

Encampment Chain of Command

Encampment Commander

Commandant of Cadets

Commander, Cadet Training Group

Deputy Commander, Cadet Training Group

Commander, Cadet Training Squadron

Flight Commander

Flight Sergeant

Element Leader

Tactical Staff

Tactical Officer

Assistant Tactical Officer

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- 9.7 Cadets will sit erect with eyes on plate while eating. Cadets will be at ease in the dining hall while eating. When eating, if a cadet is addressed by an officer, he/she will come to the position of seated attention.
- 9.8 Conversation will not be permitted between basic cadets unless specifically authorized. Talking between tables is not permitted.
- 9.9 When the meal is finished, the table commander will say, "Table attention," Cadets will place chairs against the table and depart dining hall, leaving trays as directed.
- 9.10 Cadets will depart the dining hall without delay, in a military manner, and will proceed directly to their flight formation outside the dining hall.
- 9.11 KP Duty (as required by the needs of the encampment)
1. Flight Commanders will assign KP's per the encampment schedule. All cadets should if possible, experience KP duty as a part of military life.
 2. The uniform for KP is BDU's without the coat.
 3. KP's will report to the Dining Facility Manager 30 minutes prior to the start of the meal, and will not depart until officially dismissed. Cadets will leave training early, when necessary, to be on time for KP duty.
 4. Cadets will come under the supervision of the First Sergeants for KP.
 5. KP duty will consist of, but not limited to, cooking within a cadet's capabilities, washing dishes, serving, restocking condiments & food, emptying garbage cans, policing the area.

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Cadet Encampment

Basic Cadet Standard Operating Procedure

CAPR 52-16
CAWG Operating Instruction - 2
26 June 2007



Cadet Programs Section, California Wing
United States Air Force Auxiliary
Civil Air Patrol

Chapter 2 SAFETY

- 2.1 It is the responsibility of every cadet and senior member at encampment to promote and observe all safety precautions.
- 2.2 Safety violations may be reported through normal channels or a cadet may go directly to his/her Tactical Officer.
- 2.3 Barracks - the following is a partial list of general safety rules for use while in the barracks.
1. Running is not permitted inside buildings.
 2. Electrical appliances will be unplugged when not used.
 3. All personnel will be aware of the fire procedures in their area at all times, i.e. evacuation routes, fire telephone number, etc.
 4. All fires (or possible fires) will be reported to the fire department and then to your immediate superior.
 5. While sleeping, cadets will have their gym shoes (unlaced) placed next to their racks.

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12.6 CHAIN OF COMMAND
Air Force Chain of Command

Commander in Chief

Secretary of Defense

Secretary of the Air Force

Chairman, Joint Chiefs of Staff

Chief of Staff, USAF

Commander, Air Education & Training Command

Commander, Air University

Commander, CAP/USAF

Civil Air Patrol Chain of Command

National Commander, CAP

Commander, Pacific Region

Commander, California Wing

Director of Cadet Programs, California Wing

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2.4 Road Guards.

1. Road Guards will wear reflective vests while marching.
2. In hours of darkness, element leaders and road guards will carry flashlights and will have them turned on while traveling on any street.
3. The second cadet from the first and last element will be the road guards. If a third road guard is required, he/she will be the last cadet of the last element. Only one road guard is necessary for each direction of traffic.
4. A flight staff member must ensure the intersection is clear before calling the road guards out. Road guards will be placed and in position prior to the flight entering the intersection. The flight members will echo all commands back to flight staff regarding the positioning of road guards.
5. Road guards will stand at parade rest until a vehicle approaches. At that time the road guard will come to attention and hold his/her right arm forward with fingers together and palm facing out.
6. When a road guard is called in from an intersection with vehicles, the road guard will come to attention and salute before returning to the flight. The road guard does not salute if there is not a vehicle in their path.
7. Road guards will double time to and from their positions safely.

