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 advance my education and training rapidly to prepare myself to be of service to my community, state and nation.”
Course Goals

• To acquaint you with squadron policies
• To instruct on the proper wear of the uniform
• To inform you of how to progress in the Cadet Program
• To acquaint you with basic customs & courtesies
• To acquaint you with the Chain of Command
• To familiarize you with the various components of the Cadet Program
• To introduce other CAP missions
Squadron Policies

- Guidelines and forms for cadets are in the member section of the squadron website: www.loraincountycap.org/
- You should also be familiar with regulations (39-1, 52-16) and pamphlets (52-18, 151) pertaining to the Cadet Program on the national website: www.gocivilairpatrol.com
Meeting Requirements

Do
• Wear uniform of the day
• Bring sneakers on 1st week of the month
• Have your CAP ID
• Have a Form 60
• Have AETC Form 341 – 3 copies
• Bring binder
• Pen, paper

Don’t
• Chew gum
• Eat or drink during classes – snacks must be consumed during break – except for water
• Use cell phones
• Come if you aren’t prepared for school
Form 60

This form provides emergency contact and medical information. Please fill it out neatly preferably using the online form from the National website so it is typed in.
What happens at meetings?

• Opening Formation
  – Salute with hand over heart if in civilian clothes during Pledge of Allegiance or National Anthem
  – Stand at attention if in Air Force uniforms.

• Inspections
• Training – Rotating Schedule (Sample)

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<th>Date</th>
<th>Opening Formation</th>
<th>Class</th>
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<th>Clean-up</th>
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• Promotions and Awards
  - Last week
  - Parents are welcome
Uniform Policies

• For details see the Uniforming Guidelines on the squadron website and also CAPR 39-1 on the national website.
Uniforms

• Cadet Uniform Program – Blues
  – If a Dress Blue uniform is available in your size you may borrow it from the squadron.
  – Still order from National Headquarters/online

• BDUs
  – your responsibility
  – If BDU’s are available in your size the squadron will give you them.

• Purchasing of Insignia, patches, etc. – one time only by DCC

• Costs
  – BDU’s and boots – approximately $100
  – Pieces and parts – approximately $60

• Grooming standards
  – Look sharp

• Have training officer or flight staff inspect before wearing.
Alternative Uniform

- Alternative uniform is required after 3\textsuperscript{rd} meeting
- Wear alternative uniform until official uniforms are approved by flight staff/training NCO
- BDU - solid color t-shirt, jeans, sweatpants. (without writing/logos)
- Blues - dress black or blue pants and solid color dress/polo shirt (without writing/logos)
- Must still be properly groomed
- Uniform must be clean and pressed. Look sharp!
- Baggy frayed, and immodest clothing are not permitted
Appendix 3 – Cadet Basic Uniforming Instructions

Cadets,

One of the privileges that you have as a Civil Air Patrol cadet is to wear the Air Force style dress blues uniform, and the Battle Dress Uniform (BDU’s). It is extremely important that these uniforms be worn properly. Please read the instructions below to find out how to acquire the complete uniform.

Uniforms can be provided in the following ways:

- The Cadet Uniform Program provides an opportunity for new cadets to receive a basic dress uniform (shirt, pants or skirt, belt, buckle, and hat) at no cost to them, provided the unit commander approves the request and funds continue to be available in the program.
- It is the cadet’s responsibility to purchase the Battle Dress Uniform.
- Uniform items may be supplied by the squadron if there are clothing items available in your size.

1. Dress Blues

   a. After attending your 3rd meeting a prospective cadet may submit a membership application. Once your membership application is processed, you will receive a membership card with your CAPID number. You should use the CAPID or your Social Security Number to log into e-Services and establish an account.

   b. Click on the “First time users” link and follow the instructions. Once you have established your account, log into e-Services and look for the “Cadet Uniform” link on the left side. Click the “Cadet Uniform” link and follow the instructions to order a cadet dress blues uniform under this program. If you need help with sizing information, click on the male or female sizing charts.

   c. To check the status of your uniform order, contact the Army Air Force Exchange Service (AAFES) at 1-800-927-3245 or 210-878-0190. Be prepared to provide your CAPID.

   d. To exchange a uniform item(s) return to:

      Lackland Military Clothing Sales Store
      1720 Kirkland, Bldg 6539
      San Antonio, TX 78236

      Note: Exchange items must be returned or sold and can only be exchanged for sizes listed on the voucher. Additional information is available at http://www2.cap.gov/index.cfm?nodeID=5334

   e. Cadets are responsible for purchasing shoes and the CAP accessories (name tag, CAP cut out, and hat device).

   f. At the time of return, uniform items must be returned (or replaced, if lost or damaged) to the local CAP unit in the event the cadet withdraws from the cadet program within the first year of membership. The parent/guardian assumes the responsibility on behalf of the minor child. The unit commander will make every reasonable effort to return these uniform items. Uniforms received under this program will not be sold, rented or given to anyone other than CAP cadets.

