Respect Camp



Cadet Handbook

OVERVIEW

You are here to develop respect. This includes:

Respect for Parents
Respect for Teachers
Respect for Adults
Respect for Authority
Respect for Authority Figures
Respect for Peers
Respect for Siblings
Respect for Rules,
Respect for Commands, Orders, or Directives
Respect for Manners
Respect for Responsibilities
Respect for the Feelings of Others
Respect for the Rights of Others
Respect for Property of Self or Others
Respect for Possessions of Self or Others
Respect for the Health and Wellbeing of Self or Others

Our goal is to help you develop respect in these areas. The sooner you do so, the sooner you can return home and succeed. If you really apply yourself and give it your best, you may be able to accomplish this in the next 30 days. If you do your part, we will do our best to help you to be ready to return home after 30 days. If not, we will recommend an appropriate follow up School or Program to your parents.

If you want to return home at the end of the 30 days, you will need to do the following:

1. Meet all of the criteria to successfully pass all three of the Camp's Phases (1-Reality, 2-Respect, 3-Responsibility) In order to accomplish this, you will need to demonstrate a strong respect for rules, commands, leaders, peers, self and etc.. You will also need to accomplish some very challenging and even exhaustive daily responsibilities and objectives. You will need to be able to push yourself beyond your current abilities. Furthermore, you will need to demonstrate many times a day that you can follow strict commands or orders without any argument or delay. These are all things you can start working on immediately!!!
2. Demonstrate your commitment to respect your parents and their home by formulating an acceptable Home Contract that outlines the changes you are willing to make when you return home. You will start formulating your Home Contract once you reach Phase Two – Respect.
3. Resolve any needed issues with your parents that would hinder your ability to return home and succeed. You will be able to call your parents to accomplish this once you reach Phase Three - Responsibility.
4. Convince your parents that you can and will strictly follow their rules or commands without argument or delay when you return home. (Having demonstrated that you have strictly followed rules and commands at the Camp will help you in convincing your parents) You can do this through letters home, recommendations from staff, and mainly through the phone calls to your parents once you reach Phase Three – Responsibility.

Purpose of the Cadet Handbook

The experiences and knowledge you will gain here will assist you in setting and attaining goals for your entire life. The Cadet Handbook is designed as a learning tool for the Respect Camp cadet to master tasks and learning objectives. It is important that you read and understand the information in this handbook. If you need help, request assistance from a Drill Instructor.

Orientation Schedule Training

1) **General Description** - Respect Camp is a military style structure. We provide a balanced program that includes a structured daily schedule, behavior modification, health and physical fitness programs, and personal development courses, clean living quarters, individual coaching, strong communication and healing, and an atmosphere to experience all of these opportunities in.

2) **Orientation -** Orientation Platoon is designed to get you acquainted with the Respect Camp's way of doing things. It will begin to teach you to modify your behavior **yourself**. This will happen through a grade system designed to show you that incorrect behavior will receive demerits. This is your orientation phase, learn from it and use that knowledge to advance **yourself**.

3) **Emergency Procedures** – In case of an emergency the Instructor will make all decisions concerning the safety of the cadets. Cadets will follow their Instructor instructions in all emergency situations. If a serious emergency arises transportation will be arranged.

- ***Fire drills will be held to familiarize the cadets with the procedures for a fire- emergency. Cadets will follow directions to a designated escape routes and exit the building in an orderly, quiet manner, fall-in on the gravel parking lot for a head count, and await further instructions.***

General Information

General information is contained in your Cadet Handbook and will be learned through experience, mistakes (they are part of the learning process), and by asking your Squad Instructor, who is the first person you should look to in all matters.

Respect Camp
Resident Program of Instruction

Respect Camp is a highly regimented, tightly structured, program. The barracks is organized into squads and platoons. You will receive instruction on basic cadet skills to include drill, norms, and barracks procedures. Cadets will be required to earn 200 Merits to advance to the rank of corporal and move to the Respect Phase. However, if the requirements to advance are not met, the cadet will stay in the Reality Phase as long as necessary.

Daily Phase Schedules and outline of Merits

Phase 1: Reality

200 Merits to move to Respect

Phase 2: Respect

200 Merits to move to Responsibility

Phase 3: Responsibility

Squad Leadership charge / Sergeant Program / Successful Parent phone calls / Home Contract approved / Drill Instructor Recommendation / Camp Administration Recommendation / Discharge

You are responsible for your health and hydration. If you need assistance let your drill instructor know IMMEDIATELY.

REALITY

This is a basic outline of Boot camp activities, phases, and advancements.

Reality is the first phase of all new cadets. They will remain on the Reality until he or she has accumulated 200 Merits of participation. Each day of Merits will be tallied and all rule infractions (Demerits will be applied. A strict schedule will be followed as outlined below:

Reality:

Prep
30 min. ready

Physical Training:
3 min push-ups
1 min rest
3 min sit-ups
1 min rest
3 min side straddle hop
1 min rest
3 min lunges
1 min rest
3 min push up (wide)
1 min rest
3 min sit-ups (crunch)
1 min rest
3 min grass drill
1 min rest
3 min flutter kick
1 min rest
3 min mule kicks
1 min rest
3 min push-ups
1 min rest
3 min sit-ups (oblique)
1 min rest
3 min side straddle hop
10 min rest
1.5 hour March (60 laps)
10 min stretch

Chow
Rest

Reality:

Chow
Clean up
30 min. rest

Reality:

Academic / Skill Building: Skill building workbooks to be turned in. School work from home.

Dinner

Showers: Each cadet may take a 2 min shower

Shutdown: all lights out all quiet

6:00	Prep
6:10	Inspection
6:30	Physical Training
7:00	Physical Training
7:30	Marching / Cadence
8:00	Marching / Cadence
8:30	Marching / Cadence
9:00	Breakfast
9:30	Break
10:00	Physical Training
10:30	Physical Training
11:00	Marching / Cadence
11:30	Marching / Cadence
12:00	Marching / Cadence
12:30	Chow
1:00	Cleanup
1:30	Break
2:00	Physical Training
2:30	Physical Training
3:00	Marching / Cadence
3:30	Marching / Cadence
4:00	Marching / Cadence
4:30	Shower
5:00	Academics / Skill
5:30	Academics / Skill
6:00	Chow
6:30	Clean up
7:00	Academics / Skill
7:30	Academics / Skill
8:00	Academics / Skill
8:30	Academics / Skill
9:00	Prep
9:30	Shutdown

RESPECT

Once a Cadet obtains 200 Merits he or she will move to the Respect Phase. If his or her merit total ever drops from the 200 Merit total they will revert back to the Reality Phase. Cadets on the Respect Phase have the following schedule:

