

**Basic Cadet**

# Student Workbook

1 September 1999



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


















**This workbook is designed to be used in conjunction with CAWG Basic Cadet Schools and CAWG Cadet Encampments. It follows the teaching outlines of classes at each of these activities. Although it can be used as a self-study aid, the questions at the end of each section should be reviewed in a classroom environment.**

*...Semper Vigilans*

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## Civil Air Patrol Cadet Program Achievement Specifications and Awards

PHASE	ACHIEVEMENT	PHYSICAL FITNESS	LEADERSHIP	AEROSPACE EDUCATION	MORAL LEADERSHIP	GRADE
<b>MOTIVATION</b>	Orientation					Airman Basic  C/AB
<b>PHASE I THE LEARNING PHASE</b>	1. General J.F. Curry	90 Points on CPFT	Chapter 1		<b>Discussion</b> Must Participate in at least half of the moral leadership forums offered since the completion of your last achievement.	Airman  C/Amn
	2. General H. H. "Hap" Arnold	96 Points on CPFT	Chapter 2	Any Chapter		Airman 1st Class  C/A1C
	3. Wright Brothers	111 Points on CPFT	Chapter 3	Any Chapter		Senior Airman  C/SrA
<b>PHASE I CERTIFICATE</b>						
<b>PHASE II THE LEADERSHIP PHASE</b>	4. Captain Eddie Rickenbacker	126 Points on CPFT	Chapter 4	Any Chapter	<b>Discussion</b> Must Serve as Recorder once and Discussion Leader once during these phases.	Staff Sergeant  C/SSgt
	5. Charles A. Lindbergh	141 Points on CPFT	Chapter 5	Any Chapter		Technical Sergeant  C/TSgt
	6. General Jimmy Doolittle	156 Points on CPFT	Chapter 6	Any Chapter		Master Sergeant  C/MSgt
	7. Dr. Robert H. Goddard	171 Points on CPFT	Chapter 7	Any Chapter		Senior Master Sergeant  C/SMSgt
	8. Neil A. Armstrong	178 Points on CPFT	Writing/Speech Assignment			Chief Master Sergeant  C/CMSgt
<b>MITCHELL AWARD</b>		Must have attended an Encampment.	Comprehensive Leadership/ Aerospace Ed Exam			2nd Lieutenant  C/2d Lt
<b>PHASE III THE COMMAND PHASE</b>	9. Flight Commander	186 Points on CPFT	Chapter 8	2 Chapter Block	<b>SDA</b> Must serve as AE mentor during this phase.	1st Lieutenant  C/1st Lt
	10. Administrative Officer	201 Points on CPFT	Chapter 9	2 Chapter Block		
	11. Public Affairs Officer	216 Points on CPFT	Chapter 10	2 Chapter Block		
<b>EARHART AWARD</b>			Comprehensive Leadership/ Aerospace Ed Exam			Captain  C/Capt
<b>PHASE IV THE EXECUTIVE PHASE</b>	12. Leadership Officer	231 Points on CPFT	Chapter 11		<b>SDA</b> Must serve as AE Instructor during this phase.	Major  C/Maj
	13. Aerospace Ed. Officer	246 Points on CPFT	Chapter 12			
	14. Operations Officer	261 Points on CPFT	Chapter 13	2 Chapter Block		
	15. Logistics Officer	276 Points on CPFT	Chapter 14	2 Chapter Block		
	16. Cadet Commander	291 Points on CPFT	Chapter 15	2 Chapter Block		
<b>EAKER AWARD</b>			COS (or RCLS, or ECI 13) Writing/Speech Assignment			Lieutenant Colonel  C/Lt Col
<b>SPAATZ AWARD</b>		300 Points on CPFT	Comprehensive Leadership Exam	Comprehensive Aerospace Ed Exam		Colonel  C/Col

## INTRODUCTION TO DRILL & CEREMONIES

Drill and ceremonies in Civil Air Patrol provides an ideal opportunity for members to work as a team. 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 effect of his actions on the group as a whole. Learning to follow is the beginning of leadership. By participating as a team on the drill field the CAP unit will experience a higher morale, esprit de corps, and enthusiastic teamwork.

However, the most important reason for using drill in the leadership laboratory is that it is a means by which you can gradually progress from the simple to the difficult in performing these drill movements, you start with the simple, basic facings, and advance to the elaborate maneuvers of a full review. In solving the leadership problems that arise during this process, you will start with the relatively simple problems of the Element Leaders and progress to the complex problems of the Cadet Commander.

There are two parts to a drill command, the preparatory command and the command of execution. The preparatory command is informational, it indicates **what** movement to execute. The command of execution tells you **when** to do it. For example, in the command “To the Rear, MARCH,” the preparatory command is “To the Rear” while the command of execution is “MARCH.”

The following terms must be thoroughly mastered:

<b>ALIGNMENT</b>	Dress or Cover.
<b>DRESS</b>	Placement of an element side by side or in line maintaining proper interval.
<b>COVER</b>	Each cadet positioning himself directly behind the cadet to his immediate front while maintaining proper distance.
<b>CADENCE</b>	The uniform step and rhythm in marching — the number of steps marched per minute.
<b>ELEMENT</b>	The basic formation; the smallest drill unit, comprised of at least three, but usually eight to twelve cadets, one of whom is designated the element leader.
<b>DISTANCE</b>	The prescribed space from front to rear between elements. The distance between cadets in formation is 40 inches as measured from their chests to the backs of cadets directly in front of them.
<b>DOUBLE TIME</b>	Marching at 180 steps per minute (30 inches in length).
<b>FILE</b>	A single column of cadets placed one behind the other.
<b>FLANK</b>	The extreme right or left side of formation in line or column.

<b>FLIGHT</b>	At least two, no more than four elements.
<b>FORMATION</b>	An arrangement of units.
<b>GUIDE</b>	The cadet designated to regulate the direction and rate of march.
<b>IN COLUMN</b>	The arrangement of units side by side with element leaders to the head.
<b>IN LINE</b>	The arrangement of units one behind the other with the element leaders to the extreme right flank.
<b>INTERVAL</b>	Space between cadets placed side by side. Normal interval is an arm's length. Close interval is 4 inches.
<b>INVERTED COLUMN</b>	formation with element leaders to the rear.
<b>INVERTED LINE</b>	formation with element leaders to the left.
<b>MARK TIME</b>	Marching in place at 100 to 120 steps per minute.
<b>MASS FORMATION</b>	The formation of a squadron or group in which the component units are in column, abreast of each other, and at close interval.
<b>PACE</b>	A step of 24 inches. This is the length of a full step (at forward march) in quick time.
<b>QUICK TIME</b>	Marching at 100-120 steps per minute (24 inches in length)
<b>RANK</b>	A single line of cadets placed side by side.
<b>SLOW TIME</b>	The rate of marching 60 steps per minute.
<b>STEP</b>	The distance measured from heel to heel between the feet of an individual marching.

### **Position of Attention**

To come to attention, bring the heels smartly together and on line. Place as near each other as the conformation of the body permits, and ensure the feet are turned out equally, forming a 45-degree angle. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, back arched, and shoulders squared and even. Arms hang straight down along side the body without stiffness, and the wrists are straight with the forearms. Place the thumbs, which are resting on the first joint of the forefinger, along the seams of the trousers or the sides of the skirt. Hands are cupped but not clenched with palms facing the legs. The head is kept erect and held straight to the front with the chin drawn in slightly so the axis of the head and neck is vertical; eyes are to the front, with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

### **Formation of the Flight**

A flight forms in at least two, but not more than four, elements in line formation. The command is FALL IN.

