

Fox Cities Composite Squadron

# Basic Cadet Training: Cadet Orientation Course



**A Guide For New Cadets**

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# Outline

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# Overview

## About the Cadet Orientation Course

Welcome to the Cadet Orientation Course! The purpose of this course is to provide you with all of the information you may need in order to succeed in the Civil Air Patrol Cadet Program. The Cadet Orientation Course is set up to take approximately a month to complete. In that time there will be 3 classes about 30 minutes long that will overview the information in this text. It is also set up to be a self-study material to allow cadets to read and learn at their own pace. When you first become a cadet, the amount of information provided to you can be overwhelming, but this course should help you understand everything that you need to know. Take your time, take notes, and most importantly put effort into completing this.

## Goals of the Cadet Orientation Course

The Cadet Orientation Course will be one of the most important courses that you will go through in your cadet career. The goal is to provide you with all of the information in one place, allowing you to get your first promotion as fast as possible, and to allow you to become the best cadet that you can be. The information held in this text will be incredibly important as you progress quickly through the Cadet Program.

## Requirements & Testing

### Requirements

In order for the Cadet Staff to know that you are reading and processing the information in this course, there are set requirements along with tests that will reflect the information provided in this text. Although most of this course is self-paced we do have time requirements to make sure that you are progressing at the minimum pace. It is only expected for cadets to read this text at least 30 minutes every week over four weeks to progress at the expected rate. However, Cadets are allowed to study as much as they want, enabling them to progress through this course in as little as two weeks.

## Testing

There will be 3 short review tests set up for this course to ensure that cadets are receiving and understanding the material provided. These are tools for the cadet staff to understand what specific topics Cadets may be struggling with so all cadets are able to understand all of the information provided. These tests will be spaced over 3 weeks; all three tests can be taken at once if a new cadet is ahead of the required pace and wants to test ahead. These tests will have 5 to 10 multiple choice questions reviewing the assigned sections.

## Timeline

<b>Week</b>	<b>Class</b>	<b>Reading Required*</b>	<b>Testing</b>
<b>1</b>	<b>1x 30 min</b>	<b>Section One</b>	<b>N/A</b>
<b>2</b>	<b>1x 30 min</b>	<b>Section Two</b>	<b>Section One</b>
<b>3</b>	<b>1x 30 min</b>	<b>Section Three</b>	<b>Section Two</b>
<b>4</b>	<b>N/A</b>	<b>Section Four</b>	<b>Section Three</b>

\*Refer to Outline for section locations

# What is CAP?

## Overview of CAP

If you are reading this, then you probably already know a little bit about Civil Air Patrol. However, there is a lot that you probably don't know! Civil Air Patrol is a volunteer organization with over 58,000 members. Although it is the Auxiliary of the United States Air Force, it is a civilian organization. With the Vision Statement of "Civil Air Patrol, America's Air Force Auxiliary, building the nation's finest force of citizen volunteers performing Missions for America." It's obvious that CAP is a great organization to become a part of.

### CAP Vision Statement

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

### CAP Mission Statement

"Supporting America's communities with emergency response, diverse aviation and ground services, youth development, and promotion of air, space and cyber power."

### CAP Motto

Semper Vigilans (English Translation: "Always Vigilant")

## Brief History of CAP

How and when did CAP start? This is a very common question that many new cadets have. Civil Air Patrol was founded on December 1st, 1941, under the first national commander Maj. Gen. John F. Curry, just a few days before the attack on Pearl Harbor. The original goal of CAP was for civilians to protect American shores from German U-boats. In the time of CAP's coastal patrol there were over 173 sightings, 57 of them were attacked, and two confirmed kills. During the early years of Civil Air Patrol there was much more than just the Coastal Patrol.

CAP also participated in border patrol missions over the southern border of the United States from 1942 into 1944. This resulted in over 7,000 reports of suspicious activities and aircraft. CAP also participated in Target Towing. CAP aircraft would tow targets behind their aircraft, allowing for fighters to get gunnery practice. During the 20,593 target missions 7 members lost their lives.



All of this work didn't go unnoticed. After about a year and a half, President Roosevelt made CAP a part of the War Department and made CAP the auxiliary of the Army Air Forces. CAP was an important resource for the United States during WWII, and still is today!

## How do You Benefit From CAP?

Everyone joins Civil Air Patrol for different reasons. You may join to get your pilot's license, for the leadership experience, maybe because you want to prepare to join the military, and possibly just to serve your community! You get all of this and so much more! Many will join but find that they enjoy a different aspect than the original reason that they joined.

You may have a specific reason that you joined, but what are the other benefits of being in Civil Air Patrol. One of the biggest components of the Cadet Program is leadership development. In the *Learn to Lead* book that you will receive, you will read about the need for leaders in America. Whether you are applying for a job or to a college, being able to show that you are a leader will be one of your biggest selling points. You will be able to set yourself apart from others. You will learn a lot about respect, being that it is one of the core values. Respecting others will help you build rapport with others. Respect is a two way street, if you start to respect others they will respect you. Being a part of Civil Air Patrol is a great way to help your community and yourself. It can bring a great deal of self worth and motivation to your life. One thing that you do need to remember is that you get out as much as you put into this great organization.

(Beginning of Section 2)

# The Core Values

## What are Core Values?

Core values are simply a set of principles that we base our entire life off of. It's the foundation of the way we act. With every action that we make we subconsciously think about our personal core values. Because of how important these moral rules are, Civil Air Patrol has made four of these "rules" our Core Values (Integrity, Volunteer Service, Excellence and Respect). As a cadet, you are required to apply and display these values within your life, not only at Civil Air Patrol events. Throughout your time in CAP and life your character and ability to apply the Core Values to your actions will be put to the test, but do not forget how important they are. They shouldn't be looked at as "requirements" but as things that we are willing to base our every action off of.

## Integrity

**Definition:** Integrity is the willingness to do what is right, even when no one is looking.

Integrity is vital to building trust within an organization, as it shows that you will be able to perform your duties once told to do so. At this point in the Civil Air Patrol Cadet Program you do not have too many responsibilities. This does not mean you shouldn't have integrity. Integrity is much more than simply being honest. Honesty tells us simply to tell the truth, but integrity pushes our morals to always do the right thing. Integrity pushes us to have high moral character.

## Volunteer Service

**Definition:** Volunteer Service is about selflessness. It's the difference between "giving" and "taking."

Volunteer Service is more than just volunteering some time when you have nothing else going on. It's about going out of the way to help others, whether it is in Civil Air Patrol or not. On a deeper level, Volunteer Service is a core value because it makes us put *SERVICE* before *SELF*.

# Excellence

**Definition:** No matter what challenge is facing you, you will give it your best effort.

As a cadet, you are required to give your best effort in all you do! We are representatives of CAP and the United States Air Force, and as such we must do our tasks to the highest standard. This core value must also be applied to the rest of your life, as it is equally important to your best in athletics, schoolwork, your job, etc.

