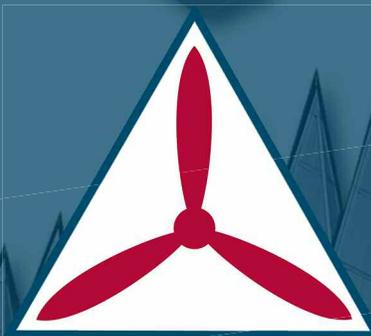


CAPP 60-20
May 2019



CIVIL AIR PATROL USAF AUXILIARY

NEW CADET GUIDE

WELCOME
CADET LIFE
PRO TIPS
AWESOMENESS
REFERENCE

WELCOME to the

CIVIL AIR PATROL CADET CORPS

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.



You'll learn to lead and conquer challenges as a team.

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.



Where's the best place to study aerospace? The cockpit!

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.



Being a cadet means getting into shape and growing stronger.

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.



You won't just honor America, you'll solidify your character.

DL



Off we go into the wild blue yonder, climbing high into the sun!

FACTS ABOUT **YOUR** CIVIL AIR PATROL

CAP's BIRTH DATE	<i>1 December 1941, six days before Pearl Harbor</i>
CAP CORE VALUES	<i>Integrity Service Excellence Respect</i>
CAP MOTTO	<i>Semper Vigilans — Always Vigilant</i>
CAP's THREE MISSIONS	<i>Aerospace Education Cadet Programs Emergency Services</i>
CAP CADET MISSION	<i>To develop dynamic Americans and aerospace leaders</i>
CAP CADET VISION	<i>Today's cadets . . . tomorrow's aerospace leaders</i>
The FOUR ELEMENTS of the CADET PROGRAM	<i>Leadership Aerospace Fitness Character</i>

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.

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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 there 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."



Prop and Wings

The Prop and Wings is the symbol of the American Airman, dating back to the earliest days of U.S. military aviation. As a cadet, your flight cap bears the same insignia, so wear it with pride.

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.

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
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.

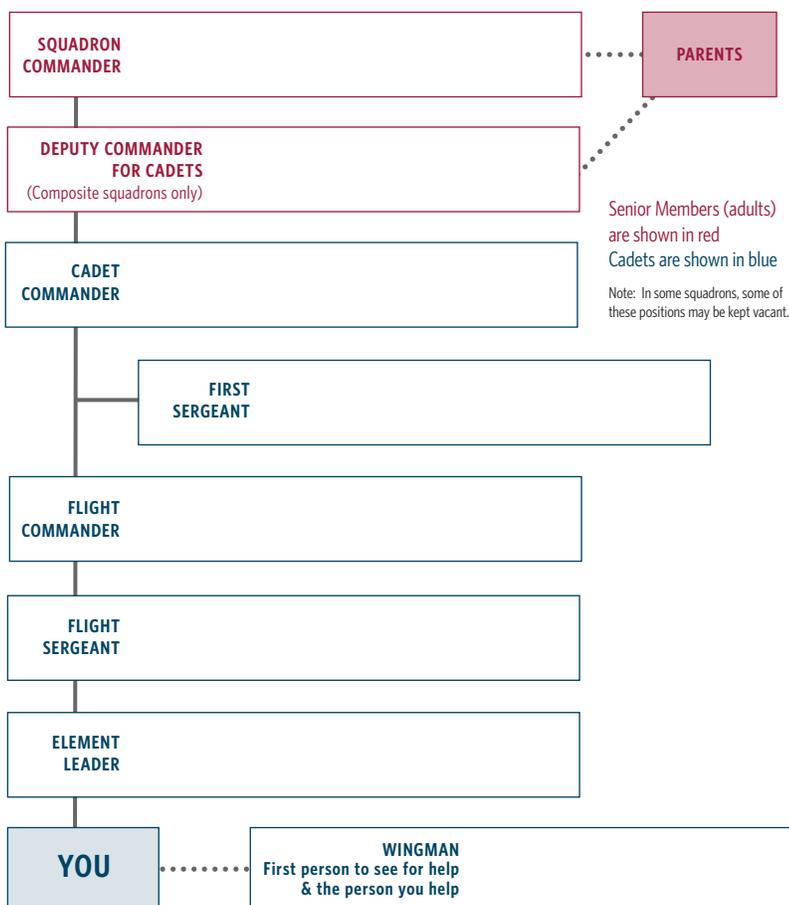
6 Plan to Attend Encampment

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

SQUADRON NAME _____

UNIT CHARTER NUMBER - -
Region Wing Number

CAPID

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.



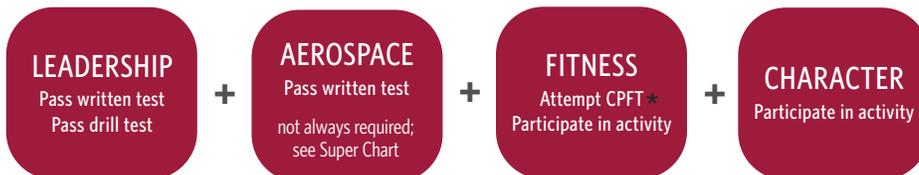
The Spaatz Award garners the grade of Cadet Colonel.

Basic Overview, Simplified for New Cadets

CADET PROMOTION REQUIREMENTS

BASIC ELIGIBILITY REQUIREMENTS

complete in any order



PERSONAL PERFORMANCE REQUIREMENTS

commander reviews after you meet the basic eligibility requirements



ADMINISTRATIVE REQUIREMENTS

commander reviews after you meet the basic eligibility requirements



PROMOTION



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

* 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.

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.



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.

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.

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

If you're really struggling, repeat that week's plan before advancing.

Run / Walk Training		Week	Monday	Wednesday	Friday	Saturday
<p>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.</p> <p>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.</p>	1	15 min walk	20 min walk	20 min walk	30 min walk	
	2	2/2 x6	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"?

CORE VALUES AHEAD

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.



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

VOLUNTEER SERVICE. This Core Value teaches us that the needs of the team and of 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.



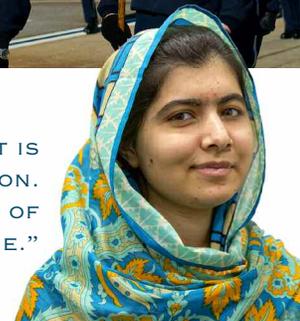
RESPECT. This Core Value challenges cadets to defend human dignity. Someone who is respectful treats others as they would like to be treated. They are polite and kind. They assume their friends and even strangers act in good faith, so they give them the benefit of the doubt. Likewise, a respectful person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

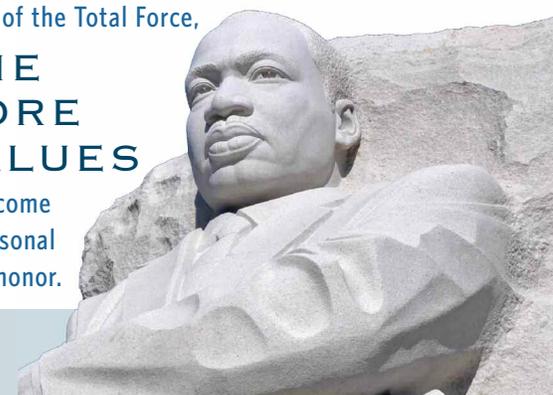


Confused about the meaning of **EXCELLENCE**? Watch the Thunderbirds.

