



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP MANUAL 52-4

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Cadet Programs

NATIONAL CADET COMPETITION

This manual describes the policies and events of the National Cadet Competition (NCC).

SUMMARY OF CHANGES.

Eliminates inconsistencies in reference to alternates; standardizes the rules for Panel Quiz for both competitions; clarifies the source document for volleyball rules. **Note: Shaded areas identify new or revised material.**

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CHAPTER 1 - GENERAL

1-1. OVERVIEW.

a. Purposes of the National Cadet Competition (NCC).

- (1) To provide incentive and motivation for cadets to train and attain goals in leadership, aerospace education, physical fitness and teamwork.
- (2) To provide an opportunity for cadets to increase esprit de corps through excellence in training and performance.
- (3) To provide a public validation of the objectives of the Civil Air Patrol (CAP) Cadet Program.

b. Objectives of the NCC.

- (1) To provide a competitive venue in which cadets can display their training and leadership skills.
- (2) To recognize and reward cadets whose training and performance is determined to be the best in the CAP Cadet Program.
- (3) To establish clearly defined standards for performance, which can be used at all CAP levels.
- (4) To provide a tool for measuring the success of the Cadet Program at all levels.
- (5) To provide an event that can be used in publicizing the Civil Air Patrol and can be used as a recruitment tool.

c. Target group for the NCC.

- (1) All cadets in the CAP Cadet Program should be targeted at the unit level. All cadets should be challenged to train and achieve at their highest possible level.
- (2) All senior members who have contact with cadets should be targeted at the unit level. They should be encouraged to teach, train and assist the cadets in their endeavors to be a part of the NCC.
- (3) All senior members in command positions above the unit level who have decision-making power in matters that affect the cadets' chances to participate in the NCC should be targeted.
- (4) Public awareness. The NCC and the wing and region competitions preceding it provide excellent opportunity for increased public awareness and recruiting through suitable media exposure.

d. Results of the NCC.

- (1) Cadets who compete at any level develop pride, esprit de corps and a sense of accomplishment.
- (2) Cadets and senior members have the reward of knowing what the cadets' skill and abilities are when they are "put to the test" in areas required by the NCC.
- (3) Cadets and senior members have fun and communicate that to others, providing motivation for other members to raise their level of performance and providing a recruitment tool to attract new members.

e. Desired outcomes of the NCC.

(1) Cadets increase their training and skills in leadership, aerospace education, physical fitness, and teamwork.

(2) Cadets use their increased skills and knowledge to get more involved in the Cadet Program at the unit level, thus creating a stronger program.

(3) Outstanding teams and cadets are recognized and rewarded for achieving the goals and objectives set before them by CAP National Headquarters.

(4) High standards of training and performance are established and taught to other cadets, thus increasing the level of training throughout the program.

(5) Cadets and senior members gain a sense of belonging to a large organization by interaction with other members outside of their regular area of contact.

1-2. GENERAL RULES.

a. This manual describes the general format and procedures for conducting the National Cadet Competition. The NCC is intended to be an event for ALL CAP cadets. Every effort should be made at the local unit level and the wing level to make the competition available to any cadet who wishes to apply himself/herself to competing and excelling.

b. The National Cadet Competition consists of two separate competitions: The National Drill Team Competition (NDTC) and The National Color Guard Competition (NCGC).

c. To be eligible to compete in the NCC, a team must first be selected by the wing commander and the region commander. Commanders are encouraged to use the NCC procedures to select teams.

d. Region commanders must forward to National Headquarters/CP, no later than 60 days prior to the competition, a Personnel Authorization listing the team members' names, CAP Identification Numbers, and Social Security Numbers along with the e-mail address and business and home phone numbers of the head escort. Two escorts must be listed for each Drill Team and two escorts for each Color Guard. One Drill Team escort and one Color Guard escort from each region must possess a valid CAPF 75. Escorts must remain with the teams at all times and will be billeted with the teams. Copies of the Personnel Authorization should also be sent to the appropriate CAP-USAF region liaison office. One male and one female escort must accompany teams composed of both male and female cadets. Teams composed entirely of one gender may be accompanied by a male and female escort or by two escorts of the same gender as team members. Escorts must be at least 25 years old. Region commanders must submit to National Headquarters/CP the name of the escort for each team who will serve as the Point of Contact for National Headquarters.

e. The NCC is based on traits of leadership and personal responsibility. Any behavior contrary to the highest standards will not be tolerated and may result in individuals or an entire team being disqualified.

f. When the NCC takes place on an active-duty military installation, all CAP members will be expected to be familiar with the proper protocol of saluting, honors to the flag during reveille and retreat, and other customs and courtesies.

g. National Headquarters/CP will designate an NCC Project Officer and the National Commander will designate an NCC Director. These two individuals, along with their staff, and the Air Force Reserve support team are responsible for direction, policy interpretation and implementation, and, in general, the success of the NCC.

1-3. JUDGING OFFICIALS.

a. The NCC Director and the National Project Officer will appoint all NCC judges and officials. To ensure the most objective evaluation, a minimum of three judges will be assigned to each event. One female judge should be assigned whenever possible.

b. The National Project Officer will designate one judge for each event as the Chief Judge.

c. In no case will a relative of a competitor or a person with any affiliation to a competing unit be selected as a judge.

d. A timekeeper and recorder will be appointed. The timekeeper's primary function is to record the total time a team uses during its presentation and to notify the Chief Judge of the time used. The recorder is responsible for distributing and collecting the judges' score sheets, tabulating totals, transcribing scores, and checking records for accuracy. Additional personnel will be assigned as line judges for the standard and innovative drill events to judge boundary violations.

e. An NCC staff member, AF Reservist, or other disinterested party will be designated the Event Marshal (EM) for each event. The function of the EM is to direct each team to the designated starting point, brief team commanders as necessary, and direct the start of each performance once everyone is ready. The EM generally keeps each event flowing smoothly and in a timely manner.

f. Volleyball judges should be selected from personnel who are familiar with volleyball rules and regulations, preferably certified volleyball referees from area schools.

g. Judges will be expected to read and be thoroughly familiar with the Judges' Briefing Notes (see Attachment 1) and the regulations, manuals, and publications listed in Attachment 2. They will be required to evaluate the competition in light of those notes and the applicable regulations and manuals as listed.

h. Judges will be required to complete their score sheets thoroughly, to include written comments on the score sheets to justify their scores on each event.

1-4. SCORING.

a. The rank order method of relative scoring will be used for the NCC.

b. For each event, the teams will be rank ordered based on the final tally, into 1st through 8th places. The first place team will receive 1 point; the second place team will receive 2 points; the third place team 3 points; and so forth. The lowest total rank order score achieved by a team for all events in the competition will be declared the winner of the competition.

c. The rank order score for the In-Ranks Inspection, Standard Drill, Innovative Drill, Practical Drill, Written Examination, and Mile Run events will be determined based on each team's total score. The Panel Quiz and Volleyball rank order score for each team will be determined by the order of finish.

d. Each judge will score separately the In-Ranks Inspection, Standard Drill, Innovative Drill and Practical Drill using score sheets that are specific for each event (see Attachments 3 and 4). Following completion of each of these events, the recorder will collect the score sheets from each judge, calculate their combined scores, and determine the rank order.

e. Ties should be rare, but if there is a tie in the scores of a specific event, the tie will be broken only in the case where specific instructions are set forth for that event. Otherwise, the tie will not be broken. If, for example, the top four teams in an event finish with scores of 290, 275, 275, and 250, the team with 290 would receive a rank order score of 1, the two teams with 275 would receive rank order scores of 2 (they are tied for second place), and the team with 250 would receive a rank order score of 4.

f. In case of a tie for first, second, or third place in the overall Drill Team or Color Guard Competitions of the NCC, the rank order finish in the Written Examination will be referenced to break the tie. If the teams are still tied, the rank order scores for the Mile Run will be used to determine the winner.

g. The cadet team commander must present appeals of any judges' decision, in writing, to the National Project Officer or the NCC Director within the time limit specified in the team briefing. The National Project Officer and the NCC Director will meet with their staff to discuss the dispute and will render a final decision in a timely manner.

h. Feedback to teams will be provided following the competition. Judges will be required to make comments and explanations directly on the score sheets to support their scores. Each team will be briefed on the judge's comments. The purpose of the feedback is strictly for the education of the teams. No decisions may be appealed based on the feedback from the judges.

1-5. NCC SCHEDULE AND BRIEFING.

a. Prior to arrival at NCC, all teams will receive a schedule of events from the National Project Officer. Upon arrival of all competing teams at NCC, the National Project Officer will conduct a team briefing.

b. The cadet commander and one escort from each team will attend the team briefing. The briefing will include, but not be limited to the topics listed in the NCC Team In-briefing Checklist (see Attachment 5). Any questions regarding implementation of the rules should be addressed at this time. The NCC Director, in consult with the National Project Officer, will decide any conflicts or confusion.

1-6. NCC SEQUENCE.

a. Order of Appearance: At the team briefing, teams will be randomly selected to establish the order of appearance for the following year's competition.

b. Call to the Presentation Area. The Event Marshal (EM) will line up the teams and make sure all the judges are ready before the team begins its presentation. Teams WILL NOT start an event (i.e. NOT march into any competition area) before the EM directs them to begin or be subject to a penalty for boundary violation.

c. Entry to the Presentation Area. The team will enter the presentation area from the Chief Judge's right, from a point designated by the EM. See Attachment 6 (Color Guard) and Attachment 7 (Drill Team) for diagrams of the presentation areas and judges' positions.

d. Start of judges' observation of the team. The judges will begin observing the team for purposes of evaluation and scoring of an event at the moment they form up at the designated starting point on the boundary of the presentation area. Evaluation will continue until the team is completely off the presentation area at the conclusion of their presentation. Note: The judges and the NCC staff will observe both teams and individuals members at all times during the competition as a basis for selecting the Outstanding Cadet Award and the Special Team Award. The following criteria will be used: appearance and bearing, esprit de corps, integrity, respect for authority, respect for peers, skill and knowledge, and teamwork.

e. Timing of events. The timekeeper will start the clock for each timed event at the instant the Chief Judge drops his/her salute for the last time in the prescribed reporting procedure (See "Reporting Procedure" in each event description). The timekeeper will stop the clock as specified in each event description.

f. Presentation Area. Whenever possible, the presentation area will be a minimum of 50'x90,' which is the size of a standard high school basketball court. However, if necessary, the National

Project Officer will use the most appropriate presentation area available and teams will be expected to adapt to the designated area. Any deviations to the dimensions of the presentation area will be announced at the team briefing.

g. The Chief Judge will normally be located four paces outside of the presentation area.

h. If the drill portion is to be conducted in an area that does not allow street shoes, athletic shoes with non-marking soles will be required. This requirement will be communicated to the teams in advance of the competition.

1-7. SPECTATORS.

a. All CAP members are invited and encouraged to attend the NCC. Family members and friends are also welcome to attend.

b. Spectators must understand that they are spectators only and will not be involved in the competition.

c. Spectators must make their own arrangements for transportation, lodging, and meals.

d. The NCC Director will announce at the initial team briefing opportunities for spectators to view events. Spectators may not be allowed in some events because of space limitations or to preserve the specific challenge of the event.

e. Spectators may videotape or take non-flash pictures of most events. Videotapes will not be used to affect the event outcome in any manner. There will be no photographic, video, or audio recording of any kind during the Panel Quiz. The National Project Officer will have the final decision on restrictions pertaining to video and photography.

1-8. AWARDS.

a. National Headquarters will provide the following awards for the National Drill Team Competition:

(1) USAF Chief of Staff Sweepstakes Award for first place in the National Drill Team Competition

(2) Second Place in the Drill Team Competition

(3) Third Place in the Drill Team Competition

(4) First and second place awards for each event as listed below:

(a) In-Ranks Inspection

(b) Standard Drill

(c) Innovative Drill

(d) Volleyball

(e) Mile Run

(f) Written Examination

(g) Panel Quiz

(5) Individual awards as listed below:

(a) Fleet Foot Award for fastest run time for male and female

(b) Highest Written Examination Award

(c) Outstanding Cadet Award (selected by judges and NCC staff)

(6) Special Team Award selected by vote of the cadet competitors, the NCC staff, and the judges (see Attachment 8).

b. National Headquarters will provide the following awards for the National Color Guard Competition:

(1) USAF Chief of Staff Sweepstakes Award for first place in the National Color Guard Competition

(2) Second Place in the Color Guard Competition

(3) Third Place in the Color Guard Competition

(4) First and second place awards for each event listed below:

(a) In-Ranks Inspection

(b) Standard Drill

(c) Indoor Practical Drill

(d) Outdoor Practical Drill

(e) Written Examination

(f) Mile Run

(g) Panel Quiz

(5) Individual awards as listed below:

(a) Fleet Foot Awards for fastest run times for male and female

(b) Highest Written Examination Award

(c) Outstanding Cadet Award (selected by the judges and NCC staff)

(6) Special Team Award selected by vote of the cadet competitors, the NCC staff, and the judges (see Attachment 8).

1-9. MILE RUN.

a. Teams will report to the prescribed location in proper uniform and await the EM's call to the starting point.

b. Physical Fitness Uniform. Teams will wear athletic shorts, T-shirts, appropriate undergarments, and athletic shoes and socks (no cleated shoes are allowed). Teams may choose to wear warm-up suits as outer garments. All attire should be appropriate and in good taste. Cadets are free to wear any appropriate religious clothing (for example, those not allowed to wear shorts may wear appropriate clothing authorized by their faith practice).

c. Competition officials will include a minimum of one starter/judge, two timekeepers, and two recorders.

d. The Mile Run time for all members of each team will be totaled (female times will be converted to male times by subtracting 1½ minutes). The team with the lowest total time will be the winner (see Attachment 9).

e. A Color Guard cadet who is Cat III or Cat IV will be given a score equal to the individual time recorded for the overall slowest Color Guard cadet in the Mile Run.

f. A Drill Team cadet who is Cat III or Cat IV will be given a score equal to the individual time recorded for the overall slowest Drill Team cadet in the Mile Run.

g. Cadets are prohibited from using headphones, audio tape, CD, MP3, or any other electronic player devices while running in this event.

h. No person, not directly participating in this event, may run along side of (either on the running surface or off) a cadet who is directly participating in this event for pacing, coaching, or any other purpose. Coaching and encouragement is authorized so long as non-runners stay in the designated areas.

1-10. PERSONAL APPEARANCE.

a. Uniform appearance is an important part of National Cadet Competition. In order to maintain the integrity of the competition, it is important that only competing cadets perform any and all actions associated with preparing their uniforms for competition, to include laundry, ironing, shoe preparation, and the placement of accoutrements. The Drill Team or Color Guard commander and other competing cadets may assist in the preparation of uniforms of junior cadets. This should be done in an educational manner so as to ensure junior cadets learn from the experience. Senior member/parent participation is limited to providing instruction and advice.

b. Haircut for male cadets and hairstyles for female cadets will meet standards prescribed in CAPM 39-1.

c. Female cadets may wear cosmetics that complement their complexions and are in good taste.

d. No articles will be carried in shirt pockets. Non-bulky items may be carried in pants pockets.

e. Except as prescribed by this regulation or the NCC Director, cadets will be in uniform at all times. Escorts will wear the same uniforms as the cadets unless they do not meet the standards found in CAPM 39-1, in which case they should wear appropriate CAP clothing. CAP senior members do not wear shoulder cords. Teams may choose to wear basic leather oxfords or patent leather oxfords. Alternatively, color guard teams may wear black parade boots (combat boots are not permitted).

f. Uniforms may be tailored, but not form fitting or drastically altered as to not present a comfortable fit.

g. Professionally prepared and permanently mounted ribbons are not authorized.

h. Military creases are not authorized.

1-11. PENALTIES.

a. The following types of penalties will be enforced during NCC:

(1) Boundary violations: stepping out of bounds during marching events.

(2) Timing violations: completing an event outside the published time requirements.

(3) Sequence violations: performing a mandatory action out of the order prescribed.

(4) Omission violations: failing to perform a required action.

(5) Prohibition violations: performing an action specifically prohibited in the regulation.

(6) Conduct violations: inappropriate behavior, unsportsmanlike conduct, loss of team military bearing.

(7) Other items briefed in the team brief.

b. Multiple violations can result in multiple penalties.

c. For infractions not explicitly indicated elsewhere in this manual, the NCC Director reserves the right to penalize teams to an extent appropriate to the infraction.

