UNITED STATES AIR FORCE AUXILIARY

CIVIL AIR PATROL

VIRGINIA WING

ENCAMPMENT HANDBOOK

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CHAPTER 1 - INTRODUCTION

Welcome to the Virginia Wing Encampment! This manual has been prepared to provide the basic information you will need to complete this activity.

You are required to have this handbook in your possession at all times to insure maximum utilization of available time. You will have a written exam at the end of the week, so remember to keep your eyes and ears open and your mouth closed. If it seems tough at times keep in mind that literally thousands of cadets before you have completed encampments so there is no reason why you cannot, too.

PURPOSE OF CAP ENCAMPMENTS

CAP encampments are designed to provide CAP members an opportunity (1) to apply knowledge gained in the cadet and senior programs to practical situations, (2) to develop a greater understanding of the CAP mission and capabilities, and (3) to develop their potential for aerospace leadership in an actual aerospace environment. Furthermore, it has been found that a cadet's first encampment has a significant impact upon subsequent interest and desire to remain in the program. Thus, retention and motivation can be considered as an additional purpose of encampments. A temporary position structure is authorized for the duration of the encampment only. Cadets will not remove their earned grade insignia; but in addition, may wear position identifiers such as: commander, first sergeant, executive officer, etc.

ENCAMPMENT TYPES

The CAP encampment program includes two types of encampments, type "A" and type "B". Both types are conducted by CAP wings with the assistance of USAF-CAP wing liaison officers.

A. Type "A" Encampments - These are conducted under CAP supervision with Air Force advice, assistance, and cooperation, and they enable cadets to live in the environment of an active installation. They are conducted at selected Air Force, Air Guard, or Air Force Reserve bases which have been requested by National Headquarters, and they are normally scheduled between 1 June and 31 August of each year. These encampments may not exceed 14 days in length.

B. Type "B" Encampments - These are conducted under the same type of supervision as the type "A" encampment, and the staff composition is the same. The type "B" encampment is conducted at community, state, or national facilities (including DOD installations) and is normally scheduled during weekend periods, although it may run for a continuous period not exceeding 14 days.

CAP STATUS AT ENCAMPMENTS

At any encampment site, CAP is a guest. Air Force installations are authorized to provide support to CAP encampments; they are not directed to do so. If privileges are abused, they may withdraw encampment privileges. To prevent such an occurrence, only the wing liaison office will contact and coordinate with the installation commander and his staff.

CHAPTER 2 - SENIOR STAFF ORGANIZATION

I. ENCAMPMENT COMMANDER

The CAP encampment commander is responsible for the overall administration of the CAP encampment. Some of the more important duties are:

a. Selecting the senior staff. CAP senior members will be assigned as tactical officers for cadet participants; one male tactical officer will be assigned for each group of 25 male cadets and one female tactical officer will be assigned for each group of 15 female cadets.

b. Being responsible for the actions of all CAP personnel attending the encampment and for their compliance with both CAP directives and instructions issued by the installation.

c. Coordinating administrative and training matters with the appropriate installation authorities prior to, during the operation of, and at the close of the CAP encampment.

d. Assist in the establishment of a training schedule to accomplish the encampment mission.

e. Appointing/supervising staff personnel.

f. Completing encampment reports at the close of the encampment.

II. DEPUTY COMMANDER

The encampment deputy commander assists the commander in the administration of the encampment. The deputy commander relieves the commander of supervisory details and performs duties designated by the commander.

III. EXECUTIVE OFFICER

The encampment executive officer coordinates the operational and administrative functions required to conduct the encampment. Also, this officer supervises and exercises control over subordinate staff officers.

IV. COMMANDANT OF CADETS

The encampment commandant of cadets implements, controls, and evaluates training activities for cadets. Some of the more important duties are:

a. Coordinating with the encampment staff in the preparation of standard operating procedures to accomplish the cadet activities.

b. Reporting daily cadet attendance figures to the encampment admin officer.

c. Supervising and exercising management control over subordinate senior and cadet staff officers.

d. Presides over the cadet review board.

V. TRAINING OFFICER

The encampment training officer supervises all aspects of the encampment training program; coordinating with the commandant of cadets in the planning of the encampment activities; arranges for the use of necessary training facilities, training aids, and training areas; implements and controls the scheduled training program and supervises staff instructors. The training officer also is responsible for maintaining honor cadet and honor flight results.

VI. ADMIN OFFICER

The admin officer is responsible for administrative functions. These include:

a. Personnel processing.

b. Maintaining records and files.

c. Publishing authorizations.

d. Initiating and processing correspondence.

e. Preparing reports, statistics, and encampment schedules.

f. Operating and supervising an administrative message center.

g. Administers and tabulates encampment surveys

VII. CHAPLAIN

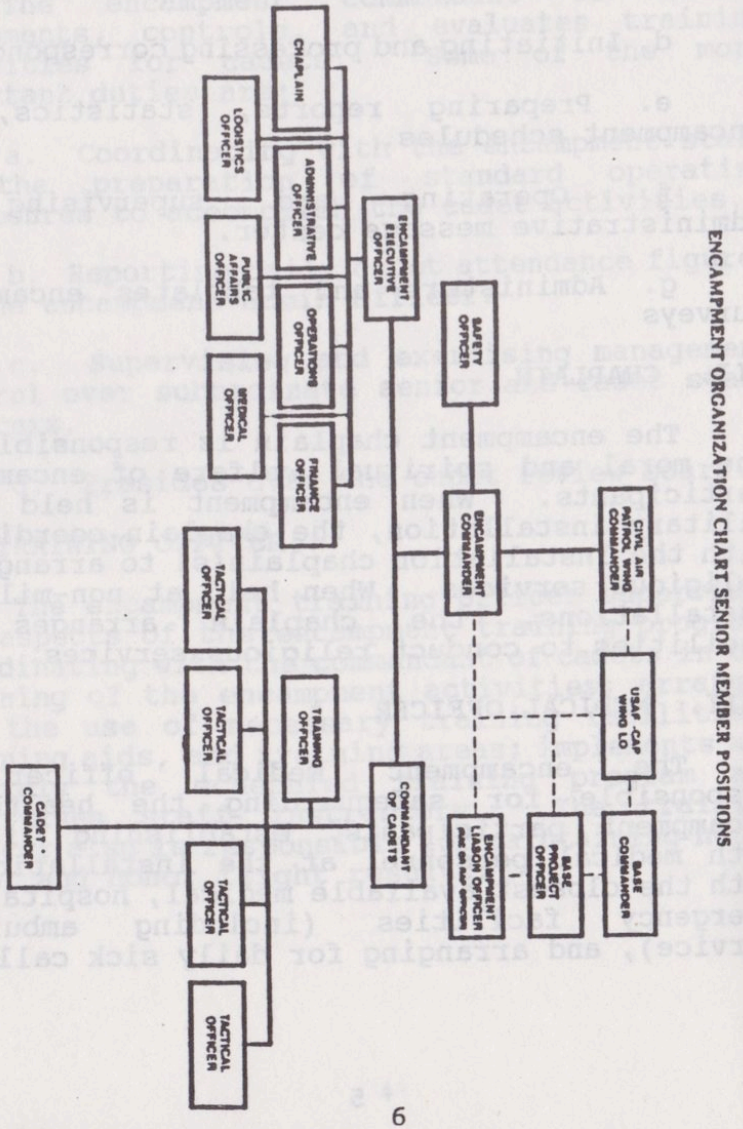
The encampment chaplain is responsible for the moral and spiritual welfare of encampment participants. When encampment is held on a military installation, the chaplain coordinates with the installation chaplain(s) to arrange for religious services. When held at non-military installations, the chaplain arranges for facilities to conduct religious services.

VIII. MEDICAL OFFICER

The encampment medical officer is responsible for safeguarding the health of encampment participants, establishing liaison with medical personnel at the installation or with the closest available medical, hospital, or emergency facilities (including ambulance service), and arranging for daily sick call.

IX. TACTICAL OFFICERS

The encampment tactical officers assure compliance with all CAP and installation directives at the encampment. They can advise the cadet staff and provide necessary supervision, direct encampment physical fitness activities and complete other duties as required by the encampment commander.



ENCAMPMENT ORGANIZATION CHART SENIOR MEMBER POSITIONS

CHAPTER 3 - CADET STAFF ORGANIZATION

I. CADET COMMANDER

The cadet commander is responsible directly to the commandant of cadets. This cadet is responsible for scheduling, conducting, and coordinating cadet formations, staff meetings, and cadet commander's call. The cadet commander also supervises subordinate cadet officers and delegates duties and commensurate authority to selected cadet personnel for execution of details, inspections, special duties, etc. The cadet commander also commands all cadet formations and observes cadet attitudes and takes steps necessary to maintain proper morale, discipline, and performance.

II. CADET DEPUTY COMMANDER

The cadet deputy commander assists the cadet commander in above items and serves as cadet commander in his/her absence.

III. CADET EXECUTIVE OFFICER

The cadet executive officer coordinates the operational and administrative functions required to conduct the encampment. Also, this officer supervises and exercises control over subordinate staff officers. This cadet also serves as the cadet safety officer and assists the CAP encampment safety officer in implementing the encampment safety program. Further, this officer monitors reporting, coordinates cadet activities, and assists in the direction and supervision of the encampment.

IV. CADET SQUADRON COMMANDER

The cadet squadron commanders are responsible directly to the cadet commander. The cadet squadron commanders supervise subordinate

cadet officers and delegate duties and commensurate authority to selected cadet officers for execution of those duties. They provide direction and guidance to their flight commanders. They supervise and conduct instruction in CAP customs, ceremonies, and drill. They see that cadets wear the CAP uniform properly and perform in a disciplined manner. They observe attitudes and take steps necessary to maintain morale and effectiveness within their squadrons.

