

Important Phone Numbers

Flight Sergeant _____

Flight Commander _____

First Sergeant _____

Cadet Commander _____

Squadron Commander 760-727-1848
Cpt. John G. Peske

Deputy Commander for Cadets
Major John DiGiantomasso

Skyhawk Composite Squadron 47

Cadet Standard Operating Procedure



1 August 2007

United States Air Force Auxiliary
Civil Air Patrol

The Civil Air Patrol Motto

Semper Vigilans - Always Vigilant

The Purpose of the Cadet Program

To develop dynamic Americans and aerospace leaders

The 3 Missions of Civil Air Patrol

1. Aerospace Education
2. Cadet Program
3. Emergency Services

The 6 Basic Responses

(Either Sir or Ma'am as applicable)

1. **Yes** Sir
2. **No** Sir
3. **No** Excuse Sir
4. **I'll** Find Out Sir
5. **By** Your Leave Sir
6. **Permission** to Speak Sir

CAP Core Values

1. Integrity
2. Volunteer Service
3. Excellence
4. Respect

Basic CAP History

1. Three Founders of CAP
 - a. Former New York Mayor, Fiorello H. LaGuardia
 - b. Airman, Writer, Poet, Gil Robb Wilson
 - c. GEN H.H. "Hap" Arnold
2. Founding Date - 1 December 1941
3. Charter Date - 26 May 1948

Section 2: Progressing through Achievements

- 2.1 The basis of the cadet program is progression through achievements one to sixteen.
- 2.2 **Achievements.** There are very specific requirements for completion of each achievement. These include:
 - Attendance at meetings
 - Participation at activities
 - Character Development (Moral Leadership)
 - Cadet Physical Fitness Test (CPFT)
 - Testing in Leadership and Aerospace
 - Passing the Squadron's Promotion Review Board (PRB)

All requirements of each achievement must be met prior to that cadet being given credit for that achievement and subsequent promotion. There is a minimum time of two months required between each achievement.

SKYHAWK COMPOSITE SQUADRON 47
United States Air Force Auxiliary
Civil Air Patrol
P.O. Box 1051
Oceanside, CA 92051

U.S. Marine Corps Base Camp Pendleton
U.S. Army Reserve Center
Building 210545

Cadet Standard Operating Procedure

Section 1	Attendance
Section 2	Progressing through Achievements
Section 3	Squadron Customs and Courtesies
Section 4	Privileges of Rank
Section 5	Memory Work
Section 6	Chain of Command

National Commander

Brig. Gen. Amy S. Courter

Pacific Region Commander

COL Ernest C. Pearson

California Wing Commander

COL Ken Perris

Group 7 Commander

MAJ Randy McClure

Squadron Commander

Cpt John Peske

Deputy Commander for Cadets

Maj John DiGiantomasso

Cadet Commander

2 Lt Top Vance

Flight Commander

Flight Sergeant

- 2.3 Testing.** Testing will be conducted on the second Tuesday of every month, unless otherwise notified. Cadets are allowed to take a second test during the test period, provided they pass the first test. Cadets are expected to be prepared for their test and should not take a test if unprepared. Flight Commanders must verify the eligibility of a cadet to take a test; otherwise no test will be administered. Cadets are required to bring their leadership manual or AE module on which they are testing. All tests that the Cadet passes, must be corrected to 100% under the supervision.
- 2.4 Counseling.** The squadron is responsible to assist cadets in preparation for testing, helping to make sure they have a thorough knowledge of the materials studied. This should be accomplished by classes, activities, and on a one-to-one basis. This applies to both the aerospace and leadership programs. Any cadet who needs counseling for any tests may request assistance through the chain of command.

The Cadet Honor Code of California Wing

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

The Value of Drill and Ceremonies

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

The Definition of Leadership

The art of influencing and directing people in a way that will win their obedience, confidence, respect and loyal cooperation in achieving a common objective.

The Definition of Military Discipline

Military discipline is that mental attitude and state of training which renders obedience instinctive under all conditions. It is founded upon respect for, and loyalty to properly constituted authority.

Section 6: Chain of Command

Commander in Chief

The Honorable George W. Bush

Secretary of Defense

The Honorable Donald H. Rumsfeld

Secretary of the Air Force

The Honorable Michael W. Wynne

Chairman of the Joint Chiefs of Staff

ADMIRAL MICHAEL MULLEN

Air Force Chief of Staff

GEN T. Michael Moseley

Commander, Air Education and Training Command

GEN William R. Looney III

Commander, Air University

Lt GEN Stephen Lorenz, USAF

CAP-USAF & Senior Air Force Adviser

COL Russell D. Hodgkins, Jr.

Executive Director

Mr. Don Rowland

Section 5: Memory Work

General

All cadets must memorize the following items word for word. They are to recite the memory items upon demand at any time.

Publications

All cadets will be required to have an understanding and knowledge of the following publications.

CAPR 52-16 (Cadet Program Management)
CAPM 39-1 (CAP Uniform Manual)
AFMAN 36-2203 (Drill and Ceremonies Manual)
CAPP 151 (Standards, Customs, and Courtesies)
CAPR 900-2 (Use of CAP Seal and Emblem, ...)
Leadership for the 21st Century

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.

