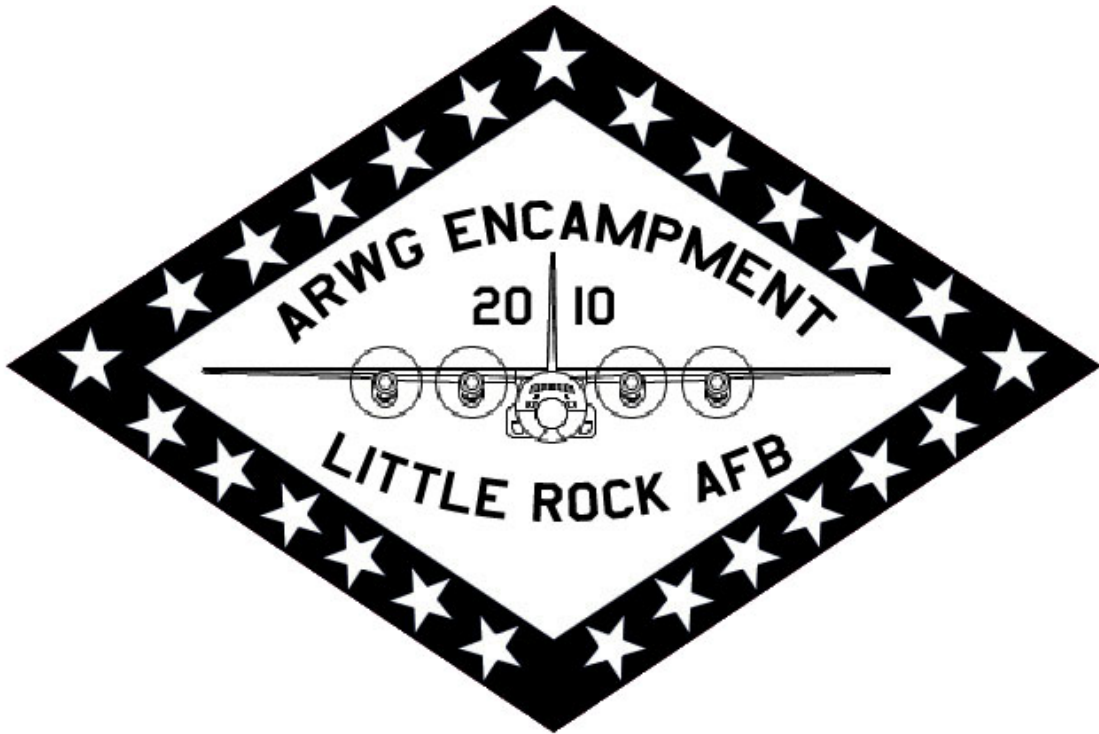


Arkansas Wing Pre-Encampment Cadet Guide



Congratulations attending the Arkansas Wing Training Encampment. The encampment activities have been planned to provide you with an exciting and challenging week. In order to help you prepare for this very busy week, this Cadet Guide has been prepared. This guide will help you prepare for the Encampment and give you an idea of where we will be staying, what you must bring with you, and what you may expect when you get there. All information contained in this guide is just that, “a guide,” and is subject to change to meet specific situations that may exist.

Please review this guide with your parents. They are interested in your welfare, the plans for this Encampment, your safety, and well being. CAP Encampments are designed to provide CAP members an opportunity to apply knowledge gained in the Cadet Program to practical situations and to develop a greater understanding of the missions of CAP and the USAF. Civil Air Patrol conducts Encampments with Air Force advice, assistance, and cooperation. This enables Cadets to live in the environment of an active military installation.

The United States military is extending us the courtesy and the privilege of using their facilities. We must all be mindful of this privilege and strive to repay their hospitality by acting as guests and displaying our best behavior at all times. Remember that we are representing Civil Air Patrol (CAP) to the military. Our uniforms must be properly worn and our personal appearance must be presentable on all occasions.