## Review Questions

### INTRODUCTION TO DRILL & CEREMONIES

1. What are the correct number of steps per minute and the length of step for the following cadences?

**Quick Time** = \_\_\_\_\_ steps per minute with a \_\_\_\_\_ inch step.

**Double Time** = \_\_\_\_\_ steps per minute with a \_\_\_\_\_ inch step.

**Slow Time** = \_\_\_\_\_ steps per minute with a \_\_\_\_\_ inch step.

2. Many drill terms refer to the space, alignment, or placement of individuals either **side by side** or **front to rear**. Indicate for each drill term below which orientation it has by placing an "X" in the correct column.

	SIDE BY SIDE	FRONT TO REAR
<b>Interval</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>file</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cover</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Distance</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dress</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rank</b>	<input type="checkbox"/>	<input type="checkbox"/>

3. The first step in learning to lead, is learning to

- drill.
- give commands.
- follow.
- play volleyball.

4. Check ALL reasons drill is taught in Civil Air Patrol. Drill...

- teaches quick response to authority.
- is a good way to get a group from place to place.
- teaches teamwork.
- teaches punishment.
- gives the Flight Sergeant something to do.

5. Distance in a formation is approximately \_\_\_\_\_ inches.

6. In the command **Column Right, MARCH, Column Right** [IS] [IS Not] the Preparatory Command.

7. The position of attention requires the feet to form a \_\_\_\_\_ degree angle, the \_\_\_\_\_ to be placed along the seams of the skirt or trousers, hands to be \_\_\_\_\_ naturally, immobility and silence, eyes fixed directly to the \_\_\_\_\_.

8. List 3 types of formations

\_\_\_\_\_

9. Flight Sergeants should use slow time when crossing a street. True False

## THE CIVIL AIR PATROL UNIFORM & GROOMING STANDARDS

### The CAP Uniform

When you wear the CAP uniform you are representing the United States Air Force and Civil Air Patrol. Your appearance and actions are important because they reflect your attitude towards yourself and CAP in the eyes of others. Should your appearance or action be improper for the situation you are in, it is no longer just your mistake, but that of a CAP cadet and CAP as a whole. CAP Manual 39-1 governs the uniform wear and grooming standards that all CAP members must follow. Your CAP uniforms must be clean, neat fit properly and in good condition. Your shoes and boots must be shined and in good repair.

You should wear your CAP uniform when you engage in normal duties as a CAP member and when you attend local, area or national CAP functions. These functions include regular CAP meetings, when making public appearances as part of CAP groups, when participating in CAP operational missions, when attending official government functions as a member of CAP, when visiting military installations, and when flying in military and CAP aircraft.

You should *not* wear the CAP uniform in any public place where the environment may tend to discredit CAP, the USAF or its members. In addition you may not wear the uniform when engaging in political activities, paid employment not connected with CAP, menial labor, sports events, or social functions having no relation to CAP.

The standard uniforms for cadets in Civil Air Patrol are:

### Blue Service Uniform

MALES - (Blue Service Uniform) short sleeve light blue shirt, white V-neck T-shirt, dark blue trousers, blue belt, blue flight cap, black shoes and socks, insignia (cutouts, nameplate, wing patch, hat device). Articles such as wallets, pens, watch chains, etc may not be visible while in uniform. You may wear wristwatches, identification bracelets and rings. Conservative sunglasses may be worn, except in military formation and may not be hung from the uniform at any time. You may not wear earrings, ornamentation on eyeglass lenses, or visible ornaments around the neck while in uniform.

FEMALES - (Blue Service Uniform) light blue over blouse, dark blue skirt or pants, flight cap, neutral nylons, black shoes, handbag, insignia (cutouts, nameplate, wing patch, hat device). 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 *may not* be excessively tight. Articles such as wallets, pens, watch chains, etc may not be visible while in uniform. You may wear wristwatches, identification bracelets and rings. You may wear small, round conservative, gold, white pearl, silver earrings or small, plain healing posts while in uniform. Only one earring or healing post may be worn in each earlobe. Of course, appropriate undergarments will be worn to present a conservative, feminine appearance.

### Battledress Utility Uniform

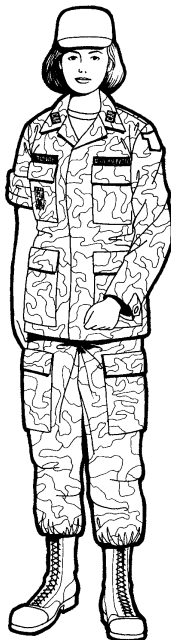
The standard work or fatigue uniform for cadets in Civil Air Patrol, both male and female, is the Woodland Camouflage, Battledress Utility Uniform (BDU).



Male Fatigue Uniform (BDU)



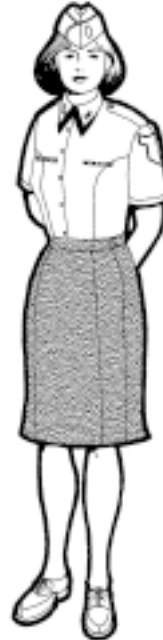
Male Service Uniform



Female Fatigue Uniform (BDU)



Female Service Uniforms



Proper wing patch placement measured from the top of shoulder to the middle of the wing patch.

Proper blousing of trousers over boots



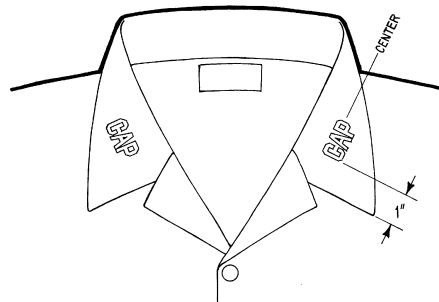
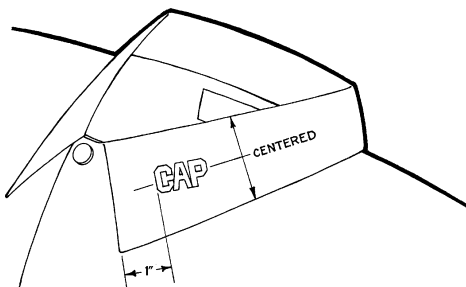
On BDU's



On Blue Shirts, Jackets, & Coats with Epaulets



Proper placement of CAP cut-out insignia on male blue service and all fatigue uniforms



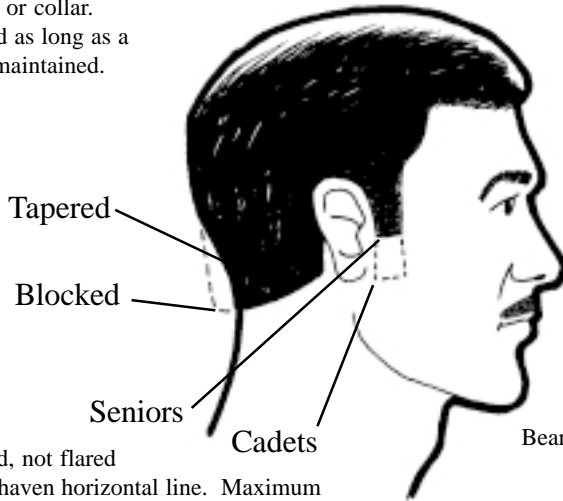
NOTE: CAP and grade insignia should be parallel to the top edge of the collar when the shirt is buttoned.



## Grooming Standard Examples

### MALE

Haircut- Tapered in appearance. Hair must not touch the ears or collar. "Block" style authorized as long as a tapered appearance is maintained.