Section 1: Attendance

- 1.1 The effective functioning of a Civil Air Patrol Squadron is highly dependent upon the continued and regular support of its members. It is such a vital facet that the Cadet Oath recognizes and requires active and regular attendance.
- 1.2 **Meeting Attendance.** Attendance at weekly meetings is required, unless properly excused. Cadets are expected to notify their Flight Commanders any time they are unable to attend a meeting. Failure to do so will be recognized as an unexcused absence. All personnel will sign in at the beginning of each meeting as a method of tracking the squadron attendance.
- 1.3 **Special Activities.** Activities other than the regular meetings do not require mandatory attendance, but attendance at these activities is strongly encouraged. Sign-up sheets for these activities will normally be provided prior to the activity and are used to determine transportation requirements, billeting, food requirements, etc. A cadet is expected to attend such activities if they have placed their name on the sign-up sheet. If they are unable to attend, they are required to notify their Flight Commander.

Section 3: Squadron Customs and Courtesies

Uniforms. Cadets will be required to prepare and wear a proper CAP uniform for all meetings and activities. A complete BDU uniform is required to promote to C/AMN and a complete Blues uniform is required to promote to C/A1C. A BDU or Blues uniform will adhere to all requirements of the CAPM 39-1, in addition to the following Squadron policies:

- a. The SQ 47 T-shirt will be worn under the BDU blouse and for PT.
- b. The BDU cover will be the Air Force style round cover and contain no insignia.
- c. The Class B blues will be worn year round, unless otherwise specified.
- d. The uniform will be ironed and starched without excessive wrinkles. All excess strings will be removed. Boots or shoes will be polished to a high gloss.
- e. The wing patch will be creased down the center, in line with the shoulder crease.
- f. BDU pants will be bloused flatly across the front of the boots.

1.4 Meeting Schedule. The weekly meeting schedule is stated below. Every effort will be made to maintain this schedule; however, at times adjustments will be required. Cadets will be notified in advance of any changes. Squadron 47 meets on Tuesday nights between 1845 and 2100. Within each month:

- 1st Tues:** Awards and Promotions
Guest Speakers
Uniform: Blues
- 2nd Tues:** Field Classroom Training
Testing
Drill
Uniform: BDUs
- 3rd Tues:** Aerospace Education
Promotion Review Boards
Uniform: BDUs
- 4th Tues:** Physical Training
Character Development (ML)
Uniform: PT

1.5 Inactive Status. If a cadet should have three or more consecutive unexcused absences, they will be placed on inactive status. The cadet will be required to attend three consecutive meetings for reinstatement to active status. During the time a cadet is shown as inactive, they will surrender all privileges such as testing, promotions, awards, participation in activities, and orientation flights. If an excused absence of greater than three weeks is desired, a Leave of Absence (LOA) request letter must be submitted to the Flight Commander.

At California Wing activities, the following uniform policies will be practiced:

- A black T-shirt will be worn under the BDU blouse.
- The Class B blues will be the standard uniform, and will be worn without ribbons, unless otherwise specified.
- The wing patch will be creased down the center.

COL Aqua Procedure

The squadron drinking fountain has been named COL Aqua. When using the drinking fountain, all cadets will report to the drinking fountain using the reporting procedure specified below.

Stand 2 paces away from and facing the fountain, salute and say, "Sir, Cadet (Rank and Last Name) reporting as ordered."

Approach fountain and consume liquid. When finished, take 1 step back, salute and depart.

Public Displays of Affection

There will be **NO** public displays of affection (PDA) between cadets of Squadron 47. Cadet socialization must be done outside of CAP time. CAP is **NOT** a dating service.

Six Step Method for Teaching Drill Movements

- State the name of the movement and its purpose in practical use
- Demonstrate the movement, using proper cadence & commands
- Explain and demonstrate the movement in detail
- Ask questions on the movement, then demonstrate again as necessary
- Have the formation perform the movement and correct
- Critique the performance and review

5 command voice aspects

- Loudness (Lord)
Projection (Paik)
Distinctness (Drill)
Inflection (Instructor)
Snap (Supreme)

Standard Reporting Procedure

All cadets will report using the standard reporting procedure, specified below.

Knock once and wait to be recognized. Approach senior person, stand 2 paces away from and centered on the person (or on desk behind which person is seated), salute and say, "Sir, Cadet (Rank and Last Name) reporting as ordered."

When completed, present arms and wait for return salute. Drop salute, execute facing maneuver and depart.

Section 4: Privileges of Rank

Terms of Address. The proper term of address for anyone is their proper rank and their last name. First names are not to be used. Airmen will be addressed as "Cadet," NCOs will be addressed as "Sergeant" or "Chief," and officers will be addressed as "Sir" or "Ma'am."

Saluting. Cadets will salute all Senior Members and Cadet Officers. In addition, they will salute when reporting, or when paying respect to the colors. When in doubt, salute!

Squaring. Cadets will square all corners, in a flanking manner, when indoors, until they attain the rank of cadet officer. At this point, squaring is optional.

On the Black. All cadets will walk on the right side of any hallway, until they attain a position on the cadet command staff. At this point, walking on the black is optional.

Walling. While inside the building during SQ47 meetings and activities, Cadets will halt and place their backs to the wall for all Senior Members and Cadet Officers, until the person has passed, then proceed along the corridor.

Boonies. BDU Boonie covers may be worn by C/SSGTs and above, only in the field, and never on a military base, unless otherwise specified.