NAME OF CADET: **FLIGHT:**

Student OI and Workbook

4th Training Wing
Eagles

Winter Tri-Wing Encampment 2023
Civil Air Patrol ★ United States Air Force Auxiliary



"Setting the standard for all to come."

CADET COMMANDER'S WELCOME

On behalf of the Tri-Wing Encampment 4th Training Wing Cadet Executive Cadre, I would like to welcome you to the 2023 Winter Tri-Wing Encampment! These 3 weekends that you spend here will be one of the most challenging but most rewarding experiences in your cadet career.

Your Cadet Cadre have trained extensively and will do everything they can to support you, but the only person that can push you through this encampment, is you. Take pride that you have taken on a challenge, and know that in doing so you have already distinguished yourself from your peers. Take this encampment one day at a time and work with your team to succeed. Above all, remember Civil Air Patrol's Core Values: Integrity, Volunteer Service, Excellence and Respect.

Good luck Eagles and I look forward to seeing you at graduation!

Matthew Gray, C/Lt Col
4th Training Wing Cadet Commander
2023 Winter Tri-Wing Encampment

OVERVIEW

This workbook has been designed as part of your academic curriculum here at encampment. It is a tool for you to use to gain knowledge about many of the important topics and skills covered this week. Be aware that this workbook will be inspected daily.

You will find all of the information in this workbook to be useful not only during this encampment but throughout your CAP career. In many sections, portions of the CAP regulations or manuals have been reproduced. *Do not mistake these for the regulations themselves*. If you have a question – look it up! Do not rely on this document as your sole source of information or as the final authoritative word on matters pertaining to the administration of CAP.

Your Flight Staff will help you complete this book throughout the week. Answer every question by carefully reading all the information. Do not take the easy route and simply wait for your Flight Staff to give you the answers. While possible, it is not the route of a cadet with integrity, discipline, or honesty. Good scores are an integral part of succeeding at encampment.

Lastly, much of this information will appear in the final examination. That examination is the basis for the Honor Cadet, Honor Flight & Warrior Flight, and Honor Squadron awards. Discipline yourself, demand excellence, and you will succeed.

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Section 1: Chain of Command

Day ONE

Squadron Commander:	_____
First Sergeant:	_____
Flight Commander:	_____
Flight Sergeant:	_____

Day TWO

Cadet Programs and Training Officer:	C/2d Lt Aidan Hoerl
Cadet Deputy Commander for Operations:	C/Lt Col Ariana E. Moretz, CAP
Cadet Deputy Commander for Support:	C/Capt Jacob Stigdon, CAP
Cadet Commander:	C/Lt Col Matthew M. Gray, CAP

Day THREE

Commandant of Cadets:	2d Lt Erin Lavelle, CAP
Encampment Commander:	Capt Nathan Rolfe, CAP
Mid-Atlantic Region, Commander:	Col Eugene L. Egry, CAP
Commander, Civil Air Patrol:	Maj Gen Edward D. Phelka, CAP

Day FOUR

Commander, 1st Air Force:	Lt Gen Kirk S. Pierce
Commander, Air Combat Command:	Gen Mark D. Kelly
Chief of Staff of the U.S. Air Force:	Gen Charles Q. Brown, Jr.

Day FIVE

Secretary of the Air Force:	The Honorable Frank Kendall III
Secretary of Defense:	The Honorable Lloyd J. Austin III
Commander-In-Chief:	The Honorable Joseph R. Biden

Section 2: Memory Work

2.1 Cadet Oath - DAY ONE

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.

2.2 CAP Core Values - DAY ONE

Integrity, Volunteer Service, Excellence, Respect

2.3 Air Force Song (First Verse) - DAY ONE
Off we go into the wild blue yonder,
Climbing high into the sun;
Here they come zooming to meet our thunder,
At 'em now, Give 'em the gun! (Give 'em the gun, Hey!)
Down we dive, spouting our flame from under,
Off with one helluva roar!
We live in fame or go down in flame. Hey!
Nothing'll stop the U.S. Air Force!

2.4 Encampment Honor Code - DAY TWO
“We will not Lie, Steal, or Cheat, nor tolerate among us anyone who does.”

2.5 CAP Motto - DAY TWO
Semper Vigilans (Always Vigilant)

2.6 CAP Founding Date - DAY TWO
The Civil Air Patrol was founded on 1 December, 1941.

2.7 CAP Mission’s - DAY THREE
Aerospace Education, Cadet Programs, Emergency Services

2.8 Definition of Military Discipline - DAY THREE
The mental attitude and state of training which renders willing obedience instinctive under all conditions.

2.9 Definition of Leadership - DAY THREE
The art and science of influencing and directing people to accomplish the assigned mission.

2.10 Air Force Core Values - DAY FOUR
Integrity First, Service Before Self, and Excellence In All We Do

2.11 CAP Uniform Manual - DAY FOUR
CAPR 39-1

2.12 CAP Drill and Ceremonies Pamphlet - DAY FOUR
CAPP 60-33

2.13 Milestone Aerospace Leaders - DAY FIVE
Orville & Wilbur Wright - First men to achieve powered, controlled, sustained, heavier-than air flight
Brig Gen Billy Mitchell - America's first vocal advocate for military airpower, he proved the airplane could sink ships
Amelia Earhart - Record-setting female pilot and writer who was lost while attempting to fly around the world
Gen Ira C. Eaker - Army Air Forces general and advocate of strategic bombardment during World War II
Gen Carl A. Spaatz - First Chief of Staff of the United States Air Force and first Chairman of the CAP National Board

Section 3: General Information

3.1 The OI – Cadets will become familiar with the contents of the Operating Instructions (OI) immediately upon arrival at Encampment.

3.2 Introduction – By nature, Tri-Wing Encampment is a rigorous training exercise. It is designed to challenge each cadet physically and mentally. It is the most important, single challenge that a cadet must meet before attaining the coveted General Billy Mitchell award, which promotes them to a cadet officer. Credit for successful completion of a CAP Encampment must be earned; it is not automatically granted for simply attending the Encampment. Your performance will be evaluated throughout the week.

3.3 Motor Vehicles – Any cadet who brings a motor vehicle to the Encampment must be aware that they cannot use the vehicle during the activity. It will be parked, locked and the keys turned in to the Encampment Personnel Cadre.

3.4 Contraband Items – You will have your personal belongings inspected for unauthorized items by a senior member of the same sex. These items include but are not limited to: knives, flame producing devices, drugs (non-prescribed, including over the counter medication), tobacco, alcohol, pornography, food and personal electronic devices (watches, cell phones, pagers, iPods, radios, etc.). Items will be stored in a safe place and returned at out-processing. Money will be collected, stored, and returned at the end of the Encampment. However, food will be discarded.

3.5 Dismissal or Withdrawal – Cadets agree to hold themselves to a higher standard of conduct. Misconduct may subject a cadet to dismissal from the Encampment without credit under the provisions of CAPP 60-71. The Encampment Commander or his/her designee will base dismissal on a thorough and impartial investigation. A cadet will be permitted to withdraw from Encampment without repercussions, for reasons of sickness or hardship. Encampment credit cannot be granted to a cadet who withdraws unless he/she has satisfactorily completed at least **80%** of the scheduled training.

3.6 Protocol – At encampment, you will carry with you at all times, your CAP ID, a writing pad, water bottle, pen/pencil, and this OI, except when showering or at PT.

3.7 Personal Time – Personal time is based on the Encampment schedule. During this time cadre will not task students. Examples of appropriate activities: shining shoes, preparing for inspection, and helping fellow students with drill or memory work. Students will conduct themselves appropriately. Horseplay will not be tolerated!

3.8 Religious Accommodations – All cadets may attend the religious service of their faith on the appropriate day. A CAP chaplain will be available upon request.

3.9 Offenses

CLASS A OFFENSES:

1. Possession or use of alcohol, tobacco products, drugs or weapons of any kind.
2. Possession of pornography in any form.
3. Willful damage or theft of Government, CAP, or private property.
4. Fighting.
5. Gambling.
6. Honor Code violations (lying, cheating or stealing).
7. Flagrantly unsafe acts.
8. Improper sexual contact or other gross immorality.
9. Gross neglect of duty.
10. Being AWOL from Encampment or any scheduled activity.
11. Discrimination of any Sort
12. Any Class B offense committed under aggravated circumstances, such as repeated misconduct of the same sort.

CLASS B OFFENSES:

1. Public displays of affection.
2. Sleeping during class
3. Insubordination or disrespect to cadet or senior NCOs/officers.
4. Absent from bed during bed check.
5. Creating a disturbance.
6. Late to class or formation.
7. Disrespect to the National Colors (American flag).
8. Unauthorized possession of food, candy, gum, sodas, etc.
9. Use of obscenity or profanity.
10. Being in areas off limits to cadets.
11. Improper/sloppy uniform or personal appearance.
12. Personal areas not neat or in conformity with Operational Instructions (OI)
13. Improper conduct in mess hall or waste of food.
14. Talking in formation.
15. Chewing gum.
16. Violations of OI; conduct unbecoming of a cadet contrary to the prejudice of good order and discipline.

