

**CALIFORNIA WING
CADET PROGRAMS**

Encampment

Standard Operating Procedure

**CAWG Pamphlet 60-70-1
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Camp Roberts, California

Cadet Programs
ENCAMPMENT STANDARD OPERATING PROCEDURE
(SOP)

CHAPTER 1 - GENERAL 2

CHAPTER 2 - SAFETY..... 4

CHAPTER 3 - ORGANIZATION..... 6

CHAPTER 4 - UNIFORM & APPEARANCE..... 7

CHAPTER 5 - TRAINING..... 8

CHAPTER 6 - AWARDS 9

CHAPTER 7 - DINING FACILITY..... 10

CHAPTER 8 - CUSTOMS AND COURTESIES 10

CHAPTER 9 - RESTRICTIONS 11

CHAPTER 10 - BARRACKS PROCEDURES 12

CHAPTER 11 - BED 14

CHAPTER 12 - SOCKS 15

CHAPTER 13 - SHIRTS..... 16

CHAPTER 14 - UNDERWEAR..... 17

CHAPTER 15 - LOCKER 17

CHAPTER 16 - LAUNDRY BAG..... 19

CHAPTER 17 - LUGGAGE 19

CHAPTER 18 - LATRINES..... 20

CHAPTER 19 - COMMON AREA 21

CHAPTER 20 - PLACEMENT OF FOOTWEAR..... 21

CHAPTER 21 - HYDRATION PACKS 21

CHAPTER 22 - ROAD GUARD VESTS..... 21

CHAPTER 23 - MEMORY WORK..... 22

CHAPTER 1 - GENERAL

1.1. **Expectation.** Cadets 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 Plan outlined in this Supplement exists to achieve the objectives of encampment as outlined in section 3.2 of the CAWGP 60-70 (Encampment Training Handbook). These procedures aid the cadet in successfully accomplishing the encampment training program.

1.4. **Transportation.** Transportation to and from the encampment site is your 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 Encampment leadership 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, inform your Encampment leadership immediately. You are to report in the Airman Battle Uniform (ABU) unless specifically directed otherwise. All cadets will arrive and depart from the activity in uniform.

1.5.1. Reporting procedures: Knock twice 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". Drop your salute only after it has been returned by the person you are reporting to. When your business is completed, take one step backward, salute (wait to have your salute returned before dropping your salute), execute a facing movement toward the nearest exit and depart.

1.6. **In-Processing.** Every cadet goes through in-processing to participate in the encampment. Encampment credit may not be granted if cadets do not properly in-process.

1.7. **Contract Signing.** Every cadet signs a personal contract to participate in the encampment. This is part of the in-processing procedure and is required.

1.8. **Out-Processing.** Cadets must properly out-process to receive encampment credit. This includes proper completion of the Activity Release 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 the 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 they have 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.** Cadets 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 should be reported through normal channels; cadets 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 in use.

2.3.3. Be aware of the emergency procedures in your area at all times, i.e., evacuation routes, etc. In the event of a fire, earthquake, or other disaster, safely vacate the area following the evacuation protocol and notify the closest cadre or Senior Member.

2.3.4. While sleeping, cadets **wear the basic CAP Physical Training Uniform (PT Uniform)**. Also, cadets place their gym shoes (untied) next to their beds in case the building is evacuated.

2.3.5. 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.

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 when sitting unless directed 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. Remove road guard vests when entering buildings and store them in the right cargo pocket of pants when in ABUs and the left hand when in the Service Uniform (Blues).

2.5.2. Element leaders and road guards will carry flashlights and have them turned on while traveling in hours of darkness on any street. Flashlights will be held in the hand closest to the edge of the flight, pinned to the side.

2.5.3. The second cadet from the first and last element are the road guards. If a third road guard is required, they are 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 facing on-coming traffic 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 unless otherwise directed by the safety team.

CHAPTER 3 - ORGANIZATION

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

3.2. **Cadet Cadre.** The cadet cadre is selected by the Encampment Commander, Commandant of Cadets and the Cadet Executive Cadre from cadets who have applied to the encampment Cadre Selection Exercise (CSX). All cadet cadre members have attended at least one previous encampment.

3.3. **Training Officer.** The Training Officer is a CAP Senior Member assigned to mentor, train, observe, and evaluate members of the flight. The health and well-being of the cadets within the flight is the responsibility of the cadre and the Training Officer. Each cadet may look to him or her for guidance with any problem.

