



Greene County Composite Squadron 606 Cadet Handbook

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Welcome to Greene County Composite Squadron 606 Civil Air Patrol

Civil Air Patrol is a fantastic program. The Senior Members and your fellow Cadets will support you in your goals. That being said, there are expectations that come with being part of the Greene County Composite Squadron 606 Cadet Program.

Your success in CAP is designed as a self-study program in addition to the drills/commands learned at the weekly meetings. New Cadets receive a Membership Kit from National HQ with the study program for Phases I and II.

The Cadet Program is designed to instill in cadets a sense of personal responsibility and self-discipline. Cadets – not their parents – are responsible for preparing their uniform, planning ahead to juggle school and other obligations, and signing and showing up for events.

We will help you learn the ropes and provide you with the opportunities, but you will progress at your own pace. You are always able to ask for help if you need it.

Be Active: We want you to be here. We understand that everyone has a different set of commitments in life. But if you don't attend meetings regularly, or participate in activities outside the squadron meeting, you can't get anything out of the program. Be committed.

Grades: Each cadet will turn in a current school transcript twice per year: Once at mid-year (end of January) and once at the end of the school year (end of June). If you attend public school, please download your grades and forward them to the DCFC (or designated Senior) via email OR bring in a hard copy by the deadline. If you are home schooled, have your parents email the DCFC (or designated Senior) a note as to your progress OR bring in a hard copy by the deadline. Cadets without grades turned in will not be approved to participate in activities outside the weekly squadron meetings until grades are received.

Promotion Boards: Greene County Composite Squadron 606's promotion policy places promotion review boards at certain milestones in the Cadet Program. This requires a cadet to sit in a board for evaluation before the promotion is approved. These boards are not mere formalities. Cadets must meet not only hard skills requirements in testing, but also meet soft skill requirements (ex. maturity, command presence, time management, etc.) at each stage. It's possible a cadet may need to spend more time in grade if the board feels that he/she needs more time to develop soft skills. This is a rare occurrence. This is not a punishment. Rather, it's a step that can be taken to help set a cadet up for future success rather than future problems. In the past year, less than ½ of one percent of the promotions board evaluations, has had this result.

Promotion Requirements: Greene County Composite Squadron 606 requires every cadet to promote at least once every six months. You need to promote and progress through the program to learn and grow as a cadet.

If six months goes by and you have not promoted, you will be called to a performance review board with the DCC to discuss and create a plan to move forward.

Have fun! Greene County Composite Squadron 606 is a squadron in the Northeast Region, the Pennsylvania Wing, Group 1. People come to us because we are always doing something and we are always having fun!

Uniforms – What You Need and How to Get Them

Until you get your uniforms, the uniform for a Cadet/Basic is black t-shirt, jeans and sneakers for meetings where the ABU / BDU (Airman Battle Uniform) is the uniform of the day. On the 3rd Monday of the month, the Cadet/Basic should wear dress clothes (preferred dress is dark slacks, white dress shirt, dark dress shoes.) When you earn the Curry Achievement and receive your first promotion, you may wear the AF-style blues uniform on “Blues” night.

As long as there are funds available, Cadets receive one set of ABU / BDU's and one set of Blues for free. However, you cannot start the process to get a free uniform until you have been assigned a CAP ID.

To get your free uniform, fill out the ABU / BDU request form at the back of this booklet and send it to the Logistics Officer. You can also download this form from www.squadron606.us and email it in. Please list your measurements in inches on the form so that the Logistics Officer can pull the correct sizes for you.

Once you have your CAP ID, you can get your ABU / BDU pants, blouse and cover from the squadron. You are responsible for boots, belt, belt buckle and tip. If we don't have your size, the Logistics Officer will speak with the Wing and / or Group 1 Logistics Officer to see if we can acquire the needed size. This is often a slow process; be prepared.

You can purchase a ABU / BDU uniform if you don't want to wait. There are many companies that sell the ABU / BDU's. Some carry both new and used versions of the ABU / BDU uniform that CAP uses. You can also order from CAP's licensed retailer, Vanguard, online at <http://www.vanguardmil.com>. Sign up for their newsletter to get coupons. (they have facebook coupons also)

There is always a discount code on Vanguards facebook account, it does change every month.

Here's what you'll need for ABU / BDU:

Patches for ABU / BDU

If you don't want to wait for Blues

1 ABU / BDU blouse, size _____

1 Blues blouse, size _____

1 ABU / BDU pants, size _____

Wing Patch

1 Blues pants, size _____

1 ABU / BDU cover, size _____

Greene County Composite Squadron 606 Patch (optional)

1 Flight Cap, size _____

1 blue belt, length _____

Civil Air Patrol tape

1 Name Plate, blue background

Black closed face belt buckle

ABU / BDU Name Tapes (Last Name)

1 Curry Ribbon

Belt tip, black

1 Ribbon Holder

Boots, size _____

Black oxfords, size _____

1 Blue Skirt (ladies, optional)

Black pumps (ladies, optional)

1 Flight Cap Device Pin

When you earn your Curry Achievement and promote to Cadet Airman (your first promotion), you'll be eligible to wear insignia on your ABU / BDU's and on your Blues uniform. The squadron's gift to you is your first insignia. At each promotion, you can trade in your insignia for the next grade up. Just be sure to communicate that in advance that you need insignia.

Free Uniform (Blues)

Once you have promoted to Cadet Airman, log into eServices and click on Cadet Uniform. Use the size chart to determine the size blouse, pants and hat you need. Enter the information in the Online Form. The Logistics Officer receives a message and approves your request for the blues uniform. This uniform request is fulfilled by a department within the USAF. It will take 6-8 weeks for your blues uniform to arrive. It will be shipped directly to you.

Uniform Guide/Shopping List for those who want to get outfitted right away

ABU / BDU's

Used and new ABU / BDU's.

Blouse/Pants:

Cover:

Belt (cut to fit), Tip and Buckle:

Boots

Used boots can be found. Just be aware that not every size will be available.

New boots can range from \$30 to over \$100. Shop around for what works best for you.

Blues:

Blues Blouses

Blues Pants

Blues Skirts

Blues Flight Caps

Vanguard sells ABU / BDU and Blues uniform pieces and accouterments. When you order \$50 or more, you get free shipping. Order with the Parent Group and there are usually enough orders so that shipping is free as well.

CAP Tape

Name Tape

Vanguard Quick Reference Guide:

Blue Cloth Name Tape

Blues Name Plate (Cadet)

Civil Air Patrol Blue Tape for ABU / BDU's

Blues Blouses

Blues Pants

Blues Skirt

Blues Flight Cap

Blues Flight Cap Device

Blue Name Badge

Single Ribbon Holder

Curry (Airman) Ribbon

Curry (Airman) Set of Insignia

What to do when you get your CAP ID

While it takes a few weeks for CAP NHQ to actually get your CAP ID card in the mail to you, as soon as we see your CAP ID on the roster, we will get it to you and the following information via email. The CAP ID is the key that opens doors for you to start on your promotions, testing and qualifications.

Some things you should do now:

1. Login to <http://www.capnhq.gov> and complete OPSEC.

This is what CAP calls eServices. You'll have to register yourself with your CAP ID.

The very first thing you will be prompted to do is go through OPSEC (Operational Security). It's a slide/show video that you must complete as we are the auxiliary to the Air Force.