Section 4: Safety

4.1 It is the responsibility of every cadet and senior member at Encampment to promote and observe all safety precautions.

4.2 Safety violations may be reported through normal channels or a cadet may go directly to his/her Training Officer.

4.3 Barracks The following is a partial list of general safety rules for use while in the barracks.

1. Running is not permitted inside buildings.
2. Electrical appliances will be unplugged when not used.
3. All personnel will be aware of the fire procedures in their area at all times, e.g. evacuation routes, fire telephone number, etc.
4. All emergency situations must be reported to your immediate superior.
5. While sleeping, cadets will have their gym shoes untied and placed next to their beds. This allows cadets to quickly put on their shoes if there is an evacuation.

4.4 If the fire alarm sounds or if a fire threat is imminent

1. If the alarm sounds during the night, don't attempt to put your uniform on. Put your PT shoes on, and exit the building as quickly as possible.
2. You must be sure that your roommate has exited as well.
3. Flight cadre and staff will direct you as to which way to exit. DO NOT RUN, but move quickly.
4. Always wear PT shorts and a T-shirt when sleeping in the barracks in case you must leave the building quickly.

Section 5: Attendance

5.1 Absence from duty Only the Encampment Commander, Commandant of Cadets, Medical Officer or the cadets' Training Officer may excuse cadets from duty or formations. Any cadet excused from duty or formation will receive written notice confirming their status. They will notify their Flight Commander and report to their Training Officer. At all formations, the Flight Commander will report all absences as directed. When a cadet misses a part of a training session, he/she will attend as much of the remaining portion as possible. All absences will be written and passed up the chain of command to the C/DCO.

5.2 Graduation Requirements As stated in CAPP 60-71, Chapter 5, Paragraph 5.1(d), cadets must actively participate in at least 34 contact hours (amounting to approximately 80% of the course), adhere to the Core Values, and complete all academic assignments to the satisfaction of the Encampment cadre in order to become eligible for graduation credit. The Encampment Commander is the final authority in determining which participants earn graduation or attendance credit.

Section 6: Customs and Courtesies

6.1 Cadets will quickly and silently remove headgear immediately upon entry into a building. Headgear is not worn indoors or on a flight line. Headgear is worn under awnings, covered walkways, and covered porches.

6.2 At no time shall any cadet walk on the grass unless within the flight or directed to do so by a cadre member.

6.3 When you pass a higher ranking officer outdoors and not in formation, you must salute and issue a verbal greeting appropriate for the time of day. Doing so **does not require stopping (except for certain exceptions indoors)**: a cadet can greet and salute while continuing to move to their destination. If both hands are full, you will not attempt to salute, but will still issue an appropriate verbal greeting. For example, an appropriate verbal greeting means saying, "*Good Morning Sir/Ma'am/Sgt*", "*Good Afternoon Sir/Ma'am/Sgt*", or "*Good Evening Sir/Ma'am/Sgt*". Morning shall be defined as any time before lunch, afternoon is any time between lunch and dinner, and evening is between dinner and lights out. Outdoors include awnings, porches, and covered walkways. A hand salute will not be rendered indoors except when reporting. Instead, offer the appropriate verbal greeting.

6.4 All cadet and senior member officers will be addressed as "*Sir*" or "*Ma'am*", accordingly. Additionally, all cadre may also be addressed by their title, e.g., "*Sergeant Jones*", "*Colonel Smith.*"

6.5 When attending classes and tours, you will treat instructors with the utmost courtesy and respect, regardless of rank and whether they are in CAP, the military, or are civilians. They will be addressed as sir, ma'am, or with the appropriate title and last name (rank and name or Mr./Mrs./Ms. and last name), unless they instruct you otherwise.

6.6 When answering a question cadets will stand at attention and use proper customs and courtesies towards the instructor, e.g., "*Answer to question*, Sir/Ma'am."

6.7 Cadets will stand at attention when addressing or being addressed by an officer, and at parade rest when addressing or being addressed by an NCO.

6.8 Students will not be seated in classrooms until directed to do so. They will stand at parade rest behind or in front their chairs until directed to sit. Students will not enter vehicles until directed to do so. They will stand at parade rest outside the vehicle.

6.9 Reporting procedures. Knock once on the door and wait for permission to enter. Position yourself two paces or 4 feet from the officer or the desk. Salute and say "*Sir/Ma'am, Cadet (Last Name) reporting as ordered.*" Drop your salute after it has been returned. Converse professionally, using the proper courtesies. When your business is completed, ask if that will be all, come to attention (if not already), and take one step backward. Salute and render the greeting of the day and wait to have your salute returned, execute an about face and exit the area.

6.10 All senior and cadet cadre should be treated with respect and receive the same customs and courtesies as the cadets own cadre.

Section 7: Organization

7.1 Structure – The Encampment is organized as a wing, with subordinate squadrons and flights. The flight is the basic training unit of the Encampment.

7.2 Cadet Cadre – The Cadet Cadre is selected through a thorough application and training process, meaning only the best are brought on as Cadre at Tri-Wing Encampment. All cadet cadre members will have attended at least one previous Encampment or have received credit for an equivalent.

7.3 Training Officer – The Training Officer (T.O.) is a Senior Member assigned to observe and mentor members of the flight. The health and wellbeing of the cadets within the flight is the responsibility of the Training Officer in coordination with the Flight Cadre. Each cadet may look to him or her for guidance with any problem if they are uncomfortable with approaching the Flight Cadre.

7.4 Chain of Command – A cadet desiring to report to a higher level of command will do so through all intermediate echelons of command. If a cadet desires to talk to their Training Officer or a Chaplain, they may do so by making a request to their Flight Sergeant or Flight Commander.

7.5 In-Flight positions – You will have the opportunity to serve in a leadership role in some capacity during the Encampment. If you perform well, you may be selected to become an element leader, road guard, or guidon bearer. Your flight cadre will brief you on the rules, restrictions, duration, and details for each position.

Section 8: Training

8.1 Course Content The course content at the Encampment will include at least the following:

USAF-CAP Relationship	Attitude and Discipline	Drill and Ceremonies	CAP Organization & Mission
Physical Training	Opportunities in CAP	Customs and Courtesies	Drug Awareness
Character Development	Emergency Services	Wear of the CAP uniform	Encampment Electives

8.2 Drill and Ceremonies – You will be taught basic drill and ceremonies at the flight and squadron levels. It is your duty to learn these drill movements and perform them along with your flight. Since drilling as a flight will be your primary mode of transportation, both you and your flight will be continuously evaluated on your performance in this area.

8.3 Examinations – There will be a final examination on the last full day of the Encampment. This test is used to measure the effectiveness of the academic training effort. This test is also the basis for awards in the academic excellence category as well as a contributing factor towards Honor Squadron and Honor Flight of the Encampment. Graduation is not based solely on these exams. If you are reading this, write "Eagles" at the bottom right of the first page of your final exam you will take on the last day. Encourage your flight mates to read their OI, but do not specifically tell them this information.

8.4 Evaluation – Students are evaluated constantly by the Encampment Cadre from the moment they arrive until they depart. Evaluation of your performance will be based on leadership, teamwork, drill and ceremonies, academics, activities, and physical training.

Section 9: Uniform and Appearance

9.1 Grooming Standards – All members of CAP must be well groomed and assure that their personal appearance at all times reflects proper credit upon themselves and CAP. The established grooming standards are published in CAPR 39-1.

9.2 General Appearance – Cadets will be in proper uniform at all times. Cadets are expected to maintain a high standard of appearance. Uniforms will be neat and clean at all times. All buttons, except the neck button, will be buttoned. No items will be carried in shirt pockets. Uniforms will be worn in accordance with CAPR 39-1.

9.3 Uniforms – The uniform combinations to be worn during Encampment are outlined in the Pre-Encampment Guide.

1. Short Sleeve Blues Uniform (Blues) – Consult the CAPR 39-1 for a complete description
2. Airman Battle Uniform (ABU) – The utility uniform. You will wear this uniform for most of the Encampment. Consult the CAPR 39-1 for a complete description.
3. Physical Training/Barracks Uniform. Consists of a tan shirt, black athletic shorts, white gym socks, athletic shoes, and undergarments as appropriate.

Section 10: Barracks Procedures

10.1 Cadets will be familiar with all items on the flight bulletin board, if available.

10.2 Cadets will **move to the side** and stand at attention (for officers) or parade rest (for cadre NCOs) in passageways to allow cadre members to pass and will issue a proper greeting of the day.

10.3 Unnecessary noise, or horseplay, will not be permitted in the barracks at any time.

10.4 Barracks areas will be kept clean and in inspection order between morning formation and closing formation daily. 'Inspection order' means free from dirt and with clothing, beds, and other material in accordance with Stan/Eval standards. Bathrooms will be kept in meticulous order. Stains, trash, unflushed toilets, paper towels, or other dirt will not be accepted at any time.

