

West Richmond Cadet Squadron

MER-VA-089



Cadet Handbook

VA089 Cadet Handbook

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Introduction

Welcome to the West Richmond Cadet Squadron, Civil Air Patrol (CAP). You have chosen to join an organization that is rich in history. Civil Air Patrol became the official Auxiliary of the United States Air Force on Dec 1st 1941, six days later Pearl Harbor was bombed by the Japanese and took the United States into World War II. During WWII, CAP served the country by patrolling the air along the coast lines to detect any sign of Japanese attack, along the way they sunk two confirmed enemy submarines that were close to the coast by dropping small bombs from the aircraft they flew. Over the years CAP has developed a program that teaches young folks like you about service to Community, State and Nation.

As you progress through the Cadet Program you will learn about leadership, self discipline, honor, integrity, duty and excellence, just to name a few. You will also learn about Search and Rescue(SAR) which is one of the main missions of CAP. SAR is comprised of both air and ground support, as a Cadet you will have the opportunity to learn how to become a certified Ground Team Member (GTM). As a GTM you will learn skills about survival, search techniques to look for not only aircraft but missing persons. CAP is also called upon to help in Natural Disasters by providing both air and ground support as requested.

As a Cadet of West Richmond Cadet Squadron, you will be expected to act accordingly to rules and regulations as set forth not only by National Headquarters but the Squadron as well. This handbook is designed to help guide your way, to help answer your questions. If you have a question that you do not know the answer, you should ask your Chain of Command.

Again thank you for your interest in joining our unit. It is my hope that you will have a great and outstanding time, learn how to expand your talents and make life long friends.

Maj John Payne
Commander

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New Member Checklist

- Meet the qualifications for membership IAW CAPM 39-2 Paragraph 2-2 Found at http://level2.cap.gov/documents/u_120403111801.pdf
- Complete CAPF15
- Have the supply officer measure you for a uniform to be ordered from National HQ
- Record all dues paid
- Complete the following documents for your personnel file. (Assisted by admin)
 - o CAPF 60 Emergency Notification
 - o Provide a copy of your signed CAPF 15
 - o CAPF 59-1 (when received)
 - o CAPF 66 Cadet master record
- Join the Orientation Training Element
- Get contact information to your Flight Commander
- Read this Hand Book (You are responsible for the contents!) and sign the Handbook Receipt.
- Meet with assigned Element Leader.
- Create logon ID in the Event Sign-up System. This is found on our Squadron Website.
- Create logon ID on eServices @ <https://www.caphq.gov/default.asp>
- Complete online Blues Uniform Voucher at eServices

Core Values of CAP

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. The values of Integrity, Volunteer Service, Excellence, and Respect, serve as the ethical framework for CAP's service to America.

1. 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.

2. Volunteer Service: CAP adopted this core value because it reflects the very essence of our 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 U.S. Air Force. In this regard, self-discipline is an absolute must.

3. 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.

4. 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.

(This is a partial excerpt from CAPP 50-2 Civil Air Patrol Core Values. Read CAPP 50-2 online at http://level2.cap.gov/documents/u_082503081659.pdf for additional information.)

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Standards of conduct

Although CAP is a civilian organization, its organizational structure is patterned after the U.S. Air Force. The West Richmond Cadet Squadron standards of conduct are based on the CAP Core Values and Air Force standards of conduct. Our standards begin with CAPP 151 Standards, Customs and Courtesies, which can be found at http://level2.cap.gov/documents/u_082503084356.pdf. You will also receive personal instruction in CAP customs and courtesies from the staff. Cadets are required to gain a working knowledge of these standards by the time that they complete Achievement I.

As a new cadet, you will be required to do many things that you're not accustomed to doing. In some situations you may be unhappy because what is required may not (at the time) seem reasonable, or fair. In these instances, you must adapt to the situation; you must learn how to adjust to your environment. This is the essence of life in the cadet program.

Honor Code

By joining CAP you are agreeing to live by the Cadet Honor Code. The Cadet Honor Code states: On my honor as a Civil Air Patrol Cadet, I promise I will not lie, cheat, or steal, nor will I tolerate those among us who do. Every cadet must be of good moral character. This means, among other things, that you are willing to help others, you do not use profanity, you are not overbearing and you conduct yourself as a lady or gentleman. In other words, you constantly demonstrate high standards of personal integrity, honor and professionalism. The West Richmond Cadet Squadron has a zero tolerance policy for violations of the honor code. It is not enough to simply avoid improper behavior; you must avoid even the appearance of impropriety.

Uniform Requirements

As mentioned earlier, CAP will attempt to issue you the uniform items that you require. However, you are responsible to purchase any items not available from supply. As a CAP cadet you are authorized to purchase uniform items from CAP Store (<http://www.civilairpatrolstore.com/store/store.php>) as well as from the Army and Air Force Exchange Service (AAFES). Langley AFB AAFES (757-766-3815) and Ft. Lee (804-861-6223) both have an AAFES clothing sales store. CAP members are only authorized to purchase uniform items from clothing sales. CAP members are not authorized to use any other AAFES service unless special arrangements have been made under a support agreement. It is essential for anyone using their clothing sales privilege to be respectful to AAFES personnel and not to behave in a manner that will discredit CAP. Langley AFB also has a Thrift store (757- 764-3946). You may also purchase needed items from military surplus stores or through online auctions such as e-bay. All uniforms issued to you are the property of the Civil Air Patrol including those issued to you through the voucher program. Should you leave CAP for any reason, you must return them to the unit that issued them. You are financially responsible for this. You will be asked to sign a form documenting your possession of this CAP asset. Shoes are generally the most expensive item to purchase. Any style of combat boots in use by the Air Force is authorized; however, we recommend that you avoid "Jungle Boots". Shoes intended for wear with the "Blues" uniforms must conform to the following:

"Footwear (Low-Quarters) will be a Black Oxford: lace-up style with a plain rounded toe or a plain rounded capped toe; without perforation or design; sole will not exceed ½ inch in thickness and the heel will not exceed 1 inch in height (measured from the inside front of the heel); may have low wedge heel; smooth or scotch grained leather or manmade material; high gloss or patent finish."

Each meeting will have a required "Uniform of the Day". Each cadet is required to appear in the correct uniform in compliance with CAPM 39-1 CAP Uniform Manual. Any cadet not in compliance may be sent home at the discretion of the senior Officer in Charge (OIC) for a given activity. A cadet basic may wear the "Restricted Duty" uniform to any activity authorized for Achievement I cadets except flying. This uniform may be authorized on a case-by-case basis for any cadet that cannot wear his uniform due to medical reasons. (i.e. the pants won't fit over a cast, etc.)

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CAP policy restricts members from wearing the uniform in public when not engaged in a CAP function with the exception of CAP Sunday (first Sunday in December). Members will not wear the service uniform more than 1 hour following the close of the activity, except for travel time to and from such activities. (CAPM 39-1 Para. 1-8.a) CAP members must not wear the uniform under any circumstance that would tend to bring discredit or reproach upon the uniform.

The U.S. Air Force has extended CAP the privilege of wearing their distinctive military uniform with some modification. We as CAP members have an obligation to wear the uniform with dignity and pride. The CAPM 39-1 Civil Air Patrol Uniform Manual (http://level2.cap.gov/documents/u_082203102943.pdf) governs all uniform wear in CAP. The way you wear your uniform is one aspect of military bearing.

Military Bearing

You, like all cadets, have an obligation to conduct yourself with dignity and in such a manner as to reflect credit on the CAP. Part of what it means to be a cadet is that you carry yourself with military bearing at all times. Military bearing is dignity within military relationships. It exists when you, the individual is proud of your military organization and of your part in it. You are to respect your seniors and are to follow the example of those you admire most among them. You are also to respect your juniors and try to provide an example they will be proud to follow. Whether you are squaring your hat, rendering a salute or carrying out an assigned task, your manner is to say that you are proud of the CAP and are doing your best to make the CAP proud of you.

Conduct During Training

The primary activity of CAP is training. Whether the training is for leadership, aerospace education or emergency services, whether in the field or in the classroom, your behavior affects the learning ability of you and everyone around you. Everyone is expected to actively participate in classroom activities. Off topic discussions will not be tolerated during classes.

When ordered to “fall in” to the classroom, the cadets should enter as a column of files (single file) proceeding to the farthest seat first and filling up the entire front row. Once the first row is filled then the remaining cadets file into the second row until it is filled, etc. Cadets will stand at attention in front of their seats until the NCOIC or OIC gives them further instructions. Cadets must remember that they are not permitted to talk while they are at “seats at ease”.

Falling out of the class is accomplished by the NCOIC or OIC calling the cadets to attention, facing them towards the exit desired. Upon the “Forward March” command, the row closest to the door will exit in single file followed by the next closest row, etc.

Conduct Inside the Building

The West Richmond Cadet Squadron has a large number of members. This can result in a crowded and congested workspace. Members have very little time to get a large amount of work done. To facilitate this policy, cadets are not permitted to stand in hallways or walkways. If a cadet is in a hallway and an officer is approaching, the cadet is expected to move to one side and stand at attention with his back to the wall until the officer has passed. Cadets should extend this courtesy to cadet officers as well. If a cadet needs to move past an officer, he should stand at attention and state “By your leave sir/ma’am” If an officer entering a room outranks the highest-ranking officer in that room then the room should be called to attention. This duty normally falls on the highest-ranking member in the room, however, in the case that the highest-ranking member does not notice the situation then anyone may call the room to attention. This procedure does not apply during a classroom session, but does apply during breaks. Should the Deputy Commander of Cadets (DCC) or Commanding Officer (CO) enter the room, the same procedures apply. The inside of a building is a no-hat or “covered” area.

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Conduct on the Aircraft-Parking Apron

West Richmond Cadet Squadron does not have its own aircraft nor do we meet at an airport.

