Redstone Composite Squadron Civil Air Patrol

Squadron Regulation

24 OCTOBER 2023

Personnel and Operations

Standard Operating Procedures

This regulation prescribes squadron-level activities, standards, and operations. Commanders have the overall responsibility for compliance with the procedures outlined in this regulation. This regulation applies to the Redstone Composite Squadron.

SUMMARY OF CHANGES: This document is the first release and needs to be reviewed in its entirety.

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1. Introduction

1.1. This document is a Standard Operation Procedure, commonly referred to as "SOP". This is a Squadron official document.

1.1.1. This document shall be used in addition to all pre-standing national regulations for Redstone Composite Squadron members. CAP regulations supersede any rule or guideline contained in this SOP. Should a National, Region, Wing, or Group CAP regulation conflict with "Redstone Composite Squadron SOP", the National, Region, Wing, or Group regulation will prevail. Any document of the same title with a later date of publication supersedes this document.

1.2. Revisions of changes to this SOP may be submitted to the Cadet Programs Staff, through the proper Chain of Command.

1.3. Terms and Abbreviations

a. "SOP" Standard Operating Procedures
b. "CAP" Civil Air Patrol
c. "CPP" Cadet Protection Program
d. "CAPR" Civil Air Patrol Regulation
e. "CAPP" Civil Air Patrol Pamphlet
f. "CAPF" Civil Air Patrol Forum
g. "PTU" Physical Training Uniform
h. "ABU" Airmen Battle Uniform
i. "Blues" Class B blues
j. "Class A's" Class A blues (Service Coat)
k. "CAC" Cadet Advisory Council
l. "NCO" Non-Commissioned Officer
m. "COC" Chain of Command
n. "PAO" Public Affairs Officer
o. "LE" Leadership Expectations
p. "CD" Character Development
q. "AE" Aerospace Education
r. "ES" Emergency Services
s. "R&R" Recruitment and Retention
t. "BOR" Board of Review
u. "SQ/CC" Squadron Commander
v. "DCC" Deputy Commander for Cadets
w. "CC" Cadet Commander
x. "DCO" Deputy Commander for Operations
y. "DCS" Deputy Commander for Support
z. "FC" Flight Commander
aa. "FS" Flight Sergeant
bb. "1gt" First Sergeant
cc. "EL" Element Leader
dd. "PT" Physical Training
ee. "TO" Training Officer
ff. "PA" Public Affairs

2. Safety

2.1. It is the responsibility of all Squadron members to observe and act in a safety-conscious manner. Any safety violations shall be reported through the COC to ensure all members are safe.
2.2. Cadets shall not run inside or outside the CAP meeting location, except during an instructed Pacer Test, 1-mile run, or PT exercise.
2.3. Any violations of the Cadet Protection Program (CPP) shall be reported immediately to the SQ/CC. (For more information on CPP see CAPR 60-2)
2.4. Parking Lot Operations

2.4.1. When Flight staff conduct operations outside, Flight staff shall inform the Deputy Commander for Operations or the CC. In addition, a senior member must be present for any outside operations. Flight Staff requesting to go outside are responsible for ensuring this action is taken.

2.4.2. Extended outdoor training is not permitted during severe weather, extremely cold weather (in PTU), or in Dress Blues.

2.5. Anybody (Cadet, Senior, and Visitors) may say “Knock it off” at any point.

2.5.1. If the phrase is used, everyone present should assess their surroundings and adhere to the command. “Knock it off” can be used outside of safety reasons and also for any instant correction of unacceptable behavior.

2.6. Road guards shall be utilized during cadet activity in vehicular areas. Staff members or assigned cadets will be posted at the entrances to the parking lot to manage traffic and ensure the safety of cadets. These cadets shall wear ANSI Class 2 Safety Vests.

3. Organization

3.1. The Squadron will consist of one or more cadet flights.
3.2. The Cadet Staff will consist of the line staff and support staff.

3.2.1. CAPP 60-31 is the primary reference for staff duty responsibilities. Further descriptions of the duties associated with each of these positions can be found in CAPP 30-1. This SOP provides a list and any supplemental descriptions of all the duty assignments within the squadron.

3.2.2. Line Staff: Line staff is vital to the operation of the Cadet Program. Therefore, the following positions should be filled: Element Leader(s), Flight Sergeant(s), First Sergeant, Flight Commander(s), and Cadet Commander.

3.2.2.1. There are two additional categories with relevant information pertaining to each position:

a. Responsibilities
b. Mindset

3.2.3. Line Staff Positions

A. Cadet Commander (CC)
   a. Set the squadron standards; Set long-term goals for the squadron; ensure cadets have quality training; ensure the squadron achieves its goals and reevaluates as necessary; Motivate cadets; supervise and mentor the DCS, DCO, and 1gt to develop and enable their leadership skills.
   b. Bridge the gap between the long-term strategic goals of the SQ/CC, DCC, and cadet goals. The CC is the liaison between senior leadership and the cadet staff. Utilize the DCO and DCS to execute the goals at an operational level.

B. First Sergeant (1gt)

a. Motivate cadets; supervise the FS and Staff NCOs in the squadron; assist the commander with inspections; lead drill for the squadron, lead PT and ceremonies; assist the commander with morale and discipline.
b. Be the NCO face of executive cadet staff. The 1gt is the leader of the NCO Corps. Lead the squadron through professionalism, high standards, and discipline. Be a central point of contact for any subject matter.

C. Flight Commander (FC)
   a. Motivate cadets; supervise the FSand EL and develop their leadership skills; instruct cadets; develop FS; set goals and create plans for the flight, execute drill tests and participate in the Leadership Team.
   b. FCs are the key players in the success of their flights. They are directly responsible for the maturing of their cadets into the next generation of leaders. FCs shall hold cadets accountable to the standards of CAP and the Squadron. FCs are the line where Operational and Tactical leadership meet. They execute the Strategic goals and commands from above, by funneling them into the FS and Cadets. FCs set the standards for their flight.

D. Flight Sergeant (FS)
   a. Motivates cadets; leads flight in drill; instructs cadets in basic subjects; helps the FC manage the flight; ensures the flight is meeting the standards; leads by example.
   b. FSs are the Tactical Leadership of their Flights, executing the goals of the FC. FSs are the frontline face of leadership to EL and flight members. By Excelling in Drill, Uniform, Customs, and Courtesies, they are an example of their flights. They may utilize the ELs for drill and training as appropriate.

E. Element Leader (EL)
   a. Motivates cadets; serves as a coach; helps cadets prepare for inspection; helps cadets learn drill. Ensure that the cadets assigned to the element are meeting squadron/flight expectations; Maintain a professional attitude; be proficient as a cadet.
   b. ELs are in charge of an element of cadets. The EL is responsible for their cadets, holds them accountable for attendance, gets to know their goals, and checks in on their members. An element is a tight-knit team, and the EL is their leader. ELs should excel in Drill, Uniform, Customs, and Courtesies and overall proficiency. In addition, it's the responsibility of the EL to help their members with any questions they may have.