# Respect

**Definition:** Someone who is respectful treats others as they would like to be treated.

To value respect is to value others more than yourself, this is in essence what respect is. As cadets in the Civil Air Patrol Cadet Program you must incorporate this value into your daily lives. In CAP, respect is shown through Customs and Courtesies, but more importantly in your thoughts and actions. You cannot just put on a show of respect, as it must be sincere for it to be worthwhile. Respect is what will allow you to value other people, and allow others to value you! Respect is a two way street, when you respect others they will respect you in return.

# Customs & Courtesies

## What are they?

You may have heard the term “Customs & Courtesies” before and not understood or been told what it means, and why you must use them. By reading this section, you will not only have an understanding of customs and courtesies, but also the understanding of why they are used.

A custom is defined as being: “a military tradition based in respect that is written in the codes of the organization.” A courtesy is defined as being: “a tradition within an

organization for the purpose of building esprit de corps (team spirit/respect).” Regardless of whether something is a custom or a courtesy, it is of utmost importance that you follow these “rules” of conduct. At their core, these rules (written and unwritten) are used to build the respect and professionalism of the team/organization. As cadets within the Civil Air Patrol, you must follow these rules and regulations not only to promote respect within CAP, but also to be the best examples of the CAP program to those unfamiliar with what CAP is. We represent the United States Air Force by wearing their uniforms, and as such we must carry ourselves in a way to be a positive benefit to the image of the USAF and CAP.

## Grade and Rank

CAP is different from the military in many aspects, and one of them is the significance of grade and rank. Grade is the latest promotion someone received (C/Amn, C/SSgt, C/1<sup>st</sup> Lt, etc.), whereas rank in the Civil Air Patrol refers to the combination of grade and staff position/other authority. In the military your grade directly corresponds with your position, and as such, as one promotes in grade they also get more real life responsibilities. In CAP, it is possible for someone to have a lower *grade* but a higher *rank* than someone else because of the staff position or authority they have. In a situation like this the cadet with the lower grade should salute first, and the cadet with the higher grade should respect the other cadet because of their rank. With grade it is important to know what all of the insignia looks like along with the proper terms of address for each grade, which we will go over later in this text.

## Saluting

The salute is a verbal and physical sign when greeting officers, from a cadet/senior member of lower grade to another cadet officer/senior of higher grade. The salute is a sign of respect that shows you acknowledge the presence of the cadet officer/senior member of higher grade, and that they acknowledge your presence as well.

The salute is a physical motion of raising the right hand to the tip of the cover (ABU/BDU's) or to the edge of the right eyebrow (Blues), then lowering the hand once the salute has been returned. Accompanying the physical salute is a verbal salute.

**THE VERBAL SALUTE IS REQUIRED AT ALL TIMES!** It does not matter if you are indoors or outdoors to give a verbal salute.

## Verbal Salute

1. The verbal salute is in this format “Good [Time of Day], [Grade of the one being addressed].”
2. Grade:
  - a. Possible greetings are: “Sergeant”, “Chief”, “Sir”, “Ma’am”, “Ladies”, “Gentlemen”, “Ladies & Gentlemen”.
  - b. “Sergeant” and “Chief” are gender neutral greetings, so it does not matter if they are male or female. “Sergeant” is used to greet anyone with the grade of C/SSgt to C/SMSgt. “Chief” is used to greet anyone of the grade C/CMSgt.
  - c. “Sir” is the singular greeting for male officers and senior members. “Ma’am” is the singular greeting for female officers and senior members. If there are multiple male officers, greet them as “Gentlemen”. If there are multiple female officers, greet them as “Ladies”. If there is a mix of more than one of both male and female officers/senior members, greet them as “Ladies and Gentlemen”. If there is only one of either gender, greet them accordingly with separate greetings and start with the females. E.g. 2 male cadet officers, 1 female cadet officer: “Good [Time of Day], Ma’am”, “Good [Time of Day], Gentlemen”.
3. Time of Day:
  - a. There are three times of day: morning, afternoon and evening.
  - b. Morning starts when you wake up and ends at 1200.
  - c. Afternoon starts after 1200 and ends at 1700 or dinner.
  - d. Evening starts at 1700 or dinner and ends when you go to bed.

## Physical Salute

1. When not to salute:
  - a. When in an area designated as a “no saluting zone”.
  - b. When indoors (read the section below on exceptions).
  - c. When you are carrying something and you do not have a free hand (You must still give a verbal greeting).

- d. When in formation (unless the flight commander calls “hand SALUTE, or “present ARMS”)
  - e. When in a work detail (the person commanding you will render salutes for your work detail so that you can keep working).
2. When to salute:
- a. When an officer is near you outside (if you feel they are close enough for you to salute, you must salute).
  - b. When the American Flag is being raised/lowered.
  - c. When you are reporting.
  - d. When the American Anthem, Taps or Reveille are played (you must salute the american flag if outside, and stand at attention until the song is done).
  - e. When you recognize an officer out of uniform (You salute if you are in uniform. They will reply with a verbal greeting but not a salute as they are out of uniform).

# Manners of Address

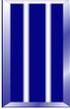
Whenever talking to another cadet or senior member, you must display respect in your use of customs and courtesies. This applies when talking to an airman, when asking a question in a class, or talking to the National Commander.

1. When you talk to another cadet, properly address them with the following

Abbrev.	Grade	Term of Address		Insignia
C/AB	Cadet Airman Basic	Airman	Airman	<b>No Insignia</b>
C/Amn	Cadet Airman	Airman	Airman	
C/A1C	Cadet Airman First Class	Airman	Airman	
C/SrA	Cadet Senior Airman	Airman	Airman	
C/SSgt	Cadet Staff Sergeant	Sergeant	Sergeant	
C/TSgt	Cadet Technical Sergeant	Sergeant	Sergeant	
C/MSgt	Cadet Master Sergeant	Sergeant	Sergeant	

C/SMSgt	Cadet Senior Master Sergeant	Sergeant	Sergeant	
C/CMSgt	Cadet Chief Master Sergeant	Chief	Chief	
C/2d Lt	Cadet Second Lieutenant	Lieutenant	Sir / Ma'am	
C/1st Lt	Cadet First Lieutenant	Lieutenant	Sir / Ma'am	
C/Capt	Cadet Captain	Captain	Sir / Ma'am	
C/Maj	Cadet Major	Major	Sir / Ma'am	
C/Lt Col	Cadet Lieutenant Colonel	Colonel	Sir / Ma'am	
C/Col	Cadet Colonel	Colonel	Sir / Ma'am	

2. When you talk to Senior Members or Flight Officers, properly address them with the following:

Abbrev.	Grade	Term of Address		Insignia
SM	Senior Member	Senior Member	Sir / Ma'am	<b>No Insignia</b>
FO	Flight Officer	Flight Officer	Flight Officer	
TFO	Technical Flight Officer	Flight Officer	Flight Officer	
SFO	Senior Flight Officer	Flight Officer	Flight Officer	
2d Lt	Second Lieutenant	Lieutenant	Sir / Ma'am	
1st Lt	First Lieutenant	Lieutenant	Sir / Ma'am	
Capt	Captain	Captain	Sir / Ma'am	
Maj	Major	Major	Sir / Ma'am	
Lt Col	Lieutenant Colonel	Colonel	Sir / Ma'am	
Col	Colonel	Colonel	Sir / Ma'am	
Brig Gen	Brigadier General	General	Sir / Ma'am	
Maj Gen	Major General	General	Sir / Ma'am	

3. These manners of address are to be used in all forms of communication.

# Coming to Attention

Cadets are expected to be aware of their surroundings indoors and outdoors. Besides saluting and greeting officers/senior members, cadets must also come to attention in certain situations.

