

**CALIFORNIA WING  
CADET PROGRAMS SECTION**

**Encampment Standard  
Operating Procedures**

**CAWGP 60-70-1  
01 June 2018**



**Camp San Luis Obispo**

**Cadet Programs**  
**ENCAMPMENT STANDARD OPERATING PROCEDURES**  
**(SOP)**

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## CHAPTER 1 – GENERAL

1.1. Expectation. Students will know the contents of this SOP before arriving 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. Purpose. The Operating Procedures outlined in this Supplement exist to achieve the objectives of encampment as outlined in section 3.2 of the CAWGP 60-70 (Encampment Training Manual). These procedures aid the student in accomplishing encampment skills, which are collectively understood to be first order objectives of encampment.

1.4. Transportation. Transportation to and from the encampment site is your personal responsibility. It may be that the Wing or a local unit arranges some type of common transportation for you. Contact your local commander. If you have possible problems with your return transportation, it is your responsibility to inform your Training Officer immediately.

1.5. 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 a member of the Encampment Cadre at once. You are to report in the Battle Dress Uniform or Airman Battle Uniform, unless specifically directed otherwise. All students will arrive and depart the activity in uniform.

1.5.1. 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, Cadet (your last name) reporting as ordered" or "Cadet (your last 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, take one step backward, salute (wait to have your salute returned), execute a facing movement toward the nearest exit and depart.

1.6. In-Processing. Every cadet must go through in-processing in order to participate in the encampment. Proper encampment credit may not be granted if students do not properly in-process.

1.7. Contract Signing. Every cadet must sign a personal contract in order to participate in the encampment. This will be part of the in-processing procedure.

1.8. Out-Processing. Students 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.

1.9. Dismissals 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 CAPR 60-1. 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 contact hours in a satisfactory manner. Satisfactory completion of encampment is determined by the Cadet Commander, the Commandant of Cadets, and the Encampment Commander. The Encampment Commander makes the final decision.

1.10. Personalize. Cadet will write their names at the top of all personal documents in the designated space or at the top left of the front cover.

## **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 Training Officer.

2.3. Barracks - the following is a partial list of general safety rules for use while in the barracks.

2.3.1. Running is not permitted inside buildings.

2.3.2. Electrical appliances will be unplugged when not used.

2.3.3. All personnel will be aware of the fire procedures in their area at all times, i.e. evacuation routes, fire telephone number, etc.

2.3.4. All fires (or possible fires) will be reported to the fire department and then to your immediate superior.

2.3.5. While sleeping, students will be in the basic CAP Physical Training Uniform. Also, students will have their gym shoes (unlaced) placed next to their racks in case the building needs to be evacuated.

2.4. Hydration – Cadets will drink a reasonable amount of water and remain hydrated throughout the week. A guideline is at least two hydration packs throughout the day and a glass of water at each meal.

2.4.1. Hydration packs will be worn while in ABU/BDU/PT uniforms and carried in the left hand while in Blues. Hydration packs will be worn when sitting unless a serious reason requires otherwise.

2.4.2. Hydration packs will be worn with the hose over the left shoulder, going across the chest, and then placed in the loop on the right side.

2.5. Road Guards. Each Flight will use road guards for safety when in formation.

2.5.1. Road Guards will wear reflective vests while marching.

2.5.2. In hours of darkness, element leaders and road guards will carry flashlights and will have them turned on while traveling on any street.

2.5.3. 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.

2.5.4. A flight cadre member (in consultation with their TO) 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 cadre regarding the positioning of road guards.

2.5.5. 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.

2.5.6. 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 no vehicle in their path.

2.5.7. Road guards will double time to and from their positions safely.

2.5.8. Road guard vests will be removed when entering buildings and stored in the right cargo pocket of pants and the left hand when in blues.

### **CHAPTER 3 – ATTENDANCE**

3.1. Absence from duty. Only the Encampment Commander, Commandant of Cadets, CTG Commander or the students' Training Officer may excuse students 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 Training 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 contact hours and have the approval of the Encampment Commander to receive encampment credit.

