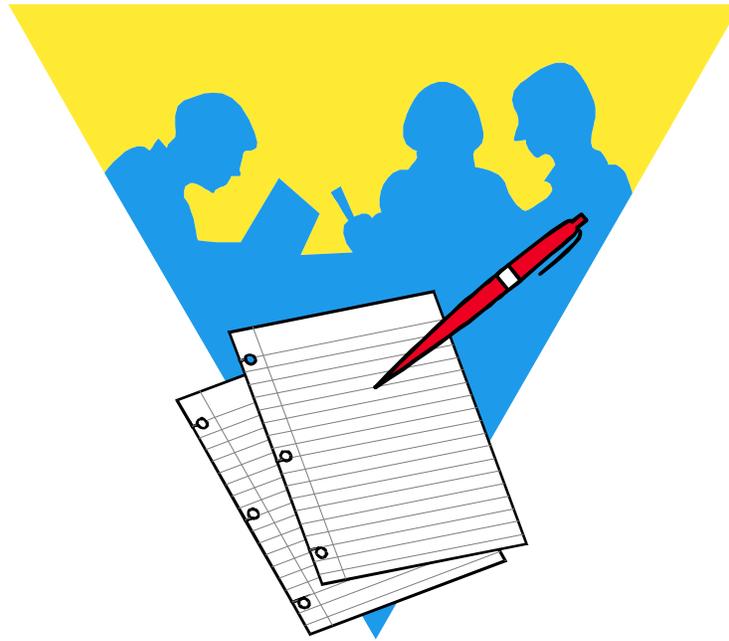


**Minnesota Wing – Civil Air Patrol
Cadet Programs Directorate**

SUMMER ENCAMPMENT FORMS DIRECTORY



01 June 2002

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DRILL COMPETITION EVALUATION SHEET

*Judges will circle the appropriate score for each area on the form below. 1=unsatisfactory and 5=excellence.
Place your score in the blank on the right. Submit this form to the Chief Judge.*

Facing Movements	1	2	3	4	5	_____
Open Ranks	1	2	3	4	5	_____
Close March	1	2	3	4	5	_____
Eyes Right/Present Arms	1	2	3	4	5	_____
Count Off	1	2	3	4	5	_____
Dress & Cover	1	2	3	4	5	_____
Side Steps	1	2	3	4	5	_____
Count Cadence/Change Step	1	2	3	4	5	_____
Count Cadence	1	2	3	4	5	_____
Close March	1	2	3	4	5	_____
To The Rear March	1	2	3	4	5	_____
Columns & Flanks From a halt	1	2	3	4	5	_____
Half Step/Change Step/ Eyes Right	1	2	3	4	5	_____
Half Columns & Counter March	1	2	3	4	5	_____
Conclusion	1	2	3	4	5	_____

Total= _____

Signature of judge

Comments:

ENCAMPMENT EQUIPMENT PACKING 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 of your items **MUST** be marked with your last name. Uniforms and undershirts should be marked on the shirttail. Underpants should be marked on the waistband. Uniform pants should be marked on the product label. **YOU WILL NOT HAVE AN OPPORTUNITY TO PURCHASE ITEMS AT ENCAMPMENT.** Place a checkmark next to each item as you prepare for encampment.

