

FLWGP 60-70

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Encampment Planning and Management



FLORIDA WING
CIVIL AIR PATROL

SUMMERY OF CHANGES

Section 5-4 a. 11-13 added to Administration duties. Section 5-4 c. 8 amended to Logistics duties.
All added items are shaded.

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CHAPTER 1 – GENERAL INFORMATION

1-1. Scope. This pamphlet is designed to provide continuity between wing encampments and to serve as an additional source document for standardizing the encampment planning and setup practices. All personnel participating in Florida Wing encampments should read and be familiar with this pamphlet. This pamphlet is not a supplement, nor does it supersede any Civil Air Patrol regulation or other official publication. The source documents for the management of the encampments are CAPR 60-1 *Cadet Program Management* and CAPP 60-70 *Cadet Encampment Guide*.

1-2. Mission. The mission of Florida Wing encampments is to provide cadets with a positive training environment that reinforces the core values of the Civil Air Patrol and the United States Air Force through consistency and adherence to the standards of the Cadet Program. Through interaction with peers, integrated teamwork, and direct mentorship from their leaders, cadets will gain experiences that will form the foundation of their cadet career and serve them as young adults. Physical and mental safety will be the first consideration of all members. All activities will be conducted to the highest ethical and professional standards.

1-3. Terms. The following terms are described below to ensure all users of this pamphlet are applying the same meaning and definitions uniformly.

a. Line Staff. Line staff includes all cadet staff in the positions of flight sergeant (FLT/CCS), flight commander (FLT/CC), squadron first sergeant (CTS/CCF), and squadron commander (CTS/CC or TSS/CC).

b. Squadron Staff. Squadron staff includes all flight commanders (FLT/CC), flight sergeants (FLT/CCS), squadron commander (CTS/CC or TSS/CC), and the first sergeant (CTS/CCF) for a cadet training squadron or training support squadron.

c. Flight Staff. Flight staff includes flight commanders (FLT/CC) and flight sergeants (FLT/CCS).

d. Group Staff. Group staff includes the Cadet Training Group Commander (CTG/CC; The encampment Cadet Commander), Cadet Deputy Commander of Support (CTG/CDS), Cadet Deputy Commander of Operations (CTG/CDO), and standardization and evaluation OIC (CTG/TGV).

e. Senior Staff. The senior staff includes all senior members assigned a duty assignment at the encampment. Seniors visiting the encampment or other guests are not included.

f. Cadet Cadre. The cadet cadre includes all cadet members assigned an official duty assignment at the encampment as designated on the encampment cadet cadre list.

g. Living Area. Living area refers to any area used by the encampment attendees for sleeping. Common terms include Barracks (Army), Dormitories (Air Force), quarters, lodging, and billeting.

h. Training Officer (TO). The term “TAC” has been changed to “Training Officer” for the national encampment standard compliance. The TO is assigned to a flight to serve as an adult presence for the flight. TOs are a critical component of the encampment and are the front-line adult safety observers and a resource of experience and life knowledge to cadet staff.

1-4. Publication Cycle and Revisions. This is a Florida Wing Pamphlet. Recommendations for changes to this publication shall be made to the Director of Cadet Programs, (FLWG/A5CP) or through the FLWG CAC and in turn FLWG/A5CP. FLWG/A5CP will review and approve or deny the requested changes and route the pamphlet for FLWG/CC approval. This pamphlet remains in effect until superseded or rescinded by the FLWG/CC. The encampment commanders are encouraged to provide feedback after each encampment to improve the policies and processes established in this pamphlet.

1-5. The encampment Completion Requirements. CAPR 60-1 9.3.1 specifies the encampment graduation requirements. The encampment commander is the deciding authority to award completion of the encampment.

1-6. Uniforms. The uniform of the day (or CAP corporate equivalent) will be worn by all personnel during the defined duty day, typically 0600 - 1800. Commanders may authorize the wear of an alternate uniform if necessary for the performance of duty requirements. The physical fitness training uniform (PTU) shall be worn when another CAP uniform is not prescribed for wear. Civilian attire will not be worn during the encampment, except after duty hours. All personnel (senior staff, cadet cadre, and students) will arrive at the encampment in the designated uniform.

a. Headgear. Berets are not authorized at the encampment. Functional hats will be worn for the encampment. The following hat color and labeling standards are set to ensure consistency and reduce the need for members to learn new systems for each event. Past encampment hats are not authorized unless the functional position is the same and the color and style of the hat/cap remain the same. Hats will be worn unmodified, as designed, at all times (i.e. not "ranger rolled"). Grade insignia will not be worn on hats at any time by cadets or seniors. The standard office symbols designated in CAPP 1-2 pg18 will be used, those not listed will be specified in attachment 2 of this pamphlet. No additional symbols or duty positions will be created other than what is listed in attachment 2 without first consulting FLWG/A5CP. Color numbers are from the Federal AMS Standard 595 color chart for reference.

(1) Cadet cadre will wear black (17038) hats with white, capitalized lettering. The functional symbol for the cadets’ assigned position or section will be used (ex. Alpha Flight Commander “AFLT/CC,” Cadet Administration Officer “TSS/DA,” 1st Cadet Training Squadron Commander “ICTS/CC.”)

(2) Senior staff will wear navy blue (15053) hats with silver, capitalized lettering. The functional symbol for the seniors’ assigned position or section will be used (ex. The encampment Commander “ENC/CC,” The encampment Logistics Officer “ENC/LG,” Flight Training Officer “ENC/TO.”)

(3) Safety team members both senior staff and cadet cadre will wear “safety green” (no number) hats with black, capitalized lettering. The safety section functional symbol will be used (ENC/SE for senior members and CTG/SE for cadets)

(4) Health services members will wear blue (15056) hats with white capitalized

lettering. The health services office symbol will be used. (ENC/HS.)

(5) Cadet student hats may have the encampment “E” logo on them if funds are available but are not required. Hats will be the following colors for squadrons.

- a. Squadron 1 purple (17100)
- b. Squadron 2 yellow (23655)
- c. Squadron 3 forest green (34115)
- d. Squadron 4 brick red (30076)
- e. Squadron 5 aqua blue (27769)
- f. ATS Squadron tan (30227)

b. Physical Fitness Training Uniform (PTU). The PTU will consist of black athletic shorts **mid thigh length**, with no or limited markings and a tan t-shirt. Hats will not be worn with this uniform. During cold weather, black sweatpants or other athletic pants may be worn and a sweatshirt or jacket may be worn. *Note: This policy intends to promote uniformity while also promoting CAP activities and participation. Appropriate clothing for weather conditions shall ultimately dictate what clothing is worn.*

1-7. Withdrawal and Dismissal. Any member leaving the encampment before graduation will be classed as either a dismissal or withdrawal. Members shall complete the individual out-processing requirements before their departure. Communication with parents or legal guardians of cadets being dismissed from the activity will be made by the ENC/CC and may not be delegated. Early dismissal is covered in CAPP 60-70 section 2.9.

1-8. Vehicles and Transportation. Transportation is the responsibility of the member. Corporate Owned Vehicles (COVs) may be utilized as much as possible to provide transportation to members to and from the encampment but it is not guaranteed. Personal Owned Vehicles (POVs) are authorized for travel to and from the encampment, however, cadets are not authorized to operate or ride in a POV during the encampment unless the vehicle has been approved for use per CAPR 77-1 by the FLWG/CC. This approval must be in written form (email is acceptable).

a. Vehicle Safety. All CAP drivers will receive a safety briefing covering the operating characteristics of large passenger vehicles before transporting any member at the encampment. The briefing will include roll tendencies, local area driving hazards, off-limits areas, and any other items determined necessary by the safety officer and/or transportation officer.

b. Mass Movement. When a mass movement of personnel is necessary, transportation will be provided “on demand.” Vans will be loaded to authorized carrying capacity and then depart directly to the destination. The mass movement will be coordinated by radio and directed by the encampment operations.

1-9. Property & Equipment. All Florida Wing/Civil Air Patrol property shall be labeled clearly as such before issue. Individual member property and equipment will be labeled with first and last name and CAP ID as a minimum.

a. Lost and Found. The logistics section will maintain a lost and found section. Any property found unattended, unlabeled, or otherwise determined out of place will be turned in to

logistics for processing. Logistics will ensure all items turned in to lost and found are accounted for and returned to either the owner, designated storage location, or kept in lost and found.

b. Confiscated Property. Any cadet in possession of prohibited items during processing will have the prohibited items confiscated. The contraband shakedown is governed by CAPP 60-70 section 2.7.

c. Retrieval of Personal Property. Members retrieving property from lost and found must be able to describe the item missing in enough detail that logistics personnel can ensure the property is indeed the member's property.

d. Unclaimed Property. Any property left unclaimed after the completion of the encampment will be kept for one week if space is available to take the unclaimed property away from the facility. If the property remains unclaimed beyond a week after the encampment completion the property may be disposed of. FLWG/A5CP, ENC/CC, or others published the encampment contact/designee should be contacted as soon as possible after determining there is missing equipment.

1-10. Welfare and Hygiene. The health and welfare of all participants is of the highest priority at the encampment. The guidelines in CAPP 60-70 will be followed. The items listed below shall be used as a minimum.

a. Hydration. Commanders at all levels are responsible for ensuring member hydration throughout the encampment. Procedures shall be in place that ensure everyone at the encampment is hydrating properly. Based on the encampment weather, hydration standards and goals shall be published to all the encampment participants by the safety team.

b. Blister Checks. Training Officers are responsible for inspecting all cadets' feet every night. Cadets with minor blisters or "hot spots" will be given moleskin by the TOs to use. If the blisters get worse or rupture the cadet will be escorted to the infirmary for treatment by Health Services.

c. Trash. Trash will not be stored in any living area. Trash will be emptied every day from all the living areas and offices by the logistics team.

d. Sleep. Students will be afforded 8.5 hours of sleep per night. Cadet Cadre will be afforded 8 hours of sleep per night. Personal time will not be counted towards the minimum sleep time required.

e. Showers. All personnel will shower daily. The wear of shower shoes is required. The encampment schedulers will ensure that enough time is provided for showers that every participant receives at a minimum of three minutes for showering and seven minutes for changing, drying, etc. At winter encampments, planners shall take special care to emphasize the importance of participants fully drying off before leaving the shower facilities and going outside.

