Civil Air Patrol

Sierra Composite Squadron 72

Cadet Guide

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Preface

This book is designed to provide a starting point for you to successfully progress through the Civil Air Patrol cadet program here at Squadron 72. It includes unit policies, procedures, and several selections from Wing and National Headquarters documents to get you started on your way. This should be the first place to look when working towards your next achievement, or if you have any questions about how things run in Squadron 72. Keep this guide handy as you progress through the cadet program.

Your Cadet Program Staff stands ready to answer any questions or address concerns you might have during your time here in Squadron 72. We do require that you follow the Chain of Command (addressed later in this book) when working an issue or problem for two reasons. First, the Cadet Staff is also in training at their positions and needs the experience working issues for the cadets under their command, and second this resolves issues at the lowest level possible to keep the staff running efficiently. However, if you feel that your question or issue has not been resolved to your satisfaction, you are expected to address it to the next higher level in the chain of command until resolved.

Regulations and policies do change from time to time, and this book may not necessarily always reflect the most current information. In the event that a source document changes, that document will take priority over this guide until the next update. If this guide contains anything that directly conflicts with a higher headquarters manual or regulation, the more restrictive of the two shall apply.

REVISION INFORMATION:

This is version 1.3 of this document. Suggestions for changes or improvement should be forwarded to the OPR/SQ72-CC.

APPROVED

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THIS IS A COORDINATED DOCUMENT. INFORMATION IS CURRENT AS OF APPROVAL DATE.
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CIVIL AIR PATROL, UNITED STATES AIR FORCE AUXILIARY

OFFICIAL

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Table of Contents

Chapter One: Purpose and Scope
Missions of the Civil Air Patrol 4
Mission of the Cadet Program 4
The Cadet Program at Squadron 72 4
General Policies 5
Other Policies 5

Chapter Two: The Cadet Program
Aerospace Education 6
Leadership Laboratory 6
Emergency Services 7
Starting Out 7
Duty Descriptions 8

Chapter Three: Testing and Promotions
Overview 10
The Cadet Promotion Program 11
Cadet Testing 12
Promotion Boards 13
Phase I Requirements 13
Phase II Requirements 14
Phase III Requirements 14
Phase IV Requirements 15
Review of Testing Requirements 15
Review of Promotion Process Timeline 15

Chapter Four: Physical Fitness
Cadet Physical Fitness Test (CPFT) 16

Chapter Five: Personal Conduct & Public Image
Military Courtesy 17
The Place of Honor 17
Saluting 17
How to Salute 17
When to Salute 18
Reporting In 18
Personal Conduct 19
Punctuality 19
Absence from Unit Activities 20
CAP Core Values 20

Chapter Six: Uniform Wear
Uniform Issue 22
Badges, Insignia & Nametag Placement 23
When the Uniform Will Be Worn 24
CAP Image 25
Accessories 25
Grooming Standards 25
PT Uniform 26

Chapter Seven: Additional CAP Activities
Overview 27
Basic Cadet School (BCS) 28
Cadet Leadership Academy (CLA) 28
Non-Commissioned Officer School (NCOS) 29
Cadet Officer Basic Course (COBC) 30
Encampment 30
Saber Field Training Exercise (SABER-FTX) 30
Squadron Honor Guard 31

Chapter Eight: Memory Work
Overview 32
Cadet Oath 32
Cadet Honor Code 32
Definition of Leadership 32
Definition of Military Discipline 32
Value of Drill and Ceremonies 32
Chain of Command 33

CHAPTER ONE: PURPOSE AND SCOPE

Missions of the Civil Air Patrol

"The Civil Air Patrol has three missions: Emergency Services, Aerospace Education, and the Cadet Program."

Civil Air Patrol, as an auxiliary of the United States Air Force, carries out its three missions through a structure of regions, wings, groups, and squadrons. The Emergency Services mission includes primary responsibility for the United States' domestic search and rescue program, along with disaster preparedness and other contingency operations. Aerospace Education forms the core of our community interaction, and involves exposing members of the surrounding community to the happenings and benefits aviation has to offer. The Cadet Program provides training and experience to motivated, young leaders in preparing them for future life challenges.

Mission of the Cadet Program

"The mission of the CAP Cadet Program is to provide the youth of our nation a quality program that enhances their leadership skills through an interest in aviation, and simultaneously provide services to the United States Air Force and the local community."

The Cadet Program permits every cadet to:

- Participate in a variety of special activities and programs
- Gain knowledge, skills and attitudes necessary for understanding the aerospace environment
- Learn self-discipline through study of leadership theory and practice
- Understand and appreciate the moral issues of our time though discussion and debate
- Become and remain physically fit through a physical fitness program

General Policies

The cadet program may seem strange to you at first and present many new problems, but the cadet and senior staff stand ready to help! All you need to do is ask. To make sure your questions are answered as quickly as possible, the chain of command (detailed later in this guide) is used to handle issues at the proper levels. If you have a question or problem, it is generally best to first speak with your Flight Sergeant or Flight Commander, who may refer you up the levels of command until your question is answered.

Ultimately, cadets are responsible to the Deputy Commander for Cadets (also called the "CDC"), a senior member who is the final authority when it comes to cadet matters. While the CDC has an "open door" policy, which means you can always talk to him or her at any time, you should use discretion when deciding to see him or her. Generally, you should work your problem through the chain of command, but don't use this as an excuse to wait and let problems build. You do not need an appointment to see a staff member if there is a genuine emergency or the staff member has the time and the opportunity to talk with you.

Cadets are responsible for keeping themselves informed of squadron activities and events. Generally, most information can be obtained from the squadron web site, accessible at **http://SQ72.CAWG.CAP.GOV** on the Internet. You should check out the schedule at least once a week, especially right before a scheduled meeting night, for any changes. Also, this is a good place to see what you might have missed if you were unable to attend a meeting the week before. The web site is our main library for finding forms, guides, and information you may need during the course of your time spent as a Cadet. Links for unit member's e-mail addresses and other sites of interest are just some of the other resources you can find here.

Other Policies

You must read the Squadron 72 bulletin board at least once each week, in the small ready room. Here you will find flyers and announcements about upcoming events, new or revised information that relates to promotion or staff duties, and general information about the unit. The Cadet Commander and above are the only people authorized to post information to this board. If you have something that you think should be posted for the general membership, coordinate the item though your flight commander and the chain of command.

Personal property is the responsibility of its owner, and at no time will the squadron assume liability for your personal belongings. Items of significant value should not be brought to unit, group or wing activities unless they will serve a specific function or are called for in the activities equipment list. If you must bring an item of significant value with you and are unable to keep it under supervision at all times, you may ask a staff member to secure it until it is needed. The staff will assist cadets in finding a suitable location for such items, but the ultimately responsibility remains with the owner. If you bring cell phones or pagers to meetings or activities, you must ensure these items are turned off or put in "silent" mode; also you must not wear these items on your uniform.

CHAPTER TWO: THE CADET PROGRAM

The Cadet Program here at Squadron 72 offers cadets an exclusive program of leadership, aerospace education, and exposure to emergency services activities. Cadets interested in joining the program must first attend three meetings to see if the program is right for them, upon which they may be offered the opportunity to join. Prospective members are not officially cadets until their membership application is turned in and they are administered the Cadet Oath.