## **CHAPTER 4 – ORGANIZATION**

4.1. Structure. The encampment will be organized as a Cadet Training Group (CTG) with a subordinate Cadet Support Squadron (CSS), Advanced Training Squadron (ATS), and Cadet Training Squadrons (CTS) comprised of subordinate flights. The Flight is the basic training unit of the encampment.

4.2. Cadet Cadre. The cadet cadre will be selected by the Commandant of Cadets and the Cadet Executive Cadre from cadets who have applied to the encampment Cadre Selection Activity (CSX). All cadet cadre members will have attended at least one previous encampment.

4.3. Training Officer. The Training Officer is a CAP Senior Member assigned to mentor, observe, and evaluate members of the flight. The health and well-being of the cadets within the flight is the responsibility of the Training 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 Training 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 Training Officer will never be denied and will be granted as immediately as possible by the cadet cadre member.

## **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." Students are encouraged to familiarize themselves with this manual.

5.2. General Appearance. Students will be in proper uniform at all times. Students 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; CAP Membership Cards will be carried in left trouser pocket and SOP's will be carried in right trouser pockets. Uniforms will be worn in accordance with CAPM 39-1, "Civil Air Patrol Uniform Manual."

5.3. Uniforms. The uniform to be worn at a given time at encampment is at the discretion of the CTG Commander or his/her designated representative. It is the responsibility of the cadet to ensure proper compliance with these orders.

5.3.1. Service Uniform (Blues). Consult your CAPM 39-1 for a complete description.

5.3.2. Utility Uniform (ABU or BDU). Consult your CAPM 39-1 for a complete description.

5.3.3. Physical Training Uniform:

1. Tan/Black T-shirt, crew neck.
2. Athletic shorts, navy blue.
3. Gym socks, white (stripes are not acceptable)
4. Athletic shoes
5. Athletic supporter/Bra

6. During the Group Run the specified uniform will be the desert tan encampment shirt and the students will wear their encampment caps. The rest of the uniform will stay the same.

5.4. Personal Hygiene. Students are expected to maintain high standards of personal hygiene. Students will take at least 1 shower per day. Deodorant will be



used daily. Underwear, socks and shirts will be changed daily. Students will be clean-shaven.

5.5. When names are written on an object, the preference will be alignment with the left side. On hydration packs, this is down the left shoulder. Inside caps, the name will be written along the back rim.

## **CHAPTER 6 – TRAINING**

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

Wingmen and the Warrior Spirit	The Honor Code
Discipline: Your Key to Success	Physics
The Leadership Concept	Military Airpower
Teamwork for Performance	Flight Simulator
CAP Activities	Orientation Flights
Drill and Ceremonies	The Solar System
Core Values	STEM Kits

6.1.1. Each cadet will have read and have a working knowledge of CAPP 50-5 “Introduction to CAP”, CAPP 151 “Respect on Display”, “Learn to Lead”, CAPM 39-1 “Uniform Manual” and CAPP 60-33 “Drill & Ceremonies”, prior to their arrival to encampment.

6.2. Examinations. There will be a pre-examination and final examination. These tests are used to measure the effectiveness of the academic training effort. These tests are also the basis for awards in the academic excellence category. Additionally, most classes will include a mandatory quiz that must be completed during the class.

6.3. Evaluation. The cadet cadre and senior staff will evaluate students constantly from the moment they arrive until they have departed. Evaluation of their performance will be on leadership, academics, activities and physical training.

## **CHAPTER 7 – AWARDS**

7.1. Awards. An award is a 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.

- A. Encampment Commander's Award for Outstanding Achievement
- B. Squadron/Flight Honor Cadet
- C. Wing Commander's Award for Academic Excellence
- D. Lt Col Terry Edinboro Award for Leadership
- E. Kenneth W. Sturgill III (K3) Award for Training Staff Excellence
- F. CTG Commander's Award for Support Staff Excellence
- G. Chaplain Loren Brown Award for Outstanding Leadership
- H. Lt Col Jim Jenkins Award for Senior Staff Excellence

7.3. Group Awards.

- A. Group and Squadron Honor Flight
- B. Group and Squadron Volleyball Excellence Award
- C. Group and Squadron Drill Excellence Award
- D. Group Barracks Excellence Award
- E. Group Academic Excellence Award
- F. Group Safety Excellence Award

7.4. Honor Flight. Each day during the week, a flight will be chosen that has most distinguished itself at the squadron and group level. This will be subject to change with the discretion of the group and squadron commanders.

