“Failure is giving up what you want in the future for what you want right now.” – USAF Officer
What is an Arizona Cadet Training Group?
The term Arizona Wing Cadet Training Group (ACTG) was adopted from the previous Arizona Wing Encampments. Starting in 2005, Arizona Wing adopted the term ACTG as a symbol of consistent training to be passed down to cadets from cadet training group to cadet training group. It is not meant to be used in an offensive or derogatory manner.

FORWARD

The purpose of this cadet training guide is to give you a concise explanation of the Civil Air Patrol and the encampment program which you are now a part of. It supplements and serves as an extended version of your cadet regulations. The knowledge contained in here is to play an important part in your development as a cadet for the future.

This guide is divided into several sections. Each section reviews knowledge that is important for you to know and adhere to. Your success in the program will depend upon your self-discipline and integrity in completing each encampment requirement.

This guide will be a useful tool for your encampment experience but remember that it is not fully comprehensive. In many sections portions of the CAP regulations or manuals have been reproduced. Do not mistake these for the regulations themselves. If you have a question – ask your Chain of Command. Do not rely on this document as your sole source of information or as an authoritative word on matters pertaining to the administration of CAP. But, do use it as a starting point from much to progress and excel.
SECTION A – RESTRICTIONS

1. No gambling, use of tobacco products, use of illegal drugs, or consumption of alcohol, will be tolerated at any time.
2. Cadets will not fraternize with others at any time.
3. Cadets will not consume any medication unless directed by the Medical Staff on duty.
4. Cadets will not depart from their barracks unless in the course of their duties.
5. Sunglasses will not be worn unless they are the only prescribed glasses available.
6. The sale of uniform items or services (such as offering to clean shoes) for money, for favor, or for free is not authorized. This does not include the teaching of peers. Such action is encouraged.
7. The use of cell phones and other electronics are prohibited. If an emergency phone call must be completed, contact your flight commander.
2. ORGANIZATION

Although CAP is a civilian organization, its organizational structure is patterned somewhat like that of Air Force units. It has a National Headquarters, 8 regions, which are geographical subdivisions of the US, 52 wings, one in each state plus the District of Columbia and Puerto Rico. Each wing is further subdivided into groups, squadrons, and flights. The squadron is the community level organization where you will find most of the members – groups, wings, and regions are primarily supervisory organizations.

The Civil Air Patrol Corporation is administered by a US Air Force officer located at National Headquarters, Maxwell Air Force Base, Alabama. The governing body of the corporation is the National Board. Subordinate commands are CAP regions, CAP wings, CAP groups (in some wings), and CAP squadrons. Squadrons are divided into flights, and flights are divided into elements. You can’t possibly know the names of leaders of commanders of all CAP elements, flights, squadrons, groups, wings, etc., but you certainly should know the names of those who are of most importance to you as your superior officers – from your element leader to the National Commander. This is known as your chain of command.

Within each Wing are the individual units that are the lifeblood of CAP. There are three types of CAP units: Cadet, Composite, and Senior squadrons. Each type of squadron serves a special purpose in furthering the CAP mission.

Cadet squadrons are comprised mainly of cadets and of seniors who are motivated by working with cadets. The squadron typically focuses on cadet training and cadet advancement. The senior members tend to advance their training on their own and by their own design.

Senior squadrons are the opposite of cadet squadrons in that they are comprised entirely of seniors. Cadets may not belong to a senior squadron. Senior squadrons tend to focus on furthering the expertise of their members and on advancement through the Senior Training Program.

A Composite squadron combines the two previous types of squadrons into one. In this type of unit, cadets and senior operate their training programs side by side. They also assist each other in accomplishing the missions of CAP. In a Composite unit the Deputy Commander for Cadets (CDC) tends to oversee the cadet training program, while the Deputy Commander for Seniors (CDS) oversees the senior program.

Beneath the squadron level is the CAP Flight. A unit that is in “flight status” can only remain that way for a short period of time before the unit must either meet “squadron status” or be deactivated. Frequently new CAP units start out as a flight beneath an established CAP unit. Occasionally squadrons lose so many members, and don’t recruit new ones, that they fall below the minimum number of members and are forced to become a flight. When this happens, the unit must recruit enough new members to regain their squadron status or the unit may be deactivated in accordance with CAP regulations.
SECTION C – The CAP Cadet Program

The CAP Cadet Program accepts young men and women who meet certain eligibility requirements. As a cadet, you participate in a program based on a military model that has been derived from CAP’s status as the Air Force’s official auxiliary. Through dedication and achievement you can promote and gain more responsibility and duties as you progress through the Cadet Program.

Membership
To join, a young person must be:

- 12 years old or be enrolled in CAP middle school initiative squadron
- Be under 18 years old (you may remain a cadet until 21 though)
- A U.S. citizen or an alien admitted for permanent residence
- of good moral character
- have a satisfactory academic record
- be approved by the unit Membership Committee

New members apply on a CAPF 15 which must be signed by the applicant, his/her parents, and the Unit Commander (or designee).

Program Management
CAPR 52-16 (version 1 July 2009) governs the CAP Cadet Program. This regulation instructs CAP commanders on how to carry out the cadet program. As a cadet you should become familiar with this regulation and its requirements. Program has 16 achievements divided up into four phases. Achievements 1-8 are named after historic aviators, while achievements 9-16 are named after different staff positions. Between the upper phases there are also five “milestone” awards that recognize the effort and dedication it takes to get to those levels.

To earn a promotion each cadet must do the following for each promotion except the first:
- Pass an Aerospace Education test (currently at 70%)
- Pass a Leadership test (currently at 70%)
- Participate actively in Moral Leadership sessions during the promotion period
- Pass the Cadet Physical Fitness Test (CPFT)
- Participate actively in the unit
- Wait at least 60 days between promotions (JROTC offers exception)

Phase One – The Learning Phase
The first phase of the Cadet Program focuses heavily on learning about being a CAP cadet. New cadets learn about followership, drill, uniform wear, and the beginnings of aviation. There are four grades associated with this phase:

- New member = Cadet Airman Basic (C/AB)
- Complete Achievement One = Cadet Airman (C/Amn)
- Complete Achievement Two = Cadet Airman First Class (C/A1C)
- Complete Achievement Three = Cadet Senior Airman (C/Sra)

At the completion of Achievement Three, the cadet receives a certificate signifying their completion of Phase One and their passage into the CAP Cadet NCO Corps.

