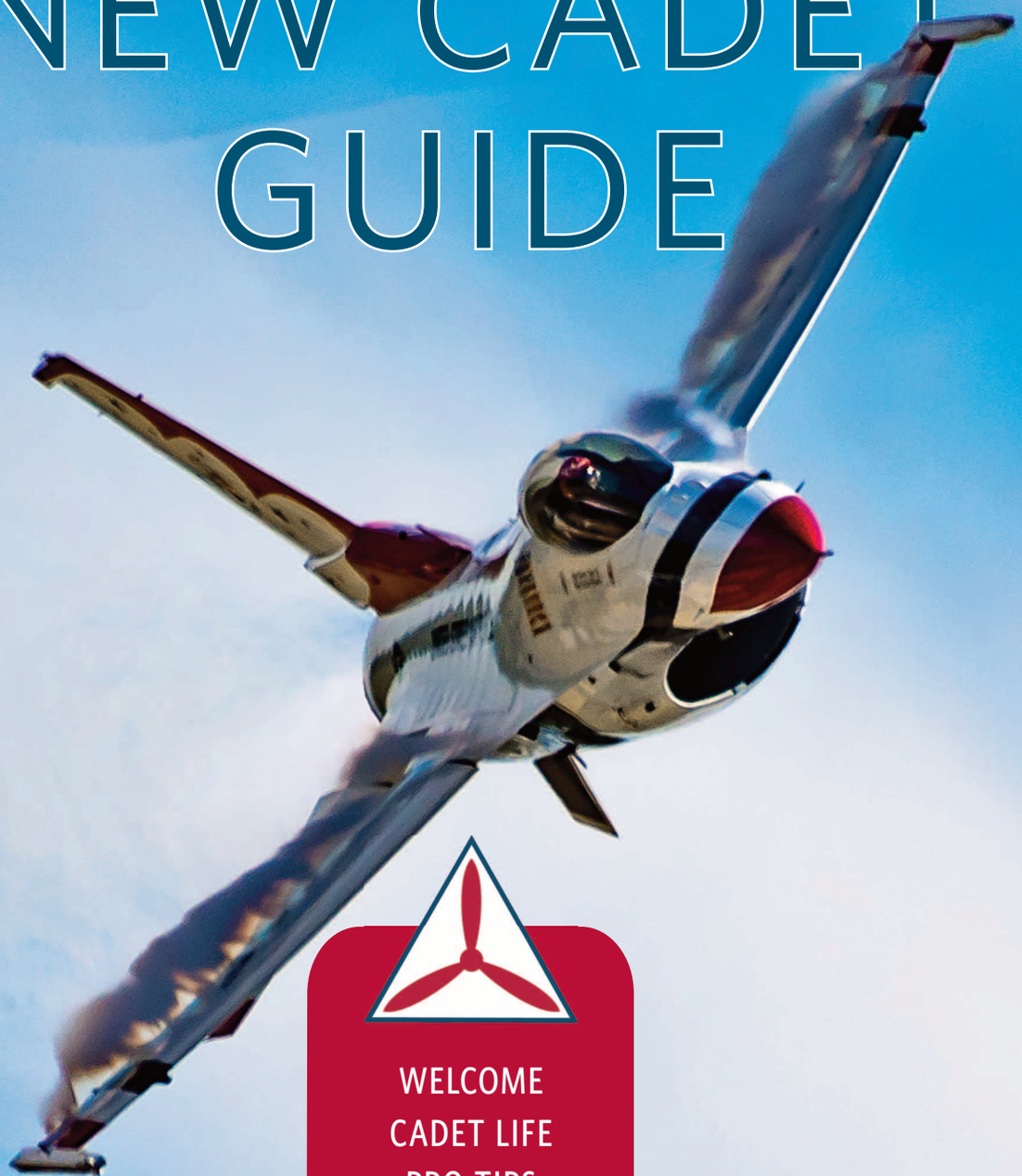
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NEW CADET GUIDE



WELCOME
CADET LIFE
PRO TIPS
AWESOMENESS
REFERENCE

CIVIL AIR PATROL

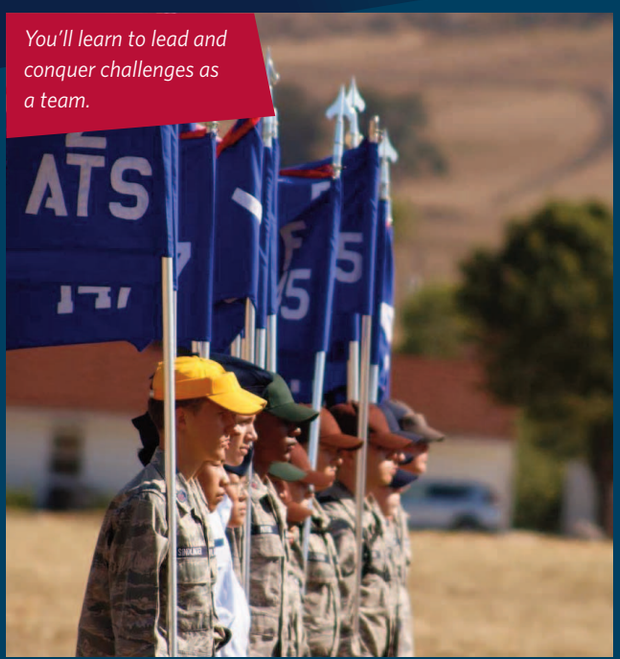
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WELCOME to the CIVIL AIR PATROL CADET CORPS

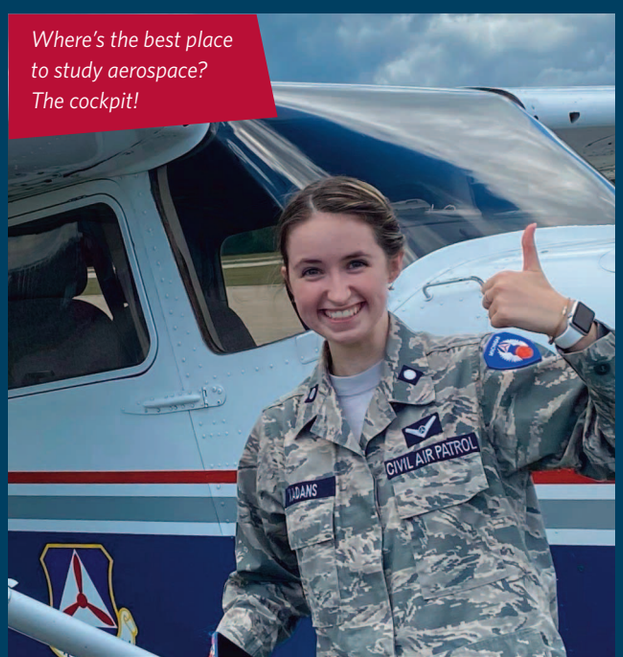
Your Cadet Program is organized around four main elements. Everything you do as a cadet will point back to one or more of these elements, in one way or another.



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

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.



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

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.

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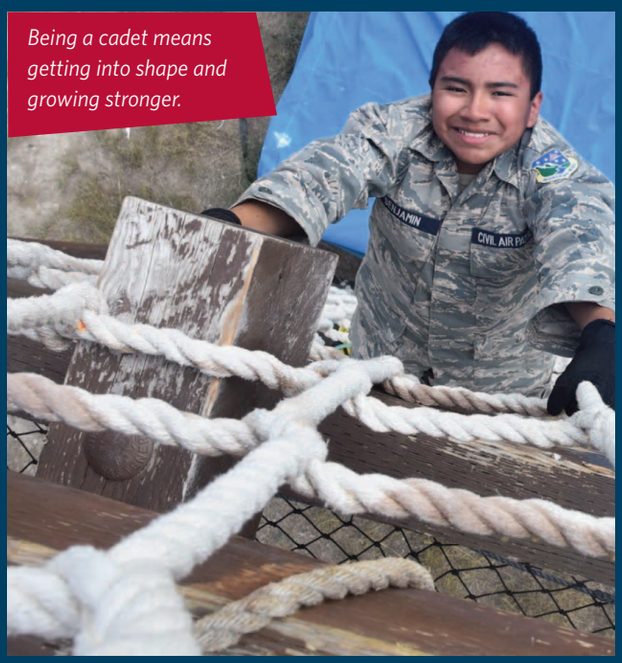


"Off we go into the wild blue yonder, climbing high, into the sun!"