2. Intro to Safety for CAP Cadets

Once you have completed OPSEC, you need to look in the left column of links for Online Safety Education.

Once in this area, click the topmost link in the center - Introduction to CAP Safety.

This again is a slide show with a short quiz at the end. Completion of this online class is required for your first promotion. It takes maybe 10 minutes of your time.

3. Cadet Online Testing

Your Leadership and Aerospace Exams are all online. They are open book. The books can be accessed at the Cadet Library at <http://www.capmembers.com> if you want to get started right away. You'll need to read Chapter 1 of Book 1 of Learn To Lead for your first Leadership Test. To access the tests, login to eServices and in the left column, select Cadet Online Testing. In that area, you will see links on the left side.

For your first promotion, only the Leadership Test will be available. (Aerospace Exams are not required for the first promotion). You'll have a 25 question exam and have 30 minutes to complete. It is open book and you have to score 80% or higher to pass. It's very straightforward. Don't worry.

Uniform: Finally, now that you have your CAP ID, you can requisition uniform items from the Logistics Officer. Fill out the uniform request form with measurements. It is highly suggested that you email this to him so he can pull your uniform items and bring them to the next meeting for you.

Email Newsletter/606-WSR: If you are not subscribed to the Squadron WSR / Newsletter, please go to pasquadron606.org and register. The link is on the Squadron 606 page. Email is the official communications channel of Squadron 606. Be sure you are on the list so you don't miss any announcements. Additionally, as we are part of the Pennsylvania Wing of CAP, the Wing likes all cadets and parents to be subscribed to their email announcements as well. Please visit <https://pawg.cap.gov> and register.

How to get your GES and the Importance of the 101 Card

Emergency Services is one of the three main missions of CAP. As a cadet, once you complete the qualifications, you can be eligible to participate in Emergency Services missions.

GES stands for General Emergency Services. It is the basic level of emergency services training.

First, review the PowerPoint slide show here:

https://tests.capnhq.gov/ops/tests/GENES2004_files/frame.htm

Second, take the quiz for GES here: <https://tests.capnhq.gov/newtests/test.cfm?grp=dos> Select CAP 116

General Emergency Services as the test from the drop down menu. Once you pass the test, you will need to

record your score in your online record: To do this, login to eServices and click on My Operations Qualifications. Under Emergency Services, click on Single Person. This is where you enter your Emergency Services Training information. All the options a CAP member can take are listed here. Scroll down to General Emergency Services – CAP 116. Enter the date on your certificate in the appropriate field. One of the Emergency Services officers or the squadron commander will approve your qualification. In that same area of My Operations Qualifications, you should see an option called 101 Card. When you click on that, once approved, you should see GES on that card image as an approved qualification. If you haven't earned your first promotion to C/Amn, your 101 Card will say INACTIVE. As soon as you promote to C/Amn, it will automatically update to ACTIVE. When you are ACTIVE, you are eligible for Emergency Services activities. There are many more skills you can add to your 101 Card. Each time you complete a new qualification, you will go to My Operations Qualifications to enter the date you completed the skill and wait for it to be approved.

Online Testing

Part of your achievement testing is done online. As long as you have access to the internet, you can take the test whenever and wherever you want to. Even if you don't have your book yet, you can view and download Chapter 1 at www.capmembers.com and work on getting ready for your first Leadership test. All Leadership achievement tests are available online. All Aerospace Dimensions and all Aerospace Journey of Flight tests are also available online. The exceptions to this are certain milestone awards that are still administered as paper exams and are in control of the squadron.

Each online test is 25 multiple choice questions. They are selected randomly from a question bank. You must achieve 80% or better to pass. It is an open book test and you have 30 minutes to complete it. You receive feedback immediately. The software helps you review the questions you got wrong so you can correct your test to 100%.

Access this through eServices at <http://www.caphq.gov>

Once you are logged in, look at the menu column on the left.

Click on Cadet Online Testing.

Only the tests that you are eligible to take will show as available.

Once you click on a test title, the test begins. You have 30 minutes to complete the test

Do not begin the test until you are ready. If you attempt to re-start the test, the system will count it as a failed test. When the system thinks you've failed twice for the same test, you are locked out of the test for 7 days or until the testing officer resets your access.

If you need a visual introduction, watch this video at <http://screencast.com/t/YsYIrsb4s>

Once you pass a test, your score is automatically recorded in your online record. It's recommended that you print out the certificate from Cadet Online Testing as a backup. Turn it into the Cadet Administrative (Admin) Officer or the Senior Testing Officer so it can be recorded in your paper file.

Troubleshooting

The online testing system works for a large majority with no problems. However, please review all Help sections online if you have questions. At the time this document was created, the online system works well with Firefox and Chrome browsers. However, there are things you have to do when using Internet Explorer. IE can be an issue to use with this testing system. If at all possible, use Firefox or Chrome to simplify your testing experiences.

If you do not pass the test, usually, you are locked out of the system for 7 days until a testing officer can reset your access. Normally, we will reset your access once without contacting you. If you do not pass the

same test a second time, we will likely contact you and see if you have questions or if we can offer some tips to help you pass your exam.

Parent Group Info

~~Greene County Composite Squadron 606 has a very active and engaged parent group. Your parents are welcome to participate as much as they would like.~~

~~The Parent Group meets on the 1st and 3rd Mondays during the squadron meeting.~~

~~The Greene County Composite Squadron 606 Parent Group Coordinator is Mr/Mrs X. He/She can be reached at email.~~

Weekly Meetings

We meet every Monday at 1830 (6:30 pm) at the Waynesburg VFW building.

Formation is promptly at 1830 (6:30 pm) so the meeting will begin on time.

Exceptions will be announced: Cadets will be notified primarily by email.

Check the cadet training schedule at www.squadron606.us go to calendar.

Parents may contact the Deputy Commander for Cadets; cadets use their own Chain of Command.

In general, you can expect the standard schedule to be as follows:

1st Monday – Safety, DDR, Cadet Testing

2nd Monday – Character Development, PT

3rd Monday – Aerospace Education, Drill, Promotions

4th Monday – Emergency Services, Cadet Activities

Blue Moon occurs when we have a 5th Monday in a month. This occurs a few times per year. This is a fun night where our Parent Organization organizes a fun, casual evening and the cadets come in civilian clothes for some fun activities.

Squadron 606 Nightly Meeting Schedule

1815 to 1825 Arrival

1830 to 1840 Opening Formation and Safety Briefing/ Announcements / Reports

1840 to 1915 Class #1

1915 to 1920 Break

1920 to 1945 Drill

1945 to 1950 Break

1950 to 2020 Class #2

2020 to 2025 Clean up

2025 to 2030 Closing formation / Announcements / Reports

Frequently Referenced CAP Regulations

Each of these can be found on capmembers.com or Googled.

CAPR 39-1 Uniform Manual

CAPR 52-16 Cadet Programs

AFMAN 36-2203 Air Force Drill & Ceremonies Manual

Greene County Composite Squadron 606
Cadet Programs
Promotion Guidelines and Process

Purpose:

This document will outline both National CAP and Greene County Composite Squadron 606-specific guidelines and process for cadet promotions at Greene County Composite Squadron 606. It should also act as an FAQ for Cadet Promotions in general.

