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

CAP’s EXPECTATIONS of 1st YEAR CADETS

* Stay with CAP for at least 1 year. Give the cadet experience a chance to impact your life.
* Attend squadron meetings regularly. If you can’t participate due to another commitment, let your squadron know in advance.
* Attend one “Saturday” event per month, if available.
* Participate in an orientation flight.
* Attend encampment. It’s an awesome, week-long, overnight activity immersing you into all facets of cadet life. Financial aid is available, see page 19.
* Earn the Wright Brothers’ Award during your first year.

TABLE OF CONTENTS

1. WELCOME 1
How do you get started as a cadet? How will people help you?

2. CADET LIFE 5
How does the Cadet Program work? How do you live up to CAP’s expectations?

3. PRO TIPS 17
How should you study and navigate the challenges cadets face?

4. AWESOMENESS 19
How can you begin flight training and do other cool stuff in the summer?

5. REFERENCE 23
How do you rank-up and track your path through the Cadet Program?
WELCOME, AIRMAN!

The Air Force’s mission is to “Fly, Fight, and Win.” By working hard to become one of America’s next aerospace leaders, you’re contributing to that mission. You’re a part of the Air Force team known as the Total Force.* The Air Force admires your seriousness of purpose. You’re part of something larger than yourself, so stand tall and know that your service matters to America.

“Airman” is the general term used to describe everyone in the Total Force, including you. Airmen see the world from an aerial perspective. Her mind is in the clouds.

Technology is what enables humans to fly, so Airmen look upon technology with optimism. Airmen envision air, space, and cyberspace as places where Americans can do good for humanity. Just as aircraft fly faster than surface forces move, the Airman values speed in everything – we want to get to the future, and we want to get their faster than everyone. And just as aircraft can fly to any place on the planet, the Airman values flexibility. Airmen can adapt to changes easier while aloft than people stuck on the ground.

Because the Air Force looks upon CAP with pride, all CAP members, including new cadets like yourself, are allowed to claim the noble title, “Airman.” Don’t think of yourself merely as a young adult; you’re a cadet and an Airman.

Yes, that’s a bomb. CAP aircrews equipped their single-engine aircraft with bombs (below, in red) for Nazi submarine patrol over the open ocean, miles from the coast. The missions required real courage.

CAP HISTORY

Our founder, Gill Robb Wilson, a leading aviator of the 1930s, imagined that civilian pilots could help the military. In WWII, the idea became reality.

On 1 December 1941, just prior to the attack on Pearl Harbor, CAP was officially born, and placed under command of an Army major general, John F. Curry.

Thousands of volunteers answered America’s call to national service by performing critical wartime missions. CAP airmen logged more than 500,000 flying hours, spotted enemy subs, and saved hundreds of crash victims during the war. 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 CAP’s volunteer services were still needed. CAP incorporated as a nonprofit organization and Congress established CAP as the auxiliary of the new U.S. Air Force in 1948. Three missions were assigned: aerospace education, cadet programs, and emergency services.

In 2014, the 113th Congress passed legislation awarding a Congressional Gold Medal to the CAP’s World War II-era members “in recognition of their military service and exemplary record during World War II.”

THE AIRMAN’S CREED

I am an American Airman.
I am a warrior.
I have answered my nation’s call.
I am an American Airman.
My mission is to Fly, Fight, and Win.
I am faithful to a proud heritage,
a tradition of honor
and a legacy of valor.
I am an American Airman,
guardian of freedom and justice,
my nation’s sword and shield,
its sentry and avenger.
I defend my country with my life.
I am an American Airman:
wingman, leader, warrior.
I will never leave an airman behind.
I will never falter,
and I will not fail.

What does the Airman’s Creed mean to you?
Obviously, the Creed was written with the warfighter in mind, but can you think of how cadets “fly, fight and win” in their own way?

* CAP members are regarded as a component of the Total Force only when they are performing an Air Force assigned mission such as search and rescue or cadet flight training. That’s the fine print. But what’s worth remembering is this: Your cadet service is so important to America that the Air Force regards you as a member of the Total Force team.
**FIRST TASKS for NEW CADETS**

1. **Create an account in eServices**
   GoCivilAirPatrol.com > eServices Login

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 are available from many sources. CAP’s official partner is Vanguard. Shop with them at civilairpatrolstore.com, (800) 221-1264.

3. **Look Around**
   Browse through this New Cadet Guide.

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**
   eServices > Cadet Programs > Online Testing > Leadership Tests > Leadership Chapter 1 Test.
   
   Record your passing score on the Personal Cadet Tracker on page 25.

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.