CONTENTS

WELCOME	*How do you get started?*	**3**
CADET LIFE	*How does the program work?*	**5**
PRO TIPS	*How can you be your best?*	**19**
AWESOMENESS	*How can you do cool stuff?*	**21**
REFERENCE	*How do you track your path?*	**25**

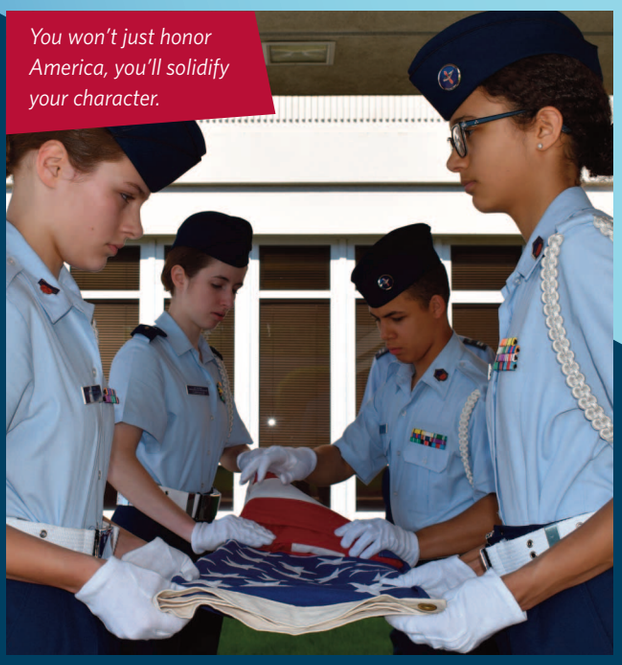
Being a cadet means getting into shape and growing stronger.



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 and gender challenges cadets.

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



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.

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FIRST TASKS *for* NEW CADETS

1 Register in eServices

eServices is CAP's online portal for training courses, membership records, help desk, squadron roster with contact information, and more.

▶ **GoCivilAirPatrol.com > eServices Login**

2 Complete the *Cadet Welcome Course*

A 15-minute online module in *Cadet Interactive*, the *Cadet Welcome Course,* will help you get started. If you don't have web access, ask your squadron for an in-person briefing.

3 Get into uniform

You need one uniform to get started. Eventually you'll want to have both the camouflage uniform (ABUs), and the service uniform, "blues."

Upon completing Achievement 1, you'll qualify for the Curry Blues Voucher, which covers some costs of "blues."

Therefore, we suggest you obtain 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 at **CivilAirPatrolStore.com, (800) 221-1264.**

If you're near an Air Force base, you can buy uniform garments (but not cadet insignia) at the Exchange or thrift store.

Speak to your leaders about local options, too. Sometimes the squadron has a "supply closet," and military surplus stores could be another option.

4 Look around

Browse this *New Cadet Guide.*

5 Read *Learn to Lead,* chapter 1

Do you want to develop leadership skills? Then the cadet textbook, *Learn to Lead,* will help. Read chapter 1. Better yet, study it and browse the other chapters if you have time.

6 Complete *Cadet Interactive,* leadership module 1

After reading *Learn to Lead* chapter 1, go deeper and challenge your learning in *Cadet Interactive.* If you don't have web access, you can ask your squadron to give you an open-book test instead. Are you a high achiever? Go for Honor Credit by doing both the *Cadet Interactive* module and the open-book test.

▶ **GoCivilAirPatrol.com > eServices > Online Learning > Learning Management > Axis**

7 Begin using your *Personal Cadet Tracker*

Record your accomplishments on your *Personal Cadet Tracker*. While you do that, set some goals for your first year as a cadet.

8 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! See page 9 for more information.

EXPECTATIONS *for* NEW 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'll be absent, let your squadron know in advance.
- ✶ Attend one "Saturday" event per month.
- ✶ Participate in an orientation flight.
- ✶ Attend encampment. See page 9.
- ✶ Earn the Wright Brothers' Award.

KEY FACTS *to* REMEMBER

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

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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 their faster than everyone. And just as aircraft can fly to any place on the planet, the Airman values flexibility. Airmen can adapt to changes easier while aloft than people stuck on the ground.

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



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 HISTORY

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.



Our founder, Gill Robb Wilson, an aviator-poet, imagined civilian pilots helping the military. In WWII, the idea became reality.

On 1 December 1941, just prior to the attack on Pearl Harbor, CAP was officially born. An Army major general, John F. Curry, commanded us.

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 – helped America during WWII.

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.

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."

* 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.

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RANK-UP!

Launch yourself toward success
Compete for the coolest opportunities



In their oath, cadets pledge to "advance their education and training rapidly to be of service..." That means trying to rank up three times per year or more.

Promotions make you eligible for cool activities, scholarships, and leadership opportunities. The Mitchell Award is an important goal for any cadet aspiring to earn an Academy appointment, Cadet Wings scholarship, or a prestigious credential as a young leader.

Here's a summary of the promotion process.

LEADERSHIP *Tasks*

Cadet Interactive or written test

Drill & Ceremonies Performance Test

Fulfill the Leadership Expectations listed on the *Cadet Super Chart*

AEROSPACE *Tasks*

Cadet Interactive or written test

New cadets note: Aerospace requirements do not begin until Achievement 2

FITNESS *Tasks*

Participate in 1 fitness activity

Beginning with the Wright Brothers Award, you become accountable for your performance on the Cadet Physical Fitness Test

CHARACTER *Tasks*

Participate in 1 character forum

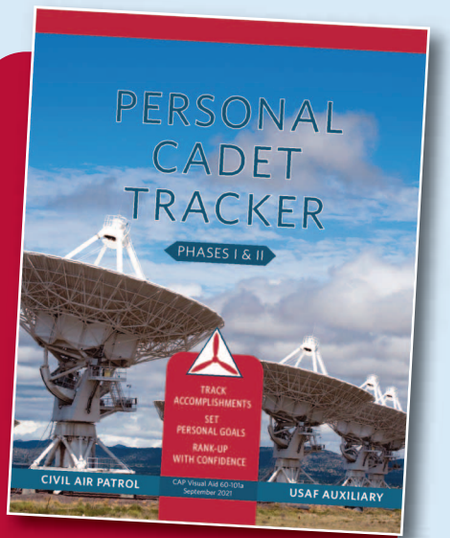
SPECIAL *Tasks*

Varies by Achievement

ROUTINE *Tasks*

Maintain your membership
Participate actively in unit activities
Wear the uniform properly (after Achievement 1)
Recite the Cadet Oath from memory
Amass at least 56 days time in grade
Receive your unit commander's endorsement

Note: *All tasks listed here are summarized. Some special rules affect promotions later in your journey. Full details for each promotion are available in the Stripes to Diamonds section of the cadet website.*



Use the *Personal Cadet Tracker* to record your accomplishments, set personal goals, and rank-up with confidence. It's included in your New Cadet Kit but can be downloaded, too:

▶ **GoCivilAirPatrol.com > Programs > Cadets > Rank & Awards**



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PHYSICAL FITNESS

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

THE CADET PHYSICAL FITNESS TEST

To advance as a cadet, you'll need to get into shape, or if you're already fit, we want you to beat your personal best. Squadrons will host fun fitness activities every month to help. About once a quarter you'll attempt a fitness test to see where you're at. As a new cadet, how well you perform initially doesn't matter – what counts is that you gradually improve. The basic rules for the five CPFT events are described below. See the *Cadet Super Chart* on pages 24-25 for the goals for your age and gender.

