

**OPERATIONS PLAN**  
**Texas Wing Civil Air Patrol**  
**2018 TEXAS WING WINTER ENCAMPMENT**  
 JBSA-Lackland Air Force Base  
 San Antonio, TX 78236  
 26-31 December 2018  
 Revision 3.0

## I. SITUATION

During the week of 26-31 December 2018, Texas Wing Cadet Programs will conduct a Basic Cadet Encampment. This activity, authorized by Headquarters Texas Wing, is under control of Cadet Programs, Texas Wing, and is hosted by TxWgHdqs. The activity will be held at JBSA-Lackland Air Force Base.

1. **“The purpose of the cadet encampment is for cadets to develop leadership skills, investigate the aerospace sciences and related careers, commit to a habit of regular exercise, and solidify their moral character.” (CAPP 60-70, para. 1.1.a.) “The vision for the cadet encampment is ‘an immersion into the full challenges and opportunities of cadet life.’” (CAPP 60-70, para. 1.1.b)**
2. **Goal Areas. Encampments aim to serve multiple constituencies. There are more people who have a stake in the program than simply the first-year cadet-students. In fulfilling its purposes and realizing its vision, the encampment pursues goals in five different areas simultaneously.**
  - a. **First, the overall encampment program sets goals for each cadet-student as an individual – what CAP hopes that cadet will know, do, or value as a result of encampment.**
  - b. **Second, encampment is a learning experience for each member of the cadet cadre, so the program sets goals for those advanced cadets.**
  - c. **Third, it is not enough that each cadet succeeds individually; encampments aim to foster teamwork, so the program sets collective goals for the flights as teams.**
  - d. **Fourth, encampment is a venue for adult CAP members to grow as leaders of cadets, so the program sets goals for those individuals.**
3. **This activity will be conducted in accordance with the CAPP 60-70, CAPR 60-1, and all other applicable CAP regulations and Texas Wing supplements.**

**B.** The Basic Cadets will need to submit their application to Major Christopher Baker, Tx Wg DCP via email at [dcp@txwgcap.org](mailto:dcp@txwgcap.org). All forms and payment via Event Brite must be received by 20 December 2018.. **Late applications will not be accepted.** No one arriving without having previously emailed a CAPF 31 will be allowed to sign into the activity. **DO NOT send forms by any postal or delivery method that requires a signature.** If you are worried about your paperwork arriving on time, please contact us at [cp@txwgcap.org](mailto:cp@txwgcap.org).

For Cadets and Seniors, the following forms must be included with their application (all forms are available at [www.texascadet.org](http://www.texascadet.org)):

1. CAPF 31:
  - a. Under “ACTIVITY APPLYING FOR” put **2018 Tx Wing Winter Basic Encampment**. Be sure to include your current CAP grade.
  - b. The medical section must be completed.
  - c. **Cadet’s parent(s) must sign the CAPF 31.**
  - d. **Squadron Commanders should verify the information and sign the**

**CAPF 31, as well as Group Commanders. Group Commanders may sign an electronic scanned version of the CAPF 31.**

2. CAPF 163 (with application submitted)
3. CAPF 161 (bring and keep on person during Encampment)
4. CAPF 160 (bring and keep on person during Encampment)

**CAPF 31 received without 163 will not be accepted until all missing information is received.**

- C. The activity will be held at **JBSA-Lackland Air Force Base**. There will be a **\$180 fee for basic encampment and a \$110 fee for cadet and senior cadre**. The total amount is to be sent in when you send in your CAPF 31. This covers food, drinks, t-shirt, billeting and administrative costs. The fee may be paid via the Event Brite link [2018 Tx Wg Winter Encampment](#). DO NOT send cash. This is non-refundable after 1 December 2018.
- D. Seniors and Cadet Staff will be provided separate instructions for applying to the encampment.
- E. CAP cadets and seniors will come to this activity prepared to participate with all needed supplies. A complete list of supplies is located at the end of this Operations Plan. Participants should have an adequate supply of paper and pencils.
- F. If cancellation or rescheduling of this activity becomes necessary, we will notify all unit commanders and send the notices via e-mail and post it on [www.texascadet.org](http://www.texascadet.org).

