

**CALIFORNIA WING  
CADET PROGRAMS SECTION**

**Encampment  
Standing Operating  
Procedures**

**CAWGP 60-70-1  
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**Camp San Luis Obispo**

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

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## CHAPTER 1 – GENERAL

1.1. Expectation. Students should 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 completes 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 is 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 Handbook). These procedures aid the student in accomplishing encampment skills, which we collectively understand 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 should 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 goes 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 signs a personal contract in order to participate in the encampment. This is part of the in-processing procedure.

1.8. Out-Processing. Students should properly out-process in order to receive encampment credit. This specifically includes proper completion of the Activity Release Form and its 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 is based on a thorough and impartial investigation by the Commandant of Cadets or his/her designated representative. A cadet is 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 should 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. Unplug all electrical appliances when not used.

2.3.3. Be aware of the fire procedures in your area at all times, i.e. evacuation routes, fire telephone number, etc.

2.3.4. Report all fires (or possible fires) to the fire department and then to your immediate superior.

2.3.5. While sleeping, students wear the basic CAP Physical Training Uniform. Also, students place their gym shoes (unlaced) next to their racks in case the building is evacuated.

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

2.4.1. Wear hydration packs while in ABU/BDU/PT uniforms and carry it in the left hand while in Blues. Wear hydration packs when sitting unless a serious reason requires otherwise.

2.4.2. Wear the hose of the hydration packs over the left shoulder, going across the chest, and then place in the loop on the right side.

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

2.5.1. Road Guards wear reflective vests while marching.

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

2.5.3. The second cadet from the first and last element are the road guards. If a third road guard is required, he/she is 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) ensures the intersection is clear before calling the road guards out. Road guards should be placed and in position prior to the flight entering the intersection. The flight members echo all commands to flight cadre regarding positioning of road guards.

2.5.5. Road guards stand at parade rest until a vehicle approaches. At that time the road guard comes to attention and holds 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 comes to attention and salutes before returning to the flight. The road guard does not salute if there is no vehicle in their path.

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

2.5.8. Remove road guard vests when entering buildings and store them in the right cargo pocket of pants when in ABU/BDUs 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 receive written notice confirming his/her status. He/she should notify his/her Flight Commander and report to his/her Training Officer. At all formations, the Flight Commander reports all absences as directed. When a cadet misses a part of a training session, he/she attends 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 is required to 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 is 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 is 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 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 does 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 is never denied and granted as immediately as possible by cadet cadre.

## **CHAPTER 5 – UNIFORM & APPEARANCE**

5.1. Grooming Standards. All members of CAP should 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. Wear proper uniform at all times. Students are expected to maintain a high standard of appearance. Ensure uniforms are neat and clean at all times. Button all buttons, with the exception of the neck button. Carry no items in shirt pockets; Carry CAP Membership Cards in left trouser pocket and SOP's in right trouser pockets. Wear uniforms 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 is the desert tan encampment shirt the students wear their encampment caps. The rest of the uniform stays the same.

5.4. Personal Hygiene. Students are expected to maintain high standards of personal hygiene. Students should shower at least once per day. Use deodorant

daily. Change underwear, socks and shirts daily. Students should be clean-shaven.

5.5. When names are written on an object, the preference is alignment with the left side. On hydration packs, this is down the left shoulder. Inside caps, write the name 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 should have read and have a working knowledge of CAPP 50-5 “Introduction to CAP”, CAPP 151 “Respect on Display”, “Learn to Lead”, CAPM39-1 “Uniform Manual” and CAPP 60-33 “Drill & Ceremonies”, prior to their arrival to encampment.

6.2. Examinations. There is 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 include a mandatory quiz for completion during the class.

6.3. Evaluation. The cadet cadre and senior staff evaluate students constantly, from the moment they arrive until they depart. Evaluation of their performance is 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 is chosen that has most distinguished itself at the squadron and group level. This is subject to change at the discretion of the group and squadron commanders.

