GETTING STARTED
WEARING the UNIFORM
STAYING SAFE
ENJOYING a GREAT 1ST YEAR
The CAP CADET PROGRAM

Transforming youth into dynamic Americans and aerospace leaders

Your Cadet Program is organized around four main elements. Everything you do as a cadet will point back to one or more of these elements, in one way or another.

Leadership
CAP introduces cadets to Air Force perspectives on leadership through classroom instruction, mentoring, and hands-on learning. First, cadets learn to follow, but as they progress, they learn how to lead small teams, manage projects, think independently, and develop leadership skills they can use in adult life.

Aerospace
CAP inspires in youth a love of aviation, space, and technology. Cadets study the fundamentals of aerospace science in the classroom and experience flight first-hand in CAP aircraft. Cyber topics important to the national defense represent a new frontier. Summer activities allow cadets to explore aerospace-related careers.

Fitness
CAP encourages cadets to develop a lifelong habit of regular exercise. The Cadet Program promotes fitness through calisthenics, hiking, rappelling, obstacle courses, competitions, and other vigorous activities. A comprehensive fitness test based on age, gender, and cadet rank challenges cadets.

Character
CAP challenges cadets to live their Core Values. Through character forums, cadets discuss ethical issues relevant to teens. Chaplains often lead the discussions, but the forums are not religious meetings. CAP also encourages cadets to promote a drug free ethic in their schools and communities.
FACTS ABOUT YOUR CIVIL AIR PATROL

CAP’s BIRTH DATE 1 December 1941, six days before Pearl Harbor

CAP CORE VALUES Integrity  Service  Excellence  Respect

CAP MOTTO Semper Vigilans — Always Vigilant

CAP’s THREE MISSIONS Aerospace Education  Cadet Programs  Emergency Services

CAP CADET MISSION To develop dynamic Americans and aerospace leaders

CAP CADET VISION Today’s cadets … tomorrow’s aerospace leaders

The FOUR ELEMENTS of the CADET PROGRAM Leadership  Aerospace  Fitness  Character

BASIC EXPECTATIONS for 1st YEAR CADETS

☐ Stay with CAP for at least 1 year. Give the cadet experience a chance to impact your life.

☐ Attend your weekly squadron meetings.

☐ Attend one “Saturday” event per month, if available.

☐ Attend encampment. It’s an awesome, week-long, overnight activity immersing you into all facets of cadet life.

☐ Earn the Wright Brothers’ Award during your first year.

If a family, school, or other commitment requires you to miss a CAP activity, please let your squadron leaders know in advance.

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CAPP 60-20, New Cadet Guide, April 2017
Revisions: Added Curry Blues Voucher, CEAP and ABU information. Updated cadet fitness test information. See page 5 for a note about the CPFT. Updated SDA information on the Cadet Super Chart and Personal Cadet Tracker. Further SDA information is being released later in 2017.
**FIRST TASKS for NEW CADETS**

1. **Create an account in eServices**
   - Visit capmembers.com > "Register for eServices"

2. **Get Into Uniform**
   - You need one uniform to get started. Eventually you’ll want to have both the camouflage utility uniform (ABUs or BDUs), and the service uniform, “blues.”
   - Upon completing Achievement 1 and becoming a Cadet Airman, you’ll qualify for the Curry Blues Voucher, which covers some of the costs of the “blues” uniform.
   - Therefore, we suggest you obtain BDUs or ABUs first, and then use the Curry Blues Voucher to obtain your “blues.”
   - Uniform items may be purchased through a variety of sources. The official source for CAP insignia and uniforms is Vanguard. Shop with them at civilairpatrolstore.com, (800)221-1264.
   - If you’re near an Air Force base, you can buy uniform garments (but not CAP insignia) at the Exchange or base thrift store.
   - Speak to your squadron leaders about local options, too. Sometimes the squadron has a “supply closet,” and military surplus stores could be another option.

3. **Look Around**
   - Look through this New Cadet Guide booklet.

4. **Read Learn to Lead, Chapter 1**
   - You’ll need to pass a 25-question, open-book test on this material to complete Achievement 1 and qualify for promotion to Cadet Airman. Pay attention to the learning objectives and use them to quiz yourself.

5. **Pass the Learn to Lead Chapter 1 Test**
   - Take your online test at capmembers.com > eServices login > Cadet Testing > Leadership Exams > Leadership Chapter 1 Exam.
   - Record your passing score on the Personal Cadet Tracker on page 15.

6. **Plan to Attend Encampment**
   - Encampment is a full immersion into all the opportunities of cadet life. It’ll be the high point of your first year!
   - Most encampments are 1-week in duration and held during the summer. Ask your squadron for details and mark your calendar.
   - The Cadet Encampment Assistance Program (CEAP, say “seep”) can help you with tuition and uniform costs.

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**Your SQUADRON’S CHAIN of COMMAND**

A single individual cannot run the squadron. It takes a team of leaders called the “chain of command.” The “chain” is an order of authority, a way in which leaders share the burden of running the squadron, or a company, or any organization.