Security is rigid at all U.S. military bases. Make sure everyone in your party has appropriate identification, including ID card for CAP members. If you are unsure of your destination base security personnel will direct you. **Report to Encampment wearing BDUs, carrying your CAP ID Card and any fees due, and wearing your canteen and web belt.**

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Attachments

1. Clothing and Equipment List (Male and Female)

In-Processing

When you come for the in-processing ***YOU MUST HAVE THE FOLLOWING ITEMS:***

- CAP ID Card
- Encampment Fee (to be paid in full by cash, check or money order to Arkansas Wing Cadet Programs)
- Any Required Release Forms as specified on the Cadet Programs webpage
- All required items on the uniform list

As said above, you must be in the BDU uniform when you in-process unless notified otherwise. If you have question on that contact your unit commander. At the time of in-processing you will be assigned a flight. In addition, if you drive a car there you will be required to turn your keys in at the time of in-processing and will not get them back until you out-process.

Haircuts: When you first arrive for in-processing, the first thing that will be checked is your haircut. Since you are arriving in uniform, haircuts should not be an issue, or you shouldn't be in uniform anyway. All cadets must meet CAP grooming standards as listed in CAPM 39-1 or they will not be allowed to register. If you arrive with enough time before in-processing is over, you may be sent to the barber shop on base at your own expense. Otherwise, our schedule of events will not provide time for taking cadets to the barber shop, so you will be sent home. Squadrons and parents should be well aware of the grooming standards. If there's any question, cut it shorter!

Forbidden Items: The following items are NOT allowed. If these items are brought, they will be confiscated and the possessor(s) held responsible for their actions. These items include:

Fireworks	Electronic Entertainment of any kind
Watches or Clocks	Scissors longer than 8"
Matches or Lighters	Squirt Guns
Tobacco in any form	Alcohol
Obscene Literature	Knives/guns
Mace	Non-prescription drugs
Food items of any kind	Edge Dressing or Liquid Polish
Clothing with obscene pictures, wording or references to any kind of alcohol, tobacco or drugs.	

A good rule of thumb: If it's not on the equipment list, don't bring it!

A shakedown inspection will be conducted shortly as part of in-processing. A shakedown is a thorough inspection of all your belongings with you and a Senior Staff Member present. A personal item, such as electronic devices, watches, etc. that are not illegal will be secured with a Senior Staff Member and returned to the owner at the end of the Encampment.

Telephone Numbers

During the encampment if there is an emergency your parents can call the Wing Headquarters at the toll free number 1-888-876-1729. They can contact us at the camp or provide you with a number at that time. After hours a recorded message can be left on the phone.

Identification

In addition to your Military Support Authorization (MSA) which you will receive at Encampment, you must carry your CAP ID card. It is recommended that you have some form of civilian identification (ID card or driver's license), including your home telephone number and your parents' name.

Luggage

Luggage shall be well marked so that it can be readily identified, not only by you, but also by others who may come across it if it should stray. You should manage your own luggage, that is, check to make sure you know where it is. It is important to the person who needs it the most, and that is **YOU**.

Packing

In packing your clothing, there are several pointers that may help prevent luggage problems:

- a. Use the enclosed checklist of everything you plan to bring with you, and check it off as you pack.

- b. Roll and put socks in shoes to save space.
- c. Roll your underclothing and towels and use them to pad your shoes and breakables in your suitcase.
- d. Be sure your uniforms are cleaned and pressed before packing them. Do not bring dirty clothes to the Encampment as you will be too busy to wash them during the first few days, and they will be a nuisance to you.
- e. Use a vinyl-clothing bag for clothes that are usually hung to reduce wrinkles and dust accumulation in transit.
- f. If possible, buy fluid toilet articles in plastic bottles or repack them in plastic bottles to avoid breakage. Avoid aerosol products; use pump containers instead.

Laundry and Bathroom Facilities

There will be washers and dryers available and laundry detergent will be furnished by the Encampment, but access will be very limited! That is why it is important you bring the items on the list. Bathroom facilities are separate from the sleep quarters and have open bay showers. Remember, it is **mandatory** you bring shower things to wear when showering. This will prevent any type of foot problems.