When we are at an airport for any reason the following applies. Cadets should avoid walking within 5 feet of any portion of the aircraft except when directed by competent authority or when "looking at it". Cadets are asked not to touch the aircraft unless directed by competent authority. There shall be no running or horseplay on the aircraft-parking apron (or during any CAP activity.) CAP aircraft are operational assets and are to be kept mission ready at all times. Aircraft may depart at any time without much warning. If the aircraft is not present, it may arrive without any warning. Any time the aircraft tie-down chains are removed, the aircraft-parking apron becomes an "active flight line". An active flight line is a no-hat or "covered" area.

Customs and Courtesies

Your decision to join CAP reflects a dedication and commitment to support this charitable, benevolent, nonprofit corporation. As a member of an Auxiliary of the United States Air Force, you are expected to follow the traditions, standards, customs and courtesies agreed and accepted by the Air Force and the Civil Air Patrol. These apply to all of us and reflect our pride and professionalism as members of the Civil Air Patrol. If you treat your friends and family with courtesy and respect, courtesy will present no problems as a cadet. Military courtesy involves the correct use of titles, a proper reverence of command and the military salute. For detailed information read CAPP 151 Standards, Customs and Courtesies found at http://level2.cap.gov/documents/u_082503084356.pdf

The correct use of titles is an important act of courtesy that shows respect for both the individual and the individual's grade/position. When addressing an officer, the title of "Sir" or "Ma'am" should always be used. When addressing a "Non Commissioned Officer" (NCO), the title of "Sergeant" should be used. When addressing a Chief Master Sergeant, the title of "Chief" may be used informally. When addressing any Flight Officer, the term "Mister" may be used informally. In circumstances when you wish to be more specific about whom you are addressing, you may address any member by his rank and last name. (For example, "Major Hughes, could you please assist me?")

NOTE: CAP senior members, USAF officers, and enlisted personnel may address Cadets as `Cadet`. Within the cadet structure, cadets will address other cadets by the appropriate terms described above.

As a general rule, highest-ranking personnel enter an aircraft or automobile last and leave first. Junior ranking personnel will walk to the left of seniors. Unless otherwise authorized, subordinates will stand in the presence of senior officer personnel. When senior personnel enter a room, subordinates will stand up unless a person of higher rank is already in the room. In the military, a senior in rank may address a subordinate by his or her first name; however, it is inappropriate for a subordinate to communicate in such an informal manner.

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The salute is an ancient tradition and custom of military organizations. The privilege of rendering a salute is reserved for members of the military services. They are acts of respect and courtesy in dealing with other people. They have evolved as a result of the need for order, as well as the mutual respect and sense of fraternity that exist among military personnel. The Civil Air Patrol shares in that tradition. It is always appropriate to salute another individual.

The basic rules regarding saluting for CAP members are:

1. You salute when in uniform.
2. You salute the President of the United States, all Medal of Honor recipients, commissioned officers and warrant officers of the armed forces who are senior in rank to you.
3. You do not salute when indoors unless you are formally reporting to an officer senior in rank to you.
4. You salute when outdoors unless:
 - a. You are carrying articles (or a heavy object) in both hands, which cannot be transferred to the left hand, or another legitimate reason such as injury, and so forth. In this case, an oral greeting should be exchanged, such as "Good Morning, Sir or Ma'am." If you are the lower ranking individual and the one you are approaching is higher in rank but whose arms are incapacitated, you will still salute.
 - b. You are in a designated "covered" or "no salute" area, (aircraft marshalling areas and flight lines are "no salute" areas).
 - c. You are a member of a military formation or a work detail (only the senior member of the formation or detail salutes).
 - d. You are attending a public gathering such as a sports event.
5. When on a military installation, you salute officers in government cars if the car has a flag or metal standard that identifies the rank of the occupant (usually general officers and military wing or base commanders).
6. Military personnel are not required to render a salute to CAP personnel, but they are not restricted from doing so if they desire.

Special Requirements

The West Richmond Cadet Squadron has some special requirements to which cadets must adhere. All cadets are required to carry on their person at all times:

- 1) Their CAP Identification Card
- 2) Any Certification Cards that they may have been issued (BCUT, CAPF101, etc.)
- 3) A small notepad (You are required to take notes during any briefing)
- 4) Pencil
- 5) All textbooks issued to you (including this handbook)

Textbooks may be stored in the classroom during the meeting.

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Participation

You are required to progress in the cadet program by actively participating in squadron, group and wing activities. You are also required to maintain satisfactory progress in your studies at school. Falling grades will result in your suspension from the cadet program. If you fail to correct the deficiency, your membership may be terminated.

CAP is a volunteer organization. This means that you voluntarily accept the standards by which we operate. It does not mean that those standards are voluntary. If you volunteer for an activity, you are expected to appear on time and prepared for that activity. It is your responsibility to meet this commitment. If you are on an activity roster and will not be able to participate due to a family crisis or medical condition, you must notify the project or activity officer prior to the start of the activity and as soon as possible. Failure to show up for a scheduled activity creates difficulties for everyone else. For situations where you need parental permission, you must get it before putting your name on the list. If you cannot make the normal meeting, you must notify your Element Leader by Wednesday evening. The only exception permitted is if you become ill on Thursday before the meeting. A mark of Absent Without Leave (AWOL) will be entered into your performance evaluation for that promotion cycle if you fail to notify the appropriate personnel.

Dues

The West Richmond Cadet Squadron currently does not require dues. Fundraising is our primary source of money. Because we do not require dues, many activities and supplies will be the responsibility of the Cadet. The Supply Officer can give you more details.

Additional Restrictions

CAP cadets, regardless of age, will not possess, chew, or consume tobacco products, nor will they possess or consume alcoholic beverages or illegal drugs, in any form, while participating in any CAP activity. The Cadet Program is intended as a positive activity for youth. There will be no firearms, air guns, paint guns, or any device that could be used as a weapon at any cadet activity except where specified in CAPR 52-15 Para. 1-5c. Cadets who violate any of the standards of conduct will be remanded for administrative or disciplinary action.

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Program Requirements

Orientation Rides- The Cadet Orientation Flight Program is designed to introduce youth to general aviation through hands-on orientation flights in single engine aircraft and gliders. The program is limited to current CAP cadets under 18 years of age. Cadets aged 18 and older may still participate in military orientation flights. Cadets may fly as much as possible, but only five powered flights and five glider flights will be reimbursed. More than one cadet may fly per sortie, depending upon the capability of the aircraft. An unlimited number of backseat rides are authorized; cadets do not lose any of their syllabus flights by observing another cadet's flight from the backseat. An orientation flight will be scheduled for you as-soon-as-possible after joining CAP but cannot take place until you receive your CAP identification card. CAP flight regulations require you to be in a compliant uniform and have your CAP ID card in your possession during your flight. All orientation flights are provided "free of charge" to each cadet. Ideally, you should receive one flight each quarter. Orientation flights require enormous effort to coordinate, so it is imperative that you not miss or cancel your appointment to fly.

Drug Demand Reduction- CAP has a comprehensive Drug Demand Reduction (DDR) program. Its mission is to reduce the use and abuse of illegal and illicit drugs through a comprehensive program of education, prevention, opportunity, and community outreach programs. The DDR program promotes CAP as a positive lifestyle; encourages youth to remain in school; and focuses on drug abuse education, prevention, and awareness.

How to get promoted?

Naturally, one of the first concerns of a new cadet is centered on advancement. Upon joining the Civil Air Patrol, you are a CAP Cadet Basic. This is the bottom rung on the promotion ladder. A Cadet Basic wears no stripes and is only required to meet standards in the most basic sense. Once you have completed your orientation training the standard by which you are measured increases and will continue to increase each time you gain a level in grade. This is appropriate, as each promotion is a milestone signifying that you are ready for the "next level" of leadership, knowledge and responsibility.

The Cadet Program consists of a series of achievements in four phases. Specified requirements will be accomplished before receiving credit for each achievement. Each cadet must complete several tasks to complete an achievement and move up in grade. Your progress is monitored, whether you realize it or not, by the cadet and senior staff. In fact, as you advance in grade you will be required to assist in this monitoring process. Each month the squadron commander or his designee (usually the Deputy Commander of Cadets (DCC)) will convene a promotion review board. This board will consist of the Cadet Commander, the CC, the MLO, the Leadership Officer and/or other senior staff members assisting with the cadet program. The board members will evaluate the performance of the cadet during the most recent promotion cycle to determine if he or she meets the requirements to advance to the next achievement.

When the Squadron Commander or the Deputy Commander for Cadets signs a cadet's CAPF 52-(x) Cadet Programs Phase (x) Certification, they are attesting to the cadet's ability to assume the next grade. By promoting a cadet, the Squadron Commander is recognizing that the individual is capable of accepting increased responsibility. Commanders should retain a cadet in grade if the cadet's performance or maturity does not demonstrate an ability to accept increased responsibility commensurate with the promotion. In such instances, commanders will provide the cadet with appropriate counseling to include a synopsis of the skills and behaviors that the cadet must improve upon. A date for a subsequent review will be made. This will be recorded on the CAPF 50 Cadet Progression Evaluation.

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The specified requirements that a cadet must pass successfully are:

Activities- The nature of the activities a squadron undertakes is up to the local squadron. Each cadet will participate in squadron activities in order to complete each achievement. When you reach Achievement II, you will be required to participate in at least 50% of the activities hosted by the local unit to be eligible for promotion.

Physical Fitness- Upon joining CAP, each cadet will initially be assigned to a physical fitness category defined in paragraph 1-7 of CAPR 52-16. Each cadet is expected to exercise regularly and participate in the unit's physical fitness program. During each achievement and milestone award all cadets unless specifically exempted must take and pass the Cadet Physical Fitness Test (CPFT) events required of their physical fitness category. Commanders will also provide regular time on the training calendar for fitness training.

Leadership- Leadership deals primarily with the military aspects of cadet life. The Leadership: 2000 and Beyond text establishes procedures for a successful leadership training program. The unit's testing officer ensures that the cadets are tested promptly when they are ready. A leadership test is required for most achievements. The Wright Brothers Award, Mitchell Award, Earhart Award, and the Spaatz Award also have a comprehensive exam, which includes a leadership portion. Cadets will wear the uniform properly as well as learn drill and ceremonies as part of their leadership training. The proper wear of the uniform is outlined in CAPM 39-1, CAP Uniform Manual. Drill and ceremonies is covered in the Leadership: 2000 and Beyond text. Achievements 8 and 16 include speech and writing assignments.