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.



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 90^0, then up again, doing *exactly* one push-up every 3 seconds.



Curl-Ups (Crunches)

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

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

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.

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

Run / Walk Training

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

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

Week	Monday	Wednesday	Friday	Saturday
1	15 min walk	20 min walk	20 min walk	30 min walk
2	2/2 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.

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CORE VALUES *The Price of Admission to the Total Force*

WHAT ARE *the* "CORE VALUES"?

The Core Values are moral signposts. They're four enduring values guiding you in life's journeys. Brief and memorable, they're an everyday personal code of honor. Get in the habit of thinking about them before you act. CAP's Core Values (*below*) are modeled upon the Air Force's (*photo, right*).

How leaders act counts more than what they think or say. You don't have to guess what a leader values, just watch and their personal code of honor shines through. Inscribe the Core Values onto your heart. Your character is your destiny.



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 cheat or steal.



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

Malala Yousafzai was just a 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 17, the youngest recipient ever.

VOLUNTEER SERVICE

This Core Value teaches us that the needs of the team and of the people we help take priority over our individual 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.



SERVICE can be simple. When a cadet shares her enthusiasm for flying with a child, that's service. **Dr. Martin Luther King Jr.** said, "Everybody can be great because everybody can serve. That's the new definition of greatness."

EXCELLENCE IN ALL WE DO

Being a cadet means you value Excellence. No matter what challenge you face, you give 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.



Unsure what **EXCELLENCE** means? Watch the **Air Force Thunderbirds**. The pilots, technicians and other professionals on the team approach every challenge in their life – big or small – with a fierce determination to do their very best.

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But do the Core Values *really* matter?

Someone scrawled a hideously vile word onto the Air Force Academy's campus. Big deal?

The superintendent gathered everyone together and made the Air Force's view about racism crystal clear. "If you can't treat someone with dignity and respect," declared Lt Gen Jay Silveria, "then get out."

Truly, making a commitment to the Core Values is the price of admission at the Air Force Academy.

RESPECT

This Core Value challenges cadets to defend human dignity. Someone who is respectful treats others as they would like to be treated. They're 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. Cadets can model Respect in their daily life to bring people together.



"We should all love one another and bring hope to other people."

Everyone deserves **RESPECT** because everyone has dignity. **Tank Schottle** is a Special Olympics athlete who not only competes in seven sports, he uses his huge social media following to spread messages of respect and hope.

YOUR TOOL FOR HELP

The CHAIN *of* COMMAND

A single individual cannot run CAP. It takes a team of leaders called the "chain of command."

The "chain" is how authority is organized, 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 below to identify your squadron's chain. You're expected to know your chain from memory.

CAP ORGANIZATIONAL STRUCTURE

NATIONAL HQ
REGIONS (8)
WINGS (52)
(Each state plus DC & PR)
GROUPS (optional)
SQUADRONS
FLIGHTS

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.

SQUADRON COMMANDER	PARENTS
DEPUTY COMMANDER FOR CADETS (Composite squadrons only)	
CADET COMMANDER	
FIRST SERGEANT	
FLIGHT COMMANDER	
FLIGHT SERGEANT	
ELEMENT LEADER	
YOU	WINGMAN First person to see for help & the person you help

Senior Members (adults) are shown in red
Cadets are shown in blue

Note: In some squadrons, some of these positions may be kept vacant.

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SIGN-UP *for* ENCAMPMENT


Challenge yourself

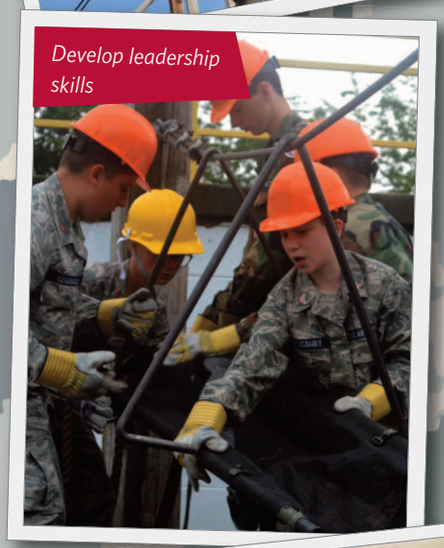

See aircraft up-close

It's a full immersion into all aspects of cadet life, a potentially life-changing experience.

Encampment challenges you. It pushes you so you'll grow. Are you disciplined? Can you work as a team? Can you lead?

These are some of the questions the cadre will help you answer for yourself during awesome, hands-on activities and tours available only to cadets.


Train as a team


Develop leadership skills

Key Facts

Format. Encampment is an overnight activity, usually one-week in duration and held on a military installation in your area. Sometimes, encampment is held over multiple weekends.

Benefits. Graduating from encampment is a pre-requisite for the Mitchell Award and special activities like flight academies (NCSAs, p. 23).

Activities. The activities vary by location. Some examples are depicted on this page.

Tuition. The cost averages about $200, but varies by location.

Next Step. Ask your local leaders for information about the next encampment.

Financial Help is available via the Cadet Encampment Assistance Program (CEAP, say "seep"). GoCivilAirPatrol.com/Encampment


Prove your self-discipline


Check out cool stuff


Make new friends

SCHOLARSHIPS AVAILABLE

GoCivilAirPatrol.com/Encampment

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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 different vantage point. That's valuable because together you see more – more dangers and more opportunities. With a wingman you can win more battles 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."

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

SOCIAL WELL-BEING

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

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



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 rules and regulations*

HOW *to* SOUND THE ALARM *on* ABUSE

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 senior members, they will keep that information as private as they can, telling only those adults who need to know.

Sounding off with your concerns is not a childish response. Doing so may feel uncomfortable, so it takes guts. A four-star general put it this way. *"We value courage in this business."* Speak up.

"KNOCK IT OFF"



If you see something that does not look safe to you, speak up! Any cadet may sound the Air Force command, "**KNOCK IT OFF**" if he or she thinks someone might get hurt.

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

Safety is serious business. No one wants to get hurt, and if someone is injured, the team might not complete its mission. Pay attention to what your wingman is doing. You have a special duty to keep your wingman safe.

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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 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. All persons have dignity simply by their humanity. That dignity makes everyone worthy of respect, no matter their age, gender, race, religion, or any other factor.

A Two-Way Street. Because everyone should be respectful, respect is a two-way street. Even a 4-star general would treat cadets as he or she would like to be treated. Rank is not the right to be rude or mean. 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. Actually, they make CAP service special.

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 accidently 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

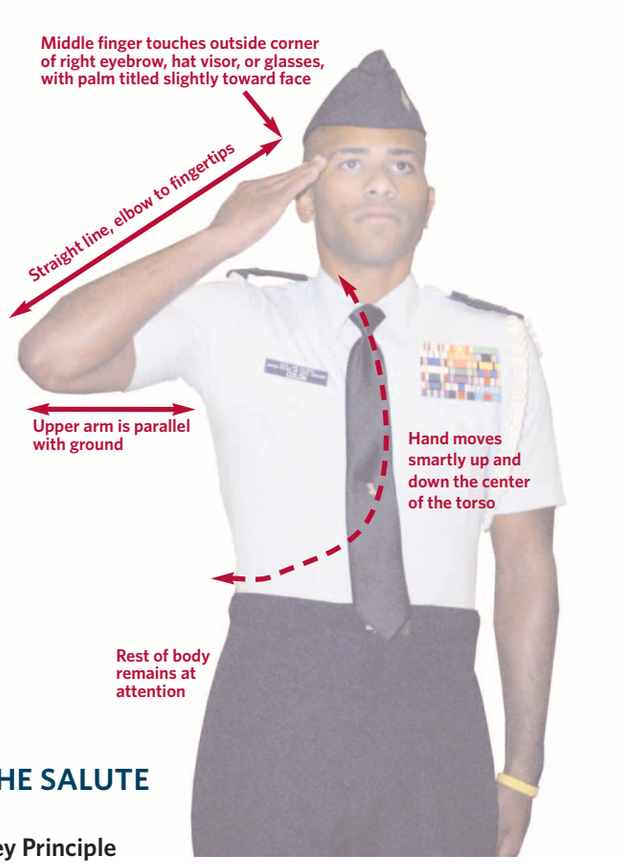
Key Principle

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.