Bangs - Not below eyebrows and not exposed when heargear is worn.

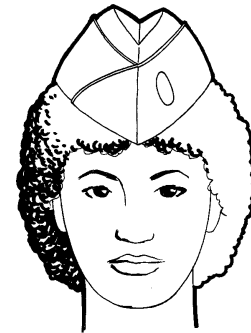
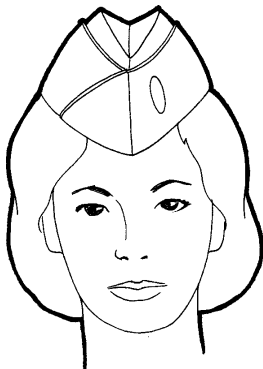
Mustache - Must be neatly trimmed. Must not extend downward beyond the lipline of the upper lip or extend sideways beyond a verticle line drawn upward from the corner of the mouth.

Beards & Goatees - Not authorized in uniform.

Sideburns - Neatly trimmed, not flared and will end with a clean shaven horizontal line. Maximum length:  
Seniors: Not below lowest part of the exterior ear opening.  
Cadets: Not below the bottom of the ear lobe.

### FEMALE

Hair - Will be neatly arranged and shaped to present a conservative femininr appearance. Hair styles that prevent the proper wearing of headgear are not appropriate.



Barrettes, ribbons & other ornaments, except inconspicuous pins & combs may not be worn in the hair while in uniform

Hair in the back may touch but not fall below the bottom edge of the collar. Bangs are permitted to show when wearing the flight cap.

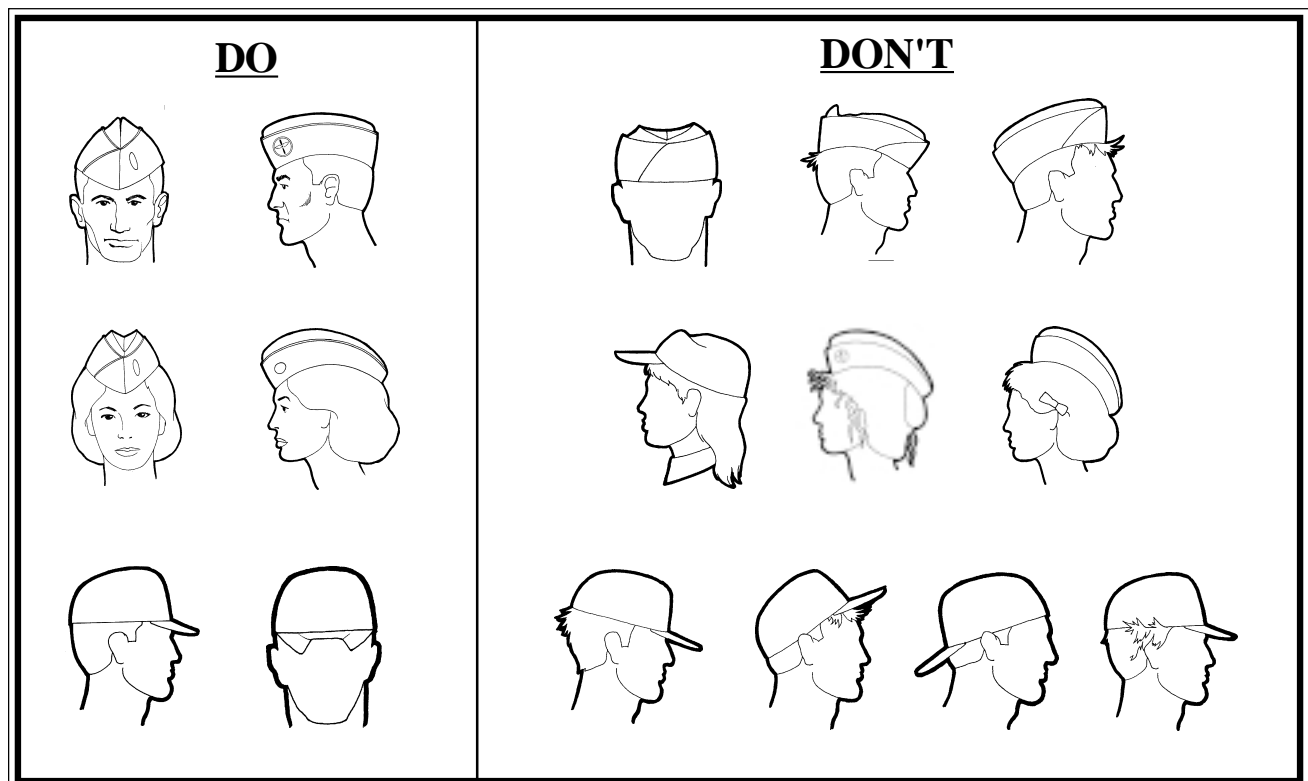
## Grooming & Appearance

You as a CAP member, must be well-groomed to assure that your personal appearance reflects credit upon yourself, CAP and the USAF. Personal appearance is an important part of wearing the uniform. Again, CAP Manual 39-1 governs the uniform wear and grooming standards that all CAP member must follow.

**MALE** - Your hair must be clean, well-groomed and neat. If dyed, it must look natural. It may not touch eyebrows when combed or protrude below the front band of properly worn headgear. Your hair cut must have a tapered appearance. It may not touch your ears or your collar. Block style is authorized as long as the tapered appearance is kept. You may not wear your hair in an extreme or fad style. Sideburns must be neatly trimmed, not flared, and end with a clean shaven horizontal line that ends at or above the ear lobe. If a moustache is worn it must be neatly trimmed and not extend below the vermilion part of the lip and not wider than the corners of the lip. Beards and goatees are forbidden for all uniformed members of CAP.

**FEMALE** - Your hair must be clean, well-groomed, neat and styled to present a professional appearance. If dyed, it must look natural. You may wear plain and conservative pins, combs, headbands, elastic bands, and barrettes in your hair to assist you in styling your hair. However, ribbons or jeweled pins are not allowed. Your hair style may include bangs if they do not extend below the eyebrows, and bangs may be worn with the flight cap. Your hair may not touch the bottom of the collar. You may use conservative cosmetics and conservative hair coloring which complement their skin tones. You may wear conservative nail polish in a single color, in good taste and it may not contain any ornamentation.

### Headgear DO's and DON'T's



## Review Questions

### THE CIVIL AIR PAROL UNIFORM & GROOMING STANDARDS

1. You must keep your uniform clean, neat and pressed. T F
2. Cut-outs are centered at the front and rear of the insignia between the top and bottom edges of the collar (when buttoned), \_\_\_\_inch(es) in from the front edge.
  - 3/4"
  - 5/8"
  - 1"
  - None of the above
3. The California Wing Patch is sewn on the \_\_\_\_\_ sleeve of all outer garments, except service coats, raincoats, parkas, and ponchos. It is placed \_\_\_\_inch(es) below the seam.
4. The CAP manual that prescribes the proper wear of the uniform is:
  - CAPM 20-1
  - CAPR 52-16
  - CAPM 39-1
  - CAPM 100-1
5. Females may wear earrings (gold, silver, or pearl studs) with the fatigue uniform.  
T F
6. Which of the following is **not** an authorized occasion for wearing a CAP uniform?
  - When visiting a neighboring CAP unit.
  - While campaigning for a CAP member to be elected for mayor.
  - While attending a CAP banquet.
  - While flying on an orientation ride.
7. Ribbons are worn on the Right Left side of the blue shirt or blouse.
8. Flight cap insignia is placed \_\_\_\_ inch(es) in from the front edge of the cap, and centered top to bottom, on the outer fold of the cap.
9. To be properly bloused over the boots, trousers should be cuffed inside and held in place with blousing bands between the \_\_\_\_\_and \_\_\_\_\_ eyelets of the boot.
10. The proper T-shirt with the blues shirt is white with a \_\_\_\_\_ collar.