Expenses and Valuables

All meals and the banquet (if one is scheduled) are included in the registration fee. You may be allowed to purchase drinks and snacks at various times. In addition, there may be opportunities to visit places where they can purchase items like tee shirts and other items to bring back. The cost of these may vary from \$10 up to \$25 depending upon the shirt. Cadets who have been to previous Encampments recommend you have about \$40.00 for these expenses and for purchases at Clothing Sales or the Base Exchange. If larger purchases for uniforms at Clothing Sales are expected, extra money will be required. Base facilities do not accept personal checks from non-military personnel. They do accept cash or credit cards. We do not recommend having too much personal money in your possession while at Encampment. A Senior CAP Officer will be designated as Finance Officer, and money may be deposited for safekeeping and withdrawn as needed. Cadets not wishing to take advantage of this service will be responsible for the security of their own funds. **Valuable jewelry, irreplaceable items and other such things should be left at home!**

Uniforms and Clothing

The following uniforms will be worn during the encampment and will have all the required patches, name plates, etc. Uniform of the day will be BDUs unless announced otherwise.

Males: blue short sleeve shirt, no tie, no ribbons, blue pants, black shoes, and flight cap

Females: blue short sleeve shirt, no ribbons, blue skirt or pants, black shoes, and flight cap

Both: BDU with matching hat and boots

Cadets will wear ribbons to the graduation ceremony. Attachment 1, Encampment Clothing and Equipment List (Male and Female) gives you the list of items you need to bring. Please ensure you have all these items.

You should get your gear together in advance and bring only what you need, but enough to get you through Encampment. Use the checklist attached to prepare and pack your things for Encampment.

Health and Safety

Get in shape. If you are used to spending all of your time indoors in air conditioning, get some outdoor activity prior to attending Encampment. You will be better able to adjust to the experiences of Encampment in hot weather if you are acclimated to it before you arrive. Take care of any minor medical problems before you go. Small problems, if unattended, can turn into big problems. Foot care is especially important. There will be a considerable amount of drilling. Proper foot care helps prevent problems such as blisters and athlete's foot.

If you feel sick, be sure to report to sick call. If it is an emergency, request to see the Medical Officer immediately. When a Cadet reports illness or injury, appropriate Senior Staff Personnel will be consulted to evaluate the seriousness of the report.

Cadets are reminded that **80%** participation is required for Encampment credit. If in the opinion of the Medical Personnel, a Cadet will be unable to complete the requirements for Encampment due to injury or illness, the Cadet will be requested to arrange for transportation home.

Treatment and care provided members by either military or civilian medical facilities are given at the expense of the member. It is for this reason all insurance information must be provided on the appropriate forms and are up to date.

Medication

All personnel taking prescription medication **will turn** in all medications during in-processing. Medications must be accompanied by a note from the parent, signed by them, explaining what the medication is for and when it is to be taken and in what dosage. The Encampment Medical Officer will safeguard and control all prescription medication. Reminder, non-prescription medication is considered a *prohibited item and will not be brought to the camp.*

Lights Out

Cadets will comply with lights out restrictions. At the designated time all lights will be turned off and cadets will be in bed with no talking. Bed checks will be performed periodically by the encampment staff and if there are any problems disciplinary action may be taken. In addition, loss of sleep may lead to you becoming sick and sent home without encampment credit. Also, respect others in your flight by going to sleep and not disturb other flight members in your dorm.

Inspections

Both announced and unannounced inspections of barracks and personnel will be conducted. There will be at least one daily uniform and barracks inspection for honor flight. The appearance of the encampment will be outstanding at all times. Memory work will be part of the of the inspection system and will count towards points for the honor flight. You may be subject to being asked the items off the memory work sheet for that day at anytime. Attachment 2 is your memory work for the camp. Study it!!! Be prepared!!!