1-11. Cadet Protection. SPECIAL EMPHASIS The safety of cadets is of the utmost importance all cadet protection issues must be handled and reported per CAPR 60-2 Cadet Protection Program. This regulation must be reviewed and highlighted during Required Staff Training with special emphasis on section 4.2 Reporting Requirements. Florida is a shall report state and all suspected

incidences must be reported using 1-800-96ABUSE (1-800-962-2873).

1-12. Reflections. Reflections is the time designated in the evening before lights out for the encampment personnel to speak with a chaplain, character development officer, or commandant of cadets individually or in a group format about the day. Reflections is a chance for personnel who may be experiencing stress, or have a difficult time adjusting to the encampment to relax and discuss their day and the events of the day. Cadets will not be prevented from attending Reflections when it is offered and will not be punished for attending instead of performing another encampment function. Reflections will be separate from evening personal time and not scheduled at the same time.

The ultimate goal for reflections is to help struggling personnel realize that the encampment is an achievable feat and then help the individual make it to the end of the encampment and graduate. Reflections will be led by the Chaplain, Character Development Officer, or Commandant of Cadets. It is not a religious service; however, cadets with spiritual needs may speak with the Chaplain at this time.

1-13. Early Arrival Students. Students arriving before the scheduled check in date and time should be rare and only for the convenience of senior member staff who are traveling long distance, or if a sibling is on cadet staff. It is not to be used as convenient child care for parents wanting to drop off early. There will be an extra fee charged for early arrival to cover the meals and barracks room. The early students will be put into a temporary flight and given either extra training or put to work helping prepare for the encampment. No early students will be admitted prior to senior member staff arrival.

1-14. Good order and Discipline. The following section will cover the conduct of both Senior Member staff, cadet staff and students. Anyone found not in compliance with CAP regulations, policies and/or encampment procedures may be dismissed from the encampment. This section will be briefed to all staff and students prior to the start of encampment and at the student welcome talk.

- a. Members will always be respectful of each other, especially when stress is high, and tempers run short.
- b. Unwelcomed fraternization between senior members will not be tolerated.
- c. Cell phones are considered contraband and no cadet will have one in their possession. Waivers to this rule will be at the discretion of the Wing Commander and on a case-by-case basis.
- d. The lights out time for students and cadet cadre will be strictly enforced. Anyone found in violation of this rule will be subject to administrative actions that may include suspension and/or termination of their membership.
- e. Fraternization between cadets of any ranks will not be tolerated.

CHAPTER 2 – TRAINING OBJECTIVES, GOALS, AND TOOLS

2-1. The encampment Goals. See CAPP 60-70 section 1.1

2-2. The encampment Objectives. The training curriculum will be tailored to ensure these objectives are achieved within the timeframe of the encampment:

a. Safely complete all training activities and finish the encampment with no reportable injuries. Minor injuries (i.e. cuts, scrapes, etc.) are inevitable, however, it is every member's responsibility to exercise good judgment and make every reasonable attempt to avoid injury.

b. Score a post-test the encampment average grade of 85% or higher.

c. Provide engaging activities and training that promote an active and healthy lifestyle where all members participate and experience physical success.

d. Ensure all cadets identify personal short-term and long-term goals for themselves as cadets by the end of the encampment that can be recorded and taken back to their squadrons.

e. Teach drills and ceremonies to the Wright Brothers Award proficiency and knowledge levels while ensuring myths and incorrect practices are actively identified, addressed, and corrected.

f. Provide personalized formal feedback to every cadet staff and student on a CAPF 60-95 or 60-96 to take home with them.

g. Collect meaningful feedback from cadets before the end of the encampment to identify immediate areas needing improvement and those areas that were thought to be productive, educational, and fun.

2-3. Training Syllabus. A training syllabus will be prepared that covers all unallocated time (i.e. "flight time"). This syllabus will adhere to the guidelines set in CAPP 60-70 section 5.

2-4. Excellence/Discrepancy Reports Will not be used IAW CAPP 60-70 section 2.8.

2-5. "In-Flight" Duty Assignments. Cadets shall be allowed to contribute to their flight. These jobs are listed as suggested duties. Additional duties may be created, and the jobs listed below may be modified. This requirement intends to ensure cadets are given responsibility and the chance to excel. Duties may be rotated daily or kept for the duration of the encampment. Duties should be assigned to cadets in the flight to task those who may not be as challenged because of a higher level of maturity, age, or general CAP experience.

a. **Academic Monitor.** This should be a cadet with a strong grasp of the required knowledge items from the cadet handbook. The academic monitor will help cadets in the flight study and learn the required knowledge. This cadet is also responsible for helping cadets struggling with memorization work.

b. Hydration Monitor. The hydration monitor will keep track of cadets' water intake and ensure that everyone on the flight is drinking water and that the flights' water cooler is kept full. Cadets in the flight should check in with the hydration monitor every time they refill their canteens or water carrier. At any time during the day, the encampment staff can determine exactly how much water an individual has drunk.

c. Element Leaders. Element leaders are traditional leadership positions within the flight. Assigning element leaders will ensure flight sergeants are not overwhelmed and will allow flight staff to take advantage of the experience and knowledge of cadets in the flight while giving them time to focus on other cadets that may be struggling. Element leader responsibilities include ensuring all members of the elements have their displays (bed, uniforms, etc) prepared for inspection, helping identify cadets with potential medical issues, serving as a mentor and role model, and being a cadet in the flight that younger, less experienced cadets can talk with to help them adjust to the encampment.

d. Uniform Monitor. Any cadet in the flight with a well above average uniform appearance should be considered for this position. The uniform monitor will help the members of the flight with uniform preparation and uniform wear. This includes mentoring cadets to achieve correct insignia placement and passing general wear techniques.

e. Shoe Aligner. A simple job for less experienced or younger cadets that still keeps the person involved, the shoe aligner ensures all shoes are displayed under the bed properly and always kept ready for inspection. This cadet should be "tweaking" shoe placement, not completely reorganizing other cadets' shoes.

CHAPTER 3 – PRE-THE ENCAMPMENT PLANNING

3-1. Site Selection Criteria. The encampment location is the result of two competing interests. First is the desire to hold an encampment at an active Air Force installation, or other military installation, and the second is the availability of facilities that can accommodate the encampment. Facility availability is normally the most difficult task to satisfy. The following questions should be answered when searching for an encampment site:

a. Sleeping Quarters. How many beds total? How many beds are on each floor? How many buildings? Are there linens and pillows available? Are the buildings heated/air-conditioned? Is there a separate staff building?

b. Restrooms/Showers. Are the restrooms and showers in the same building as the sleeping quarters or in different buildings? How many stalls? How many showers? Are showers separated or communal?

c. Academic and Support Facilities. Are there classrooms available? Are there auditoriums that can seat the entire encampment? Is there a computer and technology support setup? Are there projectors in the rooms? Are there rooms for staff offices?

d. Dining Facilities. Is there a dining facility available? How are meals charged (i.e. a la carte, buffet, etc.)? How many people can be seated at a time? Can the encampment contract catering? Can the encampment use its food staff? Will the facility accommodate a banquet?

e. Miscellaneous. How much of the facility is lighted at night? Is there an adequate area for physical fitness training? Is there a parade field or other suitable site for a parade (pass in review)? What local area resources are available for activities (confidence course, rappel tower, orientation flights, simulators, etc.)?

f. Costs. How much do buildings cost to use? How much do local activities cost (confidence courses, etc.)? Are there other expenses? Is there a deposit required? Any other expenses?

3-2. The encampment Command Staff These positions are critical, have specific requirements, and should be selected well in advance of the encampment.

A. The Encampment Commander. The selection of a qualified encampment commander is critical to the success of the encampment. Selection should be made based on some of the following areas: CAP experience, professional experience, the encampment specific experience, including having held the following positions commandant, and deputy of support in addition to cadet programs experience (Master rating in CP preferred). FLWG/A5CP will review all applications to provide the best recommendation to the FLWG/CC for the encampment commander selection. The ENC/CC should be selected at least 6 months in advance to provide the maximum amount of time possible for planning. ENC/CC may be reappointed without reapplication for up to three consecutive encampments at the discretion of the FLWG/CC.

B. Cadet Commander. The ENC/CC will review all cadet commander applications

with FLWG/A5CP and any other senior cadet programs advisor designated by either the FLWG/A5CP or ENC/CC. Cadet applicants should show significant experience at the encampments having held the deputy commander, squadron commander, and flight staff positions, and possess a strong CAP background. Applications should, as a minimum, include a resume and goals-based essay for the encampment. Letters of recommendation may be submitted, however, are not required. The cadet commander should be selected at least 5 months in advance to provide the maximum amount of time for planning.

C. Commandant. The Commandant ENC/CW will be selected by the ENC/CC with the FLWG/A5CP. Selection should be made based on some of the following areas: CAP experience, the encampment specific experience, including having previously held the chief training officer position, and cadet programs experience (Master rating in CP preferred). The Commandant should be selected at least 5 months in advance to provide the maximum amount of time for planning.

D. Deputy Commander for Support. The Deputy Commander for Support (ENC/CDS) selection should be made based on some of the following areas: CAP experience, professional experience, the encampment specific experience, including having previously held more than two of the following positions Admin, Safety, Communications, Transportation, Logistics, Operations, and Public Affairs. The Deputy of Support should be selected at least 5 months in advance to provide the maximum amount of time for planning.