## **CHAPTER 8 – BARRACKS PROCEDURES**

8.1. Students will be familiar with all items on the flight bulletin board or information wall, if available.

- 8.2. When passing an encampment cadre member, the students will render the proper customs and courtesies and continue on.
- 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. Beds will be occupied only when so directed, except on personal time.
- 8.6. Broken or defective equipment will be reported immediately to the Flight Cadre and the Training Officer.
- 8.7. No personal items will be left in the latrine. If the owner of an abandoned item cannot be definitively determined, it may be confiscated.
- 8.8. All latrine facilities and all barracks facilities will be utilized. None will be reserved "For Inspection Only."
- 8.9. Barracks will be kept neat and clean and will be subject to inspection anytime during the duty day.
- 8.10. Students will not get up in the morning until they are awakened by the cadre members.
- 8.11. All uniform items not being worn will be in inspection order.
- 8.12. Students will sleep between sheets, on a mattress, on a bed.
- 8.13. Students will maintain the cleanliness of the grounds adjacent to their barracks.

8.14. Spare hangers, luggage, and extra equipment will be neatly stored in an extra room. If storage space is unavailable, place items neatly under the head of the bed and pinned to the wall.

8.15. When using a stairway, students will use every step, stay to the right, and utilize the handrail. Running, skipping or jumping is not permitted.

8.16. Glass on windows will not be touched except for cleaning and adjusting. Windows will remain closed unless otherwise directed by the Flight Cadre.

8.17. Articles will not be thrown out of windows at any time.

8.18. Personal Time: Students will have 30 minutes of personal time each day. During this time cadet cadre will not task students. Students 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, studying. Students conduct themselves with discipline and decorum. Personal time is a privilege.

## **CHAPTER 9 – DINING HALL**

9.1. All students will file into the dining hall in a single file column. Then the line halts, students will assume the position of parade rest. Prior to moving forward, students will come to attention, march forward, and again assume parade rest.

9.2. After receiving trays of food, students will proceed to the most distant vacant chair on the designated area of the dining hall. Students will not start a new table until the current open table is filled. Students will eat at the farthest back available seat and will immediately start eating. Once students are finished eating they will throw away any excess food and utensils and stack their plates.

9.3. No cadet will be denied any portion of his/her meal. Students will consume all of the food taken from the serving line. Seconds may be obtained after completion of first helping.

9.4. Students are expected to eat and maintain a properly balanced daily diet. Students will not consume carbonated beverages unless specifically authorized.

9.5. Students will sit erect completely focused on eating. Students will be at ease in the dining hall while eating. Hydration packs do not need to be removed.

9.6. Conversation will not be permitted between students unless specifically authorized. Talking between tables is not permitted.

9.7. Students will depart the dining hall without delay, in a military manner, and will proceed directly to their flight formation outside the dining hall.

9.8. Kitchen Preparation Duty

9.8.1. Flight Commanders will assign KP's per the encampment schedule. All students should, if possible, experience KP duty as a part of military life.

9.8.2. The uniform for KP is ABU/BDU without the overshirt.

9.8.3. 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. Students will leave training early, when necessary, to be on time for KP duty.

9.8.4. Students will be under the supervision of the First Sergeants when traveling to/from KP and of the Mess cadre for the duration of their time on KP.

9.8.5. 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.

## **CHAPTER 10 – CUSTOMS AND COURTESIES**

10.1. Students are expected to follow all customs and courtesies as outlined in Civil Air Patrol Pamphlet 151 – Respect on Display.

10.2. Students will briskly and silently remove covers with right hand 3 paces from a door, or when they place a foot on the bottom step prior to entering a building.

10.3. Students will salute all officers as defined in CAP regulations (CAPP 60-33 and CAPP 151)

10.4. Students will double time when proceeding to or from formation, except when returning from a meal formation or when carrying bulky articles.

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

10.6. Students will not be seated in classrooms or vehicles until directed to do so.

10.7. All of the responses will be withheld (minus yes/no, Sir/Ma'am) under times of imminent danger or personal conversation (i.e. with a chaplain or regarding personal matters in private).