UNIFORM ITEMS – MANDATORY			PERSONAL ITEMS - MANDATORY	
✓	Quantity	Description	✓	Description
	2 each	BDU Blouse with Wing patch, nametape, CAP tape affixed		Deodorant
	2 Each	BDU pants		Toothbrush
	6 Each	Black or Tan T-shirt. Crew neck		Toothpaste/Mouthwash
	1 Each	BDU Cover		Bath Soap in container
	1 Each	Web belt, dark blue with black buckle & black tip		Comb/Brush
	4 Pair	Boot socks. Black or white		Shampoo
	2 Pair	Boot socks. Black. NOT "men's hosiery style" socks		Razor with Shaving Cream/Electric Razor - males
	2 Each	Short Sleeve Blues Shirt. Wing patch affixed		Wash Cloth, White & Bath Towel, white
	1 Each	Slacks – Blues Uniform OR Skirt (<i>females only</i>)*		SLEEPING BAG AND PILLOW
	4 Each	T-shirt, White, V-Neck.		Feminine Hygiene Products – females only
	1 Each	Flight Cap with insignia		Sunscreen (SPF15 or higher)
	1 Each	Web belt, dark blue with silver tip & buckle		Laundry Bag
	4 Pair	Dress Socks, Black, Plain		Ruler, Flat
	4 Pair	Nylons, Neutral or Black Shade OR Socks, Black, Plain**		Flashlight with two sets of batteries
	1 Pair	Shoes, Black, Oxford, Plain toe THESE MUST BE WELL BROKEN IN		Shoe Shine Kit (Polish, Brush, Rag)
	1 Set	CAP Uniform Insignia (cutouts, nameplate, ribbons, grade insignia, and cardboard)		Clothes hangars (white, plastic) – 5 each
	1 Each	Gym Shorts, Dark Blue		Notebook paper/Ball-point pen (3)
	1 Pair	Gym, Tennis or Running Shoes		CAPM 39-1, Drill & Ceremonies Manual
	4 Pair	White athletic socks		Current CAP Membership Card
	1 Each	Athletic Supporter – Males Sports Bra – Females		Gear Web Belt, Black or OD Green, <u>with at least one canteen</u> (available from www.capsupply.com for \$6)
	1 Each	Jacket, Civilian or Military – Warm		Bug Repellant with DEET
*Females may wear either slacks or skirt **Nylons wore with skirt, socks are worn with slacks ***Heels and pumps ARE NOT ALLOWED at encampment to prevent injury				Rain Poncho (clear)
				Skirt hangar(s)
				Foot care kit – foot powder, moleskin and blister care
PERSONAL ITEMS – OPTIONAL			PERSONAL CLOTHING - MANDATORY	
	Small Camera (2 rolls of film & extra batteries)		6-10 pair	Underwear
	Iron		3 Each	Bras – Females
	Spray starch		1 set	Civilian Clothes – no inappropriate messages
	Hair Dryer & Hair Care Products			UNIFORM ITEMS - OPTIONAL
	Bathrobe		1 Each	Jacket, Dark Blue, Lightweight, Shade 1605, with wing patch affixed
	Wrist Watch		1 Each	Jacket, Field, BDU, with wing patch, nametape, and CAP tape affixed
	Slip – Females			UNIFORM PROCUREMENT LOCATIONS
	Spending Money (no more than \$25.00)		You can secure uniform/equipment from the following locations: 1. Your home squadron. 2. Commercial sources such as: CAP Bookstore (1-800-633-8768), CAP Supply Depot (www.capsupply.com) or The Hock Shop (www.TheHock.com).	
	Hairpins/Rubberbands – female****			
	Makeup (minimal) – female			
	****hairpins/rubberbands must match hair color			

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.

Do not bring more than \$25.00 of spending money to encampment. It is unlikely that you will have an opportunity to visit the Base Exchange to purchase items.

Minnesota Wing Summer Encampment Property Receipt

Cadet's Name: _____ Unit Charter Number: _____

Property entered into storage:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Property received by (print): _____

Receiver's signature: _____ Date: _____

Cadet's signature: _____ Date: _____

Minnesota Wing Summer Encampment Property Receipt

Cadet's Name: _____ Unit Charter Number: _____

Property entered into storage:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Property received by (print): _____

Receiver's signature: _____ Date: _____

Cadet's signature: _____ Date: _____

SCHEDULE CHANGE NOTICE

Originating Date:	Originating Time:	Originator:	Schedule Change Number:
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The following change is made to the Training Schedule for _____
Day of the Week/Date

Description of Schedule Changes:

Remarks:

Authorized By:	Approved By:
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Please acknowledge that you have received and understood this schedule change by initialing the appropriate box below. When the Cadet Training Squadron Commander (or other authorized staff member) has made sure that this form is complete, it must be returned to Encampment Headquarters.