Chapter 9
DINING HALL

- 9.1 All cadets will file into the dining hall in a single file column. When the line halts, cadets will assume the position of parade rest. Prior to moving forward, cadets will come to attention, march forward, and again assume parade rest.
- 9.2 After receiving trays of food, cadets will proceed to the most distant vacant chair on the designated area of the dining hall. Cadets will not start a new table until the current open table is filled.
- 9.3 The first cadet at each table will become the table commander. Cadets will ask the table commander, "May I have permission to join your table?" When an affirmative answer is received, the tray of food will be placed on the table directly in front of the chair. The cadet will stand at parade rest behind the chair until the table is filled. When all places are taken, the table commander will say, "Table, attention. Seats." Cadets may now begin eating. Proper placement for hats is on the lap, knee, or floor. Cadets will not put items other than food (hats, road guard vests, binders, etc.) on the table. The best place is usually under the chair.
- 9.4 No cadet will be denied any portion of his/her meal. Cadets will consume all of the food taken from the serving line. Seconds may be obtained after completion of first helping.
- 9.5 Cadets are expected to eat and maintain a properly balanced daily diet. Cadets will not consume carbonated beverages unless specifically authorized.

12.3 THE VALUE OF DRILL AND CEREMONIES

On the drill field the individual learns to participate as a member of a team, to appreciate the need for discipline, that is to respond to authority, to follow orders promptly and precisely and to recognize the effects of their actions on the group as a whole. Learning to follow is the beginning of leadership.

12.4 DEFINITION OF LEADERSHIP

The art of influencing and directing people in a way that will win their obedience, confidence, respect and loyal cooperation in achieving a common objective.

12.5 DEFINITION OF MILITARY DISCIPLINE

Military discipline is that mental attitude and state of training which renders obedience instinctive under all conditions. It is founded upon respect for, and loyalty to properly constituted authority.

Cadet Programs STANDARD OPERATING PROCEDURE ENCAMPMENT (SOP)

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- 8.12 All uniform items not being worn will be in inspection order.
- 8.13 Cadets will sleep between sheets, on a mattress on a rack.
- 8.14 Barracks telephones will not be used to initiate calls, except in an emergency such as fire.
- 8.15 Cadets will maintain and police the grounds adjacent to their barracks.
- 8.16 Spare hangers, luggage, and extra equipment will be neatly stored in an extra room, if available.
- 8.17 When using a stairway, cadets will use every step. Running, skipping or jumping is not permitted.
- 8.18 Glass on windows will not be touched except for cleaning and adjusting. Windows will remain closed unless otherwise directed by the Flight Staff.
- 8.19 Articles will not be thrown out of windows at any time.
- 8.20 Personal Time. Personal time is between 2100 and 2130 hours each day. During this time encampment staff will not task basic cadets. Basic cadets may do as they wish within the behavioral norms established by the encampment. Examples of appropriate activities: an extra shower, going to bed early, shining shoes, reading a magazine. Basic cadets conduct themselves with discipline and decorum. Personal time is a privilege.

Chapter 3 ATTENDANCE

- 3.1 Absence from duty. Only the Encampment Commander, Commandant of Cadets or the cadets' Tactical Officer may excuse cadets from duty or formations. Any cadet excused from duty or formations will receive written notice confirming his/her status. He/she will notify his/her Flight Commander and report to his/her Tactical Officer. At all formations, the Flight Commander will report all absences as directed. When a cadet misses a part of a training session, he/she will attend as much of the remaining portion as possible.
- 3.2 Encampment Credit. Credit for completing a CAP encampment is by no means automatic and is granted by National Headquarters/CAP, upon receipt of a report from the Encampment Commander recommending that credit be granted. Each cadet must satisfactorily complete at least 80 % of the scheduled training/instruction and have the approval of the Encampment Commander to receive encampment credit.

Chapter 1 GENERAL

- 1.1 Cadets will be familiar with the contents of this SOP immediately upon arrival at encampment.
- 1.2 Introduction. By nature, the CAP encampment is a rigorous training exercise. It is designed to challenge the cadet physically and mentally. It is the most important single challenge that the cadet must meet before attaining the coveted General Billy Mitchell Award, which entitles the bearer to cadet officer status in Civil Air Patrol. Credit for successful completion of a CAP encampment must be earned; it is not automatically granted for simply attending the encampment.
- 1.3 Transportation. Transportation to and from the encampment site is your personal responsibility. It may be that the Wing or a local unit arranges some common transportation for you, contact your local commander. If you have possible problems with your return transportation, it is your responsibility to inform your Tactical Officer of your problem immediately.
- 1.4 Reporting. The acceptance letter you received directs you to report to the encampment at a specific time. If you are unable to report at this time, contact the Encampment Commander at once. You are to report in the Fatigue Uniform (BDU), unless directed differently by the acceptance letter. All cadets will arrive and depart the host facility in uniform.

