

**CIVIL AIR PATROL
NORTHEAST REGION
NEW JERSEY WING
GROUP 225**

Cumberland Composite Squadron

**Basic Cadet
Operating Instruction (OI)**

**United States Air Force Auxiliary
Civil Air Patrol**

SQUADRON OPERATING INSTRUCTIONS (OI)

Chapter	Subject
1	General
2	Safety
3	Attendance
4	Organization
5	Uniform and Appearance
6	Training
7	Awards
8	Building Procedures
9	Cadet Grade Structure
10	Senior Member Grade Structure
11	Dining Hall
12	Customs and Courtesies
13	Restrictions
14	General Knowledge
15	Dining Etiquette

Chapter 1

GENERAL

- 1.1 You will become familiar with the contents of this OI immediately upon your arrival at the Squadron.
- 1.2 **Introduction.** By nature, CAP is a rigorous training program. It is designed to challenge cadets physically and mentally.
- 1.3 **Government Equipment.** Some Squadrons have government-owned equipment that is assigned for different uses and reasons. No one will use this equipment unless authorized by the Squadron Commander. Examples include: computers, office supplies, radios, etc.
- 1.4 **Transportation.** You are responsible for your own transportation. If you do not have a ride, arrange a ride with one of your fellow cadets, if no luck, inform a staff member if you need help in arranging transportation.
- 1.5 **In- and Out- processing.** During meetings and other Squadron activities cadets will sign in quickly and efficiently as to adhere to the training schedule. You will arrive and depart the host facility in uniform. Follow instructions given by staff.
- 1.6 **Contraband Items.** You will have your personal belongings inspected by CAP officers for unauthorized items during Squadron activities, to include, but not limited to: knives, flame producing devices, drugs unless medication, alcohol, pornography, and in some cases, food. These will be stored in a safe place. All items will be returned at out-processing unless the item is illegal (alcohol, drugs, etc.).
- 1.7 **Dismissal or Withdrawal.** Each cadet in attendance is responsible for conducting themselves in a manner reflecting credit upon themselves and CAP. Misconduct may subject you to dismissal from the Squadron. Dismissal will be based on an impartial investigation by the Squadron Commander or their designated representative.
- 1.8 **Protocol.** During any CAP activity you will carry with you at all times your CAP ID card, except when showering.

Chapter 2

SAFETY

- 2.1 It is the responsibility of every cadet and senior member at CAP activities to promote and observe all safety precautions.
- 2.2 Safety violations may be reported through normal channels or you may go directly to your Squadron Commander.
- 2.3 **Buildings** – the following is a list of general safety rules for use while in buildings. Local rules will be posted.
 1. Running is not permitted inside buildings.
 2. Electrical appliances will be unplugged when not in use.
 3. All personnel will be aware of the evacuation procedures in their area at all times, i.e. evacuation routes, fire telephone number, extinguisher location and type, etc.
 4. All fires (or possible fires) will be reported to your immediate superior or any senior member immediately.
 5. While sleeping, you will have your gym shoes (unlaced) next to your rack. This allows you to quickly put them on in case there is an evacuation.
- 2.4 **Road Guards**
 1. In hours of darkness, element leaders and road guards will carry a flashlight and will have it turned on while traveling on any street.
 2. The flight staff will assign two road guards. Only one road guard is necessary for each direction of traffic.
 3. Each road guard will stand at parade rest and hold his/her right arm forward with fingers together and palm facing out. If dark, the flashlight will be held in the right hand, and will be tilted back and forth while standing in the roadway.
 4. Road guards will safely double-time to and from their positions.

Chapter 3

ATTENDANCE

- 3.1 Cadets are expected to make every meeting unless other circumstances arise during meeting times. Tardiness is not tolerated as well.
- 3.2 Cadets should report their absence via e-mail or phone call. Cadets should send an e-mail to curreys@yahoo.com (DCC) with a carbon copy (cc) to Danielle.DeAngelo@njwg.cap.gov (Sq CC) to report such absences. The e-mail should contain the cadet's name, rank, CAPID, and reason for absence (you may use "personal" if you wish not to state the issue). The same format will be used for phone calls or texts to 609-402-8386.

