



East Bay Squadron 18

Cadet Standard Operating Procedure

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Civil Air Patrol
United States Air Force Auxiliary

HEADQUARTERS, EAST BAY CADET SQ 18

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CADET STANDARD OPERATING PROCEDURE (SOP)

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CHAPTER 1

General

1.1 Squadron members & visitors will strictly adhere to the guidelines established by the Cadet Protection Policy, CAPR 52-10. There is absolutely no exception.

1.2 OPEN DOOR POLICY: The Senior Staff & the Cadet Commander maintain an "open door policy." All cadets are encouraged to use it accordingly (a face-to-face interaction to ask a simple non-personal question is not a meeting). A cadet requesting to meet any of the above staff member must notify his/her immediate superior—i.e. Flight Sergeant, first. The cadet wanting to meet the staff member does not need to tell his/her immediate superior of the reasons for the meeting. No cadet will be denied a meeting with the Senior Staff or the Cadet Commander.

1.3 CAP regulations supersede any guideline or rule contained in this SOP. Should a CAP regulation conflict with a Squadron 18 SOP guideline or rule, the CAP regulation shall prevail.

CHAPTER 2

Safety

2.1 All members of the Squadron, in addition to the Safety Officer, are responsible for ensuring & promoting safety.

2.2 CADET STAFF: Every Cadet Staff member is entrusted with directing & commanding groups of cadets. Ensuring safety, therefore, is most important in every situation, especially during group activities such as drill.

2.3 BUILDING SAFETY: Running or engaging in any unusual physical activity—i.e. hopping recklessly, is prohibited inside & in close-proximity to the squadron building. All electrical appliances will be unplugged & stowed-away when not in use. All furnishings will be used in accordance with their design & purpose.

2.4 FIRE: Fires & fire hazards must be reported immediately to any Senior Staff member. All Squadron members must know the locations of the fire extinguishers.

2.5 OUTDOOR ACTIVITIES: The Cadet Staff will assess outdoor conditions before leading cadets outside. The staff will be aware of possible hazards—i.e. inclement weather. At least one Cadet Staff member is to carry a flashlight when cadets are engaged in outdoor activities after sundown.

2.6 FIRST AID: When a cadet needs first aid, he/she will immediately notify a Cadet Staff member who will then notify a Senior Staff member. A portable first aid kit may be carried by a Cadet Staff member who is certified by a recognized authority—i.e. American Red Cross, with the permission of the Squadron Commander. The Senior Staff must be notified of any request for first aid attention.

2.7 SERIOUS INJURY & ILLNESS: Any serious injury or illness suffered during a squadron meeting or activity must be immediately brought to the attention of any Senior Staff member.

2.8 SAFETY HAZARDS: It is the duty of every Squadron member to identify a safety hazard & then notify the Safety Officer & the Squadron Commander of the hazard.

CHAPTER 3

Membership Application & Dues

3.1 MEMBERSHIP APPLICATION: Prospective applicants must attend, from start-to-finish, a weekly Tuesday night Squadron meeting at least twice. Beginning on the third or fourth visit, the Squadron Membership Board will meet to decide whether to support or not support that applicant's membership.

3.2 A Squadron-level membership fee of \$20.00 will be collected every January in addition to the regular CAP membership fee collected by National Headquarters. The collection of the Squadron-level fee will be administered as follows:

- The Squadron Finance Officer will give a receipt to every member that pays the Squadron-level membership fee.
- The fee can be paid in cash or in check payable to "East Bay Cadet Squadron 18, CAP."
- First-time applicants will pay in cash or in check a separate Squadron-level membership fee of \$20.00 at the time they submit their applications for Squadron Commander approval.
- First-time applicants who join between October and March (and pay the separate Squadron-level fee) will be considered to have paid for the year the month of March falls-in.

3.3 Failure to pay the yearly, Squadron-level membership fee will result in the unit commander's refusal to sign any of the member's paperwork, such as applications to activities, until that member pays.

3.4 Cadets who have financial difficulty in paying for the Squadron-level membership fee must approach the Senior Staff through the chain-of-command. Reasonable help in paying for the Squadron-level fee can be provided by the Senior Staff.

CHAPTER 4

Uniforms & Equipment

4.1 Cadets are required to have two (2) different uniforms, one commonly referred to as “BDUs,” & the other commonly referred to as “Blues.” Refer to CAPM 39-1 for further details.