E. Chief Training Officer. The chief training officer (ENC/CTO) will be selected by the ENC/CC with the ENC/CDC. Selection should be made based on some of the following areas: CAP experience, the encampment specific experience, including having previously been a training officer at least once, and cadet programs experience (Senior rating in CP preferred). The cadet commander should be selected at least 4 months in advance to provide the maximum amount of time for planning.

3-3. Timetable Checklist & Project Management. The ENC/CC shall ensure timeline events are conducted on time and that all involved parties are coordinated within the specified time frame. The master task planning checklist (attachment 1) shall be used to ensure all pre-encampment planning tasks are completed. All the encampment work/effort/tasks/ will be tracked on the checklist. All documents will be stored in the encampment channel in Microsoft Teams. Once staff selections are made, they will be given access to the team as directed by the ENC/CC. The FLWG/A5CP will be kept informed at all times and given owner access to the encampment team.

3-4. Notification. The ENC/CC is responsible for ensuring all FLWG units receive notification of the encampment dates, application procedures, deadlines, and general information notices. This responsibility will become the responsibility of the ENC/PA once the encampment staff is selected. Keeping all wing members current on the encampment news is critical to the encampment's success and bringing back members in the future. The Florida Wing Cadet Programs website will be the official source for all the encampment news and information.

3-5. Application. Staff applications will be submitted by all applicants for all positions. All applications received by the deadlines will be reviewed. The ENC/CC shall determine the application deadlines for all levels of applicants (cadet, staff, command staff, etc.). Extensions to the deadline should be avoided unless extenuating circumstances exist. There should be at least

a two-week application period to ensure notification is received by all eligible members. The application process will be defined by the ENC/CC and posted as soon as possible for all interested members to review. Those selected for positions should be notified immediately after the close of applications. Those not selected should also be immediately notified and encouraged as to how they can improve to apply next time or recommended to apply for a different position if applicable.

3-6. Pre-encampment Staff Training. The ENC/CC will hold at least one full staff meeting 30 days before the encampment to ensure that all members are receiving the training they need from their immediate supervisor to be prepared for their positions at the encampment.

a. Virtual training sessions will be held in the weeks before the encampment to cover duty position requirements, and base familiarization for both senior members and cadet cadre.

3-7. Student Introduction Email. Every student should receive an introduction email from either their flight sergeant or flight commander at least two weeks prior to the start of encampment. It should introduce the flight staff and pass on any additional information the flight staff would like the students to know.

CHAPTER 4 – ORGANIZATION & STRUCTURE

4-1. Unity of Command. To ensure effective communication every person must have only one boss. Reporting to multiple people causes conflict and disrupts the flow of official communication. The most challenging aspect of the encampment is ensuring this principle is met concerning communication between senior and cadet staff. The encampments have two distinct, parallel chains of command – the senior chain of command and the cadet chain of command. The only cadet that reports directly to a senior is the cadet commander. With this exception, cadets report to cadets, and seniors report to seniors. *Note: when disagreement exists between what is expected by the cadet and by the senior, both the cadet and senior will find their immediate supervisors and together discuss the disagreement. These conflicts arise most often from a change in the plan or a deviation from published procedure. It should be assumed that both members are acting in the best interest of the encampment and therefore command guidance on how to proceed must be sought to ensure that the encampment commander’s intent is achieved.*

a. Cadet – Senior Counterparts. Some duty positions exist as both cadet staff and senior staff duty assignments. Some examples of this are administration, operations, public affairs, and logistics. In these positions, the members assigned to these functions are counterparts with equal responsibility in taskings assigned to their specific function, unless specifically noted otherwise. Seniors should serve as mentors to cadets and cadets should serve as mentors to seniors with each helping the other in areas where a lack of knowledge or experience exists. Ultimately, senior members are responsible for their assigned duties and all members will maintain professionalism in all actions. Support functions are assigned to an “office”, not an individual. For example, “logistics” is responsible for issuing canteens, not specifically the cadet or senior logistics officer.

4-2. Span of Control. The encampment will be organized so that no person is presented with a situation in which they will become overwhelmed with supervisory responsibilities. The span of control norms is three to five, and one to seven maximum. Sections should be consolidated based upon the determined need of the encampment and the number of cadets attending.

4-3. Scalability. The encampment structure in a planning environment is a scalable organization that should be tailored to the location of the encampment and the expected number of participants. Commanders shall evaluate how many cadet participants are expected and build the encampment structure that supports the mission. Organizations that are not tailored result in too much staff and support or too little; both situations create problems for the encampment.

4-4. Echelon Responsibilities. Each level of organization (group, squadron, flight, element, section, etc.) has inherent responsibilities. Commanders at each level shall ensure that their organization satisfies its specific responsibilities. Duplication at multiple levels should be avoided. Florida Wing encampments will be based upon a group structure to eliminate excessive “overhead” staffing.

a. Group. Cadet Training Groups will use the symbol “CTG” for organizational designation. The purpose of the group is to provide oversight and management to all subordinate units. The group is responsible for setting the training goals for the encampment and ensuring the goals are being achieved through a standardization and evaluations program. The CTG/CC is the “the encampment cadet commander” and reports directly to the commandant of cadets (ENC/CW).

b. Squadron. The encampment squadrons are the mid-level management unit of cadet personnel. Squadrons will provide direct guidance to flights and ensure that each flight is achieving its specific training objectives. There are two types of squadrons: Cadet Training Squadrons (CTS) and a Training Support Squadron (TSS).

(1) Cadet Training Squadron. Cadet Training Squadrons will use the symbol “CTS” for organizational designation. The CTS is the line staff; it is led by a cadet squadron commander and cadet first sergeant. Its primary purpose is to train, mentor, and evaluate the flight staff and ensure the encampment training goals are being achieved by the flights.

(2) Training Support Squadron. The Training Support Squadron will use the symbol “TSS” for organizational designation. The mission of the TSS is to provide a single unit responsible for all training support functions at the encampment while simultaneously offering more cadets an opportunity in a leadership role during the encampment.

c. Flight. The flight is the basic unit for the encampment. Flights will use the symbol FLT prefixed with the flight letter (ex. AFLT). Flights will have a flight commander and flight sergeant. An assistant flight sergeant may be appointed either from cadet staff or a qualified cadet student in the flight. The purpose of the flight is to provide the organizational element in which the encampment training is administered. Flight staff will provide nearly all training in customs and courtesies, drill and ceremonies, and CAP knowledge as well as be the always present staff member to assist cadets in meeting CAP and the encampment standards. Cadets will be assigned to the same flight for the duration of the encampment. The flight is the unit cadets will work within all their team building problems and is the group of cadets whom a common core of experience will be built from. Flight staff must ensure their flight is always on time per the encampment schedule and that its cadets are always performing to standards.

CHAPTER 5 – STAFF ASSIGNMENT & DUTY RESPONSIBILITIES

5-1. Staff Application. ENC/CC will publish an initial staff announcement via the general email list, the encampment web page, and the Wing Facebook page. Applicants should be provided at least 14 days to submit an application where practical. Possible parts to an application may include a CAP resume, professional resume, essay, essay questions, phone/virtual interview or e-mail interview, letters of recommendation, or reference.

5-2. Staff Selection. All applications for the encampment staff shall be reviewed and objectively evaluated. The encampment commander retains ultimate authority for staffing personnel at the encampment. The encampment command staff should provide feedback and assist in the staff selection process. All positions will be selected and informed at least 30 days, preferably 60 days, before the encampment. Those not selected will be informed immediately and given feedback as to how to improve for the next event or a different position suggested. Positions not needed or excessive assistant positions will not be staffed.

5-3 Staff Duty Descriptions & Responsibilities

a. Finance Officer (ENC/FM). The encampment finance officer will account for all participant fees, and all the encampment expenditures, and ensure all monies are properly accounted for before, during, and after the encampment. This position may be combined with the administration section; however, ENC/FM will remain a senior-only function. Responsibilities include:

(1) Obtain ENC/CC approval for all the encampment paid expenses. *Note: Any purchases made without ENC/CC approval and not on the approved encampment credit card and/or not preapproved on the encampment budget will not be reimbursed.*

(2) Account for all activity fees paid, ensure all participants have paid the correct activity fee, and actively collect any monies due to the encampment.

(3) Provide a list to the ENC/CD by day two of the encampment of members who have not paid. After graduation, submit a list of members owing money to the encampment to the ENC/DA, ENC/CC, and FLWG/A5CP. *Note: Members who have not paid their encampment fee or who have other outstanding debt or property issues will not be given the encampment graduation credit nor issued a graduation certificate.*

(4) Update the encampment master budget worksheet. Verify expenditures and income for the encampment areas projected in pre-encampment planning. Provide information to the ENC/CDS detailing any discrepancies or unexpected variances in the budget.

b. Health Services (ENC/HS). Section 3.3 of CAPP 60-70 covers medical care at the encampment. This section is not in conflict with what is prescribed there and is only in addition to it. Any care necessary above the scope of emergency first aid will not be provided by the encampment. Members will be taken to clinics, hospitals, and/or in emergencies 911 shall be used for any issue above the emergency first aid scope of care. Cadets will not be assigned to the health services section. General health services section responsibilities include:

(1) Duty Assignment Prerequisite: All personnel assigned to ENC/HS shall have basic first aid and CPR certifications current before the encampment. Health services staff should hold professional medical certification when possible.

(2) Maintain a health services log. The log will include names, CAPIDs, date and time, reason for visit, and health services officer seen. This log should be a summary document that contains all data for all members seen by the health services section. It will be kept confidential and secured per CAPR 160 chapters 2 and 3.