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THE SALUTE

Key Principle

When outdoors and in uniform, cadets salute military officers, CAP officers, 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

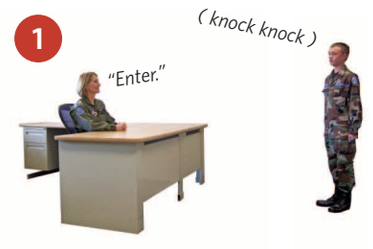
Finer Points

- 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 flagstaffs, except when the National Anthem or To the Colors plays.

REPORTING TO AN OFFICER

Key Principle

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



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."



Wait for the officer to return the salute.



Remain at attention, unless put at ease.



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



Come to attention (if not already) and take one step backward.



Salute and wait for the officer to return the salute.



Perform an about face and exit the area.

THE PLEDGE OF ALLEGIANCE





Key Principle

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

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

Finer Points

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

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MANNERS OF ADDRESS

Key Principle

Address superior officers as "Sir" or "Ma'am."

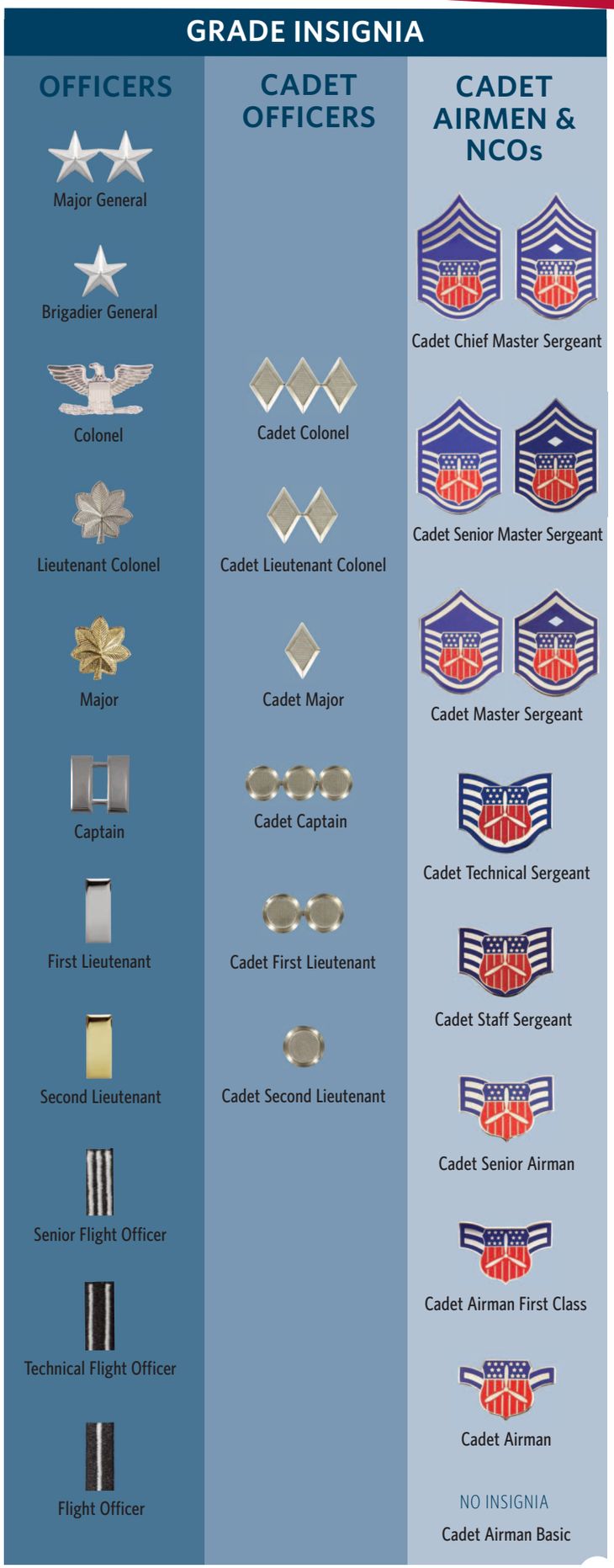
Finer Points

- Cadets address fellow cadet airmen and NCOs by grade and last name.
- Cadets address cadet officers and senior member officers 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).

	ABBREV.	GRADE	TERMS OF ADDRESS
SENIOR MEMBERS	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

GRADE INSIGNIA



THE UNIFORM *A visible reminder of the Core Values*



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

SOURCES *for* 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

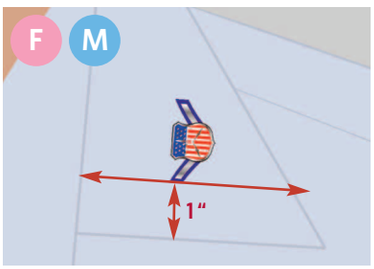
Camouflage "ABU"	
ABU cap	CAP0991U
ABU shirt	CAP0991F
ABU pants	CAP0991O
"Civil Air Patrol" cloth tape	CAP6403
Cloth nametape (last name)	CAP6402
ABU tan rigger belt	2510700
Combat boots	
Male	CAP2900A
Female	CAP3300
Boot blousers	2650175
Undershirt (desert tan)	CAP0991Z

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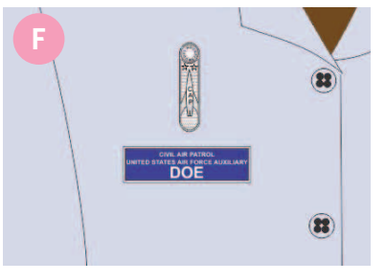
YOUR UNIFORM is a visual representation of a your commitment to the Core Values. Because uniforms are unique — only CAP cadets wear the CAP cadet uniform — they are a source of pride. Wearing the uniform is part of your leadership training. The uniform helps you develop self-discipline, personal responsibility, 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.



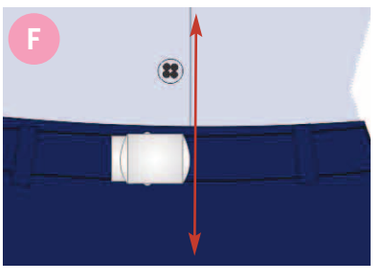
Flight cap device is centered on left side, 1½" from edge. Male and female flight caps are slightly different in style but prescribe the same rule for placing the device.



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 ABUs and Blues alike. Until you earn your first stripe, you won't wear anything on your collar.

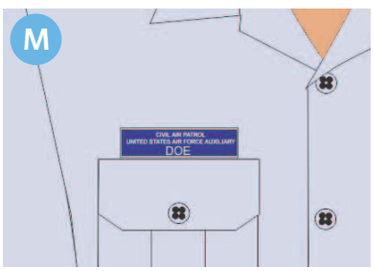


Blue nametag (females) is centered on right breast, even with or up to 1½ inches higher or lower than the first exposed button, parallel to the ground.

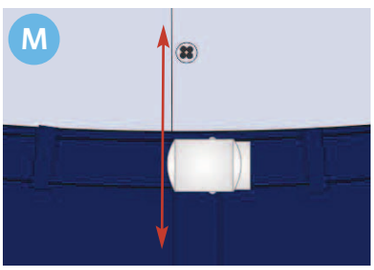


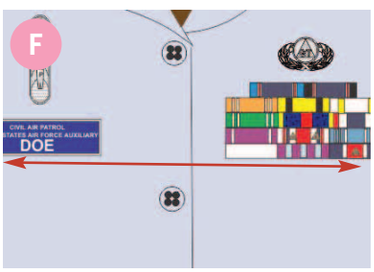
Belt & buckle tip of buckle extends to wearer's left **(males)** or right **(females)**. No belt fabric should show. The edge of the shirt's button placket, the edge of the buckle, and edge of the trouser fly must align. This alignment is called the "gig line."

