

Royal Charter Composite Squadron



Operating Instructions

Created by C/Maj Joe Molleur

This packet belongs to: _____

Flight: _____

Table of Contents	
History of CAP.....	3
Customs and Courtesies.....	4
Reporting and accepting awards.....	5
Chain of Command.....	6
Uniforms.....	7
BDU.....	7
Grooming Standards.....	7
Blues.....	8
Progressing in CAP.....	9
Leadership and Aerospace Tests.....	9
Physical Fitness Tests.....	9
Moral Leadership.....	10
Active Participation.....	10
Basic Drill.....	11
Basic Formations.....	11
Preparatory Command and Command of Execution.....	11
Drill Positions.....	12
Spacing Movements.....	12
Facing Movements.....	13
Marching.....	13
Present and Order Arms.....	14
Squadron Policy.....	15

History of CAP

Civil Air Patrol was formed on December 1, 1941, just before the United States was attacked by Japan at Pearl Harbor and subsequently entered WWII. Administrative Order 9 formed the Civil Air Patrol and Major General John F. Curry took over as the first national commander. At the time, CAP was a way for civilian pilots to help the war effort on the home front. Most CAP members were ineligible for service in the Armed Forces and were looking for another way to help their country.



CAP was tasked with many missions during WWII including anti-submarine patrol, border patrols, and courier services. CAP pilots are credited with sighting 173 U-Boats and sinking 2 using small explosive charges that were dropped from their patrol airplanes.

In 1943, CAP was declared an auxiliary of the United States Army Air Force. In 1948, a year after the US Air Force became an independent service; the Civil Air Patrol was declared the official civilian auxiliary.

CAP has three missions designated by Congress: Aerospace Education for CAP members and non-members, Emergency Services, and Cadet Programs to help develop the nation's youth as America's future leaders.

Customs & Courtesies



Customs and courtesies are military traditions based on respect. Virtually all of these traditions can be related to polite gestures that exist in every day civilian environments. Take for instance the tip of a hat or a nod (compare to a salute), taking your hat off indoors, addressing important people as "sir" or "ma'am," and even holding a door open for others. All of these are simply polite gestures and are in no way a sign of inferiority.

How to apply customs and courtesies in CAP

Saluting

- Always salute officers (cadet and senior) who are senior in rank to you at a distance that allows the officer to return the salute.
- The junior member always initiates the salute.
- Only salute when outdoors or when formally reporting.
- Always salute the American flag approximately six paces before and after passing it unless it is folded, cased, or at half-staff.
- Do not salute in formation unless given the command.
- Always turn your head towards the target of your salute.
- Do not salute if you are part of a work detail (only the leader salutes).
- If you are unable to salute (carrying items that can't be transferred), render a polite greeting.
- In a group but not in formation, the first person that notices the officer calls the group to attention and all members turn towards the officer and salute. Remain at attention unless otherwise instructed.
- **"Any [cadet] recognizing a need to salute or a need to return one may do so anywhere at any time."**

Terms of Address

- All officers (cadet or senior) who are senior in rank to you will be addressed as "sir"/"ma'am" or by their appropriate grade (major, captain, lieutenant, etc.)
- All NCOs (cadet or senior) will be addressed as "sergeant," unless they are chief master sergeants, in which case they may be addressed as "sergeant" or "chief." (address Air Force CMSgts as "chief")
- Airmen shall be addressed by their grade or "airman."
- Air Force tradition allows senior personnel to address juniors by their first names, but not the other way around.

