



# Civil Air Patrol

West Georgia Composite Squadron  
LaGrange, Georgia

# Cadet Handbook of Practices and Behavior



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# Contact Information

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Civil Air Patrol  
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**Meeting Location**  
LaGrange Callaway Airport  
531 Aerotron Parkway  
Squadron Building  
LaGrange, Georgia

**Unit Commander-Aerospace Ed. Officer**

**Deputy Commander**

**Flight Operations**

**Deputy Commander of Cadets**

**Chaplain**

**Administration Officer-Testing Officer-  
Personnel Officer**

**Supply Officer**

**Emergency Services Officer**

**Leadership Officer-Safety Officer**

**Unit Call-in Line**  
706-883-2121

**Meeting Time**  
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# Top Ten Ways Cadets Can Get More From CAP

## 1. Attend Wing Encampment

- ◆ 52 CAP Wings, ~58 encampments per year; over 5,000 cadets annually; Can go to any of them.
- ◆ Cadets who go to encampment stay in CAP and progress faster.
- ◆ ***Is this a boot camp?*** No. Intro to Air Force style leadership & Aerospace Education
- ◆ Gateway for: NCSAs, Mitchell award, scholarships, E-3 grade in USAF and Coast Guard.

## 2. Recruit a Friend

- ◆ 80% of cadets join CAP because a friend, family member, or classmate invites them to join
- ◆ Recruiting & sponsorship is a leadership opportunity
- ◆ ***How can you recruit?*** Tell your friends, teachers, neighbors what you're doing in CAP.
- ◆ Order materials through E-Services; new brochures and videos available at [www.cap.gov](http://www.cap.gov).
- ◆ Cadet recruiting ribbon: 2 new members

## 3. Apply for a Scholarship

- ◆ \$300,000 per year is available to cadets and seniors who work with cadets
- ◆ College money: Auburn, Texas A&M, Spartan, Dowling, general academic scholarships
- ◆ Flight training money: Daedalians, Spaatz, AOPA.
- ◆ ***Who wants to go to the USAF Academy?*** Few applicants apply for the USAF Academy Prep School, a fabulous opportunity.

## 4. Attend a National Activity

- ◆ Experiences that your wing cannot do on its own
- ◆ ***Who is going or who has been to a NCSA?***
- ◆ Air Force : AETCFC, PJOC, AFSPCFC, AFWAFC, & NFA's
- ◆ Aero Career Explorations: E-Tech, ATA, AEA
- ◆ Leadership Development: COS, NBB, NHGA, Hawk, IACE
- ◆ Announced in the fall, apply online in November

## 5. Involve Your Parents

- ◆ ***What CAP activities cadets under 18 can go on without parental permission?***  
None. All require parental permission.
- ◆ If they know CAP, they will value CAP and support your participation.
- ◆ Parents can be potential senior members or cadet sponsor members
- ◆ Parents and their contacts open doors in the community (parents' committee)
- ◆ Parent Guide available at [www.cap.gov](http://www.cap.gov)
- ◆ Cadets whose parents are involved generally do much better and advance further in CAP.

## 6. Participate in Local Activities

- ◆ Weekly meetings – the nucleus of all CAP activities is the weekly meeting; attend regularly
- ◆ Weekends: model rocketry, orientation flying, drill teams and color guards, ground teams, bivouacs
- ◆ ***What if you are bored with the program?*** - Offer suggestions to local leaders, Cadet Advisory Council (CAPR 52-19).
- ◆ Flexibility via quarterly schedule (CAPR 52-16)

## 7. Serve the Community

- ◆ Cub Scouts – Get younger kids excited about aerospace, physical fitness, leadership.
- ◆ Promote the drug free message – CAP cadets have the *right values*. Be role models to peers and younger kids.
- ◆ ***What are some other things cadets can do to serve the community?*** Service projects, local events, etc.

## 8. Make Friends

- ◆ “The best part about being a former cadet and long time CAP member is seeing my old friends at CAP”
- ◆ Fewer cliques in CAP: clothes, money, looks, music taste, etc. matters less in CAP
- ◆ USAF Academy Director on Character Development: “Best way to maintain integrity is to choose good friends.”
- ◆ How can you make friends in CAP? Meetings. Activities. Email.

## 9. Earn Promotions

- ◆ Do the work. It is up to you to study and perform to earn promotions. If you need help studying, ask.
- ◆ Earn the promotion, keep living up to what is on your collar. Be good at that before moving on.
- ◆ ***How do you keep your perspective so that promotions don't go to your head?*** Humility. Sense of humor. Listen to leaders.
- ◆ Younger cadets: 3 promotions per year; older cadets 4 per year
- ◆ Milestone Awards: Wright Brothers 22% of cadets, Mitchell 12%, Earhart 5%, Eaker 2%, Spaatz 0.5%
- ◆ Gateway to more learning and increased opportunity.

## 10. Listen to Leaders

- ◆ “Feedback is the breakfast of champions.”
- ◆ Ask your seniors and cadet officers to help you be a good leader. Listen to what they have to say.
- ◆ ***How is listening different from hearing?*** Attentive to the words, the implied meanings, the theme, the emphasis, the gestures, not waiting for your turn to talk.

