

Chapter 1

Memorization

1.1 General. Cadets will know and be able to recite the items in this chapter verbatim.

1.2 Procedure. Cadets will recite items using the correct format. "Sir/Ma'am, the _____, or, the definition of _____, is as follows."

1.3 Definitions.

a. **The USAFA Cadet Honor Code:** We will not lie, steal, cheat, nor tolerate among us anyone who does.

b. **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.

c. **Teamwork:** Teamwork is the cooperative effort of a group of individuals working together to achieve a common goal while putting aside personal desires and comforts for that of the team.

d. **Leadership:** Leadership is the art and science of influencing and directing people to accomplish the assigned mission.

e. **Military Discipline:** Military discipline is the mental attitude and state of training which renders obedience instinctive under all conditions. It is founded upon respect for, and loyal cooperation towards properly constituted authority.

f. **Civil Air Patrol Motto:** "Semper Vigilans" -- Always Vigilant.

g. **Encampment Motto:** Defining Excellence

h. **Core Values:** Integrity, Volunteer Service, Excellence, and Respect.

i. **Encampment Mission:** The purpose of the cadet encampment is for cadets to develop leadership skills, investigate the aerospace sciences and related careers, commit to a habit of regular exercise, and solidify their moral character.

j. **Encampment Vision:** The vision for the cadet encampment is "an immersion into the full challenges and opportunities of cadet life."

k. **Cadet Commander Vision:** Colorado Wing Encampment fosters a collaborative force of Cadets who develop innovative solutions to complex problems. It develops this by presenting unique challenges to Students and Staff while cultivating teamwork on every level. Encampment produces Cadets who challenge themselves in all aspects of life and are resilient to failure, using it as a building block to success.

l. **Vince Lombardi Quote:** "Leaders aren't born, they are made. And they are made just like anything else, through hard work. And that's the price we'll have to pay to achieve that goal, or any goal." - Vince Lombardi

1.4 Chain of Command.

a. **Air Force Chain of Command**

President – The Honorable Donald J. Trump

Secretary of Defense – The Honorable James N. Mattis

Secretary of the Air Force – **The Honorable Lisa S. Disbrow (acting subject to change)**

Chief of Staff, USAF - General David L. Goldfein

Commander, Air Combat Command – General James M. "Mike" Holmes

Commander, First Air Force – Lt General R. Scott Williams

Commander, CAP-USAF - Colonel Michael D. Tynnismma

b. Civil Air Patrol Chain of Command

National Commander, CAP - Maj Gen Joseph R Vazquez
Commander, Rocky Mountain Region - Colonel Thomas Kettell
Commander, Colorado Wing - Colonel Celeste Gamache

c. Encampment Chain of Command

Commander, Encampment – Lt Col Buddy McCormick
Deputy Commander – Lt Col Donald Bolles
Commandant of Cadets – Lt Col Michael McNeely
Cadet Commander – C/Lt Col Victoria Schmidt
Cadet Deputy Commander – C/Captain Jeffrey Ditlevson
Squadron Commander _____
Flight Commander _____
Flight Sergeant _____
Element Leader _____
TAC Officer _____

Chapter 2

SAFETY

2.1 General. Everyone is a safety officer. It is the responsibility for every member at encampment to notice and point out safety concerns. It is also the responsibility for every member to follow all safety directives.

- a. Use all steps and handrails when using the stairs. Go up and down stairs at a normal drill cadence.
- b. **DO NOT Jump Off of the Top Bunk.** Jumping from the top bunk will result in immediate dismissal from encampment. This decision will be final and non-negotiable.
- c. Unplug electrical appliances when not in use.
- d. Use crosswalks, if available, for all street crossings.

2.2 Safety Reporting.

- a. Report all safety violations, *hazards*, and mishaps will be properly reported through the chain of command immediately, as well as to the flight TAC officer. If the flight staff is unavailable, the violation or mishap will be reported directly to the TAC officer. Notify TAC Officer In all cases. Report any injuries and cadet protection issues to TAC Officer, immediately. .
- b. Report all fires, or suspected fires, to the fire department and begin emergency evacuation procedures. Notify the closest available senior member and then the chain of command.