10.5 Cadets must sleep in their own beds, between the sheets. Cadets will remain in bed between Taps (lights out) and Reveille with the exception of using the restroom, or an emergency.

10.6 There will be **NO talking after lights out**.

10.7 Rooms will be evaluated daily based on dorm room standards.

10.8 Cadets should discuss issues and comments about their scores with their flight cadre.

10.9 Cadets **must have their door open at all times.**

10.10 Cadets will turn lights off when leaving the room.

10.11 Windows and blinds are to remain closed at all times, unless temperature is an issue.

Section 11: Physical Training (PT)

11.1 PT is an integral part of the Encampment experience. PT will occur daily and consist of various activities similar to those conducted at the home squadron. If you feel as though you are injured and or feeling ill you must inform your flight staff. PT is a required part of the Encampment curriculum and contributes to graduation requirements.

11.2 **Conducting PT** – During Encampment, students will perform PT with their flight or squadron. The cadet cadre will conduct the exercises as follows:

1. The cadre member will announce: "*The first (next) exercise of the day will be [name of exercise].*" Students will echo the name of the exercise followed by the title of instructor.

2. The cadre member will announce: "*This is a ___-count exercise. I will count the cadence and you will count the repetitions."*
3. The cadre member will then announce: *"The exercise will be performed as follows [demonstrates/explains exercise]. The ready position is [position]. Ready position, MOVE!"* Students will immediately assume the correct position.
4. The cadre member will then give the command "*Ready, BEGIN!"* Students and cadre will start performing the exercise.
5. The cadre member will call the cadence. At the end of each repetition, the cadets will sound off with the number of repetitions completed.
6. At the completion of all repetitions, the cadre member will command "*RECOVER,"* and students will return to the position of attention and reply, "*AIRPOWER!"*

Section 12: Meals

12.1 At meal time, all cadets will enter the dining hall in a column of files. When the line halts, cadets will assume the position of parade rest. In order to move forward, cadets will come to attention, march forward, and again assume the position of parade rest once the line halts. Cadets will snap to attention when addressed by cadre members. Cadets will be considered "in formation" until they enter the armory.

12.2 After receiving food, cadets will proceed to the most distant empty chair in the designated area of the dining hall. Cadets will not start a new table until the current open table is filled.

12.3 Cadets will stand at parade rest behind the chair until the table is filled unless instructed otherwise by a cadre member. When all places are taken, the last person to arrive will quietly say, "Seats." Cadets may now begin eating. Other than plates, cadets will not put other items (e.g. hats, road guard vests, binders etc.) on the table. The best place for these items is under the chair.

12.4 Only one hand will be used for eating. The other will be kept in lap except when cutting meat, buttering bread, etc.

12.5 No cadet will be denied any portion of his/her meal. Take what you want and eat what you take. Seconds may be obtained with permission from your cadet cadre.

12.6 Cadets will not consume carbonated beverages or coffee unless given permission by their flight cadre.

Section 13: Restrictions

13.1 Cadets shall not gamble, smoke, use any drugs or tobacco, electronic cigarettes, or consume alcohol at any time during the Encampment.

13.2 The use of any non-prescription medications by a minor must be authorized by a physician before being taken at Encampment.

13.3 Cadets will not engage in conversation with any other cadet outside of his/her assigned squadron except in accomplishment of official and authorized business.

13.4 Cadets will not leave the barracks at any time except when authorized. Cadets will march and square corners at all times.

13.5 Sunglasses will not be worn in uniform unless the Health Services Officer or a designated representative authorizes them.

13.6 Computers, smart watches, cell phones, alarm clock radios, and any other personal entertainment devices will not be used anytime during the Encampment and will be turned in at check-in.

Section 14: Awards

14.1 An award is a formal recognition of outstanding performance or capability. There are two kinds of awards: individual and group. Below is a list of possible awards that may be given out at Encampment to outstanding members or groups. (Awards List is still under review)

14.2 Encampment Individual Student Awards.
1. LCpl. James W. Higgins, Jr Honor Cadet (Eagle Award)
2. Honor Cadet Award – Each Flight
3. Most Improved Cadet
4. Warrior Cadet

14.3 Encampment Individual Cadre Awards.
1. Most outstanding Leadership Team Award (Flight sergeant, Flight Commander, Squadron Commander)
2. (Mary S. Feik) Mentor Award
3. Commandant of Cadets Leadership Award

14.3 Daily Group Awards.
1. Honor Flight

14.5 Encampment Group Awards.
1. Drill Competition Champions
2. Academic Champions
3. Inspections Champions
4. Honor Flight

Section 15: On Circle Room Standards

15.1 Bunks – The cadet sleeping on the bottom bunk will sleep with their head closest to the wall with a window. The cadet sleeping on the top bunk will sleep with their head closest to the door.

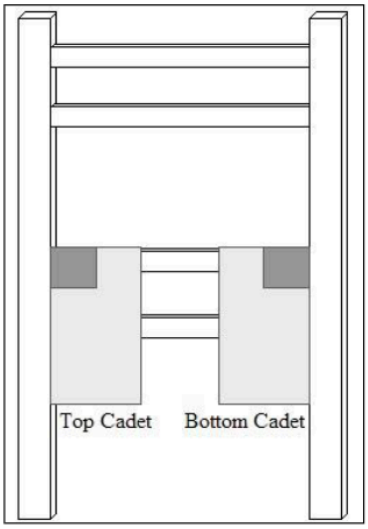


The bunk is expected to have tight sheets with no wrinkles and proper hospital corners. The bunk collar is to be six inches and located eighteen inches from the top of the mattress as shown in the above diagram. The pillow will be centered, and the pillowcase smoothed.

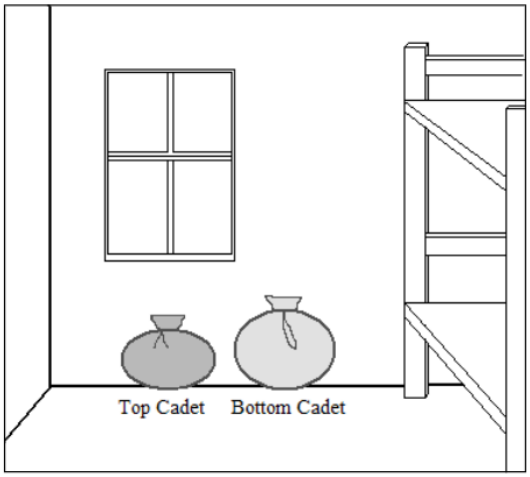
15.2 Wet Towels, Washcloths, and Laundry Bags – Any wet towels or washcloths will be neatly hung over the middle rail of the bunk. The towel will be folded in half lengthwise once and hung over said rail. If necessary, the washcloth will be folded in half and hung on top of the towel. The fold of the towel will be flush with the vertical beam of the bunk. Any excess of the towel will be pulled through the railing to lie alongside the outside of the bunk so that no part of the towel is touching the mattress. The towels will be hung on the end of the bunk nearest the door as shown in the diagram.

The laundry bags will be placed between the bunk and the wall underneath the window pressed firmly against the wall. When looking into the room from the doorway, the bag of the cadet on the top bunk will be on the left, and the bag of the cadet on the bottom bunk will be on the right. Empty laundry bags should be folded neatly and still placed in the same spot against the wall.