The chain links the most junior person – you, the new cadet – with the highest ranking leader in the organization. Complete the chart on the right to identify your squadron’s chain. You’ll be expected to memorize this.

When you have a question or concern, use the chain to get help. Try to resolve issues at the lowest level. You can look-up a person’s contact information in eServices.

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**KEY FACTS to REMEMBER**

<table>
<thead>
<tr>
<th>SQUADRON NAME</th>
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<tbody>
<tr>
<td>UNIT CHARTER NUMBER</td>
</tr>
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<td>Region</td>
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<table>
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<th>CAPID</th>
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| PARENTS |

<table>
<thead>
<tr>
<th>DEPUTY COMMANDER FOR CADETS (Composite squadrons only)</th>
</tr>
</thead>
</table>

| CADET COMMANDER |

| FIRST SERGEANT |

| FLIGHT COMMANDER |

| FLIGHT SERGEANT |

| ELEMENT LEADER |

| YOU |

| WINGMAN |

First person to see for help & the person you help

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Note: In some squadrons, some of these positions may be kept vacant.
The Air Force teaches that a wingman will always safeguard his or her lead. And, that a lead never lets his or her wingman stray into danger. Cadets at all levels have a role as wingmen.

Being a good wingman means taking care of fellow cadets and telling a trusted adult when you see signs of trouble. This is extra important if your wingman is about to make a poor decision or shows signs of hurting.

**WARNING SIGNS of ABUSE**

Keep your wingman and all fellow cadets safe from anyone who is trying to hurt them. If you think a cadet is being abused, speak up. Tell any adult you trust. And speak up if you see someone doing anything like this:

- Giving a lot of special attention to certain cadets
- Asking to see a cadet outside of CAP activities
- Being sneaky or asking a cadet to keep secrets
- Trying to be alone with a cadet for no good reason
- Talking about stuff that is way too personal and creepy
- Sending a lot of private texts or messages to a cadet
- Pressuring a cadet to lie to someone
- Making a cadet disobey normal CAP rules and regulations

**HOW to SOUND THE ALARM**

Don’t worry about following the chain of command, just go see an adult you trust and tell of your concerns. No one can “order” you to keep quiet. No one can try to get back at you for being a good wingman. If you bring serious problems to CAP senior members, they will keep that information as private as they can, telling only those adults who have a need to know.

**REAL COURAGE**

Sounding off with your concerns is not a sissy or childish response. Doing so may feel uncomfortable, and so it takes guts. A four-star general put it this way. “We value courage in this business.” Sometimes the bravest thing you can do is to do what’s right: speak up.

“**Knock it off**”

If you see something that does not look safe to you, speak up! Any cadet may sound the Air Force command, “**Knock it off**” if he or she thinks someone might get hurt.

When you hear “**Knock it off**” immediately stop what you are doing and await further instructions.

Safety is serious business. No one wants to get hurt, and if someone is injured, the team might not complete its mission. Pay special attention to what your wingman is doing and how he or she looks or feels because you have a special duty to keep your wingman safe.
Cadets overcome challenges. Fly. Learn. They have fun and rise to the expectations that have been set for them and are symbolized by the U.S. Air Force style uniform they wear.

Welcome, and get ready for a life-changing experience!

Get started by learning how the system works:

Look at the diagram below for a general overview on promotions, and look at the Cadet Super Chart on page 13 for the details.

Passing the tests and being an active member makes you eligible for promotion, but your personal performance as a cadet also counts. This is where the “leadership expectations” shown on the Cadet Super Chart come into play. Keep those expectations on your mind. They tell you what sort of skills and attitudes you need to focus on to earn promotions.

Each time you earn a promotion, you receive a new cadet grade and grade insignia. The higher you climb in the Cadet Program, more exciting activities and leadership opportunities become available to you, but your squadron will also expect you to accept new responsibilities and perform at an even higher level of excellence.

Basic Overview, Simplified for New Cadets

Cadet Promotion Requirements

<table>
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<tr>
<th>Basic eligibility requirements</th>
<th>LEADERSHIP</th>
<th>AEROSPACE</th>
<th>FITNESS</th>
<th>CHARACTER</th>
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<tbody>
<tr>
<td>complete in any order</td>
<td>Pass written test</td>
<td>Pass drill test</td>
<td>Attempt CPFT</td>
<td>Participate in activity</td>
</tr>
<tr>
<td>aerospace is not always required; see Super Chart or Tracker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Personal performance requirements | PARTICIPATE ACTIVELY | LEADERSHIP PERFORMANCE | TIME in GRADE | |
|-----------------------------------|---------------------|------------------------|----------------||
| commander reviews after you meet the basic eligibility requirements | In your commander’s judgment | Leadership Expectations on Super Chart | Serve in your current grade for at least 56 days (8 weeks) | |

<table>
<thead>
<tr>
<th>Administrative requirements</th>
<th>CADET OATH</th>
<th>CURRENT MEMBERSHIP</th>
<th>FEEDBACK MEETING</th>
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</thead>
<tbody>
<tr>
<td>commander reviews after you meet the basic eligibility requirements</td>
<td>Recite from memory</td>
<td></td>
<td>Optional</td>
</tr>
</tbody>
</table>

Promotion

you may now begin working on the next achievement or award . . .