---

**WHO CAN HELP ME GET STARTED? USE THE CHAIN of COMMAND**

**KEY FACTS to REMEMBER**

<table>
<thead>
<tr>
<th>SQUADRON COMMANDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPUTY COMMANDER FOR CADETS (Composite squadrons only)</td>
</tr>
<tr>
<td>CADET COMMANDER</td>
</tr>
<tr>
<td>FIRST SERGEANT</td>
</tr>
<tr>
<td>FLIGHT COMMANDER</td>
</tr>
<tr>
<td>FLIGHT SERGEANT</td>
</tr>
<tr>
<td>ELEMENT LEADER</td>
</tr>
<tr>
<td>YOU</td>
</tr>
</tbody>
</table>

**PARENTS**

**WHAT IS A 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 left 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.
# RANK UP!

**MAKING the GRADE**

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 pages 23-24 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>
<thead>
<tr>
<th>BASIC ELIGIBILITY REQUIREMENTS</th>
<th>LEADERSHIP</th>
<th>AEROSPACE</th>
<th>FITNESS</th>
<th>CHARACTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>complete in any order</td>
<td>Pass written test</td>
<td>Pass written test</td>
<td>Attempt CPFT</td>
<td>Participate in activity</td>
</tr>
<tr>
<td></td>
<td>Pass drill test</td>
<td>not always required: see Super Chart</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL PERFORMANCE REQUIREMENTS</th>
<th>PARTICIPATE ACTIVELY</th>
<th>LEADERSHIP PERFORMANCE</th>
<th>TIME in GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>commander reviews after you meet the basic eligibility requirements</td>
<td>In your commander’s judgment</td>
<td>Leadership Expectations on Super Chart</td>
<td>Serve in your current grade for at least 56 days (8 weeks)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMINISTRATIVE REQUIREMENTS</th>
<th>CADET OATH</th>
<th>CURRENT MEMBERSHIP</th>
<th>FEEDBACK MEETING</th>
</tr>
</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>

### Notes about the Cadet Physical Fitness Test

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.

---

You may now begin working on the next achievement or award . . .
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 23-24 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 1/2” 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.

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.

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.

Week Monday Wednesday Friday Saturday
1 15 min walk 20 min walk 20 min walk 30 min walk
2 2/2 x5 2/2 x7 2/2 x7 2/2 x7
3 2/2 x6 3/2 x6 3/2 x6 3/2 x7 *Mile
4 3/2 x5 4/2 x5 4/2 x5 4/2 x6
5 4/2 x5 4/1 x5 4/1 x5 4/1 x6 Mile
6 4/1 x5 5/1 x5 5/1 x5 5/1 x6
7 5/1 x5 6/1 x5 6/1 x5 6/1 x6 Mile
8 6/1 x4 7/1 x4 7/1 x4 7/1 x5
9 7/1 x4 8/1 x3 8/1 x3 8/1 x4 Mile
10 8/1 x3 9/1 x3 9/1 x3 10/1 x3

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.
CORE VALUES
The Price of Admission to the Total Force

A good leader leads by example. How a leader acts is infinitely more important than how he or she thinks or what he or she says. Leaders take their character seriously because “Character is Destiny.”

WHAT ARE the “CORE VALUES”?

The Core Values are moral signposts. They’re four basic qualities CAP expects you to display at all times. The list is short and memorable so you can use the Core Values every day to become the person you are called to be.

CORE VALUES EXPLAINED

INTEGRITY FIRST. Integrity is the willingness to do what is right, even when no one is looking. Integrity is wholeness. You’re a whole person, not a split person, so how you act in uniform should match how you act out of uniform. A person of integrity is honest and morally courageous. They can be counted on to fulfill their responsibilities, even in difficult circumstances. They don’t blame others for their mistakes, and they don’t take credit for someone else’s work.

VOLUNTEER SERVICE. This Core Value teaches us that the needs of the team and the people we help take priority over our individual wants and desires. To put it more simply, Volunteer Service is about “selflessness.” It’s the difference between “giving” and “taking.” This Core Value is extra important because CAP is entrusted with performing life-saving missions. Volunteer Service is also evident when experienced cadets mentor and train new cadets.

EXCELLENCE IN ALL WE DO. Being a cadet means you value Excellence. No matter what challenge is facing you, you will give it your best effort. If you value Excellence, you demonstrate teamwork and know that teams accomplish more than individuals do. Moreover, to display this Core Value, you must make a commitment to continuous self-improvement – you must study, train, and work to better yourself and fulfill your potential in every aspect of your life.

RESPECT. This Core Value challenges cadets to defend human dignity. Someone who is respectful treats others as they would like to be treated. They are polite and kind. They assume their friends and even strangers act in good faith, so they give them the benefit of the doubt. Likewise, a respectful person understands that each individual is unique and accepts them for who they are.

Every one deserves RESPECT by virtue of their human dignity – including Special Olympics athletes.

INTEGRITY is the cornerstone of military service.

“All I want is an education. I am afraid of no one.”

Malala Yousafzai was just a young girl when she began fearlessly speaking up for girls’ rights in Pakistan.

How she acted online as a writer matched exactly with how she acted in real life.