1. When a class is starting and ending a cadet will call the room to attention until given instruction for what to do next. The instructor will often give the verbal cue “Beginning/End of class” to indicate when to call the room to attention. If in doubt if it is the beginning, respectfully ask the instructor if they want to begin, and if they do then call the room to attention.
2. When a cadet officer/senior member of higher grade than the highest cadet officer/senior member currently in the room enters, the **FIRST CADET TO NOTICE CALLS THE ROOM TO ATTENTION!** The cadet would call the command “Room, ATTENTION!” pronounced “Room, TENCH - HUT” and all cadets would stand at attention until the command is given to go back to what was being done.
  - a. This does not apply while a class is in session, or other such activity in a classroom setting.
3. If you are outdoors and in an unformed group, call the group to attention when approached by a cadet officer/senior member. All members will turn towards the officer and give a physical salute.

# Place of Honor

The place of honor is a term used to explain the proper way to give respect while you are walking out of formation with another cadet/senior member.

1. The position of honor is reserved for whoever is of the highest rank in a group of two or more walking out of formation.
2. The position of honor is front right. Those of lower rank should walk on the left and or slightly behind the place of honor.

# Reporting

Reporting to an officer or NCO is an important part of your first promotion. In every promotion, you will report twice: first your review board, then for your promotion. Reporting is simply a formal framework for cadets to be called for a meeting or other award.

1. When reporting to an officer for a meeting:
  - a. When told to report go to the office door. Knock once and listen for permission to enter. Once given, open the door and close it once inside the room.
  - b. Walk forward until you are two paces away from who you are reporting to. Once you are two paces away from them, halt.
  - c. Salute and report "(Your Grade) (Your Last Name) Reporting as ordered, (Sir, Ma'am, Chief, Sergeant)". Hold your salute until they drop theirs.
  - d. Remain at attention unless directed otherwise.
  - e. When the meeting is over, the command "dismissed" will be given, and you will come to attention, then take one step backwards.
  - f. Salute and wait until it is returned, then about face and exit the room.
2. When Reporting for a promotion/award:
  - a. You will move from your seat in the most orderly fashion to position yourself two paces in front of who ever called you to report.
  - b. The rest is the same as reporting for a meeting, except the command to leave is "return to ranks".
  - c. If you receive ribbons/certificates, take them with your left hand and shake hands with your right hand. This way you can have your right hand free to salute at the end.

# 24 Hour Time Format

One thing that you may notice right away is that in Civil Air Patrol uses a different time format. Instead of 12 hours and AM and PM we use the 24 hour format. It may be a little confusing at first, but make sure to learn it as fast as you can because you will be expected to know it. For example, during the school year the meeting starts at 19:00 and ends at 21:00. Here is a table that you can look at for format conversion:

12:00 AM	0000	12:00 PM	1200
1:00 AM	0100	1:00 PM	1300
2:00 AM	0200	2:00 PM	1400
3:00 AM	0300	3:00 PM	1500
4:00 AM	0400	4:00 PM	1600
5:00 AM	0500	5:00 PM	1700
6:00 AM	0600	6:00 PM	1800
7:00 AM	0700	7:00 PM	1900
8:00 AM	0800	8:00 PM	2000
9:00 AM	0900	9:00 PM	2100
10:00 AM	1000	10:00 PM	2200
11:00 AM	1100	11:00 PM	2300

# Standard Operating Procedures

(Beginning of Section 3)

## Purpose of the Standard Operating Procedures

The Standard Operating Procedures (SOP) are a list of the rules and regulations created on the local squadron or event level. If a Squadron Commander wanted to make sure his cadets had a list of event specific rules, he/she could give the cadets a SOP listing all the rules in one place. When you receive a SOP, make sure you read it

completely so that you know the expectations that have been placed on you. If the SOP says that cadets are “required to have paper and a black pen on them at all times...” make sure you follow it! Not only are you expected to do this, but it is also helpful as you can write down notes if you ever need to. Please read the BCT & General SOP and make sure you comply to what is asked for. On the left is an example with what the SOP may look like. Please be sure to get an updated copy from your Chain of Command.



FOX CITIES COMPOSITE SQUADRON  
CIVIL AIR PATROL  
United States Air Force Auxiliary  
W6558 Pathfinder Drive  
Appleton WI 54914

### STANDARD OPERATING PROCEDURES (SOP) – Basic Cadet Training

This SOP outlines what is expected of all cadets while attending Basic Cadet Training (BCT). BCT will be run with an elevated attention to detail, discipline, and customs and courtesies; strict standards will be enforced. Basic cadets will be treated with respect and show their utmost respect to those cadets and seniors of a higher grade and rank. All BCT cadets are responsible for the information contained in this SOP and are expected to adhere to each standard set below.

1. Follow the Squadron and Flight Member SOP.
2. Salute all officers at all times unless in a class or on a work duty.
3. Address noncommissioned officers (NCO's) and officers properly at all times.
4. Make way for cadets and seniors of higher grade or rank.
5. When walking with a cadet or senior of higher grade or rank the Basic will position themselves a step behind and to their left.
6. Basics will always move in a quick manner to their destination and will always slow down to salute officers.
7. Bring all needed materials to a meeting (all study materials, black pen, and notepad).
8. All Basics will volunteer when a volunteer is needed.
9. Act in a professional and disciplined manner when on break.
10. Take their breaks in the Bravo classroom unless otherwise instructed.
11. Basics will know the Cadet Oath, CAP Motto, and Honor Code by the third week.
12. Basics will have read Learn to Lead Volume 1, Chapter 1 three times by week six.
13. All Basics will wear their uniform properly (pressed, shoes shined, proper grooming standards) every week.
14. Act and work as a team.
15. Meet or exceed the physical fitness requirements for their achievement.
16. Pass their Curry Achievement Test during week six.
17. All Basics will pass their first standing in front of the Board of Review
18. All Basics will ask questions.

