NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 60-2

1 November 2019

Cadet Programs

CADET PROTECTION PROGRAM

This regulation outlines CAP's strategy for protecting cadets from the risk of abuse and establishes requirements regarding standards of practice, training, and reporting reasonable suspicions of abuse.

SUMMARY OF CHANGES

This regulation replaces CAPR 60-2, 1 March 2018. Substantive changes since the previous edition are highlighted in gray. For ease of reading, if the chapter heading is highlighted, that indicates that the entire section is new or revised. For a summary of changes, see Attachment 6.

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CHAPTER 1. CAP'S COMMITMENT TO YOUTH SAFETY

1.1. OVERVIEW

This regulation describes the CAP Cadet Protection Program (CPP), an evidence-based strategy for protecting cadets' safety and well-being while ensuring that adult volunteers are prepared to instruct, mentor, and supervise cadets using positive methods. This regulation:

- discusses CAP's protective strategy,
- identifies standards of practice governing how adult CAP members interact with cadets and how cadets interact with one another,
- establishes training requirements, and
- explains how to report and how CAP will respond to potential cadet protection concerns and allegations of abuse.

1.2. ROLES & RESPONSIBILITIES

This section summarizes key responsibilities only and is intended to help readers understand how leaders at various CAP echelons contribute to the CPP's success.

1.2.1. Board of Governors. The Board of Governors (BoG) establishes cadet protection policies consistent with the best practices for out-of-school time (OST) youth programs and provides strategic leadership and oversight.

1.2.2. National Commander. The National Commander (CAP/CC) ensures that CAP conducts all cadet activities consistent with the BoG's policy and monitors the policy's effectiveness.

1.2.3. National Headquarters

1.2.3.1. *Cadet Programs.* The National Cadet Team (CAP/CP) is the office of primary responsibility (OPR) for the CPP, which includes the underlying policies, standards of practice, and training materials. This office advises commanders and directors of cadet programs on CPP matters.

1.2.3.2. *The General Counsel* (CAP/GC) is the CAP Corporation's legal counsel and OPR for any allegation of abuse under this regulation.

1.2.3.3. *The National Operations Center* (NOC) is the after-hours resource for commanders needing to contact National Headquarters. They can be reached 24/7/365 at 888-211-1812 x300.

1.2.4. Unit Commanders. Unit commanders at the region level and below, assisted by their director of cadet programs (or functional equivalent), ensure that the cadet activities hosted by their unit, and all cadet activities hosted by subordinate units, comply with this regulation. Further, unit commanders ensure that their individual members comply with the CPP.

1.2.5. Adult Leaders. Adult leaders are senior members and others (see 1.5.7) who interact with cadets. Adult leaders have a duty to act *in loco parentis* (in the place of parents), protecting the cadets' well-being as a reasonable adult would for the benefit of his or her own children. In relation to cadets, adult

leaders are authority figures functioning as instructors, mentors, and supervisors. They do not permit their relationship with cadets to deteriorate into a peer relationship.

1.2.6. Cadets. Cadets are young people voluntarily enrolled in the CAP Cadet Program who are preparing themselves for leadership and success in adult life. Cadets participate in an Air Force-style program environment. They fulfill their Cadet Oath, look after their wingman, and abide by the Core Values to the best of their ability.

1.3. WAIVERS, SUPPLEMENTS, & OPERATING INSTRUCTIONS

Local commanders will not add to nor subtract from the various standards articulated in this regulation, unless the affected wing and region commanders endorse the proposed supplement or waiver and CAP/CP and CAP/GC jointly approve it. To maintain a single CAP-wide standard as much as possible, requests for supplements and waivers will not ordinarily be approved unless the local environment is substantially unusual. By minimizing the number of supplements and OIs, CAP pursues a common standard of excellence and set of requirements while keeping the program easy for local leaders to administer.

1.4 KEY ORGANIZATIONAL POLICIES

1.4.1. The Cadet Environment. CAP conducts its Cadet Program in a positive, safe, age-appropriate environment that follows a military model emphasizing Air Force traditions and values. Cadets have opportunities to lead, encounter challenges, and have fun as they work to become "Dynamic Americans and Aerospace Leaders." The key traits of cadet life discussed in CAPR 60-1, *Cadet Program Management*, 1.6, inform commanders of the desired look and feel of cadet activities.

1.4.2. Commitment to Safety. There is no place for physical, sexual, or emotional abuse in any CAP program. CAP will report to law enforcement all reasonable suspicions of child abuse and other criminal activity as required by local law, and it will cooperate with law enforcement investigations. Attachment 3 displays the internal process CAP uses in making reports to law enforcement.

1.4.3. Supremacy of Law. Because of their professional responsibilities, some CAP members are required by state laws to report suspicions of child abuse to local authorities. If ever this regulation conflicts with a state or federal law, the law shall govern CAP's conduct.

1.4.4. Scope. This regulation governs all CAP activities and applies to all CAP members, except as noted. Further, CAP-USAF/CC has directed in a separate document (see Attachment 5) that all CAP-USAF personnel will abide by this regulation when they interact with CAP cadets.

1.4.5. Communications With Parents. CAP is committed to keeping parents informed of matters affecting their cadet(s).

1.4.3.1. *Acute Incidents.* The unit commander, activity director, or ranking adult leader on-scene will attempt to contact cadets' parents by telephone (and reattempt contact as necessary) as soon as reasonably possible if the cadet is directly involved in any incidents listed below.

a. Illness or injury requiring treatment by a physician

b. Allegation of physical or sexual abuse (as alleged victim or alleged perpetrator)

c. Sexting

d. Sexual activity during a CAP activity

e. Physical altercation (fighting) during a CAP activity

f. Automobile accident or aircraft accident, except for minor property damage only

g. Suspected drug or alcohol use during a CAP activity

h. Serious misconduct warranting removal of the cadet from a CAP activity

NOTE: In the event of death or serious bodily injury, see CAPR 35-2.

1.4.3.2. *Accomplishments.* The unit commander, or designee, should keep parents informed in a timely manner of their cadet(s)' accomplishments, including:

a. Promotions

b. Awards

c. Selection for cadre positions at the unit or activities

d. Examples of particularly exemplary performance

1.4.3.3. *On-Going Communications.* In a timely manner, the unit commander will ensure that cadets' parents are made aware of program news affecting their cadets, including:

a. Upcoming activities (see 2.6.2 on unit calendars and 2.6.8 on permission slips)

b. Scholarships and financial assistance programs

c. Disciplinary action; see CAPR 60-1, 3.4.3 (progressive discipline), 3.4.4, (termination), and 3.5.3 (demotion).

1.5. DEFINITIONS

In the context of this regulation, the terms below carry the following definitions:

1.5.1. Abuse. Federal law (PL 111-320, 42 USC §5101) defines child abuse as, at a minimum:

"Any recent act or failure to act on the part of a parent or caretaker (e.g. CAP adult leader) that results in death, serious physical or emotional harm, sexual abuse, or exploitation, or alternatively, an act or failure to act that presents an imminent risk of serious harm."

1.5.1.1. Actions can violate this regulation without rising to actual abuse under the definition above. See "boundary concerns" in 1.5.6.

1.5.1.2. In CAP's military-style training environment, it is important to distinguish emotional *abuse*, which by definition inflicts *serious harm*, from an inappropriately high training intensity, which, though momentarily unpleasant, is not abusive because it does not inflict *serious harm*. See 2.8 for guidance on training intensity.

1.5.2. Cadet Sexual Abuse. Building upon the definition of "abuse" in the paragraph above, cadet sexual abuse includes:

1.5.2.1. all sexual contact between an adult leader and a cadet, regardless of whether there is deception, and regardless of the cadet's understanding of the activity's sexual nature;

1.5.2.2. sexual contact that is accomplished by force or threat of force, regardless of the age of the participants;

1.5.2.3. sexual contact between an older and a younger cadet if there is a significant disparity in age, development, or size, rendering the younger cadet incapable of giving informed consent;

1.5.2.4. sexual penetration or sexual touching;

1.5.2.5. non-contact sexual acts such as exposure, voyeurism, or indecent video recording or broadcasting; and

1.5.2.6. sexual contact between a cadet and another member that is in violation of law.

