

TRI-WING ENCAMPMENT

7th Training Wing

Pre-Encampment Guide



United States Air Force Auxiliary
Civil Air Patrol

July 2024

TABLE OF CONTENTS

1. [MISSION AND PURPOSE](#)
2. [TRAVEL AND CHECK-IN INFORMATION](#)
3. [SAMPLE SCHEDULE](#)
4. [ENCAMPMENT MEDICAL INFORMATION](#)
5. [DISCIPLINARY POLICY, RULES AND REGULATIONS](#)
6. [ENCAMPMENT HONOR CODE](#)
7. [RELIGIOUS ACCOMODATIONS](#)
8. [MEMORY WORK](#)
9. [ENCAMPMENT CHAIN OF COMMAND DESCRIPTIONS](#)
10. [UNIFORM AND CUSTOMS AND COURTESIES](#)
11. [BARRACKS PROCEDURES](#)
12. [FIRE PROCEDURES](#)
13. [PHYSICAL TRAINING](#)
14. [ENCAMPMENT AWARDS](#)
15. [PACKING LIST](#)

1.0 MISSION AND PURPOSE

1.1 The mission of a cadet attending this encampment is:

1. To be prepared for an educational experience that propels the cadet towards future success through the skills they develop.
2. To develop his/her leadership potential by learning from themselves and others.
3. To comprehend the mission of Civil Air Patrol and the United States Air Force.
4. To understand the Cadet Oath and internalize CAP's core values.

1.2 The purpose of the Basic Encampment is to provide cadets with a solid foundation for their Civil Air Patrol careers. The encampment will provide cadets with the opportunity to:

1. Apply knowledge gained in the cadet and senior programs to practical situations
2. Develop a greater understanding of Civil Air Patrol and Air Force missions and capabilities
3. Develop leadership potential, discipline, time-management, and interpersonal skills
4. Learn how to overcome challenges and succeed through critical thinking
5. Enhance their local unit's Cadet Program
6. Aid in retention and motivation
7. Receive an introduction to the military-style training of Civil Air Patrol
8. Build self-confidence
9. Experience esprit de corps and the warrior spirit
10. Introduce the cadet to possible career opportunities

2.0 TRAVEL AND CHECK-IN INFORMATION

2.1 In-Processing:

1. Arrival Date: Saturday, July 20th, 2024
2. Arrival Time: 1300 hours
3. Arrival Uniform: Report to Camp Fretterd wearing the Airman Battle Uniform (ABUs)
4. Encampment Location:
 - a. Camp Fretterd is located just outside of Reisterstown, MD. The entrance to the camp is on MD Route 30/Hanover Rd, just south of Glen Falls Road.
 - b. The address is: **5600 Rue Saint Lo Drive, Reisterstown MD 21136**
 - c. Vehicle drivers must present their valid driver's license to the security upon arrival at the gate.

5. After going through the gate, continue down the road past a construction site until you see two tanks on your right. Turn right at the stop sign and onto the road between the two tanks where you will then approach **Omaha Circle**. Continue to the entrance of the circle where a cadre member will direct you. After entering the circle, please remain on the right side of the road as the left will be used for exiting or parking traffic. (During in-processing, traffic within the circle will be one-way only)



6. **CADETS WITHOUT MEDICATION:** Stop at the drop-off area and unload luggage in the designated location. A cadre member will be there to direct students. Cadets will report to check-in inside Division Hall. Parents/Guardians will say their goodbyes at this time and will continue to exit the Omaha Circle unless instructed otherwise by a cadre member. Inside Division Hall, cadets will line up to report to the admin/personnel cadre conducting check-in. After check-in is complete, cadets will be immediately escorted to their barracks by a cadre member.

7. **CADETS WITH MEDICATION:** Continue to the designated parking lots where both cadets and parents/guardians will report to Division Hall. Cadets and parents will line up to report to the personnel cadre conducting check-in. After check-in both cadets and parents will be directed to report to the Medical Station. Cadets will turn in ALL their medication to the Health Services Cadre (so make sure not to pack it in your luggage) and should clarify any medical issues/needs. All medications need to be in their original container with the appropriate amount for the duration of encampment. Parents are required to leave after saying their goodbyes as their cadet will be escorted to their barracks immediately.

3.0 SAMPLE SCHEDULE

3.1 Schedule The following is a sample of a typical day at encampment. Variations exist based on daily training requirements and unforeseen events. (The schedule is continually managed by the Cadre.)