Aerospace Education- Aerospace education is a combined self-study and group-study program that is designed to make cadets fully aware of the importance of aerospace vehicles (airplanes, rockets, and spacecraft) in today's world and in the world of your future. You will learn about propulsion systems, meteorology, how aircraft and space vehicles fly, the social and economic impacts of aerospace developments of society, etc. Cadets learn about aerospace by studying various texts and participating in hands-on activities.

Character Development (Formerly Moral Leadership) - Unit commanders will provide a moral leadership program for cadets. A CAP chaplain or moral leadership officer (MLO) should coordinate the program. In units without a chaplain or MLO, the commander will work with the wing chaplain to recruit a qualified chaplain or MLO. Commanders may appoint a senior member to conduct Character Development training if a chaplain or MLO is not available. Although coordinated by available chaplain service personnel, this is not a religious meeting, but a forum designed to allow cadets to examine their own moral standards and values in the framework of a guided discussion. The Character Development program will be conducted at least once a month for approximately 1 hour. To advance in grade, cadets will participate in at least half of the Character Development forums offered since the completion of the last achievement. Cadet discussion leaders and recorders should be given prior notice of their roles to allow them time to adequately prepare.

Achievement I Orientation

As a new cadet, you have much to learn from CAP. To enhance this learning opportunity you will need to know how to get the most out of the CAP cadet program. Achievement I is your introduction to the CAP cadet program. It is your chance to begin to practice and apply the ideas put forth in this handbook. During this portion of your cadet training, you will learn how to: properly wear your uniform, conduct yourself in a professional military manner, recognize and display proper respect for the various ranks in CAP, move as a member of a military formation and participate in the mentoring process to assist you in gaining the knowledge required to succeed in the CAP. In essence, you will learn “how to be a cadet”.

Your training will begin with an intensive program of instruction in basic drill movements. A cadet NCO will work with you until you are proficient at executing the 54 drill maneuvers required of any cadet. Training will begin with individual drill and move up to formation drill. You will also receive intensive training in military customs and courtesies and the proper wear of the CAP uniforms. You must attend the Civil Air Patrol Cadet Orientation Course CAPP 50-9. Many CAP members, both cadets and seniors, will assist you in this training. However, you must “own” your training program. You are responsible to determine what you should do next to further your career. The information in this handbook is a good starting point. You will want to consult the CAP regulations for more detailed information on a particular subject. If for some reason you cannot find the answer, or if you need guidance, you not only have the right but the responsibility to seek help from your cadet leaders. Your cadet leaders have an obligation to lead you to the information that you require or to refer you to the appropriate senior in situations where they are unable to help. Remember that every member of CAP is expected to mentor members junior to him or her. You will have that responsibility as well as you progress through the program.

Until you complete Achievement I, you will be restricted somewhat within the CAP program. Cadets who have not completed Achievement I may not attend Emergency Services Training. Cadets will not wear the CAP uniform unless they fully comply with CAP dress and grooming standards. Full compliance is required before Achievement 1 may be completed. Cadets will not participate in the Opening and Closing Formation until they appear in a complete uniform—exception may be made by the Commander.

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Achievement II & Beyond

Once you have completed Achievement I, it will be time to join the rest of the unit and select a specialty track. The West Richmond Cadet Squadron provides a host of squadron activities for cadets to choose from. Each cadet is required to participate in at least 50% of the activities in his or her chosen specialty track. Cadets may choose more than one track. If they pick more than one, they are still required to participate in at least 50% of the activities in each track. Please note that 50% participation is the absolute minimum. Your level of participation is one of the evaluation criteria during a promotion board. No matter what the track, there will be classes in the classroom and in the field. Classes given in the field are called Field-Training exercises (FTX). Listed below are some of the potential squadron activities.

Emergency Services- Cadets may participate on Air Force and other missions provided they have completed Achievement 1 and meet the established criteria as outlined in CAPR 60-3, Emergency Services Training and Operational Missions. The West Richmond Cadet Squadron will assist a cadet in completing his mission qualification should he or she desire to participate in emergency services missions. Cadets gain the opportunity to practice these skills at Search and Rescue Exercises (SAREX). All cadets participating in mission activities must meet all of the same standards that senior members meet.

Communications- The nation-wide CAP communication system has 840 high-frequency radio stations, 5,000 fixed-land radio stations and 10,000 mobile radios, deployed in CAP units in every state, the District of Columbia and Puerto Rico. Using volunteer operators trained to professional standards, the CAP communications network is a ready force for homeland security and the protection of life and property. CAP cadets are eligible to become operators in this network by attending the required training.

Community Service- Cadets who complete 60 hours of community service may be awarded the Community Service Ribbon. Community service must be with organizations other than CAP and a volunteer coordinator must verify the service. The West Richmond Cadet Squadron provides several activities and opportunities for community service such as:

- Support for the Virginia Aviation Museum
- Support for the Virginia Science Museum
- Support for the Virginia Veterans Cemetery
- Anthem Lemonaid

Aviation Science- Cadets will have the opportunity to experience aircraft operations first hand. Flight line marshalling teaches cadets how to function on an active flight line preparing aircraft for departure and recovering them at the end of a sortie. Cadets can attend tours of both commercial and military maintenance facilities and control towers to see the types of activities that occur in the “real world” of aviation.

Rocketry- Civil Air Patrol's Model Rocketry program is an achievement program for cadets interested in the science, technology, and flight of rockets. This program is administered under CAPR 50-20, which can be found at http://level2.cap.gov/documents/u_032304074901.pdf. Cadets who complete the written and performance requirements for each of the three stages described in the rocketry text, as certified by their unit commander, will be awarded the Cadet Model Rocketry Badge. Upon completion of the CAP Model Rocketry program, cadets become eligible to participate in the Advanced Model Rocketry program within Virginia Wing.

Leadership (color guard and drill team) – Units with Civil Air Patrol cadets can choose to form color guard, honor guard or drill teams. Honor Guards are covered by CAPP 52-8 Unit Honor Guard Program, which can be found at http://level2.cap.gov/documents/u_082503082058.pdf. CAPR 52-16 Cadet Program Management (already mentioned) covers CAP Color Guards and Drill Teams. Honor Guards specialize in participating in and presenting military honors for individuals that have earned them. CAP Color Guards specialize in proper presentation and ceremonies involving the Colors of the United States. CAP drill teams specialize in demonstration of precision drill movement. Color Guards

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and Drill teams may go on to compete in the Wing.

Cadet Competition- The winners compete in the Middle East Region Cadet Competition. The winners there go on to compete at the National Cadet Competition.

Fire Arms Safety- CAP cadets may participate in firearm training. The training facility and sponsoring personnel or agency must be approved by the wing commander in advance and in writing. Training will be sponsored and supervised by one of the following:

- Qualified military small arms range personnel.
- Local law enforcement officers qualified as firearms instructors .
- Personnel of the National Rifle Association, National Skeet Shooting Association, or Amateur Trap Shooting Association qualified as firearms instructors.
- Policies noted in CAPR 900-3, Firearms: Assistance to Law Enforcement Officials will be followed.

Civil Air Patrol members will not carry, wear, or use firearms or other dangerous weapons, including air guns (paint, pellet or BB) while engaged in Civil Air Patrol activities. CAPR 900-3 Firearms Assistance to Law Enforcement Officials restricts CAP members on this issue. A copy of CAPR 900-3 can be found at http://level2.cap.gov/documents/u_082503081302.pdf.

Wing Activities- Several of the opportunities available at West Richmond Cadet Squadron may also be available as wing level activities. Wing level activities have the advantage of greater logistical support. This can result in a richer experience in some cases. Some activities unique to the wing are the Virginia Wing Cadet Conference, the Cadet Advisory Council, and the Air Force evaluated exercises.

Encampment- Encampments are one of the most popular and worthwhile activities available to cadets. They challenge cadets to develop self-discipline and teamwork while broadening their understanding of aerospace. Most encampments are conducted on a military installation and provide an opportunity to experience the military life style during the activity. Encampments typically occur in the summer and last 9 to 14 days. A typical encampment costs about \$125. A CAP cadet must participate in at least one CAP encampment to complete Phase II and be eligible for promotion to 2nd Lt. since this is a requirement to receive the Gen. Billy Mitchell award.

