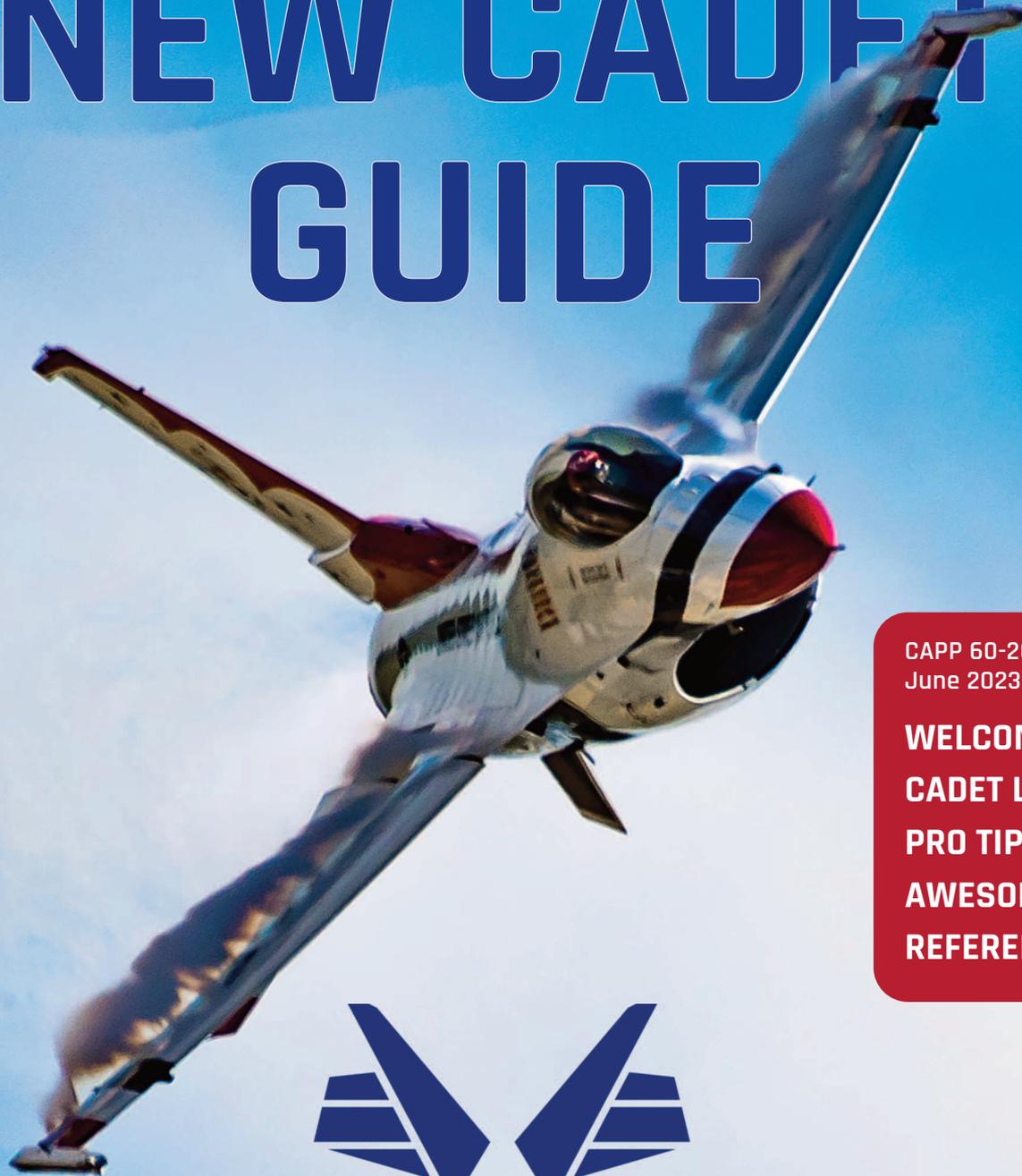


# NEW CADET GUIDE



CAPP 60-20  
June 2023

**WELCOME  
CADET LIFE  
PRO TIPS  
AWESOMENESS  
REFERENCE**



**CIVIL AIR PATROL**  
U.S. AIR FORCE AUXILIARY



**CIVIL AIR PATROL**  
U.S. AIR FORCE AUXILIARY

# WELCOME, CADET!

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

**CAP's MISSION & VISION**  
Volunteers serving America's communities,  
saving lives, and shaping futures

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



*Where's the best place to study aerospace?  
Behind the controls!*



## LEADERSHIP

CAP introduces cadets to Air Force perspectives on leadership through classroom instruction, mentoring, and hands-on learning. First, cadets learn to follow, but as they progress, they learn how to lead small teams, manage projects, think independently, and develop leadership skills they can use in adult life.

## AEROSPACE

CAP inspires in youth a love of aviation, space, and technology. Cadets study the fundamentals of aerospace science in the classroom and experience flight first-hand in CAP aircraft. Cyber topics important to the national defense represent a new frontier. Summer activities allow cadets to explore aerospace-related careers.

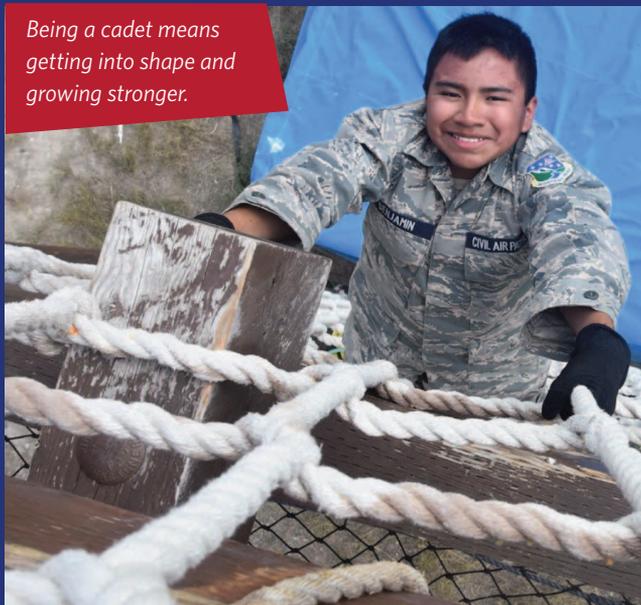


*"Off we go into the wild blue yonder,  
climbing high, into the sun!"*

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| <b>WELCOME</b>     | <i>How do you get started?</i>     | <b>3</b>  |
| <b>CADET LIFE</b>  | <i>How does the program work?</i>  | <b>5</b>  |
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*Being a cadet means getting into shape and growing stronger.*



### FITNESS

CAP encourages cadets to develop a lifelong habit of regular exercise. The Cadet Program promotes fitness through calisthenics, hiking, rappelling, obstacle courses, competitions, and other vigorous activities. A comprehensive fitness test based on age and gender challenges cadets.

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



### CHARACTER

CAP challenges cadets to live their Core Values. Through character forums, cadets discuss ethical issues relevant to teens. Chaplains often lead the discussions, but the forums are not religious meetings. CAP also encourages cadets to promote a drug-free ethic in their schools and communities.

# START HERE

## 1 Register in eServices

eServices is CAP's portal for training courses, membership records, the help desk, contact info, and more.

▶ [GoCivilAirPatrol.com](http://GoCivilAirPatrol.com) > eServices Login

## 2 Look around

Browse this *New Cadet Guide*.

## 3 Complete the Cadet Welcome Course

A 15-minute online module in *Cadet Interactive*, the *Cadet Welcome Course* helps you get started. If you lack web access, ask for an in-person briefing.

▶ [GoCivilAirPatrol.com](http://GoCivilAirPatrol.com) > eServices > Online Learning > Learning Management > Axis

## 4 Read Learn to Lead, ch. 1

Do you want to develop leadership skills? Then the cadet textbook, *Learn to Lead*, will help. You'll receive a copy in the mail shortly after joining. Read chapter 1.

▶ [GoCivilAirPatrol.com/Library](http://GoCivilAirPatrol.com/Library)

## 5 Complete Cadet Interactive, leadership module 1

After reading *Learn to Lead* chapter 1, go deeper and challenge your learning in *Cadet Interactive*. If you lack web access, you can ask your squadron to give you an open-book test instead. Are you a high achiever? Go for Honor Credit by doing both the *Cadet Interactive* module and the open-book test.

▶ [GoCivilAirPatrol.com](http://GoCivilAirPatrol.com) > eServices > Online Learning > Learning Management > Axis

## 6 Start getting into uniform

You can wear your squadron's casual uniform while getting started. Then, within 60 days of completing Achievement 1, we expect you to possess and properly wear the "Blues" **or** ABU camouflage uniform. Eventually you'll want both.

The Curry Uniform Voucher helps cover costs and becomes available when you complete Achievement 1. See pages 15-18 for more details.

▶ [GoCivilAirPatrol.com/CurryVoucher](http://GoCivilAirPatrol.com/CurryVoucher)

## 7 Use the Tracker

Record your accomplishments on your *Personal Cadet Tracker*. You'll receive one in the mail. While you do that, set some goals for your first year as a cadet. See page 5.

## 8 Plan to attend encampment

Encampment is a full immersion into all the opportunities of cadet life. It'll be the high point of your first year! See page 9.

**Do tasks 1-3 ASAP**  
Work through the rest later during your first month.

## GENERAL ORDERS of CADET CONDUCT

### POSITIVE BEHAVIORS

1. Treat everyone with common courtesy and respect.
2. Be honest and take responsibility for your actions.
3. Wear your uniform properly.
4. Obey your officers and follow local rules at cadet events (e.g., off-limits areas, wingman rules, phone use, lights out, etc.).
5. Use the chain of command if you have questions, concerns, or ideas to share (except for #6 below).
6. Go to any adult leader (Senior) you trust, regardless of the normal chain of command if you need to report bullying, abuse, or violence, or to discuss sensitive topics.
7. Use the Air Force command, "KNOCK IT OFF" at any time to have everyone stop what they are doing if you think someone could soon get hurt.