If you want to be a cadet and a member of the Total Force,

THE CORE VALUES

must become your personal code of honor.



WINGMEN SPEAK UP

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

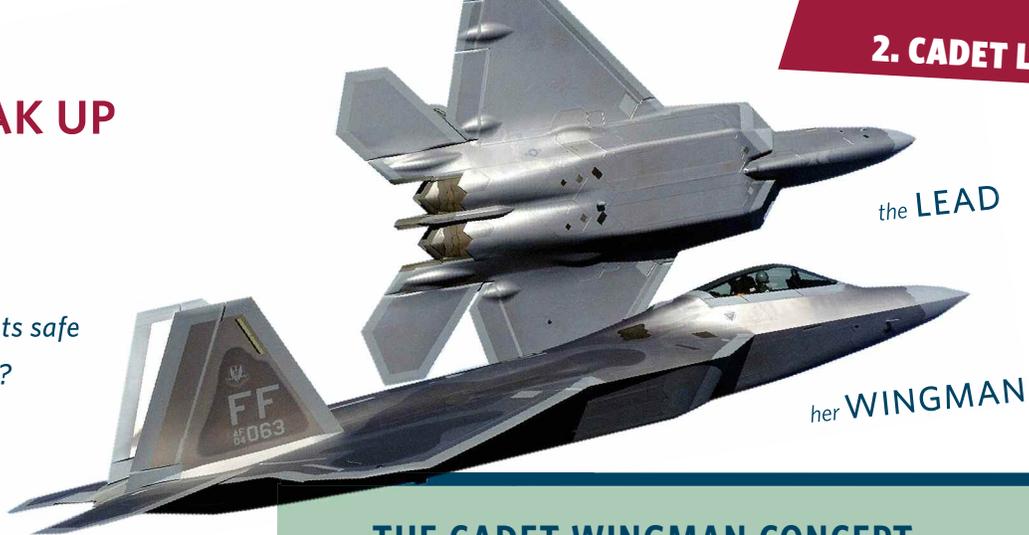
- ✗ Giving a lot of special attention to certain cadets
- ✗ Asking to see a cadet outside of CAP activities
- ✗ Being sneaky or asking a cadet to keep secrets
- ✗ Trying to be alone with a cadet for no good reason
- ✗ Talking about stuff that is way too personal and creepy
- ✗ Sending a lot of private 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.



THE CADET WINGMAN CONCEPT

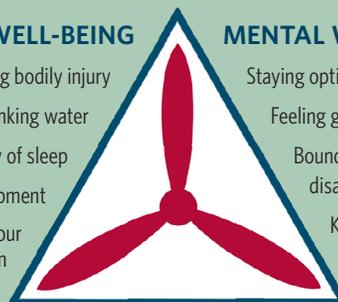
Three areas wingmen need to watch

PHYSICAL WELL-BEING

- Preventing bodily injury
- Eating well & drinking water
- Getting plenty of sleep
- Using safety equipment
- Knowing your wingman's location

MENTAL WELL-BEING

- Staying optimistic about the future
- Feeling good about themselves
- Bouncing back after a disappointment
- Keeping their mind in the game
- Coping with homesickness



SOCIAL WELL-BEING

- Making friends
- Being included in the group
- Giving & accepting compliments
- Not picking on others
- Not being picked on



"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

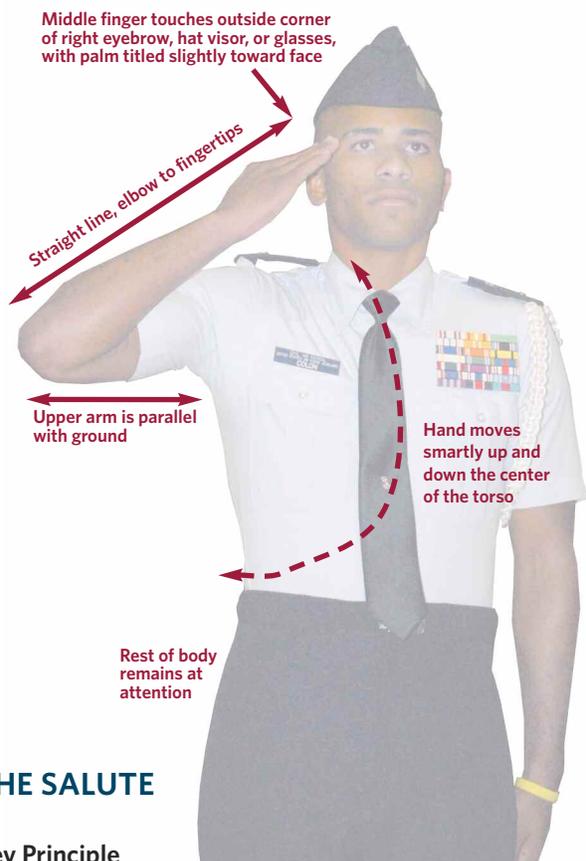
Key Principle

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.

Indoors



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.

	MILITARY-STYLE UNIFORM	CIVILIAN ATTIRE
INDOORS	Face the flag or music and stand at attention	Face the flag or music, stand at attention, place right hand over heart
OUTDOORS	Face the flag or music and salute	Face the flag or music, stand at attention, place right hand over heart

Outdoors



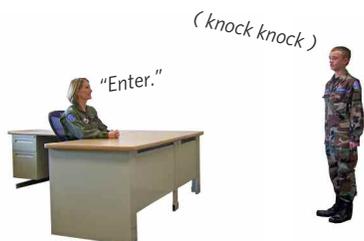
Finer Points

- 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 flagstaves, 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:



In an office setting, knock on the commander's door and wait for permission to enter.



Walk toward the commander and halt 2 paces in front of him or her.



Salute and report, "Sir / Ma'am, (Grade) (Name) reporting as ordered."



Remain at attention, unless put at ease.



When the meeting is over, the officer will say, "Dismissed."



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 (ie: Chaplain Reutemann).