## **CUSTOMS AND COURTESIES**

### **COURTESIES**

Courtesy is simple politeness, civility, respect, and personal recognition of the rights of others. Individuals in CAP need to work together because cooperation is essential to accomplish mission objectives. Courtesy is vitally important in promoting coordination and promoting esprit de corps. Since you wear an Air Force style uniform, you are expected to learn and practice the customs and courtesies that go with it. Military courtesy is simply the extension to the military sphere of the ordinary courtesies that enrich and enhance everyday lives. Listed below are some of the courtesies followed in CAP:

- When an officer enters a room (other than an office, work shop, recreation room, or room with a class in progress), all officers of lower grade, airmen and cadets present will stand at “ATTENTION” until the officer directs “REST” or “AT EASE” or leaves the room. If more than one person is present, the first person to see the officer loudly commands “ATTENTION!”
- When an officer enters an office, workshop, recreation room, or room with a class in progress, the cadets are not to be called to attention.
- When addressed by a senior officer, a junior comes to attention except when conducting routine business between the two.
- When accompanying a senior officer, a junior rides or walks (in step) on the senior’s left.
- When a junior meets a senior officer on a staircase or in a narrow hallway, the junior halts and stands at attention to allow the senior officer to pass. Do not block staircase or hallway.

### **CUSTOMS AND TABOOS**

Customs are those things which should be done and are based on tradition. Taboos are those things which should not be done. Customs that evolve, live and endure represent reasonable, consistent, and universally accepted practices that make life more pleasant and facilitate order and excellence. Addressing someone by their correct title is a custom used in an important act of courtesy. Acts of courtesy and civility are NOT marks of inferiority or servility. Rather they are indications that an individual appreciates the positions and rights of another. That is why it is important to observe these rules of courtesy whenever addressing seniors and subordinates.

#### **Customs**

Listed below are some of the practices followed in CAP, many of which stem directly from the customs of the U.S. Air Force.

- The place of honor is at the right. A junior walks or sits to the left, and a guest at a dinner party is seated at the right of the host.
- The word “SIR” or “MA’AM” is used by cadets when addressing an officer.
- An officer’s word is ordinarily accepted without question.
- A commander’s “I wish” or “I desire” has all the force of “I order you:”
- One must learn to obey before he may command.

**Customs (continued)**

- The senior officer in a group has the privilege of being the first to choose a seat, food or drink.
- A CAP member should remain at a reception or social gathering until the commander has departed.
- A CAP member (male) escorts a lady by walking on her right so that he can salute with his right hand.
- A CAP member extended the facilities of a military base conducts himself as a guest.
- There is no place in CAP for temper vulgarity, or profanity.
- Official channels of approach (lines of authority) should always be followed.
- The same customs and courtesies extended by CAP members to officers of the Civil Air Patrol are also extended to officers of the U.S. Armed Forces and of Allied or friendly countries.

**Taboos**

Listed below are some of the Civil Air Patrol taboos or DON'TS.

- Do not put your hands in your pockets.
- Do not behave in any way which might decrease the prestige of the CAP uniform.
- Do not chew gum in uniform.
- Do not lean on a senior officer's desk; stand erect unless invited to sit.
- Do not go over a supervisor's head.
- Do not keep anyone waiting unnecessarily.
- Do not offer excuses or explanations unless requested.
- Do not correct or criticize your fellow cadets in front of others.
- Do not use, or permit others to use, the name of Civil Air Patrol in connection with commercial enterprises of any kind.
- Do not use the CAP organization, uniform, emblem or the name in political activities.

**GRADE versus RANK**

The terms grade and rank are often confused. Grade is a major step in the promotion structure or program while rank is grade adjusted for time. Captain and Major are examples of grade; several individuals can have the same grade. Rank normally shows seniority; no two persons in a grade have the same rank-one is always senior to the other.

**ADDRESSES**

You may already use the terms "sir" or "ma'am" when you speak to persons you respect. In the

military services, subordinates traditionally addressed officers as "sir" or "ma'am". As a CAP cadet, you are expected to address your cadet senior officers as sir or ma'am, especially at meetings or other formal military style functions. Always do the same to officers of all the military services.

## REPORTING

Your future in Civil Air Patrol depends greatly upon the impression you make on other people. The way you report to an officer will improve that impression. When the impression is good it will be because you reported properly and showed good military bearing. Bearing is how you move, or carry yourself. Military bearing should always be smooth, graceful and proud.

When reporting to an officer indoors, remove your hat. Make any adjustment to your uniform you may find necessary before you enter. Firmly knock on the door once. Make it loud enough to be heard in an average size room. If there is no answer, in a reasonable amount of time, knock once again. When you are told to enter, or told to report, move as though you were marching at the position of attention. Take the most direct route to the officer. Halt two paces in front of the officer's desk. Always halt so you squarely face the officer. Report in a military manner with snap and precision, but do not exaggerate your movements. First, salute. You will begin your reporting statement as soon as your hand reaches the saluting position. Report saying "Sir/Ma'am, your CAP name and grade, reporting as ordered." Omit as ordered when you are reporting on your own initiative. Hold the salute until you have completed the reporting statement and the officer has returned the salute. Then stand at attention unless directed to do otherwise. Speak in a clear, concise, conversational tone of voice. Your ability to maintain verbal and physical composure will always be noticed. Always keep your hat and personal belongings close by so you will not forget them and have to return later. When the conversation is finished, and you are dismissed by the officer, come to the position of attention. Render a hand salute. Hold the salute until the officer returns it. Then smartly drop the salute. If the purpose of the report is to receive an award, accept it in your left hand as the officer presents it to you. Shake hands, then render a hand salute. Drop it after the officer returns it to you.

## IMAGE

As a member of CAP, you belong to a professional organization. As a member you and your actions reflect upon the other members of CAP. Civil Air Patrol in no way intends to interfere with your personal life. However, when personal activities negatively affect the professional image and mission effectiveness, commanders have the authority to intervene.

## PUBLIC DISPLAY OF AFFECTION

The primary reason for not showing public display of affection is it detracts from military bearing. Kissing, hand holding, embracing or walking arm in arm are inappropriate actions for members in CAP uniform. Such behavior in public takes away from the professional image that CAP intends to present.

## SALUTING/GREETING

Since the beginning of recorded history, the salute has been used as a gesture of greeting and as an expression of mutual trust and respect. Each cadet should be familiar with all courtesies concerning reporting, saluting and honor to the colors. Refer to AFMAN 36-2203 "Drill & Ceremonies" for exact information.

## HONORS TO THE COLORS



	<b>Indoors</b>		<b>Outdoors</b>	
	<b>Uniform</b>	<b>Civilian Attire<sup>4</sup></b>	<b>Uniform</b>	<b>Civilian Attire</b>
When the National Anthem is played <sup>1</sup>	Stand at Attention	Stand and place hand over heart	Salute	Stand and place hand over heart
When the colors pass in a parade or review <sup>2</sup>	Stand at Attention	Stand and place hand over heart	Salute	Stand and place hand over heart
When the colors are raised or lowered; When the colors are posted <sup>3</sup>	Stand at Attention	Stand and place hand over heart	Salute	Stand and place hand over heart
When the Pledge of Allegiance is recited	Stand at Attention	Stand and place hand over heart	Salute	Stand and place hand over heart

Flags and National Anthems of friendly foreign countries are shown the same honors and respect.