3.4. **Chain of Command.** A cadet desiring to report to a higher level of command does so through all intermediate echelons of command with the exception of situations concerning one's safety where cadets should alert the nearest Senior Member. If a cadet desires to talk to his/her Training Officer, they 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 or Chaplain is never denied and granted as immediately as possible by the cadet cadre.

CHAPTER 4 - UNIFORM & APPEARANCE

4.1. Grooming Standards and General Appearance. All members of CAP should be well groomed and keep their personal appearance in a manner that reflects proper credit upon themselves and CAP. Wear the proper uniform at all times. Cadets 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. Do not carry items in shirt pockets. Carry SOP's in right trouser pockets. Wear uniforms and groom yourself in accordance with the CAPR 39-1, "Civil Air Patrol Uniform Regulation".

4.2. Uniforms. The uniform to be worn at any 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.

4.2.1. Service Uniform (Class B Blues). Consult the CAPR 39-1 (section 4.1.11) for a complete description.

4.2.2. Utility Uniform (ABU). Consult the CAPR 39-1 (section 5.1) for a complete description.

4.2.3. Physical Training Uniform:

A. Tan T-shirt, crew neck, tucked into shorts or sweatpants

B. Athletic shorts or sweatpants, navy blue

C. Gym socks, white (stripes are not acceptable)

D. Athletic shoes

E. Athletic supporter/bra

F. Cap

G. During the Group Run, the specified uniform is the encampment shirt and covers. The rest of the PT uniform stays the same. Females may wear hair either in a ponytail or in a bun, neatly pulled back.

4.3. Personal Hygiene. Cadets are expected to maintain high standards of personal hygiene. Cadets will shower, use deodorant, and change undergarments daily.

4.4. When names are written on an object, the preference is alignment with the left side. Inside caps, write the name along the back rim. On hydration packs, name tags will be attached on the top shoulder ring on the left side shoulder strap.

CHAPTER 5 - TRAINING

5.1. **Course Content.** The curriculum is organized around four blocks of instruction. These are the minimum required contact hours.

| | |
|------------|----------|
| Leadership | 20 Hours |
| Aerospace | 10 Hours |
| Fitness | 8 Hours |
| Character | 4 Hours |

5.1.1. Each cadet should have read and have a working knowledge of CAPP 151 “Respect on Display”, CAPR 39- 1 “Uniform Regulation” and CAPP 60-33 “Drill & Ceremonies”, prior to their arrival at encampment.

5.2. **Examinations.** There is a pre-examination and final examination. These tests are used to measure the effectiveness of academic training effort. These tests are also the basis for awards in the academic excellence category. Additionally, classes may include a mandatory quiz for completion during the class.

5.3. **Evaluation.** The cadet cadre and senior staff evaluate cadets constantly, from the moment they arrive until they depart. Evaluation of their performance is based on leadership, academics, activities, and physical training.

5.4. **Absence from duty.** Only the Encampment Commander, Commandant of Cadets, CTG Commander, or the cadets’ Training Officer may excuse cadets from duty or formations. They 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, they attend as much of the remaining portion as possible.

5.5. **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 approval of the Encampment Commander to receive encampment credit.

CHAPTER 6 - AWARDS

6.1. Awards. 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.

6.2. 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 (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

6.3. 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

6.4. Honor Flight. Throughout the week, flights that have distinguished themselves in drill, barracks, and academic performance will be awarded squadron or group Honor Flight of the day.

CHAPTER 7 - DINING FACILITY

7.1. All cadets file into the dining facility in a single file column. As the line halts, cadets assume the position of parade rest. Prior to moving forward, cadets come to attention, march forward, and again assume parade rest. While at parade rest, cadets do not salute. While in line for meals, students will not greet cadre. The patio outside the dining facility will be a No-Salute Zone.

7.2. After receiving trays of food, cadets will thank the food services staff and 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. Cadets should sit at the seat farthest back and available, then immediately begin eating. Once cadets finish eating, they throw away any excess food and utensils, stack their plates, and depart the dining facility.

7.3. No cadet is denied any portion of his/her meal. Cadets should consume all of the food taken from the serving line. Seconds may be obtained after completion of the first helping.

7.4. Cadets are expected to eat and maintain a properly balanced daily diet. Cadets may not consume carbonated beverages unless specifically authorized. Coffee is prohibited for Cadets.

7.5. Sit erect in your seat, completely focused on eating. Sit at ease in the dining facility while eating. Conversation is not permitted between cadets unless specifically authorized. Talking between tables is not permitted.

