
Student Pre-Encampment Guide

4th Training Wing
Winter Tri-Wing Encampment 2023
Civil Air Patrol ★ United States Air Force Auxiliary



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1.0 MISSION AND PURPOSE

1.1 The mission of a cadet attending this encampment is:

1. To develop an awareness of the missions of the Civil Air Patrol and The United States Air Force.
2. To expand the development of his/her leadership potential.
3. To nourish an adherence to the Cadet Oath and an increasing respect for CAP's core values.
4. To create a memorable, fun, and educational experience that will propel the cadet into future success through the skills they develop.

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

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

2.0 ARRIVAL INSTRUCTIONS

Report Time: Promptly at 0900 on January 28, 2023

Location: Camp Fretterd Military Reservation, 5600 Rue St. Lo Drive

Uniform of the Day: ABU w/ fleece OR lined Gore-Tex OR civilian warm weather gear

Encampment Map: <https://tinyurl.com/5n8dzfas>

2.1 BASE DIRECTIONS (see map link above for locations referenced below):

Upon turning onto Rue St. Lo Drive, follow the road until you reach the Tanks. Turn right at the Tanks onto Omaha Beach Circle and turn left onto the circle itself. Follow the circle until you reach the parking lot (Yellow Box) behind division hall (Maroon Box) where cadre will be waiting to assist with unloading.

2.2 IN PROCESSING INSTRUCTIONS:

Weather permitting, luggage should be left in the designated location (white box) next to the parking area (luggage and garment bags should be CLEARLY LABELED). It will be picked up by students on their way to the barracks.

ALL STUDENTS:

1. Students must have their CAP ID and CAPF 161 - Emergency Contact Form on them when report to Division Hall for in-processing.
2. Students will have a COVID health screening, followed by flight assignment, and an opportunity for parents/escorts to ask any questions of the Encampment Commander and Commandant of Cadets.
3. After Completion of In-processing procedures, students will say goodbye to parents/escorts and be guided to the barracks by the flight staff where their encampment will begin.

STUDENTS WITH MEDICATION will complete all the items listed above but will go through a medication/medical check-in prior to the flight processing.

1. All medication needs to be in a durable clear plastic bag with the cadet's name and CAP ID clearly printed on both sides.
2. A physician signed copy of the [Maryland Medication Administration](#) form must be inside the bag. Without a completed form we cannot administer any medication to cadets that isn't listed on a signed CAPF 163.
3. **All students with medication or medical concerns must have a virtual meeting or phone conference with medical staff BEFORE the in-processing day.** If you have not been contacted to schedule a time, send an email to WinterTWE@md.cap.gov with contact information and best contact time.

2.3 PICK-UP INSTRUCTIONS:

The pick-up location for students on Sunday is the same as drop-off. We anticipate students will be released no later than 8:30pm following the completion of the last training event and barracks clearing. Students must check out with staff before being released to parents/drivers to ensure full accountability.

3.0 STUDENT PACKING LIST

PROHIBITED ITEMS:

The following items are prohibited at Encampment. Any students found to be in possession of these items will have them confiscated.

- Alcohol
- Spray Deodorant
- Tobacco/vape products
- Drugs or weapons of any kind.
- Any kind of pornography or explicit content.
- All Electronic/Digital Devices
- Snacks and drinks - NO FOOD ITEMS ARE ALLOWED IN THE BARRACKS AT ANYTIME

REQUIRED ITEMS:

The following items are required of every student during the Encampment. All items should fit into a single bag/suitcase. A separate garment bag for Class B uniform is authorized.

- Current CAP membership card (In ABU Pocket of cadet at all times)
- Adequate supply of prescribed medication (if applicable), properly labeled in original containers (over-the-counter medications and supplements must have a prescription) In a clear, plastic bag
- Maryland Medical Form for cadets bringing medication – MUST BE SIGNED BY PHYSICIAN
- Copy of complete CAPF 161 – Emergency Contact Information
- **Cold Weather Gear**
 - 1 ABU Fleece or Gore-Tex and liner with applicable nametape, CAP tape, and grade (**Every attempt should be made to bring CAP approved cold weather gear, but it's more important to have a weather appropriate cover that will fit over the ABU Blouse**)
 - 1 heavier coat or jacket that can fit over ABUs if the weather looks like it will be colder - optional
 - 1 to 2 pairs of gloves or mittens - black, grey, or sage green preferred (other colors are acceptable, but every attempt should be made to conform to the defined colors)
- **Airman Battle Uniform (ABUs)** – Cadets will report in ABUs
 - 1 ABU blouse, nametape, CAP tape, and wing patch sewn on
 - 3 TAN crew-neck t-shirts