30 min. ready

Physical Training:
3 min push-ups
1 min rest
3 min sit-ups
1 min rest
3 min side straddle hop
1 min rest
3 min lunges
1 min rest
3 min push up (wide)
1 min rest
3 min sit-ups (crunch)
1 min rest
3 min grass drill
1 min rest
3 min flutter kick
1 min rest
3 min mule kicks
1 min rest
3 min push-ups
1 min rest
3 min sit-ups (oblique)
1 min rest
3 min side straddle hop
10 min rest
1.5 hour walk (60 laps)
10 min stretch

Chow

Drill & Ceremony
2.5 hours practicing on cadence maneuvers and marching

Chow
30 min. rest

Drill & Ceremony
2.5 hours practicing on cadence maneuvers and marching

Chow

Academic / Skill Building: Skill building workbooks to be turned in. School work from home

Showers: Each cadet may take a 5 min shower

Shutdown: all lights out all quiet

6:00	Prep
6:10	Inspection
6:30	Physical Training
7:00	Physical Training
7:30	Marching / Cadence
8:00	Marching / Cadence
8:30	Marching / Cadence
9:00	Chow
9:30	Break
10:00	Drill & Ceremony
10:30	Drill & Ceremony
11:00	Drill & Ceremony
11:30	Drill & Ceremony
12:00	Drill & Ceremony
12:30	Chow
1:00	Clean up
1:30	Break
2:00	Drill & Ceremony
2:30	Drill & Ceremony
3:00	Drill & Ceremony
3:30	Drill & Ceremony
4:00	Drill & Ceremony
4:30	Shower
5:00	Academics / Skill
5:30	Academics / Skill
6:00	Chow
6:30	Clean up
7:00	Academics / Skill
7:30	Academics / Skill
8:00	Academics / Skill
8:30	Academics / Skill
9:00	Prep
9:30	Shutdown

RESPONSIBILITY

Cadets acquiring 400 Merits will move up to the Responsibility Phase where they have the opportunity to perform, compete, and assist staff in all facets of the camp

10 min. ready

Physical Training:
3 min push-ups
1 min rest
3 min sit-ups
1 min rest
3 min side straddle hop
1 min rest
3 min lunges
1 min rest
3 min push up (wide)
1 min rest
3 min sit-ups (crunch)
1 min rest
3 min grass drill
1 min rest
3 min flutter kick
1 min rest
3 min mule kicks
1 min rest
3 min push-ups
1 min rest
3 min sit-ups (oblique)
1 min rest
3 min side straddle hop
10 min rest
1.5 hour walk (60 laps)
10 min stretch

Chow

Leadership/Assistance

Academic / Skill Building: Skill building workbooks to be turned in. School work from home

Chow 30 min. rest

Leadership/Assistance: Leadership training, Sergeant Training, Squad assessment

Chow

Showers: Each cadet may take a 5 min shower

Shutdown: all lights out all quiet

6:00	Prep
6:10	Inspection
6:30	Physical Training
7:00	Physical Training
7:30	Marching / Cadence
8:00	Marching / Cadence
8:30	Marching / Cadence
9:00	Chow
9:30	Break
10:00	Leadership/Assist
10:30	Leadership/Assist
11:00	Leadership/Assist
11:30	Leadership/Assist
12:00	Leadership/Assist
12:30	Chow
1:00	Clean up
1:30	Break
2:00	Leadership/Assist
2:30	Leadership/Assist
3:00	Leadership/Assist
3:30	Leadership/Assist
4:00	Leadership/Assist
4:30	Shower
5:00	Academics / Skill
5:30	Academics / Skill
6:00	Chow
6:30	Clean up
7:00	Academics / Skill
7:30	Academics / Skill
8:00	Academics / Skill
8:30	Academics / Skill
9:00	Prep
9:30	Shutdown

Daily schedule and outline

Reality Phase	Respect Phase	Responsibility Phase
Morning Block	Morning Block	Morning Block
1 merit: 15 min full participation	1 merit: 15 min full participation	1 merit: 15 min full participation
1 merit: 15 min full participation	1 merit: 15 min full participation	1 merit: 15 min full participation
1 merit: 15 min full participation	1 merit: 15 min full participation	1 merit: 15 min full participation
1 merit: 15 min full participation	1 merit: 15 min full participation	1 merit: 15 min full participation
1 merit: 15 min full participation	1 merit: 15 min full participation	1 merit: 15 min full participation
1 merit: 15 min full participation	1 merit: 15 min full participation	1 merit: 15 min full participation
1 merit: 15 min full participation	1 merit: 15 min full participation	1 merit: 15 min full participation
1 merit: 15 min full participation	1 merit: 15 min full participation	1 merit: 15 min full participation
1 merit: 15 min full participation	1 merit: 15 min full participation	1 merit: 15 min full participation
1 merit: 15 min full participation	1 merit: 15 min full participation	1 merit: 15 min full participation
10 merit total	10 merit total	10 merit total
Afternoon Block	Afternoon Block	Afternoon Block
1 merit: 15 min full participation	1 merit per 30 min of excellence	Assistant Sergeant
1 merit: 15 min full participation	1 merit per 30 min of excellence	
1 merit: 15 min full participation	1 merit per 30 min of excellence	
1 merit: 15 min full participation	1 merit per 30 min of excellence	
1 merit: 15 min full participation	1 merit per 30 min of excellence	
1 merit: 15 min full participation		
1 merit: 15 min full participation	5 merit total	
1 merit: 15 min full participation		
1 merit: 15 min full participation		
1 merit: 15 min full participation		
10 merit total		
Evening Block	Evening Block	Evening Block
1 merit: 15 min full participation	1 merit per 30 min of excellence	Assistant Sergeant
1 merit: 15 min full participation	1 merit per 30 min of excellence	
1 merit: 15 min full participation	1 merit per 30 min of excellence	
1 merit: 15 min full participation	1 merit per 30 min of excellence	
1 merit: 15 min full participation	1 merit per 30 min of excellence	
1 merit: 15 min full participation		
1 merit: 15 min full participation	5 merit total	
1 merit: 15 min full participation		
1 merit: 15 min full participation		
1 merit: 15 min full participation		
1 merit: 15 min full participation		
10 merit total		

You will have a full day of programmed activities everyday. A schedule is posted on your platoon bulletin board. It tells you what you will be doing every minute of every week. It will be your responsibility to ensure that you are prepared for all events to include PT gear, and canteens, to name a few. .

You will physically train your body almost every day at Respect Camp. You will gain health and fitness skills that will help stay fit throughout your life. You are expected to train hard and improve yourself. Your strength, flexibility, aerobic capacity, nutrition, and athletic abilities will be developed and refined. Do not view PT in a negative manner or become unmotivated. You will be proud of your progress.

Cadet Behavior

Your behavior is carefully watched and measured in every part of the program, every day. You are graded in the platoon area by your Squad Instructor's and in Special Skill Training by the trainer. Each of these evaluations is recorded daily and weekly under the Cadet Progress Report. Cadet evaluations will:

a. Assist in determining the progress the Individual cadet has made.

b. Evaluate the conduct of each cadet.

c. Identify those cadets qualified to progress in the program, deserving of special recognition, or requiring remedial or special training.