- Wake Up: Physical Training Uniform
- Physical Training: *Cadets will do push ups, sit ups, jumping jacks, a run, and many other exercises; medical concerns should be reported prior to the activity via required paperwork.*
- Personal Time: *Cadets have time to change, tidy up their room, and prepare their equipment for the day's activities.*
- Morning Formation: Airman Battle Uniforms or Short Sleeve Blues
- Breakfast and Flight Time
- Encampment-Wide Briefings and Flight Time: *Cadets will have time to prepare for inspections with their flight and attend classes that teach leadership, aerospace education, and Civil Air Patrol & United State Air Force general knowledge.*
- Lunch and Flight Time
- Drill Practice: *Cadets will learn basic stationary drill up to advanced marching drill as a flight*
- Extended afternoon activity: *This can range from orientation helicopter flights to obstacle courses*
- Evening Formation
- Dinner and Flight Time
- Volleyball; Physical Training Uniform
- Personal Time
- Lights Out: *Cadets will have 8.5 hours of uninterrupted sleep each night*

Throughout the day, cadets will be inspected on their Operating Instructions (OI), memory work, drill, and uniforms.

4.0 ENCAMPMENT MEDICAL INFORMATION

4.1 Submitting Medications/Administration Instructions to Health Services: During check-in, all medications and administration instructions will be given to health services cadre at the Medical Station. All medications will then remain with the cadet's flight training officers until required. The exceptions are rescue inhalers, epinephrine auto-injectors, and glucagon that should be carried by the cadet at all times.

4.2 Taking of Medications: Cadets are responsible for letting their respective flight staff know when they need to take their medications. Except as noted above, medications will be kept by the cadet's flight training officer. Training officers are CAP senior members who are assigned to each cadet's flight. They will ensure the medication is available to the cadet when needed, but it is the cadet's responsibility to administer it. Medications that require refrigeration will be kept in Med Bay and arrangements will be made for the cadet to access the medication as needed.

4.3 Medical Care: Health services cadre and other medically trained cadre will be onsite at the encampment 24 hours a day for the duration of the encampment. Should a cadet need emergency care, health services cadre will be on hand and transportation to a nearby medical facility will be provided via CAP vehicles or local EMS as appropriate. If a cadet needs to see a health services cadre member they should ask their flight cadre. Cadets are expected to only seek health services assistance when it is necessary; excessive absences from required training can prevent a cadet from fulfilling graduation requirements

4.4 Heat Injury Prevention: Due to the anticipated training environment (high physical activity, likely high temperatures), the encampment will take measures to ensure the risk of heat injury stays low. All members are expected to stay hydrated and eat during each meal. Flight cadre will be looking out for cadets to ensure the training environment is a safe and productive one. Cadre members will know the signs of heat stress, how to identify them quickly before the condition worsens and will know treatment steps. Cadets are expected to look out for their fellow flight mates to ensure a high level of accountability. Regular Operation Risk Management will be done by the cadre. Cadet activities will be modified as necessary to accommodate for hot weather conditions.

4.5 Blister Prevention: Blisters are possibly the most common injury at encampment but are also the most preventable injury at encampment. Dress shoes, boots, and tennis shoes should be broken-in PRIOR to encampment to prevent blisters as these make it very uncomfortable to walk (and there is a lot of walking). Moleskin is included on the packing list to treat hot spots and blisters should they appear. Training officers and health services cadre carry the supplies and knowledge to treat hotspots/blisters. There will be mandatory feet checks done every night before lights out, to be completed by the training officers and health services cadre to help prevent/address hotspots/blisters.

4.6 Medical History: The required medical forms must be completed prior to encampment and should be thoroughly and accurately filled out. The more information provided about any pre-existing or prior medical conditions, the more prepared the cadre will be in handling them. Most medical concerns can be accommodated by communicating with the encampment's health services cadre.

5.0 PROGRESSIVE DISCIPLINARY POLICY, RULES AND REGULATIONS

5.1 There are two classes of offenses, A and B. **Class A offenses are major violations that may result in immediate expulsion from the encampment.** Class B offenses are lesser infractions that may result in the assessment of lesser disciplinary actions. The Cadet and Senior cadre reserve the right to adjudicate and enforce any offenses/violations. The Encampment Commander's decision is final in the case of any dispute.