7.6. Cadets depart the dining facility without delay, in a composed and collected manner, and proceed directly to their flight formation outside the dining facility.

CHAPTER 8 - CUSTOMS AND COURTESIES

8.1. When not in formation, cadets are expected to follow all customs and courtesies as outlined in CAPP 151 and CAPP 60-33.

8.2. Cadets should quickly remove covers 3 paces from a door.

8.3. Cadets salute all officers as defined in CAP regulations (CAPP 60-33 and CAPP 151). Cadets salute Senior Members in any uniform, including the corporate working uniform (polo).

8.4. Cadets move briskly when proceeding to or from formation.

8.5. Cadets stand at attention when addressing or being addressed by a staff member unless the cadre member directs otherwise.

8.6. Cadets stand at parade rest in classrooms until instructed to do otherwise.

8.7. Withhold customs and courtesies (minus yes/no, Sir/Ma'am) under times of imminent danger or when engaged in personal conversation (e.g., with a chaplain).

CHAPTER 9 - RESTRICTIONS

9.1. Cadets may not gamble, smoke (including vapes), use any non-prescribed drugs, including tobacco preparations, consume alcohol, or use non-approved electronic devices at any time during the encampment. Energy drinks, pills, bars or other products designed to artificially improve energy levels are also prohibited.

9.2. Clear the use of any medications with the Health Services Officer or designated representative before taking them at encampment. Cadets are responsible for taking their own medications at the appropriate times. Medications need to be brought to the attention of the Training Officer at the beginning of encampment and must be listed on forms submitted during registration.

9.3. Cadets may not leave the barracks area at any time except when authorized or under times of imminent danger. When traveling in the Encampment area, Cadets will always have a wingman to accompany them, no exceptions.

9.4. Three or more cadets traveling together should be in formation and execute

military maneuvers at all corners.

9.5. Do not wear sunglasses in formation unless they are authorized by the Health Services Officer.

9.6. The solicitation of gifts is 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 cadets and cadre members before, during, or after encampment. Voluntary exchanges are still prohibited.

CHAPTER 10 - BARRACKS PROCEDURES

10.1. Cadets should be familiar with all items on the flight bulletin board or information wall, if chosen to be posted.

10.2. When passing an encampment cadre member, cadets render the proper customs and courtesies and continue on except while in the latrines.

10.3. No unnecessary noise is permitted in the barracks at any time.

10.4. Return any items borrowed from the barracks supply cabinet (i.e., spray bottles, towels, etc.) as soon as possible.

10.5. Occupy beds only when so directed or on personal time.

10.6. Report broken or defective equipment immediately to the Flight Cadre and the Training Officer.

10.7. **Do not leave personal items in the latrine.** If the owner of an abandoned item cannot be definitively determined, it may be confiscated by the flight cadre.

10.8. Use all latrine facilities and all barracks facilities. Reserve none "For Inspection Only."

10.9. Keep barracks neat and clean; they are subject to inspection anytime during the duty day. Keep floors and furniture dust/debris free at all times.

10.10. Do not get up in the morning until cadre members wake you. Do not set alarms before reveille.

10.11. Keep all uniform items not being worn in inspection order.

10.12. Sleep between sheets, on a mattress, on a bed.

10.13. Maintain the cleanliness of the outside entrance of the barracks.

10.14. Neatly store spare hangers, luggage, and extra equipment in an extra room. If storage space is unavailable, place luggage items neatly under the head of the bed and pinned to the wall.

10.15. Cadets will not open windows at any time.

10.16. **Cadets will not move furniture inside barracks** (with exception of plastic chair).

10.17. Cadets will not move cleaning supplies from the building they were originally distributed in, even during inspections.

10.18. **Personal Prep Time.** Cadets have 45 minutes of personal time each day. Cadre will not task cadets during this time. Cadets may do as they wish within the behavioral norms established by the encampment. Examples of appropriate activities: an extra shower, going to bed early, shining shoes, studying. Cadets will conduct themselves with discipline and decorum.

CHAPTER 11 - BED

11.1 Keep bed rails clean and dust free.

11.2. The head of the bed is defined as the side closest to the wall and furthest from the wall locker.

11.3. **First Sheet.** 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.

11.3.1. **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.

11.4. **Top Sheet.** Drape evenly over width of mattress so that the top edge of the sheet is 6 inches from head end of the mattress. Do not tuck excess fabric under the foot of the mattress or make hospital corners yet.

11.5. **Blanket and White Collar.** Drape blanket evenly over the width of the mattress, 12 inches from the head of the bed (6 inches from the top sheet).