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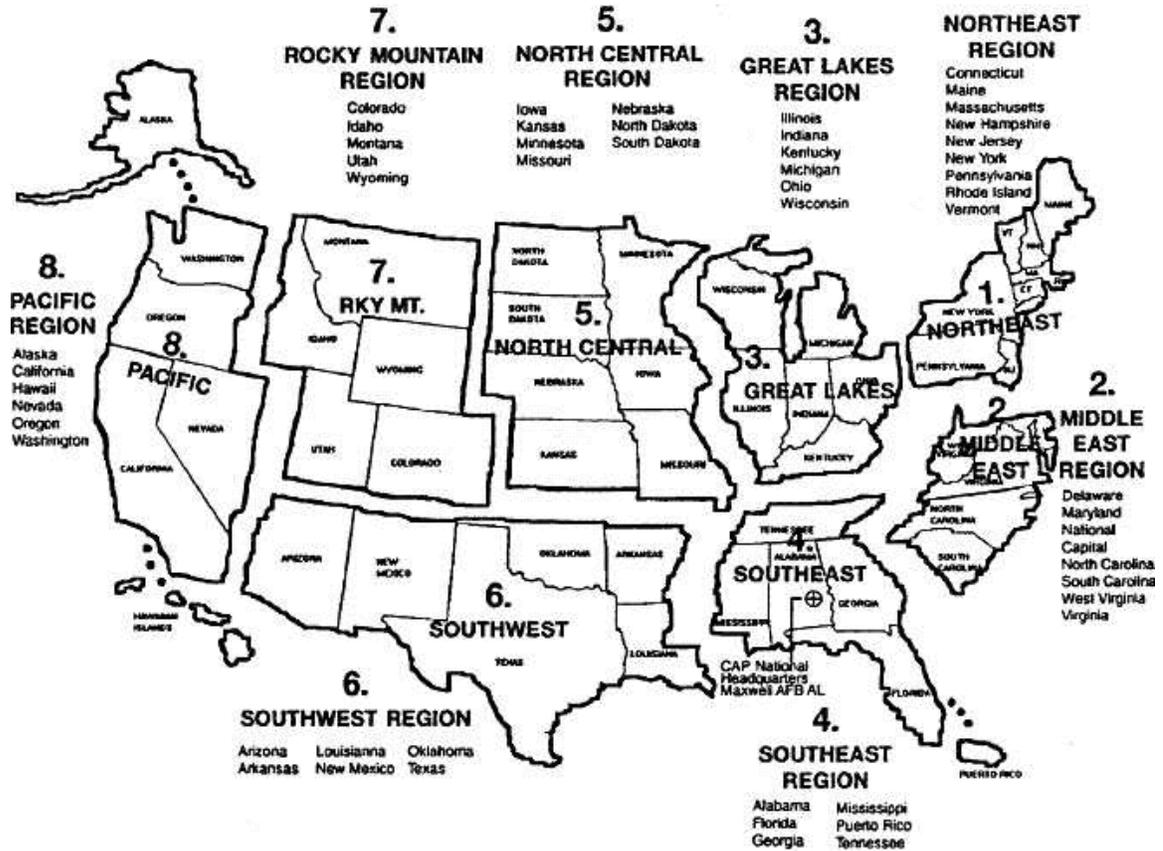
National Activities- Cadets wishing to participate in a National Activity must have completed a Wing Encampment prior to applying. Costs dates and locations of activities vary. Detailed information can be found on the CAP national web site (<http://www.cap.gov>). Here are the activities that were available for 2006. Please note that these camps have application deadlines.

- International Air Cadet Exchange (IACE)
- Region Cadet Leadership Schools (RCLS)
- Advanced Technologies Academy
- Aerospace Education Academy (AEA)
- Air Education & Training Command (AETC)
- Air Force Space Command (AFSPC)
- Air Force Weather Agency (AFWA), Basic/Advanced
- Civic Leadership Academy (CLA)
- Cadet Officer School (COS)
- Engineering Technologies Academy
- Hawk Mountain Search & Rescue School (Hawk)
- Honor Guard Academy (HGA)
- National Blue Beret (NBB)
- National Emergency Services Academy (NESA)
 - Team Leader Course
 - National Ground Search & Rescue School (Basic)
 - National Ground Search & Rescue School (Advanced)
 - Mission Base Staff School (Basic)
 - Mission Base Staff School (Advanced)
 - Mission Aircrew School - Jul 30 - Aug 7 \$155
 - NESA Staff - Jul 29 - Aug 9 \$45
- National Flight Academy - Glider Track (NFA)
- National Flight Academy - Powered Track (NFA)
- National Military Music Academy (NMMA)
- Para-rescue Orientation Course (PJOC), Basic

Scholarships- Each year, Civil Air Patrol provides academic and flight scholarships to deserving cadets and seniors who meet eligibility requirements. Over \$300,000.00 is available. To be eligible you must be a current CAP member, have earned the Billy Mitchell Award or attained the Senior Rating in the Cadet Programs Officer Specialty Track, possess and maintain an academic and discipline standard acceptable to the school and be enrolled in a full-time course of study during the academic year for which the scholarship is awarded.

Organization

Civil Air patrol is organized somewhat like that of the U.S. Air Force. CAP maintains its national headquarters at Maxwell Air Force Base in Montgomery, Alabama. CAP has 8 regions, which are geographical subdivisions of the US. CAP has 52 wings. There is one for each state plus the District of Columbia and Puerto Rico. Each wing is further subdivided into groups, squadrons and flights. The squadron is the community level organization where you will find most of the members. Groups, wings and regions are primarily supervisory organizations to properly maintain span of control. The following illustration depicts the organization of the Civil Air Patrol.



CAP Cadet Ribbons - Order of Precedence

Order of Precedence is left to right and top to bottom.

1. Silver Medal of Valor
2. Bronze Medal of Valor
3. Distinguished Service Medal
4. Exceptional Service Award
5. Meritorious Service Award
6. Commander's Commendation Award
7. Lifesaving Award
8. Unit Citation Award
9. General Carl A. Spaatz Award
10. Ira C. Eaker Award
11. Amelia Earhart Award
12. General Billy Mitchell Award
13. Neil A. Armstrong Achievement (not shown)
14. Dr. Robert H. Goddard Achievement
15. General Jimmy Doolittle Achievement
16. Charles A. Lindbergh Achievement
17. Captain Eddie Rickenbacker Achievement
18. Wright Brothers Achievement
19. Mary M. Feik Achievement
20. General H. H. "Hap" Arnold Achievement
21. General J. F. Curry Achievement
22. AFA Award to Unit Cadet of the Year (not shown)
23. AFSA Award to Unit Cadet NCO of the Year (not shown)
24. Red Service Ribbon
25. Search "Find" Ribbon
26. Air Search and Rescue Ribbon
27. Disaster Relief Ribbon
28. Cadet Community Service Ribbon (not shown)
29. IACE Ribbon
30. National Cadet Competition Ribbon
31. National Color Guard Competition Ribbon (not shown)
32. Cadet Advisory Council
33. Cadet Special Activity Ribbon
34. Encampment Ribbon
35. Cadet Recruiter Ribbon

Cadet Ranks

Name of Rank/Grade	Name of Achievement	Ribbon
Cadet Airman Basic C/AB Addressed as Cadet	No Ribbon	
Cadet Airman C/Amn Addressed as Airman	Curry Achievement	
Cadet Airman First Class C/A1C Addressed as Airman	Arnold Achievement	
Cadet Senior Airman C/SrA Addressed as Airman	Mary M. Feik	
Cadet Staff Sergeant C/SSgt Addressed as Sergeant	Wright Brothers Achievement	
Cadet Technical Sergeant C/TSgt Addressed as Sergeant	Rickenbacker Achievement	
Cadet Master Sergeant C/MSgt Addressed as Sergeant	Lindbergh Achievement	
Cadet Senior Master Sergeant C/SMSgt Addressed as Sergeant	Doolittle Achievement	
Cadet Chief Master Sergeant C/CMSgt Addressed as Chief	Goddard Achievement	
Cadet Chief Master Sergeant C/CMSgt Addressed as Chief	Armstrong Achievement	
Cadet Second Lieutenant C/2Lt Addressed as Lieutenant	Mitchell Award	
Cadet First Lieutenant C/1Lt Addressed as Lieutenant	No Ribbon	
Cadet Captain C/Capt Addressed as Captain	Earhart Award	
Cadet Major C/Maj Addressed as Major	No Ribbon	
Cadet Lieutenant Colonel C/LtCol Addressed as Colonel	Eaker Award	
Cadet Colonel C/Col Addressed as Colonel	Spaatz Award	

Senior Member S/M

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Senior Member Ranks

Name of Rank/Grade	Name of Achievement	Ribbon
Cadet Airman Basic C/AB Addressed as Cadet	No Ribbon	
Cadet Airman C/Amn Addressed as Airman	Curry Achievement	
Cadet Airman First Class C/A1C Addressed as Airman	Arnold Achievement	
Cadet Senior Airman C/SrA Addressed as Airman	Mary M. Feik	
Cadet Staff Sergeant C/SSgt Addressed as Sergeant	Wright Brothers Achievement	
Cadet Technical Sergeant C/TSgt Addressed as Sergeant	Rickenbacker Achievement	
Cadet Master Sergeant C/MSgt Addressed as Sergeant	Lindbergh Achievement	
Cadet Senior Master Sergeant C/SMSgt Addressed as Sergeant	Doolittle Achievement	
Cadet Chief Master Sergeant C/CMSgt Addressed as Chief	Goddard Achievement	
Cadet Chief Master Sergeant C/CMSgt Addressed as Chief	Armstrong Achievement	
Cadet Second Lieutenant C/2Lt Addressed as Lieutenant	Mitchell Award	
Cadet First Lieutenant C/1Lt Addressed as Lieutenant	No Ribbon	
Cadet Captain C/Capt Addressed as Captain	Earhart Award	
Cadet Major C/Maj Addressed as Major	No Ribbon	
Cadet Lieutenant Colonel C/LtCol Addressed as Colonel	Eaker Award	

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CAP Online Resources

National Headquarters

Civil Air Patrol National website
<http://www.cap.gov>

Civil Air Patrol Publications (Regulations, Manuals, Pamphlets, etc.)
<http://level2.cap.gov/index.cfm?nodeID=5211>

Region Headquarters

Middle East Region website
<http://www.mer.cap.gov/>

Middle East Region Calendar of Events
<http://www.mer.cap.gov/paperless/cal/>

Wing Headquarters

Virginia Wing Web page
<http://www.vawg.cap.gov/>

Wing Calendar of events
<http://www.vawg.cap.gov/calendar/index.cfm>

Wing Cadet Programs page
<http://www.vawg.cap.gov/cadet/index.html>

Squadron Headquarters

West Richmond Cadet Squadron website
<http://www.vawg.cap.gov/richmond/>

West Richmond Cadet Squadron Calendar of Events
<http://www.vawg.cap.gov/richmond/cgi-bin/WebCalendar/month.php>

West Richmond Cadet Squadron Event Sign-up System
http://www.vawg.cap.gov/richmond/sec_v2/CAPActivityLogon.htm

Cadet Resources

Excellent Resource for cadet programs knowledge.
<http://www.cadetstuff.org>

Aerospace Practice Quizzes
<http://mdlh.hws.edu/cap/modules/>

Leadership Practice Quizzes
<http://www.cadetstuff.org/quiz/>

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Uniforms and Supplies

Civil Air Patrol Store (Clothing, Rank & Equipment)

<http://www.civilairpatrolstore.com/store/store.php>

The HockShop (Clothing, Rank & Equipment)