Aerospace Education

One of the three primary missions of the Civil Air Patrol is aerospace education, not only within the cadet and senior ranks, but also to the public at large. Every promotion you earn (except for your first stripe) is based in part on a comprehensive module test from your aerospace education workbooks. Here you will learn the history of powered and non-powered flight, basic aerodynamics, applications of aircraft and spacecraft, and a sense of what the future holds for travel away from the surface of the earth.

Aerospace education is not limited to just textbook study, but is enhanced by many practical, hands-on events. Orientation rides in both powered aircraft and gliders is one way we let you experience the thrill of commanding an aircraft as it flies through the sky. You'll get to put what you read in the textbook and learned in the classroom to use in the air with a highly skilled and qualified orientation pilot.

With the model rocketry program, you'll get to design, build, test, and launch scale models of different vehicles and work towards your model rocketry program badge. This program teaches you many of the issues in successfully creating high-speed and high-altitude aircraft capable of tasks conventional airplanes fall short of, while having a great time in the field launching and recovering your working models.

We will continue your exposure to air and space with trips, tours, and other exciting real-life events designed to motivate you while learning. These include tours of both military and civilian museums, airfields, bases, and other activities relating to the aerospace community.

Leadership Laboratory

During leadership training, you will gain experience and confidence through teamwork. The main focus of this program starts with drill and ceremonies, where you'll learn how to think and act as a member of a team and experience how your actions affect the group as a whole. As your skills and nfidence progress so will your responsibility, as you transition from a member of a flight to the element leader, flight guide, and possibly to command the formation as a flight sergeant or commander.

Leadership isn't just about drill and ceremonies, which is why we spend a great deal of time and effort developing your skills in several important areas. Here you'll learn how to set priorities and take responsibility, be accountable to your superiors and subordinates, and learn the skills necessary to take command of both squadron activities and future challenges in your regular life. Staff work, organization skills, and physical training are all introduced early on, and their importance to your success as a future motivator and leader are made clear from the very start.

Emergency Services

Qualification as an Emergency Services volunteer can be one of the most exciting and rewarding aspects of the CAP program, either as a cadet or senior member. You could find yourself tracking down an Emergency Locator Transmitter (ELT) as part of a ground team, help direct and control aircraft on the ramp at a full-blown search base, or just about anything in between.

In the cadet program, you'll be given the opportunity to gain your basic qualification in general emergency services, which allows you to participate in both Air Force funded and training search & rescue missions. You'll be taught valuable skills ranging from map & compass navigation, field first aid, tactical communications, and how to work with local and state agencies during a crisis or completing a common objective. Or if command and control is more suited to your liking, you can qualify as administration, communications, or other mission-base functions necessary for a safe and successful recovery effort.

Starting Out

When you first join the program, you'll be placed in the cadet flight as a member of an element. Here you'll learn the basics of drill & ceremonies, customs & courtesies, how to work as a team, and the basics of wearing the CAP uniform proudly and correctly. You'll be introduced to the program structure, the chain of command, and the beginning aerospace education subjects that will take you through the program.

Once you complete your membership application and send in your dues to National Headquarters, you will receive a membership card and your materials (this usually takes 2-4 weeks).

By your third meeting, we expect you to comply with the basic CAP grooming standards. You will be issued an AF-CAP Distinctive Service Uniform as soon as possible, but you won't wear it until about your eighth meeting. You will receive instruction on proper wear and care of your uniform, which you will need to demonstrate correctly before being awarded your first stripe. The woodland field uniform may be purchased by you from either an Air Force Base's Military Clothing Store, through the mail via the CAP store by Vanguard on-line, or from other sources stocking military quality uniform items.

Until you can properly wear a CAP uniform, please come to meetings in denim jeans, a plain black or navy blue shirt, and athletic shoes. For more information about uniforms and what you will need, see the section in this guide titled "CAP Uniform Standards."

Duty Descriptions (Based on CAPM 20-1)

To help you better understand where you fit in, here's what the other 'Officers' adult members and cadets above you are responsible for:

Squadron Commander: Responsible to the corporation and the Group Commander for ensuring that the objectives, policies, and operational directives are effectively executed within their squadron.

Deputy Commander for Cadets: Responsible to the Squadron Commander and for the implementation of the squadron cadet program. Also coordinates efforts to achieve program objectives and adherence to directives, and in the mentoring and managing all cadets.

Leadership Officer: Responsible for leadership laboratory and physical fitness training of CAP cadets, including proper uniform wear, customs and courtesies, leadership training, CPFT, and squadron Honor Guard. This officer is the mentor for all cadet leaders and performs cadet evaluations/feedbacks.

Activities Officer: Plans and conducts interesting and challenging activities for the squadron's cadets. This officer coordinates with the other officers on field cadet program activities.

Aerospace Education Officer: Implements and directs the squadron aerospace education portion of the cadet program. Generates and supervises squadron aerospace education activities and supporting projects for cadets. This officer supervises the cadet aerospace education instructions and testing. (This position may have a cadet assistant.)

Senior Cadet Advisor: A senior-ranking cadet who advises the Deputy Commander for Cadets on all issues affecting the cadets of the squadron. Also serves as guide and mentor to the cadet commander. (This position is not always filled)

Cadet Commander: Commands the cadet section of the squadron and performs duties related to this cadet position. Manages all cadets plans, policies and procedures for squadron cadet program, and this position may have a Deputy Cadet Commander to assist in the management of the cadet section.

Cadet Executive Officer: Assists the Cadet Commander in administering cadet section activities. Directs cadet staff and ensures compliance with CAP and squadron directives. (This position is not always filled)

First Sergeant: Performs or assists in the performance of varied duties, including supervision, ministration, and management of cadet NCO staff, personnel guidance, and inspection & correction of discrepancies. (This position is not always filled.)

Flight Commander: Directs and supervises the members of a cadet flight. Actively leads the flight in squadron activities and training, and serves as an advisor and mentor to flight members. (This position is not always filled.)

Flight Sergeant: Assists the Cadet Flight Commander in the performance of his or her duties. This sergeant is responsible for the attendance of all flight members, and supervision of the Flight Guide, and the Element Leaders.

Flight Guide: Carries the cadet flight guidon, which identifies the group of individual members as a team. This cadet sets the pace and cadence for the rest of the flight to follow while marching.

Element Leader: A selected individual of the flight chosen to set the standard for the members of his or her element. Sets the example during drill, and commands the element during inspection, and is the cadet mentor to all members of their element.

Element Member: A member of the overall team, and part of the flight. Drills, follows, and performs tasks as assigned. *(This is where **YOU** start out as a new cadet.)*

CHAPTER THREE: TESTING AND PROMOTIONS

The Civil Air Patrol cadet promotion system is based on the Air Force enlisted promotion system. Your promotion eligibility is NOT a reward for past performance. Instead your promotion eligibility is based on your demonstrated ability to serve successfully in the next higher grade.