V. CADET SQUADRON EXECUTIVE OFFICER/DEPUTY COMMANDER

The cadet squadron XO assists in providing supervisory, administrative, and management services for their squadrons. They participate in inspections, maintain lists of items requiring correction, and take follow-up actions to ensure correction of these items. They prepare duty rosters, assist in preparing necessary participant data, and perform other duties as required.

VI. CADET FLIGHT COMMANDER

Responsible directly to the squadron commander for the performance of his/her flight. Insures flight members wear the uniform properly, practice military courtesies, and performs in a disciplined manner. Supervises the flight in the performance of drill and ceremonies. Takes an active interest in each flight member and evaluates their performance. Responsible for flight morale and esprit-de-corps, and advises the cadet squadron commander of disciplinary problems not correctable at the flight level.

VII. CADET FLIGHT SERGEANT

Supervises the activities of the flight under the supervision of the flight commander and

is responsible for drilling the flight. Responsible for assisting the flight commander in the administrative details of the flight and makes every effort to relieve the flight commander of minor details. Assists the flight commander in the evaluation of flight members. Provides supervision and guidance for cadet element leaders. Conducts bed-checks at lights out.

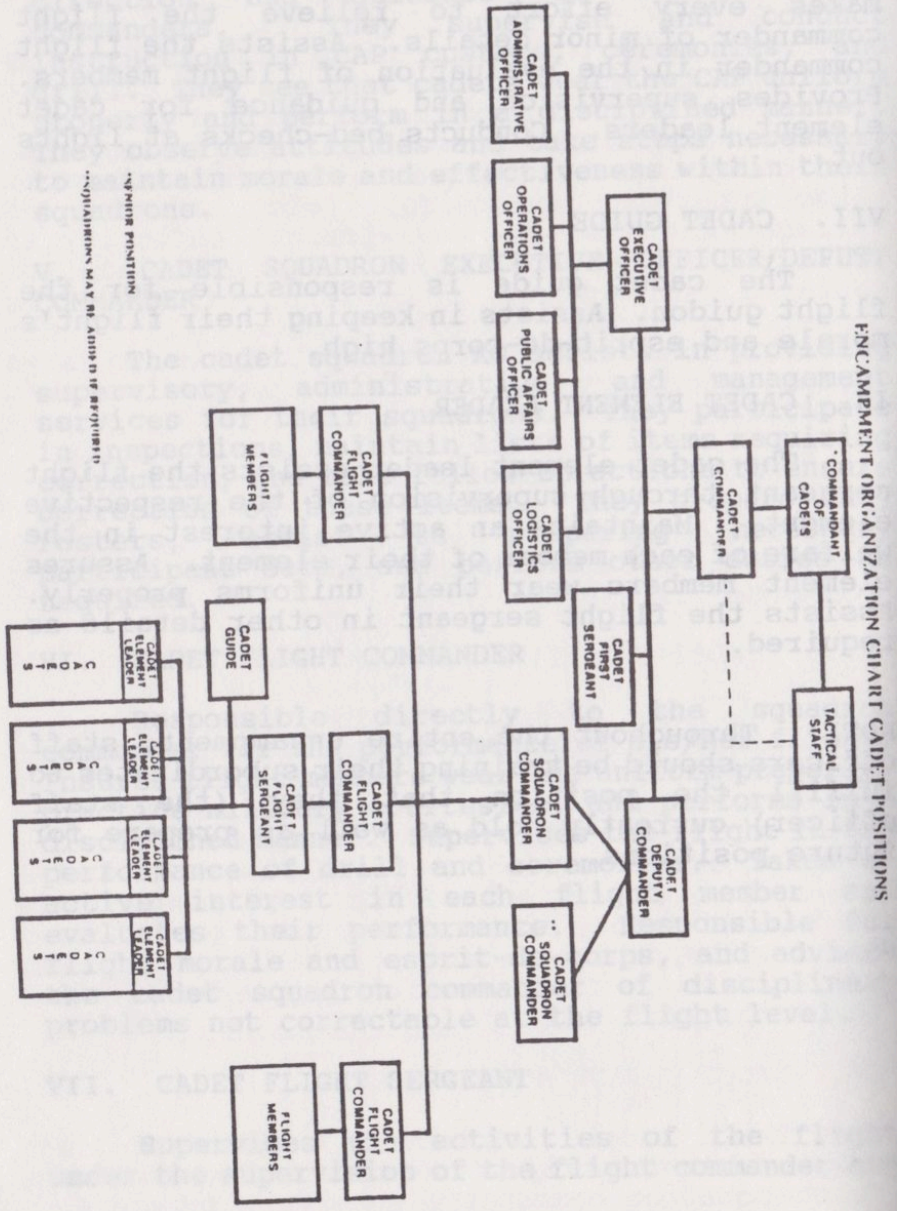
VII. CADET GUIDE

The cadet guide is responsible for the flight guidon. Assists in keeping their flight's morale and esprit-de-corps high.

IX. CADET ELEMENT LEADER

The cadet element leader assists the flight sergeant through supervision of the respective element. Maintains an active interest in the welfare of each member of their element. Assures element members wear their uniforms properly. Assists the flight sergeant in other details as required.

NOTE: Throughout the entire encampment, staff officers should be training their subordinates to fulfill the position that they (the staff officer) currently hold as well as prepare for future positions.



CHAPTER 4 - ENCAMPMENT FACILITY PLAN

The following encampment functions have been assigned to the buildings indicated.

>Headquarters Offices _____

>Orderly Room _____

>Security Office _____

>Sick Bay _____

>Day Room _____

>Classroom A _____

>Classroom B _____

>Classroom C _____

>A FLT Quarters _____

>B FLT Quarters _____

>C FLT Quarters _____

>D FLT Quarters _____

>E FLT Quarters _____

>F FLT Quarters _____

Senior Staff Quarters _____

Important emergency numbers on base:

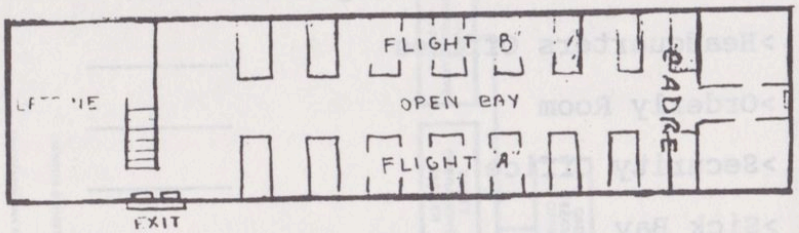
FIRE _____

AMBULANCE _____

POLICE _____

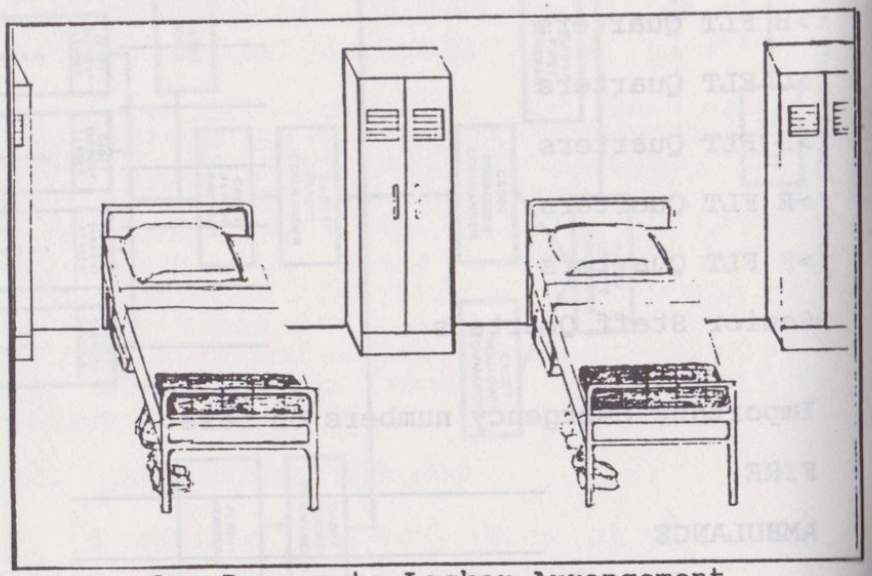
CHAPTER 5 - DORMITORY ARRANGEMENT

I. BUNK ARRANGEMENT IN BARRACKS



Bunks will be arranged directly across from each other. Two flights may be billeted in each barracks. Cadet staff are responsible for arranging their quarters in the Cadre area in a professional manner that sets the example for their subordinates. Surplus bunks and dressers will be located in the working area.

II. PERSONAL AREA ARRANGEMENT

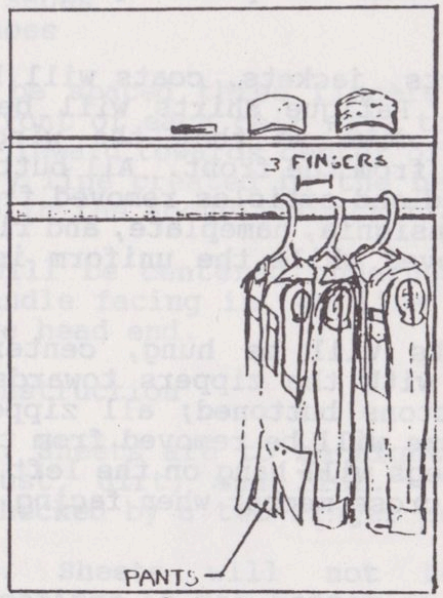


One Person-to-Locker Arrangement

Bunks will be centered in sections alternating with lockers. The inspection side of the bunk is defined as the left side of the bunk as you are looking at it from the aisle. The cadet's inspection position will normally be to the left of the bunk, as seen from the aisle. Name tags will be centered at the inspection end of each bunk.