Cadet Training Sqdn	Cadet Training Sqdn	CTG Headquarters Staff	Senior Staff
CTS Commander	CTS Commander	CTG Commander	Enc Commander
First Sergeant	First Sergeant	Command Chief	Commandant
Flight Commander	Flight Commander	CTG Deputy Commander	Executive Officer
Flight Tactical Officer	Flight Tactical Officer	CTG Executive Officer	Chief Tac
Flight Commander	Flight Commander	CTG Logistics Officer	Training Officer
Flight Tactical Officer	Flight Tactical Officer	CTG Leadership Officer	Professional Dev
Flight Commander	Flight Commander	CTG Stan/Eval Officer	Logistics
Flight Tactical Officer	Flight Tactical Officer	CTG Public Affairs Officer	Public Affairs

APPROVED

CTG Commander's Signature: _____	Date: _____
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ENCAMPMENT BASIC CADET PERFORMANCE EVALUATION					
LAST NAME, FIRST, MI		Encampment Fit Assignment	Cadet's Home Unit		Cadet Home Unit Charter #:
<p>INSTRUCTIONS: This form is to be completed on each cadet prior to the conclusion of the encampment. The briefing of the form and its contents should occur on the first training day. The evaluation process should include all of the flight training staff. Mark the appropriate box in each category. Underline applicable remarks from any column. This form is NCR therefore write legibly and hard. Distribution: 1 each to the cadet, 1 each mailed to the cadet's home unit commander, 1 each to Encampment records.</p>					
	NEEDS IMPROVEMENT	SATISFACTORY FOR ENCAMPMENT	OUTSTANDING		
APPEARANCE	<input type="checkbox"/> Uniform not maintained properly. Often wrinkled. Often dirty. Shoes need more work. Hair does not meet CAPM 39-1 standards. Insignia improperly worn.	<input type="checkbox"/> Uniform neat, clean, and properly worn. Clean-shaven. Hair cut meets CAPM 39-1. Shoes shine to high gloss. Insignia worn properly.	<input type="checkbox"/> Uniform needs no improvement. Appearance is always clean-shaven and hair well groomed. Shoes are spit shined. Displays excellent military bearing.		
COURTESY	<input type="checkbox"/> Needs better understanding of CAP/USAF customs and courtesies. Manners need improvement.	<input type="checkbox"/> Uses CAP/USAF customs & courtesies properly. Exhibits good manners.	<input type="checkbox"/> Has mastered CAP/USAF customs & courtesies. Always uses good manners.		
DRILL & CEREMONIES	<input type="checkbox"/> Needs better understanding of drill terms & movements. Needs to practice drill movements.	<input type="checkbox"/> Has basic knowledge of drill terms. Able to perform most movements in AFMAN 36-2203.	<input type="checkbox"/> Has a good understanding of AFMAN 36-2203. Performs drill movements with minimal error.		
ATTITUDES	<input type="checkbox"/> Rarely takes duties seriously. Shows little attention to detail. Shows little respect for authority. Has trouble following orders. Sometimes pessimistic.	<input type="checkbox"/> Takes duties seriously, attentive, strives for improvement. Has interest in duties assigned. Willing to perform most tasks.	<input type="checkbox"/> Takes duties seriously and enthusiastically. Is careful & precise. Follows all orders to the letter. Always cheerful & optimistic.		
GROUP	<input type="checkbox"/> Needs to work better with others. Sometimes uncooperative. Needs to gain the respect of peers.	<input type="checkbox"/> Mixes well with others. Willing to do his/her share to help group reach goals. Has respect of peers.	<input type="checkbox"/> Leads the group. Always willing to cooperate. Has the respect & support of peers.		
INITIATIVE	<input type="checkbox"/> Needs extensive instruction in most duties. Has trouble understanding leadership concepts. Lacks drive to excel.	<input type="checkbox"/> Performs duties with minimum of instruction. Thinks independently. Has good understanding of leadership concepts. Possesses drive.	<input type="checkbox"/> Performs duties without being asked. Thinks independently. Resourceful. Has the drive to exceed the set standards.		
OVERALL	Unsatisfactory Performance	Sub-Standard Performance	Meets Standards	Exceeds Standards	Outstanding Performance
	<input type="checkbox"/> Fails to meet almost all standards required for successful membership in the Cadet Training Group. Strong recommendation for no-credit.	<input type="checkbox"/> Met some standards. Overall the cadet fails to meet all standards. Recommendation for no-credit.	<input type="checkbox"/> Has chosen to meet the standards and become a member of the Cadet Training Group. Has potential but must utilize it more. Good overall cadet.	<input type="checkbox"/> Meets all standards and exceeds many. Showed dedication, initiative and great effort. Very good cadet with great potential.	<input type="checkbox"/> Meets and exceeds the ideals of the Cadet Training Group. Exceeds almost all standards. One of the best cadets I have worked with in this type of setting.
REMARKS:					
FLIGHT COMMANDER'S SIGNATURE			TACTICAL OFFICER'S SIGNATURE		