1.5.3. Reasonable Suspicion of Abuse. A CAP member may form a reasonable suspicion of abuse when two factors are present: first, the member has specific, credible information that a cadet has been hurt or harmed by another person, and second, another experienced adult leader would suspect abuse if given the same information. It is possible to have a *reasonable suspicion* of abuse without having *proof* of abuse.

1.5.4. Hazing. Hazing is any conduct whereby someone causes another person to suffer or to be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Questions of hazing often pertain to the intensity level of military-style training in Cadet Programs. Training intensity is evaluated in context. For example, a training intensity that is too stern and demanding for a unit meeting may be appropriate at an encampment. See CAPP 60-15, *Cadet Protection Implementation Guide,* for guidance on training intensity.

1.5.5. Bullying. For the purposes of the CPP, CAP considers bullying to be a form of misconduct sometimes exhibited by adolescents that falls short of abuse by not causing *serious harm* under the definition above (1.5.1).

1.5.5.1. *Federal Definition.* Borrowing from the U.S. Department of Health and Human Services' StopBullying.gov program, CAP defines bullying as:

> *"Unwanted, aggressive behavior among cadets that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes making threats, spreading rumors, and attacking someone physically or verbally."*

1.5.5.2. *Where & When Bullying Occurs.* Bullying can occur at CAP activities, while traveling to and from CAP activities, over social media, or even outside of CAP activities.

1.5.6. Boundary Concern. A boundary concern occurs when a member is noncompliant with CPP standards of practice (see chapter 2) and that improper conduct does not amount to abuse as defined in this regulation.

1.5.7. Adult Leader. CAP has a number of membership categories available to adults who serve in a supervisory and mentoring role over cadets. The term "adult leader" is used in this regulation as a shorthand for all members who supervise cadets, but the term does not include cadet members.

1.5.8. Adult Member. An adult member is an individual who has attained the age of majority, based on the jurisdiction where they are physically present, and is assigned to any CAP membership category. College-age cadets, for example, are often adult members, depending upon the age of majority in a given jurisdiction.

1.5.9. Guests & Visitors. Guests and visitors are non-CAP members who interact with cadets at CAP activities. Examples include guest speakers, prospective members, CAP-USAF members, officials from the host installation, visiting dignitaries, etc. For standards of practice, see 2.6.11.

1.5.10. Project Officer. A project officer is a member who, via the unit commander's authority, is the on-scene officer in charge of an activity and is therefore responsible for conducting the activity in accordance with CAP regulations. Encampment commanders, activity directors, officers in charge, and similar positions are examples of project officers.

1.5.11. Field Conditions. Field conditions are off-road, backcountry training environments where the nearest road cannot be reached on foot within 15 minutes or less.

1.5.12. Sexting. "Sexting" is the practice of sending or posting sexually suggestive text messages or images including nude or seminude photographs via cell phones, tablet, or any electronic device.

1.5.13. Aviation Mentor. An adult leader who monitors CPP practices in the unique environment of flight training, where one-on-one interactions between adults and cadets are inevitable. For more on CPP practices during formal flight training, see 2.9.

1.6. PREVENTIVE PHILOSOPHY

CAP developed its overall CPP using the Centers for Disease Control and Prevention's publication, *Preventing Child Sexual Abuse in Youth-Serving Organizations* (2007) as a guide, in cooperation with academic researchers and practitioners from outside agencies. CAP pursues a preventive philosophy built upon the five pillars described below:

1.6.1. Screening. CAP conducts criminal background checks to keep known offenders from joining. But because academic researchers have found that youth-serving organizations need to guard against abuse by individuals who have no prior record of conviction, screening alone could be insufficient.

1.6.2. Standards of Practice. CAP utilizes a set of standards, tailored for its particular cadet environments, governing how members will interact with cadets and how cadets will interact with one another.

These practices ensure cadet activities are adequately supervised, keep 1-on-1 contact to a minimum, and identify boundary concerns that could precede abuse.

1.6.3. Monitoring. CAP regularly monitors compliance with the CPP, particularly the standards of practice and training requirements. Having regulations is meaningless if the regulation's standards are not monitored and enforced. Ideally, the senior leaders who monitor cadet activities will "catch people doing things right," reinforce that positive behavior, and create a culture of wholesomeness. Monitoring can also uncover possible boundary concerns or abuse.

1.6.4. Reporting. CAP specifies clear channels for reporting suspicions of abuse and possible boundary concerns. If an immediate supervisor or commander is part of the problem, the member may report to a higher-level commander or other official in accordance with CAPR 20-2, *Complaint Resolution*.

1.6.5. Training. CAP mandates that all adult members who interact with cadets will receive training in the CPP, and that cadets will receive age-appropriate training on how to be "capable guardians" against the potential for abuse. CAP also provides parents with information about CAP standards of practice and strategies for preventing abuse of cadets and responding to a possibly abusive incident.

1.6.6. Conclusion. All five of these CPP pillars, working in concert, provide a comprehensive, systematic approach for mitigating the risks of cadet abuse. Moreover, the comprehensiveness of the CPP gives adult leaders peace of mind in knowing that if they follow the CPP, they will be doing their part to keep cadets safe and to protect themselves, too.

CHAPTER 2. STANDARDS OF PRACTICE

2.1. CONTINUUM OF POSITIVE, NEGATIVE, & ABUSIVE CONDUCT

See CAPP 60-15 for specific examples of conduct that CAP regards as positive, negative but not abusive, and abusive per this regulation and federal law.

2.2. DECORUM

2.2.1. General. All members must conduct themselves in a professional and appropriate manner at CAP activities, including when wearing civilian attire and off-duty but not yet dismissed from the activity.

2.2.2. Grog Bowls. Activities that include cadets will not feature a "grog" bowl or require individuals to consume unpalatable items.

2.3. TOBACCO, ALCOHOL, MARIJUANA & OTHER CONTROLLED SUBSTANCES

2.3.1 Tobacco. Cadets will not possess or consume tobacco products or e-cigarettes (vaping) at CAP activities. Adult leaders will not use tobacco or e-cigarettes in the presence of cadets at CAP activities.

2.3.2. Alcohol – Cadets. Cadets will not possess or consume alcohol at CAP activities, including the International Air Cadet Exchange (IACE).

2.3.3 Alcohol - Cadet Activities. During activities conducted primarily for cadets, the consumption of alcoholic beverages is prohibited:

(1) in the presence of cadets,
(2) by adult leaders who are likely to encounter cadets later that day, and
(3) in the area of the campus or installation used for CAP operations.

CAP strongly encourages adult leaders to abstain from alcohol for the duration of cadet activities they attend. CAP may discipline members who consume alcohol immoderately during CAP activities, even if the drinking occurs when the member is temporarily off-duty during an activity.

2.3.4 Alcohol – Senior Member & Mixed Audiences. Alcohol is permitted, in moderation, at annual conference receptions and banquets (where cadets could be present). It is also permitted in moderation at other types of events conducted exclusively for adults over 21. The use of designated drivers is encouraged. CAP may discipline members who consume alcohol immoderately during CAP activities, even when the drinking occurs when the member is temporarily off-duty during an activity.

2.3.5. Marijuana & Recreational Drugs. The possession and/or use of marijuana, including any derivatives such as edibles, oils, tinctures, etc., is prohibited at all CAP activities, including IACE, regardless of local laws that otherwise might permit its use. Other recreational drugs prohibited by Federal law are also prohibited at all CAP activities, including IACE.

2.4. FRATERNIZATION

2.4.1. Cadet-to-Cadet Fraternization. It is not inherently improper for cadets to have personal or romantic relationships with other cadets; however, relationships between cadets of substantially different ages or grades, or between cadets within the same chain of command, are discouraged. Cadets will not engage in inappropriate touching or displays of affection by kissing, hugging, or similar conduct while at a CAP activity.

