledge Bowl, this session may be longer or shorter than shown on the schedule.

Dinner is next. Followed by retreat ceremony.

The Squadron level barrack inspection is the evening activity. There will be a preparation time, followed by the squadron commander's inspection.

Day 3 – Tuesday.

Tuesday begins the rotation of tours.

One day, one squadron will do the Team Leadership Problems in the morning and go to the Cadet Area in the afternoon. The other squadron will continue with NHQ required classes (see Wednesday for details).

The Team Leadership Problems once again will be the leaderless “Cross the River” problem.



Another TLP will be the compass navigation problem.



At the Cadet Area, this year the tours will be:

- Flight SIMS.



- Aeronautical Lab.



- Robotics Lab.

Lunch will be at Mitchell Hall. Remember, the encampment has a rule that NO food can be taken from any mess hall. No sodas are permitted. In recent past, when this was not observed, cadets had to clean the Terrazzo.

AFA Cadet escorts will meet use at the drop off point and guide the tours.

The squadron is divided into flights, each flight going to one of the labs and SIMS. Each hour they rotate. After lunch the tours are with the entire squadron.

The other squadron will remain at the Prep School to continue the required training in the morning and do drill competition practice and the volleyball tournament in the afternoon. Following lunch, the cadet will change into PT uniforms. Flights practice for the Drill Competition. Stand/Eval should provide the competition routine. There is typically time for the flight staff to also include a TLP. This TLP needs to be finalized during PIPER and XP staff briefed.

The squadron volleyball tournament in the Community Center Gym. The First Sergeant should stop at the front desk and let them know that CAP is there. The priority is to complete the volleyball tournament. First Sergeants need to keep the play orderly and on-going. There is a tournament score sheet that guides the event.

The next day the squadron swap events.

The schedule has the details for what each squadron does.

After dinner is the Cyber presentation by one of the Wing's team leaders. This is followed by AF Core Competencies.

Day 4 – Wednesday.

The other squadron will remain at the Prep School to continue the required training in the morning and do drill competition practice and the volleyball tournament in the afternoon.

The morning will start with the Squadron Commander teaching several sessions, starting with Teamwork for Success, followed by Discipline: Your Key to Success and lastly Customs & Courtesies.

Following lunch, the cadet will change into PT uniforms. Flights practice for the Drill Competition. Stand/Eval should provide the competition routine. There is typically time for the flight staff to also include a TLP. This TLP needs to be finalized during PIPER and XP staff briefed.



The squadron volleyball tournament in the Community Center Gym. The First Sergeant should stop at the front desk and let them know that CAP is there. The priority is to complete the volleyball tournament. First Sergeants need to keep the play orderly and on-going. There is a tournament score sheet that guides the event.

After dinner and retreat, the encampment aircraft is presented by the cadet commander.

Wednesday night the cadets will change to PT uniforms and go outside for Team Sport by squadron. Squadron 1st Sergeants are responsible for the sport. XP staff needs to identify the sports and ensure that equipment is brought to encampment by the 1st Sergeant.

Day 6 - Thursday

After returning from breakfast & using the restrooms, Pass in Review practice is planned. During this PIR practice, the focus for everyone will be guides on line, followed by Officer Center. All cadets will participate during Guides on Line. When the Commandant believes this maneuver is successful, the flight sergeants will take the flights away for drill practice. The guides and officers will practice Officer Center.

The flights sergeant will drill the flight according to the plan given them by the flight commander. The flight commander's Observe, Evaluate and Plan skills will be evaluated by TACs and feedback given to the Flight Commander.

Cadet will practice for the drill competition following the PIR practice. Timing, precision and teamwork should be emphasized.

There is an unscheduled block of time intended as a make-up time for things that get postponed.

After lunch is the last required class called Leadership Concepts. This is a cadet squadron commander led session using the presentation from NHQ.

A class on Dining In etiquette will prepare basic cadets for ceremony and expectations of a formal Dining In.

Cadets competing in the final

After dinner on Thursday will be the Cadet Command Staff inspection of the barracks. There will be time to prepare the barracks and the students.