## II. ORGANIZATION

Major Christopher Baker is the Encampment Commander. The C/Commander will be notified and published here by mid-Nov. The event staff will be organized by the Encampment Commander and the Cadet Commander.

## III. TIMINGS

- A. Sign-in for all Senior and Cadet staff will be between 1200 and 1400 hours on 26 December 2018. All personnel will need a current CAP ID card and copies of all their paperwork. All attendees must eat lunch prior to arrival.
- B. All Basic participants must arrive for check in at 1545 hours on 26 December 2018. **Basics need to report in the BDU/ABU uniform.** All personnel will need a current CAP ID card and copies of all their paperwork. Lunch will not be provided, it is recommended Senior and Cadet Cadre eat lunch prior to arrival. Supper will be held at Encampment on 26 Dec 18.
- C. Graduation/Pass in Review will begin promptly at 1100 on 31 December 2018. All personnel are required to attend. Parents/guests are welcome to attend; arrival time is 1030.
- D. Senior Staff and Cadet Staff will be released at approximately 1300 hours (earlier if the buildings are cleared quickly) on 31 December 2018 after the facility manager has released Texas Wing Cadet Programs.

#### IV. SAFETY and MEDICAL

- A. The Encampment Commander and all staff members shall consider safety first in all decisions and actions. Under no circumstance will the safety of personnel or equipment be jeopardized. All CAP Regulations and Texas Wing policies and procedures, which relate to safety, shall be followed throughout this activity. This will include all staff members completing (1) Basic and (2) Intermediate Operational Risk Management (ORM) Training prior to applying for and attending the encampment. **All staff will go through Required Staff Training including ORM on the Hazing Trap.** All cadets attending Encampment are required to have completed Basic Operational Risk Management training. A certificate of Operational Risk Management training completion is required for all out of state cadets.
- B. A safety binder is established for each encampment. The contents of this binder will include but is not limited to the Daily Safety Briefings, Specific Safety Briefings for each location, and all Deliberate ORM plans. ORM plans from current and past encampments will be reviewed and modified/implemented as needed to keep all members and property of CAP safe.
- C. Local Hazards will be briefed.
- D. We will comply with CAPP 60-50, Cadet Physical Fitness Program. In addition, we will use the flagging system to notify participants and staff of changing heat conditions. Cold conditions will be monitored, and cadets may be moved indoors for training in the event or severe weather.
- E. A medical officer will be available for this activity. Cadets should bring sufficient quantities of prescription medication with them. Some first aid and other over the counter medications will be available and will only be made available to cadets under 18 only with parental permission.
- F. The CAPF 160 must include all medical conditions and medicines taken. Failure to disclose serious medical conditions may be cause for termination from CAP. This form must be kept on your person throughout the duration of the Encampment.

#### V. REGULATIONS AND ORDERS

- A. All CAP Regulations pertaining to each phase of this activity shall be strictly followed and enforced by each person participating. Any infractions are to be reported immediately through the chain of command.
- B. The Encampment Commander forbids use of personal phones/internet by all cadets at encampment. Senior members may continue to use their cell phone.
- C. **No video, picture or audio recording/taking is allowed by any attendee**, whether senior or cadet except for the PAO staff. **Individuals who violate privacy with audiovisual are subject to being expelled and sent home.**
- D. Uniforms are required to be worn.
  - 1. All participants shall wear the Uniform of the Day. All uniforms are to be in good repair and correctly worn according to CAPM 39-1.
  - 2. Cadets will wear PT clothes at night.

## VI. LOGISTICS

- A. Meals will be provided by Texas Wing Cadet Programs. Special dietary considerations must be noted on the CAPF 160 and encampment staff must be made aware upon check in of any special dietary considerations on your application.
- B. Housing will be determined at **JBSA-Lackland Air Force Base** . Exact address will be posted on [www.texascadet.org](http://www.texascadet.org). Classes and classrooms are to be determined. Total number of people in the facility will not exceed 300. We will not exceed 175 students plus 100 cadet cadre and senior encampment staff.
- C. Senior participants are encouraged to bring a CAP van. If a CAP van is used for this activity, we will provide all fuel used during the week at the encampment, except for the transportation to and from the encampment site (**JBSA-Lackland Air Force Base**).