## CAP Motto

Semper Vigilans - Always Vigilant

## Three Missions of Civil Air Patrol

Civil Air Patrol has three primary mission assigned by Congress. They are:

- ◆ **Aerospace Education**
- ◆ **Emergency Services**
- ◆ **Cadet Programs**

## CAP's Core Values

CAP has four Core Values, described in CAPP 50-2 available at [http://level2.cap.gov/documents/u\\_082503081659.pdf](http://level2.cap.gov/documents/u_082503081659.pdf). It is these values that direct our daily thoughts and it is these values we should always remember as we strive to accomplish the missions of CAP.

- ◆ **Integrity:** The very fiber of all core values; without it all other core values cannot prevail. Integrity is the cornerstone for all that is moral and just in our society, embracing attributes such as courage, responsibility, accountability, justice, openness, self-respect, and humility. CAP members must practice the highest standards of self-discipline.
- ◆ **Volunteer Service:** The very essence of Civil Air Patrol's service to humanity. This core value implies a commitment on the part of all CAP members to place the organization's purposes first and foremost. This process begins with the member's agreement to obey the rules and regulations of CAP and the U.S. Air Force.
- ◆ **Excellence:** Striving to be the very best by constantly improving CAP's humanitarian service to America. From personal appearance to resource management, excellence must be the goal of all CAP members.
- ◆ **Respect:** Treating everyone with fairness and dignity and working together as a team.



## **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*

## **GA153 Squadron Honor Code**

I will not lie, steal, or cheat, nor tolerate among us anyone who does.

## **Definition of Leadership**

The ability to guide and direct the actions of others so as to gain their willing cooperation in doing a job, sometimes a job they neither want to do nor know how to do.

## **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.

## **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 order 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.

## Twelve General Orders

These are no longer included in Leadership 2000 and Beyond, and we don't emphasize them in our routine squadron activities. However, you should be prepared to recite these from memory when attending activities such as FTXs and encampments because some of the staff from other squadrons still emphasize them.

1. To take charge of this post and all designated property in view.
2. To walk this post in a military manner keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from other posts.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentinel who relieves me, all orders from the commander, officer of the day, and non-commissioned officers of the guard.
7. To talk to no one except in the line of duty.
8. To give alarm in case of fire or disorder.
9. To call the sergeant of the guard in any case not covered by instructions.
10. To salute all officers and all colors and standards not encased.
11. To be especially watchful at night and, during the time for challenging, to challenge all persons on or near my post.
12. To use no force or show of force in the execution of my duties.

# The Who, What, When, and Where of Saluting

## Whom to salute:

- The President of the United States
- Officers of Civil Air Patrol and officers in the Armed Forces of the United States
- Officers of friendly foreign nations

## When to salute indoors:

- When reporting in or out
- During an award ceremony

## When to salute outdoors:

*Note: The term outdoors is defined as any area outside of a building including open porches, covered sidewalks, bus stops, covered or open entryways, and reviewing stands.*

- When approaching a senior officer
- When in charge of a formation
- When approached by a vehicle with a flag or medal standard that identifies rank of an officer
- In respect to the American flag
- After a conversation with a senior officer

## When not rendering a salute is appropriate:

- When in formation (only the officer in charge renders the salute)
- When encumbered by items in hands, a verbal greeting is appropriate
- In emergency situations

*Note: Judgement and common sense play an important role in determining if you should render a salute.*

# Respecting the American Flag

## The National Anthem

### Military-style Uniform

#### Indoors

- Remain silent
- Stand at attention
- Face the flag

#### Outdoors

- Remain silent
- Stand at attention
- Face the flag (or music if flag is not visible)
- Salute

### Civilian clothes, non-military style uniform

#### Indoors or outdoors

- Remain silent
- Stand at attention
- Face the flag (or music)
- Place hand over heart (remove headdress with right hand and hold it at the left shoulder with the right hand over the heart)

# The Pledge of Allegiance

## In Military-style uniform, in formation<sup>1</sup>

### Indoors

- Come to attention
- Face the flag
- Remain silent

### Outdoors

- Come to attention
- Face the flag
- Remain silent
- Salute

## In Civilian clothes, non-military style uniform

### Indoors or Outdoors

- Come to attention
- Face the flag
  - ◆ If wearing a hat, remove the hat with right hand and place at left shoulder with right hand over heart
  - ◆ If not wearing a hat, place right hand over heart
- Recite pledge

## Retreat

*Note: Always performed outdoors on military installations.*

### **In Military-style uniform**

- Remain silent
- Face the flag (face the music if no flag)
- Stand at “parade rest” during the sound of Retreat
- Come to attention and salute during the playing of ***National Anthem***.

<sup>1</sup>CAP members do not recite the pledge when in formation in USAF uniform. They may recite the pledge in uniform (indoors or outdoors) when not in formation.

## **In Civilian clothes or non-military style uniform**

- Remain silent
- Stand at “parade rest” during the sounding of Retreat
- Come to attention
- If wearing a hat, remove hat with the right hand and hold at left shoulder with the right hand over the heart during playing of the ***National Anthem***.
- Place right hand over heart during the playing of the ***National Anthem***.