GRADE INSIGNIA

OFFICERS



Major General



Brigadier General



Colonel



Lieutenant Colonel



Major



Captain



First Lieutenant



Second Lieutenant



Senior Flight Officer



Technical Flight Officer



Flight Officer

CADET OFFICERS



Cadet Colonel



Cadet Lieutenant Colonel



Cadet Major



Cadet Captain



Cadet First Lieutenant



Cadet Second Lieutenant

CADET AIRMEN & NCOs



Cadet Chief Master Sergeant



Cadet Senior Master Sergeant



Cadet Master Sergeant



Cadet Technical Sergeant



Cadet Staff Sergeant



Cadet Senior Airman



Cadet Airman First Class



Cadet Airman

NO INSIGNIA

Cadet Airman Basic

↑ Cadet First Sergeants Identified by Diamond ↓

SENIOR MEMBERS

ABBREV.	GRADE	TERMS OF ADDRESS
Maj Gen	Major General	General
Brig Gen	Brigadier General	General
Col	Colonel	Colonel
Lt Col	Lieutenant Colonel	Colonel
Maj	Major	Major
Capt	Captain	Captain
1st Lt	First Lieutenant	Lieutenant
2d Lt	Second Lieutenant	Lieutenant
SFO	Senior Flight Officer	Flight Officer
TFO	Technical Flight Officer	Flight Officer
FO	Flight Officer	Flight Officer
CMSgt	Chief Master Sergeant	Chief
(NCOs)	Non-Commissioned Officers	Sergeant
SM	Senior Member	Senior Member

CADETS

C/Col	Cadet Colonel	Colonel	Cadet
C/Lt Col	Cadet Lieutenant Colonel	Colonel	Cadet
C/Maj	Cadet Major	Major	Cadet
C/Capt	Cadet Captain	Captain	Cadet
C/1st Lt	Cadet First Lieutenant	Lieutenant	Cadet
C/2d Lt	Cadet Second Lieutenant	Lieutenant	Cadet
C/CMSgt	Cadet Chief Master Sergeant	Chief	Cadet
C/SMSgt	Cadet Senior Master Sergeant	Sergeant	Cadet
C/MSgt	Cadet Master Sergeant	Sergeant	Cadet
C/TSgt	Cadet Technical Sergeant	Sergeant	Cadet
C/SSgt	Cadet Staff Sergeant	Sergeant	Cadet
C/SrA	Cadet Senior Airman	Airman	Cadet
C/A1C	Cadet Airman First Class	Airman	Cadet
C/Amn	Cadet Airman	Airman	Cadet
C/AB	Cadet Airman Basic	Airman	Cadet

The **PROPER WEAR** of **AIR FORCE-STYLE CADET UNIFORMS**



THERE IS ONLY
1 WAY
 to WEAR
 the UNIFORM:

the **RIGHT**
WAY

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.

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)	CAP0991Z

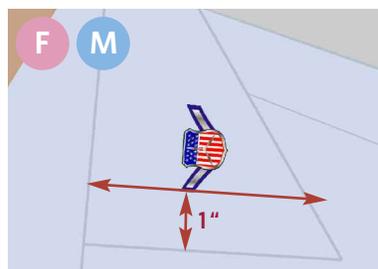
Camouflage "BDU" Phasing out June 2021

"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.



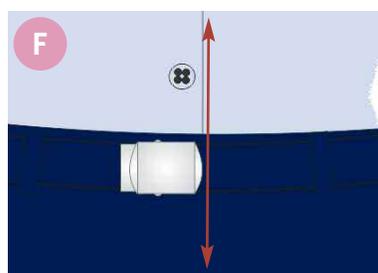
Flight cap device is centered on left side, 1 1/2" from edge. Male and female flight caps are slightly different in style but prescribe the same rule for placing the device.



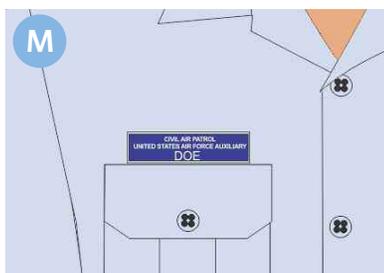
Chevrons rest 1-inch from the collar edge, parallel to that edge and centered. Chevrons are worn on both collars and in the same manner on BDUs and Blues alike. Until you earn your first stripe, you won't wear anything on your collar.



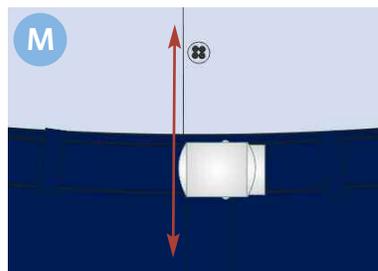
Blue nametag (females) is centered on right breast, even with or up to 1 1/2 inches higher or lower than the first exposed button, parallel to the ground.



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."



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



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



Ribbons (females) rest centered on left breast, parallel to ground. The bottom of the set of ribbons is even with the bottom of the nametag. Wear of ribbons is optional on the light blue shirt.



Blues pants front of pant leg should rest on front of shoe, with a slight break in crease and 1/8" longer on back



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



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

BASIC GROOMING STANDARDS

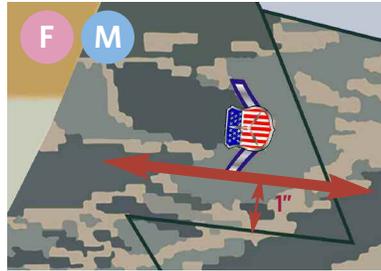
Males. Except in field conditions, cadets are expected to have a clean appearance free of dirt and grime. Anti-perspirant / deodorant will be used and toothpaste and mouthwash as well. Hair must appear tapered and be trimmed to not touch the ears, collar, or eyebrows. Bangs cannot be visible when wearing 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 earring 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



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.

Battle Dress Utility (BDUs)