The exact requirements for promotion are specified in CAPR 52-16, and outlined briefly in the table below:

The Cadet Achievement and Promotion Program

The cadet achievement and promotion program at Squadron 72 has been designed to take the mystery out of the promotion process, and to streamline administration so you get to the next grade you've earned as quickly as possible. In order to make this happen, **the responsibility for your next promotion lies directly with you!**

A tool Squadron 72 has found to be helpful is the Cadet Contract for each achievement and]estone. These cadet contracts are matched to the specific achievement you are working towards and will list the specific requirements that must be completed before you are going to be considered for promotion. The tool is a document that you review and must agree to a period of time that you commit to work on for your next advancement and/or milestone. A cadet may advance once every sixty days, and must advance no less than twice each year.

Your first stripe or Achievement one – Cadet Airman has a different set of requirements than additional stripes, and is easy to achieve when you know what to do and set your mind to it. One major difference is there is no minimum time-in-grade requirement, only that you have an official National CAP membership card. The requirements to promote to the grade of Cadet Airman and earn your Curry Award are as follows:

- Satisfactory participation in unit activities
- Proper wearing of the CAP cadet uniform in complete compliance to CAPM 39-1
- Meet Civil Air Patrol grooming standards
- Completion of the written Leadership Lab Test #1 (Curry) which is based on the *Leadership 2000 and Beyond* text chapter 1 with a minimum score of 70% *
- Completion of the practical basic drill test during a squadron meeting
- Pass the Cadet Physical Fitness Test (CPFT)
- Attendance a Moral Leadership seminars.
- Recommendation to the Squadron Commander for promotion by the Promotion Board

ɔntinued promotions through the cadet program are based on these general requirements:

- Satisfactory participation in unit activities
- Completion of the appropriate Leadership Lab Test with a grade of 70% or better
- Completion of the appropriate Aerospace Education Test with a passing grade
- Completion of the CPFT with the required score for your next achievement
- Attendance at 50% or more Moral Leadership seminars
- Minimum time in the current grade (60 days between each achievement and Milestone)
- Recommendation to the Squadron Commander for promotion by the Promotion Board

Again, the exact requirements are spelled out in detail for each achievement and promotion on the **Cadet Contracts**. We encourage you to take a look at this sheet so you know exactly what is expected from you.

When you have met the requirements for the next stripe or officer grade, it's time to let the staff know you are ready to promote. Airmen and NCO grades should bring their personnel file to the First Sergeant and request to have a promotion review. Cadet Officers' should bring their personnel file to the Cadet Executive Officer and request to have a promotion review. The First Sergeant and/or the Cadet Executive Officer will review these files for completeness and then bring them to the Cadet Commander for his evaluation and/or endorsement. The Cadet Commander will meet with the Deputy Commander for Cadet to set up a promotion board with the Squadron 72 Promotion Board.

The Promotion Board will verify the information on the worksheet, and may have you appear in person for a short interview (see next section for what to expect). In general, if you are applying for a Cadet Airman grade (C/Airman through C/Senior Airman) only your records will meet the board and you will not be required to appear in person, other then to verify proper uniform wear and grooming standards, repeat the cadet oath, and to check your CAP ID card. Cadets promoting to the grade of Cadet Staff Sergeant (C/SSgt) and above will always report to the board in person.

In addition to the Cadet Contract cadets testing for any milestone award must have a Cadet Phase Feedback form completed by the Leadership Officer or Deputy Commander fro Cadets at the time the contract is submitted for review.

When the Promotion Board has reviewed your records and checked your ID card and uniform (and possibly called you in for a personal interview), they will usually issue a recommendation to the Squadron Commander to promote. This recommendation is recorded on the Cadet Contract by both the Cadet Commander and the Deputy Commander for Cadets. When the Squadron Commander concurs with the promotion and signs the cadet Certificate of Achievement the cadet is officially promoted.

The Cadet Contract, Certificate of Achievement and Cadet Phase Feedback are placed in your file, and you will be awarded the achievement ribbon and promotion at the next squadron formation.

Your official date-of-grade is based on the date signed on the Certificate of Achievement, not when you submit your form or when you actually pin the new grade on. This can be important when calculating the minimum time between promotions.

Cadet Testing

As discussed above, one of the requirements for promotion is the completion of closed book, multiple-choice exams within each achievement. At Squadron 72, we generally hold testing once every month, usually on the second week of the month. A cadet wishing to test may also show up a half hour before the meeting reporting time and may take one a test before any meeting. It is important that you understand and follow our testing procedures.

During each testing opportunity, you may take both aerospace and/or leadership tests for your NEXT achievement only. You may not "test ahead" of your next higher achievement. When you arrive on testing night, you must be in a complete CAP uniform, have your CAP ID card, and a pencil. If you don't follow these rules, you won't be allowed to take your exam. These rules are to help ensure you take testing seriously and put in the time and effort in order to pass your exams on the first try with flying colors!

Promotion Boards (PB's)

The Promotion Board (PB's) is a group of experienced Civil Air Patrol members that review the records of cadets who are up for promotion to the next higher grade. The board is usually comprised two Senior Members and two Cadet Members, and will generally include:

- The Deputy Commander for Cadets
- The Leadership or Aerospace Education Officer or Activities Officer
- The Cadet Commander
- The Cadet First Sergeant or the Cadet Flight Commander

While the intent of the board is not to intimidate or harass cadets being considered for promotion, it is charged with making sure you can perform in the next higher grade. The format for the board is as follows:

- You will report in to the board using standard procedure (see "Reporting In")
- You will present your current CAP ID card
- You will be evaluated for your uniform and general appearance
- The board will ask you to recite the required memory work appropriate for your present grade
- The board will ask you to briefly tell them about a recent Aerospace current event
- The board may ask you about your goals in CAP.
- You will be dismissed, and follow the standard reporting out procedure

Again, promotion boards are not for stress or hazing, but will follow the format above to be sure you are ready to take on the responsibilities of the next grade. If you know the things listed above, then you'll do fine!

Phase I Requirements

Cadets promoting to the grades of Airman Basic through Staff Sergeant must complete the entire required academic and drill tests for promotion. During the drill test, you will execute basic marching skills and your uniform will be evaluated, along with the following memory work:

Airman Basic	**Achievement I** - Your CAP ID Number and the Cadet Oath Chain of Command up to their Flight Commander
Airman	**Achievement 2** – Same as above plus; Cadet Honor Code, Chain of Command up to Cadet Commander
Airman First Class	**Achievement 3** – Same as above plus; CAP Core Values, Chain of Command up to the Squadron Commander
Senior Airman	**Achievement 4** – Same as above plus; three Missions of CAP, Chain of Command up to the Wing Commander
Staff Sergeant	**Wright Brothers Milestone** - Complete Phase I Feedback (CAPF 50-1), all of the above plus; Chain of Command up to the National Commander

Although a Promotion Board will convene for all promotions, cadets in Phase I will only be evaluated on cadet oath, uniform wear and grooming standards. The board will consider the cadet's overall performance, and then make a recommendation for promotion based on the cadet's records.

Finally, the cadet physical fitness test (CPFT) must be satisfied with the required score. The cadet must also have completed a Moral Leadership session prior to the interview, another requirement for each promotion.