Day 7 – Friday

Frankly, a lot of things have to happen on Friday morning. To start off with the Uniform of the Day in the morning is PT. There is the Pass In Review practice with PA and Music. Marching in step to the music needs to be emphasized throughout the practice.

The volleyball final for the two flights will be held in the Gym and the PIR will continue without the volleyball flights.

The remainder of the morning is the Challenge Run. The course route needs to be selected and XP staff briefed. TACs will be stationed along the route. The Cadet Commander will have training events at stations. Fun will be had by all.

The morning begins with Pass In Review practice, with PA and Music. Marching to the music must be reinforced by the announcer throughout the practice. Several complete ceremonies will be practiced. ALL Flight Commanders & guidons participate.

The volleyball final for the two flights will be held in the Gym and the PIR will continue without the volleyball flights. The Flight Sergeants and members of the team go to the gym. The Group 1SGT administers the playoff.

The remainder of the morning is the Challenge Run. The course route needs to be selected and TAC's briefed. TAC's & Health Services will be stationed along the route. The Cadet Commander will have training events at stations. Fun will be had by all. The Challenge Run is followed by lunch.

After lunch, everyone changes into blues.

Then the Drill Competition is held. The final skills assessment and feedback to students will be conducted while waiting to perform.

After the drill comp, everyone has time to prepare for the dining in.

The Dining In is next. The schedule following the Dining In is fluid. The Encampment Commander will set lights out for cadets and staff.

Day 8 – Saturday

The final day of encampment will start just a little later because of the dining-in excitement the night before.

The barrack prep time drops out of schedule, replaced by linen turn-in and barrack cleaning. Reveille formation is cancelled. The Colors will be posted separately by the color guard.

Breakfast will happen as usual. At breakfast, the critique forms are completed by all attendees. The XP team will collect the forms before departing the HS.

After breakfast, cleaning the barracks for departure occurs. Guidelines for cleaning the buildings will be passed during the morning. Everyone, staff included, participates in cleaning. Bags will be taken to the pad between buildings until departure. Blues uniforms are the only item still in the room. Just before the PIR, cadets will change into AF-Style blues and take their remaining clothing to their bag.

Access Key Cards will be collected and no one will be allowed back into the barracks.

The graduation Pass In Review starts at 11:00 with the march on to the parade field.

During the PIR, the senior & Prep School staff will conduct the turn-in inspection of the barracks. Cadets will not be permitted to depart, until the buildings are turned back to the Prep School.

Out-processing will begin after the PIR and the barracks are inspected by the Prep School and final cleaning completed.

Cadet staff will move all equipment to the trailer.

The out-processing plan will be distributed during encampment. Both cadet and senior staff have assignments.

TACs will be responsible for signing-out each cadet to the adults responsible for picking-up the students or staff.

Departure of cadets. TACs must verify that the individuals picking up a cadet are authorized. This is a photo id check. Any discrepancies are sent to Lt Col Oakes, right away. Cadet staff will be released once students have departed and all equipment is packed into the trailer. Seniors will be released after all cadets have departed and once all equipment is disposed.

Departure of cadet and senior staff.

See you in a year.

Section 10

In-Processing.



In Processing is the first event of encampment for basic cadets and their parents. Done well, we look like professionals; however, done poorly, cadets and parents will have doubts. We do it professionally.

The whole idea of in processing is to move a basic cadet through our stations quickly, still getting the job done right. This requires everyone to know their job, do their job and move things along. To accomplish this goal, senior and cadet staff must understand the roles and responsibilities of each in-processing station. In addition, many stations require set-up.

Station 1.

Station 1 is manned by all flight commanders. The encampment commander and commandant will be there to welcome cadets and parents and help new arrivals into the proper queue line.



Cadets will sign in and be handed their packet to verify the information. The packet tells the cadet what flight they are in, what room number they share, et al. The packet tells us about the cadet and needs to be verified that the information is accurate & complete. If there are corrections or updates the C/Admin team will escort the cadet and parents to the Admin Building where Lt Col Oakes or Major Mattics will make the changes.