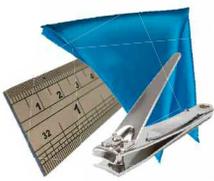
Phasing Out, June 2021



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

Cadet officer lauded for leadership performance

VFW Award to Outstanding Cadet NCOs

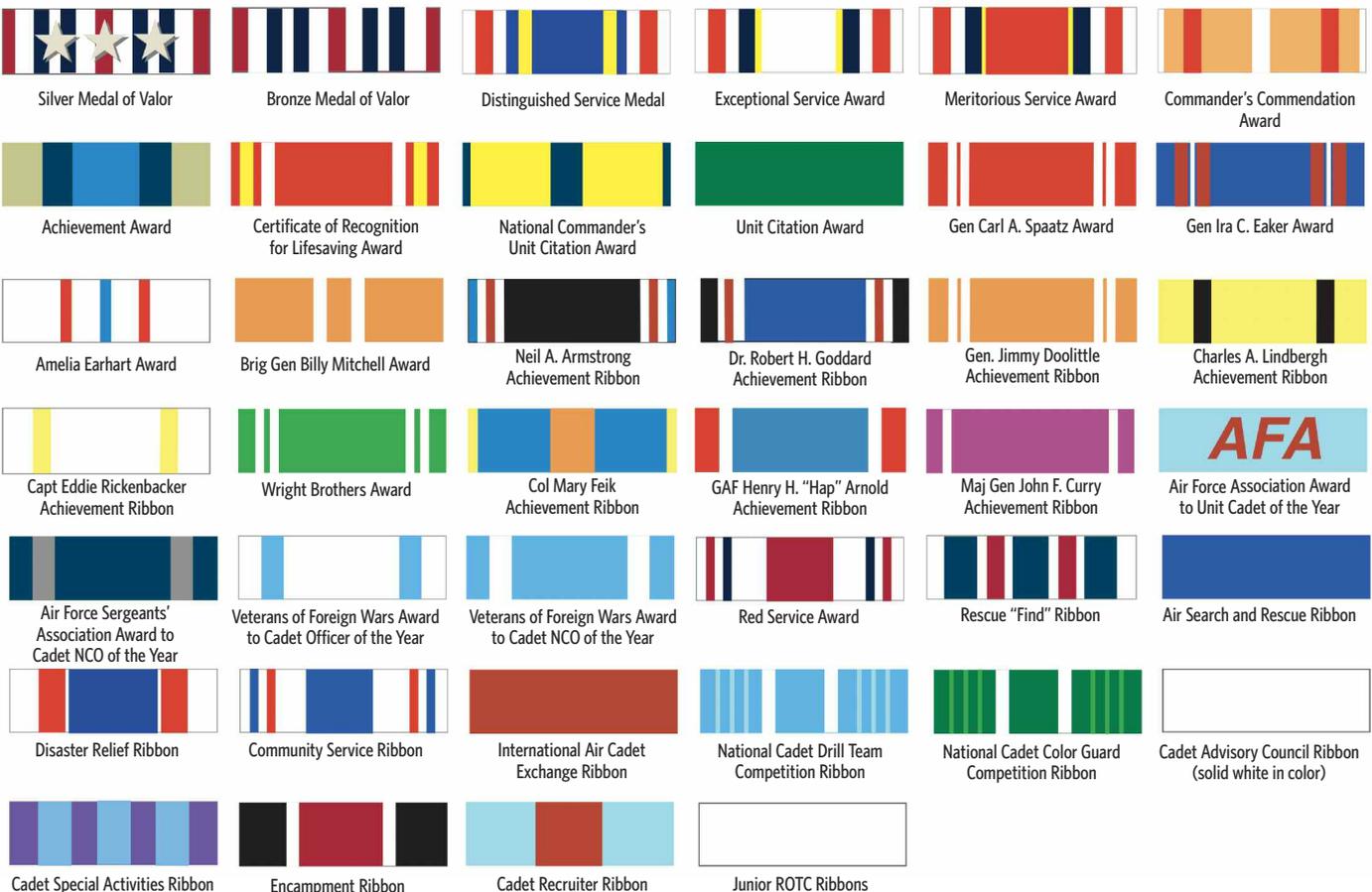
Excellence from a younger cadet NCO

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 Programs 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.



SQ3R

STUDY SKILLS *to* HELP YOU RANK-UP

A proven way to study so you can earn the Spatz 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.

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!

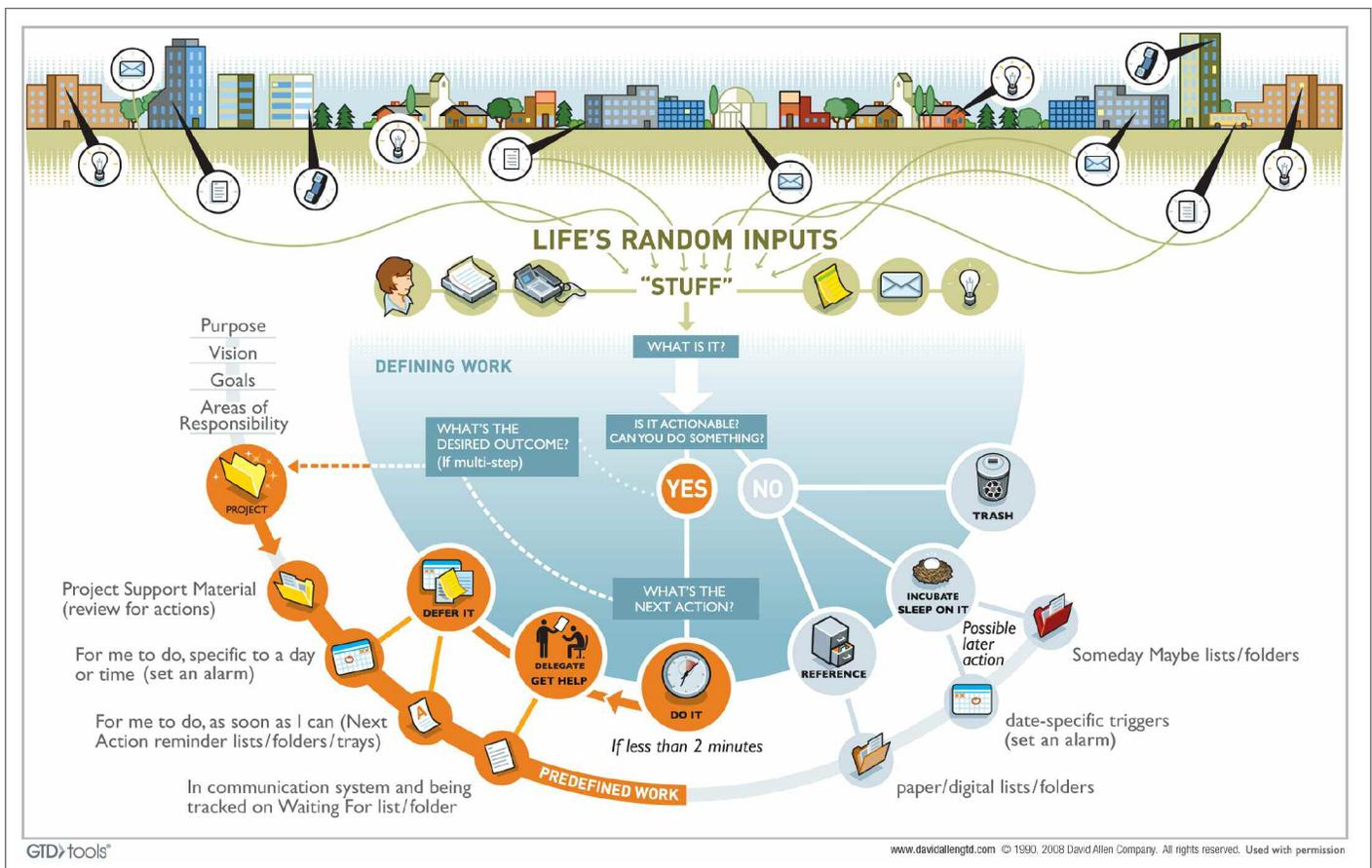
Get a System. To keep all this "stuff" straight, you need a system. You need to handle all the "stuff" in the same manner everyday. The good news is that having a system brings order to chaos, reduces stress, and help you achieve.