1-12. CHANGES. Any changes to NCC procedures will be effective upon publication in any document listed in attachment 2 or when briefed at the NCC team briefing.

1-13. MISHAPS. In the event of a reportable mishap, CAP's self-insurance will be in effect but as secondary to the member's insurance (see CAPR 900-5 for details). The NCC Director will ensure all reporting actions are taken and that the proper reports are initiated. It is the team escort's responsibility to complete the appropriate paperwork for members and guests of their team, to include any CAPF 78 and CAPF 79. The escort will submit such reports to the NCC Director prior to departing NCC.

1-14. PHYSICAL FITNESS CATEGORIES.

a. Cadets in Physical Fitness Category II must present a doctor's certification of Category II requirements to the NCC Director NLT the All Meeting held on arrival day. Upon proper certification, the cadet will be considered the same as a Physical Fitness Category III cadet for purposes of the competition (see paragraph 1-14c). This also applies to a cadet who sustains an injury or illness at the NCC who, if unable to compete, will be placed in Category III, upon verification by event staff.

b. Cadets in Physical Fitness Category III or IV must present a doctor's certification of Category III/IV requirements to the NCC Director NLT the All Meeting held on arrival day.

c. If a team has fewer than the mandatory number of cadets for the NDTC or for the NCGC Mile Run event, for any reason other than approved Category III or IV status, each absent cadet will be given a score 30 seconds slower than the individual time recorded for the overall slowest cadet in the Mile Run. A cadet who is Cat III or Cat IV will be given a score equal to the individual time recorded for the overall slowest cadet in the Mile Run.

CHAPTER 2 - NATIONAL CADET COLOR GUARD COMPETITION

2-1. GENERAL.

a. The publications listed in attachment 2 of this manual will be used as the basis of the NCGC. Judges will use these publications as the basis for scoring. Scores for marching events will be annotated using the National Cadet Color Guard Competition score sheets (see Attachment 3).

b. A cadet color guard team will be composed of four cadets. The team will ideally consist of two cadet airmen (the guards) and two cadet NCOs (the flag bearers). The composition of the team and positions of team members must remain constant throughout the competition. A substitution must be approved by the NCC director. Participants must be listed on the Monthly Membership Listing prior to the competition. Cadet officers are not permitted to participate in this competition.

c. The competition consists of seven events: In-Ranks Inspection, Standard Drill, Indoor Practical Drill, Outdoor Practical Drill, Written Examination, Panel Quiz, and the Mile Run. All four members will compete in each event.

d. Each designated presentation area will have a starting point and a ready line (see attachment 6). As each team begins their presentation, the next scheduled team will proceed to the ready line and may stand at ease until called to the starting point by the EM.

e. In-Ranks Inspection and Standard Drill are standardized events. Teams are expected to rigorously follow the stated guidelines and neither add nor subtract any actions. Indoor Practical Drill and Outdoor Practical Drill are innovative events and so long as the stated required actions are adhered to, teams are allowed to vary in their styling.

2-2. UNIFORM.

a. All uniform items must be worn in accordance with CAPM 39-1, Civil Air Patrol Uniform Manual.

b. The authorized uniform for male cadets is the short-sleeve blue shirt (with epaulets) and blue trousers. The authorized uniform for female cadets is the short-sleeve blue blouse (with epaulets) and blue slacks or skirt.

c. Ties and Tie Tabs will not be worn. Ribbons will be worn. Taps on shoes are not authorized.

d. Color guards will wear the uniform/accessories listed below. All items are found in either the Vanguard catalog or any parade accessory catalog. No other items are authorized.

CG - Color Guard Team G - Guards only FB - Flag Bearers only	In-Ranks Inspection	Standard Drill	Practical Indoor	Practical Outdoor	Written Exam	Mile Run	Panel Quiz
Gloves	CG	CG	CG	CG			
Pistol belt	G	G	G	CG			
Shoulder cords	CG	CG	CG	CG			
Rifles	G	G	G				
Flag slings	FB	FB	FB				
Physical Fitness Uniform per Para 1-9						CG	
Standard Uniform per para 2-2b	CG	CG	CG	CG	CG		CG

e. The color guard team will wear flight caps. The flag slings will be worn under the epaulets with the socket just below the belt.

f. Marching/parade rifles must be matching and inoperable and will not be provided at the competition.

g. Each team must bring and carry their respective region flag. A US flag w/flagpole, a flagpole for the Region flag, and stands of a standard size (per CAPR 900-2) will be provided.

h. The NCC Staff will provide a US flag to be used for the Outdoor Practical Drill.

2-3. IN-RANKS INSPECTION.

a. The In-Ranks Inspection will take place in the standard presentation area. Changes to the location will be clearly identified by the competition officials prior to this event. This will be the first event judged in uniform.

b. The teams will pre-marshal themselves at the ready line. When called by the EM, the color guard team will form up in rank formation (at close interval) at the designated starting point (see attachment 6). Team members will wear all prescribed color guard uniform items as for the Standard Drill, except flags will not be carried (See paragraph 2-2).

c. When directed by the EM, the color guard commander will order the guards to right shoulder arms, then march the team into the presentation area. The color guard commander will direct the team to execute a Half Left About and a Halt, in such a manner as to position the team 12 paces from, and with the US flag bearer centered on the Chief Judge. The color guard commander will command, "Present, ARMS." The color guard commander will report to the Chief Judge; saying, "Sir/Ma'am, the [Region Name] Color Guard reports for Inspection."

d. The Chief Judge will return the salute, and the color guard commander will command Order ARMS. The judges will inspect the team.

e. When the last judge has completed the inspection and returned to stand behind the Chief Judge, the color guard commander will command, "Present ARMS." The Chief Judge will return the salute. The color guard commander will command, "Order ARMS," "Right Shoulder ARMS," "Half Right About, MARCH," and "Forward, MARCH" and depart the presentation area to the Chief Judge's left.

f. The inspection will be scored on the following criteria:

- (1) Report in/out
- (2) Proper wear of the uniform
- (3) Cleanliness and neatness of uniform and equipment
- (4) Grooming standards
- (5) Military bearing
- (6) Overall appearance of team

g. The In-Ranks Inspection is not a timed event.

2-4. STANDARD DRILL.

a. General. This portion of the competition tests each team's proficiency in marching, turning, and passing in review as they would when called upon to participate in a parade.

b. The teams will pre-marshal themselves at the ready line. When called by the EM, the color guard, with all color guard accessories, will form up in one rank at the designated starting point (see attachment 6). The flag bearers may use either one or both hands to steady the flags as long as both flag bearers are in unison. The guards will march at right shoulder arms.

c. When directed by the EM, the color guard commander will march the team into the presentation area. The color guard commander will direct the team to execute a Half Left About and a Halt, in such a manner as to position the team 12 paces from, and with the American flag bearer centered on, the Chief Judge. The color guard commander will command, "Present, ARMS." The color guard commander will report to the Chief Judge; saying, "Sir/Ma'am, the [Region Name] Color Guard reports for Standard Drill." The Chief Judge will return the salute (**The Standard Drill two and one half minute clock starts**).

d. Drill Routine.

(1) The color guard commander will proceed with the drill, in sequence, and without adding any commands, as follows:

- | | |
|----------------------------------------------|-----------------------------------|
| 1. Order, ARMS (Flags at Order) | 14. Right About, MARCH |
| 2. Parade, REST (Flags at Parade, Rest) | 15. Forward MARCH |
| 3. Color Guard, ATTENTION | 16. Half Right About, MARCH |
| 4. Port, ARMS (Flags at the Carry) | 17. Forward MARCH |
| 5. Right Shoulder, ARMS | 18. Half Right About, MARCH |
| 6. Present, ARMS (Flags at the Carry) | 19. Forward MARCH |
| 7. Order, ARMS (Flags at the Carry) | 20. Left About, MARCH |
| 8. Right Shoulder, ARMS (Flags at the Carry) | 21. Forward MARCH |
| 9. Forward, MARCH | 22. Half Left About, MARCH |
| 10. Half Left About, MARCH | 23. Forward MARCH |
| 11. Forward MARCH | 24. Eyes, RIGHT (for Chief Judge) |
| 12. Half Left About, MARCH | 25. Ready, FRONT |
| 13. Forward MARCH | |

(2) The Color Guard will march off the presentation area to the designated Ending Point (see attachment 6) and will not report out to the Chief Judge. The Color Guard will be expected to utilize the entire presentation area as shown in attachment 6.

e. Timing. The timekeeper will start the clock when the Chief Judge returns the color guard commander's salute at the initial report in. The timekeeper will stop the clock when the team steps out of the presentation area. Each team will have a minimum of two and one half minutes for the Standard Drill event. There is no maximum time.

2-5. INDOOR PRACTICAL DRILL.

a. General. Color guards are frequently called upon to present the colors at various indoor ceremonies such as formal dinners, award presentations, or commander's calls. This event seeks to evaluate the color guard team's ability to quickly assess a room setting, develop a plan, and present and retire the colors professionally. Because the concept of this competition is based upon no prior knowledge of the room, the room will not be available for preview by the team or spectators at any time before the event. Any spectators entering the room during the event will be required to remain in the room until the competition is complete.

b. The teams will pre-marshal themselves at the ready line. When called by the EM, the color guard will form up at the starting point, wearing all color guard accessories. When directed to begin by the EM, the color guard commander (alone and without flag) will report to the Chief Judge and

say, "Sir/Ma'am, the [Region Name] Color Guard reports for Indoor Practical Drill." The Chief Judge will return the salute (**The timekeeper will start the five-minute clock**).

c. The team will have a maximum of five minutes to assess the layout of the room and plan how they will proceed. This timed period begins with the return of the color guard commander's first salute by the Chief Judge (See paragraph 2-5b.). The timed period ends at the color guard commander's second salute (See paragraph 2-5d.). It is the color guard commander's responsibility to keep track of the time used. The timer will not prompt the team.

d. If the starting layout of the room is not correct, the team should use part of this five-minute assessment/planning period to move items (such as the podium, flag stands, etc.) as necessary to ensure the colors are posted properly. At the completion of this assessment, the team will reform at the designated starting point and the color guard commander (alone and without flag) will report to the Chief Judge and say, "Sir/Ma'am, the [Region Name] Color Guard is ready to post the colors" (**The timekeeper will stop the five-minute clock**). The Chief Judge will return the salute and order the posting of the colors.

e. The Color Guard Indoor Practical Competition is considered an innovative event. Each team may devise their own plan for positioning the team in keeping with standard drill movements and regulations pertaining to the Colors. The guards will be permitted to march at Right Shoulder Arms or Port Arms. The color guard will march as a team to the designated location, salute the audience (Present ARMS will be called), and post the colors. After the colors have been posted, the color bearers will salute the US flag (however, the command, "Present, ARMS" will not be given). The color guard will then reform and retire to the designated starting position. The color guard commander will step two paces forward from the formed color guard, face the Chief Judge, salute, and say, "Sir/Ma'am, the colors have been posted." The Chief Judge will return the salute and order the retrieval of the colors. The color guard commander will then rejoin the color guard and march the team to retrieve the colors. The color bearers will salute the flag (however, the command, "Present, ARMS" will not be given), retrieve the colors, reform, and retire to the designated starting position.

f. Timing.

(1) The team will have no more than five minutes to assess the room. The clock starts when the Chief Judge returns the color guard commander's salute at the initial report in. The clock stops when the color guard commander reports to the Chief Judge that the team is ready to post the colors.

(2) There is no time limit on the amount of time the color guard has to post and retrieve the colors, however, the ceremony should be done in a timely and expeditious manner while honoring the flag. Refer to the National Cadet Color Guard Competition score sheets (see Attachment 3) for potential penalties.

2-6. OUTDOOR PRACTICAL DRILL.

a. General. This event will evaluate each color guard team's ability to raise and lower the flag as at the beginning and end of the duty day while rendering appropriate honor and dignity to the flag. Teams are to be sequestered away from the event site to prevent observation of earlier competing teams. Spectators will not be allowed access to teams in the holding area.

b. The teams will pre-marshal themselves at the ready line. When called by the EM, the color guard will form up, without rifles, flags, or flag carriers, at the designated starting point. When directed by the EM to begin, the color guard commander will march the team into the competition area. The color guard commander may use discretion to determine where to halt the team.

c. The color guard commander will step out of the formation and report to the Chief Judge, saying, "Sir/Ma'am, the [Region Name] Color Guard reports for Outdoor Practical Drill." The Chief Judge will return the salute and present a folded US flag to the color guard commander.

d. The color guard commander will rejoin the color guard and the team will march to the flagpole with the flag folded. The color guard commander will hand the flag to the flag attendant and only the remaining three-member color guard will raise the flag. The color guard commander does not participate in the flag-raising ceremony, but will render appropriate honors while the flag is being raised. The flag will be raised to the half staff position.

e. The halyard will be secured to the cleat and the color guard will reform as a four-person team. The color guard commander will give the command, "Present ARMS" and "Order ARMS," after which the color guard will retrieve the flag. The color guard commander may assist in retrieving and folding the flag.

f. After the flag has been lowered and the halyards secured (with the connectors at the bottom of the pole), the color guard will fold the flag. After folding the flag, the color guard commander will reform and march the team to a position six paces in front of the Chief Judge. The color guard commander will command, "Present ARMS," step forward, present the flag to the Chief Judge, and go to Present Arms. The Chief Judge will take the flag, pass it off to Judge #2 and then return the color guard commander's salute. After the Chief Judge returns the salute, the color guard commander will go to Order Arms, return to join the color guard team, command, "Order ARMS" and march the team off the competition area.

g. There is no limit on the amount of time the team has to complete this event; however, the ceremonies must be conducted in a timely and expeditious manner while still honoring the flag.

h. Teams will generally be judged on their precision, military bearing, and how well they show respect to the flag. All individual and team movements must be grounded in the CAP Drill and Ceremonies Manual but as this is an innovative event, some latitude is allowed so long as military bearing and decorum is maintained. The judges are the sole adjudicators as to as to when this line is crossed.

2-7. WRITTEN EXAMINATION.

a. The Written Examination for color guard will consist of 50 multiple-choice questions selected to test knowledge in the following areas:

- (1) Leadership requirements in Phases I and II of the cadet program
- (2) General knowledge of the Civil Air Patrol corporation, including history, mission, and organizational structure
- (3) Color guard movements and procedures from the CAP Drill and Ceremonies Manual
- (4) General knowledge of CAPR 900-2
- (5) General knowledge of CAPM 39-1
- (6) General knowledge of CAPP 52-18
- (7) Manual of Arms (see Attachment 12)

b. The test is administered to all cadets concurrently. At the time prescribed, the doors to the testing area will be closed, and only cadets present will be administered the examination. A time limit of 45 minutes will be in effect.

c. Competition officials will include one examiner and two scorers/recorders.

d. The total number of questions answered correctly by a team will be used to determine the rank order score for each team. If a team has less than four cadets present for the Written Examination, regardless of the reason, the cadet or cadets not present will receive a score of zero (0) on the Written Examination.

2-8. MILE RUN. The requirements for the Mile Run are described in paragraph 1-9.

2-9. PANEL QUIZ.

a. General. Whenever possible, the Panel Quiz event should be conducted as a round-robin tournament. Each team plays every other team once. The NCGC will use four-person quiz teams. Each Panel Quiz will be conducted by a Moderator, who leads the proceedings and asks the questions, and a Judge, who serves as a timer, keeps the event on track, and is the final arbiter regarding the correctness of an answer. The moderator will brief each team concerning the rules (see attachment 10).

b. Participation.

- (1) Each team member on each team must participate in the Panel Quiz event.
- (2) The tournament schedule will be provided to the individual teams with as much advance notice as possible.

c. Question Sources and Format.

(1) The source material for the Panel Quiz should be Aerospace Modules one through six plus Aerospace current events. Questions will be written in an open-ended format. Specifically, true/false and multiple-choice questions will not be used.

(2) Games that are conducted simultaneously (i.e., in the same round) may use the same question set. Questions used in any round should not be re-used in later rounds.

(3) Each question set consists of at least twenty-five questions (ten toss-ups, ten bonuses, and five or more tiebreakers) per round.

d. Format of a Panel Quiz Game.

(1) General

(a) A Panel Quiz game consists of a group of cadets (a "quiz team") from one team competing against a group of cadets from another team.