Phase Two – The Leadership Phase
During this phase, cadets begin to exercise their leadership abilities by becoming Non-Commissioned Officers (NCO’s). As a NCO, the cadet must become a “participant-leader” and work with both his/her commanders and followers to accomplish the mission. It is the NCO that executes the plans and vision of the higher echelon officers. There are five grades associated with this phase:

- Complete Achievement Four = Cadet Staff Sergeant (C/SSgt)
- Complete Achievement Five = Cadet Technical Sergeant (C/TSGt)

Phase Three – The Executive Phase
Having left the ranks of the Cadet NCO Corps you have now entered the realm of the CAP Cadet Officer Corps. Expectations are beginning to grow even higher as your professionalism and demeanor are constantly under review. Only a select percentage of dedicated cadets reach this level. As a Phase Three cadet you will begin to conduct long range planning for your unit and you will be responsible for more and more personnel. There are two grades in this phase:

- Complete the Mitchell Award = Cadet Second Lieutenant (C/2d Lt)
- Complete Achievement 10 = Cadet First Lieutenant (C/1t Lt)

Another milestone award, the Amelia Earhart Award, marks the end of this phase. To earn this award you must pass another 100 question Aerospace/Leadership test. Passage of the test allows you to be promoted to Cadet Captain.

Phase Four – The Executive Phase
As you enter Phase Four you have made a subtle, yet distinct progression. During the previous phase you were a “junior officer” and as you enter Phase Four you begin to lose that label. As a Phase Four cadet you are expected to plan and have vision of where your unit is going. You no longer execute the specific detail, which is what staff members do; instead you make long range plans and direct your unit towards strategic goals. There are two grades in this phase:

- Complete the Earhart Award = Cadet Captain (C/Capt)
- Complete Achievement 14 = Cadet Major (C/Maj)

At the end of this phase you have officially completed the CAP Cadet Program upon earning the Ira C Eaker Award. To earn this award, you must have completed all 16 achievements and have attended National Cadet Officer School, a Region Cadet Leadership School, or completed ECI Course 13.

- Complete the Eaker Award = Cadet Lieutenant Colonel (C/Lt Col)

The Final Destination – The Spaatz Award
For a select few cadets, there will be one more major award in their CAP cadet careers. This award has been named for General Carl A Spaatz, the first Chief of Staff of the USAF. The Spaatz award comprises four tests:

- A 60 question Aerospace test
- A 60 question Leadership test
- A CPFT
- An essay written on an ethics topic

You may only attempt to pass all four events three times.

Because of the “three test limit,” many cadets attempt the Spaatz but few achieve it.

According to The Spaatz Association’s website (www.spaatz.org) there have been only 1,750 Spaatz awards earned in the past 45 years.
The CAP Cadet Program offers you a wealth of opportunities and experiences that shouldn’t be missed. These opportunities include special activities, flight training, and scholarships.

**Special Activities** – Each year different echelons offer a wide range of special activities.
- Wing- Encampment, NCOA, Color Guard Competition, PT Competition
- Region- Region Cadet Leadership School (RCLS)
- National Cadet Competition (NCC)

These activities tend to be during the summer and are typically structured to familiarize cadets with the USAF or specific CAP Training. For more information consult ncsas.com

**Flight Training** – Training towards a Private Pilot’s license is available to all CAP cadets that meet FAA qualifications. Cadets typically must pay for their flight time, but that cost is at a huge discount over commercial instruction schools. National Flight Academy is a good way to get started on your flying qualifications.

**Scholarships** - Money for college and flight training is available through CAP scholarships. Specific qualifications and the different opportunities are outlined in CAPR 52-16 and capmembers.com

**Cadet Advisory Council (CAC)** – The Cadet Advisory Council is the cadet corps’ voice for change to higher echelons of the CAP. From Squadron to Wing, Wing to Region, Region to Nation, and Nation to the National Board, the CAC works on all levels. Any concern or suggestion from any cadet may be pushed through this chain and revised until it possibly results in action. The CAC provides higher leadership opportunities for cadets and communication of innovations in leadership across the nation. Use the CAC to your advantage because it was built to benefit you.

**National Cadet Competition (NCC)** - The National Cadet Competition consisting of the National Drill Team Competition (NDTC) and the National Color Guard Competition (NCGC). NCC is designed to provide incentive and motivation for cadets to train and attain goals in leadership, aerospace education, physical fitness and teamwork. NCC is open to all cadets; however cadet officers may only compete in the NDTC. Both the NDTC and NCGC consist of seven events each. Competitions are conducted on the Wing, Region, and National Levels. For more information consult CAPM 52-4 or ncsa.com

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**SECTION D – CUSTOMS AND COURTESIES**

1. **THE MILITARY SALUTE**

Salutes are exchanges upon recognition between officers and warrant officers and between officers or warrant officers and cadets or enlisted members of the Armed Forces. The salute is a courteous exchange of greetings as both a greeting and a symbol of mutual respect, with the junior member always saluting first. As such, it is never inappropriate to salute another individual. When returning or rendering an individual salute, the head and eyes are turned toward the Colors or person saluted. When in ranks, the position of attention is maintained unless otherwise directed.

Individuals raise the right hand smartly in the most direct manner while at the same time extending and joining the fingers. Keep the palm flat and facing the body. Place the thumb along the forefingers, keeping the palm flat and forming a straight line between the fingertips and elbows. Tilt the palm slightly toward the face. Hold the upper arm horizontal, slightly forward of the body and parallel to the ground. The tip of the middle finger touches the right front corner of the headdress. If wearing a non-billed hat, ensure the middle finger touches the outside corner of the right eyebrow or the front corner of glasses. The rest of the body will remain at attention. This is count one of the movement. To complete count two of the movement, bring the arm smoothly and smartly downward, retracting the path used to raise the arm. Cup the hand as it passes the waist, and return to the position of attention.