"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."



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

* Minimum age requirements apply. "Second year" and "third year" headings are for illustration purposes only.



GoCivilAirPatrol.com/CadetInvest

WHAT CAN I DO TO MAKE MYSELF AN IDEAL CANDIDATE?

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.

If you want to fly, America needs you!



Spencer Platt / Getty Images

MilitaryTimes

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.

BUSINESS INSIDER

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.



Cadet Wings is the answer for those who cannot afford flight training but are desperate to fly.

AWESOME SUMMER &

SPECIAL ACTIVITIES



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



BEYOND

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.



This could be you.

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

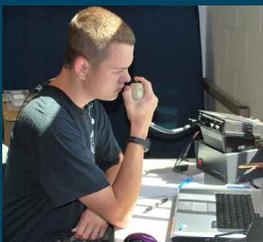
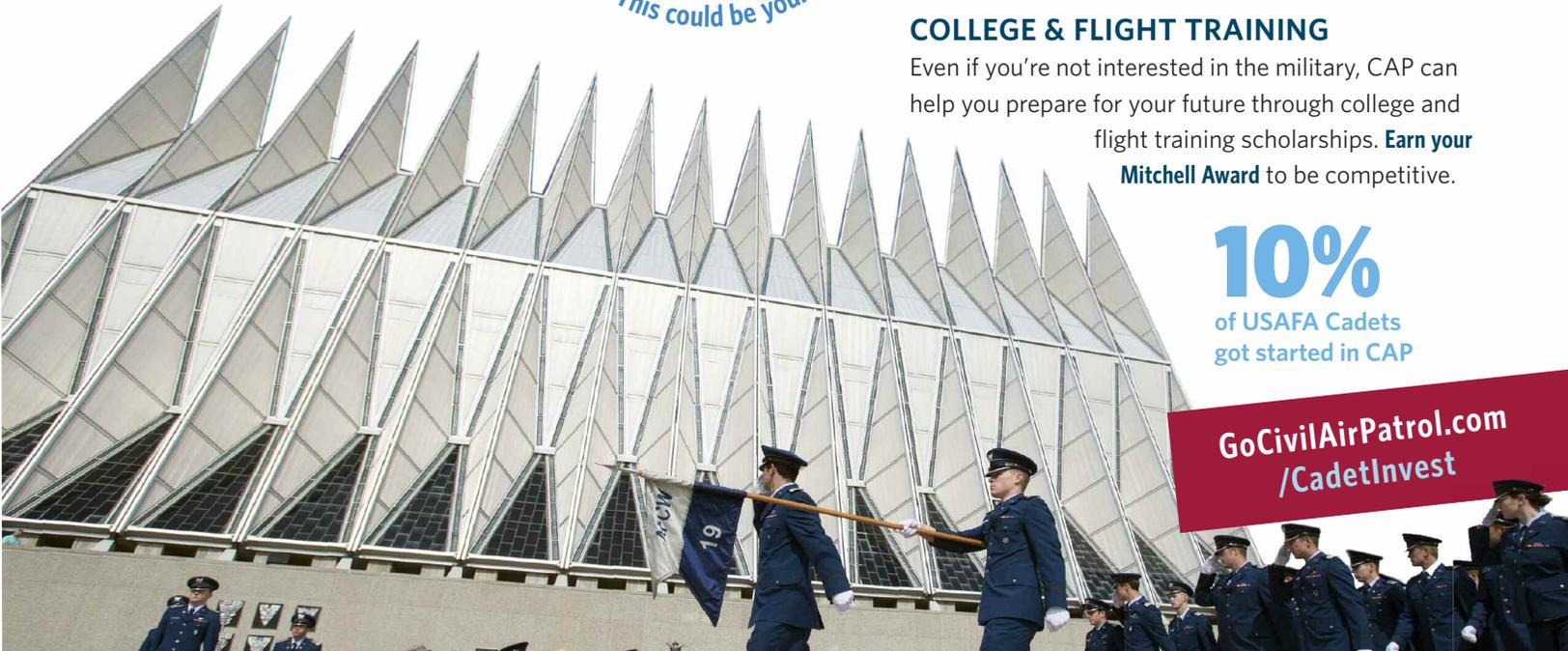
The Air Force is proud of CAP cadets. If you **earn your Mitchell Award** and enlist in the Air Force, you'll be eligible to start out as an Airman First Class (E-3).

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.

10%
of USAFA Cadets
got started in CAP

GoCivilAirPatrol.com/CadetInvest



EMERGENCY SERVICES **Help People in Need**

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](#)



NEW CADETS START HERE

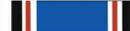
CIVIL AIR PATROL CADET SUPER CHART

PHASE I THE LEARNING PHASE

PHASE II THE LEADERSHIP PHASE

ACHIEVEMENT 1	ACHIEVEMENT 2	ACHIEVEMENT 3	WRIGHT BROTHERS AWARD	ACHIEVEMENT 4	ACHIEVEMENT 5	ACHIEVEMENT 6	ACHIEVEMENT 7	ACHIEVEMENT 8	BILLY MITCHELL AWARD	
MANDATORY TRIAL PERIOD Orientation begins immediately using <i>Cadet Great Start</i> , but the prospective cadet must attend three meetings before the unit commander may approve the membership application. Cadet receives New Cadet Kit within two weeks of joining.	 JOHN CURRY First National Commander of the Civil Air Patrol and a strong advocate for female aviators	 HAP ARNOLD Commanding general of U.S. Army Air Forces during World War II	 MARY FEIK Pioneer in the fields of aviation mechanics and engineering, and proud CAP member	 ORVILLE & WILBUR WRIGHT First men to achieve powered, controlled, sustained, heavier-than-air flight	 EDDIE RICKENBACKER America's "Ace of Aces" during World War I; he wanted CAP cadets to know him as "Eddie"	 CHARLES LINDBERGH First man to fly across the Atlantic Ocean solo, non-stop, aboard the "Spirit of St. Louis"	 JIMMY DOOLITTLE Pioneer in field of aeronautical engineering and leader of the World War II air raid on Tokyo	 ROBERT GODDARD The "Father of Modern Rocketry" and developer of the first liquid-fueled rocket	 NEIL ARMSTRONG First man to set foot on the Moon, aboard Apollo 11 on July 20, 1969 - "One giant leap for mankind"	 BILLY MITCHELL America's first vocal advocate for military airpower, he proved the airplane could sink ships

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 CHIEF MASTER SERGEANT	CADET SECOND LIEUTENANT
									
									

