

CAP REGULATIONS

A Reader-Friendly Approach

We should use modern typographic techniques to make our publications more readable and easier to scan.

The current format of our regulations came about when the world was still predominantly paper-driven and word-processing software had meager abilities.

Today, most people reference CAP publications online. Therefore, we can easily use color to help readers navigate, versus limiting ourselves to the black and white of today. Also, a publication's page count is less relevant because we are not printing thousands of hard copies.

As far as I can tell, the Air Force has never mandated we format our publications in a certain way. Therefore, we ought to make our publications as user-friendly for our volunteers as possible.

I recommend we experiment with this line of thought by using the format below for the next edition of CAPR 52-16 (currently under revision). Others at NHQ can easily duplicate this format, which was created in MS Word with common typefaces.

Curt LaFond
NHQ Cadet Team
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CHAPTER 7

CADET ADVISORY COUNCILS

7-1. Purpose

Cadet Advisory Council (CAC) will be established at the national, region and wing levels. Group commanders may establish CACs, with the wing commander's discretion. The three purposes of the CAC are to:

- a. Provide an organization where cadets gain leadership experience at higher organizational levels.
- b. Aid the commander in monitoring and implementing the Cadet Program.
- c. Make recommendations for improving and running the Cadet Program. For additional guidance on the CAC program, see CAPP 52-19, *Cadet Advisory Council Guide*.

7-1. Composition

- a. **Allotment of Seats.** Commanders may appoint one primary representative and one assistant to serve on the CAC at the next higher echelon.

(1) *Region commanders* appoint a national CAC representative and assistant. Only Phase IV cadet officers or Spaatz cadets from their region are eligible.

(2) *Wing commanders* appoint a region CAC representative and assistant. Only cadet officers from their wing are eligible.

(3) *Composite and cadet squadron commanders* should appoint a wing (or group) CAC representative and assistant. Squadron commanders should appoint only cadet officers from their unit. However, if the squadron does not have a cadet officer, the commander may appoint any cadet from the unit, or leave the position vacant.

- b. **Authorization.** Commanders appoint their primary and assistant representatives by sending a completed a CAPF 2a, *Request for and Approval of Personnel Action*, (or an e-mail), to the director of cadet programs at the next higher echelon. In the remarks section, include the cadet's mailing address, phone number, and e-mail address.

- c. **CAC Officers.** The CAC will have a cadet chairperson and a vice chairperson and/or recorder. The echelon commander may appoint cadets to these positions, or allow the council to fill them through elections.

(1) To be appointed or elected chairperson, the cadet should have served on the CAC during the previous term. This promotes continuity between councils.

Large chapter headlines

Color headlines and subheads to make navigation easier

Narrow margin for body text, which allows for greater readability and allows readers to add notations

Sans-serif typeface for headers; serif typeface for body text

Generous leading between lines; 11/15 versus "single"

(2) For the national CAC, the National Commander appoints the chairperson, upon the recommendation of the senior member advisor.

(3) If a primary representative is elected or appointed chairperson, the commander of the affected unit should appoint another cadet to replace him or her as the unit's primary representative.

d. Frequency of Meetings. Each council will convene as specified by the respective echelon commander. However, councils will convene at least twice annually. Councils may conduct meetings electronically.

7-3. Duties

a. Advisory Nature. The CAC has no authority to implement policy. Councils send their recommendations to the echelon commander, through the director of cadet programs, in the format of staff study reports or position papers.

b. Service to the Echelon Commander. The echelon commander, or CAC senior member advisor, may direct the CAC to deliberate on a particular Cadet Program issue (not related to an official complaint or the inspection program) and require the CAC to submit their recommendations in writing.

c. Bylaws. Commanders may establish a Constitution & Bylaws or an Operating Instruction for their echelon's CAC, without approval from National Headquarters.

d. Personal Conduct. If any council member's performance or conduct drops below CAP standards, the appointing authority may revoke that individual's appointment and appoint a replacement.

e. Role of Assistant Representatives. Assistant representatives have no vote, unless the primary representative is absent. Assistants should participate in all CAC meetings, if logistically feasible.

f. Voting Rights of the Chair. Chairpersons have no vote, except to break a tie.

7-4. Term of Office

a. Duration. Commanders appoint cadets to the CAC for a 1-year term of office. Commanders may re-appoint a cadet for only one additional term at each echelon. No cadet will serve more than two years at each echelon.

b. Dates of Term. The beginning and termination of the term of office will coincide with the beginning of the summer National Board meeting.

c. Appointment Dates. Commanders will appoint their CAC representatives no later than 1 July.

7-5. Senior Member Advisors

The echelon’s director of cadet programs, or designee, will supervise the CAC and act as its advisor. An advisor, and preferably another senior member, must be present at all CAC meetings, per CAPR 52-10, *Cadet Protection Policy*. The advisor helps guide and counsel the CAC while allowing it to function as a forum for cadets.

7-6. Minutes & Agendas

The chairperson will forward the CAC meeting agenda to all representatives and advisors at least 10 days prior to the scheduled meeting. The chairperson will also ensure that minutes of CAC proceedings are forwarded to the CAC members, the echelon commander, and the next echelon’s director of cadet programs within 30 days. For guidance on preparing meeting minutes and agendas, see CAPP 52-19.

7-7. Reimbursement

Each year, National Headquarters will allot funds to help offset the travel expenses of the primary representatives and chair of the National CAC (NCAC).

7-8. Awards

During their term of office, primary representatives and CAC chairs may wear a shoulder cord (see Figure 7-1). Shoulder cords must be of the same style and shade as that stocked for CAP by Vanguard Industries. Upon successful completion of their term of office, primary representatives and CAC chairs may wear the CAC ribbon, with the approval of the echelon's commander.

Figure 7-1. Awards & Identification for CAC Primary Representatives

Appointing Authority	CAC Echelon	CAC Ribbon Device	Shoulder Cord
Regions	National	Ribbon with gold star	Gold
Wings	Region	Ribbon with silver star	Blue
Groups or Squadrons	Wing	Ribbon with bronze star	Red
Squadrons	Group	Basic ribbon only	Green
