



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

## CAP REGULATION 52-10

1 OCTOBER 2014

INCLUDES CHANGE 1, 17 FEBRUARY 2015

Cadet Programs

### CADET PROTECTION POLICY

**INTRODUCTION.** All members, even those who rarely interact with cadets, will familiarize themselves with this publication, especially chapter 2. This regulation describes CAP’s overall commitment to the safety of youth participating in CAP programs, identifies standards of practice governing how adult CAP members interact with cadets and how cadets interact with one another, and identifies how to report and how CAP will respond to potential cadet protection concerns and allegations of abuse.

**SUPPLEMENTS & WAIVERS.** Local commanders will not add to nor subtract from the various standards articulated in this regulation, unless the affected wing or region commander endorses the supplement or waiver and NHQ/CP and NHQ/GC jointly approve it. To maintain a single CAP-wide standard as much as possible, requests for supplements and waivers will not ordinarily be approved unless the local environment is substantially unusual.

**SUMMARY OF CHANGES.** For the reader’s convenience, here is a timeline outlining all changes made to this regulation since 2014.

**18 April 2014.** The regulation was revised in its entirety.

**1 October 2014.** This update liberalized rules found in three sections: the transportation rule (2-3g), co-ed overnight activity supervision (2-4b), and personal contact outside of CAP activities (2-7c). Further, the deadline to complete new training requirements was pushed back to 1 July 2015 (3-2, 3-3, 3-4).

**17 February 2015.** This edition, designated Change 1 to the 1 October 2014 version, requires commanders to confer with legal counsel prior to suspending members (see 4-2), and substitutes the term “boundary concern” for “boundary violation” throughout. Finally, minor edits were made throughout to reflect the fact that the new training materials are no longer in development but are indeed now available for use. **Note: Shaded areas indentify new or revised material.**

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## CHAPTER 1 - CAP'S COMMITMENT TO YOUTH SAFETY

### 1-1. Key Organizational Policies.

**a. The Cadet Environment.** Civil Air Patrol conducts its Cadet Program in a positive, safe, age-appropriate environment that follows a military model emphasizing Air Force traditions and values. Cadets have opportunities to lead, encounter challenges, and have fun as they work to become “Dynamic Americans and Aerospace Leaders.” The key traits of cadet life discussed in CAPR 52-16, *Cadet Program Management*, 1-2, inform commanders of the desired look and feel of cadet activities.

**b. Commitment to Safety.** CAP policy asserts that there is no place for physical, sexual, or emotional abuse in any of its programs. CAP will report to law enforcement all reasonable suspicions of child abuse and other criminal activity as required by local law, and it will cooperate with law enforcement investigations.

**c. Supremacy of Law.** Because of their professional responsibilities, some CAP members are required by state laws to report suspicions of child abuse to local authorities. If ever this regulation conflicts with a state or federal law, the law shall govern CAP's conduct.

**d. Scope.** This regulation governs all CAP activities and applies to all CAP members, except as noted. Further, CAP-USAF/CC has directed in a separate document that all CAP-USAF personnel will abide by this regulation when they interact with CAP cadets. When guest speakers and visitors interact with cadets, CAP members will supervise to ensure that the non-CAP adults adhere to basic, socially acceptable norms.

**1-2. Definitions.** In the context of this regulation, the terms below carry the following definitions:

**a. CAP Cadet Protection Policy (CPP).** The standards of practice expressed in chapter 2 of this regulation. Note that it is possible to violate the in-house CAP standards of practice without actually abusing another person.

**b. Abuse.** Federal law (42 USC §5101) defines abuse as:

*“Any recent act or failure to act on the part of a parent or caretaker (e.g. CAP adult leader) that results in death, serious physical or emotional harm, sexual abuse, or exploitation, or alternatively, an act or failure to act that presents an imminent risk of serious harm.”*

(1) Actions can violate this regulation without rising to actual abuse. See “boundary concerns” in 1-2f.

