

BCSP 3

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Cadet Program Operations



Bellingham Composite Squadron

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Attachment 1: Cadet Support Staff Duty Descriptions

Summary of Changes: Corrected minor errors; deleted personal leadership audit requirement for Earhart and Eaker Awards; Deleted Heritage Flight Museum support from activities; changed Cadet Commander tour from 1 Year to 6 months; added 3 Month option for cadet officer staff positions; clarified staff suspension or removal procedures; added cadet fitness officer and color guard OIC/NCOIC to duty descriptions; added record review petition for advancement requirement; deleted memory work requirements for promotion; added procedures to earn the unit patch; added certificates of achievement for perfect uniform inspections and drill performance tests; updated and revised several support staff duty descriptions.

PREFACE

The basics of the Civil Air Patrol cadet program are the same nationwide, with leadership, character, aerospace education, fitness and activities at the core. This pamphlet covers how the requirements in CAPR 60-1 *Cadet Program Management* are met in the Bellingham Composite Squadron and how some of the options listed for local units are used in our squadron. If a conflict exists between this pamphlet and any CAP Manual or Regulation, the CAP Manual or Regulation will take precedence.

OVERVIEW

This pamphlet answers the questions of “how do I?” and “what do I do?” in the areas of cadet testing, promotions, the great start program, activities and service on the cadet staff for cadets and parents. Cadets, if you have questions after reviewing this pamphlet, use your chain of command. Parents may contact the Deputy Commander for Cadets directly.

Cadet Testing and Performance Evaluations

Achievement Testing (Leadership and Aerospace): CAP conducts on-line testing for achievements. These are timed (30 min) open-book tests, but pre-study is needed to pass. If a cadet lacks consistent access to the internet for on-line testing or has a special need for in-person paper testing the cadets’ parent/guardian must contact the Deputy Commander for Cadets to discuss options.

Drill Performance Testing: With the exception tests done as part of “Great Start” basic cadet training drill tests are only administrated after the cadet passes the written leadership test. Drill performance testing is normally conducted on the 4th meeting night of the month.

Milestone Award Testing: Milestone award tests for the Wright Brothers, Mitchell, and Earhart awards are closed book in-person, proctored, comprehensive exams. To take a milestone award test, cadets must sign up on a scheduled testing night (normally the 2nd Tuesday of the month) prior to opening formation. Cadets are responsible for knowing the correct test(s) needed and **ensuring they indicate their desire to test before opening formation.** Cadets are asked to take and pass leadership tests, before attempting aerospace tests. Taking both tests in the same session is discouraged but permitted with the approval of the testing officer. Paper or On-line versions of the test are available, and the type of test administered (on-line or hard copy) is decided by the testing officer. Cadets with special testing needs may request accommodations in advance that are approved by the Deputy Commander for Cadets. Cadets should have their e-services log in information available for use. Testing may be conducted on other meeting nights with the prior approval of the Deputy Commander for Cadets. Cadets wishing to test on a different night should make the request at least 7 days in advance and approval is not guaranteed. For more information on milestone tests refer to CAPR 60-1 *Cadet Program Management*.

Outstanding Test Scores: Cadets achieving a score of 100% on achievement, milestone, drill performance tests or uniform inspections may be recognized with a certificate of achievement.

Physical Fitness Testing: Under the Active Cadet Fitness Program, the unit conducts the fitness test once per quarter. Tests are held on the 3rd Tuesday fitness night during the months of March, June, August, and October. Additional testing may be held on fitness nights for cadets whose test has expired or do not meet the Health Fitness Zone standard needed for promotion. Requests should be made via the chain of command to the Deputy Commander for Cadets and at least 7 days before the desired testing date, and these are only conducted at meetings on a “3rd Tuesday” For more information see CAPP 60-50 *The Active Cadet Fitness Guide*.

Speech and Essay Requirements: Achievement 8 and the Eaker award have essay and speech requirements. Cadets should review the ranks and awards link on the national headquarters webpage for specific information. Cadets will first write the required essay and forward it to the Deputy Commander for Cadets via the chain of command. Once the essay is approved as meeting promotion requirements, the speech is scheduled to be performed; this will normally be done during a 2nd Tuesday leadership meeting or during performance testing on the 4th Tuesday of the month. The essay should be received by the Deputy Commander for Cadets no later than 48 hours prior to the meeting the cadet wishes to present the speech.