### NEGATIVE BEHAVIORS

1. Don't use profanity, racial slurs, or disrespectful language.
2. Don't get into fights. Don't bully, threaten, hit, or haze anyone.
3. Don't take property that is not yours. Don't break or mishandle equipment lent to you.
4. Don't touch someone inappropriately. Don't kiss, hug, or hold hands at CAP activities.
5. Don't bring energy drinks, tobacco, vapes, alcohol, or marijuana, CBD, or illegal drugs to CAP activities.
6. Don't share, request, or post sexually suggestive text messages or images.
7. Don't bring firearms, air guns, paint guns, or any weapons to CAP (small knives are allowed in the field).

## EXPECTATIONS for FIRST-YEAR CADETS

- \* Stay with CAP for at least 1 year. Give the cadet experience a chance to impact your life.
- \* Attend squadron meetings regularly. If you'll be absent, let your squadron know in advance.
- \* Attend one "Saturday" event per month.
- \* Participate in an orientation flight.
- \* Attend encampment. See page 9.
- \* Earn the Wright Brothers' Award.

## KEY FACTS to KNOW

### CAP'S MISSION & VISION

Volunteers serving America's communities, saving lives, and shaping futures

### CAP's BIRTH DATE

1 December 1941, six days before Pearl Harbor

### CAP's CORE VALUES

Integrity First  
Volunteer Service  
Excellence in All We Do  
Respect

### CAP's MOTTO

Semper Vigilans — Always Vigilant

### CAP's THREE PROGRAMS

Aerospace Education  
Cadet Programs  
Emergency Services

### CAP CADET VISION

Today's cadets... tomorrow's aerospace leaders

### The CADET PROGRAM's FOUR ELEMENTS

Leadership  
Aerospace  
Fitness  
Character

### YOUR SQUADRON'S NAME

### YOUR UNIT CHARTER NUMBER

|                      |                      |                      |   |                      |                      |   |                      |                      |                      |
|----------------------|----------------------|----------------------|---|----------------------|----------------------|---|----------------------|----------------------|----------------------|
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| Region               |                      |                      |   | Wing                 |                      |   | Number               |                      |                      |

### YOUR CAPID

# WELCOME, AIRMAN!

The Air Force's mission is to "Fly, Fight, and Win." By working hard to become one of America's next aerospace leaders, you're contributing to that mission. You're a part of the Air Force team known as the Total Force. The Air Force admires your seriousness of purpose. You're part of something larger than yourself, so stand tall and know that your service matters to America.

"Airman" is the general term used to describe everyone in the Total Force, including you. Airmen see the world from an aerial perspective. Her mind is in the clouds.

Technology is what enables humans to fly, so Airmen look upon technology with optimism. Airmen envision air, space, and cyberspace as places where Americans can do good for humanity. Just as aircraft fly faster than surface forces move, the Airman values speed in everything – we want to get to the future, and we want to get there faster than everyone. And just as aircraft can fly to any place on the planet, the Airman values flexibility. Airmen can adapt to changes easier while aloft than people stuck on the ground.

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

## Yes, that's a bomb.

CAP aircrews equipped their single-engine aircraft with bombs (below, in red) for Nazi submarine patrol over the open ocean, miles from the coast. The missions required real courage.



## CAP HISTORY

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

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

Thousands of volunteers answered America's call to national service by performing critical wartime missions. CAP airmen logged more than 500,000 flying hours, spotted enemy subs, and saved hundreds of crash victims during the war. More than 150,000 volunteers – including women, young people, and senior citizens – helped America during WWII.

After the war, a thankful nation understood that CAP's volunteer services were still needed. CAP incorporated as a nonprofit organization and Congress established CAP as the auxiliary of the new U.S. Air Force in 1948.

In 2014, the 113th Congress passed legislation awarding a Congressional Gold Medal to the CAP's World War II-era members "in recognition of their military service and exemplary record during World War II."



## Prop and Wings

The Prop and Wings is the symbol of the American Airman, dating back to the earliest days of U.S. military aviation. As a cadet, your flight cap bears the same insignia, so wear it with pride.

## CAP SYMBOL

The "Flying V" is CAP's official symbol. It represents who we are and what we do.

### AVIATION

Aviation makes CAP unique among nonprofit organizations and youth programs, so the symbol even looks like a wing.



### VOLUNTEERISM

Volunteerism fuels CAP. The CAP Symbol is a "flying V," for volunteerism. The first word in our mission statement is "Volunteers."



### PROGRAMS

Bars divide the wing shape into thirds, representing CAP's three main programs: Aerospace Education, Cadet Programs, and Emergency Services.

### PARTNERSHIP

The color and style visually aligns CAP as a Total Force partner in today's modern Air Force. Notice its similarity with the Air Force symbol.



### HERITAGE

The triangle and horizontal bars seen in the symbol's negative space celebrate CAP's heritage and WWII-era symbols.



# RANK-UP!

*Launch yourself toward success  
Compete for the coolest opportunities*

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

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



**Earn Your 1st Stripe**  
[GoCivilAirPatrol.com/Curry](http://GoCivilAirPatrol.com/Curry)



## LEADERSHIP Tasks

Cadet Interactive or written test

Drill & Ceremonies Performance Test

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



## AEROSPACE Tasks

Cadet Interactive or written test

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



## FITNESS Tasks

Participate in 1 fitness activity

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



## CHARACTER Tasks

Participate in 1 character forum



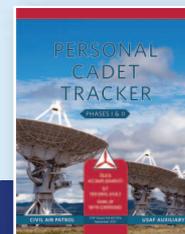
## SPECIAL Tasks

Varies by Achievement



## ROUTINE Tasks

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



Use the **PERSONAL CADET TRACKER** to record your progression  
[GoCivilAirPatrol.com/Ranks](http://GoCivilAirPatrol.com/Ranks)

Note: The tasks listed on this page are summarized. Some special rules affect promotions later in your journey. See [GoCivilAirPatrol.com/Ranks](http://GoCivilAirPatrol.com/Ranks) for details.

## HONOR CREDIT

Cadets who complete the Cadet Interactive modules for a given achievement **and** complete the open-book written tests earn Honor Credit. These over-achievers may affix a silver star to the respective Achievement ribbon. Honor Credit recipients are more competitive for slots at activities, positions on cadet cadre, and scholarships.

► [GoCivilAirPatrol.com/HonorCredit](http://GoCivilAirPatrol.com/HonorCredit)



# PHYSICAL FITNESS

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



**School Equivalent:**  
The CPFT is based on the Presidential Youth Fitness Program. Phys Ed teachers at school probably know how to administer the test and can help you.

## THE CADET PHYSICAL FITNESS TEST

To advance as a cadet, you'll need to get into shape, or if you're already fit, we want you to beat your personal best. Squadrons will host fun fitness activities every month to help. About once a quarter you'll attempt a fitness test to see where you're at. As a new cadet, how well you perform initially doesn't matter - what counts is that you gradually improve. The basic rules for the five CPFT events are described below. See the *Cadet Super Chart* on pages 25-26 for the goals for your age and gender.



### 1-Mile Run

Run on a track if you can, or alternatively, on a flat road course that has little to no traffic. Run against traffic so you can see the cars coming. If running at night, wear a reflective vest. Follow the run/walk method below if you're new to running.



### The Pacer

Jog 20 meters and touch the line with your foot by the time the beep sounds. Then, at the next beep, run back to the other end. The beeps will get faster, requiring you to increase your pace. Continue in this manner until you fail to reach the line before the beep for the second time.



### Sit-and-Reach

Take off your shoes, sit on the ground with your legs fully extended and the soles of your feet against a stair or curb. Your left knee is bent with the sole of your foot flat on the floor. Then with palms face down, reach as far as you can without bouncing. Switch sides and repeat.



### Push-Ups

Start in the "up" position, arms fully extended, then go down, keeping your back and knees straight, until your elbows are at 90°, then up again, doing *exactly* one push-up every 3 seconds.



### Curl-Ups (Crunches)

Get a strip of paper 4 1/2" wide and 30" long. Lie on a mat with legs straight, and then raise knees until feet are flat, arms straight by your sides. Place strip under legs so that fingertips are just resting on the nearest edge. Curl up, sliding fingers across the strip to far side, then curl back down until head touches the mat and repeat, doing *exactly* one curl-up every 3 seconds.

**Get Going!** Here's how to get started on your own, or better yet, with your wingman:

- To warm-up, take each exercise slow and easy at first. For the run, walk briskly for a few minutes and then start your jog, using the run/walk method below. For the strength events, spend a few minutes moving your body in "dynamic stretches" with arm circles, leg swings, and hip circles. For the sit-and-reach, practice the reach a few times nice and easy before trying for real.
- Do curl-ups at a steady cadence for 1 minute (beginners) or 2 minutes (fit cadets).
- Do 5, 10, or 20 good push-ups in one session. Start slow at first, but over a couple weeks, try to get where you can do 5 or 10 more than you were able to do at first.

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

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

### Run / Walk Training

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

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

| Week | Monday      | Wednesday   | Friday      | Saturday     |
|------|-------------|-------------|-------------|--------------|
| 1    | 15 min walk | 20 min walk | 20 min walk | 30 min walk  |
| 2    | 2/2 x6      | 2/2 x7      | 2/2 x7      | 2/2 x7       |
| 3    | 2/2 x6      | 3/2 x6      | 3/2 x6      | 3/2 x7 *Mile |
| 4    | 3/2 x5      | 4/2 x5      | 4/2 x5      | 4/2 x6       |
| 5    | 4/2 x5      | 4/1 x5      | 4/1 x5      | 4/1 x6 Mile  |
| 6    | 4/1 x5      | 5/1 x5      | 5/1 x5      | 5/1 x6       |
| 7    | 5/1 x5      | 6/1 x5      | 6/1 x5      | 6/1 x6 Mile  |
| 8    | 6/1 x4      | 7/1 x4      | 7/1 x4      | 7/1 x5       |
| 9    | 7/1 x4      | 8/1 x3      | 8/1 x3      | 8/1 x4 Mile  |
| 10   | 8/1 x3      | 9/1 x3      | 9/1 x3      | 10/1 x3      |

**What does 2/2 x 6 mean?**  
Run 2 minutes, walk 2 minutes, repeat 6 times.

**\*Mile:** Run/walk on a track to see how long it takes to complete the first mile, and check how you're doing working toward your CPFT mile run goal.

