

Name _____

CIVIL AIR PATROL

GUIDE TO THE



CHAIN OF COMMAND

Woodfield Composite Squadron, GLR-IL-075
Cadet Knowledge Book
Created By: C/Maj Dan Starck
Based on The BLTS Program by C/Col Philip Rosen

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.

THE SAFETY PLEDGE

As a Civil Air Patrol member I pledge to promote an uncompromising safety environment for myself and others, and to prevent the loss of, or damage to Civil Air Patrol assets entrusted to me. I will perform all my activities in a professional and safe manner, and will hold myself accountable for my actions in all of our Missions for America.

THE 3 MISSIONS OF C.A.P.

**CADET PROGRAMS
AEROSPACE EDUCATION
EMERGENCY SERVICES**

MATERIALS NEEDED AT MEETINGS

**WRITING UTENSIL (Pen or Pencil)
C.A.P. NOTEBOOK (CAP Info. Only!)
LEADERSHIP & AEROSPACE BOOKS
C & C BOOKLET (This Booklet)**

THE FOUR PHASES OF THE CADET PROGRAM

PHASE I– THE LEARNING PHASE The Wright Bros. Award

Cadet Airman Basic (C/AB)
Cadet Airman (C/Amn)
Cadet Airman First Class (C/A1C)
Cadet Senior Airman (C/SrA)
Cadet Staff Sergeant (C/SSgt)



PHASE II– THE LEADERSHIP PHASE The Mitchell Award

Cadet Technical Sergeant (C/TSgt)
Cadet Master Sergeant (C/MSgt)
Cadet Senior Master Sergeant (C/SMSgt)
Cadet Chief Master Sergeant (C/CMSgt)



PHASE III– THE COMMAND PHASE The Earhart Award

Cadet Second Lieutenant (C/2d Lt)
Cadet First Lieutenant (C/1st Lt)
Cadet Captain (C/Capt)



PHASE IV– THE EXECUTIVE PHASE The Eaker Award

Cadet Major (C/Maj)
Cadet Lieutenant Colonel (C/Lt Col)



THE SPAATZ AWARD

Cadet Colonel (C/Col)



C.A.P. HISTORY & RANDOM FACTS

IMPORTANT PEOPLE

- Gill Robb Wilson- Founder of Civil Air Patrol
- Major General John F. Curry– First National Cmdr. of Civil Air Patrol
- General Henry “Hap” Arnold– First General of the Air Force.

When was C.A.P. founded?

- C.A.P. was founded on December 1st, 1941, just one week before the attack on Pearl Harbor.

What is C.A.P.’s Motto?

- Semper Vigilans (Always Vigilant)

How many wings & regions does C.A.P. have?

- C.A.P. has 52 wings and 8 regions.

What is the definition of the Chain of Command?

- Chain of Command is the order of authority.

What is the purpose of drill?

- The purpose of drill is to learn teamwork.

CONTACT INFORMATION

I am part of _____ flight.

My element members are:

Name & Grade	Phone #	Email Address
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My element leader is:

Name & Grade	Phone #	Email Address
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My flight sergeant is:

Name & Grade	Phone #	Email Address
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My flight commander is:

Name & Grade	Phone #	Email Address
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GRADE STRUCTURE (ENLISTED)

TITLE	INSIGNIA
CADET AIRMAN BASIC C/AB (E1) Referred to as “CADET” or “AIRMAN”	
CADET AIRMAN C/AMN (E2) Referred to as “AIRMAN”	
CADET AIRMAN FIRST CLASS C/A1C (E3) Referred to as “AIRMAN”	
CADET SENIOR AIRMAN C/SRA (E4) Referred to as “AIRMAN”	
CADET STAFF SERGEANT C/SSGT (E5) Referred to as “SERGEANT”	
CADET TECHNICAL SERGEANT C/TSGT (E6) Referred to as “SERGEANT”	
CADET MASTER SERGEANT C/MSGT (E7) Referred to as “SERGEANT”	
CADET SENIOR MASTER SGT. C/SMSGT (E8) Referred to as “SERGEANT”	
CADET CHIEF MASTER SGT. C/CMSGT (E9) Referred to as “CHIEF”	

GRADE STRUCTURE (OFFICER)