Merits and Demerits

Merits are instances of outstanding behavior. Demerits are major and minor rule infractions. Merits and Demerits are annotated on your daily cadet progress report showing that you have been counseled on your behavior.

THE CAMP MODEL

All members in the Respect Camp staff will treat you firmly and fairly. You will not be "put down". You will not be teased and joked with in a negative manner. Staff will not speak about negative assumptions about your ability to lead a positive life. You will be treated with respect at all times, if staff violates these rules; ***it is your responsibility*** to make it known to the Assistant Director of Respect Camp as soon as possible.

Your behavior in any situation will determine how firmly you will be treated. We apply only as much control, as you require staying within the rules and norms of the program. If you are out of control, a member of the staff, who will use only the amount of force necessary, will bring you back into control. He will talk to you and explain to you the need to place yourself under control. He may place his hand on your arm to lead you away from a situation. If this happens, you must walk away with the Squad Instructor and it is important that you control your anger and respond to him. If you react in a manner which is seen by the Instructor to be threatening or dangerous to him, yourself, or others you may be physically controlled. We all hope this does not happen, but you must understand that you CAN prevent a physical restraint at any time by putting yourself under control.

CHAIN OF COMMAND

In order to ensure that missions are accomplished and your health and welfare needs are met, we use an organizational system called the chain of command. While you are a resident cadet in the Camp you will be assigned to the **Barracks Chain of Command**. It is our duty and responsibility as your chain of command to take care of you. It's **your** duty and responsibility to properly use your chain of command, to answer our questions and help us resolve any problems that may arise. The way you use your chain of command is, as follows. When you first have a problem or concern, inform your Squad Instructor who is in charge of you for the day. He will attempt to solve your problem. If he cannot solve it, he will pass it along to your Platoon Sergeant. Your problem will move up the chain, until a supervisor can offer a solution to your concern. Your chain of command looks like this:

- **You →Your Squad Leader→ Your Instructor → Your Senior Instructor →Your Chief Instructor→ Your Asst. CAMP Dir → then the CAMP Director**

The chain of command system works and you must allow it to work for you. If you neglect to properly use your chain of command or manipulate Respect Camp staff that is not in your chain of command, you will face consequences. If you have attempted to use your chain of command and you feel you have been ignored or neglected, you should fill out a Grievance F*orm* (discussed below) and turn it in to the Assistant Camp Director.

GRIEVANCES AND DUE PROCESS

Any time you feel you have been wronged, treated poorly, or given an inappropriate sanction for your behavior you should discuss the matter with your instructor. If you still feel wronged, you should file a Grievance Form available in the Barracks. Place the grievance in the school's mailbox or give it to the Assistant Camp Director directly. The Q/A Office is responsible to review each and every grievance. The purpose of the grievance program is to correct wrongs, to stay aware of cadet treatment, and to teach each of you the importance of Due Process and letting the system work for you. Of course, if it is determined that the action was correct and appropriate, the action will stand.

NORMS AND DISCIPLINE

What is a norm? You will hear this word many times in Respect Camp. A norm describes the behavior expected of you at any merit in the program day. If you follow program norms, you will progress through the program and will learn valuable skills and gain information designed to make you successful. If you reject program norms, you are rejecting Respect Camp and are not getting what you should from the program. You have the power to decide if you will or will not follow norms. We control the consequences: positive or negative.

Military discipline is defined as that mental attitude and state of training that causes obedience and proper conduct to be instinctive under all conditions. It is founded upon respect for, and loyalty to, properly constituted authority.

Self-discipline is the willing and instinctive habit of obedience to accepted rules, or inward sense of responsibility that causes a person to do what they should do. Simply, self discipline is you and you alone are responsible for everything that has happened or will happen to you.

CODE OF ETHICS AND GENERAL ORDERS

Personal integrity is defined as a person's rigid adherence to a code or standard of values. In other words, integrity is honesty. It is doing what you know to be right. Integrity is important to you, as an individual. It is even more important when it affects your entire squad. The Respect Camp staff has developed a code of ethics or values to guide you through the program and throughout life. THE Respect Camp NORMS ARE LISTED BELOW, You may be required to recite the Code of Ethics or General Orders at any time.

Code of Ethics

(Cadet must know word for word)

"I will not lie, cheat, steal or tolerate those who do. I will be responsible and accountable for my actions, and respectful to others, I will demonstrate pride, loyalty, and honor in all that we do."

When you recite your general orders it should go like this:

"Sir, this cadet's first general order is…" (When you get to the end, start over with) "Sir this cadet's second general order is… "(So on and so on) do not say Sir at the end of an order and again at the beginning of an order, it is redundant to do so.

General Orders
(Cadet must know word for word)

1. I will follow lawful orders given by all staff at all times.

2. I will not use violence or threaten violence.

3. I will not use drugs, tobacco, or alcohol. They are poisons to my life and my future.

4. I will work to develop my core values and maintain a positive attitude at all times.

5. I will demonstrate pride in Respect Camp and myself.

6. I will remain alert to all instruction and ask for assistance when needed.

7. I will communicate politely in correct English, without profanity.

8. I will treat people and their property with respect.

9. I will work to physically train my body with motivation and pride.

10. I will avoid negatively manipulating others or the program.

11. I will perform all tasks to the best of my ability.

CONSEQUENCES OF NORM VIOLATIONS

CORE VALUES

At Respect Camp, you are expected to develop and demonstrate critical values. A value is a belief you have that
Something is important to you. These core values are defined below. (Cadet must know all four word for word)

- **Self Discipline**
  This means that you and you alone are responsible for whatever has happened or will happen to you. Your future is up to you and you alone.

- **Self Esteem**
  You should strive to do difficult things well. You should take on tough challenges and stick with them until you are a winner. Nothing should stop you.

- **Self Worth**
  You are a worthwhile person. Nothing is too good for you. You must move toward the best in life and for those you love. People listen to you and reach out to you because you impress them with your belief in yourself.

- **Affiliation**
  This means that you are able to give your trust to a teammate and that they can trust you. You are careful with your trust, but you know teams can do more than Individuals. You have the ability to be a team player.

