

The Cadet Oath "I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly and advance my education and training rapidly to prepare myself to be of service to my community, state and nation."

CAP CORE VALUES

- ★ **Integrity** First - The willingness to do what is right, even when no one is looking
- ★ **Volunteer Service** - "Selflessness" It's the difference between "giving" and "taking."
- ★ **Excellence** in All We Do - No matter what challenge is facing you, you will give it your best effort.
- ★ **Respect** - Treat others as they would like to be treated

CAP HONOR CODE

I will not lie, cheat, steal, or commit any act of intentional dishonesty or tolerate those who do.

CAP MOTTO

Semper Vigilans ~ Always Vigilant

THE VALUE OF DRILL AND CEREMONIES

On the drill field, the individual learns to participate as a member of a team, to appreciate the need for discipline that is to respond to authority, to follow orders promptly and precisely and to recognize the effects of their actions on the group as a whole. Learning to follow is the beginning of leadership.

DEFINITION OF MILITARY DISCIPLINE

That mental attitude and state of training which renders obedience instinctive under all conditions. It is founded upon respect for, and loyalty to, properly constituted authority.

DEFINITION OF LEADERSHIP

The art and science of influencing and directing people to accomplish the assigned mission.

DEFINITION OF HAZING

Any conduct whereby someone causes another to suffer or be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful.

Meeting Day and Time:

School Year: Monday's – 6:30p – 9:00p

Summer: Monday's – 6:30p – 9:30p

Squadron Commander (CC): Maj Kent Borchelt

Phone Number: 303-898-5722

Email: kent.borchelt@cowg.cap.gov

Deputy Commander for Cadets (CDC): 1st Lt Tami Clements

Phone Number: 720-312-5106

Email: CedesAlexis@hotmail.com

Cadet Commander (C/CC): _____

Phone Number: _____

Email: _____

Flight: _____

Flight Commander: _____

Phone number: _____

Email: _____

*** SIGN UP FOR REMIND, THIS IS THE BEST WAY TO COMMUNICATE WITH THE SQUADRON***

ATTENDANCE

RSVP to you flight Sergeant by 7:30p on the Thursday prior to the meeting. *Chain of Command* can be found on HCS Website under *Members*.

- Unexcused absences may hold up your promotions or eventually lead to being moved out of the squadron or termination of your membership.
- Leadership must be notified in advance for any absence or extended leave of absence, or it will be considered unexcused.

Great Start

- 80% attendance to reach goal to promote in 8 weeks or less.

Active Participation required promote

- 50% attendance over 8 weeks.
 - Cadet Staff is expected to have 75% attendance over 8 weeks.
- Participating in at least 1 outside activity per quarter.
 - That does not include our required quarterly squadron workday.

Information and pictures gathered from:

www.GoCivilAirPatrol.com

www.AF.MIL

<https://cowg.cap.gov/>



Produced by: 1st Lt Tami Clements
Edited by: Capt Mark Borchelt
Highlander Composite Squadron
Colorado Wing, RMR-CO-163
Updated: May 2022



Name: _____

CAPID (Memorize): _____

Squadron Charter #: RMR-CO-163

Highlander Composite Squadron



SOP & Cadet General Knowledge Handbook

CAP Manuals / Regulations

CAPR 39-1 / ICL 21-01	CAP Uniform Manual
CAPR 39-3 / ICL18-02	Award of CAP Medals, Ribbons, and Certificates
CAPP 151	Respect on Display
CAPM 36-2203 AFMAN 36-2203	Air Force/CAP Drill and Ceremonies Manual
CAPR 60-1	Cadet Program Management
CAPVA 60-100	Cadet Super Chart
CAPVA 60-101a CAPVA 60-101b	Personal Cadet Tracker
CAPR 60-2	Cadet Protection Policy
CAPP 60-32	SDA Curriculum Guide
CAPP 60-34	Drill and Ceremonies
CAPP 60-50	Active Cadet Fitness Guide

Cadets' Responsibilities

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 up for special events.

CAP MISSIONS

- Cadet Programs
- Emergency Services
- Aerospace Education

HISTORY OF CAP

Civil Air Patrol was formed on Dec. 1st, 1941, with Major General John F. Curry serving as the first National Commander.

During WWII, CAP members spotted 173 German submarines, sank 2 of them, and flew over 85,000 missions over coastal waters.

In 1943, CAP was placed under the jurisdiction of the Army Air Forces and in 1948 was permanently established as the Auxiliary of the new U.S. Air Force.

- **Date CAP was founded:** Dec. 1, 1941
- **Date USAF was founded:** July 26, 1947

AIR FORCE CORE VALUES

Integrity first, Service before Self, and Excellence in all we do.

THE USAFA CADET HONOR CODE

We will not lie, steal, cheat, nor tolerate among us anyone who does.

SAFETY**Knock it off**

- If you see something that does not look safe to you, speak up! Any cadet may sound the Air Force command, "KNOCK IT OFF" if he or she thinks someone might get hurt.
- When you hear "Knock it off" immediately stop what you are doing and await further instructions.

Wingman

We look out for one another's safety and sound the alarm if something looks wrong.

IM SAFE

Pilot acronym for making sure you are physically and mentally safe to fly. Applies to all areas of Emergency Services.

Illness – Even a minor illness can degrade performance.

Medication – Can degrade performance.

Stress – Can impair performance.

Alcohol – Can impair your skills.

Fatigue – and lack of sleep can cause serious errors.

Emotion – Can lead to risk taking and self-destruction.