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Chapter 4 ORGANIZATION

- 4.1 Structure. The encampment will be organized as a Cadet Training Squadron (CTS) with subordinate Flights or as a Cadet Training Group (CTG) with subordinate Squadrons and Flights. The Flight is the basic training unit of the encampment.
- 4.2 Cadet Staff. The cadet staff will be selected by the Commandant of Cadets and the Cadet Executive Staff from cadets who have applied to the Encampment Staff Selection Exercise (SSX). All cadet staff members will have attended at least one previous encampment.
- 4.3 Tactical Officer. The Tactical Officer is a CAP Senior Member assigned to instruct, observe, and evaluate members of the flight. The health and well-being of the cadets within the flight is the responsibility of the Tactical Officer. Each cadet may look to him or her for guidance with any problem.
- 4.4 Chain of Command. A cadet desiring to report to a higher level of command will do so through all intermediate echelons of command. If a cadet desires to talk to his/her Tactical Officer, he/she may do so, at any time, by making a request to his/her Flight Sergeant or Flight Commander. A request to speak to the Tactical Officer will never be denied and will be granted as immediately as possible by the cadet staff member.

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Chapter 12 MEMORY WORK

- 12.1 General. The cadet must memorize the following items word for word. This added task (along with academics and leadership training) gives the cadet experience at thinking under pressure. It is hoped that the cadet will find that all of the material is of some use to him/her after encampment, and indeed all items included should be familiar to all cadets.

12.1 THE CADET HONOR CODE

On my honor, as a Civil Air Patrol Cadet of the California Wing, I will not lie, cheat, steal or commit any act of intentional dishonesty or tolerate those who do.

12.2 THE CADET OATH

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

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Chapter 8 BARRACKS PROCEDURES

- 8.1 Cadets will be familiar with all items on the flight bulletin board, if available.
- 8.2 Cadets will stand at attention in passageways and stairways to allow staff members to pass.
- 8.3 No unnecessary noise will be permitted in the barracks at any time.
- 8.4 Any items borrowed from another flight (i.e., buffers, mops, etc.) will be returned as soon as possible.
- 8.5 Racks will be occupied only when so directed.
- 8.6 Broken or defective equipment will be reported immediately to the Flight Staff and the Tactical Officer.
- 8.8 Any personal items left in the latrine will be confiscated and returned at the end of encampment.
- 8.9 All latrine facilities and all barracks facilities will be utilized. None will be reserved "For Inspection Only."
- 8.10 Barracks will be kept neat and clean and will be subject to inspection anytime during the duty day.
- 8.11 Basic cadets will not get up in the morning until "First Call" sounds.

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Chapter 11 RESTRICTIONS

- 11.1 Cadets will not gamble, smoke, use any drugs, including tobacco preparations or consume alcohol at any time during the encampment.
- 11.2 The use of any medications must be cleared by the Medical Officer or designated representative before being taken at encampment.
- 11.3 Cadets will not engage in conversation with any other cadet not assigned to his/her own flight except in accomplishment of official and authorized business.
- 11.4 Cadets will not leave the barracks area at anytime except when authorized. Two or more cadets traveling together will be in formation and will execute military maneuvers at all corners.
- 11.5 Sunglasses will not be worn in formation unless they are authorized by the Medical Officer or designated representative.
- 11.6 Solicitation of Gifts Prohibited. In order to avoid any possibility of the appearance of a conflict of interest, absolutely no gifts (including uniform items or accessories) will be solicited by or exchanged between basic cadets and staff members before, during, or after encampment. The voluntary nature of the exchange does not affect this provision.

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Chapter 7 Awards

- 7.1 Awards. An award is formal recognition of outstanding performance or capability. There are two kinds of awards, individual and group, and many categories such as academic excellence or honor flight. Below are listed possible awards that may be given out at encampment.
- 7.2 Individual Awards.
 1. Group/Squadron/Flight Honor Cadet
 2. Group/Squadron/Flight Academic Honor Cadet
- 7.3 Group Awards.
 1. Group or Squadron Honor Flight
 2. Group or Squadron Volleyball Champions
 3. Group or Squadron Drill Competition Winners
 4. Group or Squadron Barracks Excellence Award

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Reporting procedure is as follows: Knock once at the door and await instructions to enter. Position yourself two paces from the officer or two paces in front of the officer's desk. Salute and report: "Sir/Ma'am, basic cadet (your name) reporting as ordered" or "Basic cadet (your name) reporting." Drop your salute only after it has been returned by the person you are reporting to. Carry on conversation in the first and second person. When your business is completed, salute (wait to have your salute returned), take one step backward, execute a facing movement toward the nearest exit and depart.