Note: If bunks have a top and a bottom bed, then the inspection side changes. The cadet on the top bunks' inspection side will be the right side of the bunk as you are looking at it from the center of the barracks. The cadet on the bottom bunks' inspection side will stay on the left side.

III. MILITARY DISPLAY LOCKER ARRANGEMENT



One Cadet Per Locker

1-Summer Uniform(s)
2-Fatigue Uniform(s)
3-(Flight) Jacket
4-Raincoat

If one cadet per locker, hangers will be spaced three fingers apart--from right side of locker. If double bunk beds, garments will maintain same orientation. The top bunk will be on right side of locker compartment with three finger spacing from left side; the bottom bunk will be identical with three finger spacing from left side.

1. The only clothing visible will be those uniforms not worn. They will be clean pressed and neat.

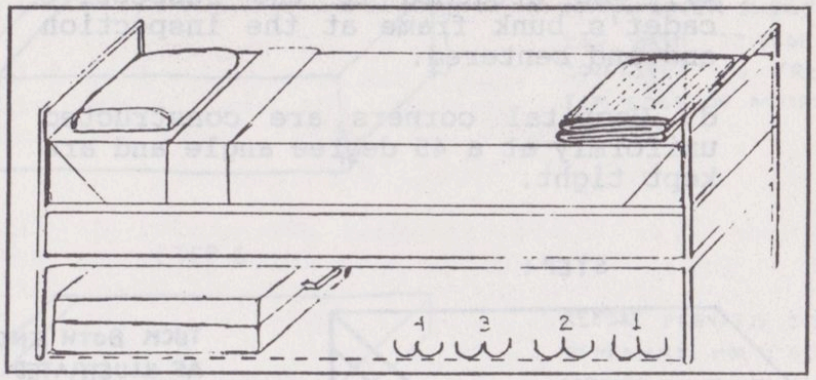
2. Hangers - Plain wire hangers will be used. The open end will be towards the wall.

3. Shirts will be put over the pants on the hanger with the pants opening facing the wall.

4. Shirts, jackets, coats will be buttoned fully. Fatigue Shirts will be hung with sleeves down so that the wing patch is visible from the front. All buttons will be buttoned and articles removed from pockets. Metal insignia, nameplate, and ribbons, will be removed while the uniform is not being worn.

5. Pants will be hung, centered on the hanger with the zippers towards the wall. All buttons buttoned; all zippers zipped. All items will be removed from the pockets. Pants legs will hang on the left side of the hanger cross member when facing the locker.

IV. BUNK INSPECTION SPECIFICATIONS



1-Dress Service Shoes
2-Utility Shoes/Boots
3-Athletic Shoes
4-Shower Shoes

Shoes will be spaced three fingers apart. The heels and front of each pair will touch with the toes facing inward towards center of the bunk, on an imaginary line created by the bed posts (the dotted line in the above illustration).

Suitcases will be centered underneath the bunk with the handle facing in, on line with the bed poles on the head end.

1. Construction

a. Sheets are to be tight and free of dust, dirt, and lint. Tightness is checked by a two-finger pull.

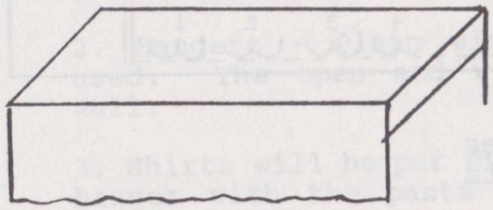
b. Sheets will not hang through openings in the bottom of the bunk.

c. Name cards for each cadet will consist of the cadet's name, CAPSN, Flight and Bunk Number printed neatly

on a 3" X 5" plain card. This card will be attached to the respective cadet's bunk frame at the inspection end and centered.

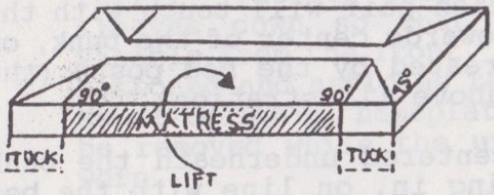
d. Hospital corners are constructed uniformly at a 45 degree angle and are kept tight.

STEP 1



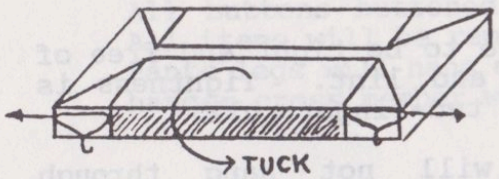
TUCK BOTH ENDS AS ILLUSTRATED

STEP 2



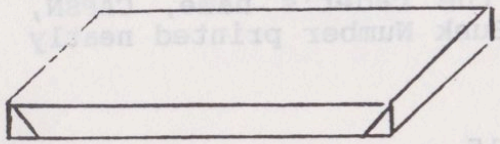
RAISE EDGES AS SHOWN TO PRODUCE 45° ANGLES TUCK EXCESS BEDSHEET

STEP 3



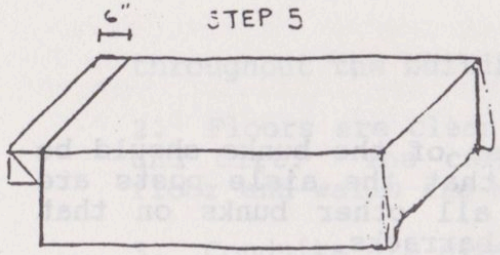
PLACE HANGERS AS ILLUSTRATED FOLD FLAP AND TUCK. REMOVE HANGERS (REQUIRES TWO PEOPLE)

STEP 4



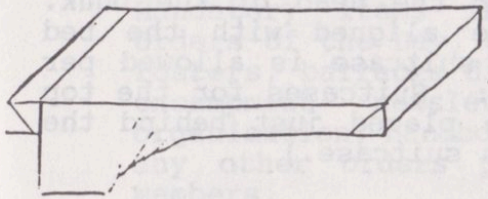
CAREFULLY SLIDE UNDER BED AND PULL TIGHT ANY VISIBLE WRINKLES

STEP 5



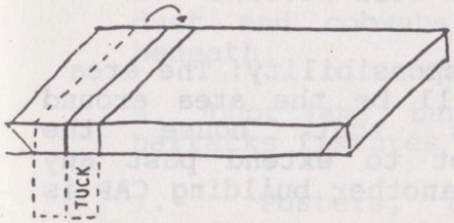
PLACE COVER SHEET OVER BED WITH TOP EDGE OF COVERSHEET 6" FROM TOP EDGE OF MATRESS

STEP 6



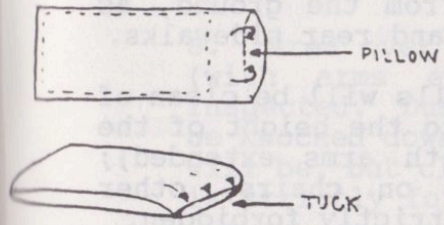
REPEAT PREVIOUS STEPS TO PRODUCE HOSPITAL CORNER ON FOOT OF BED

STEP 7



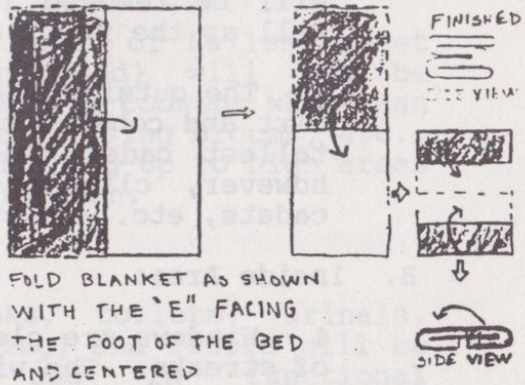
FOLD COVERSHEET AT 6" INTERVAL AND THEN TUCK

STEP 8



TUCK EXCESS AS ILLUSTRATED AND PLACE CENTERED ON HEAD OF BED WITH FLAP OPENING TO RIGHT SIDE

STEP 9



FOLD BLANKET AS SHOWN WITH THE "E" FACING THE FOOT OF THE BED AND CENTERED

2. Alignment

a. The frames of the bunks should be aligned so that the aisle posts are flush with all other bunks on that side of the barracks.

b. Suitcases will be placed on the floor, right side up, centered and latched under the head of the bunk. They will be aligned with the bed posts. One suitcase is allowed per bunk. (Note: Suitcases for the top bunk will be placed just behind the bottom bunk's suitcase.)

V. ALL DORM INSPECTIONS

A. Outside area:

1. Area of responsibility: The area responsible will be the area around the barracks that house the encampment, not to extend past any roads or past another building CAP is not using.

2. All paper, debris, and branches will be removed from the ground, as well as the front and rear sidewalks.

3. The outside walls will be clean of dirt and cobwebs to the height of the tallest cadet (with arms extended); however, climbing on chairs, other cadets, etc., is strictly forbidden.

B. Inside Area:

1. Windows are clean of dirt and free of streaks. The windows may be opened or closed, but must be consistent

throughout the building.