5.1.1 CLASS A OFFENSES: (Includes but are not limited to)

1. Reckless behavior that compromises the safety of individuals or results in serious injury
2. Possession or use of contraband which includes alcohol, tobacco products, drugs or weapons of any kind, and pornography
3. Willful damage or theft of Government, CAP or private property
4. Fighting and bullying

5. Gambling
6. Honor Code Violations (Lying, cheating or stealing)
7. Flagrantly unsafe acts
8. Improper sexual contact or other gross immorality
9. Gross neglect of duty
10. Departing one's assigned area or place of duty without prior coordination with one's supervisor
11. Any Class B offense committed under aggravated circumstances, such as repeated misconduct of the same sort
12. Discrimination of any sort

5.1.2 CLASS B OFFENSES: (Includes but are not limited to)

1. Disrespect to the National Colors (American flag)
2. Insubordination or disrespect to cadet or senior NCOs/officers.
3. Trespassing in areas deemed off-limits to cadets
4. Unauthorized possession of food, candy, gum, sodas, etc.
5. Use of obscenity or profanity
6. Creating a disturbance
7. Late to class or formation
8. Talking in formation
9. Public displays of affection.
10. Sleeping on duty
11. Improper/sloppy uniform or personal appearance
12. Personal areas not neat or in conformity with Operational Instructions (OI)
13. Absent from bed during bed check
14. Improper conduct in the mess hall or waste of food
15. Conduct unbecoming of a Civil Air Patrol Cadet

5.2 Adjudication Process for Class B Offenses

First Violation: “First Strike” is a written reprimand accompanied by a conversation with the Cadet Deputy Commander of Operations, Cadet Commander, and Chief Training Officer.

Second Violation: “Second Strike” is a written reprimand accompanied by a conversation with the Cadet Deputy Commander of Operations, Cadet Commander, and Commandant of Cadets. This conversation will highlight that the next strike may trigger the expulsion process.

Third Violation: “Third Strike” is a written reprimand accompanied by a conversation with the Cadet Commander, Commandant of Cadets and Encampment Commander. A Third Strike based on a Class B offense may be reclassified since “any Class B offense committed under aggravated circumstances, such as repeated misconduct of the same sort” will be treated as a Class A offense. A thorough investigation and expulsion process will begin.

5.3 Additional Cadet Restrictions

1. Cadets will not engage in conversation with any other cadet outside of his/her assigned flight except in accomplishment of official/authorized business or as expressly permitted by cadre.

2. Cadets will not leave the barracks area at any time except when authorized. Cadets will march and square corners when in formation.
3. Sunglasses will not be worn in uniform unless the Health Services Officer or a designated representative authorizes them.
4. Personal stereos, cell phones, pagers, alarm clock radios, televisions, Walkman's, CD players, or any electronic device other will not be used during the encampment and will be turned in at check-in or left with parents/guardians.
5. Barrack areas of members of the opposite gender are prohibited from 2100 to 0700 hours for all personnel. Entering barrack areas of the opposite sex during authorized hours is for OFFICIAL BUSINESS ONLY. Members doing so will sound off "Male/Female ON DECK!" so all can hear. The response that will be given is "ALL CLEAR". Do not enter until cleared by someone in the barracks. If there is no response after three honest attempts, assume no one is in the area and enter.

6.0 ENCAMPMENT HONOR CODE

6.1 The Encampment Honor Code *"We will not lie, steal, or cheat, nor tolerate among us anyone who does."* The purpose of the Honor Code is to foster an environment based upon a personal sense of honesty, integrity, and responsibility. Implementation of the Honor Code means you will be trusted to do what is right and must confront those who violate these standards. An honor code violation is considered a Class A offense. If you think a violation has occurred or if you have a question about the Honor Code, talk to your flight cadre. Remember that not tolerating violations is just as important as every other part of the honor code.

1. **Lying:** Lying is any statement of untruth, which is meant to deceive or mislead. One example of lying at encampment is intentionally hiding contraband from senior members during the contraband check.
2. **Stealing:** Anyone who wrongfully takes, obtains, or withholds someone else's property without their permission, with the intent to temporarily or permanently deprive another of such property, is guilty of stealing.
3. **Cheating:** In essence, cheating is taking unfair advantage of another. Cheating violates the competitive sense of "fair play." An example of cheating at encampment is looking at another cadet's test while completing the final exam.
4. **Toleration:** Toleration means enduring without complaint. If you know a cadet has lied, stolen, or cheated, and you fail to report or confront the matter, you are guilty of toleration, therefore breaking the honor code.

7.0 RELIGIOUS ACCOMMODATIONS

7.1 Religious Services: A non-denominational service will be held on Sundays during encampment for all faiths. This is optional and cadets should inform their flight cadre if they would like to attend. If a Senior Member is available to provide transportation off-post to attend a specific faith service, this opportunity will be announced well in advance.