2.4.2. Adult Leader-to-Cadet Fraternization. Adult leaders will not date or have an intimate romantic relationship with a cadet at any time, regardless of the circumstances. This requirement is known as the "bright-line rule." This policy exists for at least two reasons. First, adult leaders have intrinsic supervisory authority over cadets, creating a power imbalance that renders any sort of "consensual" romantic relationship problematic and potentially abusive and predatory. Second, when adult leaders and cadets develop relationships as peers, the adult leader's status as an authority figure is degraded, thereby harming the learning environment for the entire cadet community. Peer-to-peer relationships between adult leaders and cadets are prejudicial to the Cadet Program's good order and discipline. See 1.2.5 for adult leaders' roles and responsibilities.

2.4.3. Sexting. No member shall send a sexually suggestive text message or image to a cadet, nor send or post to the internet sexually suggestive texts or images about a cadet. Similarly, no member shall request or encourage a cadet to send or post to the internet sexually suggestive texts or images.

2.5. CADET-ON-CADET BULLYING

CAP does not tolerate bullying, which is defined in 1.5.5 above. Local leaders will be alert to the potential for bullying and, if observed, will intervene to stop it. Local leaders will discipline cadets who engage in bullying, by using CAP's system of progressive discipline (see CAPR 60-1, 3.4). In the rare instance of bullying escalating to *bona fide* abuse under 1.5.1, CAP will respond as discussed in chapter 4.

2.6. UNIVERSAL STANDARDS OF PRACTICE

These standards apply across all aspects of the Cadet Program.

2.6.1. Authorization for Activities. Every cadet activity must operate under the authority of the commander of the hosting unit. Commanders frequently delegate operational control over the activity and the authority to direct all participating members to a project officer.

2.6.2. Notification of Activities. Units will announce cadet activities on a web-based calendar visible to parents. Whenever reasonably possible, cadet activities will be scheduled at least 2 weeks in advance. In the rare instance that a short-notice activity arises, the unit commander or project officer will notify parents of the event at the earliest opportunity.

2.6.3. Open Access. All CAP activities will be open to parental observation. Secret meetings are not permitted. Commanders and project officers will make reasonable accommodations to allow parents open access during the duty day. However, some environments such as operational missions and flying cannot

accommodate non-members. Some activities hosted on military installations and other third-party secure facilities offer only limited access to civilians. In such instances, parental access might be limited to certain specially-designated times.

2.6.4. Two-Deep Leadership. CAP's general policy is that every cadet activity must be supervised by at least two adult leaders who are in "Approved" status in eServices (see CAPR 39-2, *Civil Air Patrol Membership*). CPP training materials explain how that principle is put into practice. There are three exceptions to the "two deep leadership" rule:

2.6.4.1. cadet flying, explained in 2.9 (flight instruction) and 2.10.1 (orientation flights);

2.6.4.2. real-world operational missions (not training) conducted under CAPR 60-3, *CAP Emergency Services Training and Operational Missions*; and

2.6.4.3. chance encounters, prior relationships, professional relationships, membership in other organizations, and children's friends, as explained in 2.11.3.

2.6.5. Proximity of Supervisor. Because each physical environment, mixture of cadets' ages, and nature of activity is different, CAP does not set a firm rule regarding the proximity between a group of cadets and their adult leader supervisor. If supervisors do not have direct line of sight contact with cadets, they must nevertheless be aware of where the cadets are, what they are doing, and check up on them periodically.

2.6.6. Semi-Private Discussions. Adult leaders who need to mentor or counsel cadets individually during official activities should do so in the presence of a third person when reasonably possible. Alternatively, one-on-one meetings are permitted if conducted in a semi-open setting (e.g. office door kept ajar, or conversing away from, but in sight of, the group, or other circumstances). Cadets are prohibited from meeting one-on-one in a closed environment; an adult leader must be present or other arrangements must be made to minimize the risk of misconduct, such as keeping the door fully open.

2.6.7. Transportation & Rule of Three. When adult leaders transport cadets to, during, or from CAP activities, they must follow the "transportation rule of three" by ensuring the carpool party consists of at least three persons (e.g., adult leader-driver plus two cadets; or adult leader-driver, second adult, and one cadet). Adult leaders who transport family members or cadets known through relationships existing prior to their CAP membership (see 2.11.3.2.) are exempt from the rule of three. Regarding liability insurance, transportation to and from CAP activities via member-owned vehicles is not official travel and is therefore conducted at the member's risk.

2.6.8. Parental Permission for Special Events. The unit commander or project officer must ensure that minor cadets who wish to participate in activities beyond weekly squadron meetings or taking place in a location other than the unit's normal meeting facility or local airport obtain written parental authorization via the CAPF 60-80, *Civil Air Patrol Cadet Activity Permission Slip*. Cadets who have reached the age of majority may self-authorize their participation; parent or guardian authorization is not required. Units may modify the CAPF 60-80 to meet local needs, provided all data required on the national-level form is included on the local version.

2.6.9. Favoritism & Gifts. Favoritism must be avoided as much as is reasonably possible. Adult leaders are expected to make a good faith effort to avoid favoritism and to support each individual cadet in their sphere of responsibility with an appropriate amount of individualized attention. Gifts of a nominal value are permitted, if granted to all similarly-situated cadets. Adult leaders providing gifts to individual cadets in excess of $50 must route the gift through the unit, with the donor remaining anonymous to the cadet.

2.6.10. Social Media. CAP assumes that social media will continue to evolve and that CAP rules cannot possibly keep up with the idiosyncrasies of the various platforms. CAP's general policy is that when adult leaders interact with cadets via social media, they will make reasonable attempts to limit cadets' access to content that is of a personal, non-CAP, or non-professional nature.

2.6.11. Guests & Visitors. Guests and visitors may interact with cadets only in the presence of an adult leader who has completed CPP screening and training per chapter 3. Local leaders will ensure that guests and visitors conduct themselves in an appropriate manner.

2.7. STANDARDS OF PRACTICE FOR OVERNIGHT ACTIVITIES

These standards are in addition to those listed in 2.6.

2.7.1. Sign-In and Sign-Out. At overnight activities, all participants must sign-in upon arrival and sign-out upon departure with the project officer (or designee). Accordingly, the project officer will be held accountable for the whereabouts of all participants registered in attendance at that activity.

2.7.2. Co-Ed Supervision. Ideally, the staff of adult leaders supervising an activity should include adults of the same gender(s) as the participating cadets, but that is not a requirement. Co-ed cadet activities may proceed without a co-ed adult staff. However, if an activity's adult leaders are of a single gender, that fact will be publicized in advance and noted on the CAPF 60-80 so that parents and cadets can make an informed decision about their participation.

2.7.3. Adult Leaders' Quarters. No adult leader will lodge with a cadet in a hotel room, dorm room, or tent sheltering fewer than 10 people, unless of the same immediate family. Adult leaders will be lodged separate from, but near the cadets. In an open-bay barracks environment, one or two adult leaders may be assigned to beds on either end of the cadets' bay, but it is preferable that the adult leaders be lodged in the small rooms that are sometimes adjacent to the bay.

2.7.4. **Segregation by Age & Gender.** Male and female cadets will be assigned to separate quarters. Commanders or project officers will establish clear guidelines as to when and how personnel of one gender may enter areas designated for personnel of the opposite gender. Makeshift barriers are acceptable; in a gymnasium setting, for example, males might sleep on the gym floor and females on the gym stage and behind the stage curtain, or something similar. Further, in dorm-like settings, age should be considered when assigning roommates. For authorized best practices regarding lodging of transgender cadets, see CAPP 1-10, *Suggested Best Practices for Including Individuals with Special Needs.*

2.7.5. Hotel-Based Events. A hotel setting and a loosely-structured "wing conference" environment could present increased cadet protection risks because of the property's physical layout, the potential for cadets to break away from the main group without authorization, the likelihood of interactions with the general public, and other factors. Therefore, when cadets attend activities held in a hotel-like setting, CAP will implement the following special supervisory practices:

2.7.5.1. *Cadets' Project Officer.* The host unit will appoint a senior member to serve as the cadets' project officer. The CPO should work closely with the event project officer and may be supported by senior member assistants and/or cadet cadre.