While basic cadets and their parents are being signed in, the basic will be asked if they have any contraband. The contraband list will be on the table for reference. Cadets will be told this is an “Honor” issue. Any contraband items should be given to the cadet’s parents to take with them.

Also, how the cadet arrived needs to be verified. Cadet who drove to encampment need to place the parking placard on the dashboard, move the vehicle to the assigned parking lot and then turn-in all sets of keys. Keys will be tagged, similar to contraband, and given to Logistics for safe keeping during encampment. The keys will be returned during out-processing.

Once a Flight Commander has checked in all the student-cadets on his roster, he/she will return his sign-in sheet to the Lt Col Oakes and then he/she will aid other Flight Commanders as necessary. Once all incoming cadets have been processed at the sign-in area, Flight Commanders will proceed to the auditorium to assist there.

Should there be any issues with the check in process due to paperwork then C/ADM will escort the student and his/her family into the Admin Building to correct the issue with Lt Col Oakes or Major Mattics.

The sign-in area will be supervised by the Deputy Commander.

Station 2.

Once the cadet is fully signed in, the cadet along with their parents will be escorted by a flight sergeant to their flight’s bag drop area. Flight sergeants need to take several cadets at a time. This is a bottleneck, requiring speed.



The basic cadet will remove ALL medications from their bags and leave their bags behind. They will carry their medications throughout the rest of in processing.

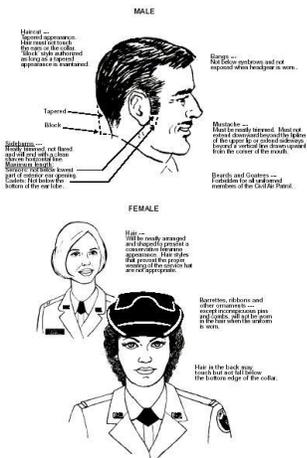
The flight sergeant will direct the cadet and his/her parents to the Grooming station. The flight sergeant returns to assist another group of basic cadets with bag drop.



Once all cadets have completed the bag drop, flight sergeants will report to the auditorium to assist.

The Deputy Commander also supervises this station.

Station 3.



This station has two tasks; first is the uniform inspection and second is grooming inspection. The uniform inspection will check for properly placed Civil Air Patrol and nametag along with wing patch. These three items are a must have items. Check the positioning of unit patches. OGV senior will explain to the parents that without a complete uniform, the cadet may not attend encampment.

Appeals go directly to the commander.

This inspection should take only a minute.

At the grooming station haircuts and grooming are inspected to meet standards. This inspection includes haircuts, hair color, cosmetics, jewelry (rings & earrings), finger nails, etc.



If the cadet passes, then instruct them to go to the auditorium. If the cadet fails, inform the cadet and parents of what specifically need correcting. If the issue is haircut, then the cadet and parents can go to the barber shop. Instruct them to return to this station.

If the issue can be fixed, fix it. If the issue cannot be fixed, then discuss with the Commander, Deputy, Commandant.



The senior OGV Officer is in-charge.

Station 4.

This station is known as the Auditorium Hold. Logistics staff members will be spaced evenly along the sidewalk on the path between the cadet area and the auditorium. They will ensure that cadets and their parents move to the auditorium safely and efficiently.

Inside the auditorium, cadets are grouped by flights on the left-hand side as you face the stage. Cadets are to relax and wait before moving to the medical station. Health Services staff will keep the queue lines filled by escort groups cadets and parents from a flight to the medical station under the Community Center. As other staff members arrive after finishing their jobs, they will assist.

The Group & Squadron First Sergeants supervise this station.

Station 5.

Medical station is manned by both the Health Services team and Flight TACs. TAC Officers will be standing in their designated flight area.



The TAC will verify the medications the cadets is holding to the medications listed on the medical forms. If there are more medications than listed, the parents must add and initial the form. If there are less, then line through the medication and initial.