7.2 Chaplain Availability: There will be a CAP chaplain available for the duration of encampment who is available, upon request, to cadets through their respective flight cadre. If a cadet requests to see or speak to the chaplain, cadre members are obligated to coordinate a conversation and no cadet will be denied the ability to speak with a chaplain. Training officers are also able to provide guidance and counseling.

8.0 MEMORY WORK

8.1 Cadets are **required** to memorize a set of specific memory work daily. You will be quizzed throughout each day and graded by your cadre. When reciting memory work, cadets will begin by prefacing with an appropriate title (i.e. Sir, Ma'am, Sergeant, Chief). Cadets will then restate the title of the memory work being asked to recite followed by "...is as follows".) An example is "Sir, the Cadet Honor Code is as follows..."

MILITARY CHAIN OF COMMAND:

Commander-In-Chief:

Secretary of Defense:

Secretary of the Air Force:

Chief of Staff of the U.S. Air Force:

Commander, Air Combat Command:

Commander, 1st Air Force:

The Honorable Joseph R. Biden

The Honorable Lloyd J. Austin III

The Honorable Frank Kendall III

Gen David W Allvin, USAF

Gen Mark D. Kelly, USAF

Lt Gen Steven S. Nordhaus, USAF

CIVIL AIR PATROL CHAIN OF COMMAND:

Commander, Civil Air Patrol:

Commander, Mid-Atlantic Region:

Commander, Maryland Wing:

Encampment Commander:

Commandant of Cadets:

Deputy Commander for Support:

Cadet Commander:

Cadet Deputy Commander for Operations:

Cadet Deputy Commander for Support:

Squadron Commander:

Flight Commander:

Deputy Flight Commander:

Maj Gen Edward D. Phelka, CAP

Col Eugene L. Egry III, CAP

Col Brenda Reed, CAP

Maj Victor Santos, CAP

Lt Col Archie Dejesus, CAP

Lt Col Kevin M. Mullen, CAP

C/Lt Col Jacob J. Stigdon, CAP

C/Capt Samantha E. Sparks, CAP

C/Maj Emily S. Sechler, CAP

Determined by flight assignment

Determined by flight assignment

Determined by flight assignment

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.

CIVIL AIR PATROL CORE VALUES:

Integrity, Volunteer Service, Excellence, Respect

AIR FORCE SONG (First verse):

Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em now, Give 'em the gun! (Give 'em the gun, Hey!)
Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing'll stop the U.S. Air Force!

ENCAMPMENT HONOR CODE

“We will not lie, steal, or cheat, nor tolerate among us anyone who does.”

CIVIL AIR PATROL MOTTO:

Semper Vigilans (Always Vigilant)

CIVIL AIR PATROL FOUNDING DATE:

Civil Air Patrol was founded on 1 December 1941.

CIVIL AIR PATROL'S MISSIONS:

Aerospace Education, Cadet Programs, Emergency Services

DEFINITION OF MILITARY DISCIPLINE:

The mental attitude and state of training which renders willing obedience instinctive under all conditions.

DEFINITION OF LEADERSHIP:

The art and science of influencing and directing people to accomplish the assigned mission.

AIR FORCE CORE VALUES:

Integrity First, Service Before Self, and Excellence In All We Do

CIVIL AIR PATROL UNIFORM MANUAL:

CAPR 39-1

CIVIL AIR PATROL DRILL AND CEREMONIES MANUAL:

CAPP 60-33

PREAMBLE TO THE CONSTITUTION:

We the People of the United States, in order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

9.0 ENCAMPMENT CHAIN OF COMMAND DESCRIPTIONS

9.1 Flight Sergeant: The flight sergeant (FLT/SGT) is directly responsible for the personal implementation of the encampment training program. The FLT/SGT reports to the FLT/CC.

9.2 Flight Commander: The flight commander (FLT/CC) is primarily responsible for the implementation of the encampment training at the flight level. The FLT/CC reports directly to the SQ/CC.

9.3 Squadron Commander: The squadron commander (SQ/CC) is responsible for the coordination, control and direction of the encampment program within their squadrons. This includes academic, physical fitness and general training objectives. The SQ/CC is ultimately in charge of all flights and their cadre within their squadron.

