



CIVIL AIR PATROL USAF AUXILIARY

NEW CADET GUIDE

GETTING STARTED
WEARING the UNIFORM
STAYING SAFE
ENJOYING a GREAT 1ST YEAR

SEPTEMBER 2013

WELCOME to the CIVIL AIR PATROL

The CAP CADET PROGRAM

Transforming youth into dynamic Americans and aerospace leaders

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

Leadership

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



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

Aerospace

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



Where's the best place to study aerospace? The cockpit!

Fitness

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



Being a cadet means getting into shape and growing stronger.

Character

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



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

CADET CORPS



"Off we go into the wild blue yonder, Climbing high into the sun..."

FACTS ABOUT **YOUR** CIVIL AIR PATROL

CAP's BIRTH DATE *1 December 1941, six days before Pearl Harbor*

CAP CORE VALUES *Integrity Service Excellence Respect*

CAP MOTTO *Semper Vigilans — Always Vigilant*

CAP's THREE MISSIONS *Aerospace Education Cadet Programs Emergency Services*

CAP CADET MISSION *To develop dynamic Americans and aerospace leaders*

CAP CADET VISION *Today's cadets... tomorrow's aerospace leaders*

The FOUR ELEMENTS *Leadership Aerospace Fitness Character*
of the CADET PROGRAM

BASIC EXPECTATIONS for **1st YEAR CADETS**

- ❑ Stay with CAP for at least 1 year. Give the cadet experience a chance to impact your life.
- ❑ Attend your weekly squadron meetings.
- ❑ Attend one "Saturday" event per month, if available.
- ❑ Attend encampment — local leaders will tell you why encampment is so awesome.
- ❑ Earn the Wright Brothers' Award during your first year.

If a family, school, or other commitment requires you to miss a CAP activity, please let your squadron leaders know in advance.

TABLE OF CONTENTS

| | |
|----------------------------|----|
| Five First Tasks | 3 |
| Chain of Command | 3 |
| Wingmen Speak Up | 4 |
| Rank Up! Making the Grade | 5 |
| Physical Fitness | 6 |
| Cadet Uniforms | 7 |
| Cadet Awards & Decorations | 10 |
| Social Media | 11 |
| Drug-Free Ambassadors | 11 |
| SQ3R Study Skills | 11 |
| Personal Productivity | 12 |
| Cadet Super Chart | 13 |
| Personal Cadet Tracker | 15 |

5 FIRST TASKS *for* NEW CADETS

You'll need help from a parent or guardian to do tasks 1 & 2.

1 Create an account in eServices

- Have a valid email address.
- Find your CAPID number on your CAP ID card. If you haven't received your card yet, call 877-227-9142 and press "1" for help.
- Know the last 4 digits of your Social Security Number.
- Visit capmembers.com, click "register for eServices" and follow the on-screen prompts to create and activate your account.
- After activating your account, please verify your contact information in eServices by clicking "Review/Edit My Info."

2 Request a Blues Uniform

- Log into eServices and click the Cadet Uniform link.
- Follow the on-screen prompts to order your uniform.

Uniforms are provided free to cadets when Federal funds are available. Some restrictions may apply. See the eServices page for details.

3 Look Around

- Check out the *Cadet Super Chart* on page 13.
- Look through this *New Cadet Guide* booklet

4 Read *Learn to Lead*, Chapter 1

- You'll need to pass a 25-question, open-book test on this material to complete Achievement 1 and qualify for promotion to Cadet Airman.

5 Pass the *Learn to Lead* Chapter 1 Test

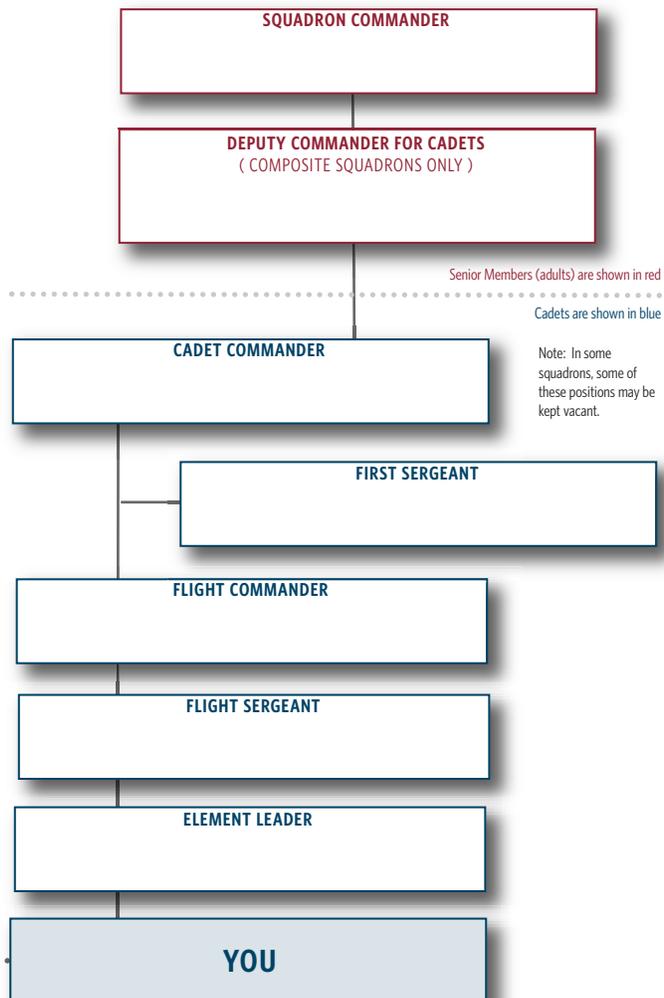
- Read *Learn to Lead* chapter 1. Pay attention to the learning objectives and use them to quiz yourself.
- Log-in to eServices and click Cadet Online Testing.
- Click Leadership Exams, then Leadership Chapter 1 Exam, and follow the on-screen prompts to take your test.
- Record your passing score on the *Personal Cadet Tracker* on page 15.

Your SQUADRON'S CHAIN of COMMAND

Complete the chart on the right to list the key people who lead and support you in your hometown unit. You can look-up their contact information in eServices.



The chain of command is made visible during cadet formations.



WINGMAN
The first person to see if you need help

phone _____
email _____



WINGMEN SPEAK UP

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

The Air Force teaches that a wingman will always safeguard his or her lead. And, that a lead never lets his or her wingman stray into danger. Cadets at all levels have a role as wingmen.