(b) A game consists of a maximum of 10 "toss-up" questions. The event staff may optionally impose a maximum time limit for each game (15-20 minutes is recommended). If any team has signaled to answer a toss-up question when time expires, that toss-up question and its bonus question will be completed. Otherwise, the question will be discarded.

(c) The Moderator will begin by explaining the rules and testing each buzzer to ensure proper operation.

(d) Cadets are instructed to begin an answer only upon being recognized by the Moderator. Upon being so recognized, that cadet must begin their answer immediately.

(2) Game Flow (see Attachment 11, Panel Quiz Flowchart, as a guide). The Moderator will ask a toss-up question.

(a) If a team buzzes in prior to the completion of the toss-up question, the Moderator will stop and identify the cadet who buzzed in. The cadet should provide the answer immediately.

1 Correct answers to the first 5 toss-up questions earn the team 10 points each and a "bonus question" will be offered by the Moderator. The team may confer for 10 seconds before providing an answer. The last 5 toss-up questions are worth 15 points each.

a Correct answers to the bonus questions are worth 5 points each. The Moderator goes on to the next toss-up question.

b If the bonus answer is incorrect, there is no penalty and the Moderator goes on to the next toss-up question

2 Incorrect answers to the first five toss-up questions will take 10 points from the team's score and the toss-up question is re-read, in its entirety, for the other team, who will have 10 seconds to buzz in. A cadet who buzzes in within 10 seconds must answer immediately after being identified by the Moderator. If no member on the other team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question. Incorrect answers to the last 5 toss-up questions carry a 15 point penalty.

a A correct answer is worth 10 points in the first five questions (15 points in the last five). The Moderator will go on to the next toss-up question. There is no bonus question.

b An incorrect answer results in a 10-point deduction in the team's score in the first questions (15-point deduction in the last five questions). The Moderator will go on to the next toss-up question.

(b) If a team does not buzz in prior to the completion of the toss-up question, the Moderator will allow 10 seconds for either team to buzz in and be recognized. If neither team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question. If a team buzzes in within 10 seconds, the Moderator will identify the cadet who buzzed in. The cadet should provide the answer immediately.

1 If the answer to the toss-up question is correct, the team receives 10 points in the first five questions (15 points in the last five questions). A "bonus question" will be offered by the Moderator. The team may confer for 10 seconds before providing an answer.

a Correct answers to a bonus question are worth 5 points. The Moderator goes on to the next toss-up question.

b If the bonus answer is incorrect, there is no penalty and the Moderator goes on to the next toss-up question.

2 If the answer to the toss-up question is incorrect, 10 points are deducted from the team's score in the first five questions (15 points in the last five) and the other team has 10 seconds to buzz in. A cadet who buzzes in within 10 seconds must answer immediately after being identified by the Moderator. If no member on the other team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question.

a A correct answer is worth 10 points in the first five questions (15 points in the last five questions) and the Moderator will go on to the next toss-up question. There is no bonus question.

b An incorrect answer results in a 10-point deduction in the team's score in the first five questions (15 points in the last five). The Moderator will go on to the next toss-up question

(3) Answering Toss-up Questions.

(a) As a toss-up question is read, either team may signal their desire to attempt an answer at any time. If the question is read in its entirety and no signal is given, the Moderator will wait 10 seconds before going on to the next toss-up question.

(b) Once a team has signaled, the Moderator will stop reading the question, identify the individual who signaled, and request an answer.

(c) Only the person that signaled may answer a toss-up question. They must begin their answer immediately upon being recognized by the Moderator. Drawn out replies, restatement of the question, "essay-type" answers, and any other tactic used to delay an immediate response will be deemed "incorrect" and the team penalized 10 points in the first five questions (15 points in the last five).

(d) Any answer given by a member of either team without buzzing in will be ignored. If an answer (even if correct) is tendered by a member of the team that buzzed in before that member is recognized by the Moderator or by a cadet other than the one recognized by the Moderator, the Moderator will state, "Incorrect" and penalize the team 10 points in the first five questions (15 points in the last five).

(e) No discussion is allowed on a toss-up question.

(4) Answering Bonus Questions.

(a) When a team answers a toss-up question correctly, they will be asked a bonus question; however, no bonus question will be asked if the other team previously responded to that toss-up question with an incorrect answer (See paragraphs 2-9d(2)(a)2a and 2-9d(2)(b)2a).

(b) Since only that team may answer a bonus question, the question will be read in its entirety.

(c) The team then has 10 seconds to discuss their answer and respond.

(d) A correct answer will earn the team five points.

(e) There will be no penalty for an incorrect answer. The other team will not have an opportunity to answer.

e. If the game ends in a tie, the tiebreaker questions will be asked until the tie is broken. These questions will be worth 15 points for toss-up questions and 5 points for bonus questions.

f. Challenges. The NCC Staff has instituted a mechanism whereby teams may challenge questions and/or answers. These procedures are outlined in the Judges' Briefing Notes (See Attachment 1) and may be supplemented or modified by the NCC Staff provided advance notification is provided to all teams.

g. Event Scoring.

(1) The Panel Quiz rank order score will be based on the number of games each team won.

(2) If two (or more) teams have the same number of wins at the completion of the tournament, the numerical scores derived from all games completed by the tied teams will be totaled to determine the rank order position for those teams. Teams still tied after this step will receive relative rank orderings as described in paragraph 1-4e.

CHAPTER 3 NATIONAL CADET DRILL TEAM COMPETITION

3-1. GENERAL.

a. The publications listed in attachment 2 of this manual will be used as the basis of the National Drill Team Competition (NDTC). Judges will use these publications as the basis for scoring. Scores for marching events will be annotated using the National Cadet Drill Team Competition score sheets (see Attachment 4).

b. A cadet drill team will be composed of 13 cadets (12 team members and one team commander). The composition of the team and positions of team members must remain constant throughout the competition. A substitution must be approved by the NCC Director. Participants must be listed on the current Monthly Membership Listing prior to the competition. Cadets of any rank may compete.

c. The competition consists of seven events: In-Ranks Inspection, Standard Drill, Innovative Drill, Written Examination, Panel Quiz, Mile Run, and Volleyball. All 13 team members will participate in each event.

d. Each designated presentation area will have a starting point and a ready line (see attachment 7). As each team begins their presentation, the next scheduled team will proceed to the ready line and may stand at ease until called to the starting point by the EM.

e. In-Ranks Inspection and Standard Drill are standardized events. Teams are expected to rigorously follow the stated guidelines and neither add nor subtract any actions. Innovative Drill is an innovative event and so long as the stated required actions are adhered to, teams are allowed to vary in their styling.

3-2. UNIFORM.

a. All uniform items must be worn in accordance with CAPM 39-1, *Civil Air Patrol Uniform Manual*.

b. The authorized uniform for male cadets is the short-sleeve blue shirt (with epaulets), with tie and tie-tac (or tie bar but the team must be standardized) and blue trousers. The authorized uniform for female cadets is the short-sleeve blue blouse (with epaulets), with tab and blue slacks or skirt.

c. Ribbons, white shoulder cord, and flight caps will be worn. Taps on shoes are not authorized.

3-3. IN-RANKS INSPECTION.

a. The In-Ranks Inspection will take place on a standard presentation area. Changes to the location will be clearly identified by the competition officials prior to this event. This will be the first event judged in uniform.

b. When called by the EM, the drill team will form up in line formation at the designated starting point (see attachment 7) with the team commander centered three paces to the front and facing the team. Once the team is properly aligned, the team commander will face about and wait to be directed to enter the presentation area.

c. When directed by the EM, the team commander will turn to face the team and command, "Right, FACE," executing a left face at the same time. The team commander will march the drill team into the presentation area, giving whatever commands are necessary so the first rank of the team is halted 12 paces from, and centered on, the Chief Judge. The team commander will command, "Left, FACE," executing a right face at the same time. The drill team commander will execute an about face, step forward three paces, and halt.

d. The drill team commander will salute and report, “Sir/Ma’am, the *[Region Name]* Drill Team reports for Inspection.” The Chief Judge will return the salute. The team commander will face about, command, “Open Ranks, MARCH,” and proceed by the most direct route to align the flight, front to rear. Upon completion of the alignment, the team commander will march to a position three paces beyond the front rank, halt, face left, and command, “Ready, FRONT.” The drill team commander will take one step forward and face to the right in a position in front of the first element leader.

e. The team commander will salute and report, “Sir/Ma’am, the team is ready for inspection.” The Chief Judge will return the salute, march forward to inspect the team commander, and then each member of the team. Each judge will, in turn, proceed to inspect the team commander and then the team. When the last judge has returned to their starting position behind the Chief Judge, the team commander will salute the Chief Judge, face left, and command, “Close Ranks, MARCH,” step forward and face about to a position front and center of the team and march the team from the presentation area to the Chief Judge’s left.

f. Judging criteria will include:

- (1) Report for Inspection
- (2) Grooming standards
- (3) Military bearing
- (4) Proper wear of the uniform
- (5) Cleanliness and neatness of the uniforms
- (6) Overall appearance of the team

3-4. STANDARD DRILL.

a. Only drill movements contained in the CAP Drill and Ceremonies Manual will be used for Standard Drill. Drill movements must be completed within a five-minute time limit. The team commander will be given a card containing the required commands to be evaluated. Each movement must be done in the order listed on the card, but may be intermixed with transitional commands and movements, at the discretion of the team commander, to fully use the presentation area and to perform the required movements properly. No attempt should be made to memorize the commands on the card and no penalty will be assessed for left hand and head movements necessary to read the card during the drill. Since this is a standardized drill program, teams will use no music, vocalizations (“singing calls”), or noise making devices to maintain cadence during the performance. Hand clapping, arm waving, or any other movements that detract from military bearing are also prohibited.

b. When called by the EM, the drill team will form up in line formation at the designated starting point (see attachment 7) with the team commander three paces to the front and facing the team. Once the team is properly aligned, the team commander will face about and wait to be directed to enter the presentation area.

c. When directed by the EM, the team commander will turn to face the team and command, “Right, FACE,” executing a left face at the same time. The team commander will march the drill team into the presentation area, giving whatever commands are necessary so the first rank of the team is halted 12 paces from, and centered on, the Chief Judge. The team commander will command, “Left, FACE,” executing a right face at the same time. The drill team commander will execute an about face, step forward three paces, and halt.

d. The drill team commander will salute and report, “Sir/Ma’am, the *[Region Name]* Drill Team reports for Standard Drill.” The Chief Judge will return the salute and produce a card containing the required commands. The drill team commander will approach the Chief Judge, get the card, and

return to their normal position three paces in front of the drill team, turning to face the judges. The drill team commander may review the card for up to 30 seconds before executing an about face. The drill team commander will command, "Present, ARMS," face about again, and salute the Chief Judge who will return the salute (**Standard Drill five-minute clock starts**).

e. The drill team commander will face about, command, "Order, ARMS" and proceed with the standard drill movements listed on the card. The drill team commander will direct the team through all the standard movements in the sequence shown on the card, giving commands for each movement the team performs. All movements are made to the standard of 24-inch steps and cadence of 100 to 120 steps per minute, with distance and interval established to ensure movements are executed with order and precision.

f. When the last movement on the card has been completed, the drill team commander will maneuver the team to a halt in a position such that the first rank is 12 paces in from, and centered on the Chief Judge while taking their place three paces from the first rank of the team, facing forward. The team commander will command, "Left, FACE," executing a right face at the same time. The drill team commander will execute an about face, step forward three paces, and halt. The team commander will salute the Chief Judge and report, "Sir/Ma'am, the *[Region Name]* Drill Team has concluded Standard Drill" (**Standard Drill five-minute clock stops**). When the Chief Judge returns the salute, the team is dismissed. The drill team commander will face about, command, "Right, FACE," executing a left face at the same time, and march the drill team off the presentation area to the Chief Judge's left.

g. Judging criteria will include:

- (1) Precision of Execution: Dress, cover, alignment, and sequence
- (2) Cadence: Timing and snap
- (3) Command Voice: Timing, snap, clarity
- (4) Professionalism: Military bearing, esprit de corps, and poise
- (5) Proper Report/Dismissal Procedures

h. Timing.

(1) The timekeeper will time the drill team commander's review of the command card from the moment the review starts until the about face.

(2) The timekeeper will start the clock when the Chief Judge returns the team's salute after the 30-second review. The timekeeper will stop the clock when the team commander salutes the Chief Judge at the report out. Each team will have a maximum of five minutes for the Standard Drill event. There is no minimum time.

3-5. INNOVATIVE DRILL.

a. This form of drill is innovative and creative in nature; however, any type of movement that would detract from proper military bearing, such as dance moves, hand clapping, arm waving, or kneeling is discouraged. Team chiefs may give individual and team commands but cadence calling, music, and singing calls are prohibited. Rifles, sabers, and noisemaking devices are also prohibited.

b. There are no standardized team movements required in Innovative Drill; however, all movements, whether individual or team, must be primarily grounded in the CAP Drill and Ceremonies Manual. Reasonable modifications to standard drill movements are permitted provided proper military bearing and appearance is maintained. The judges will be the sole determiners of what constitutes violations of this rule.

c. The criterion for evaluating cadence is not whether the cadence is slow, fast, or changes, but how precise and consistent the team is in the execution of the cadence.

d. Individual elements may move independently of each other. There may be flanking movements, to-the-rear movements, and extending and closing movements. Judging is on precision, smartness of execution, and how well the elements are positioned when they again come together as a team.

e. Just as elements may move independently of each other, so may cadets. Individual members may move in every direction, completely independent of each other. Eventually, the members must come back together into elements and the elements must reform into a team (Note: at the conclusion of the Innovative Drill, all the individual cadets must be in the same position, relative to each other, in which they started the drill).

f. When called by the EM, the drill team will form up in line formation at the designated starting point (see attachment 7) with the team commander three paces to the front and facing the team. Once the team is properly aligned, the team commander will face about and wait to be directed to enter the presentation area.

g. When directed by the EM, the team commander will turn to face the team and command, "Right, FACE," executing a left face at the same time. The team commander will march the drill team into the presentation area, giving whatever commands are necessary so the first rank of the team is halted 12 paces from, and centered on, the Chief Judge. The team commander will execute a right face and command, "Left, FACE," executing a right face at the same time. The drill team commander will execute an about face, step forward three paces, and halt.

h. The drill team commander will report, "Sir/Ma'am, the [Region Name] Drill Team reports for Innovative Drill." The Chief Judge will return the salute. The team commander will do an about face, command the drill team, "Present, ARMS," perform an about face and salute the Chief Judge, who will return the salute (**Innovative Drill five-minute clock starts**).

i. The team will begin its presentation. When the team's innovative drill is completed, the drill team commander will maneuver the team to a halt in a position such that the first rank is 12 paces in front of and centered on the Chief Judge while taking their place three paces from the first rank of the team, facing forward. The team commander will command, "Left, FACE," executing a right face at the same time. The drill team commander will execute an about face, step forward three paces, and halt. The team commander will salute the Chief Judge and report, "Sir/Ma'am, the [Region Name] Drill Team has concluded Innovative Drill" (**Innovative Drill five-minute clock stops**). When the Chief Judge returns the salute, the team is dismissed. The drill team commander will face about, command, "Right, FACE," executing a left face at the same time, and march the drill team off the presentation area to the Chief Judge's left.

j. The team will be judged on the following items:

- (1) Originality: Creative use of movements and field
- (2) Difficulty: Extended, precise movements required
- (3) Precision of Execution: Dress, cover, and sequence
- (4) Professionalism: Military bearing, esprit de corps, and poise
- (5) Proper Report/Dismissal Procedures

k. Timing. The timekeeper will start the clock when the Chief Judge returns the team's salute after the initial report in. The timekeeper will stop the clock when the team commander salutes the Chief Judge at the report out. Each team will have a maximum of five minutes for the Innovative Drill event. There is no minimum time.

3-6. WRITTEN EXAMINATION.

a. The Written Examination for drill competition will consist of 100 multiple-choice questions selected to test knowledge in the following areas:

- (1)** Aerospace education requirements in Phases I and II of the cadet program
- (2)** Leadership requirements in Phases I and II of the cadet program
- (3)** General knowledge of Civil Air Patrol, including history, mission, and organizational structure
- (4)** General knowledge of CAPM 39-1
- (5)** General knowledge of CAPP 52-18
- (6)** General knowledge of current aerospace-related events

b. The test is administered to all cadets concurrently. At the time prescribed, the doors to the testing area will be closed, and only cadets present will be administered the examination. A time limit of 90 minutes will be in effect.

c. Competition officials will include one examiner and two scorers/recorders.

d. The total number of questions answered correctly by a team will be used to determine the rank order score for each team. If a team has less than 13 cadets present for the Written Examination, regardless of the reason, the cadet or cadets not present will receive a score of zero (0) on the Written Examination.

