

# Airman Training School

## Student Workbook



November 2014

Cadet Programs Section, California Wing  
United States Air Force Auxiliary  
Civil Air Patrol



**This workbook is to be used in conjunction with CAWG Airmen Training Schools. It reiterates the subjects taught in various classes at each of these activities. Flight Commanders can also use it as a time to talk with and bond with their cadets. Although it can be used as a self-study aid, the questions at the end of each section will be reviewed at the end of each class.**

**Semper Vigilans**

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# **Integrated Leadership Program**

## **Basic Cadet School (BCS)**

- Intended audience is C/AB through C/A1C
- Weekend course
- Hosted at the Group level
- Introduction to followership, drill, and the CAP cadet program
- Supplements and reinforces the Phase I introductory training conducted at the local unit

## **Airman Training School (ATS)**

- Intended audience is C/Amn through C/SrA
- Weekend course
- Hosted at the Group level
- Advanced topics in followership, drill, and cadet programs
- Offers an advanced training approach to Phase II cadets that will aid in facilitating their personal and professional growth

## **Non-Commissioned Officer's School (NCOS)**

- Intended audience is C/SSgt through C/SMSgt
- Weekend Course
- Hosted at the Wing level
  - o Three per year (north/south/central)
- Recommended prerequisites: BCS, ATS, or Encampment graduate
- Introduction to teaching methods and intermediate leadership skills
- Provide the cadet with a foundation for the intermediate phases in Civil Air Patrol

### **Senior Non-Commissioned Officer's School (SNCOS)**

- Intended audience is C/MSgt through C/CMSgt
- 3 day weekend course
- Hosted at the Wing level
  - 1-2 times per year
- Recommended prerequisite: NCOS or Encampment graduate
- Advanced topics in leadership, drill, teamwork, academics, and physical fitness
- Prepare the cadet for the transition into becoming a cadet officer

### **Cadet Officers Basic Course (COBC)**

- Intended audience is C/2nd Lt through C/Maj
- Weeklong course
- Hosted at the Wing level
  - Annually or Biennially
- Recommended prerequisite: NOCS, Encampment, or SNCOS graduate
- Advanced topics in leadership, management, communications, and applied ethical decision making

### **Advanced Cadet Staff Seminar (ACSS)**

- Intended audience is C/Maj through C/Col
- Weekend course
- Hosted at the Wing level
  - As needed
- Provide a forum for senior cadet officers to solve issues facing California Wing
- Project-based to facilitate strategic and critical thinking skills to help improve California Wing

# Introduction to Leadership and Teamwork

**References:** Learn to Lead CH. 2 & 3, Holden Leadership Center

The four aspects of self-management are:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Definition of leadership:

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# Uniforms

**References:** CAPM 39-1, Learn to Lead CH. 1

*Over two hundred years ago the first thread of the uniform I wear was woven. While great men dreamed of a country of free people, the Army and Navy that would win her liberty had already begun to organize. As the fledgling country grew stronger, so did its uniform develop. Each button and ribbon that has been added through the years boasts of victory at sea, conquests on land, and some of military aviation's greatest successes...I wear the uniform of my country because, as America is a blend of races and cultures, my uniform is a woven, visual history of her people's courage, determination, and unique love of freedom. Without a word this uniform also whispers of freezing troops, injured bodies, and Americans left forever in foreign fields. It documents every serviceman's courage, who by accepting this uniform, promises the one gift he truly has to give: his life. I wear my uniform for the heritage of sacrifice it represents and more.*

***Excerpt from THE UNIFORM OF MY COUNTRY***

***By Captain Karen Dorman Kimmel, CONTRAILS***

## **A. Grooming Standards**

**Dress and Appearance:** All members of CAP must be well groomed and assure that their appearance at all times reflects credit upon themselves, CAP, and the Air Force. When uniforms are worn, they must be clean, neat and correct in design and specification, properly fitted, and in good condition. Uniforms will be kept zippered, snapped, or buttoned and shoes will be shined and in good repair. Metallic insignia, badges and other devices, including the blue service uniform buttons, must also be maintained in the proper luster and condition.

**Appearance of Men in Uniform:** Articles such as wallets, pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, pipes, and sunglass cases will not be exposed on the uniform. The wear of wristwatches and rings is permitted. The wear of identification bracelets is likewise permitted provided they present a neat and conservative appearance. Conservative sunglasses may be worn, except in military formation. Ribbons, when worn, will be clean and not frayed. Wear of earrings, ornamentation on eyeglass lenses, or visible ornaments around the neck are prohibited while in uniform.

