



NM SUMMER ENCAMPMENT OPERATING INSTRUCTION 25-01

4 May 2025

FINAL VERSION

Operations

STANDARD OPERATING PROCEDURES

This instruction prescribes the procedures for the organization, standards, and processes for operation during the 2025 New Mexico Summer Encampment.

1. Compliance with this instruction is mandatory for all members of the encampment senior staff, cadet cadre, and student corps. Failure to comply with all or part of this instruction will result in lack of satisfactory performance, failure to receive completion credit, or early removal from encampment.
2. Students and staff will become familiar with the standards and processes outlined in this instruction as well as OI 24-02 *Dormitory Standards* before arriving at the encampment.
3. Questions regarding this instruction should be directed to the 2025 Encampment Commander and 2025 Commandant of Cadets via encadmin@nmcap.us.

ERAN EAST, Capt, CAP
Commander

[Responsibility, Respect, Resilience](#)

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HEADQUARTERS NEW MEXICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
4500 Biggs Ave SE
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4 May 2025

MEMORANDUM FOR 2025 NM SUMMER ENCAMPMENT STUDENTS

FROM: 2025 NM SUMMER ENCAMPMENT/CC

SUBJECT: Responsibilities and Expectations

1. Congratulations on being selected to participate in the 2025 New Mexico Summer Encampment!!! This is a huge first step in your Civil Air Patrol career and in your development as a community leader. I wanted to take the time to detail your responsibilities as a student and my expectations of you before and during the encampment.
2. Responsibilities: Your biggest responsibility as a student is to be willing to learn. While our goal in Civil Air Patrol is not to prepare you for combat in our training, we will test you. Encampment is not meant to be easy but will be your first major opportunity to live out the Core Values you have worked hard to understand: Integrity, Volunteer Service, Excellence, and Respect. To learn, you must – like any other student – study. Study the procedures outlined in this document, the dormitory standards, and your cadet handbook. A good encampment begins now, in your preparation.
3. Expectations: Before encampment, I expect you to identify your weaknesses and begin to work on them. If you do not know your weaknesses, ask a cadet cadre member or senior member at your squadron. The best chance to identify some areas of improvement is in your promotion feedback sessions so be sure to take advantage of these. During the encampment, by working hard to take in what we teach, I expect you will mature in your character development, understanding of cadet culture, and skills for your community. For this reason, I expect you to return to your squadron as an asset, not simply an encampment graduate, to improve your character. Your understanding of cadet culture and community will continue to grow and mature, and this will reflect on all you do at your squadron.
4. Lastly, I expect you to keep yourself and your fellow students honest in upholding Civil Air Patrol's Core Values and regulations. If you see any violations, be sure to report them immediately to your chain of command.
5. Best of luck, and I look forward to seeing you at this year's encampment. For any questions, please get in touch with the Encampment Staff at encadmin@nmcap.us.

Erin East
ERAN EAST, Capt, CAP
Commander

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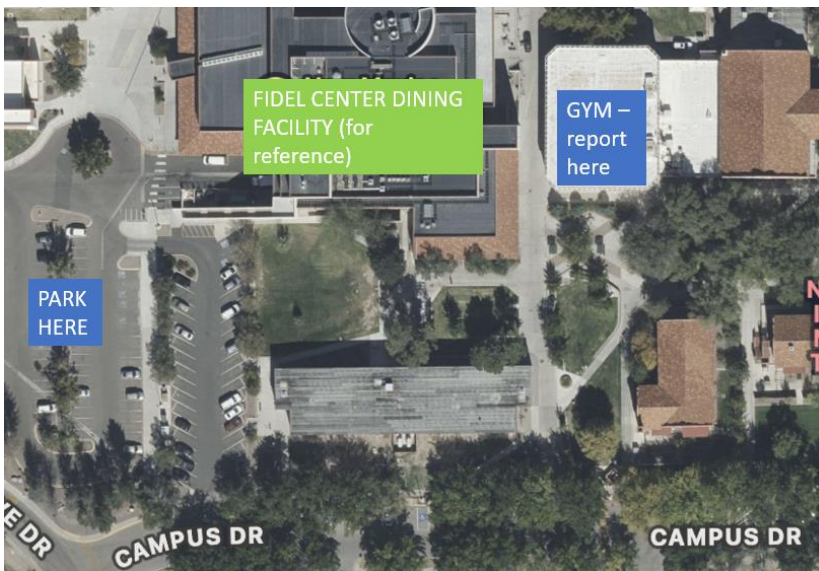
CHAPTER 1 – GENERAL

1.1. Expectation. Students should know the contents of this Standard Operating Procedure (SOP) manual before arriving at the encampment.

