

OHIO WING  
CIVIL AIR PATROL

SUMMER ENCAMPMENT

26 July - 3 August 1958

WRIGHT-PATTERSON  
AIR FORCE BASE, OHIO

## SECTION I - GENERAL

1. Squadron Bulletin Board - The squadron bulletin board will be used to inform Cadets of their daily schedules of duties and instruction, notice for individuals, changes in orders, theater programs, sports and other recreational activities. Cadets will check their squadron bulletin boards at least twice a day. A cadet will be held responsible for knowledge of and compliance with all orders and other information posted on squadron bulletin boards.
2. Base Regulations - Cadets will comply with base regulations and other directives of a similar nature found on their bulletin board or given to them orally.
3. Combination Among Cadets - All combinations or joint actions among cadets for the purpose of violating or evading regulations, orders, or instructions issued by competent authority or for the purpose of expressing disapprobation or censure of any person or persons in the military service, or for the attainment of ends not approved by the camp commander are prohibited.
4. Reporting to Higher Commanders - Whenever a cadet desires to report voluntarily to a higher commander, he will do so through all intermediate commanders. Any cadet desiring to speak to the AF Project Officer or Encampment Chaplain for any reason, may do so without going through channels. If during duty hours however, he must obtain permission to be absent. This permission will not be denied.
5. The Squadron Commandant of Cadets - Assigned to supervise the activity of the squadron. Each cadet should look to him for guidance on any problem in connection with training.
6. Official Communications - All official request and recommendations originated by a cadet will be submitted, in writing, either printed in ink or typed, in proper form through channels. Any cadet who feels himself wronged by an officer or by another cadet may state his case in writing to the Director of Cadets of the CAP camp through the squadron Commandant of Cadets.
7. Security - Certain areas on the flight line and around the hangars are posted as restricted areas. No cadets will go into these areas, except when scheduled unit activities require his presence there. Close-up photos of airplanes or air installations are strictly forbidden. Photos of planes taken at a distance are permissible.

## SECTION II - ABSENCE

1. Absence from Duty - Only the camp commander, Director of Cadets, or the surgeon may excuse a cadet from any duty or formation. A cadet excused from duty or whose duties are affected in any way by hospital treatment will at once notify the cadet squadron commander of his excuse and report to the Squadron Commandant of Cadets. At squadron training formations the cadet squadron commander will report all absentees from the squadron, as directed. When for any reason a cadet misses a part of a duty, he will nevertheless attend as much as possible and practicable.

Squadron Departure Book - Cadets will sign the Squadron Departure Book for sick call or when going to the hospital. They will sign the departure book at any other time when leaving the base for reasons other than duty. These books will be located in the Squadron Area. Entry in the Squadron Departure Book will include:

- a. Full signature (upon departure only)
- b. Destination
- c. Authority for departure (sick call, etc.)
- d. Date and time of departure
- e. Date and time of return
- f. Initial upon return

Entries will be legible. Time of return will be exact. This includes recreation period in evening.

3. Sick - A cadet may go to the hospital for examination, consultation, or treatment in accordance with Sick Call as scheduled:

Emergencies - A cadet taken suddenly ill, or who sustains an injury will report to his Commandant of Cadets, sign out in the departure book, and proceed immediately to the hospital. If the cadet is taken ill while attending class, he will obtain the instructor's permission to leave, and then go to the dispensary. In an emergency whenever a cadet accompanies another to the hospital, or to an ambulance, he will turn him over to the first available medical personnel, report to the Director of Cadets and return immediately to any duty or ceremony he should be attending.

4. Return to Duty - Immediately upon release from the hospital, a cadet will sign his return to duty in the departure book. After first reporting to Director of Cadets, a cadet will be formally returned to all duty upon signing the departure book, unless otherwise directed by the Surgeon.
5. Passes - No cadet will be allowed off the base unless he is accompanied by his parents or a relative or other adult approved by Director of Cadets and also have a pass signed by the camp commander. The Identification Card will be shown to base gate guards to effect exit from and entry to the Base.