**DO Salute…**
- When in a military-style uniform
- The President of the United States, all Medal of Honor recipients, and commissioned officers and warrant officers of the Armed Forces who are senior in rank to you.
- Also, if the exchange of salutes is otherwise appropriate, it is customary for military members in civilian clothes to exchange salutes upon recognition

**DO salute when outdoors…**
- When you are a junior approaching a senior officer. Saluting outdoors means salutes are exchanged when the persons involved are outside of a building. For example, if a person is on a porch, a covered sidewalk, a bus stop, a covered or open entryway, or a reviewing stand, the salute will be exchanged with a person on the sidewalk outside of the structure or with a person approaching or in the same structure. This applies both on and off military installations. The junior member should initiate the salute in time to allow the senior officer to return it. To prescribe an exact distance for all circumstances is not practical, but good judgment indicates when salutes should be exchanged. Typically the junior rank will render a salute a least 6 paces before, but not more than 30 paces before, when passing a senior officer.
- In military-style uniform, you render the military salute, hold it and remain silent during the National Anthem. In any other CAP uniform or civilian clothes, stand at attention and place your right hand over your heart (Men should remove headdress with right hand and hold it over their heart.)
- During the Pledge of Allegiance, when in military-style uniform outdoors, you stand at attention, face the flag, remain silent, and salute.

**DO salute when indoors…**
You do not salute indoors, unless you are formally reporting to a superior.
DO salute when in formation…

Only when commanded to do so. Do not salute if you are not told to do so.

DO salute when in a group (not in formation)…

When a senior officer approaches, the first individual noticing the officer calls the group to attention by saying, “Room, ATTENTION” or “Area, ATTENTION”. All members face the officer and salute. If the officer addresses an individual or the group, all remain at attention (unless otherwise ordered) until the end of the conversation, at which time they salute the officer.

DO NOT salute…

• If you are a prisoner whose sentences include punitive discharges. All other prisoners, regardless of custody or grade, render the prescribed salute except when under armed guard. This is not a situation that a member of the Civil Air Patrol would come across, however the practice is worth mentioning.
• If you are in a work detail. Individual workers do not salute. The person in charge salutes for the entire detail.
• If in public gatherings, such as sporting events, meetings, or when a salute would be inappropriate or impractical, salutes between individuals need not be rendered.
• If you are a superior carrying articles in both hands. However, he or she should nod in return or verbally acknowledge the salute. If the junior member is carrying articles in both hands, verbal greetings should be exchanged. Also, use these procedures when greeting an officer of a friendly foreign nation.
• During the Pledge of Allegiance, when in military-style uniform indoors, stand at attention, face the flag, but do not salute or recite the pledge. Remember, uniformed men and women have already taken an oath. This oath holds a stronger weight then the pledge, thus uniform tradition indicates that reciting the pledge is not necessary so it is not done.
• When on the run. Come to a walk first, and then salute. If you are running because of an emergency, the senior officer will not fell disrespected if you do not salute. In emergencies, common sense is the rule.

2. REPORTING

2.1 Reporting Indoors: When reporting to an officer in his office, the junior removes his headgear, unless you are under arms in which you will leave your headgear on. Make any adjustments to your uniform you may find necessary before you enter (such as lint, gig line, shoes, necktie, ribbons and pin-on insignias). Knock on the door once firmly and loud enough to be heard in an average-sized office. If there is no answer within a reasonable amount of time, knock once, again. When you are told to enter, or told to report, enter the room taking the most direct route to within two paces (a pace equals a step or 24 inches) in front of the officer’s desk, halt, salute, and report. You will report by saying “Sir/Ma’am, (your grade and last name) reporting as ordered.” Omit “as ordered,” when you are reporting on your own initiative. For example, “Sir, Flight Officer Sharpe reporting as ordered.” The salute is held until the report is completed and the salute has been returned by the officer. When the business is completed, the junior salutes, holds the salute until it has been returned, executes the appropriate facing movement (typically an about, face) and departs. Remember to be courteous and close the door behind you if you found it closed when you arrived.

2.2 Reporting Outdoors:

When reporting outdoors, the junior halts approximately one pace in front of the officer, salutes, and reports (as when indoors). When the junior is dismissed by the officer, the junior salutes, faces about and returns to their prior duties.

As mentioned before, you may be asked to report indoors during a ceremony. This is typical during award ceremonies. You report in the same manner as mentioned for reporting to an officer in their office, however you omit knocking. If accepting an award, be prepared to face the audience for recognition and photographs and do not forget to maintain proper military bearing at all times. This is your moment to shine and you don’t want to take away from the moment by acting silly or overly casual.

3. ENTERING AND DEPARTING VEHICLES

When entering a vehicle of any type, the highest ranking person enters the vehicle last. When exiting a vehicle of any type, the highest ranking exits first. Always fill the vehicle to the back most seats.

4. WALKING WITH ANOTHER PERSON

A gentlemen walking with one or more ladies, should walk on the curb side of the pavement (gentlemen to the left). When walking while in uniform with another uniformed person, the lowest ranking person always walks to the left and a half step to the rear of the higher ranking person regardless of gender.

5. REMOVING HEADGEAR

When entering a building, overhang, or flight operations area, you will always smartly remove your headgear and place it in the appropriate position. For the service dress uniform you will remove the flight cap and place it under the belt on either side as illustrated below. For the Battle Dress Uniform (BDU) you will remove the hat and place it in your BDU trouser cargo pocket.

Failure to remove your headgear when in a building will send a false message that you are armed. This is because only personnel, such as security police, wear their headgear when in a building as a visual cue to every that they are the ones with a weapon.