2.7.5.2. *Registration & Accountability.* The CPO will ensure that each cadet (including cadre and special duty cadets) has been assigned to a specific adult leader who has accepted responsibility for supervising the cadet. This task could be incorporated into the advance registration process. In a free-flowing conference environment, the risk is that unassigned cadets blend into the crowd while simultaneously exempting themselves from accountability.

2.7.5.3. *Cadet Arrival.* All cadets must check in to the activity upon arrival. The suggested best practice is to issue each cadet a conference name badge (typical at conferences) so that at a glance each cadet can be identified as being properly registered or not registered.

2.7.5.4. *Tracking During the Event.* A suggested best practice is to have cadets pre-register for all sub-events of interest to them such as seminar sessions. This would result in each cadet having an individualized schedule of events and the CPO being able to quickly locate him or her. Another option is to provide a single program of events for all cadets, treating the cadets as a single class.

2.7.5.5. *Local Ground Rules.* The CPO will conduct a risk analysis of the property and nearby environment. Based on that analysis, the CPO will announce to the cadets which areas are off-limits, rules regarding cadets returning to sleeping rooms during the day, procedures for meals, rules regarding use of the pool and fitness room, rules regarding excursions off property, and other topics as needed. The CPO will instruct cadets to travel in groups of at least three persons when moving to and from the main training area, and not to socialize with the general public.

2.7.5.6. *All-Hands Cadet Meetings.* The CPO will convene an all-hands cadet meeting at the start of the duty day and in the evening to provide a venue for safety briefings, announcements, and general accountability.

2.7.5.7. *Departing the Property.* During the activity, cadets will not depart the property unless accompanied by at least two adult leaders (e.g., sightseeing, excursions for dinner). Cadets may leave the property with adult members of their immediate family after coordinating with the CPO. Drivers merely transporting cadets need only comply with the "Transportation Rule of Three" discussed in 2.6.7 above.

2.7.6. Officer of the Day. At least one senior member will be designated the officer of the day (OD), the adult charged with primary responsibility for responding to phone calls and emergencies occurring after lights out. Large activities may designate multiple ODs, such as one per dormitory, if so desired. The OD will be announced to cadets each evening. Cadets will be instructed that if they need to contact the OD in-person after lights out, they are to ask their roommate or wingman to accompany them.

2.7.7. Personal Care Time. CAP will respect cadets' reasonable expectations of privacy during times designated for sleeping, dressing, and showering. If all participants share a single shower facility, adult leaders and cadets will use the showers at separate times. Ranking cadets will maintain good order in the shower area when cadets use it. Adult leaders are not to enter the shower and latrine areas during cadets' personal care time except in case of emergency. Devices that have cameras are prohibited from the shower and latrine areas and must be stowed away when cadets are undressing in the dorm or barracks area.

2.7.8. Off-Duty Time for Adult Leaders. During multi-day cadet activities, commanders and activity directors should schedule periodic opportunities for adult leaders to enjoy off-duty time.

2.7.8.1. *Scheduling.* With staff input, commanders and activity directors will identify periods best suited for off-duty time, taking into consideration the activity's tempo and periods when the cadets' supervisory needs are expected to be low. The commander or activity director must ensure that an ample number of adult leaders remain on-duty to supervise cadets effectively.

2.7.8.2. *Off-Duty Privileges.* During off-duty time, adult leaders should be authorized to leave the campus or installation, but a designated driver who agrees to abstain from alcohol must be appointed, and the wingman concept should be applied.

2.7.8.3. *Best Practice.* The suggested best practice for an activity 1-week in duration is to allow each adult leader to enjoy one evening off (e.g., 1800 – 2100 hrs.), with approximately one-third of the staff being off duty at a given time, and two-thirds of the staff remaining on-duty.

2.7.8.4. *Training.* Commanders and activity directors will discuss these off-duty guidelines during the adult leaders' in-briefing or Required Staff Training class.

2.7.9. Travel on Commercial Airlines. When cadets travel to CAP activities via commercial airlines, the project officer (e.g. conference organizer, NCSA director, etc.) will ensure that an adult leader meets the cadets at the activity's designated airport for arrivals or ensure that the cadets have access to a shuttle bus, for hotel-based activities. For the return trip, because airport security prevents non-flying adult leaders from accompanying cadets to their gates, CAP releases cadets from the activity upon their departure for the airport. However, the project officer will ensure cadets can reach an adult leader via telephone in case of travel difficulties. Project officers will communicate these principles to cadets' parents in the activity's welcome letter.

2.8. STANDARDS OF PRACTICE REGARDING TRAINING INTENSITY

The Cadet Program follows an age-appropriate, military-style training model based on Air Force traditions, as discussed in CAPR 60-1, 1.6 and CAPP 60-15. *These standards are in addition to those listed in 2.6.*

2.8.1. Alignment of Training Goals & Training Intensities. Adult members who supervise cadets must ensure that the activity's training goals and the intensity level of military-style training are age-appropriate and properly aligned. CAPP 60-15 discusses this principle in depth. In a training environment, even members of the cadet cadre are learning, and it is possible that they could momentarily pursue an inappropriately high training intensity. The system of boundary concerns allows cadet cadre room to make mistakes and learn from them without adult leaders having to respond via formal disciplinary action. Nevertheless, commanders shall not tolerate inappropriate training intensity levels for extended periods

of time; if a situation does occur, the ranking officer (by duty assignment) on-scene is responsible for correcting the training methods so that they match the guidelines of CAPP 60-15.

2.8.2. Mismatched Goals & Intensities. An inappropriately high level of training intensity does not meet this regulation's definition of abuse or hazing unless it causes serious physical harm or serious emotional harm. Inappropriate yelling, using exercise as punishment, and creating an overly-stressful environment and other conduct listed in CAPP 60-15 are examples of inappropriately high training intensities that will be treated as boundary concerns.

2.8.2.1. If the act causes *serious emotional harm* or *serious physical or sexual harm* it is then deemed abusive. CAPP 60-15 provides examples.

2.8.2.2. *Hazing.* Hazing is abusive conduct that takes the form of physical, emotional, or sexual abuse. Hazing shall not be tolerated in CAP, and as with any other instance of suspected abuse, must be reported per chapter 4. To avoid mistakenly deeming that hazing has occurred, first review 2.8.1, 2.8.2, and CAPP 60-15.

2.9. STANDARDS OF PRACTICE FOR FLIGHT INSTRUCTION

These standards are in lieu of those listed in 2.6.

During flight instruction, one-on-one interactions between an adult instructor and cadet are inevitable. Accordingly, CAP sets aside its usual two-deep standards of practice (2.6), substituting these guidelines that have been tailored for the unique environment of formal flight instruction. This section on flight instruction does not apply to orientation flights; see 2.10.1 for CPP guidelines on orientation flights.

2.9.1. Environments. Cadet flight training occurs in one of three environments: (1) at a CAP National Flight Academy, (2) as a CAP activity under the Cadet Wings program, or (3) as a CAP activity in an independent flight instruction environment.

2.9.2. Authorization for Independent Instruction. Independent flight instruction taking place outside of a National Flight Academy or Cadet Wings program cannot proceed until a completed CAPF 60-86, *Cadet Independent Flight Instruction Authorization,* is endorsed by the cadet's wing commander.

2.9.3. Flight Instructor Screening. Under the Cadet Wings program, CAP sometimes contracts with third-party flight instructors who are not CAP volunteers. For those individuals, CAP/DP will conduct a criminal background check via a third-party vendor and evaluate the potential instructor against the same criteria CAP uses when screening its own volunteers. CAP will contract with instructors only if they pass the background check to CAP's satisfaction.

2.9.4. Use Public Spaces. All instructors will conduct mission briefings and ground instruction sessions in public spaces or in spaces where the cadet and instructor would be visible to third parties (e.g., in a quiet corner of the airport's public lobby or in a conference room with the door ajar).

2.9.5. Drop-By Visits Encouraged. CAP encourages the cadet's unit commander, parents, and the aviation mentor (see 2.9.9) to "drop by" unannounced to observe training sessions on the ground.

2.9.6. Electronic Communications. Brief texts, emails, etc., between the instructor and cadet are permitted only if they regard official business (e.g., "Bad weather. No flying today.") The instructor should copy the cadet's parent or mentor (see 2.9.9) on electronic communications, for sake of transparency.

2.9.7. Ground Transportation. Incidental to cross-country flights, instructors and cadets may use ground transportation together without a third person's presence (e.g., into and from town for lunch).

2.9.8. Other One-on-One Contact Forbidden. All instructors (CAP volunteers and contracted vendors alike) will abide by CAP's standard policy prohibiting adults from having significant contact with cadets outside of CAP activities or the flight training environment.

2.9.8.1. *Peer-to-Peer Relations.* The instructor will maintain a professional relationship with the cadet. The instructor will not interact with the cadet outside the flight training environment, nor socialize with the student and develop a peer-to-peer relationship. Chance encounters in the community are acceptable. For more details, see 2.11.3.

2.9.8.2. *Dating.* Similarly, flight instructors are prohibited from dating or entering a romantic or physical relationship with cadet/students, regardless of age. For more details, see 2.4.2.

2.9.9. Aviation Mentor Check-Ups. In addition to having an adult flight instructor, each cadet enrolled in Cadet Wings or an independent flight instruction program (2.9.1) is assigned a CAP adult leader as an aviation mentor. He or she provides CPP-related assistance as outlined below. Additional information about the mentor's role is included in Cadet Wings program materials.

- The aviation mentor will periodically inquire of the cadet's perspective about the student / instructor relationship. The aviation mentor uses the conversation in part to gauge compliance with this section (2.9).
- The aviation mentor will reassure the cadet that CAP can assign a new instructor if the cadet reports that he or she feels uncomfortable training with the current instructor.
- Likewise, the aviation mentor will periodically speak with the cadet's instructor and inquire about the student / instructor relationship.
- If the mentor develops a reasonable suspicion that this section's (2.9) youth protection standards are not being followed, or that the instructor / student relationship is unprofessional, the mentor will report their boundary concern(s) to the instructor's unit commander or supervisor. For more on boundary concerns, see 2.12. If the aviation mentor develops a reasonable suspicion that child abuse has occurred, he or she will first ensure the student is safe and then immediately report that suspicion of abuse per chapter 4.

2.10. STANDARDS OF PRACTICE: SPECIAL ENVIRONMENTS

These standards are in addition to those listed in 2.6.

2.10.1. Orientation Flights. In powered aircraft, whenever reasonably possible, orientation flights should include a pilot and two cadets. Because gliders carry a maximum of two persons, glider flights are permissible with just one instructor and one cadet on board. If the unit anticipates that cadets will be

waiting on the ground more than 30 minutes for their turn to fly, at least two adult leaders will supervise. If the wait is anticipated to be 30 minutes or less, only one adult leader on the ground is required.

2.10.2. Operational Missions*.* Two-deep leadership is not required when a cadet serves as aircrew on an operational mission. The recommended best practice is to follow a "rule of three" where three people are aboard the aircraft (pilot, cadet, and a backseat passenger).

2.10.3. Field Rule of Four. In backcountry field conditions (see 1.5.11), where cadets participate in day hikes, bivouacs, orienteering courses, and the like, injuries are more likely to occur than when cadets are in a classroom environment, thereby making it necessary to take extra precautions. In field conditions, the smallest subgroup must have at least 4 members so that if one person becomes injured and unable to move, a second person can stay with the first, and the third and fourth persons can go for help together. During *operational missions*, training or actual, the incident commander may waive the field rule of four. Ground teams of 3 personnel are authorized with one adult and two cadets, or two adults and one cadet.

2.10.4. Activities Above Squadron Level. In planning cadet activities above squadron level, cadet staff interact closely with adult leaders from outside their home unit, and consequently are unknown to the cadet's parents. Examples include Cadet Advisory Council representatives interacting with the director of cadet programs, and cadet cadre at encampment interacting with the commandant. In such instances, adult leaders are encouraged to introduce themselves to the parents (e.g., phone, email, or in-person) at the commencement of the project and briefly explain their roles and the duration of the project.

2.11. INTERACTIONS OUTSIDE OF CAP ACTIVITIES

2.11.1. Email and Open Social Media. When adult leaders need to communicate with cadets in the interval between official activities, if reasonably possible they will do so via email or social media that is visible to other members. With email, adult leaders will include their supervisor or director of cadet programs in the distribution, except for very brief messages or email traffic distributed to two or more members.

2.11.2. Closed Media. Texting, private messaging, webcams, and similar forms of electronic communication that third parties cannot easily monitor are permitted only for very brief messages of an official nature. Adult leaders may not engage in lengthy one-on-one telephonic conversations with a cadet who is not a family member. A third party must be on the line for any conversation lasting over a few minutes.

2.11.3. Personal Contact Outside of CAP Activities. Normally, cadets and adult leaders are not permitted to have significant contact outside of official CAP activities. For example, adult leaders will not establish peer / social relationships with cadets or hire individual cadets to perform odd jobs such as babysitting or yardwork. However, CAP recognizes that there are a limited number of situations in which contact between adult leaders and cadets outside of authorized meetings and activities may occur because of chance encounters, pre-existing relationships, or other situations described below.

2.11.3.1. *Chance Encounters.* Brief conversations between adult leaders and cadets resulting from chance encounters in the community are permitted.

2.11.3.2. *Prior Relationships.* Non-romantic relationships between adult leaders and cadets

that existed prior to one of the individuals joining CAP (e.g. family, neighbors, coworkers, etc.) are not improper and may continue, including substantial contact outside of CAP activities. However, all CPP standards of practice will continue to apply during CAP activities *except* the "transportation rule of three" (2.6.7) is not applicable. Adult leaders with prior relationships with cadets may transport those cadets to and from CAP activities under one-deep leadership with the parent's permission.

2.11.3.3. *Professional Relationships.* Relationships of a professional nature between adult leaders and cadets (e.g. teacher/student, doctor/patient, clergy/congregant, etc.) are not improper, and substantial contact outside of CAP activities may occur, provided the interactions are made in the context of the professional relationship.

2.11.3.4. *Other Organizations.* An adult leader's and cadet's mutual membership in another organization is not improper, and substantial contact outside of CAP activities may occur when the interactions are made expressly for the purpose of participating in that organization's activities (e.g. a cadet and senior join a radio club and interact there IAW club rules).

2.11.3.5. *Children's Friends.* When cadets become personal friends and a member of one of the families is an adult leader, the adult leader's interactions with their child's friend outside of CAP activities in a non-CAP capacity are not improper. However, all CPP standards of practice will continue to apply during CAP activities.

2.12. RESPONDING TO BOUNDARY CONCERNS

To protect cadets from harm, CAP asks every adult leader – not just commanders and supervisors – to observe their fellow members' interactions with cadets and intercede if they see a member failing to follow the CPP standards of practice. Most boundary concerns arise inadvertently, while in very rare instances boundary concerns may otherwise precede more serious misconduct, including abuse. Some ways that peers, supervisors, and commanders may respond to boundary concerns include:

2.12.1. Peer Correction. As peers, adult leaders may correct one another through informal, friendly reminders about CPP standards, regardless of differences in grade or position. Such a collegial approach successfully resolves the vast majority of boundary concerns. If a member is unsure whether an informal reminder has corrected the situation, the member should consult with the unit commander or supervisor.