That’s wholeness. That’s INTEGRITY.

Everything about this teen infuriated the Taliban, so they shot her. She recovered and continued speaking up for girls and women.

For her integrity, she was awarded the Nobel Prize for Peace at age seventeen, the youngest recipient ever.

SERVICE can be simple. When a cadet shares her enthusiasm for flying with a child, that’s service.

Confused about the meaning of EXCELLENCE?

Watch the Thunderbirds.

If you want to be a cadet and a member of the Total Force, THE CORE VALUES must become your personal code of honor.
How can you help keep yourself and fellow cadets safe for awesome challenges?

The Air Force teaches that a wingman will always safeguard his or her lead. Your wingman sees the world from a slightly different vantage point. That’s valuable because together you see more of the world – more dangers and more opportunities. With a wingman you can control more of the world than someone flying alone.

Being a good wingman means taking care of fellow cadets. Think about their health in every dimension: their physical, mental, and social well-being.

Cadets, check your wingman’s “Six.”

WARNING SIGNS of ABUSE
• 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
If you’re worried that a fellow cadet is being harmed or is at risk of self-harm or harming another, you have to act. 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 attention to what your wingman is doing. You have a special duty to keep your wingman safe.
**MILITARY CUSTOMS & COURTESIES: RESPECT ON DISPLAY**

The Salute. Coming to attention when an officer enters a room. Shaking hands when meeting someone. These are all examples of customs and courtesies. They are small, but important expressions of politeness and mutual respect. Customs and courtesies are found throughout society at large, but Air Force-style customs and courtesies are especially important in CAP because they re-enforce the Core Values and bring us closer to our parent service.

**Respect on Display.** When we render military-style customs and courtesies, the Core Value of Respect is on display. Air Force traditions like the salute, and everyday American customs – even friendly greetings like, “Good afternoon, sir” – symbolize our commitment to a sense of teamwork that is built on a foundation of mutual respect.

**COMING TO ATTENTION**

**Key Principle**
It is customary for all members to come to attention when the commander enters the room.

**Finer Points**
- If an officer who is higher ranking than anyone present enters the room, the first person to notice commands, “Room, ATTENTION.” If only senior members or officers are present, the first to notice the commander instead announces, “Ladies and gentlemen, the commander.”
- In a classroom, conference setting, or work environment, these customs are usually relaxed.

**Human Dignity.** CAP believes that all persons have dignity simply by their being human. That dignity is what makes all persons worthy of respect, regardless of their age, race, gender, religion, or position in CAP.

**A Two-Way Street.** Because all people should be respectful, the Core Value of Respect is a two-way street. Even our National Commander treats the most junior cadet as he or she would like to be treated. A person’s rank does not give them license to be rude, over-bearing, or boastful. Likewise, when a junior renders military courtesies to a senior, it is a sign of respect for the officer’s position. Military customs and courtesies are never marks of inferiority because they do not aim to humiliate. Rather, Air Force-style customs and courtesies make CAP service special and patriotic.

---

**Eisenhower on Respect**

President. General of the Army. Before that, Cadet.

Dwight Eisenhower was a high-ranking cadet at West Point when a low-ranking plebe came running and accidentally collided with him.

Ike yelled sarcastically, “Cadet, what is your previous condition of servitude? You look like a barber!”

Reply: “I was a barber, sir.”

Now Ike felt deeply ashamed. Later, he told his roommate, “I’m never going to [haze] another plebe as long as I live. I made a man ashamed of the work he did to earn a living.”

Decades later, President Eisenhower still regretted how he treated that cadet. But since that time, he adopted a new rule: Respect everyone, all the time. Everyone.

---

**THE PLACE OF HONOR**

**Key Principle**

The junior walks on the senior’s left.

**Finer Points**
- The right is the place of honor. This stems from antiquity when warriors carried swords, usually on their right side. Being positioned on the right of the juniors, the senior would be able to draw a sword and defend the formation.
- During uniform inspections, the senior walks on the left. This positions the senior closest to the troops, with the best vantage point for conducting the inspection.
**THE SALUTE**

**Key Principle**

When outdoors and in uniform, cadets salute military officers, CAP senior members, and cadet officers higher in rank than themselves.

**Finer Points**

- Salutes are normally exchanged only outdoors. Indoors, salute officers only when formally reporting (ie: when called forward to receive an award).
- The junior person initiates the salute a fair distance from the senior person such that the senior has time to return the salute.
- Offer a greeting such as, “Good morning, ma’am,” when exchanging salutes.
- When in formation, do not salute unless commanded to present arms. The commander salutes for the unit if an officer approaches.
- When in uniform, salute officers upon recognition, regardless of what the officer is wearing. For example, uniformed cadets salute their squadron commander even if that commander is in civilian attire. In such instances, the commander typically would verbally acknowledge the salute, but not return it.
- When in doubt, salute. Anyone may render a salute at any time if they believe one is warranted.