3-7. PANEL QUIZ.

a. General. Whenever possible, the Panel Quiz event should be conducted as a round-robin tournament. Each team plays every other team once. The NDTC will use four-person quiz teams. Each Panel Quiz will be conducted by a Moderator, who leads the proceedings and asks the questions, and a Judge, who serves as a timer, keeps the event on track, and is the final arbiter regarding the correctness of an answer. The moderator will brief each team concerning the rules (see attachment 10).

b. Participation.

(1) Each team member on each team must participate in the Panel Quiz event. If a team has fewer than 13 members, they must assign "ghosts" in place of the missing members. Ghosts are considered team members. They will be assigned to teams and adhere to the same assignment restriction as any other participant. Assigning a ghost to a team simply means the team has one or more empty chairs that game.

(2) In the event that a quiz team is comprised solely of ghosts; that team forfeits that game and the other team is awarded a win with a score of 100 points.

(3) The tournament schedule will be provided to the individual teams with as much advance notice as possible.

c. Question Sources and Format.

(1) The source material and distribution of topics for the Panel Quiz should be identical to the Written Examination. Questions will be written in an open-ended format. Specifically, true/false and multiple-choice questions will not be used.

(2) Questions from the Written Examination are discouraged from being used as Panel Quiz questions.

(3) Games that are conducted simultaneously (i.e., in the same round) may use the same question set. Questions used in any round should not be re-used in later rounds.

(4) Each question set consists of at least twenty-five questions (ten toss-ups, ten bonuses, and five or more tiebreakers).

d. Format of a Panel Quiz Game.

(1) General

(a) A Panel Quiz game consists of a group of cadets (a "quiz team") from one team competing against a group of cadets from another team.

(b) A game consists of a maximum of 10 "toss-up" questions. The event staff may optionally impose a maximum time limit for each game (15-20 minutes is recommended). If any team has signaled to answer a toss-up question when time expires, that toss-up question and its bonus question will be completed. Otherwise, the question will be discarded.

(c) The Moderator will begin by explaining the rules and testing each buzzer to ensure proper operation.

(d) Cadets are instructed to begin an answer only upon being recognized by the Moderator. Upon being so recognized, that cadet must begin their answer immediately.

(2) Game Flow (see Attachment 11, Panel Quiz Flowchart, as a guide). The Moderator will ask a toss-up question.

(a) If a team buzzes in prior to the completion of the toss-up question, the Moderator will stop and identify the cadet who buzzed in. The cadet should provide the answer immediately.

1 If the answer to the toss-up question is correct, the team receives 10 points in the first five questions (15 points in the last five) and will be asked a "bonus question" by the Moderator. The team may confer for 10 seconds before providing an answer.

a A correct answer to a bonus question is worth 5 points. The Moderator goes on to the next toss-up question.

b If the bonus answer is incorrect, there is no penalty and the Moderator goes on to the next toss-up question

2 If the answer to the toss-up question is incorrect, 10 points are deducted from the team's score in the first five questions (15 points in the last five questions) and the toss-up question is re-read, in its entirety, for the other team, who will have 10 seconds to buzz in. A cadet who buzzes in within 10 seconds must answer immediately after being identified by the Moderator. If no member on the other team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question.

a A correct answer is worth 10 points in the first five questions (15 points in the last five questions). The Moderator will go on to the next toss-up question. There is no bonus question.

b An incorrect answer results in a 10-point deduction in the team's score in the first five questions (15 points in the last five questions). The Moderator will go on to the next toss-up question.

(b) If a team does not buzz in prior to the completion of the toss-up question, the Moderator will allow 10 seconds for either team to buzz in and be recognized. If neither team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question. If a team buzzes in within 10 seconds, the Moderator will identify the cadet who buzzed in. The cadet should provide the answer immediately.

1 If the answer to the toss-up question is correct, the team receives 10 points in the first five questions (15 points in the last five questions) and will be asked a “bonus question” by the Moderator. The team may confer for 10 seconds before providing an answer.

a A correct answer to a bonus question is worth 5 points. The Moderator goes on to the next toss-up question.

b If the bonus answer is incorrect, there is no penalty and the Moderator goes on to the next toss-up question.

2 If the answer to the toss-up question is incorrect, 10 points are deducted from the team’s score in the first five questions (15 points in the last five questions) and the other team has 10 seconds to buzz in. A cadet who buzzes in within 10 seconds must answer immediately after being identified by the Moderator. If no member on the other team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question.

a A correct answer is worth 10 points in the first five questions (15 points in the last five questions) and the Moderator will go on to the next toss-up question. There is no bonus question.

b An incorrect answer results in a 10-point deduction in the team’s score in the first five questions (15 points in the last five questions). The Moderator will go on to the next toss-up question

(3) Answering Toss-up Questions.

(a) As a toss-up question is read, either team may signal their desire to attempt an answer at any time. If the question is read in its entirety and no signal is given, the Moderator will wait 10 seconds before going on to the next toss-up question.

(b) Once a team has signaled, the Moderator will stop reading the question, identify the individual who signaled, and request an answer.

(c) Only the person that signaled may answer a toss-up question. They must begin their answer immediately upon being recognized by the Moderator. Drawn out replies, restatement of the question, “essay-type” answers, and any other tactic used to delay an immediate response will be deemed “incorrect” and the team penalized 10 points in the first five questions (15 points in the last five questions).

(d) Any answer given by a member of either team without buzzing in will be ignored. If an answer (even if correct) is tendered by a member of the team that buzzed in before that member is recognized by the Moderator or by a cadet other than the one recognized by the Moderator, the Moderator will state, “Incorrect” and penalize the team 10 points in the first five questions (15 points in the last five questions).

(e) No discussion is allowed on a toss-up question.

(4) Answering Bonus Questions.

(a) When a team answers a toss-up question correctly, they will be asked a bonus question; however, no bonus question will be asked if the other team previously responded to that toss-up question with an incorrect answer (See paragraphs 3-7d(2)(a)2a and 3-7d(2)(b)2a).

(b) Since only that team may answer a bonus question, the question will be read in its entirety.

(c) The team then has 10 seconds to discuss their answer and respond.

(d) A correct answer will earn the team five points.

(e) There will be no penalty for an incorrect answer. The other team will not have an opportunity to answer.

e. If the game ends in a tie, the tiebreaker questions will be asked until the tie is broken. These questions will be worth the same points and penalties as normal toss-up questions.

f. Challenges. The NCC Staff has instituted a mechanism whereby teams may challenge questions and/or answers. These procedures are outlined in the Judges' Briefing Notes (See Attachment 1) and may be supplemented or modified by the NCC Staff provided advance notification is provided to all teams.

g. Event Scoring.

(1) The Panel Quiz rank order score will be based on the number of games each team won.

(2) If two (or more) teams have the same number of wins at the completion of the tournament, the scores derived from all games completed by the tied teams will be totaled to determine the rank order position for those teams. Teams still tied after this step will receive relative rank orderings as described in paragraph 1-4e.

3-8. MILE RUN. Requirements for the Mile Run are described in paragraph 1-9.

3-9. VOLLEYBALL TOURNAMENT.

a. If facilities permit, the volleyball competition will be conducted as a round-robin tournament. Each team will be scheduled to play every other team one time. Matches will consist of one game, with Rally Scoring played to 21 points.

b. Rules and definitions. The rules and definitions for volleyball are located at www.usavolleyball.org.

c. Scoring. The tournament order of finish determines a team's rank order score. The win-loss record of each team will determine order of finish. If two (or more) teams have the same number of wins at the completion of the tournament, the numerical scores derived from all games completed by the tied teams will be totaled to determine the rank order position for those teams. Teams still tied after this step will receive relative rank orderings as described in paragraph 1-4e.

d. Uniform is the same as the Mile Run described in paragraph 1-9, with the mandatory addition of kneepads. Those wearing glasses will also need to wear protective eyewear.

ATTACHMENT 1 – JUDGES’ BRIEFING NOTES

1. GENERAL.

a. This attachment provides the NCC judges with the instructions, guidelines, and standards that they must use in judging each event in the NCC.

b. Judges should not be swayed by teams who have matching physical fitness uniforms, matching jackets, or other forms of team identification.

c. Judges are expected to be familiar with all competition requirements outlined in this regulation.

d. Judges are to remain aloof from spectators, coaches, and competitors throughout the competition. Any questions, comments, concerns, or suggestions at any time are to be immediately referred to the Chief Reservist, the NCC Director, or the National Project Officer.

e. Judges must understand this IS a big deal for the cadets. This is the highest level of competition of this nature to which they can aspire. Most have planned, studied, and practiced for this competition for an entire year, perhaps longer in some cases.

2. SPECTATORS.

a. If spectators are permitted to view the Indoor and the Outdoor Practical portions of the competition, they must be kept from any contact or communication with the teams. This is necessary to ensure the challenge of the event for each successive team. The method for maintaining this security must be based upon the facility used.

b. If spectators are permitted to watch the Panel Quiz, they are required to maintain silence and make no effort to affect a team’s answers.

c. The team briefing must include specific information for the cadet commander and the escorts regarding restrictions and regulations to be followed.

d. Spectators may make non-flash pictures or videotape recordings of most NCC events. The National Project Officer, the NCC Director, or the Chief Judge may decide if photography and videotaping is a distraction to the event and will take measures to prevent such distractions.

e. Judges will not view any videotapes or photographs of any event and will not take into account any videotapes or photographs in deciding the outcome of any event.

f. The National Project Officer is responsible to establish proper supervision to ensure that all of the above standards are met.

3. NCC SEQUENCE.

a. Judges will not direct teams to begin an event. The National Project Officer or the NCC Director will select a NCC staff member, AF Reservist, or other disinterested party to “marshal” each event; that is, to line up the teams and to make sure both the judges and the teams are ready before the performance starts. At risk of penalty, teams **MUST NOT** start an event; i.e., not march into any competition area before the marshal directs them to begin. The method for this call to the presentation area will be announced in the team briefing.

b. The event marshal must clearly indicate to each cadet commander the exact boundary of the presentation area and the position where the team should form up. This will include forming up for all drill routines – standard and innovative. This position must be consistent with the presentation area diagram (see attachments 5 & 6 of this manual) whenever possible.

c. Teams are to be judged from the moment they form up on the boundary of the presentation area to the instant they step off the presentation area at the end of their presentation.

d. The timekeeper must clearly understand the proper start time for the clock. The clock will start the instant the Chief Judge drops the last salute in the reporting procedure for the event. The clock stops at varying times for each event and the timekeeper must be aware of the stopping time for each event (See event descriptions in Chapters 2 and 3 of this directive).

4. SCORING.

a. Judging is to be as objective as possible, based upon the prescribed manuals and regulations listed in this directive. No other standards for judging or scoring the competition will be used unless approved by the National Project Officer and published appropriately.

b. Judges are to be consistent with scoring. All teams are to be judged equally. A judge who is hard (or easy) on one team should be just as hard (or easy) with the other teams.

c. The most important criteria for judges to look for is HOW a team appears, performs, and conducts itself. Judges should look for examples of lack of confidence, less than smooth execution, and non-adherence to regulations. On the positive side, judges should be aware of creativity, precision, military bearing, and boundless energy. NCC staff/AF Reservists/other disinterested parties will keep track of objective items such as timing, boundary violations, and sequence violations (omission of objective items will receive penalties).

d. Just as important as what happens is how cadets react to the unexpected. For example, if a cadet's hat blows off in a gust of wind-that's OK because the cadet had no control of that; rather judges should look for a loss of composure and military bearing when it happens.

e. When marking the score sheets, judges must mark one of the incremental numbers on the sheet and not write in a number between the given choices.

f. Judges are required to make written comments on the score sheets. The comments must reflect the specific violations that contributed to a loss of points as well as citing performances that were significantly excellent to warrant high scores. Comments made by the judges will be made available to the teams for the purpose of education and encouragement. Judge's comments should reflect this purpose.

g. The score sheets for the Written Examination and the Mile Run will not contain the names of the individual participants. The NCC staff will assign a code number to each participant upon registration. Team escorts will be given the code numbers for his/her own team and no other team.

h. The primary venue for uniform inspection is the In-Ranks Inspection. Judges should not be looking for and should not address minor uniform infractions noticed in other venues; however, judges may make note of serious uniform infractions such as failure to wear a cover or incorrect footwear.

5. AWARDS.

a. The judges have a vote in the process to select the Outstanding Cadet Award recipients for the Color Guard and the Drill Team. The criteria for selecting those recipients will be announced at the team briefing:

- (1) Appearance
- (2) Integrity
- (3) Leadership
- (4) Personal Conduct
- (5) Respect for Authority
- (6) Skill and Knowledge
- (7) Sportsmanship

b. The teams, judges, and NCC staff select the Special Team Award recipients for the Color Guard and the Drill Team. Each team will have one vote collectively; the judges will have one vote collectively; and the NCC staff will have one vote collectively. The following criteria for selecting those recipients will be provided on a printed ballot. The ballots will be given to the teams at the team briefing.

- (1) Appearance
- (2) Esprit de corps
- (3) Integrity
- (4) Respect for Authority
- (5) Respect for Peers
- (6) Skill and Knowledge
- (7) Sportsmanship
- (8) Teamwork

6. EVENT MARSHAL.

a. The National Project Officer or NCC Director will designate a NCC staff member, an AF Reservist, or other disinterested party who serves as the Event Marshal (EM) for each event. The EM maintains a smooth flow for the event and ensures all facets of the event move along in a timely manner.

b. The EM is responsible for:

- (1) Lining up the next team to compete at the appropriate starting point
- (2) Briefing the team commander regarding the location of boundaries, the judges, the starting point, and the ending point, as well as any other items as necessary
- (3) Ensuring spectators maintain proper decorum and remain clear of the competition area
- (4) Ensuring all participants and all judges are ready before allowing the team to begin
- (5) Signaling the team commander to begin their performance
- (6) Ascertaining if any boundary or timing violations occurred during the performance and briefing the Chief Judge

7. MILE RUN.

a. The National Project Officer or the NCC Director must assess the appropriateness of the physical fitness uniform and require cadets to change or cover anything deemed inappropriate. Cadets have the option to wear warm-up suits while running.

b. The EM should announce at the team briefing the route of the Mile Run and the boundaries for spectators. This same information must be given again at the briefing just prior to the beginning of the event.

c. The EM must explain clearly that cadets who finish the Mile Run and wish to encourage their team members who are still running must remain within the announced boundaries for the spectators at all times.

8. UNIFORM INSPECTION.

a. Judges are to rate both drill teams and color guards based upon whether they have the correct, required equipment and uniform items and that these items are clean, pressed, and in good repair. Teams will wear only those items identified in paragraph 2-2 (for Color Guard) and paragraph 3-2 (for Drill Team) of the basic regulation. Refer to CAPM 39-1, CAP Uniform Manual, regarding

specific uniform requirements, such as placement of ribbons, nametags, and wing patches, and the regulations pertaining to hem lengths, creases and alterations. For this event alone, one judge will be a NCC staff member who is familiar with CAP specific uniform requirements such as ribbon placement.

b. Teams may choose to wear basic leather oxfords or patent leather oxfords. Alternatively, color guards may wear black parade boots (combat boots are not permitted). Footwear will be judged using the standards of proper fit, proper wear, and condition.

9. GENERAL COLOR GUARD.

a. The carrying of the US and Region flags is an honor bestowed only on responsible Cadet NCOs and Cadet Airmen who have demonstrated the highest caliber of behavior and military bearing.

b. With the flag bearers in the center, the color guard is formed and marched in one rank at close interval. The color guard does not execute to the rear march or about face. When necessary to face a different direction, the color guard will execute a left/right about or a half left/half right about (pivoting on the appropriate guard – never at the center). In close quarters, Color Guard members may execute a three-step turn in-place.

c. On command of the US flag bearer, the guards present arms on receiving or parting with the US flag.

d. Positions of the flag.