Ask the cadet and parents about any pre-existing medical or physical conditions. TAC will verify the fitness status of the cadet. Changes are referred to the Health Services team.

If all items are ok, instruct the parents and cadet to say good bye. Tell the parents they are finished and may leave encampment, returning to their vehicle using the stairs at the east end.

The cadet will be escorted by any available cadet staff member to the auditorium's right side.

Station 6.

This station is the second auditorium hold. Cadet without parents are here until all cadets are processed through the medical check.

The Squadron Commanders, First Sergeants, Flight Commanders and Flight Sergeants will man the station. Flight Commanders & Flight Sergeants join once they complete their assignments.

Because TAC Officers are needed at the next stations, no one moves until the medical check is fully completed. Flight TACs will join their flight in the auditorium once the medical station is shut down.

Initial introductions by the encampment commander and cadet commander will be made. The Group First Sergeant will announce the Flight Commanders, Flight Sergeants and Flight TAC. This signals the beginning of increased intensity. Now the intensity level is military training or level 1.

The community center is a place of business. When we are loud and discourteous the businesses complain. Silence is necessary. Loud commands are unnecessary.

Station 7.

This station is actually back in the Prep School area where the cadets' bags were dropped off. This station moves the cadets back to the Prep School. The Group First Sergeant will release one flight at a time. To prevent confusion, the 1ST Sgt will not call another flight until the previous flight has departed the auditorium.



The Flight Staff will perform an accountability check prior to marching a flight back to their bag drop area. There are some twins, as well as brothers and sisters among our cadets. Flight staffs must be certain they have the correct cadets in their flights.

Flight Sergeants and Commanders will ensure that their flight remains seated and quiet until called. Form a flight outside and move back to the prep school. Upon arrival, the cadets will pick up their own bags from the bag drop area and move them to their respective room. Cadets will put their bag in the room on the

floor. Separate from their roommate. Cadets will then sit on the floor outside their room. They will be "at ease", so talking will not be permitted.

Station 8.

Station 8 is the contraband inspection. TAC Officers and other senior officers will inspect each cadet's bags for contraband. Other senior officers are the Commander, Deputy, Chief of Staff, Commandant, Safety, OGV.



Male seniors inspect male cadets; females inspect females.

Inspectors will have one cadet at a time open every bag, every pouch, everything. Inspectors will confiscate contraband items found.

TACs should have Ziploc baggies and markers handy for all contraband items that are found and confiscated. Those items are returned during out processing.

The box of contraband collections is handed over to the Logistics Officer who will secure the items until out-processing. Logistics staff will ensure that all Flight TACs have Ziploc baggies and markers available.

What is My Job.

The encampment commander will initially work with cadets and parents in the queue for signing in. He will move throughout the stations to handle issues as they arise. Finally, he will be in the auditorium.

The deputy commander will be at the sign-in station managing the process and making adjustment to expedite sign in. Once all cadets have signed in, he will move through the stations releasing staff members to move to the auditorium.

The CoS will be in the admin building ready to react to any issues that come up.

The Commandant of Cadets assists the Encampment Commander working with cadets and parents in the queue for signing-in. The Commandant moves to the auditorium.

The Chief TAC will assist TACs in the auditorium, medical or barracks.

The Safety Officer is free to roam about ensuring safety practices.

The Advisors to the Commander will join the commander to handle special items.

Chaplains will be on the lower level of the Community Center with the TACs assisting where they can.

Curriculum/Plans will assist the deputy at sign in.

Everyone above, becomes two-deep leadership inside the barrack while the TACs are conducting the contraband inspections.

The Admin Officer is in-charge of all updates to cadet records in the admin building.

Finance will help admin.

The PAO team is to photograph basics being processed at every station. This will be a record of our efforts.

Transportation will standby to help individuals stuck at the main gate. They will keep the keys to all CAP vehicles. Transportation will have a list of DOD personnel that can transport families from the gate to the Prep School. If you are a DOD ID Card holder, let Transportation know. You may be needed to assist those who are not on the EAL or who are having difficulty entering the Academy.