Other Courtesies

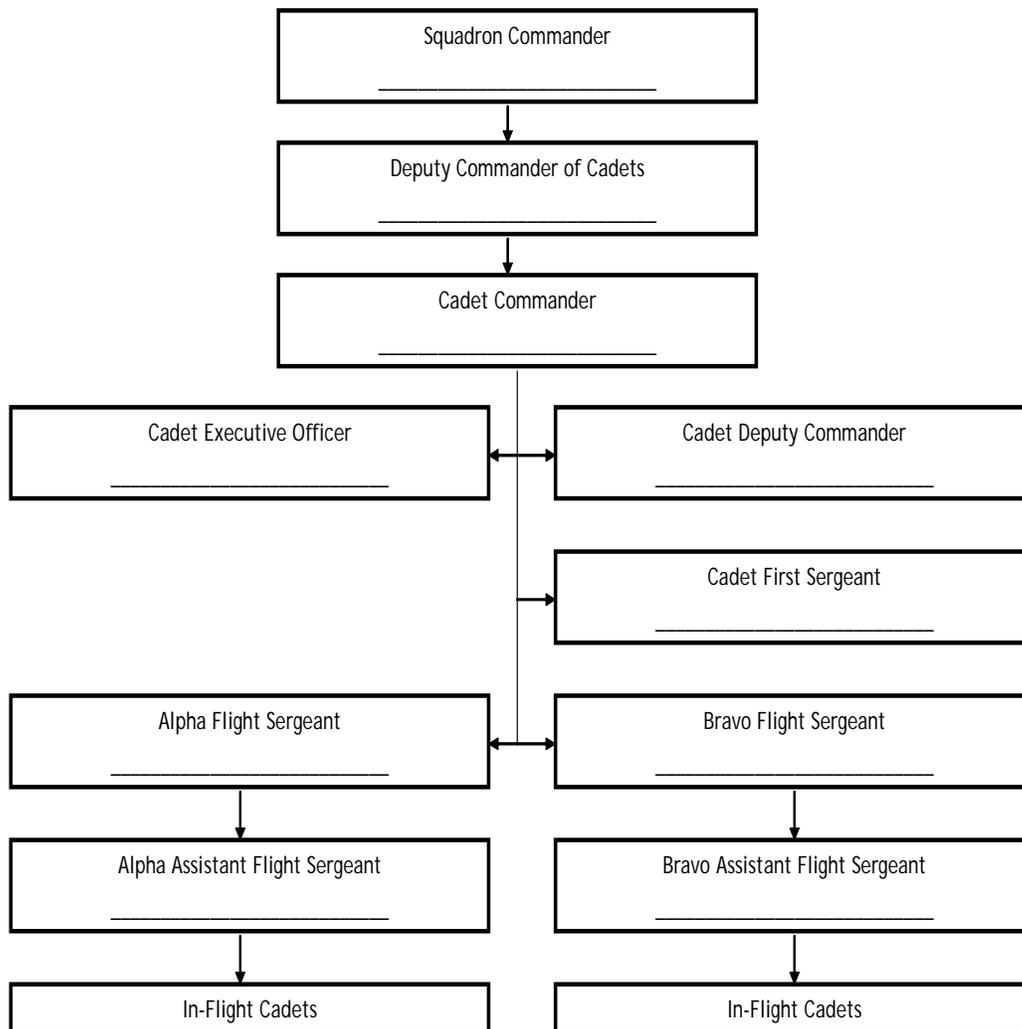
- When an officer senior in rank to everyone else in the room enters, the first person noticing the officer calls the room to attention.
- The pledge of allegiance is not recited while in formation. The pledge of allegiance is optional for members in military uniform and when the pledge is recited, members in uniform do not place their hands over their hearts
- Junior personnel always enter a vehicle first and exit last.
- Hats are removed indoors unless on guard duty.
- Stand while speaking to officers unless instructed otherwise.

Reporting and Accepting Awards

Reporting Procedure:

- Knock once on officer's office door and wait for a reply.
- If the reply, "enter" is not heard within a reasonable time, knock again and wait.
- When instructed to enter, open the door, close it behind you, and march to within two paces of the officer's desk, squaring all turns on the way.
- If the officer is not behind a desk, walk to within two paces of the officer.
- Stand at attention, salute, and say, "Sir (ma'am) ("sergeant" if reporting to NCO), cadet (your grade) (your last name) reporting ("as ordered" if you were ordered).
- Hold the salute until the officer returns it.
- Remain at attention unless instructed otherwise.
- If instructed to sit, sit with your back straight, your feet flat, and your hands on your knees.
- If the interview seems to end, but the officer doesn't say anything, ask, "Will that be all, sir (ma'am)?"
- When dismissed, stand, push in your chair, take one step backwards, salute, and take the most direct path out of the room, remembering to close the door after you leave.
- If you are accepting an award, always accept it with your left hand. This will allow you to shake hands and salute.