## VII. COMMUNICATIONS

- A. Emergency numbers are: 512-395-7138 (Wing DCP's/Encampment Commander's cell phone) and 512-557-1779 (Commandant's cell phone).
- B. Additional emergency phone numbers will be posted on the Texas Wing Encampment Web site as soon as they are available.

## VIII. ADMINISTRATION

- A. All personnel participating in this activity must always have in their possession a current CAP membership card and (for Seniors or cadets over 18) Cadet Protection Training on file.
- B. Paperwork will be processed on site and certificates issued at the end of the activity.

## IX. BUILDINGS AND SPECIAL ACTIVITIES REQUESTED

- A. **JBSA-Lackland Air Force Base.**

## X. Staff Organization

- A. The event staff will be organized by the project officer and the Cadet Commandant with additions and deletions made by these individuals as needed with final approval by DCP of Tx Wing.
- B. Senior Executive Staff**
- i. Includes Project Officer/Commander, Deputy Commander, Commandant, Chief training Officer, Safety and Chaplain.
- C. Cadet Executive Staff (to be selected by Selection Board)**
- i. Selection Board to be composed of: 4-5 Senior members
- D. Cadet Executive Cadre Position Descriptions.**
- i. The following are position descriptions for executive cadre members of the Cadet Training Group. These descriptions are not intended to limit or restrict action; they are merely presented to give general direction and background for each cadre position. The Executive Cadre consists of the CTG Commander, Deputy Commander for Operations, Deputy Commander for Mission Support, Safety Officer, Mission Support Chief of Staff, CTG Superintendent, CTS Commanders, the Cadet Curriculum & Planning Officer.
- E. Cadet Training Group Commander. (CTG/CC)** Leads the CTG in the implementation of the encampment program. He/she is responsible to the Encampment Commander for the overall encampment program. The Commandant of Cadets is the senior advisor to the Group Commander. Rank requirement is limited to C/Col. of C/Lt Col.
- i. Objectives:
1. *Lead the officers of the CTG, to ensure proper implementation of the encampment program.*
  2. *The maintenance and consistency of training standards throughout the wing encampment program.*
  3. *Serve as a role model and example for all the members of the Cadet Training Group.*
  4. *Counseling services when appropriate.*
  5. *Provide an appropriate forum for feedback and criticism of the encampment program, cohesiveness, teamwork and unity of purpose within the unit.*
- ii. Examples of tasks:
1. *consultation with appropriate senior staff, the selection of the Cadet Deputy Commanders.*
  2. *Assists in the selection of qualified senior cadets for service at the group cadre level.*
  3. *Approval of the Cadet SOP and its supplement(s) for each encampment.*
  4. *Conducts the group inspection at all Texas Wing encampments.*
  5. *In consultation with appropriate senior staff, supervises the creation and content of the encampment schedule.*
- F. Cadet Deputy Commander for Operations. (CTG/CDO)** The Cadet Deputy Commander for Operations is primarily responsible for coordinating, controlling and directing the training activities of the CTG. The Deputy Commander for Operations is directly responsible to the Group Commander for the training and performance of all training personnel at the encampment. Rank requirement is limited to C/Col., Lt Col., Maj or Capt in Phase IV.
- i. Objectives:
1. *Leads the training of all the training personnel at the encampment.*
  2. *Direct supervision and evaluation of the performance of the Cadet Training Squadron Commanders. (Group level encampments only).*
  3. *Adherence to the established cadet training schedule.*
  4. *Compliance with the established encampment academic, physical fitness and training program.*

ii. Examples of Tasks:

1. *Reviewing the schedule with the Squadron Commanders each evening for the following day.*
2. *Conduct the Group Training Meeting (GTM) and discusses training progress, the schedule or problems within the squadrons.*
3. *Monitors exams, physical fitness, and training events to define the level of effectiveness of training. Advises Squadron Commanders on areas needing attention.*