## **Other Situations**

- When in a car, the driver should come to a stop. Driver and passengers should remain silent during the playing of the ***National Anthem***.
- When a flag passes in a parade or flag ceremony:
  - ◆ Military-style uniform - Salute when flag comes within six paces and hold until the flag has passed six paces (outdoors only)
  - ◆ Nonmilitary clothing - Place right hand over heart when the flag comes within six paces and hold until the flag has passed six paces (indoors and outdoors)

## **Salute Checklist “By the Numbers”**

1. Raise right hand smartly in most direct manner.
2. Extend and join the forefingers.
3. Place the thumb along the forefingers.
4. Keep the palm flat.
5. Face the palm towards the body.
6. Tilt the palm slightly toward the face.
7. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground.
8. Ensure the tip of the middle finger touches the outside corner of the right eyebrow or the front corner of the glasses.
9. Keep the rest of the body at attention.
10. To lower the salute, bring the arm smoothly and smartly downward retracting the path used to raise the arm.
11. Return to the position of attention.

# CAP Grade Insignia

## Senior Officers



Senior Member  
(no grade)



Captain



Flight Officer



Major



Technical Flight Officer



Lieutenant Colonel



Senior Flight Officer



Colonel  
(Wing or Region  
Commander)



Second Lieutenant



Brigadier General  
(National Vice-Commander)



First Lieutenant



Major General  
(National  
Commander)



# Cadets



Cadet Basic (no grade)



Cadet Airman



Cadet Airman First Class



Cadet Senior Airman



Cadet Staff Sergeant



Cadet Tech Sergeant



Cadet Master Sergeant



Cadet Senior Master Sergeant



Cadet Chief Master Sergeant



Cadet Second Lieutenant



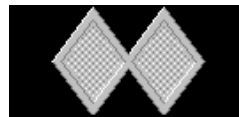
Cadet First Lieutenant



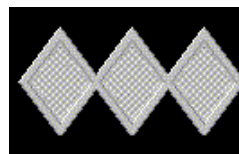
Cadet Captain



Cadet Major



Cadet Lieutenant Colonel



Cadet Colonel

# Cadet Weekly Meeting Agenda

|                               | <b>Uniform*</b>     | <b>Program*</b>  |
|-------------------------------|---------------------|--|
| <b>1<sup>st</sup> Tuesday</b> | BDUs or as dictated | Opening formation, dictated by commander or cadet commander, closing formation |
| <b>2<sup>nd</sup> Tuesday</b> | BDUs or as dictated | Opening formation, dictated by commander or cadet commander, closing formation |
| <b>3<sup>rd</sup> Tuesday</b> | BDUs or as dictated | Opening formation, dictated by commander or cadet commander, closing formation |
| <b>4<sup>th</sup> Tuesday</b> | BDUs or as dictated | Opening formation, dictated by commander or cadet commander, closing formation |
| <b>5<sup>th</sup> Tuesday</b> | BDUs or as dictated | Opening formation, dictated by commander or cadet commander, closing formation |

\* Call-in line will updated each week and will state the uniform of the day and the meeting proceedings

# Typical Cadet Meeting Agenda

## Each Meeting:

|       |  |
|-------|--|
| 17:55 | Fall into formation for flag raising ceremony  |
| 18:00 | Flag raising ceremony with Call to Colors  |
| 18:05 | Unit inspection or dismissal by commander  |
| 18:10 | Classroom or outside drilling, PT, drilling, or other exercises as decided by commander or cadet commander |
| 19:55 | Fall into formation for flag lowering ceremony   |
| 20:00 | Flag lowering ceremony with Retreat or Taps  |

# Attendance Policy

## CAPR 52-16, 2-1b: Cadet Program Management

**Attendance.** *Regular and active participation in the local unit is required. Excessive, unexcused absences may be cause for termination from CAP (see CAPR 35-3, Membership Termination). Any school-related activity is considered an excused absence. Cadets are responsible for notifying the unit about school activities in advance. School related absences do not excuse a cadet from needing to complete the achievement requirements.*<sup>2</sup>

**REGULAR ATTENDANCE IS REQUIRED:** In order to gain full benefit from membership in the CAP Cadet Program, a cadet must attend regular meetings, participate actively in the program and achieve a minimum of two achievement progressions per year.

Attendance is recorded at each meeting (and most activities) by the cadet entering his CAPID into the meeting attendance screen on the squadron laptop.

Excused absences include: illness, major family emergency, school or church-related activities, part-time work, and planned family trips or vacations. For any of the above to be considered excused, the cadet or parent/guardian of the cadet should contact either the Deputy Commander of Cadets, Asst. Deputy Commander of Cadets, Leadership Officer or Squadron Commander before the meeting or squadron activity.

Cadets participating in school sports may need to take a leave of absence during the sports season. A written statement from the coach, instructor, or parent indicating the cadet's participation in the sport and the anticipated length of the sport season should be presented to the Deputy Commander of Cadets prior to the beginning of the sports season. This will be placed in the cadet's personnel file in case there is any question regarding the cadet's status during squadron audits by CAP Wing or Group Staff.

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<sup>2</sup>The term "school-related" is interpreted to mean any school or church function for which attendance is mandatory. Elective after-school activities such as school clubs, scouts, JROTC functions, etc. will be considered on an individual basis. Our squadron's philosophy is to endeavor to cooperatively work with all organizations that benefit youth. However, the CAP cadet program requires significant dedication and commitment. A cadet who is not serious and participates only occasionally is wasting both local squadron and USAF (taxpayer) resources

The following is the “due process” given a cadet in regard to absences:

- ✓ 1<sup>st</sup> unexcused absence - Cadet will be issued a reminder warning by phone, email, or in person.
- ✓ 2<sup>nd</sup> consecutive unexcused absence - Cadet will be issued a written warning and a counseling session with the Deputy Commander of Cadets, Chaplain, or Squadron Commander will be requested to determine what can be done to help support the cadet in attending meetings.
- ✓ 3<sup>rd</sup> consecutive unexcused absence - Cadet may be recommended for dismissal from the Cadet Program. A copy of the written recommendation will be mailed to the cadet and his/her parents/guardian. The cadet will have 30 days from the postmarked date of the letter to appeal the recommendation for dismissal. Appeals should be addressed directly to the Group Commander. The Group Commander’s decision is final.