6. PASSING IN NARROW CORRIDORS

Junior ranking persons will give way to higher ranking persons in narrow corridors or hallways by stopping and placing their back against the wall, standing at attention until the ranking member has passed. The junior ranking person may exchange a greeting, such as “Good afternoon, Ma’am”. This custom comes from the understanding that senior ranking persons hold more responsibility, thus their travels should not be held back.
7. TERMS OF ADDRESS
For the most part, terms of addressing someone is based on their grade. The exception to the rule is in the case where as the individuals profession takes precedent. Also, you should know that there are formal and informal terms of address.

When introducing an individual, use their formal term of address. The formal term of address will be their full grade title and then full name (example: Major General William Sharpe). Because the use of the formal address is not practical in work environments and when individuals know who you are referring to, the informal address is appropriate. Using the previous example, Major General William Sharpe would be referred to as General Sharpe.

Taking the exception into account, clergy and medical doctors are addressed as “Chaplain” and “Doctor” respectively regardless of their grade.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>TERM OF ADDRESS</th>
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<tbody>
<tr>
<td>All Generals</td>
<td>General</td>
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<tr>
<td>Colonel</td>
<td>Colonel</td>
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<tr>
<td>Lieutenant Colonel</td>
<td>Colonel</td>
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<tr>
<td>Major</td>
<td>Major</td>
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<tr>
<td>Captain</td>
<td>Captain</td>
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<tr>
<td>All Lieutenants</td>
<td>Lieutenant</td>
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<tr>
<td>All Flight Officer Grades</td>
<td>Flight Officer</td>
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<tr>
<td>Chief Master Sergeant</td>
<td>Chief</td>
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<tr>
<td>All NCO Grades (other than above)</td>
<td>Sergeant</td>
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<tr>
<td>All Cadet Grades</td>
<td>Cadet</td>
</tr>
<tr>
<td>All Chaplains regardless of grade</td>
<td>Chaplain</td>
</tr>
<tr>
<td>All Doctors regardless of grade</td>
<td>Doctor</td>
</tr>
</tbody>
</table>

8. PROFANITY
Profanity by any cadet will not be tolerated. Profanity is demonstration of the ignorance of the English language. Cadets will use proper English at all times.

On 3 August 1776, in response to profanity in our nation’s young army, General George Washington issued this order,

“The General is sorry to be informed that the foolish and wicked practice of profane cursing and swearing is growing into fashion; he hopes the officers will, by example, as well as influence, endeavor to check it, and that both they and the men will reflect that we can have little hopes of the blessing of Heaven on our Arms, if we insult it by our imperty and folly; added to this, it is a vice so mean and low, without any temptation, that every man of sense, and character, detests and despises it.”

9. CALLING THE ROOM
The term “calling the room” is in reference to the action taken when a higher-ranking cadet or officer enters a certain area. Calling the room to attention is sign of respect to the ranking person.

- Call the room to attention if an officer or cadet officer enters the room, unless an officer of the same grade or higher is already in the room. You will do this by ordering, “Room, ATTENTION”.
- Do not call the room to attention if you are a participant in a class session. The instructor will do this if it is appropriate.
- Call an area to attention if an officer or cadet officer is approaching and within 4 paces of your group by ordering, “Area, ATTENTION”.
- If you are alone and are approached by an officer or cadet officer, you do not call out any orders. Just come to the position of attention.

10. COURTESIES IN THE CLASSROOM
Upon entering the classroom, cadets will quietly stand at the position of attention next to their seat. Books and other items will be placed under the seat. When the command “SEATS” is given, cadets will sit with their backs approximately 6 inches from the back of the chair and hands on the knees with fist closed. There will be no talking. Cadets will read their Cadet Training Guide if instructed to do so. This position will continue until the order, “AT EASE” is given by the instructor.

When wishing to ask a question, cadet will raise their right arm so that the upper arm is parallel to the ground, elbow bent 90 degrees, and the forearm perpendicular to the ground with fist closed. When a cadet is addressed in the classroom, the cadet will stand up and speak clearly and loud enough to be heard by all present.

11. ENCAMPMENT SPECIFIC CUSTOMS
1. Candidates will square all corners.
2. Any person needing to enter the barracks of the opposite sex will first knock loudly and speak clearly for an answer. The cadet who answers the door will announce “Male/Female entering barracks”. All cadets will repeat this throughout the barracks and ensure no one is improperly exposed.

12. TABLE MANNERS

Use of the Knife
The knife should always be held in the right hand, with the handle in the palm and the index finger along the back of the blade. Never take food to the mouth by means of the knife. After having used the knife, never lay it again on the table, nor place it with the handle on the table and the rip on the edge of the plate. Lay it across and in the top of the plate, with the handle to the right and the cutting edge of the blade facing the eater.

Use of the Fork
When used as an aid to the knife in cutting meat, or a similar purpose, the fork should be in the left hand with the end of the handle resting in the palm, and with the index finger extending along the back. When the fork is used for eating purposes, it should be held in much the same manner as a pencil is held in writing; only the fingers are placed nearer the “top” than the “point”, the thumb and two first fingers are closed around the handle two-thirds of the way up the shank, and the food is taken up shovel-wise on the turned-up prongs. After a piece of food is cut, it is conveyed to the mouth by the fork in either the right or the left hand. It is usually the custom in the United States for a right handed person to use only the right hand. In most European counties the left hand is often used. After having been used, the form should be placed in the plate, tine upward, near the center of the plate.

Use of the Spoon
In using a soup spoon, dip the spoon away from you and never put the bowl of the spoon in the mouth; put the side of the spoon to the lips and then tilt the spoon slightly so that the soup or other liquid flows of its own accord into the mouth.

Bread and Butter
Bread, toast and rolls should, before being buttered, be broken into pieces with the fingers. Never butter a whole slice of bread. Never cut a biscuit, muffin, or roll with your knife.