10.0 UNIFORMS AND CUSTOMS AND COURTESIES

10.1 Grooming Standards: All members of CAP must be well groomed and ensure that their personal appearance reflects proper credit upon themselves and CAP at all times. Not doing so will hurt the scores of the individual cadet, his/her entire flight, and squadron. The established grooming standards are published in CAPR 39-1. The regulation can be found at:

https://www.gocivilairpatrol.com/media/cms/R_391_with_ICL_2101_Incorporated_5660EEB90E0DB.pdf

10.2 General Appearance: Cadets will be in proper uniform at all times. Cadets are expected to maintain a high standard of appearance. To that end, uniforms will be neat and clean at all times. All buttons, with the exception of the top button, will be buttoned. No items will be carried in shirt pockets. Uniforms will be worn in accordance with CAPR 39-1. (Please ensure items such as name tapes and patches meet the uniform standards as those are things that cannot be fixed at encampment and will hurt the cadet's score during daily uniform inspection throughout the week.)

10.3 Uniforms: The uniform combinations to be worn during encampment are outlined on the encampment packing list at the end of this document. The uniforms that will be worn are: Short Sleeve Blues, Airman Battle Uniform (ABUs), and the physical training (PT) uniform.

10.4 Grade vs Rank: Grade is the symbol you wear or are called, and rank is your seniority in the grade. Rank is focused on precedence among your peers and is determined by other factors which include: position (for example Cadet Commander), grade (for example C/CMSgt), time in grade (for example a C/SSgt who has been a C/SSgt for 2 months has a higher rank than a C/SSgt of 1 month), and length of time in CAP (determined by the lowest CAP ID number).

10.5 Saluting and Greeting: When outdoors and in uniform with a cover, cadets salute military officers, CAP senior members, and cadet officers higher in rank than themselves. Senior members salute military officers and other CAP officers higher in rank than themselves. The junior person initiates the salute a fair distance from the senior person, such that the senior has time to return the salute and will hold the salute until the senior person drops theirs. When exchanging salutes, it is customary for the junior person to

render a greeting, i.e., “Good Morning/Afternoon/Evening, Sir/Ma’am/Chief/Sergeant.” When greeting a group of people, you will address them based on the personnel within the group: If more than one female and more than one male: “Good Morning/Afternoon/Evening, Ladies and Gentlemen.” If one female and more than one male (If the female is the same rank or higher): “Good Morning/Afternoon/Evening, Ma’am, Good Morning/Afternoon/Evening, Gentlemen.” (If the female is of lower rank, then the two are switched). If one male and more than one female (If the male is the same rank or higher): “Good Morning/Afternoon/Evening, Sir, Good Morning/Afternoon/Evening, Ladies.” (If the male is of lower rank, then the two are switched).

10.5.1 Greeting Indoors/Without a Cover: When indoors or when not wearing a cover, the junior person will render a greeting, i.e., “Good Morning/Afternoon/Evening, Sir/Ma’am/Chief/Sergeant”, but will not render a salute unless they are instructed to report.

10.5.2 Traveling in Groups: When traveling in groups (with a cadre member) the senior most person will walk on the farthest right and will render/receive greetings or salutes. The remainder of the personnel in the group will not greet or salute but will stand at attention or parade rest if the group is not in transit and a senior officer/NCO walks by. **NOTE:** If a group of students is transiting in a group with no Cadre member, then all personnel will be expected to render a greeting and or salute.

10.5.3 Common Questions/Points of Confusion: Cadets WILL salute when wearing PT gear. Cadets will continue to move and will not stop their movement when rendering a greeting or salute. Cadets will salute and greet based on rank not grade, i.e. a cadet will greet and salute the Cadet Deputy Commander for Operations (C/DCO) over a Cadet Squadron Commander (C/SQCC) even if the C/DCO is a C/Capt and the C/SQCC is a C/Col. Students will not greet or salute when in formation, i.e. during formation or when marching.

10.6 Flag, Reveille/Retreat/Taps, National Anthem Customs: When the flag is being transported past, and a cadet is outside and not in a formation, they will render a salute and face the flag six paces away. When the American Flag is being transported past (for example if the flag is in a color guard) and a cadet is inside and not in formation or outside without a cover, they will come to attention and face the flag. When Reveille, Retreat, Taps, and the National Anthem is played, and they are outside and not in formation, cadets will salute the nearest visible American Flag, or salute in the direction the sound is coming from. When Reveille, Retreat, Taps, and the National Anthem is played, when the cadet is inside and not in formation or outside without a cover, cadets will come to attention facing the nearest visible American Flag, or in the direction the sound is coming from. When in civilian clothing cadets will follow the previous customs while removing any headwear and putting their right hand over their heart.

10.7 Closed Door Procedures: When a cadet approaches a closed door they will knock once (hard) and await a response. Upon the command “**Enter**” they will enter the room. If the command “Standby” is rendered, then they will wait until the command “Enter” is given. If no response is given after 10 seconds, then the cadet will enter.