# Uniforms

The CAP uniform regulations are found in CAPR 39-1, available for download in Adobe Acrobat PDF format from the CAP web site at: [http://level2.cap.gov/documents/u\\_082203102943.pdf](http://level2.cap.gov/documents/u_082203102943.pdf)

A few important excerpts from the uniform regulation follow.

- ◆ All cadets and senior members who participate in the cadet program will wear a CAP uniform. (Ref. CAPR 39-1, 1-4a)
- ◆ Uniforms must be clean, neat and correct in design and specifications, fitted properly, pressed and in good condition (that is not frayed, worn out, torn, faded, patched, and so forth). Uniform items are to be kept zipped, snapped, or buttoned. Insignia, ribbons, and patches must be positioned per regulations and authorized for the individual. Shoes are to be shined and in good repair. CAPR 39-1, 2-1

Many of the uniform components listed below reference a catalog number from CAP's authorized supply store at <http://www.vanguardmil.com/store/>, a division of Vanguard Industries [www.vanguardmil.com](http://www.vanguardmil.com). There is an alternate authorized supply store "The Hock Shop" [www.thehock.com](http://www.thehock.com) that carries many items such as ES gear and specialty patches that are not available through Vanguard. Members are encouraged to consult both sources to find the best deal. Name tapes and many non-CAP specific patches are available at [www.1800nametape.com](http://www.1800nametape.com).

## Blues

The cadet 'blues' uniform (short sleeve) consists of the following. New cadets may order their free blues uniform after setting up their e-services account at [www.capnhq.gov](http://www.capnhq.gov).

- ◆ Light blue, short sleeve, epaulet shirt (worn over white V-neck T-shirt)
- ◆ Dark blue trousers (or skirt)
- ◆ Dark blue web belt with nickle buckle (Vanguard item CAP0991A). Note: Per CAPR 39-1, female members wear a 1-inch wide belt, males a 1-1/4-inch web belt. The 1-inch belt may have to be specially requested.
- ◆ Blue flight cap (Vanguard CAP0944J thru CAP0944U for males, CAP1015J thru CAP1015T for females) with hat device (Vanguard CAP0748A for enlisted grades)
- ◆ Black low-quarter shoes and black socks

Minimum insignia includes:

- ◆ CAP cutouts or grade insignia on both collars (non-officers) or shoulder boards (officers)
- ◆ CAP nameplate over right pocket (Vanguard item CAP0599M)
- ◆ CAP propeller (Vanguard CAP0748A for NCOs and below) or grade (officers) insignia on flight cap
- Ribbons: Worn resting on but not over top edge of left pocket and centered between the left and right edges with no more than three in a row. Wear all or none. (Ref. CAPR 39-1, Figure 2-4. Men's Long-sleeve Shirt (Cadets))
- "Shirt Garters" are elastic bands that help keep your blues shirt or blouse neatly tucked in. These have become almost mandatory for cadets involved in color guard or drill team activities. (Vanguard item CAP1018D)

The "Class B" uniform adds a regulation USAF tie (Vanguard item CAP0976 or CAP0976A) with CAP tie tack (Vanguard CAP0918) or bar (Vanguard CAP0918D), or tie tab for females (Vanguard item CAP1017L) to the short sleeve shirt (or blouse). The "Service Dress" uniform substitutes a long-sleeve shirt (or blouse) and adds a dark blue service coat to the "Class B" uniform. Cadet officers may substitute the hard-brimmed service cap for the flight cap.

The USAF allocates a quantity of blues uniforms to be issued free to new CAP cadets each year as long as the inventory lasts. Shoes, ties, and insignia/devices are not included in the USAF free uniform program. The enrollment program signed by the cadet and his/her parents requires that the free uniform be returned to the squadron if the cadet does not stay active in the program for at least one year.

## BDUs

A cadet BDU (battle dress uniform) consists of the following:

- ◆ Forest camouflage BDU blouse
- ◆ Forest camouflage BDU pants
- ◆ Black or blue belt with subdued (not shiny) buckle (Vanguard item CAP0991)
- ◆ Brown (Vanguard item CAP1403A thru CAP1403D) or black t-shirt. (CAPR 39-1 specifies the black t-shirt for wear with BDUs, but the black t-shirts are not shown in the Vanguard online catalog. Alternate sources such as Walmart or the Army Surplus store may be used.)
- ◆ Forest camouflage BDU cover (cap) (Hock Shop item 2429X)
- ◆ Black lace-up boots with boot socks. Pants should be bloused around boot tops with elastic trouser-blouser bands (Vanguard item CAP1018E) such that socks and tied laces are not visible.