Demerits and Inappropriate Behavior outline

CATEGORY OF RULE VIOLATION	REGULAR CONSEQUENCES	SELF CORRECTION
Category I: 101 Rude Act 102 Rude Manners 103 Disrespect to Staff 104 Rude Comments 105 Destructive Peer Relations 106 Disrespect of Property 107 Inappropriate Comments 108 Unsatisfactory Effort 109 Unsatisfactory Attitude 110 Late 111 Unsatisfactory Inspection 112 Dress Code Violation 113 Manipulation 114 Horseplay 115 Dishonesty 116 Breaking Silence	20 Demerits	10 Demerits
Category 2: 201 Trend 202 Major Rude Act 203 Major Horseplay 204 Shutdown Violation 205 Violation of Visit 206 Insubordination 207 Major Mischief 208 Defacing (Restitution) 209 Out of Area 210 Blatant Rule Violation 211 Major Negative Attitude 212 Not Following Directions 213 Major Dishonesty 214 Minor Contraband 215 Breaking Silence 216 Blatant Violation of Meals 217 Note Passing 218 Gossiping 219 Unmarked Items 220 Borrowing and Lending	50 Demerits	20 Demerits
Category 3: 301 Group Removal 302 Refusal 303 Theft 304 Vandalism-Restitution 305 Cheating 306 Physical intimidation 307 Lying on Statement of Fact 308 Major Contraband 309 Breaking Confidentiality	100 Demerits	70 Demerits
Category 4: 401 Fighting 402 Tobacco 403 Disruptive Removal 404 Alcohol/Drugs 405 Serious Misconduct 406 Weapons 407 Run Away Plans	Back to Phase Reality 0 merits	Back to Phase Reality 0 merits
Category 5: 501 Run Away 502 Out of Control 503 Self Inflicted Injury	Back to Phase Reality 0 merits	Back to Phase Reality 0 merits

Cadets may opt to significantly reduce their demerits by "Self-Correction". Self Corrections are allowed for categories 1 – 3 and up to three Self Corrections are allowed per week. For example: if a cadet received a Category 2 Violation, they may elect to "Self-Correct", then the consequences of 50 Demerits would be reduced to 20 Demerits. This process is called "Self-Correction". It's a matter of accountability that the student recognizes his non working action and alerts the staff not getting caught then opting to self correct, by then it's too late.

CADET CHARACTERISTICS

The following are characteristics that a cadet in the Leadership Camp Program should develop or Possess.

1. Possesses a strong sense of purpose.
2. Exhibits a strong feeling of pride in the program and his country.
3. Is able to work as a member of a team.
4. Displays a positive mental attitude.
5. Provides leadership when empowered or when needed.
6. Possesses qualities of follower ship.
7. Follows instructions.
8. Carries out orders.
9. Respects authority.
10. Displays an instant willing response to orders.
11. Develops self-discipline.

LEADERSHIP

The definition of leadership is "the leader's ability to get others to willfully accomplish the mission. Remember, having knowledge, understanding people, and doing what is right — because it is right

The ultimate goal of Respect Camp is the creation and maintenance of an organization that will loyally and willingly accomplish any reasonable task assigned or indicated, and will initiate suitable action in the absence of orders.

1) OBJECTIVES OF LEADERSHIP

A. **Mission Accomplishment**. The primary objective of leadership is to accomplish the mission - - to get the job done.
B. **Follower Welfare**. The second objective of leadership is to provide for the physical, moral, and mental welfare of subordinates.

2) RELATIONSHIP BETWEEN LEADERS AND FOLLOWERS

Teacher/Scholar and Father/Son Relationship. Leaders must strive to establish a very special relationship with followers in an organization. The relationship between leaders and followers should be to the extent

that leaders are responsible for the physical, mental, and moral welfare, as well as the discipline and training of the people under their charge. If your leaders and instructors are to be like teachers and fathers to you, then the relationship implies that you have a responsibility to be good "students" and learn from your leaders and to be good "sons and daughters" and heed their advice when you have personal problems.

3) LEADERSHIP PRINCIPLES

Leadership principles are general rules that have guided the conduct and actions of successful leaders of the past. All of the leadership principles are often grouped under ***three major categories: know your job; know yourself; and know your people.***

#1 Know your job.

Simply stated, this principle means that you must know your job thoroughly. You also must be able to teach others in a manner in which they understand.

#2 Know yourself and Seek self-improvement.

You have to know yourself in order to be a good leader; and the easiest way to do that is to sit down and honestly think about your strengths and weaknesses. Your supervisors will also provide feedback on your performance.

#3 Know Your People and Look Out For Their Welfare.

The leader, for the sake of his people must be tireless, imaginative, and willing to shoulder responsibility.

#4 Keep Your People Informed.

Everyone wants to know what's going on. When knowledge is shared it encourages teamwork and enhances morale. Therefore pass the word when you can, but you should not start or pass-on rumors.

#5 Set the Example

People instinctively look to their leaders for patterns of conduct, which they may follow, emulate, or use as an excuse for their own shortcomings.

#**6 Ensure that the Task is Understood, Supervised, and Accomplished**.

The leader must give clear, concise orders to avoid confusion or misunderstanding. Issuing the order is the easiest part of leader's responsibilities. Far more important is the supervision on the leader's part to see if that order is properly executed and the task assigned is properly performed.

#**7 Train Your People as a Team**.

Leaders must strive to build teamwork and esprit de corps (group pride). Subordinates perform efficiently when in patterns of familiarity.

#8 Make Sound and Timely Decisions

Once decisions have been made, your responsibility is to step off smartly and get the job done. However, you should expect that changes have to be made to even the best plans, so you must adapt quickly and get on with the business at hand. (Adapt and overcome)

#9 Develop a Sense of Responsibility in Your Subordinates.

Give your people a sense of purpose in their tasks. Leaders should reveal and articulate the ultimate goal of their labors.

#10 Employ Your People In Accordance with Their Capabilities.

Expecting a team to do more than its capabilities is inviting disaster. To ask it to do less is poor economics and is detrimental to the team. Recurrent failure may bring about a collapse of morale and efficiency. On the other hand, when the situation demands, people may sometimes have to be pushed far beyond their normal capabilities in order to exploit a victory or avoid a costly defeat.

#*11* Seek Responsibility and Take Responsibility for Your Actions

The leader is responsible for everything his people does or fails to do. The leader can, and should delegate authority, but he can never delegate his responsibility.

4) **LEADERSHIP TRAITS**

The fourteen leadership traits are qualities of thought and character that if demonstrated, help individuals earn the respect, confidence, and loyal cooperation of others.

a. Bearing

(1) The manner in which one conducts or holds himself.

(2) To develop bearing, you should hold yourself to the highest standards in appearance and in conduct. Never be content with meeting the minimum requirement.

b. Courage

(1) The mastery of fear to complete a mission.

(2) (2) You can begin to control fear by practicing self-discipline and calmness. If you fear doing certain things required in life, force yourself to do it until you can control your reaction.

c. Decisiveness

(1) The ability to make timely and sound decisions.

(2) Practice being positive in your actions instead of acting half-heartedly or changing your mind easily on an issue.

d. Dependability

(1) Having a trustworthy or reliable reputation.

(2) You must always strive to be timely and exact when carrying out tasks.

e. Endurance

(1) The ability to withstand hardship or stress.

(2) Develop your endurance by engaging in physical training that will strengthen your body and mind. Force yourself to never quit.

f. Enthusiasm

(1) Strong excitement of feeling.

(2) Display motivation on every task.

g. Initiative

(1) Act of beginning or acting with enterprise.