2.3 Evacuation Procedures.

- a. All basics will sleep with their untied athletic shoes next to their bed, in the event of an evacuation during the night.
- b. Follow all directions and calmly head to the rally point.

2.4 Hydration.

- a. Encampment is an outdoor activity in a high altitude environment Participants need to drink more water than usual. To remain hydrated, cadets will drink no less than 64oz of water per day. At meals, cadets should drink at least one glasses/cup of "Gatorade" or sports drink for every two glasses/cups of water.

b. Use the water buffalo to fill up water bottles or camelbacks. Do not use indoor water coolers or sinks unless otherwise directed. This is due to potential slip and fall hazard.

2.5 Road Guards. Road guards are used to aid while entering and exiting vehicles, in addition to crossing streets to maintain a level of safety for the flight.

a. Use Road guards at all street/road crossings. There will be no exceptions.

b. Road Guards will wear reflective vests while marching.

c. There will be one road guard for each direction of traffic.

d. The last cadet of the first and third elements will be road guards.

e. If more than two road guards are required, for a larger intersection, members of the first element will be used in order from right to left, respectively.

f. Post road guards before the flight enters the intersection. Halt the flight, if necessary.

g. Road guards must safely double time to and from positions.

h. Stand at parade rest while there are no approaching vehicles.

i. If a vehicle approaches, come to attention. Hold right arm straight forward to make a "stop" motion with fingers together and palm facing outwards.

j. After halting a vehicle, salute the vehicle before returning to the flight.

k. Road guards are the last cadets to enter a vehicle.

l. Road guards are the first cadets to exit a vehicle and will direct other cadets towards the front of the vehicle.

Chapter 3

Barracks

3.1 General. All cadets will maintain their barracks at all times, in accordance with the separate **Encampment Barracks Standards** document available in each room.

3.2 Procedures.

a. After basic cadet lights out, male cadets will not be in female areas, and vice versa.

b. Room doors must be fully open when cadets of opposite genders are in the same room.

c. Rooms will be kept clean with beds, desks, closet shelves, and window sills dusted and in inspection ready order at all times.

d. All community areas (halls, landings, stairs) will be dusted and clutter-free.

e. Do not run inside for any reason.

f. Do not yell inside the buildings at any time. Cadets will keep their voices at an appropriate indoor level.

g. Cadets will not linger or meet others in the hallway. Conversations will occur only within rooms.

h. All members will be aware of fire and evacuation procedures in their area at all times. This includes routes and rally points.

i. Report broken or defective equipment, immediately, to flight staff and/or TAC officer. If cadets are not in a flight, they will report up their chain of command.

j. Barracks telephones are for emergency use, only. Do NOT answer the phone at any time.

k. Do not throw anything out of windows at any times

l. Cadets will have designated personal time every day. Staff will not train during this time. Cadets may use this time for personal hygiene, uniform maintenance, or other appropriate activities such as reviewing the SOP.

- m. When entering a hallway of a floor of the opposite gender, all members will announce "**Male/Female on deck.**" Do not proceed until the appropriate response of "**All clear**" is called. If it is not all clear, members will respond with "**Standby,**" and then "**All clear**" when ready. Before calling "**All clear**" ensure that the area is actually all clear.
- n. Store spare luggage in the drawers under the beds. Luggage that does not fit in that location will be stored where otherwise directed.
- o. Do not touch windows except for cleaning. Windows will remain closed unless otherwise directed.
- p. Keep floors clear of loose items at all time.
- u. Close curtains and doors only when changing. Keep room doors fully open at all other times of the day and at a 45 degree angle when sleeping. There will be no exceptions or excuses.
- r. Turn off lights before leaving room if the room will be unoccupied for an extended period.
- s. Wear, at a minimum, PT shorts, PT shirt, appropriate undergarments, and footwear when walking in the hallways. It is not appropriate to wear anything less, such as just a towel.
- t. Barracks rear doors are clearly marked "for emergency use only" Using any rear barracks doors except during an emergency is a dismissal offence.
- u. Do not prop open front barracks doors with anything at any time. This is a security violation and has serious consequences.