**Appearance of Women in Uniform:** Uniform skirt lengths will be in keeping with the dictates of fashion and good taste, but with due regard to the dignity of the uniform. In any case, skirt lengths will be no higher than above the top of the kneecap or lower than the bottom of the

kneecap. Skirts will hang freely and under no circumstances will they be excessively tight. Pencils, pens, pins, handkerchiefs, and jewelry will not be worn or carried exposed on the uniform. One small spherical (ball), conservative, diamond, gold, white pearl, or silver pierced or clip earring per earlobe may be worn. The earring worn in each earlobe must match. Earring should fit tightly without extending below the earlobe. (EXCEPTION: Connecting band on clip earrings.) Other visible ornaments around the neck or on the head, ornamentation on eyeglass lenses, and ankle bracelets are prohibited. Wristwatches, identification bracelets, and a maximum of three conservative rings are permitted. Conservative sunglasses may be worn, except in military formation. Appropriate undergarments will be worn to present a conservative, feminine appearance.

#### NOTES:

1. The items listed represent the most common appearance issues.
2. Commanders do not have the authority to waive appearance and grooming standards.

### **B. Battle Dress Uniform (BDU)**

#### **Proper wear:**

1. Cover—squared, no hair protruding underneath. Cover block.
2. Blouse/pants must match.
3. \_\_\_\_\_ color T-shirt
4. Grade insignia: \_\_\_\_\_ inch, parallel to the leading edge and centered; cardboard behind.
5. Shirt sleeves folded, within 1” when elbow is bent at 90 degree angle.
6. California Wing patch:  $\frac{3}{4}$ ” below shoulder seam, centered on seam.
7. CAP/Name tapes aligned above left and right pockets.
8. Specialty patches – embroidered, lower portion of left breast pocket, centered both ways.
9. Squadron patch - embroidered, lower portion of right breast pocket, centered both ways.
10. Belt - dark blue, woven cotton web metal tipped, black open faced buckle. Can extend up to 1” and faces left.
11. Boots - Combat, all black, highly polished.
12. Black or black over white socks.

### **C. Blues Uniform**

#### Proper wear:

1. Cover - slightly to right with crease in line with center of forehead. Insignia  $\frac{1}{2}$  way



- between top and bottom of flap, \_\_\_\_\_ inch to front edge on left side.
2. Shirt - Grade insignia 1" parallel to the leading edge and centered; cardboard behind.
  3. CAP insignia – 1" parallel to the leading edge and centered; cardboard behind
  4. Nameplate:
    - a. Male placement - on but not over top edge of right breast pocket and centered.
    - b. Female placement – centered between buttons and arm seam on right side, even with bottom edge of ribbons, parallel to the ground.
  5. Ribbons:
    - a. Male placement - on but not over top edge of left breast pocket and centered, all or none, in order of precedence. Are they clean?
    - b. Female placement – centered between buttons and arm seam on right side, even with or up to 1 ½" higher than first buttoned button, parallel to the ground.
  6. CAP specialty badges - lower portion of pocket, centered both ways.
  7. Aviation/Specialty badges - highly polished, centered ½" above ribbons.
  8. Belt - Tab to the left side for men, right side for women, aligned, silver tip
  9. Pants - trim fitted, no bunching or bagging, one break.
  10. Shirt garters
  11. Female skirt no higher than top of kneecap, no lower than bottom.
  12. Shoes - Low quarter, black oxford with no perforations or designs
  13. \_\_\_\_\_ (color) socks.

**It is an HONOR and a PRIVILEGE to wear the uniform. Wear it with pride, and recognize that in it you are an example!**

# Drill Terms

**References:** 36-2203 (NOV 2013)

## The Value of Drill and Ceremonies:

*“On the drill field, the individual learns to participate as a member of a team, to appreciate the need for discipline that is to respond to authority, to follow orders promptly and precisely, and to recognize the effects of their actions on the group as a whole. Learning to follow is the beginning of leadership.”*

Drill consists of certain movements by which the flight or squadron is moved in an orderly manner from one formation to another or from one place to another. Standards such as the 24-inch step, cadence of 100 to 120 steps per minute, distance, and interval have been established to ensure movements are executed with order and precision. The task of each person is to learn these movements and execute each part exactly as described. Individuals also must learn to adapt their own movements to those of the group. Everyone in the formation must move together on command.

## Drill Terms:

**Adjutant.** A ceremonial position occupied by the junior member of the command staff in reviews and parades and responsible to the troop or group commander. The adjutant’s cadence is 140 steps per minute.

**Alignment.** Dress or cover.

**Base.** The element on which a movement is planned, regulated, or aligned.

**Cadence.** The uniform step and rhythm in marching; that is, the number of steps marched per minute.

**Center.** The middle point of a formation. On an odd-numbered front, the center is the center person or element. On an even-numbered front, the center is the right center person or element.

**Cover.** Individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance.

**Depth.** The total space from front to rear of any formation. An individual's depth is considered to be 12 inches.

**Distance.** The space from front to rear between units. The distance between individuals in formation is 40 inches as measured from their chests to the backs of individuals directly in front of them. Flight commanders, guides, and others whose positions in formation are 40 inches from a rank are themselves considered a rank.

**Double Time.** The rate of marching at 180 steps (30 inches in length) per minute.

**Dress.** Alignment of elements side by side or in line maintaining proper interval.

**Element.** The basic formation; that is, the smallest drill unit comprised of at least 3, but usually 8 to 12 individuals, one of whom is designated the element leader.