<sup>1</sup> When not in formation, face the colors, if visible, and salute. If the colors are not visible, face the music and salute; if the music is recorded, face front and salute. Salute (or place hand over the heart if in civilian attire) at the first note of the music and hold until the last note.

<sup>2</sup> Salute (or place hand over the heart if in civilian attire) when the colors are approximately six paces before the viewer; hold the salute until the colors have passed approximately six paces beyond.









<sup>3</sup> When not in formation, salute (or place hand over the heart if in civilian attire) when the colors start to move up the flagpole; hold the salute until the colors have reached the top. Reverse this procedure when the colors are lowered.







<sup>4</sup> When in civilian attire, men remove hat and hold at left shoulder with the right hand over the heart; without hats, place right hand, palm open, over the heart. Women place right hand, palm open, over the heart.





*INDOORS, IN UNIFORM* means you are not wearing any hat. In cases where you are wearing a hat indoors (e.g., color guard) follow the instructions under the heading *OUTDOORS, IN UNIFORM*.






*Reference:* Public Law 829 of the 77th Congress; FM 21-13, AF Manual 50-14.

## GRADE INSIGNIA

<b>Officer Grades</b>		
Brigadier General Abbreviated as: Brig Gen Addressed as: "General"		
Colonel Abbreviated as: Col Addressed as: "Colone"		Lieutenant Colonel Abbreviated as: Lt Col Addressed as: "Colonel"
Captain Abbreviated as: Capt Addressed as: "Captain"		Major Abbreviated as: Maj Addressed as: "Major"
Senior Flight Officer (SFO) Addressed as: "Miss or Mr"	 Black & White	Lieutenant Colonel Abbreviated as: Lt Col Addressed as: "Colonel"
First Lieutenant Abbreviated as: 1st Lt Addressed as: "Lieutenant"	 Silver	Second Lieutenant Abbreviated as: 2d Lt Addressed as: "Lieutenant"
Technical Flight Officer (TFO) Addressed as: "Miss or Mr"	 Black & White	Major Abbreviated as: Maj Addressed as: "Major"
Flight Officer (FO) Addressed as: "Miss or Mr"	 Gold	Flight Officer (FO) Addressed as: "Miss or Mr"
Flight Officer (FO) Addressed as: "Miss or Mr"	 Black & White	Flight Officer (FO) Addressed as: "Miss or Mr"

<b>Noncommissioned Officer Grades</b>		
Chief Master Sergeant Abbreviated as: CMSgt Addressed as: "Chief"		Senior Master Sergeant Abbreviated as: SMSgt Addressed as: "Sergeant"
Technical Sergeant Abbreviated as: TSgt Addressed as: "Sergeant"		Master Sergeant Abbreviated as: MSgt Addressed as: "Sergeant"
Staff Sergeant Abbreviated as: SSgt Addressed as: "Sergeant"		Senior Airman Abbreviated as: SrA Addressed as: "Airman"
Airman First Class Abbreviated as: A1C Addressed as: "Airman"		Airman Abbreviated as: Amn Addressed as: "Airman"
Airman Basic Addressed as: "Airman"		Airman Basic Addressed as: "Airman"
		(No Insignia)

<b>Cadet Officer Grades</b>		
Cadet Colonel Abbreviated as: C/Col Addressed as: "Colonel"		Cadet Lieutenant Colonel Abbreviated as: C/Lt Col Addressed as: "Colonel"
Cadet Major Abbreviated as: C/Maj Addressed as: "Major"		Cadet Captain Abbreviated as: C/Capt Addressed as: "Captain"
Cadet First Lieutenant Abbreviated as: C/1st Lt Addressed as: "Lieutenant"		Cadet Second Lieutenant Abbreviated as: C/2d Lt Addressed as: "Lieutenant"
Cadet Second Lieutenant Abbreviated as: C/2d Lt Addressed as: "Lieutenant"		

<b>Noncommissioned Officer Grades</b>		
Cadet Chief Master Sergeant Abbreviated as: C/CMSgt Addressed as: "Sergeant"		Cadet Senior Master Sergeant Abbreviated as: C/SMSgt Addressed as: "Sergeant"
Cadet Master Sergeant Abbreviated as: C/MSgt Addressed as: "Sergeant"		Cadet Technical Sergeant Abbreviated as: C/TSgt Addressed as: "Sergeant"
Cadet Staff Sergeant Abbreviated as: C/SSgt Addressed as: "Sergeant"		Cadet Senior Airman Abbreviated as: C/SrA Addressed as: "Cadet"
Cadet Airman First Class Abbreviated as: C/A1C Addressed as: "Cadet"		Cadet Airman Abbreviated as: C/Amn Addressed as: "Cadet"
Cadet Airman Basic Addressed as: "Cadet"		(No Insignia)



## Review Questions

### CUSTOMS AND COUESIES

1. Grade is a major step in the promotion structure or program while rank is grade adjusted for time. T F
2. When reporting to an officer you say "Sir/Ma'am, (your CAP grade and last name) as ordered." T F
3. Public display of affection is permitted in Civil Air Patrol. T F
4. The salute is a form of:
  - greeting.
  - respect.
  - recognition
  - all of the above
5. When accompanying a senior officer, a junior rides or walks (in step) on the senior's Right Left
6. One must learn to \_\_\_\_\_ before he may command.
7. There is no place in CAP for temper, vulgarity or profanity. T F
8. If the commander enters a room where there is not a class in progress an appropriate response is
  - "All Rise".
  - "Ladies and Gentlemen the Commander."
  - "Attention"
  - B and C
9. When reporting to an officer indoors, you knock on the door once twice firmly.
10. Give the grade designated by the following insignia:
  - Two silver bars\_\_\_\_\_
  - Three chevrons\_\_\_\_\_
  - One gold oak leaf\_\_\_\_\_
  - Two silver diamonds\_\_\_\_\_

## HISTORY OF THE CIVIL AIR PATROL

During the years of 1938 to 1941, the aggression by the Axis power, Germany, Italy and Japan, caused increased concern. United States civilian aircraft pilots, aviation mechanics, and others believed that the nation's air power had to be strengthened for the coming conflict and that civil aircraft flights in the United States might be eliminated. They looked for a way in which the civil air fleet could be used in any war effort.

In 1939, an aviation writer by the name of Gill Robb Wilson, with the permission of Governor Edison of New Jersey and the backing of Chief of the Air Corps General "Hap" Arnold, organized one of many civilian air services. This one, the New Jersey Civil Air Defense Services, formed the blueprint for the coming Civil Air Patrol.

On May 20, 1941, the Office of Civilian Defense (OCD) was created with Former New York Mayor Fiorello H. LaGuardia as its director. The advocates of a national civil air patrol presented Mr. LaGuardia with a plan, but the OCD director required the backing of the U.S. Army Air Corps. Again with the help of General H.H. Arnold, the plan was presented to a specially created military board of review. The board approved the plan with the recommendation that Army Air Forces officers help set up and administer the CAP organization. As a result of the board's approval, the Director of Civilian Defense signed a formal order creating the Civil Air Patrol. The date was December 1, 1941. On December 8, the day following the attack on Pearl Harbor, Mr. LaGuardia published Administrative Order 9, assigning Major General John F. Curry, U.S. Army Air Corps, as its commander. Mr. Gill Robb Wilson became the Executive Officer.