Chapter 4

ORGANIZATION

- 4.1 **Structure.** The Squadron is organized as a cadet and senior unit, with subordinate flights. The flight is the basic training unit of the Squadron.
- 4.2 **Cadet Staff.** All cadet staff members will have extended knowledge of CAP regulations, manuals, and other publications.
- 4.3 **CAP Officers.** A CAP Officer is an Officer in CAP who is assigned to different duties, but also instructs, observe, and evaluate cadets. CAP Officers are also the flight staff's mentors. The health and well-being of the cadets within the Squadron are the responsibility of CAP Officers. You may look to him or her for guidance with any problem.
- 4.4 **Chain of Command.** A cadet desiring to report to a higher level of command will do so through all intermediate echelons of command. If you desire to talk to a CAP Officer or Chaplain, you may do so at any time, by making a request to a flight staff member. A request to speak to a CAP Officer or Chaplain will never be denied and will be granted immediately.
- 4.5 **In-Flight Positions.** You may serve in a responsible role in some capacity during Squadron meetings and activities. Element Leader and Guidon Bearer are positions available for assignment. Your flight staff will brief you on the rules, restrictions, duration and details for each job, and make selections.

Chapter 5

UNIFORMS & APPEARANCE

- 5.1 **Grooming Standards.** All members of CAP must be well groomed and assure that their personal appearance at all times reflects proper credit upon themselves and CAP. Haircuts and hairstyles, along with other grooming standards, will be in accordance with CAPM 39-1, “Civil Air Patrol Uniform Manual”. You are required to familiarize yourself with this manual and any Wing Supplements to it.
- 5.2 **General Appearance.** You will be in the proper uniform at all times. You are expected to maintain a high standard of appearance. Uniforms will be neat and clean at all times. All buttons, with the exception of the neck button, will be buttoned. Uniforms will be in accordance with CAPM 39-1, “Civil Air Patrol Uniform Manual”.
- 5.3 **Uniforms.** The uniform combinations to be worn during the Squadron meetings and activities are outlined on meeting schedules and activity equipment lists.
1. Short-sleeve Blue Uniform (Blues)
 2. Physical Training Uniform (PTUs):
 - Squadron t-shirt
 - Gray shorts, sweats, or other athletic material
 - White gym socks
 - Athletic shoes
 - Athletic supporter or bra for females
 3. Battle Dress Uniform (BDUs)
Check CAPM 39-1, “Civil Air Patrol Uniform Manual” for proper placement of insignia, nameplates/tapes, etc.
- 5.4 **Personal Hygiene**
1. You are expected to maintain a high standard of personal hygiene. You will take at least (1) shower per day. Deodorant will be used. Underwear will be changed daily. Male cadets will be clean shaven.
 2. Since time is of paramount importance when using the shower facilities, speed is required. Although cadets are not accustomed to this at first, your shower should be of short duration – two minutes or less. It is important that your showers are quick, but also done *completely*. There are many people waiting to use the showers, with limited time to use them. When using sinks, avoid splashing water everywhere. Be sure to check for all of your personal belongings before leaving an area – shampoo, soap, soap trays, clothes, etc. They will be collected at the end of the night if you forget them. Also, keeping the latrine and shower area(s) as neat as possible saves time cleaning it later.