TITLE	INSIGNIA
<p>CADET SECOND LIEUTENANT C/2D LT (O1) Referred to as "LIEUTENANT", "SIR", or "MA'AM"</p>	
<p>CADET FIRST LIEUTENANT C/1ST LT (O2) Referred to as "LIEUTENANT", "SIR", or "MA'AM"</p>	
<p>CADET CAPTAIN C/CAPT (O3) Referred to as "CAPTAIN", "SIR", or "MA'AM"</p>	
<p>CADET MAJOR C/MAJ (O4) Referred to as "MAJOR", "SIR", or "MA'AM"</p>	
<p>CADET LIEUTENANT COLONEL C/LT COL (O5) Referred to as "COLONEL", "SIR", or "MA'AM"</p>	
<p>CADET COLONEL C/COL (O6) Referred to as "COLONEL", "SIR", or "MA'AM"</p>	

GRADE STRUCTURE (CAP OFFICER)

TITLE	INSIGNIA
CAP OFFICER Referred to as “SIR” or “MA’AM”	
SECOND LIEUTENANT 2D LT (O1) Referred to as “SIR” or “MA’AM”	
FIRST LIEUTENANT 1ST LT (O2) Referred to as “SIR” or “MA’AM”	
CAPTAIN CAPT (O3) Referred to as “SIR” or “MA’AM”	
MAJOR MAJ (O4) Referred to as “SIR” or “MA’AM”	
LIEUTENANT COLONEL LT COL (O5) Referred to as “SIR” or “MA’AM”	
COLONEL COL (O6) Referred to as “SIR” or “MA’AM”	
BRIGADIER GENERAL BRIG GEN (O7) Referred to as “SIR” or “MA’AM”	
MAJOR GENERAL MAJ GEN (O8) Referred to as “SIR” or “MA’AM”	
LIEUTENANT GENERAL LT GEN (O9) Referred to as “SIR” or “MA’AM”	
GENERAL GEN (O10) Referred to as “SIR” or “MA’AM”	

THE CHAIN OF COMMAND

(SENIOR)

National Commander– Maj. Gen. Antonio Pineda
GLR Region Commander– Col. William W. Webb
IL Wing Commander– Col. Maurice Givens
Group 14 Commander– Maj. Thomas Cardwell
WCS Unit Commander– 1st Lt. Craig Knickerbocker
Deputy Cmdr. Seniors– VACANT
Deputy Cmdr. Cadets– Maj. Steven Snyder
Administrative Officer– Maj. Carol O’Shea
Safety Officer– 2d Lt. Andy Seidler
Aerospace Officer– Capt. Duane McNichol
Cadet Programs Officer– 1st Lt. Ronald Gallman
Public Affairs Officer– Capt. H. Michael Miley
Assistant PAOs– 2d Lt. Steve LaLonde
2d Lt. Steve Tomaszewski
Squadron Chaplain– Maj. John Crupper

(CADET)

(Executive Staff)

Cadet Commander– C/2d Lt Sam Crupper
Cadet Deputy Commander– C/1st Lt Caleb Werner
Cadet Executive Officer– VACANT
Cadet First Sgt.– C/SMSgt Jacek Muka

(Line Staff)

Alpha Flight Commander– C/SMSgt Clint Greenlee
Alpha Flight Sgt.– C/SrA Christine Szeremeta
Bravo Flight Commander– C/MSgt Chris Gallman
Bravo Flight Sgt.– C/SrA Jared Tomaszewski
BLTS Instructors– C/1st Lt Dan Wells, C/CMSgt David Brady

(Support Staff)

Squadron Advisors– C/Col Philip Rosen, C/Lt Col Kaz Teope,
C/Maj Dan Starck

CUSTOMS & COURTESIES

Why do we have C & C's?

- Preserve Traditions**
- Show mutual respect**
- Uphold the need for order**
- Have a sense of belonging**

SALUTING

Who do I salute?

- President of the US**
- Any medal of honor recipient**
- Any officer visible (Cadet and CAP Officer 2d Lt. and above.)**
- If there is more than one officer in a cluster, salute highest ranking officer.**

When do I salute?