How often can a cadet promote?

A cadet must serve 56 days (8 weeks) time in grade before being eligible for the next promotion. This date is calculated from the date the Squadron Commander or DCFC (Deputy Commander for Cadets) enters the promotion in eServices.

What does a cadet need to do to promote?

Each achievement has its own set of requirements. However, in general, a cadet can expect to have to complete the following:

Pass a Leadership Test online

Pass an Aerospace Education Test online

Pass a Physical Training test

Attend a Character Development class since the last promotion

Be an active member

For some achievements, a Drill Test, speech or staff duty analysis essay is required. Check the Cadet Super Chart or ask up your Chain of Command what the requirements are for your next promotion if you are unsure.

When I know I have all the requirements for a promotion, how do I get promoted?

There is a process for Promotions.

1. When you are ready for your promotion, fill out the Promotion request form on www.squadron606.us. You also need to inform your chain of command and talk to the Cadet Administrative Officer. The Cadet Administrative Officer will pull your file and confirm that all your requirements have been met.

2. If your requirements are complete, and you do not require a Promotion Board, the Cadet Admin Officer will have the DCFC sign your personnel file and then you'll have your promotion ceremony on the next 2nd Monday meeting.

3. If a Promotion Board is required:

As the cadet, you will fill out your part of the CAP Form 50 as a self-evaluation prior to the board.

Someone in your chain of command fill out a Form 50 as your supervisor.

You will bring your completed Form 50 to the promotion board.

The cadet's supervisor will give the completed Form 50 to the DCFC prior to the promotion board commencing.

When are Promotion Boards required?

Greene County Composite Squadron 606 requires a cadet to sit for a Promotion Board at certain milestones in the cadet program. Promotion Boards are required at the following grades:

C/Amn
C/SSgt
C/MSgt
C/CMSgt
C/2dLt
C/Capt
C/Maj
C/LtCol
C/Col

The Squadron Commander or the DCFC reserve the right to call a Promotion Board at any given point outside the above list, should he/she deem it necessary.

Why does Greene County Composite Squadron 606 have a Promotion Boards?

We believe that not only should a cadet achieve the testing requirements, but that the cadet show levels of self-reliance, motivation, discipline and maturity. As a cadet progresses through the Cadet Program, we should see skills levels increase. Promotion Boards give us a chance to check development and make sure that a cadet is progressing and preparing to take on the responsibilities that the new promotion involves.

What happens in a Promotion Board?

The cadet will be instructed to report to the DCFC, who chairs the promotion board. The board will consist of three members:

The DCFC

Someone in the cadet's direct chain of command as appointed by the DCFC or Squadron Commander

A third CAP member appointed by the DCFC or Squadron Commander

For all cadet officer promotion boards, the Squadron Commander will participate and chair the promotion board.

Per CAPR 52-16, the completed Form 50 will be used as a basis for the discussion in the promotion board.

The cadet will leave the board knowing if he/she is being promoted or retained in grade.

What happens if the cadet is retained in grade?

If the board feels that a cadet needs to develop more prior to promoting in grade, the cadet in question will receive support and training to assist him/her in meeting the guidelines for promotion. A time line will be agreed to for the cadet to return for another review board to assess if progress has been met.

What skills should a Cadet possess at each required Promotion Board?

We look not only at objective requirements (eg test scores), but subjective requirements (eg personal and professional development).

The following is a guideline of examples that Greene County Composite Squadron 606 expects of its cadets at the listed achievement levels. Leadership Expectations as listed in CAPF 50 and on the Cadet Super Chart will be used as a guideline:

C/Amn

Attitude: Displays a positive attitude; optimistic; enthusiastic; team oriented

Core Values: Aware of the Core Values; honest; practices customs and courtesies; polite and respectful; wears (Battle Dress) uniform properly

Communication Skills: Listens actively; attentive; asks good questions. Sense of Responsibility: Follows directions; dependable; arrives ready to learn and serve; effective in managing own time.

C/SSgt

This grade marks a cadet as a Junior NCO

Attitude: Displays a positive attitude; optimistic; enthusiastic; team oriented

Core Values: Aware of the Core Values; honest; practices customs and courtesies; polite and respectful; wears uniform properly. Communication Skills: Listens actively; attentive; asks good questions

Sense of Responsibility: Follows directions; dependable; arrives ready to learn and serve; effective in managing own time.

C/MSgt

This grade marks a cadet as a Senior NCO

Attitude: Maintains positive attitude and encourages good attitudes in others; does not flaunt rank or authority

Core Values: Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader. Communication Skills: Proficient in informal public speaking (eg in giving directions to and training junior cadets). Sense of Responsibility: Enforces standards; trustworthy in supervising a small team and leading them in fulfillment of a series of simple tasks; given a plan, is able to carry it out. Interpersonal Skills: Guides and coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss".

C/CMSgt

This grade marks a cadet as the most senior NCO in the squadron

Attitude: Maintains positive attitude and encourages good attitudes in others; does not flaunt rank or authority

Core Values: Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader. Communication Skills: Proficient in informal public speaking (eg in giving directions to and training junior cadets). Sense of Responsibility: Enforces standards; trustworthy in supervising a small team and leading them in fulfillment of a series of simple tasks; given a plan, is able to carry it out. Interpersonal Skills: Guides and coaches junior cadets; recognizes when junior cadets need help; leads by example; is not a "boss".

C/2dLt

This grade marks a cadet as a Junior Officer

Attitude: Conscious of own performance; takes initiative to develop new skills; self-motivated and able to motivate others. Core Values: Fair, just and consistent in dealing with subordinates; exercises good judgment in knowing which matters should be referred up the chain. Communication Skills: Writes and speaks clearly; presents ideas logically; wins through persuasion. Sense of Responsibility: Given an assignment, takes project from beginning to end; develops appropriate goals, plans and standards, and follows through in execution; demonstrates sense of ownership in all assignments. Inter-Personal Skills: Actively mentors NCO's; resolves conflicts fairly; criticizes constructively; dissents respectfully when disagreeing with superiors.

Critical Thinking: Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and not tied to old ideas. Delegation Skills: Delegates routine tasks effectively and works through NCO's; keeps people informed; makes expectations clear; supervises work of other leaders.

C/Capt and above

These grades mark a cadet as a Senior Officer

Attitude: Resilient; shows mental discipline in working to achieve long-term goals; welcomes change; has habit of continuous self-improvement. Core Values: Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently. Communication Skills: Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining complex issues. Sense of Responsibility: Completes large projects with little supervision; follows and sets a command intent; self-starter

Inter-Personal Skills: Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure. Critical Thinking: Sets long term goals for the unit; imaginative and visionary; recognizes unit's long term needs; mentally agile when faced with unfamiliar problems. Delegation Skills: Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge.

I'm being promoted? How do I get my insignia?

Greene County Composite Squadron 606 will provide your C/Amn insignia for your first promotion. It is our gift to you for reaching that first promotion.

At future promotions, you can trade in your old insignia for the new insignia, provided Logistics has what you need. Greene County Composite Squadron 606 is not a supply store and cannot guarantee we'll have what you need at any given time. However, it is the responsibility of the cadet, not the squadron, to provide proper insignia and achievement ribbons. It would be a wise choice to purchase your own insignia in advance through Vanguard.