Chain of Command



My flight: _____

My flight sergeant: _____

Phone number: _____

E-mail: _____

My assistant flight sergeant: _____

Phone number: _____

E-mail: _____

Uniforms

Uniforms must be complete before you wear them!

More information can be found in CAPM 39-1

BDU



- Air Force or Army Patrol cap
- Grade insignia worn on both collars 1" from the collar edge and parallel
- Wear CAP cutouts on both collars if you haven't yet promoted
- Wing patch (optional) ½" below seam and centered
- American flag patch ½" below seam and centered on right shoulder
- Name tape folded to the length of the pocket
- Name tape sits directly on but not over pocket
- "Civil Air Patrol" tape is worn the same as the name tape, but over the left breast pocket
- Squadron patch worn centered on the right breast pocket as shown
- Trousers bloused over boots with no laces showing

Grooming Standards

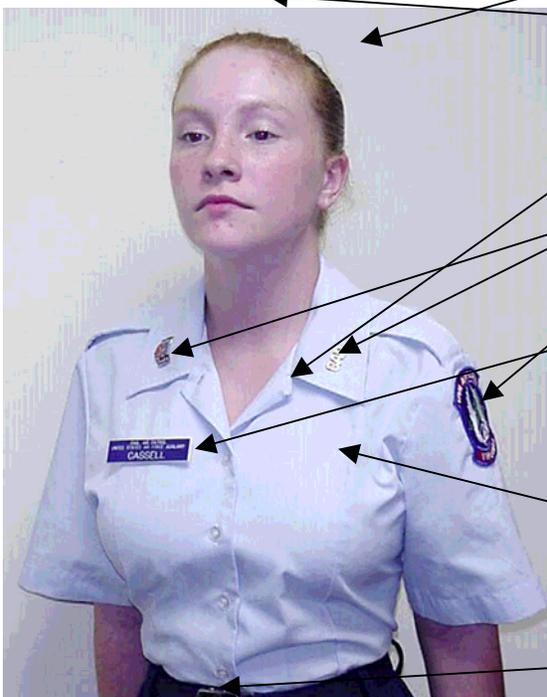
All Air Force style uniforms require the wearer to meet certain grooming standards. Men must have a clean shave and hair that does not touch the ears or collar. Side burns may not go past the bottom of the ear lobe. Women's hair must not go past the bottom of the collar. Only appropriate pins and ties may be used.

Blues (Male)



- Flight Cap with cap device centered 1 ½" from front
- Grade insignia worn on both collars 1" from the edge and parallel to it
- Tie (optional with short sleeve uniform) must be worn with tie tack
- Wing patch **NO LONGER WORN**
- Ribbons (optional) worn in proper order (CAPM 39-1) and resting on but not over left pocket
- Name plate (3 line) worn resting on but not over right pocket
- Belt: Blue with silver buckle and tip
- Belt worn so that tip and buckle are no more than 1" apart
- Belt looped to wearer's left
- Shoes must be shiny

Blues (Female)



- Female flight cap with cap device 1 ½" from front and centered
- Tie-tab optional for short-sleeved uniform
- Grade insignia worn same as males above
- Wing patch **NO LONGER WORN**
- Name plate worn centered between buttons and arm seam and parallel with the ground on the same level or up to 1 ½" above the first exposed button
- Ribbons worn the same as the name plate, but on the left chest and on the same level as the name plate
- Belt: same as males, may be worn to wearer's left or right

Progressing in CAP

The regulation that covers progression (promotions) in the CAP cadet program is CAPR 52-16. There is a chart on page 28.