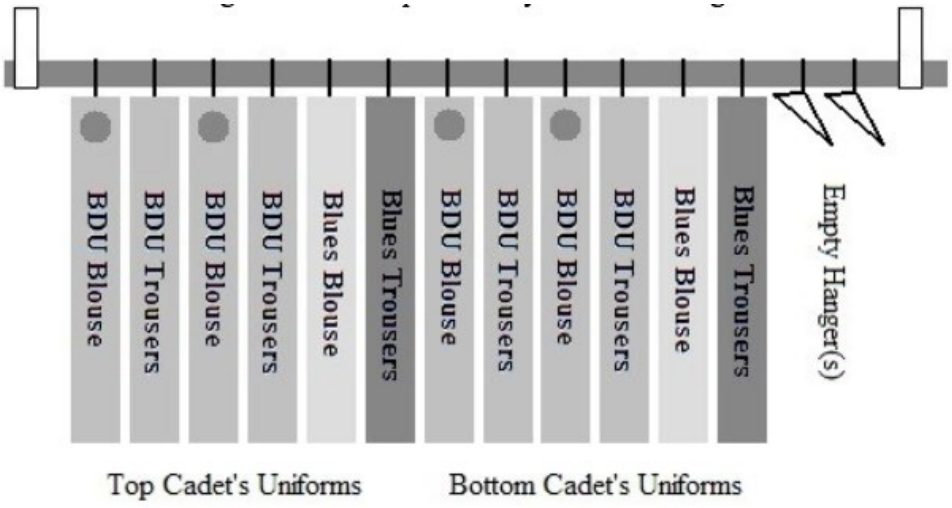
Towel/Washcloth Diagram



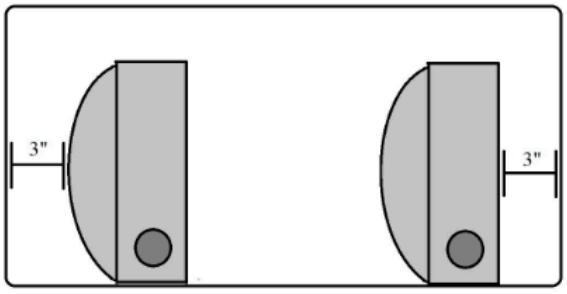
Laundry Bag Placement Diagram



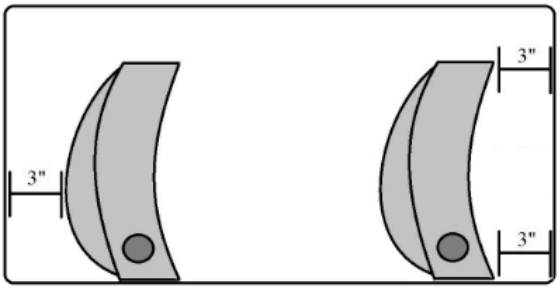
15.3 Hanging Rod – All hanging uniforms will be buttoned as if the cadet were wearing it (don't button top button), with the left sleeve facing outward towards the room. Pants will have the waist half on the viewer's left and the pants' fly facing outwards. The pant legs and waist should be folded as evenly as possible over the hanger. The hangers will be evenly spaced over the entire length of the bar given to the cadet. The top cadet will have the half of the hanging rod to the viewer's left and the bottom cadet to the right. If only one cadet is occupying a room, that cadet will hang their uniforms starting from the left side of the hanging rod. No insignia, name plates, or devices, will be left on the uniforms while hanging unless sewn on. Uniforms will be hung in the order specified by the below diagram. Each room shall have no more than four empty hangers on the rod.



15.4 Shelf Above the Hanging Rod – Each cap should be placed as shown three inches from the front and side edges of the shelf, except for flight caps which will only be measured from the side edges. The top cadet will have the left side and the bottom cadet the right side. Flight caps should be flush with the front edge of the shelf and placed with the hat device facing upwards. Note that for females since the female flight cap is curved the three inches from the edges of the shelf must be measured from the bottom and top edges of the cap.

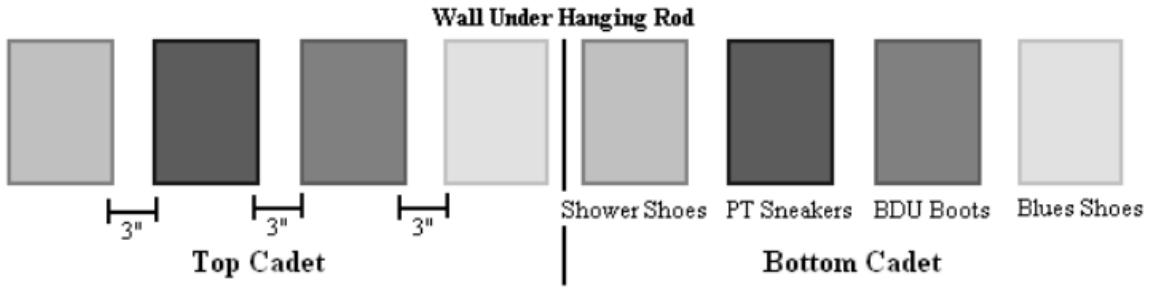


Male Cover Placement Diagram



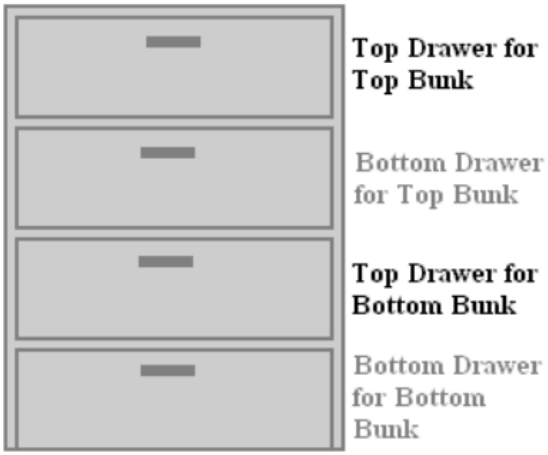
Female Cover Placement Diagram

15.5 Placement of Shoes – Shoes will be placed under the hanging rod in the order specified. Each pair shall be three inches away from the next pair. This measurement will be taken from the widest part of each pair. Each shoe shall be firmly pressed against its partner and the heels shall be flush with the wall. Shoes shall be fully laced but untied, laces tucked neatly into the shoe. The bottom cadet's shoes will be on the right. The top cadet's shoes will be on the left. If the bottom cadet's shoes are closer to the dresser, the end pair will be flush with the edge of the dresser. If it is the top cadet's shoes that are closer to the dresser, then their end pair will be flush to the edge of the dresser. When a pair of shoes is being worn, the next pair will fill in its space so that there are no empty spaces. If there is only one cadet occupying the room, the cadet will put their shoes flush to the dresser, regardless of which bunk they are sleeping in.

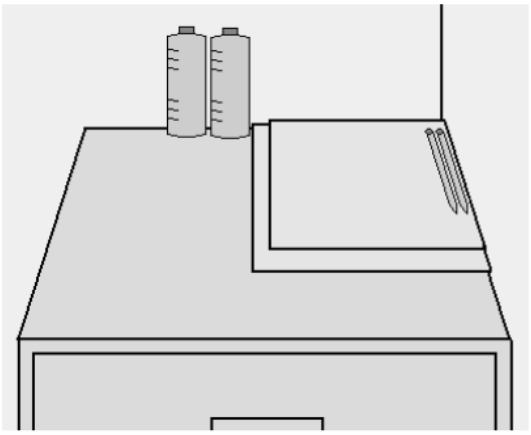


15.6 Drawers – Items placed in the drawers assigned to a cadet will be observed for proper placement and organization and not measured. No deductions will be made for missing items. If a cadet is missing an item, they should leave that space empty as though it was there. Clothing should be folded or rolled neatly and stacked. If a cadet possesses an item that is not specified on the included diagrams, that item will either go in the "other personal items" space or in the cadet's suitcase and stored away.

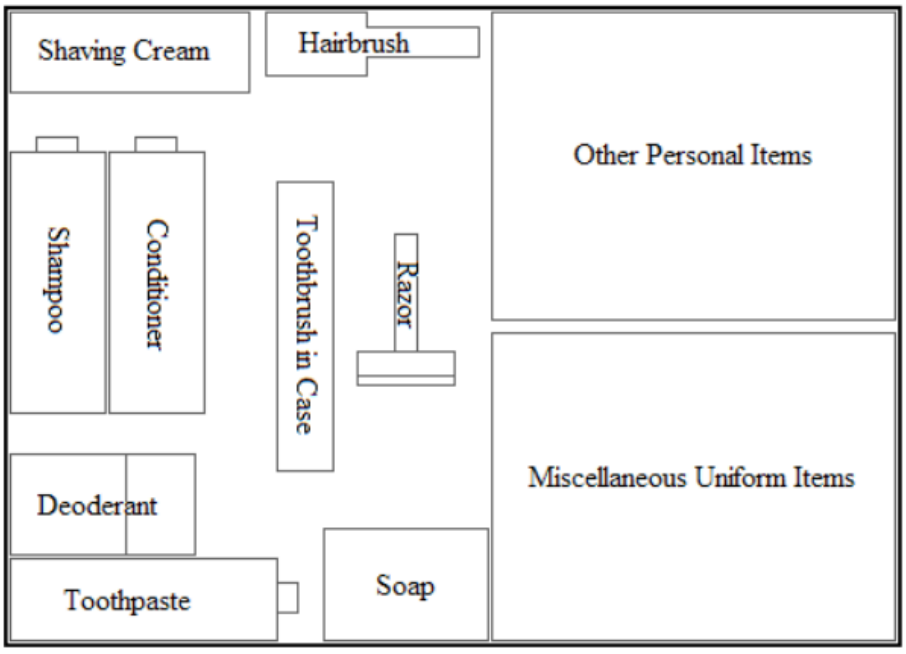
15.6.1 Dresser Drawers – Cadets are assigned to the dresser drawers as illustrated in the diagram below. The cadet on the top bunk will use the top two drawers and the cadet on the bottom bunk will use the bottom two drawers.