**HONORS TO THE COLORS**

**Key Principle**

The table below outlines basic rules for honoring the colors when the National Anthem or To the Colors plays.

<table>
<thead>
<tr>
<th>MILITARY-STYLE UNIFORM</th>
<th>CIVILIAN ATTIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INDOORS</strong></td>
<td><strong>CIVILIAN ATTIRE</strong></td>
</tr>
<tr>
<td>Face the flag or music</td>
<td>Face the flag or music, stand at attention, place</td>
</tr>
<tr>
<td>and stand at attention</td>
<td>right hand over heart</td>
</tr>
<tr>
<td><strong>OUTDOORS</strong></td>
<td><strong>CIVILIAN ATTIRE</strong></td>
</tr>
<tr>
<td>Face the flag or music</td>
<td>Face the flag or music, stand at attention, place</td>
</tr>
<tr>
<td>and salute</td>
<td>right hand over heart</td>
</tr>
</tbody>
</table>

**Finer Points**

- If the colors march by, stand at attention and salute, when wearing a military-style uniform. If wearing civilian attire, stand at attention and place your right hand over your heart.
- It is not customary to salute stationary flagstaffs, except when the National Anthem or To the Colors plays.
REPORTING TO AN OFFICER

Key Principle

When directed to formally report to an officer, follow these steps:

1. In an office setting, knock on the commander’s door and wait for permission to enter.
2. Walk toward the commander and halt 2 paces in front of him or her.
3. Salute and report, “Sir / Ma’am, (Grade) (Name) reporting as ordered.”
4. Wait for the officer to return the salute.
5. Remain at attention, unless put at ease.
6. When the meeting is over, the officer will say, “Dismissed.”
7. Come to attention (if not already) and take one step backward.
8. Salute and wait for the officer to return the salute.
9. Perform an about face and exit the area.

THE PLEDGE OF ALLEGIANCE

Key Principle

When in civilian attire, stand at attention and salute by placing your right hand over your heart while reciting the pledge.

When in a military-style uniform, stand at attention and remain silent.

Finer Points

• If outdoors in civilian attire, remove your hat when reciting the pledge.
• The pledge is not normally recited when CAP members are in formation. Reciting the pledge when in military-style uniform, let alone when assembled in a formation, is somewhat redundant – the uniform and all the other trappings of national service are themselves symbols of a special devotion to America.
**MANNERS OF ADDRESS**

**Key Principle**
Address superior officers as “Sir” or “Ma’am.”

**Finer Points**
- Cadets address fellow cadet airmen and NCOs by grade and last name.
- Cadets address cadet officers and senior members by grade or as “Sir” or “Ma’am.”
- Senior members may address cadets by grade or simply by the noble title, “Cadet.”
- Air Force and CAP senior member non-commissioned officers and airmen are addressed by grade and last name, except chief master sergeants are addressed as “Chief.”
- Chaplains are commonly referred to by title and last name (i.e., Chaplain Reutemann).

### Abbrev. Grade

<table>
<thead>
<tr>
<th>ABBREVIATION</th>
<th>GRADE</th>
<th>TERMS OF ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maj Gen</td>
<td>Major General</td>
<td>General</td>
</tr>
<tr>
<td>Brig Gen</td>
<td>Brigadier General</td>
<td>General</td>
</tr>
<tr>
<td>Col</td>
<td>Colonel</td>
<td>Colonel</td>
</tr>
<tr>
<td>Lt Col</td>
<td>Lieutenant Colonel</td>
<td>Major</td>
</tr>
<tr>
<td>Maj</td>
<td>Major</td>
<td>Lieutenant</td>
</tr>
<tr>
<td>Capt</td>
<td>Captain</td>
<td>Flight Officer</td>
</tr>
<tr>
<td>1st Lt</td>
<td>First Lieutenant</td>
<td>Flight Officer</td>
</tr>
<tr>
<td>2d Lt</td>
<td>Second Lieutenant</td>
<td>Flight Officer</td>
</tr>
<tr>
<td>SFO</td>
<td>Senior Flight Officer</td>
<td>Captain</td>
</tr>
<tr>
<td>TFO</td>
<td>Technical Flight Officer</td>
<td>Flight Officer</td>
</tr>
<tr>
<td>FO</td>
<td>Flight Officer</td>
<td>Flight Officer</td>
</tr>
<tr>
<td>CMSgt</td>
<td>Chief Master Sergeant</td>
<td>Flight Officer</td>
</tr>
<tr>
<td>(NCOs)</td>
<td>Non-Commissioned Officers</td>
<td>Senior Member</td>
</tr>
<tr>
<td>SM</td>
<td>Senior Member</td>
<td></td>
</tr>
</tbody>
</table>