- 1 ABU pants
 - 1 ABU belt
 - 1 ABU cap/cover
 - 1 pair black boots (shined upon arrival)
 - 3 pairs of boot socks, Black (Wool is recommended due to the cold)
 - Long underwear/base-layers are authorized, but should not be visible under the ABU
- **Class B (blues) Uniform** (required for barracks inspections in January, to be worn later. If parts of blue uniform are missing for January, bring an appropriate stand-in item to be hung in the barracks)
 - 1 short-sleeve blue uniform shirt with 2 grade insignia (insignia may be switched from ABU to the blue uniform shirt, separate grade insignia is not necessary)
 - 1 nameplate, blue, three line
 - 1 complete ribbon rack with ribbons applied in the correct order
 - 1 pair blue uniform trousers or slacks. **FEMALE CADETS MAY NOT WEAR SKIRTS, FOR THE SAKE OF UNIFORMITY.**
 - 1 blue belt with silver buckle and tip
 - 1 undershirt, white, v-neck (crew neck is acceptable, but not preferred)
 - 1 blue flight cap with CAP enlisted device.
 - 1 pair black low-quarter leather uniform shoes
 - 1 pairs of black dress socks
 - 1 set of shirt stays (also known as shirt garters) – Optional but highly recommended
- **Physical Training (PT) Uniform** (the flexibility of the PT uniform should not be taken as an opportunity to stretch the uniform requirements. Excessively revealing, colorful, tight, short clothing is unacceptable and prohibited)
 - 1-2 sweatpants, black (may have colored piping or brand symbols but should be predominantly black). A 2nd pair is highly recommended, but not required.
 - 1-2 shorts, black (no short shorts, your shorts may have colored piping or brand symbols but should be predominantly black)
 - 3 pairs of athletic socks - white, grey, or black
 - 1 pair of athletic/running shoes (must be able to wear socks)
 - 2-3 tan shirts (reusing the ABU Tan shirt IS acceptable)
 - 1 hooded sweatshirt (dark blue or black, minimal logos or CAP related logos accepted)

- **Personal Items**

- 2 - 3 pairs of underwear
- 2 - 3 bras (females - any combination of bras/sports bras as needed)
- Extra undergarments are authorized

- **Bedding items**

- OPTIONAL - 1 extra blanket for twin sized bed if desired (blankets will be provided and if an extra blanket is brought, it must be a solid color and put away when not being used)

- **Bathing and hygiene items (3-day supply)**

- 1 toothbrush with toothpaste
- 1 bottle of shampoo/conditioner
- 1 comb or brush (as needed)
- 1 deodorant/antiperspirant **(REQUIRED; Must be a light fragrance or unscented)**
- 1 pair of shower shoes, flip-flops or crocs (all rubber) for the shower
- 1 bar of soap in plastic container or bottle of body wash
- 1 bath towels
- 1 small face/hand towel
- 1 wash cloth or shower poof
- Males: personal shaving items (razors, cream)
- Females: gel/hairspray/hairnet/pins (whatever used to put your hair up daily)
- Females: feminine hygiene products (recommended even if you do not expect to need them)

- **Miscellaneous items**

- 1 shoeshine kit (black polish, brush, and shine cloth)
- 1 small flashlight (red or white light)
- 1 lip balm
- 1 poncho, either military or civilian style (olive green, clear, orange or camouflage) - need not be expensive
- 2 to 3 heavy weight hangers
- Writing Material (Small notebook, pens/pencil) – preferably ABU pocket size

4.0 PROGRESSIVE DISCIPLINE SYSTEM

Tri-Wing Encampment operates under a Three-Strike Discipline and Removal system. Class A offenses function as an instant third strike and initiate the removal process, while Class Bs constitute single strikes which are not removed over the weekends. Accumulation of 3 Strikes Begins the removal process from the encampment.

CLASS A OFFENSES:

1. Possession or use of alcohol, tobacco products, drugs or weapons of any kind.
2. Possession of pornography in any form.
4. Willful damage or theft of Government, CAP, or private property.
5. Fighting.
6. Gambling.
7. Honor Code violations (lying, cheating, or stealing).
8. Flagrantly unsafe acts.
9. Improper sexual contact or other gross immorality.
10. Gross neglect of duty.
11. Being AWOL from Encampment or any scheduled activity.
12. Discrimination of any Sort
11. Any Class B offense committed under aggravated circumstances, such as repeated misconduct of the same sort.

CLASS B OFFENSES:

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

5.0 ENCAMPMENT HONOR CODE

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

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

6.0 FIRE PROCEDURES

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