### SECTION III - BARRACKS

1. Organization - The cadet squadron commander is responsible for the orderliness of the barracks assigned to his flights, and surrounding areas.
2. Barracks Arrangement - Barracks furniture will be arranged in accordance with instruction pertaining thereto. Cadets will keep only such articles as are issued or specifically authorized.
3. Inspection - Barracks will be neat and clean and subject to inspection at all times.
4. Lights - Lights will not be turned on during the daytime hours unnecessarily, or when the barracks are empty. No lights will be turned on in the barracks after 2200 hours, with the exception of the latrine. Radios may be used, however, they will not be on during the hours of 2200 to 0530, or during inspection. However, only one appliance per outlet will be used. No extension cords are permitted in accordance with base fire regulations.
5. Conduct in Barracks - No unnecessary noise will be permitted at any time. All cadets will be responsible for the strict observance of this order in each barracks. No athletic activity will be permitted inside the barracks or in the immediate area of the barracks. THERE WILL BE NO GAMBLING IN THE CADET AREA.
6. Firearms - Personal firearms will not be kept in any cadet's possession but will be turned in to the camp supply officer for appropriate handling.
7. Civilians not Allowed in Barracks - Civilians, other than Government employees actually engaged in work and those approved by the Camp Commander will not be permitted in any barracks. All visitors will be received in the day room or recreation room.
8. Barracks Restrictions - Under no circumstances will there be male cadets in female barracks nor female cadets in male barracks.
9. Food and Intoxicants in Barracks - Food will not be allowed in the barracks, other than fruit issued at the mess to cadets. Intoxicants, including beer and wine, will not be brought into the base, cadet area, or the barracks under any circumstance. Further, no cadet will imbibe of these intoxicants while at the encampment.
10. Beds - The inspection type bed makeup will be used daily. The measurements on bed makeup are: eight (8) inches of sheet and blanket collar roll spaced four (4) inches below the bottom line of the pillow. Soiled sheets and pillow cases will be turned into the supply at times and dates prescribed by the supply officer.
11. Shoes - Shoes will be arranged in the following order, beginning from the end of the bed nearest the aisle: a. Official black; b. Civilian; c. Athletic; d. Slippers.

Laundry Bags - Will be tied to the end of the bed next to the wall.

#### SECTION IV - COURTESIES

1. General - Cadets will render all courtesies indicative of military courtesy and politeness, whether on or off the base. They will be particularly careful that their actions are a good reflection on the CAP organization and on themselves.
2. Officers - When a Senior CAP or USAF Officer enters a room or barracks, cadets will rise and remain standing at attention until the officer directs otherwise, or until he leaves the room or is seated. If there are a number of cadets present, the command "ATTENTION" will be given by the first cadet who sees the officer. A cadet seated out of doors will rise at approach of an officer, face toward him and salute. If in a group not in formation, all will salute. If walking, a cadet will salute without stopping. When an officer enters a lounge the first cadet who see the officer will command "AT EASE" and all will continue their activity in silence. Any cadet who is addressed by an officer will stand at attention, unless in the mess hall, until he is directed otherwise. Cadets will be addressed as "Mr." or "Sir". not according to the title of cadet rank.
3. Cadet Officers - Cadet Officer of the Day, and acting cadet officers will receive the same courtesies that are afforded to Cadet commissioned officers during all formations and drills, the exceptions being that attention will not be called for cadet officers upon entrance into rooms or barracks. Cadet officers are not saluted except in performance of duty during military formations.

#### SECTION V - MAIL

1. Mail - will be distributed by squadrons at a daily mail call formation. In order to avoid delay in delivering mail to you, your complete mailing address should be given as follows:

Cadet \_\_\_\_\_  
CAP Summer Encampment  
Wright-Patterson AFB, Ohio

A slot for depositing outgoing mail will be provided in the mail room or mail may be deposited directly in the Post Office or any mail box.

## SECTION VI - VISITORS

1. Visitors - Will be admitted to the Base in the following manner; upon arrival at any gate, the Patrolman on duty will call the Camp Headquarters to verify that the cadet or person to be visited is present at the encampment. Upon verification, the Patrolman will issue a temporary car pass to the person or driver of an automobile and direct them to the encampment. Cadets will not be permitted to take visitors on tours of the Base unless prior arrangements have been made through the Base PIO Office. This can be arranged through the CAP PIO Officer. Cadets will be responsible for the conduct of visitors while on the base. Visitors will not be allowed to remain in the cadet area after 2130 hours.