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

## WHAT ARE the “CORE VALUES”?

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

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



## INTEGRITY FIRST

Integrity is the willingness to do what is right, even when no one is looking. Integrity is wholeness. You’re a whole person, not a split person, so how you act in uniform should match how you act out of uniform. A person of integrity is honest and morally courageous. They can be counted on to fulfill their responsibilities, even in difficult circumstances. They don’t blame others for their mistakes, and they don’t cheat or steal.



*“All I want is an education. I am afraid of no one.”*

Malala Yousafzai was just a girl when she began fearlessly speaking up for girls’ rights in Pakistan. How she acted online as a writer matched exactly with how she acted in real life. That’s wholeness. That’s **INTEGRITY**.

Everything about this teen infuriated the Taliban, so they shot her. She recovered and continued speaking up for girls and women.

For her integrity, she was awarded the Nobel Prize for Peace at 17, the youngest recipient ever.

## VOLUNTEER SERVICE

This Core Value teaches us that the needs of the team and of the people we help take priority over our individual desires. To put it more simply, Volunteer Service is about “selflessness.” It’s the difference between “giving” and “taking.” This Core Value is extra important because CAP is entrusted with performing life-saving missions. Volunteer Service is also evident when experienced cadets mentor and train new cadets.



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

## EXCELLENCE IN ALL WE DO

Being a cadet means you value Excellence. No matter what challenge you face, you give your best effort. If you value Excellence, you demonstrate teamwork and know that teams accomplish more than individuals do. Moreover, to display this Core Value, you must make a commitment to continuous self-improvement – you must study, train, and work to better yourself and fulfill your potential in every aspect of your life.



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



## But do the Core Values really matter?

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

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

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

## RESPECT

This Core Value challenges cadets to defend human dignity. Someone who is respectful treats others as they would like to be treated. They're polite and kind. They assume their friends and even strangers act in good faith, so they give them the benefit of the doubt. Likewise, a respectful person understands that each individual is unique and accepts them for who they are. Cadets can model Respect in their daily life to bring people together.



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

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

## YOUR TOOL FOR HELP

# The CHAIN of COMMAND

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

The "chain" is how authority is organized, a way in which leaders share the burden of running the squadron, or a company, or any organization.

The chain links the most junior person – *you, the new cadet* – with the highest ranking leader in the organization. Complete the chart below to identify your squadron's chain. You're expected to know your chain from memory.

When you have a question or concern, use the chain to get help. Try to resolve issues at the lowest level. You can look-up a person's contact information in eServices.

### CAP ORGANIZATIONAL STRUCTURE

NATIONAL HQ

REGIONS (8)

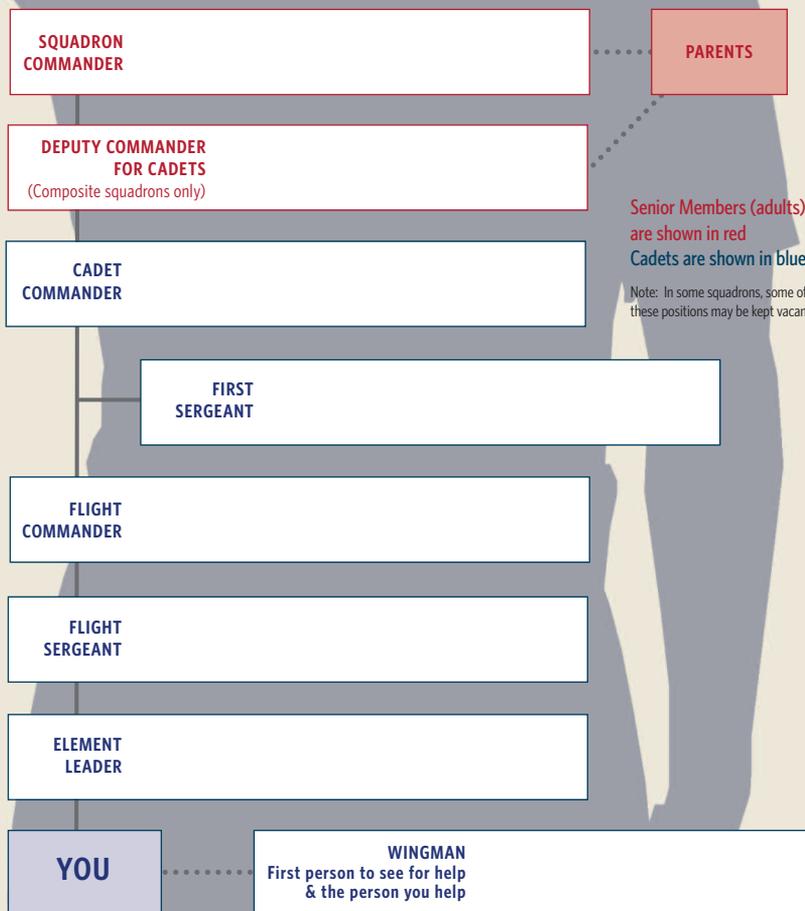
WINGS (52)

(Each state plus DC & PR)

GROUPS (optional)

SQUADRONS

FLIGHTS

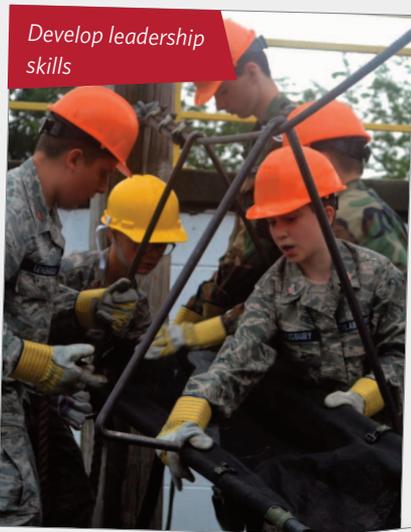


# SIGN-UP for ENCAMPMENT

Challenge yourself



Develop leadership skills



Prove your self-discipline



See aircraft up-close



Train as a team



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

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

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

### Key Facts

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

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

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

**Tuition.** The cost averages about \$300, but varies by location.

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

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

Make new friends



Check out cool stuff



**SCHOLARSHIPS AVAILABLE**

[GoCivilAirPatrol.com/CEAP](http://GoCivilAirPatrol.com/CEAP)

# WINGMEN SPEAK UP

*How can you help keep yourself and fellow cadets safe for awesome challenges?*

The Air Force teaches that a wingman will always safeguard his or her lead. Your wingman sees the world from a different vantage point. That's valuable because together you see more – more dangers and more opportunities. With a wingman you can win more battles than someone flying alone.

Being a good wingman means taking care of fellow cadets. Think about their health in every dimension: their physical, mental, and social well-being. Cadets, check your wingman's "Six."

## WARNING SIGNS of ABUSE

- ✗ Giving a lot of special attention to certain cadets
- ✗ Asking to see a cadet outside of CAP activities
- ✗ Being sneaky or asking a cadet to keep secrets
- ✗ Trying to be alone with a cadet for no good reason
- ✗ Talking about stuff that is way too personal and creepy
- ✗ Sending a lot of private texts or messages to a cadet
- ✗ Pressuring a cadet to lie to someone
- ✗ Making a cadet disobey rules and regulations

## HOW to SOUND THE ALARM on ABUSE

**If you're worried that a fellow cadet is being harmed or is at risk of self-harm or harming another, you have to act.** Don't worry about following the chain of command, just go see an adult you trust and tell of your concerns. No one can "order" you to keep quiet. No one can try to get back at you for being a good wingman. If you bring serious problems to senior members, they will keep that information as private as they can, telling only those adults who need to know.

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



## The CADET WINGMAN CONCEPT

Three areas wingmen need to watch

### PHYSICAL WELL-BEING

- Preventing bodily injury
- Eating well & drinking water
- Getting plenty of sleep
- Using safety equipment
- Knowing your wingman's location

### MENTAL WELL-BEING

- Staying optimistic about the future
- Feeling good about themselves
- Bouncing back after a disappointment
- Keeping their mind in the game
- Coping with homesickness

### SOCIAL WELL-BEING

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



## "Knock it off"

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



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

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

## MILITARY CUSTOMS &amp; COURTESIES

## RESPECT ON DISPLAY

The Salute. Coming to attention when an officer enters a room. Shaking hands when meeting someone. These are all examples of customs and courtesies. They are small, but important expressions of politeness and respect. Customs and courtesies are found throughout society at large, but Air Force-style customs and courtesies are especially important in CAP because they reinforce the Core Values and bring us closer to our parent service.

**Respect on Display.** When we render military-style customs and courtesies, the Core Value of Respect is on display. Air Force traditions like the salute, and everyday American customs – even friendly greetings like, “Good afternoon, sir” – symbolize our commitment to a sense of teamwork that is built on a foundation of mutual respect.



## COMING TO ATTENTION

## Key Principle

It is customary for all members to come to attention when the commander enters the room.

## Finer Points

- If an officer who is higher ranking than anyone present enters the room, the first person to notice commands, “Room, ATTENTION.” If only senior members or officers are present, the first to notice the commander instead announces, “Ladies and gentlemen, the commander.”
- In a classroom, conference setting, or work environment, these customs are usually relaxed.

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

**A Two-Way Street.** Because everyone should be respectful, respect is a two-way street. Even a 4-star general would treat cadets as he or she would like to be treated. Rank is not the right to be rude or mean. Likewise, when a junior renders military courtesies to a senior, it is a sign of respect for the officer’s position. Military customs and courtesies are never marks of inferiority because they do not aim to humiliate. Actually, they make CAP service special.

## EISENHOWER on RESPECT

President. General of the Army. Before that, Cadet.

Dwight Eisenhower was a high-ranking cadet at West Point when a low-ranking plebe came running and accidentally collided with him.

Ike yelled sarcastically, “Cadet, what is your previous condition of servitude? You look like a barber!”

Reply: “I was a barber, sir.”