- In a military style uniform**
- Any time you encounter an officer outside (unless in formation, in which case commander of the flight salutes)**
- Reporting for a Review Board**
- Reporting into a flight.**
- Salute any officer within 6 paces in front of you and hold the salute until he/she is 6 paces behind you.**

ENCOUNTERING SUPERIORS

What do I do if an officer...

Q: Walks by me while I am standing still?

A: Immediately snap to attention until relieved or officer is 6 paces away from you.

Q: Walks by me while I am walking myself?

A: Greet the officer with a good morning/afternoon/evening sir/ma'am.

CUSTOMS & COURTESIES

Q: I walk by an officer standing still?

A: Greet the officer.

What do I do if an NCO...

Q: Walks by me while I am standing still?

A: NCO (C/SSgt-C/TSgt)- Greet NCO.

Senior NCO (C/MSgt-C/CMSgt)- Go to the position of Parade Rest.

Q: Walks by me while I am walking myself?

A: Greet the NCO.

Q: I walk by an NCO standing still?

A: Greet the NCO

CALLING THE ROOM TO ATTENTION

Who do I call it for?

-Any Cadet Officer

-Any CAP Officer

-Any Active Duty Officer

-Any Teacher of a Class

When do I call it?

-Any time one of the people mentioned above walks into the room.

-Commander's Call

-When teacher of a class walks in/out of the room at beginning/end of class.

CUSTOMS & COURTESIES

(Calling the room to attention cntd.)

When do I not call it?

- When a class is already in progression.
- When a higher ranking officer is already in the room.
- When a senior member is in the room.

Whose responsibility is it to call it?

-EVERYONE!

THE 7 BASIC RESPONSES

There are 7 phrases that you can say to an officer. They are...

1. Yes sir/ma'am
2. No sir/ma'am
3. No excuse sir/ma'am
4. Sir/Ma'am may I ask a question
5. Sir/Ma'am may I make a statement
6. Sir/Ma'am, I do not know.
7. Sir/Ma'am, I do not understand.

RECEIVING AN ORDER FROM A SUPERIOR

When an order is given to you by a superior, you are required to carry it out unless the order puts yourself or any other person in physical danger. Carry out the order 100% regardless of how you feel about it. Arguing the motion is alright **UNTIL THE DECISION HAS BEEN MADE**. There will be no arguing the call beyond that point. Anyone who violates this is subject to an insubordination demerit.

UNIFORMS

Available at:

The Hock Shop (HS) www.thehock.com

Trader John's Outpost (TJ)

1173 N. La Fox St.

South Elgin, IL 60177

(847) 741-3388

Squadron Supply (SS)- Any ?'s contact C/TSgt Gallman

DRESS BLUES- (May only be worn w/ all items and insignia)

1 pr Blues Trousers (SS, HS)

1 ea Blues Short Sleeve Shirt (SS, HS)

1 pr Blue/Black Socks

1 ea Blues Belt w/ silver buckle (HS, SS)

1 pr Black oxford military dress shoes (HS)

1 ea Flight Cap (HS)

1 ea. Enlisted Pin (Flight Cap) (HS)

1 ea V-NECK T-shirt- PLAIN WHITE

1 ea Nameplate (HS)

1 ea Cadet insignia (HS, SS)

1 ea CAP Insignia (HS, SS)

FATIGUES- (May only be worn w/ all items and insignia)

1 ea BDU Blouse (HS, SS, TJ)

1 ea BDU Pants (HS, SS, TJ)

2 ea PLAIN brown/black T-shirts (HS, TJ)

2 pr BDU black socks (HS, TJ)

1 pr Black BDU Boots (HS, TJ)

1 ea canteen w/ cover (TJ)

1 ea Green Web belt (TJ)

1 ea Reverse USA Flag Patch (HS)

1 ea IL Wing Patch (HS, SS)

1 ea Squadron Patch (SS)

1 ea CAP Tape (HS)

1 ea Nametape (HS)

2 ea Cadet Insignia (HS, SS)

PHYSICAL TRAINING UNIFORM-

1 ea Squadron T-Shirt (SS)

1 ea Blue/Black/Grey shorts

1 pr Socks

1 pr Athletic Shoes

ALTERNATE UNIFORM-

1 ea White Collared Shirt

1 pr Black slacks (NOT JEANS!!!)