PROMOTION ELIGIBILITY REQUIREMENTS

	ACHIEVEMENT 1	ACHIEVEMENT 2	ACHIEVEMENT 3	WRIGHT BROTHERS AWARD	ACHIEVEMENT 4	ACHIEVEMENT 5	ACHIEVEMENT 6	ACHIEVEMENT 7	ACHIEVEMENT 8	BILLY MITCHELL AWARD
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	Learn to Lead Chapter 4 & Drill Test	Learn to Lead Chapter 5 & Drill Test	Learn to Lead Chapter 6 & Drill Test	Learn to Lead Chapter 7 & Drill Test	Learn to Lead Chapter 8 & Speech, Essay & Drill	Learn to Lead Comprehensive Exam
AEROSPACE	No Requirement	Aerospace Dimensions Any Module	Aerospace Dimensions Any Module	No Requirement	Aerospace Dimensions Any Module	No Requirement	Aerospace Dimensions Comprehensive Exam			
CHARACTER	Cadet Wingman Course	Participate in 1 Activity	Participate in 1 Activity	No Requirement	Participate in 1 Activity	No Requirement				
FITNESS	Attempt CPFT as a Baseline	Participate in 1 Activity & Have Attempted CPFT in Previous 180 days	Participate in 1 Activity & Have Attempted CPFT in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days	Participate in 1 Activity & Have Attained HFZ in Previous 180 days
SPECIAL ACTIVITY										Graduate Encampment

CADET PHYSICAL FITNESS TEST STANDARDS

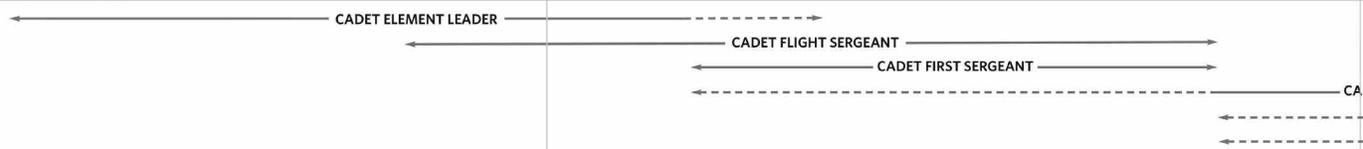
Training & acclimation
No CPFT performance standards

AGE	PACER (20m laps)								RUN EITHER									
	10	11	12	13	14	15	16	17	18+	10	11	12	13	14	15	16	17	18+
MALE	17	20	23	29	36	42	47	50	54	11:30	11:10	10:40	9:46	9:22	9:04	8:42	8:22	8:04
FEMALE	17	20	23	25	27	30	32	35	38	11:30	11:10	10:40	10:20	10:09	9:58	9:46	9:34	9:22

LEADERSHIP EXPECTATIONS

ATTITUDE	Displays a positive attitude; optimistic; enthusiastic; is team oriented	Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority
CORE VALUES	Aware of the Core Values; honest; wears uniform properly; practices customs and courtesies	Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader
COMMUNICATION SKILLS	Listens actively; attentive; asks good questions	Proficient in informal public speaking (i.e., in giving directions to and training junior cadets)
SENSE OF RESPONSIBILITY	Follows directions; dependable; arrives ready to learn and serve; effective in managing own time	Enforces standards; trustworthy in supervising a small team and leading them in fulfillment of a series of simple tasks; given a plan, is able to carry it out
INTER-PERSONAL SKILLS		Guides and coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss"
CRITICAL THINKING		
DELEGATION SKILLS		

ELIGIBLE DUTIES partial list



MINIMUM TIME IN GRADE excluding accelerated promotions for JROTC cadets



Use a web-based version of this chart at capmembers.com/ranks



CAP Visual Aid 60-100 2017
Available in 2' x 3' poster via eServices, and via PDF at capmembers.com/library for self-printing on two letter-size sheets



PHASE III THE COMMAND PHASE **PHASE IV THE EXECUTIVE PHASE** **GENERAL CARL A. SPAATZ AWARD**

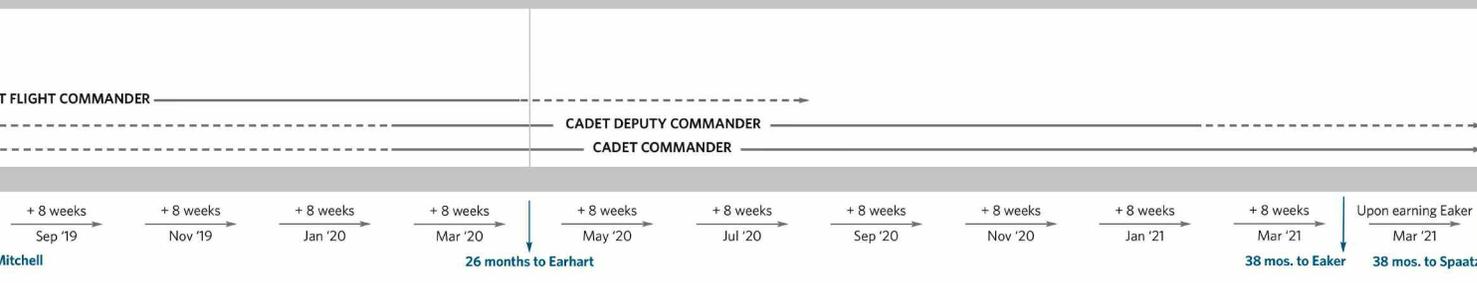
ACHIEVEMENT 9	ACHIEVEMENT 10	ACHIEVEMENT 11	AMELIA EARHART AWARD	ACHIEVEMENT 12	ACHIEVEMENT 13	ACHIEVEMENT 14	ACHIEVEMENT 15	ACHIEVEMENT 16	IRA C. EAKER AWARD	GENERAL CARL A. SPAATZ AWARD
										
			AMELIA EARHART Record-setting female pilot who was lost while attempting to fly around the world						IRA EAKER Army Air Forces general and advocate of strategic bombardment during World War II	CARL SPAATZ First Chief of Staff of the United States Air Force and first Chairman of the CAP National Board

CADET SECOND LIEUTENANT	CADET FIRST LIEUTENANT	CADET FIRST LIEUTENANT	CADET CAPTAIN	CADET CAPTAIN	CADET MAJOR	CADET MAJOR	CADET MAJOR	CADET MAJOR	CADET LIEUTENANT COLONEL	CADET COLONEL
										
No Ribbon Awarded	No Ribbon Awarded	No Ribbon Awarded	<small>Eligible for the International Air Cadet Exchange; eligible for promotion to 1st Lt and the Cadet Programs Officer technician rating as a senior member at age 21</small>	No Ribbon Awarded	<small>Eligible to receive credit for Squadron Leadership School and Level II as a senior member at age 21</small>	<small>Eligible for promotion to captain, credit for a Cadet Programs Officer senior rating, and the Yeager Award as a senior member at age 21</small>				
										