11.5.1. 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.

11.5.2. 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.

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

11.5.4. Once tucked, collar should be 6 inches all the way across (including the sides of the mattress).

11.6. **Pillow.** Place inside the pillowcase. Center length of pillow on width of mattress, flush with the head of the mattress. The open end of the pillowcase faces away from the inspection side with the excess material neatly folded underneath the pillow. (See Figure 1 for complete bed diagram).

11.7. **Towels.** 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 and before inspections.

11.8. **Personal Hygiene Drawer.** Place 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, placed 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 similar fashion. (See Figure 2).

CHAPTER 12 - SOCKS

12.1. **Rolling Socks.** Begin by placing 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. Do so on an even surface.

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

12.1.2. Once the 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.

12.1.3. Maintain very firm pressure by pulling away from open end side. Continue

rolling until the opening of the top sock.

12.1.4. 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)

12.1.5. Make final adjustments to get sides and oval flat and the arc crease proper.

12.2. Encampment Standard socks will be very firm, have two flat sides, an oval on one side of the roll and an arced crease appearing on the other. (See Figure 4).

CHAPTER 13 - SHIRTS

13.1. **Rolling Shirts.** Begin by laying the shirt flat on an even surface. Make a cuff on the bottom end of the shirt facing outward along the whole rim approximately 2-4 inches long (dependent on diameter of shirt when rolled).

13.1.1. Fold the sleeves inwards to make one large rectangle. Then, fold both sides towards the center in thirds so that the total width is approximately 6 inches. If the shirt is large, fold it in half once then in half again so that the total width is approximately 6 inches.

13.1.2. Roll the end of the shirt from the collar side toward the cuffed side, maintaining a tight, evenly distributed, roll until reaching the cuff.

13.1.3. Once reaching the cuff of the shirt, fold the exterior flap over so the shirt is able to stay firmly rolled without intervention. The cuff should cover enough of the roll, so the ends are not visible, but not so much as to cause loose fabric. The line of the cuff flap should be aligned perpendicular end of the shirt.

13.1.4. A rolled shirt should contain no external items.

13.2. Encampment Standard shirts will be firm, 6 inches in length, and flat on both ends. The hem should be a straight line, perpendicular to the edges of the shirt. (See Figure 3).

CHAPTER 14 - UNDERWEAR

14.1. 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.

14.2. **Folding Underwear.** Fold sides into the center evenly. Then fold the bottom of the underwear up and repeat until the top is reached.

CHAPTER 15 - LOCKER

15.1. Keep the locker clean and dust free. Keep all items placed in it clean, dry, pressed, folded, able to be utilized, and displayed where applicable.

15.2. **Hangers.** Hang all hangers with the open end of the hook facing the rear of the locker.

15.2.1. Hang one item per hanger.

15.2.2. Hang all sleeved items so that the left sleeve faces locker door.

15.2.3. No more than three empty hangers are allowed in the locker. These hangers are used for replacement purposes and for displaying the uniform of the day.

15.2.4. Display extra hangers as one, with no space in between them, grounded to the right side of the locker.

15.2.5. Space in-use hangers evenly all the way across the locker.

15.3. **ABUs.** Place ABU blouses to the farthest left, buttoned up and ready for inspection. Ensure insignias on uniform are inspection ready.

15.3.1. Hang ABU pants 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. Ensure the fly of the trousers face the locker door, with the waistband on the left side of the locker.

15.4. Blues Service Uniform. Hang blues shirts to the right of the ABU pants completely buttoned up with the exception of the top button. Ensure the insignia on the uniform is inspection ready.

15.4.1. 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 faces the locker door, with the waistband on the left side of the locker.

15.4.2. Hang the lightweight blue jacket or civilian jacket/sweatshirt to the far right.

15.5. Clothing Shelf. From the left to the right, grounded against the front and equally spaced. Rolled tan shirts, underwear folded into 4-inch squares, white shirts behind rolled tan shirts. 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. Sports bras should be folded flat into squares and placed underneath wire-framed bras, if applicable.

15.6. Leave the shelf of the locker completely empty and free of debris.

15.7. Bottom of Locker. (See Figure 2).

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

15.7.2. 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 THE CORD AROUND THE HEATING ELEMENT.** Stand iron upright with heating element facing toward back of the locker and grounded to the right side against the encampment cap.

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

15.7.4. Belts: Neatly rolled starting with the buckle and grounded against front right side of locker. Face the belt buckle towards the front of the locker.