OFFICIAL

EVAN W. THOMSEN, CLtCol, CAP  
Cadet Commander

  
ROBERT P. KOEHLER, Major, CAP  
Deputy Commander for Cadets

# Orders of the Day

The Orders of the Day is simply the schedule for each meeting. The Cadet Orders of the Day are sent out before the meeting and they will tell you what uniform to wear, along with what you will be doing, so you can prepare for the meeting. You need to make sure that you are looking at them weekly so you are aware of what is going on at the meeting. Here is an example of what the Orders of the Day may look like:



**FOX CITIES COMPOSITE SQUADRON  
CIVIL AIR PATROL**  
United States Air Force Auxiliary  
W6558 Pathfinder Drive  
Appleton WI 54914

17 February 2018

OPERATIONS ORDER NO. 2017-3

1. This operations order is the schedule for the weekly Tuesday night meeting being held at the Fox Cities Composite Squadron on 20 FEB 2018.
2. The uniform of the day is BDUs/ABUs
3. The Officer of the Day is Cadet Captain William Voelker

<i>Start</i>	<i>End</i>	<i>Event</i>	<i>Min</i>	<i>POC</i>	<i>Location</i>
1900	1905	Opening Ceremonies	5	Squadron Commander	Classroom A
1905	1950	Physical Fitness	45	First Sergeant	Outside
1950	2000	Break	10	Cadet Commander	Classroom A
2000	2045	Emergency Services	45	ES Officer	Classroom A
2045	2055	Clean up	10	First Sergeant	All Areas
2055	2100	Closing Ceremonies	5	Squadron Commander	Classroom A

WILLIAM VOELKER, C/Capt, CAP  
Cadet Commander

LAUREN NIEMI, First Lieutenant, CAP  
Deputy Commander for Cadets

Outlined in red is the uniform of the day, this is the section that tells you what uniform to wear for that meeting.

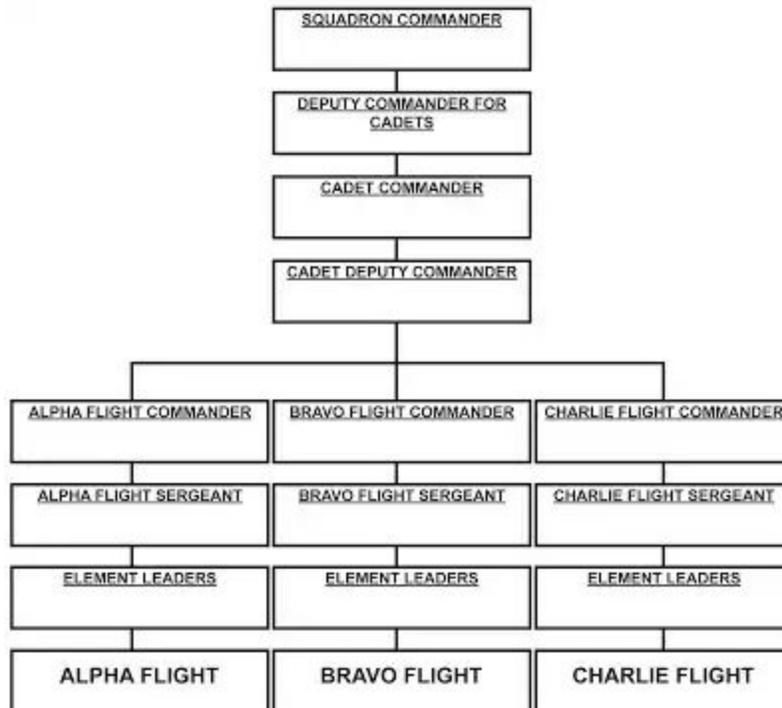
# Chain of Command & Structure of the Squadron

## What is Chain of Command?

The Chain of Command is a phrase that you will hear all of the time while in CAP. It is just as the title suggests, a chain of people that you will go through. The chain of command is incredibly important. It starts at the bottom with your flight sergeant and goes all the way up to the President of the United States. Chain of Command is a tool that we use to spread out the amount of work that one person needs to complete. Imagine if whenever anyone in our squadron had a problem or question they would go straight up to the squadron commander, they would not be able to handle all of it. This is why we have the Chain of Command. With the Chain of Command issues will only be brought up as far as they need to go to be dealt with.

## What is Span of Control?

Span of Control is the idea that one person can only effectively directly lead a limited amount of people. No matter how experienced a leader is, they can only handle so much, which is where the Chain of Command comes in. If a leader has too many people directly under them, they will not have as much time to spend on each person. Here is an example of what the chain of command looks like:



As you can see, this is a 3 flight structure. Each flight may have five to fifteen members. This spreads out the load between 3 people, so they have a manageable number of people to be accountable for.

## How Do I use my Chain of Command?

The Chain of Command may look complicated, however to use it all you need to do is contact the person directly above you. In most cases this will be your flight sergeant. You should have their phone number and email so you can contact them when needed. You need to do this whenever you have any questions about anything! Don't be afraid of using your chain of command, it's one of the most useful resources available to you. Whenever you have any questions that you need answered or have a problem, the first contact on your chain of command is where you should go!

# Promotion Process

## What Do I Need to Do to Promote?

The promotion process can be daunting and confusing at first, but it's actually quite simple. For your first promotion there are just a few things that you need to check off a list; as you progress through the promotion process will become more demanding.

## Requirements for Each Promotion

For each of your promotions you will need to complete a few tasks. For your first promotion you need to complete an online leadership test, participate in a physical fitness test, pass a drill test, complete an introductory Character Development class (The Wingman Class). Once you have completed all of these tasks you can ask your Chain of Command for a review board. For your second promotion the process changes slightly. You need to complete the leadership test, participate in Physical Fitness, and participate in a Character Development class.

### Leadership Test

The Leadership test is one of the most important parts of the promotion process. This will be a test on your knowledge and your ability to apply what you learned from the *Learn to Lead* book that you received. For each promotion you will be tested on one chapter of this book. This is an open book test, however this doesn't mean you can do the test without reading it. All of the information that you learn in this book should be applied to your time in CAP and outside of CAP. Read it a couple of times and review before you take the test. (You can find information on how to take the test in the "eServices" section)

### Drill Test

Drill testing is another task that you will need to do in order to promote. You will be required to apply the knowledge that you learned from your Chain of Command and any online or offline resources that you can find in order to pass this test. After each promotion you will go more in depth into Drill and Ceremonies in order to prepare you for your next drill test. The best way to learn Drill and Ceremonies is to learn how to do it during the meeting and then practicing it at home. If you ever need any help with drill

feel free to ask your Chain of Command for help. When you do feel ready to take your Drill Test tell your Chain of Command one week in advance.

## Physical Fitness Test

The next requirement for your promotions is the CPFT (Cadet Physical Fitness Test). For your first 3 promotions you don't need to pass PT, but you do need to participate in at least one activity for each promotion. This allows you to prepare over your first few promotions for the requirements that you need to meet in order to get your Wright Brothers Award. Once you get to the point of being ready to promote you need to pass your miles time along with at least 2 of the 3 of the following: Curl-Ups, Push-Ups, or Sit & Reach

1-MILE RUN									CURL-UPS								
10	11	12	13	14	15	16	17	18+	10	11	12	13	14	15	16	17	18+
11:30	11:10	10:40	9:46	9:22	9:04	8:42	8:22	8:04	12	15	18	21	24	24	24	24	24
11:30	11:10	10:40	10:20	10:09	9:58	9:46	9:34	9:22	12	15	18	18	18	18	18	18	18

PUSH-UPS									SIT & REACH (avg. inches)								
10	11	12	13	14	15	16	17	18+	10	11	12	13	14	15	16	17	18+
7	8	10	12	14	16	18	18	18	8	8	8	8	8	8	8	8	8
7	7	7	7	7	7	7	7	7	9	10	10	10	10	12	12	12	12

## Aerospace Test

The Aerospace test is another requirement for some promotions. For your first promotion you will not need to pass the Aerospace test, but for the second and third you will. This is a test that goes over the Aerospace books that you received when you originally became a member. Each promotion will require you to go through one of the books and then one of the tests. This test is also open book, but you need to go read through it in order to successfully pass the test.