**G. Cadet Deputy Commander for Mission Support. (CTG/CDS) (formerly call XO) The Cadet Deputy Commander for Support is primarily responsible for coordinating, controlling and directing the support activities of the Cadet Support Squadron. The Deputy Commander for Support is directly responsible to the Group Commander. He/she works with the senior Deputy Commander for Support to coordinate the efforts of the senior and cadet support staffs. Rank requirement is limited to C/Col., Lt Col., Maj or Capt in Phase IV.**

i. Objectives:

1. *Leads the support personnel at the encampment.*
2. *Direct supervision and evaluation of the performance of the Chief of Staff and Cadet Directors leading the support departments.*
3. *Adherence to the established cadet training schedule.*
4. *Compliance with the established encampment logistic, administrative and training program.*

ii. Examples of Tasks:

1. *Oversees the encampment registration process for the CTG Commander.*
2. *Conducts personnel evaluations providing feedback of performance.*
3. *Assists in the selection of support personnel.*
4. *Supervises and approves production of the encampment newsletter.*

**H. Cadet Support Squadron Chief of Staff. (CSS/CS) The Chief of Staff is primarily responsible for the management and coordination of department operations of the Cadet Support Squadron. He/she works with all department directors to accomplish the support squadron goals. The Chief of Staff is directly responsible to the CTG/CDS.**

i. Objectives:

1. *Communicates information effectively between support directors and the CTG/CDS.*
2. *Problem solves with support directors as issues arise.*
3. *Ensures the success of tasks of all departments in the Cadet Support Squadron.*
4. *Direct supervision and evaluation of the performance of support cadre.*
5. *Adherence to the established cadet training schedule.*
6. *Supports the needs of encampment.*
7. *Reinforces the Cadet Deputy Commander for Support's vision within the squadron.*

ii. Examples of Tasks

1. *Acts as the liaison between the CTG/CDS and all directors.*
2. *Manages the support communications hub.*
3. *Oversees department needs/concerns and ensures task progress.*
4. *Conducts conflict resolution when necessary, will include the CTG/CDS and seniors If problematic.*
5. *Takes charge of the support squadron when the CTG/CDS is not readily available.*

**I. Group Superintendent. (CTG/SUPT)** (formerly known as a Command Chief) Mentors the cadet noncommissioned officers of the Cadet Training Group and ensures that they are thoroughly familiar with their duties and responsibilities. Addressed appropriate to his/her rank (Sir, Ma'am, Chief, etc.). Rank requirement is limited to C/CMSgt.

i. Objectives:

1. *The Group Superintendent supports both the Command and the Commander of the CTG.*
2. *Purposefully acts in support to all specified and implied duties of the CTG Commander.*
3. *Directs the NCO Support Channel within the CTG and provides feedback and counsel to the Squadron First Sergeants regarding their effectiveness and performance as NCOs.*
4. *Oversees the welfare, discipline, development and instruction of all individual students within the Cadet Training Group.*
5. *The Group Superintendent must maintain and reinforce the finest ideals and performance of the CAP Cadet. Set the example in all he/she does.*
6. *Enforces all applicable standards of conduct among students.*
7. *Inspects and evaluates all training progress of students.*
8. *Supervises the effectiveness of the encampment physical fitness program.*
9. *Provides feedback to the Group Staff regarding the effectiveness of the NCOs and advises the CTG Commander regarding all aspects of the training environment and command climate.*

ii. Examples of Tasks:

1. *Personally, supervises the execution of the Physical Training Program.*
2. *Reinforce the image and performance of the NCO.*
3. *Takes notes during Group Inspections.*
4. *Ensures meals run efficiently; uses the First Sergeants to supervise students in the dining facility, enforce rules and discipline, and enable students to enjoy nutritious meals and stay hydrated.*
5. *Organizes the CTG Volleyball Competition and serves as the Chief Judge.*
6. *Is responsible for forming all Group formations; performs with flawless execution all formations and ceremonial duties.*
7. *Relieves the Group Executive Staff of any routine administrative or informational tasks.*
8. *Is responsible for the training of the Group Color Guard.*