**STATEMENT OF UNDERSTANDING
BETWEEN
MINNESOTA WING CADET PROGRAMS
AND**

Cadet: _____ CAPID: _____

Encampment Position: _____ Immediate Commander: _____

I understand that I have been offered a cadet staff position with the Minnesota Wing Cadet Training Group for the duration of the Cadet Encampment to be held at _____ from _____ to _____.

I further understand that the position may involve working with or for a cadet of younger age or lesser grade than I currently have. I agree to abide by the policies and requirements outlined in the Encampment Training Manual, Encampment Cadet SOP; and by any additional policies or decision created by the Encampment Commander or his/her designated representative.

I have read and understand this document and agree with its content.

Signed this date: _____ Cadet's Signature: _____

CTG Commander's Signature: _____

Encampment Commander's Signature: _____

CADET STAFF PERFORMANCE EVALUATION

LAST NAME, FIRST, MI (Ratee)	Staff Assignment:	Unit Charter No & Name:	
<p>INSTRUCTIONS: This form is to be completed for each cadet staff member prior to the conclusion of encampment. The briefing of the form and its contents should occur during staff training. The supervisor (rater) evaluates their subordinate(s) (ratee(s)), with assistance from the ratee's mentor(s). "Leadership skills" applies <u>only</u> to ratees with subordinates. Mark the appropriate box in each category. Underline applicable remarks from any column. Complete the evaluation in triplicate. Distribution: 1 to the cadet, 1 mailed to the cadet's home unit, 1 filed for next year's encampment CC.</p>			
	NEEDS IMPROVEMENT	MEETS STANDARDS	EXCEEDS STANDARDS
DUTY PERFORMANCE	<input type="checkbox"/> Poorly prepared for duty assignment. Performed stated job objectives poorly. Did not complete all major tasks, and/or no additional tasks. Disorganized.	<input type="checkbox"/> Generally prepared for duty assignment. Performed stated job objectives satisfactorily. Completed all major tasks, and some additional tasks. Organized.	<input type="checkbox"/> Well prepared for duty. Performed job objectives outstandingly. Efficiently completed all major and additional tasks. Well organized. Sets the example for the staff.
ATTITUDES & PROFESSIONALISM	<input type="checkbox"/> Rarely takes duties seriously. Shows little attention to details or little respect for authority. Has trouble following orders. Sometimes pessimistic. Poor behavior.	<input type="checkbox"/> Takes duties seriously, attentive, strives for improvement. Has interest in assigned duties. Willing to perform most tasks. Behaves professionally most of the time.	<input type="checkbox"/> Takes duties seriously and enthusiastically. Is careful & precise. Follows orders at all times. Always cheerful & optimistic. Professional behavior at all times.
LEADERSHIP SKILLS	<input type="checkbox"/> Ignored subordinate's needs. Did not motivate subordinates. Poor interpersonal skills. Trouble understanding leadership concepts.	<input type="checkbox"/> Met subordinate's needs, and generally motivated them. Average interpersonal skills. Average understanding of leadership concepts.	<input type="checkbox"/> Exceeded subordinate's needs, and motivated them to excellence. Exceptional interpersonal skills. Excellent understanding of concepts.
INITIATIVE	<input type="checkbox"/> Needed extensive instruction in most duties. Lacks motivation to excel. Needed extra job training, unwilling to learn on own.	<input type="checkbox"/> Performs duties with average supervision. Thinks independently. Possesses drive. Required average amount of job training.	<input type="checkbox"/> Performs duties with minimal instruction. Thinks independently. Resourceful. Has drive to exceed standards. Needed little job training.
GROUP	<input type="checkbox"/> Needs to work better with others. Sometimes uncooperative. Needs to gain the respect of peers.	<input type="checkbox"/> Mixes well with others. Willing to do his share to help group reach goals. Has respect of peers.	<input type="checkbox"/> Leads the group. Always willing to cooperate. Has the respect & support of peers.
APPEARANCE	<input type="checkbox"/> Uniform not maintained properly. Often wrinkled. Often dirty. Shoes need more work. Hair does not meet CAPM 39-1 standards. Insignia improperly worn.	<input type="checkbox"/> Uniform neat, clean, and properly worn. Clean shaven/ Proper makeup. Hair meets CAPM 39-1 standards. Shoes have average shine. Insignia worn properly.	<input type="checkbox"/> Uniform needs no improvement. Always clean shaven/ has proper makeup and hair is properly groomed. Shoes are well shined. Displays excellent military bearing.
PRIMARY RATER'S REMARKS: (may continue and initial on back)			
ADDITIONAL RATER'S REMARKS (additional rater is supervisor of the rater, or the COC, and does not fill out the checkbox portion)			
ADDITIONAL RATER'S INITIALS: _____			
RATER'S SIGNATURE	RATEE'S MENTOR SIGNATURE		