IT will remain in the Admin building to fix any issues that come up.

Logistics team has a lot of set up work to do. Table, chalking areas, signs placed. Once the setup is complete, the Logistic team will position themselves along the path to the auditorium. After in-processing is completed, Logistics will put all equipment away.

Squadron TAC, who are not Flight TAC, will assist with the medical checks. When the encampment leaves the auditorium to go back to the prep school squadron TACs move with their squadron.

Flight TAC perform the medical, physical condition and pre-existing conditions checks for every cadet in their flight. When the check is finished, the TAC releases the basic to return to the auditorium after having saying goodbye to their parents. When the encampment leaves to return to the prep school the TACs move with their flight. TACs next conduct the contraband inspection.

Anyone unassigned, go see the Deputy for an assignment.

Once a cadet is finished with the contraband inspection, they are released to the flight staff. The flight staff will conduct the initial skill assessment on the parade field.

Cadet Commander will start the morning at the in-processing tables greeting cadets and their families. Work with the Deputy Commander with solving bottlenecks and problems. The Cadet Commander moves to the auditorium and maintain order.

Cadet Deputy Commander will be at the in-processing tables out front and aid the Deputy Commander.

Cadet Executive Officer will be overseeing the entire in-processing and ensuring it moves smoothly and quickly.

Cadet Group 1Sgt will be in the auditorium aiding the Squadron Commanders.

Cadet Curriculum/Plans Officer will setup the auditorium A/V and remain there to assist in the auditorium.

Cadet Safety Officer will shadow the Encampment Safety Officer ensuring cadet safety.

Cadet Stan/Eval Staff will take charge of the uniform & grooming inspection station between the dorm area and main auditorium. OGV will be in charge of insuring that all cadets meet grooming standards.

Cadet Logistics Staff performs all setup before we start. Logistics will be on the sidewalk path to the auditorium evenly spaced out to ensure that all cadets and their families find their way efficiently to the main auditorium.

Cadet Public Affairs Staff will move around in processing taking photographs of every station with basic cadets.

Cadet Admin Staff will assist any cadets having issues with in-processing by escorting them into the Admin building.

Health Services Staff will be at the auditorium moving cadets to and from the auditorium to their Flight's TAC Officer for their medical check on the lower level.

Cadet Squadron Commanders will be in the main auditorium maintain order and keeping cadets who have/have not completed their medical inspections separated.

Cadet Squadron First Sergeants will be in the main auditorium assisting the Cadet Squadron Commanders.

Cadet Flight Commanders will be at the in-processing tables welcoming and checking in the basics.

Cadet Flight Sergeants will be on station at the in-processing tables. They will escort the cadet and their families to the bag drop areas. Flight Sergeants will ensure that cadets remove all medications from their bags and carry them to the auditorium. Flight Sergeants will then guide the cadet and their family to the grooming station. They will then return expeditiously to the in-processing tables to repeat the process.

Any unassigned cadets report the Cadet Executive Officer for assignment.

[Late Arrival In-Processing](#)

Late arrivals will sign-in with the Admin Officer in the admin building using the same sign-in process for Station 1, above.

After sign-in is complete, the Flight TAC is notified via radio (messenger if necessary). The TAC will come to the admin building to conduct the Medical check with parents. They will escort the cadet to their room where they will conduct the Contraband inspection before releasing the cadet to the flight.

The flight staff will conduct the initial skills assessment.

Section 11.

The last day of encampment is hectic with cleaning the rooms, latrines, dayrooms, hallways, etc. This attempt to outline all the tasks leading up to the Pass in Review assembly.

Wake Up

Because of the lateness of the Dining In, wake up will be later, around 06:30. Wake up & dress in PT uniform. As always, use the restroom. Remove all bedding and immediately put bedding into bins that are outside the barracks. Begin cleaning & packing your belongings in the room. Hold out the AF Blues uniform for the Pass in Review. There will be a small-time slot for showering.

Morning formation will be in PT uniform followed by breakfast. During breakfast, everyone will complete the encampment critique form. Curriculum and Plans will pick up the completed forms.