1.2. Introduction. By nature, the CAP encampment is a rigorous training exercise. It is designed to challenge the cadet physically and mentally. It is likely the most important single challenge that the cadet completes before attaining the General Billy Mitchell Award, which initiates the bearer into cadet officer status in Civil Air Patrol. Credit for successful completion of a CAP encampment is earned; to earn credit for encampment, a cadet must complete 80 percent of the training.

1.3. Purpose. The Operating Plan outlined in this Supplement exists to achieve the objectives of the encampment as outlined in the Encampment Training Handbook. These procedures aid the student in achieving encampment skills, which we collectively understand to be first-order objectives of the encampment.

1.4. Transportation. Transportation to and from the encampment site is your responsibility. It may be that the Wing or a local unit arranges some type of common transportation for you. Contact your local commander. If you have possible problems with your return transportation, it is your responsibility to inform your Encampment Cadet Leadership immediately.



1.5 Reporting. All cadet students will report to the **gymnasium** at New Mexico Tech located at 801 Leroy Place Socorro NM (see photo below) at the assigned time based on their flight on June 22, 2025. The uniform for reporting will be ABUs.

1.5.1 Alpha Flight will report at 1200 hours.

1.5.2 Bravo Flight will report at 1230 hours.

1.5.3 Charlie Flight will report at 1300 hours.

1.5.4 Delta Flight will report at 1330 hours.

1.5.5 Reporting procedure is as follows: Cadets and parents will report to the New Mexico Tech gymnasium study located next to the New Mexico Tech bookstore and cafeteria. Cadets will form a single file line with their parents while awaiting to be

called upon by the commandant. Personal baggage may be stacked according to flights along the gymnasium floor..

1.5.6 Once called upon, the cadet will march to the first desk in a quick and orderly fashion. They will position themselves two paces from the officer or two paces in front of the officer's desk. Salute and report: "Sir/Ma'am, Cadet (your last name) reporting as ordered" or "Cadet (your last name) reporting." Drop your salute only after it has been returned by the person you are reporting to. Carry on conversation in the first and second person. When your business is completed, take one step backward, salute (wait to have your salute returned), execute a facing movement toward the next table, and depart. Cadets will follow this reporting procedure with each in-processing table.

1.5.7 Once in-processing is complete, parents may depart. Cadets will then join their flight formation waiting for the remaining members to in-process. Once all cadets of a flight are in-processed the group will load luggage on a trailer and the Flight Training Officer will march the group to South Hall for introduction to their cadet flight staff.

1.6. In-Processing. Every cadet goes through in-processing to participate in the encampment. Encampment credit may not be granted if students do not properly in-process.

1.7. Contract Signing. Every cadet signs a personal contract, the Honor Agreement, to participate in the encampment. This will be reviewed during the virtual training day, but signed before day one is over.

1.8. Out-Processing. Students should properly out-process to receive encampment credit. This specifically includes proper completion of the Activity Release Form and its submission to the proper authority.

1.9. Dismissals or Withdrawal. Each cadet in attendance is responsible for conducting themselves in a manner reflecting good credit upon themselves and CAP. Misconduct may subject a cadet to dismissal from the encampment without credit under the policies established on the wing website and the SOP (Dismissal by Misbehavior: Outlined in Chapter 10.) Recommended dismissal is based on a thorough and impartial investigation by the Commandant of Cadets or their designated representative. Final dismissal will be the decision of the Encampment Commander. A cadet is permitted to withdraw from the encampment without prejudice for reasons of sickness or hardship. Encampment credit cannot be granted to a cadet who withdraws unless they have completed at least 80% of the scheduled contact hours in a satisfactory manner. Satisfactory completion of the encampment is determined by the Cadet Commander, the Commandant of Cadets, and the Encampment Commander. The Encampment Commander makes the final decision.

1.10. Personalization of Property. Any papers a Cadet has ownership of should have their name written at the top of the documents in the designated space or at the top left of the front cover.

CHAPTER 2 – SAFETY

2.1. It is required for every cadet and senior member at the encampment to promote and observe all safety precautions.

2.2. Safety violations will be reported to the Safety Officer, or a cadet may go directly to their Training Officer.

2.3. If any cadet (student or staff) or senior member observes an unsafe situation developing, they will announce “Knock It Off” to everyone in the immediate area. This will require everyone to stop their current activities and give attention to the one making the command for instructions on how to rectify the issue. If a cadet student makes this call, they will report the incident to their flight leadership who in turn will report it to the Training Officer, then to safety staff.