**File.** A single column of persons placed one behind the other.

**Final Line.** The line on which the adjutant forms the front rank of troops for a parade or review.

**Flank.** The extreme right or left (troop's right or left) side of a formation in line or in column.

**Flight.** At least two, but not more than four, elements.

**Formation.** An arrangement of units.

**Front.** The space occupied by a unit, measured from flank to flank. The front of an individual is considered to be 22 inches.

**Guide.** The airman designated to regulate the direction and rate of march.

**Head.** The leading unit of a column.

**In Column.** The arrangement of units side by side with guide and element leaders to the head.

**In Line.** The arrangement of units one behind the other with the guide and element leader to the extreme right flank.

**Interval.** The space between individuals placed side by side. A normal interval is an arms length. A close interval is 4 inches.

**Inverted Column.** The arrangement of units side by side with guide and element leaders to the rear.

**Inverted Line.** The arrangement of units one behind the other with the guide and element leaders to the extreme left flank.

**Line of March.** A line followed by troops as they pass in review.

**Mark Time.** Marching in place at a rate of 100 to 120 steps per minute.

**Mass Formation.** The formation of a squadron or group in which the component units are in column, abreast of each other, and at close interval.

**Pace.** A step of 24 inches. This is the length of a full step in quick time.

**Post.** The correct place for an officer, noncommissioned officer (NCO), or airman to stand while in formation.

**Quick Time.** The rate of marching at 100 to 120 steps (12 or 24 inches in length) per minute.

**Rank.** A single line of persons placed side by side.

**Ready Line.** A forming line 20 paces to the rear of the final line where troops are formed for a parade or review at an established time prior to Adjutant's Call.

**Reviewing Officer.** The senior officer participating in a parade or review.

**Slow Time.** The rate of marching at 60 steps per minute (used in funeral ceremonies).

**Step.** The distance measured from heel to heel between the feet of an individual marching.

**Unit.** Any portion of a given formation.

1. Alignment is \_\_\_\_\_ or \_\_\_\_\_.
2. Dress is the alignment of \_\_\_\_\_ side by side or in line maintaining proper \_\_\_\_\_.
3. Cover is an individual's aligning themselves directly \_\_\_\_\_ the person to their immediate \_\_\_\_\_ while maintaining proper distance.
4. Interval is the space between individuals placed \_\_\_\_\_. A normal interval is an \_\_\_\_\_ length.
5. Distance is the space from \_\_\_\_\_ to \_\_\_\_\_ between units.
6. The \_\_\_\_\_ is the element on which a movement is planned, regulated, or \_\_\_\_\_.
7. The rate of marching at double is \_\_\_\_\_ steps per minute
8. The rate of marching at 100 to 120 steps per minute is \_\_\_\_\_.
9. \_\_\_\_\_ is the uniform step and rhythm in marching; that is, the number of steps marched per minute
10. \_\_\_\_\_ is arrangement of units side by side with the guide and element leaders to the head.
11. \_\_\_\_\_ is the arrangement of units one behind the other with the guide and element leaders to the extreme right flank.
12. A pace is a step of \_\_\_\_\_ inches measured from heel to heel.
13. \_\_\_\_\_ is a single line of persons placed side by side.

14. The airman designated to regulate the direction and rate of march is the \_\_\_\_\_.

15. A \_\_\_\_\_ is any portion of a given formation.

## **Guidon Use**

**References:** AFMAN 36-2203: paragraphs 5.12-5.20

1. The guide sets the direction and cadence for the flight.
  - a. True
  - b. False
2. While at carry guidon, the ferrule is raised approximately \_\_\_\_\_ inches off the ground.
3. At Double Time, the guide holds the guidon diagonally across the body with the spade pointing:
  - a. To the right
  - b. To the left
  - c. Forward
  - d. Straight
4. When executing an individual salute while carrying a guidon, the individual will bring the \_\_\_\_\_ arm \_\_\_\_\_ (horizontally/diagonally/vertically) across the chest and touch the staff with the forefinger.
5. While in column formation, the position of the guide is directly in front of the first element leader.
  - a. True
  - b. False

**Executing Present Guidon When at Carry or Order Guidon.** To execute present guidon when at carry, or order guidon while marching or at a halt, on the preparatory command **Present** or **Eyes**, the guidon bearer raises the guidon vertically until the right arm is fully

extended. At the same time, the left hand is brought smartly across the chest to guide the staff. On the command of execution **ARMS or RIGHT**, the guidon bearer lowers the guidon straight to the front with the right arm extended and the staff resting in the pit of the arm, cutting the left hand away smartly to the left side. On the command **RIGHT of Eyes, RIGHT**, the guidon bearer turns the head and eyes in the same manner prescribed for other individuals in the formation. On the preparatory command **Ready**, the guidon bearer raises the guidon vertically until the right arm is fully extended. At the same time, the left hand is brought smartly across the chest to guide the staff. On the command of execution **FRONT**, the guidon is returned to the position of carry, and the head and eyes are turned to the front.