(2) Work on staying mentally or physically alert. Stay on the lookout for things that need to be done and then do them without being told.

h. Integrity

(1) Adherence to a strict code of honor or values.

(2) Be absolutely honest and truthful at all times. Stand up for what you believe to be right.

I. Judgment

(1) The act of forming an opinion by discerning and comparing.

(2) Avoid making rash decisions. Approach problems with a common sense attitude

j. Justice

(1) The act of treating fair or properly.

(2) Be honest with yourself when you make a decision. Play no favorites. Try to be fair at all times and treat people in an equal manner.

k. Knowledge

(1) Understanding gained by actual experience; technical proficiency.

(2) Add to your store of knowledge by being alert and receptive to all data.

l. Loyalty

(1) To display fidelity or faithfulness.
(2) Never discuss the problems of your organization, followers, or seniors with outsiders.

m. Tact

(1) Dealing with people in a manner that will maintain good relations and avoid problems. It means that you are polite, calm, and firm.
(2) Try to be courteous and cheerful at all times. Treat others the way you like to be treated.

n. Unselfishness

(1) To accept or assist others without total regard for self.
(2) Avoid using your position for personal gain, safety, or pleasure at the expense of others. Be considerate of others. Give credit to those who work well rather than taking the credit for yourself.

AN EASY WAY TO REMEMBER YOUR -- LEADERSHIP TRAITS

JJ DID TIE BUCKLE

JUSTICE	TACT	BEARING
JUDGEMENT	INITIATIVE	UNSFLFISHNESS
	ENTHUIASM	COURAGE
DECISIVENESS		KNOWLEDGE
INTEGRITY		LOYALTY
DEPENDABILITY		ENDURANCE

RELATIONSHIP BETWEEN TRAITS AND PRINCIPLES

The leadership traits are demonstrated or projected in the leader's actions and the leadership principles provide the guidelines for a successful leader.

CADET UNIFORMS

The basic uniform for cadets is the BDU.

a. Cadets will not wear any unserviceable uniform items or neglect to wear any of the above-mentioned items. Instructors will ensure that all cadets present satisfactory military appearance and bearing.
b. Cadets will use their free time in the evening to prepare their uniforms.
c. Instructors will determine the uniform of the day according to weather conditions and temperature/humidity comfort indexes. Uniformity of appearance throughout the Camp will be ensured.
d. Boots are to be polished, uniformed clean, buttons buttoned, pants around waist 2 inches below belly button.

GROOMING STANDARDS

Upon intake into Respect Camp, you will receive an entry-level military precise haircut. These haircuts promote uniformity throughout Respect Camp and establish good hygiene for close living conditions.

a. All cadets will receive a haircut on Tuesdays.
b. Cadets will appear cleanly shaven after 0600 daily. No cadet will be authorized to grow sideburns, mustaches, or cut notches in eyebrows.
c. Cadets will maintain conservatively cut finger and toe tails. You will ensure your nails are clear and clean, and will identify abnormal growth or infection. Nail polish will be removed.

CHOW

Cadets shall move through the mess line in an orderly manner. Any cadet who refuses or disrupts his meal will not be forced to consume chow. However, any cadet who refuses to eat at a given time must write and turn in a statement as to why. Mess will typically be a thirty-minute period consisting of 10 minutes of administrative time and 20 minutes of chow time.

1) Entering the Mess hall

The instructor will give the order to move your squad into the Mess hall. Upon entering cadets will remove their covers and move in an orderly fashion to the chow line. When directed to do so, cadets will select a tray from the stack and side step through the chow line. Trays will be held horizontally at chest level. Cadets will issue the greeting of the day to all staff.

Cadets will be required to wait until their respective class is present in their assigned chow section to sit and consume chow. Instructors will issue the command- Ready, ***SEAT***- for cadets to sit in a uniform manner, ***Adjust***- to adjust seating position in a uniform manner, and ***EAT***- for chow consumption to begin. Cadets will be allowed to offer grace individually and quietly.

2) Table Manners

Cadets will be instructed on mess etiquette. Instructors will correct cadets on poor table manners and seating position. Respect Camp cadets will not exchange chow items with other cadets. Cadets will police their tables upon completion of each meal.

3) Leaving the Mess hall

After cadets have completed their meal, they will move orderly to the scullery and dispose of utensils and trash. Cadets will assume a file along the bulkhead with cover in their left hand, forearm parallel to the deck. The platoon will await Instruction from the SI to depart the Chow Hall.

4) Mess Duty *(*Kitchen Police or KP)

At some point in the program, you may be assigned to Mess Duty. Your mission on mess duty is to assist the Chow Hall in their duties and to learn as much possible about working on a job. Follow the below listed norms while on Kitchen Police.

a. Follow all safety precautions
b. Be courteous and helpful to all
c. Follow Instructions of cooks
d. Do not ask for additional food
e. Quietly fulfill all duties and wait for instructions

MILITARY TIME

Military time is based on a 24-hour clock. 11:59 PM is 2359. Midnight is 0000. One o'clock in the morning is 0100 (zero-one hundred). Afternoon hours are 1400(2:00pm) or fourteen hundred, 1500(3:00pm), and 1600. And so on. An easy way to compute afternoon an evening time is to add 12 to the standard hour. For example, if it were 6:15 in the evening, you would add 12 and have a military time of 1815(eighteen fifteen).

Convert the following standard time into military time, on a different sheet of paper or verbally.

a. 12:15 in the afternoon.
b. 3:45 in the afternoon.
c. 10 minutes after midnight.
d. 20 minutes before 2:00am. _____

Answers: a. 1215 b.1545 c. 0010 d. 0140

PHONETIC ALPHABET

The phonetic alphabet is use to clarify and clear the pronunciations of specific letters or words to avoid confusion. This is the standard for military organizations in the U.S. and Europe. You will use the phonetic alphabet to designate your class and for activities at Respect Camp.