Chapter 6

TRAINING

6.1 **Course Content.** The course content at the Squadron will include at least the following:

USAF Mission and Structure	Attitude and Discipline
USAF-CAP Relationship	Opportunities in CAP
Physical Training	Emergency Services
Character Development	CAP Organization & Mission
Drill and Ceremonies	Functions of Organization
Customs and Courtesies	Leadership Laboratory
Wear of the CAP uniform	Encampment & NCSA Prep

Each cadet will read and have working knowledge of CAPP 50-5 “Introduction to CAP”, CAPP 151 “Respect on Display”, “Learn to Lead” volumes, CAPM 39-1 “Civil Air Patrol Uniform Manual”, AFMAN 36-2203 “Drill and Ceremonies”, “Cadet Drill Guide”.

6.2 **Evaluation.** Cadets will be evaluated constantly by the flight staff and CAP Officers from the moment you arrive until you have departed. Evaluation of your performance will be on leadership, academics, activities, and physical training.

Chapter 7

AWARDS

7.1 **Awards.** Awards are not designed to be won. An award is a formal recognition of outstanding duty performance or capability. There are two kinds of awards, individual and group, with many categories. Below are possible awards that may be given out at the Squadron.

7.2 Individual Awards

1. Cadet of the Year
2. Aerospace Excellence
3. Physical Fitness Excellence
4. Most Improved Cadet
5. Top Test Scores
6. Top Recruiter
7. Honor Cadet of the Day

7.3 Group Awards

1. Honor Flight

Chapter 8

BUILDING PROCEDURES

- 8.1 Cadets will be familiar with all signs within the building's halls and rooms.
- 8.2 Cadets will stand at attention with backs against the wall in hallways to allow officers to pass. Cadets will not come to attention on stairways (for safety reasons), but will allow officers to pass.
- 8.3 No unnecessary noise is permitted in the building at any time.
- 8.4 Any items borrowed from another flight (i.e. buffers, mops, etc.) will be returned as soon as possible.
- 8.5 Cadets will sleep between sheets, on a mattress, on a rack. Racks will be occupied only when so directed.
- 8.6 Broken or defective equipment will be reported immediately to the Flight Commander or Squadron Commander.
- 8.7 Any personal items left in the latrine will be confiscated and thrown away.
- 8.8 All latrine facilities and all building facilities will be fully utilized. None will be reserved "For Inspection Only".
- 8.9 Barracks will be kept neat and clean and will be subject to inspection anytime during the duty day.
- 8.10 Basic cadets will not get up in the morning until "First Call" sounds.
- 8.11 All uniforms not being worn will be in inspection order.
- 8.12 Shirts and shoes will be worn at all times in buildings, including going to and from showers.
- 8.13 Building telephones will not be used.
- 8.14 Cadets will maintain and police the grounds adjacent to the building.
- 8.15 When using a stairway, use every step and the railing(s).

- 8.16 Glass on windows will not be touched except for cleaning and opening/closing purposes.
- 8.17 Articles will not be thrown out of windows at any time.
- 8.18 **Personal Time.** Personal time is a privilege offered in the evening or during meetings. Conduct yourself with discipline and decorum, within the established rules of the Squadron and CAP. Examples of appropriate activities: an extra shower, shining shoes, preparing personal items for inspection, quiet conversation with flight members, or food when warranted. Horseplay will not be tolerated during personal time (or any other time).

