



Arlington Fly-In Operations Orders and Parent's Information

20 JUN 2018

MEMORANDUM FOR: PARTICIPANTS, ARLINGTON FLY-IN 2018

FROM: MAJ THOMAS WITTENBERG, AFI 2018 COMMANDER

SUBJECT: Operation Orders and Parent Information for 2018

Pre-requisites to attend the Fly-In (Pre-Approved Parent Sponsors and Volunteers excluded):

1. Flight line marshalling (FLM): GES must show current on your 101 card.
2. Non FLM participants: GES is always recommended but not required if you are not marshalling.
3. ORM Basic (Staff must complete ORM Intermediate, print certificate)

Cost and Payment Instructions for CAP Members

1. Cost \$145 for cadets (Staff and participant), \$80 for full-time Senior Members.
2. Cost for part-time Seniors on "pay-by-the-day" plan is \$20 per day.
3. **Please submit your payment by check addressed to: "Washington Wing Civil Air Patrol" along with all completed and signed forms (Outlined below) to the following address:**
Washington Wing Civil Air Patrol
ATTN: Arlington Fly-In
P.O. Box 4459
Joint Base Lewis-McChord, WA 98438
4. **Payment and forms must be submitted immediately following registration and are DUE 25 JUNE 2018**

REQUIRED FORMS

Be sure that any forms requiring signatures from either your unit's CC/DCC or parent have been signed before mailing in. This includes the AFI Code of Conduct form.

All Members:

- CAP ID Card
- CAP 101 card (Bring a current print out showing a print date of no earlier than 1 JULY 2018)



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- CAPF 160 Health History (With parent signature)
- CAPF 161 Emergency Information

Additional Forms for Cadets:

- CAPF 31: Application for CAP Encampment (Complete with Squadron Commander's and Parent's signatures)
- CAPF 163 Minor Cadet OTC Medication (With parent signature, only required for cadets under the age of 18)
- AFI Code of Conduct Form (must be signed)

Additional Forms for Seniors:

- CAPF 17 (for Seniors)

Check-in and Check-out Information:

TUE 03 JUL 0800 CADRE Check-in (make sure you've eaten breakfast)
TUE 03 JUL 0900 ALL PARTICIPANT Check-in (make sure you've eaten breakfast)
SUN 08 JUL 1300-1600 Check-out time is dependent upon how fast camp can be broken down. It is expected that all participants and staff will stay and assist with post event break-down until the compound is packed away and the area clean. NO DEPARTURES PRIOR TO THIS TIME WITHOUT ADVANCE APPROVAL. Historically, departure has been by 1430 hours.

Check-in Location: Camp Miller. Note that Camp Miller has relocated (See Map on web page)
Check-in Uniform: Cadets - **BDUs/ABUs** (See Packing List on web page)
 Seniors - BDUs/ABUs, corporate polo or aviator shirt/grey slacks.

Required Documentation at Check-In

- All CAP members must have current CAPID Card. If a member has not received their card, they may substitute printed proof of membership from eServices (ask your squadron for assistance in completing this)
- Staff Members must check in with proof of completion of ORM Basic and Intermediate Courses.
- CAP Members will not be able to attend without completed forms w/signatures.

Medical Issues, Medication:

Safety and health of Cadets is of paramount importance to us. Cadets who have medical concerns should note them on their CAPF160, inform the Senior Staff upon check-in, and inform their immediate cadet superiors. We need clear, prompt, honest communication from cadets regarding injuries or conditions in



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order to keep them healthy and safe. Cadets should at no time attempt to “tough it out,” and will not be looked down on for their concerns or issues.

Cadets with prescriptions should bring appropriate doses, carry them if needed, and self-administer appropriately. Refer to CAPR 160-2 Handling of Cadet Medications.

Code of Conduct for Everyone:

First and foremost, Members are expected to abide by the CAP Honor Code which has been adopted from the US Air Force Academy: ***"We Will Not Lie, Steal or Cheat, Nor Tolerate Among Us Anyone Who Does."***

Violation of any of these principles (or the CAP Core Values of Integrity, Volunteer Service, Excellence, and Respect) will cause the member to be dismissed from the current activity for counseling and will be considered grounds for dismissal from the Fly-In without credit, based on the discretion of the Commander or Deputy Commander. A letter detailing the nature of the violations and the actions taken will be sent to the member, cadet parents, the member's unit commander, and Wing HQ.

The safety of our Members is paramount and will not be compromised.

Arlington Fly-In Code of Conduct Rules:

1. We will observe the USAF and (CAP) Core Values:
 - Integrity First (*Integrity*)
 - Service before self (*Volunteer Service*)
 - Excellence in all we do (*Excellence*)
 - Respect (*Respect*)
2. Follow the chain of command always.
3. No hazing (sexual or verbal) or horseplay will be permitted. Reference CAPR 52-10 “Hazing is defined as any conduct whereby someone causes another to suffer or to be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful”.
4. Romantic relationships detract from the professional environment, distract from the serious business at hand and have no place at the Fly-In. Public displays of affection, such as hand-holding, embracing, walking arm-in-arm, etc. are inappropriate.
5. The following items are PROHIBITED and MUST NOT be brought to the Fly-In by students.
 - Alcohol, tobacco, or non-prescribed controlled substances.
 - Knives



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- Matches, lighters, fire starters, fireworks
 - Electronic devices i.e.: wireless speakers, radios, cd players, iPods, iPads, computers, games or other electronic devices (exception: computers allowed for staff and public affairs).
 - Questionable reading material including sexually explicit text and/or photographs, racial or political offensive materials.
 - Food of any kind (candy, chips, etc.)
 - Firearms, air guns, paint guns or any devices that could be used as weapons.
6. Cell phones may only be used during free time, while following all cell phone use guidelines as per CAP regulations. **ABSOLUTELY NO CELL PHONE USE WHILE ON DUTY.**
 7. Personnel will remain at their assigned posts until relieved.
 8. Personnel will report to their duty assignment **PROMPTLY.**
 9. Cadets will wear the prescribed CAP uniform of the day while on duty.
 10. Cadets will remain in Camp Miller and in their bunks after "lights out" except for necessary trips to rest rooms. **NOTE:** Being outside your barracks after lights out will be grounds for automatic dismissal.
 11. Male cadets are not allowed in female quarters and vice versa. Violation of this policy will be grounds for automatic dismissal.
 12. Personnel will adhere to proper standards of personal hygiene (daily showers).
 13. Conduct during the Arlington Fly-In will be professional and present a positive image of CAP.
 14. Sign In and Sign Out procedures for entering and leaving the CAP compound must be followed.
 15. No riding on or in motorized or non-motorized vehicles or aircraft at any time except for official CAP vehicles or vehicles assigned to CAP or aircraft operated by CAP Senior members for O-rides.
 16. No gambling.
 17. Any Cadet who brings a personal vehicle to the Fly-In **MUST** turn in their vehicle keys, at check-in, to the Transportation Officer.

Contact Information:

Feel free to contact the following before or during the activity with questions, comments, or concerns.

Maj Thomas Wittenberg, CMDR	425.407-2526 thomas.wittenberg@wawg.cap.gov
Maj Marc Konertz, Deputy CMDR	425.329.9143 marc.konertz@wawg.cap.gov
2d Lt Michael Langford, Commandant/Cadets	425.359.6536 michael.langford@wawg.cap.gov
Lt Col Randolph Fish, Medical	253-592-3391 randolph.fish@wawg.cap.gov

The final requirement is that everyone has a safe and great experience. Always look out for those around you to ensure they are being safe and are having a great experience. We look forward to seeing you!