Now Ike felt deeply ashamed. Later, he told his roommate, “I’m never going to [haze] another plebe as long as I live. I made a man ashamed of the work he did to earn a living.”

Decades later, President Eisenhower still regretted how he treated that cadet. But since that time, he adopted a new rule: Respect everyone, all the time. Everyone.



## THE PLACE OF HONOR

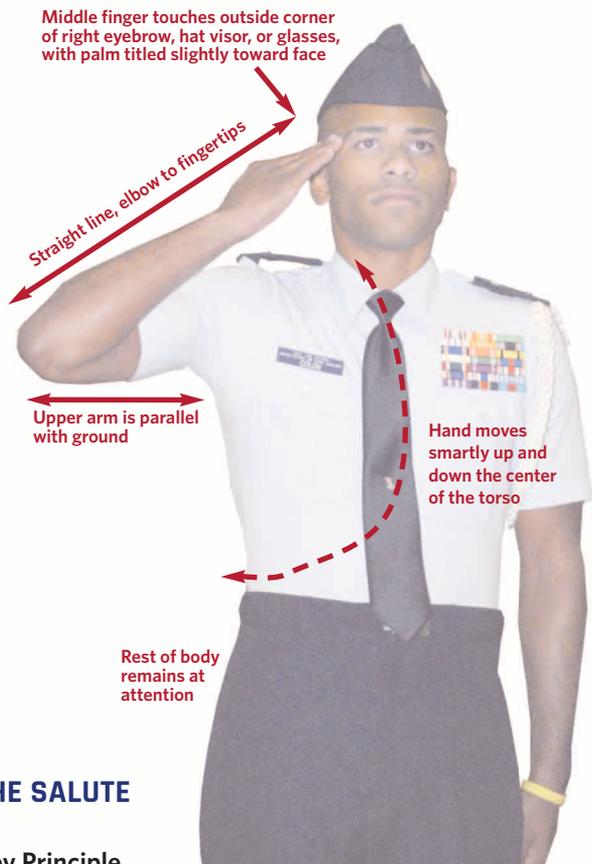
## Key Principle

The junior walks on the senior’s left.

## Finer Points

- The right is the place of honor. This stems from antiquity when warriors carried swords, usually on their right side. Being positioned on the right of the juniors, the senior would be able to draw a sword and defend the formation.
- During uniform inspections, the senior walks on the left. This positions the senior closest to the troops, with the best vantage point for conducting the inspection.





## THE SALUTE

### Key Principle

When outdoors and in uniform, cadets salute military officers, CAP officers, and cadet officers higher in rank than themselves.

### Finer Points

- Salutes are normally exchanged only outdoors. Indoors, salute officers only when formally reporting (ie: when called forward to receive an award).
- The junior person initiates the salute a fair distance from the senior person such that the senior has time to return the salute.
- Offer a greeting such as, "Good morning, ma'am," when exchanging salutes.
- When in formation, do not salute unless commanded to present arms. The commander salutes for the unit if an officer approaches.
- When in uniform, salute officers upon recognition, regardless of what the officer is wearing. For example, uniformed cadets salute their squadron commander even if that commander is in civilian attire. In such instances, the commander typically would verbally acknowledge the salute, but not return it.

**When in doubt, salute.** Anyone may render a salute at any time if they believe one is warranted.



### Indoors



## HONORS TO THE COLORS

### Key Principle

The table below outlines basic rules for honoring the colors when the National Anthem or To the Colors plays.

|          | MILITARY-STYLE UNIFORM                        | CIVILIAN ATTIRE   |
|----------|---|---|
| INDOORS  | Face the flag or music and stand at attention | Face the flag or music, stand at attention, place right hand over heart |
| OUTDOORS | Face the flag or music and salute             | Face the flag or music, stand at attention, place right hand over heart |



### Outdoors



### Finer Points

- If the colors march by, stand at attention and salute, when wearing a military-style uniform. If wearing civilian attire, stand at attention and place your right hand over your heart.
- It is not customary to salute stationary flagstuffs, except when the National Anthem or To the Colors plays.

### REPORTING TO AN OFFICER

#### Key Principle

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



In an office setting, knock on the commander's door and wait for permission to enter.



Walk toward the commander and halt 2 paces in front of him or her.



Salute and report, "Sir / Ma'am, (Grade) (Name) reporting as ordered."



Wait for the officer to return the salute.



Remain at attention, unless put at ease.



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



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



Salute and wait for the officer to return the salute.



Perform an about face and exit the area.

### THE PLEDGE OF ALLEGIANCE

#### Key Principle

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

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

#### Finer Points

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



**MANNERS OF ADDRESS**

**Key Principle**

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

**Finer Points**

- Cadets address fellow cadet airmen and NCOs by grade and last name.
- Cadets address cadet officers and senior member officers by grade or as "Sir" or "Ma'am."
- Senior members may address cadets by grade or simply by the noble title, "Cadet."
- Air Force and CAP senior member non-commissioned officers and airmen are addressed by grade and last name, except chief master sergeants are addressed as "Chief."
- Chaplains are commonly referred to by title and last name (ie: Chaplain Reutemann).

**GRADE INSIGNIA**

**OFFICERS**



Major General



Brigadier General



Colonel



Lieutenant Colonel



Major



Captain



First Lieutenant



Second Lieutenant



Senior Flight Officer



Technical Flight Officer



Flight Officer

**CADET OFFICERS**



Cadet Colonel



Cadet Lieutenant Colonel



Cadet Major



Cadet Captain



Cadet First Lieutenant



Cadet Second Lieutenant

**CADET AIRMEN & NCOs**



Cadet Chief Master Sergeant



Cadet Senior Master Sergeant



Cadet Master Sergeant



Cadet Technical Sergeant



Cadet Staff Sergeant



Cadet Senior Airman



Cadet Airman First Class



Cadet Airman

**NO INSIGNIA**

Cadet Airman Basic

Cadet First Sergeants Identified by Diamond

SENIOR MEMBERS

| ABBREV.  | GRADE                     | TERMS OF ADDRESS |
|----------|---------------------------|------------------|
| Maj Gen  | Major General             | General          |
| Brig Gen | Brigadier General         | General          |
| Col      | Colonel                   | Colonel          |
| Lt Col   | Lieutenant Colonel        | Colonel          |
| Maj      | Major                     | Major            |
| Capt     | Captain                   | Captain          |
| 1st Lt   | First Lieutenant          | Lieutenant       |
| 2d Lt    | Second Lieutenant         | Lieutenant       |
| SFO      | Senior Flight Officer     | Flight Officer   |
| TFO      | Technical Flight Officer  | Flight Officer   |
| FO       | Flight Officer            | Flight Officer   |
| CMSgt    | Chief Master Sergeant     | Chief            |
| (NCOs)   | Non-Commissioned Officers | Sergeant         |
| SM       | Senior Member             | Senior Member    |

CADETS

|          |                              |            |       |
|----------|------------------------------|------------|-------|
| C/Col    | Cadet Colonel                | Colonel    | Cadet |
| C/Lt Col | Cadet Lieutenant Colonel     | Colonel    | Cadet |
| C/Maj    | Cadet Major                  | Major      | Cadet |
| C/Capt   | Cadet Captain                | Captain    | Cadet |
| C/1st Lt | Cadet First Lieutenant       | Lieutenant | Cadet |
| C/2d Lt  | Cadet Second Lieutenant      | Lieutenant | Cadet |
| C/CMSgt  | Cadet Chief Master Sergeant  | Chief      | Cadet |
| C/SMSgt  | Cadet Senior Master Sergeant | Sergeant   | Cadet |
| C/MSgt   | Cadet Master Sergeant        | Sergeant   | Cadet |
| C/TSgt   | Cadet Technical Sergeant     | Sergeant   | Cadet |
| C/SSgt   | Cadet Staff Sergeant         | Sergeant   | Cadet |
| C/SrA    | Cadet Senior Airman          | Airman     | Cadet |
| C/A1C    | Cadet Airman First Class     | Airman     | Cadet |
| C/Amn    | Cadet Airman                 | Airman     | Cadet |
| C/AB     | Cadet Airman Basic           | Airman     | Cadet |

# THE UNIFORM *A visible reminder of the Core Values*

## BLUES SERVICE UNIFORM



THERE IS ONLY

**1** WAY

to WEAR  
the UNIFORM:

the **RIGHT**  
**WAY**

### UNIFORM REQUIREMENT

Cadets must possess and properly wear the Blues *or* ABU within **60 days** following their completing the Curry Achievement. (Ref: CAPR 60-1, ch 3).

In the interim, squadrons might have new cadets wear a squadron tee shirt or common civilian clothing such as khakis and a white Oxford shirt.

### SOURCES *for* UNIFORMS & INSIGNIA

Squadrons will try to outfit you using supplies they have on-hand. Uniforms can be purchased from CAP's vendor, Vanguard, at [CivilAirPatrolStore.com](http://CivilAirPatrolStore.com), (800) 221-1264. If an Air Force installation is nearby, you may find uniforms (but not insignia) at the Exchange, Thrift Shop, or Airman's Attic. Ask local leaders about base access before making a special trip. Some squadrons provide insignia, so ask before making purchases. For help with sizes, see [GoCivilAirPatrol.com/UniformSizes](http://GoCivilAirPatrol.com/UniformSizes).