ANNOUNCEMENTS

Posted on white board at squadron, Facebook, HCS COWG Home page, Emails is necessary, in weekly Remind notification.

HCS COWG Webpage: <https://highlander.cap.gov/>

Facebook Page: Highlander Composite Sqdrn

Instagram Page: HighlanderComposite.CAP

SIGNING UP FOR DRILL TEST, PROCOTRED TESTS, & MORE

It is the cadet's responsibility to sign up for testing, promotion review boards, SDA's, etc. by 7:30p the Thursday prior to the meeting. Link can be found in the weekly announcements and the squadron webpage.

PROMOTION CHECKLIST & CADET BOX

It is the cadet's responsibility to READ all items on the their new promotion checklist when promoting, receive the needed sign-off's including their Flight Commanders signature, and place the folder in the FRONT of the cadet box to be updated in eServices.

- Promotions that are completed on promotion night will promote in eServices but receive their insignias at the next promotion night.

PROCEDURE

Cadets will recite items using the correct format. "Sir/Ma'am, the _____, or, the definition of _____, is as follows."

CUSTOMS AND COURTESIES

1. When being addressed by an officer, come to the position of attention. Keep eyes and head straight forward when addressing a superior.
2. Render a salute to all officers and senior members when outdoors. Do not salute while in formation or when not in uniform.
3. Render a verbal greeting to all officers and senior members when saluting and when passing them indoors.
4. Cadets will end all responses with the title of the person who is addressing them (Yes, Ma'am).
 - SSgt – SMSgt addresses as "Sergeant"
 - CMSgt address as "Chief"
 - 1st Sgt address as "First Sergeant"
 - All officers address as "Sir/Ma'am"

TEAMWORK

Teamwork is the cooperative effort of a group of individuals working together to achieve a common goal while putting aside personal desires and comforts for that of the team.

CAP MISSION STATEMENT

Civil Air Patrol, America's Air Force Auxiliary, building the Nation's finest force of citizen volunteers...
Performing missions for America

5 ASPECTS OF FOLLOWERSHIP

Self-discipline
Attitude
Integrity
Listening
Respect for Authority

REGIONS OF CAP

Northeast
Southeast
Mid-Atlantic
Great Lakes
Southwest
Rocky Mountain
North Central
Pacific Region

WINGS OF CAP

50 States of the USA
National Capital Wing
Puerto Rico

Phonetic Alphabet

Alpha	Juliet	Romeo
Bravo	Kilo	Sierra
Charlie	Lima	Tango
Delta	Mike	Uniform
Echo	November	Victor
Foxtrot	Oscar	Whiskey
Golf	Papa	X-ray
Hotel	Quebec	Yankee
India		Zulu

Phonetic Numbers

Number	Phonetic Pronunciation	Number	Phonetic Pronunciation
0	ZEE-RO	6	SIX
1	WUN	7	SEV-EN
2	TOO	8	AIT
3	TREE	9	NIN-ER
4	FOW-ER	100	HUN-DRED
5	FIFE	1000	TOU-SAND

Chain of Command

Commander in Chief: Pres. Joe Biden
 Secretary of Defense: Lloyd Austin
 Secretary of the Air Force: Frank Kendall
 Air Force Chief of Staff: Gen. Charles Q. Brown Jr.
 Commander, Air Combat Command: Gen. Mark D. Kelly
 Commander, First Air Force: Lt. General Kirk S. Pierce
 Commander, CAP-USAF: Col. Mark A. "Woot" Wootan, USAF

CAP Staff

National Commander: Maj. Gen. Edward D. Phelka
 RMR Commander: Col Jeffrey L. Johnson
 Colorado Wing Commander: Col. John Rhoades
 Group 4 Commander: Lt Col. Chuck Sellers

Highlander Staff

Squadron Commander (CC): Maj Kent Borchelt
 Deputy Commander for Seniors (CDS): Maj Brian Green
 Deputy Commander for Cadets (CDC): 1st Lt Tami Clements

Cadet Staff

Cadet Commander: _____
 Cadet Deputy Commander: _____
 Cadet 1st Sgt: _____

Radio Calls

Initial Contact: (Who you are calling radio sign), this is (your radio call sign), over

Initial Reply: (Who is calling radio sign), this is (your radio call sign), go ahead

Remember the 4 W's:

1. **Who** you are calling
2. **Who** you are
3. **Where** you are
4. **What** you want

Pro Words:

This is – To establish communication

Roger – Transmission received satisfactory

Wilco – Last transmission received, will comply

Say Again – Repeat last transmission

Read Back – So transmitting officer knows message was received correctly.

Standby – Pause for a few moments

Over – Done transmitting, expect reply

Out – Done transmitting, do NOT expect reply

Always write information down.

HCS Resources & Testing**eServices**

- Know your CAPID (username) & Password
- Need to register? capnhq.gov
 - Click on "Click here to register", Follow prompts.
 - Do NOT use a school email address due to schools blocking outside emails.
 - Multiple emails and phone numbers can be added for parent/guardian contacts.
 - Click on Name (upper right hand corner)/Contacts
 - Then add or update contacts.
- Used for testing, checking on your promotions, & additional resources.
- Update Height/Weight info in eServices for O-Rides.
 - Menu/Administration/Personnel Information
 - Enter Last Name/CAPID and update info.

Remind

- It's how we send out weekly meeting reminders, squadron notifications, or notifications about emails.
- Push Notifications, Text Messages, and/or Email
Go to the HCS COWG New Cadet Page for instructions to sign up.