★ Notes about the Cadet Physical Fitness Test

1. Some squadrons use a slightly different fitness test than what you see here and on page 6, but everyone will transition to this test in 2017.

2. Phase I cadets attempt the CPFT every 180 days and participate in at least one fitness activity per achievement. Beginning at the Wright Brothers Award, cadets continue participating in one activity per achievement, but also must have achieved the Healthy Fitness Zone on the CPFT within the previous 180 days.
PHYSICAL FITNESS

A pilot’s lifestyle needs to be airworthy. The human body is fragile, and when we fly we are working in an environment for which our bodies weren’t designed. Therefore, physical fitness is a key aspect for aviation and spaceflight. CAP encourages cadets to develop a habit of exercising regularly for 30 minutes per day at least three times per week.

The Cadet Physical Fitness Test

To advance as a cadet, you’ll need to get into shape, or if you’re already fit, we want you to beat your personal best. Squadrons will host fun fitness activities every month to help. About once a quarter you’ll attempt a fitness test to see where you’re at. As a new cadet, how well you perform initially doesn’t matter – what counts is that you gradually improve. The basic rules for the five CPFT events are described below. See the Cadet Super Chart on pages 13-14 for the goals for your age and gender.

1-Mile Run
Run on a track if you can, or alternatively, on a flat road course that has little to no traffic. Run against traffic so you can see the cars coming. If running at night, wear a reflective vest. Follow the run/walk method below if you’re new to running.

The Pacer
Jog 20 meters and touch the line with your foot by the time the beep sounds. Then, at the next beep, run back to the other end. The beeps will get faster, requiring you to increase your pace. Continue in this manner until you fail to reach the line before the beep for the second time.

Sit-and-Reach
Take off your shoes, sit on the ground with your legs fully extended and the soles of your feet against a stair or curb. Your left knee is bent with the sole of your foot flat on the floor. Then with palms face down, reach as far as you can without bouncing. Switch sides and repeat.

Push-Ups
Start in the “up” position, arms fully extended, then go down, keeping your back and knees straight, until your elbows are at 90°, then up again, doing exactly one push-up every 3 seconds.

Curl-Ups (Crunches)
Get a strip of paper 4 ½” wide and 30” long. Lie on a mat with legs straight, and then raise knees until feet are flat, arms straight by your sides. Place strip under legs so that fingertips are just resting on the nearest edge. Curl up, sliding fingers across the strip to far side, then curl back down until head touches the mat and repeat, doing exactly one curl-up every 3 seconds.

Get Going! Here’s how to get started on your own, or better yet, with your wingman:

- To warm-up, take each exercise slow and easy at first. For the run, walk briskly for a few minutes and then start your jog, using the run/walk method below. For the strength events, spend a few minutes moving your body in “dynamic stretches” with arm circles, leg swings, and hip circles. For the sit-and-reach, practice the reach a few times nice and easy before trying for real.
- Do curl-ups at a steady cadence for 1 minute (beginners) or 2 minutes (fit cadets).
- Do 5, 10, or 20 good push-ups in one session. Start slow at first, but over a couple weeks, try to get where you can do 5 or 10 more than you were able to do at first.

Run / Walk Training

The run/walk is a smart way to get into shape. Even marathon runners train this way, so there’s nothing wimpy about it. It just works.

Start at whichever level and session feels comfortable. Jog at a pace that allows you to talk without getting winded. Your goal is to run for a certain amount of time until the walk break, and then to repeat that run/walk for a total of 25 to 35 minutes. Don’t worry about distance or speed. At the end of your run, walk for a few minutes to cool down.

School Equivalent:
The CPFT is based on the Presidential Youth Fitness Program. Phys Ed teachers at school probably know how to administer the test and can help you.

Note: The CPFT standards differ slightly for cadets who have medical issues. For more information, talk with your local leaders.

Run/walk on a track if you can, or alternatively, on a flat road course that has little to no traffic. Run against traffic so you can see the cars coming. If running at night, wear a reflective vest. Follow the run/walk method below if you’re new to running.

What does 2/2 x 6 mean?
Run 2 minutes, walk 2 minutes, repeat 6 times.

*Mile: Run/walk on a track to see how long it takes to complete the first mile, and check how you’re doing working toward your CPFT mile run goal.
The **PROPER WEAR** of **AIR FORCE-STYLE CADET UNIFORMS**

**CADET UNIFORMS & INSIGNIA**

CAP’s vendor for uniform insignia is Vanguard at CivilAirPatrolStore.com, (800) 221-1264.

Some squadrons keep these items on hand and the garments (but not insignia) may be available at the nearest Air Force installation, so check with your local leaders before making any purchases.