Chapter 9
CADET GRADE STRUCTURE

CADET AIRMAN GRADE



C/Airman



C/Airman 1st Class



C/Senior Airman

CADET NON-COMMISSIONED OFFICER (NCO) GRADE



C/Staff Sergeant



C/Technical Sergeant



C/Master Sergeant



C/Senior Master Sergeant



C/Chief Master Sergeant

CADET OFFICER GRADE



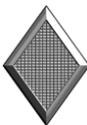
C/2nd Lieutenant



C/1st Lieutenant



C/Captain



C/Major



C/Lieutenant Colonel



C/Colonel

Chapter 10
SENIOR MEMBER GRADE STRUCTURE

CAP OFFICER GRADE



2nd Lieutenant



1st Lieutenant



Captain



Major



Lieutenant Colonel



Colonel

Chapter 11

DINING HALL

- 11.1 All cadets will file into the dining hall or chow line in a single file column. When the line halts, you will assume the position of parade rest. Prior to moving forward, you will come to attention, march forward, and again assume parade rest when stopped (unless otherwise instructed; certain places may prohibit this).
- 11.2 After receiving trays of food, you will proceed to the most distant vacant chair on the designated area of the dining hall. You will not start a new table until the current open table is filled.
- 11.3 All items other than food (hats, road guard vests, notebooks, etc.) will be stacked neatly on the floor underneath the chair.
- 11.4 Only one hand will be used for eating. The other will be kept in your lap except when cutting meat, buttering bread, etc.
- 11.5 You will not be denied any portion of your meal. Take as much food as you want, but eat all of what you take.
- 11.6 You are expected to eat and maintain a properly balanced diet. You will not consume carbonated beverages or coffee unless specifically authorized. For safety purposes, all cadets should consume at least two full glasses of water with every meal. Also, cadets may wish to re-fill their canteens with fresh water while at the dining hall.
- 11.7 Cadets will sit erect with eyes on the food or straight ahead while eating. Cadets will be at ease while eating in the dining hall. If a cadet is addressed by an officer, he/she will come to the position of seated attention (“seats”).
- 11.8 Conversation is not permitted between basic cadets unless specifically authorized. Talking between tables is not permitted. Staff members are allowed to talk because meals are often the only opportunity they have for discussions.
- 11.9 When the table is finished eating, cadets will push the chairs in and depart the dining hall. You will depart the dining hall without delay, in a military manner, and proceed directly to your flight formation outside the dining hall. Cadets should not carry food on their person outside of the dining hall, except when authorized for medical reasons.

Chapter 12

CUSTOMS AND COURTESIES

- 12.1 You will briskly and silently remove your headgear with your right hand immediately upon entry into a building, under a canopy, or cover. Headgear is not worn indoors or on a flight line.
- 12.2 You will salute all officers, senior or cadet, as defined in CAP regulations.
- 12.3 You will double time when proceeding to or from formation, except when returning from a meal formation or when carrying bulky articles.
- 12.4 You will stand at attention when addressing or being addressed by an officer or staff member, unless the staff member directs otherwise.
- 12.5 You will not repeat the question when asked.
- 12.6 You will not be seated in classrooms or vehicles until directed to do so. When first seated, you will be in the position of “seats”, with hands on knees, elbows unbent, back straight and not resting on the seat back, and eyes locked straight ahead, as if you were at attention until given the command “at ease”.

Chapter 13

RESTRICTIONS

- 13.1 Cadets will not gamble, smoke, use any drugs, including tobacco preparations, or consume alcohol at any time during CAP meetings/functions.
- 13.2 Cadets will be responsible for taking their own medications. Medical Officers will remind cadets of medication times, but they will not administer any per CAP regulations. Cadets will be responsible for carrying their own medication. These medications must be authorized by a note from a physician or parent for over the counter medications and will be in the original bottles or packaging. Any cadet who gives another any of their medication will be sent home immediately and possibly suffer formal action.
- 13.3 You will not leave the meeting area at anytime except when authorized. All cadets will march and square corners when in formation; two or more cadets constitutes a formation.
- 13.4 Sunglasses will not be worn in formation unless they are authorized by the Medical Officer or designated representative.
- 13.5 Personal stereos, alarm clock radios, watches, televisions, cell phones, pagers, Walkman or CD players will not be used anytime during the meeting.
- 13.6 Being enclosed in areas with members of the opposite sex is prohibited at all times for both cadets and seniors. Refer to CPP regulations for details.

Chapter 14

GENERAL KNOWLEDGE

14.1 **General.** The cadet must memorize the following items word for word. This added task (along with academics and leadership training) gives the cadet experience at thinking under pressure. It is hoped that the cadet will find that all of the material is of some use to him/her after Squadron meetings and activities, and indeed all items included should be familiar to all cadets.