**Executing Carry Guidon When at Present Guidon.** On the preparatory command, the guidon bearer raises the staff to the vertical position and, at the same time, brings the left arm smartly across the chest to let the left hand guide the staff. On the command of execution, the guidon bearer loosens the grip of the left hand on the staff and lowers the guidon with the right hand. The left hand is used to steady the staff until the ferrule is approximately 6 inches from the ground, then the left hand is cut away smartly to the left side.

**Executing Order Guidon When at Present Guidon.** The guidon bearer executes order guidon as prescribed above except, after bringing the guidon to the carry position, the staff is permitted to slide through the right hand. The staff is steadied with the left hand until the guidon is in the position of order guidon, and the left hand is then cut smartly away to the left side. **Individual Salute by Guidon Bearer When not in Formation.** When at order guidon, the guidon bearer executes the salute with the left hand in a two-count movement. On the first count, the left arm is moved horizontally across the body with forearm and wrist straight and fingers and thumb extended and joined with palm down. The first joint of the forefinger touches the staff. On the second count, the left hand is cut smartly away to the side. The salute at carry guidon is executed in the same manner except the ferrule is approximately 6 inches from the ground.

# Wing, Region, and National Activities

**References:** NCSAS.com, eservices, CAPR 52-16

1. Draw a line to match the activity on the left to the corresponding echelon on the right:

Encampment

National (NHQ)

Powered Flight Academy

Wing (CAWG)

Region Cadet Leadership School

Wing (CAWG)

Basic Cadet School

Region (PCR)

2. List two Wing (CAWG) Activities:

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3. List a Regional (PCR) Activity:

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4. List two types/categories of National (NHQ) Activities:

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## Learn to Lead CH. 2 & 3

1. What are the first steps a Cadet should take as they pursue their goal of becoming a leader?

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2. "Self-management" is described as follows:

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3. Having \_\_\_\_\_ will help you focus your time, energy, and talents on activities that propel you forward.

There are seven suggested steps for a decision-making process; fill in those that are missing from the list below:

- a) \_\_\_\_\_
- b) Get the facts
- c) \_\_\_\_\_
- d) Weigh your options
- e) \_\_\_\_\_
- f) Decide and act
- g) \_\_\_\_\_

4. What do you need to develop for yourself now before taking on the leadership burden of managing other people's time?

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5. Followers expect their leaders to have what character trait?

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6. There are seven suggested ways that you can become an "active listener"; fill in those that are missing from the list below:

- a) \_\_\_\_\_
- b) Adjust to the situation.
- c) \_\_\_\_\_
- d) Pay attention to verbal and non-verbal cues.
- e) \_\_\_\_\_
- f) Take notes.
- g) \_\_\_\_\_

7. Among the leader's many responsibilities, \_\_\_\_\_  
\_\_\_\_\_ is the most important.

8. List the six suggestions given to help you become a better communicator.

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
- f) \_\_\_\_\_

9. In just a few sentences, summarize the "Great Man" theory and the "Trait" theory

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# Responsibility & Accountability/Core Values

**References:** Learn to Lead Ch. 1-3, CAPP 52-15, CAPP 50-2

1. What are the characteristics of peer leader?

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2. What is accountability?

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3. What is Responsibility?

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4. What are Element Leader Responsibilities?

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5. What are Element Leaders accountable for?

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6. Define what Loyalty is:

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7. Integrity is the combination of \_\_\_\_\_ and \_\_\_\_\_.

8. What are the key ideas that ethics show?

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9. What is the difference between good and bad ethics?

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# CAP History and Missions

**References:** CAPP 50-5

1. What date was CAP founded on and under whom?
  - a. 1 December 1941; USAAF
  - b. 1 July 1946; USAF
  - c. 24 April 1943; United States Army
  - d. 1 December 1941; Office of Civilian Defense

2. List three wartime activities of CAP

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3. What date did the CAP become an auxiliary of the USAF?
  - a. 1 December 1941
  - b. 29 April 1943
  - c. 26 May 1948
  - d. 1 July 1946

4. List three notable CAP members:

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5. List the three CAP Missions:

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6. What are the two types of development the Cadet Program instills?

\_\_\_\_\_ development  
\_\_\_\_\_ development

7. What is the difference between the internal and external Aerospace Program?

\_\_\_\_\_  
\_\_\_\_\_

# Physical Fitness (PT) Program

**References:** CAPP 52-18

1. What are the two principles of a good exercise?

\_\_\_\_\_

2. What are the 5 key components of fitness?

\_\_\_\_\_

3. What are the 3 phases of physical conditioning?

\_\_\_\_\_

# Professionalism

## **References:** Learn to Lead Volume 2

1. What is the definition of a professional?

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2. Taking initiative is just one \_\_\_\_\_ of professionalism.

3. What is the definition of a standard?

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4. Preparing to \_\_\_\_\_ is one reason we strive for professionalism.