## Character Development

Character Development is the last requirement for your first few promotions. Character Development is a class that you will do on a monthly basis. It's an incredibly important class that describes itself in the title. Its purpose is to develop your character and build your problem solving skills.

## Active Participation

One expectation is that you will have good attendance. The minimum requirement to promote is that you need to be at 4 of the last 8 meetings. However, you will be expected to attend as many meetings as possible. If you are not able to make it

to the meeting you need to contact your chain of command at least an hour before the meeting that you will be missing starts. If you will be gone for more than two meetings in a single month you need to send an email to your first point of contact saying when you will be gone and why.

## Review Board

The Review Board is the last part of your promotion process. It's the point where you are approved for your promotion. It is a formal meeting with your Flight Commander where you go over 4 main categories. The categories are Attitude, Core Values, Communication Skills, and Sense of Responsibility. When you first go in you need to make sure to give your reporting statement. You will also go over your goals in CAP and what you are proud of accomplishing so far. Your Flight Commander will also provide you with goals that they have for you and what they have seen from you so far. For your first review board there are a few key things that you need to make sure you know. First you need to know the Cadet Oath and what it means. You will also need to know the Core Values and explain their definition and what they mean to you. During your review board you need to make sure that you are using Customs And Courtesies and being respectful to your Flight Commander (As you always should be). They will either approve you for your promotion or hold you in your current grade for a specific amount of time. More information can be found in CAPF 60-91. If you have any questions about the review board be sure to ask your Chain of Command before you go in.

(Beginning of Section 4)

# Uniforms

## Why We Wear Uniforms

As cadets in the Civil Air Patrol we distinguish ourselves from other organizations by our uniforms. Besides setting us apart, our uniforms also create a team spirit of unity and demonstrate our dedication to excellence. Our uniforms also bring a sense of respect from those outside of CAP as they see our uniforms as being part of the military.



# Why is it Important to Wear the Uniform Properly

With all of the importance of the uniform, we must ensure it is worn correctly if it is to be worn. A cadet wearing the uniform sloppily not only makes themselves look bad, but also their flight, squadron, wing and CAP as a whole. Since we wear uniforms styled on the United States Air Force's uniforms, we must respect them even more. Remember this when you are in uniform, and be sure to correct any mistakes you see on your uniform or another cadets, to keep our program running at a high level of excellence.

## How to Wear the Uniforms

Cadet Male/Female Air Force Style Service Uniform (Blues)



Blues are the professional uniforms cadets will wear when in a primarily classroom environment. They are not designed for heavy labor, but rather to present a

respectful and crisp uniform image of the individual, flight, squadron and Civil Air Patrol as a whole. Here are the basic regulations that apply to the Blues uniform;

#### 1. Accoutrements

- a. Nameplate: Blue for cadets, gray for senior members. The name plate will be centered and flush with the top of the pocket on the wearer's right.
- b. Ribbons: Ribbons are optional with the Class B uniform. If worn, they will be centered and flush with the top of the pocket on the wearer's left.
- c. Insignia: Insignia is worn on the collar, with the leading edge centered and parallel with the front edge of the collar and an inch back from the edge.

#### 2. Other Items of Wear

- a. Tie: A tie is required with the long sleeved uniform, but not with the short sleeved uniform. If a tie is worn, a tie bar or tack is required.
- b. Belt: The belt must be blue web or elastic and have a chrome buckle. The belt shall extend so the chrome tip is visible on the left side of the buckle when buckled, but no fabric is to be visible past the tip of the belt.
- c. Socks/Undershirt: Black socks are required. The undershirt must be a white v-neck.
- d. Shoes: Shoes must be either leather or corfram black dress shoes, without designs on stitching on the toe or past the laces. Laces are to be tied and tucked into the shoe so that they are not loose.
- e. Cover: The cover is to be worn at all times when outdoors (except when on a flightline or instructed otherwise). Cadets shall wear the flight device (round device with CAP propeller design). Cadet officers may wear the service cap.

#### 3. Shirt

- a. All buttons shall be buttoned (except top button below neck when not wearing a tie).
- b. Uniform shall be pressed and ironed. Creases shall be placed following the line off the rear of the epaulets.
- c. Clean the uniform and avoid stains.

#### 4. Trousers

- a. Trouser length shall be that the bottom edge of the trousers rest on the top of the shoelaces. Hemming may be required to adjust height.
- b. Creases shall be ironed on the front and back reaching up to below the pockets. The rest of the trousers will be pressed and wrinkle free.

## 5. Differences in Female Uniform:

- a. Tie: Female cadets will wear the tie tab instead of the tie in all applicable situations.
- b. Name Tag: Will be centered and level with the first exposed button on the wearer's right
- c. Ribbons will be centered and level with the bottom edge of the name tag on the wearer's left.
- d. Belt: Shall be worn in the same manner, but the tip shall be on the right side.
- e. Cover: The female cover shall be worn instead of the male cover
- f. Trousers: Females may wear the blues skirt instead, with appropriate leggings.

## Cadet Battle Dress Uniform (BDUs)

The BDU uniform is one of our utility uniforms. This is the uniform that you will use when you need to complete any kind of physical job. This is why we wear our BDU uniforms on Ground Team missions.

### 1. Accoutrements

- a. Nametapes: Name-tapes will be light silver on dark blue block lettering. The nametapes will be sewn immediately above the upper BDU coat pockets. Fold tapes underneath to match pocket width. The "Civil Air Patrol" name-tape will be worn above the upper BDU pocket on the wearer's left. The last name nametape will be worn above the upper BDU pocket on the wearer's right.
- b. Insignia: Insignia is worn on the collar, with the leading edge centered and parallel with the front edge of the collar and an inch back from the edge.

### 2. Shirt

- a. Will have Woodland Green camouflage pattern
- b. Long sleeves may be rolled up; if rolled up, sleeve material must match shirt and will touch or come within one inch of forearms when arm is bent at a 90-degree angle
- c. BDU shirt may be removed in the immediate work area. A black crew neck T-shirt will be worn. Military creases are prohibited.
- d. Both sleeves will be creased down the center, patches will not be folded over crease.