Being a good wingman means taking care of fellow cadets and telling a trusted adult when you see signs of trouble. This is extra important if your wingman is about to make a poor decision or shows signs of hurting.

WARNING SIGNS of ABUSE

Keep your wingman and all fellow cadets safe from anyone who is trying to hurt them. If you think a cadet is being abused, speak up. Tell any adult you trust. And speak up if you see someone doing anything like this:

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

HOW to SOUND THE ALARM

Don't worry about following the chain of command, just go see an adult you trust and tell of your concerns. No one can "order" you to keep quiet. No one can try to get back at you for being a good wingman. If you bring serious problems to CAP senior members, they will keep that information as private as they can, telling only those adults who have a need to know.

REAL COURAGE

Sounding off with your concerns is not a sissy or childish response. The Air Force Chief of Staff – the highest ranking general in the service – put it this way. *"We value courage in this business."* Sometimes the bravest thing you can do is to speak up.



"KNOCK IT OFF"

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

When you hear **"KNOCK IT OFF"** immediately stop what you are doing and await further instructions.

Safety is serious business. No one wants to get hurt, and if someone is injured, the team might not complete its mission. Pay special attention to what your wingman is doing and how he or she looks or feels because you have a special duty to keep your wingman safe.

RANK UP! MAKING *the* GRADE

Cadets overcome challenges. Fly. Learn. Cadets have fun and rise to the expectations that have been set for them and are symbolized by the U.S. Air Force style uniform they wear. Welcome, and get ready for a life-changing experience!

Get started by learning how the system of achievements, awards, and promotions work:

Look at the diagram below for a general overview on promotions, and look at the Cadet Super Chart on page 13 for the details.

Passing the tests and being an active member makes you eligible for promotion, but your personal performance as a cadet also counts. This is where the “leadership expectations” shown on the Cadet Super Chart come into play. Keep the “leadership expectations” on your mind. They tell you what sort of skills and attitudes you need to focus on to earn promotions.

Each time you earn a promotion, you receive a new cadet grade and grade insignia. The higher you climb in the Cadet Program, more exciting activities and leadership opportunities become available to you, but your squadron will also expect you to accept new responsibilities and perform at an even higher level of excellence.



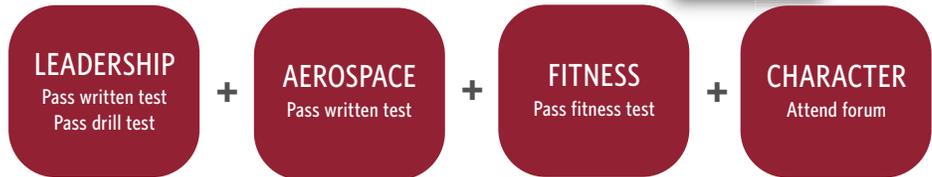
The Spatz Award garners the grade of Cadet Colonel.

Basic Overview

Cadet Promotion Requirements

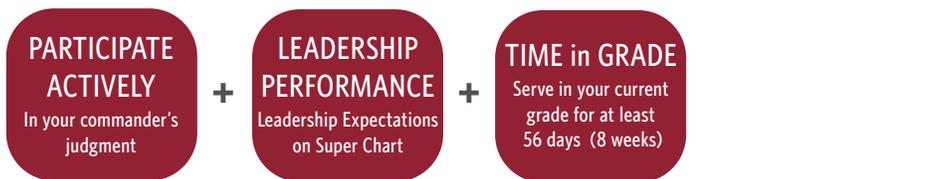
Basic eligibility requirements

complete in any order
aerospace is not always required; see Super Chart or Tracker



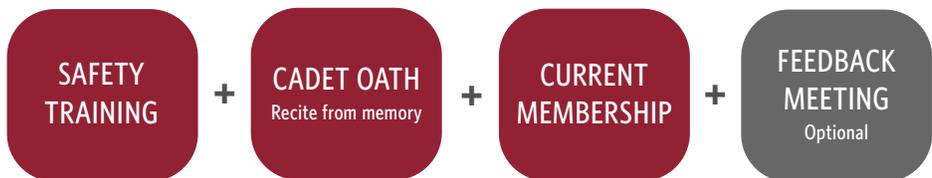
Personal performance requirements

commander reviews after you meet the basic eligibility requirements



Administrative requirements

commander reviews after you meet the basic eligibility requirements



Promotion



you may now begin working on the next achievement or award...

PHYSICAL FITNESS

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

The Cadet Physical Fitness Test

To advance in the Cadet Program, cadets must pass a fitness test. The basic rules for the five events are described below. Your instructors will explain what the test entails and what the particular goals are for your age and gender. In the meantime, just get started by:

- doing as many sit-ups as you can in 1 minute (for beginners) or 2 minutes (fit cadets)
- doing 5, 10, or 20 good push-ups in one session... start slow at first, but over a couple weeks, try to get to where you can do 20 push-ups
- running 1-mile

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



Sit-and-Reach

Take off your shoes, sit on the ground with your legs fully extended and the soles of your feet against a stair or curb. Then with palms face down, reach as far as you can without bouncing.



Curl-Ups (Sit-Ups)

How many can you do in 60 seconds? You must touch your thighs with your elbows as you go up, and then your shoulder blades must touch the ground when you go down.



Push-Ups

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



1-Mile Run

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



Shuttle Run

This is an alternative to the mile run and is used mostly during bad weather. Sprint exactly 30 feet, pick up a small block the size of a soda can, run back to the start, drop the block, and repeat one more time.

If a 1-mile run is beyond your abilities right now, try a run/walk instead. Olympic marathon runners have proven this method successful. Start at whichever level and session you feel comfortable (see table below). Jog at a pace that allows you to talk without getting winded. Your goal is to run/walk for a certain amount of time — don't worry about distance or speed. Gradually work your way through the plan to its end.