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**THERE IS ONLY 1 WAY to WEAR the UNIFORM: the RIGHT WAY**

**Air Force “Blues” Uniform**
- Flight cap (male) CAP0994k
- Flight cap (female) CAP1015J
- Cadet flight cap device CAP0748A
- Light blue, s/sleeve shirt (male) CAP1001A
- Light blue, s/sleeve blouse (female) CAP1017
- Blue 3-Line nameplate (last name) CAP0599M
- Blue trousers (male) CAP0993K
- Blue trousers (female) CAP3500A
- Blue skirt (female) CAP3600A
- Blue belt (with silver buckle) 2500500
- Shoes or pumps na
- Undershirt: plain white, v-neck na

**Camouflage “ABU”** Replacing the BDU
- ABU cap CAP0991U
- ABU shirt CAP0991F
- ABU pants CAP0991O
- “Civil Air Patrol” cloth tape CAP6403
- Cloth nametape (last name) CAP6402
- ABU tan rigger belt 2500700
- Combat boots
  - Male CAP2900A
  - Female CAP3300
- Boot blousers 2650175
- Undershirt (desert tan) CAP0991Z

**Camouflage “BDU”** Phasing out June 2021
- “Civil Air Patrol” cloth tape CAP6403
- Cloth nametape (last name) CAP6402
- BDU belt (with black buckle) 2500510
- Combat boots
  - Male CAP2900A
  - Female CAP3300
- Boot blousers 2650175
- Undershirt: plain black na
YOUR UNIFORM is a visual representation of your commitment to the Core Values. Because uniforms are unique — only CAP cadets wear the CAP cadet uniform — they are a source of pride. Wearing the uniform is part of your leadership training. The uniform helps you develop self-discipline, personal responsibility, and self-respect. Whenever you wear the uniform, you represent not just yourself but also all of CAP and the U.S. Air Force, so wear the uniform with pride.

**Flight cap device** is centered on left side, 1 1/2” from edge. Male and female flight caps are slightly different in style but prescribe the same rule for placing the device.

**Chevrons** rest 1-inch from the collar edge, parallel to that edge and centered. Chevrons are worn on both collars and in the same manner on BDU s and Blues alike. Until you earn your first stripe, you won’t wear anything on your collar.

**Blue nametag (males)** rests on but not over the right breast pocket, centered.

**Blues nametag (females)** rests on but not over the right breast pocket, centered.

**Blue nametag (males)** rests on but not over the right breast pocket, centered.

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**Chevrons** rest 1-inch from the collar edge, parallel to that edge and centered. Chevrons are worn on both collars and in the same manner on BDU s and Blues alike. Until you earn your first stripe, you won’t wear anything on your collar.

**Belt & buckle** tip of buckle extends to wearer’s left (males) or right (females). No belt fabric should show. The edge of the shirt’s button placket, the edge of the buckle, and edge of the trouser fly must align. This alignment is called the “gig line.”

Wear the silver tipped belt and buckle with Blues, the tan rigger belt with ABUs, and the black tipped belt and buckle with BDU s.

**Blues pants** front of pant leg should rest on front of shoe, with a slight break in crease and 7/8” longer on back.

**Blues skirt (females)** skirt length will be no longer than bottom of kneecap or shorter than top of kneecap.

**Ribbons (males)** rest centered on, but not over, the left breast pocket. Wear of ribbons is optional on the light blue shirt.

**Ribbons (females)** rest centered on, but not over, the left breast pocket. Wear of ribbons is optional on the light blue shirt.

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**Ribbons (females)** rest centered on, but not over, the left breast pocket. Wear of ribbons is optional on the light blue shirt.

**Ribbons (males)** rest centered on, but not over, the left breast pocket. Wear of ribbons is optional on the light blue shirt.
BASIC GROOMING STANDARDS

**Males.** Except in field conditions, cadets are expected to have a clean appearance free of dirt and grime. Anti-perspirant / deodorant will be used and toothpaste and mouthwash as well. Hair must appear tapered and be trimmed to not touch the ears, collar, or eyebrows. Bangs cannot be visible when wearing headgear. Extreme or fad styles are prohibited. In general, the face must be clean shaven. Sideburns must be neatly trimmed and end before the bottom of the ear. A neatly trimmed mustache may also be worn. Earrings are prohibited. Necklaces cannot be visible.

**Females.** Except in field conditions, cadets are expected to have a clean appearance free of dirt and grime. Anti-perspirant / deodorant will be used and toothpaste and mouthwash as well. Hair must be neatly arranged to present a conservative, feminine appearance, and may touch but not fall below the bottom edge of the collar. Only inconspicuous pins and combs may be worn in the hair. Extreme and fad styles are prohibited. Cosmetics are permitted if conservative and in good taste. Hair must not fall below the front band of the ABU/BDU cap, but may be visible in front of the flight cap. One small spherical earring per ear is permitted. Necklaces cannot be visible.

**Chevrons.** Rest 1-inch from the collar edge, parallel to that edge and centered. Chevrons are worn on both collars and in the same manner on BDUs and Blues alike. Until you earn your first stripe, you won’t wear anything on your collar.

**Cloth nametape.** Rests on but not over the right breast pocket of the BDUs. Do not cut the excess fabric but fold it under to prevent fraying.