5. When working with professionals we accomplish \_\_\_\_\_.

6. Setting the \_\_\_\_\_ is a way we can achieve professionalism.

7. Advancing \_\_\_\_\_ and \_\_\_\_\_ is a way we can achieve professionalism.



# CAP Organization

**References:** CAPR 20-1 (E), CAPP 50-5

1. The \_\_\_\_\_ is the highest governing body of CAP.
2. The \_\_\_\_\_ is a CAP Major General and the CAP CEO.
3. The CAP \_\_\_\_\_ includes 8 region commanders and 52 wing commanders
4. The CAP National Vice Commander holds the grade of \_\_\_\_\_
5. The only person on the command council to tie the corporation to the USAF is called the \_\_\_\_\_.
6. CAP flies 80% of \_\_\_\_\_.
7. National Headquarters is composed of paid and \_\_\_\_\_ staff.
8. Our National Commander is \_\_\_\_\_.
9. Our National Vice Commander is \_\_\_\_\_.
10. Civil Air Patrol has a total of \_\_\_\_\_ regions.
11. Civil Air Patrol has a total of \_\_\_\_\_ wings.

# The Cadet Honor Code

**References:** USAF Academy Honor Code

1. Write out the Cadet Honor Code:

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2. Lies can also be \_\_\_\_\_ and \_\_\_\_\_.

3. Give an example of tolerating dishonorable behavior in another cadet (no names).

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# CIVIL AIR PATROL PERSONAL CADET TRACKER

CAPVA 52-161 Record Card Tracker March 2013  
CARD  
eServices Record

Phase I The Learning Phase	Date Completed	Score	Note	Phase II The Leadership Phase	Date Completed	Score	Note
ACHIEVEMENT				ACHIEVEMENT			
Leadership - online test				Leadership - online test			
Leadership - drill test				Leadership - drill test			
Aerospace - online test	na	na		Aerospace - online test			module #
Fitness - pass CPFT		na		Fitness - pass CPFT		na	
Character - attend 1 forum		na		Character - attend 1 forum		na	
Promotion effective date		anytime after joining CAP		Promotion effective date		> 56 days after last promotion	

1



ACHIEVEMENT

2



ACHIEVEMENT

3



WRIGHT  
BROS.  
AWARD



SET GOALS  
When will you earn the Wright Brothers Award?  
The Space?

## Aerospace Dimensions

Complete the 6 modules in any order, making an X in the appropriate space below.

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

See CAPR 52-16 for full details on promotion requirements. Some promotion requirements not tracked on this form include:

- Maintaining your CAP membership in good standing
- Being able to recite the Cadet Oath from memory
- Participating actively in squadron meetings and special events
- Observing CAP rules and regulations and following the Core Values
- Fulfilling the leadership expectations for your Phase
- Serving as a mentor in Phase III and an instructor in Phase IV
- Some squadrons have their cadets stand before a promotion board
- Cadets who have 2+ years JROTC are eligible to promote every 28 days.

Leadership - online test				Leadership - online test			
Leadership - drill test				Leadership - drill test			
Aerospace - online test			module #	Aerospace - online test			module #
Fitness - CPFT		na		Fitness - CPFT		na	
Character - attend 1 forum		na		Character - attend 1 forum		na	
Promotion effective date		> 56 days after last promotion		Promotion effective date		> 56 days after last promotion	

Leadership - online test				Leadership - online test			
Leadership - drill test				Leadership - drill test			
Aerospace - online test			module #	Aerospace - online test			module #
Fitness - CPFT		na		Fitness - CPFT		na	
Character - attend 1 forum		na		Character - attend 1 forum		na	
Promotion effective date		> 56 days after last promotion		Promotion effective date		> 56 days after last promotion	

Leadership - closed-book test				Leadership - online test			
Leadership - drill test				Leadership - drill test			
Aerospace - written test	na	na		Aerospace - online test			module #
Fitness - CPFT		na		Fitness - CPFT		na	
Promotion effective date		> 56 days after last promotion		Character - attend 1 forum		na	
My goal date for completing				Promotion effective date		> 56 days after last promotion	

Leadership - online test				Leadership - online test			
Leadership - drill test				Leadership - drill test			
Aerospace - essay			na	Leadership - essay		na	
Leadership - speech			na	Leadership - speech		na	
Aerospace - online test			na	Aerospace - online test	na	na	
Fitness - CPFT			na	Fitness - CPFT		na	
Character - attend 1 forum				Character - attend 1 forum		na	
Promotion effective date				Promotion effective date		> 56 days after last promotion	

BILLY  
MITCHELL  
AWARD



Leadership - closed-book test				Leadership - online test			
Leadership - drill test				Leadership - drill test			
Aerospace - closed-book test				Aerospace - closed-book test			
Fitness - CPFT			na	Fitness - CPFT		na	
Encampment			na	Encampment		na	
Promotion effective date				Promotion effective date		> 56 days after last promotion	
My goal date for completing				My goal date for completing			