To earn the Wright Brothers Milestone, the cadet must pass that test with a grade of 80% or higher, a comprehensive, closed-book leadership exam that is not timed. The exam consists of 30 multiple-choice question tests, and a 20 question drill command performance test.

Phase II Requirements

Cadets promoting to the grades of Technical Sergeant through 2nd Lieutenant must complete each of the required academic and drill tests required for promotion. During this drill test, you will be evaluated for your uniform and your ability to command a flight in drill.

You will meet a Promotion Board, and all the items described in that section will be evaluated, including your uniform and CAP ID card. Memory work required in this phase includes **all the items from Phase I**, plus the additions below:

Technical Sergeant	**Achievement 5** - Same as Phase I Wright Brother, plus; CAP Motto Chain of Command to the AF Chief of Staff
Master Sergeant	**Achievement 6** - Same as above plus; the Value of Drill and Ceremonies, Chain of Command through the Commander in Chief
Senior Master Sergeant	**Achievement 7** - Same as above plus; CAP and USAF Core Values, the three Missions of the CAP and how it relates to you
Chief Master Sergeant	**Achievement 8** - Same as above plus; explain the role of the National Executive Committee, National Board and the Board of Governors, and how it relates to you.
Chief Master Sergeant	**Achievement 9** - Same as above plus; explain the role and purpose of the State Director, and their chain of command.
Second Lieutenant	**Billy Mitchell Milestone** – Same as above plus; have a documented 2.5 + GPA on their last school report card, complete Phase II Feedback, CAPF 50-2, and all of the above plus; explain the role and purpose of CAP-USAF personnel.

The cadet physical fitness test (CPFT) must be satisfied with the required score. The cadet must also complete a Moral Leadership session prior to the interview, another requirement for each promotion.

To earn achievement 9, the cadet will write a 300-500 word essay and present a 5-7 minute speech to the unit on an approved topic. To earn the General Billy Mitchell Award, the cadet must pass, with a grade of 80% or higher, a comprehensive, closed-book aerospace and leadership exam that is time limited to 1.5 hours. The cadet must also have completed an encampment to earn the Mitchell Award.

Phase III and Higher

The requirements for the Cadet Officer grades are listed in CAPM 52-16. Cadets competing for promotion in these phases will coordinate with the Deputy Commander for Cadets for guidance on the promotion process. However, Cadets Officers may be asked at any promotion board and should know anything contained in either CAPR 52-16, or CAPM 39-1.

In addition to the recognition afforded cadets who complete the requirements for their Mitchell award, they are afforded the opportunity to enlist in the United States Air Force at the advanced grade of E-3. This award is also a favorable qualification if your interest lies in applying to any of the Armed Forces service academies or their prep schools. Additionally, the award makes you eligible to apply for CAP scholarships. For further information on these subjects, you should check out the CAP National Headquarters web site (see the link on the squadron's home page).

Review of Testing Requirements

1. Study!
2. Complete chapter or module review for the section you are working on
3. Must be in uniform to test
4. Must have CAP ID card with you
5. Must have your own pencil
6. Complete and pass your exam

Review of Promotion Process Time Line

1. Complete achievement requirements (testing, participation, CPFT, etc.)
2. Complete **Cadet Contracts** and applicable **Evaluation/Feedbacks.**
3. Promotion Board convenes
    a. Phase I cadets: Records review, Cadet Oath, Uniform and ID card check
    b. Phase II and above: records review, uniform and ID card check, plus interview
4. Promotion Board completes recommendations for promotion
5. Squadron Commanders approves and makes the promotion
6. New rank pinned on during squadron formation by the Squadron and Cadet Commander

CHAPTER FOUR: PHYSICAL FITNESS

Physical fitness is an important part of your development as a CAP cadet. While you are a member of Squadron 72, you are required to maintain an acceptable standard of fitness, and we encourage you to participate in a regular exercise program or organized sports.

Cadet Physical Fitness Test (CPFT)

The CPFT is the way we measure your physical fitness level. This test consists of a series of exercises designed to measure your performance in three key areas:

- Flexibility as measured by the sit-and-reach
- Strength as measured by the push-ups and curl-ups
- Endurance and speed as measured by the one mile run or shuttle run

CPFT is aligned with the President's Challenge, a physical activity and fitness program sponsored by the President's Council on Physical Fitness and Sports (PCPFS). CPFT standards are derived from the PCPFS's latest survey of fitness among the American youth population.

Performance standards are described in CAPP 52-18, as well as on the back of the CPFT score sheet. In general, you should strive for the best flexibility; push-up performance, cur-up performance, and lowest one-mile run/shuttle run times as possible in preparation for future promotion opportunities. As you progress through the cadet program, the standards for performance get progressively higher. In general, you will have the opportunity to perform the CPFT once each month as part of a regularly scheduled squadron meeting night. If you can't attend the scheduled CPFT but need it for promotion before the next squadron event, you may be able to complete the event in the presence of a school physical education teacher or coach and have them sign off on the certification. Before you do this, however, you must gain approval from the Deputy Commander of Cadets with a valid reason why you were unable to attend the scheduled squadron sessions.

Remember, the CPFT night is a cadet training activity. You must have your **CAP ID card** with you and be in the proper **Squadron PT uniform** for your CPFT scores to count. For a description of the required PT uniform, see Chapter Six: Uniform Wear.

CHAPTER FIVE: PERSONAL CONDUCT & PUBLIC IMAGE

The Cadet Program is based on a military-style leadership program specifically tailored to the needs of Civil Air Patrol. By wearing your uniform you identify yourself with the CAP team, so you must present a positive image to the public. Your conduct and appearance will set you apart from, and far above, your non-cadet friends.

Military Courtesy

As a CAP cadet, you must render all military customs and courtesies and practice standard politeness. Your actions must always reflect positively on yourself and the CAP cadet program.

The Place of Honor

In the military, the place of honor is to the right side. When you are walking with a military superior, walk on his or her left side and keep in step, allowing the superior to take the place of honor to the right side.

Saluting

Saluting is a sign of respect, and is one of the oldest military customs. When saluting someone, look him or her in the eye. The junior member salutes first and holds the salute until the senior member returns it. Overly mechanical salutes are improper. Sloppy salutes are not "friendlier" or "laid back", but simply disrespectful. You should master a sharp salute and render it with pride.

How to Salute

When wearing the baseball-style cap, raise your right hand smartly until the tip of your index finger touches the lower part of the cap just to the right of your right eye. With a flight cap or no cap at all, your finger should just touch your right eyebrow.

Your arm, shoulder to elbow, should be parallel to the ground at a natural angle (roughly 45 degrees forward) from your body. Your thumb and fingers are fully extended and joined, with a straight line between your middle finger and your elbow.

Your posture should be erect and alert. Turn your head and eyes toward the person you are saluting. Hold your salute until your superior returns it and drops his or her salute. Then drop your

lute immediately. When dropping your salute, move your hand smartly and sharply to your side in one motion. Be careful not to slap your side.

When to Salute

Salute whenever you are in doubt whether or not you should. Never wave to a superior when you are close enough to render a proper salute. Hold your salute until either your superior returns it and drops his or her salute, or until you pass. Salute motor vehicles if they are displaying identifying plates on the front bumper. **Do not salute indoors unless you are formally reporting to a senior officer.** Use the proper greeting instead (i.e. "Good morning/afternoon/evening Sir").