10.8. Students will salute Senior Members in any uniform including the corporate working uniform (polo).

## **CHAPTER 11 – RESTRICTIONS**

11.1. Students 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 Health Services Officer or designated representative before being taken at encampment. Students are responsible for taking their own medications at the appropriate times. Medications should be brought to attention of the Training Officer at the beginning of encampment.

11.3. Students 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. Students will not leave the barracks area at anytime except when authorized. Three or more students 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 Health Safety Officer.

11.6. Solicitation of Gifts Prohibited. 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 students and cadre members before, during, or after encampment. The voluntary nature of the exchange does not affect this provision.

## **CHAPTER 12 - MEMORY WORK**

12.1. General. The cadet must memorize the following items precisely.

### **12.2. 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 nor tolerate those who do.

### **12.3. 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.

### **12.4. THE VALUE OF DRILL AND CEREMONIES**

On the drill field, the individual learns to participate as a member of a team and 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.

## 12.5. 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.

## 12.6. DEFINITION OF MILITARY DISCIPLINE

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.

## 12.7. THE CADET TRAINING GROUP CORNERSTONES

Teamwork, Discipline, Success

## 12.8. THE CIVIL AIR PATROL CORE VALUES

Integrity, Volunteer Service, Excellence, Respect

## 12.9. CHAIN OF COMMAND

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Commander in Chief

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Secretary of Defense

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Secretary of the Air Force

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Chief of Staff, United States Air Force

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Commander, Air Combat Command



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Commander, First Air Force

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Commander, CAP-USAF

## 12.10. CIVIL AIR PATROL CHAIN OF COMMAND

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National Commander, Civil Air Patrol

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Commander, Pacific Region

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Commander, California Wing

## 12.11. CAWG ENCAMPMENT CHAIN OF COMMAND

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Encampment Commander

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Commandant of Cadets

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Commander, The Cadet Training Group

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Deputy Commander for Operations, The Cadet Training Group

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Commander, Cadet Training Squadron

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Flight Commander

## 12.12. ADDITIONAL PERSONNEL FOR MEMORIZATION

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Safety Officer, The Cadet Training Group

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Superintendent, The Cadet Training Group

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First Sergeant, Cadet Training Squadron

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Flight Sergeant

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Training Officer

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Assistant Training Officer

# **Standard Operating Procedure Supplement**

## **SECTION 1 - INTRODUCTION**

1.1. The Operating Procedures outlined in this Supplement exist to achieve the objectives of Encampment as outlined in section 3.2 of the CAWGP 60-70 (Encampment Training Manual). These procedures aid the student in accomplishing Encampment Skills which are collectively understood to be first order objectives of Encampment.

## **SECTION 2 - GENERAL GUIDELINES**

2.1. Floors and furniture will be kept dust/debris free at all times.

2.2. When possible, the barracks should be set up in the following manner: The bed will be on the left and the wall locker will be to the right of the bed.

2.3. Under no circumstances will cadets move furniture without the express permission and supervision of a Senior Member.

## **SECTION 3 - BED**

3.1. Beds will be grounded against the wall and the side of own wall locker. There will be an even space throughout the bay between own wall locker and neighboring beds.

3.2. Keep bed rails clean and dust free.

3.3. Items placed on bed must be clean, dry, folded, lint free and displayed tight, neat, and wrinkle free.

3.4. Mattress will be grounded against the head of the bed and centered.

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### 3.5. First sheet:

3.5.1. Drape evenly over the width of the mattress. Ensure the bottom edge of the sheet is flush with the foot end of the mattress. Tuck excess under at the head of the mattress. Make two hospital corners at the head of the bed.

3.5.2. Making hospital corners. First grasp the side of the sheet approximately 12 inches from the head of the mattress; then lay the sheet on top of the mattress, creating a 45-degree angle. Tuck excess hanging down under mattress. Next grasp 45-degree angle and without changing its shape bring it down and tuck it under the mattress.

### 3.6. Top sheet:

3.6.1. Drape evenly over width of mattress so that the top edge of the sheet is 6 inches from head end of the mattress.

3.6.2. Do not tuck excess under foot of the mattress or make hospital corners yet.

### 3.7. Blanket and white collar:

3.7.1. Drape blanket evenly over the width of the mattress, U.S. insignia down, 12 inches from the head of the bed (6 inches from the top sheet).