(2) In CAP's military-style training environment, it is important to distinguish emotional *abuse*, which by definition inflicts *serious harm*, from an inappropriately high training intensity, which though momentarily unpleasant is not abusive because it does not inflict *serious harm*. See 2-5 for guidance on training intensity.

**c. Sexual Abuse.** Building upon the definition of “abuse” in the paragraph above, cadet sexual abuse includes

(1) all sexual contact between an adult leader and a cadet, regardless of whether there is deception or the cadet understands the sexual nature of the activity;

(2) sexual contact that is accomplished by force or threat of force, regardless of the age of the participants;

(3) sexual contact between an older and a younger cadet if there is a significant disparity in age, development, or size, rendering the younger cadet incapable of giving informed consent and

(4) sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.

**d. Reasonable Suspicion of Abuse.** A CAP member may form a reasonable suspicion of abuse when two factors are present: first, the member has specific, credible information that a cadet has been hurt or harmed by another person, and second, another experienced adult leader would suspect abuse if given the same information. It is possible to have a *reasonable suspicion* of abuse without having *proof* of abuse.

**e. Hazing.** Hazing is defined as any conduct whereby someone causes another person to suffer or to be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful.

1. By definition, hazing is a form of abuse.

2. Questions of hazing often pertain to the intensity level of military-style training in Cadet Programs. Training intensity is evaluated in context. For example, a training intensity that is too stern and demanding for a unit meeting may be appropriate at an encampment. See CAPP 52-23 for guidance on training intensity.

**f. Boundary Concern.** A boundary concern occurs when a member's action might not be considered a best practice (see chapter 2) without meeting the definition of abuse or hazing. CAPP 52-23 contains examples of these best practices and boundary concerns.

**g. Adult Leader.** CAP has a number of membership categories available to adults who serve in a supervisory and mentoring role over cadets. The term "adult leader" is used in this regulation as a shorthand for all members who supervise cadets, but the term does not include cadet members.

**h. Adult Member.** An adult member is an individual who has attained the age of majority, based on the jurisdiction where they are physically present, and is assigned to any CAP membership category. College-age cadets, for example, are often adult members, depending upon the age of majority in a given jurisdiction.

**i. Project Officer.** A project officer is a member who, via the unit commander's authority, is the on-scene officer in charge of a cadet activity and is therefore responsible for conducting the activity in accordance with CAP regulations. Encampment commanders, activity directors, officers in charge, and similar positions are examples of project officers.

**j. Field Conditions.** Field conditions are off-road, backcountry training environments where the nearest road cannot be reached on foot within 15 minutes or less.

**1-3. Preventive Philosophy.** CAP developed its overall CPP using the Centers for Disease Control and Prevention's publication, *Preventing Child Sexual Abuse in Youth-Serving Organizations* (2007) as a guide, in cooperation with academic researchers and practitioners from outside agencies. CAP pursues a preventive philosophy built upon the five pillars described below:

**a. Screening.** CAP conducts criminal background checks to keep known offenders from joining. But because academic researchers have found that youth-serving organizations need to guard against abuse by individuals who have no prior record of conviction, screening alone could be insufficient.

**b. Standards of Practice.** CAP utilizes a set of standards, tailored for its particular cadet environments, governing how members will interact with cadets and how cadets will interact with one another. These practices ensure cadet activities are adequately supervised, keep one-on-one contact to a minimum, and identify boundary concerns that could precede abuse.

**c. Monitoring.** CAP regularly monitors compliance with the CPP, particularly the standards of practice and training requirements. Having regulations is meaningless if the regulation's standards are not monitored and enforced. Ideally, the senior leaders who monitor cadet activities will "catch people doing things right," reinforce that positive behavior, and create a culture of wholesomeness. Monitoring can also uncover possible boundary concerns or abuse.

**d. Reporting.** CAP specifies clear channels for reporting suspicions of abuse and possible boundary concerns. If an immediate supervisor or commander is part of the problem, the member may report to a higher level commander or other official in accordance with CAPR 123-2, *Complaints*.