### OUTFITTING LIST

#### Air Force "Blues" Uniform

|   |            |
|---|------------|
| <input type="checkbox"/> Flight cap (male)                      | CAP0994k   |
| <input type="checkbox"/> Flight cap (female)                    | CAP1015J   |
| <input type="checkbox"/> Cadet flight cap device                | CAP0748A   |
| <input type="checkbox"/> Light blue s/sleeve shirt (male)       | CAP1001A   |
| <input type="checkbox"/> Light blue s/sleeve blouse (female)    | CAP1017    |
| <input type="checkbox"/> 3-Line nameplate (last name)           | CAP0599M   |
| <input type="checkbox"/> Blue trousers (male)                   | CAP0993A   |
| <input type="checkbox"/> Blue trousers (female)                 | CAP3500J   |
| <input type="checkbox"/> Blue skirt (female)                    | CAP3600J   |
| <input type="checkbox"/> Blue belt (with silver buckle, male)   | CAP2500505 |
| <input type="checkbox"/> Blue belt (with silver buckle, female) | CCP2500550 |
| <input type="checkbox"/> Shoes (black Oxford or pumps)          | varies     |
| <input type="checkbox"/> Undershirt: plain white, v-neck        | na         |

#### Vanguard SKU

#### Camouflage "ABU"

|  |          |
|--|----------|
| <input type="checkbox"/> ABU cap                           | CAP0158  |
| <input type="checkbox"/> ABU shirt                         | CAP0143  |
| <input type="checkbox"/> ABU pants                         | CAP0152  |
| <input type="checkbox"/> "Civil Air Patrol" cloth tape     | CAP6403  |
| <input type="checkbox"/> Cloth nametape (last name)        | CAP6402  |
| <input type="checkbox"/> ABU tan rigger belt               | 2510702  |
| <input type="checkbox"/> Combat boots (male)               | CAP2900A |
| <input type="checkbox"/> Combat boots (female)             | CAP3300  |
| <input type="checkbox"/> Boot blousers                     | 2650175  |
| <input type="checkbox"/> Undershirt: desert tan, crew-neck | CAP0991Z |

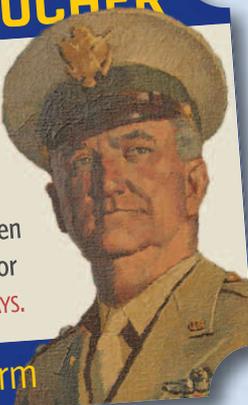
## CURRY UNIFORM VOUCHER

Upon completing the **CURRY ACHIEVEMENT** cadets receive via email a voucher valued at

\$175 or \$125 or \$75 or \$0

depending upon the need the family declared when first joining CAP. Vouchers are redeemable only for Blues or ABUs at Vanguard and **EXPIRE AFTER 45 DAYS.**

GoCivilAirPatrol.com/CurryUniform



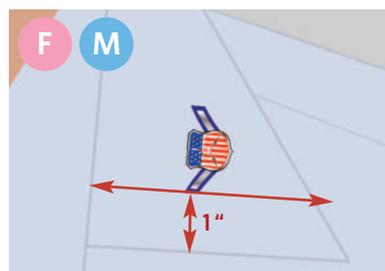
**YOUR UNIFORM** is a visual representation of your commitment to the Core Values. Because uniforms are unique — only CAP cadets wear the CAP cadet uniform — they are a source of pride. Wearing the uniform is part of your leadership training. The uniform helps you develop self-discipline, personal responsibility, and self-respect. Whenever you wear the uniform, you represent not just yourself but also all of CAP and the U.S. Air Force, so wear the uniform with pride.

**Note:**

This section on the uniform covers only the most common topics. For more, see CAPR 39-1, CAP Uniform Regulation. [GoCivilAirPatrol.com/pubs](http://GoCivilAirPatrol.com/pubs)



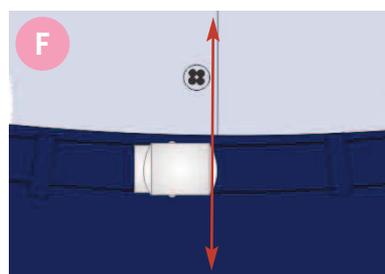
**Flight cap device** is centered on left side, 1 1/2" from edge. Male and female flight caps are slightly different in style but prescribe the same rule for placing the device.



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



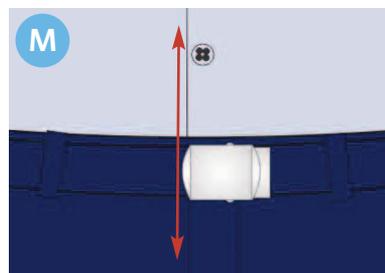
**Blue nametag (females)** is centered on right breast, even with or up to 1 1/2 inches higher or lower than the first exposed button, parallel to the ground.



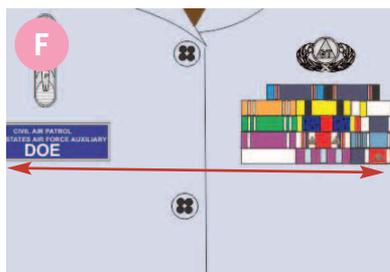
**Belt & buckle** tip of buckle extends to wearer's left (**males**) or right (**females**). No belt fabric should show. The edge of the shirt's button placket, the edge of the buckle, and edge of the trouser fly must align. This alignment is called the "gig line."



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



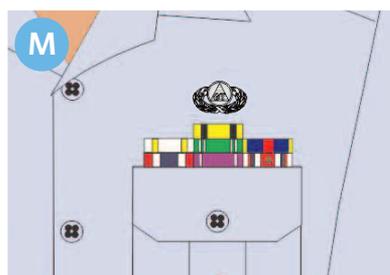
Wear the silver tipped belt and buckle with Blues and the tan rigger belt with ABUs.



**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 1/8" 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.

## CADET GROOMING STANDARDS

### GENERAL APPEARANCE FOR ALL CADETS

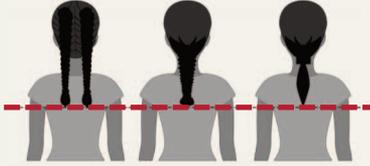
Except in field conditions, cadets are expected to have a clean appearance free of dirt and grime. Anti-perspirant or deodorant will be used and toothpaste and mouthwash as well.

### GROOMING FOR FEMALE CADETS

**Hair.** If worn loose, hair will end above the bottom edge of the collar. Alternatively, one or two braids or a single ponytail may be worn. Bangs or side-swiped hair may touch eyebrows but will not cover the eyes. Inconspicuous pins and combs may be worn in the hair. Extreme and fad styles are prohibited. Hair must not fall below the front band of the ABU/BDU cap, but may be visible in front of the flight cap.

**Cosmetics.** Cosmetics are permitted if conservative and in good taste.

**Jewelry.** One small spherical earring per ear is permitted. Necklaces cannot be visible.



### GROOMING FOR MALE CADETS

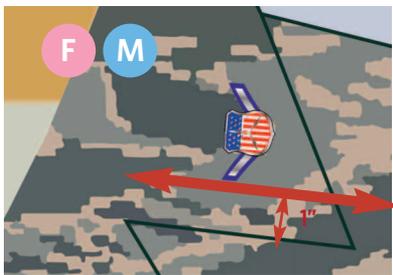
**Hair.** Hair must appear tapered and be trimmed to not touch the ears, collar, or eyebrows. Bangs cannot be visible when wearing headgear. Extreme or fad styles are prohibited. In general, the face must be clean shaven. Sideburns must be neatly trimmed and end before the bottom of the ear. A neatly trimmed mustache may also be worn.

**Jewelry.** Earrings are prohibited. Necklaces cannot be visible.

## AIRMAN BATTLE UNIFORM (ABUs)



**Chevrons** rest 1-inch from the collar edge, parallel to that edge and centered. Chevrons are worn on both collars and in the same manner on ABUs and Blues alike. Until you earn your first stripe, you won't wear anything on your collar.



**Cloth nametape** rests on but not over the right breast pocket of the ABUs. Do not cut the excess fabric but fold it under to prevent fraying.



**Cloth CAP tape** rests on but not over the left breast pocket of the ABUs. Do not cut the excess fabric but fold it under to prevent fraying.



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



**ABU pants** must be bloused over combat boots



## TEN TIPS for LOOKING SHARP

1. Keep your insignia in a special place at home.
2. Prepare your uniform the night before you wear it.
3. Trim loose strings from buttons, pockets, and belt loops.
4. Use spray starch when ironing.
5. Obtain "enforcers" or put cardboard behind your ribbons.
6. Check your appearance in a full-length mirror.
7. Keep a small cloth with you to dust your shoes and brass.
8. Check your gig-line upon exiting a car or restroom.
9. Avoid leaning against anything while in uniform.
10. Ask your wingman to double-check your uniform, and return the favor.

## CADET RIBBONS & BADGES



CAP Pilot Wings



Solo Badge



Pre-Solo Badge



Small UAS Wings



Cadet Small UAS Pre-Solo Badge



Model Rocketry Badge

All cadet ribbons are shown. Ribbons set atop the grey field are Achievements and Awards that cadets earn as they march along the path to Spaatz. A sampling of badges available to cadets is included. See CAPR 39-3 for information on how to earn these awards.



Cyber Badge



STEM Badge



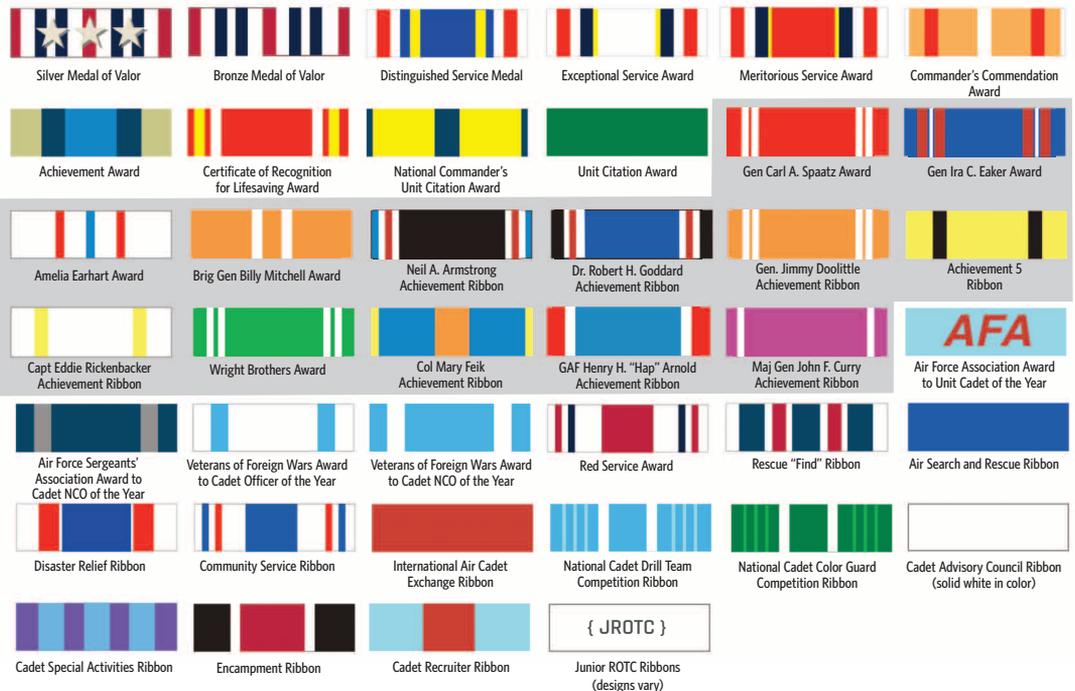
Ground Team Badge



Emergency Services Badge



Communications Badge



## ANNUAL CADET AWARDS

Listed below are some of the annual awards available to cadets. Award criteria is often flexible; also indicated is each award's suggested niche.