14.2 The Cadet Honor Code

“I will not lie, cheat, or steal, nor tolerate anyone among us who does.”

14.3 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 to advance my education and training rapidly to prepare myself to be of service to my community, state and nation.”

14.4 Civil Air Patrol Facts

1. CAP was formed on 1 Dec 1941, with Major General John F. Curry as the first National Commander.
2. During WWII, CAP coastal patrols spotted 173 German submarines. 57 depth charges and 83 bombs were dropped, sinking 2 submarines.
3. CAP is composed of 8 regions and 52 wings. Each wing represents each state, plus the District of Columbia and Puerto Rico.
4. CAP is comprised of three missions: Aerospace Education, Emergency Services, and the Cadet Program.
5. There are four phases to the CAP Cadet Program:
 - Phase I, Beginning
 - Phase II, Learning
 - Phase III, Leadership
 - Phase IV, Executive
6. **CAP Motto:** *Semper Vigilans - Always Vigilant*

14.5 Definition of Leadership

“The art of influencing and directing people in a way that will win their obedience, confidence, respect and loyal cooperation in achieving a common objective.”

Definition of Self-Discipline

“The completion of a task or duty because you see that it needs to be done, not because someone tells you to do it.”

14.6 CAP Chain of Command

New Jersey Wing Commander

Group 225 Commander

Squadron Commander

Deputy Commander of Cadets

Cadet Commander

Cadet Deputy Commander

Cadet Executive Officer

Flight Commander

Flight Sergeant

14.7 Proper Reporting Procedure

1. Knock twice at the door and await instructions to enter.
2. Take the most direct route, square your corners, and position yourself two paces from the officer or their desk.
3. Salute and report, "Ma'am/Sir, Cadet (your grade and last name) reporting as ordered."
4. Drop your salute after it has been returned by the person you are reporting to. Sit at "seats" if asked to sit; relax only if told so.
5. Converse professionally, using the proper courtesies.
6. When your business is completed, ask "will that be all ma'am/sir/sergeant?"
7. Stand up (if seated), salute and wait for return salute.
8. Execute a facing movement towards the exit and depart.

14.8 **Seven Basic Responses.** Until given alternate authorization, all cadets will be permitted to speak by using the following seven phrases:

Yes Sir/Ma'am/Sergeant

No Sir/Ma'am/ Sergeant

No excuse, Sir/Ma'am/ Sergeant

Sir/Ma'am/ Sergeant, May I ask a question?

Sir/Ma'am/ Sergeant, May I make a statement?

Sir/Ma'am/ Sergeant, I do not understand

Sir/Ma'am/ Sergeant, I do not know

Application of the restricted response action should be terminated when safety is a concern or when an emergency situation is occurring.

Chapter 15

DINING ETIQUETTE

- 15.1 This chapter is to help you with proper dining etiquette during formal dinners. This knowledge will be applicable for your whole life. In general, good manners and proper decorum is the rule. This list is not all-inclusive; these rules are to get you started.
- 15.2 Keep your hands in your lap if unused. Keep your elbows off of the table. Place the napkin on your lap as soon as you sit. Sit erect, with your feet under the chair, and all four chair legs grounded. Do not talk when you have food in your mouth.
- 15.3 Toasting is usually done with water or tea. Raise the glass and say “hear, hear” unless it is a silent toast. Keep your glass charged (not empty) when toasting.
- 15.4 Each silverware piece is arranged for use outside-in. If food A is served first, naturally, the outermost silverware pieces are for food A. Hold silverware like you would a pencil, not a shovel. When you are finished with a silverware piece, lay it on top of the dish or plate – do not prop it.
- 15.5 If you must serve yourself food from a serving bowl, do not dig around for food – take your proportion and pass it along.

Use common sense – act as though one of your parents were there. Your Flight Commander can help you with any other questions you may have about protocol or manners.

NAME:

FLIGHT:

CAP ID: