

## 2019 ENCAMPMENT VISITOR CHECKLIST

Visitor Name	Encampment Visited
Visitor CAPID	Dates Visited
# Cadet Cadre	# Senior Staff
# Students	# Advanced Students

#	D/I*	Item	Reference
1	D	Note identity of Encampment Commander, Commandant of Cadets, and Safety officer.	
2	D/I	The youngest cadets and their families should be aware of the unique encampment environment. Check with Commandant to see if 12 year-olds and parents were prebriefed.	CAPP 60-70, 1.2(i)
3	D	Encampments should gather participant feedback. Has encampment planned for cadet critiques?	CAPP 60-70, 1.6(b)
4	D	The encampment website is the primary source of activity information for families. Has encampment prepared a webpage that features facility name, dates, contact information, invitation to graduation, & social media links?	CAPP 60-70, chap 2
5	I	Students must have time for adequate nutrition. Are cadets permitted an undisturbed 15 minute meal period?	CAPP 60-70 para 2.4(a)
6	D/I	Students must have time to decompress at the end of the day. Does the schedule clearly indicate 30 minutes of undisturbed personal time immediately before lights out?	CAPP 60-70 para 2.4 (d)
7	D/I	Activity will program 8.5 hours of sleep and 8 hours for cadre. Does the encampment schedule clearly allow students 8.5 hours of sleep each evening?	CAPP 60-70 para 2.4 (c)
8	D/I	Cadet Charge of Quarters or "Firewatch" programs are prohibited. Does the encampment leadership disallow cadets from sentry duties during the overnight hours?	CAPP60-70 para 2.5(b)

\*D/I Items marked D are related primarily to doctrinal compliance; items marked I relate primarily to Intensity issues.

9	I	Level 1 intensity is not appropriate prior to the completion of instruction block C1 (Honor Agreement). Does cadre prevent the use of Level 1 intensity techniques on student cadets upon arrival, during inprocessing, or otherwise before completion of instruction block C1?	CAPP60-70, 2.7
10	D	The contraband inspection is the responsibility of the senior staff. Is the contraband inspection performed "1 on 1" by adult leaders only?	CAPP60-70, 2.7
11	D	Cadets are responsible for transporting, storing and taking their own medication. Are cadets permitted to retain prescription and OTC medications?	CAPP60-70, 2.7(e)
12	D	There is no legitimate training need in confiscating wristwatches. Are cadets permitted to keep wristwatches?	CAPP60-70, 2.7(d)
13	D/I	The adult leader functioning in loco parentis to the cadets is the Training Officer. Is there a minimum of one TO assigned per flight?	CAPP60-70, 4.1(b)
14	D	Does scheduled curriculum meet the minimum standards for listed classes, contact time, and use prepared lesson plans?	CAPP60-70, part 5
15	D	All cadets are welcome at encampment. Does the encampment allow equal access for all eligible cadets, including cadets with restrictions or physical fitness issues?	CAPR 60-1, 9.2.6
16	D	All staff members must participate in the Required Staff Training. Does encampment ensure that all cadre and adult leaders attend RST, including late times and part time staff?	CAPR 60-1, 9.3.4 / 2.4.2
17	D	Does RST meet published standards for topics covered, time spent in class, etc.?	CAPR 60-1, 2.4.2

18	D	Encampments uphold uniform standards. Does the encampment forbid improper uniform wear, such as wear of grade on baseball caps or use of unauthorized grade insignia (e.g. Cadet Command Chief Master Sergeant)? CAPR 39-1, 6.2.9
Please also take notes on the following, which may not be specifically required by regulations:		
19	I	Are flight level cadre and other NCOs specifically briefed and rehearsed on creating appropriate intensity levels?
20	I	Observe arrival and first day training and note any instances of: a. Level 1 Intensity used prior to instructional block C1 (Honor Agreement) b. Swarming during arrival or other times c. Use of raised voices while within arms' length of students d. Humor used at expense of cadets e. Intensity used apparently solely for the amusement of cadre members f. Any failures or reluctance to supervise by adult leadership or experienced cadre
21	D/I	Important: Please note successful practices of the encampment and aspects that should be considered as a Best Practice and shared with other encampments.

Narrative responses are encouraged. Include pertinent videos and photos highlighting both successful moments, as well as those aspects that do not appear to meet established standards.

Please prepare and submit your Report of Visit to the region CP director by email within 10 days, with a copy to NHQ/CP (cadets@capnhq.gov).

Do not share or publish your report with anyone else without express permission of NHQ/CP.