2. BDU’s

   a. The purchase of BDU’s is the responsibility of the cadet. A complete BDU uniform includes – pants, blouse, boots, plain black t-shirt without pocket, BDU cap, Ohio Wing patch, US flag patch, name stripe, Civil Air Patrol stripes, belt & buckle, and boot blisters. The approximate cost is $120.

   b. Note: There are 2 styles of BDU’s – winter weight and summer / zip stop. Be certain that the blouse and pants are the same style.

   c. If you purchase uniform items and don’t have the same style, do not wear a faded blouse with new pants.

3. A variety of uniform items may be available at the squadron. After you submit your membership application the supply officer will be in touch with you to see if dress blues and / or BDU uniforms are available in your size. Clothing items that will be provided are:

   - Dress blues pants / skirt, dress blues shirt, dress blue service coat, dress black shoes, BDU pants, BDU blouse, and boots.
   - Cadets must pay for belt & buckle, BDU cap, Ohio Wing patch, US flag patch, name stripe, Civil Air Patrol stripes, and boot blisters.
   - Dress blue uniform items provided for free by the squadron must be returned upon receipt of uniform from the Air Force.
   - Cadets that receive dress blue service coats must purchase a tie. Male cadets must also purchase a tie.
   - You may use the supply officer after the squadron meeting concludes on or Thursdays at 7 pm. Please verify supply officer availability if you intend to go to the Thursday meeting.

Where to Purchase

1. Online
   - The Hock Shop - http://www.thehock.com/

2. Army / Navy Stores
   - Whitey’s Army / Navy – mention you are a CAP member and receive a 10% discount
     56 Front Street
     Berwick, OH 44037
     440-234-8181
   - Dave’s Army / Navy
     29 S. Main Street
     Oberlin, OH 44074
     440-774-3283

3. Squadron
   - Complete attached order form with fees. Check should be made payable to Florence McKinley.
   - Return form to your Training NCO

To be eligible to promote you must have a complete dress blues uniform so don’t delay in ordering your uniform online and / or talking with the supply officer. When you have a complete uniform with all the accessories bring it in on a hanger for the Training NCO to inspect.

Please return your Uniform Order Form to your Training NCO so that we know how you are acquiring all the pieces and parts.

I look forward to seeing you looking sharp in your uniforms.

Respectfully,

Flo McKinley, Capt, CAP
Deputy Commander for Cadets
# Pieces and Parts

## Uniform Accessories Order Form

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<td>Flag Patch</td>
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<td><strong>Shipping</strong></td>
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**Initial here if you are purchasing ALL uniform items on your own.**

**Check Amount:**

**Payable to:** Flo McKinley

**Name:** ________________________________

**Size:** xSmall (21 1/8), Small (21 1/2), Medium (22 1/4), Large (23), Xlarge (24)

**Note:** This is different than the belt used for Blues

**C/ Basic:** ____________________________  **Parent Signature:** __________________________
Grooming

• Males
  – White wall around ears
  – Shave

• Females
  – Hair cannot go below collar
  – Small spherical ear rings – gold, silver, pearl
How many ways are there to wear a uniform?

• One, the right way
• Wear it right or don’t wear it

Note: Rank insignia are now worn on both collars and Wing patch is not worn on blues uniform
Everything has a place!