**Cloth CAP tape.** Rests on but not over the left breast pocket of the BDUs. Do not cut the excess fabric but fold it under to prevent fraying.

**ABU & BDU Sleeves.** When rolled up must touch or come within 1” of forearm, when bent at 90° angle.

**ABU & BDU pants.** Must be bloused over combat boots.

**Note:** These few pages on the wear of the uniform cover only the most common matters. For full details, see CAPM 39-1 at capmembers.com/pubs.
TEN TIPS for LOOKING SHARP in UNIFORM

1. Keep your insignia in a special place at home.
2. Prepare your uniform the night before you wear it.
3. Trim loose strings from buttons, pockets, and belt loops.
4. Use spray starch when ironing.
5. Obtain “enforcers” or put cardboard behind your ribbons.
6. Check your appearance in a full-length mirror.
7. Keep a small cloth with you to dust your shoes and brass.
8. Check your gig-line upon exiting a car or restroom.
9. Avoid leaning against anything while in uniform.
10. Ask your wingman to double-check your uniform, and return the favor.

CADET AWARDS & DECORATIONS

See CAPR 39-3 for information on how to earn these awards.

Silver Medal of Valor
Bronze Medal of Valor
Distinguished Service Medal
Exceptional Service Award
Meritorious Service Award
Commander’s Commendation Award
Achievement Award
Certificate of Recognition for Lifesaving Award
National Commander’s Unit Citation Award
Unit Citation Award
Gen Carl A. Spaatz Award
Gen Ira C. Eaker Award
Amelia Earhart Award
Brig Gen Billy Mitchell Award
Neil A. Armstrong Achievement Ribbon
Dr. Robert H. Goddard Achievement Ribbon
Gen. Jimmy Doolittle Achievement Ribbon
Charles A. Lindbergh Achievement Ribbon
Capt Eddie Rickenbacker Achievement Ribbon
Wright Brothers Award
Col Mary Feik Achievement Ribbon
GAF Henry H. “Hap” Arnold Achievement Ribbon
Maj Gen John F. Curry Achievement Ribbon
Air Force Association Award to Unit Cadet of the Year
Air Force Sergeants’ Association Award to Cadet NCO of the Year
Veterans of Foreign Wars Award to Cadet Officer of the Year
Veterans of Foreign Wars Award to Cadet NCO of the Year
Red Service Award
Rescue “Find” Ribbon
Air Search and Rescue Ribbon
Disaster Relief Ribbon
Community Service Ribbon
International Air Cadet Exchange Ribbon
National Cadet Drill Team Competition Ribbon
National Cadet Color Guard Competition Ribbon
Cadet Advisory Council Ribbon (solid white in color)
Cadet Special Activities Ribbon
Encampment Ribbon
Cadet Recruiter Ribbon
**SOCIAL MEDIA & YOU as a CADET**

If you’re on social media, remember that as a CAP cadet, you represent CAP in everything you do. In uniform or out of uniform, your actions reflect upon the Cadet Corps and the Air Force. Therefore, when you use social media, please:

**Be respectful.** Don’t bully anyone. Don’t call people names or use profanity. Continue to address CAP senior members and other adults in positions of authority as sir or ma’am.

**Pause before you post.** Once something goes onto the web, it’s there forever. If you’re angry or frustrated by something, it’s tempting to “get even” or write something mean-spirited. Online fights and flame wars reflect badly on you. So, before you post something, pause and think.

**Police your own.** Help make the web a positive space. If you see a fellow cadet behaving badly on the web, send a private message reminding him or her of our Core Values. Be a leader on the web.

**Friend & follow.** Join the CAP and CAP Cadet Programs Facebook and Twitter feed to stay informed about cadet programs news.

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**AMBASSADORS of the DRUG-FREE ETHIC**

Because of their Core Values, the Air Force Surgeon General has challenged cadets to be ambassadors of a drug-free ethic. Of course, cadets don’t use drugs, but they also lead other youth through their example. Because the U.S. Air Force does not tolerate drug use, neither does CAP. Through activities such as the Red Ribbon Leadership Academy, you’ll be called upon to impart your drug-free attitude upon younger (non-cadet) youth.

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**STUDY SKILLS to HELP YOU EARN PROMOTIONS**

**SQ3R**

- **Survey** Look through the assignment. Get a sense for what you’re about to read.
- **Question** As you read, turn every title or subheading into a question. **Example:** The subheading “Definition of Leadership” becomes “What is the definition of leadership?”
- **Read** Read one section at a time to find answers to the “question” you created. Highlight key passages. Put the author’s words into your own by writing little notes in the margins.
- **Recite** Go back to that section’s beginning. Recite the “question” you created and answer it in your mind, without looking at the book.
- **Review** Get your notepad and outline what you’ve read. The day before the test, review those notes.