2. Floors are clean and free of lint and dirt. The corners between the floor and walls are also clean.

3. Conduits are clean.

4. Bulletin Board material will be arranged in a neat and orderly manner. Mandatory items include: current Orders of the Day, Charge of Quarters rosters, barracks discrepancy report, encampment newsletter, table of organization, handbook amendments, and any other orders pertinent to unit members.

5. Shelves will be clean and free of dust and cobwebs, both on top and beneath.

6. Door jams, bunk frames, and other barracks fixtures will be clean.

7. Posters, authorized by the squadron commander, will be in good taste and displayed on the bulletin board.

8. Area over reach of tallest cadet (with arms extended) will not be inspected. Dust and cobwebs which can be knocked down by using brooms, etc., will be, but climbing up to high areas is strictly forbidden.

C. Bathrooms

1. All sinks, toilets, urinals, mirrors, plumbing, and floors will be kept clean and in functional condition.

D. Inside Area - Cadre

1. The cadre area will be kept in presentable order at all times.

2. The area will be free of dirt and filth.

3. The bunks and locker arrangements will be constructed as the cadets' are, in a professional manner that sets the standard for the entire encampment.

E. Additional Duties (as assigned by encampment squadron staff)

1. These areas include, but are not limited to class rooms, headquarters buildings, laundry room, day room, and sick bay.

>Floor should be swept/vacuumed
>All trash cans should be emptied
>Bathroom should be cleaned and re-stocked (with toilet paper, paper towels, etc.)
>Furniture arranged in a neat and orderly manner
>Conduits should be cleaned of cobwebs, dirt, etc.
>Windows should be cleaned and presentable
>Lint traps in dryers will be emptied
>Building should be secured properly
>Other duties as assigned

VI. INSPECTION METHODS

A. Inspection Party

The inspection party will include the

Commandant of Cadets (or designee), Cadet Commander, the First Sergeant, and appropriate squadron commander. If there are visiting dignitaries on base during an inspection, they may also attend.

B. Walk-Through

Walk-through inspections are conducted with only the inspection party present. The inside area will be inspected first, followed by the outside area. It is the Squadron Commander's responsibility to take notes for the flight commanders.

C. Standby

Standby inspections are conducted with the cadet squadron present. The outside area will be inspected first, while squadron stands at parade rest inside the barracks, and then the inside will be inspected. The Flight Commanders will align themselves on their respective flights at the rear of the cadets' billet, facing the front of the barracks. The Flight Sergeants will be on line at the end opposite the Flight Commanders.

When the first inspecting officer enters, the Squadron Commander will call the barracks to attention and report "Sir/Ma'am, Squadron _____, Flights _____&_____ are prepared for inspection." After his/her salute is returned, the Squadron Commander will join the inspecting party for the inspection of his/her barracks. The flight not being directly inspected should be put at parade rest by their flight commander.

The inspection party has the authority to quiz the cadets on knowledge pertaining to the encampment and the CAP cadet program.

D. Open Ranks

Open ranks inspections will be conducted by squadrons. These inspections will concentrate mainly on the appearance of the uniform worn, military posture and appearance, and proper execution of drill movements. These inspections will also be taken into account for flight and individual honors. For a detailed description on the procedures involved with this type of inspection see Leadership Lab Vol. 1 (CAPM 50-3) Chapter 6, Section 2, Line 122.

CHAPTER 6 - CAP UNIFORM AND INSIGNIA

I. BASIC CONCEPT OF THE CAP UNIFORM

A. CAP members are authorized to wear a uniform similar to the U.S. Air Force uniform--the difference being that distinctive emblems, insignia, and badges are employed to identify the wearer as a member of CAP. These differences from the Air Force uniform are as prescribed by the Commander, Headquarters CAP-USAF, with the approval of Headquarters USAF.

B. The basic concept of the CAP uniform is a plain but distinctive dress with an absolute minimum number of badges, insignia, and devices authorized for wear on it.

C. Variations from the uniforms, uniform combinations, and insignia contained in this manual are not authorized.

II. DRESS AND APPEARANCE

A. All members of CAP must be well groomed and assure that their personal appearance at all times reflects credit upon themselves and CAP. See grooming standards below.

B. Appearance in uniform - Men. Articles such as wallets, pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, pipes, and sunglasses cases will not be worn exposed on the uniform. The wear of wrist watches and rings is permitted. The wear of an identification bracelet is likewise permitted provided it presents a neat and conservative appearance. Conservative sunglasses may be worn, except in military formation. Ribbons when worn, will be clean and not frayed. Wear of earrings, ornamentation on eyeglass lenses, or visible ornaments around the neck are prohibited while in uniform.

C. Appearance in Uniform - Women. Uniform skirt lengths will be in keeping with the dictates of fashion and good taste, but with due regard to the dignity of the uniform. Skirt length will be between the top of the knee and the bottom of the knee. Skirts will hang freely and under no circumstances will they be excessively tight. Pencils, pens, pins, handkerchiefs, and jewelry will not be worn or carried exposed on the uniform. Small, round, conservative, gold, white pearl, or silver earrings may be worn on a daily basis with all service and dress uniforms. Also, small, plain, healing posts may be worn during the healing period. Only one earring or healing post may be worn on or in each earlobe.

III. SERVICE UNIFORM

A. Male: light blue shirt with short sleeves (with epaulets, without tie).

B. Female: light blue blouse with short sleeves

Detailed descriptions are outlined in CAPM 39-1.

IV. UTILITY UNIFORM

The utility uniform is authorized for wear by male and female personnel at the encampment. This uniform will be worn as outlined in CAPM 39-1. Encampment Staff may wear alternate headgear at the discretion of the encampment commander. All other personnel will wear the utility cap. Footwear will be combat boots with trousers bloused. If weather conditions warrant, sleeves may be rolled up or shirt may be removed, at which time encampment T-Shirts will be worn.

V. PHYSICAL TRAINING UNIFORM

The physical training uniform of the

encampment will be the encampment T-shirt (as specified by the Encampment Commander), gym shorts (dark solid color), socks and tennis shoes. The utility cap will NOT be worn. This uniform will be worn during all physical training activities.

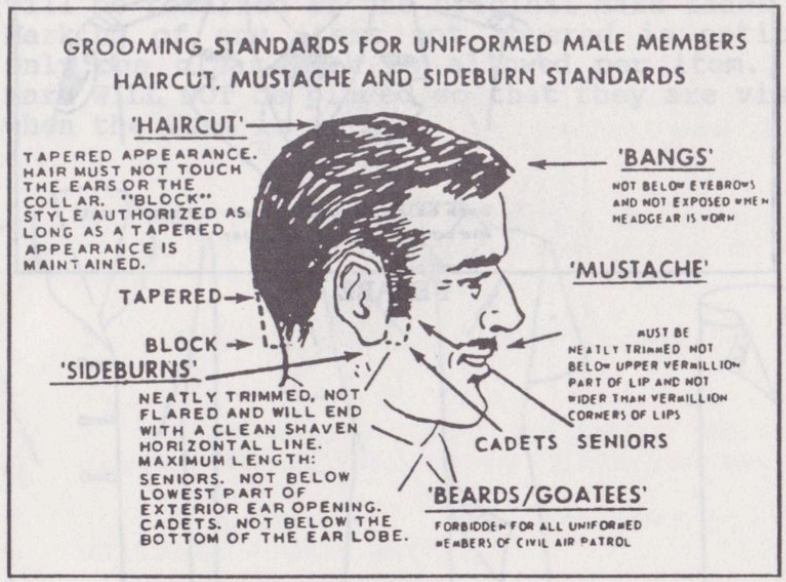
VI. MEDICAL RELIEF UNIFORM

The Encampment Medical Officer may authorize a medical relief uniform for certain medical conditions. This uniform will normally be worn in place of the uniform of the day unless otherwise specified.

VII. UNIFORM OF THE DAY

The uniform of the day is the authorized uniform to be worn during the encampment. See Orders of the Day for specific information.