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Chapter 5 UNIFORM & APPEARANCE

- 5.1 Grooming Standards. All members of CAP must be well groomed and assure that their personal appearance at all times reflects proper credit upon themselves and CAP. The established grooming standards are published in CAPM 39-1, "Civil Air Patrol Uniform Manual." Cadets are encouraged to familiarize themselves with this manual.
- 5.2 General Appearance. Cadets will be in proper uniform at all times. Cadets are expected to maintain a high standard of appearance. Uniforms will be neat and clean at all times. All buttons with the exception of the neck button will be buttoned. No items will be carried in shirt pockets except for Membership Card and SOP. Uniforms will be worn in accordance with CAPM 39-1, "Civil Air Patrol Uniform Manual."
- 5.3 Uniforms. The uniform combinations to be worn during the encampment are outlined on CAWG Form 156 "Encampment Equipment Checklist". This form should have arrived with your acceptance packet.
 1. Service Uniform (Blue)
Consult your CAPM 39-1 for a complete description.
 2. Fatigue Uniform (BDU)
Consult your CAPM 39-1 for a complete description.

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- 1.5 In-Processing. Every cadet must go through in-processing in order to participate in the encampment. Proper encampment credit may not be granted if basic cadets do not properly in-process.
- 1.6 Out-Processing. Basic cadets must properly out-process in order to receive encampment credit. This specifically includes proper completion of the Activity Release Form and it's submission to proper authority.
- 1.7 Dismissal or Withdrawal. Each cadet in attendance is responsible for conducting themselves in a manner reflecting credit upon themselves and CAP. Misconduct may subject a cadet to dismissal from the encampment without credit under provisions of CAPM 50-16. Dismissal will be based on a thorough and impartial investigation by the Commandant of Cadets or his/her designated representative. A cadet will be permitted to withdraw from encampment without prejudice for reasons of sickness or hardship. Encampment credit cannot be granted to a cadet who withdraws unless he/she has completed at least 80 % of the scheduled training in a satisfactory manner.

5.3 Uniforms (continued)

3. Physical Training/Barracks Uniform.

- Black T-shirt, crew neck, or Encampment T-shirt
- Athletic shorts, blue or BDU pants, tied at ankles
- Gym socks, white (with stripes OK)
- Athletic shoes
- Athletic supporter/Bra

5.4 Personal Hygiene. Cadets are expected to maintain high standards of personal hygiene. Cadets will take at least 1 shower per day. Deodorant will be used. Underwear will be changed daily. Cadets will be clean-shaven (mustache excepted).

**Chapter 10
CUSTOMS AND COURTESIES**

- 10.1 Cadets will briskly and silently remove headgear with right hand 3 paces from a door, or when they place a foot on the bottom step prior to entering a building.
- 10.2 Cadets will salute all officers as defined in CAP regulations.
- 10.3 All cadets may attend the church of their faith on the appropriate day.
- 10.4 Cadets will double time when proceeding to or from formation, except when returning from a meal formation or when carrying bulky articles.
- 10.5 Cadets will stand at attention when addressing or being addressed by a staff member unless the staff member directs otherwise.
- 10.6 When asked a direct question, the answer will be clear, brief and concise.
- 10.7 Basic cadets will not be seated in classrooms or on vehicles until directed to do so.

**Chapter 6
TRAINING**

6.1 Course Content. The course content at encampment may include the following:

USAF Mission & Structure	Attitude and Discipline
USAF-CAP Relationship	Opportunities in CAP
Physical Training	Emergency Services
Moral Leadership	CAP Organization & Mission
Drill and Ceremonies	Functions of an USAF Base
Customs and Courtesies	Leadership Laboratory
Wear of the CAP uniform	Encampment Electives

Each cadet will have read and have a working knowledge of CAPM 50-1 "Introduction to CAP", CAPP 151 "Customs & Courtesies", "Leadership: 2000 and Beyond", CAPM 39-1 "Uniform Manual" and AFMAN 36-2203 "Drill & Ceremonies", prior to their arrival to encampment.

- 6.2 Examinations. There will be a pre-exam and final examination. These tests are used to measure the effective of the academic training effort. These tests are also the basis for awards in the academic excellence category.
- 6.3 Evaluation. Basic Cadets will be evaluated constantly by the Cadet and Tactical staffs from the moment you arrive until you have departed. Evaluation of your performance will be on leadership, academics, activities and physical training activities.