<http://www.thehock.com>

Old Lincoln County (Clothing, Rank & Equipment)

<http://www.olcet.com>

The Supply Sergeant – Boots

<http://militaryclothing.com>

West Richmond Cadet Squadron Supply

http://www.vawg.cap.gov/richmond/forms/WRCS_Order_Inventory.xls

Common Acronyms and Abbreviations

ACC — Air Combat Command
ACSC — Air Command and Staff College
AETC — Air Education and Training Command
AETCFC — Air Education and Training Command Familiarization Course
AE — Aerospace Education
AEPSM — Aerospace Education Program for Senior Members
AFB — Air Force Base
AFMC — Air Force Materiel Command
AFNSEP — Air Force National Security Emergency Preparedness Division
AFRC — Air Force Reserve Command
AFRCC — Air Force Rescue Coordination Center
AFROTC — Air Force Reserve Officer Training Corps
AFSCFC — Air Force Space Command Familiarization Course
AFSOC — Air Force Special Operations Command
AFSPC — Air Force Space Command
ALNOT — Alert Notice
AMC — Air Mobility Command
ANG — Air National Guard
APJOC — Advanced Para-rescue Orientation Course
ATA — Actual Time of Arrival
ATC — Air Traffic Control
ATD — Actual Time of Departure
AU — Air University
AWC — Air War College

BDU — Battle Dress Uniform
BOQ — Bachelor Officers' Quarters
BX — Base Exchange

CAP — Civil Air Patrol
CAPF — CAP Form
CAPM — CAP Manual
CAPP — CAP Pamphlet
CAPR — CAP Regulation
CAPSN — CAP Serial Number
CAPVA — CAP Visual Aid
CC — Commander
C/CC — Cadet Commander
C/CCF — Cadet First Sergeant
CD — Counter-drug
CDC — Deputy Commander for Cadets
CDS — Deputy Commander for Seniors
CLC — Corporate Learning Course
CNCOS — Cadet Non-Commissioned Officer School
COC — Commandant of Cadets
CONUS — Continental United States
COS — Cadet Officer School

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CPFT — Cadet Physical Fitness Test

DF — Direction Finding or Direction Finder

DR — Disaster Relief

ECI — Extension Course Institute

ELT — Emergency Locator Transmitter

EOC — Emergency Operations Center

EPIRB — Emergency Position Indicating Radio Beacon

ES — Emergency Services

ETA — Estimated Time of Arrival

ETD — Estimated Time of Departure

ESCAT — Emergency Security Control of Air Traffic

ETE — Estimated Time En-route

FAA — Federal Aviation Administration

FEMA — Federal Emergency Management Agency

FLT — Flight

FOD — Foreign Object Damage

FSS — Flight Service Station

FTX — Field Training Exercise

GPS — Global Positioning System

HQ — Headquarters

IC — Incident Commander

ICS — Incident Command System

IFR — Instrument Flight Rules

IMC — Instrument Meteorological Conditions

IACE — International Air Cadet Exchange

IAW — In Accordance With

LLAB — Leadership Laboratory

LNCO — Wing Liaison Non-Commissioned Officer

LO — Wing Liaison Officer

MC — Mission Coordinator

MLO — Moral Leadership Officer

MSCA — Military Support to Civil Authorities

NCC — National Cadet Competition

NCGC — National Color Guard Competition

NCO — Non-Commissioned Officer

NDTC — National Drill Team Competition

NFA — National Flight Academy

NGSAR — National Ground Search and Rescue School

NLT — No Later Than

NTAP — National Track Analysis Program

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OPR — Office of Primary Responsibility
Ops — Operations
ORM — Operational Risk Management

PACAF— Pacific Air Forces
PJOC — Para-rescue Orientation Course
PT — Physical Training

RCC— Rescue Coordination Center
ROP — Radio Operator's Permit

SAR — Search and Rescue
SARDA — State and Regional Disaster Airlift
SAREX — Search and Rescue Exercise
SARSAT — Search and Rescue Satellite-Aided Tracking
SAV — Staff Assistance Visit
SCATANA — Security Control of Air Traffic and Air Navigational Aids
SLS — Senior Leadership Seminar
SMC — Search Mission Coordinator
SOS — Squadron Officer School
SQDN — Squadron

UEI — Unit Effectiveness Inspection
USAF — United States Air Force
USAFA — United States Air Force Academy
USAFE — United States Air Forces in Europe

VDEM — Virginia Department of Emergency Management
VAQ— Visiting Airmans' Quarters
VFR — Visual Flight Rules
VMC — Visual Meteorological Conditions
VOQ — Visiting Officers' Quarters

WG — Wing

ZULU — Proword for Coordinated Universal Time (UTC)

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Drill Skill Checklist

Each movement must be executed IAW AFMAN 36-2203 Drill and Ceremonies found at <http://www.e-publishing.af.mil/pubfiles/af/36/afman36-2203/afman36-2203.pdf>

- Cadets preparing for the Curry exam must complete each skill individually. Evaluation criteria include correct execution of each movement.
- Cadets preparing for the Feik exam must complete each skill as part of a flight. Evaluation criteria include correct execution of each movement, ability to maintain DCID, ability to maintain military bearing and ability to maintain correct posture.
- Cadets preparing for the Rickenbacker exam must command a flight to complete each skill. Evaluation criteria include the ability to: maintain control of the flight, issue commands correctly, project a proper command voice, maintain military bearing, maintain cadence and call commands on the correct foot.

Name			Date Joined CAP
Skill	Date Mastered	Evaluator's Initials	Evaluator's CAP ID
Attention			
Parade Rest			
At Ease			
At Rest			
Fall In			
Fall Out			
Right Face			
Left Face			
About Face			
Hand Salute			
Present Arms			
Order Arms			
Dress Right			
Dress			
Ready Front			
Forward March			
Flight Halt			
Left Step			
Right Step			
Back Step			
Open Ranks			
Close Ranks			
Left Flank March			
Halted Right Flank March			

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Skill	Date Mastered	Evaluator's Initials	Evaluator's CAP ID
Halted Left Flank March			
To-the-Rear March			
Extend March (Stationary)*			
Close March (Stationary)*			
Extend March (Movement)*			
Close March (Movement)*			
Eyes Right			
Ready Front			
Left Oblique March			
Right Oblique March			
Guiding Around Object			
Double Time March			
Quick Time March			
Mark Time March			
Route Step March			
Half Step March			
Column Left March*			
Column Right March*			
Half Column Left March*			
Half Column Right March*			
Column of Files*			
Column of Twos (fours)*			
Report to an Officer (inside)			
Report to an Officer (outside)			
Describe:			
Flight Formation			
Column Formation			
DCID			
Innovative Drill			
At Ease March			
Change Step			
Counter March*			

* Asterisked items can only be performed while in a flight.

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Check List for Award of Cadet Achievement Phase I

This document ensures compliance with all requirements listed through out CAPR 52-16 as required in CAPR 52-16 Para. 2-3.c

PHASE I Achievements:

Curry – Civil Air Patrol's first National Commander

Arnold – US airpower development

Feik – Pioneer in aviation mechanics.

<u>Items to be accomplished prior to Curry Achievement Only</u>			
Initial orientation flight completed or scheduled (Must be completed within 90 days of joining CAP) (Issue certificate of first flight if applicable)			CAPP 52-7(E)
Personnel File initiated IAW CAPM 39-2.1-7			(CAPR 52-16 Para. 2-5.b.3)
Orientation Class Complete Date _____			(CAPR 52-16 Para. 2-5.a)
Assigned Physical Fitness category _____			(CAPR 52-16 Para. 1-7)
<u>Item</u>	<u>Score</u>	<u>Date</u>	<u>Reference</u>
Membership current			(CAPR 52-16 Para. 2-4.a)
Attendance at Unit Meetings			(CAPR 52-16 Para. 2-1.b)
Active participation in Squadron Activities			(CAPR 52-16 Para. 1-3.a)
Passed Physical Fitness elements IAW CAPR 52-18			(CAPR 52-16 Para. 1-3.b)
Participated in 50% Moral Leadership			(CAPR 52-16 Para. 1-3.e.2)
Recites the Cadet Oath*			(CAPR 52-16 Para. 2-3.g)
Uniform complete and correct*			(CAPR 52-16 Para. 2-6.a)
Leadership test (written)*			(CAPR 52-16 Para. 2-3.c)
Leadership test (Curry - Individual drill/Feik - Drill as flight member)			(CAPR 52-16 Para. 2-3.c)
Aerospace test*			(CAPR 52-16 Para. 1-3.d.3)
Demonstrates Military Bearing and responsibility commensurate with promotion grade. (Failure must be clearly documented with the corrective action required by the cadet)*			(CAPR 52-16 Para. 2-4.a and Para 2-4.e)
Cadet has completed CPPT training. Date: _____ (Required for Cadets 18 years or older.)			(CAPR 52-16 Para. 1-4.c)
Verify Minimum Time in Grade			(CAPR 52-16 Para. 2-3.a)
Complete CAPF 50			(CAPR 52-16 Para. 2-3.f)
Review CAPF 66			(CAPR 52-16 Para. 2-2.b)
Review CAPF 52-1			(CAPR 52-16 Para. 2-5.b.5)
<u>Additional items require to complete phase I</u>			
Wright Brothers Exam*			
Minimum Time in Service			(CAPR 52-16 Para. 2-3.b)

* Items with an asterisk require a score. Pass/Fail items are scored as 100% or 0%.