Individuals in formations and work details do not salute or return salutes except at the command "Present Arms." The individual in charge salutes or returns a salute for the formation of work details. The individual in charge of a flight, which is not part of a larger formation, brings the flight to attention before saluting.

Additional times when it is proper and required to salute are covered in your *Leadership 2000* text. Be sure to read this section completely so you have a working knowledge of proper customs and courtesies. After reviewing your text, if you have any questions about saluting, be sure to ask your flight commander.

Reporting In

During your time as a cadet, you will eventually need to formally report in to a senior officer of the promotion board. By following the procedure exactly you will give a professional and motivated first impression, while if you just "wing it" you'll come off looking unprofessional and maybe even disrespectful. Here's how to do it correctly:

- Stand outside the office where you are to report. Take one last look over your uniform and a deep breath, assume the position of attention, and knock once on the door.
- When instructed by the senior officer to "enter", march into the office by the most expeditious route and stop 2 paces (centered) in front of the desk or the officer to whom you are to report.
- Stand at the position of attention, salute, and state "Sir/Ma'am, Cadet (your grade and last name) reports as ordered." Hold your salute until the officer returns it. When returned, drop your salute smartly and remain standing at the position of attention.
- If instructed to take a seat, sit down at the chair indicated and assume the position of "seats attention" until the senior officer states "at ease."
- Conduct your business with the officer as required.
- When told "that will be all", stand up (again, 2 paces centered from the desk or officer), assume the position of attention, salute and wait for the officer to return it.
- The officer (or board) will state "dismissed" and return your salute. You should drop yours, execute an about-face, and march out of the office by the most direct route. If you transit a door on your way out, be sure not to let the door slam as it closes behind you.

Personal Conduct

As a cadet, you represent the Civil Air Patrol, and the US Air Force when in uniform. You are responsible for your actions, and should set standards of appearance and behavior for others to follow. Always project a positive, professional image. Here are a few do's and don'ts to consider:

- **DO NOT** wear the uniform while participating in an event other than Civil Air Patrol unless you have received permission from the Deputy Commander for Cadets.
- **DO NOT** pretend to be an official spokesman. If someone approaches you from the local radio, TV, or newspaper, politely refer them to the squadron Public Affairs officer or contact a senior member for guidance.
- **DO NOT** smoke or use any tobacco product while in uniform or during any cadet activity.
- **DO NOT** block hallways or footpaths. Keep these areas clear so other cadets, staff members, and members of the public can use them freely.
- **DO** sit up straight while in uniform.
- **DO NOT** use obscene or inappropriate language while in uniform or attending a CAP activity.
- **DO NOT** wear hats (civilian or military) indoors unless in uniform and "under arms" (carrying flags as part of a color guard).
- **DO NOT** stand around with your hands in your pockets.

Punctuality

Punctuality (being on time) is absolutely required from a Civil Air Patrol cadet. Not only are you expected to be on time for and during CAP activities, it is a goal you should strive for in everything you do. By being on time you project a professional image that you are in control of your time and able to properly manage everything you must do. Your cadet and senior staff members are also expected to stick to schedules and make sure events happen on time, since our meeting time is limited.

Punctuality also applies to administrative work. The staff sets deadlines for completion and submission of certain paperwork. If you come to the realization that your work will not be completed on time, let your flight commander know ASAP for other arrangements can be made or we can work around the problem.

Absence from Unit Activities

If you are unable to attend the regular Squadron meeting, please let us know! Inform your Flight Sergeant or Flight Commander as early as possible so that we can plan activities for a known number of cadets who will be there. If you don't find out until right before the meeting, then call someone and let him or her know! "Just not showing up" is unprofessional, rude, and does get noticed by the staff, and could effect future promotions.

Accountability is an important concept we teach in the Cadet Program, and knowing where our cadets are is an important part. Not only are you expected to maintain accountability for any squadron property issued to you (uniforms, books, etc.) but also you must be accountable to your cadet staff members. Keep them informed of your progress in promotions, extra activities, and above all where you are at all times during a CAP activity. This is even more critical as you gain qualification as Emergency Services personnel during practice or real missions.

CAP Core Values

The core values of Civil Air Patrol establish a common set of behavioral expectations as well as a set of standards to assess member conduct. As a member of CAP, you are expected to fully understand and comply with our core values. The CAP core values are:

- **Integrity:** This is the very fiber of all core values; without it all other core values cannot prevail. It is the cornerstone for all that is moral and just in our society. It is more than simple honesty. It embraces other attributes such as courage, responsibility, accountability, justice, openness, self-respect, and humility. Lastly, this core value means CAP members must practice the highest standards of self-discipline.

- **Volunteer Service:** CAP adopted this core value because it reflects the very essence of the organization -- service to humanity. All CAP volunteers willingly give of their time, energy, and personal resources. Moreover, many have made the ultimate sacrifice by losing their lives while serving the organization. As a minimum, this core value implies a commitment on the part of all CAP members to place the organization's purposes first and foremost. This process starts with the member's agreement to obey the rules and regulations of CAP and the Air Force. In this regard, self-discipline is an absolute must.

- **Excellence:** This core value reflects CAP's continuous effort to be the very best, and to consistently improve its humanitarian service to America. From personal appearance to resource management, excellence must be the goal of all CAP members.

- **Respect:** CAP members come from all walks of life. Therefore, it is extremely important that members treat each other with fairness and dignity, and work together as a team. To do otherwise would seriously impair CAP's capability to accomplish the mission.

CHAPTER SIX: UNIFORM WEAR

Wear of the uniform is described in CAPM 39-1, the *Civil Air Patrol Uniform Manual.* If you need more information than you find here, you should check the regulation and any wing supplements.

With a few exceptions, CAP cadets wear the same uniform as active duty and reserve Air Force personnel. The uniform is the distinctive dress of a proud and honorable profession, and each cadet is responsible for maintaining the uniform in good order. You must wear your uniform correctly and proudly since you are upholding the dignity of the Civil Air Patrol and the U.S. Air Force. If a staff member or senior cadet tells you that your uniform is in disrepair, see the logistics officer or NCO as soon as possible to see about exchanging it for one that meets standards.