Customs and Courtesies

Personnel will strictly comply with all applicable military and Civil Air Patrol customs and courtesies. All personnel will be expected to address encampment personnel by their proper rank and name. First names will not be used when formally addressing members of higher ranks. Contact with USAF personnel should be avoided except for guides on the tours. If you have any problems dealing with AF personnel it should be brought to the immediate attention of a senior member who will then contact the Encampment Commander. *Noncompliance of customs and courtesies will not be tolerated and may result in disciplinary action.*

Fraternization

This is defined as any relationship other than military association between staff officers and cadets both male and female. Fraternalization *will not* be tolerated and will call for an automatic board of review by the Encampment Commander.

Personal Appearance Standards

The following are appearance standards expected of all cadets at the encampment. Read these over very carefully and adhere to them.

1. Hair styles must meet the requirements of CAPM 39-1
2. Uniforms will be kept clean and neat
3. Hair will be groomed, nails neat and clean
4. Daily showers and changes of under clothing and socks are mandatory
5. Males will shave daily if necessary
6. Appearing without a shirt except in the quarters is prohibited
7. Wearing clothing with obscene, profane or lewd words or drawings is prohibited

8. Wearing undergarments as outer clothing is prohibited, except for tee shirts during sports
9. Wearing of the following items is prohibited
 - cutoff shirt, tube top, halter top, bikini top, short shorts

Honor Code

The honor code as stated by this encampment is as follows:

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

All cadets will be expected to memorize this code and abide by its principles. The honor code will be strictly enforced. Any cadet that has violated the honor code or is believed to have violated the code will appear before a board of review. Any cadet who violates the honor code may be dismissed from the camp.

Quibbling and evasive statements will be considered lying.

Any signatures or initials found upon a document will be accepted as the true signature of the signed individual. If an individual knowingly allows a cadet to sign his/her name, both cadets are guilty of lying. Cheating also involves plagiarism of any material from written sources or fellow students that is used in speeches or written material.

Rules of Conduct

The following rules of conduct will apply at this encampment. *Violation of one of the 1st five rules will result in automatic dismissal from the encampment.* Violation of the other rules will be strictly dealt with and may result in dismissal.

1. Possession of or use of drugs or alcoholic beverages.
2. Possession of weapons.
3. Possession or use of tobacco products.
4. Gambling.
5. Theft of any kind.
6. Vulgar or profane language used.
7. Hazing or abusive language.
8. Insubordination

Merit/Demerit System

At each encampment a merit/demerit system may be used depending upon the staff organizing the camp. You will be given a handout on the first day of camp explaining the system and what to expect. If at anytime you have questions see your flight commander.

Quarters Maintenance

Your Flight Commander and Flight Sergeant will demonstrate proper techniques for preparing your quarters for inspection. They will also have available sketches of the way clothing will be stored and displayed in lockers. Room inspection standards will be clear and consistent.

Area Maintenance. Floors, furniture, and fixtures will be kept clean and free of dust, dirt, and litter at all inspection times. Wastebaskets will be free of materials during inspection periods. Food will not be permitted in the barracks. Articles of furniture will not be moved within the barracks except by permission of the Tactical Officer.

Lights. Lights and all appliances in rooms will be turned off when the building is unoccupied. After lights out, all barracks lights will be out except for fire exit and latrine lights.

Room Maintenance. Specific instructions for room maintenance will be provided at the Encampment.

Latrines. All commodes and urinals will be flushed after each use. Showers, washbasins, sinks, and soap dishes will be kept clean and dry. The water will be turned off in the sinks and showers when they are not in use. Commode seats will be up and clean. Toilet tissue will be rolled up with no hanging sheets. Drain plugs for all washbasins will be out when not in use. All walls, mirrors, appliances, and floors will be kept clean.

Utility room. The utility room will be kept clean and dirt-free. Sinks will be kept clean. Cleaning materials will be properly aligned on the shelf.

Outside area. The outside area and trash cans will be kept policed at all times.