Upon return, the barrack cleaning begins in earnest.

After Breakfast, Before Pass in Review.

Return from breakfast to continue cleaning & packing. Squadron TACs & Commanders will walk through the building to ensure that every room & common area is cleaned. Make on-the-spot corrections, as necessary. A high emphasis items are all dorm floors vacuumed, all garbage removed to trash bin & all bathrooms cleaned. The building MUST be completely clean & ready for turn over to the AF.

Make sure that all CAP equipment like ladders, vacuums, broom, etc. is moved to the trailer by cadets.

Staff members will return borrowed radios to Logistics. Unit representative who provided radios to Logistics should pick them up.

As the time for Pass in Review nears, EVERYTHING must be removed from the dorms & put onto the pad areas. Cadets will then dress & stage for PIR. Everyone participating in the PIR changes into AF-Style Blues. They should put their PT uniforms into their bags on the pad areas, when finished. They will not return to their rooms.

The grounds outside each building need to be cleaned of all trash. This is often overlooked.

Cadet & senior staff will not have access to the building upon departure to PIR staging area. Chief of Staff will collect T-Badges.

Pass In Review.

PIR & building walk through with AF will occur simultaneously. Once the building is accepted by the AF, it is OFF LIMITS. You may not return to your room.

The PIR assembly area is in the driveway area, east of the admin building. All Squadron will assemble there. When instructed, the cadet formation will march to the parade field. Senior members will act as road guards when the formation crosses the street. The formation will march on the grass area to the ready line.

Any final building clean up the AF wants will be done upon completion of the PIR.

After the Pass in Review, parents will move to the auditorium; cadets to holding areas.

A messenger will be sent to auditorium to inform the Encampment Commander to release parents.

Begin sign out.

Staff members will return borrowed radios to Logistics.

Cleaning Instructions.

Rooms.

Everyone will pack all of their belongings except one set of AF-Style blues. Once packed, the bags will be taken to the bag holding area assigned to the squadron.

Each room will empty trash cans. If necessary, put in new plastic liners. Collect small trash bags into larger bags. When full, take the trash bags to the dumpster. The black trash can grounded to the wall and the blue trash can grounded to the black one.

Desktops and book shelves will be washed. Prep School binders will be grounded to the left on the bottom shelf. All drawers emptied. Desk lamps turned off.

Windows will be closed and locked. If necessary, wash the inside of them windows. Dust all window sills. Curtains will be fully open. The vents along the windows, washed.

Beds will be grounded to the wall. Drawers will be emptied and completely clean.

Cabinets will be emptied, with doors open. The shelves will be washed off. Empty hangers grounded to the rights side. The mirror on the wall, washed.

All shoe polish removed from carpets and desks. Scrub completely clean.

The floor vacuumed.

Lights off.

Flight TACs will inspect the room. If the room passes, the cadets will be assigned other areas to clean.

Latrines.

Floors stains removed, swept, washed if necessary (TAC Officer call).

Empty the shower stalls of any personal items and trash them. Shower walls scrubbed of soap scum. Shower curtains grounded to the left side. Shower stall wiped down to dry. Water spots removed from fixtures and chrome fixtures shiny. Clean the drains. Latrine corners scrubbed.

Shower bench washed down.

Sinks and counter washed thoroughly and all spots removed. Chrome fixtures shiny.

Toilets cleaned and flushed with seats up; clean under and behind the toilet. Urinals flushed and rinsed with a water bleach solution. Clean all sides and the top. Be sure to mop under every urinal.

All trash & paper towel, etc. thrown away in the trash can. Remove the plastic trash bag and take it to the dumpster. Replace the plastic trash can. Mop the floor.

Hallways, Landing Areas, Dayrooms & Stairs.

Swifter the main corridors hallways. Sweep the front & back landings on each floor. Sweep the front & back stairways.

Clean, if necessary, wash all base boards.

Window sills and vents dusted off.

Empty all trash cans, take the trash to the trash dumpster and replace the plastic trash bags.