## **CHAPTER 8 – BARRACKS PROCEDURES**

8.1. Students should 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 render the proper customs and courtesies and continue on.
- 8.3. No unnecessary noise is permitted in the barracks at any time.
- 8.4. Return any items borrowed from another flight (i.e., buffers, mops, etc.) as soon as possible.
- 8.5. Occupy beds only when so directed, except on personal time.
- 8.6. Report broken or defective equipment immediately to the Flight Cadre and the Training Officer.
- 8.7. Do not leave personal items in the latrine. If the owner of an abandoned item cannot be definitively determined, it may be confiscated.
- 8.8. Use all latrine facilities and all barracks facilities. Reserve none "For Inspection Only."
- 8.9. Keep barracks neat and clean; they are subject to inspection anytime during the duty day.
- 8.10. As a student, do not get up in the morning until cadre members awaken you.
- 8.11. Keep all uniform items not being worn in inspection order.
- 8.12. As a student, sleep between sheets, on a mattress, on a bed.
- 8.13. Maintain the cleanliness of the grounds adjacent to your barracks.

8.14. Neatly store spare hangers, luggage, and extra equipment 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 going up or down a stairway, use every step, stay to the right, and utilize the handrail. Running, skipping or jumping is not permitted.

8.16. Do not touch glass on windows except for cleaning and adjusting. Keep windows closed unless otherwise directed by the Flight Cadre.

8.17. Do not throw articles out of windows at any time.

8.18. Personal Time: Students have 30 minutes of personal time each day. During this time cadet cadre should 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 file into the dining hall in a single file column. As the line halts, students assume the position of parade rest. Prior to moving forward, students come to attention, march forward, and again assume parade rest.

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

9.3. No cadet is denied any portion of his/her meal. Students should 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 may not consume carbonated beverages unless specifically authorized.

9.5. Sit erect in your seat, completely focused on eating. Sit at ease in the dining hall while eating. Hydration packs do not need to be removed.

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

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

#### 9.8. Kitchen Preparation Duty

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

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

9.8.3. KP's report to the dining facility manager 30 minutes prior to the start of the meal, and may not depart until officially dismissed. Students should leave training early, when necessary, to be on time for KP duty.

9.8.4. Students are 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 consists of, but is not limited to, cooking within a cadet's capabilities, washing dishes, serving, restocking condiments & food, emptying garbage cans, and 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 should 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 salute all officers as defined in CAP regulations (CAPP 60-33 and CAPP 151).

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

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

10.6. Students do not sit in classrooms or vehicles until directed to do so.

10.7. Withhold all group responses (minus yes/no, Sir/Ma'am) undertimes of imminent danger or when engaged in personal conversation (e.g. with a chaplain or regarding personal matters in private).

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

## **CHAPTER 11 – RESTRICTIONS**

11.1. Students may not gamble, smoke, use any drugs, including tobacco preparations or consume alcohol at any time during the encampment.

11.2. Clear the use of any medications with the Health Services Officer or designated representative before taking them 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 should 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 may not leave the barracks area at anytime except when authorized. Three or more students traveling together should be in formation and execute military maneuvers at all corners.

11.5. Do not wear sunglasses 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, do not solicit nor exchange any gifts (including uniform items or accessories) 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. Students should 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

# **Standing Operating Procedures Addendum**

## **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 Handbook). These procedures aid the student in accomplishing Encampment Skills which we collectively understand to be first order objectives of Encampment.

## **SECTION 2 - GENERAL GUIDELINES**

2.1. Keep floors and furniture dust/debris free at all times.

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

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

## **SECTION 3 - BED**

3.1. Ground beds against the wall and the side of your own wall locker. Ensure there is an even space throughout the bay between your own wall locker and neighboring beds.

3.2. Keep bed rails clean and dust free.

3.3. Ensure items placed on bed are clean, dry, folded, lint free and displayed tight, neat, and wrinkle free.

3.4. Ground your mattress against the head of the bed and center it

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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. Ensure the distance from the top of the collar to the head of the mattress is 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 should 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 display the dust cover 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, place the dust cover 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. Make the dust cover for the bed at the earliest convenience.

3.10. Place wet towels neatly on the top rail at the foot of the bed when drying. Place the towel centered between the two corner posts. Ensure both ends of the towel meet evenly at the bottom. Remove towels as quickly as possible once dry.

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

### **SECTION 4 - SOCKS**

4.1. Roll socks 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. Fold underwear into a neat square with the waistband facing down and toward the rear of the drawer. Place underwear 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 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. Place blouses to the farthest left, buttoned up and ready for inspection. Ensure insignia on uniform is inspection ready.