Phase III The Command Phase			Phase IV The Executive Phase		
	Date Complete	Score	Note	Date Complete	Score
<b>9</b> 	Leadership - online test			Leadership - online test	
	Leadership - staff duty analysis	na		Leadership - staff duty analysis	na
	Aerospace - online test	na	test#	Aerospace - online test	na
	Fitness - pass CPFT	na		Fitness - pass CPFT	na
	Character - attend 1 forum	na		Character - attend 1 forum	na
ACHIEVEMENT	Leadership - staff duty analysis	> 25 days after last promotion		Leadership - staff duty analysis	> 25 days after last promotion
<b>10</b> 	Leadership - online test	na	test#	Leadership - online test	na
	Fitness - CPFT	na		Fitness - CPFT	na
	Character - attend 1 forum	na		Character - attend 1 forum	na
	Promotion effective date	> 25 days after last promotion		Promotion effective date	> 25 days after last promotion
	Leadership - online test	na		Leadership - online test	na
ACHIEVEMENT	Leadership - staff duty analysis	na		Leadership - staff duty analysis	na
<b>11</b> 	Aerospace - online test	na	test#	Aerospace - online test	na
	Fitness - CPFT	na		Fitness - CPFT	na
	Character - attend 1 forum	na		Character - attend 1 forum	na
	Promotion effective date	> 25 days after last promotion		Promotion effective date	> 25 days after last promotion
	Leadership - online test	na		Leadership - online test	na
ACHIEVEMENT	Leadership - staff duty analysis	na		Leadership - staff duty analysis	na
<b>12</b> 	Aerospace - online test	na	test#	Aerospace - online test	na
	Fitness - pass CPFT	na		Fitness - pass CPFT	na
	Character - attend 1 forum	na		Character - attend 1 forum	na
	Promotion effective date	> 25 days after last promotion		Promotion effective date	> 25 days after last promotion
	Leadership - online test	na		Leadership - online test	na
ACHIEVEMENT	Leadership - staff duty analysis	na		Leadership - staff duty analysis	na
<b>13</b> 	Aerospace - online test	na	test#	Aerospace - online test	na
	Fitness - CPFT	na		Fitness - CPFT	na
	Character - attend 1 forum	na		Character - attend 1 forum	na
	Promotion effective date	> 25 days after last promotion		Promotion effective date	> 25 days after last promotion
	Leadership - online test	na		Leadership - online test	na
ACHIEVEMENT	Leadership - staff duty analysis	na		Leadership - staff duty analysis	na
<b>14</b> 	Aerospace - online test	na	test#	Aerospace - online test	na
	Fitness - CPFT	na		Fitness - CPFT	na
	Character - attend 1 forum	na		Character - attend 1 forum	na
	Promotion effective date	> 25 days after last promotion		Promotion effective date	> 25 days after last promotion
	Leadership - online test	na		Leadership - online test	na
ACHIEVEMENT	Leadership - staff duty analysis	na		Leadership - staff duty analysis	na
<b>15</b> 	Aerospace - online test	na	test#	Aerospace - online test	na
	Fitness - CPFT	na		Fitness - CPFT	na
	Character - attend 1 forum	na		Character - attend 1 forum	na
	Promotion effective date	> 25 days after last promotion		Promotion effective date	> 25 days after last promotion
	Leadership - online test	na		Leadership - online test	na
ACHIEVEMENT	Leadership - staff duty analysis	na		Leadership - staff duty analysis	na
<b>16</b> 	Aerospace - online test	na	test#	Aerospace - online test	na
	Fitness - CPFT	na		Fitness - CPFT	na
	Character - attend 1 forum	na		Character - attend 1 forum	na
	Promotion effective date	> 25 days after last promotion		Promotion effective date	> 25 days after last promotion
	Leadership - online test	na		Leadership - online test	na
ACHIEVEMENT	Leadership - staff duty analysis	na		Leadership - staff duty analysis	na
<b>IRA C. EAKER AWARD</b> 			<b>IRA C. EAKER AWARD</b> 		
<b>CARL A. SPAATZ AWARD</b> 			<b>CARL A. SPAATZ AWARD</b> 		
<b>AMELIA EARHART AWARD</b> 			<b>AMELIA EARHART AWARD</b> 		

\* In Phase III, you are studying Aerospace: The Journey of Flight. In Phase IV, you are studying Aerospace: Dimensions.