*A proven way to study so you can earn the Spaatz or a Service Academy appointment.*
PERSONAL PRODUCTIVITY: How to “GET THINGS DONE”

“Millennials are constantly plugged in and moving fast to make their mark on the world.” — CNN

No matter what your goals are, it’s a challenge to get things done, to keep up with all the “stuff” in your life. “Stuff” is anything that shouts for your attention:

- homework assignments
- big projects at school
- chores at home
- events with friends
- family events
- cadet promotion tasks
- cadet activities
- summer job schedule

You’re Surrounded. One tricky aspect to “stuff” is that it comes at you from many directions. Your teacher orally announces homework. Your mom leaves a note on the fridge asking you to mow the lawn on Saturday. CAP leaders send you emails. Phone calls. Text messages. Ugh!

Get a System. To keep all this “stuff” straight, you need a system. You need to handle all the “stuff” in the same manner everyday. The good news is that having a system brings order to chaos, reduces stress, and help you achieve.

“Getting Things Done” The diagram below shows how the GTD system works. As “stuff” comes at you each day, begin to gather it into one place. Then, at a regular time each day, go through that “bucket of stuff,” one item at a time. Look at each email or piece of paper or text message and ask, “What is this?” Follow the diagram below to decide how to handle that “stuff.” If you can take care of the thing in less than 2 minutes, do so right away. If you can’t, set it aside to do at on a specific day and time later. Set an alarm to remind you. Then put it out of your mind.

Key principles of “Getting Things Done”

1. Get everything that has your attention out of your head and capture it in a trusted place.
2. Decide what very next specific thing you need to do to finish that project. Set an alarm with your computer.
3. Define and keep track of all the big projects and big commitments you have. Decide what’s a small task and what’s a big, multi-step project.
4. Consistently update and review your master list of commitments. This will free your mind because you’ll learn to trust your system of “getting things done.”

Special thanks to David Allen Company for making the copyrighted text and diagram on this page available to cadets.
### PHASE I: THE LEARNING PHASE

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<th>ACHIEVEMENT</th>
<th>Date Completed</th>
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<tr>
<td>Leadership - Drill Test</td>
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<tr>
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<tr>
<td>Character - Wingman Course</td>
<td></td>
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<th>Score</th>
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<tbody>
<tr>
<td>Leadership - Chapter 2 Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership - Drill Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aerospace - Module ___ Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fitness - 1 Activity + Do CPFT &lt; 180 days</td>
<td></td>
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<tr>
<td>Character - 1 Activity</td>
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<tr>
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<tbody>
<tr>
<td>Leadership - Chapter 3 Test</td>
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<td>Leadership - Drill Test</td>
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<tr>
<td>Aerospace - Module ___ Test</td>
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<tr>
<td>Fitness - 1 Activity + Do CPFT &lt; 180 days</td>
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<td>Character - 1 Activity</td>
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### PHASE II: THE LEADERSHIP PHASE

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<td>Aerospace - Module ___ Test</td>
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<tr>
<td>Fitness - 1 Activity + HFZ &lt; 180 days</td>
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<td>Character - 1 Activity</td>
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<td>Leadership - Drill Test</td>
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<td></td>
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<tr>
<td>Aerospace - Module ___ Test</td>
<td></td>
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<tr>
<td>Fitness - 1 Activity + HFZ &lt; 180 days</td>
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<tr>
<td>Character - 1 Activity</td>
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<td>Promotion Effective Date</td>
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<td>Leadership - Chapter 6 Test</td>
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<td>Leadership - Drill Test</td>
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<tr>
<td>Aerospace - Module ___ Test</td>
<td></td>
<td></td>
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<tr>
<td>Fitness - 1 Activity + HFZ &lt; 180 days</td>
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<td></td>
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<tr>
<td>Character - 1 Activity</td>
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<tr>
<td>Promotion Effective Date</td>
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<tbody>
<tr>
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<tr>
<td>Leadership - Drill Test</td>
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<tr>
<td>Aerospace - Module ___ Test</td>
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<tr>
<td>Fitness - 1 Activity + HFZ &lt; 180 days</td>
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<tr>
<td>Character - 1 Activity</td>
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<td>Promotion Effective Date</td>
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<th>Score</th>
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<tbody>
<tr>
<td>Leadership - Chapter 8 Test</td>
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<td></td>
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<tr>
<td>Leadership - Drill Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership - Speech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership - Essay</td>
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<td></td>
</tr>
<tr>
<td>Aerospace</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Fitness - 1 Activity + HFZ &lt; 180 days</td>
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<td></td>
<td></td>
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<tr>
<td>Promotion Effective Date</td>
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</table>

### WRIGHT BROS. AWARD

| Leadership - Comprehensive Exam |  |  |
| Leadership - Comprehensive Drill Test |  |  |
| Aerospace | NA | NA |
| Fitness - 1 Activity + HFZ < 180 days |  |  |
| My Goal Date for Completing |  |  |
| Promotion Effective Date |  |  |

### SET GOALS

When will you earn the Wright Brothers Award? The Spitfire?