3.2.4. Support Staff: Cadet support staff makes the operation of the Cadet Program easier. Therefore, when cadet NCO and officer numbers allow, the following positions should be filled as needed. Cadet Deputy Commander, Cadet Executive Officer, Cadet Administration Officer, Cadet Leadership Officer, Cadet Aerospace Officer, Cadet Safety Officer, Cadet Operations Officer, Cadet Communications Officer, Cadet Supply Officer, Cadet Public Affairs Officer, Cadet Stan/Eval, Cadet Recruiting Officer, Cadet Training Flight Commander, Cadet Leadership Feedback Officer, Cadet Training Officer, Cadet Testing Officer, and Cadet Color Guard Commander. The following is a list of additional information pertaining to current positions held.

3.2.4.1. There are three categories with additional information:
   a. Responsibilities
   b. Supervisors and Resources

3.2.5. Support Staff Positions

A. Deputy Commander for Operations (DCO)

a. The duties of the DCO are accountability for the cadets being at classes/locations on time and the overall accountability of the cadets. The DCO executes the CC's long-term goals at the operational level. Oversee the growth and development of the leaders of tomorrow. The DCO is the supervisor for the Leadership Team. Work in conjunction with the 1gt to command the Flight Staff to execute the plan of the meeting. The flow of the meeting should be an emphasis item. The DCO is the operational leader of converting the Strategic goals to practical reality.
b. CC, DCC. Resource: TO.

B. Deputy Commander for Support (DCS)
   a. The DCS is responsible for coordinating the support staff and ensuring that planning of the meetings is executed smoothly, such as the meeting schedule being posted, the parent email schedule, or interviewing/recommendation of prospective SSgt's and above for staff positions. The DCS duties oversee the ES and AE Team Leads to ensure they are meeting Strategic goals. The DCS also oversees all other support staff and ensures they are meeting/following command intent. Achieve Strategic Goals through operation-level planning and educational objectives. Execute the Commander's goals.
   b. CC, DCC. Resource: TO

C. Leadership Team Officer
   a. Work with the DCO in executing an effective Leadership Training Plan. The Leadership Team shall consist of the FCs in addition to any other members. Plan, Conduct, Procure, Create, and Oversee a Leadership Training cycle of at least 6 months. Restart the cycle and change classes as appropriate. Look into one external Leadership academy or activities per year. Seek out Guest Speakers and any valuable symposiums. Leadership is a key aspect of the CAP program, training the leaders of tomorrow. Have exciting, engaging TLP's that provide value and transformational classes that inspire future leaders.
   b. Refer to senior mentors to preview classes, generate ideas, and get feedback.

D. Emergency Services Team Officer
   a. Train members to the national standard. Achieve the goals given by the Commander or CC. The ES (Officer) Team Lead shall lead the ES team in training by editing classes, checking competency in team members, setting training schedules in advance, and assigning members to teach classes. Additionally, update and refine slides to include more current information that is easy to present. Work with the squadron ES officer to meet the squadron ES goals. Participate actively in ES activities. Find weak areas in the squadron's ES readiness and fix them (procurement/currency). Plan a 6-month Training Cycle for the squadron. Be more knowledgeable in the ES specialty than is required in the task guide.
   b. The supervisor is the DCS. Utilize Senior ES Officers, other ES staff, and online resources.

E. Aerospace Education Team Officer
   a. Plan the AE lesson schedule at least 6 months out. Assign lesson facilitators at least 2 months in advance. Receive lesson plans at least 2 weeks in advance. Plan 4-6 Squadron Field Trips a year in the surrounding area. Aerospace is a key aspect of the CAP program. Today's cadets are the Aerospace Engineers and Aviators of tomorrow. Have fun in classes to engage cadets. Have informational

and educational classes that provide value. Cultivate interest, excitement, and understanding of aerospace in the cadet corps. Develop goals and expectations in conjunction with the Senior Member AE Officers, Cadet DCS, and AE team. Work with the AE team to present educational and interesting lessons. Seek to incorporate hands-on learning and activities. Prepare and encourage cadets to study CAP AE material at home.

b. The supervisor is the DCS. Utilize Senior Mentors and AE team members.

F. Administrative Staff
   a. The Admin cadets are responsible for all duties of admin, logistics, and personnel. Admin is responsible for;
      1. Filing PT Scores
      2. Update PT Leaderboard
      3. Update and file Monthly PT Record
      4. Log Monthly Flight Award
      5. Filing Commander Inspections
      6. File Cadet Award Paperwork
      7. Make Flight Award Ribbons
      8. Manage Supply Closet
      9. File Drill Tests
      i. Work with the DCS and COC for any request. Complete duties during the 1st or 2nd hour of the meeting.
      ii. Coordinate with the Senior Member Testing Officer, 1gt, and the DCC to ensure all forms get processed.
   b. Admin's supervisor is the DCS. Utilize R-39-3(For Awards).

G. Public Affairs (PA)
   a. Take photos of events throughout the meeting. Take photos of significant events, such as Promotions, Cadet Of The Month, and Flight Of The Month. Award photos should be taken with the recipient's flight and when they are receiving the award with the SC. Do not interfere with any training or activities.
   b. DCS is the supervisor, and Senior Member PAO

H. Stan/Eval
   a. Conduct Commander Inspection, and oversee all operations to ensure standards are being met in the squadron. Be the leading person in standards and training, reviewing all documents and forms. Observe drills and ceremonies, providing instant corrections or make a list of improvements to provide to the FC after. Being knowledgeable in all aspects of the program, Stan/Eval does hold cadets to a standard but should hold themselves to a higher standard.
   b. CC, Senior Member Staff. All Regulations pertaining to personnel, specifically cadets.

I. Recruitment and Retention Officer (R&R)
   a. Conduct 3-week Visitor training during meeting hours. Utilize a combination of the Great-Start Program, and involve the visitors in CD/AE meetings. Work in conjunction with Tango Flight to execute the Squadron Visitors/Basic's Cadet Training Plan. Outgoing, friendly, depth of knowledge about all aspects of the program, show visitors all that the program has to offer.
   b. DCS supervisor. During Squadron meeting times, coordinate with Tango FC and the Senior New Cadet Officer Pg. 29 CAPR 39-2

J. Tango Flight Commander (Training Flight Staff)

a. Work with R&R to complete new cadets' main requirements. Focus on cadets achieving C/Amn within a 2-4 week schedule. Ensure they get additional classes that will benefit them for their start in the program; such as setting up the alwg email, introduction to COC, Customs and Courtesies, etc.

K. Leadership Feedback Officers
   a. Conduct "Leadership Feedback Sessions" according to the standard laid out in CAPF 60-9X, and this SOP.
   b. Work with the Testing Officer and DCC to execute Boards. Supervisor, Leadership Team Officer, and CC.

L. Training Officer (TO)
   a. Mentor all of the FCs and FSs. Provide sound advice on how to work through issues that have or may occur in flights. Provide feedback to executive staff on recommendations for the flights. Pass detailed information up and down the COC.
   b. Direct Supervisor is the DCS/CC. Work in coordination with the DCO.

M. Testing Officer
   a. Assist FCs and staff on drill tests.
   b. Supervisor DCS. Work in conjunction with the senior member Testing Officer.

N. Color Guard Commander
   a. Lead the Color Guard in effective training and showmanship.
   b. Supervisor DCS. Work with the DCC, and SQ/CC to set up events.