### Cadet Officers

<table>
<thead>
<tr>
<th>GRADE IN SIGNIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major General</td>
</tr>
<tr>
<td>Brigadier General</td>
</tr>
<tr>
<td>Colonel</td>
</tr>
<tr>
<td>Cadet Colonel</td>
</tr>
<tr>
<td>Captain</td>
</tr>
<tr>
<td>First Lieutenant</td>
</tr>
<tr>
<td>Second Lieutenant</td>
</tr>
<tr>
<td>Senior Flight Officer</td>
</tr>
<tr>
<td>Technical Flight Officer</td>
</tr>
<tr>
<td>Flight Officer</td>
</tr>
</tbody>
</table>

### Cadet Airmen & NCOs

<table>
<thead>
<tr>
<th>GRADE IN SIGNIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadet Chief Master Sergeant</td>
</tr>
<tr>
<td>Cadet Master Sergeant</td>
</tr>
<tr>
<td>Cadet Technical Sergeant</td>
</tr>
<tr>
<td>Cadet Staff Sergeant</td>
</tr>
<tr>
<td>Cadet Senior Airman</td>
</tr>
<tr>
<td>Cadet Airman First Class</td>
</tr>
<tr>
<td>Cadet Airman</td>
</tr>
</tbody>
</table>

### Cadets

<table>
<thead>
<tr>
<th>GRADE IN SIGNIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cadet First Sergeant Identified by Diamond</td>
</tr>
<tr>
<td>Cadet Second Lieutenant</td>
</tr>
<tr>
<td>Senior Flight Officer</td>
</tr>
<tr>
<td>Technical Flight Officer</td>
</tr>
<tr>
<td>Flight Officer</td>
</tr>
</tbody>
</table>

**SENIOR MEMBERS**

- Cadet First Sergeants Identified by Diamond
- Cadet Senior Airman
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.

---

**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 2510700
- Combat boots
  - Male CAP2900A
  - Female CAP3300
- Boot blousers 2650175
- Undershirt (desert tan) 2650175

**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.

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

- **Blue nametag (females)** is centered on right breast, even with or up to 1 1⁄2 inches higher or lower than the first exposed button, parallel to the ground.

- **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.

- **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 left breast, parallel to ground. The bottom of the set of ribbons is even with the bottom of the name-tag. Wear of ribbons is optional on the light blue shirt.

- **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."

- **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.
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 earing per ear is permitted. Necklaces cannot be visible.

Note: These few pages on the wear of the uniform cover only the most common matters. For full details, see CAPM 39-1 at GoCivilAirPatrol.com > Members > Publications

Airman Battle Uniform (ABUs)
Replacing BDUs

Battle Dress Utility (BDUs)
Phasing Out, June 2021

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.
TEN TIPS for LOOKING SHARP

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 RIBBONS & BADGES

See CAPR 39-3 for information on how to earn these awards. All CAP ribbons are shown. A sampling of badges available to cadets is shown.

ANNUAL CADET AWARDS

Listed below are some of the annual awards available to cadets. Award criteria is often flexible; also indicated is each award’s suggested niche.

CAP Cadet of the Year
Best cadet overall, total membership duration

Air Force Association Award to Outstanding Cadets
Best first-year cadet

VFW Award to Outstanding Cadet Officers
Crad officer lauded for leadership performance

VFW Award to Outstanding Cadet NCOs
Excellence from a younger cadet NCO

Air Force Sergeants’ Association Award to Outstanding Cadet NCOs
Best overall cadet NCO, total membership duration

CAP Cadet of the Month Award(s)
Outstanding performance by a cadet airman or NCO during the preceding month
SOCIAL MEDIA & YOU

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. 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. If someone talks about self-harm or harming others, tell an adult. Be a leader on the web.

Friend & follow. Join the CAP and CAP Cadet Program Facebook and Twitter feeds to stay informed about cadet programs news.

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.

STUDY SKILLS to HELP YOU RANK-UP

A proven way to study so you can earn the Spaatz or a Service Academy appointment.

1. SURVEY

Look through the assignment. Get a sense for what you’ll be reading. Notice each boldface heading and subheading. Organize your mind before you begin to read and build a structure for the many thoughts and details to come.

2. QUESTION

When your mind is actively searching for answers to questions, that’s when you’ll really learn. As you read, turn every title heading into a question. For example, if faced with a heading “Definition of Leadership,” turn that into “What is the definition of leadership?”

3. 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 notes in the margins. Reading is an intellectual activity; if you’re just passing your eyes over the page, you’re doing it wrong.

4. RECITE

After each section, stop and recall your questions and see if you can answer them from memory. If not, review the text again, as often as necessary. Don’t move to the next section until you can recite the answers from the previous section.

5. REVIEW

Once you’ve finished the entire chapter using the preceding steps, go back over the questions you created for each heading. Get your notepad and outline what you’ve read. The day before the test, review those notes.