This is a table of requirements for the first phase of the cadet program:

Achievement	Leadership	Aerospace	Fitness	Moral Leadership	Activities	Grade
Optional Orientation	Orientation	Orientation	Orientation	Orientation	Orientation	C/AB
1 John Curry	Chapter 1	No requirement	CPFT	Foundation Module	Participate Actively	C/Amn
2 Hap Arnold	Chapter 2	Any Module	CPFT	1 Forum	Participate Actively	C/A1C
3 Mary Feik	Chapter 3	Any Module	CPFT	1 Forum	Participate Actively	C/SrA
Wright Brothers Award	Comprehensive Exam	No Requirement	CPFT	No Requirement	Participate Actively	C/SSgt

You may only accomplish tasks that are required for your next promotion. If you are a C/AB and would like to earn your Curry achievement, you must take the leadership chapter 1 test and pass. You must also pass a physical fitness test, complete a moral leadership class, and participate actively as a cadet in the squadron. You may not take the leadership chapter 2 test or any aerospace module test before you earn the Curry achievement. Also, if you pass two fitness tests before you earn the Curry achievement, only one of them counts. You cannot use the other passed physical fitness test for the next achievement.

To summarize, once you complete an achievement, the process starts all over again.

Leadership and Aerospace Tests

Leadership and aerospace tests must be requested on the second Friday of each month. You may take two tests with the testing officer's permission. It is highly recommended that you study well before you take the test. Read the entire chapter and answer the review questions. If you find something confusing, contact your flight sergeant or assistant flight sergeant for help.

Physical Fitness Tests (CPFTs)

These are given on the second Friday of each month. To pass, you must pass the standards outlined in CAPP 52-18 for your age and achievement. You only have to pass the run (either shuttle or mile) and two out of the three other tests in order to receive an overall pass.

Moral Leadership

Moral leadership classes are given on the first Friday of each month. To earn credit, you must sign in on the sheet during the class and participate actively.

Participate Actively

In order to fulfill this requirement, you must participate actively outside of the weekly meetings. Activities such as SAREXs (Search and Rescue Exercises), parades, rocket building days, and even orientation flights fulfill this requirement.

Ask your flight sergeant or assistant flight sergeant if you have any questions about how to progress in CAP or if you're having trouble meeting any requirements for promotion.

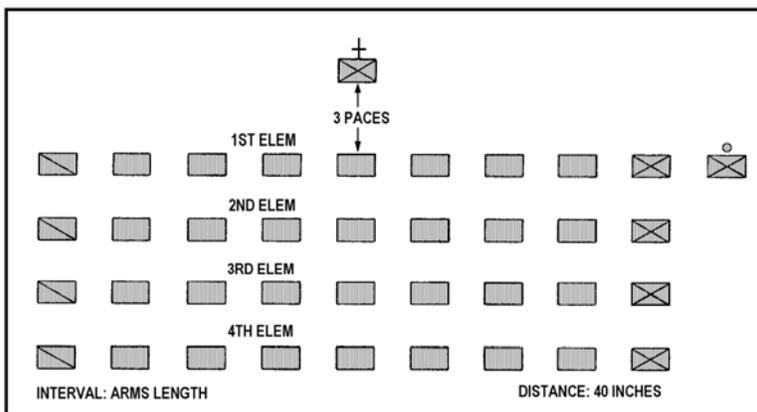
Summary

The goal of the CAP cadet program is to train cadets to be leaders in the future. Do not think that you're in a race to promote ahead of your peers. While friendly competition is a good way to ensure that you don't stagnate in one achievement for too long, you should not force yourself to promote to a rank that you're not comfortable with. With rank comes responsibility. Learn as much as you can while you're in a particular achievement and move on once you and your leaders think you're ready. Remember to work hard in the cadet program, but to also enjoy yourself while you're here.

Basic Drill

You are expected to be proficient in the performance of a few basic, individual drill movements such as fall in, right/left face, about face, forward march, dress right dress, cover, right/left flank march, present/order arms, hand salute, and you should be familiar with other aspects of drill and ceremonies. For more detailed information, read AFMAN 36-2203.

Basic Formations



Depending on which way the flight is facing, there are two major flight formations: line and column. Line formation is shown in the image. Here, the guide is to the far right and is in the front row. The element leaders are to the left of the guide and constitute the far right

row. The assistant element leaders are shown to the far left. In-flight cadets are the boxes, and the flight sergeant is at the head of the formation. You always perform the command "Fall in!" in this formation. The guide falls in first, raises his left arm, and then the first element leader brings his right shoulder to the tip of the guide's left arm and the guide lowers his arm. The other element leaders fall in behind the first element leader and also raise their arms until someone's shoulder touches the tip of their fingers. This continues until everyone is in the flight and is in the position of attention. If there are an uneven number of cadets, cadets will fill in from the back element to the left.

