

## ENCAMPMENT COMMANDER'S CHECKLIST

This checklist is intended to serve as a self-evaluation tool for encampment leaders prior to the commencement of encampment to ensure compliance with established standards.

Additionally, the region DCS/CP may use this tool to assist with encampment oversight.

#	D/I*	Item	Reference	Complete
2	D	Encampments will provide the activity training schedule and organizational chart to their Region/CP for review at least 30 days prior to the students' arrival for a quality check. Was the region review of training plan completed?	CAPR 60-1, 9.3.4	
3	D/I	The youngest cadets and their families should be aware of the unique encampment environment. Has the Commandant reached out to prebrief 12-year old cadets and their families?	CAPP 60-70, 1.2(i)	
4	D	Encampments should gather participant feedback. Has encampment planned how to solicit and process cadet critiques?	CAPP 60-70, 1.6(b)	
5	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	
6	I	Students must have time for adequate nutrition. Are cadets permitted an undisturbed meal period of at least 15 minutes?	CAPP 60-70, para 2.4(a)	
7	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)	
8	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)	
9	D/I	Cadet Charge of Quarters or "Firewatch" programs are prohibited. Does the encampment leadership disallow cadets from sentry duties during the overnight hours?	CAPP 60-70 para 2.5(b)	
10	I	Level 1 intensity is not appropriate prior to the completion of instruction block C1 (Honor Agreement). Will cadre prevent the use of Level 1 intensity techniques on student cadets upon arrival, during inprocessing, or otherwise before completion of instruction block C1?	CAPP 60-70, 2.7	
11	D	The contraband inspection is the responsibility of the senior staff. Will the contraband inspection be performed "1 on 1" by adult leaders only?	CAPP 60-70, 2.7	
12	D	Cadets are responsible for transporting, storing and taking their own medication. Will cadets be permitted to retain prescription and OTC medications?	CAPP 60-70, 2.7(e)	
13	D	There is no legitimate training need in confiscating wristwatches. Will cadets be permitted to keep wristwatches?	CAPP 60-70, 2.7(d)	
14	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?	CAPP 60-70, 4.1(b)	
15	D	Does scheduled curriculum meet the minimum standards for listed classes, contact time, and use prepared lesson plans? Leadership- 20 hrs; Aerospace- 10 hrs; Fitness- 8 hrs; Character- 4 hrs <a href="http://www.GoCivilAirPatrol.com/Encampment">www.GoCivilAirPatrol.com/Encampment</a> for lesson plans	CAPP 60-70, part 5	
16	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	
17	D	All staff members must participate in the Required Staff Training. Is there a plan to ensure that all cadre and adult leaders attend RST, including late times and part time staff? (RST may be offered virtually; <a href="http://www.GoCivilAirPatrol.com/RST">www.GoCivilAirPatrol.com/RST</a> for materials)	CAPR 60-1, 9.3.5/ 8.1.6	
18	D	Does RST meet published standards for topics covered, time spent in class, etc.?	CAPR 60-1, 8.1.6; CAPP 60-72	
19	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, 6.2.8	
The following are recommended best practices which may not be specifically required by regulations:				
20	I	It's crucial to set the right level of challenge for students. Are flight level cadre and other NCOs specifically briefed and rehearsed on creating appropriate intensity levels?	CAPP 60-15, Part II	

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