The increased sinking of American ships by German subs gave CAP a chance to do coastal patrol and submarine watch. On 5 March 42, Cap was granted an experimental patrolling plan for 90 days. The members established bases along the Atlantic coast and Gulf of Mexico. The construction of one of these bases required cutting down trees to build a runway, the members had to pay for the tree removal out of their own pocket. Initially, CAP was used as reconnaissance, but after spotting a submarine that had become stuck on a sand bar get away before the bombers could come and destroy it, the carrying of bombs became the norm. Patrols fly as far as 150 miles out to sea. The first CAP "kill" went to Capt. Johnny Haggins and Major Wynant Farr. The experiment lasted 18 months with 173 submarines spotted, 2 were sunk, 83 bombs dropped and 57 depth charges released. The three bases became 21, there were 86,885 missions flown with a total of 244,600 hours flown! Twenty-six pilot and observers were killed and seven seriously injured, and 90 aircraft were lost. The result was a grateful nation that presented Air Medals and Exceptional Civilian Service Awards.

After the coastal patrol ended, there were still many other missions to be accomplished that took over 500,000 flying hours and 30 more lives. Search and Rescue for downed military and civilian pilots and planes accounted for 24,000 hours, plus thousands of missions that were not reimbursable. CAP's great success was the pilots familiar with their own area, slower aircraft, and standing ready ground crews. Ingenious members used teams on horses, on foot, in vehicles and even parachute team that never did see service. CAP moved over 3.5 million pounds of mail and cargo for the Air Force. There was a patrol along the Texas and Arizona border that was responsible for the apprehension of enemy agents and an enemy radio station. Pulling aerial targets, running search light patrols and the wolf-depopulated patrols kept CAP busy and relieved the military to fight the war.

Throughout the war, CAP was carrying on a mission of pilot training. In October 1942 it had set up a program to recruit and train CAP cadets to assist with tasks at the operational level, and, at the same time, to begin indoctrination and training toward their becoming licensed pilots for service in the Civil Air Patrol or to go into the military service for military pilot training. Within six months of the program's onset, CAP had over 20,000 cadets attending weekly meetings.

The Cadet Program and the performance of other missions were being done so exceptionally well that the War Department realized the advantage of making Civil Air Patrol an auxiliary of the Army Air Force. On April 29, 1943, the command jurisdiction was transferred from the Office of Civil Defense to the War Department, they in turn transferred jurisdiction and command to the Army Air Force. By the end of the war, CAP had flown 500,000 hours of missions in support of the war effort. It sunk at least two submarines, and had saved countless numbers of aircraft crash survivors and survivors of disasters.

On 1 July 1946, Public Law 476 incorporated CAP as a nonprofit, benevolent organization. The result was a program with 10 missions. They were: (1) Inform the general public about aviation and its impacts. (2) Provide seniors and cadets with ground and preflight aviation education and training, (3) Provide air service under emergency conditions, (4) Establish radio network covering all of the US for both training and emergency use, (5) Encourage the establishment of flying clubs for its members, (6) provide selected cadets a two-week encampment at air bases, (7) Provide selected cadets flight scholarships, (8) Encourage model airplane building and flying, (9) Assist veterans to find employment and, (10) contribute services to special projects such as airport development, the survey and marking of emergency airstrips and the survey of dangerous flying areas. The end of the war saw a drastic cut in the budget of the Army Air Force and monetary support for CAP was to be withdrawn on March 31, 1946. On March 1, 1946, the 48 CAP wing commanders held their first congressional dinner, honoring President Truman, the 79th Congress, and General Hap Arnold, the commanding general of the Army Air Forces. On July 1, 1946, President Truman signed Public Law 476 incorporating Civil Air Patrol as a benevolent nonprofit organization.

In January 1959, CAP was transferred from Headquarters U.S. Air Force to Continental Air Command (CAC). The responsibilities of CAC in supporting the Air Force reserve program were related to many of the missions and aims of Civil Air Patrol. When CAC was abolished in July 1968, CAP was transferred back to Headquarters Command. Another Air Force organizational change took place in 1976, and CAP was placed under the command of the Air University (Air Training Command). In July 1993, with the Air Force command reduction, the Air Training Command (ATC) became the Air Education and Training Command (AETC). Civil Air Patrol continues to report to the Air University (AETC).

## Review Questions

### HISTORY OF THE CIVIL AIR PATROL

1. When was CAP founded? \_\_\_\_\_
2. Civil Air Patrol was founded to provide a structure for civilian aviation to help in the war effort.  T  F
3. The present command of the Civil Air Patrol within the USAF today is
 

<input type="checkbox"/> Air Education and Training Command	<input type="checkbox"/> Search and Rescue
<input type="checkbox"/> Continental Air Command	<input type="checkbox"/> Air University
4. The Cadet program was originally started in Civil Air Patrol to:
 

<input type="checkbox"/> train dynamic Americas ad aerospace leaders.
<input type="checkbox"/> seek and destroy submarines.
<input type="checkbox"/> to carry mail in noncombat war zones.
<input type="checkbox"/> assist with operations and begin training towards becoming pilots.
5. The first commander of CAP was:
 

<input type="checkbox"/> General Gill Robb Wilson.	<input type="checkbox"/> General John Curry
<input type="checkbox"/> General H.H. Hap Arnold	<input type="checkbox"/> General Billy Mitchell
6. When was CAP made an Auxiliary of USAF?
 

<input type="checkbox"/> 26 July 1947	<input type="checkbox"/> 1 December 1947
<input type="checkbox"/> 1 October 1947	<input type="checkbox"/> None of the above
7. Name five of the first objectives of CAP.
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
8. Which president signed Public Law 476 incorporating CAP as a nonprofit organization?
 

<input type="checkbox"/> Bush	<input type="checkbox"/> Truman
<input type="checkbox"/> Washington	<input type="checkbox"/> Roosevelt
9. How many submirines was CAP credited for destroying during WWII?
 

<input type="checkbox"/> 5	<input type="checkbox"/> 8
<input type="checkbox"/> 47	<input type="checkbox"/> 2
10. What government agency first created Civil Air Patrol?
 

<input type="checkbox"/> Continental Air Command
<input type="checkbox"/> United States Army Air Corps
<input type="checkbox"/> Office of Civilian Defense
<input type="checkbox"/> War Department