**e. Training.** CAP mandates that all adult members who interact with cadets will receive training in the CPP, and that cadets will receive age-appropriate training on how to be "capable guardians" against the potential for abuse. CAP also provides parents with information about CAP standards of practice and strategies for preventing abuse of cadets and responding to a possibly abusive incident.

All five of these CPP pillars, working in concert, provide a comprehensive, systematic approach for mitigating the risks of cadet abuse. Moreover, the comprehensiveness of the CPP gives adult leaders peace of mind in knowing that if they follow the CPP, they will be doing their part to keep cadets safe and to protect themselves.

## CHAPTER 2 - STANDARDS OF PRACTICE

**2-1. Continuum of Positive, Negative, and Abusive Conduct.** See CAPP 52-23 for specific examples of conduct that CAP regards as positive, negative but not abusive, and abusive, in light of the CPP and federal law.

### **2-2. Decorum & Fraternalization.**

**a. Decorum.** All members are expected to conduct themselves in a professional and appropriate manner at CAP meetings or activities.

**b. Cadet-to-Cadet Fraternalization.** It is not inherently improper for cadets to have personal or romantic relationships with other cadets; however, relationships between cadets of substantially different ages or grades, or between cadets within the same chain of command, are discouraged. Cadets will not engage in inappropriate touching or displays of affection by kissing, hugging, or similar conduct while at a CAP activity.

**c. Adult Leader-to-Cadet Fraternalization.** Because adult leaders have intrinsic supervisory authority over cadets, adult leaders **will not** date or have an intimate romantic relationship with a cadet at any time, regardless of the circumstances.

### **2-3. Universal Standards of Practice.** *These standards apply across all aspects of the Cadet Program.*

**a. Authorization for Activities.** Every cadet activity must operate under the authority of the commander of the hosting unit. Commanders frequently delegate operational control over the activity and the authority to direct all participating members to a project officer.

**b. Notification of Activities.** Whenever reasonably possible, cadet activities will be scheduled at least 2 weeks in advance and announced on a web-based unit calendar that enables cadets' parents to verify that a purported event is indeed an official activity. In the rare instance that a short-notice activity arises, the unit commander or project officer will notify parents of the event at the earliest opportunity.

**c. Open Access.** All CAP activities will be open to parental observation. Secret meetings are not permitted. Commanders and project officers will make reasonable accommodations to allow parents open access during the duty day. However, some environments such as operational missions and flying cannot accommodate non-members. Some activities hosted on military installations and other third-party secure facilities offer only limited access to civilians. In such instances, parental access might be limited to certain specially-designated times.

**d. Two-Deep Leadership.** CAP's general policy is that every cadet activity must be supervised by at least two adult leaders who are in "Approved" status in eServices (see CAPR 39-2, *Civil Air Patrol Membership*). CPP training materials explain how that principle is put into practice. There are three exceptions to the "two deep leadership" rule:

(1) cadet flying, explained in 2-6a;

(2) real-world operational missions (not training) conducted under CAPR 60-3, *CAP Emergency Services Training and Operational Missions*; and

(3) chance encounters, prior relationships, professional relationships, membership in other organizations, and children's friends, as explained in 2-7c.

**e. Proximity of Supervisor.** Because each physical environment, mixture of cadets' grades and ages, and nature of activity is different, CAP does not set a firm rule regarding the proximity between a group of cadets and their adult leader supervisor. If supervisors do not have direct line of sight contact with cadets, they must nevertheless be aware of where the cadets are, what they are doing, and check up on them periodically.

**f. Semi-Private Discussions.** Adult leaders who need to mentor or counsel cadets individually during official activities should do so in the presence of a third person when reasonably possible. Alternatively, one-on-one meetings are permitted if conducted in a semi-open setting (e.g. office door kept ajar, or conversing away from, but in sight of, the group, or other circumstances). Cadets are prohibited from meeting one-on-one in a closed environment; an adult leader must be present or other arrangements must be made to minimize the risk of misconduct, such as keeping the door fully open.