3. T-Shirt
  - a. A black short sleeve or long sleeve crew neck t-shirt will be worn at all times with the BDU uniform.
4. Trousers
  - a. Will have Woodland Green camouflage pattern.
  - b. Blouse trousers over combat boots.
  - c. Tucking the BDU trousers into the boot is optional. Whether tucked in or bloused, the trouser must be evenly bloused.
  - d. Material and color of shirt and trousers must match.
5. Belt and Buckle
  - a. Dark blue or black, woven cotton web, solid or woven elastic belt with black metal tip end and plain black buckle.
  - b. Black tip may extend up to one inch beyond the buckle, facing to the wearer's left (men) or facing wearer's right or left (women).
6. Footwear
  - a. Black combat boots are required for this uniform
  - b. Boots will be clean and the toe will be shined
  - c. Black socks will be worn with this uniform
7. Headgear
  - a. Headgear will be worn **at all times while outside** unless otherwise instructed or on a flight line.
  - b. The BDU cover is the standard headgear for this uniform.
  - c. A black watch cap can be worn with this uniform in cold weather environments.
8. Outer Garments
  - a. The BDU field jacket, Gortex BDU jacket and blue Topcoat/All Weather Coat may be worn with this uniform.
  - b. **Outer Garments may only be worn outside.**
  - c. Members may wear the BDU field jacket or Gortex parka with the ABU until 01 June 2018.
9. Regulations regarding patches can be found in section 5.1 of CAPM 39-1

## Cadet Airman Battle Uniform (ABUs)

### 1. Accoutrements

- a. Nametapes: Name-tapes will be light silver on dark blue block lettering. The nametapes will be sewn immediately above the upper ABU coat pockets. Fold tapes underneath to match pocket width. The “Civil Air Patrol” name-tape will be worn above the upper ABU pocket on the wearer’s left. The last name nametape will be worn above the upper ABU pocket on the wearer’s right.
- b. Insignia: Insignia is worn on the collar, with the leading edge centered and parallel with the front edge of the collar and an inch back from the edge.



### 2. ABU Coat (Shirt)

- a. Will have Air Force digitized tiger stripe print.
- b. Long sleeves may be rolled up; if rolled up, sleeve material must match shirt and will touch or come within one inch of forearms when arm is bent at a 90-degree angle
- c. ABU shirt may be removed in the immediate work area. A Desert Tan crew neck T-shirt will be worn.
- d. Do not crease the sleeves of the ABU coat.

### 3. T-Shirt

- a. A Desert Tan short sleeve or long sleeve crew neck shirt will be worn at all times with the ABU uniform.

### 4. Trousers

- a. Will have Air Force digitized tiger stripe print.
- b. Blouse trousers over combat boots.
- c. Tucking the ABU trousers into the boot is optional. Whether tucked in or bloused, the trouser must be evenly bloused.
- d. Material and color of shirt and trousers must match.

### 5. Belt and Buckle

- a. A standard Desert Tan belt will be worn. The best is a rigger-style belt with a hook and loop buckle.

6. Footwear

- a. Black combat boots are required for this uniform
- b. Boots will be clean and the toe will be shined
- c. Black socks will be worn with this uniform

7. Headgear

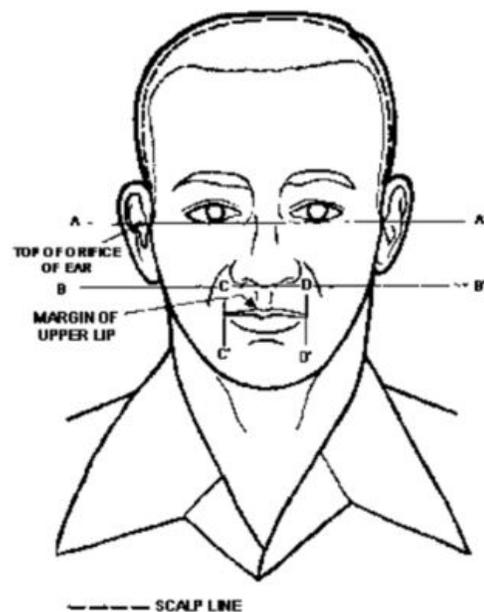
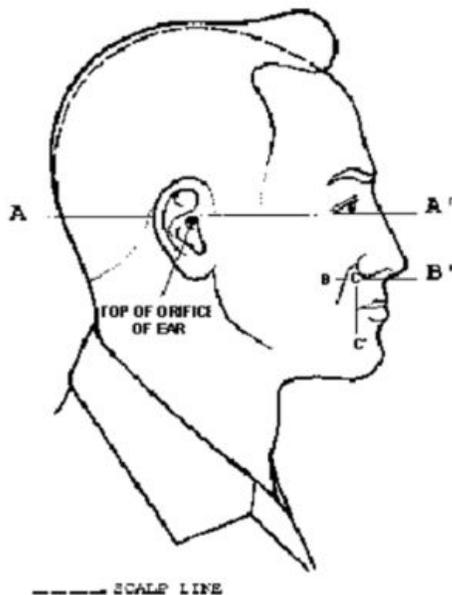
- a. Headgear will be worn **at all times while outside** unless otherwise instructed or on a flight line.
- b. The ABU cover is the standard headgear for this uniform.
- c. A black watch cap can be worn with this uniform in cold weather environments.

8. Outer Garments

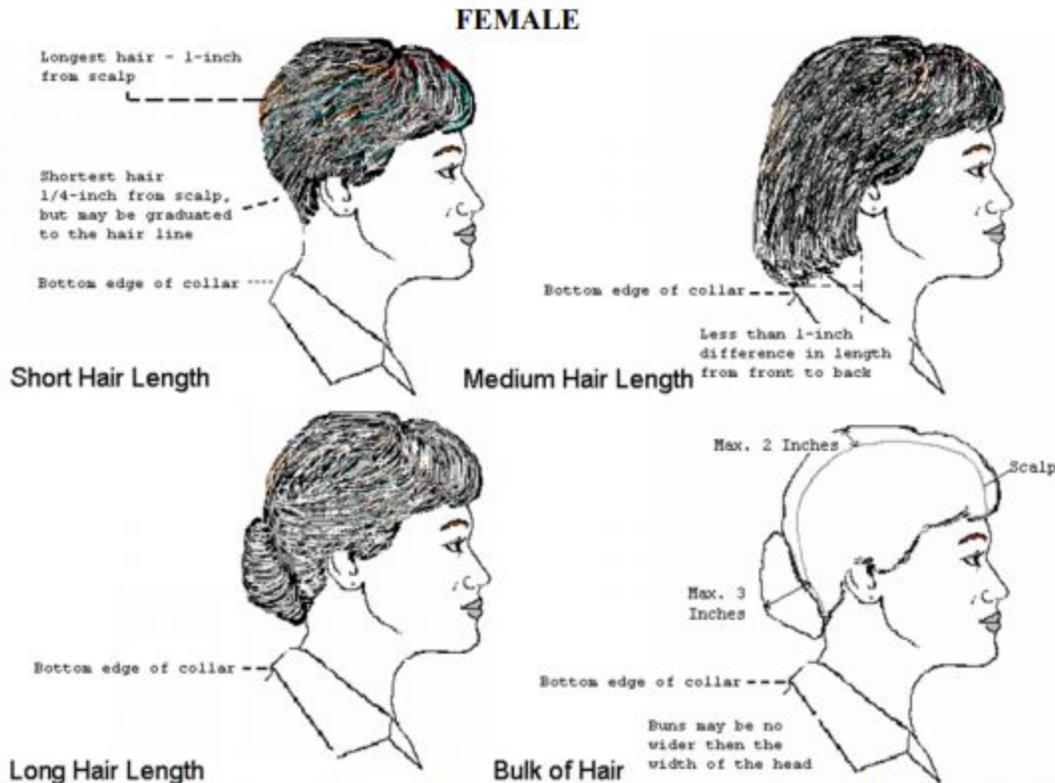
- a. Authorized outer garments are the AF green fleece jacket or the ABU Gortex parka.
- b. **Outer garments may only be worn outside.**