GROOMING STANDARDS



MALE

FEMALE

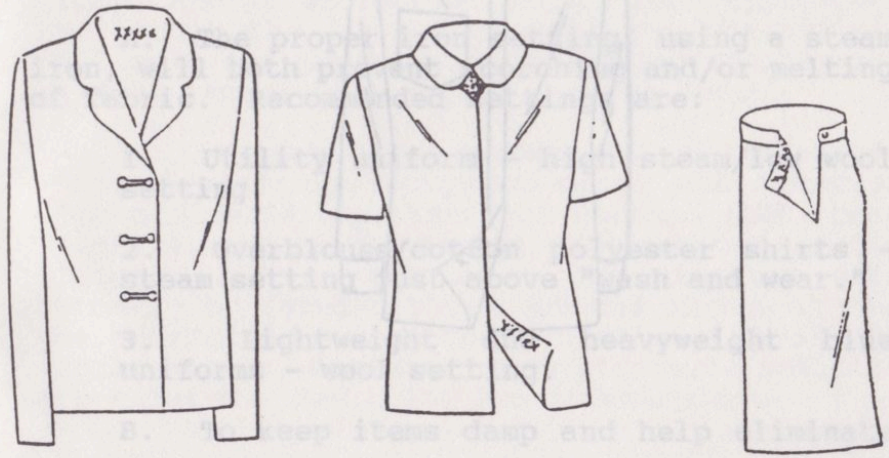
CHAPTER 7 - LAUNDRY

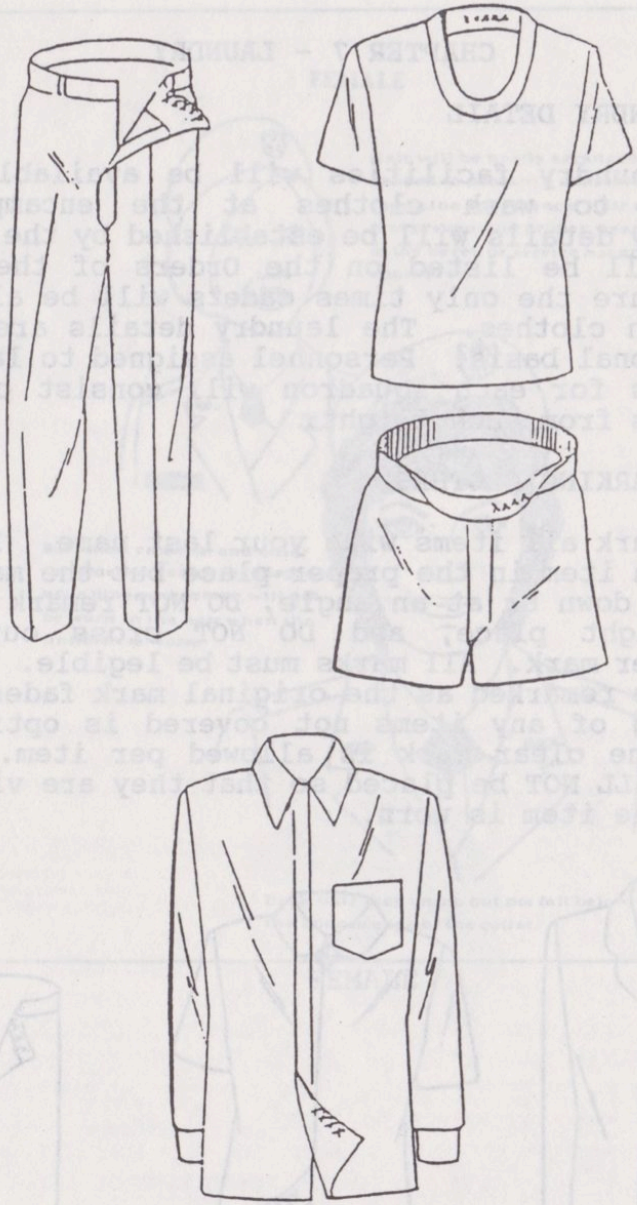
I. LAUNDRY DETAIL

Laundry facilities will be available for cadets to wash clothes at the encampment. Laundry details will be established by the staff and will be listed on the Orders of the Day. These are the only times cadets will be allowed to wash clothes. The laundry details are on a rotational basis. Personnel assigned to laundry details for each squadron will consist of two members from each flight.

II. MARKING CLOTHES

Mark all items with your last name. If you mark an item in the proper place but the mark is upside down or at an angle, DO NOT remark it in the right place, and DO NOT cross out the improper mark. All marks must be legible. Items will be remarked as the original mark fades out. Marking of any items not covered is optional. Only one clear mark is allowed per item. The mark WILL NOT be placed so that they are visible when the item is worn.





III. WASHING

When washing your uniforms or other clothing, follow these general instructions:

1. Separate light and dark clothes.

2. Do not over-fill the machine. This lessens cleaning efficiency.

3. When adding detergent, be sure to measure. Too much or too little will lessen cleaning efficiency. Follow the directions on the box.

4. Check clothing labels for maximum temperature setting. If no label is available, use the recommended setting listed on the detergent box.

IV. IRONING

It is important that the uniform items are kept neat. Properly ironed uniforms present a sharp appearance. The following are basic procedures for ironing:

A. The proper iron setting, using a steam iron, will both prevent scorching and/or melting of fabric. Recommended settings are:

1. Utility uniform - high steam/low wool setting.

2. Overblouse/cotton polyester shirts - steam setting just above "wash and wear."

3. Lightweight and heavyweight blue uniforms - wool setting.

B. To keep items damp and help eliminate

wrinkles, use steam and fabric finish (starch). In addition, fabric finish will give them body and enhance the appearance.

C. Iron all items on the inside first. This includes the pockets, seams, hems, collars, and lapels. Completely iron all double thickness of material dry or wrinkles will form as the material dries.

CHAPTER 8 - CUSTOMS AND COURTESIES

Custom and courtesy may be defined as an act or expression that shows respect and consideration to a certain item or individual.

I. HAND SALUTE

The hand salute is the most common and apparent of all military customs and courtesies. Its uses are outlined below:

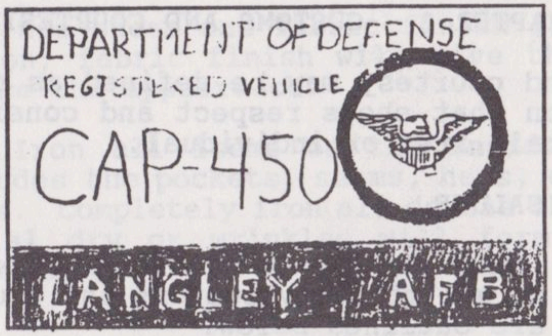
A. The hand salute will be rendered to all CAP cadet officers, all CAP seniors, all commissioned officers and warrant officers of the United States Armed Forces, and all officers of allied or friendly foreign nations.

B. The salute is only rendered outdoors, except when formally reporting to an officer indoors.

C. The salute will be rendered by a cadet whenever passing by, being passed by, being addressed by, or when reporting (outside) to any officer of higher rank than the cadet.

D. If standing outdoors in an informal group, and an officer of higher rank approaches the group, the first member to see the officer will call the group to attention and the highest ranking member will salute for the group.

E. During the encampment, particularly while performing roadguard duty, all vehicles with officer's Department of Defense (DOD) base stickers, or visibly driven by a military or CAP officer will be saluted. The stickers will normally be found either centered on the top of the windshield or on the driver's side of the front bumper. Remember, only officer's vehicles are saluted. See below for an example:



That which determines if it is an officer is the small sticker (location sticker) underneath the larger DOD sticker. In the above example it is the one which reads LANGLEY AFB. The following is a key to the color codes that apply to the individual location sticker:

BLUE = OFFICER ***Salute***
Red = Enlisted
Gold = Enlisted
Green = Civilian
White = Civilian (Contractor)

II. RESPECT FOR THE COLORS

A. When passing a flag, cadets will salute all U.S. flags six paces in front of the flag and hold the salute until six paces after the flag has passed. The same is true for a moving flag if the individuals are stationary.

The following apply to procedures during retreat ceremony.

B. In uniform, outdoors - if not in formation, come to attention, face the flag, and

salute. If in formation, the commander will give the unit present arms.

C. In uniform, indoors - Cadets will come to attention and face the flag.

D. In civilian clothes - Cadets will come to attention, face the flag, and place the right hand over the heart. If headgear is worn, it will be removed with the right hand and held over the heart.

E. In vehicles - the vehicle will come to a stop, all cadets will remain inside, and the highest ranking individual will disembark and salute the colors, or towards the music if flag is not visible.

II. USE OF TITLES AND POSITIONS

A. The following is a list of CAP grades and positions, and the titles they will be addressed by:

Grade*	Title
Brigadier General	General
Colonel	Colonel
Lt. Colonel	Colonel
Major	Major
Captain	Captain
1st Lieutenant	Lieutenant
2nd lieutenant	Lieutenant
Flight Officer	Flight Officer
Master Sergeant	Sergeant
Technical Sergeant	Sergeant
Staff Sergeant	Sergeant
Sergeant	Sergeant
Airman First Class	Airman
Airman	Airman
Airman Basic	Airman

* - with the exception of Brigadier General, all grades may be cadet grades, in which case the

grade would have C/ before it. Ex: C/ Airman (pronounced as "Cadet Airman").

Position	Title
Doctor or Veterinarian	Doctor
Priest, Rabbi, or Chaplain	Father or Chaplain

III. ADDRESSING OFFICERS AND NCOs

A. All officers of higher rank will be addressed as "Sir/Ma'am". The exception to this rule is when speaking with a general officer, who are addressed as "General".

B. All Non-Commissioned Officers will be addressed as "Sergeant".

C. When addressing or answering an NCO or officer of higher rank, a cadet will end his/her question, comment, or response with the appropriate title. Ex: "Yes Sir!". In a classroom or in a drill formation the title will be used at the beginning and end of the response. Ex: "Sir, Yes Sir!".

D. Doctors or Chaplains etc., will be addressed by their appropriate title instead of "Sir/Ma'am."

IV. GENERAL CUSTOMS AND COURTESIES

A. Cadets will come to the position of attention when addressing or being addressed by an officer and in addition, if outdoors, will salute. Indoors if a cadet is stationary and an officer passes by, the cadet will come to attention until the officer has passed, cadets will also salute if outdoors and not in formation. Conversely, if passing an officer indoors, a cadet will not come to attention, but will say "By your leave, Sir/Ma'am" and continue moving. If outdoors the cadet will follow the

same procedure but will render the military salute.

B. When walking with any personnel of higher rank, the subordinates will walk slightly behind, to the left, and in step with the superior. Additionally, the subordinates will also arrange themselves according to rank, with highest ranking on the far right. If there are more than four members, it is permitted to break off into any practical formation.

C. When entering or leaving land vehicles, highest ranking personnel will enter last, and leave first. In air and sea vehicles, highest ranking will enter and leave first.

D. When an officer enters a room or bay in which there are no higher ranking personnel present, the first cadet to see the officer will call the room or bay to attention.