Staff Duty Analysis (SDA) Requirements: Achievements 9, 10, 11, 12, 13, 14, 15, and 16 have staff duty and staff duty analysis requirements including a written assignment and oral presentation. Cadets should coordinate with Cadet Program Officers on the type of written assignment. Once the written assignment has been completed and accepted as meeting promotion requirements the oral presentation may be scheduled. These will normally be completed at a 2nd or 4th Tuesday night meeting. More information on these requirements can be found in CAPP 60-32 *Cadet Staff Duty Analysis Guide*.

Proper Wear of the Uniform Requirement: As proper wear of the CAP uniform is a requirement for all promotions and achievements, the cadet must have at least a satisfactory score on the last monthly uniform inspection and meet grooming standards to be eligible for promotion. If the cadet did not earn a satisfactory rating, did not meet grooming standards or was not present an individual inspection may be used before approving a cadet’s promotion.

Active Participation Requirement: As stated in CAPR 60-1 *Cadet Program Management* “Active participation” is not precisely defined because the reason for, frequency of, and duration of absences vary greatly. Bellingham Composite Squadron will follow the suggested guidance and generally consider cadets “active” if they participated in 4 meetings or activities during the previous 8 weeks.

Cadet Oath Requirement: Reciting the cadet oath from memory is a requirement for all achievements and awards. Cadets who need to complete this should contact their supervisor to perform the test, normally on a 2nd or 4th Tuesday. Results are to be reported to the Deputy Commander for Cadets as soon as possible.

Leadership Review Boards: To ensure cadets are meeting the leadership expectations of the cadet program, in-person review boards are conducted for all milestone awards and selected achievements. Normally, once a cadet has completed **all requirements** for a milestone award, achievement 5 (promotion to Cadet Master Sergeant), or achievement 7 (promotion to Cadet Chief Master Sergeant) they will need to request a leadership review board via a record review petition thru the chain of command no later than 6 days before the desired board. (this would normally be just after the 3rd meeting night of the month). If the review board is for a milestone award (The Wright Brothers, Mitchell, Earhart, or Eaker awards) cadet's chain of command will obtain the appropriate CAPF 60-90 series Cadet Leadership Feedback for the cadet and forward the completed form to the Deputy Commander for Cadets. A form is optional for achievements 5 or 7. Leadership review boards are normally held on the 4th Tuesday of the month. It is the cadet's responsibility to track and complete all requirements well in advance of the desired promotion date.

Personal Leadership Audit: For completion of Phase 2 (Mitchell Award) to assist in ensuring the personal leadership expectations of this phase have been mastered; cadets will complete a personal leadership audit as detailed in the CAPP 60-31 *Cadet Staff Handbook*, paragraph 2.10. Each of the questions must be answered in writing of at least a few sentences but no more than a paragraph. This audit will be submitted directly to the Deputy Commander for Cadets no later than 48 hours prior to the scheduled Leadership Review board.

Cadet Promotion Management

Cadet Promotion Policy: Cadets become eligible for promotion when they complete all requirements of their next achievement or milestone award. **Promotions are not automatic.** The Deputy Commander for Cadets must ensure the cadet is a current member in good standing, has been active in the unit and unit activities, **is meeting leadership expectations and can accept the increased responsibility of the new grade.** Promotions are only effective after they are approved by the Deputy Commander for Cadets. Cadets must monitor the requirements for promotion by reviewing their e-services record, ranks and awards section of the National Headquarters Cadet Program web page, using the personal cadet tracker and asking via the chain of command if they have any questions on what is needed for promotion. **Additionally, to be considered for promotion cadets will submit a request for records review petition through the chain of command for promotion to the grades of C/A1C or higher no later than 6 days prior to the desired promotion effective date.** A sample form can be found on the unit website.

Promotion Ceremonies: are conducted during commander's call (normally the 1st Tuesday of the Month). Parents/Guardians are invited and encouraged to take part. If a cadet is due promotion and did not attend commander's call, the cadet will be pinned with their new grade as soon as possible. Cadets may be pinned "early" before the next scheduled commander's call at the request of the cadet and with the approval of the Deputy Commander for Cadets. This option is normally used when a cadet earns a promotion and will attend a major activity outside the unit, such as Encampment, National Cadet Special Activity, etc. before the next commander's call allowing the cadet to wear the new grade at the upcoming activity. Promotions become effective on the date they are approved, and a cadet may begin working on the next promotion for example by taking tests while awaiting a promotion ceremony.