• Each part of the uniform has a specific location
  – Uniform Manual – CAPM 39-1
  – Ask flight staff/training NCO

• Name and CAP strips on BDU’s should not be cut. Fold excess under so it doesn’t fray.
BDU’s

- Black t-shirt
  - No writing
  - No pockets
  - CAP event t-shirts are authorized if they are black
- Cold weather – may wear black turtleneck or Under Armor type shirt
- Warm weather – if Cadet Commander’s sleeves are rolled you must roll yours. If his are not rolled you may not roll yours.
- Carry BDU cap in left pocket of BDU pants
- Field jackets are not required but are available at Army/Navy stores if desired.
Dress Blues

• Wear white V-neck t-shirt

• Uniform classes
  – A – Service jacket with long/short sleeve shirt and tie
  – B – Long or short sleeve shirt with tie
  – C – short sleeve shirt

• Service jacket
  – If the squadron does not have a service jacket in your size you may purchase one from an Air Force Base supply store.
  – Service jackets are not required
Care of Uniform

• Shine shoes
• Keep uniforms clean
  – Dress blues pants should be dry cleaned
• Iron
  – Pockets flat
  – Remove strings
Always have

- CAP ID
- Form 60
- AETC 341
- Cadet Basic Knowledge Booklet

Note: One point will be deducted from inspection score if any of these items are missing.
How to progress in the Cadet Program

• For details on squadron policies see the Cadet Progression Guidelines on the squadron website.
Cadet Progression

• Objective Requirements
  – PT
  – Character Development
  – Leadership testing
  – Aerospace testing
  – Drill Testing
  – Uniform Inspections
  – Attendance – 2x a month
  – Recite Cadet Oath

• Subjective Requirements
  – AETC 341
  – Citizenship
  – Academic Performance in school
  – Meet Leadership Expectations for your phase
  – Involvement in activities
  – Demonstrate appropriate maturity, respect, and professionalism for their current and future rank and/or grade
  – Review Board if required – must know Cadet Basic Knowledge for Wright Review Board

• Promotion logs
  – An e-mail will be sent out after the 3rd meeting of the month that states what objective requirements have been met and who is being promoted. Record your progress on the Cadet Promotion Log
  – On-line tests must be completed by the Monday before in-squadron testing.
  – May only take tests for current promotion
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Promotion Requirements

**Cadet Program Achievement Specifications and Awards**

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<td><strong>THE LEADERSHIP PHASE</strong></td>
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<td>4 Capt Eddie Rickenbacker</td>
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<td>5 Charles A. Lindbergh</td>
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<td>GEN BILLY MITCHELL AWARD</td>
<td>Comprehensive Leadership &amp; AE Exam</td>
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<td>Cadet Physical Fitness Test (CPFT)</td>
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<td>10 Administrative Officer</td>
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<td>11 Public Affairs Officer</td>
<td>Chapter 10</td>
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<td>Captain C/Capt</td>
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<td><strong>AMELIA EARHART AWARD</strong></td>
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<td>Colonel C/Col</td>
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<tr>
<td><strong>GEN CARL A. SPAATZ AWARD</strong></td>
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<td>Essay Exam</td>
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</table>

CAPVA 52-1 April 2003. Previous editions cannot be used.

Note: some revisions have been made to requirements, especially in the C/ Officer ranks.
Physical Training

• All cadets will participate in PT unless you have a note from the doctor
• Complete PT form
  – highlight column for your sex, age
  - new form after Wright Award

Phase I – Achievements 1 – 3, and Wright Brothers Award

Name: __________________ Age: _______ Achievement: _______

<table>
<thead>
<tr>
<th>PHASE I: ACHIEVEMENTS 1 – 3 &amp; THE WRIGHT BROTHERS AWARD</th>
<th>MALES</th>
<th>FEMALES</th>
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<td>12.4</td>
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<tr>
<td>MILE RUN</td>
<td>11.40</td>
<td>11.08</td>
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</table>

PT Scores:
Mile Run: _______ Shuttle Run: _______ Push Ups: _______
Sit Ups: _______ Sit & Reach: _______
Date: _______ Senior OIC: _______ Pass / Fail

NOTE: Use the table corresponding to the promotion being attempted. For example, a cadet attempting to meet C/CM1gt promotion requirements would use the table for Achievement 7.
Promotion Requirements for Curry

- New cadets will be evaluated based on adherence to alternative uniform guidelines for 2 months; at that point you are expected to have a complete BDU or Dress Blues uniform.
- You may promote to C/ Airman provided you have ordered your Dress Blues online and are correctly wearing the alternative uniform.
- Cadet Oath Memorized
- Pass Curry Exam including Drill
- Pass PT Exam
- Participate in Character Development class
- Participate in at least 2/4 meetings a month
- Meet Grooming Standards
- Complete Orientation Course
- OPSEC Training
- CPPT – if you are 18 years old
- ICS 100 Training – strongly recommended

Note: You may test before having a uniform
Cadet Basic Knowledge

• Learn basic knowledge
  – Abbreviations
  – CAP history
  – Ranks/Achievements
  – Cadet Oath

• Must know this material for Wright Brothers Review Board
Purpose of AETC Form 341

Have you been naughty or nice?