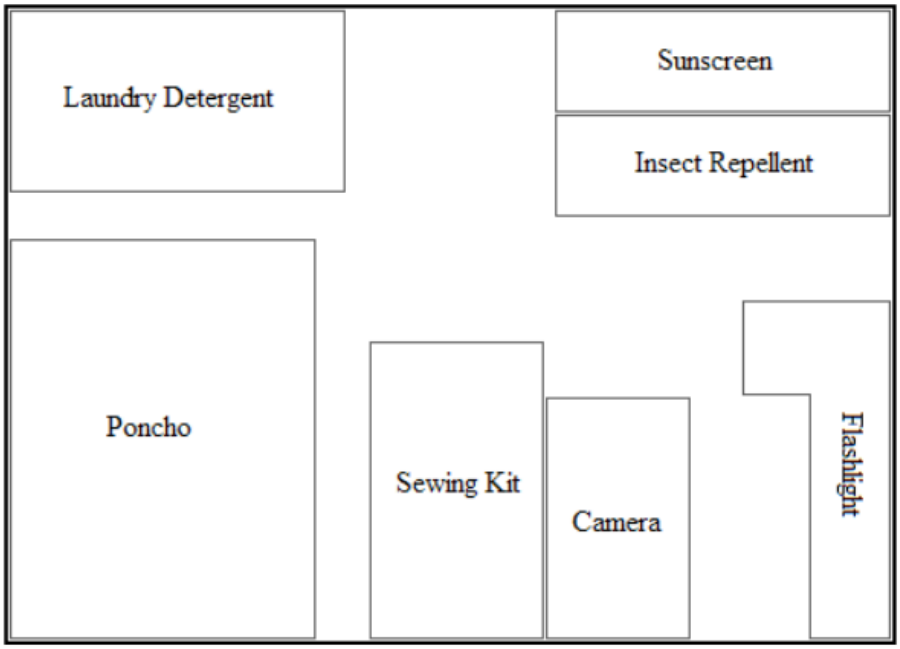
15.6.2 Top of Dresser – Only the following items are to be placed on top of the dresser: the cadets' notebooks, writing utensils, and water bottles when not in use. The notebooks should be flush against the walls to the back corner of the dresser top. Writing utensils should be placed on top of the notepads also flush against the wall. The cadets' water bottles should be placed as shown in the diagram.



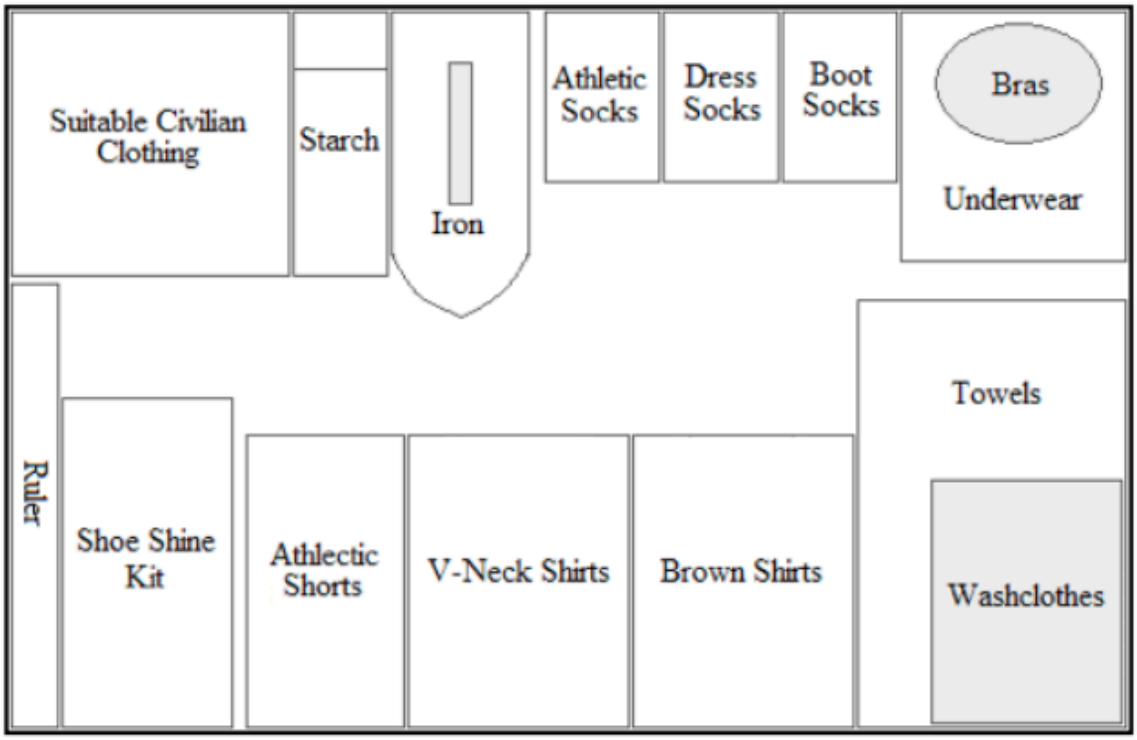
15.6.3 Top Drawer – The top drawer will be arranged as follows:



15.6.4 Bottom Drawer – The bottom drawer will be arranged as follows:



15.6.5 Drawer Beneath Bunks – The drawer under the bunk should be arranged as follows, with the top cadet using the drawer to the viewer's left and the bottom cadet using the drawer to the viewer's right.



4th Training Wing Workbook

Chapter 1 - Customs and Courtesies

Customs and courtesies are used to convey commitment to a sense of teamwork that is built on a foundation of mutual respect. They reinforce the Core Values and bring us closer to our parent service. Cadets are held to a high standard in observing customs and courtesies. They reflect on you and the unit. The following are some of the more common military customs and courtesies we follow in CAP.

Saluting – Saluting comes to us from the Middle Ages when knights would raise their visors with their right hand as a sign of friendship or peace. From that display has evolved today's salute, which is a sign of respect amongst military personnel. As a Student in TWE or cadet airman or NCO in the squadron, you are required to salute:

✓ All CAP Cadet and Senior officers
✓ All officers of the United States military
✓ All officers of nations friendly to the United States
✓ All recipients of the Congressional Medal of Honor
✓ The President of the United States
✓ The U.S. Flag
✓ Vehicles that indicate the grade of the person inside the vehicle (watch for flags or license plates)



The salute is a courteous exchange of greetings, with the junior member always saluting first. When returning or rendering an individual salute, the head and eyes are turned toward the Colors or person saluted. All salutes should be accompanied by a greeting of some sort ("Good morning, ma'am or Good evening, sir"). You do not salute indoors unless formally reporting. You salute outdoors unless:

- you are carrying articles in both hands
- part of a formation
- in a non-saluting area
- part of a work detail
- at a public gathering such as a sporting event.

Addressing with titles – As a Student you are expected to address everyone by their proper titles, fellow cadets and seniors alike. For fellow cadets you should use their grade or general grade category such as Airmen, Sergeant, etc. For cadet and senior officers, you must use either their grade or sir/ma'am as appropriate to their gender. For example, you would address Captain Santana as either "Captain Santana" or "Ma'am". These titles should end every statement you make when talking with an officer or staff member. Higher-ranking officers may address you by your name, your grade, or "cadet."

Coming to attention when an officer is present

Hallways & Stairs – Whenever you are in a hallway or stairway and an officer of higher rank walks towards you, you must stop, turn so your back is to the wall, be flush with the wall, and come to the position of attention. You may resume your normal walk once the officer has passed. This is sometimes referred to as "making a hole" or "hitting the wall." You should also do this for any Cadre member.

Rooms – When an officer of higher rank enters a room, the first person to see the officer must call the room to attention. The exceptions to this rule are as follows:

- If another officer, of higher rank, is already present in the room
- If there is a class or official meeting going on in the room
- If the occupants of the room are conducting an official work detail

The room will also be called to attention when the instructor of a class enters, typically by a cadre member, however if none are present, it is the responsibility of the students.

Other times – Anytime that an officer steps in front of you, you should come to attention. This applies to formations and other times around the squadron. If you are walking outside you do not come to a stop or come to attention, instead you salute and say a proper greeting.

Covers – Whenever you are outside you must have a cover (hat) on your head. In blues this will be your flight cap, in ABU's it will be your ABU cap. When you are in a vehicle you wear or do not wear your cover depending on what the senior ranking person is doing. The exception to the cover rule is that you do not wear a cover on the flight line.

Pledge of Allegiance and Honoring the Colors – In civilian attire, stand at attention, place hand over your heart, remove any hat and recite the pledge. In military uniform, stand at attention and remain silent.

The National Anthem or To the Colors/Reveille/Retreat/Taps – While indoors and in uniform, face the flag or music and stand at attention. While outdoors and in uniform, face the flag or music and salute. If the colors march by, render the same respect, but do not salute a stationary flag unless music is playing.

Chapter 1 Review Questions

1. There is a Major, two C/A1C's, and a C/MSgt in a room. C/Lt Col Gray walks into the room. Do you call the room to attention? Why or why not?
   _____
   _____
   _____
2. We always salute the President because he is also the C_____-___-_____.
3. What always (within reason) accompanies a salute when not in formation?
   _____
4. When talking, calling, emailing, or writing to a superior officer – what do you always use when addressing him/her?_____
5. Being courteous and following military customs shows you have what?
   _____
6. If you are outside the barracks in ABU or Blues what must you have on your head?_____
7. When the National Anthem begins to play while you are in uniform, you should _____ and _____ the colors.