If this line formation did a "Right, Face!" and the guide stood in front of the element leader now to the far right, this formation would be called **column** formation. In general, you march in column formation. You never fall into column formation.

When the formations are backwards, they are referred to as "inverse" formations. Therefore, an "inverse column" formation would have the element leaders at the rear.

Preparatory Command and Command of Execution

Many commands have two parts called the preparatory command and the command of execution. For example, the command "present arms" has two

parts. On the command, "Present," the person drilling the flight will take a quick pause and anyone in the flight will wait for the second part of the command, which is "ARMS!" The command is completed only after the command of execution.

Rest

Once in formation, if the commander calls, "REST" (no preparatory command), you may move around in place (without moving your right foot) and talk in a low voice with people around you.

At Ease

The command is, "At Ease" (no preparatory command). This position is much like "Rest," however you are not allowed to talk while at ease.

Parade Rest

Parade rest is a relaxed form of attention. The command is, "Parade, REST." On the command of execution, cadets will bring their feet shoulder width apart and bring both hands behind their back laying the right hand over the left with thumbs crossing. There is no talking or moving, and your eyes and head must be looking forward

Attention

This is the position you will stand in while most commands are given. The command is "Flight, ATTENTION." "Flight" is the preparatory command and, "ATTENTION" is the command of execution. Once you hear the command, "Flight" you will go to the position of parade rest. Once, "ATTENTION" is called, bring your heels together to form a forty-five degree angle, cup your hands as if you're holding a roll of quarters and align your thumbs with the seams of your pants, and look straight ahead with your head up and back straight. Do not lock your knees. For the most part, the only things you're allowed to do at attention are breath, blink, and swallow.

Dress Right Dress and Ready Front

The command is "Dress right, DRESS." This is only done in line formation and while at attention. In inverted line formation, the command is, "Dress left, DRESS," and is performed exactly the opposite of "Dress right, DRESS." In column and inverted column formations, the command is "COVER" (no preparatory command) and all members of the flight shuffle to fix their positions in the flight quickly. To perform "Dress right, DRESS," on the command of execution, raise your left arm to shoulder height and move it straight out. At the same time, sharply snap your head and eyes forty-five

degrees to the right. Shuffle around so that your right shoulder is just touching the fingertips of the person to your right. If you're the element leader, you do not move your feet and you do not point your head at a forty-five degree angle. If you're the last cadet in the element, you do not raise your left arm. If you are not in the first element, attempt to align yourself with the person in front of you even if it means that you are not touching your shoulder to the fingertips of the person next to you. Many people have different sized arms. On the command, "Ready, FRONT" you smartly lower your left arm (without slapping your thigh) and bring your head back to center at the position of attention.

Facing Movements

Pivot movements are very basic, however they must be practiced. The command is "Right, FACE." In the interest of brevity, "Left, Face" is performed in the opposite way that "Right, FACE" is. On the command, "FACE," put the weight of your right foot on your heel and put the weight of your left foot on the ball of your foot (right next to your toes). Then spin ninety degrees to the right. After you've pivoted, snap your left foot back to the position of attention. Your feet should be at a forty-five degree angle when you're finished and your upper body should never change. "Half right, FACE" and "Half left, FACE" are performed in the same way, but with a forty-five degree turn.

"About, FACE" is used to turn around one hundred and eighty degrees. Remember to always spin to your right during this movement. The command is, "About, FACE." On, "FACE," bring your right foot behind and to the left of your left foot. Then place your weight on the ball of your right foot (near your toes) and the heel of your left foot. Pivot one hundred and eighty degrees to your right with your weight in the right place. When done correctly, your right leg never bends and you're back in the position of attention when you're done spinning. This takes a bit of practice, but is simple once you get the hang of it. Practice at home.