Grooming Standards:

For Males: Hair will not exceed 1 ¼ inch in bulk, regardless of length and ¼ at natural termination point. Hair will not touch the ears or protrude under the front band of headgear. No facial hair is allowed except for a mustache (See picture, from C to D)



For Females: Minimum length is one inch to a maximum bulk of three inches from scalp. Hair will end above the bottom edge of collar and any side of an invisible line drawn parallel to ground. Hair will end above the bottom edge of collar and any side of an invisible line drawn parallel to the ground. Ornaments are not authorized. (Ribbons, beads, jeweled pins,scrunches)



## Drill & Ceremonies

What is Drill?

Simply put, drill is a tool that we use in order to move a large group of people from one place to another in the fastest way possible and in an orderly manner. It can be done with a set of instructions that are called commands, which a flight commander will call in order to complete this task.

Why do we Drill?

To a new cadet, drill can seem intimidating and complicated, that's because it is! Drill is a tool that we use to help promote excellence, as it takes hard work to perfect drill. It is also a tool that we use to push discipline too. Drill and ceremonies practice is

the first place that someone can learn to be a follower as you need to practice your followership skills in order to start to learn drill. Taking time each week to practice drill and ceremonies will help you show your leader that you are willing to put in the effort to progress. If you put effort into drill you will improve quickly in your skills.

## Wingman Theory

Wingman Theory is a topic that you will hear a lot about during your time in Civil Air Patrol. A wingman is someone that is either a friend, an assigned partner, or just the other cadets around you. For military pilots, your wingman is the person that keeps you safe, without them you are risking everything. While flying an aircraft a wingman has a different



perspective on you, they can be there to “check your six”. The idea of a wingman is that they will be there to “check your six” whenever you need them. A wingman is just another person that has a different perspective on your actions and on what is happening to you.

Your wingman can also hold you accountable. The core values are incredibly important, but you can forget them from time to time. Your wingman can help you remember these when they notice that you are pushing the boundaries of the core values. However, having a wingman also means that you need to do the same thing for them as you are their wingman too. You can help each other in three main ways; physically, mentally, and socially. Your wingman can keep you from physical danger. Let's say you are on a ground team mission and you notice your wingman is starting to stumble and slur their words. They might not notice this but you probably will.

You can also help your wingman on mental levels. This is part of what we talked about earlier, keeping each other accountable for your actions. But you can also support your wingman when they are in a time of need. Along with mental help you can help your wingman socially. You can help them make friends if they are having trouble with this. You can make sure that they are being smart with social media and you can make sure that no one is harming your wingman.

All together the idea of having a wingman seems like common sense, and that's because it is. At encampment you will probably have a wingman assigned to you. This person will be there for you throughout the week to help you with anything you need. It's important to know about the wingman concept in order to excel in the cadet program.

## The Three Missions of Civil Air Patrol

The cadet program is divided into three different missions: Aerospace, Cadet Programs and Emergency Services. Training in all three areas is done through classes at the squadron and out of meeting events. Cadets are able to pursue the training they are most interested in, but will receive exposure to all aspects of the CAP cadet program.

### Emergency Services

Emergency Services is an incredibly important part of Civil Air Patrol. Whether it comes to search and rescue or aerial photography we are always ready to help out our community. Cadets can take part in a Ground Team and help their community with these missions.

### Aerospace Education

Aerospace Education is another important part of Civil Air Patrol. Each month cadets will learn more about aerospace to help them explore the career field along with other STEM fields.

### Cadet Programs

Cadet Programs is another one of the main CAP Missions. Cadet Programs include drill and ceremonies, physical fitness, character development and leadership training. The entire promotion system is a part of Cadet Programs, transforming you into a better leader.

## Being a BCT flight member:

### Expectations

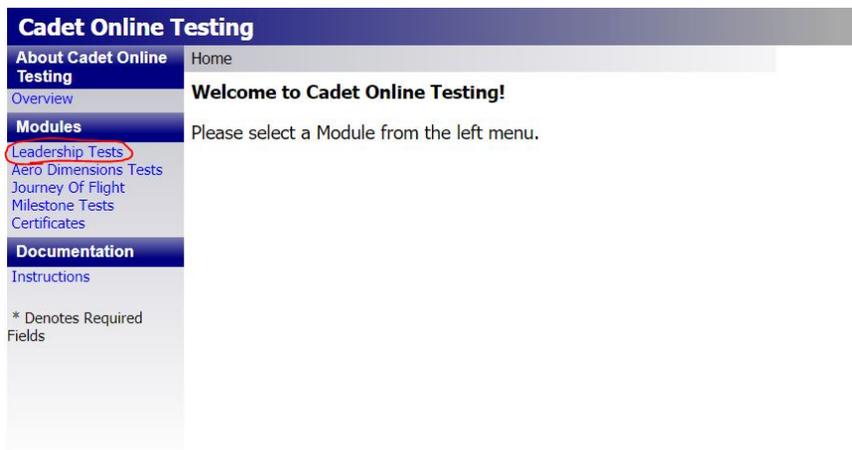
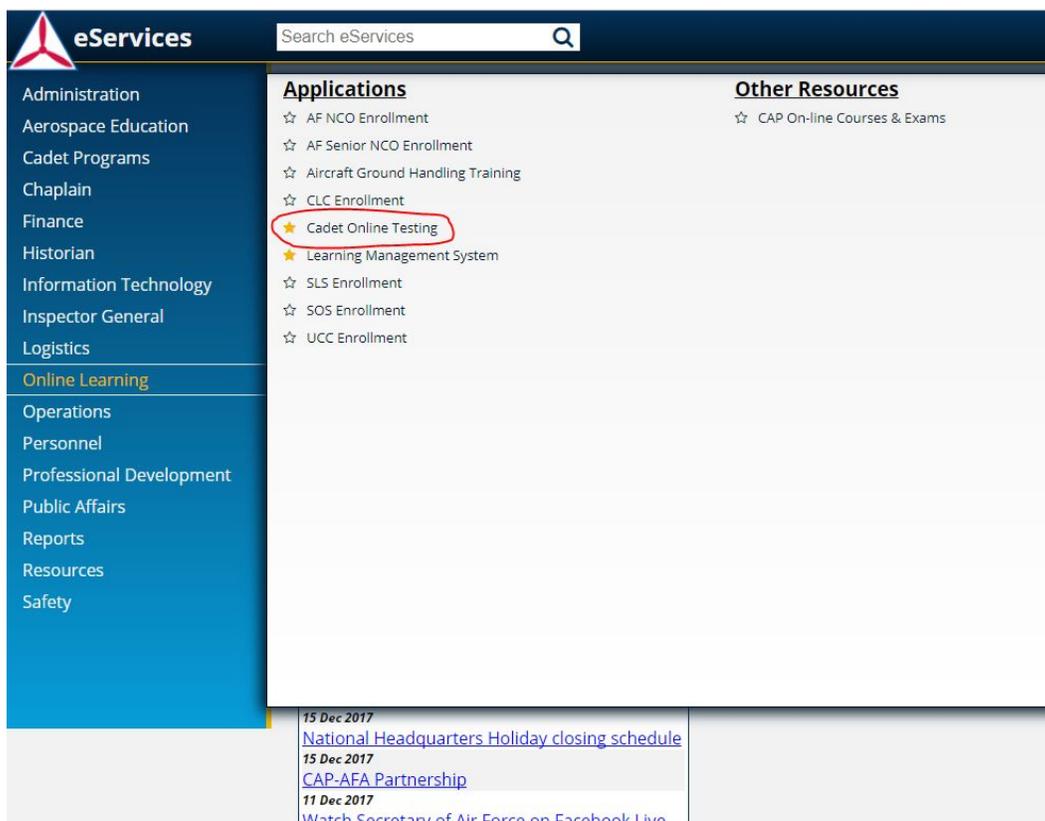
As a cadet in the Basic Cadet Training flight at the Fox Cities Composite Squadron, you are at the very beginning of your CAP experience. BCT is a flight designed to train you in the basics, to prepare you for other activities. There are a few main expectations of you which are covered in the BCT SOP.