2.4. Barracks - the following is a partial list of general safety rules for use while in the barracks.

2.4.1. Running is **not** permitted up and down stairs or inside buildings.

2.4.2. Handrails must be used when going up and down stairs. Maintain three points of contact when doing this. Use the right side of the stairs to facilitate usage in both directions. Do not stop in the staircase or otherwise block traffic for any reason.

2.4.3. Unplug all electrical appliances when not used.

2.4.4. Be aware of the fire procedures in your area always, i.e., evacuation routes.

2.4.5. Report all fires to your immediate superior.

2.4.6. While sleeping, students wear no less than the basic CAP Physical Training (PT) Uniform. Students will also place their gym shoes (unlaced) next to their racks in case the building is evacuated.

2.5. Hydration – Cadets should drink a reasonable amount of water and remain hydrated throughout the week. A guideline is to drink at least two hydration packs throughout the day and a glass of water at each meal.

2.5.1. Wear hydration packs while in ABU and PT uniforms and carry them in the left hand while in Blues. Place hydration packs underneath the chair when sitting.

2.5.2. Wear the hose of the hydration packs over the left shoulder, going across the chest, and then place it in the loop on the right side.

2.6. Road Guards. Each Flight will deploy designated road guards for safety when crossing roads. Safety reflective vests are required. Do not run into the street. Stop, look, and listen. Prior training is required.

2.6.1 Road Guards will wear reflective vests while marching.

2.6.2. From one hour before sunset and one hour after sunrise, element leaders and road guards should carry flashlights and have them turned on while marching.

2.6.3. The cadet at the rear of the first and last column/file are the road guards. If a third road guard is required, they are the last cadet of the second column/file. Only one road guard is necessary for each direction of traffic.

2.6.4. A flight cadre member (in consultation with their TO) ensures the intersection is clear before calling the road guards out. Road guards should be placed and in position, before the flight enters the intersection. The flight members echo all commands to the flight cadre regarding the positioning of road guards.

2.6.5. At all times when posted on the road, road guards will stand at the position of attention and hold their right arm forward with fingers together and palms facing out.

2.6.6. When a road guard is called in from an intersection with vehicles, the road guard will remain at attention and salute before returning to the flight. The road guard does not salute if there is no vehicle in their path.

2.6.7. Road guards double time safely to and from their positions.

2.6.8. Remove road guard vests when entering buildings and store them in the right trouser cargo pocket when in ABUs and the left hand when in blues.

CHAPTER 3 – ATTENDANCE

3.1 Absence from duty. Only the Encampment Commander, Commandant of Cadets, or the Chief Training Officer may excuse students from duty or formations. Any cadet excused from duty or formations must receive written permission confirming the cadet's reason for the absence. They should notify their Flight Commander and report to their Training Officer. At all formations, the Flight Commander reports all absences as directed. When a cadet misses a part of the training session, they are expected to attend as much of the remaining portion as possible.

3.2 Encampment Credit. Credit for completing a CAP encampment is by no means automatic and is granted by National Headquarters/CAP, upon receipt of a report from the Encampment Commander recommending that credit be granted. Each cadet is required to satisfactorily complete at least 80% of the scheduled contact hours and have the approval of the Encampment Commander to receive encampment credit.

CHAPTER 4 – ORGANIZATION

4.1 Structure. The encampment is organized as a Cadet Training Group with subordinate flights. The Flight is the basic training unit of the encampment.

4.2 Cadet Cadre. The cadet cadre is selected by the Encampment Commander, Commandant of Cadets, and the Cadet Executive Cadre from cadets who have applied to the encampment. All cadet cadre members have attended at least one previous encampment.

4.2.1 Cadet Cadre positions include but are not limited to, Flight Commander, Flight Sergeant, Squadron Commander, First Sergeant, Command Chief, Executive officer, Cadet Commander, Deputy Commanders, Logistics, Public Affairs, and Medical.

4.3 Training Officer. The Training Officer is a CAP Senior Member assigned to mentor, observe, and evaluate members of the flight. The health and well-being of the cadets within the flight is the responsibility of the Training Officer. Each staff cadet may look to them for guidance with any problem.

4.4 Chain of Command. A cadet desiring to report to a higher level of command does so through all intermediate echelons of command. If a cadet desires to talk to their Training Officer, they may do so at any time by notifying their Flight Sergeant. A request to speak to the Training Officer is never denied and granted as soon as possible by the cadet cadre.