#### AEROSPACE: THE JOURNEY OF FLIGHT

<table>
<thead>
<tr>
<th>Test No.</th>
<th>Corresponding module in Aerospace Dimensions</th>
<th>Study Journey Chapters</th>
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<tbody>
<tr>
<td>___1</td>
<td>Introduction to Flight</td>
<td>1, 7, 8</td>
</tr>
<tr>
<td>___2</td>
<td>Aircraft Systems &amp; Airports</td>
<td>2, 9, 10</td>
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<tr>
<td>___3</td>
<td>Air Environment</td>
<td>3, 18, 19</td>
</tr>
<tr>
<td>___4</td>
<td>Rockets</td>
<td>4, 21, 23</td>
</tr>
<tr>
<td>___5</td>
<td>Space Environment</td>
<td>5, 25, 25</td>
</tr>
<tr>
<td>___6</td>
<td>Spacecraft</td>
<td>6, 26, 27</td>
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</table>

**Aerospace Dimensions**

During Phases I & II, complete the 6 modules in any order, marking an X in the appropriate space below.

| ___1  | Introduction to Flight | ____10, 11, 14, 15, and 16. You may take the tests in any order. If possible, study the "Journey" chapters corresponding to the "Aerospace Dimensions" module being studied by the cadets you are mentoring or instructing. Some chapters in "The Journey" (01-17, 20, 22) are not included in your course of study. |
| ___2  | Aircraft Systems & Airports                  | |
| ___3  | Air Environment                              | |
| ___4  | Rockets                                     | |
| ___5  | Space Environment                            | |
| ___6  | Spacecraft                                   | |

### MITCHELL AWARD

| Leadership - Comprehensive Exam |  |  |
| Aerospace - Comprehensive Exam |  |  |
| Fitness - 1 Activity + HFZ < 180 days |  |  |
| Graduate Encampment |  |  |
| My Goal Date for Completing |  |  |
| Promotion Effective Date |  |  |
### PHASE III: THE COMMAND PHASE

<table>
<thead>
<tr>
<th>Achievement</th>
<th>Leadership - Chapter 9 Test</th>
<th>Leadership - SDA Staff Service</th>
<th>Leadership - SDA Technical Writing</th>
<th>Leadership - SDA Oral Presentation</th>
<th>Aerospace - 3-Chapter Block, Test</th>
<th>Fitness - 1 Activity + HFZ &lt; 180 days</th>
<th>Character - 1 Activity</th>
<th>Promotion Effective Date</th>
<th>56 days after last promotion</th>
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<tr>
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### PHASE IV: THE EXECUTIVE PHASE

<table>
<thead>
<tr>
<th>Achievement</th>
<th>Leadership - Chapter 12 Test</th>
<th>Leadership - SDA Staff Service</th>
<th>Leadership - SDA Technical Writing</th>
<th>Leadership - SDA Oral Presentation</th>
<th>Aerospace - 3-Chapter Block Test</th>
<th>Fitness - 1 Activity + HFZ &lt; 180 days</th>
<th>Character - 1 Activity</th>
<th>Promotion Effective Date</th>
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### EARHART AWARD

<table>
<thead>
<tr>
<th>Leadership - Comprehensive Exam</th>
<th>Aerospace - Comprehensive Exam</th>
<th>Fitness - 1 Activity + HFZ &lt; 180 days</th>
<th>My Goal Date for Completing</th>
<th>Promotion Effective Date</th>
<th>56 days after last promotion</th>
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<tbody>
<tr>
<td><strong>10</strong></td>
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### SPAATZ AWARD

<table>
<thead>
<tr>
<th>Leadership - Comprehensive Exam</th>
<th>Aerospace - Comprehensive Exam</th>
<th>Fitness USAFA Candidate Fitness Assessment</th>
<th>Character: Essay Exam</th>
<th>My Goal Date for Completing</th>
<th>Promotion Effective Date</th>
<th>56 days after last promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11</strong></td>
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### RUNNING TALLIES

<table>
<thead>
<tr>
<th>SDA Technical Writing</th>
<th>no type may be used more than twice</th>
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<tbody>
<tr>
<td></td>
<td>Activity or Policy Proposal</td>
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### EAKER AWARD

<table>
<thead>
<tr>
<th>Leadership - Speech</th>
<th>Leadership - Essay</th>
<th>Aerospace</th>
<th>Fitness - 1 Activity + HFZ &lt; 180 days</th>
<th>Character - 1 Activity</th>
<th>Graduate Cadet Officer School or ROCS</th>
<th>My Goal Date for Completing</th>
<th>Promotion Effective Date</th>
<th>56 days after last promotion</th>
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<tbody>
<tr>
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</tbody>
</table>

Next Step: Spaatz
National Cadet Special Activities are one of the highlights of the cadet program. These summer activities focus on career exploration, leadership development, search and rescue skills, aeronautical training, Air Force familiarization, government, and a variety of other topics to interest any cadet.

To attend an NCSA cadets must achieve a certain age and rank, which varies, have completed an Encampment, and go through a selection process. Activities are announced in December for the coming summer. Check out ncsas.com for details.