Studying is more than just reading. It’s a process.
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
- 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 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.
**the CADET FLIGHT PLAN**

CAP is the best place for a young person to learn how to fly. What route should you take to move from cadet to pilot? Here’s your suggested Cadet Flight Plan.

### FIRST CADET YEAR
1. Join CAP
2. Squadron Meetings
3. O-Flight
4. Rank-Up
5. Encampment **CEAP** can help you financially

### SECOND CADET YEAR*
6. National Flight Academy **TOP Cadets** can help you financially
7. Nat’l Cadet Special Activities **Cadet Lift** can help you financially

### THIRD CADET YEAR* & BEYOND
8. Private Pilot License **Cadet Wings** can help you financially
9. College **ROTC, Service Academies, or Scholarships** can help you financially
10. Professional Pilot

---

### CADET INVEST

**FINANCIAL ASSISTANCE FOR CADETS**

When CAP reviews applications for Cadet Wings, we have an ideal candidate in mind.

What can you do now to become competitive? Rank up! Participate actively as a cadet and earn promotions. Have a good academic record. You don’t have to be an “A student” to qualify for Cadet Wings, but we invest only in cadets who are successful in school. Of course, you knew we’d say all of that, so what else can you do?

1. Complete the free Sporty’s Learn to Fly Course available to CAP cadets, thanks to our friends at the EAA Young Eagles program.
2. Complete the free EAA virtual flight academy, also available courtesy of EAA Young Eagles.
3. Pass the FAA written exam, the Airman Knowledge Test. Again, our partners at EAA Young Eagles may be able to reimburse your FAA examination costs.
4. Complete CAP’s Aircraft Ground Handling course via eServices.
5. Obtain your FAA Medical Certificate, 3rd Class.

If you have attained a Solo rating in powered or glider aircraft, that’ll make you even more competitive.

---

Check out CAPP 60-43, “Cadet Wings Student Guide,” for more program details.
The military’s stunning fighter pilot shortage: One in four billets is empty

Stephen Losey  April 11, 2018

The military’s fighter pilot shortfall is reaching alarming proportions.

The Air Force, Navy and Marine Corps are each short about a 25 percent of the fighter pilots they need in crucial areas, according to a Government Accountability Office report.

Over the last two years, the Air Force has particularly sounded alarm bells over its pilot shortfalls. The service has stood up a team led by a one-star general to find ways to stem the bleeding of its pilot ranks. Efforts include dramatically increasing retention bonuses, cutting out paperwork and other non-flying duties that keep pilots out of the cockpit, and taking many other steps intended to keep pilots in the service.

Last November, Air Force Secretary Heather Wilson said the service was short 2,000 of all its pilots, or about 10 percent, and sounded a dire prediction of what it would lead to. “With 2,000 pilots short, it’ll break the force,” Wilson said.

Airlines are 'desperate' for new pilots

Rachel Premack  Sept. 5, 2018

Vesselin Slaveykov, a JetBlue Airways pilot, finished pilot school just seven years ago. But he says the opportunities available to even newer pilots today are way beyond what he experienced at the beginning of his career.

Some regional airlines, where most pilots get their start, are trying to lure new folks to the career with $50,000 sign-on bonuses and tuition reimbursement for mandatory pilot training, which can take years and costs about $75,000.

That’s an about-face from only a few years ago for those small carriers. GoJet Airlines, which flies to cities like Durango, Colorado, and Traverse City, Michigan, had a first-year pay of $20,504 in 2014. Now, new pilots with GoJet earn $61,512, including benefits and a sign-on bonus.

It’s thanks to a critical shortage of pilots that has come to a peak this year. The shortage has been caused by a recent increase in the flying hours required for commercial pilots, the aging pilot workforce, fewer new pilots coming out of the military, and a general decline of interest in the career.

Texas Cadet is First Graduate of Cadet Wings Program

CAP NEWS  Jan. 24, 2019

Cadet Emma Herrington today became the first CAP cadet to earn her private pilot’s certificate through the new Cadet Wings program funded by the U.S. Air Force.

“I had no idea my first flight with CAP would lead to many more. O-flights are the most important part of a cadet’s journey through CAP, and most importantly, they are free.”

Admission into Cadet Wings is ultra-competitive and based on merit. Herrington explains, “It gives aviation-crazy cadets who have drive and discipline the chance to get their license. It’s the answer for those who cannot afford flight training but are desperate to fly.”

“The best thing about Cadet Wings is that you’re trained to fly CAP aircraft and all expenses are covered. Without the help of Cadet Wings, I would have been unable to afford my flight training,” she said.
National Cadet Special Activities are one of the highlights of cadet life. These summer activities focus on career exploration, leadership skills, search and rescue training, STEM careers, and flying. Many immerse you in an Air Force career, while some camps focus on civilian opportunities.

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 following summer. GoCivilAirPatrol.com > Cadets > Activities.