Can impact promotions/awards/activities
**Records**

- Submit to DCC copies of certificates that you earn.
- Submit Form 2A to DCC to request awards.
- Complete Ohio Wing Form 13 – Cadet Data Sheet – to have a resume of your cadet career.
- Complete Activity Participation Log for all activities that you participate in. This validates participation in activities listed on Form 13.
- Submit Special Activities Request Form when you want to participate in an activity not conducted by the squadron.

Note: these are all available in the forms section of the squadron website.
Basic Customs & Courtesies

- **Salute**
  - All adult officers regardless of the uniform they are wearing
  - All cadet officers
- **Military Bearing**
  - General conduct
  - Posture – standing and sitting
- **Talking**
  - At ease does not mean you can talk
  - Raise hand to ask question
  - Don’t talk when someone else is speaking
- **Respect**
  - Always address superior by Sgt/Chief, Sir/Ma’am
- **Reporting to NCO/Officer**
What is the Chain of Command?

• It is the line of authority and responsibility along which orders are passed within a military unit and between different units.

• Communication goes up and down the chain of command.

• Your first contact in the chain of command is your flight sergeant.
Chain of Command

National Commander – Maj Gen Carr
Great Lakes Region Commander – Col Karton
Ohio Wing Commander – Col Matthews
Squadron Commander – Lt Col Bechtel
Deputy Commander for Cadets – Capt McKinley
Cadet Commander – ________________
Flight Commander - ________________
Flight Sergeant - ________________
What governs CAP?

• Since we do not have immediate access to the higher echelons of Civil Air Patrol documents are written that dictate how individuals and squadrons function.
  – Manuals, Regulations, & Pamphlets from National Headquarters
  – Squadron Guidelines

We all have rules we must follow. Following them makes the squadron function well.
Components of the Cadet Program

• Physical Fitness
• Aerospace Education
• Leadership Development
• Character Development
• Drill & Ceremonies
• Read to Lead
• Safety
• Fun
  – Parades
  – Air Shows
  – Field Trips
  – Color Guard
  – NCSA’s
  – Emergency Services
Character Development

- Counseling
  - with Character Development Officer
  - Personal, CAP related

- Core Values
  - 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.
Character Development - continued

– 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.

- Compliance Culture
  - My job is to comply with the standard.
  - I am told what the standard is. If I am not told, I usually don't act.
  - When I am given a standard, the standard is my objective.
  - When I meet a standard, that's it.

- Performance Culture
  - My job is to optimize risk – to perform
  - I'm given a standard, but it's just a baseline. I use ORM to exceed it.
  - Standards are only a starting point.
  - Meeting a standard means little. I continuously improve.

– 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.
Read to Lead

- Earn money towards encampment/NCSAs. $10 for every 1,000 pages read
- Read titles from recommended reading list. Topics include biographies, history, military, aviation, and emergency services
- Complete Report Form to get credit

CAP READ TO LEAD Report Form

Name ___________________________ # of Pages ________________

Title of Book

Who or what was the book about?

CAP READ TO LEAD: Professional Reading for CAP's Volunteer Professionals

There is no more important priority than to encourage the education of Civil Air Patrol (CAP) members. Our first obligation as members is to mentor and develop the skills of other members who strive to ascend through CAP ranks. A vital part of any member’s development includes:
- Understanding leadership principles from both military and civilian sectors.
- Appreciating the expectations senior leadership has of subordinate leaders.
- Understanding the expectations subordinate members have of their leaders.
- Understanding the history and development of the United States Air Force (USAF) and Civil Air Patrol (CAP).
- Appreciating the level of commitment and responsibilities required of a CAP commander.

From squadron-level to National Headquarters, we are asked to know more, lead more, and be more responsive to our customers, the American public. They won’t accept anything less than our best. This is why investment of CAP members is so important. We must provide our cadets and members who rise to the challenge a clear picture of our expectations of them, an opportunity to develop their skills, and our wholehearted support of their efforts. We do this through training, mentoring, and assistance in traditional and nontraditional areas.

CAP’s READ TO LEAD program covers aerospace advocacy, leadership, citizenship, and character development. The books selected were selected to provide:
- a historical perspective to aerospace power.
- a comprehensive understanding of leadership styles.
- an introduction to some of America’s most influential airmen and leaders.