(1) At order, the flagstaff rests on the ground touching the toe of the right shoe, the staff vertical, with the back of the flag bearer's hand to the right.

(2) At the carry, the flagstaff rests in the socket of the sling with the flagbearer's right hand grasping the staff at shoulder height. Both hands can be used but if one flag bearer uses two hands, they both must do so. The forearms are parallel to the ground and the staff is inclined slightly to the front. If indoors, the flagstaff may be held vertically, in the right hand such that the ferrule is approximately 2-3 inches above the ground with the left hand held across the chest with fingers joined and extended.

(3) Parade rest with the flag is similar to parade rest for the individual airman except the flagbearer keeps the staff vertical.

(4) The CAP or Region flag is dipped in salute. The US flag is never dipped, but always held vertically.

e. The flag is raised briskly up the flagpole. It is lowered slowly and with dignity.

f. Half Staff Presentation. When raising the flag to half staff, it is always raised to the top of the staff and then lowered to half staff. To retrieve the flag from the half staff position, it is first raised to the top of the staff and then lowered. The flag is saluted while being raised to or lowered from the top of the staff but not saluted while being lowered to or raised from the half staff position

g. All color guard members except the person on the right flank execute eyes right.

h. Cased and folded flags are not saluted.

i. Any turning movement other than an "about" movement is prohibited. An about movement is executed with the pivot point at the right or left guard. The movement must follow the Drill and Ceremonies Manual, paragraph 7.32.2.

j. The following actions will not be permitted: slamming rifles on the floor, twirling rifles, or any other rifle handling movements not specifically identified in the Manual of Arms (see Attachment 12). Also prohibited are stomping, high stepping or "goose" stepping, and slow (death) marching cadence.

k. The color guard will march with normal arm swing and normal cadence.

10. COLOR GUARD STANDARD DRILL.

a. The color guard is expected to make full use of the 90' x 50' presentation area as they execute the prescribed standard drill routine.

b. No commands may be added or omitted while completing the routine.

c. The team may not go out of bounds without penalty.

d. There is no maximum time limit for this event. The minimum time is two and one half minutes.

g. The Civil Air Patrol or Region flag will be dipped upon the command of execution, not upon the preparatory command.

11. COLOR GUARD INDOOR PRACTICAL.

a. The NCC event staff will select and sequester a room for this event. The judges and the NCC staff will set up the room prior to the event and determine a designated starting point for the teams.

b. The EM will brief each team prior to their entry into the room. This briefing will include instructions regarding the starting point and the location of the Chief Judge for the initial reporting.

c. The NCC staff will determine if spectators will be allowed to watch the event and announce the ground rules to the spectators prior to permitting them inside the room.

d. The audience must be seated before the actual event starts. No one will be admitted while a team is performing. Once admitted to the room, no one may leave until the competition has ended. The NCC staff will explain to spectators that the restrictions are for the purpose of protecting the integrity of the event.

e. The NCC staff will decide whether team members/escorts will be allowed to leave the venue after completing their portion of the competition. This determination will be briefed at the team meeting.

f. The team has five minutes to assess the room. The timekeeper will not volunteer how much time the team has left in the assessment period; however, the team commander may request and be given that information.

g. There is no time limit on this event, other than the five-minute assessment period. However, the event must be completed in an expeditious manner, while respecting the Colors. Whether a team uses too much time is solely up to the discretion of the judges.

h. The guards will be permitted to march at Right Shoulder Arms or Port Arms.

i. The Color Guard Practical Indoor Competition is considered an innovative event. Each team may devise their own plan for positioning the team in keeping with standard drill movements and regulations pertaining to the Colors but the following is expected:

- (1) The color guard team will march as a team to the designated stage or presentation area.
- (2) The team will, as a team, face and salute the audience (Present ARMS will be called).
- (3) The color bearers should proceed to post the flags.

(4) The color bearers should face and salute the US flag (Present ARMS will not be called).

(5) The team will reform and return to the starting point.

(6) When the color guard is directed to retrieve the colors, they will march as a team to the designated stage or presentation area.

(7) The color bearers will retrieve the flags, after which the team will reform and march to the starting point.

12. COLOR GUARD OUTDOOR PRACTICAL DRILL.

a. The EM and the judges will select a flagpole to be used for the competition. Its location will be announced at the Team In-Briefing

b. The EM will determine a starting point for the teams.

c. The EM will brief the team prior to their entry to the presentation area. This briefing will include instructions regarding the starting point and the location of the Chief Judge for the initial reporting.

d. Spectators will be required to be in the designated viewing area prior to the start of the event and remain for the duration of the event

e. Teams waiting their turn to compete will be sequestered out of view of the competition venue. No one may enter this sequestered location once the competition has begun.

f. The Color Guard Outdoor Practical competition is considered an innovative event. Each team may devise their own plan for positioning the team using standard drill movements and regulations pertaining to the Colors.

g. The judges (or other designated party) will unfold and refold the flag between each team's performance.

h. As each team enters the presentation area, the judge to the Chief Judge's right will possess the cased flag. When the color guard commander reports to the Chief Judge, the two judges will face each other. The flag bearer will present the flag to the Chief Judge, who will turn and present it to the color guard commander. When the color guard commander returns with the flag, the Chief Judge will receive the flag, face the judge to the right, present the flag to this judge, face forward again, and then return the color guard commander's salute.

13. DRILL TEAM STANDARD DRILL.

a. The EM will insure that the team commander is briefed regarding the starting point on the presentation area boundary prior to the team entering the presentation area.

b. The judges should observe the following specific items while judging the standard drill:

(1) In-place Movements – these include all facing movements, present and order arms, and rests. Attention should be given to cadence, precision, snap, and smartness. Are arms held to the sides during facing movements? Are thumbs on the seams during attention and facing movements? Were there any extraneous movements or evidence of anticipation?

(2) Forward March – judges should monitor closely any anticipation of command. Are arm swings in unison? Do all members of the team step off in unison?

(3) Left and Right Step March – Proper cadence, head bob, and unison of heel clicks are the primary factors to judge these movements. There is a natural tendency for team members to increase cadence if movement is prolonged. Does the team stay in alignment? There is a tendency to move forward or backward as they step sideways.

(4) Extend and Close March – errors are most likely in cadence and in the number of side steps taken. Elements should make pivot movements sharply in unison and maintain alignment. Judges should watch for change in cadence while the team is marching at half step. The command of execution for close march should be given as the right foot strikes the ground and the command of execution for extend march should be given as the left foot strikes the ground.

(5) Column Movements – As each element arrives at the 90-degree pivot point, pivot persons should step off sharply with a normal 24 inch step and then begin the half step, without “prancing” or “head-bobbing.” Head and eyes should be directly to the front, not looking down or left and right in an attempt to maintain alignment. Column movements should not be executed while the team is marching to the rear.

(6) Flanking and To The Rear – Should be done without variation in alignment and without “dipping” the body or “head bobbing.” Judges can detect dipping movements by observing the plane established by the team members’ caps. There should be no hesitation during the To The Rear movement.

(7) Halts – heels should be brought together sharply in perfect unison. “Leaning back” during the last step should not occur. Simultaneously, all body movements should stop, with no attempt to adjust alignment after the movement is concluded.

(8) Cadet drill team commander – the team commander’s voice, appearance, and bearing, control of the team, and manner of reporting will be judged.

c. Music, noise-making equipment, rifles, sabers, cadence calling, and singing are prohibited.

14. DRILL TEAM INNOVATIVE DRILL.

a. Innovative drill movements must be primarily grounded in the Civil Air Patrol Drill and Ceremonies Manual. They must be military in appearance and maintain proper bearing and poise. Some innovation with regard to the drill movements is allowed, but not so much that what is performed is barely recognizable as precision drill. It is solely up to the judges’ discretion when the variation crosses the line between innovation and loss of military bearing. Teams are strongly cautioned not to create moves that are not based on some move in the Drill and Ceremonies Manual.

b. Judges will use the same criteria to judge basic marching movements for the innovative drill as were used in the standard drill. Teams must maintain military bearing. Moves must be performed in unison maintaining dress and cover. If elements or individuals spread out and perform separate movements, they must come together again with proper dress and cover.

c. Cadence can be fast, slow or normal. Changes in cadence are permissible, but the team should be precise and consistent in the performance of the cadence.

d. The team must reestablish a single formation at the end of the performance. The formation must place each individual in the same position they held at the beginning of the drill routine.

The judging criteria will include:

(1) Originality – did the team use acceptable movements creatively in an interesting and innovative routine? Did they use most of the presentation area?

(2) Difficulty – extended, precise movements are required. Were the movements detailed, precise, and challenging to perform? Were a variety of movements used rather than repetition of several basic movements? Was the routine done silently, without commands, thus raising the difficulty level?

(3) Precision of Execution – did the team perform the routine in a precise manner, maintaining dress and cover? Were the movements crisp and sharp?

(4) Professionalism and poise - did the team look professional, maintaining military bearing throughout the routine?

- e. Music, noise-making equipment, rifles, sabers, cadence calling, and singing are prohibited.

15. PANEL QUIZ.

a. Spectators may be permitted to watch the Panel Quiz; however, they must not have an opportunity to affect any answer given during the competition. Any effort by a spectator to affect the outcome, provide a hint, or distract another team will result in their ejection and their team assessed a penalty.

b. Spectators may not make any photographic, audio, or video recordings of the Panel Quiz.

c. Cadets taking part in the NCC competition are not permitted to be spectators.

d. NCC staff will carefully review the assignments of all team members, including "ghosts" to insure that the regulation is followed in regard to the number of times a cadet may compete.

e. If a question requires an exact full date (i.e. day/month/year) or a first and last name, that requirement should be made clear in the wording of the question.

f. The cadet must answer the specific question asked by the moderator. If more information is needed, the judge should state, "Please be more complete."

g. If a team member incorrectly pronounces a name or a word, they should be given credit for a correct answer if it is clear to the judge that the correct answer was intended.

h. When a team signals to answer a toss-up question, only the cadet who signals may answer the question.

i. Judges are responsible to know the challenge procedures established by the NCC staff and distributed at the team briefing.

j. Challenges

(1) Challenges must be presented by the cadet team commander, in writing, to the NCC Director or the National Project Officer within the time limit specified in the team briefing.

(2) Challenges must identify the teams competing in the match, the question asked, the answer given, and the judge's decision.

(3) A team may submit a maximum of two challenges for this event.

(4) If a team's challenge is sustained, the Event Director or the National Project Officer will determine the best mechanism to resolve the situation.

(5) If a team's challenge is overruled, the challenging team will be penalized with the loss of a match; e.g. if a team's final win/loss standing is 5/5 and their challenge is overruled, that team will drop to 4/6. There will be no effect on the win/loss standing of any other team.

16. WRITTEN EXAMINATION FOR COLOR GUARD AND DRILL TEAM.

a. Spectators and escorts are not permitted in the room during the examination.

b. Judges will close the doors at the announced time. Once the doors are closed, no one may enter the room.

c. Judges will collect the examinations from cadets as they finish and require the cadets to exit the room.

17. VOLLEYBALL.

a. The objective of this event is to evaluate teamwork within a team during a fluid activity. Although the ultimate goal is to win each game, elements such as spirit and sportsmanship will also be noted.

b. Safety of the cadets is a primary objective at all times. Any unsafe activity should be prevented, if possible, and stopped immediately if in progress.

c. All jewelry, including watches, bracelets, rings and necklaces will be removed or rendered safe at the direction of the judges.

d. Judges are to ensure that volleyball uniforms are in good taste and that kneepads and eyeglasses straps are used. Judges decisions are final on these items.

e. The judges' rulings are final in any decision regarding the rules of the game.

f. The judges will stop play for on-court injuries. Play will resume after the injured player(s) are removed from the court and the court has been decontaminated if necessary. Once a player leaves the field of play for injury, that player will not re-enter that game, but may be reinstated to the roster for subsequent games if injuries permit.

g. Poor sportsmanship will not be tolerated from any team member or spectator. Judges will assess penalties against any team whose members or fans exhibit unsportsmanlike behavior. Penalties may include loss of points, forfeiture of the game, or expulsion from the event or the entire competition.

h. The judges' decisions are final. Judges should interface with the team captains only.

i. Judges should be alert to any changes in the team composition and ensure that there are no changes from the original registration of team members.

j. The NCC staff will establish a rotation pattern for the teams so that the teams play on various courts and are not repeatedly judged by the same judge.

k. The first team to score 21 points with at least a two-point lead will be declared the winner.

ATTACHMENT 2 – REGULATIONS, MANUALS, AND PUBLICATIONS

The regulations, manuals and publications listed below are to be used by all NCC participants and judges. There will be no other basis for judging the competition. All participants and judges should thoroughly know and understand each of these publications. All actions will be based on the following precedence:

1. Information briefed at daily Team Chief meeting.
2. Information briefed at the All Meeting on arrival day.
3. Information published on the official CAP National Headquarters NCC web page, which can be found at www.cap.gov/ncc.
4. Information found in the following publications:
 - a. CAPM 52-4, *NCC Manual*
 - b. CAPM 39-1, *Civil Air Patrol Uniform Manual*
 - c. CAPR 52-16, *Cadet Program Management*
 - d. CAPP 52-18, *Cadet Physical Fitness Program*
 - e. CAPR 900-2, *Use of CAP Seal and Emblem; Use, Display and Ceremonial Destruction of the US and CAP Flags*
 - f. *Aerospace Dimensions*:
 - (1) Module 1 - Introduction to Flight
 - (2) Module 2 - Aircraft Systems and Airports
 - (3) Module 3 - Air Environment
 - (4) Module 4 - Rockets
 - (5) Module 5 - Space Environment
 - (6) Module 6 - Spacecraft
 - g. *Leadership for the 21st Century*, Volume I - Through the Mitchell Award
 - h. CAP Drill and Ceremonies Manual (AFMAN 36-2203, *Drill and Ceremonies*)
 - i. Those events requiring knowledge of the Manual of Arms will utilize the US Air Force Academy Drill and Ceremonies Manual AFCWI 36-2203 located at www.cap.gov/ncc.
 - j. For those events requiring knowledge of the CAP Color Guard Manual of Arms, Attachment 12 of this manual, will be used.
 - k. For standardization purposes, the checklist in Attachment 13 of this manual, will be used by members preparing NCC events.
 - l. For standardization purposes, the overall score sheets in Attachment 14 of this manual will be used for all NCC events.
 - m. For those events requiring knowledge of current events, such questions will be drawn from www.foxnews.com.
 - n. For those events requiring knowledge of current aerospace events, such questions will be drawn from www.space.com.
 - o. Volleyball will be played in accordance with USA Volleyball Domestic Competition Regulations found at www.usavolleyball.org.

ATTACHMENT 3 – NATIONAL CADET COLOR GUARD COMPETITION SCORE SHEETS

Pg 39 In-Ranks Inspection

Pg 40 In-Ranks Inspection (CAP Specific)

Pg 41 Outdoor Practical Drill

Pg 42 Indoor Practical Drill

Pg 43 Standard Drill

National CAP Cadet Color Guard Competition In-Ranks Inspection

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 100 points

Section I Uniform Wear		Poor				Good				Best	
Appearance of Uniform	Cleanliness, creases, belt/buckle, accoutrements, pants length, ribbon order	1	2	3	4	5	6	7	8	9	10
Alignment	Shirt/trousers, ribbons, rank	1	2	3	4	5	6	7	8	9	10
Shoes	Shine, condition	1	2	3	4	5	6	7	8	9	10
Headgear	Proper placement, insignia	1	2	3	4	5	6	7	8	9	10

Section II Personal Appearance		Poor				Good				Best	
Grooming	Hair, shave, cosmetics	1	2	3	4	5	6	7	8	9	10
Uniformity	Standardized appearance	1	2	3	4	5	6	7	8	9	10
Pockets	Smooth appearance, buttons	1	2	3	4	5	6	7	8	9	10

Section III Military Bearing		Poor				Good				Best	
Color Guard Equipment	Cleanliness, proper wear, Standardization	1	2	3	4	5	6	7	8	9	10
Poise, Posture	Esprit, confidence, position	1	2	3	4	5	6	7	8	9	10
Reporting In/Out	Voice quality, proper procedure	1	2	3	4	5	6	7	8	9	10

Objective Requirements (Chief Judge Only) **Yes** **No**

Color guard forms up at starting point; marches onto drill pad from staring point with all color guard accessories except flags. Should have gloves, pistol belts, shoulder cords, identical rifles, and flag slings; at close interval; guards should be at right shoulder arms		
Color guard commander directs Half Left About and Halt; team should be 12 paces from judges; US flag bearer centered on Chief Judge		
Color guard commander directs Present Arms and reports to Chief Judge for inspection		
Color guard commander directs Order Arms. Inspection commences.		
Color guard commander directs Present Arms, Order Arms, Right Shoulder Arms, Half Right About, March and marches off drill pad to Chief Judge's left.		