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

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

**LEADERSHIP & PUBLIC SERVICE CAREERS**
- Cadet Officer School
- Civic Leadership Academy*
- Hawk Mountain Ranger Search & 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

*Partial list; offerings vary year-to-year
* Denotes a winter activity; announced in late September

---

**CYBER PATRIOT**

Hackers are attacking our democracy. Ransomware is a new form of piracy robbing the economy. All around the world, computer networks are under siege. Who will defend civilization?

CyberPatriot challenges cadets to find and fix cybersecurity vulnerabilities in virtual operating systems. It’s fun and can point you toward a great career.

Teams are scored on how secure they make their system. Top teams advance through online competition, and the best teams advance to the in-person National Finals Competition.

Don’t know anything about cybersecurity yet? No problem. CyberPatriot will train you. GoCivilAirPatrol.com > Cadets > Activities > Cyber
Thinking about the military, college, or flight training?

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 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.

R.O.T.C.
Air Force ROTC is a college program that 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.

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 be competitive.

EMERGENCY SERVICES
Cadets contribute to CAP search and rescue and humanitarian missions as qualified radio operators, ground team members, flight line marshals, 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 for you. Opportunities vary by location, so talk with your squadron. Here’s how to get started:

Here’s how to get started:
1. Complete Achievement 1 and earn C/Amn.
2. Study CAP Regulations 60-3 and 173-3 and pass CAP Test 116. You can do this on your own via eServices > Online Learning > Learning Management System
5. REFERENCE

CIVIL AIR PATROL

CADET SUPER CHART

PHASE I THE LEARNING PHASE

ACHIEVEMENT 1
WRIGHT BROTHERS AWARD

ACHIEVEMENT 2

ACHIEVEMENT 3

ACHIEVEMENT 4

PHASE II THE LEADERSHIP PHASE

ACHIEVEMENT 5

ACHIEVEMENT 6

ACHIEVEMENT 7

ACHIEVEMENT 8

BILLY MITCHELL AWARD

MANDATORY TRIAL PERIOD
Orientation begins immediately using Civil Air Patrol book. If the prospective cadet
must attend fewer meetings below the
unit commander may approve the member-
ship application.
Cadet receives New Cadet Kit within two
weeks of joining.

GRADE, INSIGNIA, & AWARDS

CADET AIRMAN
CADET AIRMAN FIRST CLASS
CADET SENIOR AIRMAN
CADET STAFF SERGEANT
CADET TECHNICAL SERGEANT
CADET MASTER SERGEANT
CADET SENIOR MASTER SERGEANT
CADET CHIEF MASTER SERGEANT
CADET SECOND LIEUTENANT

PROMOTION ELIGIBILITY REQUIREMENTS

LEADERSHIP
Learn to Lead
Chapter 1 & Drill Test
Learn to Lead
Chapter 2 & Drill Test
Learn to Lead
Chapter 3 & Drill Test
Learn to Lead
Comprehensive Exam with Drill

AEROSPACE
No Requirement
Aeroplane Dimensions
Any Module
Aeroplane Dimensions
Any Module
Aeroplane Dimensions
Any Module

CHARACTER
Cadet Wingman
Course Participate in
1 Activity
Participate in
1 Activity
Participate in
1 Activity
Participate in
1 Activity

PARTICIPATE IN (FLL)

Special Activity

FITNESS
Attempt CPT as a Baseline
Participate in
1 Activity & Have Attempted CPT in
Previous 180 days
Participate in
1 Activity & Have Attempted CPT in
Previous 180 days
Participate in
1 Activity & Have Attempted HZF
in Previous 180 days
Participate in
1 Activity & Have Attempted HZF
in Previous 180 days
Graduate Encampment

CADET PHYSICAL FITNESS TEST STANDARDS

Training & acclimation
No CPT performance standards

PACER (20m laps)

AGE
10 11 12 13 14 15 16 17 18+
M A L E
17 20 23 26 29 32 35 41 54
F E M A L E
17 20 23 26 29 32 35 41 54

RUN EITHER

1-MILE RUN

11:30 11:10 10:40 9:46 9:22 9:04 8:42 8:22 8:04

LEADERSHIP EXPECTATIONS

ATTITUDE
Displays a positive attitude; optimistic; enthusiastic;
is team oriented

CORE VALUES
Aware of the Core Values; honest; wears uniform properly;
practices customs and courtesies

COMMUNICATION SKILLS
Listens actively; attentive; asks good questions

SENSE OF RESPONSIBILITY
Follows directions; dependable; arrives ready to learn and serve;
effective in managing own time