Since each branch of the military shares a common vision of command development you will find titles from each branch. In addition I have included books that give an overview of American history and citizenship, as well as an introduction to search and rescue.

The books on the attached reading list come from the following sources:
- CAP READ TO Lead list [website]
- USAF [website]
- US Marines [website]
- USCG [website]
- US Navy [website]
- Congressmen Skeleton National Security book list [website]
- EAA Bookstore [website]
- Air Force Museum Foundation [website]
- Air University Books [website]

All CAP cadets and members are encouraged to use these books to develop their own personal leadership skills and personal knowledge. One goal as a squadron is to have the cadets read 5,000 pages in the next 6 months. As an incentive the squadron will contribute $10 towards encampment or an NCSA for every 1,000 pages you read. The CAP READ TO LEAD program represents a vital link in the training and development of CAP members, as together we strive to make an outstanding Civil Air Patrol even more successful. Enjoy your reading.

Please remember to turn in Read to Lead Report Forms to Flight Commanders so you get credit for your reading.
Parades
Air Shows
Field Trips
Color Guard
NCSA

- Must have been to encampment
- Apply
  - Very selective
  - Be active
  - Promote regularly
- Types of Activities
  - Leadership
    - Cadet Officer School
    - Civic Leadership Academy
    - International Air Cadet Exchange
    - Blue Beret
    - National Cadet Competition
    - National Character & Leadership Symposium
    - National Emergency Services Academy
  - Aviation
    - National Flight Academy – Power & Glider
    - Manufacturing & Maintenance Academy
    - Michael King Smith Aviation Business Academy
  - Technology
    - Advanced Technologies Academy
    - Engineering Academy
  - Air Force
    - Pararescue Familiarization Course
    - Undergraduate Pilot Training Familiarization Course
    - Honor Guard Academy
    - Space Command Familiarization Course
    - Civil Engineering Familiarization Course
National Cadet/Color Guard Competition - 2009
National Cadet/Color Guard Competition - 2010
CAP Missions

• Cadet Programs
• Aerospace Education
  – School and community activities
• Emergency Services
  – Disaster relief
  – Search and rescue
  – Counter drug
  – Homeland security
Aerospace

- Monthly classes
- Model Rocketry
- National Congress on Aviation and Space Education
- External aerospace education
- Orientation flights
Emergency Services

What do you need to participate in ES?

• Take required exams
• Get gear - 24 hour pack
• Attend SAREX’S to earn qualifications

Radio Operations - BCUT/ACUT ratings
ES Exams

- www.gocivilairpatrol.com
  - Members
    - CAP University
      - On-line courses & exams
        » CAPT 116 pt 1
        » CAPT 117 pt 1,2, & 3
        » FEMA
          IS 100
          IS 700

- Print certificates and give to DCC
Safety

• You are a safety officer
• If you see something dangerous call a safety break
• Don’t come if you are sick
• Wear proper clothing
• Drink plenty of water during summer activities

Learn from the mistakes of others. You won’t live long enough to make all of them yourself.
Wrap-up: Goal of Phase 1

• To prepare you to be a leader/NCO

To do that you must:
• Meet leadership expectations
  – Display a positive attitude; optimistic; enthusiastic; is team oriented
  – Aware of the Core Values; honest; wears uniform properly; practices customs & courtesies
  – Listens actively; attentive; asks good questions
  – Follow directions; be dependable; arrive ready to learn and serve; be effective in managing your own time
• Know and exemplify the cadet oath
• Know squadron policies
• Know Cadet Basic Knowledge
• Pass Review Board
Help

• If you need any of the forms or information about any of the activities tell your flight staff.
• Use chain of command
• Start with Flight Sergeant/Commander
  – Ask questions
  – They should call you weekly.
  – Get their phone numbers and e-mail address and be sure they have yours.
• Questions/Concerns contact Deputy Commander of Cadets – Capt Flo McKinley at 216-265-0063 or mckinleypatriots@yahoo.com
Benefits of the Cadet Experience

Self Discipline
Academic Success
Challenge
Pride in Accomplishment
New Friends
Leadership Skills
Flying
College Scholarships
Service Academies
USAF E-3 Benefit
Responsible Citizens

Eric Boe
NASA Astronaut & Former Cadet

Nicole Malachowski
Air Force Thunderbird Pilot & Former Cadet