More Table Manners
One should never talk while having food in one’s mouth, and the mouth should always be closed when chewing. Never use a toothpick at the table, or at any other time or place, if other persons are present. Avoid all unnecessary noises in eating. Should it become necessary to cough or sneeze at the table, the head should be turned to the side and bent forward, and the mouth and nose should be covered with a handkerchief or napkin; and an apology should be offered, such as a brief, “Pardon me.”
13. DINNING IN THE MESS

All the encampment participants and staff will be dinning at the mess as often as three times a day. This means as many as 200 personnel will be traveling through the door of the mess every six hours. In order to get everyone through in a short period of time, there are rules you will follow. They are:

1. Form a single file line. You will move forward through the line “by the ripples”.
2. You will not talk while in line.
3. You will take one tray, one fork, one spoon, one knife, and one napkin.
4. You will drink at least two full glasses of water at every meal.
5. You will sit and eat with members of your flight.
6. If you arrive at a table and there are still chairs left, you will place your tray on the table, sit immediately and begin eating.
7. You will have ample to consume your meal. The whole meal will be consumed.
8. No talking or conversation is permitted unless otherwise directed by your staff.
9. When individuals at the table have completed their meal, they will push in their chair, dispose of their plates, cups, and utensils, and will either return to their seat to study their material or leave the mess hall, and fall in formation outside the building as directed by their staff.

14. DINNING IN

The dinning in is a formal dinner for only members of an organization; in this case, the encampment participants, staff, and special guests. A properly conducted dinning-in has many traditions that require a lot of preparation. Fortunately as an encampment participant you don’t have to worry about them. However you will be expected to know the “Rules of the Mess”.

The following is a list of rules pertaining to the encampment under which the mess will be conducted. They are designed to conform to tradition and promote levity. Violators of these rules are subject to the “wrath and mischievousness” of Mister/Madam Vice. All assigned penalties will be carried out before the membership.

1. Thou shalt arrive within 10 minutes of the appointed hour.
2. Thou shalt make every effort to meet all guests.
3. Thou shalt move to the mess when thee hear the chimes and remain standing until seated by the President of the mess.
4. Thou shalt not leave this mess whilst convened. Military protocol overrides all calls of nature.
5. Thou shalt participate in all toasts unless thyself or thy group is honored with a toast.
6. Thou shalt ensure that thy glass is always charged (filled) when toasting.
7. Thou shalt keep toasts and comments within the limits of good taste and mutual respect. Degrading or insulting remarks will be frowned upon by the membership. However, good natured needling is encouraged.
8. Thou shalt not invoke the Queen’s English.
9. Thou shalt not open the hangar doors (talk about CAP business).
10. Thou shalt always use the proper toasting procedure.
11. Thou shalt consume thy meal in a manner becoming gentlepersons.
12. Thou shalt not laugh at ridiculously funny comments unless the President of the mess first shows approval by laughing.
13. Thou shalt express thy approval by tapping thy spoon on the table. Clapping of thy hands will not be tolerated.
14. Thou shalt not question they decisions of the President of the mess.
15. When the mess adjourns, thou shalt rise and wait for the President of the mess and head table quests to leave.
16. Thou shalt enjoy thyself to thy fullest.

If a violation occurs, you may be instructed by Mister/Madam Vice to go to the “Grog”. If this happens, do not argue, just go and perform the following:

2. Go to the front, face the grog bowl and render a salute.
3. Take a cup and fill it at least half full.
4. Turn to the audience and gives a toast by holding up you cup and saying, “To the mess”.
5. You will then drink the contents entirely without removing the cup from your lips until all the contents are gone.
6. When finished you will then prove you consumed the contents by placing the cup upside down over your head. Should it drip, you may be asked to do it again.
7. Return the cup to table, salute the President of the mess, and return to your seat. With the exception of the toast you give, you are not to speak while visiting the grog.

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SECTION E – THE UNIFORM

1. MARKING YOUR UNIFORM

One of the first steps in caring for our uniform is to ensure that we can identify it as ours. Remember, we all were the same shirt, belt, hat, etc. So mixing up ownership of our uniform can easily happen especially at activities where many uniforms are washed together such as at an encampment or national training academy. To prevent this you should mark you clothing so it can be easily identified.

To identify your uniform articles as yours, perform the following. Using a black permanent marker place your full name and CAP Identification Number (CAPID) in a place that can only been seen when not worn. If the article of clothing is too small to put you whole name and CAPID, then use your initials and CAPID only. In addition to uniform items, all personal items such as canteens, toiletries, and books will be marked.

2. MAINTAINING YOUR UNIFORM

Uniform footwear may or may not require polishing. Today the oxford style shoes worn with the dress uniform can be purchased with a permanent shine. Boots are to be kept in a polished state. Good, quality leather shoes as worn in the service should be polished at least once a month to preserve their life if they’re worn regularly.

Nickel plated uniform items such as insignias and the belt buckle also need to be maintained. Metal polishing products can easily be found in most supermarkets or general stores. Keep all metal uniform items in a clean shiny state. Thumbprints and scratches can be easily seen be everyone.

All uniform clothing items have a label sewn on that gives instruction on the proper care (Fig. 21). The care instructions may not always be on the same label were the size is recorded, so be sure to look around for it. Learn the proper care of each piece of clothing and follow the instructions.

3. UNIFORM REGULATION

MALE SERVICE DRESS

Tie Tab (Optional with short sleeve blouse)

 Ribbons:

Worn centered on the left side between buttons and arm seam even with the top of the first exposed button with 3 in a row. Bottom of ribbons will be even with bottom of nameplate. Wear all or none.

Grade Insignia:

Cadet NCOs and Airmen wear regular size metal chevron on both collars.

Civil Air Patrol Tape:

Worn on top of the left breast pocket centered immediately above the left breast pocket. Tape will be the width of the pocket with raw ends folded under.

Nameplate:

Blue, three-line, rests on but not over top edge of right pocket, centered between left and right edges.

US Flag:

Reverse Flag centered below the shoulder seam on the left sleeve.

Cadet Insignia is worn 1 1/2” from front edge and centered between top of flap and bottom edge.