2.12.2. Supervision. Commanders and supervisors may provide closer supervision and/or mentoring to the noncompliant member. Such a response is recommended if a member has not corrected his or her behavior in response to multiple informal, friendly reminders.

2.12.3. Remedial Training. Commanders may require noncompliant members to complete remedial CPP training. Cadets would re-take the Cadet Wingman Course. Adult leaders would re-take the Cadet Protection Basic and/or Advanced Course, as determined by the commander.

2.12.4. Progressive Disciplinary Action. Commanders may respond to noncompliant adult leaders through other progressive disciplinary actions including written warnings, suspensions, or terminations.

2.12.5. Boundary Concerns - Conclusion. The collegial monitoring of one another's interactions with cadets is one of the five pillars of CAP's preventive philosophy discussed in 1.6.3. When local leaders lead by example in their monitoring and mentoring, would-be abusers' schemes are frustrated, and cadets are better protected.

2.13. CONSEQUENCES OF VIOLATING KEY STANDARDS OF PRACTICE

Unit commanders will impose a minimum punishment of a 60-day punitive membership suspension (in addition to any suspension ordered for the purpose of conducting an investigation), plus a minimum 1-step demotion in grade, if they determine that an adult leader has willfully and deliberately violated one of the key standards of practice listed below.

2.13.1. Cadet Fraternization. Permitting inappropriate cadet-to-cadet fraternization at a CAP activity when the adult leader knew of or reasonably suspected the improper relationship and failed to take reasonable actions to stop or prevent further fraternization (see 2.4.2 and 2.7.4)

2.13.2. Bright-Line Rule. Violating the "bright-line rule" governing adult leader and cadet fraternization (see 2.4.3.)

2.13.3. Sexting. Sexting with a cadet (see 2.4.4.)

2.13.4. Adult Quarters. Lodging in the same room or tent with a cadet who is not a member of the adult's immediate family (see 2.7.3.)

2.13.5. Personal Care. Showering, nudity, or partial nudity in the presence of cadets, or deliberately observing cadets shower or be in a state of nudity or partial nudity (see 2.7.7).

2.13.6. Drugs or Alcohol. Any violation of the CPP where illegal drugs or alcohol are given or offered to a cadet, or where the adult leader was intoxicated or under the influence of illegal drugs

2.13.7. Abuse. For consequences of abusive behavior see 4.4 through 4.6.

***2.13.8.* Further Guidance.** For information about suspension procedures, see CAPR 35-1, *Assignment and Duty Status.* For information about demotion procedures, see CAPR 35-5, *CAP Officer and NCO Appointments and Promotions.*

CHAPTER 3. SCREENING, TRAINING & COMPLIANCE

3.1. SCREENING OF POTENTIAL ADULT MEMBERS

Prospective members will be screened at the unit and national levels before being granted membership. See CAPR 39-2, *CAP Membership*, for details.

3.2. CADET PROTECTION BASIC COURSE

This course is an introduction to child sexual abuse and CAP Cadet Protection Policies, with a special emphasis on the standards of practice. Members obligated to complete this course must refresh their training every 48 months. This course is available in online and classroom formats. The course home page is GoCivilAirPatrol.com/CPP.

3.2.1. Required Participants. All adult members must satisfactorily complete the Cadet Protection Basic Course. New members complete this course in conjunction with the Level I Orientation Course. To make it easy for cadets to comply with the training requirement, cadets become eligible to participate in the course upon reaching age 17.

3.2.2. Non-Compliance. Adult leaders who do not complete the *Cadet Protection Basic Course* within 60 days of joining CAP, or who fail to refresh their training every 48 months, are prohibited from participating in any CAP activities. Cadets who do not complete the training before their 18th birthday are ineligible to earn cadet promotions until they complete the training. A report of non-complying members is available to commanders in eServices.

3.2.3. Records, Expiration & Open Access. The course's graduation credit is recorded in eServices and expires after 48 months. Members may voluntarily refresh their training as they desire. Members who complete the *Cadet Protection Advanced Course* (3.3) may renew that credential in lieu of renewing their Basic Course credential.

3.3. CADET PROTECTION ADVANCED COURSE

This course prepares commanders and key staff members to take a leadership role in the screening process of potential members and informs them how to resolve CPP matters. Completion of the basic course is a prerequisite to enrolling in this advanced course. Members obligated to complete this course must refresh their training every 48 months. It is available only online at GoCivilAirPatrol.com/CPP.

3.3.1. Required Participants. Members must complete the *Cadet Protection Advanced Course* before being assigned to the following positions: commander, deputy commander, vice commander (group or higher), chief of staff (wing or higher), director of cadet programs (group or higher), and inspector general. Further, encampment commanders, commandants of cadets, and NCSA directors and deputies are also required to complete the course.

3.3.2. Non-Compliance. Members whose training expires are automatically prohibited from accessing eServices until they renew their graduation credential.

3.3.3. Records, Expiration & Renewed Access. Graduation credit is recorded in eServices and expires after 48 months. Members may voluntarily refresh their training as they desire.

3.4. CADET WINGMAN COURSE

This course provides an age-appropriate introduction to youth protection and more. It combines four main topics that at first glance might not appear to fit together: Core Values, the wingman concept, safety, and cadet protection. The wingman concept is what connects the topics and provides the lesson's central theme, which is to use a wingman to aim for excellence, stay safe, and have fun. The course is conducted in-person at the squadron using materials available at GoCivilAirPatrol.com/Wingman.

3.4.1. Required Participants. All cadets working toward Achievement 1 will complete this course as part of their training in Achievement 1's character development task.

3.4.2. Instructors. The unit commander may assign any senior member to serve as the instructor, and cadet NCOs and officers may serve as assistant instructors.

3.4.3. Non-Compliance. Any cadet who completes Achievement 1 has by definition met the course requirements. Cadet airmen basics who have not yet completed Achievement 1 do not experience any penalty for having not yet completed the course.

3.4.4. Records, Expiration & Open Access. The course's graduation credit is recorded in eServices and does not expire. All members, parents, and guardians may access the instructional materials at any time.

3.5. PARENTS' GUIDE

CAPP 60-12, *Parents' Guide to the CAP Cadet Program,* is available to the parents or guardians of all cadets. Although not formatted as a course of study, this resource communicates to parents basic facts about CAP, the CPP in particular, important strategies for preventing child abuse, how to report concerns or potentially abusive incidents, and other topics. The *Parents' Guide* is available online in English and Spanish at GoCivilAirPatrol.com/Parents**.**

3.6. INSPECTING & VERIFYING COMPLIANCE WITH CADET PROTECTION POLICIES

CAP ensures compliance with CPP via multiple methods.

3.6.1. Compliance Inspections. CPP compliance will be inspected via the compliance inspection and subordinate unit inspection. See CAPR 20-3, *Inspections*, for details on the inspection program. Inspectors may quiz adult leaders on CPP knowledge, and quiz cadets at random for awareness of CPP standards of practice.

3.6.2. Spot Checks. Commanders and directors of cadet programs may conduct no-notice spot checks into any of this regulation's requirements during their interactions with cadet units or activities.

CHAPTER 4
REPORTING & RESPONDING TO REASONABLE SUSPICIONS OF ABUSE

4.1. IMMEDIATE SAFETY

When reacting to a reasonable suspicion of abuse, the member's first priority is to ensure the cadet is safe from imminent harm.

4.2. REPORTING REQUIREMENTS

Adult members who develop a reasonable, good faith suspicion or belief that a cadet has been sexually abused, exploited, physically abused, neglected, or emotionally abused must report their suspicion to CAP through the chain of command.

4.2.1. Chain of Command. After ensuring the cadet's safety, the member will contact the wing commander via the chain of command. The wing commander will notify CAP/GC and the wing legal officer. After normal business hours, the point of contact is the National Operations Center, 888-211-1812 x300. Subsequently, CAP will ensure the affected parents or legal guardians are notified.