3.7.2. Fold the top sheet down over the blanket, then fold the blanket and the top sheet down together to form a 6-inch collar. The distance from the top of the collar to the head of the mattress will be 18 inches.

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3.7.3. Tuck excess blanket under the foot end of the bed. Make two hospital corners at the foot of the bed with both the sheet and the blanket together.

3.7.4. Tuck remaining material under mattress including white collar. After blanket and sheet are completely tucked, smooth and tighten to conform to the mattress.

3.7.5. Once tucked, collar will be 6 inches all the way across.

3.8. Pillow:

3.8.1. Put pillow inside case. Center length of pillow on width of mattress, flush with the head of the mattress. The open end of the pillow case faces away from the inspection side (wall locker side) with the excess material neatly folded underneath the pillow.

3.9. Dust cover:

3.9.1. When not in use and for formal inspections the dust cover will be in an “e” fold at the foot of the bed.

3.9.2. Place dust cover at the foot end of the mattress. Fold into an “e” fold and display so that the “e” is seen from the inspection side of bed.

3.9.3. To make an “e” fold, first fold lengthwise once. Drape the cover over the foot of the bed equally on both sides with the open end toward the head of the bed. Then fold the excess material so it is flush to the sides of the mattress. Make triple fold lengthwise starting from the foot of the bed. Once complete, place flush with foot of the bed.

3.9.4. When in use for daily purposes, the dust cover will be over the head of the bed. (see figure 3)

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3.9.4.1. To do this, take the dust cover from the foot of the bed and unfold the “e” fold. Place dust cover over all white material at head of bed and tuck neatly under mattress.

3.9.4.2. The dust cover bed will be made at earliest convenience.

3.10. Wet towels will be neatly placed on the top rail at the foot of the bed when drying. The towel will be placed centered between the two corner posts. Both ends of the towel will meet evenly at the bottom. Towels will be removed as quickly as possible once dry.

3.11. Personal hygiene drawer. Soap will be grounded against the left front of the drawer, placed on top of a paper towel which will be folded once into a square. From left to right, grounded to the front, and equally spaced: deodorant, shaving cream, razor, toothpaste, toothbrush, shampoo, brush. The towel will be grounded to the rear and right of the drawer with the washcloth on top grounded in a like manner.

### **SECTION 4 - SOCKS**

4.1. Socks will be rolled so the end product is very firm, has two flat sides, a flat oval on one side of the roll and an arced crease appears on the other.

4.2. To roll socks:

4.2.1. Place one sock on top of the other with both heels facing up and staggered so the top sock is approximately 2-3 inches lower than the top of the bottom sock.

4.2.2. Hold socks at the open end firmly. Begin rolling process by pulling top sock as far as possible and roll up toward open end side.

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4.2.3. Once top sock is rolled approximately 1 inch, stretch bottom sock as far as possible, wrap around top sock to create one roll, and roll up toward open end side along with the top sock.

4.2.4. Maintain very firm pressure by pulling away from open end side. Continue rolling until the opening of the top sock.

4.2.5. Once at that point, hold the side of the opening closest to the roll firmly against roll while stretching the bottom sock around the outside of the roll. (The inside of the bottom sock should now be exposed to the outside)

4.2.6. Make final adjustments to make sides flat, the arc crease proper and oval flat

### **SECTION 5 - UNDERWEAR**

5.1. Underwear will be folded into a neat square with the waistband facing down and toward the rear of the drawer. They will be placed in the front right corner of the bottom drawer.

5.2. To Fold Underwear: fold sides into the center evenly. Then fold the bottom of the underwear up and repeat until the top is reached.

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## SECTION 6 - WALL LOCKER

### 6.1. General Instructions

6.1.1. Keep wall locker clean and dust free. Keep all items placed in it clean, dry, pressed, folded, serviceable, and displayed where applicable.