4.2 BATTLE DRESS UNIFORM (BASIC DUTY UNIFORM OR BDU): The BDU consists of the following:

- woodland camouflage shirt
- woodland camouflage pants
- approved squadron cover
- black T-shirt with no visible markings
- USAF blue belt with black buckle & tip
- black combat or jump boots
- black socks with no visible markings
- blousing bands

*The BDU shirt & pants must be of the same pattern & style—i.e. summer-weight to summer-weight.

4.3 BLUES, BASIC SERVICE UNIFORM: The Blues uniform consists of the following:

- USAF short-sleeve blue shirt or blouse
- USAF dark blue pants or female pants with belt loops
- USAF enlisted flight cap
- white V-neck shirt with no visible markings
- USAF blue belt with silver buckle & tip
- black USAF-approved dress shoes or oxfords
- black dress socks with no visible markings
- shirt garters

4.4 GROOMING & WEIGHT: All members must meet the grooming & weight standards in accordance with CAPM 39-1 to wear the USAF-style uniforms. Cadets who fail to meet the standards can be excused from activities. In addition, every failure to meet a cadet uniform standard will be noted for promotional evaluations.

4.5 UNIFORM INSIGNIA: Each member is responsible for acquiring the correct insignias to wear in accordance with CAPM 39-1 or CAPR 39-3.

4.6 All uniform items can be found at any Air Force Base (the closest one is Travis AFB) or online at www.vanguardmil.com . Non specific uniform items such as the boots can be found in local stores. ***A FULL LIST OF UNIFORM ITEMS AND WHERE TO GET THEM CAN BE OBTAINED FROM THE QUADRON ADMIN OFFICER ***

4.7 EQUIPMENT: Cadets are required to bring the following items to every regularly-scheduled meeting unless otherwise directed by the Cadet Commander:

- Leadership & Aerospace manuals
- black pen
- notepad
- CAP Membership Card
- Squadron Standard Operating Procedure (SOP)

4.8 Cadets are required to bring the following additional items for physical training (PT):

- running shorts or pants (BDU pants ok)
- running shoes
- bottled water or sports drink
- The Cadet Staff will inform the cadets if any other item or equipment is needed to be brought to a meeting.

4.9 FINANCIAL HARDSHIP: Cadets who have financial difficulty in paying for uniforms, membership dues, or other expenses must approach the Senior Staff through the chain-of-command. Reasonable accommodations can be made to assist cadets by the Senior Staff.

4.10 CADET STAFF: The Cadet Staff has extra responsibilities, & therefore need to bring additional items—i.e. instructional materials, to a meeting.

4.11 INSPECTION: Inspections will be held at the discretion of the Cadet Staff or the Senior Staff.

4.12 INSIGNIAS, BADGES, & PATCHES: A member will only wear what he/she is authorized to wear according to CAPM 39-1.

CHAPTER 5

Attendance/Meeting Schedule

5.1 MEETING SCHEDULES: It is the responsibility of the Cadet Staff to plan monthly meeting schedules & have them approved by the Squadron Commander, or his/her Designee in his/her absence.

5.2 MEETING TIMES: Squadron meetings are regularly held once a week on Tuesdays from 1900 to 2115 hours. Cadets are to arrive, sign-in, & be prepared at 1900 hours. Cadets will be informed if they are to arrive or depart at a different time to the regular meeting at least a week in advance. The sign-in sheet is posted at the entrance of the cadet classroom next to the door.

5.3 SIGNING IN: All cadets will print & initial their names on an attendance sign-in sheet for each weekly meeting. It is the responsibility of the Cadet Staff to ensure that an attendance sign-in sheet is accurately maintained.

5.4 ABSENCES: Cadets are to email or call the Cadet Staff every week to inform them of their attendance status for the next meeting. If the cadet is unable to attend, they must give a reason. The attendance status must be received **NO LATER THAN 2359** hours (11:59 pm) of the Sunday before the meeting. If a cadet fails to do so, his/her absence will be recorded as “unexcused” & will be noted during his/her promotional review evaluation (see Chapter 6-Testing & Promotion). Unexcused absences may be cleared by the Senior Staff at any time if a reasonable excuse exists.

5.5 The format for the attendance email is as follows:

- If confirming attendance

To C/(Grade),

[Sir/Ma'am/Sergeant/Chief], I will be attending the meeting on (Date) in [blues with ribbons/without ribbons/BDUs/PT uniform]. Thank you.

FULL NAME, C/(Your grade), CAP
Squadron 18
C. 510/555.5555
email address

- If confirming absence

To C/(Grade),

[Sir/Ma'am/Sergeant/Chief], I will NOT be attending the meeting on (Date) because of _____. Thank you.