3.2.6. In addition to the positions listed above, there should be a Squadron Cadet Advisory Council representative and an alternate representative. These representatives shall be experienced cadets with a thorough knowledge of the program and shall be selected by the CC with suggestions from the outgoing Cadet Advisory Council Primary representative.

3.2.6.1. Cadet Advisory Council representatives report to the Wing Commander Deputy for Cadet Programs. At the Squadron level, Cadet Advisory Council representatives report to the CC and the DCC.

3.2.6.2. Cadet Advisory Council representatives are responsible for presenting cadet opinions and input at the wing level. Representatives are responsible for gathering any ideas from the squadron cadets.

3.3. Cadet Staff Selection. Cadets wishing to hold officer positions do not need to be cadet officers, however, cadet officers shall not hold the position of FSor1gt. Cadets may hold multiple positions, with the exception of the CC.

3.3.1. Cadets must attain the rank of C/SSgt as a prerequisite for any staff position besides EL and Color Guard members. Further exceptions are case-by-case with CC approval.

3.3.2. Applications for cadet staff positions shall be accepted 2 weeks prior to the end of the term. Interviews may be conducted for any position. All accepted cadet staff members shall be notified at least one week before the term for which they applied begins.

3.3.3. Cadets seeking staff opportunities shall communicate using their COC. If the cadet does not receive a response in a reasonable amount of time, the cadet may speak with the DCO/DCS.

3.4. The SQ/CC chooses the CC with the advice of the Deputy Commander for Cadets. The CC chooses the rest of the cadet staff with approval from the DCC.

3.5. All cadet staff positions have 3, 6, 9, or 12-month terms. Cadets may serve more than one term.

3.6. Cadets are not restricted from being promoted during staff positions. However, promotion to officer voids current NCO positions, and their term should be terminated upon promotion to cadet officer for positions such as 1gt, FS, or any NCO support position. However, NCO support roles may transfer to the Officer support position if the position is not filled.

3.7. Cadet staff who do not meet the standards of their job duties may be removed. Any cadet who is removed shall receive feedback on their performance and may be considered for mentoring. They may reapply for the same position at a later date.

4. Uniforms and Appearance

4.1. All members shall be well groomed and ensure that their personal appearance and hygiene reflect well upon themselves and the CAP at all times. Cadets not meeting these minimum requirements shall not, per the standards of CAPR 39-1, wear a uniform of any kind until the problem is resolved.
4.2. All CAP uniforms are a privilege to wear and shall be treated with the utmost respect. As such, cadets with uniform inspection scores in the “Needs Improvement” category shall be given direct instructions on what needs to be addressed and fixed before the next meeting. If a cadet fails a uniform inspection by scoring <4 they will be ineligible for promotion until they resolve the discrepancy.

> 4.2.1 Instruction on steps to correct the cadet's uniform should be done by the cadet's Flight Staff. The cadet’s EL will also be informed of the discrepancy and will be in charge of checking in on the cadet or helping them out. If the cadet does not fix the items previously identified, the FC shall report this incident to the COC.

4.3. Consistent uniform infractions shall be addressed per Chapter 13. on Disciplinary Actions.
4.4. Cadets may be asked by their Flight Staff to fall out of the flight and fix their uniforms on the spot if it is immediately correctable.
4.5. Cadet Basics are required to wear the uniform properly, but the uniform is not a promotion requirement until C/A1C.
4.6. Cadets who do not yet have a uniform shall wear the new member uniform. The New member uniform consists of blue jean pants with no holes, a solid color (preferably black) t-shirt with no explicit graphics, and tennis shoes.
4.7. The Physical Training Uniform (PTU) consists of a blank light gray T-shirt, athletic shoes, and navy blue shorts. CAP or Air Force-styled Grey T-shirts are also authorized. Cadet Staff FSs and above should wear black shorts for distinction.
4.8. The SQ/CC, DCC, or CC is authorized to change the uniform of the day.

> 4.8.1. In hot or work environments, the proper commanders may authorize deblousing. Cadets are not permitted to delouse during the meeting or activity unless instructed to do so. The only exception to this rule may be during a medical emergency or due to a safety concern.

5. Training

5.1. The DCS, DCO, AE, ES, and Leadership Team Officers are responsible for coordinating with each other to execute an effective training schedule. All team leads shall report to their respective COC, and all activities shall be coordinated by CC.

> 5.1.1. Lesson plans shall be made 6 months out, and activities may arise a week out. For more information, reference 3.2.3.2.

5.2. Cadet staff should utilize the rotating Instructional Training Program.
5.3. Cadets are responsible for studying the following: CAPR 39-1, CAPR 60-1, CAPP 151, AFMAN 36-2203, Learn to Lead, and Aerospace Dimensions. Cadet staff is expected to have a higher standard of competency to include document familiarization in all aspects.
5.4. Cadets shall bring paper, pens/pencils, and a hydration sourceto each meeting. Cadets shall take effective notes in all classes.

5.4.1. Cadets should pay attention to all classes and should ask questions during or after the class about the topic.

5.4.2. Cadets shall bring a hydration source.

5.4.3. Hydration sources shall be portable and contain only water.

5.4.4. Cadets shall be assessed if they have their uniform items on them. Cadets are expected to have their CAPID, pen, and paper on them at all times. Cadets should group their water bottles against the wall directly behind their flight.

5.5. Cadets should utilize "SQ3R: Survey, Question, Read, Recite, Review" when studying. Points a.-e. are quoted from CAPP 60-20 New Cadet Guide.

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

5.6. Cadets should utilize the SMART method when creating goals. Details have been summarized from CAPP 60-31.

- **S**pecific (simple, sensible, significant).
- **M**easurable (meaningful, motivating).
- **A**chievable (agreed, attainable).
- **R**elevant (reasonable, realistic and resourced, results-based).
- **T**ime bound (time-based, time-limited, time/cost limited, timely, time-sensitive).

5.7. Cadets shall progress through the cadet program. Cadets are strongly encouraged to participate in Squadron, Group, Wing, and National activities, and are encouraged to apply for scholarships through the COC.

5.8. All new cadets attend an orientation program prior to receiving their first promotion. The program has 2 phases.

a. Phase one is a 3-week intro course provided to visiting cadets.
b. Phase two is Tango Flight which completes C/Amn requirements.

5.9. The following are the current standards for progressing from one flight to another. Changes to this procedure will be decided by the CC and his/her Cadet Staff.

5.9.1. Upon placement into a flight, cadets will remain with the flight until they are moved to a different flight or leadership/staff position.

5.10. Flights should continually distinguish themselves. It is up to the flight's staff members to achieve any or all flight goals. All awards shall be based only on the current performance period. Past performance periods or affiliations shall not affect the outcome.

5.11. Upon interest in Encampment or Cadet Special Activity. Cadets should work with their COC on any questions they might have. The DCC is also a point of contact for any requests. Most activities are online applications that will automatically be forwarded to e-services for SQ/CC Approval.

5.11.1. Most activities require CAPF 60-81. CAPF 60-81s. If a cadet must print CAPF 60-81, said cadet shall bring the completed form at least 4 weeks prior to the requested activity. Cadets shall not attend activities without completing the CAPF 60-81s unless otherwise specified permission is given by the SQ/CC.