(3) All OTC medications given will be noted in the log and be IAW CAPR 160I-1 chapter 4.

(4) Review all participant applications to screen for medical issues. Maintain a listing for each person with allergies, taking medication, and recent or recovering injuries.

(5) Provide a list of cadets with medications/allergies broken down by flight to the chief training officer to be distributed to each flight training officer.

(6) Maintain a supply of basic nonprescription medications (over-the-counter) products and first aid supplies. Notify ENC/LG if more supplies are needed.

(7) Parents will be notified if a cadet is given more than basic first aid.

(8) An HS officer will be present at any location where the cadets are when not in the barracks area (i.e. parade practice, obstacle course, LRC course, rappelling tower)

(9) Monitor the encampment's compliance with CAPR 160I-1, Operation of the CAP Health Service Program, and all other applicable CAP publications.

c. Training Officer (ENC/TO) The training officers report to the ENC/CTO and are assigned to a flight, or squadron. The main duties of the training officer are covered in CAPP 60-70 section 4.3 subsection f. The training officers should be with their flight at all times except transportation times. They will be expected to move all cadets without regard to flight assignments until all cadets have been moved from one location to the next. When cadet students are in a classroom environment all training officers don't need to be present, break times should be coordinated among squadrons and at a minimum, one TO from each squadron should be on duty.

d. Transportation (ENC/LGT) The transportation section reports to ENC/CDS and is responsible for:

(1) Maintain the listing of vehicles and transportation assets available (vans, buses, etc.).

(2) Track when vehicles arrive, and what day of the encampment they will be available.

(3) Coordinate transportation to and from the airport for cadets and seniors.

(4) Inspect all vehicles assigned to the encampment in processing. A van is not accepted into the encampment unless the fuel tank is full. *Note: cadets with a CAP driver's license are only allowed to drive vans without passengers during the encampment. Cadets may assist in performing vehicle inspections under the supervision of a senior member.*

(5) Complete the form 73s if there is a change over to the next month during the encampment.

(6) Coordinate the refueling of vans if needed during the encampment, and the mass refueling on the last night of the encampment. All vans will leave the encampment with a full tank.

(7) Work with ENC/CDS on van assignments to personnel during the encampment.

(8) Take care of any vehicle issues during the encampment including breakdowns, lockouts, etc.

e. Command Post and/or Communications (ENC/DC & TSS/DC). The command post/communications section reports to the ENC/CDS. If there is a person assigned to the Command Post position, that person is responsible to maintain a 24-hour duty section. If there is only a Communications section, then 24hr service is not required. This department will receive and direct any internal or external request for information regarding the encampment or its personnel and to ensure proper notification is made to the appropriate authority as directed by the Emergency Action Checklist. Additionally, the command post is responsible for the following:

(1) Maintain the official encampment log and ensure all events are properly recorded.

(2) Sign in and out all personnel leaving and returning to the encampment base.

(3) Track the whereabouts of all personnel at the encampment by monitoring the official encampment schedule and through a sign-in/out log for personnel traveling offsite.

(4) Receive all incoming encampment calls. Command Post may answer general questions where the information is provided on the encampment website or through other publicly released publications. For other inquiries, calls will be directed to the appropriate staff office.

(5) When VHF radios are activated, the Command Post will monitor all frequencies in use.

(6) Monitor official weather sources for current weather information and forecasted weather. Ensure that any potentially hazardous weather situation is closely followed. Notify the ENC/CC and ENC/SE of any imminent weather situations including lightning within 10 miles.

(7) Publish the current flag condition and ensure notification is made to the encampment command staff for dissemination to the staff.

(8) If not on a military installation and when available, use a large speaker system to play reveille, retreat, and taps at the designated times.

(9) The encampment communications plan is prepared before the encampment. This must include types of radios, frequencies, and/or channel assignments, and an easy business card format with the listing of all frequencies and callsigns for all users is available.

(10) Ensure proper sign-in and sign-out of radios. Serial numbers will be checked and verified on check out and at check-in. Radios will be issued to the member via hard copy CAPF 37E. All equipment must be signed for before custody is transferred - no exceptions.

(11) Maintain charging equipment and spare batteries (rechargeable batteries and charging banks should be utilized when available and necessary). Radios may be issued with or without chargers, however, plans must be made to ensure all radios are charged fully daily.

(12) Serve as the Information Technology (IT) focal point. Assist with networking, software, and other computer needs if there is no other IT personnel available.

(13) Determine Introductory Communications User Training (ICUT) completion status and prepare a list for the ENC/CDS. All staff not having completed ICUT before the encampment will complete the training during the staff training period before cadet arrival.

(14) Actively secure radio equipment for the encampment use from all available sources within the wing to support the encampment communications plan. Coordination requests shall be made in turn through the encampment chain of command. Direct coordination to the FLWG/DC is not authorized.

(15) ENC/DC is accountable for all communications equipment used for the encampment. Accurate logs must be maintained to ensure radio assignment and accountability are maintained. The senior communications officer (ENC/DC) may delegate responsibilities to cadets, however, ultimate accountability for the proper issue and tracking of communications assets is the ENC/DC's responsibility.

5-4. Cadet/Senior Joint Staff Descriptions. These staff duties are filled by both seniors and cadets. The responsibilities of these staff functions have been combined. The "ENC" prefix refers to the senior assigned to the section and the unit identifier (ex. CTG or TSS) identifies the cadet section. Unless specifically noted, the duties associated with the staff duty may be performed by cadets or seniors. Additional information on cadet-senior working relationships is provided in paragraph 4-1a of this pamphlet.

a. Administration (ENC/DA ~ TSS/DA). The administrative section performs the duties of administration and personnel and reports to the Deputy Commander of Support (ENC/CDS). Responsibilities include but are not limited to the following:

(1) Work with FLWG IT to create the encampment web page and registration system to capture all necessary registration information.

(2) Create the master attendance list of all the encampment personnel both senior member staff, cadet staff, and cadet students.

(3) Before the start of the encampment contact all cadets who were approved for CEAP but not registered for the encampment and encourage them to register.

(4) Distribute and account for copies of handouts for the encampment (cadet handbooks, class handouts, etc.).

(5) Create the encampment graduation certificate and generate graduation certificates for all participants. Final "proof" must be approved by the ENC/CC.

(6) Create a method to distribute the encampment t-shirts and coins to the participants.

(7) During in-processing, ensure that all cadets have turned in all required paperwork and activity fees. Additionally, verify the correct spelling and grade of each cadet.

(8) Create the barracks assignment sheet and ensure that ENC/CDS is advised if more Barack buildings are needed.

(9) Collect the sleeping assignments or bunk number data for senior staff, cadet staff, and students. Maintain an encampment "bed book" listing that lists each person's CAPID, name, building, and bed number. This is a locator list to be used in emergencies to locate a member and during evacuations as an accountability tool.

(10) Keep track of supplies in the admin boxes, and request the purchase of needed items through ENC/LG. Complete a final inventory of all supplies at the end of the encampment and update the master inventory list on Microsoft Teams.

(11) Ensure the encampment surveys (both senior member and cadet) are completed and turned into FLWG/A5DC within 2 days of encampment completion.

(12) Track the encampment completion list of those who will receive credit for encampment, and turn in the completed list no more than 2 days after the graduation date.

(13) Work with Finance to correct any issues with the final CEAP draft back list sent from National. This is to be completed no later than 4 days after Encampment.

b. Food Service (ENC/FS ~ TSS/FS). The encampment food service staff reports to ENC/CDS and their responsibilities will vary based on the encampment location and method of providing meals (i.e. in-house, contracted caterer, military dining facility, etc.). General responsibilities may include:

(1) Maintain an accurate accounting of meals needed for each meal period of the days at the encampment. This includes planning for staff training days or other days where the full membership of the encampment is not present.

(2) Perform skilled cooking duties and coordinate services to ensure high-quality standards of food production and services, including preparation, serving, and cleanup.

(3) Ensure members with specific dietary needs are accommodated (i.e. vegetarian, allergies, religious, etc.). Monitor the dietary needs listing and note any requests that will require additional preparation or planning to accommodate.

(4) Present a food services duty briefing to all food services cadets stressing working requirements while in the food preparation area. Additionally, provide a walk-through briefing to all new food services cadets in the dining facility before they begin performing their duties.

(5) Maintain the supply of food for the encampment and ensure proper storage.

(6) Prepare, or assist in the preparation, and serve the encampment meals.

(7) If a food vendor external to CAP is used, validate the vendor's cadet protection policy training (CPPT) status. If no vendor personnel are cadet protection qualified, a dedicated CAP CPPT-approved senior member must be present at all times while cadets are working with the food vendor.

(8) If a catering service is not used, then the food services senior member OIC will build the encampment menu, generate the required purchase list, seek food suppliers' quotes, and provide a recommended purchase and total amount to the ENC/CC. The OIC is not authorized to contract, commit or otherwise bind FLWG or the encampment to any purchase of food or materials without authorization.

c. Logistics (ENC/LG ~ TSS/LG). Logistics reports to ENC/CDS and is responsible for the following:

(1) Maintain a central storage/supply where the encampment resources may be stockpiled. This area must maintain inventory control and accountability over all the encampment property and materials.

(2) Ensure all buildings are stocked with essential supplies (toilet paper, paper towels, and hand soap)

(3) Daily removal of trash from all buildings and restocking of trashcan liners.

(4) Daily cleaning of the administration building includes sweeping the floor, stocking and cleaning the latrine, cleaning the water fountain, and ensuring the upkeep of the building.

(5) Setup and maintain a designated lost and found. Record all property turned in on a log. All cadets will out process lost and found where their names will be checked against the property log.

(6) Safekeeping of all contraband items collected from the cadets during in-processing and the distribution of the back to the cadets at out-processing.

(7) Keep track of logistics supplies and obtain more items as necessary.