Uniform Issue

You are responsible for obtaining your uniform, the shirt, trousers, belt and flight cap may be issued other items you must purchase from the CAP Store! Here's a list of the minimum uniform items you'll need to acquire before earning your first stripe:

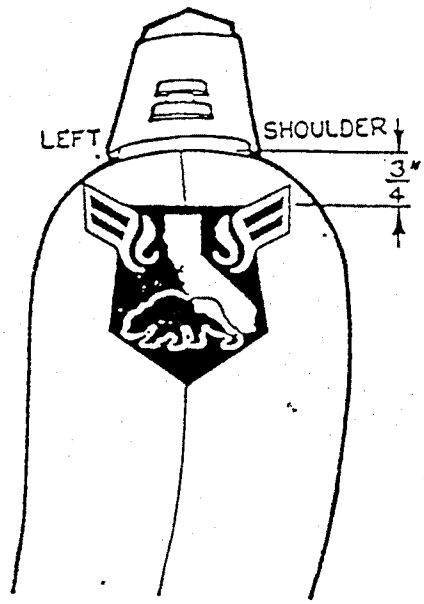
• Short Sleeve Blue Shirt (Males) -or-	[Bookstore (Item 1001A-E), Base]
• AF Female Over blouse (Females)	[Bookstore (Item 1017A-E), Base]
• Blue Trousers (Males) -or-	[Bookstore (Item 0993B-M), Base]
• Female Blue Slacks (Females)	[Bookstore (Item 3500A-H), Base]
• Black leather low-quarter shoes	[Base or Unit]
• Airman Flight Cap -- Male -or-	[Bookstore (Item 0994K-U), Base]
• Airman Flight Cap -- Female	[Bookstore (Item 1015J-T), Base]
• California Wing Patch for left shoulder	[Bookstore (Item 637D)]
• Metal CAP cutout insignia (x2)	[Bookstore (Item 820)]
• Blue Belt with Nickel Buckle and Tip	[Bookstore (Item 991A), Base]
• Blue Plastic Nameplate for Cadets	[Bookstore (Item 599M)]
• Cadet Hat Device	[Bookstore (Item 748A)]
• White V-Neck T-shirt	[Wal-Mart or similar Department store]
• Black socks	[Wal-Mart or similar Department store]

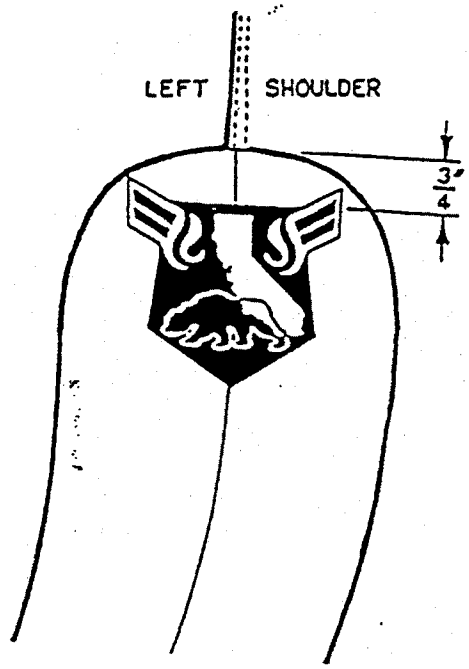
You must acquire at least the basic short-sleeve blue uniform prior to being awarded your first stripe. You will eventually want to acquire a Field Uniform (BDU), so that you may participate in field activities or other events where that is the prescribed uniform. Also, a good quality military-style jacket is recommended for wear during cool weather. See your flight staff for more information on the cadet uniform combinations.

Badges, Insignia & Nametag Placement

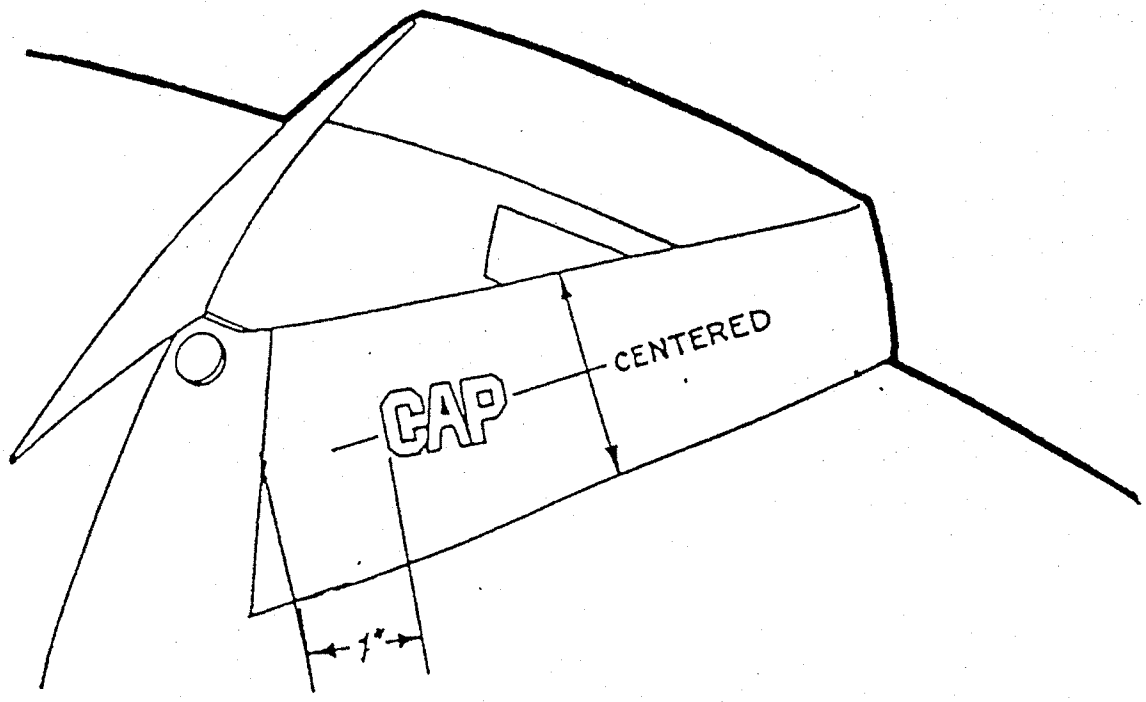
Once you have all the required pieces to your uniform, you will need to have your name tape and CAP tape sewn on, your wing patch attached, and your insignia placed correctly. The correct placement of all insignia and badges is covered in CAPR 39-1 Civil Air Patrol Uniform Manual, but here are a few facts to get you started with your BFU/BDU. The right and left designations are as viewed from the individual wearing the uniform (just like your right and left hands).

- The blue cloth nametape with your last name is placed on the right side above the upper pocket on the BFU/BDU shirt/jacket. HINT: Don't cut the tape to the exact size of the pocket – leave it a little longer so you can fold it over on the ends before sewing it down to the uniform to prevent it from fraying.
- The blue cloth CIVIL AIR PATROL tape is placed on the left side above the upper pocket on the BFU/BDU shirt/jacket.
- The blue plastic nameplate with your last name is worn above, and on top edge of the right pocket flap of your AF-CAP short sleeve blue shirt.
- The California wing patch is placed on the left shoulder of the uniform, centered on the shoulder seam, 3/4" from the seam where the sleeve meets the rest of the BFU/BDU. In the case of the California wing patch which has the two "wings" on either side, the ½" is measured from the flat center of the top of the patch, unless this would cause the wings to overlap the shoulder seam. Then the patch should be moved down to where the wings just touch the shoulder seam. This usually results in the wing patch being about 3/4" from the top of the shoulder seam (see illustration). This is no longer worn on the blue AF-CAP uniform shirt so disregard the diagram on the left below.





- Cadet grade insignia is worn on the right collar with the edge exactly 1" from the edge of the collar. If you have no grade insignia yet (Cadet Basic) then you wear two CAP cut-outs (one on each collar). This is one the AF-CAP blue service uniform. However on the BFU/BDU, the grade insignia is worn on both collars with the edge exactly 1" from the leading edge and centered on the collar.
- CAP cut-out is worn on the left collar with the edge exactly 1" from the edge of the collar.