Section IV Penalties (Chief Judge Only) **#** **Total**

Movements out of sequence		X-30	
Omitting required movements (or any objective item omitted)		X-30	
Boundary violation		X-30	
Other		X-30	
TOTAL			

Comments: _____

	Points Earned
_____	Section I
_____	Section II
_____	Section III
_____	- Penalties
_____	(Chief Judge Only)
_____	=Total Points

National CAP Cadet Color Guard Competition Outdoor Practical Drill

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 100 points

Section I Uniform Wear		Poor				Good				Best	
March in/out	Crisp turns, steady cadence	1	2	3	4	5	6	7	8	9	10
Report in	Crisp, clear, professional	1	2	3	4	5	6	7	8	9	10
Rope handling	Smooth freeing, securing	1	2	3	4	5	6	7	8	9	10
Flag handling	Smooth attachment, securing	1	2	3	4	5	6	7	8	9	10
Raising/lowering	Smooth flow, cadence, up briskly, down solemnly	1	2	3	4	5	6	7	8	9	10
Folding	Smooth flow, cadence	1	2	3	4	5	6	7	8	9	10
Report out	Crisp, clear, professional	1	2	3	4	5	6	7	8	9	10

Section II Military Bearing		Poor				Good				Best	
Overall	Military bearing, precision, snap	1	2	3	4	5	6	7	8	9	10
Proper respect	Salute, protection, control	1	2	3	4	5	6	7	8	9	10
Folded flag	Tightness, red hidden	1	2	3	4	5	6	7	8	9	10

Objective Requirements (Chief Judge Only)	Yes	No
Color guard forms up without rifles, flags, or flag carriers.		
CG commander steps out of formation, reports to Chief Judge, and receives flag.		
Color Guard raises flag to top of flagpole, then to half staff and secures halyard. CG commander does not participate (except to render proper honors).		
Color Guard reforms, CG commander directs Present Arms and Order Arms.		
Color Guard raises flag to top of flag pole, then lowers and retrieves flag.		
Color Guard secures halyard and folds flag. Color Guard reforms and marches to a position 6 paces from Chief Judge.		
CG commander directs Present Arms, steps forward, gives flag to Chief Judge, and salutes. When Chief Judge returns salute, CG commander rejoins team, directs Order Arms and departs the judging area.		

Section III Penalties (Chief Judge Only)	#	Total
Movements out of sequence		X-30
Omitting required movements (or any objective item omitted)		X-30
Other		X-30
TOTAL		

Comments: _____

Points Earned
Section I _____
Section II _____
- Penalties (Chief Judge Only) _____
=Total Points

National CAP Cadet Color Guard Competition Indoor Practical Drill

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____
 Maximum score: 100 points

Section I Prepost/Posting of Colors		Poor				Good				Best	
Reporting In	Crisp, clear, professional	1	2	3	4	5	6	7	8	9	10
Voice Commands	Crisp, clear, professional	1	2	3	4	5	6	7	8	9	10
Movements	Turns, steady cadence	1	2	3	4	5	6	7	8	9	10
Honors	To audience, to flag	1	2	3	4	5	6	7	8	9	10
Flag handling	Posting, smoothing	1	2	3	4	5	6	7	8	9	10
Obstacle avoidance	Smooth flow	1	2	3	4	5	6	7	8	9	10

Section II Retrieval of Colors		Poor				Good				Best	
Voice Commands	Crisp, clear, professional	1	2	3	4	5	6	7	8	9	10
Movements	Turns, steady cadence	1	2	3	4	5	6	7	8	9	10
Flag handling	Retrieval	1	2	3	4	5	6	7	8	9	10
Obstacle avoidance	Smooth flow										

Objective Requirements (Chief Judge Only)	Yes	No
Color Guard (CG) forms up at the starting point with all color guard accessories		
CG commander (alone and without flag) reports to Chief Judge (Clock starts at CJ salute)		
Color Guard reforms after 5-minute assessment/room set up. CG commander (alone, no flag) returns to Chief Judge and reports. (Clock stops when CG commander salutes CJ)		
CG goes to designated location, salutes audience with Present Arms, and posts colors. Flag bearers salute flag w/o Present Arms. CG reforms and retires to the starting point.		
CG commander steps forward, salutes, and announces the colors are posted.		
CG goes to designated location, Flag bearers salute flag w/o Present Arms, retrieves colors, and team retires to starting point.		

Section III Penalties (Chief Judge Only)	#	Total
Movements out of sequence	X-30	
Omitting required movements (or any objective item omitted)	X-30	
Exceeding 5 minutes to assess the room	X-30	
Room setup incorrectly	X-30	
Other	X-30	
TOTAL		

Comments: _____

Points Earned	
Section I	_____
Section II	_____
- Penalties (Chief Judge Only)	_____
=Total Points	_____

National CAP Cadet Color Guard Competition Standard Drill

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 100 points

Section I Performance of Commands		Poor				Good				Best	
In-place commands	Crispness, precision	1	2	3	4	5	6	7	8	9	10
Marching	Sharpness, discipline	1	2	3	4	5	6	7	8	9	10
Turning movements	Steady cadence	1	2	3	4	5	6	7	8	9	10

Section II Precision		Poor				Good				Best	
Alignment	Dress, distance	1	2	3	4	5	6	7	8	9	10
Uniformity	All together	1	2	3	4	5	6	7	8	9	10
Cadence	Speed, consistency	1	2	3	4	5	6	7	8	9	10
Posture	Naturalness	1	2	3	4	5	6	7	8	9	10

Section III Military Bearing		Poor				Good				Best	
Voice commands	Crisp, together	1	2	3	4	5	6	7	8	9	10
Flag procedures	Control	1	2	3	4	5	6	7	8	9	10
Poise	Esprit, recovery	1	2	3	4	5	6	7	8	9	10

Objective Requirements (Chief Judge Only) **Yes** **No**

Color guard forms up in a rank formation, at starting point; marches onto drill pad from Chief Judge's right with all color guard accessories, guards at right shoulder arms.		
CG commander directs Half Left About and Halt; team is 12 paces from judges; US flag bearer centered on Chief Judge; guards at right shoulder arms		
CG Commander directs Present Arms and reports to Chief Judge. (Clock starts at CJ salute, stops when team exits the drill pad)		

Command	Yes	No	Command	Yes	No	Command	Yes	No
1. Order Arms			10. Half Left About			19. Forward March		
2. Parade Rest			11. Forward March			20. Left About		
3. Attention			12. Half Left About			21. Forward March		
4. Port Arms			13. Forward March			22. Half Left About		
5. Rt Shoulder Arms			14. Right About			23. Forward March		
6. Present Arms			15. Forward March			24. Eyes Right		
7. Order Arms			16. Half Right About			25. Ready Front		
8. Rt Shoulder Arms			17. Forward March					
9. Forward March			18. Half Right About					

Section IV Penalties (Chief Judge Only) **#** **Total**

Movements out of sequence		X-30	
Omitting required movements (or any objective item omitted)		X-30	
Boundary violation		X-30	
Done in less than two and a half minutes		X-30	
Other		X-30	
TOTAL			

Comments: _____	Points Earned
_____	Section I _____
_____	Section II _____
_____	Section III _____
_____	- Penalties _____
_____	=Total Points _____

ATTACHMENT 4 – NATIONAL CADET COMPETITION DRILL TEAM SCORE SHEETS

Pg 45 In-Ranks Inspection

Pg 46 In-Ranks Inspection (CAP Specific)

Pg 47 Innovative Drill

Pg 48 Standard Drill

National CAP Cadet Drill Team Competition Innovative Drill

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____
 Maximum score: 100 points

Section I Concept		Poor				Good				Best	
Creativity	Originality, new movements, use of entire presentation area	1	2	3	4	5	6	7	8	9	10
Difficulty	Complexity, intricacy, extended movements	1	2	3	4	5	6	7	8	9	10

Section II Performance		Poor				Good				Best	
Execution	Dress, cover, sequence	1	2	3	4	5	6	7	8	9	10
Appearance	Snap, precision, sharpness	1	2	3	4	5	6	7	8	9	10
Conformity	Standard movements IAW rules	1	2	3	4	5	6	7	8	9	10
Uniformity	Standardization of movements	1	2	3	4	5	6	7	8	9	10
Cadence	Consistency, timing	1	2	3	4	5	6	7	8	9	10

Section III Professionalism		Poor				Good				Best	
Voice commands	Voice quality, control, snap	1	2	3	4	5	6	7	8	9	10
Military Bearing	Esprit, confidence, recovery, overall military appearance, poise	1	2	3	4	5	6	7	8	9	10
Report/Dismissal	Voice quality, control	1	2	3	4	5	6	7	8	9	10

Objective Requirements (Chief Judge Only)	Yes	No
Twelve person team forms in line formation, team commander (TC) centered 3 paces to front		
TC faces team, directs Right Face (executes Left Face concurrently) and marches team on		
TC halts team 12 paces from and centered on Chief Judge (CJ)		
TC directs Left Face while facing right; then faces about, steps three paces forward and halts		
TC salutes and reports to CJ		
TC faces about, directs Present Arms, faces about, and salutes the Chief Judge. The 5-minute clock starts when Chief Judge's salute is dropped.		
TC faces about, directs Order Arms, and proceeds to execute the team's innovative routine		
When complete, TC maneuvers team to halt 12 paces from and centered on Chief Judge, TC 3 paces from front rank, facing forward		
TC directs Left Face while facing right; then faces about, steps three paces forward and halts		
TC salutes and reports to Chief Judge. The 5-minute clock stops. TC faces about		
TC directs Right Face (executing Left Face concurrently) and marches team off drill pad.		

Section IV Penalties (Chief Judge Only)	#	Total
Movements out of sequence	X-30	
Omitting required movements (or any objective item omitted)	X-30	
Boundary violation	X-30	
Music, Noise-making equipment, rifles, sabers, cadence calling/singing	X-30	
Over 5 minutes	X-30	
Other	X-30	
TOTAL		

Comments: _____ _____ _____ _____ _____ _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Points Earned</td> <td>_____</td> </tr> <tr> <td>Section I</td> <td>_____</td> </tr> <tr> <td>Section II</td> <td>_____</td> </tr> <tr> <td>Section III</td> <td>_____</td> </tr> <tr> <td>- Penalties</td> <td>_____</td> </tr> <tr> <td>=Total Points</td> <td>_____</td> </tr> </table>	Points Earned	_____	Section I	_____	Section II	_____	Section III	_____	- Penalties	_____	=Total Points	_____
Points Earned	_____												
Section I	_____												
Section II	_____												
Section III	_____												
- Penalties	_____												
=Total Points	_____												

National CAP Cadet Drill Team Competition Standard Drill

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 100 points

Section I Performance of Commands		Poor				Good				Best	
In-place commands	Crispness, precision, togetherness	1	2	3	4	5	6	7	8	9	10
Marching	Sharpness, togetherness	1	2	3	4	5	6	7	8	9	10
Turning movements	Precision, no head bobbing	1	2	3	4	5	6	7	8	9	10

Section II Precision		Poor				Good				Best	
Execution	Dress, cover, distance, sequence, alignment	1	2	3	4	5	6	7	8	9	10
Uniformity	All together	1	2	3	4	5	6	7	8	9	10
Cadence	Consistency, timing, snap	1	2	3	4	5	6	7	8	9	10
Posture	Naturalness, erect posture	1	2	3	4	5	6	7	8	9	10

Section III Military Bearing		Poor				Good				Best	
Voice commands	Voice quality, timing, snap, clarity	1	2	3	4	5	6	7	8	9	10
Poise	Esprit, unit pride, cohesiveness	1	2	3	4	5	6	7	8	9	10
Report/dismissal	Voice quality, precision	1	2	3	4	5	6	7	8	9	10

Objective Requirements (Chief Judge Only)

Yes No

Twelve person team forms in line formation, team commander (TC) centered 3 paces to front		
TC faces team, directs Right Face (executes Left Face concurrently) and marches team on		
TC halts team 12 paces from and centered on Chief Judge (CJ)		
TC directs Left Face while facing right; then faces about, steps three paces forward and halts		
TC salutes and reports to CJ, then steps forward to get list of required commands. TC returns to position three paces from team and turns to face judges.		
TC has 30 seconds to review card, then faces about, directs Present Arms, faces about, and salutes CJ. The 30-second clock runs from start of review to execution of About Face by TC. The 5-minute clock starts when Chief Judge's salute is dropped.		
TC faces about, directs Order Arms, and proceeds to execute the listed standard drill movements		
When complete, TC maneuvers team to halt 12 paces from and centered on Chief Judge, TC 3 paces from front rank, facing forward		
TC directs Left Face while facing right; then faces about, steps three paces forward and halts		
TC salutes and reports to Chief Judge. The 5-minute clock stops. TC faces about		
TC directs Right Face (executing Left Face concurrently) and marches team off drill pad.		

Section IV Penalties (Chief Judge Only)

Total

Movements out of sequence		X-30	
Omitting required movements (or any objective item omitted)		X-30	
Boundary violation		X-30	
Music, Noise-making equipment, rifles, sabers, cadence calling/singing		X-30	
Over 30 seconds TC review/over 5 minutes		X-30	
Other		X-30	
TOTAL			

Comments: _____

	Points Earned
	Section I _____
	Section II _____
	Section III _____
	- Penalties _____
	=Total Points _____

ATTACHMENT 5 – NCC TEAM INBRIEFING CHECKLIST**1. GENERAL INFORMATION.**

- Distribute schedules/general information in printed form
- Point out schedule peculiarities that will prevent teams from returning to barracks between events
- Distribute meal cards and explain meal arrangements
- Explain room inspections and checkout procedures
- Distribute Special Team ballots – Brief when and where to turn in
- Distribute Order Forms – Brief when and where to turn in
- Explain rules regarding flash photography and videotaping
- Explain appeals procedure
- Announce location and time of end-of-event debriefing with judges
- Complete selection of teams' order of appearance for next year's NCC

2. STANDARD DRILL FOR DRILL TEAM AND COLOR GUARD.

- Give location of presentation area
- Brief any changes in size of presentation area
- Brief where team is to report upon arrival at the event venue
- Explain method of "call to the presentation area" by the event marshal
- Brief if athletic shoes with non-marking soles are necessary on presentation area

3. INNOVATIVE DRILL – DRILL TEAM.

(Same as above)

4. OUTDOOR PRACTICAL – COLOR GUARD.

- Give location of flagpole
- Brief where team is to report upon arrival at the event venue
- Explain requirement and plan for sequestering team from view of other teams' performances
- Explain need to deny escorts and/or spectators access to the teams after viewing other teams' performances

5. INDOOR PRACTICAL – COLOR GUARD.

- Brief where team is to report upon arrival at the event venue
- Describe the flag stands that are available
- Explain requirement that no one enter or leave the event once the competition begins

6. PHYSICAL FITNESS – DRILL TEAM AND COLOR GUARD.

- Brief location of event
- Explain boundaries and rules for spectators
- Address team members not being permitted to run along side of finishing teammates
- Give team members' ID numbers to team escorts
- Review requirements for Category II and Category III physical fitness excuses
- Explain that uniforms must be in good taste

7. WRITTEN EXAMINATION – DRILL TEAM AND COLOR GUARD.

- _____ Brief location of event
- _____ Brief appropriate uniform (cannot be blues if Written Examination is done prior to uniform inspections)
- _____ Brief waiting area for escorts and spectators
- _____ Brief that team members may have books with them, but books will be collected prior to the examination

8. PANEL QUIZ – DRILL TEAM.

- _____ Brief location of event
- _____ Explain rules for spectators
- _____ Explain no audio or videotaping
- _____ Give out cards for team registrations
- _____ Brief when and where to turn in cards with team registrations
- _____ Explain NCC Challenge Procedures for Panel Quiz