1 pr Black socks

1 pr Black DRESS shoes

AIR FORCE ENLISTED GRADE DESCRIPTIONS

Airman Basic (AB)-

The AB is an apprentice who is acquiring and demonstrating knowledge of military customs, courtesies, traditions, and Air Force standards while learning both military and technical skills. The official term of address is Airman Basic or Cadet.

Airman (Amn)- The Airman, while still primarily an apprentice, is expected to understand and conform to military standards. The official term of address is Airman.

Airman First Class (A1C)- A1C comply with Air Force standards and are role models for subordinates. They are expected to devote their efforts to mastering the skills required in their new career fields. The official term of address is Airman First Class or Airman.

Senior Airman (SrA)- Those personnel serving as SrA are in a transition period from Journeyman/Worker to NCO. Development of supervisory and leadership skills and individual study is essential. All SrA conduct themselves in a manner commensurate with established standards, thereby asserting a positive influence on other airmen. The SrA must, at all times, present the image of competence, integrity, and pride. The official term of address is Senior Airman or Airman.

Staff Sergeant (SSgt)- SSgts are primarily craftsmen with certain junior NCO supervisory responsibilities.

Technical Sergeant (TSgt)- TSgts are qualified to perform highly complex technical duties in addition to providing responsible supervision. They are responsible for the development of all enlisted personnel under their supervision. They must obtain maximum performance from each subordinate and ensure the product or service is of the quality necessary for total mission effectiveness. TSgts will continuously strive to broaden and perfect their professional expertise and supervisory techniques. The official term of address is Technical Sergeant or Sergeant.

AIR FORCE ENLISTED GRADE DESCRIPTIONS

Master Sergeant (MSgt)- MSgts function primarily in craftsman/ supervisory positions as they prepare themselves for more advanced leadership and management positions. This rank carries significantly increased responsibilities and requires a broad technical and managerial perspective. The official term of address is Master Sergeant or Sergeant.

Senior Master Sergeant (SMSgt)- SMSgts perform as superintendents or managers. Broad leadership and management skills are essential to exercise the responsibilities of higher leadership positions in which SMSgts serve. SMSgts should continue their professional development to become viable candidates for unique assignment opportunities and future promotion selection consideration to CMSgt. The official term of address is Senior Master Sergeant or Sergeant.

Chief Master Sergeant (CMSgt)- The rank of CMSgt is the highest enlisted rank in the Air Force. CMSgts are superintendents and managers and provide senior enlisted leadership. CMSgts are advisors and enlisted force managers. The official term of address is Chief Master Sergeant or Chief.

AIR FORCE OFFICER GRADE DESCRIPTIONS

Second Lieutenant (2d Lt)-

Typically the entry-level rank for most Commissioned Officers. Leads flight-size elements consisting of the Deputy Flight Commander and three or more elements (16 to 44 personnel).

First Lieutenant (1st Lt)-

A seasoned lieutenant with 18 to 24 months service. Leads more specialized flights. As a senior Lieutenant, they are often selected to be the Executive Officer of a squadron-sized unit (110-140 personnel).

Captain (Capt)-

Commands and controls squadron-sized units (62-190 personnel), together with a First Sergeant NCO assistant. Instructs skills at service schools and is often a Staff Officer at the group level.

Major (Maj)-

Serves as primary Staff Officer for the wing level. (3,000-5,000 personnel).

Lieutenant Colonel (Lt Col)-

Typically commands group-sized units (300 to 1,000 personnel), with a Command CMSgt as principal NCO assistant. May also be selected for region Executive Officer.

Colonel (Col)-

Typically commands wing-sized units (3,000 to 5,000 personnel), with a Command CMSgt as principal NCO assistant. Also found as region-level staff.

AIR FORCE OFFICER GRADE DESCRIPTIONS

Brigadier General (Brig Gen)-

Serves as Deputy Commander to the commanding general for Air Force regions. Assists in overseeing the staff's planning and coordination of a mission.

Major General (Maj Gen)-

Typically commands region-sized units (10,000 to 15,000 personnel).

Lieutenant General (Lt Gen)-

Typically commands national-sized units (20,000 to 45,000 personnel).