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



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

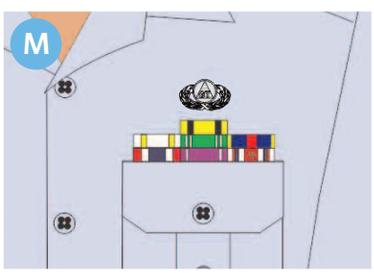




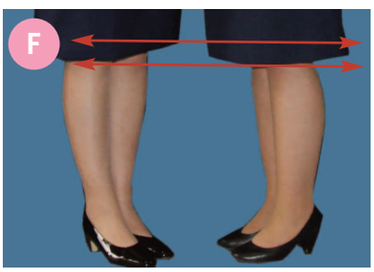
Ribbons (females) rest centered on left breast, parallel to ground. The bottom of the set of ribbons is even with the bottom of the nametag. Wear of ribbons is optional on the light blue shirt.



Blues pants front of pant leg should rest on front of shoe, with a slight break in crease and ⅞" 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.

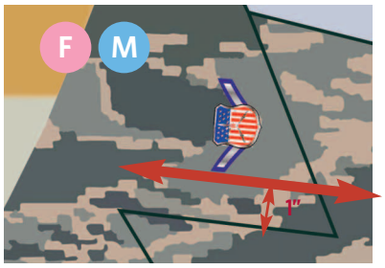
Note: These few pages on the wear of the uniform cover only the most common matters. For full details, see CAPM 39-1 at GoCivilAirPatrol.com > Members > Publications

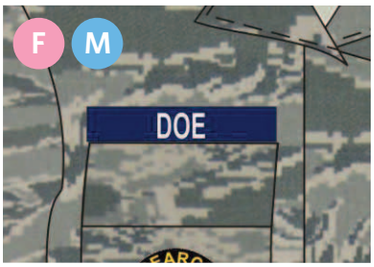
Airman Battle Uniform (ABUs)

F M



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 ABUs 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 ABUs. 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 ABUs. Do not cut the excess fabric but fold it under to prevent fraying.

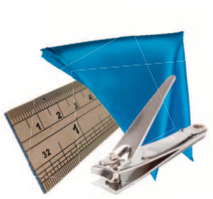


ABU Sleeves when rolled up must touch or come within 1" of forearm, when bent at 90° angle.



ABU pants must be bloused over combat boots

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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.

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

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.


Solo Badge


Pre-Solo Badge


Ground Team Badge


Cyber Badge


STEM Badge


Model Rocketry Badge


Silver Medal of Valor


Bronze Medal of Valor


Distinguished Service Medal


Exceptional Service Award


Meritorious Service Award

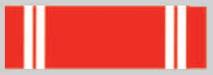

Commander's Commendation Award


Achievement Award


Certificate of Recognition for Lifesaving Award


National Commander's Unit Citation Award

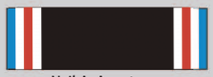

Unit Citation Award

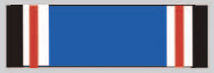

Gen Carl A. Spaatz Award


Gen Ira C. Eaker Award


Amelia Earhart Award


Brig Gen Billy Mitchell Award


Neil A. Armstrong Achievement Ribbon


Dr. Robert H. Goddard Achievement Ribbon


Gen. Jimmy Doolittle Achievement Ribbon


Achievement 5 Ribbon


Capt Eddie Rickenbacker Achievement Ribbon


Wright Brothers Award


Col Mary Feik Achievement Ribbon


GAF Henry H. "Hap" Arnold Achievement Ribbon


Maj Gen John F. Curry Achievement Ribbon



Air Force Association Award to Unit Cadet of the Year


Air Force Sergeants' Association Award to Cadet NCO of the Year


Veterans of Foreign Wars Award to Cadet Officer of the Year


Veterans of Foreign Wars Award to Cadet NCO of the Year


Red Service Award


Rescue "Find" Ribbon


Air Search and Rescue Ribbon


Disaster Relief Ribbon


Community Service Ribbon


International Air Cadet Exchange Ribbon

National Cadet Drill Team Competition Ribbon

National Cadet Color Guard Competition Ribbon

Cadet Advisory Council Ribbon (solid white in color)

Cadet Special Activities Ribbon

Encampment Ribbon

Cadet Recruiter Ribbon

Junior ROTC Ribbons

✳ Ribbons set atop the grey field are achievements and awards that cadets earn as they march along the path to the Spaatz Award.

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PRO TIPS *What cadets say makes them successful*

SOCIAL MEDIA & YOU



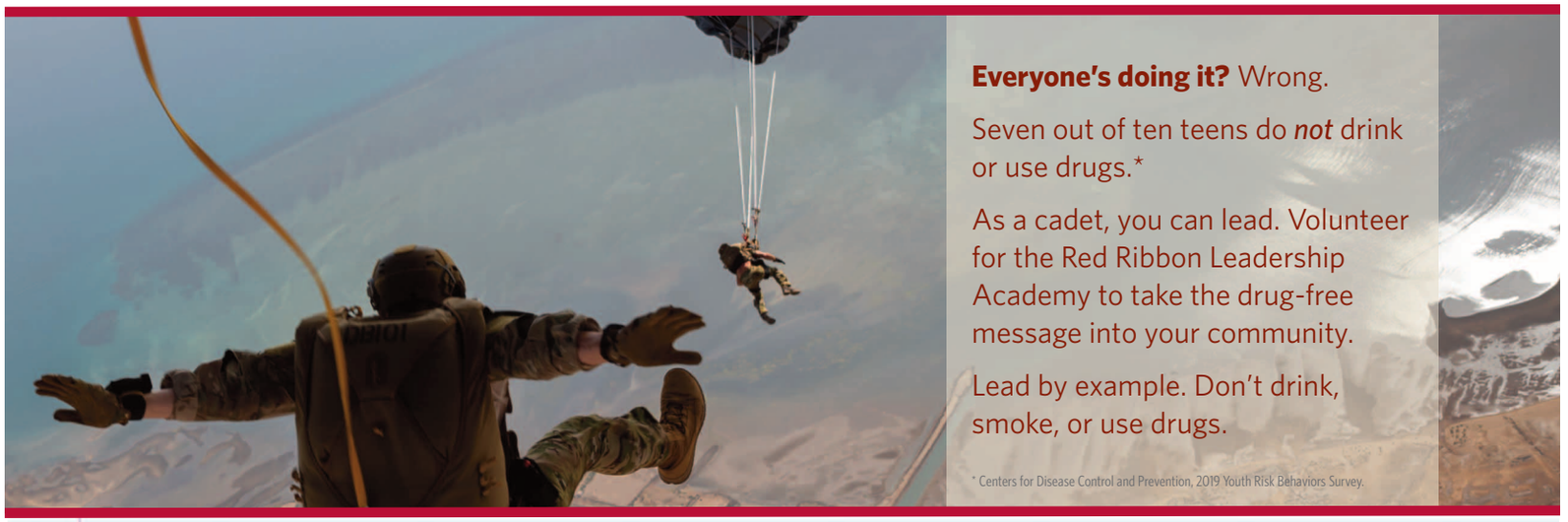
As a cadet, you represent CAP in everything you do. In or out of uniform, your actions reflect upon the Cadet Corps and the Air Force. Therefore, when you use social media, please:

Be respectful. Don't bully anyone. Don't call people names or use profanity. Continue to address adults 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, it's tempting to "get even." 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 cadets behaving badly on the web, send a private message reminding them of our Core Values. If someone talks about self-harm or harming others, tell an adult. Be a leader.