Does the squadron ever place an order for Promotion items with Vanguard? Yes, watch for announcements via email and at the squadron meeting.

Stripes to Diamonds: The Path to Spaatz

The following is a detailed description of what is required to meet each promotion achievement within the cadet program. This information is available online at capmembers.com. It is also summarized visually on the Cadet Super Chart that you will receive with your books and binder from CAP NHQ.

C/Amn – Maj. Gen. John F. Curry Award

Objective Requirements:

Leadership: Pass Leadership Ch. 1 Test online in eServices with a score of 80% or higher

Aerospace Education: No requirement for this promotion

Character Development: Attend a Character Development Forum

Drill Test: Pass Learn to Lead Achievement 1 Drill Test with a minimum 11 out of 15

Physical Training: Pass a Physical Training Test for Phase I according to age and gender

Intro to CAP Safety: Complete this online training and pass the quiz.

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development. For this promotion, you are required to sit for a Promotion Board. The board will be chaired by the Deputy Commander for Cadets. Your immediate cadet supervisor and another senior cadet will also be on the board. You will fill out a CAP Form 50-1 as a self-evaluation of your progress and bring that completed form to the board.

These are the areas you will be evaluated in for this promotion:

Attitude: Displays a positive attitude; optimistic; enthusiastic; team oriented

Core Values: Aware of the Core Values; honest; wears uniform properly; practices

Customs and Courtesies

Communication

Skills: Listens actively; attentive; asks good questions

Sense of

Responsibility: Follows directions; dependable; arrives ready to learn and serve; effective in managing

Own time

Interpersonal Skills: Not applicable

Critical Thinking: Not applicable

Delegation Skills: Not applicable

C/A1C – Gen. Hap Arnold Award

Objective Requirements:

Leadership: Pass Leadership Ch. 2 Test online in eServices with a score of 80% or higher

Aerospace Education: Pass an Aerospace Dimensions Test with a score of 80% or higher. You are able to choose which of the six modules you'd like to test in. It does not have to be consecutive.

Character Development: Attend a Character Development Forum

Drill Test: Pass Learn to Lead Achievement 2 Drill Test with a minimum 11 out of 15

Physical Training: Pass a Physical Training Test for Phase I according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Attitude: Displays a positive attitude; optimistic; enthusiastic; team oriented

Core Values: Aware of the Core Values; honest; wears uniform properly; practices

Customs and Courtesies

Communication

Skills: Listens actively; attentive; asks good questions

Sense of

Responsibility: Follows directions; dependable; arrives ready to learn and serve; effective in managing

Own time

Interpersonal Skills: Not applicable

Critical Thinking: Not applicable

Delegation Skills: Not applicable

C/SrA – Mary Feik Award

Objective Requirements:

Leadership: Pass Leadership Ch. 3 Test online in eServices with a score of 80% or higher

Aerospace Education: Pass an Aerospace Dimensions Test with a score of 80% or higher. You are able to choose which of the six modules you'd like to test in. It does not have to be consecutive.

Character Development: Attend a Character Development Forum

Drill Test: Pass Learn to Lead Achievement 3 Drill Test with a minimum 8 out of 11

Physical Training: Pass a Physical Training Test for Phase I according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Attitude: Displays a positive attitude; optimistic; enthusiastic; team oriented

Core Values: Aware of the Core Values; honest; wears uniform properly; practices

Customs and Courtesies

Communication

Skills: Listens actively; attentive; asks good questions

Sense of

Responsibility: Follows directions; dependable; arrives ready to learn and serve; effective in managing

Own time

Interpersonal Skills: Not applicable

Critical Thinking: Not applicable

Delegation Skills: Not applicable

C/SSgt – Wright Brothers Award

Objective Requirements:

Leadership: Pass Wright Brothers Comprehensive Exam with a score of 80% or higher. This is a 2-part exam. Part 1 (Written Test) must be passed with 80% or higher before taking Part 2 (Drill Test), which also must be passed with a score of 80% or higher.

Aerospace Education: No requirement for this promotion

Character Development: No requirement for this promotion

Drill Test: Part 2 of the Wright Brothers Comprehensive Exam is a drill test. You must earn 80% or higher.

Physical Training: Pass a Physical Training Test for Phase I according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development. For this promotion, you are required to sit for a Promotion Board. The board will be chaired by the Deputy Commander for Cadets. Your immediate cadet supervisor and another senior cadet will also be on the board. You will fill out a CAP Form 50-1 as a self-evaluation of your progress and bring that completed form to the board.

Attitude: Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority

Core Values: Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader

Communication Proficient in informal public speaking (i.e., in giving directions to and training junior Skills: cadets)

Sense of Enforces standards; trustworthy in supervising a small team and leading them in Responsibility: fulfillment of a series of simple tasks; given a plan, is able to carry it out

Interpersonal Skills: Guides and coaches junior cadets; recognizes when junior cadets need help; is not a boss

Critical Thinking: Not applicable

Delegation Skills: Not applicable

C/TSgt – Eddie Rickenbacker Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 4 Test online in eServices with a score of 80% or higher

Aerospace Education: Pass an Aerospace Dimensions Test with a score of 80% or higher. You are able to choose which of the six modules you'd like to test in. It does not have to be consecutive.

Character Development: Attend a Character Development Forum

Drill Test: Pass Learn to Lead Achievement 4 Drill Test with a minimum 4 out of 5.

Physical Training: Pass a Physical Training Test for Phase II according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Attitude: Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority

Core Values: Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader

Communication Proficient in informal public speaking (i.e., in giving directions to and training junior Skills: cadets)

Sense of Enforces standards; trustworthy in supervising a small team and leading them in Responsibility: fulfillment of a series of simple tasks; given a plan, is able to carry it out

Interpersonal Skills: Guides and coaches junior cadets; recognizes when junior cadets need help; is not a boss

Critical Thinking: Not applicable

Delegation Skills: Not applicable

C/MSgt – Charles Lindbergh Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 5 Test online in eServices with a score of 80% or higher

Aerospace Education: Pass an Aerospace Dimensions Test with a score of 80% or higher. You are able to choose which of the six modules you'd like to test in. It does not have to be consecutive.

Character Development: Attend a Character Development Forum

Drill Test: Pass Learn to Lead Achievement 5 Drill Test with a minimum 16 out of 21

Physical Training: Pass a Physical Training Test for Phase II according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Ask yourself how you are doing in these areas.

For this promotion, you are required to sit for a Promotion Board. The board will be chaired by the Deputy Commander for Cadets. Your immediate cadet supervisor and another senior cadet will also be on the board. You will fill out a CAP Form 50-2 as a self-evaluation of your progress and bring that completed form to the board

Attitude: Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority

Core Values: Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader

Communication Proficient in informal public speaking (i.e., in giving directions to and training junior Skills: cadets)

Sense of Enforces standards; trustworthy in supervising a small team and leading them in Responsibility: fulfillment of a series of simple tasks; given a plan, is able to carry it out

Interpersonal Skills: Guides and coaches junior cadets; recognizes when junior cadets need help; is not a boss

Critical Thinking: Not applicable

Delegation Skills: Not applicable

C/SMSGT – Jimmy Doolittle Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 6 Test online in eServices with a score of 80% or higher

Aerospace Education: Pass an Aerospace Dimensions Test with a score of 80% or higher. You are able to choose which of the six modules you'd like to test in. It does not have to be consecutive.