4.2.1.1. *Fatalities.* If the suspected abuse results in death, follow the guidance of CAPR 35-2, *Notification Procedures in Case of Death, Injury, or Serious Illness.*

4.2.1.2. *Matters Involving CAP-USAF Personnel.* When CAP members need to report reasonable suspicions of abuse involving CAP-USAF personnel, CAP members will follow the process of 4.2.1. and CAP/GC will forward the complaint to CAP-USAF/CC.

4.2.2. **Process Flow Chart.** See Attachment 3 for a flow chart depicting the process CAP uses when responding to a CPP incident.

4.2.3. **Non-Compliance.** Adult members who fail in their duty to report reasonable suspicions of abuse will be subject to disciplinary action. For a definition of "abuse" and "reasonable suspicion of abuse," see 1.5.1 and 1.5.3, respectively.

4.2.4. **False Reports.** Accusing someone of violating the CPP is a serious matter. The repercussions can affect an individual's personal and professional life. In reporting a reasonable suspicion of abuse, members must strictly limit their report to facts that they personally know to be true. If CAP determines that a member (including a cadet) made a report that he or she knew to be false, that individual will be subject to disciplinary action and referral to law enforcement.

4.2.5. **CAP Reports to CAP-USAF.** Within 48 hours of the initial report, CAP/GC will forward any complaints alleging sexual or physical abuse, any abuse that results in death, and any abuse that involves CAP-USAF personnel, to CAP-USAF/CC.

4.3. ACCESS TO REPORTING CHANNELS

4.3.1. Self-Reporting. Members who believe they have been subject to abuse may file a complaint in accordance with CAPR 20-2. The CAP complaints process is available to cadets' parents or guardians, even if they are not CAP members themselves.

4.3.2. Cadets as Reporters. Cadets' training materials encourage them to report their reasonable suspicions of abuse to trusted adults, but unlike with adult members, CAP does not discipline cadets under age 18 for not reporting.

4.3.3. Parents as Reporters. Parents and guardians may report reasonable suspicions of abuse. CAPP 60-12, *Parents Guide to the Civil Air Patrol Cadet Program*, is a resource for families.

4.3.4. Mandatory Reporters. As mentioned in 1.4.3, some members are required to report their suspicions of abuse to law enforcement due to their work-related responsibilities. Mandatory reporters will report in accordance with law, in addition to taking any other actions required by this regulation.

4.4. MEMBERSHIP SUSPENSION

Immediately after receiving a report that alleges a reasonable suspicion of sexual, physical, or emotional abuse as described above, the wing commander will confer with the Wing/JA and/or CAP/GC. If legal counsel advises that the allegation does indeed represent a reasonable suspicion of abuse, the unit commander will immediately suspend the suspected member from CAP, in accordance with CAPR 35-1, *Assignment and Duty Status*, pending an internal investigation and, if applicable, the completion of a law enforcement investigation. Commanders who fail in this duty will be subject to disciplinary action.

4.5. CAP's INTERNAL INVESTIGATIONS

The complaint and investigation process for allegedly abusive behavior is explained in CAPR 20-2. After reporting a reasonable suspicion of abuse, members are prohibited from undertaking any further action on the matter without specific authorization from CAP/GC.

4.6. CONSEQUENCES OF ABUSIVE BEHAVIOR

Abusive behavior is always grounds for possible membership termination, and in the instances outlined below, termination is sometimes mandatory. For details on termination procedures, see CAPR 35-3, *Membership Termination*.

4.6.1. Sexual Abuse by Adults. For cases where an internal CAP investigation sustains a reasonable suspicion of sexual abuse by a member, the unit commander will terminate the member.

4.6.2. Criminal Behavior. If a member's sexually, physically, or emotionally abusive behavior results in a criminal conviction, CAP/DP will terminate the member.

MARK E. SMITH
Major General, CAP
Commander

ATTACHMENT 1. COMPLIANCE ELEMENTS

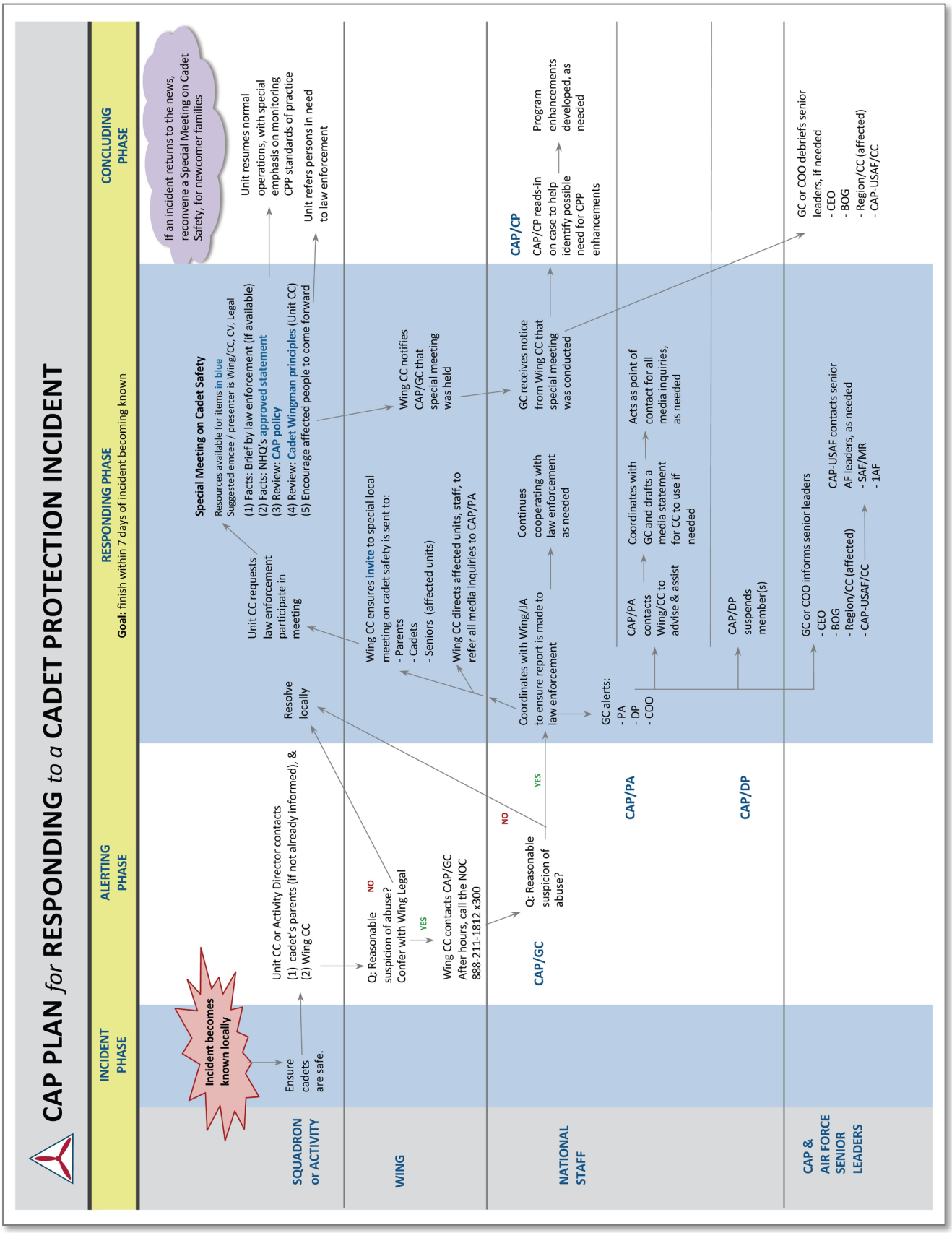
Checklist & Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
SUI Tab B	1	Have all members who are required to complete cadet protection training done so?	eServices > Member Reports > Cadet Protection Course Completion Report No discrepancy is issued if during the in-person portion of the SUI the unit voluntarily acknowledges the fact that inactive member(s) are non-compliant in their training and correctly identifies each by name.	(Discrepancy): [xx] (B1 Question 5). One or more members is non-compliant with cadet protection training (identify names, courses) and the unit commander did not voluntarily report this fact during the SUI IAW CAPR 60-2, 3.1 and/or 3.2.	If an active member, train the member and report completion via Discrepancy Tracking System (DTS). If an inactive member, use DTS to submit a memo endorsed by the unit CC acknowledging that the member cannot participate in CAP activities until the training is completed.
SUI Tab B	2	Does the unit maintain a web-based calendar of cadet activities?	Visit unit website.	(Discrepancy): [xx] (B1 Question 6). The unit does not maintain a web-based calendar of cadet activities IAW CAPR 60-2, 2.6.2.	Unit CC will establish a web-based calendar.