5.11.2. Applications shall be submitted through the activities' respective portal. For more efficient processing, email directly to the DCC and Carbon Coping the COC.

5.11.3. A cadet interested in applying for an activity should be familiar with the forms that are required to attend that activity. It is the cadet's responsibility to complete the forms that are required to attend the activity.

5.12. Any Squadron activity shall be accompanied by a CAPF 60-80 permission slip and should be returned at least one week before the activity. The actual due date for this form may be different case-by-case. Questions about a specific event should be directed through the COC.

5.13. Command Intent Execution for DCO, DCS, 1gt, and Support Staff.

When taking action beyond the specific instructions of a superior, ensure that any actions or changes align with the commanding officer's command intent. This may or may not require asking the officer directly. This applies to any actions, commands, and policies in email, verbal, or published SOP.

5.13.1. This Excludes FCs and FSs only when they operate in their Flight.

6. PT Standards

6.1. Squadron Recommended PT Standard:

6.1.1. Phase 4 17+ is 20% off of what is needed for Spaatz PT test

	Age	12	13	14	15	16	17+
Male Push-ups	Phase 1:	13	17	19	23	25	30
	Phase 2:	15	20	24	26	32	37
	Phase 3:	22	28	28	34	38	45
	Phase 4:	30	32	35	39	42	52+
Female Push-ups	Phase 1:	9	10	11	12	14	18
	Phase 2:	13	13	15	16	17	22
	Phase 3:	17	16	17	20	22	26
	Phase 4:	17	18	19	22	26	32+
Male Sit-ups	Phase 1:	34	36	39	38	38	38
	Phase 2:	40	42	45	45	45	44
	Phase 3:	43	45	48	49	55	60
	Phase 4:	46	48	51	55	60	65+
Female Sit-ups	Phase 1:	22	28	31	33	34	35
	Phase 2:	30	32	35	40	42	45
	Phase 3:	38	38	43	47	50	53
	Phase 4:	38	43	47	51	55	63+
Male 1-Mile Run	Phase 1:	10:30	9:40	9:20	8:55	8:40	8:20
	Phase 2:	8:40	8:06	7:44	7:30	7:10	7:04
	Phase 3:	8:14	7:41	7:19	7:06	6:50	6:50
	Phase 4:	7:30	7:25	6:59	6:51	6:38	6:30+

6.2. Civil Air Patrol National's minimum passing standard:

Age	12	13	14	15	16	17	18+	Spaatz/ USAFA Candidate
Male Push-ups	10	12	14	16	18	18	18	62
Female Push-ups	7	7	7	7	7	7	7	41

Male Sit-ups	18	21	24	24	24	24	24	81
Female Sit-ups	18	18	18	18	18	18	18	78
Male 1-mile Run	10:40	9:46	9:22	9:04	8:42	8:22	8:04	6:29
Female 1-Mile Run	10:40	10:20	10:09	9:58	9:46	9:34	9:22	7:30
Male Pacer	23	29	36	42	47	50	54	N/A
Female Pacer	23	25	27	30	32	35	38	N/A
Male Sit and Reach	21cm	21cm	21cm	21cm	21cm	21cm	21cm	N/A
Female Sit and Reach	26cm	26cm	26cm	31cm	31cm	31cm	31cm	N/A
Male Shuttle Run	N/A	N/A	N/A	N/A	N/A	N/A	N/A	8.1
Female Shuttle Run	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9.4
Male Pull-ups	N/A	N/A	N/A	N/A	N/A	N/A	N/A	12
Female Pull-ups	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2 Or flexed arm hang of 31 seconds

6.3. Any questions pertaining to Physical Training should be directed through the COC to the 1gt.

7. Awards

7.1. An award is a formal recognition of outstanding performance or mindset. It is not a trophy to be won. There are three kinds of awards: Individual, Flight, and Group.

7.2. Each year, the Squadron will nominate one cadet from phases I, II, III, and IV, for that phase's cadet of the year award. Additionally, the squadron will select one cadet for "Cadet of the Year." See CAPR 39-3 for further information regarding awards.

7.2.1. This will be chosen by the SQ/CC with input from the CC.

7.2.2. Cadets who are chosen for an award shall submit a resume to the CC for review and administrative purposes.

7.2.2.1. Specific details for resumes will be stated in an email that is sent to the cadet.

7.2.3. The Cadet Admin Officer/NCO is responsible for keeping track of all the award application dates and should work with the commander to ensure the timely completion of award paperwork.

7.2.4. Applicants will then be provided to the Deputy Commander for Cadets and the SQ/CC.

7.3. The SQ/CC and CCC have the authority to bestow any awards they feel appropriate. FCs are also encouraged to nominate cadets for awards; i.e. for honor cadets each month.

7.4. Honor Cadet is a monthly challenge to cadets. If a cadet displays outstanding performance based on criteria found in CAPR 60-1, then a FC may request their cadet to attend a board of review (BOR).

7.4.1. Only in-flight members (i.e. EL and Element Members) are eligible for Honor Cadet.

7.4.2. The board shall be conducted on the 4th Monday of the month If there are any candidates. Cadets will be assessed by the standards in CAPR 60-1. Additionally, cadets will be assessed on;

a. Memory work
   i. Basic Knowledge
   ii. Chain of Command
b. Honor credit completion
c. Performance during BOR

7.4.3. Cadet of the Month shall be announced on the 1st Monday of the month. Recipients should be acknowledged for their accomplishments on the 3rd Monday of the month and have a press release for the award released by the Cadet/Senior PAO.

7.5. Distinguished Flight Award is a monthly award that may be awarded to a Flight.

7.5.1. All Flight members will be assessed on their Core Values. Specifically, Integrity, Volunteer Service (outside and inside the program), Excellence (Drill and Professionalism), and Respect (Proper Customs and Courtesies).

7.5.2. The Award is selected by the CC with input from the DCO, 1gt, Stan/Eval, and Senior Staff.

7.5.3. More than one flight can qualify for this award, but only one Flight will be recognized for Flight of the Month. This award shall be announced on the 1st Monday of the month. On the 3rd Monday of the Month, the FC and FS will be acknowledged for this achievement. A press release for the award should be completed with a flight photo consisting of FC/FS/Flight Guide in front.

7.6. Physical Training Awards

7.6.1. Outstanding Performance of the Month - A list will display cadets who met PT expectations, cadets who exceeded them, and the top 3 PT cadets of the squadron. These will be accessible on the Squadron website.

7.6.2. Outstanding Cadet Records is a list of cadets who have the record for the best scores for Push-ups, Sit-Ups, Plank, 1-mile Runs, and Sit-and-Reach. This is located on the Squadron website.

7.7. Where to stand for awards. If a cadet is called up for an individual award, or requested to report to the SQ/CC they shall stand front and center on the SQ/CC.

7.7.2. If multiple cadets are called forward, they will stand on the black line to the left side of the formation. Cadets will not stand directly in front of the SQ/CC and CC Formation. Unless otherwise instructed to do so.