3.3 Dormitory Beds

- a. Make beds with the head toward the closet.
- b. Cadets will make their beds each morning.
- c. The cadet in lower bunk will use the left set of drawers below the bunks, left closet, and left desk.
- d. Do not sit or lie on a bed other than when sleeping.
- e. Sleep only in assigned bed.
- f. Wear, at a minimum, a PT shirt, shorts, and appropriate undergarments when sleeping.
- g. Remain in bed from lights out until morning wake up by cadet staff. Exceptions are latrine use or an emergency.

Chapter 4

Organization

4.1 General. The encampment is organized as a group with squadrons and flights. Basic cadets are assigned to a flight.

4.2 TAC Officer. TAC stands for "Teach, Advise, and Counsel". TAC Officers support the training the flight staff is conducting. They supervise and ensure cadets are in a safe environment, in addition to mentoring the flight staff. The TAC Officer is responsible for the safety, health, and well-being of the flight. They are also there as a role model for every cadet. Cadets may talk to their flight TAC Officer at any time by requesting to do so through their flight sergeant; this will not be denied and will happen as soon as possible.

4.3 Chain of Command. All members will use their appropriate chain of command at all times.

Chapter 5

Uniforms, Grooming Standards, and Personal Hygiene

5.1 General. Wear all uniforms IAW CAPM 39-1, *CAP Uniform Manual*. Uniforms will be maintained to represent a positive image of Civil Air Patrol at all times.

a. The short sleeve blues uniform will be worn when the Uniform of the Day (UOD) is blues. Blues will be pressed and shoes will be shined.

b. The ABU/BDU uniform will be worn when the UOD is ABU/BDU. ABU/BDUs will have minimal wrinkles and boots shined.

c. PT uniforms consist of PT shorts or athletic pants (Navy Blue or Black), black crew neck T-Shirts, white ankle or calf-length socks, and athletic shoes of conservative color. Shorts/pants must be a loose-fitting style and worn at the natural waist. Tight shorts or "hip hugger" styles are not appropriate. Spandex shorts in navy blue or black may be worn under PT shorts. T-shirts will be tucked in. Jackets, if worn, must be at least half zipped. Hair must be neat. Covers are not worn with the PT uniform except when directed by higher authority.

5.2 Grooming Standards and Hygiene. All members will maintain grooming standards and be in accordance with CAPM 39-1, *CAP Uniform Manual*. Cadets will also maintain proper personal hygiene.

a. Shower at least once a day. Showers will be quick, but not timed.

b. Cadets will wear deodorant.

c. Cadets will brush their teeth at least once daily.

d. Cadets must wash hair and maintain a neat appearance within CAPM 39-1 standards.

e. Change underwear and socks at least once daily.

f. Male Cadets will remain clean shaven IAW CAPM 39-1.

Chapter 6

Latrines

6.1 General. All latrines will be kept tidy and clean at all times.

a. DO NOT leave personal items in the Latrines/Showers. This is a matter of showing respect to other personnel. Cadet Staff will confiscate any items left in the Latrine/showers.

b. Staff will be respectful when taking items away. When basics are actively getting ready in the morning, taking showers, or getting ready for bed, items will not be confiscated. It is only when cadets are not actively using the latrines that items will be confiscated. This is to avoid something essential, such as a toothbrush, from being taken away for the remainder of the week.

c. All working latrines will be used. There will be none that are for inspection only. Latrines that are not in proper working order will be marked with an out of order sign.

d. Latrine floors will be kept dry and clean at all times.

e. Never call the latrine to attention!

f. Notify flight staff about any shortages of toilet paper and paper towels.

g. Empty the large trash can and take trash to the dumpster daily. Extra bags will be kept at the bottom of the trash can.

h. Do not use the wall mounted trash receptacles.

i. Shower as quickly as possible; however, make sure you are completely clean.

- j. Wear or stand on your shower shoes at all times. This will prevent the spread of foot infections -- such as athlete's foot, warts, and other fungal infections.
- k. Counter tops and sinks will be water spot free after every use. Cadets will not use their own towel to wipe surfaces down.
- l. Flush toilets and urinals after each use.