Checklist & Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
CI Tab B	1	Have all members who are assigned to the headquarters squadron completed cadet protection training?	eServices > Member Reports > Cadet Protection Course Completion Report No discrepancy is issued if during the in-person portion of the SUI the unit voluntarily acknowledges the fact that inactive member(s) are non-compliant in their training and correctly identifies each by name.	(Discrepancy): [xx] (B1 Question 5). One or more members is non-compliant with cadet protection training (identify names, courses) and the unit commander did not voluntarily report this fact during the SUI IAW CAPR 60-2, 3.1 and/or 3.2.	If an active member, train the member and report completion via Discrepancy Tracking System (DTS). If an inactive member, use DTS to submit a memo endorsed by the unit CC acknowledging that the member cannot participate in CAP activities until the training is completed.
CI Tab B	2	Does the wing maintain a web-based calendar of cadet activities?	Visit wing website.	(Discrepancy): [xx] (B1 Question 8).The wing does not maintain a web-based calendar of cadet activities IAW CAPR 60-2, 2.6.2.	Wing CP will establish a web-based calendar.

ATTACHMENT 2
REPORTING & DUE DATES PRESCRIBED IN THIS REGULATION

Requirement	Due Date	Responsible Office	Reference
Complete *Cadet Protection Basic Course*	Within 60 days of joining CAP or turning 18. Training must be refreshed every 48 months.	All adult members (cadets and seniors age 18+)	3.2
Complete *Cadet Protection Advanced Course*	Prior to being appointed to a designated position. Training must be refreshed every 48 months.	Unit CC, CD, CV, CS, CP, IG, encampment commanders, commandants of cadets, and NCSA directors and deputies	3.3
Complete *Cadet Wingman Course*	As a pre-requisite for Achievement 1	All cadets	3.4

ATTACHMENT 3
CAP PLAN FOR RESPONDING TO A CADET PROTECTION INCIDENT



ATTACHMENT 4. GLOSSARY OF ABBREVIATIONS

BoG	CAP's Board of Governors
CAP/CC	CAP's National Commander
CAP/CP	CAP's Cadet Programs Office
CAP/GC	CAP's General Counsel
CAP-USAF	The Air Force organization providing advice, liaison, and oversight to CAP
CAP-USAF/CC	The commander of CAP-USAF
CPP	Cadet Protection Program
IAW	In accordance with
NCSA	National Cadet Special Activities
NOC	National Operations Center
OD	Officer of the Day
OPR	Office of Primary Responsibility
OST	Out-of-school time
WING/JA	The wing (state-level) legal officer

ATTACHMENT 5. CAP-USAF LETTER ON CONTACT WITH CAP CADETS

DEPARTMENT OF THE AIR FORCE
CIVIL AIR PATROL-UNITED STATES AIR FORCE (CAP-USAF) (ACC)
MAXWELL AIR FORCE BASE, ALABAMA

10 May 2019

MEMORANDUM FOR ALL CAP-USAF MEMBERS

FROM: HQ CAP-USAF/CC

SUBJECT: Contact with Civil Air Patrol Cadets

1. In order to protect the safety of both Civil Air Patrol (CAP) cadets and CAP-USAF members, all CAP-USAF members are required to accomplish CAP Cadet Protection Training (Senior Basic Course). Incoming CAP-USAF reservists will complete the course during their initial CAPRAP Training. In addition, those individuals who will participate as instructors or trainers at cadet activities must take the Senior Advanced Course as well. Although CAP-USAF does not fall under recruiting or training guidelines with respect to the current DoD or AF Instruction, it is clear that we must prepare our Airmen with appropriate training prior to performing our mission with CAP and their cadets. Ultimately, the goal is to continue a professional relationship with our CAP partners, provide the maximum amount of support, and do so by protecting all involved.

2. To keep it easy, my guidance is that no CAP-USAF member will be alone with any CAP cadet, period. Any time a CAP-USAF member needs to interact one-on-one with a CAP cadet, the CAP-USAF member must have another CAP-USAF member, a Cadet Protection Program trained CAP member (senior member or cadet), or the cadet's parent/guardian present at all times. This order pertains to any time a CAP-USAF member, on or off duty and regardless of status, could be one-on-one with a CAP cadet.

3. All CAP-USAF members are expected to exercise good judgment and make every effort to avoid a situation where they are alone with a CAP cadet. If a situation arises where a CAP-USAF member is left alone with any cadet and there was not sufficient time to obtain approval, the CAP-USAF member must immediately report the incident to either his/her Liaison Region Commander or to me.

4. Additionally, no CAP-USAF member will allow entry of any CAP cadet into his or her privately owned vehicle with the exception of official business when the safety or welfare of a CAP cadet is at risk. Finally, no CAP-USAF member will provide alcohol to, or consume alcohol with a CAP cadet on a personal social basis. CAP-USAF members are expected to exercise good judgement and common sense when choosing whether to consume alcohol at official events at which CAP cadets are in attendance.

5. This order does not apply if the CAP cadet is the biological, adopted, or stepchild of the CAP-USAF member. Any request to waiver this order will be addressed to the appropriate Liaison Region Commander or CAP-USAF/CC or CV. This memorandum supersedes the previous CAP-USAF policy, dated 20 October 2017, same subject. If you have any questions or concerns, please contact your Liaison Region Commander for further guidance or clarification.

MARK A. WOOTAN, Colonel, USAF
Commander

ATTACHMENT 6. SUMMARY OF CHANGES

1.4.5 Adds language expressing how CAP honors its commitment to keep parents abreast of information affecting their cadet(s).

2.2.1 Amplifies the expectation that members will act in a professional manner, in and out of uniform, during CAP activities.

2.2.2. Prohibits grog bowls at CAP activities.

2.3.3. Moves all alcohol guidance from CAPR 60-1 to this regulation. Amplifies the prohibitions against the consumption of alcohol at cadet activities.

2.3.4. Clarifies rules on alcohol consumption at annual conference banquets and adults-only receptions.

2.3.5. Tightens prohibitions on marijuana and other substances. Moves all guidance on recreational drugs from CAPR 60-1 to this regulation.

2.6.2. For clarity, rephrased the section requiring units to post all cadet events on a web-based calendar visible to parents.

2.6.9. Amplifies the guidance on favoritism and gift-giving. Requires gifts valued in excess of $50 to be routed through the unit, with the donor remaining anonymous to the cadet.

2.7.5. Refines the procedures for supervising cadets at activities located in hotels or similar settings.

2.7.6. Requires overnight cadet activities to designate an officer of the day who is charged with primary responsibility for responding to emergencies after lights out.

2.7.8. Adds guidance about adult leaders' off-duty time during cadet activities.

2.9. Regarding cadet flight instruction, sets aside the CPP universal standards of practice and substitutes new guidance that has been tailor-made for the flight training environment's unique characteristics.

2.11.3 Amplifies guidance on contact between adult leaders and cadets outside of CAP activities.

Atch 5 CAP-USAF/CC's letter on cadet protection is updated to show it has been signed by the current commander.

Hyperlinks have been quietly updated to point to the "new" GoCivilAirPatrol.com website.