16.7.5. CAP manuals: Grounded to the left and front corner of the locker and encampment workbook on top grounded in a like manner.

15.7.6. Flight cap: Displayed 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.

15.7.7. PT shorts/sweatpants: Fold and ground them to the left and rear corner of the locker.

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

15.8. **Encampment Contract.** Post the contract on the inside of the right-side locker door, centered, level, and six inches below the top of the door. Tape the contracts using four 1-inch strips of tape, each centered on a side of the contract.

CHAPTER 16 - LAUNDRY BAG

16.1. 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.

16.2. Use the laundry bag for absolutely no other purpose than dirty laundry. Laundry bags are subject to inspection.

CHAPTER 17 - LUGGAGE

17.1. Luggage bags should be placed in a neat row under the head of the bed, in-line with the end of the posts. Do not locate loose items outside of the luggage or locker and close the suitcase or bag.

CHAPTER 18 - LATRINES

18.1. Sink Area.

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

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

18.1.3. Mirror: Keep dry and free of watermarks.

18.1.4. Trash bags: Keep empty during inspection.

18.1.5. New paper towels: Centered above the sinks on the shelf.

18.2. Toilet Area.

18.2.1. Stalls: During inspection, keep stall doors as open as practicable.

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

18.3. Shower Area.

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

18.3.2. Showers: Free of all shower items (soap, shampoo, etc.). Wipe down soap racks, shower heads, and shower handles. Keep clean when not in use.

18.3.3. Shower curtain: Folded neatly against shower wall to the right of the inspector when facing the showers.

18.3.4. Shower heads: Facing directly toward the floor.

18.3.5. Floors: Keep free of dirt, trash, and liquid.

CHAPTER 19 - COMMON AREA

19.1. **Halls and Stairways.** Sweep and mop, keep completely free of dust and dirt. Close all doors (doors to bay and latrine).

19.2. **Water Fountain.** Clean, dry and free of watermarks when not in use.

CHAPTER 20 - PLACEMENT OF FOOTWEAR

20.1. Place footwear on the inspection side of the bed grounded against the bed leg.

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

20.3. 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.

CHAPTER 21 - HYDRATION PACKS

21.1. 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.

21.2. Secure the hydration hose in a neat fashion (not touching the ground).

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

21.4. If a water container is used in lieu of a hydration pack, place it on the non-inspection side, aligned flush against the leg of the bed adjacent to the locker.

CHAPTER 22 - ROAD GUARD VESTS

22.1. Close road guard vests and fold them in half (shoulder to shoulder) then place 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.

CHAPTER 23 - MEMORY WORK

23.1. **General.** Cadets must memorize the following items precisely.

23.2. **THE 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.

23.3. **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.

23.4. **THE CIVIL AIR PATROL CORE VALUES.** Integrity, Volunteer Service, Excellence, Respect

23.5. **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.

23.6. **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.

23.7. **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.