(8) Purchase necessary items for other departments after approval is obtained from ENC/CC. Request forms must be utilized and contain approval signature from ENC/CC.

(9) Complete a final inventory of logistics supplies at the end of the encampment and update the master inventory list on Teams.

d. Operations (ENC/DO ~ CTG/DO). The encampment operations section reports to the deputy commander (ENC/CDS). Responsibilities include:

(1) Serve as OPR for the encampment schedule. Ensure all schedule changes are disseminated and copies of the revised schedule are made readily available to all staff. *Note: Operations does not create the schedule but rather maintains the published schedule and incorporates changes as directed and approved by the cadet commander.*

(2) When schedule changes are directed, coordinate with the curriculum (XPC) to verify that the change will not prevent the encampment from obtaining the required number of hours of instruction in the encampment core curriculum.

(3) Coordinate with all instructors or activity coordinators at a minimum of three weeks before the encampment, reconfirm at one week, and again confirm 24 hours before their class/activity that everything is ready. Additionally, verify that the venue to be used (classroom, outdoor auditorium, etc.) is scheduled, set up, and ready for their use.

(4) ENC/DO will coordinate with the host facility to ensure that all equipment being used is ready and accessible (for example the obstacle courses, rappelling tower, battle sims, etc).

(5) CTG/DO will coordinate the movement of cadets from location to location with the van drivers. Mass movements will be done by TOs or designated drivers. Vans will be loaded at the departure location with flights filling a van, leaving the front passenger seat open for a flight staff member. The remainder of the flight will transport in the next van available. The remainder of the seats available in that van will be filled with cadets from the next flight. A member of that flight's staff must also be in the van. This process will continue with vans returning to the pickup point until all cadets are moved to the new location.

e. Public Affairs (ENC/PA ~ TSS/PA). Public Affairs reports to ENC/CDS. The encampment public affairs mission is a statewide mission spanning every unit in Florida Wing. Every cadet must be recognized in their hometown for their accomplishments at the encampment. Responsibilities include:

(1) Generate a press release for each cadet's hometown newspaper to be sent to the local squadron PA for distribution. The preferred method for article submission is electronic. The ENC/PA should try to send, on the behalf of the cadet(s) within a specific paper's area of coverage,

an article with a file of the encampment photo (multiple cadets in the same geographic area should be listed in the same article to ensure all are recognized).

(2) Produce a daily encampment newsletter publication. The daily publication shall be approved by the ENC/CDS before publication. The newsletter should be posted to the Florida Wing Cadet Programs website and Facebook page.

(3) Take photos of all activities cadets are participating in. Provide visual documentation of the encampment. Post approved photos and videos to the cadet program's Facebook page.

(4) Prepare a video or slideshow for the encampment banquet. This presentation should be made available online to cadets after the encampment. Video time shall not exceed seven minutes. Public video releases shall not be made until approved by the ENC/CC and ENC/CDS. If the video is shown during the banquet or other the encampment function, approval must be received before its showing.

(5) Escort visitors from the media and provide information about CAP. Visitors should be coordinated with the ENC/CDS.

f. Safety (ENC/SE ~ CTG/SE). Safety is covered by section 3 of CAPP 60-70. This FLWG pamphlet is additional information. Safety officers report directly to the commanders (ENC/CC and CTG/CC). Responsibilities include:

(1) Fill out the CAPF 160-1 Deliberate Risk Assessment Worksheet for every event taking place during the encampment. The forms should be sent to the ENC/CC.

(2) Fill out CAPF 60-82 High Adventure Activity forms for every HAA event (rappelling, obstacle course, leadership reaction course, etc.). The forms should be sent to the ENC/CC

(3) Conduct the vehicle operators' safety briefing to all senior members with CAP driver's licenses.

(4) Post hydration level indicator posters and other informative displays in public areas that will be viewed by everyone at the encampment.

(5) Create fire and emergency evacuation plans. Plans will include location to assemble and how accountability will be taken. The facility-provided plans when available should be used unless there is a CAP-specific requirement not satisfied with the existing plan.

(6) Conduct a fire drill for the cadet students while in their barracks, and ensure cadre have all accountability.

(7) Conduct a safety briefing during RST, at the student welcome briefing, and before each HAA event.

(8) Ensure CTG/SE personnel are with each squadron throughout the encampment

at every activity and class. Cadets assigned to safety will have specific duties given to them and they will be checked on by the OIC regularly. Safety cadets are to be present with the squadrons/flights they are assigned to.

(9) Keep track of safety-related inventory and request replacements as needed from ENC/LG. Complete a final inventory of all safety items at the end of the encampment and update the master inventory list on Teams.

g. Standardization and Evaluation (ENC/TGV ~ CTG/TGV). The stan/eval is covered in part 6 of CAPP 60-70. CTG/TGV is responsible for developing site-specific guidance per CAPP 60-70 in coordination with the CTG/CC. Staff responsibilities include:

(1) Publish living area display inspection standards. Ensure barracks display guidance is readily available through the posting of posters or other information in the living area.

(2) Utilize the ECN Worksheet 601, Florida Wing The encampment Flight Evaluation Worksheet, to maintain an objective and quantitative assessment of the student and cadre performance through evaluation and sample inspection. The use of this worksheet defines the workflow and section requirements for TGV.

(3) Barracks and uniform inspections for training day 1 will be “stand by” inspections, with the students physically present at their bunk, and conducted by the flight staff under the guidance of the Stan/Eval team IAW CAPP 60-70. These inspections will not be scored and are for training purposes only. No notice inspections are not authorized.

(4) Barracks and uniform inspections for the remainder of the encampment will be conducted by the Stan/Eval team and will be scored for the “of the day” awards. Inspectors will not touch, move, adjust, or in any other way contact what is being inspected when the student is not present.

(5) Create, maintain, update, and publish inspection scorecards for all inspection events. The scorecard will list all components of the inspection. Consistency of scoring will ensure that all flights are graded equally.

(6) Verify all CTG units comply with all regulations, policies, and other instructions as published by the ENC/CC and CTG/CC.

5-5. Cadet Staff Contract. The FLWG form 506, Cadet Staff Contract, will be posted on the registration web page to be downloaded and printed by all cadet staff members. The form will be brought to RST. The cadet commander will read each item and the cadre members will initial off as they are read. The contract will then be signed by each Cadre member and collected. This agreement is a formal establishment of the expected behavior and conduct standards during the activity and an indication of the cadet’s acceptance and understanding thereof.

CHAPTER 6 – BUILDINGS AND FACILITIES

6-1. Building Inspections (Acceptance/Turn-In). All facilities to be used during the encampment will be inspected by a representative of the hosting organization and the ENC/CC before use. Photographs, videos, and written notes must be taken to ensure an accurate assessment of the state of the facility is determined. Any discrepancies should be reported immediately and corrected or otherwise dealt with. Upon completion of the activity, the ENC/CC will try and ensure the same inspector is used for the out-processing inspection as was used for the arrival. The ENC/CC shall ensure all buildings are cleaned and meet at least the same level of upkeep or better.

6-2. Sleeping Assignments. Flight staff will assign beds to cadets. If bunk beds are used, only the lower bunks will be used. The encampment commander, or designee, will designate which buildings will be used for which members. Once a bed and building assignments are made, no changes in location (building or bed) may be made without notification and approval from the approving authority listed below:

a. Students. Students will notify their flight staff who will notify the CTS/CCF of the need for a sleeping assignment change. The CTS/CCF will designate where the move will be made and is the approval authority. The CTS/CCF will maintain a log of all CTS members for unit accountability.

b. Cadet Cadre. Cadet cadre will notify their respective duty commander who will notify the CTG/CC of their sleeping location. After the initial notification is made, any change of sleeping location requires notification of the CTG/CC for organizational accountability.

c. Senior Staff. Senior staff will notify the ENC/CDS of their sleeping location. After the initial notification is made, any change of sleeping location requires notification of the ENC/CDS for organizational accountability.

6-3. Labeling. All student barracks will be labeled on the exterior door what flight(s) are housed within. The cadet cadre barracks will also be labeled as such. The interior doors of senior member quarters will be labeled with who is staying there. All members will label their bunk in a way that is easily identifiable and uniform to the encampment labeling standard. The encampment staff may provide materials or other means of labeling to ensure a standardized process is used. Cadets and seniors must be able to be found at night and their property must be able to be located without assistance from an encampment staff member.

6-4. Cleaning, Maintenance, and Upkeep. The logistics cadet staff will be responsible for public area cleanup. Public areas include the Admin. building, classrooms, latrines, and other public areas not including the dining facility or flight sleeping quarters. Trash will be emptied daily in all buildings. All floors will be swept or vacuumed daily. The admin building may require sweeping twice a day. All members will ensure all rooms, buildings, and workspaces are cleaned up daily.

6-5. Baggage & Property Storage. Buildings with secured closets, rooms, or lockers should be utilized to store valuable property. Confiscated encampment property will be secured in a locked environment at all times. Cadet property not needed throughout the encampment but not considered contraband may be placed in these storage areas. A two-part property receipt will be

utilized. Complete property accountability must be maintained and the member turning in the property must receive documentation that will ensure the property can be located and returned during out-processing.

6-6. Unoccupied Beds. Beds not assigned will not be used. Cadets are required to sleep in their assigned beds. Cadets sleeping in an unassigned bunk, or bunk other than their own, will be subject to disciplinary action for an integrity violation. Additionally, to ensure all members are locatable and accounted for, all members will sleep in their assigned beds.