CHAPTER 5 – UNIFORM AND APPEARANCE

5.1 Grooming Standards. All attendees of the encampment should be well groomed and ensure that their appearance always reflects proper credit upon themselves and CAP. The established grooming standards are published in CAPR 39-1, “Civil Air Patrol Uniform Regulation.” Students are encouraged to familiarize themselves with this regulation.

5.2 General Appearance. Always wear the proper uniform. Students are expected to maintain a high standard of appearance. Ensure uniforms are always neat and clean. Button all buttons, except for the neck button, unless a tie/tab is worn. Carry no items in shirt pockets; Carry CAP Membership Cards and room key cards in the provided arm band and SOPs/Encampment Handbook in the right trouser pocket (ABU). Pocket notebooks may be placed in the left trouser pocket (ABU) or left pant pocket (Blues). Wear uniforms in accordance with CAPR 39-1, “Civil Air Patrol Uniform Regulation.”

5.3 Uniforms. The uniform to be worn at the encampment is at the discretion of the Encampment Commander or their designated representative. It is the responsibility of the cadet to ensure proper compliance with these orders.

5.3.1. Service Uniform (Blues). Consult your CAPR 39-1 for a complete description.

5.3.2. Utility Uniform ABU. Consult your CAPR 39-1 for a complete description.

5.3.3. Physical Training Uniform:

1. Tan T-shirt, crew neck. No Logos or Decorations. (Encampment T-Shirt may be authorized by ENC/CC)
2. Athletic shorts/sweatpants, black. No Logos or Decorations.
3. Athletic socks, plain white
4. Athletic shoes

5.4 Personal Hygiene. Students are required to maintain high standards of personal hygiene. Students will shower at least once per day. Use deodorant daily. Change underwear, socks, and shirts daily. Students will be clean-shaven. Any failure to maintain good personal hygiene is a threat to the well-being of other students and staff, and is grounds for dismissal.

5.5. All uniform and personal items of cadets shall have their last name and CAPID written on them, to be aligned with the left side of the waistline or written on the clothes tag. On hydration packs, this is to be written down the left shoulder. Inside caps, write the name along the back rim.

CHAPTER 6 – TRAINING

6.1. Course Content. The course content at the encampment may include the following:

- Wingmen and the Warrior Spirit
- The Honor Code
- Discipline: Your Key to Success
- The Leadership Concept
- Military Airpower
- Teamwork for Performance
- Drill and Ceremonies
- Core Values

6.1.1. Each cadet should read and have a working knowledge of these Standard Operating Procedures and the following documents before they arrive: CAPP 151 “Respect on Display”, “Learn to Lead”, CAPR 39-1 “Civil Air Patrol Uniform Regulation.” CAPP 60-33 “Drill & Ceremonies”, and the 2025 Encampment Dormitory Standards before they arrive at encampment.

6.2. Evaluation. The cadet cadre and senior cadre evaluate students constantly, from the moment they arrive until they depart. Evaluation of their performance is on leadership, drill, academics, activities, and physical training.

6.3 Each flight will have two guidon bearers picked-- one to serve as the primary and one as the alternate.

6.3.1 The alternate will only serve when needed. Otherwise, the primary will be responsible for the guidon.

6.3.2 Each squadron will also have a guidon bearer for pass and review. This guidon bearer will be the best from the squadron.

6.3.3 There will be no capturing of other flights’ guidons. Instead, report any personally observed mishandling of the guidon to your Flight Commander or TO.

CHAPTER 7 – BARRACKS PROCEDURES

7.1. When passing an encampment cadre member, students will render the proper customs and courtesies and continue. If in formation or a group, the highest-ranking cadet will do so for the formation or group.

7.2. Unnecessary noise is prohibited in the barracks at all times.

7.3. Return any items borrowed from another flight as soon as possible.

7.4. Occupy beds only when so directed, except on personal time.

7.5. Report broken or defective equipment immediately to the flight cadre and the Training Officer.

7.6. Keep barracks neat and clean; they are subject to inspection at any time during the duty day.

7.7. Students will not get up in the morning until Cadre members wake them. (Exceptions are outlined in Chapter 11).

7.8. Keep all uniform items not being worn in inspection order.

7.9. Maintain the cleanliness of the grounds adjacent to your barracks. Pick up discarded trash items laying on the ground and dispose of them. Report any found uniform or equipment items to your leadership.