MALE AND FEMALE BATTLE DRESS

Encampment Headgear Worn with Battle Dress Uniform

Each flight has its own color to signify what flight the wearer is a member of.

SERVICE UNIFORM HEADGEAR

MALE INFORMATION

CADET AIRMEN

Cadet Insignia is worn 1 1/2” from front edge and centered between top of flap and bottom edge.

FEMALE

ENCAMPMENT HEADGEAR WORN WITH BATTLE DRESS UNIFORM

Each flight has its own color to signify what flight the wearer is a member of.
### SECTION F – SAFETY

Safety begins with common sense. No one has to tell you not to put your hand on a glowing hot stove coil or that jumping off a high rise building would kill you. But that is just the beginning. There will be unfamiliar situations or environments in which you will need to be instructed as to what is and what is not safe.

It is every cadet’s responsibility to listen carefully all safety briefings. If you are unsure or don’t understand ask the instructor. Be as safe as possible.

***ALL SAFETY VIOLATIONS ARE TO BE REPORTED IMMEDIATELY***

#### 1. BASIC SAFETY RULES

Following are some basic safety rules that will be adhered to.
1. There shall be no running or horseplay in the barracks.
2. Gym shoes placed on the side of your bed will be unlaced and ready to be quickly put on in case there is need for an immediate evacuation.
3. Flip flops will be worn in the while not in uniform and in the barracks or shower. No bare feet will touch the floor.
4. Know the location of all exits in you barracks.
5. All electrical equipment/appliances will be unplugged when not in use.
6. Seat belts will be used at all times when traveling.
7. Travel to and from any location by will be done in no less pairs.

#### 2. ROAD GUARDS

Road guards are used to allow a formation(s) to safely cross a street. The duty of a road guard is to halt traffic so that the formation may safely cross. On base installations, formations have the right-of-way, however for safety, it is the road guard’s duty to ensure that vehicles have halted and it is safe to cross.

**Uniform:** Road guards will wear a reflective vest (If available). During low light conditions, road guards will carry and use a flashlight instead of their right hand by pointing the beam of light towards the ground just in front of them.

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### GRADE INSIGNIAS

<table>
<thead>
<tr>
<th>GRADE INSIGNIUM</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Major General" /></td>
<td>Cadet Chief Master Sergeant (C/CMsGt)</td>
</tr>
<tr>
<td><img src="image" alt="Cadet Chief Master Sergeant" /></td>
<td>Cadet Junior Master Sergeant (C/JMaj)</td>
</tr>
<tr>
<td><img src="image" alt="Cadet Senior Master Sergeant" /></td>
<td>Cadet Senior Master Sergeant (C/SMsGt)</td>
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<tr>
<td><img src="image" alt="Cadet Major" /></td>
<td>Cadet Major (C/Maj)</td>
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<tr>
<td><img src="image" alt="Cadet Lieutenant" /></td>
<td>Cadet Lieutenant (C/Lt)</td>
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<tr>
<td><img src="image" alt="Cadet Captain" /></td>
<td>Cadet Captain (C/Capt)</td>
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<tr>
<td><img src="image" alt="Cadet 1st Lieutenant" /></td>
<td>Cadet 1st Lieutenant (C/1st Lt)</td>
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<tr>
<td><img src="image" alt="Cadet 2nd Lieutenant" /></td>
<td>Cadet 2nd Lieutenant (C/2nd Lt)</td>
</tr>
<tr>
<td><img src="image" alt="Cadet Flight Officer" /></td>
<td>Cadet Flight Officer (C/FO)</td>
</tr>
</tbody>
</table>

### ROAD GUARDS

- **Positions:** During bright light conditions - Road guards will post by standing at a distance so that their feet are shoulder width apart, left hand extended behind their back, and right arm extended straight forward in front of them horizontal the grasp of the right hand towards the left (See illustration to the left).
- **Uniform:** Road guards will wear a reflective vest (If available). During low light conditions, road guards will perform the same posture as above but except for the position of the right arm. The right arm will at a pointed at a 45° angle toward the ground while pointing a beam of light from their flashlight in front of them.
- **Procedure:** The flight staff will demonstrate proper road guard procedures.
SECTION G – BARRACKS

During your stay at Evergreen Aviation, you will be boarding with many other cadets in a building you will refer to as “The Barracks”. The best of accommodations have been prepared for you. You will have one bed, one pillow, two sheets, and one wool blanket.

You will be solely responsible for the care of your accommodations and the organization of your personal items within them. Below is a guide that outlines what is expected of you.

Under no circumstances will you touch any other cadets’ personal property without their permission. Flight sergeants, flight commanders, and squadron commanders and Standards and Evaluations team members may touch your items for the purpose of instruction and inspections. Be advised you may or may not be in your barracks when inspections are being conducted.

1. BARRACK PROCEDURES

In order to facilitate cadets and staff in a small area with maximum comfort in mind, the following barrack procedures will be followed:

1. Cadets will become familiar with all bulletin board postings.
2. Cadets will keep noise volume to a minimum.
3. Cadets will maintain the area around their racks orderly and clean.
4. Cadets will not wake before “First Call” sounds, unless on barracks duty.
5. Cadets will maintain all uniforms in inspection order when not being worn.
6. Cadets will wear shoes at all times unless lying on their rack.
7. Latrine facilities will be utilized. None will be reserved for inspections.
8. Windows will not be touched unless for cleaning or adjusting as directed.
9. Articles will not be thrown out of windows.
10. Broken or defective equipment will be reported immediately.
11. All equipment borrowed from another barrack will be returned as soon as reasonably possible.
12. Cadets will give way to all officers and cadet officers in narrow passage ways by body 90° towards the center of the passage way and coming to attention.
13. Barracks will be subject to inspection at any time.
14. Personal time will be given daily. During personal time, cadets will not be tasked and may do as they wish within reason, such as, showering, studying, going to bed early, or preparing their uniform. Remember, this is a privilege and should be utilized as effectively and efficiently as possible.

