

January 2013

**INTERIM
GUIDANCE**

CADET HONOR ACADEMY

PROGRAM GUIDE

Regional schools for color guard & honor guard training



CONTEXT

A special message for the Honor Guard Academy and overall CAP cadet communities

The Honor Guard Academy has successfully introduced hundreds of cadets to honor guard principles and the drug-free message over the past several years, thanks to a dedicated staff who've done a superb job. Many have since asked, Why did the National Commander announce a strategic pause for HGA in 2013?

The primary rationale for this strategic pause is funding. HGA is an expensive program for participating cadets and for CAP as an organization. Despite the HGA staff's best efforts, HGA has become one of the most expensive cadet activities, costing participants (at \$500 for tuition alone) roughly twice what other national activities charge. CAP National Headquarters has underwritten HGA with \$12,500 in subsidies (\$125 per cadet) annually from an ever-tightening budget for national cadet activities. Unfortunately, financial realities drive cadet activity decisions to a large extent. Anyone who follows the news will understand that with Washington likely to cut Air Force (and therefore CAP) funding in 2013, the Cadet Program's financial challenges are ever more pressing.

Another factor in deciding for the strategic pause is cadet demand. Last year, over 30% of the slots available to first year students went unfilled. No doubt, HGA's high tuition has a part to play in that. Not surprisingly then, 75% of HGA students came from the eastern US, and only 20 western US cadets participated. Again, despite the best efforts of an incredible staff of volunteers, the data indicates a need to rethink the Maryland-based HGA model.

The good news is that CAP remains committed to the principle of providing honor guard and color guard

training to help cadets – especially younger cadets – develop their leadership and character. In fact, HGA's financial challenges might actually point a way toward an even brighter future for cadets who are enthusiastic about drill and ceremonies.

Toward that end, for Summer '13, we'll make available to each Region a financial stipend to support their conducting an honor guard and/or color guard training activity. We are confident that this regional model will attract more cadets because the activity will be within driving range for many, thereby expanding the HGA program's reach beyond its predominantly east coast market. Regions already conduct "Region Cadet Leadership Schools" that primarily serve older cadets, and it is conceivable that at some locations a Region honor guard activity could share facilities, adult staff, and other resources with the RCLS program.

Yes, from the perspective of the individual cadets who had been looking forward to the 2013 Honor Guard Academy in Maryland, this news is a disappointment. But it is also an opportunity for them and other HGA alumni to take a leadership role in starting new programs in their Regions. From the strategic perspective of how CAP brings the honor guard experience to the largest possible audience of cadets at costs the cadets' families and CAP Inc. can afford, the new regional model might be the way to go. Maj Gen Carr wants to give this approach a try for 2013, and we ask the HGA community and the Regions to show their support.

Thank you for your continued support and dedication in the Civil Air Patrol Cadet Program.

CURT LAFOND, NHQ/CP
CRAIG TREADWELL, Col, CAP CAP/CP
December 2012

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Mission

The mission of the Cadet Honor Academy program is to prepare cadets to serve on color guards and honor guards while simultaneously furthering their individual character development.

Vision

By training cadets on the finer points of Air Force-style drill and ceremonies, the Cadet Honor Academy imparts timeless values of patriotism, community service, and personal honor.

Desired Outcomes

The Cadet Honor Academy curriculum is designed such that cadet graduates will possess:

- Knowledge of the US flag's history, and an awareness of critical perspectives about the flag's role in our society
- A working knowledge the US Flag Code
- An appreciation for the traditions of excellence that have made world-class military drill units famous
- An appreciation for citizens' free speech rights in regard to the flag, and an understanding of some basic Constitutional principles in the landmark case *Texas v. Johnson*
- The skills necessary for performing drill and ceremonies with precision, over and above mere proficiency in basic drill
- Practical guidance that enable them to exceed CAP standards in the wear of the uniform
- Proficiency in color guard and honor guard procedures, especially for those ceremonies that a typical cadet unit will have an opportunity to perform
- Practical guidance on how to establish squadron color guard and honor guard programs, and an understanding of some opportunities cadets have to provide services in their hometown
- A patriotic appreciation for the experiences of prisoners of war and the missing in action, especially the 4th Allied POW Wing's determination to "Return With Honor."
- A working knowledge of the social norms expected of honorable young adults in formal social settings

Eligibility & Target Audience

All cadet in the grade of C/Amn or higher are eligible to participate. Competency in basic drill is a must (ie: facings, flanks, columns, etc.) However, cadet airmen and NCOs with fewer than two years' CAP service are the primary audience. Completion of an encampment is not a pre-requisite. It is envisioned that experienced NCOs and cadet officers will serve as cadre.

Authorization

Regions authorize CHAs. The activity itself may be hosted by a wing, but operates only with approval of the Region Commander. Regions may authorize multiple CHAs at different locations around their region or in cooperation with a neighboring region. It is suggested that CHAs run concurrently with Region Cadet Leadership Schools so as to share infrastructure.

Duration

CHAs must be at least 14 hours in duration to qualify for funding and NHQ graduation credit. It is suggested that CHAs operate as “weekend” activities. A Friday night arrival, followed by a full day’s training on Saturday and a half-day’s training on Sunday, is a suggested model.