- A specialty patch may be worn on BFU/BDUs on the lower portion of the left breast pocket centered between left and right edges and bottom of flap and pocket.
- All jackets will be zipped up at least half way when worn.
- On the Field Uniform and PT Uniform you may wear a Squadron baseball hat; Cadets -black with 2" white block numbers '72' centered above the front bill, Adult Officers – Dark Blue with 2" silver block numbers '72' centered above the front bill.

The Blue Field Uniform or Battle Dress Uniform is only worn when in the field on a SAREX, Bivouac, Air Show, Field Training or as may be directed by a project officer or commander. When worn the BFU/BDU must always meet all of the requirements included in CAPM 39-1.

When the Uniform Will Be Worn

The uniform of the day is the AF-CAP Blue Service Uniform which will be worn to all squadron meetings unless a special situation demands otherwise. You may also wear your uniform:

- To all CAP official events as directed
- To all military functions as appropriate
- While traveling aboard CAP corporate and military aircraft
- When directed by the Squadron Commander or Deputy Commander

Wearing your uniform at other times violates both Civil Air Patrol and U.S. Air Force regulations. Specifically, **CAP members will not wear their uniform:**

- More than 1 hour following the close of an activity, except for travel time to and from the activity
- At any meeting or demonstration that is a function of, or sponsored by, any organization, association, movement, group or combination of persons that:
  - The Attorney General of the U.S. has designated as totalitarian, Fascists, Communist, or subversive
  - Advocates or approves the commission of acts of force or violence to deny others their rights under the Constitution of the U.S.
  - Seeks to alter the form of the U.S. government by unconstitutional means
- When participating in activities such as public speeches, interviews, picket lines, marches, rallies, or in any public demonstration not approved by the U.S. Air Force.
- When furthering private employment or commercial interests
- When engaged in private employment
- Under any circumstance that would tend to bring discredit or question upon the uniform

In general, do not wear your uniform unless specifically authorized by the Squadron 72 Officer. If you are not sure whether or not you can or should wear your uniform, ask an Officer or NCO and they will get you an answer.

CAP Image

In accordance with the provisions of CAPM 39-1, each cadet in the program must be properly groomed at all times. CAP standards for appearance are neatness, cleanliness, safety, and military image. Appearance in and out of the uniform is important to your development as a leader not only in Civil Air Patrol, but also in the rest of your life too. Uniforms must be clean and neat, fit properly, and be in good condition. Badges, insignia, belt buckles, and other metallic devices should be kept highly polished, clean, and free of scratches and corrosion. The uniform should be free of loose threads ("cables"), lint, and dust.

Accessories

Articles such as wallets, handkerchiefs, pens and pencils, and sunglasses must be hidden while in uniform. Necklaces, except for medical ID's are not to be worn with the uniform. No items will be carried in the men's shirt pockets. Watches, POW/MIA bands, and rings are permitted (but no more than 3 will be worn at any one time). Sunglasses may be worn outdoors at any time, but will not be worn in a military formation (prescription glasses with a tint are allowed). Sunglasses with a mirrored tint are not authorized at any time. Electronic devices, such as cell phones and pagers, **WILL NOT** be worn on the uniform at any time unless specifically authorized by the activity commander as necessary for mission accomplishment.

Grooming Standards

Males: The hair must not touch the eyebrows when groomed or hang down in front below the band of the headgear. It must not exceed one and one-fourth inches in bulk regardless of the length, or touch the ears. Sideburns will not extend below the lower opening of the middle ear. The hair must have an overall tapered appearance on the sides (not exceeding one-fourth inch) and will not touch the collar. Dyed or tinted hair is **NOT** permitted. Males **WILL NOT** wear **ANY** earrings while attending any CAP function regardless of uniform worn -- including civilian clothing.

Females: The hair must not touch the eyebrows when groomed, extend below the bottom edge of the collar, or exceed three inches in bulk (regardless of style). Hairpins and clips must match the hair color as closely as possible. Ponytails are not authorized. If the hair is colored, it will be of a natural, conservative shade. Female cadets participating in CAP activities may wear **ONE** earring in each ear provided they are gold, silver, or pearl spheres and are conservative.

All cadets should understand that they must meet all grooming standards prior to the award of their first stripe. Cadets not meeting these standards will have their promotion held until they do meet standards or depart the program. It is the responsibility of the First Sergeant to ensure general compliance and standardization within the Cadet Corps at ALL times.

Physical Training (PT) Uniform

During athletic events or scheduled physical training activities, you must wear the squadron PT uniform. This is considered a cadet uniform and all rules of customs and courtesies (including saluting) apply. While this is currently under review the Squadron 72 PT uniform consists of the following, and no other combination of clothing is approved for Squadron PT activity:

- Squadron T-shirt, or black crew-neck T-shirt (No logos other than a small military or CAP logo on upper chest area)
- Athletic shorts (dark blue)
- Gym socks, white (with stripes is okay)
- Running or athletic shoes
- Gray CAP or plain sweatshirt and pants (if required for cold weather) (No logos other than a small CAP logo on the upper chest area of the sweatshirt, or on the thigh of the sweat pants)

CHAPTER SEVEN: ADDITIONAL CAP ACTIVITIES

Overview

This section briefly describes some of the activities available to qualified cadets both inside and outside the squadron. One of the highlights of being a cadet in California Wing is the ability to attend events drawing members from all over the county, state and nation. Here you will learn basic and advanced skills useful in your future CAP undertakings as well as school, work and life in general. The staff highly encourages your participation in Squadron, Group, Wing and National events to broaden your CAP experience.

These events are scheduled well in advance and have specific application procedures to each event. This generally includes the completion of a CAP Form 31 (Application for Cadet Activities) which is available either from the squadron administration staff or on-line from the web site. Each activity may also require an application or event fee, which must be attached to your application when it is submitted.

Specific details for each event, including dates, requirements, and application procedures can found on the California Wing Cadet Programs web site (www.cawgcadets.org) in addition to flyers and briefings at the squadron. From time to time the California Wing Cadet Programs staff will mail flyers directly to cadet's homes announcing significant events that are available. If you wish to attend any of these programs and need further information, check with your flight staff, Cadet Leadership Officer, or Deputy Commander for Cadets. They will help you determine your eligibility and help you complete the proper paperwork to get you signed up.

Each event will usually accept applicants for staff in addition to general members to accomplish the proposed training. Staff requirements vary from activity to activity, and almost always require that the cadet has attended the event at least once as a student. If you are interested in working as staff at an event, coordinate your request with the Cadet Programs Officer or Deputy Commander of Cadets. They can make sure you meet the requirements and provide further information on review boards and what you can expect to do as a staff member.