E. When reporting to an officer, the cadet will knock twice outside the officers door, wait for permission to enter, and then enter. The cadet will march to a position directly in front of, and three paces from the officer, salute, and say "Sir/Ma'am, cadet _____ reporting as ordered Sir/Ma'am." The cadet will hold the salute until it is returned, and then stand at attention unless directed otherwise. When the conversation is finished, the cadet will come to attention and say "Will that be all Sir/Ma'am?" When dismissed, the cadet will take one step backwards, salute, wait until the salute is returned, execute an about face, and then exit the room.

CHAPTER 9 - STANDARD OPERATING PROCEDURES

I. MEMBERSHIP CARD

Membership cards must be carried at all times. In the event you do not have a card, contact the Orderly Room to be issued a temporary card for ID purposes only. The temporary card can not be used for orientation flights or military airlift.

II. MILITARY SUPPORT AUTHORIZATIONS (MSA)

As with the membership cards, everyone will carry their MSA at all times. The MSA enables you to military services, including medical treatment.

III. DOG TAGS (IF ISSUED)

Dog tags will be worn <u>at all times</u> by all CAP participants with every uniform combination.

IV. WORK DETAILS

Each flight is responsible for daily cleaning and arrangement of its dormitory and other designated encampment facilities. These details are normally assigned to individual elements for accomplishment.

V. APPOINTMENTS

Personnel wishing to see a staff officer to schedule an appointment, contact your flight staff for an appointment slip. After completing the slip, return it to your flight staff, who will forward it to the orderly room for processing. Once the appointment is scheduled, the slip will be returned to you through channels; it will list the time and place of the appointment. Please report on time and in proper

uniform of the day. You will be required to present your appointment slip at the time of your appointment.

VI. UNAUTHORIZED TRAVEL

Cadets may NOT travel outside the immediate CAP area without a Senior escort. Seniors have free run of the base, but may NOT enter designated restricted areas on the base.

VII. PEDESTRIAN TRAFFIC

Personnel will always use sidewalks when available. If sidewalks are not available, walk on the left side of the street, facing oncoming traffic.

VIII. ROAD GUARDS

The purpose of road guards is to protect the formation while crossing streets or intersections. They warn the person in charge when hazardous situations exist.

Road guards are dispatched by the command "Road Guards, POST". Road guards double-time to their post in the intersection. Road guards are posted in each lane of oncoming traffic. When posted, road guards assume the position of parade rest and raise arm diagonally, towards traffic. Road guards remain posted until given the command "Road Guards, RECOVER". They do not salute while PERFORMING their duty. After the command RECOVER is given, this is the appropriate time to salute officer's vehicles. If the salute is not returned after a few seconds drop the salute and rejoin the formation. At all times, road guards will wear orange safety vests. During hours of darkness, road guards carry an illuminated flashlight.

IX. DINING HALL CONDUCT

Personnel will enter the dining hall in single file through the designated door. While outside and inside, cadets will assume the position of parade rest. Upon entering the dining hall, obtain your food, and stand at attention behind your seat until told to be seated. If possible, element members should sit together. Horseplay, loud talking, and singing will not be tolerated. When you have finished eating, place your tray and utensils in cleaning area. Return to table until you are ordered to the assembly area, at which time you will move QUICKLY.

X. CLASSROOM CONDUCT

Entry - The Cadet In Charge (CIC) calls flight to attention and directs elements to enter single file. The first element leader, from each flight (standing at attention) holds the door open for their flight. Cadets will sit from front to back and from wall to center aisle. Elements should sit together. When you arrive at your seat, remove any outer garments, hang them neatly over the back of your chair, set up study materials on top of your desk, and store your equipment as neatly as possible. At this time you will stand at parade rest behind your seats until given the command "Attention" when the senior officer/instructor enters. At this time the senior/instructor will command "Take Your Seats," and you will sit.

During Class - If the instructor is more than five minutes late for class, the CIC will send a cadet to notify the Orderly Room. If you want to ask a question, raise your hand and wait until the instructor acknowledges you; Formal Reporting is not performed while in class. Unless you are addressing the instructor, talking is not permitted. You are not permitted to eat

or drink in the classroom. Classes in session are normally not called to attention for superior officers. If the room is called to attention, stand at the position of attention.

Departure - When the instructor indicates that class is over, the CIC will call room to attention and the instructor will leave. CIC will give the command "Fall Out." Gather your equipment and leave the classroom in an orderly fashion. The last person in each row will straighten the chairs as they depart. Outside the classroom, the CIC will command "Fall In" to form flights.

XI. BUS TRAVEL

Loading - Wait until vehicle comes to a complete stop. Start loading only upon direction by CAP supervisor. Load by single file. Fill vehicle from back to front. Leave front seats open for officer personnel. All personnel will maintain silence until the vehicle starts moving.

In Transit - All personnel will remain seated while the vehicle is in motion. No horseplay, or loud talking will be permitted. Low volume conversation is permitted. Windows may be opened, but keep your body completely inside vehicle.

Unloading - Upon arrival at destination, watch CAP supervisor for instructions. When supervisor commands "At Ease," maintain silence and follow his instructions. Do not start unloading until vehicle comes to a complete stop. Disembark in a single file and form up away from the road.

CHAPTER 10 - DISCIPLINE SYSTEM

I. RULES OF CONDUCT

All members of Civil Air Patrol are required to comply with the CAP Constitution and Bylaws, regulations, policies, supplements, this handbook, and orders of higher authority. The standard of conduct displayed by CAP members as GUESTS on military installations and in public view will be the highest expected of any member at all times.

II. EXCELLENCE/DISCREPANCY NOTICE

All cadets (including cadet staff) are required to keep on your person at least two Excellence/Discrepancy Notice Forms at all times. These forms should be kept folded in your left breast pocket of your uniform shirt. If you commit an act that cannot be corrected by on-the-spot discipline, a staff member may request your slip. You must immediately produce the form, which will then be filled out by the staff member and referred to the proper authority.

EXCELLENCE / DISCREPANCY REPORT			
LAST NAME · FIRST NAME · MIDDLE INITIAL			GRADE
ORGANIZATION		CLASS FLIGHT *(If Applicable)*	
EXCELLENCE / EXHIBITED DISCREPANCY *(Be specific)*			
TIME	DATE	PLACE	
PRINTED NAME OF REPORTING INDIV		SIGNATURE OF REPORTING INDIV	

EXCELLENCE / DISCREPANCY REPORT

III. INFRACTION / MERIT LIST

MERITS:

Exceptional uniform during inspection...1 merit
Winning cadet drill down.....1 merit
Volunteering for work detail.....1 merit*
Demerit Detail.....1 merit
Exceptional performance of duties.....2 merits
* - Merits may be also be administered for reasons not covered on this list. In addition, additional merits may be given for work details depending on the work that is to be done.

DEMERITS:

Late to Opening Formation.....1 Demerit
Talking while another speaker has the floor.....1 Demerit

Failure to cover or uncover.....1 Demerit

Chewing Gum in Formation.....1 Demerit
Wandering.....1 Demerit
Disrespect to an Officer or NCO.....1 Demerit
Missing Opening Formation.....2 Demerits
Over 4 Uniform Discrepancies.....2 Demerits
Failure to Perform Assigned Duties...2 Demerits
Unauthorized Presence in Off-limits
Areas.....2 Demerits
Improper Attitude.....2 Demerits
Quibbling.....3 Demerits
Using Profanity.....3 Demerits
Failure to Report Demerits.....Doubled
Gross Misconduct.....Counseling
Twenty Demerits.....Counseling
Hazing.....Counseling
Stealing.....Restriction
Threatening a Cadet's Well-being.....Dismissal
Possession or Consumption of Drugs,
Alcohol, or Tobacco Products....Dismissal
Defacing CAP/Government/Private
Property.....Dismissal

IV. AUTHORITY TO AWARD MERITS/DEMERITS

Merits can be assigned by any staff member, and any cadet can make recommendations through the chain of command for merits.

Demerits can only be assigned by the following staff personnel for discrepancies up to but not exceeding the values indicated. For example, a flight sergeant can give a cadet 1 demerit for Wandering but can not give demerits for an Improper Attitude because this infraction is worth 2 demerits. This, on the contrary, does not mean it should not go unnoticed; instead the flight sergeant would recommend that the flight commander issue the 2 demerits for the Improper attitude:

Flight Sgts.....1 Demerit
Flight Commanders.....2 Demerits
Squadron Staff and above....3 Demerits
or counseling
First Sergeant.....Doubling
Commandant of Cadets.....Restriction,
or dismissal

V. APPEALS

If you feel that you have been given disciplinary action (other than demerits) without just cause, you may request a Review of Discipline. This request must be made in writing and must be submitted to the Squadron Commander using the chain of command. If you need other cadets and seniors to be a witness for you, you must include their names in your letter of request so that they may be relieved from duty to appear for you. The Squadron Commander will make sure that it is turned into the Orderly Room for processing.

VII. CADET REVIEW BOARDS

The Commandant will schedule a meeting of the Cadet Review Board (CAPM 50-16, para 16-48). This board will listen to both sides -- yours and the person who disciplined you -- to determine whether or not you should be disciplined. You are guaranteed an impartial review by CAP regulations. Results of the board will be submitted to the Encampment Commander for Review.

VIII. COMPLAINTS

If you have a complaint about a senior or cadet staff member, you must put that complaint in writing and request permission from your Squadron Commander through the chain of command to turn that complaint into the Orderly Room for processing. The appropriate commander will review the complaint and take any action that is necessary. In any case, your complaint and the

action taken will be reviewed with you by command authority. Your complaint may require a meeting of the Cadet Review Board.