**J. Cadet Curriculum & Planning Officer. (CTG/XP)** (formerly call DOT) Manages the encampment instructional content. The CTG/XP works closely with the Enc/XP but reports directly to the CTG/CC. Rank requirement is limited to Phase III and IV. This position's major functional areas include:

i. Examples of Tasks:

1. *Investigating opportunities for tours, guest speakers, use of training facilities, etc., at the host facility.*
2. *Programming the curriculum so that the encampment exceeds the minimum required content.*
3. *Developing a plan of instruction for coordinating with the Enc/DO for tours, guest speakers, classroom facilities, etc.*
4. *Developing and maintaining the encampment schedule.*
5. *Creating a list of instructors (senior staff, cadre, or guests) for the courses; monitoring courses to ensure the students attain the learning objectives.*
6. *Facilitating the student, cadre, and staff end of encampment critique process.*
7. *Updating the CTG/CC and Enc/CC on the instructional progress.*

- K. Cadet Safety Officer. (CTG/SE)** A cadet should be assigned as an assistant to the Encampment Safety Officer. The primary role of the cadet safety officer is to study and mentor under the supervision of the Encampment Safety Officer and assist him/her with those duties. The Cadet Safety Officer will learn the primary functions of the Encampment Safety Officer and be given the opportunity to demonstrate skills in safety leadership, education and presentations. Cadet Safety Officers will provide liaisons between the Encampment Safety Officer and cadet command cadre. This position is limited to cadets in Phases III and IV.
- i. Cadet safety officers will NOT act as the primary safety officer for encampment and will not be held responsible for tasks that are the primary responsibility of the encampment Safety Officer.
  - ii. Cadet safety officers will be responsible for completing appropriate cadet safety officer training.
- L. Cadet Training Squadron Commander. (“X” CTS/CC)** Leads the squadron in the implementation of the encampment program within the Cadet Training Squadron. This includes academic, physical fitness and general training objectives. (Note: Cadet Commanders at squadron level size encampments will be responsible for tasks outlined in Group Commander description.)
- i. Objectives:
    1. *Evaluates the effectiveness of the training within the Cadet Training Squadron through guidance and direction of the flight cadre and makes appropriate adjustments.*
    2. *Coordinates necessary logistical and administrative support for the Squadron.*
    3. *Plans the activities of the CTS in accordance with established Group training requirements.*
    4. *Fosters cohesiveness, teamwork and unity of purpose within the unit.*
  - ii. Examples of Tasks:
    1. *Leads Squadron Training Meetings (STM) each night in order to review and evaluate the effectiveness of the training.*
    2. *Participates in the selection and recognition of outstanding personnel at the Squadron level.*
    3. *Evaluates the performance of the Flight Commanders.*
    4. *Evaluates the performance of the flights in order to establish level-of-training within the squadron.*
    5. *Conducts the Squadron Inspections.*
    6. *Supervises, directs, and mentors the First Sergeant.*
    7. *Counsels with the Flight Commanders to assist them in organizing and preparing their Flight’s implementation of the encampment training program.*
    8. *Provides leadership and guidance to the Flight Commanders to ensure a coordinated effort between flights under his/her command.*

CHRISTOPHER BAKER, Maj, CAP  
 Commander, 2018 Texas Wing Winter Encampment



**Texas Wing Encampment  
Equipment List**

Use this list to prepare and pack for encampment. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend encampment without the quantities listed below. All your items **MUST** be marked with your last name. **YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT ENCAMPMENT.** Place a checkmark next to each item as you prepare for encampment.