Friend & follow. Join the CAP Facebook to stay informed.



Everyone's doing it? Wrong.

Seven out of ten teens do ***not*** drink or use drugs.*

As a cadet, you can lead. Volunteer for the Red Ribbon Leadership Academy to take the drug-free message into your community.

Lead by example. Don't drink, smoke, or use drugs.

* Centers for Disease Control and Prevention, 2019 Youth Risk Behaviors Survey.

SQ3R STUDY SKILLS *to* HELP YOU RANK-UP

1 SURVEY

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

2 QUESTION

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

3 READ

Read one section at a time to find answers to the "question" you created. Highlight key passages. Put the author's words into your own by writing notes in the margins. Reading is an intellectual activity; if you're just passing your eyes over the page, you're doing it wrong.

4 RECITE

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

5 REVIEW

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

Studying is a process.

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PERSONAL PRODUCTIVITY: *How to* "GET THINGS DONE"

"Young people 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
- chores at home
- family events
- cadet activities
- big projects at school
- events with friends
- cadet promotion tasks
- summer job schedule

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

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

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

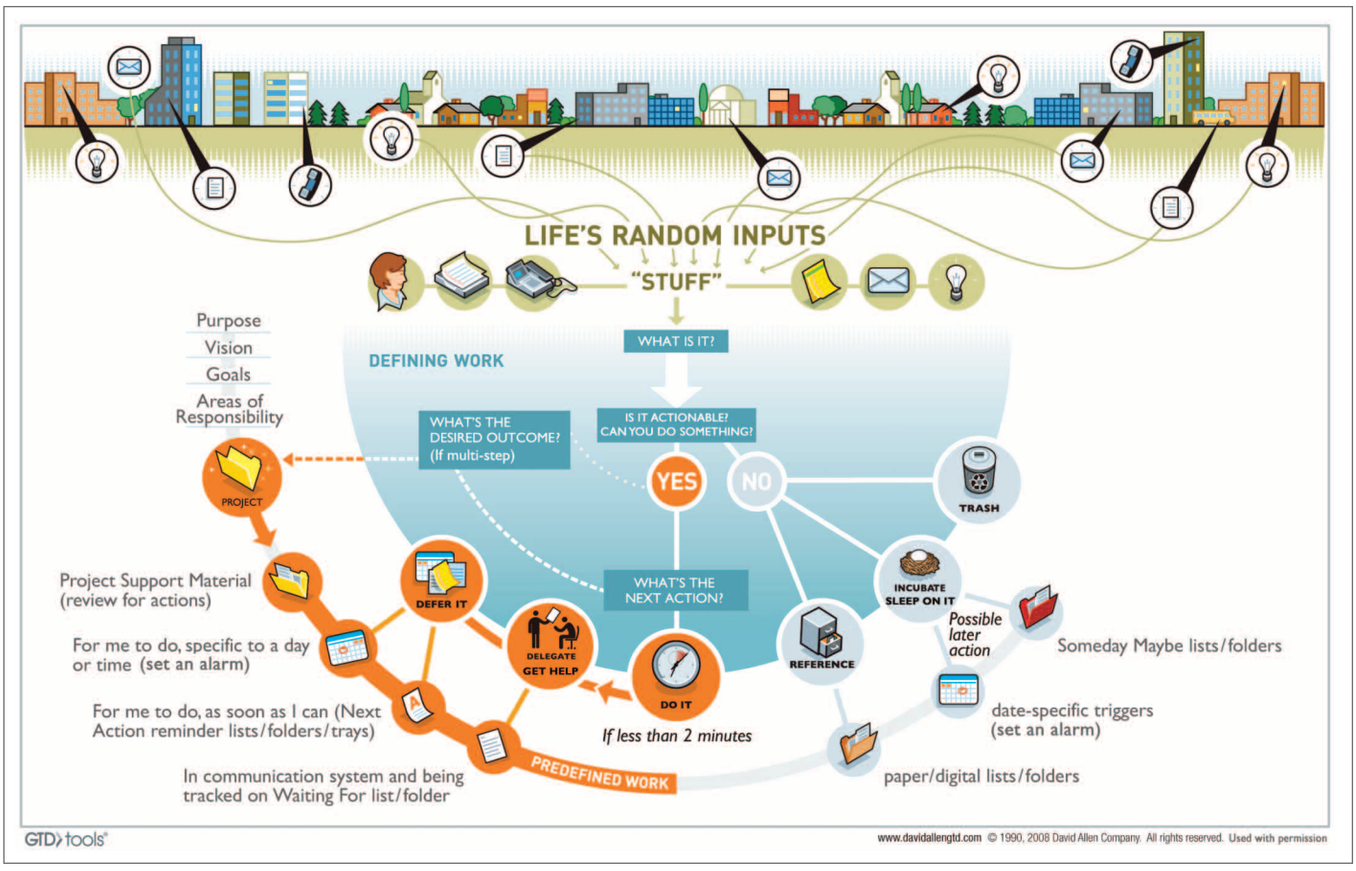
Key principles of "Getting Things Done"

1. Get everything that has your attention out of your head and capture it in a trusted place.

2. Decide what very next specific thing you need to do to finish that project. Set an alarm with your computer.

3. Define and keep track of all the big projects and big commitments you have. Decide what's a small task and what's a big, multi-step project.

4. Consistently update and review your master list of commitments. This will free your mind because you'll learn to trust your system of "getting things done."



Special thanks to ***David Allen Company*** *for making the copyrighted text and diagram on this page available to cadets.*

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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

MEET SOME OF CAP's CADET WINGS GRADS



Cadet Vivek Uppoor
Maryland
Licensed Private Pilot
Wings #17



Cadet Danielle Stone
Montana
Licensed Private Pilot
Wings #21



Cadet Ian Gonzalez
Puerto Rico
Licensed Private Pilot
Wings #27



Cadet Sarah Skjeveland
Minnesota
Licensed Private Pilot
Wings #51

YOUR NAME HERE

Hometown
Licensed Private Pilot
Wings #??



WHAT CAN YOU DO TO BECOME AN IDEAL CANDIDATE?

If you aspire to be a pilot, here's what you should do. Participate actively in CAP. Rank up! Follow the flight plan shown above. Earn good grades at school. Here's what else you can do:

1. Complete the free Sporty's Learn to Fly Course available to CAP cadets, thanks to our friends at EAA Young Eagles.
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. Our partners at EAA Young Eagles may be able to reimburse your costs.
4. Complete CAP's Aircraft Ground Handling course via eServices.
5. Obtain your FAA Medical Certificate, 3rd Class.

If you solo, you'll be highly competitive, so graduating from encampment and a CAP flight academy are extra important.

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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."

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AWESOME SUMMER & B



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
CAP National Cyber Academy
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. > Cyber.CAP.gov



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& 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.