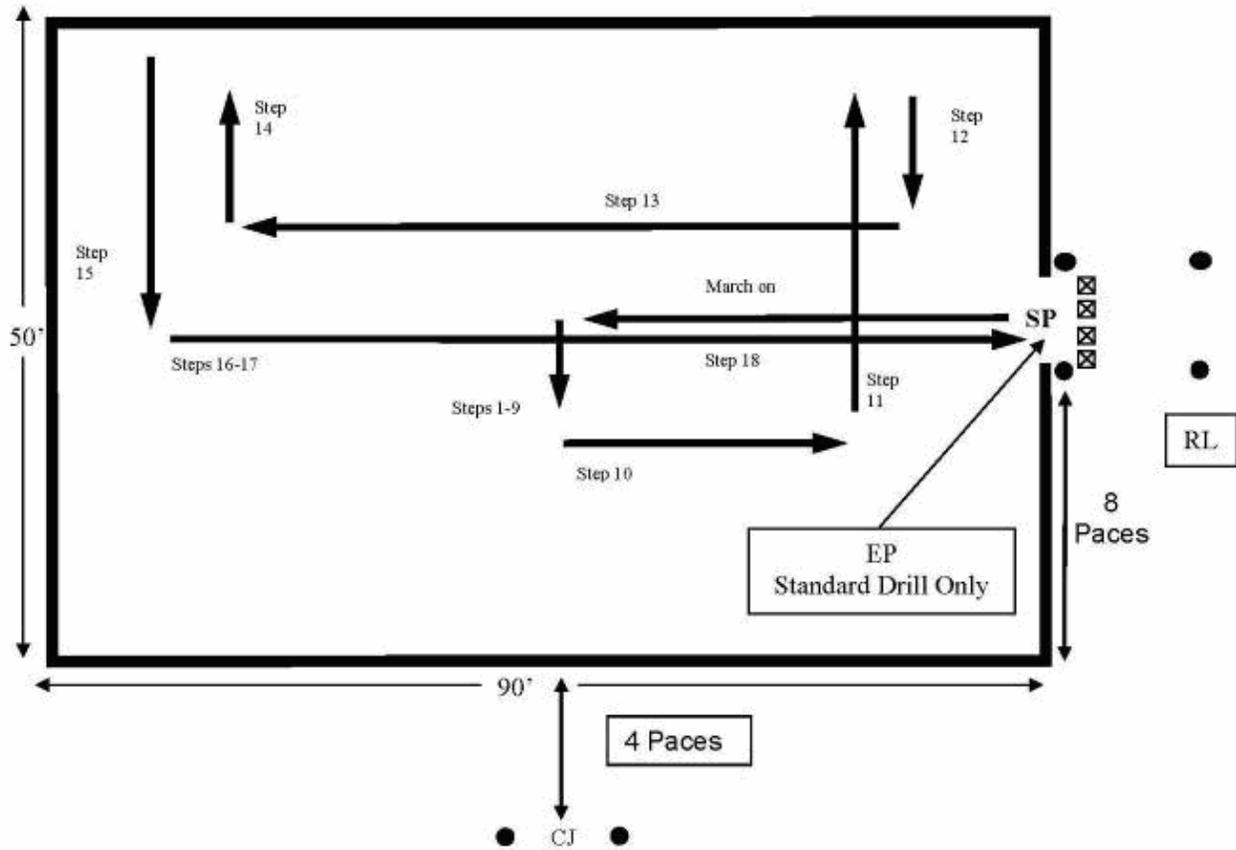
9. UNIFORM INSPECTION.

- _____ Brief location of event
- _____ Brief any change in size of presentation area

10. VOLLEYBALL - DRILL TEAM.

- _____ Brief of location of event
- _____ Distribute cards for team registrations
- _____ Brief when and where to turn in cards with team registrations
- _____ Distribute team members' ID numbers to team escorts
- _____ Review rules, i.e., no switching players on teams, knee pads required, judge's decisions final, etc.
- _____ Explain that uniforms must be in good taste

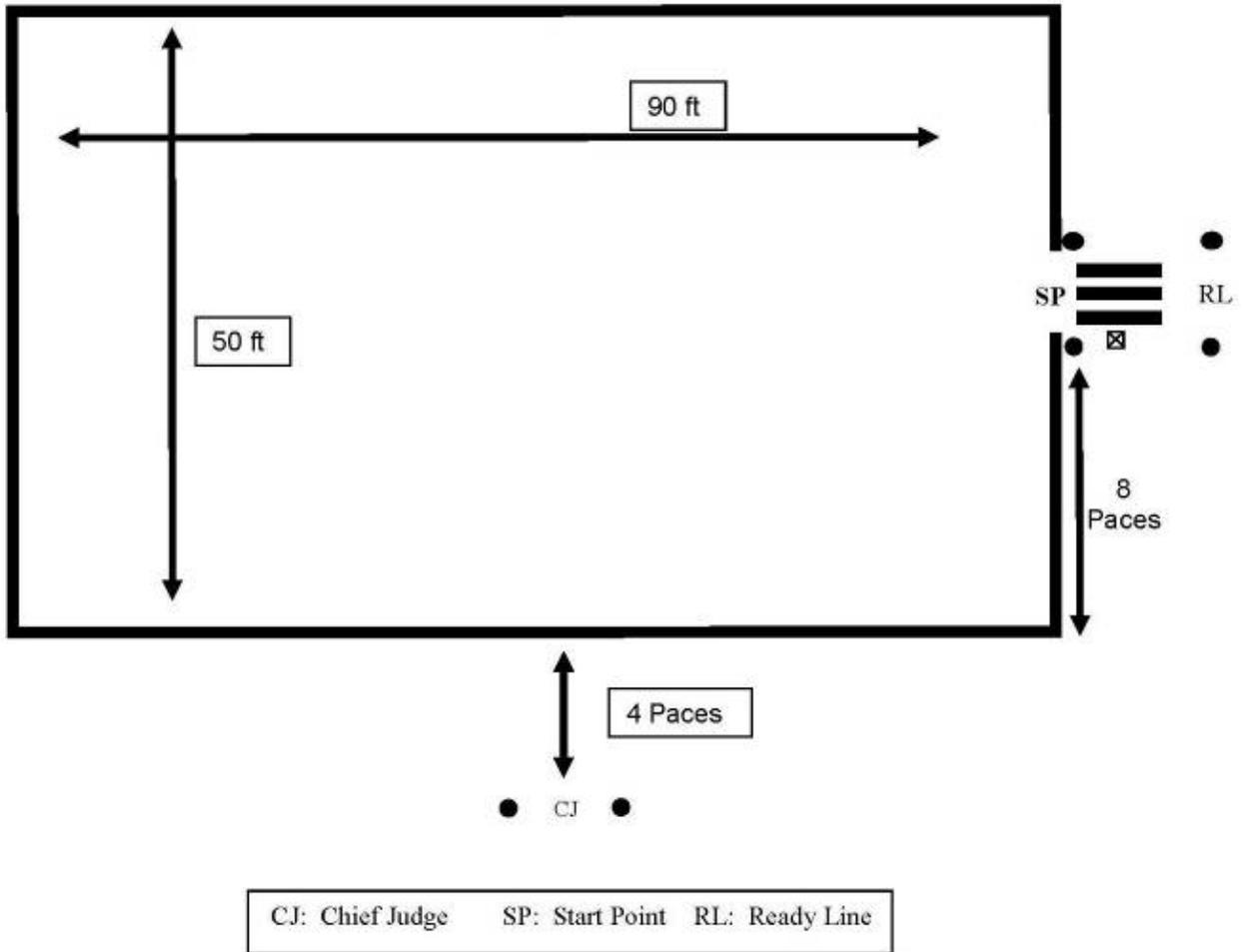
ATTACHMENT 6 – COLOR GUARD PRESENTATION AREA FOR STANDARD DRILL AND INSPECTION



CJ: Chief Judge SP: Start Point EP: End Point RL: Ready Line

The Color Guard standard drill pad is 50' by 90.' The Chief Judge is located four paces from the centerline of the long side. The starting point is located at the centerline of the short side to the chief Judge's right. This is also the ending point for the Standard Drill. The diagram above illustrates the movements associated with the Color Guard Standard Drill. The illustration at the starting point is for the Color Guard Inspection, showing the alternate's location behind the US Flag bearer.

ATTACHMENT 7 – DRILL TEAM PRESENTATION AREA



ATTACHMENT 8 – SPECIAL TEAM AWARD BALLOT

The National Cadet Competition is designed to provide a competitive venue for teams to display their training and leadership skills. The NCC embodies the highest ideals of integrity, sportsmanship, fair play and esprit de corps. Each team and the NCC event staff is asked to nominate the team that, in their opinion, clearly exhibit the ideals and high standards of the NCC. Teams must nominate a team other than their own.

TEAM NOMINATED: _____

Note:

To be given to each Team Captain at the pre-competition team briefing and to be turned in to the Event Staff at the time and location announced at the team briefing.

There will be one vote by each competing team, one vote by the NCC Staff collectively, and one vote by the Judges collectively.

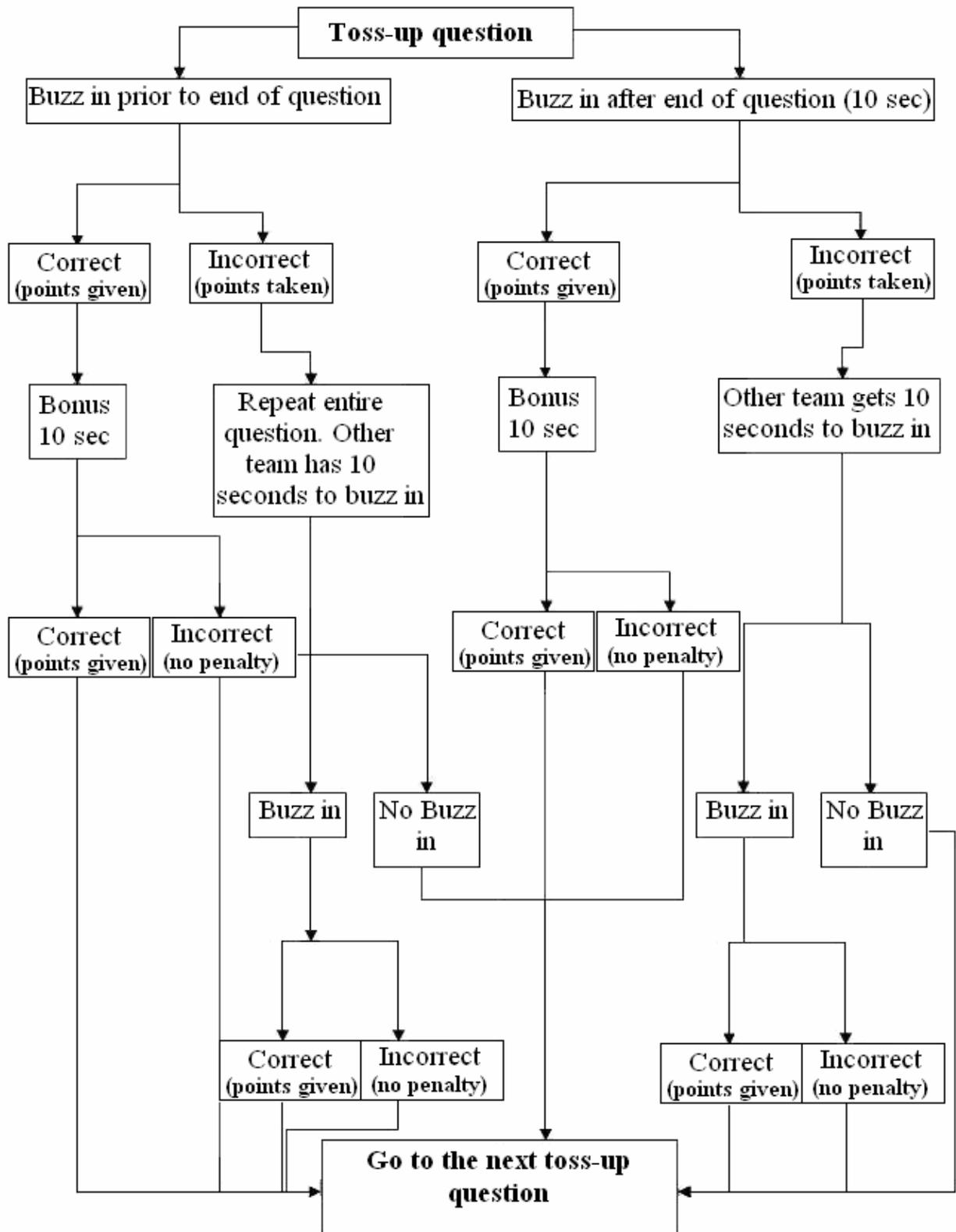
THE FOLLOWING CRITERIA SHOULD BE USED TO SELECT THE NOMINATION:

Appearance and Bearing
Esprit de corps
Integrity
Respect for Authority
Respect for Peers
Skill and Knowledge
Teamwork

ATTACHMENT 10 – PANEL QUIZ BRIEFING BEFORE EACH ROUND

1. **WELCOME.** Welcome to panel quiz round number _____. My name is _____ and our scorekeeper is _____.
2. **RELAX.** Cadets, relax for a minute while I remind you and the audience of the rules.
3. **TEAMS.** [Ensure the correct teams are represented. Know which is on the left and right].
4. **BUZZERS.** [Have the cadets test their buzzers, one at a time].
If your buzzer fails during the round, raise your hand and let us know.
5. **TOSS-UPS.** Toss-Ups questions test your “rapid-recall.” Some things to remember:
 - a. We’ll know if you were the first to buzz-in as indicated by the light on your buzzer.
 - b. When I recognize you, you must answer immediately. In other words, no drawn-out answers and no restatements of the question are allowed. Answer after I recognize you and only after I recognize you. If you shout out an answer before being recognized, even if you were the first to buzz in and your response was correct, the answer will be scored as incorrect.
 - c. Teammates cannot discuss a toss-up question or answer. The response must come from the person I recognize.
 - d. Answer correctly and your team earns 10 points in the first five questions (15 points in the last five questions). Answer incorrectly and your team loses 10 points in the first five questions (15 points in the last five questions) and the other team gets a chance to answer it. If you buzzed in prior to my completing the question, I will repeat it in its entirety for the other team.
6. **BONUSES.** If you are the first to buzz-in for a toss-up question and answer it correctly, your team will get a bonus question.
 - a. After I state the question, your team will have 10 seconds to discuss your response.
 - b. Before those 10 seconds expire, the team must begin its answer to the question. One cadet will answer for the team.
 - c. A correct answer earns the team 5 points, and there is no penalty for an incorrect answer.
7. **PROTESTS.** We will not respond to any protests during the round. If anyone wishes to protest an aspect of this panel quiz round, the team commander may take action in compliance with the manual.
8. **SPECTATORS.** Spectators, please refrain even from whispering. If we hear a spectator’s voice, I’ll be forced to disqualify their team. No recording devices are allowed in this room. And, if you have a beeper, cell phone, etc., please turn it off now. Once the round starts, you may not disturb the cadets by leaving the room. Thank you.
9. **QUESTIONS.** Any questions?
10. **GET READY.** Cadets relax, take a deep breath, and get ready to begin.

ATTACHMENT 11 – PANEL QUIZ TOSSUP QUESTION FLOWCHART



ATTACHMENT 12 – COLOR GUARD MANUAL OF ARMS

General

This attachment describes the Manual of Arms for Color Guard teams. *Note: Illustrations used in this attachment are designed to demonstrate proper Manual of Arms procedures. They are not to be construed as accurate examples of proper uniform wear nor what style of weapons to use.*

1. At order, the flagstaff rests on the ground touching the toe of the right shoe, the staff vertical, with the back of the flag bearer's hand to the right.

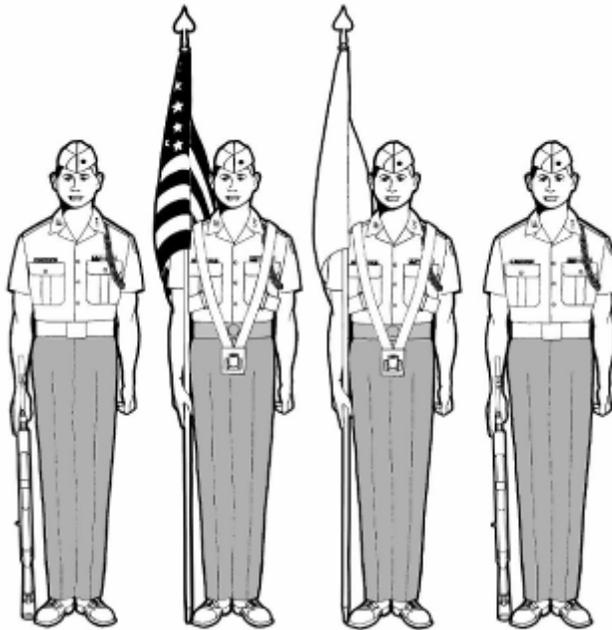


Figure 12-1 Order Arms (Flags at Order)

2. Parade rest with the flag is similar to parade rest for the individual airman except the flag bearer keeps the staff vertical.