Minimum insignia includes:

- ◆ CAP cutouts or grade insignia on both collars. Cadet officers also wear grade on BDU cap.
- ◆ Georgia Wing patch on left sleeve (we have plenty of these at the squadron)
- ◆ Reversed US Flag patch on right sleeve (Vanguard 4432430)
- ◆ Blue name tape over right pocket (Vanguard item CAP0599HA)
- ◆ Blue "Civil Air Patrol" tape over left pocket (Vanguard CAP0599K)
- ◆ "Black Knights" Squadron patch on right pocket if you've earned your Curry. (We have these available at the squadron.)
- ◆ Qualification patches as appropriate (General ES, Ground Team, Radio Operator, Cadet Officer School, Hawk Mountain Ranger, etc.)

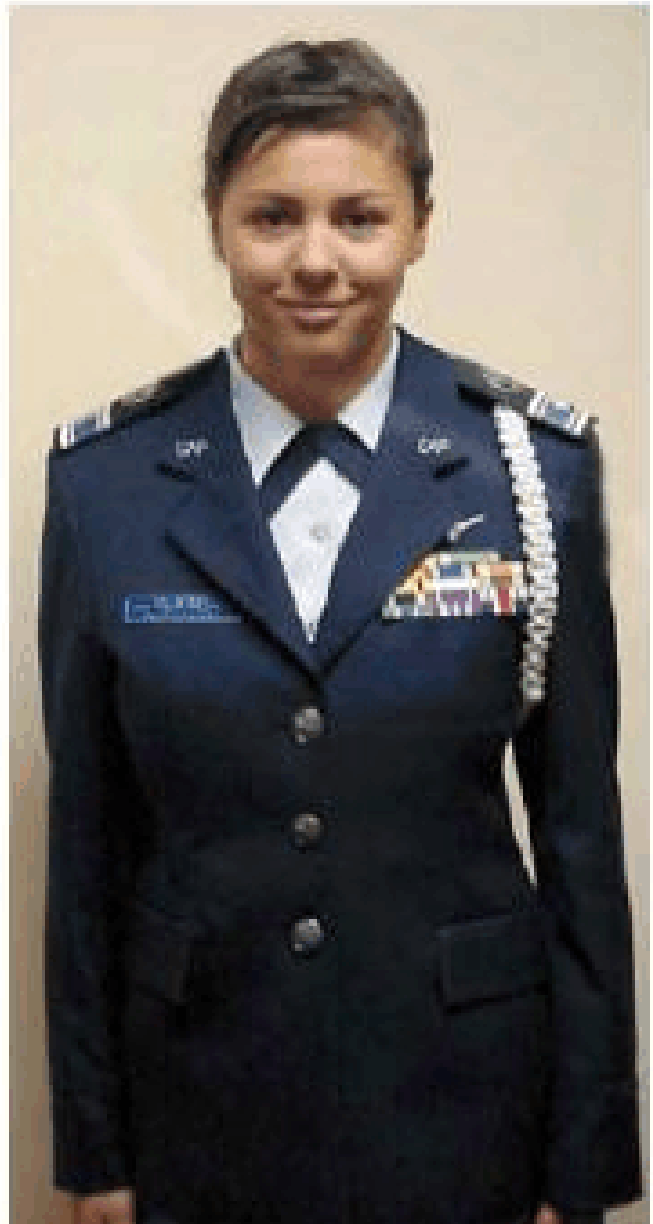
## PT Uniform

The official Georgia Wing Physical Fitness (PT) uniform is a CAP Distinctive shirt (unit, activity, DDR, etc.), shorts (black, dark blue, or gray with minimal logos), white socks and athletic shoes. This uniform may be modified for seasonal weather conditions by including athletic sweats, windbreaker, orange vests (if exercising after dark), etc. CAP National Headquarters has approved PT uniforms that can be purchased from Vanguard (items CAP4602B thru CAP4603E for summer, and CAP4500A thru CAP4500L sweatsuits for winter).

**Note: It is against CAP safety regulations to use audio devices (CD or MP3 players, headphones, etc.) while engaging in PT activities. CAP members must be able to recognize and avoid hazards (cars, aircraft, insects, etc) when performing PT activities.**



Male New-style Service Dress  
(Cadet Airman or NCO)



Women's Service Dress Uniform  
(Cadet Officer)