8. Testing and Promotions

8.1. It is the cadet's responsibility to track their requirements for promotion.

8.1.1. Cadets should use CAP Visual Aid 60-101a and CAP Visual Aid 60-101b for tracking promotions. Cadets may also reference the Squadron Promotion Tracker attached to the whiteboard in the lobby. Additionally, cadets may find other information on e-services, and through the COC.

8.2. One physical fitness test will be conducted at the meeting and will be completed in three-month cycles(Quarterly). External PT tests located at Monrovia Middle School will be conducted in between on a case-by-case basis.

8.3. Proctored Testing - Closed book test is available during any meeting upon request. Cadets who do not submit a request through the squadron attendance form, or fail to email their COC before Sunday at 1700 (5:00 pm) will not receive testing.

8.3.1. All classes and tests shall follow the guidelines in CAPR 60-1. In addition to the guidelines outlined in the CAPR 60-1, cadets are expected to complete online testing promptly.

8.3.2. Cadets who fail an online proctored test or a paper proctored test may retake the test after seven days. Cadets will need to request a proctored test in the squadron attendance form for each occasion.

8.3.3. Cadets who experience problems using online testing should contact the Senior Testing Officer as soon as possible. (They can be found in the Chain of Command)

8.4. Leadership Feedback Sessions (Or Leadership Feedback Board, which can also be called BOR Board of Review) are an essential part of the promotion process. They allow the Cadet Staff and Deputy Commander for Cadets to examine the promoting cadet's Leadership, Core Values, Attitude, Communication skills, Sense of responsibility, and Interpersonal skills, and Establish/Assess their goals. These sessions are a requirement for any Phase promotion.

8.4.1. Cadets only need to complete Leadership Feedback during the ranks listed below in 8.3.6. Leadership Feedback Sessions count for the “LE” Leadership Expectations Promotion Requirement.

8.4.2. For cadets, “LE” is automatically fulfilled during the ranks that are not specified in 8.3.6 unless a cadet scored “needs improvement” on a uniform inspection, or is undergoing disciplinary actions.

8.4.3. Leadership Feedback Sessions shall be requested through the squadron attendance form or the COC before Sunday at 1700(5:00 p.m.)

8.4.4. Leadership Feedback Sessions for Phase I and II cadets shall include the Leadership Feedback officer/s, the cadets' supervisor, at a minimum. The board may also include the Senior Testing Officer, DCC, DCS, DCO, Stan/Eval or CC.

8.4.4.1. Cadet Officer Leadership Feedback Sessions for Phases III and IV may include the Leadership Feedback Officer and the Deputy Commander for Cadets. In addition, the SQ/CC, CC, DCS, DCO, and Stan/Eval may be present.

8.4.5. Cadets shall not sit on the Leadership Feedback Sessions of a superior.

8.4.6. Leadership Feedback Sessions are only required to be completed during the following ranks:

1. C/A1C and C/SSgt for Phase I.
2. C/TSst and C/CMSgt for Phase II.
3. C/2nd Lt and C/Capt for Phase III.
4. C/Capt and C/Lt Col for Phase IV.

8.4.7. Cadets are to think of the Leadership Feedback Sessions as “Pre and Post-Session”. The first session of a phase should be the planning of goals for that phase. The second session is the review of how the phase went, how the cadet achieved their goals and met expectations, and if the cadet should stay in that phase to develop their leadership skills.

8.4.8. NON-RECOMMENDATION/RESOLUTION: If the Leadership feedback board does not recommend the Cadet for promotion (known as being “sustained in grade”), the Cadet shall be given specific, measurable tasks to complete to demonstrate their readiness for promotion, and will reappear before the leadership feedback board within six weeks. If that cadet is retained more than once, the board shall provide a specific reason(s) to the senior member leadership

8.4.9. Cadets cannot be promoted unless they complete their leadership feedback session to the satisfaction of the members of the board. If they pass, their CAPF 60-9X shall be signed and dated on the same night of the promotion board.

8.4.10. Cadets being quizzed on memory work must be prepared to provide answers for their rank and all previous ones. Reference the memory work in Chapter 14 Basic Knowledge Expectations by Achievement and Chapter 15 COC.

8.4.11. Order of the Leadership Feedback Board. Cadets will enter the room sharply reporting to the highest ranking officer sitting on the primary row of chairs. Cadets will be instructed to sit, (Seat attention). Then, cadets will be quizzed on their Memory work (Basic knowledge for their respective rank, and COC). Cadets will only be asked once, and will not receive feedback on their memory work at this time. If a cadet has a hard time remembering something, they may choose to skip it and come back to it. This is only at the cadet's request. Following this, the cadet will be put at ease (seats at ease) and begin their leadership feedback. The cadet will provide goals according to CAPF 60-9X. Any goals should be “SMART Goals.” The cadet will then receive feedback from their direct supervisor. The cadet should be asked to step out during deliberation. When resumed, the cadet will receive qualitative feedback from the officers of the board, and about their memory work. The cadet will then be informed if they passed or have been sustained in grade. After all comments have been made, the cadet will be dismissed.

8.5. Cadets shall request their pinning for the immediate meeting following their e-services promotion.

8.5.1. Cadets may opt to wait and request their pinning on blues night.

8.5.2. If the cadet chooses to be pinned on blues night, the cadet will continue to wear the rank below the rank that was just awarded.

8.5.3. Cadets may not wear their rank if they have not been pinned to that rank.

8.5.4. For special circumstances cadets may receive permission through the COC from the SQ/CC to wear their rank without being pinned on a case-by-case basis.

8.6. Drill Test Procedures

8.6.1. Staff who may conduct a drill test fall in this order FC, Testing Officer/NCO’s, Stan/Eval.

8.6.2. Cadets shall request a drill test via their COC, or the Squadron Attendance form.

8.6.3. Staff shall reference the Squadron Attendance form and check the COC, for any drill test forms they will need to conduct drill tests. The cadet's drill test Procter may print out and bring their drill test for ensured efficiency.

8.6.4. Once the Cadet Staff providing the test has sufficient flight members and the testee, the cadet testing staff shall start with the prompted question towards the testee. The staff member will start with “Do you have any questions about this drill test?” Staff shall show the cadet the

testing sheet, if the testee has any questions the staff member will discuss, explain, and demonstrate any movement or command.

8.6.5. Once the testee's question has been sufficiently answered. The staff member will "Officially" start the drill test. The cadet will perform, or command, and complete all the action items listed in the drill test. The Staff member will not provide any feedback, during the test.

8.6.6. Cadets may complete items on the drill test multiple times, and out of order.

8.6.7. Once the cadet completes all the listed items, they will affirm with the Cadet Staff member that they are done. Then the Staff member will provide a Pass/Fail response.

8.6.8. If a Cadet Fails, they will be told what movements they missed or incorrectly performed. Testees will not have a second opportunity to complete their drill test that night. Testees wanting to attempt the drill test again must request the Drill Test again through the COC or Squadron Attendance form.

8.6.9. A special condition is for milestone Drill Tests a Senior member must be present for the Drill test. The ranks this occurs at are C/SSgt and C/CMSgt.

9. Meeting Procedures

9.1. Any Squadron Property i.e. "The Supply Closet" borrowed shall be checked out through the Cadet Admin or the Admin Senior Member and shall be returned as soon as possible.