Forward March

The command is, "Forward, MARCH." On the command, "MARCH" step off with your LEFT foot. Continue marching in step with the rest of the flight while taking normal steps forward and naturally swinging your arms. Keep your hands at attention and do not talk. Continue looking straight ahead because you're still at attention while marching.

Flanks

Flanking movements are used to turn the flight ninety degrees while marching. The command is "Right flank, MARCH." The command of execution is called on

the right foot (and "Left flank, MARCH" is called on the left foot). On the command "MARCH," take one more step with your left foot and place your weight on the balls of each foot. Make a sharp turn to the right and continue marching with your left foot from here. Left flanks are the exact opposite of right flanks.

To turn the flight one hundred and eighty degrees while marching, the command is, "To the rear, MARCH." The command, "MARCH" is called on the right foot. On the command, "MARCH," take one more half step with your left foot so that it lands right in front of your right foot, place your weight on the balls of your feet, and spin completely around to your right. After this, take one more half step with your left foot in the new direction and continue marching with full steps after this is complete. When done correctly, the upper body should not move when flanks or to the rears are executed.

Halt

The command is "Flight, HALT." On the command, "HALT" (called on either foot while marching); the cadet takes one more step and then stops and resumes the position of attention.

Present and Order Arms

The command is, "Present, ARMS." On the command, "ARMS," cadets straighten out their right hands, and bring their fingertips up their gig lines (the line of buttons in the center of the uniform) all the way to the brim of their hats (if not wearing a brimmed hat, then to the edge of the eyeglasses, if no eyeglasses are worn, then to the eyebrow). This is a salute. Your upper right arm should be parallel with the ground and your lower arm and hand should be in a straight line to your eyebrow with your fingers tilted slightly forward and your thumb hidden. On the command, "Order, ARMS" your right hand should follow the same path that it came up until you're back at the position of attention with your hand cupped.

"Hand, SALUTE" is a command often used in training. It's executed the same as "Present, ARMS," except you do not hold the salute. After you've raised the salute, hold it for one count and lower it. There is no need for a recovery command.

Summary

These are some basic drill maneuvers you will be responsible for performing. Some leadership tests have drill portions, which test your abilities. For more detailed information on drill, read AFMAN 36-2203. There are many other maneuvers you will eventually be held responsible for.

Royal Charter Composite Squadron Policies

Uniform Schedule

In general, the uniform of the day for Royal Charter Composite Squadron is as follows:

- First Friday of the month: BDU (Battle Dress Uniform)
- Second Friday: Appropriate Physical Training (exercise) clothing
- Third Friday: BDU
- Fourth Friday: Blues uniform
- Fifth Friday: The uniform will be announced by staff (when in doubt, wear your BDU)

Remember that uniforms must be complete before you are allowed to wear them at any CAP activity. If you do not have a complete uniform on any given Friday, you're expected to wear appropriate civilian attire to the meeting. This means that males will wear collared shirts when other cadets are wearing BDUs and a tie on nights when the uniform is blues.

PT Clothing

PT night is not to be confused with dress-down day. On PT night (the second Friday of each month), it is expected that cadets wear appropriate clothing for the exercise they'll be doing. This means that loose jewelry, jeans, loose fitting clothing, boots, and any other clothing deemed inappropriate by staff members is prohibited. Gym-shorts or sweat pants, t-shirts with appropriate writing/logos, and sneakers are all acceptable clothing.

Pick-up and Drop-off

CAP meetings begin promptly at 1900 hrs. With that in mind, cadets are expected to come around 1845. If you arrive at the meeting after 1900, there is no guarantee that the gate will be open and you will have to wait until someone gets the chance to come down with a key to open the gate. Meetings end at 2200 hrs, but occasionally go five to ten minutes past dismissal time due to the amount of work that has to get done each meeting. Cadets are expected to have a ride to pick them up by 2215 at the latest so that the senior staff can lock up and go home.

Additional Questions

If you ever have a question regarding CAP, contact your flight sergeant or assistant flight sergeant and they will be glad to help you. Remember to follow the chain of command in all situations. CAP regulations can be found at www.cap.gov in the member's section under "Forms and Publications." The squadron web site can also be found at www.royalcharter.org.