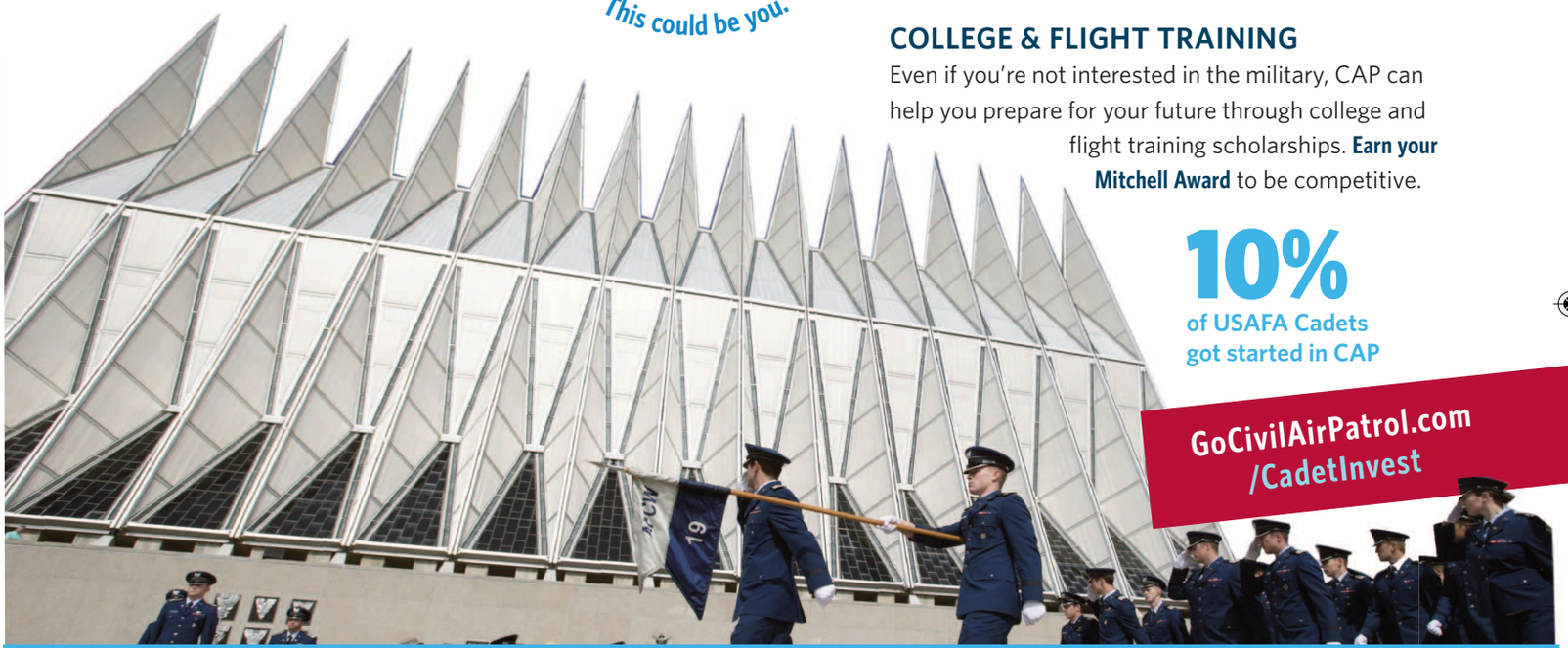
Air Force ROTC is a college program that prepares you to become an Air Force Officer while earning a college degree. **Earn your Mitchell Award** to receive extra consideration for an AFROTC scholarship.

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).

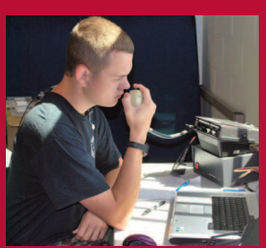
COLLEGE & FLIGHT TRAINING

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:

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

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CIVIL AIR PATROL CADET SUPER

PHASE I

NEW CADETS START HERE

TRIAL PERIOD

Prospective cadets must attend three meetings before the commander approves their membership application. Training begins right away using *Cadet Great Start*. The *Cadet Welcome Course* should be completed as soon as practical after joining. The New Cadet Kit arrives at the cadet's home about two weeks after joining.

ACHIEVEMENT 1



MAJOR GENERAL JOHN F. CURRY
First National Commander of the Civil Air Patrol and a strong advocate for female aviators

ACHIEVEMENT 2



GENERAL AIR FORCE HAP ARNOLD
Commanding general of U.S. Army Air Forces during World War II

ACHIEVEMENT 3



COLONEL MARY FEIK
Pioneer in the fields of aviation mechanics and engineering, and proud CAP volunteer

WRIGHT BROS. AWARD



ORVILLE & WILBUR WRIGHT
First men to achieve powered, controlled, sustained, heavier-than-air flight

PHASE II

ACHIEVEMENT 4

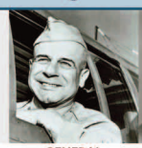


CAPTAIN EDDIE RICKENBACKER
America's "Ace of Aces" during World War I; he wanted CAP cadets to know him as "Eddie"

ACHIEVEMENT 5

Currently not named; reserved for a future aerospace pioneer

ACHIEVEMENT 6



GENERAL JIMMY DOOLITTLE
Pioneer in aeronautical engineering and leader of the World War II air raid on Tokyo

ACHIEVEMENT 7



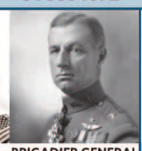
DR. ROBERT H. GODDARD
The "Father of Modern Rocketry" and developer of the first liquid-fueled rocket

ACHIEVEMENT 8



NEIL ARMSTRONG
First man to set foot on the Moon, aboard Apollo 11 on July 20, 1969 – "One giant leap for mankind"

BILLY MITCHELL AWARD



BRIGADIER GENERAL BILLY MITCHELL
America's first vocal advocate for military airpower, he proved the airplane could sink ships

GRADE, INSIGNIA, & AWARDS

CADET AIRMAN BASIC	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
										Eligible for scholarships, Cadet Officer School and Civic Leadership Academy; eligible for E-3 in the USAF; eligible for promotion to 2d Lt as a senior member at age 21



PROMOTION ELIGIBILITY REQUIREMENTS

LEADERSHIP	***Learn to Lead* ch. 1** *Cadet Interactive* or Open-Book Test Drill & Ceremonies Performance Test	***Learn to Lead* ch. 2** *Cadet Interactive* or Open-Book Test Drill & Ceremonies Performance Test	***Learn to Lead* ch. 3** *Cadet Interactive* or Open-Book Test Drill & Ceremonies Performance Test	***Learn to Lead* ch. 1-3** Comprehensive Closed-Book Exam Comprehensive Drill & Ceremonies Performance Test	***Learn to Lead* ch. 4** *Cadet Interactive* or Open-Book Test Drill & Ceremonies Performance Test	***Learn to Lead* ch. 5** *Cadet Interactive* or Open-Book Test Drill & Ceremonies Performance Test	***Learn to Lead* ch. 6** *Cadet Interactive* or Open-Book Test Drill & Ceremonies Performance Test	***Learn to Lead* ch. 7** *Cadet Interactive* or Open-Book Test Drill & Ceremonies Performance Test	***Learn to Lead* ch. 8** *Cadet Interactive* or Open-Book Test Drill & Ceremonies Performance Test Speech & Essay	***Learn to Lead* ch. 4-8** Comprehensive Closed-Book Exam
AEROSPACE	No Requirement	***Aerospace Dimensions*** Any Module *Cadet Interactive* or Written Test	***Aerospace Dimensions*** Any Module *Cadet Interactive* or Written Test	No Requirement	***Aerospace Dimensions*** Any Module *Cadet Interactive* or Written Test	***Aerospace Dimensions*** Any Module *Cadet Interactive* or Written Test	***Aerospace Dimensions*** Any Module *Cadet Interactive* or Written Test	***Aerospace Dimensions*** Any Module *Cadet Interactive* or Written Test	***Aerospace Dimensions*** Any Module *Cadet Interactive* or Written Test	***Aerospace Dimensions*** **Modules 1-7** Comprehensive Closed-Book Written Exam
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
CHARACTER	***Cadet Wingman Course***	Participate in 1 Activity	Participate in 1 Activity	No Requirement	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	No Requirement
SPECIAL	***Cadet Welcome Course*** *Cadet Interactive* or class				NOTE: *Phase II Kit* ships to cadet within 3 weeks of earning Wright Bros. Award					Graduate Encampment (anytime prior)

PRESIDENTIAL YOUTH FITNESS PROGRAM — HEALTHY FITNESS ZONE (HFZ) STANDARDS

Fitness training and acclimation period
No CPFT performance standards

	RUN EITHER																		
	PACER (20m laps)									1-MILE RUN									
AGE	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18+**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18+**	**10**
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	12
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	12

LEADERSHIP EXPECTATIONS *Squadrons provide a feedback meeting using the CAPF 60-90 series forms at least once per Phase*

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
INTERPERSONAL SKILLS		Guides and coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss"
CRITICAL THINKING		
DELEGATION SKILLS		

ELIGIBLE DUTY ASSIGNMENTS *partial list*

- **CADET ELEMENT LEADER**
- **CADET FLIGHT SERGEANT**
- **CADET FIRST SERGEANT**
- **CADET FLIGHT COMMANDER**

MINIMUM TIME IN GRADE *excluding accelerated promotions for JROTC cadets*

3-week trial period	Upon Joining	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks	+ 8 weeks
Example: Dec '21	Jan '22	Mar '22	May '22	Jul '22	Sep '22	Nov '22	Jan '23	Mar '23	May '23	Jul '23	Sep
Cadet joins CAP				**6 months to Wright Bros.**						**18 months to Mitchell**	

ER CHART

CAP Visual Aid 60-100
September 2021

Available in 2' x 3' poster via eServices, and for self-printing on two letter-size sheets.