9.1.1. Once a cadet is promoted, they are requested to donate their old ranks/ribbon bars to be used by newer cadets.

9.2. Cadets shall stay in their designated classroom at all times unless using squadron facilities with permission. The only exception is in class, during which cadets will inform the officer in charge at the doorway of their request. They will not disturb the speaker of the class with the request.

9.3. Cadets shall leave the building better than they found it, any trash on the floors or bathrooms will be picked up and tidied before leaving at the end of the meeting. The 1gt is responsible for overseeing this procedure, dismissing the cadets, cleaning, or helping put away Squadron Property.

9.4. An attendance log shall be kept by the Senior Admin Officer at every meeting. Attendees and Absences will be recorded. Cadets, Visitors, and any personnel present on the night of the meeting, early, on time, or late arrivals, are required to sign in.

9.5. Members will attend each meeting on time. Late arrivals will notify their COC beforehand.

9.5.1. The 1gt should be informed and Carbon Copied on any emails. If contact was made outside of email, use the COC and inform the 1gt.

9.5.2. After an absence, the cadet's immediate superior shall reach out and make contact to check in on the cadet, encourage regular attendance, check the wellbeing of the cadet, and remind them to inform the COC if they will be absent.

9.5.3. Regular absences will affect promotions. Regular attendance of weekly meetings is essential to the maturity and growth of cadets within the Squadron.

9.5.4. Attendance & Leadership Opportunities - A cadet's ability (or inability) to attend meetings on a regular basis will affect his or her opportunity to serve in a leadership position. Members of cadet staff need to be dependable, regular participants. Commanders need to exercise their judgment on these matters.

9.5.5. Cadets who miss more than 4 meetings without an acceptable reason are subject to forfeit any staff position they hold, and in turn, can affect promotion eligibility.

9.6. All cadets shall maintain the highest standard of professionalism possible while at meetings, activities, or in a CAP uniform. From arrival in the parking lot before 1800 (Meeting Start) until departure even after (2030), professionalism will be on display. Respect is the bare minimum any cadet is expected to display. Customs and Courtesies are expected of cadets.

9.6.1. Unsatisfactory behavior such as hazing, horseplay, pranks, fooling off, wrestling, back talk, mocking, bullying, disrespecting the uniform, and other behavior deemed inappropriate will not be tolerated.
9.6.2. Any (Cadet, Senior, and Visitor) may say “Knock it off” at any point.
9.6.3. Issues related to “9.6.1.” are acceptable instances to skip the COC. Direct any concerns to the CC, DCC, or SQ/CC.

9.7. Cadet staff members shall participate in a staff meeting at 1730 hours if the CC calls for one to be held.

9.7.1. Cadet Executive staff may hold an After Action Review after the meeting adjourns if necessary.

9.8. All cadets shall follow their COC.

9.9. All cadets shall know and act in accordance with the Cadet Oath, Honor Code, and cadet expectations.

9.10. The cadet staff shall conduct the meeting in a fast-paced, learning-focused manner. Between Opening Formation and Meeting Adjournment, the appropriate intensity level shall be maintained.

9.11. Cadets in transit from the first hour (1800-1900) activities should march in a column of files upstairs to the hallway. Cadets shall form a line staring at the supply closet doorway and stand at parade rest. Cadets shall not stand in front of any doorways. When commanded to move, cadets will proceed “By the Ripples” into their respective classrooms.

9.11.1. “By the Ripples” is a modified movement of parade rest. When in a line and instructed to move “ By the Ripples,” the cadet will stand in the line holding the position of parade rest unless the cadet is the first in line, then the cadet shall stand at attention. Once the cadet in front of them moves, the cadet will snap to attention, take a step forward, or proceed to walk until they are one arm's length away from the cadet in front of them. Then, the cadet will return to the position of parade rest again.

9.12. After Commander Inspection and Flight/Element Leader Inspections. Flight staff should directly address any uniform infractions brought up in the inspection.

9.13. Cadets shall familiarize themselves with the contents of this SOP. Cadets should print it out if able, and bring it to meetings.

10. Visitors

10.1. (Cited from 4.6) Cadets who do not yet have a uniform shall wear the new member uniform. The New member uniform consists of blue jean pants with no holes, a solid color (preferably black) t-shirt with no explicit graphics (CAP or USAF shirt also acceptable), and tennis shoes. (except during PT nights then visitors may wear sports shorts).

10.2. Cadets who bring prospective cadets should be referred immediately to the Recruiting and Retention Officer/NCO.

10.3. The Recruitment and Retention Officer/NCO or Senior is responsible for explaining the program to the prospective cadets and ensuring their questions are answered.

10.4. Recruitment and Retention Officer/NCO shall conduct a 3-week intro course with all visitors, they will complete the Great Start program, be introduced to drill, and participate in Character Development, and Aerospace Education Meetings.

10.5. The Recruiting and Retention Officer/NCO shall work with the Senior New Cadet manager and is obligated to provide all the information and forms for membership before the third week of the prospective cadet’s attendance. After the trial of three weeks, the prospective cadet will have made a decision on membership and will work with the designated senior member on finalizing membership.

10.5.1. Reference CAP Pamphlet 52-9.

11. New Cadets

11.1. Upon completing the 3-week Visitor course, and becoming a CAP member, CADETs will be placed into Tango (Training Flight). Cadets will be guided through:

1. Completing the Achievement 1 drill test*
2. Attempting a PT Test*
3. Completing the Wingman Course*
4. Completing L2L Chapter 1*
5. Setting up an ALWG Email, and accessing the Squadron Sharepoint
6. Locating the Squadron Website
7. Reviewing the Squadron SOP
8. Participating in a Leadership Feedback Session anytime before, or no later than 1 meeting after, their C/Amn Promotion

* Required for promotion.

11.2. Upon completion of their requirements, C/Amn will graduate from Tango Flight and join Alpha, Bravo, or Charlie Flight.

11.3. Cadets shall familiarize themselves with the contents of this SOP, print it out, fill it out, and bring it to meetings. All cadets shall familiarize themselves with AFMAN 36-2203, CAPP 60-33, CAPR 39-1, CAPR 60-1, CAPP 151, Learn to Lead, and Aerospace Dimensions as soon as possible. Tango Flight Staff shall ensure the cadets have access to these materials.

11.4. Upon gaining access to this document, cadets are requested to print out this document if able. If unable, cadets will request a copy through the COC.

11.4.1. Cadets shall fill out their COC in their “New Cadet Guide” and their EL on the last page of this document.

11.4.2. Cadets may find the COC in multiple locations, The weekly squadron Email, The Squadron website, Physically on the whiteboard at meetings, and from their COC (ELs).

11.5. Cadets shall memorize Chapter 14 “COC”. In Chapter 14, they shall memorize The Commander and Chief, Civil Air Patrol National Staff, Squadron Staff, and Cadet Staff.

11.6. Cadet Expectations - cadets are expected to live the core values and to aim to better themselves constantly.

11.6.1. Cadets who are assigned to an element are to practice followership and work with their ELs. ELs are a cadet’s immediate superiors, and as such, all questions should be directed to them first.