A	ALPHA	N	NOVEMBER
B	BRAVO	O	OSCAR
C	CHARLIE	P	PAPA
D	DELTA	Q	QUEBEC
E	ECHO	R	ROMEO
F	FOXTROT	S	SIERRA
G	GOLF	T	TANGO
H	HOTEL	U	UNIFORM
I	INDIA	V	VICTOR
J	JULIET	W	WHISKEY
K	KILO	X	X-RAY
L	LIMA	Y	YANKEE
M	MIKE	Z	ZULU

RESPECT CAMP TERMINOLOGY

As you were	Disregard last commands
Aye, aye, sir	Acknowledgement of a superior's last order
Barracks	Communal living quarters
Beam	Light
Billet	Job/assignment
Boon Dockers	Boots
Bulkhead	Wall
Cadence	Rhythmic beat to keep in step
Carry on	Continue as before
Chow	Food

Colors	National flag; Ceremony raising or lowering flag
Cover	Hat
Deck	Floor
Eyeballs	Look at the SI
Gear	Equipment
Go Fasters	Running Shoes
Guide	Bearer of guidon, usually the cadet at the top of the line order
Head	Bathroom
Knowledge	Facts a cadet must master
Left	Port
Norm	Rule to live by
Overhead	Ceiling
Porthole	Window
Rack	Bed
Reveille	Wake-Up
Scuz-rag	Rag for wiping floors and other chores
Skivvies	Underwear
Sound Off	Shout
Squared Away	Neat, Disciplined
Starboard	Right
Taps	Lights Out
Swab	Mop

RULES AND REGULATIONS

Cadets will:

1. Say, Yes Or No Instructor.
2. Obey all orders given by all staff members.
3. Say 'Yes, sir" or "Yes, ma'am" to all adults.
4. Say "Sir/ma'am, by your leave, sir/ma' am" when passing a staff member from behind
5. Attend Physical Training.
6. Attend drill, work details or class as scheduled.
7. Clean and maintain their individual areas.
8. Report any injury of any type to a staff member.
9. Keep clothing neat and clean at all times.
10. Shower and take care of personal hygiene daily.
11. Wear covers properly when outside the barracks. No excuses will be heard.

Cadets will not:

1. Engage in horse playing.
2. Use profanity or make excessive noise.
3. Talk back or be disrespectful to any staff member.
4. Talk to any person not assigned to Eagle Merit Camp without permission.
5. Be on racks between 0600 and 2030.
6. Borrow, sell, buy or trade items or services.
7. Abuse or threaten anyone.
8. Be out of the rack between 2100 and 0600 without the permission of a staff member.
9. Enter any office or area without the permission of a staff member.
10. Wear some type of footgear inside the Dorm Area.

B. Etiquette of Cadets

The list below will outline the demeanor/manner by which a cadet will conduct himself while assigned to the Camp.

1 Requesting permission to speak. When a cadet desires to speak to a staff member:

(a) He will be at the position of "attention",
(b) The cadet will recite the following: "Sir/Ma'am, cadet (last name) requests permission to speak, sir/ma'am", which will be granted or denied. If granted,
(c) The cadet will and remain @ attention until the conversation has ended,
(d) Once the conversation has ended the cadet will then request permission to leave Once permission is granted, he will take one step backward, do an "about face" and go.

2. Staff initiated conversation. If a staff member initiates a conversation with the cadet the cadet will: immediately go to "the position of attention" and follow (c) and (d) above.

3. Squad Bay Areas. No cadet is allowed in any Squad Bay other than his assigned Squad Bay. Talking inside the barracks will be kept to a whisper. A cadet desiring to talk with another cadet not assigned to his Squad Bay may go to the common area when free time is granted.

4. THERE IS ABSOLUTELY NO TALKING ALLOWED IN THE HEAD/SHOWER ROOM.

5. The first cadet to see anyone that is not a cadet, will sound "attention on deck", then all cadets will come to "attention" until the command "carry on" is given. A staff member or individual entering the dorm for the first time will be given this respect. None of the above applies when taps has been sounded or a class is being conducted.

6. All cadets will go to "zero" (no noise) when head calls are being conducted prior to taps. After head calls, Cadets will place all personal items in their proper place, strip down to T-shirts and underwear, and standby at "attention" for taps procedure.

7. After prayer, all cadets will face their bunks and a instructor will sound "prepare to mount." The cadets will respond by saying "Sir, prepare to mount, aye aye sir", Then a instructor will sound "mount" at which time the cadets will mount his rack." Once mounted, the cadets will assume the position of "attention" until they have been given the command to "adjust" and go to sleep with no talking.

8. Cadets will not call another by any nickname. Only his last name preceded by the "cadet." All Instructors will be addressed as Instructor. All other staff members will be addressed as Mr. or Ms. or Officer.

9. All cadets must double time everywhere they go unless otherwise directed.

C. Standard Procedures that each cadet is made aware of while at Camp.

1. Mail - Each cadet is encouraged to write his family as often as possible. Each cadet will hand his outgoing letters to the instructor/Parent Rep in the dormitory. Cadets may receive unlimited incoming mail, but may only have six (6) letters and/or cards in his possession at any time. Incoming packages are prohibited.

2. Medical and Dental - Sick Call screening will be held on Wednesdays at the Nurses station @ 1000. Dental will-be on an as needed basis.

3. Bunk Assignment - Once a cadet is assigned a rack, he will not change unless told to do so by a staff member.

4. Courtesy and Respect - All staff members will be treated with courtesy and respect at all times,

5. Visiting - Visiting Request will be handled by Parent Reps.

6. Television and Radio – Prohibited unless prior approval has been obtained.(educational only)

7. Smoking- Prohibited.

8. Canteen - Each cadet will be allowed to draw specified items from the Parent Reps, after completing evaluation.

9. Any area of the dormitory is subject to inspection at anytime.

10. Cadets will be in full uniform any time they leave the building unless otherwise directed by authority.

11. All cadets are responsible for maintaining the cleanliness of the dormitory and yard as directed.

12. Talking, noise making, or any form of communication after "lights out" is prohibited.

13. There will be no food allowed in the barracks/living quarters.

14. Each cadet will take care of personal hygiene daily as directed.

15. Telephone privileges will be given to all Responsibility Phase Cadets, individual conduct and participation in the program.

D. Grooming Standards

1. All cadets will have a haircut before the end of the day on Tuesday's. The cadets' head will be completely bald.
2. All cadets are required to be shaven before 0600 each day. No facial hair is allowed.
3. Fingernails and toenails will be kept clipped and clean at all times.
4. Every cadet will take at least one shower every day. All other personal hygiene, such as teeth, etc., is to be attended to on a daily basis.
5. Cadets' footgear is to be kept clean, with laces threaded to the top of the footgear. Cadets must wear footgear whenever leaving the building or during class inspection Socks are to be worn at all times except when showering. Trousers are to be worn at all times. Shirts are to be tucked inside the trousers at all times.
6. Every cadet will be fully dressed between the hours of 0600 and 2000.
7. There will be no writing or printing allowed of any kind that shows on the clothing. Shirts are to be marked with each cadet's last name and first initial on the lower left boxer leg and the lower left T-shirt corner.
8. Cadets wear go fasters daily and shower shoes on their free time only.
9. No jewelry of any type.

Dining Hall Rules

1. No talking will be allowed. Cadets must request permission to speak by raising hand and waiting to be called on by an instructor.

2. No food or beverages are to be removed from the dining hall.

3. All cadets will remain seated until their row is called to exit the dining hall.

4. Cadets will not be allowed to swap or give their food to another cadet.

BARRACKS RULES

1. Cadets will make their racks each morning before formation.

2. Blankets and sheets are provided for your sleeping comfort and must be stored on your rack and not used for any other purpose. Towels are provided for bathing/cleaning and must not be used for any other purpose.

3. Loud talking, obscene language, whistling, singing or any other form of boisterous behavior is not permitted in the housing unit.