Dust all window sills in the landing areas.

Remove all CAP personnel signs from the doors. Make sure there is no tape left on the doors.

Clean and vacuum dayrooms. Restore the room furniture to its original placement.

Front Desks.

Clean up the front desk in each building. Remove items put there by CAP. Wash the desk surfaces.

Entry area rug shaken out and cleaned. The floor swept and mopped, all stains on the floor removed. Trash can emptied, a new trash bag in the trash can and the trash taken to the dumpster.

Under the stair, swept and mopped.

Section 12.

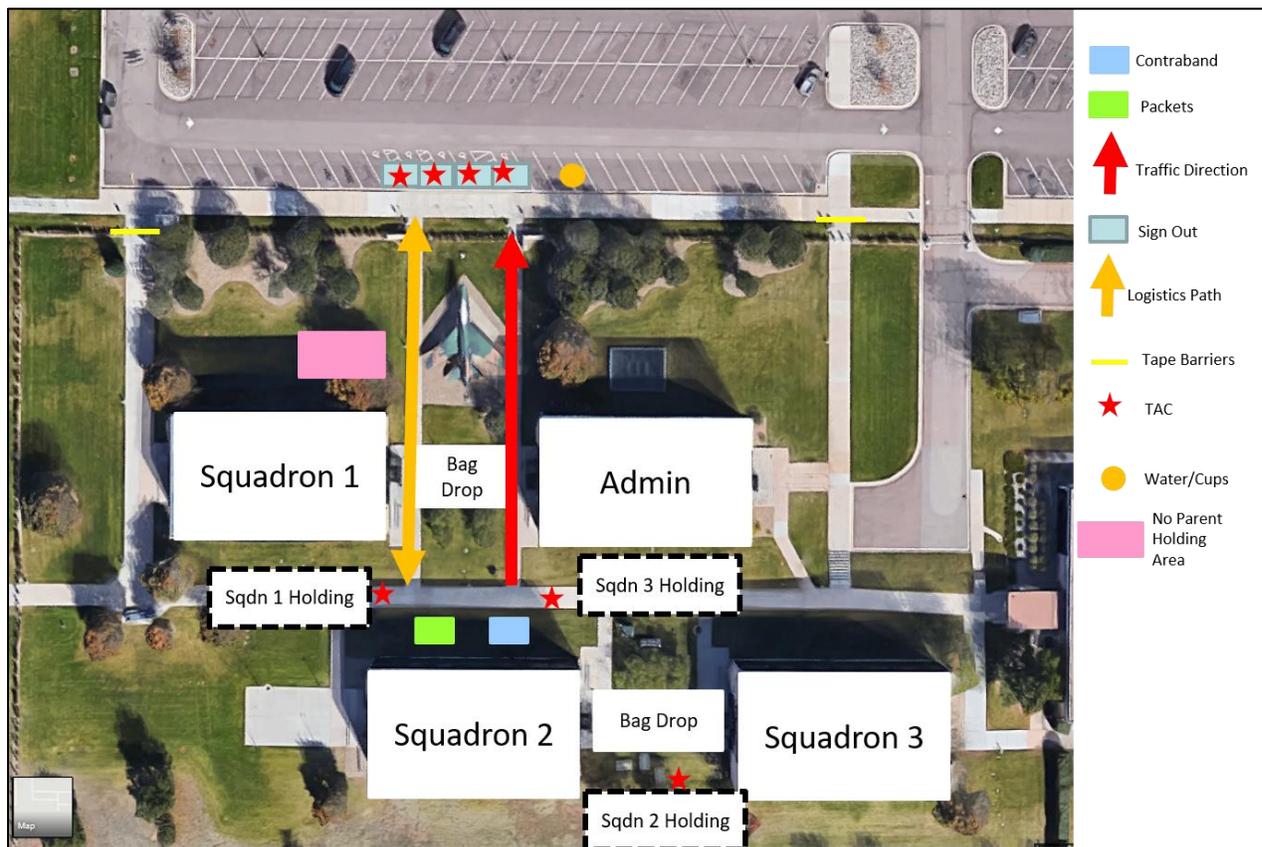
Out-Processing.