**AIR FORCE CAREERS**
- Civil Engineering Familiarization Course
- Cyber Defense Familiarization Course
- Pararescue Orientation Course
- Space Command Familiarization Course
- Undergraduate Pilot Training Familiarization Course

**AVIATION CAREERS**
- Aircraft Manufacturing & Maintenance Academy
- Cadet Aviation Ground School
- Glider & Powered Flight Academies
- Model Aircraft & Remote Control Flight Academy
- National Blue Beret (EAA Airventure)

**LEADERSHIP & PUBLIC SERVICE CAREERS**
- Cadet Officer School
- Civic Leadership Academy*
- Hawk Mountain Ranger Search and Rescue School
- International Air Cadet Exchange
- National Cadet Competition
- National Character & Leadership Symposium*
- National Emergency Services Academy

**TECHNOLOGY CAREERS**
- E-Tech: Engineering Technologies Academy
- E-Tech: Robotics

* denotes a winter activity; announced in late September

Civil Air Patrol was conceived in the late 1930s by aviation advocate Gill Robb Wilson, who imagined that civilian pilots could help support the military. CAP was created on 1 December 1941, just one week prior to the attack on Pearl Harbor. An active duty Army officer, Maj. Gen. John F. Curry, served as the first national commander.

Thousands of volunteers answered America’s call to national service and sacrifice by performing critical wartime missions. Assigned to the War Department under the jurisdiction of the Army Air Corps, the contributions of Civil Air Patrol, including logging more than 500,000 flying hours, sinking two enemy submarines, and saving hundreds of crash victims during World War II, are well documented. More than 150,000 volunteers – including women, young people, and senior citizens – gave their time and talents in defense of America.

After the war, a thankful nation understood that Civil Air Patrol could continue providing valuable services to both local and national agencies. On July 1, 1946, Civil Air Patrol was incorporated as a benevolent, nonprofit organization. On May 26, 1948, Congress permanently established Civil Air Patrol as the auxiliary of the new U.S. Air Force. Three primary mission areas were set forth at that time: aerospace education, cadet programs, and emergency services.

In 2014, the 113th Congress, passed legislation awarding the a Congressional Gold Medal to the World War II-era members of the Civil Air Patrol. The medal would be presented "in recognition of their military service and exemplary record during World War II."
Thinking about the military, college, or flight training?

R.O.T.C. Air Force ROTC is a college program offered at more than 1,100 colleges and universities across the U.S. It prepares you to become an Air Force Officer while earning a college degree. Earn your Mitchell Award to receive extra consideration for an AFROTC scholarship.

After earning your degree and completing ROTC requirements, contracted cadets accept a commission as second lieutenants in the Air Force. The length of your initial service commitment depends on your career. Most cadets make a four-year, active duty service commitment. Pilots, nursing graduates and some others will have longer service arrangements. Check out afrotc.com for more details.

Enlistment. The Air Force is proud of CAP cadets. If you earn your Mitchell Award and enlist in the Air Force, you’ll be eligible to start out as an Airman First Class (E-3).

College & Flight Training. Even if you’re not interested in the military, CAP can help you prepare for your future through college and flight training scholarships. Earn your Mitchell Award to become eligible to apply, then see capmembers.com/scholarships for details.

The Academy. Attending the U.S. Air Force Academy is a dream for many CAP cadets. The Academy offers a top-ranked education and a world of opportunity. If the USAFA is your dream, start preparing now. Earn your Mitchell Award and apply for CAP’s special path to the Academy through the USAFA Preparatory School. See capmembers.com/scholarship. In the meantime:

- **Study hard.** Get the best grades you can in all subjects — especially English, math and science.
- **Join a sports team.** If your school does not have a sports program, you can usually find one at your local community park or recreation center.
- **Be a leader.** CAP will give you the tools you need to lead yourself and others. Participate actively and learn from your mentors.
- **Show your character.** Consider activities that help others. Get involved with church groups or other organizations that support your community.

Train to assist in a crisis through CAP’s Emergency Services

Cadets aid adult CAP volunteers in conducting search and rescue and humanitarian missions as qualified radio operators, ground team members, and mission staff assistants. Cadets have been credited with locating downed aircraft, finding missing persons, helping in the wake of natural disasters, and saving lives. “ES” is serious business. If you’re joining CAP at, say, age 16 or older, the ES mission might be something you should check out. Here’s how to get started:

Here’s what you’ll need to do:
1. Have a current CAP membership
2. Complete Achievement 1 and earn C/Amn.
3. Study CAP Regulations 60-3 and 173-3 and pass CAP Test 116. You can do this on your own via eServices.

Once qualified in General ES you choose a specialty and work towards qualification in that area. Common specialties for cadets include Mission Staff Assistant, Mission Radio Operator, Ground Team Member, and Flight Line Marshall. Emergency service operations vary in different areas, so talk to your squadron ES officer about the training and opportunities available to you.
THE CADET OATH

I pledge that I will serve faithfully
in the Civil Air Patrol Cadet Program
and that I will attend meetings regularly
participate actively in unit activities
obey my officers
wear my uniform properly
and advance my education and training rapidly
to prepare myself to be of service
to my community, state, and nation.