Minnesota Wing – Cadet Training Group In-Flight Positions Daily Tracking Form

This form must be completed daily and turned in at your Squadron Training Meeting. Each day you are to pick new personnel for each position listed. These positions are not to be filled by element leaders or the guidon bearer. No cadet should have a job twice until every cadet has had a job at least once. Failure to submit this form will automatically disqualify your flight from Honor Flight contention for the next day.

Flight:	Today's Date:	Day of Week:
Knowledge Specialist		
Today's Specialist:	Tomorrow's Specialist:	
<p>Has Tomorrow's Specialist held this position before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" please explain why the cadet is holding the position again:</p>		
Current Events Briefer		
Today's Briefer:	Tomorrow's Briefer:	
<p>Has Tomorrow's Briefer held this position before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" please explain why the cadet is holding the position again:</p>		
Standards Specialist		
Today's Specialist:	Tomorrow's Specialist:	
<p>Has Tomorrow's Specialist held this position before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" please explain why the cadet is holding the positions again:</p>		
Flight Commander's Signature	Tactical Officer's Signature	
<input type="checkbox"/> Approved by Squadron Commander (forward to CTG CD)	<input type="checkbox"/> Disapproved by Squadron Commander (return to Flight Commander to be reaccomplished)	
Reviewed by CTG Deputy Commander:		

The Cadet Training Group

Minnesota Wing – Civil Air Patrol
United States Air Force Auxiliary

BASIC CADET ENCAMPMENT CONTRACT

- During the encampment I will participate actively in all training activities and consistently perform to the highest level expected of Civil Air Patrol Cadets.
- During the encampment I will consistently perform Civil Air Patrol and United States Air Force customs and courtesies to a high degree of skill and precision.
- During the encampment I will wear my uniform in accordance with CAPM 39-1, *The CAP Uniform Manual*, and I will be in a constant state of readiness for inspection.
- During the encampment I will maintain my quarters, gear, and person in accordance with the Operating Instructions, and all of my quarters and gear will be in a constant state of readiness for inspection.
- During the encampment I will complete all academic assignments in a complete, concise and accurate manner.
- By the conclusion of encampment I will be able to execute basic drill movements with a high degree of precision and mastery.
- By the conclusion of encampment I will be able to work as part of team. I will understand the need for cooperating, supporting and helping others to overcome a common challenge.
- During the encampment I will maintain a high regard and dedication to the CAP Core Values of Integrity, Volunteer Service, Excellence, and Respect.

PERSONAL COMMITMENT

I have read all of the above encampment training objectives and have had them explained to me. I understand what is expected of me and I agree to extend every personal effort to achieve these objectives while I am participating as a member of the Cadet Training Group.

Cadet's Name (printed): _____ Flight: _____

Cadet's Signature: _____ Date: _____

CAPID: _____

APPROVED

CTG Commander's Signature: _____