<small>LtL Chapter 9 & DA Service, Writing & Presentation</small>	<small>LtL Chapter 10 & SDA Service, Writing & Presentation</small>	<small>LtL Chapter 11 & SDA Service, Writing & Presentation</small>	<small>Learn to Lead Comprehensive Exam</small>	<small>LtL Chapter 12 & SDA Service, Writing & Presentation</small>	<small>LtL Chapter 13 & SDA Service, Writing & Presentation</small>	<small>LtL Chapter 14 & SDA Service, Writing & Presentation</small>	<small>LtL Chapter 15 & SDA Service, Writing & Presentation</small>	<small>LtL Chapter 16 & SDA Service, Writing & Presentation</small>	<small>Speech & Essay</small>	<small>Learn to Lead Comprehensive Exam</small>
<small>Journey of Flight 3-Chapter Block</small>	<small>Journey of Flight 3-Chapter Block</small>	<small>Journey of Flight 3-Chapter Block</small>	<small>Aerospace Dimensions Comprehensive Exam</small>	No Requirement	No Requirement	<small>Journey of Flight 3-Chapter Block</small>	<small>Journey of Flight 3-Chapter Block</small>	<small>Journey of Flight 3-Chapter Block</small>	No Requirement	<small>Journey of Flight Comprehensive Exam</small>
<small>Participate in 1 Activity</small>	<small>Participate in 1 Activity</small>	<small>Participate in 1 Activity</small>	No Requirement	<small>Participate in 1 Activity</small>	No Requirement	<small>Essay Exam</small>				
<small>Participate in 1 Activity & Have Attained HFZ in Previous 180 days</small>	<small>Participate in 1 Activity & Have Attained HFZ in Previous 180 days</small>	<small>Participate in 1 Activity & Have Attained HFZ in Previous 180 days</small>	<small>Participate in 1 Activity & Have Attained HFZ in Previous 180 days</small>	<small>Participate in 1 Activity & Have Attained HFZ in Previous 180 days</small>	<small>Participate in 1 Activity & Have Attained HFZ in Previous 180 days</small>	<small>Participate in 1 Activity & Have Attained HFZ in Previous 180 days</small>	<small>Participate in 1 Activity & Have Attained HFZ in Previous 180 days</small>	<small>Participate in 1 Activity & Have Attained HFZ in Previous 180 days</small>	<small>Participate in 1 Activity & Have Attained HFZ in Previous 180 days</small>	<small>USAF Academy Candidate Fitness Assessment</small>
									<small>Graduate Cadet Officer School or Region Cadet Leadership School</small>	

PYFP and USAFA test protocols differ greatly.

TIAL YOUTH FITNESS PROGRAM HEALTHY FITNESS ZONE (HFZ) STANDARDS																		USAF ACADEMY CANDIDATE FITNESS ASSESSMENT										
PLUS 2 of 3																												
CURL-UPS									PUSH-UPS									SIT & REACH (avg. inches)										
10	11	12	13	14	15	16	17	18+	10	11	12	13	14	15	16	17	18+	10	11	12	13	14	15	16	17	18+	M	F
12	15	18	21	24	24	24	24	24	7	8	10	12	14	16	18	18	18	8	8	8	8	8	8	8	8	8	81	78
12	15	18	18	18	18	18	18	18	7	7	7	7	7	7	7	7	7	9	10	10	10	10	12	12	12	12	62	41
																		MILE RUN 6:29 7:30										

Conscious of own performance; takes initiative to develop new skills; self-motivated and able to motivate others	Resilient; shows mental discipline in working to achieve long-term goals; welcoming of change; has habit of continual self-improvement
Fair, just, and consistent in dealing with subordinates; exercises good judgment in knowing which matters should be referred up the chain	Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently
Writes and speaks clearly; presents ideas logically; wins through persuasion	Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining complex issues
Given an assignment, takes project from beginning to end; develops appropriate goals, plans, standards, and follows through in execution; demonstrates sense of ownership in all assignments	Completes large projects with little supervision; follows and sets a command intent; self-starter
Actively mentors NCOs; resolves conflicts fairly; criticizes constructively; dissents respectfully when disagreeing with superiors	Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure
Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and not tied to old ideas	Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems
Delegates routine tasks effectively and works through NCOs; keeps people informed; makes expectations clear; supervises work of other leaders	Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge





CIVIL AIR PATROL

PERSONAL CADET TRACKER

CAP Visual Aid 60-101 2017

NAME:

CAPID:

PHASE I THE LEARNING PHASE

	Date Completed	Score
ACHIEVEMENT 1	Leadership - Chapter 1 Test	
	Leadership - Drill Test	
	Aerospace	NA NA
	Fitness - Attempt CPFT	
	Character - Wingman Course	
	Promotion Effective Date	

ACHIEVEMENT 2	Leadership - Chapter 2 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + Do CPFT < 180 days	
	Character - 1 Activity	
	Promotion Effective Date	≥ 56 days after last promotion

ACHIEVEMENT 3	Leadership - Chapter 3 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + Do CPFT < 180 days	
	Character - 1 Activity	
	Promotion Effective Date	≥ 56 days after last promotion

WRIGHT BROS. AWARD	Leadership - Comprehensive Exam	
	Leadership - Comprehensive Drill Test	
	Aerospace	NA NA
	Fitness - 1 Activity + HFZ < 180 days	
	My Goal Date for Completing	<input type="text"/>
	Promotion Effective Date	≥ 56 days after last promotion

PHASE II THE LEADERSHIP PHASE

	Date Completed	Score
ACHIEVEMENT 4	Leadership - Chapter 4 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	≥ 56 days after last promotion

ACHIEVEMENT 5	Leadership - Chapter 5 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	≥ 56 days after last promotion

ACHIEVEMENT 6	Leadership - Chapter 6 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	≥ 56 days after last promotion

ACHIEVEMENT 7	Leadership - Chapter 7 Test	
	Leadership - Drill Test	
	Aerospace - Module ____ Test	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	≥ 56 days after last promotion

ACHIEVEMENT 8	Leadership - Chapter 8 Test	
	Leadership - Drill Test	
	Leadership - Speech	
	Leadership - Essay	
	Aerospace	NA NA
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	≥ 56 days after last promotion

MITCHELL AWARD	Leadership - Comprehensive Exam	
	Aerospace - Comprehensive Exam	
	Fitness - 1 Activity + HFZ < 180 days	
	Graduate Encampment	
	My Goal Date for Completing	<input type="text"/>
	Promotion Effective Date	≥ 56 days after last promotion

SET GOALS

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

RUNNING TALLIES

Aerospace: The Journey of Flight

Test No.	Corresponding module in <i>Aerospace Dimensions</i>	Study <i>Journey</i> Chapters
___ 1	Introduction to Flight	1, 7, 8
___ 2	Aircraft Systems & Airports	2, 9, 10
___ 3	Air Environment	3, 18, 19
___ 4	Rockets	4, 21, 23
___ 5	Space Environment	5, 25, 25
___ 6	Spacecraft	6, 26, 27

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
- ___ 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" (11-17, 20, 22) are not included in your course of study.