**g. Transportation.** If an adult leader transports cadets other than his or her family members or cadets known through relationships existing prior to their CAP membership to, from, or during a CAP activity, the party must number at least three (adult leader driver plus two cadets; or adult leader driver, second adult leader, and one cadet). See 2-7c for details on prior relationships. Regarding liability insurance, transportation to and from CAP activities via member-owned vehicles is not considered part of official travel and is therefore conducted at the member's risk (see CAPR 900-5, *Civil Air Patrol Insurance/Benefits Program*, 10).

**h. Parental Permission for Special Events.** The unit commander or project officer must ensure that minor cadets who wish to participate in activities beyond weekly squadron meetings or taking place in a location other than the unit's normal meeting facility or local airport obtain written parental authorization via the CAPF 32, *Civil Air Patrol Cadet Activity Permission Slip*. Cadets who have reached the age of majority may self-authorize their participation; parent or guardian authorization is not required. Units may modify the CAPF 32 to meet local needs, provided all data required on the national-level form is included on the local version.

**i. Favoritism & Gifts.** Favoritism is to be avoided as much as is reasonably possible. Adult leaders are expected to make a good faith effort to avoid favoritism and to support each individual cadet in their sphere of responsibility with an appropriate amount of individualized attention.

**j. Social Media.** This regulation assumes that social media will continue to evolve and that CAP rules cannot possibly keep up with the idiosyncrasies of the various platforms. CAP's general policy is that when adult leaders interact with cadets via social media, they will make reasonable attempts to limit cadets' access to content that is of a personal, non-CAP or non-professional nature.

**2-4. Standards of Practice for Overnight Activities.** *These standards are in addition to those listed in 2-3.*

**a. Sign-In and Sign-Out.** At overnight activities, all participants must sign-in upon arrival and sign-out upon departure with the project officer (or designee). Accordingly, the project officer will be held accountable for the whereabouts of all participants registered in attendance at that activity.

**b. Co-Ed Supervision.** Ideally, the staff of adult leaders supervising an activity should include adults of the same gender(s) as the participating cadets, but that is *not* a requirement. Co-ed cadet activities may proceed without a co-ed adult staff. However, if an activity's adult leaders are of a single gender, that fact will be publicized in advance and noted on the CAPF 32 *Parental Permission Slip* (section 6) so that parents and cadets can make an informed decision about their participation.

**c. Adult Leaders' Quarters.** No adult leader will lodge in a tent, hotel room, or dorm room with a cadet who is not a member of his or her immediate family. Adult leaders will be lodged in rooms or tents separate from, but near the cadets. In an open-bay barracks environment, one or two adult leaders may be assigned to beds on either end of the cadets' bay, but it is preferable that the adult leaders be lodged in the small rooms that are sometimes adjacent to the bay.

**d. Segregation by Age & Gender.** Male and female cadets will be assigned to separate quarters. Commanders or project officers will establish clear guidelines as to when and how personnel of one gender may enter areas designated for personnel of the opposite gender. Makeshift barriers are acceptable; in a gymnasium setting, for example, males might sleep on the gym floor and females on the gym stage and behind the stage curtain, or something similar. Further, in dorm-like settings age should be considered when assigning roommates.

**e. Hotel-Based Events.** CAP conducts some activities such as annual conferences in hotels or hotel-like settings. Because this environment often makes supervision difficult, the project officer (i.e.: wing conference organizer) must ensure that each cadet is assigned to a specific adult leader who is responsible for supervising the cadet. Further, the project officer (or designee) for hotel-based events will:

(1) Prior to cadet arrival, conduct an ORM analysis of the event, set ground rules, and identify off-limits areas. (Examples of factors meriting ORM analysis could include sight-seeing around town, interactions with the general public, access to fitness and pool areas, access to shopping and restaurant areas, etc.);

(2) Convene a group meeting of all cadets at the start of the day, during the day as necessary, and just prior to lights out;

(3) Require cadets to move about the property in groups of three or more, when outside the main training area;

(4) Require cadets to be accompanied by at least two adult leaders when leaving the property (e.g. sightseeing, excursions for dinner) and

(5) Designate a central location, when reasonably feasible, where cadets can socialize.