My goal date for completing

> 25 days after last promotion

na

test#

na

na

na

na

na

na

na

na

na

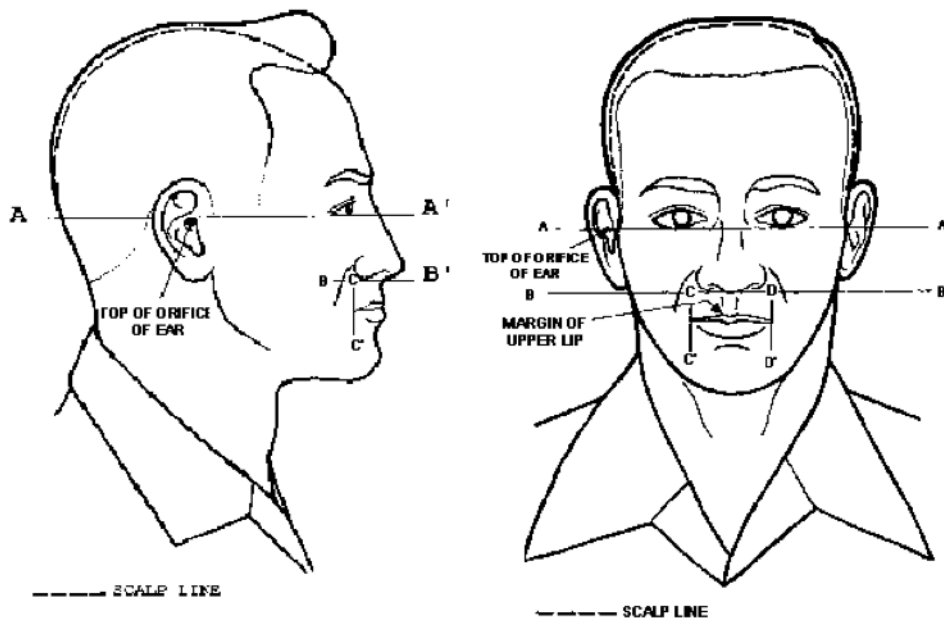
na

### Aerospace: The Journey of Flight

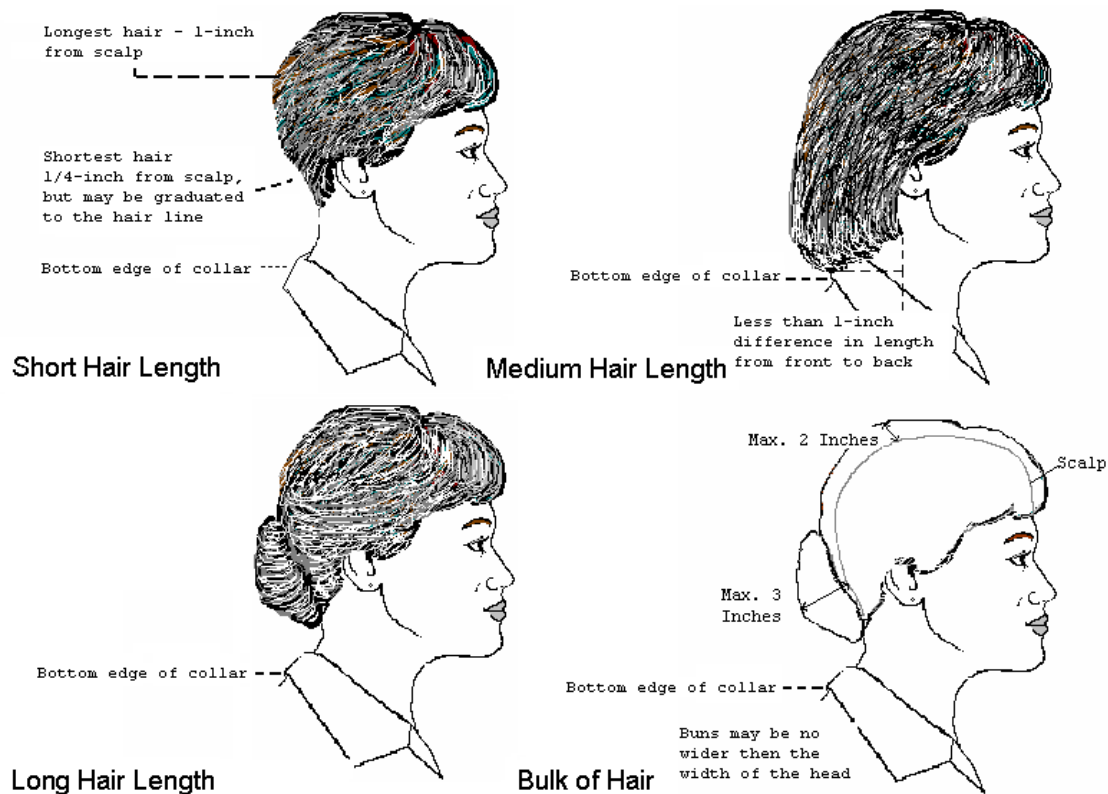
Complete the six tests in any order, marking an "X" in the space below.

Test Number	Corresponding module in Aerospace	Study Journey Dimensions	Chapters	Notes
1 -	Introduction to Flight	1, 7, 8	You must complete one test during achievements 9, 10, 11, 14,	
2 -	Aircraft Systems & Airports	2, 9, 10	15, and 16. You may take the tests in any order. If possible, study the "Journey" chapters corresponding to the	
3 -	Air Environment	3, 18, 19	"Aerospace Dimensions" module being studied by the cadets you are	
4 -	Rockets	4, 21, 23	mentoring or instructing. Some chapters in "The Journey"	
5 -	Space Environment	5, 24, 25	17, 20, 22) are not included in your course of study.	
6 -	Spacecraft	6, 26, 27		

# Uniform and Grooming Standards Examples



**Note, the male image above notes the top of the ear orifice. However, the standard is that sideburns may not extend below the bottom of the ear orifice per paragraph 3.2.2.1**