Chapter 7

Dining Hall

7.1 General.

- a. Enter the dining hall in a single file column and form a ripple line.
- b. In a ripple line, stand at Parade Rest. When moving forward, come to Attention, step forward and return to Parade Rest. While in a Ripple Line, basics will come to Attention if an officer approaches from the front but will remain at Parade Rest if an officer approaches from the rear. Basics will resume Parade Rest once the officer passes. DO NOT read SOPs while in a Ripple Line.
- c. After receiving food tray, proceed to the most distant vacant chair in the designated area of the dining hall. Place food tray on the table first and then proceed to get drinks. Once seated, begin eating. Do not start a new table until the current open table is filled.
- d. Consume all food taken. DO NOT remove food from the dining hall under any circumstances.
- e. Basics will not consume carbonated beverages, coffee, tea, or dessert unless specifically authorized.
- f. Basics will sit at ease, with their eyes on their plate while eating.
- g. If addressed by an encampment staff member while eating, cease eating and follow the directives of the staff member.
- h. Basics will not engage in conversation unless specifically authorized. Basics may talk to senior members seated at the table during meals.
- i. Talking between tables is prohibited unless otherwise stated.
- j. When finished eating, basics will throw away any trash, clean their eating area, and return to their seats. Read SOPs until directed to proceed outside by the flight sergeant or flight commander.

Chapter 8

Transportation

8.1 General.

- a. **For safety reasons, post guidons** in the squadron buildings before using buses at USAFA.
- b. Cadets will form a single file line, by flight, to load the bus. When in this single file, this is a formation. Do not salute, talk, or address cadet officers or senior members.
- c. Load buses only when directed by a staff member.
- d. Use all steps and handrails when entering and exiting buses.
- e. Do not jump or skip steps.
- f. Load buses from rear to front.
- g. Sit immediately when reaching a seat unless directed to remain standing.
- h. Remove covers upon sitting.
- i. Place all personal items and materials on your lap.

- j. Do not talk on the buses unless directed otherwise.
- k. Remain seated until directed to stand.
- l. Put on covers when directed to stand.
- m. Unload buses from front to rear.
- n. Do not leave any items on the bus for any reason.
- o. When exiting a bus, immediately go to flight staff for further instruction.
- p. Flights will enter the appropriate bus. The first bus will go to squadron one, the second to squadron two, and the third to squadron three. The fourth bus will be overflow. When there are fewer than four buses, they will be filled using the "order of the day."

Chapter 9

Customs and Courtesies

9.1 General.

- a. Basics will follow all customs and courtesies in CAPP 151, *Respect on Display*, and CAPP 60-20, *CAP Drill & Ceremonies*.
- b. Salute all cadet officers, senior members, and military officers as appropriate.
- c. Stand at attention when addressing or being addressed by a staff member unless directed otherwise.
- d. Answer direct questions in a clear, brief, and concise manner. "No excuse" is never an acceptable answer.
- e. When entering a building, remove headgear with the right hand three paces from a door, or when placing a foot on the bottom step prior to entering a building.
- f. Remain standing in a classroom until directed to sit.
- g. Sit "At Attention" until directed to sit "At Ease".
- h. Sitting "At Attention" is defined as sitting up straight on the front six inches of one's seat, heels and knees together, feet still maintaining a 45 degree angle, looking forward with arms straight and hands making fists resting on the top of the knees. Cadets may not speak in this position, and must raise their hand to ask a question.
- i. Sitting "At Ease" is defined as the freedom to use the whole seat with the body relaxed. This does not automatically grant Cadets permission to talk. If a Cadet needs to ask a question, they must come to the position of sitting "At Attention", hold up their hand and be recognized to do so.
- j. When formally reporting to an officer, use the procedure in CAPP 151, *Respect on Display*, Page 9. The reporting procedure is as follows.
- k. "In an office setting, knock on the commander's door and wait for permission to enter. Walk toward the commander and halt 2 paces in front of them. Salute and report, "**Sir / Ma'am, (Grade) (Name) reporting as ordered.**" Wait for the officer to return the salute. Remain at attention, unless instructed otherwise. When the meeting is over, the officer will say, "**Dismissed.**" Come to attention (if not already), take one step backward. Salute and wait for the officer to return the salute. Perform an about face and exit the area."
- l. When in a building hallway or corridor and an officer approaches, basics must move to the nearest wall, come to a halt with their back to the wall and come to Attention until the officer passes. Do not render a verbal greeting or speak unless specifically addressed by the officer.
- m. **Customs and Courtesies in PT Uniforms.** Even though the PT uniform consists of shorts and T-shirts, it is still a uniform. Cadets must still observe customs and courtesies. While covers are not required when

wearing PT uniforms, saluting is required except while performing PT activities. PT activities are considered to be a formation. However saluting is required when passing all officers except while performing PT activities or while marching to/from PT in formation.