6-7. Building Custodian. Each building used by the encampment will have a senior member designated as the building custodian. The building custodian is responsible for ensuring the building is being used per published guidelines and authorized uses as well as ensuring that all maintenance needs are addressed or reported. Because each encampment site is different, specific guidance will be issued per the encampment. General guidelines include: Training Officers will be the building custodian of their flight's building; support staff senior members will be the custodian for their building (the medical building is the medical officer's responsibility, etc.). The ENC/LG will ensure all buildings are assigned custodians and will additionally serve as the custodian to buildings where no other senior is available. All buildings will be first inspected by the ENC/CDS or ENC/CC before first use and at the end of the encampment before ENC/CC's final out review.

CHAPTER 7 – STANDARDIZATION & EVALUATION

7-1. Purpose. The purpose of the encampment standardization and evaluation program is to evaluate the encampment as a whole, in all aspects of the encampment operations, and provide constructive criticism to all participants that will enable self-improvement and immediate correction. Through individual inspections and unit organizational evaluations, the standardization and evaluation team will ensure that every person at the encampment is in full compliance with all regulatory requirements and the encampment policy.

7-2. Living Area Standards. The standardization and evaluation team (CTG/TGV) will determine how the living areas will be set up and the property displayed. During the pre-encampment staff training time, CTG/TGV will identify potential issues, develop feasible solutions, and provide the recommended method to the CTG/CC and ENC/CW for evaluation. The FLT/CC and FLT/CCS will be trained on the inspection process to complete their flight inspections and training of flight personnel. Areas of consideration include beds, shoes, uniforms (not being worn), personal property, etc. The purpose of living area standards is to provide a standard for cadets to meet that can be used to evaluate attention to detail and following instructions. The intent is not to take training time away from CAPP 60-70 training requirements or otherwise burden the cadets with menial work. Excessive or intricate setups shall be avoided.

7-3. Inspection Worksheet. The flight evaluation worksheet, ENC Worksheet 601, is the primary tool and record for the stan/eval team (TVG). This worksheet is used as the primary record of the sampled, observed, or evaluated performance. The sheet weights grade and duty assignment – the higher the grade or more responsibility, the more weight an infraction brings. FLT/CC and FLT/CCS are inspected as directed on the evaluation worksheet. The worksheet is included in this pamphlet as attachment 3.

7-4. No Notice Inspections. This type of inspection is not authorized.

7-5. Evaluator Responsibilities. All members of the CTG/TGV team must ensure objectivity at all times. Inspection standards shall be published at the start of the encampment and the scorecard or evaluation sheet will be available for review at all times. Where a standard method of evaluation is not practical, written evaluation may be provided. When written evaluations are provided, evaluators will ensure that each item evaluated is documented and an explanation of the results and corrective action, if needed, is provided.

7-6. Staff Compliance. CTG/TGV will also evaluate staff performance and provide a graded evaluation of their performance and compliance with CAP regulations, this pamphlet, and other publications. Evaluation of the staff is important to ensure all personnel is compliant and to identify areas where deficiencies exist.

CHAPTER 8 – FORMATIONS & COURTESIES

8-1. Movement of Personnel. A primary training objective at the encampment is to improve the drill knowledge and proficiency level of cadets. To give cadets the greatest opportunity to practice drill, the movement of cadets attending the encampment should always be done through standard drill movements unless it will create a problem or is not effective for a specific situation. Flight sergeants are primarily responsible for the movement of their flights. However, experienced cadets within the flight may be used during specific training times and when the flight staff determines educational benefits will be received.

8-2. Standard Formations. Standard formations are defined in CAPP 60-33 and AFMAN 36-2203. During the encampment, the standard formation is the flight as a whole unit. When in standard formation, the flight sergeant is primarily responsible for the movement of the flight. Additionally, when 13 or more cadets, not necessarily a flight, need to move point to point standard formations will be used.

8-3. Small Marching Units. The small marching unit is two to twelve cadets. To afford the maximum opportunity to all cadets for marching and drill command practice, any cadet movement will be conducted in formation. When the cadets do not meet standard formation requirements they will fall in as follows:

a. Arrangement. Cadets will fall into two columns. Two cadets will march one beside the other, three cadets would arrange two in front with the third in the back right. Up to twelve cadets can move in a small marching unit (SMU); two columns of six cadets. The highest-grade cadet will serve as the formation leader and will call all commands, including the marching cadence. The formation leader will fall in the back left corner of the formation. Formations will size tallest to the front, and shortest to the rear. If there is an odd number, the formation leader on the last row will align under the right column.

b. Formation Leader Responsibilities. The formation leader will fall into the farthest back position. If an even number in the formation, this is the back left, in an odd number formation the back right. The formation leader will call all commands for the formation and will command necessary customs and courtesies (i.e., passing an officer, command “Present, ARMS” and ALL formation members will execute).

8-4. Saluting and No Salute Areas. Unless designated a no salute area by the ENC/CC, all the encampment areas are salute areas. Outdoor areas that fall under overhangs, awnings, or eaves will be considered outside areas and headgear will continue to be worn. Areas where there are safety hazards such as cables, trip, and fall hazards, or highly congested shared spaces, should be designated no salute areas.

8-5. Building Specific Procedures.

a. Cadet Living Areas. Cadet living areas will be called to attention any time an officer enters the living area (standard customs and courtesies). This does not apply during sleeping hours, between Taps and Reveille.

b. Auditoriums and Classrooms. In auditoriums or classrooms before the start of a class

or briefing, standard customs and courtesies apply. While classes or briefings are in session, the room will not be called to attention.

c. The encampment Offices and Workspaces. Offices, storage rooms, and other work areas will not be called to attention during normal duty operations unless the officer entering the area is a Colonel, or equivalent (O-6), or higher.

8-6. General Customs & Courtesies. Standard customs and courtesies per CAPP 151 will be practiced at all times. This includes saluting, verbal greetings, and terms of address. The correct term of address for cadets addressing another cadet is the cadet's earned grade (ex. SSgt: "Sergeant"). The proper term of address will be used by all personnel at all times as specified in CAPP 151, *Respect on Display*.

CHAPTER 9 – IN-PROCESSING/OUT-PROCESSING

9-1. In-Processing Line. In-processing will be briefed to all the encampment staff. The purpose of the in-processing line is to ensure arriving personnel is checked in with all sections that require information or the collection of something from a participant. The following stations will be used as a minimum in the in-processing line:

a. Heath check. The ENC/HS will prescreen cadet students with the FLWG health checklist, temperature check, and negative COVID test (if required) before the student reports in. ENC/HS will ensure that the cadet is healthy and has no physical injuries that could be exacerbated by participating in the encampment.

b. Administration. The administration section will ensure the member has all required paperwork with signatures in hard copy or on file and that the encampment fee has been paid. The admin section will consist of 4 teams, senior members, and cadet staff. The SM admin OIC will need a computer and internet access.

1. Forms checked – all forms are there and have the required signatures if not the cadet is red-lighted. Red lights report the admin OIC to check online for forms.

2. Set up as 3 lines (A-G, H-M, N-Z) forms collected, cadet marked as present, and ETG handed out.

3. Flight assigned, and flight distinctive colored tape placed on all luggage items with last name, CAP ID and flight letter written on it.

4. Contraband check.

5. The Admin SM OIC will use the paper check-in lists from step 3 to enter all signed-in cadets as present on the master electronic list after in-processing is completed.

c. Health Services. The ENC/HS will review the CAPF 160 series forms for any prescription medications that are currently being taken, and the frequency at which they are being taken. ENC/HS will create a list per flight of cadets taking prescriptions and the frequency to be given to each flight TO. This can be done offline or even before the start of the encampment.

9-2. Property Search and Confiscation. CAPP 60-70 section 2.7 is the primary guidance for the contraband shakedown. All cadet property will be searched by a senior member (including cadet staff). Cadets will not solely perform property inspections; however, they may assist under a senior member's direct supervision.

a. Inspection. Property may be searched at the in-processing line or in the cadet's living area. The encampment facilities should be considered, and a suitable inspection point determined. If the property is not inspected at in-processing, cadets will secure their property in their living area and leave the building until the time property will be searched. Cadets must be present while their property is searched. If the property is secured until a later search time, the encampment staff member must remain present at the billeting location until the time the property can be searched or until the building can be locked or access otherwise securely restricted.

b. Confiscation. Any property found not authorized at the encampment will be confiscated using the encampment furnished contraband bags, containers, labels, and receipts. Cell phones should be turned completely off by the property owner to ensure the device does not activate during the encampment. Cadets will observe the property placed in the bag. Open food and drinks brought by the cadet will be placed in the trash. Unopened food items that will not spoil may be placed in the contraband bag to be returned to the cadet. The encampment staff will not keep food or drinks confiscated from cadets for their consumption. The senior will sign the receipt verifying the property that was confiscated then the cadet will sign the receipt. The cadet will be given the bottom half of the claim ticket. The cadet must have documentation showing what property was confiscated and who confiscated it. Two-part receipts with printed control numbers should be used.

c. Storage. The confiscated property will be stored by ENC/LG in a secured, locked location. The secured location must be accessible only by ENC/LG or ENC/CC. ENC/LG will assume responsibility for the security of property once it is turned in. Seniors turning in the property will check the ENC/LG record versus their record to ensure that all property has been properly accounted for. The confiscated property will only be accessed during the encampment by ENC/LG (not CTG/LG –senior ENC/LG only) and only when needed for a cadet leaving the encampment before graduation.

9-3. Return of Confiscated Property. Admin, ENC/LG, ENC/CW, and CTG/CC will determine the process of returning contraband to their owners. All property receipts will be turned back into ENC/LG for record storage after the encampment. DO NOT discard property receipts after the property has been returned.

9-4. Graduation. Students preparing for the graduation parade should not be transported to the parade field more than 45 minutes prior to the start of the ceremony. If it is necessary to have them there for longer than 45 minutes, they should be placed in the covered bleachers out of the sun and water must be available. In this case the parents should be kept in the parking lot until the students are moved into formation on the parade field 30 minutes prior to graduation.