INTER-PERSONAL SKILLS

CRITICAL THINKING

DELEGATION SKILLS

ELIGIBLE DUTIES partial list

CADET ELEMENT LEADER
CADET FLIGHT SERGEANT
CADET FIRST SERGEANT

MINIMUM TIME IN GRADE excluding accelerated promotions for ROTC cadets

3 week trial period
Dec ’17
Upon joining
Jan ’18
+ 8 weeks
Mar ’18
+ 8 weeks
May ’18
+ 8 weeks
Jul ’18
+ 8 weeks
Sep ’18
+ 8 weeks
Nov ’18
+ 8 weeks
Jan ’19
+ 8 weeks
Mar ’19
+ 8 weeks
May ’19
+ 8 weeks
Jul ’19
18 months to A
### PHASE I - THE LEARNING PHASE

<table>
<thead>
<tr>
<th>ACHIEVEMENT</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership - Chapter 1 Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership - Drill Test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aerospace</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Fitness - Attempt CPTT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Character - Wingman Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotion Effective Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACHIEVEMENT** 2

**AEROSPACE**

- Chapter 2 Test
- Module ____ Test
- Fitness - 1 Activity + Do CPTT < 180 days
- Character - 1 Activity
- Promotion Effective Date

**ACHIEVEMENT** 3

**AEROSPACE**

- Chapter 3 Test
- Module ____ Test
- Fitness - 1 Activity + Do CPTT < 180 days
- Character - 1 Activity
- Promotion Effective Date

**WRIGHT BROS. AWARD**

**AEROSPACE**

- Comprehensive Drill Test
- Fitness - 1 Activity + HFZ < 180 days
- My Goal Date for Completing
- Promotion Effective Date

### PHASE II - THE LEADERSHIP PHASE

<table>
<thead>
<tr>
<th>ACHIEVEMENT</th>
<th>Date Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership - Chapter 4 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 + HFZ &lt; 180 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Character - 1 Activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotion Effective Date</td>
<td></td>
<td>56 days after last promotion</td>
</tr>
</tbody>
</table>

**ACHIEVEMENT** 5

**AEROSPACE**

- Chapter 5 Test
- Module ____ Test
- Fitness - 1 Activity + HFZ < 180 days
- Character - 1 Activity
- Promotion Effective Date

**ACHIEVEMENT** 6

**AEROSPACE**

- Chapter 6 Test
- Module ____ Test
- Fitness - 1 Activity + HFZ < 180 days
- Character - 1 Activity
- Promotion Effective Date

**ACHIEVEMENT** 7

**AEROSPACE**

- Chapter 7 Test
- Module ____ Test
- Fitness - 1 Activity + HFZ < 180 days
- Character - 1 Activity
- Promotion Effective Date

**ACHIEVEMENT** 8

**AEROSPACE**

- Chapter 8 Test
- Drill Test
- Leadership - Speech
- Essay
- Promotion Effective Date

### RUNNING TALLIES

**Aerospace: The Journey of Flight**

<table>
<thead>
<tr>
<th>Test No.</th>
<th>Module</th>
<th>Study Journey Chapters</th>
</tr>
</thead>
<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>
</tr>
<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>
</tr>
</tbody>
</table>

**Aerospace Dimensions**

During Phases 1 & II, complete the 6 modules in any order, marking an X in the appropriate space below.

- ____ 1 Introduction to Flight
- ____ 2 Aircraft Systems & Airports
- ____ 3 Air Environment
- ____ 4 Rockets
- ____ 5 Space Environment
- ____ 6 Spacecraft

You must complete one test during achievements 9, 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” (01-7, 20, 22) are not included in your course of study.
### 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; 180days</th>
<th>Character - 1 Activity</th>
<th>Promotion Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Completed</td>
<td>Score</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
</tr>
</tbody>
</table>

### 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; 180days</th>
<th>Character - 1 Activity</th>
<th>Promotion Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Completed</td>
<td>Score</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
<td>56 days after last promotion</td>
</tr>
</tbody>
</table>

### EARKHART AWARD

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

### SPAATZ AWARD

- Leadership - Comprehensive Exam
- Aerospace - Comprehensive Exam
- Fitness USAFA Candidate Fitness Assessment
- Character: Essay Exam
- My Goal Date for Completing
- Promotion Effective Date

Next Step: Spaatz
Welcome to the Civil Air Patrol Cadet Program. This booklet is the new cadet’s #1 source for introductory information about cadet life. For web-based help, please see GoCivilAirPatrol.com/newcadet.

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.

SUGGESTIONS FOR LOCAL LEADERS
The New Cadet Guide is a training text for new-comers participating in Cadet Great Start and a reference aid to support a cadet throughout his or her first year.

The suggested best practice is for squadrons to keep a supply of Guides on hand by printing them locally or purchasing them from Vanguard.

When prospective cadets attend their second CAP meeting, thereby showing a sincere interest in becoming a cadet, the squadron should provide each newcomer with this Guide. Use it as a textbook, training aid, and take-home resource until the cadet’s New Cadet Kit arrives in the mail.

At that time, squadrons may want to recoup that fresh copy of the Guide to replenish their supply for the next Cadet Great Start cohort.

TODAY’S CADETS:
TOMORROW’S AEROSPACE LEADERS