**Cadet NCOs and Airmen  
Men's Short-sleeve Shirt  
(Cadet Airman)**



**Tuck-in Blouse  
Women's Short-sleeve Blouse (Cadet Airmen)**



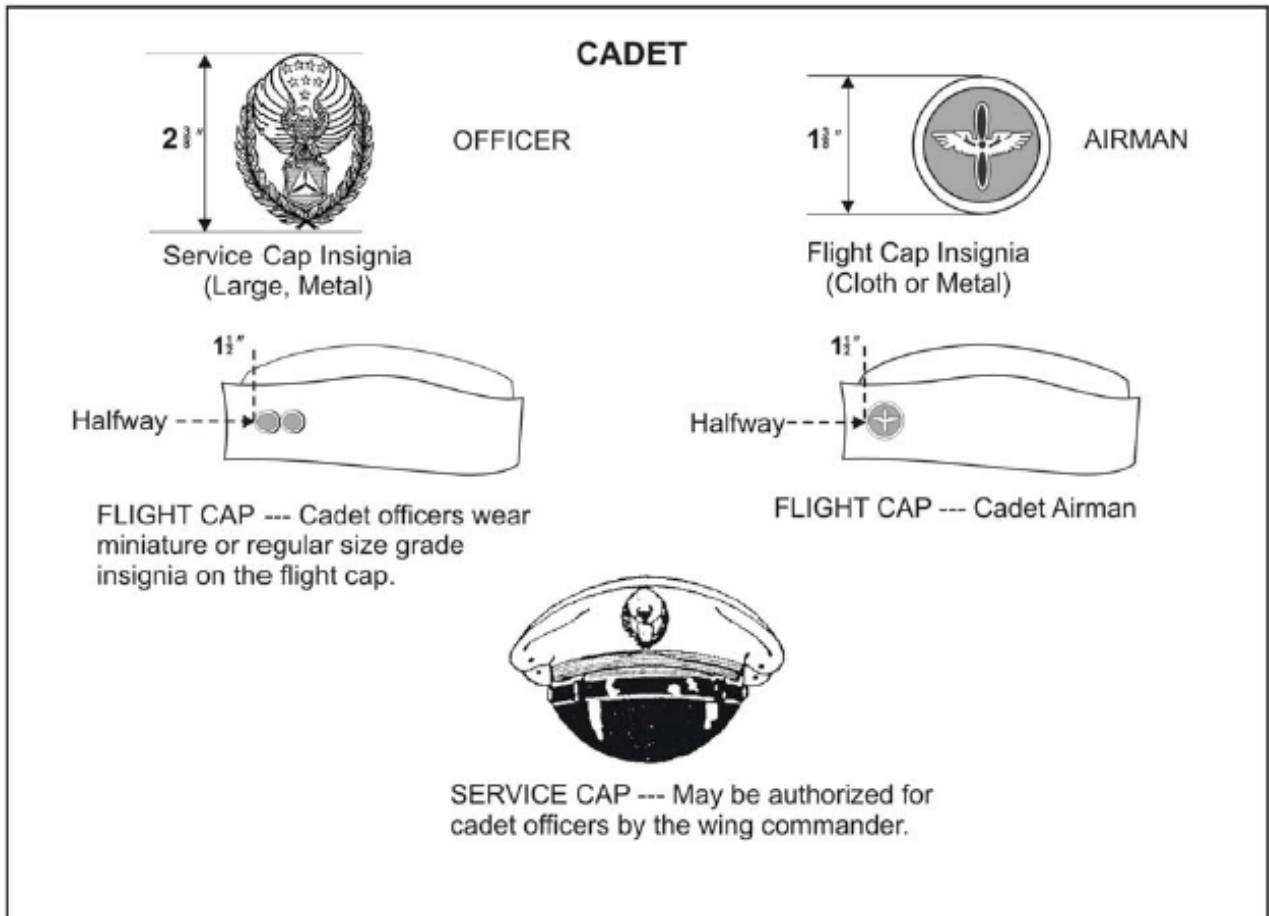
**Cadet**

Battle Dress Uniform (BDU)



**Cadet**

BDU Field Jacket

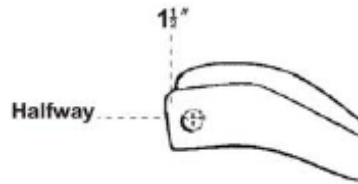
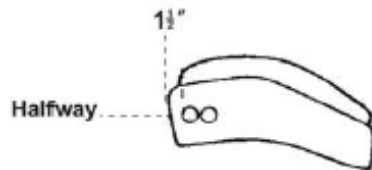
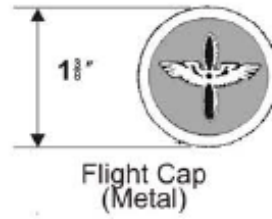
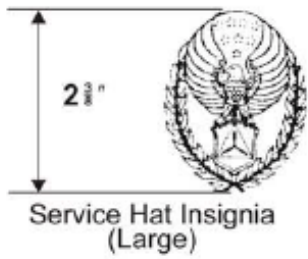


Placement of Men's Cap Devices  
(Cap devices are antique satin finish that matches buttons of service coat)