PHASE III THE COMMAND PHASE

ACHIEVEMENT	Date Completed	Score
9 	Leadership - Chapter 9 Test	
	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

ACHIEVEMENT	Date Completed	Score
10 	Leadership - Chapter 10 Test	
	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

ACHIEVEMENT	Date Completed	Score
11 	Leadership - Chapter 11 Test	
	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

EARHART AWARD	Date Completed	Score
	Leadership - Comprehensive Exam	
	Aerospace - Comprehensive Exam	
	Fitness - 1 Activity + HFZ < 180 days	
	My Goal Date for Completing 	
	Promotion Effective Date	
≥ 56 days after last promotion		

RUNNING TALLIES

SDA Technical Writing *no type may be used more than twice*

<input type="checkbox"/> Activity or Policy Proposal	<input type="checkbox"/> After Action Report
<input type="checkbox"/> Operations Plan	<input type="checkbox"/> Personal Leadership Plan
<input type="checkbox"/> Press Kit	<input type="checkbox"/> Resume

SPAATZ AWARD	Attempt	#1	#2	#3
	Leadership - Comprehensive Exam			
	Aerospace - Comprehensive Exam			
	Fitness: USAFA Candidate Fitness Assessment			
	Character: Essay Exam			
	My Goal Date for Completing 			
	Promotion Effective Date			

PHASE IV THE EXECUTIVE PHASE

ACHIEVEMENT	Date Completed	Score		
12 	Leadership - Chapter 12 Test			
	Leadership - SDA Staff Service			
	Leadership - SDA Technical Writing			
	Leadership - SDA Oral Presentation			
	Aerospace - 3-Chapter Block Test		NA	NA
	Fitness - 1 Activity + HFZ < 180days			
	Character - 1 Activity			
	Promotion Effective Date			
≥ 56 days after last promotion				

ACHIEVEMENT	Date Completed	Score		
13 	Leadership - Chapter 13 Test			
	Leadership - SDA Staff Service			
	Leadership - SDA Technical Writing			
	Leadership - SDA Oral Presentation			
	Aerospace - 3-Chapter Block Test		NA	NA
	Fitness - 1 Activity + HFZ < 180days			
	Character - 1 Activity			
	Promotion Effective Date			
≥ 56 days after last promotion				

ACHIEVEMENT	Date Completed	Score
14 	Leadership - Chapter 14 Test	
	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

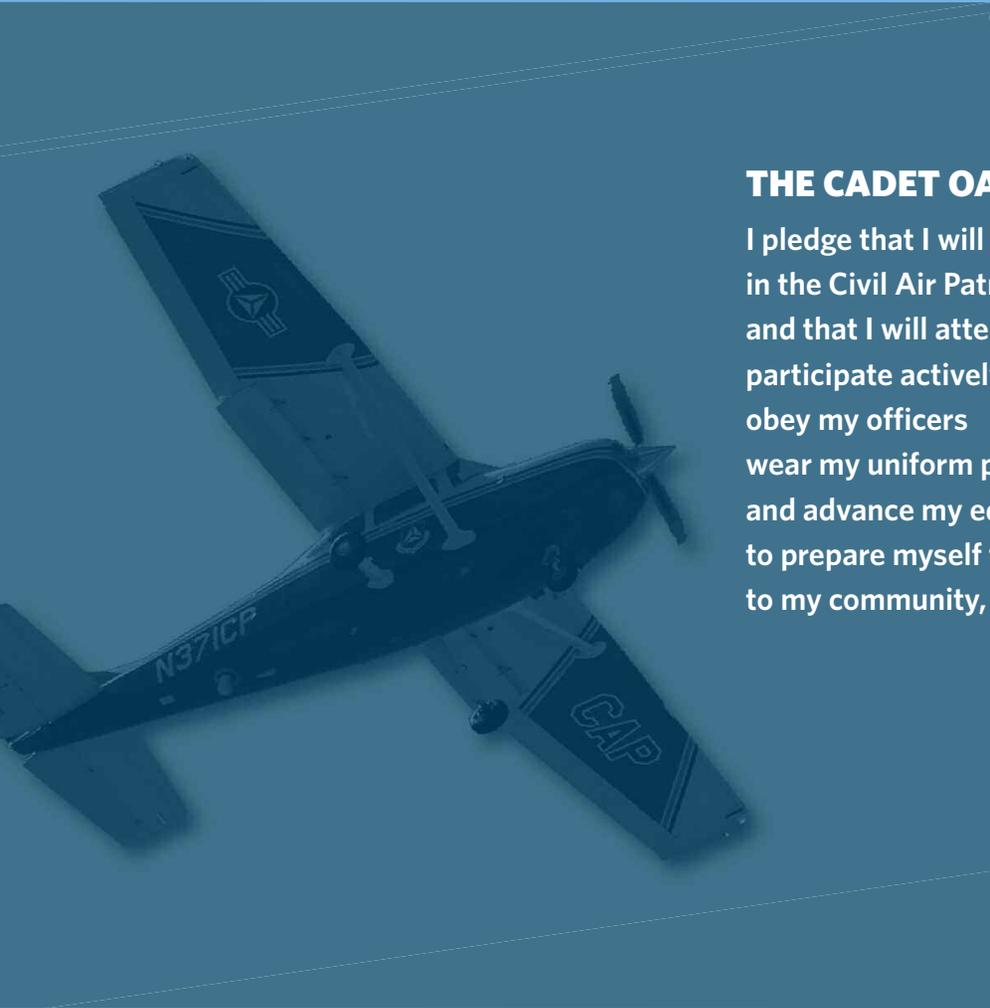
ACHIEVEMENT	Date Completed	Score
15 	Leadership - Chapter 15 Test	
	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

ACHIEVEMENT	Date Completed	Score
16 	Leadership - Chapter 16 Test	
	Leadership - SDA Staff Service	
	Leadership - SDA Technical Writing	
	Leadership - SDA Oral Presentation	
	Aerospace - 3-Chapter Block, Test _____	
	Fitness - 1 Activity + HFZ < 180days	
	Character - 1 Activity	
	Promotion Effective Date	
≥ 56 days after last promotion		

EAKER AWARD	Date Completed	Score		
	Leadership - Speech			
	Leadership - Essay			
	Aerospace		NA	NA
	Fitness - 1 Activity + HFZ < 180days			
	Character - 1 Activity			
	Graduate Cadet Officer School or RCLS			
	My Goal Date for Completing 			
	Promotion Effective Date			
≥ 56 days after last promotion				



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.



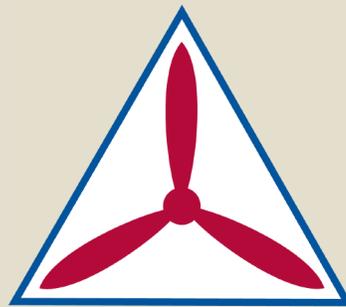
SUGGESTIONS FOR LOCAL LEADERS

The *New Cadet Guide* is a training text for newcomers 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**