23.8. CIVIL AIR PATROL CHAIN OF COMMAND.

National Commander, Civil Air Patrol

Commander, Pacific Region

Commander, California Wing

23.9. CAWG ENCAMPMENT CHAIN OF COMMAND.

Encampment Commander

Commandant of Cadets

Commander, The Cadet Training Group

Deputy Commander for Operations, The Cadet Training Group

Superintendent, The Cadet Training Group

Commander, Cadet Training Squadron

Flight Commander

First Sergeant, Cadet Training Squadron

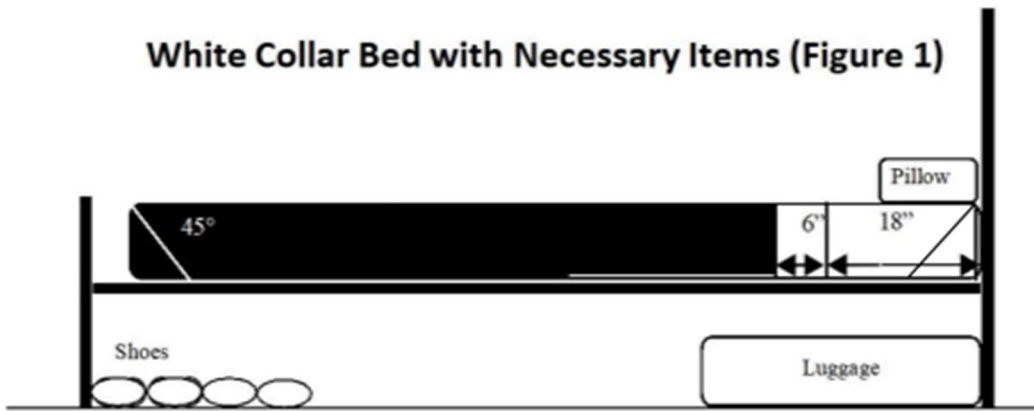
Flight Sergeant

Training Officer

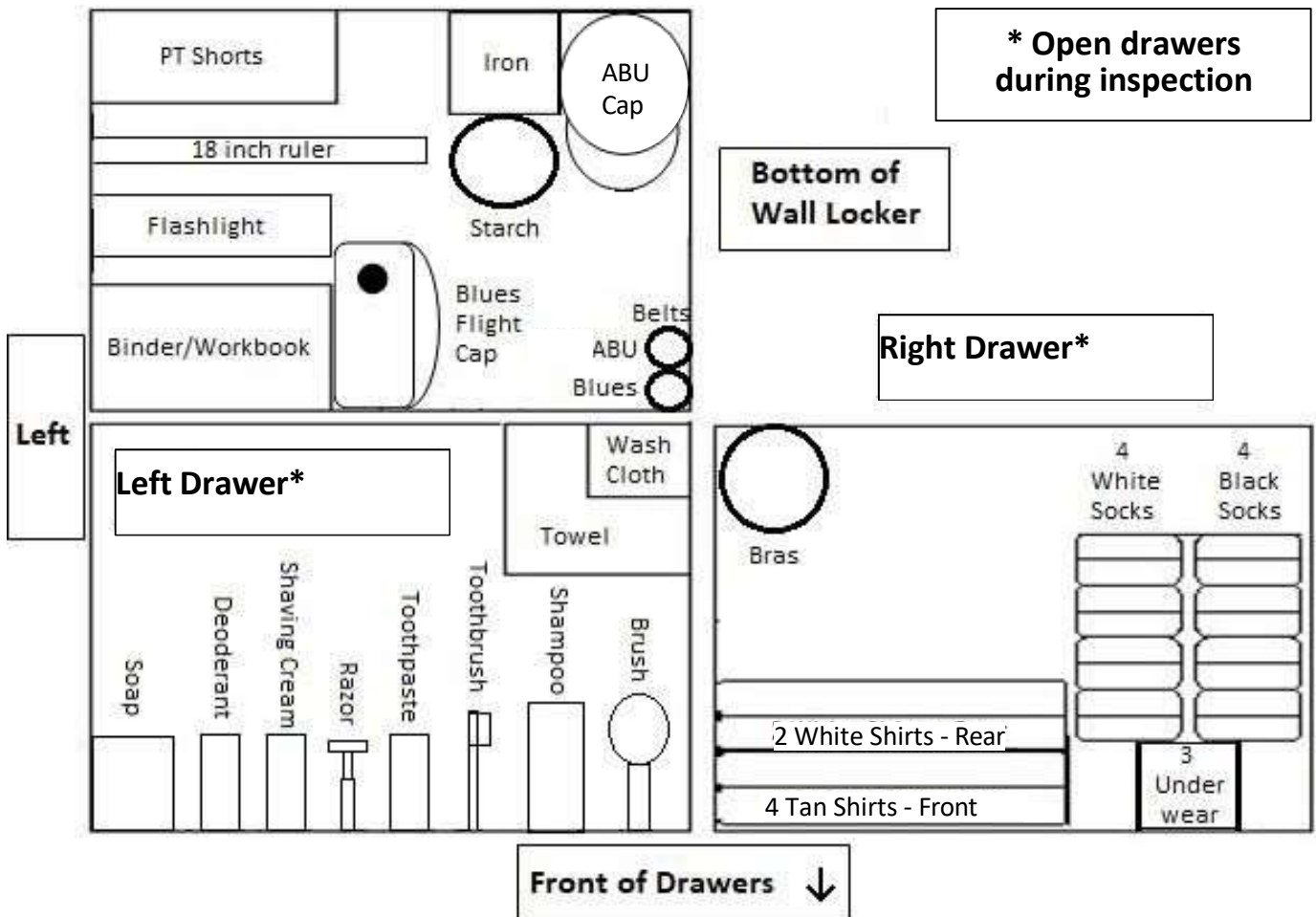
Assistant Training Officer

Assistant Training Officer

White Collar Bed with Necessary Items (Figure 1)



Locker (Figure 2)



Rolled Shirt (Figure 3)



Rolled Sock (Figure 4)