# CADET

OFFICER

AIRMAN



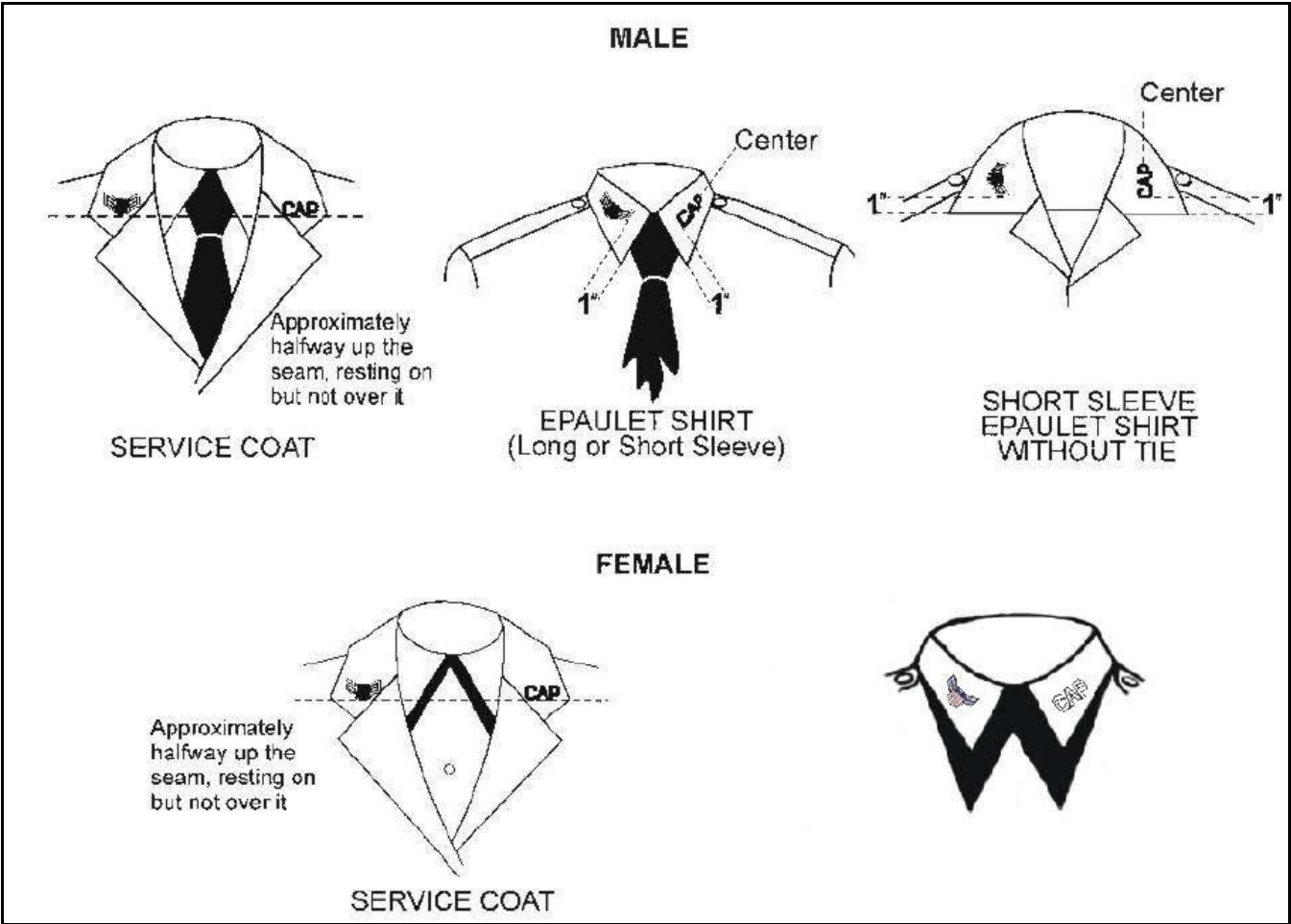
FLIGHT CAP --- Cadet officers wear miniature or regular size grade insignia on the flight cap.

FLIGHT CAP



SERVICE CAP --- May be authorized for cadet officers by the wing commander.

Placement of Women's Cap Devices  
(Cap devices are antique satin finish that matches buttons of service coat)



Placement of Cadet NCO and Airman Grade Insignia

# Internet Resources for Cadets

## Online Manuals, Regulations, and Quizzes

### Leadership 2000 and Beyond

<http://level2.cap.gov/index.cfm?nodeID=5803> Main page for Leadership 2000 2nd Edition.

**Volume 1** covers leadership progression for Phases I and II, from the Curry (Cadet Airman) through the Armstrong (Cadet Chief Master Sergeant) achievements.

[http://level2.cap.gov/documents/u\\_061404092459.zip](http://level2.cap.gov/documents/u_061404092459.zip) (Volume 1 Complete)

[http://level2.cap.gov/documents/u\\_061404092725.pdf](http://level2.cap.gov/documents/u_061404092725.pdf) (Vol. 1 Chapters 1-3)

[http://level2.cap.gov/documents/u\\_061404092846.pdf](http://level2.cap.gov/documents/u_061404092846.pdf) (Vol 1 Chapters 4-7)

**Study Chapter 1, Volume 1 for your Curry achievement.**

**Volume 2** covers leadership progression for Phases III and IV, from the Mitchell Award (Cadet 2<sup>nd</sup> Lieutenant) through the Spaatz (Cadet Colonel).

[http://level2.cap.gov/documents/u\\_061404094353.zip](http://level2.cap.gov/documents/u_061404094353.zip) (Volume 2 complete)

[http://level2.cap.gov/documents/u\\_061404093549.pdf](http://level2.cap.gov/documents/u_061404093549.pdf) (Vol. 2 Chapters 8-10)

[http://level2.cap.gov/documents/u\\_061404093737.pdf](http://level2.cap.gov/documents/u_061404093737.pdf) (Vol 2 Chapters 11-15)

These guides are provided on "The Next Step" CD-ROM that new cadets receive in their new member packet from CAP national headquarters.