4. Borrowing, selling or trading any item is forbidden.

5. Proper sleeping apparel will be worn (sleeping without shirt or shorts is not permitted) between the hours of 2000 and 0600.

6. Cadets will not be allowed off of their "racks" between 2100 and 0600 except to go to the head or an emergency.

7. Sitting or lying on beds is prohibited between 0600 and 2000.(exception is Academics/Skill building.)

8. Cadets are responsible for the contents of their locker and will be held accountable for any contraband discovered on their person, among their property, or around their area. Therefore, you should inspect your "rack" area prior to leaving and immediately upon entering to ensure that you have complied with all housing unit regulations and that there is no contraband present. If any contraband is found in your area, you should immediately bring the matter to the attention of the duty instructor.

9. You are not permitted at any time to enter another cadets living area other than your own, nor are you permitted to allow another cadet to enter your assigned sleeping area unless officially assigned to the same sleeping area.

10. You are responsible for the cleanliness of your own assigned sleeping area and locker.

11. Go directly to your assigned area when returning to the housing unit unless instructed to do otherwise. Loitering and malingering will not be permitted.

12. Cadets must be completely dressed when out of their assigned sleeping areas, except when instructed otherwise by a staff member.

13. No food products will be allowed in any cadets' locker.

14. COUNT: When count is announced, all cadets' will report to their designated count locations, standing at the position of attention until instructed to "carry on." The count location for cadets will be in front of their "rack." The count location for cadets' on work details will be in formation as instructed by the work supervisor of that detail. No cadet movement takes place while count is in progress.

15. All garbage must be deposited in the dorm waste can. The dorm waste can, will be emptied prior to inspection and prior to 2100 hours.

16. Staff can order any cadet to open his locker for inspection at any time.

17. Personal property is your responsibility. The boot camp will not be responsible for articles lost or stolen.

18. Fire drills are conducted on a regular basis. Upon notification of a fire drill taking place, you are to exit the housing unit in a- quiet and orderly manner as instructed by staff.

19. Cadets' will shower every day.

20. Cadets' will have a clean face every day. (Shave if necessary every day.)

21. If a cadet is sick, they must report their illness to the duty instructor.

WORK

1. Refusal to work is regarded as misconduct.
2. All cadets' will be assigned to work crews under the supervision of an instructor.
3. Work will consist of a variety of maintenance, custodial and construction assignments.
4. Workers will be provided with appropriate clothing and equipment.
5. Work will generally be scheduled Monday through Friday from 0800 hours until sunset.
6. Workers are strictly prohibited from unauthorized contacts with non-Camp personnel while outside the fence. Violation will result in immediate disciplinary action.
7. Workers must remain at their assigned work site and under the supervision of staff.

Any unscheduled or unauthorized departure or absence from the work site or vehicle will be considered an escape subject to criminal prosecution.

A. **ESCAPE** - A person commits an offense if he unlawfully removes himself from official detention following temporary leave granted for a specific purpose or limited period, or leaves his work site unauthorized.

B. **Permitting or Facilitating Escape** — Any person who knowingly causes or facilitates an escape is committing an offense. If you aid another cadet in any way in an escape, you will be charged with aiding an escape and conspiracy.

8. While working around the main complex, no cadet will leave the place of work without authorization from the work or crew supervisor, nor without a pass properly signed indicating the destination and the time the cadet left work.
9. Any items found on the roads or in the woods will be considered contraband and must be turned over to the work crew supervisor in charge.
10. All work crew cadets' are to follow the directions of the drill instructor or maintenance repairman.
11. Unless given special permission by the drill instructor or maintenance repairman, all workers will be required to wear a shirt while working.
12. Each cadet working will carry his share of the job and cannot quit working until the job has been completed and inspected, unless otherwise authorized.
13. Any cadet on a work crew may be required by the crew supervisor to do any job relating to the general duties of the work crew.
14. Those cadets' not assigned to a work crew will be expected to be ready at 0800 hours for any in-house work.
15. While on a work crew, cadets' must remain in sight of the work or crew supervisors at all times and obey all orders.

WORKSITE RULES

1. Work in the area designated by the work supervisor.

2. Cadets' will work in any work crew that they are assigned to work.

3. Each work site will have specific areas where crew workers will not be permitted.

4. Follow each order given. Your work performance is evaluated daily.

WORKSITE SAFETY

You are cautioned to be very careful in performing all work. You will be familiar with the operation of all tools you are using and must use safety goggles, gloves, hard hat and ear protection when appropriate. Injuries must be reported immediately to the work supervisor and a report will be prepared.
If you should become injured and unable to work, it may become necessary to return you to a correctional institution and assign another cadet in your place. Please be careful.

WORK DEPARTURE/RETURN

1. All cadets' for specific work crews will depart with the work crew supervisor. They will carry tools, toolboxes, materials, lunches, coolers, water jugs, etc. to the work crew truck and/or work site.

2. You are again ordered not to pick up any item found on the roads, hide in the woods, and on or near the work site with the intention of keeping it. All items found will be considered contraband and must be turned over to the work crew supervisor in charge. Contraband restrictions will be strictly enforced. To avoid problems, empty your pockets before you leave the work site.

INSPECTION PROCEDURES

1. The cadet will be ordered to "Prepare for inspection", at which time all talking ceases.

2. When a cadet has prepared himself and his area for inspection, or when the order to "Stand by for inspection" is given, the cadet's will come to the position of attention, or also when the instructor enters the zone. The instructor will give the order for "parade rest", and the cadet will assume the position of "parade rest."

3. The cadet will come to the position of attention when the inspecting official begins inspecting his assigned area. As the inspection moves toward the cadets' locker, the cadet will execute a right or left face enabling the cadet to be responsive to questions and instructions. Once the inspection is finished the cadet will execute another facing movement returning to his original position of attention. The cadet will remain in the position of attention until the inspecting official departs his assigned area and then he may go to the parade rest position.

4. At the conclusion of the inspection, the inspection official will call the cadets to attention, give verbal instructions, and then order the cadets to "carry on".

INSPECTION TERMINOLOGY

1. Prepare for Inspection - Staff present in the living quarters will give this command. The staff member will indicate what areas are to prepare for inspection, i.e., "Port Starboard prepare for inspection". When the command of "prepare for inspection" is given, the cadets' affected will cease talking immediately and make all necessary preparations to have their person, equipment and area of responsibility inspection ready. This includes opening the foot locker lids, aligning foot gear, straightening "racks", dusting, adjusting their uniforms, wiping standing water from sinks or showers, etc.. Normally, "prepare for inspection" will be announced prior to an inspection.