Special Procedures

Dining Hall Procedures. The following order will be observed when entering the dining hall:

1. Encampment Commander and Staff
2. Honor Flight
3. Other Flights in designated "Order of Chow for the Day"
4. Cadet Commander and Staff
5. Flight Commanders will be served after their last flight member

Cadets will stand in single file at parade rest, close intervals, and facing the front. Cadets will not block doorways/hallways. While in line Cadets should study their knowledge books and be prepared to answer questions from the staff.

While going through the service line, obtain what you want, but be sure to eat all you take. Excessive amounts of leftover food will earn demerits. Omelets are not allowed due to the length of preparation time.

We require that you drink at least two glasses of water at every meal. Milk is allowed only with cereal. Excessive amounts of milk will cause problems in the heat. Carbonated beverages are not allowed.

After you have obtained your food, go to the cashier to have your tray checked, and then proceed to a table. Flights sit at tables near each other. There will be no talking while eating, unless explicit permission is given by the Cadet Commander.

All Cadets will stand at the table until the table is full, then the last arriving Cadet will give the command to be seated. Proper table manners are required of all Cadets.

Once each Cadet has finished eating s/he will go outside and stand at rest in formation. Once the entire flight is outside and in formation, Flight Commanders will take charge of them for flight time until the buses are ready to depart. If you are near the end of the line, remember not to dawdle as your flight mates are outside waiting for you. In the event of inclement weather, you will be given additional instructions.

Base Activities. During the Encampment you will be taken on various tours and demonstrations provided by our host base. At these activities, military customs and courtesies is required. Policies governing the use of cameras will be announced. During question and answer periods, feel free to ask questions. This will increase your knowledge of the subject and indicate your interest in the activity.

Taps. Taps will be at TBA daily. At Taps, all Cadets will be in bed with their room lights left ON. The Flight Sergeant will personally turn the lights off after conducting bed check. Any Cadet not in bed without a valid reason will be considered AWOL. After lights out, flight area security becomes the responsibility of the Officer-of-the -Day (OD), and the Cadet Charge of Quarters (CQ). Each Flight Sergeant will assure that the CQ duty list is posted. All Cadets will be required to sleep IN his or her bed **BETWEEN** the sheets.

Cadet Charge of Quarters Duty (CQ) Cadets may expect to have at least one tour of duty as night CQ during their stay at the Encampment. You will be briefed thoroughly before performing this duty. CQ Roster will be posted in your Flight area. Each CQ assigned must initial these orders. CQ's are not to enter Cadet's

rooms during their duty. You will conduct frequent patrols to assure that the area is secure and quiet after Taps. Additionally, CQ serves as fire watch. If there are any problems or disturbances, notify your Flight Commander and TAC officer immediately. Fifteen minutes prior to the end of your duty period, you will wake up your relief, and wait until the Cadet has dressed and taken their post before you retire.

ARWG ENCAMPMENT EQUIPMENT CHECKLIST

Use this list to prepare for encampment. The uniform/equipment requirements are the MINIMUMS (unless noted by an asterisk as recommended), please do not attend encampment without the quantities outlined below. All of your items must be marked with your last name. Uniform and under shirts should be marked on the shirt tail, underpants should be marked on the waist band, uniform pants should be marked on the product label. YOU MAY NOT HAVE AN OPPORTUNITY TO PURCHASE UNIFORM ITEMS AT ENCAMPMENT. Ref: CAPM 39-1. Place a check mark in the box next to each item as you prepare for encampment. **ITEMS NOT ON THIS EQUIPMENT LIST MAY BE CONSIDERED CONTRABAND AND CONFISCATED UPON ARRIVAL AT ENCAMPMENT. DEPENDING ON THE NATURE OF CONTRABAND ITEMS, SAID ITEMS MAY OR MAY NOT BE RETURNED AT THE END OF THE ENCAMPMENT AND APPROPRIATE DISCIPLINARY ACTIONS TAKEN INCLUDING DISMISSAL FROM ENCAMPMENT. HAND HELD ELECTRONIC DEVICES OF ANY KIND ARE NOT PERMITTED EXCLUDING PRIOR APPROVAL BY THE ENCAMPMENT COMMANDER UPON RECEIPT OF A LETTER OF JUSTIFICATION.**