6.1.2. Hang all hangers with the open end of the hook facing the rear of the locker.

6.1.3. Hang one item per hanger.

6.1.4. Hang all sleeved items so left sleeve faces wall locker door.

### 6.2. Hanger Management

6.2.1. Not more than three empty hangers are allowed to stay in the wall locker. These hangers are used for replacement purposes and for displaying the uniform of the day.

6.2.2. Display extra hangers as one, grounded to the right side of the wall locker.

6.2.3. Space hangers evenly all the way across the wall locker.

#### 6.2.4. Utility Uniform (ABU/BDU):

6.2.4.1. Blouses will be to the farthest left, buttoned up and ready for inspection. Insignia on uniform must be inspection ready.

6.2.4.2. BDU pants will be to the right of the blouses, completely buttoned up including the inside flap. When draped over hanger,



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waistline and pant cuffs should be as even as possible. The fly of trousers will face the locker door; the waistband will be on the left side of the locker.

### 6.2.5. Service Uniform:

6.2.5.1. Blues shirts will be to the right of the ABU/BDU pants completely buttoned up with the exception of the top button. Insignia on uniform must be inspection ready. Shirt Garters, if worn, will be removed and stowed in the luggage.

6.2.5.2. Blues pants will be to the right of the blues shirts. They will be zipped up and buttoned. When draped over hanger, waistline and pant cuffs should be as even as possible. The fly of trousers will face the locker door; the waistband will be on the left side of the locker.

6.2.5.3. Lightweight blue jacket or civilian jacket/sweatshirt will be to the far right.

### 6.3. Wall Locker Shelf

6.3.1. Clothing shelf: From the left to the right, grounded against the front and equally spaced. Black shirts rolled to 10 inches, underwear folded into 4 inch squares, white shirts behind black shirts rolled to 10 inches. Boot socks rolled grounded to the right, white socks rolled to the left of boot socks. Bras will be folded into one cup with straps underneath, grounded against the back left of the drawer.

### 6.4. Bottom of Wall Locker

6.4.1. Encampment cap: Place back of cap flush with the back of the locker, grounded with the right side of the locker.

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6.4.2. Iron: Ensure iron is clean and empty of water when displayed. Assemble collapsible irons for display. Wrap the cord neatly around the iron and secure it to itself. DO NOT WRAP CORD AROUND HEATING ELEMENT. Stand iron upright with heating element facing toward back of the wall locker and grounded to the right side against the encampment cap.

6.4.3. Spray starch: Stand upright and ground against handle of iron.

6.4.4. Belts: Neatly rolled starting with the buckle, and grounded against front right side of locker. The belt buckle will be facing the front of the wall locker.

6.4.5. CAP manuals should be grounded to the left and front corner of the wall locker and encampment workbook on top grounded in a like manner.

6.4.6. Display the flight cap so that the front of the cap is flush with the front edge of the locker and the open end of cap is flush with the binder to the left. Hat insignia should be visible on top.

6.4.7. PT shorts will be folded and grounded to the left and rear corner of the wall locker.

6.4.8. Flashlight and 18-inch ruler (with American standard measurement system on top and facing forward) should be grounded to the left side of the wall-locker and evenly spaced between the binder/workbook and the PT shorts.

### 6.5. Student Contract

6.5.1. Contract will be posted on the inside of the right-side wall locker door, centered and six inches below the top of the door.

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6.5.2. Taping: Four 1 inch strips of tape will be used, centered on all sides of the contract.

### **SECTION 7 - LAUNDRY BAG**

7.1. Placed on the floor at the head of the bed with the open end facing the inspection side. When empty, fold the bag once lengthwise with the opening facing inspection side.

7.2. The laundry bag will be used for absolutely nothing except dirty laundry.

### **SECTION 8 - LUGGAGE**

8.1. There will be a maximum of one bag centered under the bed flush with the wall. No loose items will be located outside of the luggage or wall locker and the bag will be closed. All other bags will be stowed in the closet.

### **SECTION 9 - LATRINES**

9.1. Sink Area

9.1.1. Sinks & Faucets: When not in use, sinks will be clean and wiped dry. Faucets will be wiped and free of stains or water marks.

9.1.2. Counters: They will remain clean, dry and free of any items except for hand soap.

9.1.3. Mirror: It will be free of water marks and dry.

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9.1.4. Trash bags: They will be empty during inspection.