7.10. Personal Time: It is required that students have 30 minutes of personal time each day. During this time, the cadet cadre cannot task students. Students may do as they wish within the behavioral norms established for encampment. Examples of appropriate activities: going to bed early, shining shoes, religious observance, and studying. Students will conduct themselves with discipline and decorum out of consideration of others.

CHAPTER 8 – DINING PROCEDURES

8.1. In most cases, all three daily meals will be in person at the designated Dining Facility (DFAC). During field training, the meal will be delivered to the cadets by the Senior Cadre and logistics personnel.

8.2 When cadets are in line at the DFAC, they will stand in a single file (ripple) line. All cadets except for first and second cadet in line will read their Encampment Handbook while waiting, putting it down momentarily to move forward.

8.2.1 Any member with a documented food allergy or restricted diet will select food that is suitable for their needs. Failure to adhere to the documented dietary needs could result in illness or injury that could impact their ability to continue their participation. It also could jeopardize the encampment, and may be cause for disciplinary action.

8.3 After the cadet gets their food, they will proceed to a table as directed by their flight cadre and immediately sit down and begin to eat. Students will not talk while in the dining facilities for scheduled meals.

8.4 Once the cadet finishes their food, they will throw their trash away, take their tray/utensils to the appropriate location, and await further direction from the flight cadre.

8.5 Once the entire flight has finished eating, the flight cadre will lead the cadets to the next scheduled item.

8.6 For lunch (if not in a DFAC), the cadet will follow all of the above procedures. If there is no table, flight cadre will tell the cadet students where to eat.

CHAPTER 9 – CUSTOMS AND COURTESIES

- 9.1. Students are expected to follow all customs and courtesies as outlined in Civil Air Patrol Pamphlet 151 – Respect on Display.
- 9.2. Students should briskly and silently remove covers with their right hand 3 paces from a door, or when they place a foot on the bottom step before entering a building.
- 9.3. Students salute all officers as defined in CAP regulations (CAPP 60-33 and CAPP 151). Carry items that are not bulky or heavy only in the left hand, so that you can salute when necessary.
- 9.4. Students double-time when proceeding to or from formation, except when returning from a meal formation, when carrying bulky articles, or while on a staircase. As with everything else, your safety will also dictate this action.
- 9.5. Students stand at attention when addressing or being addressed by a cadre member unless the cadre member directs otherwise.
- 9.6. Students do not sit in classrooms until directed to do so. Stand at attention by your desk until the command “SEATS” is given. Remain at seated attention unless told “AT EASE”.
- 9.7. Withhold all group responses (except yes/no, Sir/Ma’am) under times of imminent danger or when engaged in personal conversation (e.g., with a chaplain or regarding personal matters in private).
- 9.8. Cadet staff and students will not salute Senior Members in any corporate uniform that does not include a cover and rank (corporate service uniform and CAP polo uniform) but will render the greeting of the day to every Senior Member. When a Senior Member is wearing a uniform with rank and cover, all cadets will render proper customs and courtesies.

CHAPTER 10 – ENCAMPMENT DISCIPLINE

10.1. Dismissal by Misbehavior:

- 10.1.1 A violation of Class A offenses will result in immediate removal from the student general population and removal from encampment once proper travel arrangements can be made.
- 10.1.2 A violation of Class B offenses will result in a verbal or written warning by the Commandant of Cadets or Encampment Commander depending on the severity of the offense. Several Class B offenses could result in immediate dismissal from the encampment.
- 10.1.3 The Encampment Commander reserves the right to investigate each incident and raise the severity of a Class B offense to Class A based on cadet behavior, number of violations, and/or severity of the offense if he deems it necessary.

10.2 **Class A Offenses** Include but are not limited to:

- 10.2.1 Possession or use of alcohol, tobacco products, drugs, or weapons of any kind.
- 10.2.2 Possession of pornography in any form.
- 10.2.3 Willful damage or theft of Government, CAP, or private property.
- 10.2.4 Fighting.
- 10.2.5 Gambling.
- 10.2.6 Honor Code violations (lying, cheating or stealing).
- 10.2.7 Flagrantly unsafe acts.
- 10.2.8 Improper sexual contact or other gross immorality.
- 10.2.9 Gross neglect of duty, resulting in harm or possible harm to others.
- 10.2.10 Being absent from Encampment or any scheduled activity without approval.
- 10.2.11 Any Class B offense committed under aggravated circumstances – such as, but not limited to, repeated misconduct of the same sort, or severe forms of the offense.

