

**New Mexico Wing  
Summer Encampment  
2019**

**Standard Operation Instructions**

By Order Of:

**LT COL MARIA-LISA DILDA  
ENCAMPMENT COMMANDER**



Cadet Student

Name: \_\_\_\_\_

Flight: \_\_\_\_\_

## Table of Contents

Chapter One	General Information
Chapter Two	Safety
Chapter Three	Attendance
Chapter Four	Organization
Chapter Five	Uniform & Appearance
Chapter Six	Training
Chapter Seven	Awards
Chapter Eight	Barracks Procedures
Chapter Nine	Dining Hall
Chapter Ten	Customs & Courtesies
Chapter Eleven	Restrictions
Chapter Twelve	Propwash

New Mexico Wing Encampment Cadet Basic  
Standard Operating Instruction

Developed with the assistance and source information of Minnesota Wing Cadet Programs,  
California Wing Cadet Programs, Texas Wing Cadet Programs Directorate, and New York Wing  
Cadet Programs.

## Chapter One

### GENERAL INFORMATION

- 1.1 Expectations.** The purpose of this booklet is to provide you with clear and concise information on the training you will undergo at Encampment and on the expectations and standards that you need to strive for during the course. It is important that you review this booklet throughout your time at Encampment.
- 1.2 Introduction.** By nature, the CAP encampment provides a rigorous training exercise. The training challenges the cadet physically and mentally. Completing encampment will prove to be the single most important challenge that the cadet must complete before attaining the coveted General Billy Mitchell Award. This award entitles the cadet to officer status in CAP. Credit for successful completion of a CAP encampment must be earned. No credit will be automatically given simply because of attendance.
- 1.3 Transportation.** Transportation to and from the NM Wing Civil Air Patrol Headquarters for drop off and pick up is ultimately your responsibility. Transportation to/from the Encampment from/to the Albuquerque check-in location to Onate Military Complex in Santa Fe, will be provided.
- 1.4 Reporting.** Cadets will report on time and ready per their transportation orders. Travel uniform shall be civies however upon reporting all cadets MUST be in BDU/ABU to NM Wing HQ, KAFB for in-processing and the uniform for out-processing will be as directed. All cadets must report to encampment at 1300 hours, Thursday, 13 June 2019 at New Mexico Wing HQ at Kirtland Air Force Base. Only the Encampment Commander may grant exceptions to this rule. Cadets will know proper reporting procedures (discussed in Chapter 1 of Learn to Lead, Volume 1) before arrival at encampment. These procedures will be used when you report in for encampment.
- 1.5 In- and Out-Processing.** Every cadet must go through in-processing in order to participate in encampment and be eligible for encampment credit. Encampment credit may not be granted if cadet students do not properly in-process and out-process. Not signing out before leaving the encampment are grounds for a cadet not receiving encampment credit.
- 1.6 Dismissal or Withdrawal.** A cadet's behavior will bring credit upon him/herself and CAP. Misconduct may subject a cadet to dismissal from the encampment without credit, IAW CAPR 52-16. Dismissal will be based on a thorough and impartial investigation by the IG or designated representative. Withdrawal without prejudice is permitted for reasons of sickness or hardship. Satisfactory completion of 80% of the mandatory training constitutes credit for encampment participation for cadets who withdraw under these circumstances.
- 1.7 Attachments.** The following attachments will be completed prior to arrival at encampment: CAPF 31, 160, 161, 162, 163, Hold Harmless Agreement, and Cadet Behavior Contract.

## Chapter Two SAFETY

**2.1** It is the responsibility of every person at encampment to promote and observe all safety precautions. Safety violations may be reported through chain of command or directly to your Training Officer (TO).

**2.2** Facilities – the following is a partial list of general safety rules for the facilities.

1. Running is not permitted.
2. Electrical appliances will be unplugged when not used.
3. All personnel will be aware of the fire procedures (evacuation, reporting, etc).
4. While sleeping, cadets will have their gym shoes (unlaced) placed next to their bed.

**2.3** Wingmen - Every Cadet must have a wingman. The wingman concept is that no cadet will be alone at any time during the encampment. This is crucial for both safety, and accountability at the encampment.

**2.4** Road Guards

1. Road guards will be appointed prior to marching anywhere that a road will be crossed. Only one road guard is necessary for each direction of traffic. YELLOW reflective vests will be worn by all road guards. Flashlights will be carried after dark by those members as well.

2. An intersection must be clear before a flight sergeant calls a road guard out. The flight sergeant will halt the flight, enter the cleared intersection and stand facing the flight at attention with both arms extended outward (palms out, hands up). They will then call, "Road Guards Out." Road guards will position themselves in the nearest traffic lane standing at parade rest with the right hand straight out (palm out, hand up) (or with flashlight pointing down) between oncoming traffic and the flight. Road guards will be in position before the flight enters the intersection. The flight sergeant will then march the flight forward until it has cleared the intersection. Once the flight has entered the intersection, all remaining road guards that have not been posted will replace the road guards in the intersection in the same order they were deployed. They will do this by tapping them on the right shoulder and then stepping in to their place. The replaced road guard will return to their position in the flight. After the flight has cleared the intersection, they will then halt the flight and call, "Road Guards In." Road guards will retake their position in the flight with the road guard farthest from the flight returning first, followed by the other road guards, in order, in relation to distance, once the previous road guard has passed them. The flight sergeant will return to their position in the flight and proceed to their final destination.