10.7.1 REPORTING IN:

1. Knock once (hard)
2. Enter the office when directed

3. Use the most direct route (use facing movements)
4. Position yourself three paces from and centered to highest rank
5. Salute upon halting
6. While holding salute, say, "Sir/Ma'am, Cadet (last name) reports as ordered".
7. Drop your salute after the highest ranking returns the salute
8. Remain at attention until directed otherwise.

10.7.2 REPORTING OUT:

1. When you are dismissed, stand at attention and ask "Ma'am/Sir, will that be all?"
2. Salute instructor and give the verbal greeting of the day depending on time
3. Drop your Salute after the highest ranking acknowledges with a return Salute
4. Execute appropriate facing movements & exit by most direct route.

10.8 Reporting Procedures: When a student wishes to reenter the flight, they must report to the individual in command of the flight, salute, and request permission by saying, "Sir/Ma'am/Chief/Sergeant, Rank and Last Name, Requesting Permission to fall into the flight." Upon the returned salute, the student will fall in where the commander designated him or her to fall in.

10.8.1 FRONT AND CENTER: The command is, "**(Grade and Last Name), FRONT AND CENTER.**" Upon hearing his or her name, the cadet stands at attention. On the command **FRONT AND CENTER**, the cadet takes one step backward, with coordinated arm swing, then faces to the left or right, proceeds to the closest flank, and proceeds to the front of the formation by the most direct route. The cadet halts one pace in front of and facing the person in command. The cadet salutes and reports, "**Sir / ma'am / sergeant, (Grade, Last Name) reporting as ordered.**" The cadet waits for the salute to be returned before going to order arms. The cadet returns to his or her initial position in ranks upon the command "**RETURN TO RANKS.**"

10.8.2 RETURN TO RANKS: When the officer or NCO in charge commands, "**RETURN TO RANKS,**" the cadet renders a salute for an officer. The cadet waits for the officer to return the salute, and then renders order arms. The cadet then takes one step back, faces about, and returns to his or her original position by the same, shortest route as was used to leave rank.

11.0 BARRACKS PROCEDURES

11.1 Cadets will be familiar with all items on the flight bulletin board/poster, if made available by the flight cadre.

11.2 Cadets will move to the side and stand at attention in passageways to allow officers to pass. Cadets will come to parade rest to allow NCOs on cadre pass. The greeting of the day (i.e. "good morning, sir") should be rendered to the passing cadre member. Cadets will not come to attention or parade rest on stairways, (for safety reasons) but will allow cadre members to pass, following customs and courtesies nonetheless.

11.3 Unnecessary noise and horseplay will not be permitted in the barracks at any time.

11.4 Barracks areas will be kept clean and in inspection order between the hours of 0630 and 2030 daily. 'Inspection order' means free from dirt and with clothing, beds and other material in accordance with published standards.

11.5 Cadets must sleep in their own beds. You will remain in your bed between lights out and first call with the exception of using the restroom or in an emergency.

11.6 There will be **NO talking after lights out**. If cadets must leave their bunks to use the latrine, they will use the latrine and proceed directly back to their beds.

11.7 Cadets will be familiar with Stan/Eval diagrams posted throughout the barracks and in their operating instructions (OI). Rooms will be in accordance with these standards during daily inspection hours.

11.8 Rooms will be inspected daily in accordance with the standards outlined in the OI. If there are any questions or concerns about your score, please discuss this with your flight cadre.

11.9 Student cadets are not permitted to close the door to their room except during shower/changing times. All cadets will have a roommate of the same gender.

11.10 Cadets will turn lights off when leaving the room.

11.11 Windows are to remain closed at all times unless specifically instructed by cadre to open them.

12.0 FIRE PROCEDURES

12.1 If the fire alarm sounds or if a fire threat is imminent, do the following:

1. If the alarm sounds during the night, don't attempt to put your uniform on. Exit the building, walking as swiftly as possible. You must be sure that your roommate has exited as well.
2. Push the blankets/bedding to the foot of your bed (don't throw them on the floor) when you get out of it so that the flight cadre clearing rooms can complete room clearance quicker.
3. Once you exit, listen carefully for the instructions given by your flight cadre.
4. Flight cadre and senior cadre will direct you as to which way to exit. All barracks have many exits so if one is blocked stay calm and listen for instructions.
5. Always wear PT shorts and a T-shirt when sleeping in the barracks in case you must leave the building quickly.