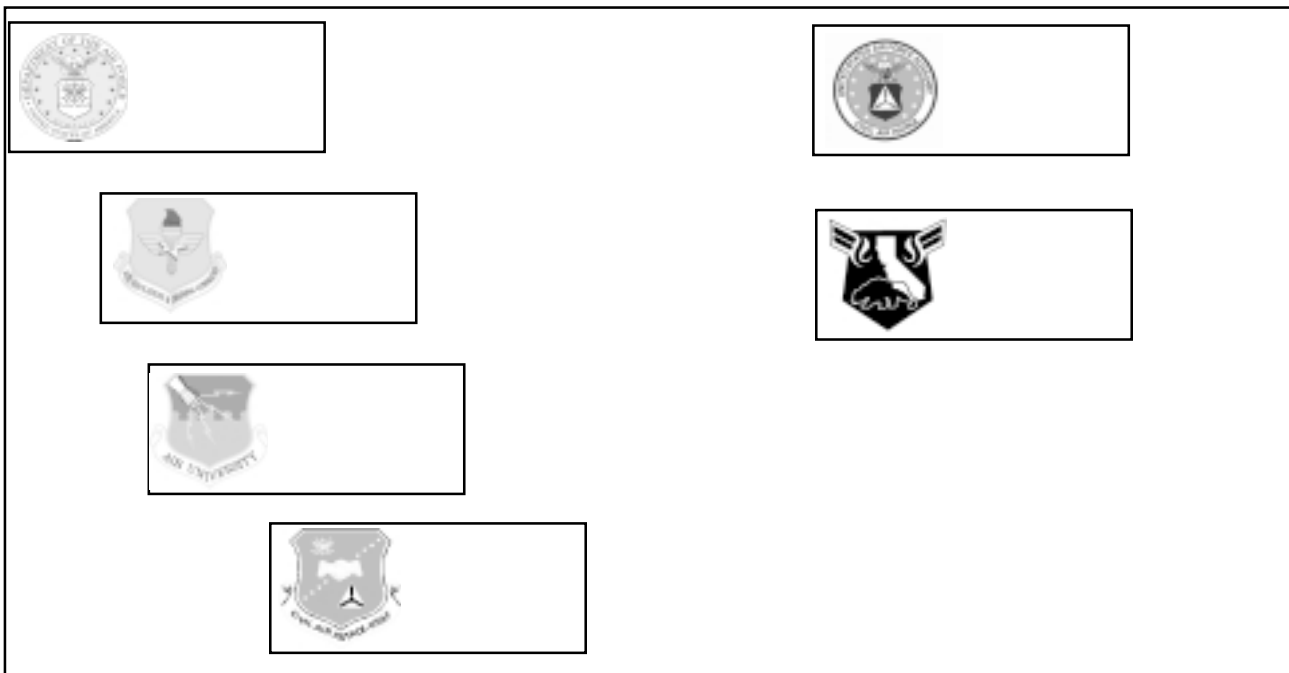
## USAF — CAP RELATIONSHIP/CAP ORGANIZATION

The Civil Air Patrol is the United States Air Force Auxiliary. Its mission is:

- To provide an organization to encourage and aid American citizens in the contribution of their efforts, services, and resources in the development of aviation and in the maintenance of aerospace supremacy.
- To encourage and develop by example the voluntary contribution of private citizens to the public service.
- To provide aviation and aerospace education and training, especially to its senior and cadet members.
- To encourage and foster civil aviation in local communities.
- To provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.

CAP's services to the nation and the United States Air Force are voluntary, benevolent, and non-combatant. Because CAP is the USAF Auxiliary, the USAF has a responsibility to provide technical information and advice to those CAP members who organize and train other CAP personnel, who develop CAP resources, and who make use of those personnel and resources. The USAF also makes certain services and facilities available for CAP's use. Such assistance is a courtesy and not a responsibility. Remember, the USAF is not required to answer every need of the CAP. Help is provided when available.

The USAF provides CAP with the USAF-CAP Liaison Organization to aid CAP in the accomplishments of its mission. Liaison Officers and Liaison NCO's furnish advice and assistance to CAP commanders and their staffs. These Liaison Officers function at the National, Regional and Wing levels. The persons authorized to contact Liaison Officers are the commander at these levels or his designated appointee. Requests for such things as the use of an Air Force base for a CAP activity must go through the Liaison Officer.



The governing body of CAP is the National Board. It consists of the National Commander, Senior Air



Force Advisor, Vice Commander, Chief of Staff, National Comptroller, National Finance Officer, National Legal Officer, the eight (8) Region Commanders, and the 52 Wing Commanders. The National Board meets twice per year. When the National Board is not in session, its power is vested in the National Executive Committee (NEC), which is the National Board minus the wing commanders.



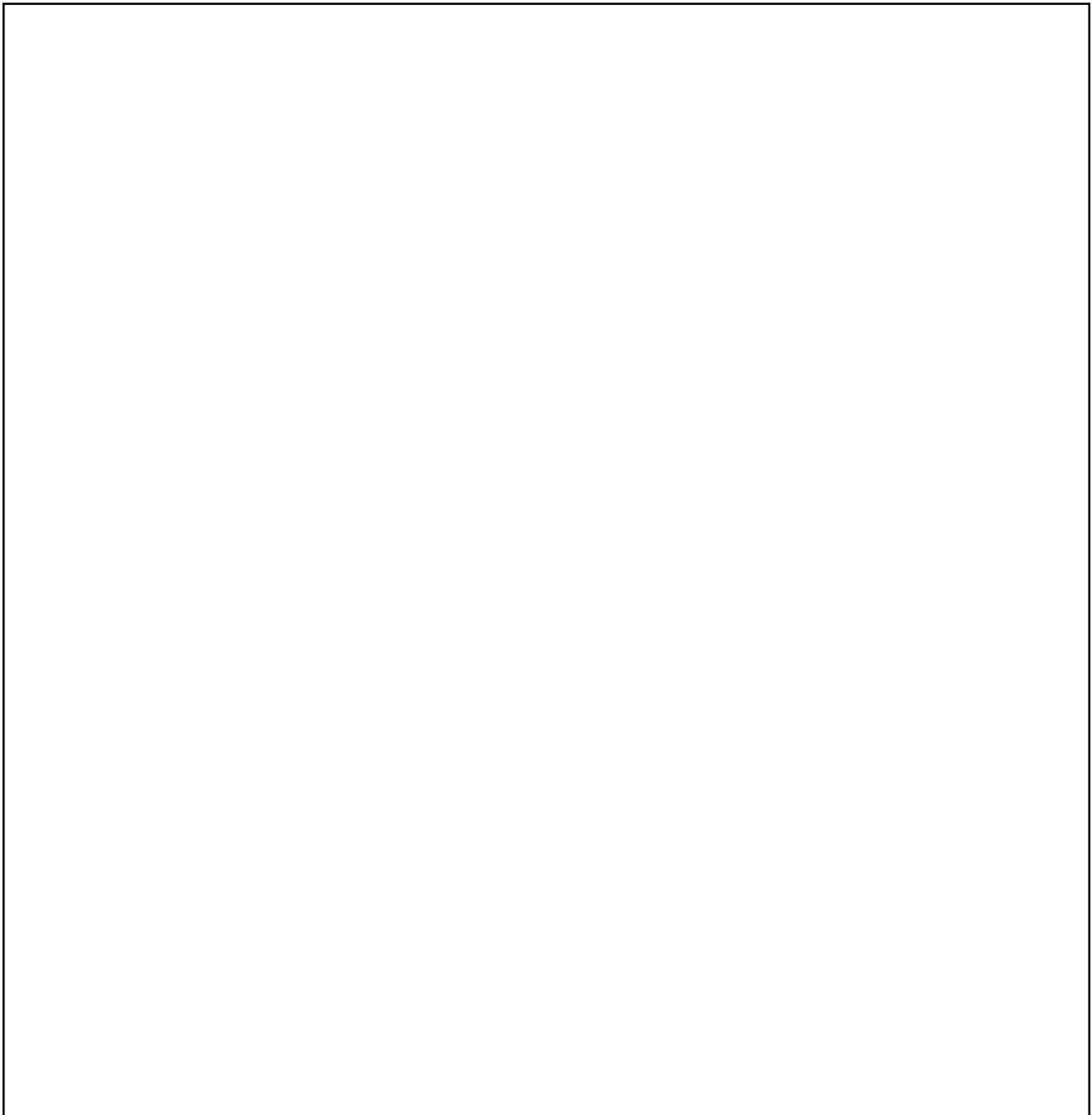
## **REGIONS**

The United States is divided geographically into areas known as regions. Each region is known by the geographical locale of the United States it encompasses. Region commanders are appointed by the National Commander and have command authority over all CAP units and personnel in their respective regions. The following are the eight regions in CAP.