3. When recalled, the road guard will come to attention and execute a hand salute to any stopped and occupied vehicles before returning to the flight. The road guard does not salute if there are no vehicles stopped.

4. Road guards will move to and from their posts at double time.
5. The flight will echo all commands that dispatch or recall road guards.
6. Road guards will position themselves four abreast in the rear of the flight when forming the flight in column formation. Or, in their own rank of four at the end (left) of the element when forming the flight in line. They will stay in this position until they leave the formation area, then they will post themselves, two road guards, four paces in front and to the rear of the flight..

Chapter Three  
ATTENDANCE

- 3.1** Absence from duty. Only the Encampment Commander, Commandant of Cadets, Medical Officer, or the cadet's Training Officer may excuse cadets from duty or formations. Any cadet excused from duty or formations will receive a notice confirming his/her status. He/she will notify his/her Flight Commander and report to his/her Training Officer. At all formations, the Flight Commander will report all absences as directed. When a cadet misses part of a training session, he/she will attend as much of the remaining portion as possible. A cadet on limited duty status will participate to the amount possible in training and activities.
- 3.2** Encampment Credit. Credit for completing a CAP encampment is not automatic. National Headquarters will only grant credit upon a receipt of a report from the Encampment Commander recommending that credit be granted. Each cadet must satisfactorily complete at least 80% of the required training and instruction, as determined by the Commandant, to receive encampment credit.

## Chapter Four ORGANIZATION

- 4.1 Structure.** The New Mexico Summer Encampment (NMSE) is the organization to which your training, and the training of your fellow Cadets, is entrusted. Hundreds of Cadets have graduated from the courses provided by the NMSE. The NMSE is staffed by many talented, professional Cadets. These Cadets are known as the Cadre, and all are highly-trained and highly competent.
- 4.2 Cadet Staff.** The Encampment Commander and the Commandant of Cadets will select the Cadet Commander. The Cadet Commander, in cooperation with the Encampment Commander and Commandant, will select the cadet staff. All cadet staff members will have attended at least one previous encampment. All staff is subject to the approval of the Encampment Commander.
- 4.3 Training Officer.** The Training Officer is a CAP Senior Member assigned to teach, advise, and counsel members of the flight. The health and wellbeing of the cadets within the flight is the responsibility of the Training Officer. Each cadet may look to him or her for guidance with any problems. You may ask to speak with your Training Officer at any time.
- 4.4 Chain of Command.** A cadet desiring to report to a higher level of command will do so through all intermediate echelons of command. If a cadet desires to talk to his/her Training Officer, he/she may do so, at any time, by making a request to his/her Flight Sergeant or Flight Commander. A request to speak to the Training Officer or Chaplain will never be denied and will be granted immediately, as soon as possible.



## Chapter Five

### HYGIENE, GROOMING, UNIFORM & APPEARANCE

**5.1 Personal Hygiene.** Good personal hygiene is essential to maintain a healthy lifestyle and to make your life more pleasant for yourself and those around you.

1. Showers: Showers will be required at least once daily and enforced by flight staff.
2. Skin: Wash your entire body frequently with soap and water. Pay particular attention to the groin area, armpits, face, ears, hand and feet.
3. Hair: Keep hair clean and neatly combed or arranged. Male Cadets should shave every day.
4. Hands: Wash hands after any manual labor, after using the latrine, and before every meal.
5. Oral Hygiene: Brush your teeth every morning and every evening. Good oral hygiene is essential to your health.
6. Feet: In addition to washing your feet daily, change your socks daily, dry your feet before putting on footwear, and use foot powder to reduce blisters.
7. Other hygiene issues: Change undergarments every day. Never reuse underwear.

**5.2 Grooming Standards.** All members of CAP must be well groomed and assure that their personal appearance at all times reflects proper credit upon themselves and CAP. The established grooming standards are published in CAPM 39-1, "Civil Air Patrol Uniform Manual." Cadets are expected to familiarize themselves with this manual.

Hair may not touch the ears nor the collar

Hair must neatly fit inside headgear

Hair must be natural color

Hair must present a tapered appearance (you must be able to see the outline of your head)

Sideburns may not fall below the opening of the ear

No facial hair other than a neatly-trimmed moustache that does not extend beyond the corners of the lip is authorized.

Hair must present a conservative appearance

Women:

Hair must be neatly arranged to present a conservative feminine appearance.

Hair may touch but not fall below the collar.

Hairstyles that prevent the proper wear of headgear are not authorized.

Hair must be natural color.

Except inconspicuous combs and pins, no barrettes, ribbons, or other ornaments are to be worn in the hair.