FULL NAME, C/(Your grade), CAP

Squadron 18

c. 510/555.5555

email address

- To verify the uniform and activity of the week cadets can refer to the schedule on squadron website www.sq18firebirds.com

5.6 CLOSING REMARKS: The Cadet Staff will inform the cadets during closing comments what is scheduled for the next meeting, which uniform to wear, & what equipment to bring.

5.7 POSTED SCHEDULE: The Squadron Commander, in consultation with the Cadet Staff, posts a two-month schedule on the squadron website (www.sq18firebirds.com) under the "Calendar" icon. It is the cadets' responsibility to check the website before an upcoming meeting to determine any change in the schedule.

5.8 PHYSICAL TRAINING (PFT): Physical training &/or a cadet physical fitness test (PFT) will be held at least once a month, in accordance with CAPR 52-16 & CAPP 52-18.

5.9 MORAL LEADERSHIP: Moral leadership will be held at least once a month, in accordance with CAPR 52-16.

5.10 According to CAPR 35-3, Paragraph 3(c), cadets may lose membership for the following reason: "Lack of interest demonstrated by failure to attend three successive regular meetings without an acceptable excuse."

CHAPTER 6

Customs & Courtesies

6.1 All Squadron members will observe military customs & courtesies as described in CAPP 151.

6.2 Non-staff cadets will stand or sit at attention when addressing a Senior Staff member or a Cadet Staff member. Likewise, they will stand or sit at attention when addressed by a cadet officer or a senior member.

6.3 Cadet Non-Commissioned Officers (NCOs) will determine what protocols of behavior non-staff cadets are to follow when interacting with cadet NCOs with the approval of the Cadet Commander & the Senior Staff.

6.4 GREETINGS: When passing or meeting an officer or NCO, cadets will issue a verbal greeting. ("good morning ma'am/sir/sergeant")

- If addressing an officer out-of-doors, the greeting will be accompanied by a salute.
- If addressing more than one officer, the greeting will be followed by "gentlemen" for males, "ladies" for females, or "all" for a mixed group. (i.e. "good afternoon gentlemen.")

6.5 OFFICER'S ENTRANCE: When an officer walks into a room the first cadet to see the officer calls the room to attention. The cadets will remain at attention until instructed otherwise by the officer.

- If there is already an officer in the room, only call the room to attention if the entering officer is of a higher grade.
- Do not call the room to attention if there is a class in session.
- The room is called to attention at the beginning and at the end of a class.

6.6 FORMAL REPORTING: Cadets will comply with the Cadet Leadership Manual or any subsequent California Wing directive. The policy is as follows:

- Knock once at the door & await instructions to enter.
- March in an orderly fashion, executing correct drill movements.
- Stand three paces in front of the staff member or his/her desk.
- Salute & state, "(sir/ma'am or sergeant as appropriate), Cadet (your grade & last name) reporting as ordered."
- Drop your salute after your salute is returned by the staff member to whom you are reporting.
- When the meeting is concluded, take one-step back, salute, wait for the return salute, execute an about-face, & exit.

CHAPTER 7

Testing & Promotion

7.1 Testing & promotions will be held in STRICT accordance with the guidelines established in CAPR 50-4, CAPR 52-16, & all applicable regulations.

7.2 Testing will be scheduled at least once a month; however, the Squadron Commander or his/her designee retains the ability to test within the guidelines established by CAPR 52-16. To verify which days are testing days, cadets should look at the calendar on the squadron website. (www.sq18firebirds.com)

7.3 PROMOTION REQUIREMENTS: To promote, a cadet must have completed and passed (80% correct):

- A Leadership test which corresponds to the achievement they are trying to pass.
- Any aerospace test which corresponds to any Aerospace Module of the cadet's choice. (for some achievements this is not necessary)
- Physical Fitness Training (PT)
- Drill Proficiency Test (for some achievements this is not necessary)
- Promotional Review Board (PRB) (for some achievements this is not necessary)
- For more details on the tests which correspond to your achievement, and which achievements require PRBs consult the squadron bulletin board. (A PRB request should be submitted for all achievements, if a formal PRB is not required, the request will serve as the initiation of the promotion processing)

7.4 REVIEW BOARD (PRB): For specific promotions, a PRB will be held in addition to all other CAP requirements. The board will be held at the discretion of the Squadron Commander, Deputy Commander, or Leadership Officer. The members of the PRB will consist of no less than two (2) members, but no more than five (5) members. Panel members should include:

- Senior Member Leadership Officer
- Cadet Commander
- Deputy Commander

The ideal PRB panel consists of:

- Cadet 1st Sergeant/NCOIC/Flight Commander
- Cadet Commander or Cadet Deputy Commander
- Senior Member Leadership Officer
- Aerospace Education Officer
- Deputy Commander

7.5 TEST/PRB APPLICATION: Cadets must apply for a test or a PRB two weeks in advance. The forms can be found in the back of the classroom. They must be filled out properly and given to the flight sergeant to sign and process.