9.5 Out-Processing. CAPP 60-70 section 2.10 is the primary guidance for dismissal after graduation. Out-processing will be briefed to all the encampment staff. The purpose of the out-processing is to ensure departing cadets are checked out from the encampment and that they have received their graduation certificate, the encampment t-shirt, and coin. All staff will return items that have been issued to them to the respective sections (i.e., radios to communications, safety vests to safety, etc.)

CHAPTER 10 – SAFETY

Safety Officers (ENC/SE) Responsibilities. See CAPP 60-70 section 2.5 and chapter 3 for primary guidance.

10-1. Operational Risk Management. Operational Risk Management (ORM) is a logic-based, common-sense approach to making calculated decisions on human, material, and environmental factors associated with any type of activity. CAP uses the six-step ORM process (1-Identify the hazards, 2-Assess the risks, 3-Analyze the risk control measures, 4-Make control decisions, 5-Risk Control Implementation, 6-Supervise, and review). All the encampment senior member staff will complete the basic and intermediate ORM courses, all cadets will complete the ORM basic course. Both are available on eServices. Cadet students do not need to complete the exam, only receive the briefing.

a. Building ORM Plans. Each building used for the encampment (excludes tour location or other “one-time” use facilities) will have an ORM assessment performed by ENC/SE. The recommendations will be provided to the ENC/CC for implementation. Building ORM plans will be stored in the ENC/SE Continuity Binder for future encampment use.

b. Activity ORM Plans. All activities that cadets will participate in shall have an ORM assessment survey completed. Recommendations will be provided to the ENC/CC for implementation. Activity surveys should be completed as soon as practical to ensure time for the proper briefing of the staff. Example activities include rappel tower, confidence course, leadership reaction courses, group leadership projects, etc.

10-2. Wingman Concept. The wingman concept will be utilized at all times during the encampment and applies to all the encampment personnel. The wingman concept is that no cadet will be alone at any time and should be in groups of at least 3.

a. Cadets. Cadets will have a wingman at all times regardless of the time of day. Cadet staff may have this requirement waived during daylight hours if they will be within the standard of the encampment facilities area being used.

10-3. Prevention of Imminent Situations. If at any time, any member feels the current operation is unsafe and potentially dangerous, the term “knock it off” may be used without repercussion. If any person calls “knock it off” all members will immediately cease the current operation and notify ENC/SE. The ENC/SE will either authorize the continuance of the activity or cease the activity. If an activity is terminated, the ENC/CC must be notified immediately. This term is primarily for imminent safety issues, however, shall also be used in the event an imminent violation of the Cadet Protection Policy appears likely. Any member found to ignore a “knock it off” call or found to misuse the term jokingly or otherwise inappropriately could be dismissed from the encampment and not receive completion credit (e.g., Yelling “fire” in a crowded room when there is no fire).

10-4. Reflective Material & Flashlights. The encampment schedule will depict sunrise and sunset times. For the time before sunrise and the time after sunset, all personnel will carry a flashlight. Two safety vests shall be issued to each flight for road guards. Safety vests will also be issued to all personnel on the SE team.

10-5. Fire and Evacuation Plans. ENC/SE will review existing plans, or create plans as needed, to ensure all buildings used for the encampment have a fire and evacuation plan. The encampment participants will be briefed on emergency procedures before any training or other operation in a building. These plans should be developed before arrival at the activity site.

10-6. Fire Drills and Emergency Procedure Drills. Drills may be used to ensure understanding of briefed emergency procedures and to identify any weakness in the published procedures. Drills are not to be used for any other purpose than testing published emergency action plans and identifying deficiencies. Good judgment shall be exercised when executing a drill (i.e., not in the middle of the night, not during showers, etc.). Fire drills will be conducted when determined necessary by ENC/SE and only with ENC/CC approval.

10-7. Initial Member Safety Briefing. All the encampment staff will receive an initial facility and encampment safety briefing on staff arrival day. All cadets will receive an initial facility and encampment safety briefing as well as the formal presentation of Basic Operational Risk Management on their arrival day. No member is exempt from attendance of these briefings. The following is a minimum list of topics that will be covered by the ENC/SE staff.

- a. All paragraphs of this chapter.
- b. Designated rally points for building evacuations.
- c. Local area hazards. When able, refer to the host facilities' safety programs and documentation.
- d. Emergency dialing (911), fire department, and hospital information (general).
- e. Emergency Action Response – call 911 and then send for help. The encampment Health Services staff are not first responders.

CHAPTER 11 – HEALTH SERVICES

11-1. Responsibilities. The Health Services officer's ENC/HS responsibilities are covered in CAPP 60-70 section 3.3.

11-2. Scope of Care. Emergency first aid supplies and assistance may be provided by the health services section. Long-term care or treatment is not available and will not be provided by the encampment. Any injury requiring any care beyond self-aid will be transported to the nearest clinic or emergency room for evaluation.

11-3. Notification Chain. Any injury of any severity will be reported to ENC/SE and the ENC/CC. ENC/SE will coordinate with FLWG/SE to ensure timely reporting in SMS. The ENC/CC will notify FLWG/A5CP for any injuries beyond minor first aid. Parent notification will be made by ENC/HS with notification to the ENC/CC provided before parent notification.

11-4. Records Keeping. The ENC/HS will keep a log of everyone who comes to the infirmary. The log will contain the date/time, the reason for the visit, and what if anything was done for the individual. This log will be kept confidential and secured per CAPR 160 chapters 2 and 3.

11-5. Daily Reconciliation Meeting. The ENC/CC (or ENC/CW), ENC/SE, and ENC/HS will meet once daily to ensure that both the HS and SE sections have the same record of events. This meeting will ensure that anything reported to HS is also Passed on to SE for SMS entry and anything reported to SE is shared with HS if the event didn't require HS attention during the day for HS tracking purposes.

11-6. Inventory. The ENC/HS will keep track of items in the HS inventory and inform ENC/LG if supplies need to be purchased. A final inventory of all remaining supplies will be completed at the end of the encampment and the master inventory list will be updated on Teams.

Encampment Planning Master Checklist

Time frame is listed as months out from start date.

Responsibility	Time frame	Item	Completed
Wing CC & CP	10	Location selection confirmed and locked in	
Wing CC & CP	10	Dates set for event	
DCP	9	Open application for encampment commander	
Wing CC & CP	8	Encampment commander selected	
ENC CC	7	Open applications for command staff	
Wing CP & ENC CC	6	Ops order completed	
Wing CP & ENC CC	6	Wing web page and registration page completed	
Wing CP & ENC CC	6	Cadet commander, Deputy of support, Commandant selected	
ENC CC & CDS	6	Coordinate with Air ops	
ENC CC, CW & CTG CC	5	Determine activities to be conducted during the event	
CTG CC	5	Open applications for cadet command staff	
ENC LGT	4	Request all vans for encampment	
ENC CC & ENC CDS	4	Arrange with location host for necessary equipment	
ENC CC & ENC FM	4	Determine budget and submit for approval	
ENC CW & CTG CC	4	Schedule of training events and classes	
ENC DA	4	Open all staff applications (senior and cadet)	
ENC CW & CTG CC	4	Cadet deputies and squadron commanders selected	
ENC CC & CDS	4	Order t-shirts, hats, coins, any awards needed	
ENC HC and CDS	3	Secure personnel and items for religious needs	
ENC FS	3	If no catering set menu and secure food supplies	
ENC FS	3	If catering is used get estimated counts to caterer	
ENC LGT	3	Coordinate transportation to/from airport for cadets	
ENC CW & CTG CC	3	Flight staff and support staff selected	
ENC CC	3	Obtain invoices from host facility for	
ENC DA	3	Open student applications	
ENC DA	30 days	Close student applications	
ENC FS	30 days	Be familiar with dietary restrictions for personnel	
ENC HS	30 days	Be familiar with any health issue for personnel	
ENC LGT	30 days	Inventory supplies, order items needed	
ENC DA	20 days	Complete flight assignments	

NOTE: If the hosting facility will not schedule further out than 6 months the early deadlines will need to be pushed up.

Cadet Duty Positions

Executive

Symbol	Position Description
CTG/CC	Cadet Commander
CTG/CDO	Cadet Deputy of Operations
CTG/CDS	Cadet Deputy of Support
CTG/TGV	Stan/Eval

Line Staff

1CTS/CC	Squadron 1 Commander
2CTS/CC	Squadron 2 Commander
3CTS/CC	Squadron 3 Commander
4CTS/CC	Squadron 4 Commander
5CTS/CC	Squadron 5 Commander
1CTS/CCF	Squadron 1 First Sergeant
2CTS/CCF	Squadron 2 First Sergeant
3CTS/CCF	Squadron 3 First Sergeant
4CTS/CCF	Squadron 4 First Sergeant
5CTS/CCF	Squadron 5 First Sergeant
AFLT/CC	Alpha Flight Commander
BFLT/CC	Bravo Flight Commander
CFLT/CC	Charlie Flight Commander
ETC...	For all flights
AFLT/CS	Alpha Flight Sergeant
BFLT/CS	Bravo Flight Sergeant
CFLT/CS	Charlie Flight Sergeant
ETC...	For all flights
ATS/CC	Advanced Training Squadron Commander
ATS/CD	Advanced Training Squadron Deputy Commander

Support Staff

CTG/DO	Operations
CTG/DC	Communications
CTG/SE	Safety
CTG/XPC	Curriculum
TSS/CC	Training Support Squadron Commander
TSS/LG	Logistics
TSS/DA	Admin
TSS/PA	Public Affairs
TSS/FS	Food Services