UNIFORM ITEMS - MANDATORY

✓	Quantity	Description
	1-2 each	Shirt, Fatigue (BDU), Woodland Camouflage, wing patch, nametape, CAP tape affixed
	1-2 each	Trousers, Fatigue (BDU), Woodland Camouflage
	6 each	T-shirt, black or brown, crew neck
	1 each	Utility Cover (BDU)
	1 each	Web belt, Dark Blue with Black buckle/tip or BDU Belt
	6 pair	Boot Socks, Black or White, Heavy (For wear with high-top boots)
	1 pair	Boots, Black, Military Issue, High-Top, Grn/Blk Fabric side(jungle style)-OK / WELL BROKEN IN
	1-2 each	Shirt/Overblouse, Light Blue, shade 1550
	1 each	Trousers/Slacks, Dark Blue, shade 1549 or 1578
	3 each	T-shirt, White, V-Neck
	1 each	Flight Cap, Dark Blue, shade 1620, with insignia
	1 each	Web Belt, Dark Blue, with chrome buckle/tip
	3 pair	Dress Socks, Black, Plain - (Male)
	3 pair	Nylons (for skirt wear), Neutral Shade OR Trouser Socks, Black, Plain - (Female)
	1 pair	Shoes, Black, Leather, Low Quarters WELL BROKEN IN – (Male)
	1 pair	Shoes, Black, Leather, Plain Toe WELL BROKEN IN – (Female)
	1 pair	Blousing Bands (For use with BDUs)
	1 Set	CAP uniform insignia (Cut-Outs, Nameplate, Ribbons, Grade Insignia and Cardboard backings)
	1 each	Athletic Shorts, Blue
	1 pair	Athletic or Running Shoes
	6 pair	Athletic Socks, White
	optional	Athletic Supporter – (Male)

PERSONAL CLOTHING

✓	Quantity	Description
	6-10 ea.	Underwear (Briefs, Boxers or Panties as appropriate)
	3 each	Bras – (Female)
	1 each	Swimsuit
	optional	Slip – (Female) for non-lined skirts
	1+ set	Casual Civilian Clothing
	1+ set	Sleepwear (recommend shorts and t-shirt)

PERSONAL ITEMS - MANDATORY

✓	Description
	Bedding (sleeping bag and/or blanket with pillow)
	Deodorant
	Toothbrush
	Toothpaste/Mouthwash
	Bath Soap (with container)
	Comb/Brush
	Shampoo
	Razor with Shaving Cream (or electric razor)
	Shower Shoes (flip-flops)
	Wash Cloth (4 each)
	Bath Towel (4 each)
	Feminine Hygiene Products – (Female)
	Sunscreen/SPF10 or Higher
	Canteen & Pistol Belt OR Camelback (<u>NO</u> neon or bright colored camelback, only medium to dark colors)
	Laundry Bag
	Ruler, Flat, 12 - 18 inch
	Flashlight with 2 sets of batteries
	Shoe Shine Kit (Polish, Brush, Rag)
	Clothes Hangers – 5 each
	Notebook Paper/Ballpoint Pens (bring three)
	Cadet Programs Binder/Phase 1 Books
	Current CAP Membership Card

PERSONAL ITEMS - OPTIONAL

✓	Description
	Small digital camera
	Iron
	Spray Starch/Fabric Finish
	Sewing Kit (Thread, Needle, Buttons)
	Foot Powder
	Hair Dryer/Hair Spray/Hair Gel
	Money (small amount) for souvenir or uniform item from AAFES clothing sales store.
	Bathrobe
	Sunglasses
	Shower cap – (Female)
	Hairpins/Rubberbands (Required long hair) – (Female)
	Makeup (minimal) – (Female)

Please double-check to ensure that you have properly packed everything that you checked on this list.