See [GoCivilAirPatrol.com/SpecialCadetAwards](http://GoCivilAirPatrol.com/SpecialCadetAwards) for more info.

### CAP Cadet of the Year

Best cadet overall, total membership duration

### Air Force Association Award to Outstanding Cadets

Cadet at any level performs in superior manner

### VFW Award to Outstanding Cadet Officers

Cadet officer lauded for leadership performance

### VFW Award to Outstanding Cadet NCOs

Excellence from a younger cadet NCO

### Air Force Sergeants' Association Award to Outstanding Cadet NCOs

Best overall cadet NCO, total membership duration

### CAP Cadet of the Month Award(s)

Outstanding performance by a cadet airman or NCO during the preceding month

# PRO TIPS

## What cadets say makes them successful

### SOCIAL MEDIA & YOU

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

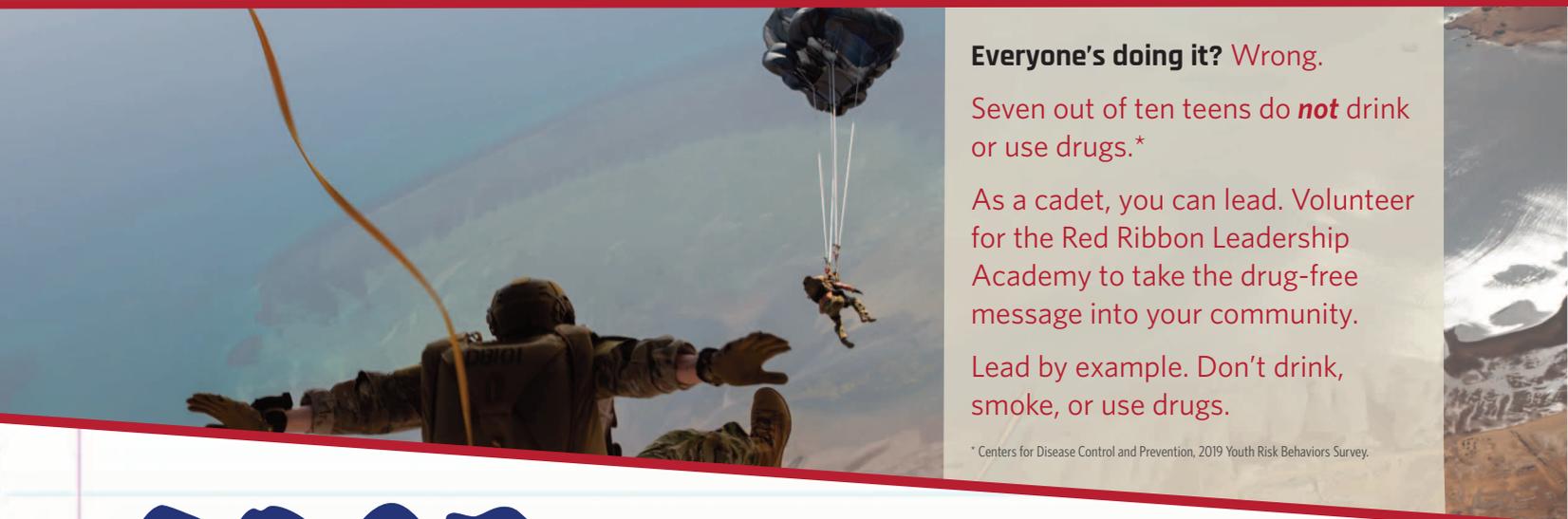
**Be respectful.** Don't bully anyone. Don't call people names or use profanity. Continue to address adults as sir or ma'am.

**Pause before you post.** Once something goes onto the web, it's there forever. If you're angry or frustrated, it's tempting to "get even." Online fights and flame wars reflect badly on you.

Before you post something, pause and think.

**Police your own.** Help make the web a positive space. If you see cadets behaving badly on the web, send a private message reminding them of our Core Values. If someone talks about self-harm or harming others, tell an adult. Be a leader.

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



**Everyone's doing it? Wrong.**

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

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

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

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

# SQ3R

## STUDY SKILLS to HELP YOU RANK-UP

### 1 SURVEY

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

### 2 QUESTION

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

### 3 READ

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

### 4 RECITE

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

### 5 REVIEW

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

*Studying is a process.*

## PERSONAL PRODUCTIVITY: *How to* “GET THINGS DONE”

“Young people are constantly plugged in and moving fast to make their mark on the world.” — CNN

No matter what your goals are, it’s a challenge to get things done, to keep up with all the “stuff” in your life. “Stuff” is anything that shouts for your attention:

- ◆ homework assignments
- ◆ big projects at school
- ◆ chores at home
- ◆ events with friends
- ◆ family events
- ◆ cadet promotion tasks
- ◆ cadet activities
- ◆ summer job schedule

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

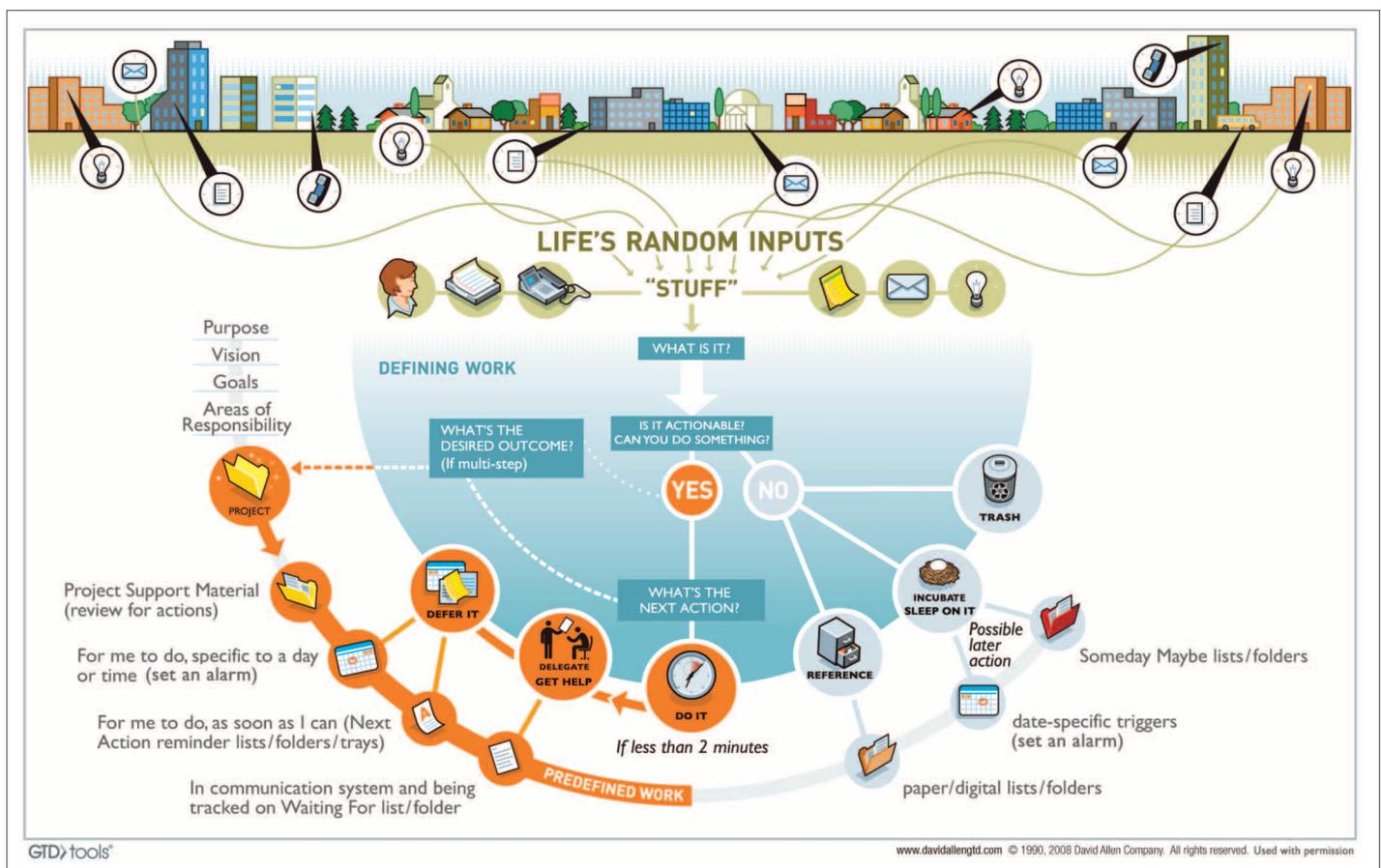
**Get a System.** To keep all this “stuff” straight, you need a system. You need to handle all the “stuff” in the same manner everyday. The good news is that having a system brings order to chaos, reduces stress, and help you achieve.

**“Getting Things Done”** The diagram below shows how the GTD system works. As “stuff” comes at you each day, begin to gather it into one place. Then, at a regular time

each day, go through that “bucket of stuff,” one item at a time. Look at each email or piece of paper or text message and ask, “What is this?” Follow the diagram below to decide how to handle that “stuff.” If you can take care of the thing in less than 2 minutes, do so right away. If you can’t, set it aside to do at on a specific day and time later. Set an alarm to remind you. Then put it out of your mind.