Character Development: Attend a Character Development Forum

Drill Test: Pass Learn to Lead Achievement 6 Drill Test with a minimum 4 of 5

Physical Training: Pass a Physical Training Test for Phase II according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Attitude: Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority

Core Values: Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader

Communication Proficient in informal public speaking (i.e., in giving directions to and training junior Skills: cadets)

Sense of Enforces standards; trustworthy in supervising a small team and leading them in Responsibility: fulfillment of a series of simple tasks; given a plan, is able to carry it out

Interpersonal Skills: Guides and coaches junior cadets; recognizes when junior cadets need help; is not a boss

Critical Thinking: Not applicable

Delegation Skills: Not applicable

C/CMSgt – Robert Goddard Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 7 Test online in eServices with a score of 80% or higher

Aerospace Education: Pass an Aerospace Dimensions Test with a score of 80% or higher. You are able to choose which of the six modules you'd like to test in. It does not have to be consecutive.

Character Development: Attend a Character Development Forum

Drill Test: Pass Learn to Lead Achievement 7 Drill Test with a minimum 16 out of 20

Physical Training: Pass a Physical Training Test for Phase II according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development. For this promotion, you are required to sit for a Promotion Board. The board will be chaired by the Deputy Commander for Cadets. Your immediate cadet supervisor and another senior cadet will also be on the board. You will fill out a CAP Form 50-2 as a self-evaluation of your progress and bring that completed form to the board

Attitude: Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority

Core Values: Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader

Communication Proficient in informal public speaking (ex, in giving directions to and training junior Skills: cadets)

Sense of Enforces standards; trustworthy in supervising a small team and leading them in Responsibility: fulfillment of a series of simple tasks; given a plan, is able to carry it out

Interpersonal Skills: Guides and coaches junior cadets; recognizes when junior cadets need help; is not a boss

Critical Thinking: Not applicable

Delegation Skills: Not applicable

C/CMSgt – Neil Armstrong Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 8 Test online in eServices with a score of 80% or higher.

Additionally, you must prepare a 300-500 word essay and a 5-7 minute speech on one of the following three topics:

Explain with America's aerospace power is vital to commerce, science or national security

Describe leadership mistakes you have made and what you've learned from them

Explain the difference between follower ship and leadership

The Deputy Commander for Cadets or his/her designated will evaluate the speech and essay using the standard evaluation form.

Aerospace Education: No Requirement

Character Development: Attend a Character Development Forum

Drill Test: Pass Learn to Lead Achievement 8 Drill Test with a minimum 7 out of 10

Physical Training: Pass a Physical Training Test for Phase II according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Attitude: Maintains a positive attitude and encourages good attitudes in others; does not flaunt rank or authority

Core Values: Displays a commitment to the Core Values; promotes team spirit, professionalism, and good sportsmanship as a team leader

Communication Proficient in informal public speaking (ex., in giving directions to and training junior Skills: cadets)

Sense of Enforces standards; trustworthy in supervising a small team and leading them in Responsibility: fulfillment of a series of simple tasks; given a plan, is able to carry it out

Interpersonal Skills: Guides and coaches junior cadets; recognizes when junior cadets need help; is not a boss

Critical Thinking: Not applicable

Delegation Skills: Not applicable

C/2dLt – Billy Mitchell Award

Objective Requirements:

Leadership: Pass The Mitchell Comprehensive Leadership Exam with a score of 80% or higher

Aerospace Education: Pass the Mitchell Comprehensive Aerospace Exam with a score of 80% or higher

Character Development: No Requirement

Encampment: Cadet must have graduated from Encampment

Physical Training: Pass a Physical Training Test for Phase II according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Ask yourself how you are doing in these areas.

For this promotion, you are required to sit for a Promotion Board. Officer boards will be chaired by the Squadron Commander. The Deputy Commander for cadets, your immediate cadet supervisor and another senior cadet will also be on the board. You will fill out a CAP Form 50-2 as a self-evaluation of your progress and bring that completed form to the board.

Attitude: Conscious of own performance; takes initiative to develop new skills; self-motivated and able to motivate others.

Core Values: Fair, just, and consistent in dealing with subordinates; exercises good judgment in knowing which matters should be referred up the chain.

Communication Writes and speaks clearly; presents ideas logically; wins through persuasion

Skills:

Sense of Given an assignment, takes project from beginning to end; develops appropriate goals,

Responsibility: plans, standards, and follows through in execution; demonstrates sense of ownership in all assignments fulfillment of a series of simple tasks; given a plan, is able to carry it out

Interpersonal Skills: Actively mentors NCOs; resolves conflicts fairly; criticizes constructively dissents respectfully when disagreeing with superiors

Critical Thinking: Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and not tied to old ideas

Delegation Skills: Not applicable

UPON EARNING THE MITCHELL, YOU WILL MAKE AN APPOINTMENT TO MEET WITH THE DEPUTY COMMANDER FOR CADETS ABOUT THE SDA PROGRAM FOR CADET OFFICERS.

Important Notes about Phases III and IV – Cadet Officer

Becoming an officer means you've mastered the skills of follower-ship, are refining the skills of leadership at the direct level as an NCO and are now learning indirect leadership skills of planning and mentoring.

You no longer will have drill tests, but instead will have Staff Duty Analysis requirements where you are learning to stretch outside your comfort zone and not rely solely on what you've learned previously. You will strengthen your writing and speaking skills as well as improve your ability to interact with senior members on a variety of topics.

Anoka will have its own way of executing the cadet officer phases within CAPR 52-16. It's designed to continue what we started when you were an Airman Basic – to help you become the best of the best that Civil Air Patrol has ever seen and to help you be the person you want to be in life.

You'll notice that very few of these officer grades are named after historical figures and are now named after positions. This part of the program will help you take in more of the big picture that is Civil Air Patrol.

You'll also notice that there are more of what we call "dead rank" spaces. This is where your grade does not change, but you still progress through the Cadet Program. You will be a 2dLt for two grades, a 1stLt for two grades, a Captain for three grades and a Major for three grades.

Just like everything else in life, the higher you go, the more work is required to earn that new insignia.

C/2dLt – Flight Commander Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 9 online in eServices with a minimum score of 80% or higher

Aerospace Education: Pass a Journey Through Flight test online in eServices with a minimum score of 80%. There are six modules and you can take them in any order.

Online

Corresponding Module in

Study chapters in

Test Number

Aerospace Dimensions

Journey of Flight

1

1 – Introduction to Flight

1, 7, 8

2

2 – Aircraft Systems & Airports

2, 9, 10

3

3 – Air Environment

3, 18, 19

4

4 – Rockets

4, 21, 23

5

5 – Space Environment

5, 24, 25

6

6 – Spacecraft

6, 26, 27

Character Development: Attend a Character Development Forum

Staff Duty Analysis (SDA): Complete your SDA Report according to the SDA packet as instructed

Physical Training: Pass a Physical Training Test for Phase III according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Attitude: Conscious of own performance; takes initiative to develop new skills; self-motivated and able to motivate others. Core Values: Fair, just, and consistent in dealing with subordinates; exercises good judgment in knowing which matters should be referred up the chain.