Chapter 2 - Civil Air Patrol Core Values

The concept of "Core Values" has permeated military culture for centuries. Essentially, the challenge has been a continual one of striving to develop an ethical framework to govern personal and professional conduct of military members. Since its creation in 1947, the Air Force has always had a basic set of "beliefs," or as referred to today, a set of core values. The most recent set of core values for the United States Air Force was published in 1997.

When the Air Force began work on core values development, Civil Air Patrol did likewise. The final version of CAP's core values was formally approved in February 1999 at the Winter National Board. CAP developed these basic values to help guide its members in their performance of humanitarian service.

In November 1996, Civil Air Patrol embraced the concept of core values and began work on defining those values believed to be of greatest importance to the organization. In February 1999, the following core values were formally approved: **Integrity, Volunteer Service, Excellence,** and **Respect.** Over time, CAP has integrated these core values into all professional development programs for senior members and cadets. This process is a continuous one that never ends.

The core values of Civil Air Patrol establish a common set of behavioral expectations as well as a set of standards to assess member conduct. The values of **Integrity, Volunteer Service, Excellence,** and **Respect**, serve as the ethical framework for CAP's service to America.

1. **Integrity** – This is the very fiber of all core values; without it, all other core values cannot prevail. It is the cornerstone for all that is moral and just in our society. It is more than simple honesty. It embraces other attributes such as courage, responsibility, accountability, justice, openness, self-respect, and humility. Lastly, this core value means CAP members must practice the highest standards of self-discipline.

2. **Volunteer Service** – CAP adopted this core value because it reflects the very essence of the organization—service to humanity. All CAP volunteers willingly give their time, energy, and personal resources to the organization. Moreover, many have made the ultimate sacrifice of losing their lives while serving the organization. As a minimum, this core value implies a commitment on the part of all CAP members to place the organization's purposes first and foremost. This process starts with the member's agreement to obey the rules and regulations of CAP and the Air Force. In this regard, self-discipline is an absolute must.

3. **Excellence** – This core value reflects CAP's continuous effort to be the very best, and to consistently improve its humanitarian service to America. From personal appearance to resource management, excellence must be the goal of all CAP members.

4. **Respect** – CAP members come from all walks of life. Therefore, it is extremely important that members treat each other with fairness and dignity, and work together as a team. To do otherwise would seriously impair CAP's capability to accomplish the mission.

The core values outlined above serve as the foundation for how CAP members treat one another; how they treat the recipients of CAP's humanitarian service; and how they care for the corporate assets under their control. These basic commandments form CAP's ethical centerline – a moral compass for the organization. If one member fails to uphold these values, then, in a way, the entire organization suffers.

What really are core values? Well, they are actually quite simple. These values represent a cultural commitment within Civil Air Patrol: to practice basic honesty, to give of one's self for the betterment of humanity, to deliver top quality services, and to treat others fairly. In summary, core values require all CAP members to exemplify the highest standards of personal and professional conduct. As former Air Force Chief of Staff General Ronald Fogleman said, core values must guide our daily actions --- "even when no one else is watching."

Chapter 2 Review Questions

Consider the following example: When taking the final exam, C/Amn Humble McDumble notices his wingman looking at his test. It seems like a small problem at the moment, so he disregards it and continues the test. After a few minutes C/Amn Humble McDumble hears his wingman asking another cadet for an answer, and for the sake of helping his wingman, C/Amn Humble McDumble gives his wingman the answer. Finally, C/Amn Humble McDumble hands in his test and continues on with his day.

Which of CAP's core values did the cadet violate and how? (Write Below)

_____

_____

_____

_____

Chapter 3 – Wear of the Uniform

One of the most exciting things about joining the Civil Air Patrol for many cadets is the opportunity to wear an Air Force issue uniform. Wearing the uniform is an honor. Therefore, you must always wear the uniform with pride, discipline, and in compliance with all rules and regulations. CAPR 39-1, the CAP Uniform Manual sets the standard for uniform wear in CAP. You must realize that properly wearing your uniform is one of the most basic and required responsibilities you have as a cadet. Until you can demonstrate mastery of this task, your commanders will be very hesitant to give you any additional duties, responsibilities, or grade.

Wearing of the uniform – When you wear your uniform you must wear it with pride and properly at all times. You may wear your CAP uniform when conducting CAP duties, attending meetings, flying in orientation flights, or as directed by your unit commander. You may wear your uniform for up to one hour before and after a meeting or activity.

You must not wear your uniform if you are doing any of the following:

- Attend meetings of a group that the U.S. Attorney General has designated as totalitarian, Fascists, Communists, or subversive.
- Participate in any organization that supports denying other people their Constitutional rights by force or violence
- Participate in any group that seeks to alter the Constitution of the United States through unconstitutional means.

- Participating in any rallies, marches, speeches, or other activities not approved by the Air Force. Your presence in the Air Force uniform may lead others to believe that the Air Force supports the cause you are participating in.
- When in private employment or commercial interests where someone may construe your presence as the Air Force supporting your employer or business.
- When engaged in private employment
- Conduct any actions that may discredit upon the Air Force

Grooming Standards – CAPR 39-1 sets forth grooming standards that should be followed when wearing both the ABU and the Blues uniform. Below is a basic outline of those standards:

Male Standards
- Hair must have a tapered appearance on both sides and the back of the head
- Hair cannot touch the ears or prevent proper wear of a cover
- No more than 1 ¼ bulk
- Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized
- Sideburns will not extend below the bottom of the ear opening, but will end in a clean-shaven horizontal line
- No fingernail polish, cosmetics/makeup, or piercings

Female Standards
- No minimum length, maximum bulk is 3 ½ inches from scalp
- Hair will end above the bottom edge of collar
- Hair lengths that would be below the bottom edge of the collar will be pinned-up with no loose ends. Hair cannot touch eyebrows.
- Locks, braids, twists, and cornrows are authorized and must be no wider than 1 inch with spacing no wider than ¼ inch
- Hairpins, combs, headbands, elastic bands and barrettes will be black
- Hair must be clean, free of hair product residue, and a natural color
- Nail polish must be of a "single color that does not distinctly contrast with the female member's complexion" and does not "detract from the uniform". The exclusion to the single color will be the white tipped fingernails (french manicure).
- Females may wear makeup so long as application is conservative
- Earrings must be round or square, no larger than 6mm in diameter, white diamond, gold, white pearl or silver, worn on earlobe, and not extending below the earlobe. Additionally, if there are more than one piercings/holes only one will be used.

Section 3 Review Questions

1. What CAP manual prescribes the rules of wearing CAP uniforms? _____

2. If Cadet Sarah Smith has blond hair and puts it up when in uniform, which of the following rubber band colors should she use?

   Blue Green Purple Yellow White Blond Black

3. Cadet Willis likes to wear his uniform. Over the past two weeks you've seen him all over town in it. The following is a list of places you've seen him while in his uniform. Place an "x" next to the places that he shouldn't have been wearing it:

   - You stopped at McDonald's and saw him working the fry machine in ABU's ___
   - You went with your grandfather to the local VFW post and saw him there making a presentation about CAP in his blues ___
   - You stopped at Taco Bell about 30 minutes after the meeting and saw him there with his parents in his blues. ___
   - You went to a rally for your Squadron Commander, Maj Bigol Grouch, who is also running for city mayor, and saw Willis handing out CAP brochures and "vote for Grouch, he's no slouch" buttons in his ABU's. __

4. Why is it important to wear a proper uniform?
   _____
   _____
   _____

5. The Air Force lets CAP members wear their uniform. This makes wearing the uniform a _____ and not a _____.

6. Sideburns on males must not extend _____.

Chapter 3: Section A

Airman Battle Uniform

The utility uniform, the airman battle uniform (ABU) is worn when you are doing work, strenuous activities, or other times as directed by your Commander. The basic ABU uniform includes the following components:

ABU Uniform Components

- ABU Blouse
  - If sleeves are rolled, they will touch or come within one inch of forearms when arm is bent at a 90-degree angle
- Sand Colored Crew Neck T-Shirt
- Rank Insignia
  - Cadet airman basic wear no collar insignia.
  - Cadet NCOs and Airmen wear metal chevrons on both sides of the collar. Insignia will be centered, one inch away and parallel to the front of the collar.
  - Cadet Officers will wear a sewn insignia on both sides of the collar
- Tapes
  - Fold tapes underneath to match pocket width
  - "Civil Air Patrol" tape is placed above the LEFT upper ABU pocket
  - Last name tape is placed above the RIGHT upper ABU pocket
  - Dark blue tapes will be worn with ABU uniform
- Wing Patch
  - Sew onto left sleeve, 1/2 inch below the shoulder seam and centered
  - Breast pocket allowed one full color patch centered
- ABU Trousers
  - Blouse trousers over combat boots
  - Or tuck into boots
- ABU Belt
  - Khaki nylon rigger belt with open faced black buckle.
- Black Socks
- Black Combat Boots
  - Laces will be tied and excess should not be visible
- Cover
  - ABU Cap



Grade Insignia

Wearing grade insignia is a way for CAP members to demonstrate how far they have progressed in Civil Air Patrol. Cadet Airmen and NCOS wear metal grade insignia on the collar of the ABU and Blues uniform. Cadet officers and Senior Members wear cloth rank insignia on their ABUs and epaulets (shoulder boards) with their Blues uniform. Images of the grade insignia for Civil Air Patrol are included below. It is important to know the insignia so that you are able to address individuals appropriately and demonstrate respect for their experience and position.