General (Gen)-

The senior level of Commissioned Officer typically has over 30 years of experience and service. Commands all operations that fall within their geographical area. The Chief of Staff of the Air Force is a four-star General.

Cadet Rank Descriptions

Cadet Commander (C/CC)

Commands the cadet squadron and performs duties related to cadet positions.

They shall:

- Establish plans and procedures to accomplish the policies established by the unit commander.
- Coordinate cadet staff activities.
- Direct cadet staff officers.
- Coordinate with senior staff
- Serves as liaison between senior and cadet staff.
- Ensure compliance with CAP directives.
- Make personnel assignment recommendations.
- Monitor cadet staff compliance with Cadet Protection policies.
- Reports to Deputy Commander of Cadets (DCC).

Cadet Deputy Commander (C/CD)

Assists the cadet commander in the performance of his duties to include:

- Plans and procedures.
- Recommendations for cadet personnel assignments.
- Evaluation of cadet program meetings.
- Direction and supervision of cadet flight staff.
- Commands flights at squadron level.
- Related duties as required.
- Reports to Cadet Commander (C/CC).

Cadet Executive Officer (C/XO)

Assists the cadet commander and deputy commander in administering cadet squadron activities. They shall:

- Manage cadet affairs.
- Manage disciplinary action.
- Direct and supervise cadet support staff.
- Coordinate cadet staff activities.
- Takes down minutes at cadet staff meetings.
- Perform related duties as required.
- Reports to Cadet Commander (C/CC).

Cadet Rank Descriptions

Cadet First Sergeant (C/FFS)

Commands the cadet NCO support channel and acts as right-hand man to cadet commander. They shall:

- Establish plans and procedures to accomplish the policies established by the cadet commander.
- Direct cadet drill.
- Ensures compliance with CAP disciplinary directives.
- Works with flight sergeants in NCO support channel.
- Related duties as required.
- Reports to Cadet Commander (C/CC).

Cadet Flight Commander (C/FltCC)

Directs and supervises the members of a cadet flight to include:

- Leadership of flight in squadron activities.
- Leadership laboratory to include proper wear of CAP uniform, military courtesy and discipline, drill, ceremonies and formations.
- Advisor to flight members.
- Retention of cadets in his/her flight.
- Up to date on cadet's testing/PT records.
- Related duties as required.
- Reports to Cadet Deputy Commander (C/CD).

Cadet Flight Sergeant (C/FltSgt)

Assists the cadet flight commander in the performance of his/her duties, to include:

- Instructions in military courtesy and drill.
- Maintenance of discipline on flight level.
- Flight administration and personnel matters.
- Flight commander (acting).
- Related duties as required.
- Reports to Cadet Flight Commander (C/FltCC).

Cadet Rank Descriptions

Cadet Aerospace Education Officer (C/AEO)

Assists the senior member aerospace education officer in directing the cadet aerospace education program, to include:

- Aerospace education instruction.
- Review of subject matter with cadets.
- Aerospace education laboratories.
- Related duties as required.
- Reports to Cadet Executive Officer (C/XO).

Cadet Standard Operations Officer (C/SDO)

Assists the cadet commander in the performance of his/her duties, to include:

- Implementation of higher headquarters directives.
- Inspections.
- Preparation of reports.
- Coordination with other cadet staff sections.
- Direction of cadet participation in squadron operations.
- Standardization of uniforms/activities/etc.
- Related duties as required.
- Reports to Cadet Commander (C/CC).

Cadet Supply Officer (C/SO)

Assists the flight staff in the performance of his/her duties, to include:

- Keeping organization of supply room clean.
- Taking inventory on uniforms and signing them in and out.
- Making sure new cadets have uniform parts available to them.
- Related duties as required.
- Reports to Cadet Executive Officer (C/XO).

Cadet Rank Descriptions

Cadet Element Leader

Responsible for the supervision and training of the cadet element, to include:

- Satisfactory performance during formations and ceremonies.
- Military bearing.
- Knowledge of where cadets in element are at all times.
- Calling cadets in element to give information about events.
- Morale of both him/herself and fellow cadets.
- Related duties as required.
- Reports to Cadet Flight Sergeant (C/FltSgt).

Composite Squadron Organizational Chart (Cadet Positions)
(as seen in CAPR 20-1)