CAPM 39-1 Figure 4.10 Female Cadet Airman/NCO/Officer Blue Service Uniform (Officer Uniform with Tie Tab)



CAPM 39-1 Figure 4.9 Male Cadet Airman/NCO/Officer Blue Service Uniform (Airman/NCO Uniform with Tie)

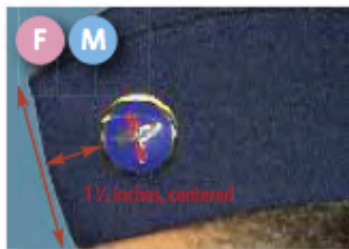




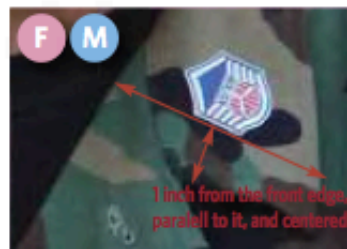
CAPM 39-1 Figure 4.6 and 4.7 (Male/Female Service Dress uniform, Cadet NCO/Airman)



CAPM 39-1 Figure 5.1 Battle Dress Uniform



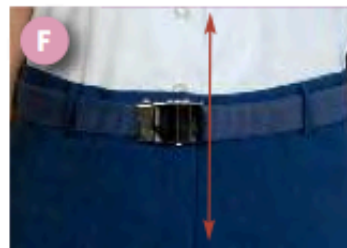
**Flight cap device** is centered on left side, 1 1/2" from edge. Male and female flight caps are slightly different in style but prescribe the same rule for placing the device.



**Chevrons** rest 1-inch from the collar edge, parallel to that edge and centered. Chevrons are worn on both collars and in the same manner on BDUs and Blues alike.



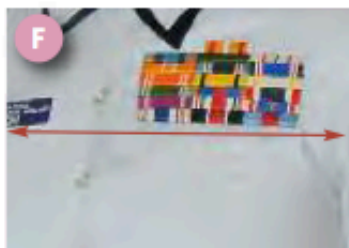
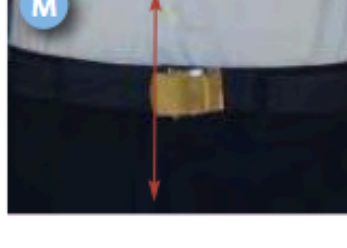
**Blue nametag (females)** is centered on right breast, even with or up to 1 1/2 inches higher or lower than the first exposed button, parallel to the ground.



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



**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 1/2" 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.



CAP OFFICER GRADES			
Major General Abbreviated: Maj Gen Addressed as "General"		Brigadier General Abbreviated: Brig Gen Addressed as "General"	
Colonel Abbreviated: Col Addressed as "Colonel"		Lieutenant Colonel Abbreviated: Lt Col Addressed as "Colonel" Silver	
Captain Abbreviated: Capt Addressed as "Captain"		First Lieutenant Abbreviated: 1st Lt Addressed as "Lieutenant" Silver	
Senior Flight Officer Abbreviated: SFO Addressed as "Miss" or "Mister" Black & White		Technical Flight Officer Abbreviated: TFO Addressed as "Miss" or "Mister" Black & White	
Flight Officer Abbreviated: FO Addressed as "Miss" or "Mister" Black & White			
CAP NONCOMMISSIONED OFFICER GRADES			
Chief Master Sergeant Abbreviated: CMSgt Addressed as: "Chief"*		Senior Master Sergeant Abbreviated: SMSgt Addressed as "Sergeant"*	
Technical Sergeant Abbreviated: TSgt Addressed as "Sergeant"*		Staff Sergeant Abbreviated: SSgt Addressed as "Sergeant"*	
CAP CADET OFFICER GRADES			
Cadet Colonel Abbreviated: C/Col Addressed as "Colonel"*		Cadet Lieutenant Colonel Abbreviated: C/Lt Col Addressed as "Colonel"*	
Cadet Captain Abbreviated: C/Capt Addressed as "Captain"*		Cadet First Lieutenant Abbreviated: C/1st Lt Addressed as "Lieutenant"*	
		Cadet Second Lieutenant Abbreviated: C/2d Lt Addressed as "Lieutenant"*	
CAP CADET NONCOMMISSIONED AND AIRMAN OFFICER GRADES			
Cadet Chief Master Sergeant Abbreviated: C/CMSgt Addressed as "Chief"*		Cadet Senior Master Sergeant Abbreviated: C/SMSgt Addressed as "Sergeant"*	
Cadet Technical Sergeant Abbreviated: C/TSgt Addressed as "Sergeant"*		Cadet Staff Sergeant Abbreviated: C/SSgt Addressed as "Sergeant"*	
Cadet Airman First Class Abbreviated: C/A1C Addressed as "Cadet"*		Cadet Airman Abbreviated: C/Amn Addressed as "Cadet"*	
		Cadet Airman Basic Abbreviated: C/AB Addressed as "Cadet" *Phase out 2017	