**5.3 General Appearance.** Cadets will be in proper uniform at all times. Cadets are required to maintain a high standard of appearance. Uniforms will be neat and clean at all times. All buttons with the exception of the neck button will be buttoned. No items will be carried in

shirt pockets. Uniforms will be worn in accordance with CAPM 39-1, "Civil Air Patrol Uniform Manual." BDU/ABU blouse sleeves will conform and be worn cuffed or down depending upon the Commander's blouse. The Commander shall choose which is applicable depending upon the conditions.

Uniforms. All Cadets will wear the uniform of the day, with the designated configuration (i.e. BDU/ABU sleeves up or down) when applicable. All uniforms will be worn properly, IAW CAPM 39-1 "Uniforms and Appearance". Cadets will not wear ribbons and badges on the Service Uniform unless authorized by their Training Team.

#### Fitness Training Uniform

- Flight/Encampment t-shirt
- Black athletic shorts
- Black gym socks
- Athletic shoes
- Appropriate Undergarments

## Chapter Six TRAINING

6.1 Course Content. The course content at encampment will include the following 42 hours of required training:

- Military Careers & Opportunities
- Organization
- Aerospace Education
- Wingman & Warrior Spirit
- Discipline
- Leadership
- Teamwork
- CAP –USAF Organization & Mission
- Opportunities in CAP
- CAP Operations
- Character Development
- Cadet Program Function
- Cadet Opportunities & NCSA
- Team Leadership Projects
- Physical Activity/CPFT
- Encampment Electives

6.2 Each cadet will have read and have a working knowledge of CAPP 52 “Today’s Cadets, Tomorrow’s Aerospace Leaders”, CAPP 151 “Respect On Display”, Learn to Lead, Volume 1, CAPM 39-1 “Civil Air Patrol Uniform Manual”, and AFMAN 36-2203 “Drill & Ceremonies”, prior to their arrival at encampment.

6.3 Evaluation. The New Mexico Encampment Cadet Staff is responsible for evaluating all personnel on performance during the encampment, and reporting to the Commander the progress of training. In addition to this, all Cadets are constantly evaluated by their Training Team. There are several evaluation methods:

- Encampment Pre-Test
- Encampment Post-Test
- Uniform Inspections
- Dormitory Inspections
- Drill Evaluation

## Chapter Seven

### AWARDS

**7.1 Awards.** Awards are not designed to be won. An award is formal recognition of outstanding performance. There are two kinds of awards, individual and group, with many categories in each kind. Below are listed possible awards that may be given out during and at the end of the encampment.

#### **7.2 Individual Awards.**

- A. Honor Cadet
- B. Warrior Cadet
- C. Flight Honor Sgt
- D. Flight Honor Commander
- E. Most Outstanding NCO
- F. Most Outstanding Cadet Officer
- G. Most Valuable Cadet Staff
- H. Most Valuable Senior

#### **7.3 Unit Awards.**

- A. Honor Squadron of the Encampment
- B. Honor Flight of the Day
- C. Honor Flight of Encampment

Chapter Eight  
BARRACKS PROCEDURES

- 8.1 Cadets will be familiar with all items on the flight bulletin board if one is posted.
- 8.2 Cadets will stand at attention in passageways and stairways to allow staff members to pass.
- 8.3 No unnecessary noise will be permitted in the barracks.
- 8.4 Racks will be occupied only when so directed.
- 8.5 Broken or defective equipment will be reported immediately to the Training Officer.
- 8.6 Any personal items left in the latrine will be confiscated. Cadets who leave items must contact their Flight Staff to secure the item's return.
- 8.7 All latrine facilities and all barracks facilities will be utilized. None will be reserved "For Inspection Only."
- 8.8 Barracks will be kept neat and clean and will be subject to inspection anytime during the duty day.
- 8.9 Cadet students will not get up in the morning before "Reveille" sounds. They will be allotted adequate hours of sleep per night. Cadets will be allowed to use the restrooms after lights out depending on facility location.
- 8.10 All uniform items not being worn will be in inspection order.
- 8.11 Cadets will sleep in a sleeping bag, on a cot.
- 8.12 Facility telephones will not be used to initiate calls, except in an emergency such as fire. All cellphones will be taken and secured at in-processing and returned on dismissal.
- 8.13 Cadets will maintain and police (patrol and clean up litter) the grounds adjacent to their barracks.
- 8.14 Spare hangers, luggage, and extra equipment will be neatly stored.
- 8.15 When using stairways, use every step. Running, skipping, or jumping is not permitted.
- 8.16 Glass on windows will not be touched except for cleaning and adjusting.
- 8.17 Articles will not be thrown out of windows or off balconies at any time.

**8.18 Personal Time.** Daily, usually in the evening, cadets will be given at least 30 minutes of Personal Time. During this time encampment staff will not task cadet students. Cadet students may do as they wish within the behavioral norms established by the encampment. Appropriate activities may include: an extra shower, going to bed early, shining shoes, studying. Cadets will conduct themselves with discipline and decorum. Personal time is a privilege. Training Staff may interrupt personal time in the case of violations of encampment standards, this SOI, or safety.