**f. Personal Care Time.** CAP will respect cadets' reasonable expectations of privacy during times designated for sleeping, dressing, and showering. If all participants share a single shower facility, adult leaders and cadets will use the showers at separate times, and the ranking cadets will maintain good order in the shower area. Adult leaders are not to enter the cadet shower and latrine areas during personal care time except in case of emergency. Photography and recording is strictly prohibited in the shower and latrine area. Devices that have cameras are prohibited from the shower areas and must be stowed away when cadets are undressing in the dorm or barracks area.

**g. Travel on Commercial Airlines.** Cadets sometimes travel to CAP activities via commercial airlines. The project officer (e.g. conference organizer, NCSA director, etc.) will ensure that an adult leader meets the cadet at the activity's designated airport for arrivals or ensure that the cadet has access to a free hotel shuttle bus, for hotel-based activities. For the return trip, because airport security prevents non-flying adult leaders from accompanying cadets to their gates, CAP releases cadets from the activity upon their departure for the airport. However, the project officer will ensure cadets can reach an adult leader via telephone in case of flight delays or other travel difficulties. Project officers will communicate these principles to cadets' parents in the activity's welcome letter.

**2-5. Standards of Practice Regarding Training Intensity.** The Cadet Program follows an age-appropriate, military-style training model based on Air Force traditions, as discussed in CAPR 52-16, 1-2 and CAPP 52-23. These standards are in addition to those listed in 2-3.

**a. Alignment of Training Goals & Training Intensities.** Adult members who supervise cadets must ensure that the activity's training goals and the intensity level of military-style training are age-appropriate and properly aligned. CAPP 52-23 discusses this principle in depth. In a training environment, even members of the cadet cadre are learning, and it is to be expected that they will sometimes pursue an inappropriately high training intensity. The system of boundary concerns allows cadet cadre room to make mistakes and learn from them without resorting to formal disciplinary action. Nevertheless, commanders shall not tolerate inappropriate training intensity levels for extended periods of time; if a situation does occur, the ranking officer (by duty assignment) on-scene is responsible for correcting the training methods so that they match the guidelines of CAPP 52-23.

**b. Mismatched Goals & Intensities.**

(1) An inappropriately high level of training intensity does not meet this regulation's definition of abuse or hazing unless it causes serious physical harm or serious emotional harm. Inappropriate yelling, using exercise as punishment, and creating an overly-stressful environment and other conduct listed in CAPP 52-23 are examples of inappropriately high training intensities that will be treated as boundary concerns.

(2) If the act causes *serious emotional harm* or *serious physical or sexual harm* it is then deemed abusive. CAPP 52-23 provides examples.

**c. Hazing.** By definition, hazing is abusive conduct that takes the form of physical, emotional, or sexual abuse. Hazing shall not be tolerated in CAP, and as with any other instance of suspected abuse, must be reported per chapter 4. To avoid mistakenly deeming that hazing has occurred, first review 2-5a, 2-5b, and CAPP 52-23

**2-6. Standards of Practice for Special Environments.** *These standards are in addition to those listed in 2-3.*



**a. Flying.** In powered aircraft, whenever reasonably possible, orientation flights involving cadets should be made with three individuals on board: a pilot and two passengers. The nature of glider aircraft makes it impossible for more than two individuals to be on board, so glider flights are permissible with just one instructor and one cadet on board. If the unit anticipates that cadets will be waiting on the ground more than 30 minutes for their turn to fly, at least two adult leaders will provide supervision. If the wait is anticipated to be 30 minutes or less, only one adult leader on the ground is needed to supervise. This paragraph does not apply to situations where an adult leader is providing flight instruction to a cadet, nor to situations involving a cadet who possesses a current CAPF 5, *CAP Pilot Flight Evaluation*.

**b. Activities Above Squadron Level.** Adult leaders such as encampment commandants, CAC senior advisors, and wing directors of cadet programs may need to work closely with a few individual cadets (e.g.: encampment cadet commanders, CAC chairpersons) during the planning stages for activities above squadron level. If the adult leader is not assigned to the cadet's home unit, then that adult is likely to be unknown to the cadet's parents. In such instances, the adult leaders are encouraged to introduce themselves to the parents (e.g.: phone, email, in person) at the commencement of the project and briefly explain their roles and the duration of the project.