6.2.4.2. Hang BDU pants 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. Ensure the fly of the trousers face the locker door; the waistband on the left side of the locker.

### **6.2.5. Service Uniform:**

6.2.5.1. Hang blues shirts to the right of the ABU/BDU pants completely buttoned up with the exception of the top button. Ensure insignia on uniform is inspection ready. Remove Shirt Garters, and stow them in the luggage.

6.2.5.2. Hang blues pants to the right of the blues shirts. Zip up and button the pants. When draped over hanger, waistline and pant cuffs should be as even as possible. The fly of trousers face the locker door; the waistband is on the left side of the locker.

6.2.5.3. Hange the lightweight blue jacket or civilian jacket/sweatshirt 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. Fold bras 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. Face the belt buckle towards 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. Fold PT shorts and ground them 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. Post the contract 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: Use four 1 inch strips of tape, 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 the inspection side.

7.2. Use the laundry bag for absolutely no other purpose than dirty laundry.

### **SECTION 8 - LUGGAGE**

8.1. Place a maximum of one bag centered under the bed flush with the wall. Do not locate loose items outside of the luggage or wall locker and close the bag. Stow all other bags in the closet.

### **SECTION 9 - LATRINES**

9.1. Sink Area

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

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

9.1.3. Mirror: Maintain free of watermarks and dry.

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9.1.4. Trash bags: Keep 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, keep stall doors completely open.

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

9.2.3. Toilet paper: One roll in each stall. For inspection purposes, make the toilet paper “salute” by folding the last section of the paper into a triangle.

### 9.3. Shower Area

9.3.1. Bench: Keep free of clothing and shower items when not in use.

9.3.2. Showers: Free of all shower items (soap, shampoo, etc.); wipe down soap rack, shower head and shower handles and keep 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. Keep all floors free of dirt, trash, and liquid.

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## **SECTION 10 - COMMON AREAS**

### 10.1. Outside the Bay

10.1.1. Sweep and mop, keep completely free of dust and dirt.

10.1.2. Close all doors (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: Sweep and mop, keep completely free of dust and dirt.

### 10.3. Laundry Room

10.3.1. Washers: Keep empty with the doors closed.

10.3.2. Dryers: Keep 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: Keep the toe of each footwear item 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. Close and lower blinds at all times with shades facing up.

## **SECTION 13 - HYDRATION PACKS**

13.1. Place both of the straps 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. Secure the hydration hose in a neat fashion (not touching the ground).

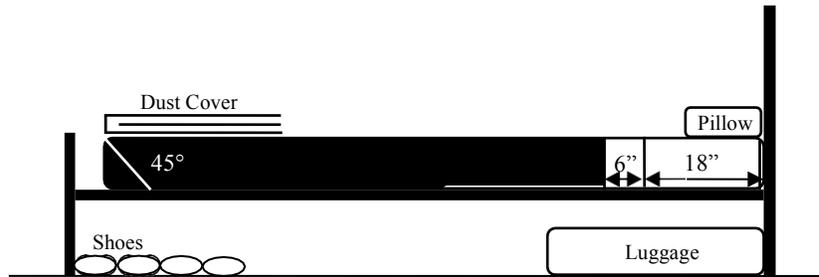
13.3. When stowed on the post, ensure hydration packs are at least half full of water.

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

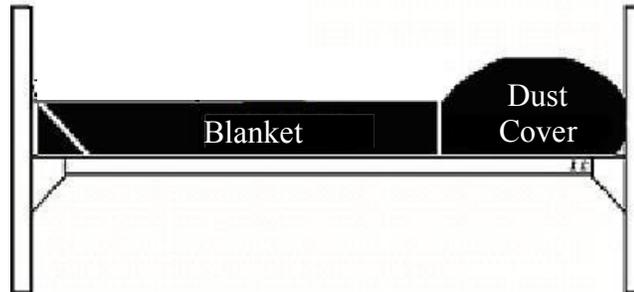
14.1. Close road guard vests and fold them in half (shoulder to shoulder) then placed them over the foot end rail of the bed, grounded against the non-inspection side post. Ensure the shoulder part of the vest faces towards the inspection side.

# Standing Operating Procedures Addendum

White Collar Bed with Necessary Items (Figure 1)



Dust Cover Bed (Figure 2)



Wall Locker (Figure 3)