**8.19 Maintenance Standards.** The following are the maintenance standards published by the Encampment Cadet Staff. You are expected to adhere to these standards at all times during the duty day. Your room and flight areas must be kept in inspection order between Reveille and Personal Time. Outside of these times, your room must remain neat, and the floor clutter-free. You and your flight will keep all community areas clean and clutter-free. These include but are not limited to your corridors, the latrine, and the stairwells and other common areas.

**Latrines.** The latrine will be kept clean and dry at all times. Under no circumstances will you use your personal towel to wipe down any area of the latrine. There are cleaning rags and supplies for that purpose. Never call the latrine to attention under any circumstances!

**Cleaning.** The showers, sinks, mirrors, floors, and toilets will be kept clean, dry, and spot-free at all times. The toilet paper should always be stocked and trash empty. After showering, use a cleaning cloth or towel to wipe down the area. You may not be able to get it completely dry, but spots and standing water will not be tolerated.

**Personal Items.** Do not leave shampoo, soap, toothpaste or any other item in the latrine. If any of these items appear or seem to be missing notify your Flight Staff immediately.

**Bunks.** Bunks will be flush against the wall and/or neatly and squarely lined in rows. Keep the bunk rails clean and dust free.

**Cot Standards (Encampment 2019 will have cots only)**

- (1) **Sleeping Bag.** Sleeping bag will lay flat, zipped, and squared to the cot when not in use. The folded edge of the bag should be facing the inspection side of the cot.
- (2) **Pillow and Pillowcase.** Put pillow inside case. Center length of pillow on width of mattress, flush with the head end of mattress. The open end of pillow case faces away from the inspection side with the excess material neatly folded underneath.
- (3) **Extra Blankets.** Place extra blanket(s) (if applicable) at the foot end of the mattress/cot. Fold blanket(s) into an “e” fold and display with the single fold facing the foot end of the mattress. The blanket(s) should be flush with the foot end of the mattress/cot. The “e” fold should be viewed from the inspection side of the bed.
- (4) **Pillow and Pillowcase.** Put pillow inside case. Center length of pillow on width of mattress, flush with the head end of mattress. The open end of pillow case faces away from the inspection side with the excess material neatly folded underneath.

- (5) Extra Blankets. Place extra blanket(s) (if applicable) at the foot end of the mattress/cot. Fold blanket(s) into an “e” fold and display with the single fold facing the foot end of the mattress. The blanket(s) should be flush with the foot end of the mattress/cpt. The “e” fold should be viewed from the inspection side of the bed.

Towels. Towels should be folded neatly and properly stored away when not in use.

Shoes. Shoes will be ordered from the bedpost/cot leg inwards, Combat Boots, Low Quarters (or female equivalent), Athletic Shoes, Shower Shoes, and Sandals . They will be with the toes of the shoes even with the leading edge of the bedpost. When removing a pair of footwear, scoot in the rest of the shoes to the bedpost and close up the gap. The shoes will be lined up off of the foot leg of the inspection side of the cot.

Laundry Bag. Inside locker there are two hooks. The laundry bag will be hung on the right hook. If cadets are sharing a locker, both hooks will be used to hang laundry bags. It is against the HONOR CODE to hide clean clothing items that should be otherwise displayed, in the laundry bag. When lockers are not available, laundry bags will be stored neatly behind the shoe line, under the cot, on the non-inspection side of the bunk/cot.

Hanging Clothes. Every Cadet will hang their blues (in a garment bag) and BDUs on a provide bar. On this bar the entire flight will hang all Blues and BDU uniforms in prescribed manner. The hangers will be evenly spaced across the entire shelf. The arrangement will be with alternating shirts then trousers. First all Blues uniforms, then, all BDU uniforms. All shirts will be placed with the left sleeve facing out and all buttons including pockets buttoned (only the top button will remain unbuttoned as if it was being worn). **ALL UNIFORM ITEMS WILL BE TAKEN OFF OF THE UNIFORM INCLUDING GARTERS.** The buttons and zippers of all trousers or skirts will be buttoned or zipped. The trousers or skirts will be placed in the closet with the fly facing outward and with the seat of the trousers or skirt on the viewer's left.

Other Gear/Belongings. All other personal gear and belongings will be stored in luggage. All openings to luggage will be closed, zipped, or buttoned. Luggage will be stacked at the foot of the bed.

## Chapter Nine DINING HALL

9.1 All cadets will file into the dining hall in a single column formation. When the line halts, cadets will assume the position of parade rest. Prior to moving forward, cadets will come to attention, march forward, and again assume parade rest. The first cadet in a flight will hold the outside door. The second cadet in the column will hold the inner door. These doors will be held until the column has passed through them. The cadets holding the doors will then either close the doors, or be replaced by individuals from the next flight. If the entire flight cannot fit into the dining hall the cadets holding the doors will close them when the line stops, and will reopen the doors when the line is ready to move again. Cadets will also come to attention in line when directly addressed by a superior, but not when a superior is walking past them.

9.2 After receiving trays of food, cadets will proceed to the most distant vacant chair on the designated area of the dining hall. A new table will not be started until the current open table is filled.