Run/Walk Plan for Beginners

| Session | Walk | Run | Repeat |
|------------------|--------|--------|---------|
| Week 1, Monday | 2 min | 1½ min | 7 times |
| Week 1, Thursday | 2 min | 2 min | 6 times |
| Week 1, Saturday | 1 min | 2 min | 6 times |
| Week 2, Monday | 1 min | 2½ min | 6 times |
| Week 2, Thursday | 1 min | 3 min | 5 times |
| Week 2, Saturday | 1 min | 3 min | 5 times |
| Week 3, Monday | 30 sec | 3½ min | 5 times |
| Week 3, Thursday | 30 sec | 4 min | 4 times |
| Week 3, Saturday | 30 sec | 4 min | 4 times |

Run/Walk Plan for Intermediates

| Session | Walk | Run | Repeat |
|------------------|--------|-------|---------|
| Week 1, Monday | 1½ min | 3 min | 4 times |
| Week 1, Thursday | 1½ min | 3 min | 4 times |
| Week 1, Saturday | 1 min | 3 min | 4 times |
| Week 2, Monday | 1 min | 4 min | 4 times |
| Week 2, Thursday | 1 min | 4 min | 4 times |
| Week 2, Saturday | 30 sec | 5 min | 3 times |
| Week 3, Monday | 30 sec | 5 min | 3 times |
| Week 3, Thursday | 30 sec | 5 min | 3 times |
| Week 3, Saturday | 30 sec | 6 min | 2 times |



The **PROPER WEAR** of **AIR FORCE-STYLE CADET UNIFORMS**



THERE IS ONLY

1 WAY

to WEAR
the UNIFORM:

the **RIGHT**
WAY

CADET UNIFORMS & INSIGNIA

CAP's vendor for uniform insignia is Vanguard at CivilAirPatrolStore.com, (800) 221-1264. Some squadrons keep these items on hand and the garments (but not insignia) may be available at the nearest Air Force installation, so check with your local leaders before making any purchases.

Air Force "Blues" Uniform

| | |
|--|----------|
| Flight cap (male) | CAP0994k |
| Flight cap (female) | CAP1015J |
| Cadet flight cap device | CAP0748A |
| Light blue, s/sleeve shirt (male) | CAP1001A |
| Light blue, s/sleeve blouse (female) | CAP1017 |
| Blue 3-Line nameplate (last name) | CAP0599M |
| Blue trousers (male) | CAP0993K |
| Blue trousers (female) | CAP3500A |
| Blue skirt (female) | CAP3600A |
| Blue belt (with silver buckle) | 2500500 |
| Shoes or pumps | |
| Undershirt: plain white, (males: v-neck) | |

Camouflage "BDU" (Battle Dress Utility)

| | |
|---------------------------------|-----------|
| BDU cap | CAP0990M |
| BDU shirt | 1001506 |
| BDU pants | 1001524 |
| "Civil Air Patrol" cloth tape | CAP0599K |
| Cloth nametape (last name) | CAP0599HA |
| US Flag patch ("reverse style") | 4432430 |
| BDU belt (with black buckle) | 2500510 |
| Combat boots & boot blousers | |
| Undershirt: plain black | |

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



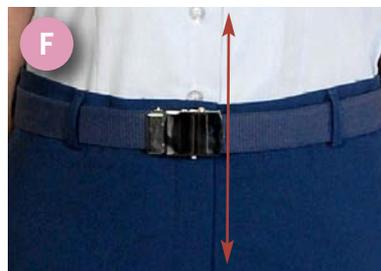
Flight cap device is centered on left side, 1 1/2" from edge. Male and female flight caps are slightly different in style but prescribe the same rule for placing the device.



Chevrons rest 1-inch from the collar edge, parallel to that edge and centered. Chevrons are worn on both collars and in the same manner on BDUs and Blues alike.



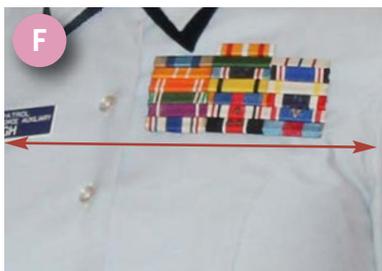
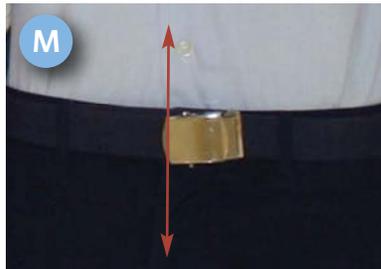
Blue nametag (females) is centered on right breast, even with or up to 1 1/2 inches higher or lower than the first exposed button, parallel to the ground.



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



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



Ribbons (females) rest centered on left breast, parallel to ground. The bottom of the set of ribbons is even with the bottom of the nametag. Wear of ribbons is optional on the light blue shirt.



Blues pants front of pant leg should rest on front of shoe, with a slight break in crease and 1/8" longer on back



Ribbons (males) rest centered on, but not over, the left breast pocket. Wear of ribbons is optional on the light blue shirt.



Blues skirt (females) skirt length will be no longer than bottom of kneecap or shorter than top of kneecap.

BASIC GROOMING STANDARDS

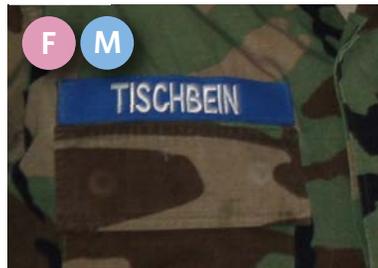
Males. Except in field conditions, cadets are expected to have a clean appearance free of dirt and grime. Anti-persperant / deodorant will be used and toothpaste and mouthwash as well. Hair must appear tapered and be trimmed to not touch the ears, collar, or eyebrows. Bangs cannot be visible when wearing headgear. Extreme or fad styles are prohibited. In general, the face must be clean shaven. Sideburns must be neatly trimmed and end before the bottom of the ear. A neatly trimmed mustache may also be worn. Earrings are prohibited. Necklaces cannot be visible.

Females. Except in field conditions, cadets are expected to have a clean appearance free of dirt and grime. Anti-persperant / deodorant will be used and toothpaste and mouthwash as well. Hair must be neatly arranged to present a conservative, feminine appearance, and may touch but not fall below the bottom edge of the collar. Only inconspicuous pins and combs may be worn in the hair. Extreme and fad styles are prohibited. Cosmetics are permitted if conservative and in good taste. Hair must not fall below the front band of the BDU cap, but may be visible in front of the flight cap. One small spherical earring per ear is permitted. Necklaces cannot be visible.

Note: These few pages on the wear of the uniform cover only the most common matters. For full details, see CAPM 39-1 at capmembers.com/pubs.



Chevrons rest 1-inch from the collar edge, paralell to that edge and centered. Chevrons are worn on both collars and in the same manner on BDUs and Blues alike.



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



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

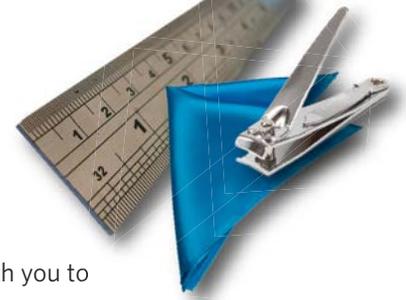


Sleeves when rolled up must touch or come within 1" of forearm, when bent at 90° angle.