7.6 FINAL DECISION: The Squadron Commander has the final authority to decide whether a cadet should be promoted or not be promoted regardless of what the PRB recommends.

7.7 NON-RECOMMENDATION: If the PRB does not recommend a cadet be promoted & the Squadron Commander agrees, that cadet may reappear before the board within 30 days.

7.8 RESOLUTION: If a cadet receives a non-recommendation for the second time or more from the PRB, that cadet will meet with the Squadron Commander & discuss the reasons for not receiving a recommendation for promotion. The Squadron Commander will determine the proper course of action moving forward.

CHAPTER 8

Activities

8.1 CAP offers the opportunity to participate in many activities including Integrated Leadership Programs (ILP), air show security, and national cadet activities. More information on these activities may be announced at squadron meetings or can be found on www.cawgcadets.org. It is the responsibility of the cadet to apply for these activities.

8.2 To apply for an activity, the cadet must get a CAPF-150 (Form 150) and fill out the personal and medical information required. The F-150 must be signed by the cadet, the cadet's parents/legal guardians, a witness to the parent/guardian's signature, and the squadron commander. The cadet can obtain a CAPF-150 at the squadron or on the squadron website (www.sq18firebirds.com) under the "Cadets" icon in the "Regs/Forms" section.

8.3 The commander's signature can be obtained during break at squadron meetings by giving the F-150 to the flight sergeant.

8.4 After having fully completed the F-150, mail or email it to the address specified in the activity information with a check if required. Some activities allow cadets to email an electronic F-150 and hand-carry a *signed* F-150 and check to the activity. Verify which method each activity requires.

8.5 After sending their F-150 and check, the cadet will receive an acceptance letter and equipment list from the activity staff.

8.6 It is important to note that all of these activities have application deadlines and that these must be respected in order to be accepted.

CHAPTER 9

Memory Work & Chain of Command

9.1 Cadets are expected to memorize all memory work, including the Chain Of Command, before promoting to Phase II.

9.2 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, & advance my education & training rapidly to prepare myself to be of service to my community, state, & nation.

9.3 THE CADET HONOR CODE: 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.

9.4 THE VALUE OF DRILL & 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 & precisely, & to recognize the effects of their actions on the group as a whole. Learning to follow is the beginning of leadership.

9.5 DEFINITION OF LEADERSHIP: The art of influencing & directing people in a way that will win their obedience, confidence, respect, & loyal cooperation in achieving a common objective.

9.6 DEFINITION OF MILITARY DISCIPLINE: Military discipline is that mental attitude & state of training which renders obedience instinctive under all conditions. It is founded upon respect for, & loyalty to properly constituted authority.

9.7 Chain of Command

AIR FORCE

Commander-in-Chief: The Honorable Barack H. Obama

Secretary of Defense: The Honorable Robert M. Gates

Secretary of the Air Force: The Honorable Michael B. Donley

Chairman, Joint Chiefs of Staff: Admiral Michael G. Mullen, USN

Chief of Staff, USAF: General Norton A. Schwartz

Commander, Air Education & Training Command: General William R. Looney III

Commander, Air University: Lt General Stephen R. Lorenz, USAF

Commander, CAP-USAF: Colonel Russell Hodgkins, USAF

CAP

National Commander, CAP: Brigadier General Amy S. Courter, CAP

Commander, Pacific Region: Colonel Larry Myrek, CAP

Commander, California Wing: Colonel Kenneth W. Parris

Commander, Group 2: Maj. Kevin McDowell

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Commander, Squadron 18: 1st Lieutenant John Brandon Hoge

Deputy Commander, Squadron 18: Capt Douglas Crawford

Cadet Commander: C/2nd Lt Nicole M. Cruz

Flight Commander (Alpha): C/CMSgt. Kenneth W. Sturgill

Flight Commander (Bravo): C/CMSgt. Ravi R. Patel

Flight Sergeant (Alpha): C/MSgt. Luke Beck-Fridell

Flight Sergeant (Bravo): C/TSgt. Anna Runkel

*This is subject to change. Last update 04 AUG 2009.