Chapter 10

Cleaning Supplies

10.1 General.

- a. DO NOT use any cleaning supplies that are not provided by the Civil Air Patrol.
- b. Civil Air Patrol cleaning supplies are stored in the janitorial totes.
- c. Cadets can use the mops, mop buckets, brooms, and dustpans.
- d. Cleaning chemicals will not be mixed by cadets. Only a senior member will mix chemicals. Mixing will be IAW package instructions.
- e. Cleaning chemical containers will be marked with mixing ratios. If more is needed, the remainder of the batch will be disposed of and a fresh batch made up. Other chemicals WILL NOT be added to batches.
- f. Cleaning supply totes, if used, will be stored in each latrine on the floor under the sinks, on the end opposite the trash receptacle.

Chapter 11

Drill

11.1 General.

- a. Drill and ceremonies will be IAW AFMAN 36-2203, *Air Force Drill and Ceremonies*, and/or CAP Pamphlet 60-20, *CAP Drill and Ceremonies*.
- b. The six-step teaching method described in CAPP 60-20, *CAP Drill and Ceremonies*, will be used for all encampment drill instruction.
- c. Cadet staff will not teach drill movements unless they know how to perform the movement, know how to instruct the movement, and can prove that it is correct by reference to the Drill and Ceremonies Manual.
- d. Cadet line staff members will be familiar with, and carry a paper copy of, AFMAN 36-2203 or CAPP 60-20 to ensure proper training.
- e. Flight staff will make it clear that certain techniques are used for teaching only and that they are purely teaching techniques, not drill procedures. They must state that the teaching technique is "technique not procedure" each time they use a technique.

Chapter 12

Awards

12.1 General. As a part of encampment, cadets work to earn awards or recognition. Each award has a criteria and will be awarded to the cadet or flight who best meets the criteria. All Award decisions are final. Some awards may not be made and additional awards may be made at the discretion of the encampment commander or commandant of cadets

12.2 Daily Awards.

a. Squadron Honor Cadet. (optional award) One cadet from each squadron can receive this award. This award is given to the cadet that meets the goal of encampment to the fullest extent the day before. Selection Criteria includes, but is not limited to, barracks standards, uniform inspections, active participation and core values.

b. Squadron Barracks Award. This award will be posted on the room that best meets the barracks standard. Staff rooms are not eligible for this award.

c. Daily Honor Flight. The flight that best meets the standards and completes the training mission.

12.3 Flight Awards. The following awards will be awarded at the end of encampment.

a. Knowledge Bowl. The flight that wins the knowledge bowl.

b. Drill Excellence. The flight that wins the drill competition.

c. Volleyball. The flight that wins the volleyball tournament.

d. Squadron Honor Flight. This award will be presented to the flight that best completes the mission and meets the criteria. This represents achievement throughout the encampment. There will be one flight award for each squadron.

e. Encampment Honor Flight. The flight that best completes the mission and meets the criteria for excellence throughout the encampment. There will only be one award.

f. Encampment Honor Cadet. This award goes to the basic who performed best throughout encampment.

g. Honor Cadet Staff NCO. This award is given to the best performing cadet staff NCO throughout encampment. Some, but not all of the criteria, for this award include leadership excellence, barracks performance, drill & ceremonies performance, participation. Cadet Command Staff is not eligible for this award.

h. Honor Cadet Staff Officer. This award is given to the best performing staff officer throughout encampment. Some, but not all of the criteria, for this award include leadership excellence, barracks performance, drill & ceremonies performance, participation. Cadet Command Staff is not eligible for this award.

i. Flight Honor Cadet. This award will be awarded to one cadet per flight. This cadet will have met the standards the best and shown the strongest leadership skills when compared to the rest of the flight.