BDU pants must be bloused over combat boots

TEN TIPS *for* LOOKING SHARP *in* UNIFORM



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

CADET AWARDS & DECORATIONS

See CAPR 39-3 for information on how to earn these awards.

Cadet achievement ribbons and milestone awards are shown atop the shaded field. Cadets earn them through the normal course of progression in the Cadet Program.



Silver Medal of Valor



Bronze Medal of Valor



Distinguished Service Medal



Exceptional Service Award



Meritorious Service Award



Commander's Commendation Award



Achievement Award



Certificate of Recognition for Lifesaving Award



National Commander's Unit Citation Award



Unit Citation Award



Gen Carl A. Spaatz Award



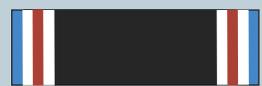
Gen Ira C. Eaker Award



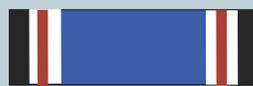
Amelia Earhart Award



Brig Gen Billy Mitchell Award



Neil A. Armstrong Achievement Ribbon



Dr. Robert H. Goddard Achievement Ribbon



Gen. Jimmy Doolittle Achievement Ribbon



Charles A. Lindbergh Achievement Ribbon



Capt Eddie Rickenbacker Achievement Ribbon



Wright Brothers Award



Col Mary Feik Achievement Ribbon



GAF Henry H. "Hap" Arnold Achievement Ribbon



Maj Gen John F. Curry Achievement Ribbon



Air Force Association Award to Unit Cadet of the Year



Air Force Sergeants' Association Award to Cadet NCO of the Year



Veterans of Foreign Wars Award to Cadet Officer of the Year



Veterans of Foreign Wars Award to Cadet NCO of the Year



Red Service Award



Rescue "Find" Ribbon



Air Search and Rescue Ribbon



Disaster Relief Ribbon



Community Service Ribbon



International Air Cadet Exchange Ribbon



National Cadet Drill Team Competition Ribbon



National Cadet Color Guard Competition Ribbon



Cadet Advisory Council Ribbon (solid white in color)



Cadet Special Activities Ribbon



Encampment Ribbon



Cadet Recruiter Ribbon

SOCIAL MEDIA & YOU *as a* CADET

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

Be respectful. Don't bully anyone. Don't call people names or use profanity. Continue to address CAP senior members and other adults in positions of authority as sir or ma'am.

Pause before you post. Once something goes onto the web, it's there forever. If you're angry or frustrated by something, it's tempting to "get even" or write something mean-spirited. Online fights and flame wars reflect badly on you. So, before you post something, pause and think.

Police your own. Help make the web a positive space. If you see a fellow cadet behaving badly on the web, send a private message reminding him or her of our Core Values. Be a leader on the web.

Friend & follow. Join the CAP and CAP Cadet Programs Facebook and Twitter feed to stay informed about cadet programs news.



AMBASSADORS *of the* DRUG-FREE ETHIC

Because of their Core Values, the Air Force Surgeon General has challenged cadets to be ambassadors of a drug-free ethic. Of course, cadets don't use drugs, but they also lead other youth through their example. Because the U.S. Air Force does not tolerate drug use, neither does CAP. Through activities such as the Red Ribbon Leadership Academy, you'll be called upon to impart your drug-free attitude upon younger (non-cadet) youth.



STUDY SKILLS *to* HELP YOU EARN PROMOTIONS

SQ3R

A proven way to study so you can earn the Spaatz or a Service Academy appointment.

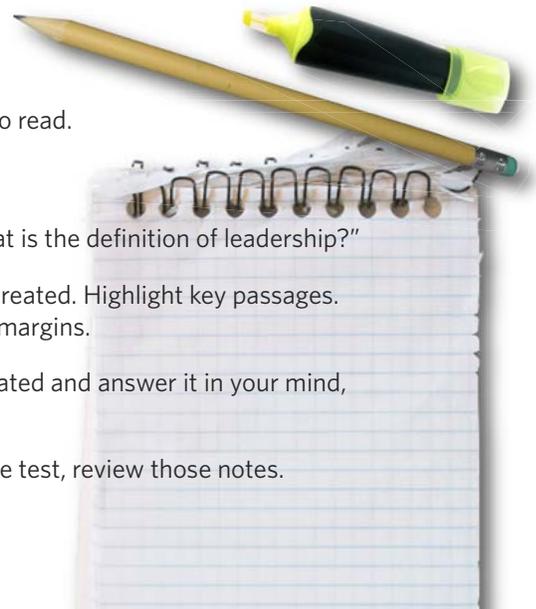
Survey Look through the assignment. Get a sense for what you're about to read.

Question As you read, turn every title or subheading into a question.
Example: The subheading "Definition of Leadership" becomes "What is the definition of leadership?"

Read Read one section at a time to find answers to the "question" you created. Highlight key passages. Put the author's words into your own by writing little notes in the margins.

Recite Go back to that section's beginning. Recite the "question" you created and answer it in your mind, without looking at the book

Review Get your notepad and outline what you've read. The day before the test, review those notes.



PERSONAL PRODUCTIVITY: *How to* "GET THINGS DONE"

"Millennials are constantly plugged in and moving fast to make their mark on the world." — CNN

No matter what your goals are, it's a challenge to get things done, to keep up with all the "stuff" in your life.

"Stuff" is anything that shouts for your attention:

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

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

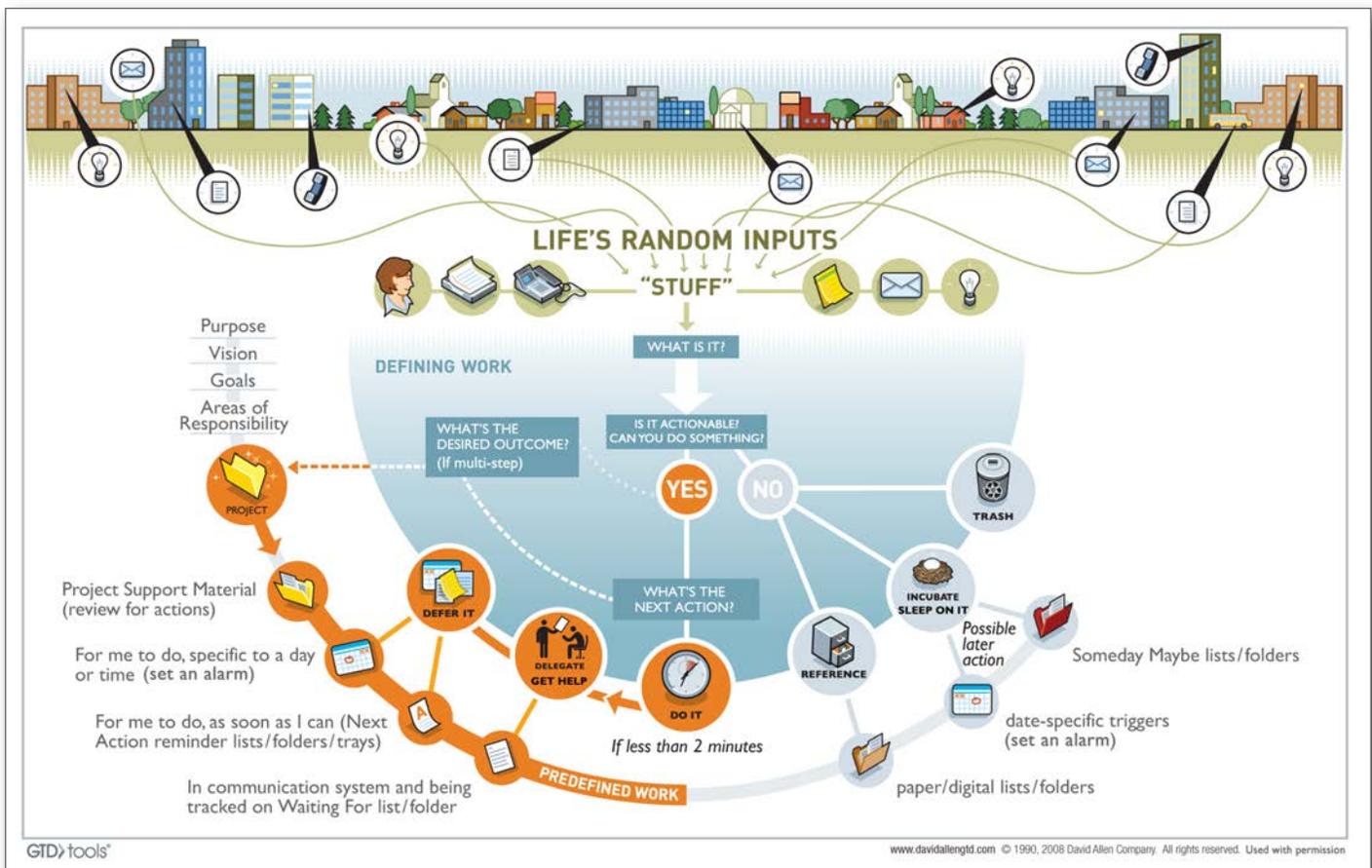
Get a System. To keep all this "stuff" straight, you need a system. You need to handle all the "stuff" in the same manner everyday. The good news is that having a system brings order to chaos, reduces stress, and help you achieve.

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

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

Key principles of "Getting Things Done"

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



**NEW CADETS
START HERE
& READ DOWN**

CIVIL AIR PATROL CADET SUPER CHART

PHASE I THE LEARNING PHASE

| ACHIEVEMENT 1 | ACHIEVEMENT 2 | ACHIEVEMENT 3 | WRIGHT BROTHERS AWARD |
|--|---|---|---|
|  |  |  |  |
| JOHN CURRY | HAP ARNOLD | MARY FEIK | ORVILLE & WILBUR WRIGHT |
| First National Commander of the Civil Air Patrol and a strong advocate for female aviators | Commanding general of U.S. Army Air Forces during World War II | Pioneer in the fields of aviation mechanics and engineering, and proud CAP member | First men to achieve powered, controlled, sustained, heavier-than-air flight |

PHASE II THE LEADERSHIP PHASE

| ACHIEVEMENT 4 | ACHIEVEMENT 5 | ACHIEVEMENT 6 | ACHIEVEMENT 7 | ACHIEVEMENT 8 | BILLY MITCHELL AWARD |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| EDDIE RICKENBACKER | CHARLES LINDBERGH | JIMMY DOOLITTLE | ROBERT GODDARD | NEIL ARMSTRONG | BILLY MITCHELL |
| America's "Ace of Aces" during World War I; he wanted CAP cadets to know him as "Eddie" | First man to fly across the Atlantic Ocean solo, non-stop, aboard the "Spirit of St. Louis" | Pioneer in field of aeronautical engineering and leader of the World War II air raid on Tokyo | The "Father of Modern Rocketry" and developer of the first liquid-fueled rocket | First man to set foot on the Moon, aboard Apollo 11 on July 20, 1969 - "One giant leap for mankind" | America's first vocal advocate for military airpower, he proved the airplane could sink ships |

GRADE, INSIGNIA, & AWARDS

| CADET AIRMAN | CADET AIRMAN FIRST CLASS | CADET SENIOR AIRMAN | CADET STAFF SERGEANT | CADET TECHNICAL SERGEANT | CADET MASTER SERGEANT | CADET SENIOR MASTER SERGEANT | CADET CHIEF MASTER SERGEANT | CADET CHIEF MASTER SERGEANT | CADET SECOND LIEUTENANT |
|---|---|---|---|--|--|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |
|  | | | |  | | | | | |

PROMOTION ELIGIBILITY REQUIREMENTS

The leadership requirements below are for cadets using the Learn to Lead text. Cadets may continue in the Leadership for the 21st Century text until 1 October 2013, at which time that "old" text becomes obsolete.

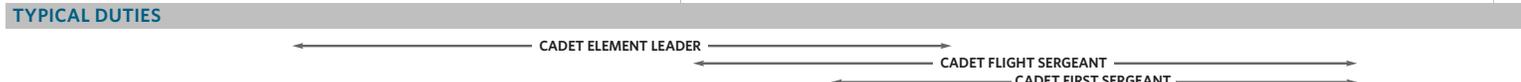
| | ACHIEVEMENT 1 | ACHIEVEMENT 2 | ACHIEVEMENT 3 | WRIGHT BROTHERS AWARD | ACHIEVEMENT 4 | ACHIEVEMENT 5 | ACHIEVEMENT 6 | ACHIEVEMENT 7 | ACHIEVEMENT 8 | BILLY MITCHELL AWARD |
|-------------------|-----------------------------|---|---|-------------------------------|---|---|---|---|-----------------------------------|-----------------------------|
| LEADERSHIP | Chapter 1 & Drill Test | Chapter 2 & Drill Test | Chapter 3 & Drill Test | Comprehensive Exam with Drill | Chapter 4 & Drill Test | Chapter 5 & Drill Test | Chapter 6 & Drill Test | Chapter 7 & Drill Test | Chapter 8 & Speech, Essay & Drill | Comprehensive Exam |
| AEROSPACE | No Requirement | Any Module <i>Aerospace Dimensions</i> | Any Module <i>Aerospace Dimensions</i> | No Requirement | Any Module <i>Aerospace Dimensions</i> | Any Module <i>Aerospace Dimensions</i> | Any Module <i>Aerospace Dimensions</i> | Any Module <i>Aerospace Dimensions</i> | No Requirement | Comprehensive Exam |
| CHARACTER | Foundations & Safety Module | 1 Forum | 1 Forum | No Requirement | 1 Forum | 1 Forum | 1 Forum | 1 Forum | 1 Forum | No Requirement |
| ACTIVITIES | Participate Actively | Participate Actively | Participate Actively | Participate Actively | Participate Actively | Participate Actively | Participate Actively | Participate Actively | Participate Actively | Encampment |
| FITNESS | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test |