9.3 Cadets will not put items other than food (hats, vests, binders, etc.) on the table. The best place is usually under the chair. Hats may also go on lap, knee, or floor.

9.4 No cadet will be denied any portion of his/her meal. Cadets will consume all of the food taken from the serving line.

9.5 Cadets are expected to eat and maintain a properly balanced daily diet. Cadets will not consume carbonated beverages unless specifically authorized. Cadets will not select food from any dessert “cart” unless specifically authorized. Cadets will consume TWO GLASSES OF WATER with each meal.

9.6 Cadets will sit erect, but at ease, with eyes on their plate while eating. Cadets will be at ease in the dining hall while eating. When eating, if an officer addresses a cadet, he/she will come to the position of seated attention.

9.7 Conversation between tables will not be permitted.

9.8 When the meal is finished, cadets will stand up, place chairs against the table, and depart the dining hall, leaving or placing trays as directed. The dining hall staff will collect the trays.

9.9 Cadets will depart the dining hall without delay, in a military manner, and will proceed directly to their flight formation outside the dining hall.

9.10 (When/Where Applicable) Each Day, a Flight will be assigned Kitchen Police “KP” Duty. Their duties will include clean up, dish washing, food serving, and general maintenance of the dining facility. The Flight will be announced as “The Detail for the Day” at evening formation. They will complete their duties at each meal following the formation until the next detail is announced.



## Chapter Ten CUSTOMS & COURTESIES

10.1 Cadets will briskly and silently remove headgear with their right hand when 3 paces from a door, or when they place a foot on the bottom step prior to entering a building.

10.2 Cadets will salute all officers, senior, cadet, or military as defined in CAP regulations.

10.3 Staff/Cadet Interaction. Use appropriate military courtesies when greeting staff, or other recognized military members. Always use full rank and last name if you recognize the member or by “Sir/Ma’am” (“Sergeant” for C/SSgt – C/CMSgt) as appropriate.

(1) When passing, addressing, or being addressed by staff, the proper greeting of the day is always given. The proper greetings of the day are defined by the time of day: “Good Morning, Sir/Ma’am” from wake until noon chow, “Good Afternoon, Sir/Ma’am” from noon chow until evening chow and “Good Evening, Sir/Ma’am” from evening chow until final dismissal.

(2) Cadets will IMMEDIATELY come to their feet and stand at the position of attention when addressed by or addressing any staff member, except during flight room instruction and while eating or otherwise instructed by staff.

(3) When any staff member or commissioned officer addresses a cadet, the cadet will respond first with the word “Sir” or “Ma’am” followed by the answer to the question. When given a direct question from a staff member, the cadet will use one of the following seven basic responses as appropriate to begin speaking.

- (a) “Yes, Sir (Ma’am).”
- (b) “No, Sir (Ma’am).”
- (c) “No excuse, Sir (Ma’am).”
- (d) “Sir (Ma’am), I do not know.”
- (e) “Sir (Ma’am), I do not understand.”
- (f) “Sir (Ma’am), may I make a statement?” (not necessary when responding to a direct question)
- (g) “Sir (Ma’am), may I ask a question?”

10.4 Military Bearing. Cadets must maintain proper military decorum at all times. It is inappropriate for a Cadet to refer to his/her superiors as anything other than their proper title.

10.5 Cadets will double time to or from formation, except when returning from a meal formation or when carrying bulky articles. Cadets will stand at attention when addressing or being addressed by a staff member, unless the staff member directs otherwise.

10.6 Classroom Procedures. Cadets will sit as a flight. After taking their seat, they will maintain good order, discipline and posture. During the lecture cadets may not talk, sleep, or move

unnecessarily (i. e. stretching, gathering notes before dismissal, etc.), and will not engage in any activity not directly related to the current lesson.

(a) Classroom Opening Guidance. A staff member will stand by doorway and command, "STANDBY". At this time, cadets will stand at parade rest in front of their seats. Then the staff member will command, "ROOM ATTENTION". Cadets will then move to the position of attention. The staff member will then give the class to the presenter in a formal manner.

(b) Asking/Answering Questions. When cadets wish to ask a question or provide an answer during a class auditorium lecture, they will remain seated and raise a hand. When the lecturer recognizes a cadet, the cadet will stand up, state their name and flight and ask the question/give the answer, unless directed to do otherwise by the lecturer. Proper military customs and courtesies, including "SIR/MA'AM" will be used.

#### 10.7 Indoor Protocol.

(a) Foyer/Day Areas/CQ Office/Hallways. Cadets will not call foyers, day areas (open area used as a dayroom), the CQ Office, or hallways to attention when senior personnel enter, but will show proper respect for all staff when present indoors. If seated, cadets will stand and render the proper greeting of the day, or, if already standing, will simply render the proper greeting of the day.

(b) Entering/leaving Barracks. When a staff member enters a room, the first person to take notice will call the room to attention, provided there is not already a commissioned officer of equal or greater rank in the room.

10.8 Cadets will stand at attention when addressing or being addressed by a staff member, unless the staff member directs otherwise.