## SECTION VII - PERSONAL PROPERTY

1. General - Cadets will wear the prescribed uniform in the prescribed manner. Clothing and equipment will be kept clean and presentable at all times. Outer garments will be pressed, and leather will be polished. Cap (Flight) will be worn outdoors at all times unless engaged in athletics. Baseball type caps will be authorized when engaged in athletics when a fatigue or athletic uniform is being worn. Caps will be removed when indoors except when "under arms" (on guard duty, etc.).
2. Service Ribbons and Awards - Cadets are encouraged to wear authorized service (Merit) ribbons and wings in the prescribed manner with Class "A" or "B" Uniform. No insignia or awards except those authorized in CAP Regulation 30-8 dated 1 January 1954 will be worn. No breast cords will be worn other than those authorized by encampment Director of Cadets.
3. Officers Equipment Only - Cadet commissioned officers and First Sergeants will wear drill whistles on their Class "A" or "B" uniforms as prescribed.
4. Designation of Prescribed Uniforms -
  - Class "A" - Full uniform with ties. (Black shoes)
  - Class "B" - Full uniform without ties. (Black shoes)
  - Class "C" - Blue jeans and T-Shirts with CAP flight caps. (Black shoes)
  - Athletic "F" - Blue jeans and T-Shirts with baseball cap or any type athletic dress or uniform (athletic shoes may be worn)

## SECTION IX - MESS

1. Attendance - All cadets will be required to attend all mess formations, unless excused by the proper authority. Meals are officially designated as (BRC) Breakfast Roll Call, (DRC) Dinner Roll Call, (SRC) Supper Roll Call.
  2. Entering the Mess Hall - Cadet squadrons will form in parade ground areas for meal formations. Cadet squadron commanders will be responsible that their squadrons arrive at the mess hall at the scheduled time. No cadet will enter the mess hall except at meal time, unless in the performance of duty. No formation will be required for the cadets leaving the mess hall.
  3. Conduct - Cadets will, at all times, conduct themselves in a gentlemanly manner in mess halls. No loud talking or rowdiness will be tolerated. Complaints will not be made directly to cooks and/or kitchen police, but to cadet group mess officer. Cadets will not read newspapers or magazines in the mess hall.
  4. Wasting Food - Cadets will be particularly careful that all food taken on their tray is consumed, and that the throwing away of food is held to an absolute minimum. If more than the first helping of food is desired, cadets may reenter the serving line.
- Articles - Books and other reading matter are not to be carried into the mess hall. No articles of mess property will be taken from the mess hall or kitchen, except by permission of the mess officer. No food except fruit will be taken from the mess hall at any time.
6. Entrance of an Officer - No action will be taken, except when specifically ordered on special occasions, upon entrance of an officer in the mess hall. Cadets addressed by an officer will stop eating and sit at attention.

## SECTION X - PRIVILEGES

1. General Provisions - Before taking advantage of any privileges, a cadet will familiarize himself with the authorization and limitations pertaining thereto. He will take no undue advantage of any privilege. Privileges requiring written permission, other than passes, will be requested twenty-four (24) hours in advance. All such requests will be addressed through channels to the Camp Commander.
2. Chapel - Chapel attendance is not compulsory. Religious services are provided for all faiths according to schedules posted on the Squadron Bulletin Board.

3. Telephones - The telephones in the orderly rooms are for official business only. Cadets may use the pay stations when duty does not interfere. Any cadet may proceed to a pay station upon notification of a long distance call.

#### SECTION XI - DISCIPLINE

1. General - In general each unit commander is responsible for the discipline of the cadets within that unit. The Cadet Group Commander is responsible for the discipline of the entire group. The following basic rules and regulations are to provide a basis of restrictive action for all cadets. However, it is assumed that each cadet will conduct him or herself in a well disciplined manner and that drastic punishment methods will not have to be used.
2. The following are prohibited and are considered serious offenses:
  - a. Smoking, except in the Dayroom during recreational periods, and in the gym lavatories between reveille and taps. There will be no smoking in any barracks.
  - b. Possessing or using any intoxicating beverages.
  - c. Possessing any firearm.
  - d. Driving a vehicle. (Except those specifically assigned such duties and authorized by the Encampment Commander.)
  - e. Leaving the encampment area without permission during recreational periods in the evening.
  - f. Being absent from a military formation without a written excuse.
  - g. Being absent from a scheduled class without a written excuse.
  - h. Association with senior members not in the line of duty. (A cadet senior relationship will be maintained during the entire encampment at all times).