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Check List for Award of Cadet Achievement Phase II

This document ensures compliance with all requirements listed through out CAPR 52-16 as required in CAPR 52-16 Para. 2-3.c

PHASE II Achievements:

Rickenbacker – Flying skills and combat aviation leadership

Lindbergh – Long-range flight and pioneering air routes

Doolittle – Instrument flight and airpower leadership

Goddard – Rocket design

Armstrong – Space exploration

<u>Item</u>	<u>Score*</u>	<u>Date</u>	<u>Reference</u>
Membership current			(CAPR 52-16 Para. 2-4.a)
Attendance of unit meetings			(CAPR 52-16 Para. 2-1.b)
Active participation in Squadron Activities			(CAPR 52-16 Para. 1-3.a)
Passed Physical Fitness elements IAW CAPR 52-18			(CAPR 52-16 Para. 1-3.b)
Participated in 50% Moral Leadership			(CAPR 52-16 Para. 1-3.e.2)
Recites the Cadet Oath*			(CAPR 52-16 Para. 2-3.g)
Uniform complete and*			(CAPR 52-16 Para. 2-6.a)
Leadership test (written)*			(CAPR 52-16 Para. 2-3.c)
Leadership test (cadet drills a flight) (Rickenbacker only)*			(CAPR 52-16 Para. 2-3.c)
Aerospace test*			(CAPR 52-16 Para. 1-3.d.3)
Demonstrates Military Bearing and responsibility commensurate with promotion grade. (Failure must be clearly documented with the corrective action required by the cadet)*			(CAPR 52-16 Para. 2-4.a and Para 2-4.e)
Cadet has completed CPPT training. Date: _____ (Required for Cadets 18 years or older.)			(CAPR 52-16 Para. 1-4.c)
Verify Minimum Time in Grade			(CAPR 52-16 Para. 2-3.a)
Complete CAPF 50			(CAPR 52-16 Para. 2-3.f)
Review CAPF 66			(CAPR 52-16 Para. 2-2.b)
Review CAPF 52-2			(CAPR 52-16 Para. 2-5.b.5)
<u>Additional items require to complete phase II</u>			
Billy Mitchell Exam*			
Minimum Time in Service			(CAPR 52-16 Para. 2-3.b)
Moral Leadership discussion leader			(CAPR 52-16 Para. 2-8.a)
Moral Leadership recorder			(CAPR 52-16 Para. 2-8.a)
500-700 word essay (Required to complete Armstrong Achievement)*			(CAPR 52-16 Para. 2-7.e)
3-5 minute speech (Required to complete Armstrong Achievement)*			(CAPR 52-16 Para. 2-7.e)

* Items with an asterisk require a score. Pass/Fail items are scored as 100% or 0%.

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Check List for Award of Cadet Achievement Phase III

This document ensures compliance with all requirements listed through out CAPR 52-16 as required in CAPR 52-16 Para. 2-3.c

PHASE III Achievements:

Flight Commander
Administrative Officer
Public Affairs Officer

<u>Item</u>	<u>Score</u> *	<u>Date</u>	<u>Reference</u>
Membership current			(CAPR 52-16 Para. 2-4.a)
Attendance of unit meetings			(CAPR 52-16 Para. 2-1.b)
Active participation in Squadron Activities			(CAPR 52-16 Para. 1-3.a)
Passed Physical Fitness elements IAW CAPR 52-18			(CAPR 52-16 Para. 1-3.b)
Participate in 50% Moral Leadership			(CAPR 52-16 Para. 1-3.e.2)
Recite the Cadet Oath*			(CAPR 52-16 Para. 2-3.g)
Uniform complete and correct*			(CAPR 52-16 Para. 2-6.a)
Leadership test (written)*			(CAPR 52-16 Para. 2-3.c)
Leadership test (drill) (If applicable)*			(CAPR 52-16 Para. 2-3.c)
Aerospace test*			(CAPR 52-16 Para. 1-3.d.3)
Review Staff Duty Analysis (300-500 Words) IAW CAPP 52-14			(CAPR 52-16 Para. 2-8.c)
Demonstrates Military Bearing and responsibility commensurate with promotion grade. (Failure must be clearly documented with the corrective action required by the cadet)			(CAPR 52-16 Para. 2-4.a and Para 2-4.e)
Performed assigned staff position (including meeting with mentor)			(CAPR 52-16 Para. 2-8.c.5)
Cadet has completed CPPT training. Date: _____ (Required for Cadets 18 years or older.)			(CAPR 52-16 Para. 1-4.c)
Verify Minimum Time in Grade			(CAPR 52-16 Para. 2-3.a)
Complete CAPF 50			(CAPR 52-16 Para. 2-3.f)
Review CAPF 66			(CAPR 52-16 Para. 2-2.b)
Review CAPF 52-3			(CAPR 52-16 Para. 2-5.b.5)
<u>Additional items require to complete phase III</u>			
Amelia Earhart Exam*			
Minimum Time in Service			(CAPR 52-16 Para. 2-3.b)
Moral Leadership discussion leader			(CAPR 52-16 Para. 2-7.a)
Moral Leadership recorder			(CAPR 52-16 Para. 2-7.a)

* Items with an asterisk require a score. Pass/Fail items are scored as 100% or 0%.

Check List for Award of Cadet Achievement Phase IV

This document ensures compliance with all requirements listed through out CAPR 52-16 as required in CAPR 52-16 Para. 2-3.c

PHASE IV Achievements:

Leadership Officer
 Aerospace Education Officer
 Operations Officer
 Logistics Officer
 Cadet Commander

<u>Item</u>	<u>Score</u> *	<u>Date</u>	<u>Reference</u>
Membership current			(CAPR 52-16 Para. 2-4.a)
Attendance of unit meetings			(CAPR 52-16 Para. 2-1.b)
Active participation in Squadron Activities			(CAPR 52-16 Para. 1-3.a)
Passed Physical Fitness elements IAW CAPR 52-18			(CAPR 52-16 Para. 1-3.b)
Participate in 50% Moral Leadership			(CAPR 52-16 Para. 1-3.e.2)
Recite the Cadet Oath*			(CAPR 52-16 Para. 2-3.g)
Uniform complete and correct*			(CAPR 52-16 Para. 2-6.a)
Leadership test (written)*			(CAPR 52-16 Para. 2-3.c)
Leadership test (drill) (If applicable)*			(CAPR 52-16 Para. 2-3.c)
Aerospace test*			(CAPR 52-16 Para. 1-3.d.3)
Demonstrates Military Bearing and responsibility commensurate with promotion grade. (Failure must be clearly documented with the corrective action required by the cadet)*			(CAPR 52-16 Para. 2-4.a and Para 2-4.e)
Performed assigned staff position (including meeting with mentor)			(CAPR 52-16 Para. 2-8.c.5)
Cadet has completed CPPT training. Date: _____ (Required for Cadets 18 years or older.)			(CAPR 52-16 Para. 1-4.c)
Verify Minimum Time in Grade			(CAPR 52-16 Para. 2-3.a)
Complete CAPF 50			(CAPR 52-16 Para. 2-3.f)
Review CAPF 66			(CAPR 52-16 Para. 2-2.b)
Review CAPF 52-4			(CAPR 52-16 Para. 2-5.b.5)

(Continued)

* Items with an asterisk require a score. Pass/Fail items are scored as 100% or 0%

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<u>Additional items require to complete phase IV</u>		
Presented Aerospace Education Class to Phase I and II Cadets		
Minimum Time in Service		(CAPR 52-16 Para. 2-3.b)
Moral Leadership discussion leader #1		(CAPR 52-16 Para. 2-9.a)
Moral Leadership discussion leader #2		(CAPR 52-16 Para. 2-9.a)
500-700 word essay*		(CAPR 52-16 Para. 2-9.d.2)
5-7 minute speech*		(CAPR 52-16 Para. 2-9.d.2)
Cadet Officer School (COS), Region Cadet Leadership School (RCLS), or CAP Senior Officer Course (AFIADL 13, formerly ECI 13).		(CAPR 52-16 Para. 2-9.d.1)

West Richmond Cadet Squadron Cadet Leader Roles and Responsibilities

One of the greatest privileges and honors that a CAP cadet can receive is an appointment to a staff position. A staff position is an important responsibility and a useful tool in developing leadership qualities. Cadets accepting a staff position are committing to perform additional duties beyond their normal progression requirements. The smooth functioning of any unit depends on the professionalism and dedication of its staff.

The Squadron Commander appoints all staff positions. Element Leaders are appointed by the Flight Commander of each respective flight. The Cadet Commander will provide to the CC his recommendations for the various staff positions. Flight Commanders will provide the Cadet Commander their recommendations for assignment of the Flight Sergeant.

The duties for most staff members are defined by CAP regulations. Each position has specific regulations and directives that each cadet must familiarize them selves with. In addition, each cadet must meet with their senior member counterparts at least once per month to discuss issues that they encounter and to allow the Senior Member to mentor them.

Expectations of Staff Members

Staff members are expected to set an example for the remaining members of the unit. They must perform in a correct, orderly military manner at all times. Uniforms must be kept clean, dry and serviceable. Military bearing must be outstanding and staff members must demonstrate professionalism at all times. Staff members are expected to solve problems for unit members. They must improvise, adapt and overcome.

Listed below are the duties for which each cadet staff member is responsible. Performance evaluation (CAPF 50) of staff members depends mostly on each cadet's success in accomplishing these duties; however each cadet is entitled to senior mentoring to guide them in the accomplishment of these tasks.

Element Leaders

- Monday night before each meeting, Element Leaders call element members and prepare a list of members not attending and their reason for absence.
- They will then call their Flight Commanders and forward this information verbally or by email.
- On the Monday Prior to the 4th Thursday of each month, during this call, Element Leaders must collect and forward information (updates) for the cadet roster to the Flight Commander. Element Leaders may utilize Assistant Element Leaders for this task; however, they remain responsible for completion of this duty. The excuse "My assistant did not do his job" is no excuse at all. Failure to meet this requirement is grounds to be relieved of duty at the discretion of the Flight Commander.
- Any Element Leader unable to accomplish their duties must immediately notify their Flight Commander.
- Within their elements, Element Leaders observe and correct deficiencies in military bearing, customs and courtesies or breeches in protocol within their element.

Critical Regulations: CAPR 52-16, CAPP 52-9, CAPM 39-1, CAPP 151, Leadership and Aerospace Texts.

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Flight Sergeant

The Flight Sergeant assists the Flight Commander as directed by the Flight Commander. Flight Sergeants are not in the chain of command and derive all authority from the Flight Commander.