**c. Field Rule of Four.** In backcountry field conditions (see 1-2j), where cadets participate in day hikes, bivouacs, orienteering courses, and the like, injuries are more likely to occur than when cadets are in a classroom environment, thereby making it necessary to take extra precautions. In field conditions, the smallest subgroup must have at least 4 members so that if one person becomes injured and unable to move, a second person can stay with the first, and the third and fourth persons can go for help together.

## **2-7. Interactions Outside CAP Activities.**

**a. Email and Open Social Media.** When adult leaders need to communicate with cadets in the interval between official activities, if reasonably possible they will do so via email or social media that is visible to other members. With email, adult leaders will include their supervisor or director of cadet programs in the distribution, except for very brief messages, or email traffic distributed to two or more members.

**b. Closed Media.** Texting, private messaging, and similar forms of electronic communication that third parties cannot easily monitor are permitted only for very brief messages of an official nature. Contact with cadets via telephone or video conference is permitted during non-school hours.

**c. Personal Contact Outside of CAP Activities.** Normally, cadets and adult leaders are not permitted to have significant contact outside of official CAP activities. However, CAP recognizes that there are a limited number of situations in which contact between adult leaders and cadets outside of authorized meetings and activities may occur because of chance encounters, pre-existing relationships, or other situations described below.

(1) *Chance Encounters.* Brief conversations between adult leaders and cadets resulting from chance encounters in the community are permitted.

(2) *Prior Relationships.* Non-romantic relationships between adult leaders and cadets that existed prior to one of the individuals joining CAP (e.g. family, neighbors, coworkers, etc.) are not improper and may continue, including substantial contact outside of CAP activities. However, all CPP standards of practice will continue to apply during CAP activities *except* the "transportation rule of three" (2-3g) is not applicable. Adult leaders with prior relationships with cadets may transport those cadets to and from CAP activities under one-deep leadership with the parent's permission.

(3) *Professional Relationships.* Relationships of a professional nature between adult leaders and cadets (e.g. teacher/student, doctor/patient, clergy/congregant, etc.) are not improper, and substantial contact outside of CAP activities may occur, provided the interactions are made in the context of the professional relationship.

(4) *Other Organizations.* An adult leader's and cadet's mutual membership in another organization is not improper, and substantial contact outside of CAP activities may occur when the interactions are made expressly for the purpose of participating in that organization's activities (e.g. a cadet and senior join a Ham radio club and interact at radio club events, IAW club rules).

5. *Children's Friends.* When cadets become personal friends and a member of one of the families is an adult leader, the adult leader's interactions with their child's friend outside of CAP activities in a non-CAP capacity are not improper. However, all CPP standards of practice will continue to apply during CAP activities.

## CHAPTER 3 - SCREENING, TRAINING & COMPLIANCE

**3-1. Screening of Potential Adult Members.** Prospective members will be screened at the unit and national levels before being granted membership. See CAPR 39-2, *CAP Membership*, for details.

**3-2. Cadet Protection Basic Course.** This course is an introduction to child sexual abuse and CAP Cadet Protection Policies, with a special emphasis on the standards of practice. Members obligated to complete this course must refresh their training every 48 months. This course is available in online and classroom formats. The course home page is [www.capmembers.com/cadetprotection](http://www.capmembers.com/cadetprotection) ([Senior Member Course Log On](#).)

**a. Required Participants.** All adult members must satisfactorily complete the *Cadet Protection Basic Course*. New members complete this course in conjunction with the *Level I Orientation Course*. To make it easy for cadets to comply with the training requirement, cadets become eligible to participate in the course upon reaching age 17.

**b. Phase-In.** Members who completed the predecessor course, CPPT, before this new regulation took effect must complete this course by **1 July 2015**. Units are encouraged to gather their “existing” adult members, set aside time during a unit meeting, and train them via an in-person, classroom session affording group discussion, versus having each individual complete the course online offsite.