10.9 When asked a direct question, the answer will be clear, brief and concise. If a cadet does not know an answer, he/she will state that.

10.10 Reporting Procedures. Knock once at the door and await instructions to enter. Position yourself two paces from the officer or two paces in front of the officer's desk. Salute and report: "Sir/Ma'am, Cadet student (Your Last Name) reports as ordered" or "Cadet student (Your Last Name) reports." Drop your salute only after it has been returned by the person you are reporting to. Carry on the conversation in the first and second person. When your business is completed, salute (wait to have your salute returned), execute a facing movement toward the nearest exit and depart.

10.11 Opening Doors. Opening a door for another person is a sign of respect and will be adhered to at all times during the encampment. The first person to reach the door should hold it. The

exception to this is that ladies will not open doors unless she is by herself or there are not men present.

10.10 Profanity. No Cadet will use profanity. The use of profanity is a demonstration of a lack of proper knowledge of the English language. Cadets are expected to speak proper English at all times.

## Chapter Eleven RESTRICTIONS

11.1 Cadets will not gamble, use tobacco products, use any drugs, or consume or possess alcohol at any time during the encampment.

11.2 Weapons of any type will not be tolerated unless provided by encampment staff and used as a part of a supervised training exercise.

11.3 The use of any medications must be cleared by the Medical Officer or designated representative before being taken at encampment (with exception to inhalers, EpiPens, etc).

11.4 Cadets will not engage in conversation that is vulgar, improper, or sexual in nature nor will they engage in any other type of harassment or offensive action.

11.5 Sunglasses are permitted but must be for the express use of sun protection for the eyes. DO NOT MAKE FASHION STATEMENTS with sunglasses.

11.6 To ensure that cadets remain professional at all times, and focused upon their training, fraternization shall not be allowed as outlined in this policy. At no time will cadets of the opposite gender be allowed in a cadet's room.

11.7 Cadets will not leave the barracks at any time except when authorized. Two or more cadets traveling together will be in formation and will execute drill maneuvers at all corners.

Chapter 12  
“PROPWASH”  
New Mexico Wing Knowledge Booklet

Contents:

Section One	Chain of Command
Section Two	Code of Conduct
Section Three	USAF/CAP Knowledge
Section Four	CAP Facts
Section Five	US Military and CAP Grades

SECTION I: CHAIN OF COMMAND

Commander in Chief: Hon. Donald J. Trump  
Secretary of Defense: Hon. James Mattis  
Secretary of the AF: Hon. Heather Wilson  
Chairman,  
Joint Chiefs of Staff Joseph H. Dunford Jr., Gen, Army  
Air Force Chief of Staff: David L Goldfein, Gen, USAF  
ACC Commander: Herbert Carlisle, Gen, USAF  
CAP-USAF Commander: Michael Tyynismaa, Col, USAF  
CAP National Commander: Mark E. Smith, Maj Gen, CAP  
SW Region Commander: Joseph R. Smith, Col, CAP  
NM Wing Commander: Mike Lee, Col, CAP  
Encampment Commander: Maria-Lisa Dilda, Maj, CAP  
Commandant of Cadets: Steven Lindquist, Capt, CAP  
Cadet Commander: Josh Williamso. C/Maj, Cap  
Deputy Commander: Jerrick Kendal, C/Maj, CAP  
Executive Officer: Jonathon Preidis, C/2nd Lt, CAP  
Command Chief: \_\_\_\_\_

Your Squadron Commander: \_\_\_\_\_

Your Squadron First Sergeant: \_\_\_\_\_

Your Flight Commander: \_\_\_\_\_

Your Flight Sergeant: \_\_\_\_\_

Your TAC Officer: \_\_\_\_\_

SECTION II: USAF/CAP Knowledge

USAF Honor Code

We will not lie, steal, or cheat, nor tolerate among us anyone who does. Furthermore, I resolve to do my duty and live honorably, So Help Me God.

USAF Core Values

Integrity First

Service Before Self

Excellence in All We Do

The Three Missions of CAP

Aerospace Education

Cadet Programs

Emergency Services

### Civil Air Patrol's Motto

"Semper Vigilans" - Always Vigilant

### The Mission of the Civil Air Patrol

The Mission of the Civil Air Patrol is to serve America by developing our nation's youth, accomplishing local, state, and national missions, and educating our citizens to ensure air and space supremacy.

## Civil Air Patrol Core Values

Integrity

Volunteer Service

Excellence

Respect

## Mission of the CAP Cadet Program

The Mission of the CAP cadet program is to provide the youth of our nation with a quality program that enhances their leadership skills through an interest in aviation and simultaneously provide services to the United States Air Force and to the local community

## The CAP Cadet Oath

I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly and to prepare myself to be of service to my community, state and nation.

## The New Mexico Wing Cadet Honor Code

On my honor as a Civil Air Patrol Cadet of the New Mexico Wing, I will not lie, cheat, steal, neither commit any act of intentional dishonesty nor tolerate those who do.

## Definition of Leadership

The art of influencing and directing people in a way that will win their obedience, confidence, respect, and loyal cooperation in achieving a common objective or goal.