11.6.2. Cadets shall maintain and use their email to communicate effectively in CAP.

11.6.2.1 Cadets shall use email and be accountable for their email address. Cadets shall fill out the “Squadron Weekly Attendance Email”. Cadets should also check in weekly and communicate with their respective EL and Carbon Copy the FS.

11.6.3. Cadets shall track their own promotions. If the cadet has questions about their promotion, they shall follow the proper COC to fix the issue.

11.6.3.1. Cadets should use CAP Visual Aid 60-101a/b to track their promotion requirements and progress.

11.7 Cadets shall resolve issues on the lowest possible level of the COC.

12. Customs and Courtesies

12.1. Cadets shall briskly and silently remove headgear three paces from a door, or when placing their foot on the bottom step prior to entering a building.

12.1.1. Cadets shall briskly and silently place headgear on properly three paces from a door, or when placing their foot on the bottom step prior to exiting a building.

12.2. Cadets shall salute all higher ranking officers, senior or cadet, outdoors except when in formation in the presence of a higher ranking member. If indoors, no salute is given, however, cadets shall come to attention and give a verbal greeting. (Exception: gymnasium is conducted as if it is outdoors.) When in doubt, salute.

12.3. Cadets shall stand at attention when addressing or being addressed by an officer unless directed otherwise.

12.3.1. Cadets shall stand at parade rest when being addressed by an NCO unless directed otherwise.

12.4. Cadets shall use the 7 basic responses (reference 14.25.2) when asked a direct question, the answer will be clear, brief, and concise. Cadets shall address officers as Sir or Ma'am, Cadet Chief Master Sergeants as Chief, NCOs as Sergeant, and the 1gt as First Sergeant.

12.4.1. If FCs and FS holding staff positions do not hold the recommended rank, they shall be addressed by title. FCs, when not officers, shall be addressed as FCs. FS, when not sergeants, shall be addressed as FS. All other cadets shall be addressed as Cadets.

12.5. In the classroom, cadets shall stand at attention in front of their chairs until told to do otherwise. When directed to be seated, cadets shall sit at attention unless ordered otherwise.

12.5.1. Sitting at attention is defined as sitting up at 90 degrees 6 inches from the front edge of the seat, with head and eyes straight ahead, and hands cupped on the top of the knees.

12.6. During classes, even when sitting at ease, cadets should remain attentive and pay attention to the class instructor.

12.6.1. Cadets shall take notes in all classes.

12.6.2. Cadets are not allowed to slouch when sitting at ease.

12.6.3. Cadets do not need permission or excuses to quietly exit the classroom for the latrines.

12.6.4. Cadets shall raise their hand and wait to be called on to ask a question.

12.7. During classes, cadets shall stand at attention when answering or asking any questions, unless instructed not to do so. If cadets remain seated when asking or answering a question, cadets shall come to seat attention, and will <u>NOT</u> remain slouched and resting in the "seat at ease" position.

12.8. Command Voice is an essential part of the program. Command voice is not targeted yelling or hazing. Staff making corrections can directly address a cadet on said infraction using command voice. Staff is not allowed to haze, or use commands outside of the training environment and will ensure they are stating accurate commands in a proper tone.

12.9. In addition to Customs and Courtesies, the Core Values, and Respect are an essential part of cadets' Leadership Expectations. Therefore these criteria are expected of cadets and lack of such can affect promotion eligibility.

12.10. When rendering a salute to officers or respect refer to the following table.

A. Position
B. Rank
C. Time in Grade

12.10.1. For example, if two flight commanders who both hold the rank of 1st Lt were to greet each other. They both hold the same horizontal leadership position and they both hold the same rank of 1st Lt. However, one of them would have been promoted earlier than the other, meaning that one is more senior. In this scenario, the "newer" 1st Lt will salute or give a greeting to the senior 1st Lt.

12.11. Email Etiquette. Cadets should always start an email with a greeting. In the body, keep the message to the point and concise. Following the body, sign off with a signature block or (for example) C/TSgt Smith.

12.12. For further details on email etiquette or effective communication questions, reference CAPP 1-2.
12.13. When Blind Carbon Copied on an email, it is intended for situation awareness, and a response is not expected from the individual who is blind carbon copied.

13. Discipline

13.1. There are 2 forms of discipline. Corrective and Disciplinary Actions.

13.1.1. Corrective Discipline is not permanent, it is commonly used to instantly address unsuitable actions or performances.

13.1.2. Disciplinary Actions may be utilized for minor or serious infractions.

13.2. Any member who violates the policies in this SOP or any other policies issued by CAP shall be subject to disciplinary action.

13.3. Corrective actions.

a. Verbal Reminders
b. "On the Spot" Correction
c. Closer supervision
d. Verbal Reprimand
e. CAPF 60-90 Feedback Session
f. Retraining in the specific area of need

13.3.1. Disciplinary Actions

g. Meeting with the CC
h. Meeting with the DCC or SC
i. Written reprimand placed in cadet's personnel file
j. Suspension or demotion
k. Termination of CAP membership

13.4. The level of disciplinary action taken will be decided by the violator's superior.

13.4.1. Corrective actions a-d are allowed for Flight staff and Training officers. Further actions are reserved for the CC and above.

13.5. Any personnel who commit crimes while at CAP meetings or activities may face criminal charges as well as termination from CAP.

13.6.. Any cadet faced with disciplinary action has seven days to meet the SQ/CC to appeal the action. This rule shall not supersede policies from higher headquarters. This policy applies to written reprimands only.

13.7.If disciplinary action is to be a demotion or termination of membership, the appropriate procedures in CAPF 2B, CAPR 35-3, CAPM 39-2, or CAPR 60-1 shall be followed.

13.8 If soft corrective actions continue to be unsuccessful, disciplinary actions may be considered. Any action of this course shall be carried out by the DCC or SQ/CC.

13.9 Corrections and conflict resolutions - Understand that these methods are tools cadets can use as leaders to keep each other within bounds. All advice and disciplinary actions shall be kept inside the training area. Cadets shall not bring feelings or external emotions into the training environment.

13.9.1 The proper way of resolving conflict is to fully express interests. Then, both parties can understand each other's needs and seek a mutually beneficial solution. Keep in mind that all advice should come from positive feedback and reinforcement, especially if a superior is suggesting something incorrect or wrong. Respectfully disagree and find a mediator to resolve the conflict.

13.10 Some examples of Misconduct resulting in "Corrective actions" are as follows:

- Disrespect
- Mild insubordination
- Late to class, meeting, or activity without valid reason

- Public display of affection during CAP meeting or activity
- Wearing unauthorized grade/award
- Failure to follow orders / CAP regulation
- Disrupting class or activity
- Failure to follow COC
- Loss or neglect of CAP property
- Failure to inform parents of important fact
- Malingering to avoid PT/duty
- Improper wearing of CAP uniform

14. Memory Work

14.1. The following is referred to as "Basic Knowledge" The following should be memorized and prioritized in the order listed below. Any blanks refer to cadet/flight-specific knowledge and should be filled in by each member.

14.1.1. Expectations per rank - For each rank (C/Basic, C/Amn, C/A1C, etc…), Cadets are expected to memorize the following in order 2 at a time. For example, a C/Basic should know 14.2. and 14.3. A C/Amn should additionally know 14.4. and 14.5. cadets are encouraged to work ahead.