**c. Non-Compliance.** Members who do not complete the *Cadet Protection Basic Course* within 60 days of joining CAP, or by **1 July 2015** (whichever is later), are prohibited from participating in any CAP activities. Cadets who do not complete the training before their 18th birthday, or by **1 July 2015** (whichever is later), are ineligible to earn cadet promotions until they complete the training. A report of non-complying members is available to commanders in eServices.

**d. Records, Expiration & Open Access.** The course’s graduation credit is recorded in eServices and expires after 48 months. Members may voluntarily refresh their training as they desire. Members who complete the *Cadet Protection Advanced Course* (3-3) may renew that credential in lieu of renewing their Basic Course credential.

**3-3. Cadet Protection Advanced Course.** This course prepares commanders and key staff members to take a leadership role in the screening process of potential members and resolving cadet protection policy matters. Completion of the basic course is a prerequisite to enrolling in this advanced course. Members obligated to complete this course must refresh their training every 48 months. It is available only online at [capmembers.com/cadetprotection](http://capmembers.com/cadetprotection) ([Cadet Course Log On](#)).

**a. Required Participants.** Members must complete the *Cadet Protection Advanced Course* before being assigned to the following positions: commander, deputy commander, vice commander (group or higher), chief of staff (wing or higher), director of cadet programs (group or higher), and inspector general. Further, encampment commanders, commandants of cadets, and NCSA directors and deputies are also required to complete the course. These requirements do not become effective until **1 July 2015**.

**b. Phase-In.** All members who are ordinarily required to complete this training but were appointed to their duty assignment before this regulation took effect must complete the training by **1 July 2015**.

**c. Non-Compliance.** Members subject to the phase-in described in 3-3b above who do not complete the training by **1 July 2015**, or whose training expires, will automatically be prohibited access to eServices until they complete the course.

**d. Records, Expiration & Renewed Access.** The course's graduation credit is recorded in eServices and expires after 48 months. Members may voluntarily refresh their training as they desire.

**3-4. Cadet Wingman Course.** This course provides an age-appropriate introduction to youth protection, and more. It combines four main topics that at first glance might not appear to fit together: Core Values, the wingman concept, safety, and cadet protection. The wingman concept is what connects the topics and provides the lesson's central theme, which is to use a wingman to aim for excellence, stay safe, and have fun. The course is conducted in-person at the squadron using materials available in the [www.capmembers.com/cadetwingman](http://www.capmembers.com/cadetwingman).

**a. Required Participants.** All cadets working toward Achievement 1 on or after **1 July 2015** will complete this course as part of their training in Achievement 1's character development task. Commanders are encouraged to begin using the new curriculum immediately, if able. The *Cadet Wingman Course* replaces the previously required "Core Values foundations module" and "Introduction to Safety" tasks in the Achievement 1 character development block.

**b. Phase-In.** Squadron commanders should provide this training to cadets who joined before this regulation took effect. No special documentation is needed to record course completion by these cadets.

**c. Non-Compliance.** Any cadet who completes Achievement 1 has by definition met the course requirements. Cadet airmen basics who have not yet completed Achievement 1 do not experience any penalty for having not yet completed the course.

**d. Records, Expiration & Open Access.** The course's graduation credit is recorded in eServices or the CAPF 66, *Cadet Master Record* (Achievement 1's character development task) and does not expire. All members, parents, and guardians may access the instructional materials at any time.

**3-5. Cadet Protection Parents' Guide.** CAP makes a *Parents' Guide to the CAP Cadet Program* available to the parents or guardians of all cadets. Although not formatted as a course of study, this resource communicates to parents basic facts about CAP, the Cadet Program, the CPP in particular, important strategies for preventing child abuse, how to report concerns or potentially abusive incidents, and other topics. Squadron commanders should point parents of cadets who joined before this regulation took effect to the *Parents' Guide* at [capmembers.com/parents](http://capmembers.com/parents).

**3-6. Inspecting & Verifying Compliance With Cadet Protection Policies.** CAP ensures compliance with CPP via multiple methods.