## The Cadet Training and Education Program (CTEP) Mission Statement

To develop leaders through standardized training, education, and evaluation; establishing a standard of excellence in Texas Wing Cadet Programs.

## The Definition of Military Discipline

Military discipline is that mental attitude and state of training which renders obedience instinctive under all conditions. It is founded upon respect for and loyalty to properly constituted authority.

## The Value of Drill and Ceremonies

On the drill field, the individual learns to participate as a member of a team, to appreciate the need for discipline, how to respond to authority, to follow orders promptly and precisely, and to recognize the effects of their actions on the group as a whole. Learning to follow is the first step toward leadership.



## The Warrior Spirit

The warrior spirit is a condition of the heart. The Air Force describes it as tough-mindedness and tireless motivation. A warrior is someone whose strong character enables him or her to make sacrifices for the team and achieve long term goals.

## Air Force Song

Off we go into the wild blue yonder,  
Climbing high into the sun  
Here they come zooming to meet our thunder  
At'em boys, giv'er the gun!  
Down we dive spouting our flaming from under  
Off with one helluva roar!  
We live in fame or go down in flame  
Nothing'll stop the US Air Force!

Minds of men fashioned a crate of thunder  
Sent it high into the blue  
Hands of men blasted the world asunder,  
How they lived God only knew!  
Souls of men dreaming of skies to conquer  
Gave us wings ever to soar.  
With scout before and bomber galore,  
Nothing can stop the US Air Force!  
Story behind the Third Verse

The following is the third verse of the Air Force song, and is to be recited as a prayer in memory of fellow men and women who have fallen. In respect of those whom the prayer is for, it is to be recited quietly under one's breath. The third verse is never sung along with the rest of the Air Force song. It is sung separate from and to a different tune than the other two verses.

## Third verse...

Here's a toast to the host of those who  
love the vastness of the sky,  
To a friend we send this message  
of his brother men who fly.  
We drink to those who gave their all of old  
Then down we roar to score the rainbow's  
pot of gold.  
A toast to the host of men we boast  
The US Air Force!

## FOURTH VERSE

Off we go into the wild sky yonder,  
Keep the wings level and true  
If you'd live to be a grey-haired wonder  
Keep the nose out of the blue!

Flying men, guarding the nation's border,  
we'll be there followed by more!  
In echelon we carry on  
Oh, nothing'll stop the Air Force!  
Nothing'll stop the U.S. Air Force!

## SECTION IV: CAP FACTS

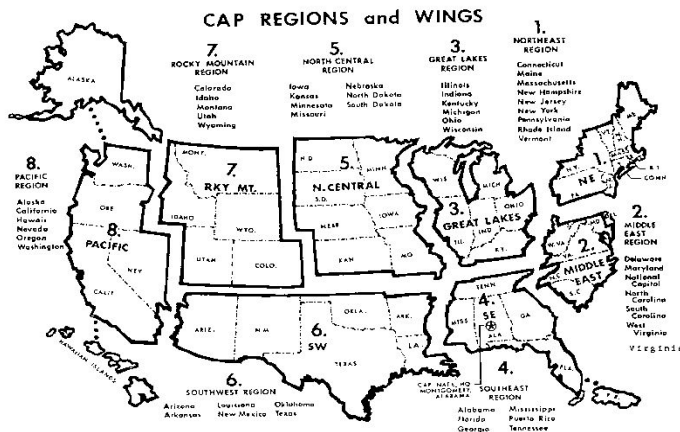
### CAP ORGANIZATION:

CAP is organized into eight geographic regions. These regions are subdivided by the states falling within their boundaries and each state has a CAP wing. Additionally, the District of Columbia and Puerto Rico have CAP wings. These 52 wings are then divided into groups, squadrons, and flights depending on their size. There are more than 1,700 CAP units.

The highest governing body of CAP is the Board of Governors. The Board has 11 members, including representatives of CAP, the U.S. Air Force and civilians involved in education, aviation and emergency management. Both the volunteer national commander and the national vice-commander always serve on the CAP Board of Governors. The Board meets once each quarter.

CAP also has an active National Board, which includes the national commander and national vice-commander, the 8 region commanders, the 52 wing commanders, and the senior Air Force advisor. Also, part of the National Board are key national CAP officers, including the national chief of staff, the national finance officer, the national legal officer, the national controller, the national inspector general and the chief of chaplain services.

### CAP REGIONS



There are eight regions in CAP: Pacific Region, Rocky Mountain Region, North Central Region, Southeast Region, Middle East Region, Northeast Region, Great Lakes Region, and our region – Southwest Region.

## CAP HISTORICAL FACTS

CAP has a long and storied history. The following are significant moments in CAP/USAF history:

Mr. LaGuardia, Director of Civil Defense, signed the order that created CAP on December 1, 1941.

On December 7, 1941, Pearl Harbor was bombed which helped bring the United States into World War II.

Civil Air Patrol provided coastal patrol during World War II, and bombed 57 submarines.

On July 1, 1946, President Henry Truman signed Public law 476 that made CAP a private, non-profit organization and defined the missions of CAP.