### Drill & Ceremonies Manual

[http://level2.cap.gov/documents/u\\_102703152911.pdf](http://level2.cap.gov/documents/u_102703152911.pdf)

**Study Chapters 1-3 for your Curry achievement.**

### Uniform Manuals

[http://level2.cap.gov/documents/u\\_082203102943.pdf](http://level2.cap.gov/documents/u_082203102943.pdf) (CAPM 39-1 Approved Version)

[http://level2.cap.gov/documents/2008\\_01\\_25\\_Uniforms.pdf](http://level2.cap.gov/documents/2008_01_25_Uniforms.pdf) (CAPM 39-1 Supplement Letter)

[http://level2.cap.gov/documents/u\\_082203104145.pdf](http://level2.cap.gov/documents/u_082203104145.pdf) (CAPM 39-3 Medals & Awards)

### Supply Resources

Vanguard : [www.vanguardmil.com/store/](http://www.vanguardmil.com/store/)

“The Hock Shop” [www.thehock.com](http://www.thehock.com)

## **Cadet Programs General Info & Resources**

[http://www.cap.gov/visitors/members/cadet\\_programs/](http://www.cap.gov/visitors/members/cadet_programs/)

## **Training Resources**

[http://www.cap.gov/visitors/members/professional\\_development/](http://www.cap.gov/visitors/members/professional_development/)

## **CAP Multimedia**

<http://www.capchannel.com/home>

## **Emergency Services Online Examinations**

<https://tests.cap.af.mil/newtests/test.cfm?grp=dos> (ES-116 and ES-117)

<https://tests.cap.af.mil/opsec/main.cfm> (OPSEC)

## **Glider Wing Runner Course and Online Test**

<http://www.soaringsafety.org/school/wingrunner/toc.htm>

<https://tests.cap.af.mil/ops/tests/default.cfm?grp=dov>

## **Cadet Pages, Forums, Blogs**

<http://www.cadetstuff.org/>

Cadetstuff.org - Best cadet resource on the 'net

<http://www.flcadet.com/>

Florida Wing Cadet Pages - practice quizzes!

<http://www.texascadet.org/resources/index.html>

Texas Wing Cadet Resource Center

<http://www.captalk.net/>

CAPTalk.net forum. Discussion of all things CAP.

<http://www.geocities.com/cadethelp/>

Where Cadets Get The Answers!

<http://capblog.typepad.com/>

CAP Blog

## **Squadron Web Site**

Our squadron web site is accessed most easily from the Georgia Wing home page at

<http://www.gawg.cap.gov/GA153>.

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## How to set up your CAP NHQ E-Services Account

This free account enables you to monitor your awards and CAP records that are recorded by CAP National Headquarters (NHQ) and change your personal information such as addresses, phone numbers, emails, etc. It also allows you to sign up online for any National Cadet Special Activities you want to participate in, and record and print your Emergency Services records.

To sign up for e-services, go to this link:

[www.capnhq.gov](http://www.capnhq.gov)

Select the "Click Here" link to activate your account. You'll need your social security number and your email address. The system will mail a temporary password to the email address you specify. You'll then change the password to something you can easily remember when you first log in to your account. If you don't have computer access or an email account, sign up for a free Yahoo or Hotmail account and use our computers at the squadron!

It is each cadet's responsibility to ensure that their ES training records are current and that they are mission-ready. **You cannot participate in formal ES activities such as Search and Rescue Exercises or actual missions without a valid CAPF-101 card.** Use your e-services account to check and update your ES records. Squadron senior members or your cadet command staff will be happy to show you how to do this.



# How to set up your Georgia Wing AEGES account

This is very important! Email and AEGES is the most reliable method that CAP has of keeping you informed of upcoming activities, regulation changes, and last minute schedule changes (often weather related!).

- ◆ Go to [www.gawg.cap.gov](http://www.gawg.cap.gov)
- ◆ Click on “Viper” under the Features section at the top of the page, or go directly to the following link: [www.gawg.cap.gov/viper](http://www.gawg.cap.gov/viper)
- ◆ Click on the [Here](#) link under “New Member Signup” at the center left of the page. This will bring up the following fields. Sample personal information has been entered by then SM Boylan. Instead of “xxxxxxx”, enter a password you can easily remember.

## Personnel Information (mandatory, except middle initial)

|                      |   |                                |
|----------------------|---|--------------------------------|
| <b>Password</b>      | <input type="text" value="xxxxxxx"/>                |                                |
| <b>Email Address</b> | <input type="text" value="prboylan@touchbase.com"/> |                                |
| <b>Last Name</b>     | <b>First Name</b>                                   | <b>Middle Initial</b>          |
| Boylan               | Philip  | <input type="text" value="R"/> |

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## Residence/Communication Information (optional)

|                   |  |   |
|-------------------|--|---|
| <b>Street</b>     | <input type="text" value="P O Box 109"/> |   |
| <b>City</b>       | <b>State</b>                             | <b>Zip</b>                                |
| Silver Creek      | <input type="text" value="GA"/>          | 30173                                     |
| <b>Radio Call</b> | <b>Home Phone</b>                        | <input type="text" value="706-378-9899"/> |
|                   | <b>Work Phone</b>                        | <input type="text" value="706-346-2588"/> |

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## Squadron or Unit (mandatory)

|   |
|---|
| <input type="text" value="GA043 Rome Comp Sqdn"/> |
|---|

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Fill out the rest of the optional fields as applicable. Select your current grade and your interest areas (titles) and/or squadron leadership positions.

### Rank and Duty Position(s) (optional)

|                  |  |                   |   |
|------------------|--|-------------------|---|
| <b>Rank</b>      | <input type="text" value="Mr"/>                | <b>Main Title</b> | <input type="text" value="CD Deputy Commander"/>    |
| <b>2nd Title</b> | <input type="text" value="CP Cadet Programs"/> | <b>3rd Title</b>  | <input type="text" value="DOS Emergency Services"/> |

Now click on “Submit” and you’re done! You will get a confirmation sent to your email address. After you receive the confirmation you will start receiving AGES mass mailings and be able to use VIPER to broadcast email to other Georgia Wing members and view our unit calendar.