14.2. Cadet's CAPID _____

14.3. 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.

14.4. Cadet Honor Code: I will not lie, cheat, or steal, nor tolerate those who do. Furthermore, I resolve to do my duty and live honorably, So Help Me God.

14.5. The Civil Air Patrol Motto: *Semper Vigilans- (Latin for* Always Vigilant)

14.5.1. The Motto reflects the ever-ready status of the Civil Air Patrol. It means that every member, cadet and senior, must be prepared to respond effectively to any situation.

14.6. The Three Missions of Civil Air Patrol: Aerospace Education, Cadet Programs, and Emergency Services (ACE)

14.7. The Core Values: Integrity, Volunteer Service, Excellence, and Respect (IVER)

14.8. Squadron Name - Redstone Composite Squadron

14.9. Squadron Charter Number: SER-AL-119

14.10. CAP's Birth Date: 1 December 1941, six days before Pearl Harbor

14.11. The Eight Regions of the Civil Air Patrol: North East, Mid Atlantic, Pacific, South West, South East, Great Lakes, Rocky Mountain, and North Central.

14.12. The Six Wings in the South East Region: Alabama, Florida, Georgia, Mississippi, Puerto Rico, and Tennessee.

14.13. Definition of Leadership: "The art and science of influencing and directing people to accomplish the assigned mission."

14. 14. The first National Commander was Maj. Gen. John F. Curry

14.15. The first Executive Commander was Mr. Gill Rob Wilson

14.16. The Civil Air Patrol Cadet Program was initiated in October of 1942.

14.17. Definition of Drill: "An organized movement of mass."

14.18. The Value of Drill and Ceremonies: On the drill field the individual learns to participate as a member of the team, to appreciate the need for discipline; that is to respond to authority, follow orders

promptly and precisely, and recognize the effects of their actions on the group as a whole. Learning to follow is the beginning of leadership.

14.19. CAP's Vision: "Volunteers serving America's communities, saving lives, and shaping futures."

14.20. The Core Values Definition: Integrity First, Volunteer Service, Excellence in All We Do, Respect.

14.21. CAP Cadet Vision: "Today's cadets... tomorrow's aerospace leaders"

14.22. The Cadet Programs's Four Elements: Leadership, Aerospace, Fitness, Character.

14.23. The following is squadron-wide knowledge that all cadets need to know.

14.23.1. Flight Guidon Calls (For cadets of specific flights):

1. Alpha flight guidon call: One Flight, One Mission, One Way.
2. Bravo flight guidon call: Fight to the Goal, Persevere to the End
3. Charlie flight guidon call: Above the best
4. Tango flight guidon call: _____

14.23.2. 7 Basic Response (Sir/Ma'am/First Sergeant/Chief/Sergeant/)

1. Yes, sir
2. No, sir;
3. No excuse, sir;
4. Sir, may I make a statement
5. Sir, may I ask a question
6. Sir, I do not understand
7. Sir, I do not know

14.23.3. An additional acceptable response is "The answer is as follows" when asked a question

14.24. The following is each award with the respected aviation icon it is named after. Cadets shall memorize their names and be able to recall the basic facts about each of these pioneers. It would be beneficial to do further research on each of them. Cadets will learn and memorize them as they progress through the ranks learning each one subsequently.

- 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
- 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
  - CHARLES LINDBERGH
  - First man to fly across the Atlantic Ocean solo, nonstop, aboard the "Spirit of St. Louis"
- 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
- Achievement 10
  - 1ST LT WILLA BROWN
  - “Maker of Pilots” and CAP volunteer, her flight school trained the first African American military pilots
- Amelia Earhart Award
  - AMELIA EARHART
  - Record-setting female pilot and writer whom was lost while attempting to fly around the world
- Achievement 14
  - COLONEL GEORGE BOYD
  - Tuskegee Airman, one of the first African-American USAF officers, veteran of three wars, CAP volunteer
- Achievement 15
  - DR. SALLY RIDE
  - Astrophysicist and first US woman in space who later became a champion of science literacy
- Ira Eaker Award
  - GENERAL IRA C. EAKER
  - Army Air Forces general and advocate of strategic bombardment during World War II
- General Carl. A Spaatz Award
  - GENERAL CARL A. SPAATZ
  - First Chief of Staff of the United States Air Force and first Chairman of the CAP National Board

14.25. The following is additional knowledge that is optional to learn. Most of the following stems from squadron traditions.

14.25.1. The Definition of Military Discipline: That mental attitude and state of training which renders obedience instinctive under all conditions, it is founded upon respect for and loyalty to properly constituted authority.

14.25.2. Pledge of Duty: I hereby pledge upon my honor, self-worth, and value as a member of Civil Air Patrol that I will serve this unit to the best of my ability, that I will always act in and towards the betterment of the unit, to maintain a professional and positive attitude and appearance, and to serve the unit before myself.

14.25.3. The Principles of Followership: Customs and Courtesies, Respect for Authority, Attitude, Integrity, Discipline, and Listening.

14.25.4. How of the Cow: The cow, she walks, she talks, she is full of chalk. The lacteal fluid excreted from the female of the Bovine species is highly prolific to the "Nth" degree, and that is the how of the cow.

14.25.5. The color of infinity: Sky blue, pink, with a purplish hue.

14.25.6. Infinity: A pink cow in a purple pasture.

15. Chain of Command

15.1. The COC consists of the following positions. Cadets are to know both the positions and the persons holding the respective positions. When a change in position occurs a revision of this SOP will be made. Cadets need to memorize the Commander in Chief, CAP Staff, Squadron Staff, and Cadet Staff.

National Staff

Commander in Chief:	The Honorable Joseph Biden
Secretary of Defense:	The Honorable Lloyd Austin
Secretary of the Air Force:	The Honorable Frank Kendall III
Chairman, Joint Chiefs of Staff:	General Mark Milley
Chief of Staff, United States Air Force:	General David W. Allvin
Commander, Air Combat Command:	General Mark D. Kelly
Commander, First Air Force:	Lt. Gen. Steven S. Nordhaus
Commander CAP/USAF:	Colonel Tyler Frande

CAP Staff

National Commander, Civil Air Patrol:	Major General Edward Phelka
Commander, Southeast Region:	Colonel Jeffery Garrett
Commander, Alabama Wing:	Colonel Brian Williams
Commander, Group 1:	Lt Col Arnold Staton

Squadron Staff

Commander, Redstone Sq:	Lt Col Bryce Kuykendall
Deputy Commander, Redstone Sq:	Lt Col Lamberston
Deputy Commander for Cadets:	Capt Julie Anderson

Cadet Staff

Cadet Commander: C/Capt W. Harper
Cadet Deputy Commander: C/Capt A. Groder
Cadet Deputy Command for Support: C/Maj K. Berger
First Sergeant: C/CMSgt J. Drake
Flight Commander:_____
Flight Sergeant:_____
Element Leader:_____
Assistant Element Leader:_____

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Redstone Composite Squadron AL-119

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Redstone Composite Squadron AL-119

C/Lt. Col. Owen Grimes
Redstone Composite Squadron AL-119