Senior Duty Positions

Executive

Symbol	Position Description
FLWG/CC	Florida Wing Commander
FLWG/CS	FLWG Chief of Staff
FLWG/A5CP	FLWG Director of Cadet Programs
ENC/CC	The Encampment Commander
ENC/CDS	Deputy Commander of Support
ENC/CW	Commandant of Cadets
ENC/ATS	Advanced Training Squadron
ENC/SE	Safety

Operational

ENC/CTO	Chief Training Officer
ENC/TO	Flight Training Officer

Support Staff

ENC/DA	Admin
ENC/FM	Finance
ENC/LG	Logistics
ENC/LGT	Transportation
ENC/PA	Public Affairs
ENC/DC	Communications
ENC/TGV	Stan/Eval
ENC/HQ	Headquarters
ENC/AO	Air Operations
ENC/FS	Food Services
ENC/HS	Health Services
ENC/HC	Chaplain
ENC/CSS	Chaplain assistant

Attachment 2

FLORIDA WING THE ENCAMPMENT FLIGHT EVALUATION WORKSHEET	SQUADRON	FLIGHT
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PART I – INDIVIDUAL ASSESSMENTS (PRE/POST)

Instructions: Record the number of discrepancies for each evaluated category. Grade the “oral” question correct/incorrect as single item and list under “written” score number of incorrectly answered questions. Circle the line number of an element leader. Discrepancy multiplier: FLT/CC x5, FLT/CCS x4, EL x3, Phase II x2, Phase I x1. <i>Low score = Best Score Improvement Spread = Final - Initial</i>		INITIAL EVALUATION					FINAL EVALUATION					COMPOSITE
		UNIFORM	QUARTERS	ORAL	WRITTEN	TOTAL	UNIFORM	QUARTERS	ORAL	WRITTEN	TOTAL	
FLIGHT COMMANDER	GRADE											
FLIGHT SERGEANT	GRADE											
1	GRADE											
2	GRADE											
3	GRADE											
4	GRADE											
5	GRADE											
6	GRADE											
7	GRADE											
8	GRADE											
9	GRADE											
10	GRADE											
11	GRADE											
12	GRADE											
13	GRADE											
14	GRADE											
15	GRADE											
16	GRADE											
17	GRADE											
18	GRADE											
Flight Totals By Category:												
INITIAL EVALUATOR NAME/RANK	INITIAL EVALUATOR SIGNATURE	INITIAL		FINAL		COMPOSITE						
FINAL EVALUATOR NAME/RANK	FINAL EVALUATOR SIGNATURE											

PART II – DAILY RANDOM INSPECTIONS

Instructions: Choose a line number from Part I and inspect that line number cadet in each flight (i.e. on day 2 line number 8 was selected; all flights' line number 8 cadet should be inspected). Note the number of discrepancies. Discrepancy multiplier for uniform and quarters is x5, oral questions is x15.		UNIFORMS	QUARTERS	ORAL	TOTAL	
DAY 1 INSPECTED CADET	GRADE					EVALUATOR SIGNATURE
DAY 2 INSPECTED CADET	GRADE					EVALUATOR SIGNATURE
DAY 3 INSPECTED CADET	GRADE					EVALUATOR SIGNATURE
DAY 4 INSPECTED CADET	GRADE					EVALUATOR SIGNATURE
DAY 5 INSPECTED CADET	GRADE					EVALUATOR SIGNATURE
DAY 6 INSPECTED CADET	GRADE					EVALUATOR SIGNATURE
DAY 7 INSPECTED CADET	GRADE					EVALUATOR SIGNATURE

PART III – DRILL EVALUATION

FALL IN	1 2 3 4 5	HALF STEPS	1 2 3 4 5	Instructions: Circle the number that corresponds with the demonstrated performance of each maneuver. 1 – OUTSTANDING: 95% or more of flight performed the maneuver correctly; sharp, crisp, phasing and timing good, few to no errors 2 – EXCELLENT: 90% or more of flight performed the maneuver correctly; movements together, sharp, military image maintained 3 – GOOD: 85% or more of flight performed the maneuver correctly; mistakes quickly corrected, overall good 4 – SATISFACTORY: 70% or more of flight performed the maneuver correctly; some errors, military bearing maintained, mostly in step and remained together 5 – NEEDS IMPROVEMENT: Less than 70% of flight performed the maneuver correctly; errors repeated, military bearing not maintained, flight had to reform, phasing and out of step often		
SIZING	1 2 3 4 5	HALT	1 2 3 4 5			
DRESS RIGHT DRESS	1 2 3 4 5	SIDE STEP MARCH	1 2 3 4 5			
LEFT FACE	1 2 3 4 5	LEFT FLANK	1 2 3 4 5			
RIGHT FACE	1 2 3 4 5	RIGHT FLANK	1 2 3 4 5			
ABOUT FACE	1 2 3 4 5	COLUMN LEFT	1 2 3 4 5			
PARADE REST	1 2 3 4 5	COLUMN RIGHT	1 2 3 4 5			
ATTENTION	1 2 3 4 5	TO THE REAR	1 2 3 4 5			
FORWARD MARCH	1 2 3 4 5	COLUMN OF FILES	1 2 3 4 5			
MARK TIME	1 2 3 4 5	FALL OUT	1 2 3 4 5			
CC Voice Quality	1 2 3 4 5	CC Flight Control	1 2 3 4 5			
PENALTIES: (each penalty will only be assessed once – circle to assess)		COLUMN 1	COLUMN 2	PENALTIES	TOTAL	EVALUATOR SIGNATURE
BOUNDARY VIOLATION (10 pts)		SEQUENCE ERROR (10 pts)				

PART IV – CALCULATIONS

DAY	PART 1:INITIAL	ART 1:FINAL	PART 1: COMPOSITE	PART 2: DAILY EVAL	PART 3: DRILL EVAL	CTS/CC (3pts)	CTG/CC (5pts)	ENC/CW (7pts)	ENC/CC (10pts)	TOTAL
TOTALS:										

PART V – CERTIFICATION

CADET STAN/EVAL OFFICER NAME/GRADE	CADET STAN/EVAL OFFICER SIGNATURE	SENIOR STAN/EVAL NAME/GRADE	SENIOR STAN/EVAL SIGNATURE
CADET DEPUTY COMMANDER NAME/GRADE	CADET DEPUTY COMMANDER SIGNATURE	SENIOR DEPUTY COMMANDER NAME/GRADE	SENIOR DEPUTY COMMANDER SIGNATURE
CADET COMMANDER NAME/GRADE	CADET COMMANDER SIGNATURE	THE ENCAMPMENT COMMANDER NAME/GRADE	THE ENCAMPMENT COMMANDER SIGNATURE

FLORIDA WING CADET STAFF CONTRACT

PART I – MEMBER INFORMATION

CAPID	NAME (Last, First, MI)	CAP GRADE - Select -	DATE OF BIRTH
ACTIVITY		DUTY ASSIGNMENT	

PART II – UNIT INFORMATION

UNIT CHARTER NUMBER	SQUADRON NAME	GROUP
SQUADRON COMMANDER (SQD/CC) NAME/GRADE	SQD/CC PHONE NUMBER	SQD/CC E-MAIL

PART III – STANDARDS & EXPECTATIONS ACKNOWLEDGEMENT

<p>_____ (initials) I will display a high level of self-discipline, military bearing, and military customs and courtesies consistent with the expectations of the Cadet Program.</p> <p>_____ (initials) I will obey all CAP rules and regulations in fact and spirit and cooperate with the cadets and seniors who are appointed to lead, train, and assist me.</p> <p>_____ (initials) I will help my fellow cadets succeed as I put service to my team before myself.</p> <p>_____ (initials) I will not take pictures or videos at any time unless specifically authorized by the activity commander.</p> <p>_____ (initials) I will not permit other cadets to use my personal electronic devices during the activity.</p> <p>_____ (initials) I understand that hazing, defined as “any conduct whereby a CAP member or members suffer or are exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful” is prohibited. Also, soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between CAP members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Any staff member who engages in hazing will be removed from their assigned position and their Wing Commander will be notified. Any staff member who witnesses or knows about possible or suspected hazing and fails to take appropriate action to stop or report such hazing will also be removed and their Wing Commander notified.</p>	<p>_____ (initials) I will discharge to the best of my abilities the position for which I am selected.</p> <p>_____ (initials) I will wear the CAP uniform in accordance with CAPR 39-1 and any uniform directives set forth by the activity commander.</p> <p>_____ (initials) I will make myself readily available to assist other staff members when my assistance would positively impact the mission at hand.</p> <p>_____ (initials) I will only use authorized electronic devices away from students and in a way that does not detract from the performance of my primary duty.</p> <p>_____ (initials) I will use social media responsibly and as authorized by the activity commander in a manner that reflects credit upon myself, Florida Wing, and Civil Air Patrol.</p>
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PART IV – CADET AGREEMENT

I agree to the Standards and Expectations set forth in Part III of this contract and agree to abide by these standards. Furthermore, I understand this is not a comprehensive list and that while a specific standard may not be listed above, any behavior or action contrary to that expected of a Cadet in Civil Air Patrol will not be accepted. I accept the privilege of staffing this activity and will fulfill the duties and responsibilities afforded to me to the best of my ability.

_____ Cadet's Printed Name (First M. Last) _____ Cadet's Signature _____ Date

PART V – PARENTAL AGREEMENT

I have read the above agreement with my cadet. I understand the responsibilities given to my child with this assignment and will provide support and encouragement to help ensure a positive learning and leadership experience is received. Furthermore, I understand that if my child is dismissed from the activity for failure to meet the standards and expectations set forth for a Civil Air Patrol Cadet and as described in Part III of this contract my child may be sent home at the discretion of the activity commander. In the event my child is dismissed from the activity, I understand I will be responsible for transportation from the activity and any associated costs of an early departure.

_____ Parent's (Legal Guardian) Printed Name (First M. Last) _____ Parent's (Legal Guardian) Signature _____ Date