2. RACKS

Racks will be made as described at all times when not laying in them during the night. You will place one white bottom sheet on the matters, folding the corners at a 45° angle as illustrated. You will then place one white top sheet on the bottom sheet folded back 18 inches from the head of the rack with a 6 inch cuff. You will then place one green wool blanket on top of the white top sheet, folding the corners at a 45° angle as illustrated. The pillow will rest at the head of the rack.

3. SHOE PLACEMENT

All shoes will be placed in order starting at the side of the rack closest to the aisle whether or not your pillow is at the same end. Shoe order will be: boots, dress shoes, PT shoes, and then shower shoes. Toes of each shoe are to be pointing inward and heels are to be aligned with the side of the rack. All shoes will be two inches apart, with the first shoe two inches from the bed pole. Shoes not being worn will NOT have a space left for them.

4. CLOTHING PLACEMENT

Items to be placed on the shelf or on top of assigned drawers are: notebook with no more than two exposed writing utensils; the CAP uniform or leadership manual; this Cadet Training Guide; the cadet’s uniform covers; and a flashlight. The cadet’s hydrations system will be hung from the RIGHT foot of the cadet’s rack. Used towels or unused blankets will be draped over the foot of the rack and will be evenly spaced. All items will be organized neatly on or around the rack in the manner prescribed specifically by the cadet’s flight staff.

Uniforms will be hung on the RIGHT side of the rack in the following order: Blues shirt, Blues pants, BDU shirt, BDU pants. All shirts will be hung with the left sleeve facing out; all pants will be hung with top of the pants hanging on the left side. Hangers will be spaced 2 inches apart. Luggage will be stored under the cadet’s rack or in prescribed luggage areas.
SECTION H – CHARGE OF QUARTERS (CQ)

During your encampment experience, you will have the opportunity to perform a duty called “CQ”. Everyone is responsible for the safety and security of equipment and people assigned to them. The following information will give you detailed instructions on how this duty is accomplished.

1. PURPOSE

The purpose of performing charge of quarters (CQ) also referred to as “fire watch” or “guard duty” is for the overall safety and wellbeing of our fellow encampment participants and staff. Charge of Quarters (CQ) has three main responsibilities: Security; Fire Prevention; Conservation of Utilities.

2. DUTY RULES

Barrack guards must follow specific rules whenever on duty. These rules include, but are not limited to, the following:

1. **NEVER** sit, sleep, write, or read any material other than your Cadet Training Guide and class notes.

2. Execute the three main objectives by doing the following:
   a. **SECURITY**
      • Ensure that all exits and the center isle are not obstructed.
      • Ensure that all doors are either locked or unlocked as instructed.
      • Challenge all persons wanting to enter the barracks.
      • Open and close doors to any personnel entering or leaving.
   b. **FIRE PREVENTION**
      • Every half hour, check all outlets by placing your hand on it to see if it is warm.
      • Visually observe if there are signs of any burn marks.
      • If either is noticed, then report it to the Charge of Quarters (CQ) via radio immediately.
   c. **CONSERVATION OF UTILITIES**
      • Ensure all non essential lights in the barracks are off.
      • Ensure all water sources are off.

3. Record all checks and unusual events in the CQ Event Log. Report any unusual activity to the assigned sergeant of the guard.

4. **DUTY UNIFORM**

   Barrack guards will wear the following:
   • PT shirt and shorts
   • Tennis Shoes
   • A flashlight (with red filter cap)

5. **CQ DUTY CHANGE**

   Guard duty for the evening will be assigned and posted in the order that each two member team will be on guard. Guard duty will last no longer then one hour.

   At the change of each guard shift, the CQs will wake the next set of cadets fifteen minutes before their shift ends in order to give them time to get dressed and become alert. The CQs will pass over the Barracks Guards Event Log along with any messages. The new CQs will review the Charge of Quarters Event Log and begin their shift.

6. **TRAINING**

   All cadets prior to performing barrack guard duty will receive instructional training.

   This training will include:
   1. Duty rules
   2. Challenging
   3. Duty Uniform
   4. Locations of exits and locking procedures
   5. Location of outlets and water sources
   6. Completion of the Barrack Guard Event Log

   • If the person is a member of the cadet or senior staff they will be admitted for whatever business they see fit, they do not have to disclose their business.
   • If the unknown person does not halt and continues the advance, the CQs as loud as possible will yell, “INTRUDER IN BARRACKS” and turn all lights if possible with the intent of waking all personnel to the intrusion. All persons will then follow the orders of the officers in charge (OIC). The CQ will contact the sergeant of the guard immediately to report the intrusion.
PERSONAL CLEANLINESS

Skin: Wash your body frequently from head to foot with soap and water. Pay particular attention to armpits, groin area, face, ears, hands, and feet.

Hair: Keep your hair clean, neatly combed, and trimmed. At least once every other day, wash your hair and entire scalp with soap and water. Do not share combs or shaving equipment with other cadets.

Hands: Wash your hands with soap and water after any dirty work, after each visit to the latrine, and before eating. Keep your fingernails closely trimmed and clean. Do not bite your fingernails, pick your nose, or scratch your body.

Clothing and Sleeping Gear: Wash or exchange clothing when it becomes dirty (situation permitting). Wash or exchange sleeping gear when it becomes dirty. If clothing and sleeping gear cannot be washed or exchanged, shake them and air them to help kill germs. That greatly reduces the number of germs on them.

CARE OF THE MOUTH AND TEETH

Regular and proper cleaning of the mouth and the teeth helps prevent tooth decay and gum disease. The most healthful oral hygiene is to clean your mouth and teeth thoroughly and correctly after each meal with a toothbrush and toothpaste. If mouthwash is available, use it to help kill germs in your mouth. To help remove food from between your teeth, use dental floss or toothpicks.

CARE OF THE FEET

Wash and dry your feet daily. Use foot powder on your feet to help kill germs, reduce friction on the skin, and absorb perspiration. Socks should be changed daily. After crossing a wet area, dry your feet, put on foot powder, and change socks, as soon as the situation permits.