12.2 Fire drill(s) will be completed during encampment to practice the procedures above.

13.0 PHYSICAL TRAINING

13.1 Physical Training PT is an integral part of the encampment experience. It has a threefold purpose:

1. It helps to maintain your health and well-being.
2. It provides you with the opportunity to challenge yourself physically and mentally.

3. It builds camaraderie among your flight.

PT will occur daily and consist of various activities similar to those you might conduct at your home squadron.

14.0 ENCAMPMENT AWARDS FOR CADETS

14.1 Encampment Individual Awards

1. **Warrior Cadet:** Awarded to a cadet who demonstrated the highest levels of motivation throughout the entire encampment and may have overcome obstacles that have otherwise hindered their performance at encampment.
2. **Most Improved Cadet:** Awarded to a cadet who showed the most growth and improvement in performance, attitude, and professionalism throughout encampment.
3. **Cpl. James W. Higgins, Jr. Honor Cadet Award:** Awarded to a cadet that has shown the highest level of performance at encampment and has not only improved themselves but has also dedicated themselves to the success of their flight and squadron.

14.2 Daily Group Awards

1. **Honor Flight:** Given to the flight who on the previous day demonstrated the highest level of performance and motivation as seen by the Cadet Executive Cadre.
2. **Honor Squadron** Given to the squadron who on the previous day demonstrated the highest level of performance and motivation as seen by the Cadet Executive Cadre.

14.3 Encampment Group Awards

1. **Volleyball Champions Awarded** to the flight who has won the volleyball tournament at encampment.
2. **Drill Champions** Awarded to the flight that has the highest score on the final drill inspection at encampment.
3. **Academic Champions** Awarded to the flight with the highest overall memory work and final exam scores during encampment.
4. **Inspection Champions** Awarded to the flight with the highest over-all inspections scores during encampment.
5. **Honor Flight** Awarded to the flight who demonstrated the highest level of performance and professionalism throughout encampment.
6. **Warrior Flight** Awarded to the flight that has shown the highest levels of motivation at encampment and may have shown resilience in the face of any possible adversity.
7. **Honor Squadron** Awarded to the squadron who demonstrated the highest level of performance and professionalism throughout encampment.

15.0 PACKING LIST

All items on this list are required unless specifically labeled as optional. There are no facilities to purchase supplies; please check items off the list as you pack so you do not forget anything. We cannot be responsible for any item or personal property brought to the encampment. Do not bring anything that is not on the list. All clothing and equipment must be marked indelibly with your name using a permanent marker or written on waterproof tape.

***Any items not on the packing list will be confiscated by training officers until the end of the encampment. Tri-Wing Encampment is not responsible for any lost, damaged, or stolen items brought to encampment. ***

WEAR

Cadets will report to encampment in the Airman Battle Uniform (ABU):

- ☐ ABU Blouse with - nametape, CAP tape, and wing patch sewn on (if you live in Maryland, the wing patch is an optional item for the ABU blouse). 2 grade insignia (pinned/sewn on)
- ☐ TAN crew-neck t-shirt
- ☐ ABU Trousers
- ☐ TAN rigger style belt (Blue and Black are not allowed with the airman battle uniform)
- ☐ Black Boot Socks
- ☐ Blousing bands
- ☐ BLACK Combat boots (shined) – must be well broken-in before encampment to avoid blisters
- ☐ ABU Cover

CARRY

Cadets must arrive to check-in carrying:

- ☐ Current CAP membership card with expiration date at least July 31, 2024.
- ☐ Adequate supply of prescribed medication (if applicable), properly labeled in original containers (over-the-counter medications and supplements must have a prescription) in a clear, plastic bag
- ☐ Paper copies of all required forms (Health History/Emergency Information/Permission for OTC Medication (if under 18 years old)/Air Transportation Agreement) and Maryland Medical Forms (if applicable)
- ☐ Students with special dietary restrictions* will need to have their food in hand to be stored in the kitchen and not stored away in their packed bag. Students/parents should communicate these restrictions with Tri-Wing staff in advance of arrival.

* If dietary restrictions are not able to be accommodated with available food

All luggage should have a tag on it with the cadet's name. Do not carry uniforms on hangers; they need to be packed in a suitcase or garment bag so items cannot get lost if they fall off the hanger. Do not use garbage bags as luggage as your gear may be confused with actual garbage. Each cadet must have their own luggage; siblings cannot share a suitcase.

PACK

Each cadet's luggage will contain the following:

Airman Battle Uniform (ABUs). The following items are to be packed in ADDITION to the ABU uniform you are wearing on arrival.