<b>Northeast Region</b>	<b>North Central Region</b>	<b>Rocky Mountain Region</b>	<b>Pacific Region</b>
<b>Middle East Region</b>	<b>Southwest Region</b>	<b>Great Lakes Region</b>	<b>Southeast Region</b>

**WINGS**

There are 52 wings in CAP, one for each state, the District of Columbia and Puerto Rico. Wing commanders are nominated by region commanders and elected by the NEC. Wing commanders have command authority over all CAP units, and members thereof, within their respective wings. Groups are formed by wing commanders when the wing geographical area or the number of units in the wing is too large to permit the wing commander to exercise effective supervision directly over squadrons and flights. The squadron is the community-level organization of CAP. A squadron will fall into one of three categories: Senior Squadron, composed entirely of senior members; Cadet Squadron, composed primarily of cadets with a minimum of three senior members, and Composite Squadron, composed of both senior and cadet members and conducting both senior and cadet programs.



## Review Questions

### INTRODUCTION TO DRILL & CEREMONIES

1. Basically, the mission of CAP is to encourage interest and education in:
 

<input type="checkbox"/> Search and rescue.	<input type="checkbox"/> Underseas Power.
<input type="checkbox"/> Military leadership.	<input type="checkbox"/> Aviation and Aerospace.
  
2. Liaison Officers exist at the:
 

<input type="checkbox"/> Region, Wing and Squadron levels
<input type="checkbox"/> Wing, Squadron and Flight levels.
<input type="checkbox"/> National and Region levels.
<input type="checkbox"/> National, Region and Wing levels.
  
3. C/Sgt. Albert Cook was planning to conduct an NCO school and wished to hold it at an Air Force base. He should:
 

<input type="checkbox"/> Talk to his squadron commander and have a request sent to the Liaison Office at Wing headquarters.
<input type="checkbox"/> Contact the Air Force base directly.
<input type="checkbox"/> Have his squadron commander contact the Air Force base.
<input type="checkbox"/> Have his squadron commander contact National Headquarters through proper channels.
  
4. How many persons make up the National Executive Committee?
 

<input type="checkbox"/> 64	<input type="checkbox"/> 52
<input type="checkbox"/> 4	<input type="checkbox"/> 15
  
5. How many wings are there in the Civil Air Patrol?
 

<input type="checkbox"/> 52	<input type="checkbox"/> 8
<input type="checkbox"/> 50	<input type="checkbox"/> 6
  
6. California Wing belongs to the Pacific Region.  T  F
  
7. Who nominates wing commanders for election by the NEC \_\_\_\_\_
  
8. Name two Civil Air Patrol wings that are not also States:  
 \_\_\_\_\_; \_\_\_\_\_
  
9. How many regions are there in CAP? \_\_\_\_\_
  
10. Number the following units in highest to lowest order of command (1 to 5).  
 \_\_\_\_\_ Pacific Region Headquarters  
 \_\_\_\_\_ National Headquarters, CAP  
 \_\_\_\_\_ Los Angeles Group 1  
 \_\_\_\_\_ California Wing Headquarters  
 \_\_\_\_\_ Los Angeles Squadron 48



## ATTITUDE & DISCIPLINE

Attitude is the “state of mind” which lies behind everything a person does. Attitude, either good or bad, will be reflected in your personal appearance and behavior. It will appear in your bearing, uniform, tone of voice, and facial expressions. If you have a negative attitude, your effectiveness in working with other people will decrease and may risk the success of the mission.

Attitudes have certain things in common: they are contagious, attitudes cannot be escaped, and results of a given attitude can be observed. To develop a positive attitude, you must begin by understanding why things are done. Sometimes it may be necessary to subordinate your interests to the good of the unit. You must shift your attitude from “I do it because I have to” to “I do it for the good of the CAP”.

The attitudes of a leader are especially critical because his actions will determine what his subordinates’ actions will be. The sum of the attitudes of all members of a group is the key to unit effectiveness. A positive, enthusiastic group will accomplish its mission effectively.

Within a CAP unit, discipline is defined as a state of order characterized by habitual but reasoned obedience to orders — reasoned because individual understanding must be kept. The military objective of discipline is “to accomplish the mission with maximum efficiency!” This requires discipline.

There are two types of discipline — self discipline and group discipline. Self discipline is discipline from within a person out of moral or practical convictions. Group discipline is discipline that governs the effectiveness of the unit. Military discipline is 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.

Self discipline is not a goal in itself. It is a tool used to achieve the real objective, which is group discipline. If you remember the military objective of discipline, it takes the sum of every person’s self discipline to achieve group discipline and to accomplish the mission effectively. If you have ever noticed any effective leaders, they have always had two things in common: they had a good attitude and they were disciplined.

## Review Questions

### ATTITUDE & DISCIPLINE

1. Cadet Abel's uniform is sharply pressed and his shoes are highly polished. This is a reflection of
  - good morals.
  - a good attitude.
  - good discipline.
  - a good attitude & discipline.
  
2. Attitudes are not important in dealing with subordinates. T F
  
3. What do attitudes have in common?
  - Everybody has them.
  - Attitudes are contagious.
  - All of the above.
  
4. Discipline in CAP means blind obedience to your officers. T F
  
5. Discipline is not required to accomplish the mission most efficiently. T F
  
6. What are the two types of discipline?  
 \_\_\_\_\_  
 \_\_\_\_\_
  
7. Which of the following is an example of self discipline?
  - All of the cadets in Alpha Flight have their pillows boxed the same way.
  - Cadet Arnold and cadet Johnson have never been late to formation.
  - Kilo Flight won the drill competition.
  - The first cadet in Bravo Flight was ready for inspection first.
  
8. Write out the definition of military discipline: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
9. To accomplish any mission with maximum efficiency, \_\_\_\_\_ is required.
  
10. Two common traits in effective leaders are a \_\_\_\_\_ attitude and they are \_\_\_\_\_.

## THE CALIFORNIA WING CADET HONOR CODE

**"On my honor, as a Civil Air Patrol Cadet of the California Wing, I will not lie, cheat, steal or commit any act of intentional dishonesty or tolerate those who do".**

The Cadet Honor Code establishes a common ground or foundation for cadets to compete with one another on a fair and equitable basis. It paves the way for an individual to achieve based upon his own merits. Cheating is taking unfair advantage of others. It applies not only to cheating on a test but to your whole cadet life, from academics to physical education.

Taking someone's property for whatever reason, without the permission of the owner is stealing. Willfully destroying another person's property is the same as stealing it because the owner can no longer use his possession.

The toleration clause of the Cadet Honor Code is the backbone of the code. It makes the code work and eliminates the need for a policing body. If a cadet knows of a violation of the Honor Code and does not report it, he becomes an accessory in keeping dishonor within the Corps. Non-toleration is not "ratting" on your fellow cadets, it is simply not tolerating violations of the Cadet Honor Code, within your own Cadet Corps.

### Review Questions

1. Cadet Smith's roommate, Cadet Jones, was in the dispensary and would not be present during Inspection. Cadet Smith switched pillows with Cadet Jones because Jones' pillow was better and Smith wanted to pass the inspection. Cadet Smith is guilty of which of the following?
  - Stealing
  - Cheating
  - Lying
  - All of the above
2. Cadet Stearns was mad at his roommate and decided to get back at him. Stearns broke the lens on his roommate's camera. This  is is not a violation of the Honor Code.
3. Quibbling or using evasive statements is a form of \_\_\_\_\_.
4. If you know of an Honor Code violation and do not report it promptly you are considered an accessory to that violation. T F
5. If you discovered another cadet taking something that did not belong to him. The Honor Code would expect you to:
  - Nothing, it does not involve you.
  - Ask your friends to help with the answer.
  - Tell your superior.
  - Cover for them.