After the Pass in Review, cadets, seniors and parents are eager to be released and go home. To accomplish this, encampment created a standard, orderly process for everyone to follow. The process moves encampment out of the Prep School.

Out-processing is a multi-step sequence of events. It is important to the success of leaving the Prep School that everyone understands & performs duties assigned to them quickly & thoroughly. Out-processing activities begin upon wake up & ends when the Encampment Commander signs out.

No one leaves before the encampment commander approves. Cadet who drove themselves may not just leave. Eager parents may not scurry their cadet away. Encampment must know that each cadet was released to an authorized individual. We do not wish to get a telephone call from an upset parent asking where their cadet is, or to discover that we released a cadet to the wrong parent. These are embarrassing and hard to explain.

The diagram below shows where various assembly and waiting areas are.



To start, following the Pass in Review, each squadron will move to its assigned holding area. By flight, cadets will get into alphabetical order.

Before out-processing can start, the buildings must be inspected by the AF and accepted. The inspections begin while the Pass in Review is conducted. Once a building is accepted, the squadron in the building could be released.

Because the order of inspections is not known, the order squadrons are released may be a last moment decision. Whenever possible, honor flight will be released first, followed by the remaining flights of that squadron. Second and third squadron will follow in an assigned order. As the flight lines up behind the pillars at the entrance, parents will be asked to spot their cadet and go to the same table where their cadet goes.

Access to the Prep School area from the east or west walkways must be closed off. This is by using "Do Not Cross" tape or posting a senior. Encampment will decide during the week and announce how this will be handled.

The west side walk will not be used for out-processing. It is reserved to foot traffic of cadets moving equipment to the trailer or for other essential foot traffic. Everyone is discouraged from using the east side walk because the cadets will use this pathway to exit. Keep the east side walk one way out.

Cadet staff will assist loading the trailer. Admin and Logistics will have the largest amount of equipment remaining to be moved into the trailer. No one is exempt from helping out. The Chief of Staff or Logistics Officer will take charge.

Sign out tables will be moved to the parking lot, one for each flight. TACs will man their table. Admin will produce sign-out rosters by flight. The packet given to each cadet will have the list of authorized people to pick up the cadet.

These instructions will use the term parent to mean the parent or guardian or authorized individual who will pick up and take the cadet home. It is a generic all-encompassing term.

Station 1.

Following the Pass in Review, squadrons will assemble in designated area. The cadets are to remain out of sight from the parking lot.

Flight staff will pick up the graduation packets from the table show above. They will distribute graduation/out-processing packets to cadets.

Cadets are organized in alphabetical order by flight.

The Encampment Commander or Commandant of Cadets will announce to the parents assembled in the parking lot that sign outs will begin. The announcement will include instructions that the sign out will be by flight. So, when they spot their cadet in line, they need to move to the table for that flight. Parents will need to identify their cadet when they approach the table.

Station 2.

When the release order for a squadron is given by the encampment commander or deputy commander, cadets will collect their bags and possessions.

They will move along the sidewalk to the contraband table, where Logistics will return all contraband items.

The flight will then move to the pillars at the entrance area. They will wait until the TAC gives instructions to the gathered parents.

Station 3.

Now starts the chaos. Cadets will move to the sign-out tables for their flight. As parent approaches, they will identify their cadet. A TAC will verify photo ID of the parent/guardian/individual signing out the cadet. This person must be authorized on the out-processing packet form.

The cadet signs out, the parent signs and the cadet is released. They may depart.

If the individual claiming to pick up the cadet is not authorized (that is, is not on the out-processing packet form), the cadet is not released. Both the individual and the cadet are escorted to the admin build where the change will be verified by the Admin Officer.

If the cadet's parent/guardian is not present, the cadet will move to the designated holding area until they arrive. When they arrive, the cadet may move back into the queue.

When the entire flight is signed out, the sign-out sheets need to go to Admin. They become part of the encampment records.