### Improvement of CAP knowledge

When you first join CAP you know very little about the cadet program, and that is the purpose of the BCT flight and this document. When you are a member of BCT, you are expected to learn and take in information as it is given, and to use your chain of command to get answers that you need. Be ready to take notes and learn drill when you are a part of BCT.

# The eServices Website

One of the most confusing things to new members is the eServices website. This is the website that you will use for almost all of your CAP online testing and learning. It can be found at [www.capnhq.gov](http://www.capnhq.gov). Once you are a CAP member you can create an account by clicking “Click here to register” on the home page. Once you are on the eServices website one of the first things you will want to do is your leadership test. This can be found by clicking the following buttons circled in red.



## Cadet Online Testing

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\* Denotes Required Fields

Home > **Modules** > Leadership Tests

### Leadership Online Tests

**ATTENTION:**  
Cadets, ensure you have studied the material. For example, before a can be found online [here](#).

In order to begin taking your next available Leadership test, click on the test link below. After selecting the test, you will be directed to the test page. You will have a 30-minute time limit to complete the test. If you are not able to Finish the test before time has run out, the test will automatically be submitted. You will not have answered. The time limit and passing score for each test will also be shown below. Please do your best to be prepared for the test. It is recommended that you are in a comfortable test-taking environment when you click the test start link, the test page will load and the countdown will begin. A timer will be placed on the page for your reference.

No portion of these tests may be copied or recorded in any manner!

Test Name	Time Limit (minutes)	# Of Questions	Passing Score	Initial Test Date	Status
<a href="#">Leadership Chapter 1 Test</a>	30	25	80	N/A	Not taken test.

Next for your aerospace test you can follow step one, but then follow these images:

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### Welcome to Cadet Online Testing!

Please select a Module from the left menu.

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### Aerospace Dimensions Online Tests

In order to begin taking your next available Aerospace test, click on the test link below. After selecting the test, you will be directed to the test page. You will have a 30-minute time limit to complete the test. If you are not able to Finish the test before time has run out, the test will automatically be submitted. You will not have answered. The time limit and passing score for each test will also be shown below. Please do your best to be prepared for the test. It is recommended that you are in a comfortable test-taking environment when you click the test start link, the test page will load and the countdown will begin. A timer will be placed on the page for your reference.

No portion of these tests may be copied or recorded in any manner!

Test Name	Time Limit (minutes)	# Of Questions	Passing Score	Initial Test Date	Status
<a href="#">Aero Dimensions, 1 Ed. - Module 6 Test</a>	30	25	80	N/A	Not taken test.
<a href="#">Aero Dimensions, 3 Ed. - Module 6 Test</a>	30	25	80	N/A	Not taken test.

# Your Progression in Fox Cities Composite Squadron

## Promotion Standards

You start as a Cadet Basic when you join BCT, and you are expected to promote at the fastest rate possible. Every eight weeks you are eligible for promotion, and it is important that you get all of the prerequisites done before you are eligible, so that you can promote the moment you are eligible. Sometimes you are not able to promote exactly on schedule, but even then keep promoting as fast as you are able to do so.

## Transitioning to Alpha Flight

The transition to Alpha Flight marks the end of your time in BCT. It takes a lot of work to get into Alpha Flight, but it certainly pays off. Alpha Flight functions differently from BCT. The goal in Alpha is to train you to become a leader and prepare you for a Staff Position. There are a few requirements for the transition to Alpha Flight which are listed here:

- Be the Grade of C/A1C or higher
- Complete your 3rd Achievement Drill test (C/SrA drill test)
- Complete the Cadet Orientation Course
- Attend at least one BCS (Basic Cadet School) event
- Take the BCT to Alpha Transition Review Test

## Encampment

Encampment is a week long activity that is held annually during the summer in Wisconsin and in other wings throughout the year. The purpose is to challenge you in all ways, including working as a team, being a leader, and living out the core values. During the week you will learn a lot about aerospace, what it takes to be a leader, and gain a vast amount of general CAP knowledge. Encampment is one of the most important activities that you can attend, it's even a prerequisite for many events including National Cadet Special Activities.

## Closing

Civil Air Patrol is an amazing organization. It takes hard work and dedication to become successful during your time in CAP. You should take your time seriously and realise that impact that you are having on yourself, your community, your friends, and your family and not take this great organization for granted. However you shouldn't forget to have fun! This course gives you all of the information that you will need during your time in BCT and should help you to become a better cadet even after you leave BCT. If you ever need any help or have any questions ask your wingman and don't be afraid to ask your Chain of Command.

## Sources

**CAPP 50-5** Introduction to Civil Air Patrol

**CAP LEARN TO LEAD** Volume One: Personal Leadership

**CAPP 151** Respect on Display

**CAPM 39-1** Uniform Manual

**CAPF 60-91** Cadet Leadership Feedback - Phase I

**CAPF 60-92** Cadet Leadership Feedback - Phase II

**CAPF 60-93** Cadet Leadership Feedback - Phase III

**CAPP 151** Respect on Display

**CAPR 60-1** Cadet Program Management

**Cadet Wingman Course Lesson Plan**

**CAPP 60-33** Civil Air Patrol Drill & Ceremonies Manual

**CAPR 39-2** Civil Air Patrol Membership

All other CAP resources can be found at [www.gocivilairpatrol.com/members/publications](http://www.gocivilairpatrol.com/members/publications)

Image sources:

<http://www.mcleancountycap.org/about-cap>

<http://www.af.mil/News/Photos/igphoto/2000591445/>