Communication Writes and speaks clearly; presents ideas logically; wins through persuasion

Skills: Sense of Given an assignment, takes project from beginning to end; develops appropriate goals,

Responsibility: plans, standards, and follows through in execution; demonstrates sense of ownership in all assignments fulfillment of a series of simple tasks; given a plan, is able to carry it out

Interpersonal Skills: Actively mentors NCO's; resolves conflicts fairly; criticizes constructively dissents respectfully when disagreeing with superiors

Critical Thinking: Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and not tied to old ideas

Delegation Skills: Not applicable

C/1stLt – Administrative Officer Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 10 online in eServices with a minimum score of 80% or higher

Aerospace Education: Pass a Journey Through Flight test online in eServices with a minimum score of 80% or higher. There are six modules and you can take them in any order.

Online

Corresponding Module in

Study chapters in

Test Number

Aerospace Dimensions

Journey of Flight

1

1 – Introduction to Flight

1, 7, 8

2

2 – Aircraft Systems & Airports

2, 9, 10

3

3 – Air Environment

3, 18, 19

4

4 – Rockets

4, 21, 23

5

5 – Space Environment

5, 24, 25

6

6 – Spacecraft

6, 26, 27

Character Development: Attend a Character Development Forum

Staff Duty Analysis (SDA): Complete your SDA Report according to the SDA packet as instructed

Physical Training: Pass a Physical Training Test for Phase III according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Attitude: Conscious of own performance; takes initiative to develop new skills; self-motivated and able to

motivate others. Core Values: Fair, just, and consistent in dealing with subordinates; exercises good

judgment in knowing which matters should be referred up the chain. Communication Writes and speaks

clearly; presents ideas logically; wins through persuasion. Skills: Sense of Given an assignment, takes

project from beginning to end; develops appropriate goals, Responsibility: plans, standards, and follows

through in execution; demonstrates sense of ownership in all assignments fulfillment of a series of simple

tasks; given a plan, is able to carry it out/ Interpersonal Skills: Actively mentors NCO's; resolves conflicts

fairly; criticizes constructively dissents respectfully when disagreeing with superiors

Critical Thinking: Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and

not tied to old ideas. Delegation Skills: Delegates routine tasks effectively and works through NCO's; keeps

people informed; makes expectations clear; supervises work of other leaders.

C/1stLt – Public Affairs Officer Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 11 online in eServices with a minimum score of 80% or higher

Aerospace Education: Pass a Journey Through Flight test online in eServices with a minimum score of 80% or higher. There are six modules and you can take them in any order.

Online

Corresponding Module in

Study chapters in

Test Number

Aerospace Dimensions

Journey of Flight

1

1 – Introduction to Flight

1, 7, 8

2

2 – Aircraft Systems & Airports

2, 9, 10

3

3 – Air Environment

3, 18, 19

4

4 – Rockets

4, 21, 23

5

5 – Space Environment

5, 24, 25

6

6 – Spacecraft

6, 26, 27

Character Development: Attend a Character Development Forum

Staff Duty Analysis (SDA): Complete your SDA Report according to the SDA packet as instructed

Physical Training: Pass a Physical Training Test for Phase III according to age and gender

Subjective Requirements: Not only do we look at tests with hard numbers and facts, but we look at personal leadership development. Attitude: Conscious of own performance; takes initiative to develop new skills; self-motivated and able to motivate others. Core Values: Fair, just, and consistent in dealing with subordinates; exercises good judgment in knowing which matters should be referred up the chain.

Communication Writes and speaks clearly; presents ideas logically; wins through persuasion. Skills: Sense of Given an assignment, takes project from beginning to end; develops appropriate goals, Responsibility: plans, standards, and follows through in execution; demonstrates sense of ownership in all assignments fulfillment of a series of simple tasks; given a plan, is able to carry it out. Interpersonal Skills: Actively mentors NCO's; resolves conflicts fairly; criticizes constructively dissents respectfully when disagreeing with superiors. Critical Thinking: Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and not tied to old ideas

Delegation Skills: Delegates routine tasks effectively and works through NCO's; keeps people informed; makes expectations clear; supervises work of other leaders.

C/Capt – Amelia Earhart Award

Objective Requirements:

Leadership: Pass Comprehensive Leadership Exam in hard copy format with a minimum score of 80% or higher

Aerospace Education: Pass Comprehensive Aerospace Exam in hard copy format with a minimum score of 80% or higher

Character Development: No requirement

Staff Duty Analysis (SDA): Complete your SDA Staff Service requirement, acting as an apprentice to a senior member in one of the three positions covered in Phase III, as assigned by the Deputy Commander for Cadets.

Physical Training: Pass a Physical Training Test for Phase III according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development. For this promotion, you are required to sit for a Promotion Board. Officer boards will be chaired by the Squadron Commander. The Deputy Commander for Cadets, your immediate cadet supervisor and another senior cadet will also be on the board. You will fill out a CAP Form 50-3 as a self-evaluation of your progress and bring that completed form to the board.

Attitude: Conscious of own performance; takes initiative to develop new skills; self-motivated and able to motivate others.

Core Values: Fair, just, and consistent in dealing with subordinates; exercises good judgment in knowing which matters should be referred up the chain.

Communication Writes and speaks clearly; presents ideas logically; wins through persuasion

Skills:

Sense of Given an assignment, takes project from beginning to end; develops appropriate goals,

Responsibility: plans, standards, and follows through in execution; demonstrates sense of ownership in all assignments fulfillment of a series of simple tasks; given a plan, is able to carry it out

Interpersonal Skills: Actively mentors NCO's; resolves conflicts fairly; criticizes constructively dissents respectfully when disagreeing with superiors

Critical Thinking: Thinks in advance and plans ahead to meet the unit's short-term needs; imaginative and not tied to old ideas

Delegation Skills: Delegates routine tasks effectively and works through NCO's; keeps people informed; makes expectations clear; supervises work of other leaders

C/Capt – Leadership Officer Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 12 online in eServices with a minimum score of 80% or higher

Aerospace Education: Pass a Journey Through Flight test online in eServices with a minimum score of 80% or higher. There are six modules and you can take them in any order.

Online

Corresponding Module in

Study chapters in

Test Number

Aerospace Dimensions

Journey of Flight

1

1 – Introduction to Flight

1, 7, 8

2

2 – Aircraft Systems & Airports

2, 9, 10

3

3 – Air Environment

3, 18, 19

4

4 – Rockets

4, 21, 23

5

5 – Space Environment

5, 24, 25

6

6 – Spacecraft

6, 26, 27

Character Development: Attend a Character Development Forum

Staff Duty Analysis (SDA): Complete your SDA Report according to the SDA packet as instructed

Physical Training: Pass a Physical Training Test for Phase III according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Attitude: Resilient; shows mental discipline in working to achieve long-term goals; welcoming of change; has habit of continual self-improvement

Core Values: Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently. Communication Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining. Skills: complex issues. Sense of Completes large projects with little supervision; follows and sets a command intent; Responsibility: self-starter

Interpersonal Skills: Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure

Critical Thinking: Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems

Delegation Skills: Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge

C/Capt – Aerospace Education Officer Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 13 online in eServices with a minimum score of 80% or higher

Aerospace Education: No requirement

Character Development: Attend a Character Development Forum

Activity: Participate and Mentor

Staff Duty Analysis (SDA): Complete your SDA Report according to the SDA packet as instructed

Physical Training: Pass a Physical Training Test for Phase III according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development.