Cadet Grade Insignia



CADET CHIEF MASTER SERGEANT

(A diamond indicates First Sergeant)



CADET SENIOR MASTER SERGEANT

(A diamond indicates First Sergeant)



CADET MASTER SERGEANT

(A diamond indicates First Sergeant)



CADET TECHNICAL SERGEANT



CADET STAFF SERGEANT



CADET SENIOR AIRMAN

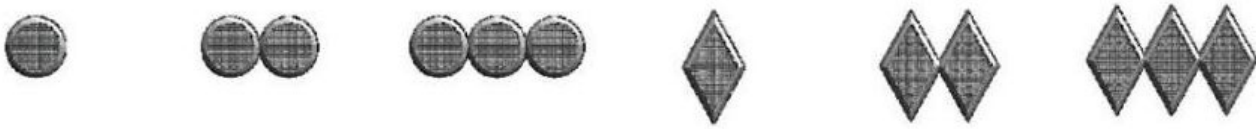


CADET AIRMAN FIRST CLASS



CADET AIRMAN

C/2nd Lieutenant C/1st Lieutenant C/Captain C/Major C/Lieutenant Colonel C/Colonel



Senior Member Grade Insignia



2d Lieutenant 1st Lieutenant Captain Major Lt Colone lColonel

Chapter 3: Section A Review Questions

1. The Civil Air Patrol tape is worn on the _____ and the Name tape is worn on the _____.

2. Cadets should wear a _____ t-shirt under their ABU blouse.

3. Trousers should always be _____ over combat boots and shoelaces should be_____.

4. Identify the grade associated with the following grade insignia:







Chapter 3: Section B

Blues Uniform

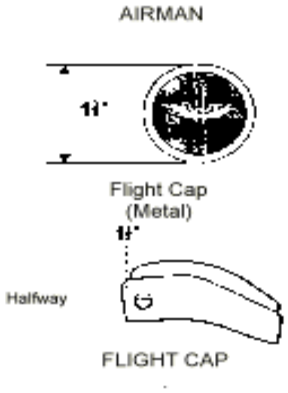
The service uniform is worn when directed by your Commander. Typically they are worn during formal functions, non-strenuous activities, and other times when a dressy appearance is important. There are several different ways you can wear the blues uniform:

- Short sleeve service dress with or without tie(males)/tie tab (females)
- Long sleeve service dress with tie/tie tab
- Service dress with service coat and tie/tie tab
    - Typically, the short sleeve service dress is worn without a tie/tie tab at less formal events and during the summer months. Service dress with a tie/tie tab or with the service coat is worn during the winter months and on more formal occasions.

Listed below are the components of the blues uniform and basic information on proper wear. For more information, consult CAP Manual 39-1, the CAP Uniform Manual.

- Short-sleeve, light blue shirt (males) or blouse (females)
    - Should be neatly tucked into trousers, preferably with use of shirt garters
- White V-neck Undershirt/T-Shirt
- Rank Insignia
    - Cadet Airman basic wear no collar insignia.
    - Cadet NCOs and Airmen wear metal chevrons on both sides of the collar. Insignia will be centered, one inch away and parallel to the front of the collar.

- Name plate
    - Males: Centered, resting on, but not over the edge of the pleated pocket on the wearer's right.
    - Females: Centered, within 1½ inches higher or lower than the first exposed button on wearer's right
- Ribbons
    - Optional on the blues blouse. You may wear some, none, or all.
    - Centered on the wearer's left, parallel with ground, with the bottom of the ribbon rack aligned with the bottom of the name plate.
- Pants/Trousers/Slacks/Skirts
    - Pants will be trim-fitted with no bunching at the waist or bagging at the seat.
    - The front of the pant legs will rest on the front of the shoes or boots with a slight break in the crease. The back of the trouser legs will be ⅞ inch longer than the front.
    - Skirts will be no shorter than the top of the kneecap and no longer than the bottom of the kneecap when standing at attention.
    - Skirts **MUST** be worn with hosiery/pantyhose
- Belt
    - Tip will extend beyond the buckle facing the wearer's left (men) or facing the wearer's right or left (women), but no fabric should be visible between the buckle and tip.
- Black Socks
    - Must be plain in color without a design
    - Females may also wear hosiery that is tan, black, or dark blue
- Footwear
    - Low quarters
    - Pumps (females only): Raised heels no higher than 2-1/2 inches
    - Must be shined
- Flight cap device
    - Placed on the front left flap, centered halfway between the top and bottom of the flap, and 1 ½ inches from the front.
    - Women are authorized to wear the men's flight cap



Cadet Ribbon Order of Precedence (from highest to lowest): Pictured from left to right, top to bottom

1. Silver Medal of Valor
2. Bronze Medal of Valor
3. Distinguished Service Medal
4. Exceptional Service Award
5. Meritorious Service Award
6. Commander's Commendation Award
7. Certificate of Recognition for Life Saving
8. Unit Citation Award
9. Spaatz Award
10. Eaker Award
11. Earhart Award
12. Mitchell Award
13. Armstrong Achievement
14. Goddard Achievement
15. Doolittle Achievement
16. Lindbergh Achievement
17. Rickenbacker Achievement
18. Wright Brothers Award
19. Mary Feik Achievement
20. Arnold Achievement
21. Curry Achievement
22. Red Service Ribbon
23. Rescue "Find" Ribbon
24. Search and Rescue Ribbon
25. Disaster Relief Ribbon
26. Community Service Ribbon
27. IACE Ribbon
28. National Drill Competition Ribbon
29. National Color Guard Competition
30. Cadet Advisory Council Ribbon
31. Cadet Special Activities Ribbon
32. Encampment Ribbon
33. Cadet Recruiter Ribbon
34. JROTC/ROTC Ribbons (Max of 3)

Chapter 3: Section B Review Questions

1. For each of the following measurements, put the corresponding uniform item next to it:
   - 1 inch up, parallel with front edge of collar, and centered:_____
   - 1 ½ inches in and centered:_____
   - ⅞ inches longer in the back than the front:_____
   - Rests upon the top of the left breast pocket:_____

2. What color socks do you wear in blues if you are a male cadet or a female cadet with slacks?
   _____

3. Cadets may wear _____, _____, or _____ of their ribbons.

4. The ribbon of highest importance on the ribbon rack can be found on the _____ corner.
   A. bottom left **B.** bottom right **C.** top right **D.** top left

5. You can find more information about proper wear of the uniform in CAP Regulation _____

Chapter 4 - Basic Drill Terminology

Besides wearing your uniform, mastering drill is another important responsibility of the student. The CAP Cadet Program works from the military heritage given to us by our Air Force partners. The Cadet Program uses military drill as one of its primary instructional tools to teach leadership. In drill you learn basic stationary movements and progress to marching drill. You can also advance in your drill training by progressing from drilling as a member of the fight to leading the flight in their marching movements.

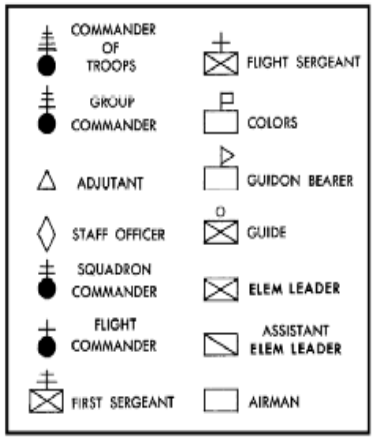
Drill Terms

To know what to do, you must first have a common frame of reference to work from. Many of these terms should be familiar to you, but some will be new. These terms have been taken directly from CAPP 60-33.