See a web-based version of this chart at GoCivilAirPatrol.com/Ranks

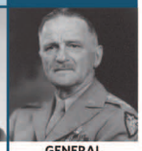
NEW *for* 2021

- *Cadet Welcome Course* added to Ach. 1
- *Cadet Interactive* is now available for leadership Ach. 1-11 and aerospace Ach. 2-8
- Aerospace added to Ach. 8, making space for *Aerospace Dimensions'* cyber module
- Achievement 5 now unnamed
- Earhart aerospace exam deleted

For full details on all requirements shown here, see CAPR 60-1, ch. 5.

PHASE III

PHASE IV

ITCHELL ARD	ACHIEVEMENT 9	ACHIEVEMENT 10	ACHIEVEMENT 11	AMELIA EARHART AWARD	ACHIEVEMENT 12	ACHIEVEMENT 13	ACHIEVEMENT 14	ACHIEVEMENT 15	ACHIEVEMENT 16	IRA EAKER AWARD	GENERAL CARL SPAATZ AWARD
											
R GENERAL ITCHELL t vocal advo- ry airpower, e airplane ps	*Currently not named; reserved for a future aerospace pioneer*	**1ST LT WILLA BROWN** "Maker of Pilots" and CAP volunteer, her flight school trained the first African-American military pilots	*Currently not named Reserved for a future aerospace pioneer*	**AMELIA EARHART** Record-setting female pilot and writer whom was lost while attempting to fly around the world	*Currently not named; reserved for a future aerospace pioneer*	*Currently not named; reserved for a future aerospace pioneer*	**COLONEL GEORGE BOYD** Tuskegee Airman, one of the first African-American USAF officers, veteran of three wars, CAP volunteer	**DR. SALLY RIDE** Astrophysicist and first US woman in space who later became a champion of science literacy	*Currently not named; reserved for a future aerospace pioneer*	**GENERAL IRA C. EAKER** Army Air Forces general and advocate of strategic bombardment during World War II	**GENERAL CARL A. SPAATZ** First Chief of Staff of the United States Air Force and first Chairman of the CAP National Board
SECOND ENANT *hips, Cadet Officer eadership for E-3 in the promotion to member at age 21*	**CADET SECOND LIEUTENANT**	**CADET FIRST LIEUTENANT**	**CADET SECOND LIEUTENANT**	**CADET CAPTAIN** *Eligible for the International Air Cadet Exchange; eligible for promotion to 1st Lt at age 21*	**CADET CAPTAIN**	**CADET CAPTAIN**	**CADET MAJOR**	**CADET MAJOR**	**CADET MAJOR**	**CADET LIEUTENANT COLONEL**	**CADET COLONEL** *Eligible for promotion to captain at age 21*
	No Ribbon Awarded	No Ribbon Awarded	No Ribbon Awarded		No Ribbon Awarded	No Ribbon Awarded	No Ribbon Awarded	No Ribbon Awarded	No Ribbon Awarded		
ead ch. 4-8 ehensive ook Exam	***Learn to Lead* ch. 9** *Cadet Interactive* or Open-Book Test SDA Service, Writing & Presentation	***Learn to Lead* ch. 10** *Cadet Interactive* or Open-Book Test SDA Service, Writing & Presentation	***Learn to Lead* ch. 11** *Cadet Interactive* or Open-Book Test SDA Service, Writing & Presentation	***Learn to Lead* ch. 9-11** Comprehensive Closed-Book Written Exam	***Learn to Lead* ch. 12** Open-Book Test SDA Service, Writing & Presentation	***Learn to Lead* ch. 13** Open-Book Test SDA Service, Writing & Presentation	***Learn to Lead* ch. 14** Open-Book Test SDA Service, Writing & Presentation	***Learn to Lead* ch. 15** Open-Book Test SDA Service, Writing & Presentation	***Learn to Lead* ch. 16** Open-Book Test SDA Service, Writing & Presentation	Speech & Essay	***Learn to Lead* ch. 1-16** Comprehensive Closed-Book Exam
Dimensions les 1-7 ehensive d-Book	***Aerospace: The Journey of Flight*** 3-Chapter Block Open-Book Test	***Aerospace: The Journey of Flight*** 3-Chapter Block Open-Book Test	***Aerospace: The Journey of Flight*** 3-Chapter Block Open-Book Test	No Requirement	No Requirement	No Requirement	***Aerospace: The Journey of Flight*** 3-Chapter Block Open-Book Test	***Aerospace: The Journey of Flight*** 3-Chapter Block Open-Book Test	***Aerospace: The Journey of Flight*** 3-Chapter Block Open-Book Test	No Requirement	***Journey of Flight*** All 18 Chapters Comprehensive Closed-Book Exam
patetin ivity & ained HFZ s 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	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	USAF Academy Candidate Fitness Assessment
uirement duate npment e prior)	Participate in 1 Activity NOTE: *Phase III & IV Kit* ships to cadet within 3 weeks of earning Mitchell	Participate in 1 Activity	Participate in 1 Activity	No Requirement	Participate in 1 Activity NOTE: Begin training for Spaatz Fitness Test	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	Participate in 1 Activity	No Requirement Graduate from a Leadership Academy (anytime prior)	Essay Exam NOTE: *USAFA & PYFP test protocols differ greatly*

PLUS 2 of 3

CURL-UPS

18+	10	11	12	13	14	15	16	17	18+
8:04	12	15	18	21	24	24	24	24	24
9:22	12	15	18	18	18	18	18	18	18

PUSH-UPS

10	11	12	13	14	15	16	17	18+
7	8	10	12	14	16	18	18	18
7	7	7	7	7	7	7	7	7

SIT & REACH (avg. inches)

10	11	12	13	14	15	16	17	18+
8	8	8	8	8	8	8	8	8
9	10	10	10	10	12	12	12	12

USAFA CANDIDATE FITNESS ASSESSMENT

	M	F
SIT-UPS	81	78
PUSH-UPS	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
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	Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining complex issues
Actively mentors NCOs; resolves conflicts fairly; criticizes constructively; dissents respectively when disagreeing with superiors	Completes large projects with little supervision; follows and sets a command intent; self-starter
Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and not tied to old ideas	Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure
Delegates routine tasks effectively and works through NCOs; keeps people informed; makes expectations clear; supervises work of other leaders	Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems
	Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge

GHT COMMANDER

CADET DEPUTY COMMANDER

CADET COMMANDER

weeks '23	+ 8 weeks Sep '23	+ 8 weeks Nov '23	+ 8 weeks Jan '24	+ 8 weeks Mar '24	+ 8 weeks May '24	+ 8 weeks Jul '24	+ 8 weeks Sep '24	+ 8 weeks Nov '24	+ 8 weeks Jan '25	+ 8 weeks Mar '25	Upon earning Eaker Mar '25
18 months to Mitchell					26 months to Earhart					38 mos. to Eaker	38 mos. to Spaatz

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CAPP 60-20, *New Cadet Guide*
October 2021

Supersedes: *New Cadet Guide*, October 2019
Previous editions should not be used

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