- ☐ 1 ABU blouse, nametape, CAP tape, and wing patch (not required) sewn on
- ☐ 8 TAN crew-neck t-shirts (Also will be worn during PT so extra is highly encouraged)
- ☐ 1 ABU pants
- ☐ 8-10 pairs of boot socks, BLACK. Wool is allowed but moisture-wicking synthetic preferred due to the heat

Short Sleeve Blue Service Uniform

- ☐ 1 short-sleeve blue uniform shirt with epaulets
- ☐ 2 grade insignia (or you may use the same pair from your ABUs)
- ☐ 1 nameplate, blue, three line
- ☐ 1 set of ribbons (to be brought, but not attached to shirt)
- ☐ 1 pair blue uniform trousers or slacks
- ☐ 1 blue belt with silver buckle and tip
- ☐ 2 undershirts, white, v-neck
- ☐ 1 blue flight cap with CAP enlisted hat device or officer insignia as needed
- ☐ 1 pair black low-quarter leather uniform shoes
- ☐ 2 pairs of black dress socks
- ☐ 1 set of shirt stays (also known as shirt garters)

Physical Training Uniform

- ☐ 4-6 pairs of black shorts (shorts leg openings must not be shorter than the fingertips of the wearer when the hands and fingers are fully extended with arms hanging naturally at the side, shorts may have some colored piping or brand symbols but should be predominantly black) or pants (non-spandex)
- ☐ 10 pairs of socks, white, below the calf
- ☐ 1 pair of shoes, athletic, running, must be able to wear socks
- ☐ 4-6 Tan shirts. These can be the same as your ABU shirts but extra should be brought.

Other clothing and personal items

- ☐ 9-10 pairs of underwear
- ☐ 7 bras (females - any combination of bras/sports bras as needed)
- ☐ 1 shoeshine kit (equipment and supplies)

Bedding items

- ☐ 2 unfitted twin sheets (White, off-white, or beige preferred, no graphics or designs)
- ☐ 1 blanket for twin sized bed (Dark blue, black, or gray preferred, no graphics or designs)
- ☐ 1 pillowcase (White, off-white, or beige preferred, no graphics or designs)

***Note:** All sheets and pillowcases should be a conservative color and should not have logos or designs if possible. A pillow will be provided.*

Bathing and hygiene items (bring an 8-day supply)

- ☐ 1 razor with additional blades (if needed)
- ☐ 1 can of shaving cream (if needed)
- ☐ 1 toothbrush with toothpaste
- ☐ 1 bottle of shampoo/conditioner (2 in 1 hair and body wash is recommended)
- ☐ 1 comb and/or brush
- ☐ Females: gel/hairspray/hairnet/pins (whatever used to put your hair up daily; match your hair color)
- ☐ 1 deodorant (required)
- ☐ 1 pair of shower shoes, flip-flops or crocs (all rubber) for the shower
- ☐ 1 bar of soap in plastic container or bottle of body wash
- ☐ 2 bath towels
- ☐ 1 washcloth or small towel
- ☐ Females: feminine hygiene products (recommended even if you do not expect to need them that week)

Miscellaneous items

- ☐ 1 insect repellant
- ☐ 1 Moleskin pad
- ☐ 1 lip balm
- ☐ 1 sunscreen (at least SPF 30)

- ☐ 1 pocket sized notebook
- ☐ 5 pens, black or blue ink and 5 pencils
- ☐ 8 clothes hangers, all wire
- ☐ 1 ruler (preferably 18")
- ☐ 1 poncho, either military-type (olive green or BDU/ABU pattern), orange or see-through, need not be expensive
- ☐ 1 one-quart military-style canteen with cover and web-style belt (EXAMPLE can be seen at the following link: (<https://a.co/d/04wOk44c>)
Reference to this product does not constitute an endorsement. You may purchase other similar products of this type from other sources.)

Note: Other hydration devices like “Camelbacks” are not suitable for Camp Fretterd’s water bottle filling stations where it is necessary to cycle 100+ cadets over a short period of time while minimizing spills from refilling plastic bladders.

Optional items - the following items are not required but may be brought for your convenience

- 1 set of eyeglasses (constraints on time and concerns regarding field condition sanitation make proper care of contacts difficult. It is highly recommended that cadets do not bring contact lenses. Sunglasses are prohibited, but eyeglasses with photosensitive lenses are permitted.) It is highly suggested to bring a glasses strap with these as there is a large amount of physical activity throughout the week.
- 1 sewing kit
- 1 standard sized notebook
- 1 nail clipper
- 1 iron and spray starch (highly recommended)
- 1 disposable camera
- 1 religious reading material
- 1 Small flashlight
- Extra batteries