2 Each BDU/ABU Blouse with Wing patch, Name tape, CAP tape affixed	Deodorant
2 Each BDU/ABU Pants	Toothbrush, toothpaste/mouthwash
6-8 Each Black/Sand T-shirt, Crew neck	Bath soap in plastic container
1 Each BDU/ABU Cover	Comb/brush
1 Each belt - dark blue/black with black buckle & black tip (BDU) 1 Each belt – sand utility belt (ABU)	Shampoo & Conditioner
8 Pair Boot socks. Black	Razor and shaving cream or electric razor (if needed)
1 Each Short Sleeve Blues Shirt	2 towels (white preferable) 2 face cloths (white preferable)
1 pair USAF Blues Slacks or Skirts (female) (2 pairs recommended)	1 set of 2 flat sheets with pillow (White Preferable)
2 t-shirts white v-neck or u-neck	1 blanket (optional for summer but <b>Mandatory</b> for Winter)
1 Each Flight Cap with insignia	Feminine hygiene products
1 Each belt, dark blue with silver tip & silver buckle	Sunscreen (must be used daily) – high SPF recommended Insect repellent with Deet
2-3 Pair Dress Socks, Black	Lensatic or Orienteering compass (inexpensive)
2 pair garters (mandatory if wearing slacks)	Laundry bag
Shoe shine kit (canned polish only, <i>NO EDGE DRESSING or liquid polish allowed</i> )	10 Clothes hangers (preferably <b>WHITE</b> plastic)
1 set CAP uniform insignia and backers for BDUs/ABUs and blues	1 Spiral notebook and 5 pens and pencils
2 sets blue or black sweats for PT (shirts and pants) ( <b>Mandatory</b> for winter) 2 sets black or dark blue shorts for PT (summer)	CAPM 39-1, CAPR 60-1, AFMAN 36-2203 Drill and Ceremonies Manual (optional but suggested)
1 pair gym, tennis or running shoes	Standard Operating Instructions (SOI) Issued when you arrive
8 pair athletic socks for PT	Rain poncho (clear, brown, black, green or camo)
Athletic supporter (male) or sports bra (female)	Blister kit (foot powder, band-aids, Neosporin, moleskin pads or roll, and hand sanitizer) in a zip bag
1 web belt, green, with canteen holder, no suspenders, and one canteen (Camelbak®) or hydration systems are accepted)	<b>Neon Yellow Safety reflective belt (NEW)</b> Ex: <a href="#">WalMart Reflective Belt \$4</a>
10 pair underwear (and bras for females)	Iron and spray starch ( <b>HIGHLY</b> recommended) Ruler (12” Recommended) for insignia
Shower shoes (mandatory) (sandals or flip-flops recommended)	Hair dryer and hair care products (if needed)
Swimsuit for shower (optional)	CURRENT CAP ID CARD, CAPF 160
1 pair combat boots, black, plain toe <b>THESE MUST BE WELL BROKEN IN</b>	Regulation haircut ( <b>mandatory</b> ) Females should bring extra clips, hair bands, and hair spray
1 Pair shoes, black, oxford smooth leather, low quarter, plain toe (if possible)	1 Flashlight with extra batteries
1 BDU/ABU or other warm jacket ( <b>mandatory</b> for winter) 1 pair black winter gloves (to keep you warm) ( <b>winter</b> ) 1 winter hat (black preferable) ( <b>winter</b> )	You may bring religious reading materials Prescription (must be in original container) and Over-the-Counter Medications

**DO NOT BRING:**

Knives/scissors, portable electronic devices, unauthorized medication, lighter/matches, explosives, tobacco, ammunition, tapes/CDs/DVDs, alcohol, flammables, watches, cash more than \$30, cellular phones, food/drink (candy, soda, snacks, etc.), weapons of any kind, alarm clocks, magazines, cameras, video cameras, or video games.

**UNIFORM PROCUREMENT LOCATIONS**

You can secure uniform/equipment from the following locations: 1. Your home squadron. 2. Commercial sources such as: Vanguard ([www.vanguardmil.com](http://www.vanguardmil.com)) or Glendale ([www.paradestore.com](http://www.paradestore.com)). Many of the non-uniform items can be purchased at a Dollar Store.

**DO NOT WAIT UNTIL THE WEEK BEFORE ENCAMPMENT TO ENSURE THAT YOU HAVE THE NECESSARY ITEMS. PLAN AND ORDER EARLY! YOU WILL NOT HAVE THE OPPORTUNITY TO PURCHASE UNIFORM ITEMS AT ENCAMPMENT.**

# Texas Wing Encampment

## Senior Member Equipment List

Use this list to prepare and pack for encampment. The uniform/requirements are the MINIMUMS (unless otherwise stated). Please do not attend encampment without the quantities listed below. All your items MUST be marked with your last name. YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT ENCAMPMENT. Place a checkmark next to each item as you prepare for encampment.