Attitude: Resilient; shows mental discipline in working to achieve long-term goals; welcoming of change; has habit of continual self-improvement

Core Values: Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently

Communication Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining

Skills: complex issues

Sense of Completes large projects with little supervision; follows and sets a command intent;

Responsibility: self-starter

Interpersonal Skills: Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure

Critical Thinking: Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems

Delegation Skills: Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge

C/Maj – Operations Officer Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 14 online in eServices with a minimum score of 80% or higher

Aerospace Education: Pass a Journey Through Flight test online in eServices with a minimum score of 80% Online

Corresponding Module in

Study chapters in

Test Number

Aerospace Dimensions

Journey of Flight

1

1 – Introduction to Flight

1, 7, 8

2

2 – Aircraft Systems & Airports

2, 9, 10

3

3 – Air Environment

3, 18, 19

4

4 – Rockets

4, 21, 23

5

5 – Space Environment

5, 24, 25

6

6 – Spacecraft

6, 26, 27

Character Development: Attend a Character Development Forum

Activities: Participate and Mentor

Staff Duty Analysis (SDA): Complete your SDA Report according to the SDA packet as instructed

Physical Training: Pass a Physical Training Test for Phase III according to age and gender

Subjective Requirements:

Not only do we look at tests with hard numbers and facts, but we look at personal leadership development. For this promotion, you are required to sit for a Promotion Board. Officer boards will be chaired by the Squadron Commander. The Deputy Commander for Cadets, your immediate cadet supervisor and another senior cadet will also be on the board. You will fill out a CAP Form 50-4 as a self-evaluation of your progress and bring that completed form to the board. Attitude: Resilient; shows mental discipline in working to achieve long-term goals; welcoming of change; has habit of continual self-improvement. Core Values: Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently. Communication Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining. Skills: complex issues. Sense of Completes large projects with little supervision; follows and sets a command intent; Responsibility: self-starter. Interpersonal Skills: Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure. Critical Thinking: Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs;

mentally agile when faced with unfamiliar problems. Delegation Skills: Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge

C/Maj – Logistics Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 15 online in eServices with a minimum score of 80% or higher

Aerospace Education: Pass a Journey Through Flight test online in eServices with a minimum score of 80% Online

Corresponding Module in

Study chapters in

Test Number

Aerospace Dimensions

Journey of Flight

1

1 – Introduction to Flight

1, 7, 8

2

2 – Aircraft Systems & Airports

2, 9, 10

3

3 – Air Environment

3, 18, 19

4

4 – Rockets

4, 21, 23

5

5 – Space Environment

5, 24, 25

6

6 – Spacecraft

6, 26, 27

Character Development: Attend a Character Development Forum

Activities: Participate and Mentor

Staff Duty Analysis (SDA): Complete your SDA Report according to the SDA packet as instructed

Physical Training: Pass a Physical Training Test for Phase III according to age and gender

Subjective Requirements:

Attitude: Resilient; shows mental discipline in working to achieve long-term goals; welcoming of change; has habit of continual self-improvement

Core Values: Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently

Communication Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining

Skills: complex issues

Sense of Completes large projects with little supervision; follows and sets a command intent;

Responsibility: self-starter

Interpersonal Skills: Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure

Critical Thinking: Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems

Delegation Skills: Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge

C/Maj – Cadet Commander Achievement

Objective Requirements:

Leadership: Pass Leadership Ch. 16 online in eServices with a minimum score of 80% or higher

Aerospace Education: Pass a Journey Through Flight test online in eServices with a minimum score of 80%.

Online

Corresponding Module in

Study chapters in

Test Number

Aerospace Dimensions

Journey of Flight

1

1 – Introduction to Flight

1, 7, 8

2

2 – Aircraft Systems & Airports

2, 9, 10

3

3 – Air Environment

3, 18, 19

4

4 – Rockets

4, 21, 23

5

5 – Space Environment

5, 24, 25

6

6 – Spacecraft

6, 26, 27

Character Development: Attend a Character Development Forum

Activities: Participate and Mentor

Staff Duty Analysis (SDA): Complete your SDA Report according to the SDA packet as instructed

Physical Training: Pass a Physical Training Test for Phase III according to age and gender

Subjective Requirements:

Attitude: Resilient; shows mental discipline in working to achieve long-term goals; welcoming of change; has habit of continual self-improvement

Core Values: Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently

Communication Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining

Skills: complex issues

Sense of Completes large projects with little supervision; follows and sets a command intent;

Responsibility: self-starter

Interpersonal Skills: Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure

Critical Thinking: Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems

Delegation Skills: Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge

C/LtCol – Gen Ira C Eaker Award

Leadership: Write a 300-500 word essay and present a 5 to 7 minute speech to the unit on one of the topics below. A senior member will evaluate the essay and speech using critique forms.

Describe three things an executive-level leader needs to do to ensure the unit will fulfill its long-term goals.

Explain three principles that should guide an executive-level leader's use of delegation.

Discuss three ways a cadet officer can continue to develop his/her own leadership potential after outgrowing the CAP Cadet Program.

Aerospace Education: No requirement.

Character Development: Attend a Character Development Forum

Activities: Attend Regional Cadet Leadership School (RCLS) or Cadet Officer School (COS)

Staff Duty Analysis (SDA): Complete your SDA Report as instructed in your packet. Complete your SDA Staff Service requirement, acting as an apprentice to a senior member in one of the three positions covered in Phase IV, as assigned by the Deputy Commander for Cadets.

Physical Training: Pass a Physical Training Test for Phase III according to age and gender

Subjective Requirements:

For this promotion, you are required to sit for a Promotion Board. Officer boards will be chaired by the Squadron Commander. The Deputy Commander for Cadets, your immediate cadet supervisor and another senior cadet will also be on the board. You will fill out a CAP Form 50-4 as a self-evaluation of your progress and bring that completed form to the board.

Attitude: Resilient; shows mental discipline in working to achieve long-term goals; welcoming of change; has habit of continual self-improvement

Core Values: Uses empathy; recognizes how Core Values relate to new and unfamiliar situations; makes sound and timely decisions independently

Communication Articulate; succinct; persuasive; varies message to fit audience; proficient in explaining Skills: complex issues

Sense of Completes large projects with little supervision; follows and sets a command intent;

Responsibility: self-starter

Interpersonal Skills: Actively develops and mentors cadet officers; adapts leadership style to fit situation; calm under pressure

Critical Thinking: Sets long-term goals for the unit; imaginative and visionary; recognizes unit's long-term needs; mentally agile when faced with unfamiliar problems

Delegation Skills: Directs multiple teams and manages multiple tasks; assigns people to right jobs; delegates well and enables others to take charge.

C/Col – Gen Carl A Spaatz Award

As the highest achievement in the cadet program, you will be evaluated by CAP-USAF designates only for all testing aspects of the Spaatz Award.

You are eligible to attempt the Spaatz award immediately upon earning your Eaker Award. There is no time-in-grade requirement.