You must remember that a complaint is a very serious thing and must not be done just to "get even" or cause embarrassment. Filing a false complaint will be considered misconduct and dealt with accordingly.

CHAPTER 11 - HONORS SYSTEM

I. STANDARDS

One of the goals of the CAP encampment is to develop leadership in a military environment. In order to accomplish this, participants must strive for the highest possible standards of conduct and performance. Personnel exhibiting excellence must be recognized.

II. INDIVIDUAL HONORS

Daily - On a daily basis, Flight Commanders will select an honor cadet. This will be documented on an Excellence/Discrepancy form and submitted to the appropriate Squadron Commander. Squadron Commanders will then select a squadron honor cadet from the flight candidates. These cadets will be recognized during the Retreat Ceremony.

Overall - Competition for overall honors will be divided into categories as outlined below:

A. ENCAMPMENT HONOR CADET - The Encampment Commander, Commandant of Cadets and his/her staff, and Cadet Commander and his/her staff will select one cadet as the overall honor cadet. Selection is limited to those cadets who have shown overall excellence and a positive attitude. The selection will also take into account the Handbook Exam. Grade and prior encampments will be taken into account when deciding, thus giving "first timers" an edge in this category. The Honor cadet will have his/her graduation certificate annotated.

B. HONOR CADET STAFF - Competition in this category is limited to cadet staff cadre. Designated senior staff evaluators will evaluate cadre members using CAPF 50. In addition, cadet

staff will be evaluated by all criteria used in the decision for honor cadet, plus by their attitude towards both the cadets and the cadet program, their "sharpness" and ability to promote esprit-de-corps, and overall work that is put into making the encampment successful. The honor cadet staff will have their graduation certificate anointed.

C. HONOR SENIOR STAFF - Competition in this category is limited to senior member staff. The cadet staff and cadets will make the final decision and forward it in a sealed envelope to the presiding officer of the Pass In Review for announcement. Some of the criteria that should be evaluated are as follows: personal appearance, military bearing and knowledge, visibility and availability to the cadets, sincerity and dedication to the cadet program, setting an example for the cadets to emulate in their future in CAP, and overall work to make the encampment a success.

IV. UNIT HONORS

Daily - An honor flight will be selected on a daily basis and awarded a streamer for their guidon. The Cadet Commander and Commandant of Cadets will make the selection based on inspections, competitive games, morale, and esprit-de-corps.

Overall - One flight will be selected as the encampment honor flight and awarded a streamer for their guidon. Each flight member will have their graduation certificate so annotated. The Encampment Commander, Commandant of Cadets, and Cadet Commander will make this selection based on daily competition results, the drill competition, and academic bowl.

CHAPTER 12 - INTERIOR GUARD

I. PURPOSE OF THE INTERIOR GUARD

The interior guard preserves order, protects property, and ensures compliance with pertinent directives. The CAP interior guard consists of two elements: the main guard and the special guard. In general, these groups maintain a system of fixed posts and regular patrols. They are responsible for being familiar with the general orders pertaining to the interior guard and any special orders that may have been issued.

II. OPERATIONS OFFICER (If Utilized)

The Operations Officer is designated by the commander to coordinate the Interior Guard. The Operations Officer is responsible for coordinating and assigning the various positions described in this chapter.

III. OFFICER OF THE DAY

A. The Officer of the Day (OD) is responsible for the proper performance of duty by the main guard and other guards when specifically directed. This officer is charged with the execution of all orders of the Commander relating to interior guard duty.

B. The OD's actual tour begins on the instructions of the Commander and ends when relieved by the same authority. In the performance of these duties, the OD takes orders only from the Commander, except that in case of an alarm of any kind and at a time of great danger the senior officer:

1. Inspects the guard and sentinels at such times during the day and night as considered necessary. At an encampment or similar activity,

inspects the guard at least once between midnight and daylight.

2. Prescribes visits of inspection to be made by officers and noncommissioned officers of the guard whenever necessary.

3. In case of an alarm of any kind, takes steps at once to protect life and property and to preserve order, using the guard for this purpose.

4. Keeps the guard informed as to the OD's location.

5. Signs the guard report and enters any comments. The guard report is submitted to the commander or designated representative by the Officer of the Day in the following manner. On representing themselves to the Commander, the old and new OD's both salute. The old OD, standing on the right of the new, then says to the Commander, "Sir/Ma'am, I report as old Officer of the Day," and present the guard report. As soon as the Commander relieves the old Officer of the Day, the latter salutes and retires.

IV. COMMANDER OF THE GUARD

A. The Commander of the Guard (COG) is the commander of the relief on duty. The COG is primarily responsible for the instruction, discipline, and performance of duty of the guard.

B. The COG receives and obeys the orders of the Commander and Office of the Day, and reports to the OD all orders given to the guard that are not received from the OD. The COG transmits to the successor all instructions and information relating to these duties. This individual sees that all members of the guard are correctly instructed in their orders and duties and that they understand and properly perform them. The COG questions the noncommissioned officers and

sentinels on the instructions they may have received. Also, the COG sees that patrols perform their duties properly and that visits of inspection are made as directed by the Officer of the Day. Further, the COG sees that the special orders for each post and each member of the guard are displayed in the appropriate place.

C. The Commander of the Guard inspects the guard at such times as may be necessary to ensure that their duties are properly carried out and that their equipment is in proper condition.

V. SERGEANT OF THE GUARD

A. The senior noncommissioned officer of the shift or duty, whatever the grade, is officially known as the Sergeant of the Guard (SG). If there is no Officer of the Guard, the SG performs the duties prescribed for the Commander of the Guard.

B. The Sergeant of the Guard has general supervision over the other noncommissioned officers and airmen (or cadets of the guard and must be familiar with all their orders and duties.

C. This individual is responsible for the property under the charge of the noncommissioned officers and sees that it is properly cared for. If it is neglected or misused, the SG reports the facts to the Commander of the Guard.

D. The SG prepares duplicated lists of the names of the noncommissioned officers and airmen (or cadets) of the guard, showing the reliefs, and posts the duties of each.

E. Makes inspections and sees that other noncommissioned officers of the guard make such inspections and patrols as may be prescribed by superior authority.

F. Reports to the Officer of the Guard or, if there is none, to the Officer of the Day, any suspicious or unusual occurrences that come to the SG's attention.

VI. MEMBERS OF THE GUARD

A. Members of the Guard are assigned to reliefs by the Commander of the Guard and to specific posts by the sergeant of their reliefs. Members are not changed from one relief to another except by proper authority.

B. Members of the Guard must be familiar with the general orders for sentinels and with the special orders applying to their particular posts.

VII. INSPECTION OF THE GUARDS

A. Having reported to the designated area, the Sergeant of the Guard orders. "Fall in." When the guard has complied with this order, the SG dresses the guard into three ranks, returns to a position six paces in front of the center file of the guard, and facing the COG salutes and reports, "Sir/Ma'am, the guard is formed." The Sergeant of Guard does an about face and has the guard open ranks. The Commander of the Guard then inspects the guard.

B. Upon completion of the inspection, the COG returns to the post and the SG halts at a position six paces to the front. They exchange salutes and the COG directs, "Take charge and post the guard," or simply, "Post the guard." The SG then salutes, faces the guard, and has it close ranks. The SG then posts the guard in the usual manner.

VIII. POSTING OF RELIEFS

A. At an appropriate time before the

sentinels are due to go on post, the Sergeant assembles them; checks their appearance, fitness for duty, and condition of equipment; and determines that they understand their instructions. When the relief is large, it may be more convenient to form the relief, call the roll, and inspect the sentinels in ranks. The Sergeant then reports to the Commander of the Guard that the relief is ready to be posted or, if directed, sends the sentinels to the posts by the direct order "Cadet Jones, Cadet Smith, Take your posts," or if the roll has been called, "Take your posts." Each sentinel will then proceed to post. One sentinel relieves another by meeting at a particular point at a prearranged time. The sentinel on post at the expiration of the tour will remain on post within view of the prearranged relieving point, and when relieved by the sentinel, will report immediately to the sergeant of the old relief. The last sentinel on duty on a night post will report to the sergeant of the old relief at a designated time.

B. The Sergeant records the names of the sentinels, the numbers of their posts, the time and date they are posted, and the time they reported upon relief. This record is kept on file by the Commander of the Guard.

C. Sentinels mounted on vehicles are posted and relieved in accordance with the same principles.

IX. GENERAL ORDERS

A. All sentinels are required to know and perform the general orders that pertain to the interior guard.

B. The general orders that pertain to the interior guard are:

1. To take charge of this post and all

designated property in view.

2. To walk the post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.

3. To report all violations of orders I am instructed to enforce.

4. To repeat all calls from other posts.

5. To quit my post only when properly relieved.

6. To receive, obey, and pass on to the sentinel who relieves me, all orders from the Commander, Officer of the Day, and Officer and Noncommissioned Officers of the Guard.

7. To talk to no one except in the line of duty.

8. To give alarm in case of fire or disorder.

9. To call the Sergeant of the Guard in any case not covered by instructions.

10. To salute all officers and all colors and standards not encased.

11. To be especially watchful at night and, during the time for challenging, to challenge all persons on or near the post.

12. To use no force, or show of force, in the execution of my duties.

X. SPECIAL ORDERS

Special Orders are used to outline specific duties and tasks which guard personnel are to

carry out in addition to the General Orders. All Special Orders will be reviewed during the guard briefing.

XI. DUTY ASSIGNMENTS

OD and COG positions are staffed by cadet and senior officers. One element will normally be assigned to staff other guard positions on each shift. Flight Commanders will detail one element daily to the interior guard. These assignments will be on a rotational basis. Each shift will consist of a SG (Element Leader) and several guards. A duty schedule will be posted on the dormitory bulletin board.