Figure 12-2 Flags at Parade Rest

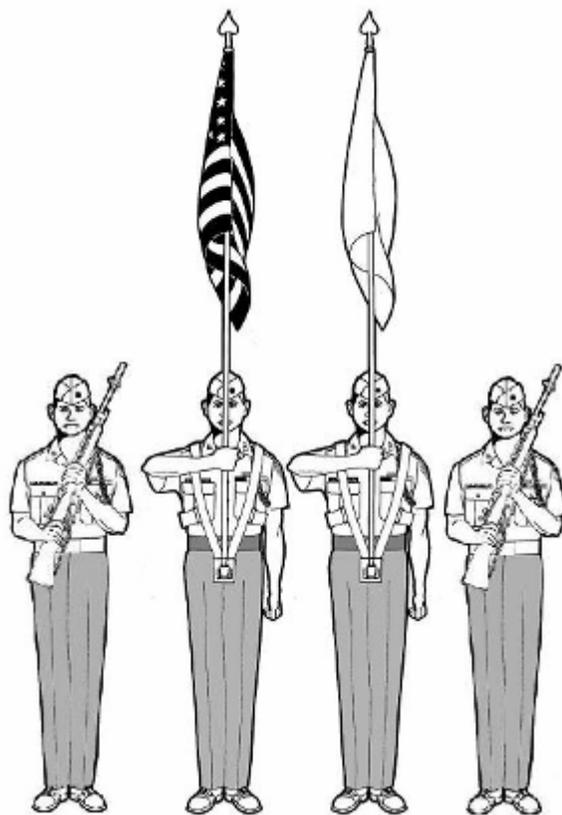


Figure 12-3 Port Arms (Flags at the Carry)

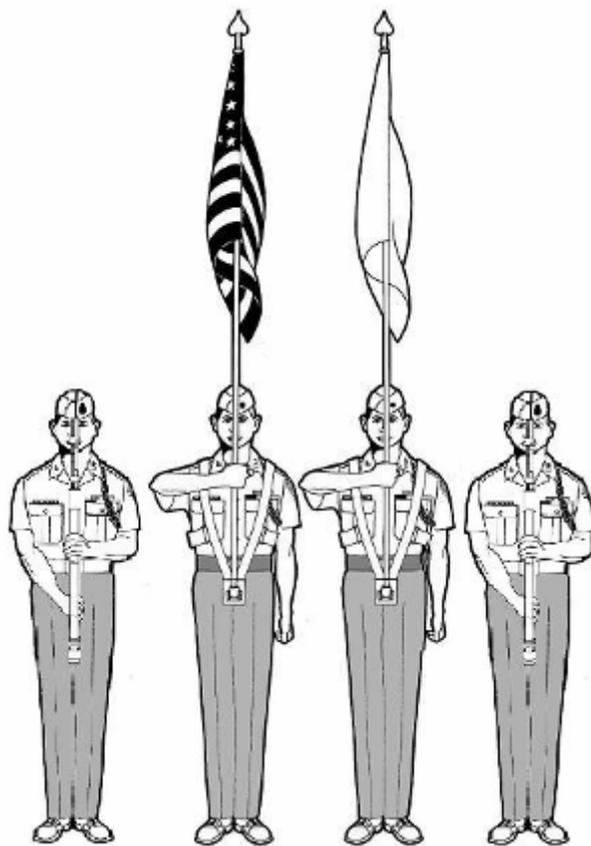


Figure 12-4 Present Arms (Flags at the Carry)

3. At the carry, the flagstaff rests in the socket of the sling with the flag bearer's right hand grasping the staff at shoulder height. Both hands can be used but if one flag bearer uses two hands, they both must do so. The forearms are parallel to the ground and the staff is inclined slightly to the front.

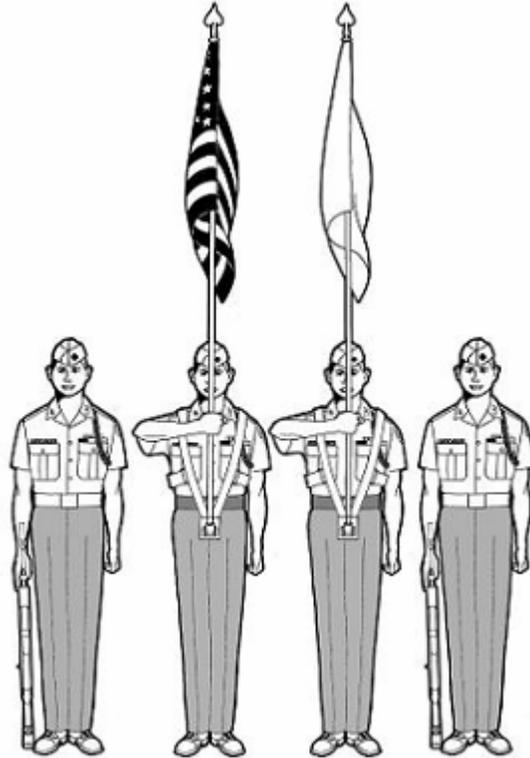


Figure 12-5 Order Arms (Flags at the Carry)

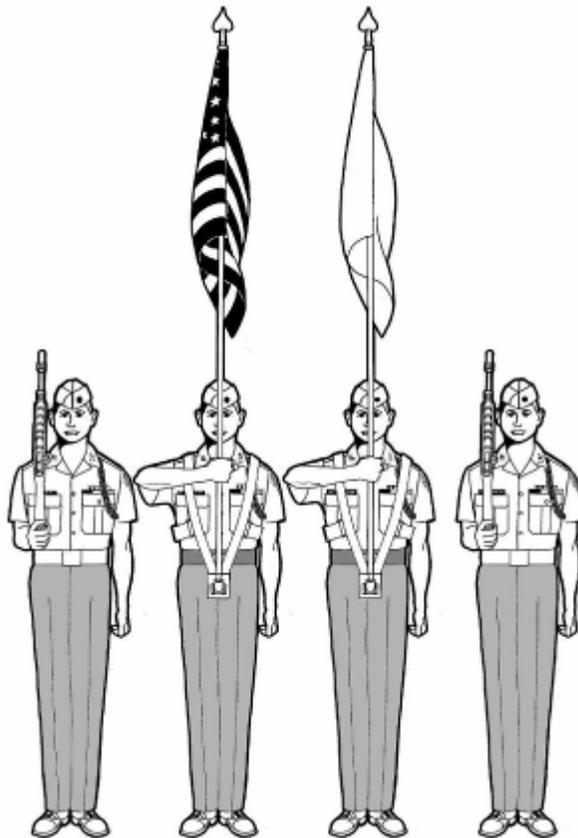


Figure 12-6 Right Shoulder Arms (Flags at the Carry)

4. If indoors, the flagstaff may be held vertically, in the right hand such that the ferrule is approximately 2-3 inches above the ground with the left hand held across the chest with fingers joined and extended.

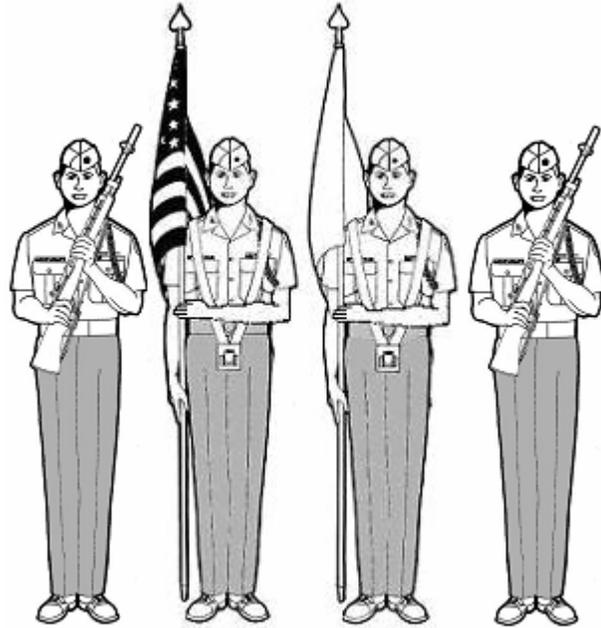


Figure 12-7 Optional flag carry for indoor presentation

ATTACHMENT 13 – NCC EVENT STAFF CHECKLIST

The NCC has two main competitions operating concurrently. Careful planning of resources, personnel and finances can produce an outstanding NCC. The event staff should use the following checklists to insure that all necessary preparations are made prior to the event.

1. Events common to both NCGC and NDTC

- a. Banquet
- b. Inspection
- c. Mile Run
- d. Standard Drill
- e. Written Examination
- f. Panel Quiz

2. NCGC events only

- a. Indoor Practical
- b. Outdoor Practical

3. NDTC events only

- a. Innovative Drill
- b. Volleyball

ATTENTION TO DETAIL IN THE FOLLOWING CATEGORIES WILL INSURE THE SUCCESS OF THE NCC

ROOMS

- _____ Confirm with billeting for dorms and meeting space
- _____ Make out floor plans and assignments
- _____ Provide copies of floor plans to Reservists
- _____ Check rooms before entry
- _____ Turn off phones in cadet rooms
- _____ Check rooms before departure
- _____ Return keys to billeting
- _____ Pay final bill

MESSING

- _____ Confirm messing
- _____ Make meal tickets and rosters
- _____ Confirm meal plan
- _____ Assign monitors
- _____ Pay bills

TRANSPORTATION

- _____ Confirm bus and van support
- _____ Make out transportation schedule
- _____ Make out inclement weather schedule
- _____ Coordinate airlift with USAF
- _____ Coordinate VIPs with PA
- _____ Coordinate vans for teams
- _____ Coordinate cargo vehicles with Reservists

LETTERS

- _____ Send letter to all USAF support agencies
- _____ Send letter to all CAP support agencies
- _____ Send letter to other support agencies
- _____ Send Rules of Engagements and event schedules to all affected commanders and CP directors
- _____ Contact news media (both print and visual)

REGISTRATION

- _____ Update database to check for eligibility
- _____ Print rosters (attendance/Panel Quiz/Volleyball/Rotation sequence)
- _____ Check for current ID
- _____ Assign staff and Reservists
- _____ Assign random ID numbers to all participants
- _____ Print ID number identification list for each team (each escort gets list for his/her team only)

COMMUNICATIONS

- _____ Check out buzzers for Panel Quiz
- _____ Print telephone call sheet
- _____ Establish radio net and assign radios
- _____ Retrieve all radio equipment issued and close net
- _____ Pay all bills

BANQUET

- _____ Confirm banquet reservations (200 participants/escorts plus up to 300 guests)
- _____ Negotiate menu and costs
- _____ Print out floor plan and assignments
- _____ Set-up ballroom and side rooms, including flags and stands
- _____ Place Banquet Programs on the chairs
- _____ Secure social personnel (DJ/Video/Dance/Side Rooms)
- _____ Set-up social events and ensure all AV equipment is operational
- _____ Deliver trophies to banquet
- _____ Set-up CAP and DDR displays
- _____ Gather meal tickets at the door
- _____ Coordinate protocol with PA
- _____ Pay bills

ADMINISTRATION

- _____ Establish pre-meeting with Chief Reservist and Volunteer Director
- _____ Order pins, gifts, coins
- _____ Order trophies and awards
- _____ Prepare banquet program
- _____ Print banquet program, tickets w/receipts
- _____ Print dummy tickets for IMAX
- _____ Print schedules
- _____ Print score sheets
- _____ Print Judges Guides (plus applicable regulations)
- _____ Secure honorariums
- _____ Print Ballots for special Team Awards and Outstanding Cadet Awards
- _____ Secure judges (drill, inspection, posting, volleyball, AE, Mile Run, panel quiz, etc.)
- _____ Secure Reservists (drill, inspection, posting, volleyball, AE, Mile Run, panel quiz, etc.)
- _____ Print orders for Reservists

ADMINISTRATION (CONT'D)

- _____ Verify MSAs from regions and wings
- _____ Verify VIP attendance
- _____ Establish orientation briefings for Reservists, judges, VIPs, team leaders, media
- _____ Print Written Examination
- _____ Print Panel Quiz
- _____ Print round-robin schedules
- _____ Print order forms (Jackets, Video, etc.)
- _____ Add new items to Continuity Book and OPS Order
- _____ Put together in-processing packages
- _____ Write appeals procedure for all events, including Panel Quiz challenges
- _____ Print appeals procedure and challenge procedure
- _____ Pay bills

STAGING

- _____ Stage all events (mark off lines, PA system, score sheets, clipboards, stop watches, whistles, judging areas, tally areas, computers, holding rooms, VIP escort, etc.)
- _____ Assign judges, talliers, timers and line judges (innovative and standard drills)
- _____ Secure flag and flag stands for teams who do not bring them
- _____ Determine waiting areas for escorts during Panel Quiz and Written Examination
- _____ Determine spectator boundaries for Mile Run
- _____ Prepare and post signs on doors of Indoor Practical venue indicating exit restrictions
- _____ Determine location for End-of-Event Debriefing with judges to review score sheets

END OF EVENT SHUTDOWN

- _____ Assign and schedule room check personnel
- _____ Collect all keys
- _____ Remind all team escorts to call NHQ upon arrival at home
- _____ Complete After-Action Report
- _____ Write Thank You letters
- _____ Pay Bills

ATTACHMENT 14 – OVERALL SCORE SHEETS

NATIONAL CADET COLOR GUARD COMPETITION OVERALL SCORE SHEET

TEAM	IN-RANKS INSPECTION	STANDARD DRILL	INDOOR PRACTICAL	OUTDOOR PRACTICAL	MILE RUN	WRITTEN EXAMINATION	PANEL QUIZ	TOTAL

<p>Fleet Foot Award, Male _____</p> <p>Fleet Foot Award, Female _____</p>	<p>Highest Written Examination Award _____</p>
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NATIONAL CADET DRILL TEAM COMPETITION OVERALL SCORE SHEET

TEAM	IN-RANKS INSPECTION	STANDARD DRILL	INNOVATIVE DRILL	WRITTEN EXAMINATION	MILE RUN	PANEL QUIZ	VOLLEYBALL	TOTAL

Fleet Foot Award, Male _____

Fleet Foot Award, Female _____

Highest Written Examination Award _____

CAP/CC Interim Change Letter, 4 June 2008.



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

4 June 2008

MEMORANDUM FOR THE CAP NATIONAL BOARD

FROM: CAP/CC

SUBJECT: Alternates for National Cadet Competition

1. The National Executive Committee recently voted to allow alternates for the team composition of the National Cadet Competition (NCC). Each Drill Team and Color Guard Team at NCC is now allowed one alternate for each team. Alternates must be identified as such on the team roster. If commanders choose not to bring an alternate, please indicate **NO ALTERNATE** clearly on the team rosters. No team shall be penalized for not having an alternate.

2. Only one substitution is permitted during the competition. A subsequent reversal is not permitted. As long as no substitution is made, designated alternates will be required to participate in the following events.

- Panel Quiz
- Written Exam
- Mile Run

3. Alternates will be scored in the events in which they participate; however, their individual scores **WILL NOT** be counted, unless the team calls for a substitute. At that time, the points previously awarded to the team member who is withdrawn will be removed and those of the alternate substituted. Other events will not be affected.

4. In a case where a team without an alternate loses a member, the NCC Director will make a decision based on the circumstances and the number and nature of the events remaining to be completed.

5. If you have any questions about the implementation of this policy, please contact the NCC Director, Lt Col Roger Middleton, at ncc08director@sbcglobal.net. The addition of alternates for color guard and drill teams will be reflected in the next revision of CAPM 52-4.

A handwritten signature in black ink that reads "Amy Courter".

AMY S. COURTER
Brigadier General, CAP
Interim National Commander