CADET PHYSICAL FITNESS TEST STANDARDS

| | | President's Challenge 25th Percentile; "Run plus 2 out of 3" | | | | | | | President's Challenge 35th Percentile; "Run plus 2 out of 3" | | | | | | | President's Challenge 50th Percentile; "Run plus 2 out of 3" | | | | | | | | | |
|------------------------|---------|--|-------|-------|-------|-------|-------|-------|--|-------|-------|-------|-------|-------|-------|--|-------|-------|-------|-------|-------|-------|------|-------|-------|
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17+ | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17+ | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17+ |
| SIT & REACH | Males | 20 | 21 | 21 | 20 | 23 | 24 | 25 | 28 | 22 | 23 | 23 | 23 | 25 | 27 | 27 | 31 | 25 | 25 | 26 | 26 | 28 | 30 | 30 | 34 |
| | Females | 24 | 24 | 25 | 24 | 28 | 31 | 30 | 31 | 26 | 26 | 27 | 27 | 30 | 32 | 32 | 33 | 28 | 29 | 30 | 31 | 33 | 36 | 34 | 35 |
| CURL UPS | Males | 30 | 31 | 34 | 36 | 39 | 38 | 38 | 38 | 32 | 34 | 37 | 39 | 41 | 41 | 40 | 40 | 35 | 37 | 40 | 42 | 45 | 45 | 45 | 44 |
| | Females | 25 | 27 | 29 | 30 | 31 | 30 | 30 | 28 | 27 | 29 | 31 | 33 | 34 | 32 | 32 | 30 | 30 | 32 | 35 | 37 | 37 | 36 | 35 | 34 |
| PUSH UPS | Males | 10 | 11 | 12 | 16 | 18 | 22 | 24 | 26 | 11 | 12 | 14 | 18 | 20 | 25 | 26 | 30 | 14 | 15 | 18 | 24 | 24 | 30 | 30 | 37 |
| | Females | 10 | 10 | 9 | 9 | 9 | 11 | 11 | 12 | 10 | 11 | 10 | 10 | 10 | 12 | 13 | 14 | 13 | 11 | 11 | 11 | 11 | 15 | 12 | 16 |
| SHUTTLE RUN | Males | 12.4 | 12.0 | 11.2 | 10.8 | 10.5 | 10.2 | 10.0 | 9.9 | 12.0 | 11.5 | 11.0 | 10.6 | 10.2 | 10.0 | 9.7 | 9.6 | 11.5 | 11.1 | 10.6 | 10.2 | 9.9 | 9.7 | 9.4 | 9.4 |
| | Females | 13.1 | 12.5 | 12.1 | 11.8 | 11.9 | 11.7 | 11.7 | 11.7 | 12.6 | 12.1 | 11.7 | 11.5 | 11.6 | 11.4 | 11.4 | 11.3 | 12.1 | 11.5 | 11.3 | 11.1 | 11.2 | 11.0 | 10.9 | 11.0 |
| MILE RUN | Males | 11:40 | 11:25 | 10:22 | 9:23 | 9:10 | 8:49 | 8:37 | 8:06 | 10:58 | 10:25 | 9:40 | 8:54 | 8:30 | 8:08 | 7:53 | 7:35 | 9:48 | 9:20 | 8:40 | 8:06 | 7:44 | 7:30 | 7:10 | 7:04 |
| | Females | 13:00 | 13:09 | 12:46 | 12:29 | 11:52 | 11:48 | 12:42 | 12:11 | 12:08 | 12:21 | 12:01 | 11:40 | 11:10 | 11:00 | 11:24 | 11:20 | 11:22 | 11:17 | 11:05 | 10:23 | 10:06 | 9:58 | 10:31 | 10:22 |

LEADERSHIP EXPECTATIONS

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





This chart is NOT an accurate resource for the few cadets remaining in the Leadership for the 21st Century text

LEARN TO LEAD EDITION
All leadership requirements shown below apply to cadets using the Learn to Lead texts.



PHASE III THE COMMAND PHASE | **PHASE IV THE EXECUTIVE PHASE** | **GENERAL CARL A. SPAATZ AWARD**

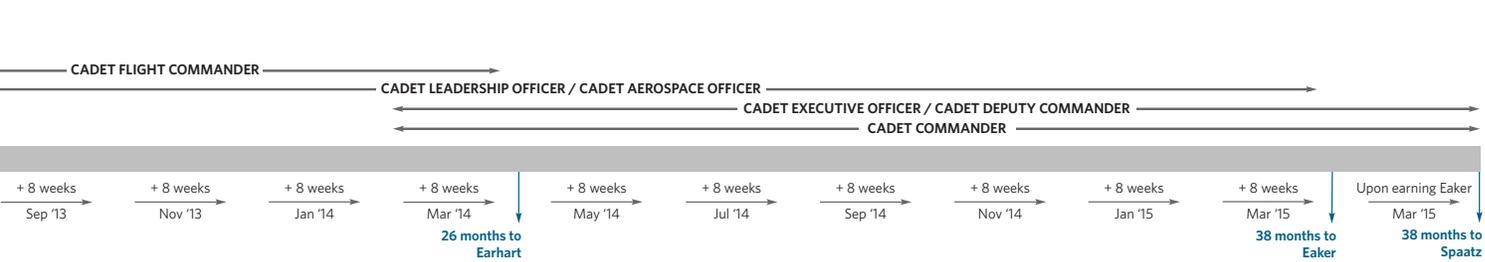
| | | | | | | | | | | |
|--|-------------------------------|-------------------------------|--|--|--------------------------|---------------------------|--------------------------|------------------------|--|--|
| ACHIEVEMENT 9 | ACHIEVEMENT 10 | ACHIEVEMENT 11 | AMELIA EARHART AWARD | ACHIEVEMENT 12 | ACHIEVEMENT 13 | ACHIEVEMENT 14 | ACHIEVEMENT 15 | ACHIEVEMENT 16 | IRA C. EAKER AWARD | GENERAL CARL A. SPAATZ AWARD |
| FLIGHT COMMANDER | ADMINISTRATIVE OFFICER | PUBLIC AFFAIRS OFFICER | AMELIA EARHART Record-setting female pilot who was lost while attempting to fly around the world | LEADERSHIP OFFICER | AEROSPACE OFFICER | OPERATIONS OFFICER | LOGISTICS OFFICER | CADET COMMANDER | IRA C. EAKER Army Air Forces general and advocate of strategic bombardment during World War II | CARL SPAATZ First Chief of Staff of the United States Air Force and first Chairman of the CAP National Board |
| Achievements are named for Staff Duty Analysis positions, not aerospace pioneers | | | | Achievements are named for Staff Duty Analysis positions, not aerospace pioneers | | | | | | |