2. GROOMING STANDARD

All members of CAP must be well groomed and assure that their appearance at all times reflects credit upon themselves, Civil Air Patrol, and the U.S. Air Force. Grooming standards are based on several elements including neatness, cleanliness, safety, and military image and appearance. The standards established by the Civil Air Patrol and the U.S. Air Force are not intended to be overly restrictive nor were they created to isolate Civil Air Patrol members from the rest of society. The limits established in CAPM 39-1, Civil Air Patrol Uniform Manual, are reasonable, enforceable, and insure that personal appearance contributes to a favorable military image. The difference between men’s and women’s grooming standards recognizes the difference between the sexes. Establishing the exact same grooming standards for men and women would not be in the Civil Air Patrol’s best interest and is not a factor in assurance of equal opportunity.

When uniforms are worn, they must be clean, neat and correct in design and specification, properly fitted, and in good condition. Uniforms will be kept zipped, snapped, or buttoned and shoes will be shined and in good repair. Metallic insignia, badges and other devices, including the blue service uniform buttons, must also be maintained in the proper luster and condition.

Men in uniform will not have articles such as wallets, pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, pipes, and sunglass cases exposed on the uniform. The wear of wristwatches and rings is permitted. The wear of identification bracelets is likewise permitted provided they present a neat and conservative appearance. Conservative sunglasses may be worn, except in military formation. Ribbons, when worn, will be clean and not frayed. Wear of earrings, ornamentation on eyeglass lenses, or visible ornaments around the neck are prohibited while in uniform.

Women in uniform will not have pencils, pens, pins, handkerchiefs, and jewelry worn or carried exposed on the uniform. One small spherical (ball), conservative, diamond, gold, white pearl, or silver pierced or clip earring per earlobe may be worn. The earring worn in each earlobe must match. Earring should fit tightly without extending below the earlobe (exception: connecting band on clip earrings). Other visible ornaments around the neck or on the head, ornamentation on eyeglass lenses, and ankle bracelets are prohibited.

Wristwatches, identification bracelets, and a maximum of three conservative rings are permitted. Conservative sunglasses may be worn, except in military formation. Appropriate undergarments will be worn to present a conservative, feminine appearance.

Members may wear certain visible items of religious apparel while in uniform. Religious apparel is defined as articles of clothing or dress that are part of the doctrine or traditional observance of the religious faith practiced by the member. Hair and grooming practices are not included in the meaning of religious apparel. Jewelry of a religious nature must conform to standards set forth in this regulation for wear of non-religious jewelry. Religious head coverings are authorized only when military headgear is not authorized. Head coverings must be plain dark blue or black without adornment. Also, they may be worn underneath military headgear if they do not interfere with the proper fit or appearance of the headgear. For example, Jewish yarmulkes meet this requirement if they do not exceed 6 inches in diameter.
SECTION J – GENERAL CAP KNOWLEDGE

1. THE SEAL
The Civil Air Patrol is symbolized by the American Bald Eagle with wings elevated and displayed in front of a puff cloud depicting a new firmament.

The CAP emblem is superimposed on the shield noting the lineage of our organization as part of the Office of Civil Defense.

There are thirteen stars surrounding the coat of arms representing the original thirteen colonies as celebrated by many U.S. seals.

2. THE MISSION
“To serve America by performing Homeland Security and humanitarian missions for our communities, states, and nation; developing our country’s youth; and educating our citizens on the importance of air and space power.”

4. FLAGS OF THE CIVIL AIR PATROL
The first flags were used to assist military coordination on battlefields and flags have evolved into a tool for signaling or to identify an organization. Flags can also represent a person such as in the case of a general.

Because flags represent a larger organization or person, we must always respect them. Our action towards a flag is symbolic of our intentions towards the organization or person(s) themselves. Additional information can be found in CAPR 900-2.
SECTION L – REQUIRED KNOWLEDGE AND REVIEW

1. THE CADET OATH

2. CIVIL AIR PATROL HISTORY
   a. Civil Air Patrol was formed one week before ____________________________ which was a major factor in the United States entering into World War II.
   b. During WWII, CAP coastal patrols spotted ______ German submarines. 57 depth charges and 83 bombs were dropped, sinking ______ submarines.
   c. Who was CAP’s first National Commander:
   d. Public Law ______, 1 July 1946, incorporated CAP as a benevolent, non-profit organization.
   e. Public Law _____, 26 May 1948, permanently established CAP as the official auxiliary of the United States Air Force.

3. CIVIL AIR PATROL ORGANIZATION
   a. There are three types of units in CAP:
      S___________________
      C___________________
      C___________________
   b. CAP is composed of ______ regions and ______ wings. Each wing represents each state, plus the District of Colombia and Puerto Rico.
   c. Name the three missions of Civil Air Patrol:
      __________________
      __________________
      __________________
   d. The Cadet Program has ___ phases and ___ achievements. To move from one achievement to the next you must wait _____ days.
   e. Name the five major milestones:

4. CIVIL AIR PATROL GENERAL KNOWLEDGE
   a. The thirteen stars surrounding the CAP coat of arms represents?
   b. CAP Grade Insignia:
      Two Diamonds Represents:____________________
      Four Chevrons Represents:____________________
   c. How many times may a cadet attempt the Spaatz Exam?
   d. There is a Major, two C/A1C’s, a C/MSgt in a room. C/Lt Col Simpson walks into the room. Do you call the room to attention? Why or why not?

5. CIVIL AIR PATROL UNIFORM
   a. What CAP manual prescribes the rules of wearing CAP uniforms?
   b. For each of the following measurements, put the corresponding uniform item next to it:
      • ½” from shoulder seam and centered: Wing Patch (example)
      • 1” up, parallel with front edge of collar, and centered:
      • 1 ½” inches in and centered:
      • Falls between the top and bottom of kneecap:
      • No more than 3” bulk for females:
      • Rests upon the top of the left breast pocket:

SECTION M – NOTES