**a. Compliance Inspections.** CPP compliance will be inspected via the compliance inspection, subordinate unit inspection, and staff assistance visit (SAV) programs. See CAPR 123-3, *Civil Air Patrol Compliance Inspection Program*, for details on the inspection program. Inspectors and SAV team members may quiz adult leaders at random for CPP knowledge, and quiz cadets at random for awareness of CPP standards of practice.

**b. Spot Checks.** Commanders and directors of cadet programs may conduct no-notice spot checks into any of the objective requirements of this regulation during their interactions with cadet and composite squadrons.

## CHAPTER 4 - REPORTING & RESPONDING TO REASONABLE SUSPICIONS OF ABUSE

**4-1. Reporting Requirements.** Members who develop a reasonable, good faith suspicion or belief that a cadet has been sexually abused, physically abused, neglected, or emotionally abused will first ensure that the cadet is safe from imminent harm. The member will then contact the wing commander, who will notify the general counsel and wing legal officer. Members who fail in this duty will be subject to disciplinary action. For a definition of “abuse” and “reasonable suspicion of abuse,” see 1-2b and 2-1.

**a. Cadets as Reporters.** Cadets’ training materials encourage them to report their reasonable suspicions of abuse to trusted adults, but unlike with adult leaders, CAP does not discipline cadets for not reporting.

**b. Parents as Reporters.** Parents and guardians may report reasonable suspicions of abuse.

**c. CAP-USAF Personnel.** In cases involving a CAP-USAF member, wing commanders will report the complaint to their liaison region commander. For complaints arising at national-level activities, the project officer will notify NHQ/CP, who will report the complaint to CAP-USAF/CC.

**d. Self-Reporting.** Members who believe they have been subject to abuse may file a complaint in accordance with CAPR 123-2, *Complaints*. The CAP complaints process is available to cadets’ parents or guardians, even if they are not CAP members themselves.

**e. Mandatory Reporters.** As mentioned in 1-1c, some members are required to report their suspicions of abuse to law enforcement due to their work-related responsibilities. Mandatory reporters will report in accordance with law, in addition to taking any other actions required by this regulation.

**f. False Reports.** Accusing someone of violating the CPP is a serious matter. The repercussions can affect an individual’s personal and professional life. In reporting a reasonable suspicion of abuse, members must strictly limit their report to facts that they personally know to be true. If CAP determines that a member (including cadets) made a report that he or she knew to be false, that individual(s) will be subject to disciplinary action and referral to law enforcement.

**4-2. Membership Suspension.** Immediately after receiving a report that alleges a reasonable suspicion of sexual, physical, or emotional abuse as described above, the commander will confer with the Wing/JA and/or CAP/GC. If legal counsel advises that the allegation does indeed represent a reasonable suspicion of abuse, the commander will immediately suspend the suspected member from CAP, in accordance with CAPR 35-1, *Assignment and Duty Status*, pending an internal investigation and, if applicable, the completion of a law enforcement investigation. Commanders who fail in this duty will be subject to disciplinary action.

**4-3. Internal Investigations.** The complaint and investigation process for allegedly abusive behavior is explained in CAPR 123-2. After reporting a reasonable suspicion of abuse, members are prohibited from undertaking any further action on the matter without specific authorization from NHQ/GC.

**4-4. Consequences of Abusive Behavior.** Abusive behavior is always grounds for possible membership termination, and in the instances outlined below, termination is sometimes mandatory. For details on termination procedures, see CAPR 35-3, *Membership Termination*.

**a. Sexual Abuse by Adults.** For cases where an internal CAP investigation sustains a reasonable suspicion of sexual abuse by a member, the commander will terminate the suspected member.

**b. Criminal Behavior.** If a member's sexually, physically, or emotionally abusive behavior results in a criminal conviction, the commander will terminate the member.

**4-5. National-Level Analysis.** NHQ/CP will analyze reports of abuse by type and frequency, compiling statistics annually to assist in the evaluation of the CPP and CPP training programs.

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