- The Flight Sergeant's primary responsibility is to provide personal instruction in leadership program elements for the members of their flights.
- Flight Sergeants may be given tasks by and may assist the First Sergeant.
- Should the Flight Sergeant fail to attend the meeting the Flight Commander will appoint an Acting Flight Sergeant from the Element Leaders for the duration of the meeting only. In this case, the assistant Element Leader will act as the Element Leader and the Flight Commander will choose a temporary assistant Element Leader.
- Within their flights, Flight Sergeants observe and correct deficiencies in military bearing, customs and courtesies or breeches in protocol within their flight.
- Flight Sergeants must train and mentor Element Leaders to be the Flight Sergeant's replacement.

Critical Regulations: CAPR 52-16, CAPP 52-9, CAPM 39-1, AFM 36-2203, CAPP 151, Leadership and Aerospace Texts.

Squadron First Sergeant

- Ensures that the sign in process occurs before the meeting starts.
- Directs the preparation of the facilities for each class/event/meeting.
- Keeps the meeting on schedule by monitoring activities and diplomatically reminding activity leaders of the time.
- Keeps the Flight Commanders aware of commitments.
- Maintains posted information, calendars and schedules.
- Secures facilities at the end of each class/event/meeting.
- Directs the maintenance of a clean safe environment .
- Acts as the NCOIC during activities where multiple flights participate together .
- Observes/Corrects deficiencies in military bearing, customs and courtesies or breeches in protocol .
- Assists as directed by the Cadet Commander .

Critical Regulations: CAPR 52-16, CAPP 52-9, CAPM 39-1, AFM 36-2203, CAPR 52-18, CAPP 151, Leadership and Aerospace Texts.

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Flight Commander

Flight Commander implements directives from the Cadet Commander within their flight.

- Each testing cycle the Flight Commander will obtain a list of cadets who failed in his/her test and peer them up with a tutor. Such pairings are reported in writing to the Cadet Commander.
- Flight Commander completes Cadet Progress Evaluations (CAPF 50) on members of their flight.
- Flight Commanders appoint Element Leaders.
- Flight Commanders implement orders from upper echelon within their flights.
- Flight Commanders must collect and forward information for the Cadet Roster on the 4th Thursday of each month to the Administrative Officer (they should use Element Leaders to collect this information).
- Ensures through Element Leaders that members of his/her flight are participating in their respective training programs. (He should know in what program each cadet is participating.)
- Flight Commanders observe their flight members and correct any breaches in uniform maintenance, protocol, customs and courtesies, etc.
- Ensures that the cadets under his command receive appropriate instruction in all program elements.

Critical Regulations: CAPR 52-16, CAPP 52-9, CAPM 39-1, AFM 36-2203, CAPR 52-18, CAPP 151, Leadership and Aerospace Texts.

Cadet Administrative/Personnel Officer

- Prepares correspondence to upper echelons.
- Provides/prepares forms for up coming activities (Testing Roster, PT Roster, PRB roster, etc.).
- Updates telephone roster(including Address and Email Address) on the 1st Thursday of each month.
- Updates staff roster on the 2nd Thursday of each month.
- Updates the flight roster on the 3rd Thursday of each month.
- Prepares meeting sign-in rosters and files them at the end of the day.
- Maintains records under senior supervision.
- Ensures that all required forms are in personnel records and all data recorded.
- Collects and records all data.
- Works with testing officers to record test results.
- Ensures adequate blank forms are available for cadet use.
- Forms that are required in each 201 file.
- CAPF 60 Emergency Notification Form (CAPR 35-2).
- Copy of the original CAPF 15 (CAPR 39-2).
- Copies of all CAP actions, awards and decoration for that cadet.
- CAPF 59-1, 59-2, 59-3 (CAPR 52-16).
- CAPF 66 Cadet master record.
- CAPF 50 (all).

Critical Regulations: CAPR 52-16, CAPR 5-4, CAPR 10-1, CAPR 10-2, CAPR 10-3, CAPR 20-1, CAPR 35-6, CAPR 39-3, CAPP 200, CAPP 205.

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Public Affairs Officer (PAO)

The Public Affairs Officer is responsible for the flow of information about achievements and events within and without the unit.

- Works with Squadron PAO to collect articles for inclusion in the squadron newsletter while meeting deadlines.
- Assists Squadron PAO in distribution of squadron newsletter.
- Notifies Squadron PAO of news worthy events occurring within the cadet program.
- Compiles a list of cadet achievements, decorations and promotions for the squadron newsletter.
- Initiates and coordinates recruiting drives, air-show participation, etc.
- Responsible for "Cadet" section of the squadron web site.
- Leads the Community Action Team.

Critical Regulations: CAPR 10-1, CAPR 173-4, CAPR 190-1 Vol. 1 and II, CAPP 50-5, CAPP3, CAPP5, CAPP 55, CAPP 201, CAPR 210-1, CAPR 900-2, CAPP 33-1.

Leadership Officer

- Prepares and directs the Quarterly Leadership Forum for Cadet Officers and NCO's.
- Prepares and directs team building exercises.
- Works with the Achievement I Flight Commanders and Squadron Leadership Officer to train Achievement I cadets.
- Coordinates Color Guard and Drill team activities.
- Identifies cadets requiring additional training and informs Flight Commander.
- Leads the Leadership Team.

Critical Regulations: CAPR 52-16, CAPP 52-9 Vol. II, CAPM 39-1, AFM 36-2203, CAPP 3, CAPP 50-5, CAPP 52-8, CAPR 52-18, CAPP 52-19, CAPP 151, CAPR 900-2, Leadership Text.

Aerospace Education Officer

- Coordinates and supports the CAP Model Rocketry program.
- Arranges and coordinates Aerospace Education classes.
- Arranges and coordinates tours of aerospace connected facilities.
- Coordinates the Orientation Flight Program.
- Leads the Rocketry Team.

Critical Regulations: CAPR 50-20, AWS 50-20, CAPP 15, CAPP 52-7, CAPP 52-11, CAPP 215, CAPR 280-2.

Operations Officer

- Maintains a list of mission qualified personnel and trainees and their mission qualifications.
- Arranges for training classes in Communications, Emergency Services, First Aid, etc.
- Assists members in "getting qualified" and "certified".
- Creates/Approves operational plans for training exercises.
- Creates a plan detailing how to meet personnel requirements to run a mission at their unit.
- Implements the operations training plan.
- Leads Emergency Services Team.

Critical Regulations: CAPR 35-6, CAPR 60-3, CAPR 60-4, CAPR 60-5, CAPP 2, CAPP 211, CAPP 213.

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Logistics Officer

- Assists cadets in obtaining uniform items from local supply.
- Meets with each new cadet and directs/monitors the process of obtaining a uniform from National HQ.
- Meets with each new cadet and monitors the process of obtaining training supplies National HQ.
- Coordinates access to the "Quartermaster" to purchase uniform items.
- Fulfills requests for logistics support from project officers for all cadet activities.
- Tracks inventory of squadron assets assigned to the Cadet Program.
- Responsible for maintenance of squadron assets assigned to the Cadet Program.
- Coordinates transportation requests from Project Officers.

Critical Regulations: CAPM 39-1, CAPR 67-1, CAPR 77-1, CAPR 100-2, CAPR 173-4, CAPP 206.

Cadet Commander

- Prepares and maintains meeting plans and agenda under DCC supervision.
- Actively supervises staff to ensure their performance to duty.
- Makes recommendations for staff positions.
- Sets goals for the program (must still meet program regulatory requirements).
- Participates in Promotion Review Boards.
- Cadet Commander completes Cadet Progress Evaluations (CAPF50) on cadet staff members.
- Is ultimately responsible to ensure that all of the duties assigned to his staff are performed.
- Leads the Firearms Safety Training Team (If one exists).
- Performs the duties of any staff position not assigned.

Critical Regulations: All regulations referenced in this document.

Communications Officer (Optional: all other positions must be filled first.)

- Arranges BCUT, ACUT and MRO classes.
- Maintains a roster of cadets training in communications and their current qualification level.
- Coordinates cadet participation in communications activities (Squadron, Group, Wing, etc.).
- Coordinates cadet participation in radio nets.
- Assists cadets in earning their communications badges.
- Arranges for presentations/demonstrations of communications projects.
- Leads the Communications Team.

Critical Regulations: CAPR 100-1 Vol. I and III, CAPR 100-2, CAPR 60-3, CAPR 60-4 Vol. I and III.

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A typical/Suggested progression for a cadet through the different staff positions are as follows.

1. C/A1C: Assistant Element Leader
2. C/SRA: Element Leader
3. C/TSgt: Flight Sergeant
4. C/SMSgt: First Sergeant
5. C/2Lt: Flight Commander
6. C/1Lt: Admin Officer
7. C/1Lt: Public Affairs Officer
8. C/Capt: Leadership Officer
9. C/Maj: Aerospace Education Officer
10. C/Maj: Communications Officer
11. C/LtCol: Operations Officer
12. C/LtCol: Logistics Officer
13. C/Col: Cadet Commander

Each position should last a minimum of 4 months and not more than 12 months. Staff positions will be adjusted/reviewed quarterly. A cadet wishing to apply for a staff position should submit a Staff Participation Request in the form of a short essay explaining why he or she should be assigned to that position. This essay should include the cadet's date of service (date he or she joined CAP), current rank, date of rank, specific experiences that would help him or her to be successful in the position and why the cadet feels he or she is qualified for this position. Priority will be given to cadets writing a staff duty analysis for that position. This essay should be submitted to the DCC during the twelfth meeting of each quarter.

Meeting Schedule:

See the online squadron calendar at <http://www.vawg.cap.gov/richmond/cgi-bin/WebCalendar/month.php> for detailed meeting schedule.

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Cadet Memory Work: Revised 19 March 2008

Memory work is an exercise to sharpen the mind, improve overall knowledge and demonstrate esprit de core. As each member moves through the ranks, their knowledge should increase. Certain information should be committed to memory with every achievement.

Q: What is the CAP Motto? ***

A: "[Title], the CAP motto is Semper Vigilantis - Always Vigilant, [Title]."