### Key principles of “Getting Things Done”

1. Get everything that has your attention out of your head and capture it in a trusted place.
2. Decide what very next specific thing you need to do to finish that project. Set an alarm with your computer.
3. Define and keep track of all the big projects and big commitments you have. Decide what’s a small task and what’s a big, multi-step project.
4. Consistently update and review your master list of commitments. This will free your mind because you’ll learn to trust your system of “getting things done.”



# The CADET FLIGHT PLAN



CAP is the best place for a young person to learn how to fly. What route should you take to move from cadet to pilot? Here's your suggested Cadet Flight Plan.

## FIRST CADET YEAR

1. Join CAP
2. Squadron Meetings
3. O-Flight
4. Rank-Up
5. Encampment  
**CEAP** can help you financially

## SECOND\* CADET YEAR

6. National Flight Academy  
**TOP Cadets** can help you financially
7. Nat'l Cadet Special Activities  
**Cadet Lift** can help you financially

## THIRD\* CADET YEAR & BEYOND

8. Private Pilot License  
**Cadet Wings** can help you financially
9. College **ROTC, Service Academies, or Scholarships** can help you financially
10. Professional Pilot

\* Minimum age requirements apply. "Second year" and "third year" headings are for illustration purposes only.

[GoCivilAirPatrol.com/CadetInvest](http://GoCivilAirPatrol.com/CadetInvest)

## MEET SOME OF CAP'S CADET WINGS GRADS



Cadet Vivek Uppoor  
Maryland  
Licensed Private Pilot  
Wings #17



Cadet Danielle Stone  
Montana  
Licensed Private Pilot  
Wings #21



Cadet Ian Gonzalez  
Puerto Rico  
Licensed Private Pilot  
Wings #27



Cadet Sarah Skjeveland  
Minnesota  
Licensed Private Pilot  
Wings #51

YOUR NAME HERE

Hometown  
Licensed Private Pilot  
Wings #??



## WHAT CAN YOU DO TO BECOME AN IDEAL CANDIDATE?

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

1. Complete the free Sporty's Learn to Fly Course available to CAP cadets, thanks to our friends at EAA Young Eagles.
2. Complete the free EAA virtual flight academy, also available courtesy of EAA Young Eagles.
3. Pass the FAA written exam, the Airman Knowledge Test. Our partners at EAA Young Eagles may be able to reimburse your costs.
4. Complete CAP's Aircraft Ground Handling course via eServices.
5. Obtain your FAA Medical Certificate, 3rd Class.

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

# If you want to fly, America needs you!



Spencer Platt / Getty Images

## AirForceTimes

### Air Force faces pilot shortage

Rachel S. Cohen March 6, 2023

The Air Force's pilot corps is shrinking. The service was 1,907 pilots short of its 21,000-person goal according to the latest data.

A web of factors that include commercial airline hiring, military flight instructor shortages, and the Air Force's shrinking fleet has entangled the service into a long-running pilot shortfall.

**"The Air Force is struggling to recruit pilots."**

The service has nibbled at the edges of a 2,000-pilot shortage for years. Each year, it hopes to employ about 13,000 active duty pilots, plus another 8,000 or so in the Air Guard and Reserve.

On the active duty side, about 6% of pilot slots sit empty and most of those job openings are in the fighter community.

The Guard and Reserve have an even wider gap, which has held steady at about 1,200 airmen across the two components. About 15% of Guard and Reserve pilot jobs are vacant.

This article has been condensed and was originally published under the headline, "Perennial pilot paucity puts Air Force in precarious position"

## The Dallas Morning News

### Worldwide pilot shortage alters travel industry

Kyle Arnold Sept. 26, 2022

Shortages across the airline industry are causing subtle and overt changes to the U.S. travel system. Cancellations are up and so are delays.

A shortage of pilots looming over the travel industry for nearly two decades is now the main constraint for airlines, forcing carriers to cut [COVID] recovery plans even though demand for flights is booming. Industry leaders say there is a need for about 14,000 new pilots every year, while only about 6,000 are being added.

**"It could take years to get the problem under control."**

"We expect to see a shortfall of 28,000 pilots over the next decade," said Chris Brown, vice president of the National Air Carriers Association. "We need a dialogue on solutions."

Airlines have responded by cutting flights this year. They've also said it could take years to get the problem under control.



## Texas Cadet is First Graduate of Cadet Wings Program

CAP.NEWS Jan. 24, 2019

Cadet Emma Herrington today became the first CAP cadet to earn her private pilot's certificate through the new Cadet Wings program funded by the U.S. Air Force.

"I had no idea my first flight with CAP would lead to many more. O-flights are the most important part of a cadet's journey through CAP, and most importantly, they are free."

Admission into Cadet Wings is ultra-competitive and based on merit. Herrington explains, "It gives aviation-crazy cadets who have drive and discipline the chance to get their license. It's the answer for those who cannot afford flight training but are desperate to fly."

"The best thing about Cadet Wings is that you're trained to fly CAP aircraft and all expenses are covered. Without the help of Cadet Wings, I would have been unable to afford my flight training," she said.



**"Cadet Wings is the answer for those who cannot afford flight training but are desperate to fly."**

# AWESOME SUMMER & BE



## SPECIAL ACTIVITIES

National Cadet Special Activities are one of the highlights of cadet life. These summer activities focus on career exploration, leadership skills, search and rescue training, STEM careers, and flying. Many immerse you in an Air Force career, while some camps focus on civilian opportunities.

To attend an NCSA cadets must achieve a certain age and rank, which varies, have completed an Encampment, and go through a selection process. Activities are announced in December for the following summer. [GoCivilAirPatrol.com](http://GoCivilAirPatrol.com) > Programs > Cadets > Activities.

### AIR FORCE CAREERS

- Civil Engineering Familiarization Course
- CAP National Cyber Academy
- Pararescue Orientation Course
- Space Command Familiarization Course
- Undergraduate Pilot Training Fam. Course

### LEADERSHIP & PUBLIC SERVICE CAREERS

- Cadet Officer School
- Civic Leadership Academy\*
- Hawk Mountain Ranger Search & Rescue School
- International Air Cadet Exchange
- National Character & Leadership Symposium\*
- National Emergency Services Academy

### AVIATION CAREERS

- Aircraft Manufacturing & Maintenance Academy
- Cadet Aviation Ground School
- Glider Flight Academies
- Powered Flight Academies
- National Blue Beret  
(EAA Airventure)

### TECHNOLOGY CAREERS

- E-Tech: Engineering Technologies Academy
- E-Tech: Robotics

Partial list; offerings vary year-to-year

\* Denotes a winter activity; announced in late September



## CYBER PATRIOT

Hackers are attacking our democracy. Ransomware is a new form of piracy robbing the economy. All around the world, computer networks are under siege. Who will defend civilization?

CyberPatriot challenges cadets to find and fix cybersecurity vulnerabilities in virtual operating systems. It's fun and can point you toward a great career.

Teams are scored on how secure they make their system. Top teams advance through online competition, and the best teams advance to the in-person National Finals Competition.

Don't know anything about cybersecurity yet? No problem. CyberPatriot will train you. > [Cyber.CAP.gov](http://Cyber.CAP.gov)



## BEYOND

## Thinking about the military, college, or flight training?

**THE ACADEMY**

Attending the U.S. Air Force Academy is a dream for many CAP cadets. The Academy offers a top-ranked education and a world of opportunity. If USAFA is your dream, start preparing now. **Earn your Mitchell Award** and apply for CAP's special path to the Academy through the USAFA Preparatory School.



*This could be you.*

**R.O.T.C.**

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

**ENLISTMENT**

The Air Force is proud of CAP cadets. If you **earn your Mitchell Award** and enlist in the Air Force, you'll be eligible to start out as an Airman First Class (E-3).

**COLLEGE & FLIGHT TRAINING**

Even if you're not interested in the military, CAP can help you prepare for your future through college and flight training scholarships. **Earn your Mitchell Award** to be competitive.

**10%**

of USAFA Cadets  
got started in CAP

[GoCivilAirPatrol.com/CadetInvest](http://GoCivilAirPatrol.com/CadetInvest)

**EMERGENCY SERVICES** *Help People in Need*

Cadets contribute to CAP search and rescue and humanitarian missions as qualified radio operators, ground team members, flight line marshals, and mission staff assistants. Cadets have been credited with locating downed aircraft, finding missing persons, helping in the wake of natural disasters, and saving lives. "ES" is serious business. If you're joining CAP at, say, age 16 or older, the ES mission might be for you. Opportunities vary by location, so talk with your squadron.