10.3 **Class B Offenses:** Include, but are not limited to

- 10.3.1 Public displays of affection.
- 10.3.2 Sleeping on duty. (Note: This includes class/activity time.)
- 10.3.3 Insubordination or disrespect to cadets or senior NCOs/officers.
- 10.3.4 Absent from bed during a bed check.
- 10.3.5 Creating a disturbance.
- 10.3.6 Late to class or formation.
- 10.3.7 Disrespect to the National Colors (American flag).
- 10.3.8 Unauthorized possession of food, candy, gum, sodas, etc.
- 10.3.9 Use of obscenity or profanity.
- 10.3.10 Being in areas off-limits to cadets.
- 10.3.11 Failure to maintain proper hygiene.
- 10.3.12 Hazing.
- 10.3.13 Any direct violation, not specifically addressed above, of CAP Core Values.

10.4 Clear the use of any medications with the Medical Officer or designated representative before taking them to the encampment. Students are responsible for taking their medications at the appropriate times and must see the Medical Officer to accomplish this. Medications must be turned in to the Medical Officer during In-Processing.

10.5 Students should not engage in conversation with any other cadet not assigned to their flight, except in the accomplishment of official and authorized business.

10.6 Students may not leave the barracks area at any time, except when authorized. Three or more students traveling together should be in formation and execute military maneuvers at all corners. No student will leave the barracks, at any time, without their assigned wingman (or an alternative wingman).

CHAPTER 11 - ACCOMODATIONS

11.1. General. Students must make all reasonable arrangements before the start of the encampment by contacting the encampment staff at encadmin@nmcap.us.

11.2. All arrangements must follow regulations.

11.3. Uniforms

1. Following the current CAP Memorandum ICL 21-01
 - a. All cadets who are seeking to wear a uniform that may differ from their legal gender must have the proper paperwork.
 - b. Paperwork must go through the proper channels.
2. Cadets seeking proper accommodations for uniforms must follow 11.1 and 11.2.

11.4. Personal Hygiene

1. Cadets seeking proper accommodations for personal hygiene must follow 11.1 and 11.2.

11.5. Wake Up Time

1. Following the current CAP Regulation 36-1
 - a. Cadet students who are seeking to wake up earlier than the designated wake-time may do so **ONLY** when the proper arrangements have been made previously.
2. Cadets seeking proper accommodations for wake-up time must follow 11.1 and 11.2.

11.6. Meals

1. The cadet's nutritional needs must be met, and cadets are expected to adhere to the need for the safety of both the cadet and the encampment.
 - a. As such, reasonable meal accommodations will be made.
2. Cadets seeking proper accommodation for meals must follow 11.1 and 11.2.

CHAPTER 12 – VIRTUAL TRAINING SESSION

12.1 Registered cadet students will be required to attend a virtual training session before the start of the in-garrison portion of the encampment. This training will cover certain in-processing and introductory items to save time on the first day and maximize the training effectiveness of the encampment.

12.2 Cadet students will be required to attend the session in Civil Air Patrol ABUs in accordance with CAPR 39-1. No half-uniform submissions will be permitted (ABU top with sweatpants). Violation of CAPR 39-1 during the virtual session is a violation of integrity and grounds for dismissal from encampment.

12.2.1 The use of video streaming will be required to verify attendance and uniform wear. Video may be turned off after this with cadet staff approval if the student's bandwidth prevents effective streaming.

12.3 Cadet staff will be required to instruct in Civil Air Patrol ABUs in accordance with CAPR 39-1. The same rules as previously stated apply to the cadet staff.

12.4 Senior Members in attendance will be required to wear any approved uniform listed in CAPR 39-1.

12.5 Students should look out for reading and other assignments given by cadet staff before the virtual session. **Students are expected to be familiarized with this material prior to encampment.**

12.6 The virtual session will be conducted via Microsoft Teams using staff and student New Mexico CAP emails as the primary method of invite, followed by their personal or out-of-state CAP email as a secondary method if a New Mexico CAP email is not available.

