



# California Wing Cadet Training Group Standard Operating Procedure Supplement



## SECTION 1 - INTRODUCTION

1.1. The Operating Procedures outlined in this Guide exist to achieve the objectives of Encampment as outlined in section 3.2 of the Encampment Training Manual (ETH). 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 always be kept dust/debris free.
- 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.
- 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.



# California Wing Cadet Training Group Standard Operating Procedure Supplement



## 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.

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



# California Wing Cadet Training Group Standard Operating Procedure Supplement



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)

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.

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.



# California Wing Cadet Training Group Standard Operating Procedure Supplement



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.

## 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.



## California Wing Cadet Training Group Standard Operating Procedure Supplement



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, 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.

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.



# California Wing Cadet Training Group Standard Operating Procedure Supplement



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.

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.



# California Wing Cadet Training Group Standard Operating Procedure Supplement



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.

## 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.



# California Wing Cadet Training Group Standard Operating Procedure Supplement



## 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.





# California Wing Cadet Training Group Standard Operating Procedure Supplement



## 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.

## 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

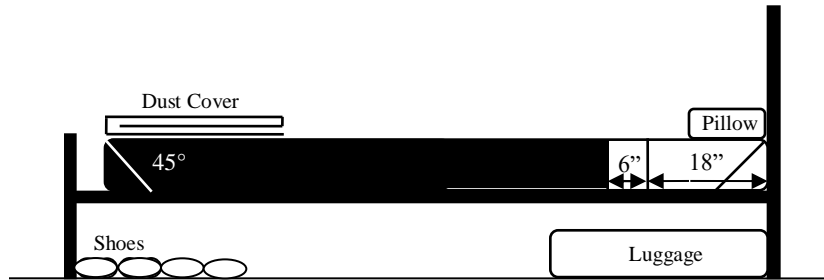
- 14.1. Road guard vests will be closed and folded in half (shoulder to shoulder) then placed over the foot end rail of the bed, grounded against the non-inspection side post. The shoulder part of the vest will be facing towards the inspection side.



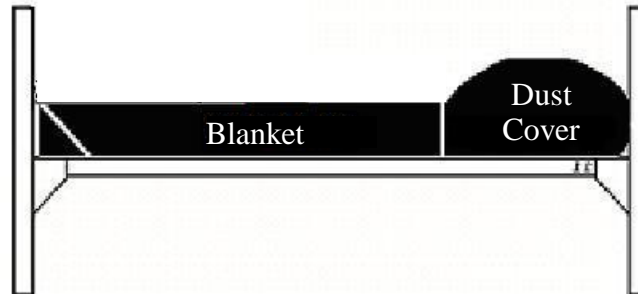
# California Wing Cadet Training Group Standard Operating Procedure Supplement



White Collar Bed with Necessary Items (Figure 1)



Dust Cover Bed (Figure 2)



Wall Locker (Figure 3)