Q: What is The Cadet Oath? ***

A: "[Title], I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program; 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, [Title]."

Civil Air Patrol Core Values ***

- 1) Integrity
- 2) Service
- 3) Excellence
- 4) Respect

Important Dates:

1 December 1941 Civil Air Patrol Created \$\$\$

8 December 1941 Major General John F. Curry appointed CAP's first Executive Director

1 October 1942 CAP Cadet Program is established

1 July 1946 President Truman signs public law 476 of the 79th Congress, incorporating CAP as a benevolent non-profit organization.

26 July 1947 United States Air Force is created as a separate U.S. Military branch

26 May 1948 Public Law 557 established CAP as a permanent civilian auxiliary of the USAF

*** Will be asked during ALL Promotion Boards

\$\$\$ May be asked during appropriate Promotion Boards

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Achievements:

Q: Who was Curry? \$\$\$

A: “[Title], Major General John F. Curry was the first Commander of the Civil Air Patrol, [Title].”

Q: Who was “Arnold”? \$\$\$

A: “[Title], General Henry H. (Hap) Arnold was commander of the Army Air Forces in World War II and the only Air Commander ever to attain the five-star rank of “General of the Air Force.” , [Title]”

Q: Who was Feik? \$\$\$

A: “[Title], Mary Feik is an aviation pioneer and life long CAP member who started her career in 1942, [Title]”

Q: Who was Rickenbacker? \$\$\$

A: “[Title], Captain Edward (Eddie) V. Rickenbacker was our nation's leading ace during WWI with 26 confirmed victories in his Spad XIII, [Title]”

Q: Who was Lindberg? \$\$\$

A: “[Title], Charles A. Lindberg completed the first non-stop flight across the Atlantic Ocean from New York to Paris on 21 May 1927, [Title]”

Q: Who was Doolittle? \$\$\$

A: “[Title], General James Harold Doolittle was awarded the Medal of Honor, and he was promoted from Colonel to Brigadier General for leading the first carrier-based bomber attack on mainland Japan on 18 April 1942, [Title]”

Q: Who was Goddard? \$\$\$

A: “[Title], Dr. Robert H. Goddard was the father of modern rocketry, [Title]”

Q: Who was Armstrong? \$\$\$

A: “[Title], Neil A. Armstrong was the first man to set foot on the surface of the moon on 20 July 1969, [Title]”

Q: Who was Mitchell? \$\$\$

A: “[Title], General Billy Mitchell was a true visionary advocating the value of air power in combat, [Title]”

Q: Who was Earhart? \$\$\$

A: “[Title], Amelia Earhart, was female aviation pioneer, was the first woman to fly solo across the Atlantic and Pacific Oceans, [Title].”

Q: Who was Eaker? \$\$\$

A: “[Title], General Ira C. Eaker made the first transcontinental flight using only instruments in 1936. He was one of the chief architects of a separate Army Air Corps which later U.S. Air Force, [Title]”

Q: Who was Spaatz? \$\$\$

A: “[Title], General Carl A. Spaatz was the first Chief of Staff of the United States Air Force, [Title].”

\$\$\$ May be asked during appropriate Promotion Boards

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Regulations, etc.:

Q: What regulation governs the cadet program?

A: “[Title], the cadet program is governed by CAP Regulation 52-16, [Title]”

Q: What regulation governs mission operations in CAP?

A: “[Title], Mission Operations are governed by CAP regulation 60-3, [Title]”

Q: What governs the wear of the CAP uniform?

A: “[Title], the wear of the CAP uniform is governed by CAP Manual 39-1, [Title]”

Q: What describes the proper behavior of a CAP member?

A: “[Title], the proper behavior of a CAP member is outlined in CAP Pamphlet 151 “CAP Customs and Courtesies, [Title]”

Q: What governs the CAP model rocketry program?

A: “[Title], the CAP Model Rocketry Program is governed by CAPM 50-20, [Title]”

Q: What is CAP Regulation 52-10?

A: “[Title], CAP Regulation 52-10 is titled CAP Cadet Protection Policy. This regulation describes CAP’s policies concerning the procedures for identifying, reporting, and responding to cadet abuse situations, [Title]”

Q: What governs the Cadet Physical Fitness Program?

A: “[Title], the Cadet Physical Fitness Program is governed by CAP Pamphlet 52-18, [Title]”

Q: What governs flight operations in CAP?

A: “[Title], CAP Flight Operations are governed by CAP Regulation 60-1, [Title]”

Q: Where can you find guidance on completing a Staff Duty Analysis?

A: “[Title], guidance on completing a staff duty analysis can be found in CAP Pamphlet 52-14, [Title]”

Q: What governs CAP communications?

A: “[Title], CAP Communications are governed by CAP Regulation 100-1. Volume one covers communications electronics and Volume III Covers radio telephone procedures, [Title].”

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Civil Air Patrol Structure:

The Civil Air Patrol Headquarters is located at Maxwell Air Force Base, Montgomery, Alabama.

CAP is assigned USAF missions by the Air Force Rescue Coordination Center (AFRCC)

The Civil Air Patrol consists of:

8 Regions:

- North Eastern
- Middle Eastern
- Great Lakes
- South Eastern
- North Central
- South Western
- Pacific

52 Wings

Middle East Region Consists of 7 wings:

- Virginia
- West Virginia
- Maryland
- National Capitol
- Delaware
- North Carolina
- South Carolina

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Commander-in-Chief: The Honorable _____

Secretary of Defense: The Honorable _____

Secretary of the Air Force: The Honorable _____

Chairman, Joint Chiefs of Staff: _____

Chief of Staff, USAF: _____

Commander, Air Education Training Command: _____

Commander, Air University: _____

Commander, CAP-USAF: _____

National Commander, Civil Air Patrol: _____

National Vice Commander, Civil Air Patrol: _____

Commander, Middle East Region: _____

Commander, Virginia Wing: _____

Liaison Officer, Virginia Wing: _____

Commander, Group 2: _____

West Richmond Cadet Squadron

Commander: _____

Deputy Commander for Cadets: _____

Cadet Commander: _____

Cadet Executive Officer: _____

Flight Commander: _____

Cadet First Sergeant: _____

Flight Sergeant: _____

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Other Memory Work:

The West Richmond Cadet Squadron War Cry

“West Richmond, All the way, OOHRAH!!!”

The West Richmond Cadet Squadron Traits

“Highly Motivated, Highly Dedicated, Highly Educated, Hard Core, [Title]!”

Principles of Followership

Respect for Authority, Attitude, Integrity, Discipline, Listening, Loyalty and Courtesy.

The First Law of a Cadet:

“[Title], The first law of a cadet is to accept all orders and carry them out to the best of their ability without question, [Title]”

The Preamble to the Constitution:

“[Title], The Preamble to the Constitution states, “We the people of the United States in order to form a more perfect union, establish justice, ensure domestic tranquility, provide for the common defense, promote the general welfare and secure the blessings of liberty for ourselves and our posterity, do ordain and establish this Constitution for the United States of America.”, [Title]”

The Definition of Proficiency:

“[Title], Proficiency is the technical, tactical and physical ability that enables superior performance, [Title]”

The Military Definition of an Effective Unit:

“[Title], An effective unit is one which will accomplish any mission assigned or indicated for which it has been organized, equipped and trained to perform in the shortest possible time, with the least expenditure of resources and confusion, [Title]”

The Definition of Morale:

“[Title], Morale is the state of mind of the individual. This state of mind is affected by his attitude toward everything that affects him, [Title]”

The Missions of the Civil Air Patrol:

“[Title], The Missions of the Civil air Patrol are Aerospace Education, Cadet Programs, Emergency Services, [Title]”

The Mark of a Good Leader

[Title], Good moral, military discipline and proficiency in an effective unit are the marks of good leadership, [Title]

The Definition of Military Leadership:

“[Title], The definition of Military Leadership is the art of influencing and directing people in such a way as to obtain their willing obedience, confidence, respect and loyal cooperation in order to accomplish the mission, [Title]”

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Other Memory Work(continued):

The Definition of Military Discipline:

"[Title], The definition of Military Discipline is the mental attitude and state of training which renders willing obedience instinctively under all conditions, [Title]"

Air Force Core Values

- 1) Integrity first
- 2) Service before self
- 3) Excellence in all we do

The Desirable Traits of a leader:

Bearing; Creating a favorable impression in carriage, appearance and personal conduct at all times.

Courage; A mental quality that recognizes fear of danger or criticism but enables the individual to meet danger or opposition with calmness and firmness.

Decisiveness; The ability to make decisions promptly and then express them in a clear and forceful manner.

Civil Air Patrol Vision:

Civil Air Patrol, America's Air Force Auxiliary, building the nation's finest force of citizen volunteers...performing Missions for America.

Types of Squadrons:

Cadet Squadron, Composite Squadron, Senior Squadron.

Cadet Program Mission Statement:

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.

Air Force Vision:

Global Engagement: A Vision for the 21st Century.

Air Force Mission Statement:

To defend the United States through the control and exploitation of Air and Space.

Air Force Core Competencies:

Air and Space superiority, Global Attack, Rapid Global mobility, Precision Engagement, Information Superiority, Agile Combat Support.

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Communications (Radio Talk)

Phonetic Alphabet / Numerals

A -- Alpha	N -- November	0 -- Zero
B -- Bravo	O -- Oscar	1 -- WUN
C -- Charlie	P -- Papa	2 -- TOO
D -- Delta	Q -- Quebec	3 -- THU REE
E -- Echo	R -- Romeo	4 -- FO WER
F -- Foxtrot	S -- Sierra	5 -- FI YIV
G -- Golf	T -- Tango	6 -- SIX
H -- Hotel	U -- Uniform	7 -- SEVEN
I -- India	V -- Victor	8 -- ATE
J -- Juliet	W -- Whiskey	9 -- NINER
K -- Kilo	X -- XRAY	500 -- FI YIV ZERO ZERO
L -- Lima	Y -- Yankee	2100 -- TOO WUN HUN DRED
M -- Mike	Z -- Zulu	81268 -- ATE WUN TOO SIX ATE