12.6.1 **Zoom may be used if Teams is not an option for whatever reason. Be advised that non-paid Zoom accounts can only host a meeting for 45 minutes, and attendees' names may be different than what is displayed due to shared accounts.**

CHAPTER 13 – GRADUATION

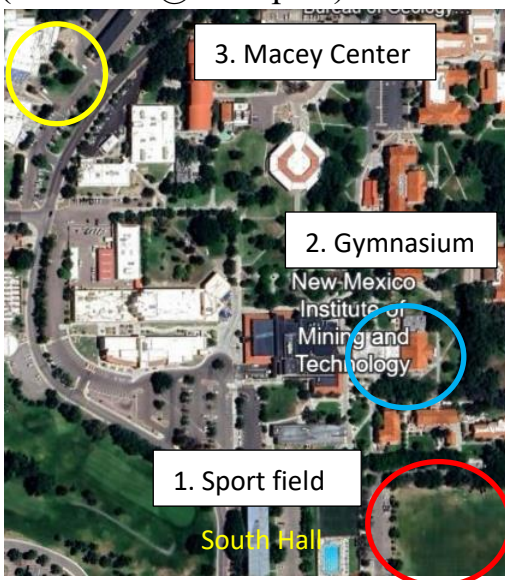
13.1 The Encampment Commander has designated three areas as the primary, secondary, and tertiary locations for encampment graduation. The primary location will be the sport field directly East of the South Hall, the secondary location will be the Macey Center Parking Lot, the tertiary location will be the gymnasium north of the field behind Presidents' Hall.

13.1.1 Sport field instructions: Parents may park in the lot used for in-processing and walk over to the sports field located directly East of South Hall. They will be directed to a seating area by Encampment staff upon arrival.

13.1.2 Gymnasium instructions: This location will be used if the outside temperature prevents the safe execution of any graduation activities outside or if there is inclement weather (ex. Thunderstorms). Parents may park in the lot used for in-processing and will proceed North till they see the Workman Center on their left or are greeted by an Encampment staff member. Parents will be directed to the auditorium location by Encampment staff upon arrival.

13.1.3 Macey Center Parking Lot instructions: This location will be used if the outside temperature prevents the safe execution of graduation in the sun at the primary location. This parking lot offers good cover for the cadets due to the shade provided by the overhead solar panels. Parents may park in the lot directly North of the location adjacent to the Radio Observatory. The area will be blocked off by cones and the parents will be directed to a seating location by Encampment staff upon arrival.

13.2. The Encampment Commander will decide on the Encampment graduation location no later than 2 days before graduation to allow for proper dissemination to parents on meeting location and instructions. Parents should look for an email from “Encampment Admin” (encadmin@nmcap.us) for this announcement.



Red circle = Primary location
 Blue circle = Secondary location
 Yellow circle = Tertiary location

CHAPTER 14 - MEMORY WORK

14.1. General. Students should memorize the following items precisely.

14.2. THE 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 to prepare myself to be of service to my community, state and nation.

14.3. THE VALUE OF DRILL AND CEREMONIES

On the drill field, the individual learns to participate as a member of a team and to appreciate the need for discipline. That is, 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 beginning of leadership.

14.4. DEFINITION OF RESPONSIBILITY

The state or fact of being accountable or to blame for something.

14.5. DEFINITION OF RESPECT

Due regard for the feelings, wishes, rights, or traditions of others.

14.6 DEFINITION OF RESILIENCE

The capacity to withstand or to recover quickly from difficulties.

14.7. THE CIVIL AIR PATROL CORE VALUES

Integrity, Volunteer Service, Excellence, Respect

14.8. CHAIN OF COMMAND

National Commander, CAP – Maj Gen Regena M. Aye

Commander, CAP-USAF- Col Aaron Reid

Southwest Region Commander, CAP – Col David L. Roberts, Jr

New Mexico Wing Commander, CAP – Col Andrew Selph

Encampment Commander, CAP – Capt Eran East

Deputy Commander of Support, CAP – Lt Col Mary A. Fox

Commandant of Cadets, CAP – Capt Daniel R. Foster

Cadet Commander, CAP – C/Col TJ Hess

CHAPTER 15 – HONOR FLIGHT CRITERIA

Meaning and Points behind each Evaluation Point

Uniform

Using CAPF 60-98 used for every Uniform Inspection, put points in as follows for cadets. The flight's performance is an aggregate, NOT cadet by cadet. Tally up the average of all cadets, then put in the appropriate points. Remember to take into account the differences between Phase I and Phase II - IV cadets, and still include the differences as stated on CAPF 60-98.

Pack Fitment (see cadet academic progress**) _____

IF THE FLIGHT AVERAGE IS -

Needs Improvement

Give 0 Points in the section

Satisfactory

Give 2 Points in the section

Excellent

Give 5 Points in the section

Dorm

Dormitory inspections will be similar to Uniform Points. Use the total amount of points for reference of how many points to award. Below are points amounts and how points should be given.