2. Stand by for Inspection - Staff present in the living quarters will give this command. Once the cadet has prepared himself and his area for inspection, he will assume the position of "attention" in his assigned area. If the cadet does not finish his preparation, and the command of "stand by for inspection" is given, he will immediately go to his assigned area without further preparation. The command of "stand by for inspection" will be given no less than two minutes after "prepare for inspection" is announced in the normal inspection process. In the event an unexpected or spontaneous inspection is required, the command of "stand by for inspection" will be given. Cadets' will open their lockers, then assume the position of "attention" in their assigned areas. No other preparations will be made.

CADET LOCKER INSPECTION

A staff member will conduct daily inspections of the living quarters to ensure that the safety, security and sanitation regulations are being followed. It is each cadet's responsibility to prepare their own "rack", locker, and issued clothing for inspections. During inspections the living area will be checked for cleanliness, uniformity and attention to detail. Any deficiencies in the common area will result in the cadet being held accountable.

DORMITORY INSPECTION

Your dormitory may be inspected at any time. You must make sure the following things are done:

"RACK" - Your "rack" is to be made white-collar style with hospital corners. That is corners folded with a 45 degree angle toward the center of the "rack". The blanket and sheets will be pulled tight and tucked under the mattress. The white collar is to be six (6) inches wide. Your pillow will be one (1) inch less from the white collar. Keep the "rack" frame clean.

"TOILET" - The toilet must be clean. Put the toilet seat in the up position for inspection. Keep it down at all other times.

"SINK" - The sink must be clean and free of hair, water, etc... Your soap bar must be clean.

"DECK" - The deck must be swept and mopped daily. Be sure to clean up any shoe polish or scuffmarks.

"PORT HOLES" - The porthole ledges and frames should be clean and free of cobwebs.

"LOCKERS" - The locker must be clean inside and out. Your locker must be kept neat and orderly.

"CLOTHING" - All uniforms must be completely buttoned, and the pants must be folded and buttoned under the shirts.

"FIXTURES" - Mirrors, radiator covers, doorknobs, sink, drinking fountain and shower fixtures must be clean and free of dust and/or watermarks.

RACK DISPLAY
Each cadet will have his name and number on a 3x5 card at the head of his rack. (At no time will another cadet sit-on another cadet's "rack" or go into another cadets' locker.)
Each cadet's shoes will be on display at the head of his "rack". Boots will be in front, gym shoes will be next, then 'shower shoes will be last. All laces will be tied as if worn. All shoes will be on line in a uniform manner. Boots, gym shoes and shower shoes will be cleaned. (At no time will dirty shoes be placed under the "racks".) The "rack" will have a six (6) inch white collar at the head. This will be accomplished by folding the blanket and sheet back and tucking the excess underneath the mattress. At the foot of the "rack" there will be "hospital' comers". The blanket will have a forty-five (45"' degree fold. This procedure will be demonstrated for you.

CADET MED CALL INSTRUCTIONS

1. All cadets' at Respect Camp will have an opportunity to make their health needs known on a daily basis. No one except medical personnel will determine the merit of a cadets' complaint

2. Sick call is held on Wednesday's @ 1000. Emergencies will be seen as they occur. Medical or senior duty personnel will determine emergencies.

3. If you are scheduled to see the doctor, having lab work or X-rays done, you are to remain in your squad until called.

4. While you are in the infirmary you are expected to be orderly and quiet. You are expected to be properly dressed, such as having underwear on, shirts buttoned, pants up at waistline, and shoes tied. You will be searched when entering and leaving the infirmary.

5. Sometimes emergencies arise and you will be asked to leave the infirmary and be called back at a later time. At times the institution will be on "lockdown" status and only emergencies will be seen.

6. We will attempt to take care of any medical problems that you may have. Please be courteous and cooperate by not requesting to be seen for trivial complaints. Your cooperation will be appreciated.

Note: All items on display will be clean without wrinkles and uniformed at all times.

1. Socks will be rolled, three inches in width with the opening face up and one inch wide.
2. T-shirts rolled six inches in width.
3. Underwear rolled -four inches in width.
4. School Supplies; - arranged neat and orderly.
5. Personal Hygiene - all items will be clean, dry and uniform improper container.
6. Shirts will be buttoned and folded.
7. Pants will be folded, zipped and buttoned.

Respect Camp Cadet Lifestyle

The following items are not allowed at Respect Camp. Therefore, they will be confiscated and disposed of.

Compasses
Drugs or paraphernalia
Dye
Bleach
Bottles
Bottle caps
Flashlights
Food or drink
Glass
Glue
Jewelry
Inappropriate clothing
Keys
Knives
Locks
Matches or lighters
Metal hangers
Laundry soap
Mirrors
Money
Nail files (metal)
Paints
Paper clips/staples
Needles or pins
Pop cans
Shoe cleaner
Sharp objects
Rope/string
Stamps
Staplers
Tacks
Tape
Unapproved media materials
Sticks or clubs
Tools
Toxic or volatile chemicals, etc.
White out

This list is not all inclusive and may include other items that may be considered inappropriate by other staff at anytime.

Respect Camp Cadet Lifestyle

The following items must be kept in a designated area:

Aerosols, Astringents, Batteries, Belts, Calligraphy pens, Cosmetics containing alcohol Camera/film, Candy, Cardboard boxes, Cassette tapes, Cough drops, Dental Floss, Envelops, Fingernail clippers, Food, Gum, Hydrogen Peroxide, Luggage, Make up of any kind, Hair remover (Nair), Markers, Medication, Mousse, Mouth wash, Pencil sharpener, Pens, Plants, Playing cards, Razors, Scissors, Shoes, Tweezers,

This list is not all inclusive and may include other items that may be considered inappropriate by staff at anytime.

INDIVIDUAL STATS

SQD	NAME	MORNING	NOON	EVENING
		MERITS	**MERITS**	**MERITS**

INDIVIDUAL STATS

SQD	NAME	MORNING	NOON	EVENING
		DEMERITS	DEMERITS	DEMERITS

INDIVIDUAL MERITS TALLY

SQD	NAME	STATS						
		PHASE	DATE	MERITS	CONSEQ	TOTAL	ACCUM	SPC

STUDENT GRIEVANCE FORM

NAME_____DATE_____

I am filing a grievance against _____ because I feel I was treated unfairly or shown disrespect in the following manner.

Description:

Signed_____
Student

Received By_____ Date_____

Self Correction Form

Squad: _____ Cadet: _____

Date: _____ Drill Instructor: _____

I am responsible for the following rule infraction:

_____

_____

_____ Code: _____

What I will do in the future to correct this behavior:

_____

_____

_____

_____

_____

_____

Self Correction Form

Squad: _____ Cadet: _____

Date: _____ Drill Instructor: _____

I am responsible for the following rule infraction:

_____

_____

_____ Code: _____

What I will do in the future to correct this behavior:

_____

_____

_____

_____

_____

_____

Self Correction Form

Squad: _____ Cadet: _____

Date: _____ Drill Instructor: _____

I am responsible for the following rule infraction:

_____

_____

_____ Code: _____

What I will do in the future to correct this behavior:

_____

_____

_____

_____

_____

_____