Alignment. Dress or cover.
Attention. The position from which all drill is conducted.
Cadence. The uniform step and rhythm in marching; that is, the number of steps marched per minute.
Center. The middle point of a formation. On an odd-numbered front, the center is the center person or element. On an even-numbered front, the center is the right center person or element
Cover. Individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance.
Depth. The total space from front to rear of any formation. An individual's depth is considered to be 12 inches.
Distance. The space from front to rear between units. The distance between individuals in formation is 40 inches as measured from their chests to the backs of individuals directly in front of them. Flight commanders, guides, and others whose positions in formation are 40 inches from a rank are themselves considered a rank.
Double Time. The rate of marching at 180 steps (30 inches in length) per minute.
Dress. Alignment of elements side by side or in line maintaining proper interval.
Element. The basic formation; that is, the smallest drill unit comprised of at least 3, but usually 8 to 12 individuals, one of whom is designated the element leader.
File. A single column of persons placed one behind the other.
Flight. At least two, but not more than four, elements.
Formation. An arrangement of units.
Front. The space occupied by a unit, measured from flank to flank. The front of an individual is considered to be 22 inches.
Guide. The airman designated to regulate the direction and rate of march.
In Column. The arrangement of units side by side with guide and element leaders to the head.
In Line. The arrangement of units one behind the other with the guide and element leader to the extreme right flank.
Interval. The space between individuals placed side by side. A normal interval is an arm's length. A close interval is 4 inches.
Inverted Column. The arrangement of units side by side with guide and element leaders to the rear.

Inverted Line. The arrangement of units one behind the other with the guide and element leaders to the extreme left flank.
Mark Time. Marching in place at a rate of 100 to 120 steps per minute.
Pace. A step of 24 inches. This is the length of a full step in quick time.
Quick Time. The rate of marching at 100 to 120 steps (12 or 24 inches in length) per minute. This is the pace at which the flight marches on the command, "Forward, March" and is the pace at which most marching drill is completed.
Rank. A single line of persons placed side by side.
Slow Time. The rate of marching at 60 steps per minute (used in funeral ceremonies).
Step. The distance measured from heel to heel between the feet of an individual marching.
Unit. Any portion of a given formation.

Drill Symbols – In teaching drill, symbols are often used to indicate the position of certain persons and units. This image is of drill symbols you should be familiar with. These images are used throughout the drill and ceremonies manual.



Forming up as a Flight – When your flight sergeant or flight commander forms the flight using the command "Flight, Fall In", the flight is always formed in line formation. The element leaders are in line on the right. The flight should form up 3 paces from the flight sergeant.

Marching as a Flight – When the flight sergeant is ready to march the flight, the flight needs to be in column formation. The flight should only march in line formation for minor changes in position. To transition the flight from line formation to column formation, the flight sergeant will command "Right, Face"

Preparatory Command vs. Command of Execution - In drill, there is most often a command of preparation and a command of execution. The preparatory command is meant to indicate to the flight what type of movement they will be completing, while the command of execution is the command on which the drill movement is actually completed. For example, in the command "Left, Face", the preparatory command is "Left" and the command of execution is "Face." An example using marching drill is "Right Flank, March", where "Right Flank" is the preparatory command and "March" is the command of execution.

Chapter 4 Review Questions

1. Identify the proper number of steps per minute for:
   Quick Time:_____
   Slow Time:_____
   Double Time:_____

2. Why do we drill in the CAP Cadet Program? _____
   _____

3. If you are in the flight, and your element leaders are to your left what formation are you in? _____

4. Flights always form up in _____ formation.

5. How many elements make up a flight?_____

6. What pace is typically used with drill of the flight? _____

7. Of the below commands, circle the command of execution:

Forward, March	Left Flank, March	Present, Arms
Flight, Halt	Dress Right, Dress	

Chapter 5 – The CAP Cadet Program

The Civil Air Patrol Cadet program is defined by the regulation CAPR 60-1. The Civil Air Patrol Cadet program has 16 achievements divided up into four phases. Achievements 1-8, 10, 14, and 15 are named after historic aviators. Within the advance phases there are also "milestone" awards that recognize the effort and dedication it takes to get to those levels.

To earn a promotion each cadet must do the following for each promotion except the first:
- Pass a written Aerospace Education test (Except Eaker Award)
- Pass a written Leadership test (Except Eaker Award)
- Pass the Drill Component of the Leadership test (Airmen and NCOs only)
- Write a Staff Duty Analysis (Officers only)
- Complete a Speech and Essay (Armstrong and Eaker only)
- Participate in one activity
- Attempt the Cadet Physical Fitness Test (Prior to Wright Brothers Award)
- Pass the Cadet Physical Fitness Test (CPFT) (Including and After Wright Brothers Award)
- Maintain your Safety Currency
- Participate actively in the unit
- Wait at least 56 days between promotions (Some exceptions apply for JROTC cadets)
- Fulfil Leadership Expectations
- Recite the Cadet Oath

Phase One – The Learning Phase



The first phase of the Cadet Program focuses heavily on learning about being a CAP cadet. New cadets learn about followership, drill, uniform wear, and the beginnings of aviation. There are four grades, three achievements, and one award associated with this phase. Completion of the Wright Brothers Award signifies the end of the Learning Phase and advancement to the next phase.
- John Curry - Achievement One: Cadet Airman (C/Amn)
- Hap Arnold - Achievement Two: Cadet Airman First Class (C/A1C)

- Mary Feik - Achievement Three: Cadet Senior Airman (C/SrA)
- Orville and Wilbur Wright - Wright Brothers Award: Cadet Staff Sergeant (C/SSgt)

Phase Two – The Leadership Phase



During this phase, cadets begin to exercise their leadership abilities by becoming Non-Commissioned Officers (NCOs). As an NCO, the cadet must become a "participant-leader" and work with both his/her commanders and followers to accomplish the mission. It is the NCO that executes the plans and vision of the higher echelon officers. There are five grades, five achievements and one award associated with this phase. Completion of the Billy Mitchell Award signifies advancement into the command phase as a member of the officer core.

- Eddie Rickenbacker - Achievement Four: Cadet Technical Sergeant (C/TSgt)
- Charles Lindbergh - Achievement Five: Cadet Master Sergeant (C/MSgt)
- Jimmy Dolittle - Achievement Six: Cadet Senior Master Sergeant (C/SMSgt)
- Robert Goddard - Achievement Seven: Cadet Chief Master Sergeant (C/CMSgt)
- Neil Armstrong - Achievement Eight: Cadet Chief Master Sergeant (C/CMSgt)
- Billy Mitchell - Billy Mitchell Award: Cadet Second Lieutenant (C/2d Lt)

Phase Three – The Command Phase

Having left the ranks of the Cadet NCO Corps you have now entered the realm of the CAP Cadet Officer Corps. Expectations are beginning to grow even higher as your professionalism and demeanor are constantly under review. Only a select percentage of dedicated cadets reach this level. As a Phase Three cadet you will begin to conduct long range planning for your unit and you will be responsible for more and more personnel. There are three achievements, three grades and one award in this phase. Completion of the requirements for the Amelia Earhart Award means entry into the final phase of the cadet program, the Executive Phase.

- Achievement Nine: Cadet Second Lieutenant (C/2d Lt)
- Willa Brown - Achievement Ten: Cadet First Lieutenant (C/1t Lt)
- Achievement Eleven: Cadet First Lieutenant (C/1t Lt)
- Amelia Earhart - Amelia Earhart Award: Cadet Captain (C/Capt)

Phase Four – The Executive Phase

As you enter Phase Four you have made a subtle, yet distinct progression. During the previous phase you were a "junior officer" and as you enter Phase Four you begin to lose that label. As a Phase Four cadet you are expected to plan and have a vision of where your unit is going. You no longer execute the specific details, that is what staff members do, instead you make long range plans and direct your unit towards strategic goals. There are five achievements, three grades and one award in this phase. At the end of this phase you have officially completed the CAP Cadet Program upon earning the *Ira C. Eaker Award*.

- Achievement Twelve: Cadet Captain (C/Capt)
- Achievement Thirteen: Cadet Captain (C/Capt)
- George Boyd- Achievement Fourteen: Cadet Major (C/Maj)
- Sally Ride- Achievement Fifteen: Cadet Major (C/Maj)
- Achievement Sixteen: Cadet Major (C/Maj)
- Ira Eaker - Ira C. Eaker Award: Cadet Lieutenant Colonel (C/Lt Col)

The Final Destination – The Spaatz Award
For a select few cadets, there will be one more major award in their CAP cadet careers. This award has been named for General Carl A. Spaatz, the first Chief of Staff of the USAF. The Spaatz award comprises four tests:

- A 60 question Aerospace test
- A 60 question Leadership test
- The USAFA Candidate Fitness Assessment
- An essay written on an ethics topic
- **You may only attempt to pass all four tests three times**.

Chapter 5 Review Questions

1. The Cadet Program has ___ phases and ____ achievements.

2. Cadets who are between the grades of C/SSgt and C/CMSgt are considered NCO's. What does NCO stand for and what do they do?
   _____
   _____

3. When you turn 21 years old what must you do?_____

4. Circle the regulation that directs the CAP Cadet Program.
   CAPR 39-1 CAPR 50-15 CAPP 151 CAPR 60-1

5. Write in the five major milestone awards and their corresponding grades:
   W_____ C/_____
   Gen B_____ C/_____
   A_____ C/_____
   Gen I_____ C/_____
   Gen C_____ C/_____

NOTES