Pack Fitment (-2 points per missing item from packing list--(one-time reduction)
(-5 for critical components ex. Uniform pieces/ training materials/hygiene products)

IF THE FLIGHT AVERAGE IS -

0 to 5 points, then...

Needs Improvement

Give 0 Points in the section

6 to 10, then...

Satisfactory

Give 2 Points in the section

11 to 16, then...

Excellent

Give 5 Points in the section

Team Leadership Problem Victories

Team Leadership Problem Victories will be graded based on whether they pass their Leadership Problem, and what place they finished in. If the flight passes the Leadership Problem, but the methodology isn't satisfactory (Example, If one person solves a TEAM Problem, or not following Core Values during Problem Solving, big on Integrity and Excellence), then the result will still be a fail.

IF THE FLIGHT TEAM LEADERSHIP PROBLEM FLIGHT PLACE WAS...

NOT PASS, Then...

0 Points

FIRST, Then...

10 Points

SECOND, Then...

7 Points

THIRD, Then...

5 Points

FOURTH, Then...

3 Points

Ties can happen. If a Tie were to occur, give them the highest points possible (Example, 2 Tied for first, give both First Place Points).

Team Sport Victories

Team Sport Victories are straightforward. The Flight that wins the Team Sport games will get the points as follows. If the team game were to become a sport game, then give first place flights first place points, and second place flights third place points.

Extra points will be given for quality of participation (up to 4 points)

IF THE FLIGHT SPORT VICTORY WAS..

Squadron Sport Victory = 4 Points Each Flight

Squadron Sport Loss = 0 Points Each Flight

FIRST, Then...

7+ Points

SECOND, Then...

4 Points

THIRD, Then...

1 Points

FOURTH, Then...

0 Points

Spot Check of Cadet Academic Progress

Spot Checking of cadets' progress requires a certain amount of questions to be asked. When Cadet Cadre are asking Cadet Students questions to check on Academic Progress, please have each Cadet Cadre member keep track of how many correct/incorrect answers they had vs how many asked.

Cadet Cadre only has to report that raw score, as calculations can be done later in the day.

Spot check will be performed once a day when announced

** Day pack will be checked at this time (see uniform) (-1 Point per missing item per person)

IF FLIGHT ACADEMIC PERFORMANCE WAS -

50%-74% of Questions Correct

1 Points

75%-89% of Questions Correct

3 Points

90%+ of Questions Correct

5 Points

Less Than 50%, then...

(-1) Points

NOTE: Less than 50% means that the flight should be told to review their Encampment Handbooks. Squadron and Flight Staff should correct, too.

On Time for Daily Classes, Events, ETC

Promptness is a very important part of the day. We will not be rewarding "Close Enough", since scheduling is a very difficult part to manage, and cadet students and cadre need to be constantly in a state of readiness to move and execute. The only exception will be for non-foot transportation, such as vehicles, since traffic can cause delays. Being on time during vehicular transportation will not count for any points. No exceptions, even if the entire encampment is there on time.

IF FLIGHT TIME performance WAS -

Early to Most Events

5 Points

On-Time to Most Events

3 Points

Late more than 5 Times

0 Points

Overall Espirit de Corps

>>This must be judged by Squadron Staff, TAC Officers, and Executive Staff separately.

>>A Squadron Report will be filled out and presented to the executive staff at the end of day.

>>Squad staff and TAC-Os may report Excellence or Behavioral of members/flights/Squad not belonging to them. However, excess will not be tolerated.

>>If a Squadron Report is not filed, each flight will be given 2 points every day for average performance.

>>If points are given to a Squadron, half of the points will be given to each flight. (Only even numbers can be awarded to Squadrons)

>>The Squadron Report must state in detail: **what happened, the point value (ex. Below Satisfactory (-1)), and why that point value is given.**

>>Based on performance of the day, the flights can receive the following scores, or they can be written as seen fit, as this point system may not be applicable for all cadets and situations.

IF FLIGHT OVERALL PERFORMANCE WAS...

Needs Improvement	Below Satisfactory	Average or Satisfactory	Above Satisfactory	Outstanding or Excellent
[-5,-3] Points	[-2,0] Points	[1,3] Points	[4,7] Points	[7,10] Points

Rewards of the Honor Flight

Mention into Newsletter and Social Media

Flight Chooses Music for PT

First In Line for All Meals of the Day

PAO will include the Honor Flight photo in a social media post onto Facebook and Instagram.

Flight Commander and Sergeant will report the music up the chain of command for approval the night before.

All Meals will have the Honor Flight eating first in line