**Here's how to get started:**

1. Complete Achievement 1 and earn C/Amn.
2. Study CAP Regulations 60-3 and 173-3 and pass "CAP Test 116 General ES." You can do this on your own via [eServices > Online Learning > Learning Management System](#)





# CADET SUPER COURSE

| NEW CADETS START HERE   | PHASE I  |   |  |  | PHASE II   |  |  |   |  |  |
|---|--|---|--|--|--|--|--|---|--|--|
|   | ACHIEVEMENT 1  | ACHIEVEMENT 2   | ACHIEVEMENT 3  | WRIGHT BROS. AWARD   | ACHIEVEMENT 4  | ACHIEVEMENT 5  | ACHIEVEMENT 6  | ACHIEVEMENT 7   | ACHIEVEMENT 8  | BILLY MITCHELL AWARD   |
| <b>TRIAL PERIOD</b><br>Prospective cadets must attend three meetings before the commander approves their membership application. Training begins right away using <i>Cadet Great Start</i> . The <i>Cadet Welcome Course</i> should be completed as soon as practical after joining. The New Cadet Kit arrives at the cadet's home about two weeks after joining. | <br><b>MAJOR GENERAL JOHN F. CURRY</b><br>First National Commander of the Civil Air Patrol and a strong advocate for female aviators | <br><b>GENERAL - AIR FORCE HAP ARNOLD</b><br>Commanding general of U.S. Army Air Forces during World War II | <br><b>COLONEL MARY FEIK</b><br>Pioneer in the fields of aviation mechanics and engineering, and proud CAP volunteer | <br><b>ORVILLE &amp; WILBUR WRIGHT</b><br>First men to achieve powered, controlled, sustained, heavier-than-air flight | <br><b>CAPTAIN EDDIE RICKENBACKER</b><br>America's "Ace of Aces" during World War I; he wanted CAP cadets to know him as "Eddie" | Currently not named; reserved for a future aerospace pioneer | <br><b>GENERAL JIMMY DOOLITTLE</b><br>Pioneer in aeronautical engineering and leader of the World War II air raid on Tokyo | <br><b>DR. ROBERT H. GODDARD</b><br>The "Father of Modern Rocketry" and developer of the first liquid-fueled rocket | <br><b>NEIL ARMSTRONG</b><br>First man to set foot on the Moon, aboard Apollo 11 on July 20, 1969 - "One giant leap for mankind" | <br><b>BRIGADIER GENERAL BILLY MITCHELL</b><br>America's first vocal advocate for military airpower, he proved the airplane could sink ships |

| GRADE, INSIGNIA, & AWARDS |   |                                 |                            |                             |                                 |                              |                                     |                                    |                                    |   |
|---------------------------|---|---------------------------------|----------------------------|-----------------------------|---------------------------------|------------------------------|-------------------------------------|------------------------------------|------------------------------------|---|
| <b>CADET AIRMAN BASIC</b> | <b>CADET AIRMAN</b><br><small>Eligible for the Curry Uniform Voucher upon promotion to C/Airm</small> | <b>CADET AIRMAN FIRST CLASS</b> | <b>CADET SENIOR AIRMAN</b> | <b>CADET STAFF SERGEANT</b> | <b>CADET TECHNICAL SERGEANT</b> | <b>CADET MASTER SERGEANT</b> | <b>CADET SENIOR MASTER SERGEANT</b> | <b>CADET CHIEF MASTER SERGEANT</b> | <b>CADET CHIEF MASTER SERGEANT</b> | <b>CADET SECOND LIEUTENANT</b><br><small>Eligible for scholarships, Cadet Officer School and Civic Leadership Academy; eligible for E-3 in the USAF; eligible for promotion to 2d Lt as a senior member at age 21</small> |
|                           |   |                                 |                            |                             |                                 |                              |                                     |                                    |                                    |   |
|                           |   |                                 |                            |                             |                                 |                              |                                     |                                    |                                    |   |

| PROMOTION ELIGIBILITY REQUIREMENTS |  |  |  |   |  |  |  |  |   |  |
|------------------------------------|--|--|--|---|--|--|--|--|---|--|
| <b>LEADERSHIP</b>                  | <i>Learn to Lead</i> ch. 1<br>Cadet Interactive or Open-Book Test<br>Drill & Ceremonies Performance Test | <i>Learn to Lead</i> ch. 2<br>Cadet Interactive or Open-Book Test<br>Drill & Ceremonies Performance Test | <i>Learn to Lead</i> ch. 3<br>Cadet Interactive or Open-Book Test<br>Drill & Ceremonies Performance Test | <i>Learn to Lead</i> ch. 1-3<br>Comprehensive Closed-Book Exam<br>Comprehensive Drill & Ceremonies Performance Test | <i>Learn to Lead</i> ch. 4<br>Cadet Interactive or Open-Book Test<br>Drill & Ceremonies Performance Test | <i>Learn to Lead</i> ch. 5<br>Cadet Interactive or Open-Book Test<br>Drill & Ceremonies Performance Test | <i>Learn to Lead</i> ch. 6<br>Cadet Interactive or Open-Book Test<br>Drill & Ceremonies Performance Test | <i>Learn to Lead</i> ch. 7<br>Cadet Interactive or Open-Book Test<br>Drill & Ceremonies Performance Test | <i>Learn to Lead</i> ch. 8<br>Cadet Interactive or Open-Book Test<br>Performance Test<br>Speech & Essay | <i>Learn to Lead</i> ch. 4-8<br>Comprehensive Closed-Book Exam               |
| <b>AEROSPACE</b>                   | No Requirement   | <i>Aerospace Dimensions</i><br>Any Module<br>Cadet Interactive or Open-Book Test                         | <i>Aerospace Dimensions</i><br>Any Module<br>Cadet Interactive or Open-Book Test                         | No Requirement  | <i>Aerospace Dimensions</i><br>Any Module<br>Cadet Interactive or Open-Book Test                         | <i>Aerospace Dimensions</i><br>Any Module<br>Cadet Interactive or Open-Book Test                        | <i>Aerospace Dimensions</i><br>Modules 1-7<br>Comprehensive Closed-Book Exam |
| <b>FITNESS</b>                     | Attempt CPFT as a baseline   | Participate in 1 Activity & Have Attempted CPFT in Previous 180 days                                     | Participate in 1 Activity & Have Attempted CPFT in Previous 180 days                                     | Participate in 1 Activity & Have Attained HFZ in Previous 180 days  | Participate in 1 Activity & Have Attained HFZ in Previous 180 days                                       | Participate in 1 Activity & Have Attained HFZ in Previous 180 days                                       | Participate in 1 Activity & Have Attained HFZ in Previous 180 days                                       | Participate in 1 Activity & Have Attained HFZ in Previous 180 days                                       | Participate in 1 Activity & Have Attained HFZ in Previous 180 days                                      | Participate in 1 Activity & Have Attained HFZ in Previous 180 days           |
| <b>CHARACTER</b>                   | <i>Cadet Wingman Course</i>  | Participate in 1 Activity  | Participate in 1 Activity  | No Requirement  | Participate in 1 Activity  | Participate in 1 Activity   | No Requirement   |
| <b>SPECIAL</b>                     | <i>Cadet Welcome Course</i><br>Cadet Interactive or class  |  |  |   |  |  |  |  |   | Graduate Encampment (anytime prior)  |

NOTE: Phase II Kit ships to cadet within 3 weeks of earning Wright Bros. Award

| PRESIDENTIAL YOUTH FITNESS PROGRAM – HEALTHY FITNESS ZONE (HFZ) STANDARDS |                  |    |    |    |    |    |    |    |    |     |       |       |       |            |       |      |      |      |      |
|---|------------------|----|----|----|----|----|----|----|----|-----|-------|-------|-------|------------|-------|------|------|------|------|
| Fitness training and acclimation period<br>No CPFT performance standards  | PACER (20m laps) |    |    |    |    |    |    |    |    |     |       |       |       | RUN EITHER |       |      |      |      |      |
|   | AGE              | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18+ | 10    | 11    | 12    | 13         | 14    | 15   | 16   | 17   | 18+  |
|   | <b>MALE</b>      | 17 | 20 | 23 | 29 | 36 | 42 | 47 | 50 | 54  | 58    | 11:30 | 11:10 | 10:40      | 9:46  | 9:22 | 9:04 | 8:42 | 8:22 |
| <b>FEMALE</b>   | 17               | 20 | 23 | 25 | 27 | 30 | 32 | 35 | 38 | 42  | 11:30 | 11:10 | 10:40 | 10:20      | 10:09 | 9:58 | 9:46 | 9:34 | 9:22 |

| LEADERSHIP EXPECTATIONS        |  | Squadrons provide a feedback meeting using the CAPF 60-90 series forms at least once per Phase   |  |
|--------------------------------|--|--|--|
| <b>ATTITUDE</b>                | Displays a positive attitude; optimistic; enthusiastic; is team-oriented                         | Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority   |  |
| <b>CORE VALUES</b>             | Aware of the Core Values; honest; wears uniform properly; practices customs and courtesies       | Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader                                       |  |
| <b>COMMUNICATION SKILLS</b>    | Listens actively; attentive; asks good questions   | Proficient in informal public speaking (i.e., in giving directions to and training junior cadets)  |  |
| <b>SENSE OF RESPONSIBILITY</b> | Follows directions; dependable; arrives ready to learn and serve; effective in managing own time | Enforces standards; trustworthy in supervising a small team and leading them in fulfillment of a series of simple tasks; given a plan, is able to carry it out |  |
| <b>INTERPERSONAL SKILLS</b>    |  | Guides and coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss"   |  |
| <b>CRITICAL THINKING</b>       |  |  |  |
| <b>DELEGATION SKILLS</b>       |  |  |  |



| MINIMUM TIME IN GRADE excluding accelerated promotions for JROTC cadets |                         |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|---|-------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 3-week trial period<br>Cadet joins CAP                                  | Upon Joining<br>Jan '23 | + 8 weeks<br>Mar '23 | + 8 weeks<br>May '23 | + 8 weeks<br>Jul '23 | + 8 weeks<br>Sep '23 | + 8 weeks<br>Nov '23 | + 8 weeks<br>Jan '24 | + 8 weeks<br>Mar '24 | + 8 weeks<br>May '24 | + 8 weeks<br>Jul '24 |



## CAPP 60-20, New Cadet Guide June 2023

Supersedes: *New Cadet Guide*, September 2021  
Previous edition should not be used

### THE CADET OATH

I pledge that I will serve faithfully  
in the Civil Air Patrol Cadet Program  
and that I will attend meetings regularly,  
participate actively in unit activities,  
obey my officers,  
wear my uniform properly,  
and advance my education and training rapidly  
to prepare myself to be of service  
to my community, state, and nation.

### SUGGESTIONS FOR LOCAL LEADERS

The *New Cadet Guide* is a training text for newcomers participating in Cadet Great Start and a reference aid to support a cadet throughout his or her first year.

The suggested best practice is for squadrons to keep a supply of *Guides* on hand by printing them locally or purchasing them from Vanguard.

When prospective cadets attend their second CAP meeting, thereby showing a sincere interest in becoming a cadet, the squadron should provide each newcomer with this *Guide*. Use it as a textbook, training aid, and take-home resource until the cadet's New Cadet Kit arrives in the mail.

At that time, squadrons may want to recoup that fresh copy of the *Guide* to replenish their supply for the next Cadet Great Start cohort.



**CIVIL AIR PATROL**  
CADET PROGRAMS