Basic Cadet School (BCS)

Basic Cadet School (BCS) is the first step in the California Wing's Integrated Leadership Program. This school is offered at the Group level, with two or more units providing the support, instructors, staff, and students. This environment offers all participants additional CAP experiences from which to learn. Instruction includes:

- Beginning Drill & Ceremonies
- Proper wear of the CAP uniform
- The Missions of CAP
- The Cadet Honor Code
- The Organization of CAP
- The History of CAP
- The Activities portion of the Cadet Program
- The Cadet Physical Fitness Training Program
- Basic Customs & Courtesies
- Introduction to Attitude & Discipline

Cadet Leadership Academy (CLA)

The Cadet Leadership Academy (CLA) is a program designed to provide cadets with an all-in-one weekend course to meet the requirements for their next achievement. Upon the successful completion of the CLA (and with the unit's pre-approval), Cadet Basics will be promoted to Cadet Airman, Cadet Airman will be promoted to C/Airman First Class, and Cadet Airman First Class will be promoted to C/Senior Airman.

CADET BASICS (BSF) receives training in:

- Leadership Laboratory Chapter 1
- Drill & Ceremonies
- Wear of the Uniform
- Curry Achievement Leadership Examination
- Cadet Physical Fitness Training Testing

CADET AIRMAN (ISF) receives training in:

- Leadership Laboratory Chapter 2
- Aerospace Education Chapter 1
- Drill & Ceremonies
- Wear of the Uniform
- Arnold Achievement Examinations
- Cadet Physical Fitness Training Testing

CADET AIRMAN FIRST CLASS (ASF) receives training in:

- Leadership Laboratory Chapter 3
- Aerospace Education Chapter 2
- Drill & Ceremonies
- Wear of the Uniform
- Wright Brothers Achievement Examinations
- Cadet Physical Fitness Training Testing

CADET NCO's & OFFICERS (LSF) receive training in:

- Counseling
- Use of Progressive Discipline
- Ethics in Command
- Dealing with Conflict
- CAP Membership
- Time Management
- Communication in Command
- Leadership Styles
- Dealing with Others
- Flight Leadership & Drill Command
- Cadet Physical Fitness Training Testing

Non-Commissioned Officer School (NCOS)

Non-Commissioned Officer School (NCOS) is designed for cadets that want to learn to become an effective NCO. They serve to expose the cadet NCO to instructional and leadership fundamentals. Here students learn and apply such skills as teaching drill, instructional presentations, and basic leadership theory.

NCOS's are usually held on three-day weekends a few times a year. Cadet Staff Opportunities include Seminar Leaders, Class Instructors, and the Cadet Commander. School prerequisites are generally successful completion of Achievement 2 and completion of the Basic Cadet School (BCS) and/or encampment.

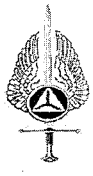
adet Officer Basic Course (COBC)

Cadet Officer Basic Course (COBC) is designed for Phase Two and Three cadets with a minimum grade of Cadet Technical Sergeant. Prior attendance of NCOS and CAWG encampment is required. This course prepares senior NCO's and cadet officers to become the executive leaders of California Wing. Instruction is provided through a process of classroom academics, simulations, exercises, and personal interaction. Here students are provided the opportunity to obtain training in leadership psychology, management principles, and effective communication techniques. COBC is a seven-day course, held bi-annually.

Encampment

Civil Air Patrol's Encampment program is a requirement for earning any of the Cadet Officer grades, and is usually one of the highlights of a cadet's experience in the leadership program. Encampment is usually an 8-day course held at an active or reserve armed forces base. It is a highly structured environment (similar to the armed force's Basic Training) where cadets learn to function as a tightly integrated team, perform under pressure, and develop effective team skills. This is achieved through barracks procedures, leadership reaction challenges, confidence course, physical training, drill & ceremonies, and appropriate classroom instruction. Application procedures are very specific for this course, and are available each year as the dates are announced.

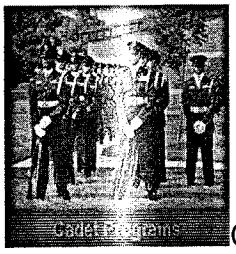
SABER Field Training Exercise



Squadron 72's SABER FTX is a ground team training and proficiency program. It is designed to provide personnel with real-world training in search and rescue techniques, field first-aid, basic survival, and land navigation. Two training teams are air lifted by the California Army National Guard by helicopter and inserted in a remote area away from most modern conveniences, unit personnel learn to live and operate in field conditions with a minimum of equipment. At the conclusion the teams are then extracted by the Army National Guard from the mission base and returned to the

.ockton Headquarters. It is usually conducted over a weekend, and the location may vary depending on what type of terrain is required for training (i.e. mountains, desert, or forest). Cadets who have previously completed this training may be invited to apply for staff positions including team leadership positions. This course is modeled on the military survival school.

Squadron Honor Guard



One of the most visible activities to the public is the unit Honor Guard. The Honor Guard – Colors Element marks the pride of the unit by displaying the country's colors at parades, ceremonies, and other events when requested. They provide a professional and memorable presentation of military bearing, uniforms, and flags. Like the Honor Guard Team provides a presentation of sharp, crisp military drill movements for display to the public. They may perform at various events and functions as requested, and may include innovative drill movements in their routines. The unit's Honor Guard represent the elite of the squadron's cadet flight members, and selection requires commitment to meetings and practices above and beyond the regular unit meeting ;hts.

CHAPTER EIGHT: MEMORY WORK

Overview

This section outlines the knowledge you must know for inspections, review boards, and CAP business. As a new cadet to the program we don't expect you to memorize everything right away. Review chapter 2 under Phase Requirements to see what you need to know for your current grade.

Cadet Oath:

"I pledge that I will serve faithfully in the Civil Air Patrol cadet program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and to advance my education and training rapidly to prepare myself to be of service to my community, state and nation."

Cadet Honor Code:

"On my honor, as a Civil Air Patrol Cadet of the California Wing I will not lie, cheat, steal, or commit any act of intentional dishonesty or tolerate those who do."

Definition of Leadership

"The art of influencing and directing people in a way that will win their obedience, confidence, respect and loyal cooperation in achieving a common objective."

Definition of Military Discipline

"Military discipline is that mental attitude and state of training which renders obedience under all conditions. It is founded upon respect for, and loyalty to properly constituted authority."

Value of Drill and Ceremonies

"On the drill field the individual learns to participate as a member of a team, to appreciate the need for discipline that is to respond to authority, to follow orders promptly and precisely and to recognize the effects of their actions on the group as a whole. Learning to follow is the beginning of leadership."

Chain of Command

See your flight sergeant to get the names for this section. It is YOUR responsibility to keep this information up-to-date. Fill in names and grades with a pencil so you can change them easily when the information changes.

Commander in Chief: _____

Secretary of Defense: _____

Secretary of the Air Force: _____

Chairman, Joint Chiefs of Staff: _____

Chief of Staff, USAF: _____

Commander, Air Education and Training Command: _____

Commander, Air University: _____

Commander, CAP/USAF: _____

National Commander, Civil Air Patrol: _____

Commander, Pacific Region: _____

Commander, California Wing: _____

Commander, NorCal Group 5: _____

Commander, Sierra Composite Squadron 72: _____

Deputy Commander for Cadets: _____

Cadet Commander: _____

Executive Officer: _____

First Sergeant: _____

Flight Commander: _____

Flight Sergeant: _____