Funding

Each region may be eligible for a \$1,000 subsidy to offset its CHA program, depending on the national budget situation each fiscal year. NHQ fulfills the funding request via an EFT paid to the region. If a region has multiple CHAs, the decides how to allocate the single lump-sum payment of \$1,000. To qualify for funding, the region must submit to NHQ/CP the following:

- a document that identifies their performance outcomes, the color guard and honor guard-related tasks that cadets will be capable of accomplishing upon graduation
- a curriculum outline that lists all classes and activities planned for the CHA, along with a short paragraph describing the learning goal of each class or activity and the teaching method
- a training schedule showing at least 14 contact hours of training time

Training Resources

As regions request funding and submit their training materials, NHQ will post the materials to capmembers.com/cadethonor to create a library of CHA resources that other wings and regions can use to develop their own programs and to search for best practices. For now, activity directors are free to develop their own resources.

Air Force Support

No direct Air Force support is promised for the CHA program, but nearly every Air Force active duty and national guard installation maintains an honor guard. Activity directors should consider approaching nearby installations for support, via the CAP-USAF Liaison Region.

Reporting Requirement

Activity directors will please submit a list of graduates, cadet cadre, and senior staff to the NHQ Cadet Registrar who will update the participants’ files to award credit in eServices. See capmembers.com/cadethonor for details.

Relationship To The National Honor Guard Academy

CHA cannot possibly duplicate the National Honor Guard Academy experience due to its shorter duration and lack of national-level resources. However, CHA presents cadets with similar training opportunities, and it is hoped, as a region-level activity conducted within driving distance for many cadets, the CHA program will yield a greater total impact upon CAP than the single Maryland-based National Honor Guard Academy program.

Flexibility

Regions are asked to follow this interim program guidance as best as they can. However, regions retain flexibility to modify their programs in response to local needs. Follow the spirit of this guidance, if not always the letter.

SUGGESTED PROGRAM CONTENT

Lesson plans and training resources will be posted to capmembers.com/cadethonor as they become available. For now, activity directors are free to develop their own resources.

Academic Foundations 3 hours suggested

- A1. History and Evolution of the United States Flag. *10 min. suggested*
- A2. Flag Protocol & Critical Perspectives. Rules governing the proper display of the flag, perhaps accompanied by a flash card quiz or *Jeopardy!* game. An alternative, critical perspective of the flag's role in an American civil religion. *45 min. suggested*
- A3. Challenge of Honor. The honor concept. How the Core Values relate to the responsibilities and privileges of color guard and honor guard service; cadets as ambassadors for CAP and American values; sampling of traditions, photos, poetry, jodies of military honor guards. *10 min. suggested*
- A4. DDR Ambassadorship. Conduct a hands-on activity using the DDR-X guide and/or stage skits as described in CAPP 52-8. *45 min. suggested*
- A5. Texas vs. Johnson. Study and debate the US Supreme Court case of Texas vs. Johnson, which considered whether the government may criminalize mistreatment of the US flag. *60 min. suggested*

Basic Drill Competency 1 hour suggested

- D1. Warm-up and review of all basic drill maneuvers with an emphasis upon the finer points of each maneuver (e.g. taking a half-step before executing To the Rear; pinning arms to your side while executing flanks, columns, and To the Rear)

Advanced Uniform, Dress, and Appearance 1 hour suggested

- U1. Uniform Clinic. Finer points on how to exceed the minimum standards, from head to toe. Topics may include how to iron properly; shining shoes and doing edge dressing properly; search and destroy missions for loose threads; how to prepare, back, and place insignia precisely; care of brass; practical tips for a close shave; etc.

Color Guard Ceremonial Training 6 or more hours suggested

- C1. Color Guard Formations (2-flag and 3-flag arrangements) *10 min. suggested*
- C2. Manual of Arms *90 min. suggested, perhaps in three 30-min sessions*
- C3. Drill with Colors: presenting arms, eyes right, etc. *30 min suggested*
- C4. Wheels and Abouts in Color Guard Drill *60 minutes suggested, perhaps in two 30-min sessions*
- C5. Outdoor Presentation of the Colors. March up and hoist the Colors on a stationary flagpole and exit; return, lower the Colors, fold the Colors, present the folded Colors, and exit; operations in half-staff conditions *90 min. suggested, perhaps in two 45-min sessions*
- C6. Indoor Presentation of the Colors. March up, post the Colors in a floor stand (ie: on a stage or podium), dress the colors, and exit; return, retrieve the Colors, and retire. *90 min. suggested, perhaps in two 45-min sessions*

Honor Guard Ceremonial Training 2 to 3 hours suggested

- H1. Cordon, door sentry, usher, and personal escort duty *30 min suggested*

- H2. Flag bearer and master of ceremonies duty for a Change of Command ceremony *30 min suggested*
- H3. Wreath Laying Ceremonies *60 min suggested*
- H4. POW / MIA Table Ceremony procedures (For historical context and to go beyond the superficial lesson of the table ceremony, cadets should read a POW-MIA related history, participate in a group discussion, and/or if possible, listen to a distinguished guest speaker from a veterans' group.) *60 min suggested*
- H5. Funerals and casket handling: no training is recommended in this area.

How to Establish a Squadron Program 1 hour suggested

- P1. Opportunities for color guard and honor guard activities in the local community, roundtable discussion
- P2. Equipment: the essential, the helpful, and the minimum
- P3. Introduction to the Wreaths Across America program, its purpose, why it's worthwhile, how to do it well
- P4. Competitive Teams. Introduction to the National Cadet Competition program

Honor Training for Social Life 1 to 2 hours suggested, time permitting

- S1. Making Formal Introductions
- S2. Making Toasts
- S3. Job Interview and Meeting Etiquette
- S4. Formal Dining Etiquette
- S5. Formal Dancing Etiquette
- S6. Lost Art of Thank-You Notes

See capmembers.com/cadethonor for links to learning resources.