Requirements:

Leadership: Pass a 60-question, multiple-choice, closed-book leadership test with a grade of 80% or higher, within a 60-minute time limit; CAPM 39-1, CAP Uniform Manual; CAPR 52-16, Cadet Program Management, chapters 2 and 5 (April 2011 version); and the CAP Drill and Ceremonies Manual.

Aerospace: Pass a 60-question, multiple-choice, closed-book aerospace test, with a 60-minute time limit, based on selected chapters of Aerospace: The Journey of Flight

Character: An essay written from a selection of moral leadership topics. National Headquarters evaluates the essay's grammar, organization, and content using this grading critique. Cadets have 60 minutes to complete the essay, and may use a dictionary or spell-check. It is graded pass or fail.

Physical Training: Pass a Physical Training Test for Spaatz according to age and gender

You have three attempts to pass each part of the Spaatz exam. Once a section is passed, you will not have to retake it. However, only a total of three attempts may be made for each section.

To request the Spaatz exam, read CAPR 52-16 for the critical information to include in your request.

Once you have the information assembled, create and send an email to your squadron commander, copy the Deputy Commander for Cadets, and request your Spaatz exam.

From there, the request will pass to the Director of Cadet Programs and the Wing Commander. Once approved, it will be sent to a CAP-USAF representative who will be in touch with you to schedule the exam.

Additional Meetings

All additional meetings of Squadron 606 outside of the regular weekly meeting must have the approval of the Squadron Commander, if this is a cadet meeting it will also need the approval of the Deputy Commander for Cadets.

All additional meetings must be scheduled 10 days in advance so that everyone will have a chance to prepare.

The additional meetings can be requested by the Squadron Command Staff or the Cadet Command Staff.

All notices of the additional meetings will be sent by e-mail.

Meeting must have at least two seniors present.

Cadet Attendance submission.

Cadets must go to the Squadron Website or the Cadet Commander and submit their intentions on attending the weekly meetings, in the Affirmative or the Negative.

When doing this select your Name ? ID, Response to attendance, and Meeting date.

The deadline for submitting your attendance intentions are Thursday Evening at 2100 hours before the meeting

Cadet Testing Request submission

Cadets must go to the Squadron Website and submit their intentions to request to test.

When doing this select your Name / ID, Date you would like to test (even if it is a scheduled testing night), if not a scheduled testing night, include the date, and test subject.

All test requests must be 72 hours in advance of the meeting night. Since we meet on Mondays, that would mean all test requests will be done no later than Thursday Evening before 2100 hrs.

This includes PT and Drill.

Greene County Composite Squadron 606 Cadet Command Worksheet

Commander

Deputy Commander

Leadership

First Sergeant

Operations

Aerospace Education

Supply

Public Affairs

Communications

Recruiting

Administrative

Activities

DDR

ES

Flight Sergeant

Policy for issuing Cadet Ranks and Ribbons:

Greene County Composite Squadron 606 NER-PA-606 Civil Air Patrol ABU / BDU Uniform Request:

CAP ID# _____ Cadet's Name _____
Printed: _____ Date: _____

ABU / BDU Uniforms will be issued as available from Logistics from 1900-2000 with a completed form. Cadets with incomplete or unreadable forms will be turned away, please print clearly! Free uniform items must be returned (or replaced, if lost or damaged) to the local CAP unit in the event the cadet withdraws from the cadet program within the first year of membership. The parent/guardian assumes the responsibility on behalf of the minor child. The unit commander will make every reasonable effort to retrieve these uniform items. Uniforms received under this program will not be sold, rented or given to anyone other than CAP cadets.

Cadets are responsible for purchasing the CAP accessories (tapes, belt, boots, name tag, ribbons, grade insignia, hat device, etc.) required for proper wear of the uniform.

For CAP accessories, contact Vanguard at 1.800.221.1264.

Parent's signature to agree to return uniform if cadet withdraws from CAP: _____

Squadron Staff
Approval: _____

Cadet's signature upon receipt of uniform: _____

Reserved for Logistics:

ABU / BDU Blouse size: _____ ABU / BDU Pants Size: _____ Hat Size: _____

Chest dia in inches: _____ Height in inches: _____ Waist in inches: _____ Inseam in inches: _____

Head diameter in inches: _____

Greene County Composite Squadron 606 History

Founded in September of 2016

It is our goal to serve the Greene County Community through volunteer service in Air & Ground Search and Rescue, Aerospace Education, Disaster Relief, Drug Demand Reduction, and Community Service.

Training cadets and adults with valuable skills to help their fellow man in times of need and bringing needed, trained personnel to emergency situations, should they happen to arise.

First thoughts of a Squadron in Greene County came about in January of 2012 at an event at Fort Indiantown Gap.

Development and Planning began in November of 2105.

History of the Squadron Patch

Red, White, and Blue: for the United States of America and for the United States Air Force

The shape of the Keystone for Pennsylvania

The two stars for the rank of Major General Edward Martin

Lapisque Alam, Latin for Keystone Squadron

3-1 for the Original PA Wing Designation

NER-PA-606, North East Region, Pennsylvania Wing, Squadron 606

Civil Air Patrol Propeller Triangle for the Civil Air Patrol

Approved Squadron 606 Patch



Cadet Staff

Cadet Commander

Cadet Deputy Commander

Cadet Executive Officer

Cadet Aerospace Education Officer

Cadet Operations Officer

Cadet Communications Officer

Cadet Flight Commander

Cadet First Sergeant

Cadet Flight Sergeant

Cadet Element Leader

Senior Staff

Squadron Commander
Operations Officer
Emergency Services (ES) Officer
Emergency Services Training Officer
Homeland Security (HLS) Officer
Search and Rescue (SAR) Officer
Disaster Relief Officer
Communications Officer
Drug Demand Reduction Officer
Aerospace Education Officer (AEO)
Professional Development Officer
Leadership Education Officer
Activities Officer
Testing Officer
Deputy Commander For Cadets
Logistics Officer
Supply Officer
Transportation Officer
Maintenance Officer
Administrative Officer
Personnel Officer
Recruiting Officer
Plans and Programs Officer
Public Affairs Officer
Director of Finance
Finance Officer
Chaplain
Character Development Instructor
Legal Officer
Health Services Officer
Inspector General
Safety Officer
Historian
Information Technology Officer

Greene County Composite Squadron 606, Inter Squadron Communications Policy

When contacting a member of Squadron 606 please follow this Policy.

First always make sure you follow the proper chain of command

48 hours or longer you may contact another member of Squadron 606 in the following methods:

Voice Phone Call, may leave a message

Text Message

Email

47 to 24 hours you may contact another member of Squadron 606 in the following methods:

Voice Phone Call, may leave a message

Text Message

23 hours or less

Voice Phone Call, do not leave message, must speak to a member

Social Media is just that, for Social time, ie Announcements, Events, News, Advertising, and Socializing.

Again, always make sure you follow the proper chain of command

Chain of Command

All cadets contact the Cadet Commander, if Cadet Commander unavailable contact the Cadet Flight Commander

The Cadet Commander will contact the Deputy Commander for Cadets

All Seniors will contact the Deputy Commander, if Deputy Commander unavailable contact the Commander

I, _____ CAP ID _____, have received and
(print name)

understand, and agree to abide by the Greene County Composite Squadron 606 (NER-PA-606).

(CADET SIGNATURE)

(SENIOR MEMBER) Witness

(DATE)

(SM CAP ID)