2 Each BDU (Woodland camo or Blue)/ABU Blouse with Wing patch, Name tape, CAP tape affixed Blue BDUs if you don't conform to CAPM 39-1	Deodorant
2 Each BDU (Woodland camo or Blue)/ABU Pants Blue BDUs if you don't conform to CAPM 39-1	Toothbrush, toothpaste/mouthwash
6-8 Each Black/Sand T-shirt, Crew neck	Bath soap in plastic container
1 Each BDU (Woodland Camo or Blue)/ABU Cover	Comb/brush
1 Each belt - dark blue/black with black buckle & black tip (BDUs) 1 Each belt – Sand Utility belt (ABUs)	Shampoo & Conditioner
8 Pair Boot socks. Black	Razor and shaving cream or electric razor (if needed)
1 Each Short Sleeve Blues or White Corporate Shirt 1-2 CAP Blue Polo Shirt	2 towels, white preferred 2 face cloths, white preferred
1 pair USAF Blues Slacks or Skirts (female) 1-2 Grey Pant for use with White Corporate or Polo	1 set of flat sheets (with pillow) (preferably white)
2 t-shirts white v-neck or u-neck	1 blanket (optional for summer but <b>Mandatory for Winter</b> )
1 Each Flight Cap with insignia (not required for corporate uniform)	Feminine hygiene products
1 Each belt, dark blue with silver tip & silver buckle or 1 Black belt for corporate uniform	Sunscreen (must be used daily) – high SPF recommended Insect repellent with Deet
2-3 Pair Dress Socks, Black	Lensatic or Orienteering compass (inexpensive)
Shirt Garters (optional)	Laundry bag
Shoe Shine Kit	Clothes hangers as needed
1 set CAP uniform insignia and backers for BDU's and blues	1 Spiral notebook and 5 pens and pencils
2 sets blue or black sweats for PT (shirts and pants) (winter) <b>OPTIONAL</b> 2 sets black or dark blue shorts for PT (summer)	CAPM 39-1, CAPR 52-16, AFMAN 36-2203 Drill and Ceremonies Manual (optional)
1 pair gym, tennis or running shoes (optional)	Standard Operating Instructions (SOI) Provided at Encampment
8 pair athletic socks for PT (optional)	Rain poncho (clear, brown, black, green or camo)
Athletic supporter (male) or sports bra (female) (optional)	Blister kit (foot powder, band-aids, Neosporin, moleskin pads or roll, and hand sanitizer) in a zip bag
Camelback® and/or hydration system (canteen & belt also welcome)	Digital or Disposable camera (optional)
10 pair underwear (and bras for females)	Iron and spray starch ( <b>HIGHLY</b> recommended) Ruler (12" Recommended) for insignia
Shower shoes (mandatory) (sandals or flip-flops recommended)	Hair dryer and hair care products (if needed)
Swimsuit for shower (optional)	CURRENT CAP ID CARD, CAPF 160
1 pair combat boots, black, plain toe <b>THESE MUST BE WELL BROKEN IN</b>	Regulation haircut ( <b>mandatory</b> ) Females should bring extra clips, hair bands, and hair spray
1 Pair shoes, black, oxford smooth leather, low quarter, plain toe.	1 Flashlight with extra batteries (required)
1 BDU or other warm jacket ( <b>mandatory</b> for winter) 1 pair winter gloves (to keep you warm) (winter) 1 winter hat (black preferable) (winter)	You may bring religious reading materials Prescription (must be in original container) and Over-the-Counter Medications

### UNIFORM PROCUREMENT LOCATIONS

You can secure uniform/equipment from the following locations: 1. Your home squadron. 2. Commercial sources such as: Vanguard ([www.vanguardmil.com](http://www.vanguardmil.com)) or Glendale ([www.paradestore.com](http://www.paradestore.com)).

Many of the non-uniform items can be purchased at a Dollar Store.

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