9.1.5. New paper towels: Centered on top of trash cans with an even amount placed on both trash cans.

### 9.2. Toilet Area

9.2.1. Stalls: During inspection, stall doors will be completely open.

9.2.2. Toilets: During inspection, toilet seats will be up and completely clean.

9.2.3. Toilet paper: One roll in each stall. During inspection, the toilet paper will be made to salute by folding the last section of the paper into a triangle.

### 9.3. Shower Area

9.3.1. Bench: Must be kept free of clothing and shower items when not in use.

9.3.2. Showers: Free of all shower items (soap, shampoo, etc) soap rack, shower head and shower handles will be wiped and clean when not in use.

9.3.3. Shower curtains: Grounded against shower wall to the right of the inspector when facing the showers.

9.3.4. Shower heads: Diamond adjusters facing to the right of the inspector when facing the showers and in line with shower pipe.

9.4. All floors must be kept free of dirt, trash, and liquid.

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### **SECTION 10 - COMMON AREAS**

#### 10.1. Outside the Bay

10.1.1. Must be swept and mopped, completely free of dust and dirt.

10.1.2. All doors will be closed (doors to bay, laundry room and latrine).

10.1.3. Water fountain: Clean, dry and free of watermarks when not in use.

10.2. Stairways: Must be swept and mopped, completely free of dust and dirt.

#### 10.3. Laundry Room

10.3.1. Washers: They must be empty with the doors closed.

10.3.2. Dryers: They must be empty with the doors closed.

### **SECTION 11 - PLACEMENT OF FOOTWEAR**

11.1. Location: On the inspection side of the bed grounded against the bed leg.

11.2. Order from left to right when facing: low quarters (blues shoes), ABU/BDU boots, Physical Training tennis shoes, shower shoes.

11.3. Alignment: The toe of each footwear item will be flush with the side of the bed and the bed leg that it is grounded against on the inspection side.

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### **SECTION 12 - BLINDS**

12.1. Blinds will be closed and lowered at all times with shades facing up.

### **SECTION 13 - HYDRATION PACKS**

13.1. Both of the straps will be placed over the left post at foot of the bed with the back of the hydration pack facing away from the foot of the bed.

13.2. The hydration hose will be secured in a neat fashion (not touching the ground).

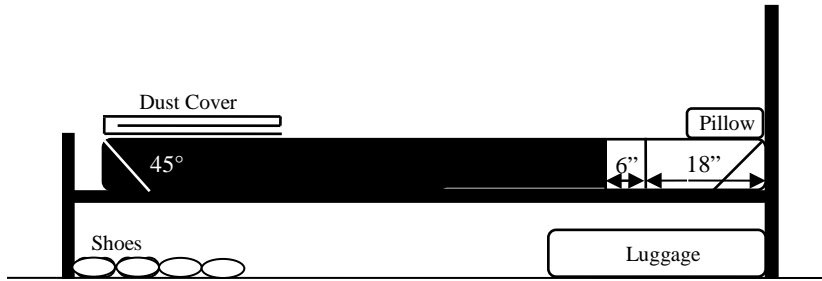
13.3. When stowed on the post, hydration packs must be at least half full of water.

### **SECTION 14 - ROAD GUARD VESTS**

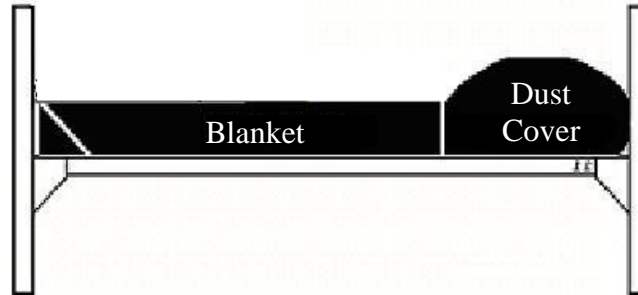
14.1. Road guard vests will be closed and folded in half (shoulder to shoulder) then placed over the foot end rail of the bed, grounded against the non-inspection side post. The shoulder part of the vest will be facing towards the inspection side.

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## White Collar Bed with Necessary Items (Figure 1)



## Dust Cover Bed (Figure 2)



## Wall Locker (Figure 3)