| | | | | | | | | | | |
|--------------------------------|-------------------------------|-------------------------------|---|----------------------|--------------------|--------------------|--------------------|--------------------|---|---|
| CADET SECOND LIEUTENANT | CADET FIRST LIEUTENANT | CADET FIRST LIEUTENANT | CADET CAPTAIN | CADET CAPTAIN | CADET MAJOR | CADET MAJOR | CADET MAJOR | CADET MAJOR | CADET LIEUTENANT COLONEL | CADET COLONEL |
| | | | | | | | | | | |
| No Ribbon Awarded | No Ribbon Awarded | No Ribbon Awarded | Eligible for the International Air Cadet Exchange; eligible for promotion to 1st Lt and the Cadet Programs Officer technician rating as a senior member at age 21 | No Ribbon Awarded | No Ribbon Awarded | No Ribbon Awarded | No Ribbon Awarded | No Ribbon Awarded | Eligible to receive credit for Squadron Leadership School and Level II as a senior member at age 21 | Eligible for promotion to captain, credit for a Cadet Programs Officer senior rating, and the Yeager Award as a senior member at age 21 |

| | | | | | | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|-----------------------------|
| Chapter 9 & SDA Report | Chapter 10 & SDA Report | Chapter 11 & SDA Report | Comprehensive Exam | Chapter 12 & SDA Report | Chapter 13 & SDA Report | Chapter 14 & SDA Report | Chapter 15 & SDA Report | Chapter 16 & SDA Report | Speech & Essay | Comprehensive Exam |
| 3-Chapter Block Journey of Flight | 3-Chapter Block Journey of Flight | 3-Chapter Block Journey of Flight | Comprehensive Exam | No Requirement | No Requirement | 3-Chapter Block Journey of Flight | 3-Chapter Block Journey of Flight | 3-Chapter Block Journey of Flight | No Requirement | Comprehensive Exam |
| 1 Forum | 1 Forum | 1 Forum | No Requirement | 1 Forum | 1 Forum | 1 Forum | 1 Forum | 1 Forum | No Requirement | Essay Exam |
| Participate & Mentor | Participate & Mentor | Participate & Mentor | SDA Staff Service | Participate & Instruct | Participate & Instruct | Participate & Instruct | Participate & Instruct | Participate & Instruct | SDA Staff Service & Leadership Academy | Participate Actively |
| Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test | Cadet Physical Fitness Test |

| | | | | | | | | | | | | | | | | | | |
|---|-----------|-----------|-----------|-----------|-----------|-----------|---|-----------|-----------|-----------|-----------|-----------|-----------|--|------------|-----------|-----------|------------|
| <i>President's Challenge 60th Percentile; "Run plus 2 out of 3"</i> | | | | | | | <i>President's Challenge 70th Percentile; "Run plus 2 out of 3"</i> | | | | | | | <i>70th Percentile; "Run plus 2 out of 3" Ages 10-14 not shown</i> | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17+ | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17+ | 15 | 16 | 17+ |
| 26 | 26 | 27 | 27 | 30 | 32 | 32 | 36 | 27 | 28 | 28 | 29 | 32 | 33 | 35 | 39 | 34 | 36 | 40 |
| 29 | 30 | 32 | 32 | 35 | 37 | 36 | 37 | 30 | 31 | 33 | 34 | 37 | 40 | 38 | 39 | 41 | 39 | 40 |
| 38 | 39 | 43 | 45 | 48 | 49 | 48 | 46 | 40 | 42 | 46 | 48 | 51 | 52 | 50 | 49 | 53 | 51 | 51 |
| 32 | 35 | 38 | 40 | 40 | 39 | 37 | 36 | 35 | 38 | 40 | 41 | 42 | 42 | 40 | 39 | 44 | 41 | 40 |
| 16 | 18 | 22 | 28 | 28 | 34 | 35 | 42 | 19 | 22 | 25 | 32 | 34 | 37 | 38 | 46 | 39 | 40 | 49 |
| 14 | 14 | 14 | 15 | 15 | 16 | 17 | 19 | 16 | 16 | 16 | 17 | 17 | 18 | 20 | 22 | 19 | 21 | 23 |
| 11.2 | 10.8 | 10.4 | 10.1 | 9.7 | 9.5 | 9.2 | 9.2 | 10.9 | 10.5 | 10.2 | 9.9 | 9.5 | 9.3 | 9.0 | 9.0 | 9.2 | 8.9 | 8.9 |
| 11.8 | 11.2 | 11.0 | 10.9 | 10.9 | 10.7 | 10.7 | 10.7 | 11.5 | 10.9 | 10.8 | 10.7 | 10.7 | 10.5 | 10.5 | 10.5 | 10.3 | 10.4 | 10.3 |
| 9:11 | 8:45 | 8:14 | 7:41 | 7:19 | 7:06 | 6:50 | 6:50 | 8:40 | 8:20 | 7:55 | 7:25 | 6:59 | 6:51 | 6:38 | 6:35 | 6:38 | 6:25 | 6:23 |
| 10:52 | 10:42 | 10:26 | 9:50 | 9:27 | 9:23 | 9:48 | 9:51 | 10:28 | 10:10 | 9:48 | 9:15 | 8:58 | 8:58 | 9:12 | 9:14 | 8:40 | 8:50 | 8:52 |