On September 18, 1947 the United States Air Force became an independent service when it separated from the Army Air Corps.

In 1948, Congress passed Public Law 557 making CAP the official auxiliary of the United States Air Force.

On December 1, 2016, CAP celebrated 75 years of providing service to its members, the United States Air Force, and the people of the United States.














## Section V: CAP/US MILITARY OFFICER GRADE


CAP senior members use the same grade structure as the Air Force, Army, and Marine Corps. The US Navy uses the same structure except different titles. CAP's structure ends at Brigadier General and the Flight Officer program is CAP only.

3 Services & CAP		Navy Title	Pay
	General	Admiral	0-10
	Lieutenant General		Vice Admiral 0-9
	Major General	Rear Admiral (upper half)	0-8
	Brigadier General		Rear Admiral (lower half) 0-7
	Colonel	Captain	0-6
 (silver)	Lieutenant Colonel		Commander 0-5
 (gold)	Major	Lieutenant Commander	O-4
	Captain	Lieutenant	O-3
 (silver)	First Lieutenant	Lieutenant (junior grade)	O-2
 (gold)	Second Lieutenant		Ensign O-1
	Senior Flight Officer - CAP only		
	Technical Flight Officer - CAP only		
	Flight Officer - CAP only		

\*Senior members without grade wear two CAP cutouts on both collars.

## CAP CADET GRADE INSIGNIA



















Grade	Title	Abbr	Achievement name
	Cadet Colonel	C/Col	Spaatz Award
	Cadet Lieutenant Colonel	C/Lt Col	Eaker Award
	Cadet Major	C/Maj	Aerospace Officer
	Cadet Captain	C/Capt	Earhart Award
	Cadet 1 <sup>st</sup> Lieutenant	C/1 <sup>st</sup> Lt	Admin Officer
	Cadet 2 <sup>d</sup> Lieutenant	C/2 <sup>d</sup> Lt	Mitchell Award
	Cadet Chief Master Sgt	C/CMSgt	Robert Goddard
	Cadet Senior Master Sgt	C/SMSgt	Jimmie Doolittle
	Cadet Master Sergeant	C/MSgt	Charles Lindbergh
	Cadet Technical Sgt	C/TSgt	Eddie Rickenbacker
	Cadet Staff Sergeant	C/SSgt	Wright Brothers
	Cadet Senior Airman	C/SrA	Mary Fiek
	Cadet Airman 1 <sup>st</sup> Class	C/A1C	Gen Hap Arnold






















	Cadet Airman	C/Amn	Gen John F. Curry
CAP	Cadet Airman Basic	C/AB	No achievement

There are 16 achievements and four phases in the CAP Cadet Program  
The five phases are: Motivational Phase (Optional), Learning Phase, Leadership Phase, Command Phase, and Executive Phase

## US MILITARY ENLISTED GRADES AND TITLES

The title column lists the different branches' enlisted grade titles in the following order: Air Force, Army, Navy, and Marine Corps.

Pay Grade	Title	USA F	Army	Navy	US MC
E-9	-CMSgt of the USAF* -Sgt Maj of the Army* -Master Chief Petty Officer of the Navy* -Sgt Maj of the Marine Corps*				
E-9	-Command Chief Master Sgt (w/ )				
	-Chief Master Sergeant -Command Sergeant Major -Sergeant Major -Master Chief Petty Officer -Sergeant Major or Master Gunnery Sgt				
E-8	Senior Master Sergeant Master Sergeant Senior Chief Petty Officer Master Sergeant				
E-7	Master Sergeant Sergeant First Class				

	Chief Petty Officer Gunnery Sergeant				
E-6	Technical Sergeant Staff Sergeant Petty Officer 1 <sup>st</sup> Class Staff Sergeant				
E-5	Staff Sergeant Sergeant Petty Officer 2 <sup>nd</sup> Class Sergeant				
E-4	Senior Airman Corporal Petty Officer 3 <sup>rd</sup> Class Corporal				
E-3	Airman 1 <sup>st</sup> Class Private 1 <sup>st</sup> Class Seaman Lance Corporal				
E-2	Airman Private Seaman Apprentice Private 1 <sup>st</sup> Class				
E-1	Airman Basic Private Seaman Recruit Private	No insignia	No insignia		No insignia

\*These are unique positions held by only one NCO in that branch.

Any time you see a diamond encased inside of or sitting atop the enlisted insignia, that means the person is also a First Sergeant of their unit.



Enlisted grades are often separated into “enlisted,” “Non-commissioned officers,” and “senior non-commissioned officers.” Typically enlisted are those grades of E-1 through E-3; NCO’s are grades E-4 through E-6; and senior NCO’s are E-7 through E-9.

When addressing an enlisted person you use their general title such as “airman” for anyone from Airman Basic through Senior Airman. Sergeant is used for Staff Sergeant through Senior Master Sergeant (in the Air Force). The highest NCO grades usually have a special title. Chief Master Sergeants are called “Chief” not “sergeant” and sergeant majors are sergeant majors.

Notes:

Á