CHAPTER 13 - MEDICAL AND SAFETY PROCEDURES

I. PERSONAL HYGIENE

Group living makes it necessary that you practice certain rules of personal cleanliness and hygiene. Report any unhealthy or unsanitary condition to your superior. On a daily basis, bathe, change your underclothing and socks, brush you teeth, and, if male, shave as necessary. Cleanliness and personal appearance are important factors at all times.

II. BLISTERS AND FOOT CARE

Substantial walking and marching is a part of the encampment. Proper foot care is extremely important. Wear two pairs of socks--one pair of heavy socks and one lighter pair with your boots. Have any "hot spot" taped before they become blisters. Have all blisters promptly and properly treated. Foot inspections will be conducted daily.

III. SICK CALL

If you feel ill, inform your immediate superior. Daily sick call will be held in the Medical Office each morning and evening after dinner. In the event you cannot wait until then, your superior will arrange a special appointment with the Medical Officer.

IV. MEDICATIONS

Personal medications (inhalers, acne meds. etc.) are not required to be checked in to the medical officer. All others (prescriptions, over the counter pain killers, allergy meds, etc.) will be kept with the medical officer for disbursement.

V. DIET AND NUTRITION

Proper diet is an important method of combating heat problems. Drink large amounts of cool water. Get as much rest as possible. You MUST drink a minimum of two glasses of water with every meal.

VI. SAFETY

Most accidents can be prevented. Do not participate in horseplay, anywhere, anytime. Use hand rails. Do not run up or down stairs. Report all safety hazards to your superior, immediately.

VII. ACCIDENT REPORTING

Report ALL accidents to your immediate superior, immediately. Do not conceal injuries, no matter how minor they seem.

VIII. EMERGENCY PROCEDURES

Medical Emergency

1. Notify any superior immediately.

2. Advise the Orderly Room with the following information:

   VICTIM'S NAME
   LOCATION
   MEDICAL PROBLEM

3. Medical Officer will respond to the location to handle the situation.

Fire

1. Immediately evacuate the building and account for all personnel.

2. Activate alarm system and notiiy Orderly Room and Fire Dept.

3. Contain fire by closing doors.

4. Extinguish fire (if able to do so safely.)

5. All fires (no matter how small) MUST be reported and investigated.

CHAPTER 14 - MORALE, WELFARE, AND RECREATION

I. CHAPLAIN'S CALL

A. Chaplain will normally be available for counseling on a daily basis. If you wish to see the Chaplain, schedule an appointment through your flight staff. No one can prevent you from seeing the Chaplain.

II. DAY ROOM

The encampment Day Room may be used by all encampment personnel (duty permitting) for recreation activities. Fruit Juices and snacks are available for purchase. Normal operating hours will be posted on the bulletin board.

III. LOST AND FOUND

Lost and found articles will be kept in the Orderly Room. If you lose something, inform your superior immediately.

IV. PERSONAL VALUABLES

It is recommended that personnel check in all valuables to the orderly room for secured storage.

V. BX PURCHASES

During encampment training, cadets will not be permitted time for BX visits, only senior members will have access. If you need certain personal items, see a Tactical Officer. Only essential items will be picked up by the senior staff. Non-essential items will not be bought on encampment time.

VI. VISITORS

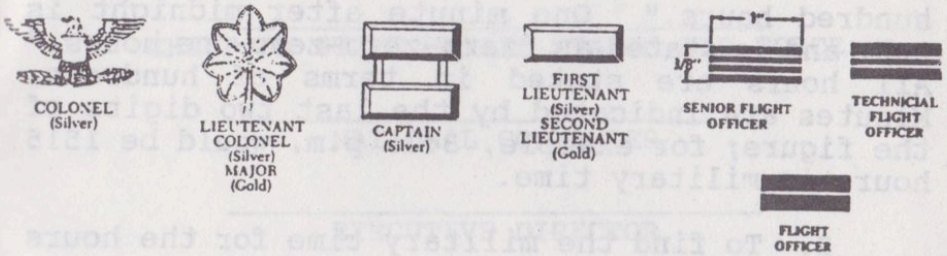
Persons wishing to visit are encouraged to

arrive on Saturday to observe the Pass and Review parade. All visitors with the exception of those attending the parade MUST be approved by the Encampment Commander. Base accommodations are available only for CAP members and are on a space available basis.

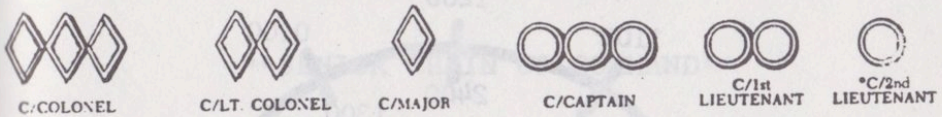
VII. EARLY DEPARTURE

Early departure from encampment MUST be authorized by the Encampment Commander. Approval should be noted in writing. All normal out-processing must be completed prior to departure. Cadets who depart early must have satisfactorily completed 80% of required training in order to receive credit for the encampment.

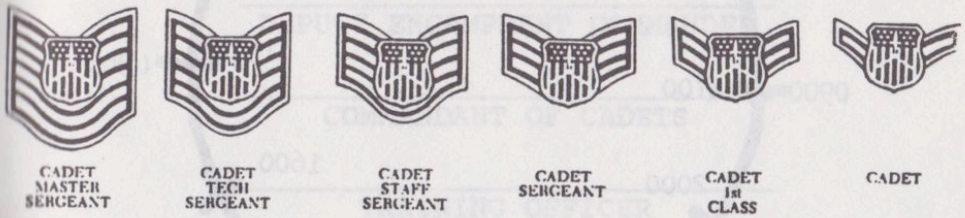
SENIOR MEMBER OFFICER GRADE INSIGNIA



CADET OFFICER GRADE INSIGNIA



CADET AIRMEN/NONCOMMISSIONED OFFICER INSIGNIA (CHEVRONS)



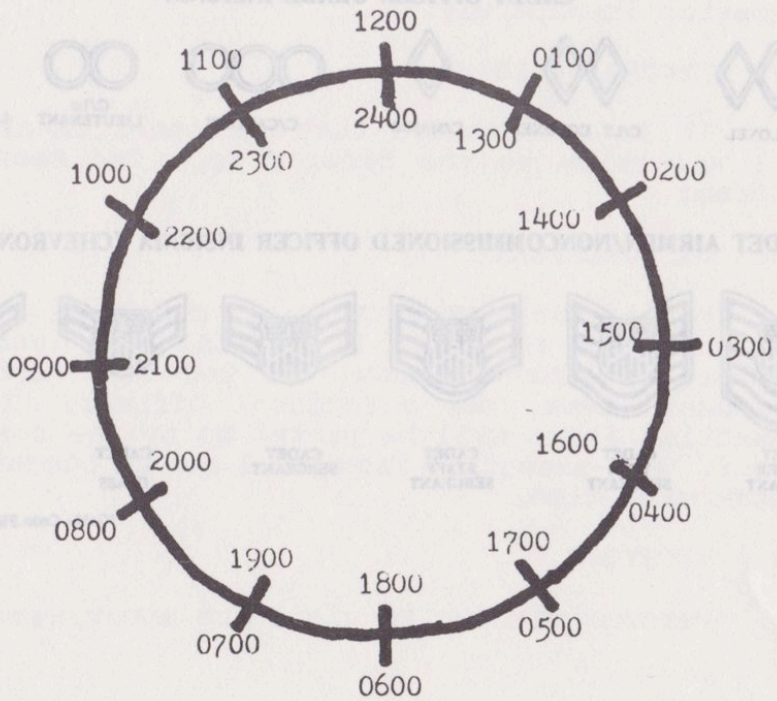
*Gold—Cadet Flight Officer

MILITARY TIME

1. Military time is based on a 24-hour clock. For example, 12 midnight is considered to be 2400 hours and is stated as "twenty-four hundred hours." One minute after midnight is 0001 and is stated as "zero-zero-zero-one hours." All hours are stated in terms of hundreds. Minutes are indicated by the last two digits of the figure; for example, 3:15 p.m. would be 1515 hours in military time.

2. To find the military time for the hours after noon, simply add 12 to the time you are used to saying: 5 p.m. + 12 = 1700 hours.

3. The clock face below shows the 24-hour military system.



CHAIN OF COMMAND

_____
PRESIDENT OF THE UNITED STATES

_____
CHIEF OF STAFF UNITED STATES AIR FORCE

_____
NATIONAL COMMANDER

_____
EXECUTIVE DIRECTOR

_____
MIDDLE EAST REGION COMMANDER

_____
VIRGINIA WING COMMANDER

_____
VA WING DIRECTOR OF CADET PROGRAMS

SENIOR CHAIN OF COMMAND

_____
ENCAMPMENT COMMANDER

_____
DEPUTY ENCAMPMENT COMMANDER

_____
COMMANDANT OF CADETS

_____
TRAINING OFFICER

_____
TACTICAL OFFICER

CADET CHAIN OF COMMAND

_____

CADET COMMANDER

_____

DEPUTY CADET COMMANDER

_____

CADET EXECUTIVE OFFICER

_____

FIRST SERGEANT

_____

SQUADRON COMMANDER

_____

SQUADRON EXECUTIVE OFFICER

_____

FLIGHT COMMANDER

_____

FLIGHT SERGEANT

_____

FLIGHT GUIDE

_____

ELEMENT LEADER