| | |
|---|--|
| <p>Conscious of own performance; takes initiative to develop new skills; self-motivated and able to motivate others</p> <p>Fair, just, and consistent in dealing with subordinates; exercises good judgment in knowing which matters should be referred up the chain</p> <p>Writes and speaks clearly; presents ideas logically; wins through persuasion</p> <p>Given an assignment, takes project from beginning to end; develops appropriate goals, plans, standards, and follows through in execution; demonstrates sense of ownership in all assignments</p> <p>Actively mentors NCOs; resolves conflicts fairly; criticizes constructively; dissents respectfully when disagreeing with superiors</p> <p>Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and not tied to old ideas</p> <p>Delegates routine tasks effectively and works through NCOs; keeps people informed; makes expectations clear; supervises work of other leaders</p> | <p>Resilient; shows mental discipline in working to achieve long-term goals; welcoming of change; has habit of continual self-improvement</p> <p>Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently</p> <p>Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining complex issues</p> <p>Completes large projects with little supervision; follows and sets a command intent; self-starter</p> <p>Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure</p> <p>Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems</p> <p>Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge</p> |
|---|--|





CIVIL AIR PATROL PERSONAL CADET TRACKER

| Phase I The Learning Phase | | Date Completed | Score | Note | Phase II The Leadership Phase | | Date Completed | Score | Note | |
|------------------------------------|-------------------------------|--------------------------------|--------------------------------|----------------------------|------------------------------------|--------------------------------|----------------|-------|------|----------|
| ACHIEVEMENT 1 | Leadership - online test | | | | ACHIEVEMENT 4 | Leadership - online test | | | | |
| | Leadership - drill test | | | | | Leadership - drill test | | | | |
| | Aerospace - online test | na | na | | | Aerospace - online test | | na | na | module # |
| | Fitness - pass CPFT | | na | | | Fitness - pass CPFT | | na | na | |
| | Character - attend 1 forum | | na | | | Character - attend 1 forum | | na | na | |
| Promotion effective date | | anytime after joining CAP | | Promotion effective date | | ≥ 56 days after last promotion | | | | |
| ACHIEVEMENT 2 | Leadership - online test | | | | ACHIEVEMENT 5 | Leadership - online test | | | | |
| | Leadership - drill test | | | | | Leadership - drill test | | | | |
| | Aerospace - online test | | module # | | | Aerospace - online test | | | | module # |
| | Fitness - CPFT | | na | | | Fitness - CPFT | | na | na | |
| | Character - attend 1 forum | | na | | | Character - attend 1 forum | | na | na | |
| Promotion effective date | | ≥ 56 days after last promotion | | Promotion effective date | | ≥ 56 days after last promotion | | | | |
| ACHIEVEMENT 3 | Leadership - online test | | | | ACHIEVEMENT 6 | Leadership - online test | | | | |
| | Leadership - drill test | | | | | Leadership - drill test | | | | |
| | Aerospace - online test | | module # | | | Aerospace - online test | | | | module # |
| | Fitness - CPFT | | na | | | Fitness - CPFT | | na | na | |
| | Character - attend 1 forum | | na | | | Character - attend 1 forum | | na | na | |
| Promotion effective date | | ≥ 56 days after last promotion | | Promotion effective date | | ≥ 56 days after last promotion | | | | |
| WRIGHT BROS. AWARD | Leadership - closed-book test | | | | ACHIEVEMENT 7 | Leadership - online test | | | | |
| | Leadership - drill test | | | | | Leadership - drill test | | | | |
| | Aerospace - written test | na | na | | | Aerospace - online test | | | | module # |
| | Fitness - CPFT | | na | | | Fitness - CPFT | | na | na | |
| | Promotion effective date | | ≥ 56 days after last promotion | | | Character - attend 1 forum | | na | na | |
| My goal date for completing | | | | Promotion effective date | | ≥ 56 days after last promotion | | | | |
| ACHIEVEMENT 8 | Leadership - online test | | | | ACHIEVEMENT 8 | Leadership - online test | | | | |
| | Leadership - drill test | | | | | Leadership - drill test | | | | |
| | Aerospace - essay | | na | | | Leadership - essay | | na | na | |
| | Fitness - speech | | na | | | Leadership - speech | | na | na | |
| | Character - attend 1 forum | | na | | | Aerospace - online test | na | na | na | |
| Promotion effective date | | ≥ 56 days after last promotion | | Fitness - CPFT | | na | na | | | |
| | | | | Character - attend 1 forum | | na | na | | | |
| | | | | Promotion effective date | | ≥ 56 days after last promotion | | | | |
| BILLY MITCHELL AWARD | Leadership - closed-book test | | | | ACHIEVEMENT 8 | Leadership - online test | | | | |
| | Leadership - drill test | | | | | Leadership - drill test | | | | |
| | Aerospace - closed-book test | | | | | Leadership - essay | | na | na | |
| | Fitness - CPFT | | na | | | Leadership - speech | | na | na | |
| | Encampment | | na | | | Aerospace - online test | na | na | na | |
| Promotion effective date | | ≥ 56 days after last promotion | | Fitness - CPFT | | na | na | | | |
| | | | | Encampment | | na | na | | | |
| | | | | Promotion effective date | | ≥ 56 days after last promotion | | | | |

My goal date for completing

SET GOALS
When will you earn the Wright Brothers Award? The Spatz?

Aerospace Dimensions
Complete the 6 modules in any order, marking an X in the appropriate space below.

- ___ 1 - Intro to Flight
- ___ 2 - Aircraft Systems & Airports
- ___ 3 - Air Environment
- ___ 4 - Rockets
- ___ 5 - Space Environment
- ___ 6 - Spacecraft

See CAPR 52-16 for full details on promotion requirements. Some promotion requirements not tracked on this form include:

- * Maintaining your CAP membership in good standing
- * Being able to recite the Cadet Oath from memory
- * Participating actively in squadron meetings and special events
- * Obeying CAP rules and regulations and following the Core Values
- * Fulfilling the "leadership expectations" for your Phase.
- * Serving as a mentor in Phase III and an instructor in Phase IV
- * Some squadrons have their cadets stand before a promotion board.
- * Cadets who have 2+ years JROTC are eligible to promote every 28 days.

Pin this tracker to your wall and record your advancement in the Cadet Program. This is not an official record and will not be used to justify awards.

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.

Welcome to the Civil Air Patrol Cadet Program. This booklet is the new cadet's #1 source for introductory information about cadet life. For web-based help, please see capmembers.com/newcadet.

TODAY'S CADETS: TOMORROW'S AEROSPACE LEADERS