These are considered serious violations, and will be reported directly through channels to the Director of Cadets. Punishment in most cases will be as directed by the Director of Cadets after the offending cadet has appeared before a Cadet Group Board of Investigation. This punishment may be anything from confinement to quarters to dismissal from CAP and return to home at own expense.

**Squadron Punishment** - Squadron Commanders are authorized to use squadron punishment, under the supervision and advise of the Squadron Commandant of Cadets, for violations of rules and regulations which are considered minor. The following are considered infractions of rules and regulations:

- a. Failure to shine shoes.
- b. Failure to keep personal belongings in order in barracks.
- c. Failure to follow instructions. (Direct disregard of orders of a serious nature, however, will be considered a serious offense and reported to the Director of Cadets through proper channels).
- d. Late at a military formation.
- e. Failure to sign-out on departure book.
- f. Improper wearing of uniform.
- g. Failure to do squadron assignment. (Duty detail, etc)
- h. Playing radio after taps.

Squadron punishment will consist only of one or more of the following at the discretion of the Squadron Commander:

- a. Confinement to Squadron Commander.
- b. Withdrawal of privileges (recreation, etc).
- c. Special work and duty details (clean-up duty, etc).
- d. Extra drill sessions during recreational period only and under supervision of Squadron Commandant of Cadets. (Must be approved by Commandant).
- e. Relief from responsible duties (if Acting Corporal or Flight Sergeant)

## TRAINING

The course of training being offered, due to the limited amount of time provided at this Encampment, will be intensive but complete. The courses being provided are formulated in conjunction with the requirements of Civil Air Patrol Training Directive Number 2, dated 15 May 1950. It is entirely possible for each Cadet who applies himself in the classroom, on the flight line, and on tours, to obtain knowledge that will prove to be of great value in later life.

All classes will be conducted by either trained Air Force instructors or well qualified CAP Officers who were selected because of their interest in their subject and in their ability to train men in aviation. All Cadets are asked to give the instructors their fullest cooperation. The classes will be entirely informal but your fullest attention will be expected at all times. Questions will be asked in the conventional manner of raising your hand until recognized. All Cadets will be required to stand when asking questions after having been recognized by the instructor.

In all cases where equipment is being used, Cadets will adhere to ALL SAFETY REGULATIONS as laid down by the instructor in charge. Sometime there will probably be a question in your minds as to the advisability of certain rules and instructions but at all times the word of the instructor will be final and followed to entirety.

## EXAMS

At the completion of the training period, an examination will be given to all Cadets covering all subjects of your training program. This examination is required to properly evaluate and rate each Cadet as to the knowledge which he has assimilated.

## SUMMER ENCAMPMENT SCHEDULE

Saturday - 26 July 1958

1000 - 1100	Check In
1115 - 1215	Mess
1300 - 1630	Processing
1700 - 1800	Mess
1800 - 2100	As Directed by CO
2230	Tatto
2245	Call to Quarters
2300	Taps

Sunday - 27 July 1958

0600	Reveille
0700 - 0730	Mess
0700	Sick Call
0700 - 0800	Police of Barracks
0900 - 1100	Church
1115 - 1215	Mess
1300 - 1615	As Directed
1630	Retreat
1700 - 1800	Mess
2130	Tatto
2145	Call to Quarters
2200	Taps

Monday through Friday  
28 July through 1 August 58

0600	Reveille
0630 - 0730	Mess
0700	Sick Call
0700 - 0750	Police of Barracks and Area
0800 - 1100	Technical Training
1100 - 1145	As directed
1115 - 1215	Mess
1215 - 1300	As directed
1300 - 1500	Technical Training
1515 - 1615	Athletic Training
1630	Retreat
1700 - 1800	Mess
1800 - 2100	Free Time
2130	Call to Quarters
2200	Taps

Saturday - 2 August 1958

0600	Reveille
0630 - 0730	Mess
0700	Sick Call
0800 - 0900	Prepare for Inspection
0900 - 1000	Standby Inspection
1000 - 1130	As directed
1115 - 1215	Mess
1300 - 1430	As directed by Encampment Commander
1430 - 1700	Graduation, Presentation of Certificates
1700 - 1800	Mess
1800 - 1900	Free Time
1930 - 2300	Graduation Dance
2330	Taps

Sunday - 3 August 1958

0600	Reveille
0630 - 0730	Mess
0830 - 1000	Prepare for departure
0930	Church
1130 - 1230	Mess
1300	Depart