“Great Start” Basic Cadet Training (BCT) Program

New prospective cadet members are only accepted on specific nights during the year. This allows for a cohesive training program known as Basic Cadet Training (BCT) and is modeled on the National Headquarters "Great Start" Program. During this program prospective cadets and families are introduced to CAP, the prospective cadets receive instruction on CAP history, missions, elements of the cadet program, customs and courtesies, wear of the uniform, basic safety, CAP core values, the chain of command and an introduction to cadet leadership.

Fitness training. Prospective cadets are not complete fitness testing until an official member of CAP, are screened for any health issues and the cadet placed in the appropriate fitness category.

1st Meeting after BCT Graduation: Former BCT cadets fall in with new flight. The Flight Staff will inventory what uniform items the cadet still requires and provide guidance on obtaining them. They will be provided contact information for their element leader, flight sergeant, and flight commander (if assigned) and attend the meeting with the rest of the squadron.

Merit Program. Cadets in BCT do not earn merit points toward cadet of the quarter (See BCSP 1 Unit Awards Program for more information) until they complete BCT. Special awards for the class may be presented. For example, top test score, top drill score, best fitness performance etc. at the option of the Deputy Commander for Cadets.

Promotion to Cadet Airman. BCT Cadre will monitor the requirements and work with the cadet programs staff striving to have all cadets promote to cadet airman at graduation from BCT. If a cadet is lacking any requirements at graduation, the cadet’s flight staff will then work with the cadet to complete the missing items to earn promotion as soon as possible.

Earning the Patch. Wearing the Bellingham Squadron patch in an honor. To earn this honor cadets must demonstrate mastery of important unit and CAP information. Normally the patch is awarded at BCT graduation, but if a cadet does not meet the requirements, the cadets new flight staff will work on missing items with the goal of earning the patch as soon as possible.

Cadet Activities Management

Activity scheduling: A “Saturday” activity is normally available at least once a month at the local, group or wing level. These include training for our emergency services missions, training to develop leadership skills, aerospace education activities and tours or community service events. Cadets are reminded that active participation in unit activities is required as part of the leadership expectations in the cadet program. Activities are listed on the unit on-line calendar, announced by email and at unit meetings. Cadets should review sign up and registration requirements for all activities including costs and deadlines. Direct any questions to the Deputy Commander for Cadets via the chain of command.

Activity Planning: All unit activities must be well planned, conducted safely and support a mission of the Civil Air Patrol. The squadron commander must approve all unit activities in advance. Any activity held outside of a normal unit meeting or orientation flights from the Bellingham International Airport may require a parents' permission slip (CAPF 60-80). Additionally, all official unit events will be supervised by a minimum of 2 FBI screened and approved senior members. See CAPR 60-2, *Cadet Protection Policy*, for details.

Cadets meetings outside of CAP sponsored activities: Making friends is one of the benefits of CAP membership but meeting with friends and attending an official CAP activity are very different things. Cadets **may not** hold any meeting or event using their CAP rank or position to require any meeting with other cadets outside of official CAP activities that are approved by the squadron commander. If parents/guardians have any question on if an activity is sponsored by CAP, they may refer to the unit online calendar or contact the Deputy Commander for Cadets.

Wing and National Special Activities: Cadets are highly encouraged to participate in wing and national special activities. Cadets in their first summer of membership should attend the annual wing encampment, Cascade Falcon as basic encampment attendance is required for many other wing, region and national special cadet activities. Cadets are encouraged to review the CAP website during Nov/Dec each year for information on the next summer's activities. This will include dates, costs, and application procedures.

Special Unit Activities

Unit Color Guard: The Bellingham Composite Squadron supports a unit Color Guard that is used for community and military events and it may participate in the cadet competition.

Uniform: The basic blue service uniform is the primary uniform for the color guard. When available and worn in accordance with CAPM 39-1, the service coat may be added. Cadets selected for the Color Guard may wear a white shoulder chord with the blue service uniform, but only while an active member of the honor guard in member good standing. The lack of a service coat will not prevent a cadet from being on the color guard. If a cadet also wears another cord, only the white cord is worn while performing color guard duties.

Selection: Cadets are selected for the color guard based on their performance in the cadet program, desire, ability, and demonstrated commitment to the guard. The Deputy Commander for Cadets approves all cadets' membership in the guard.

Team Leadership: A Cadet Officer and/or NCO in charge (C/OIC or C/NCOIC) may be selected for each team. This position may be the cadet's primary duty or an additional duty to another staff position as needed.

Suspension or removal: Cadets may be suspended from or removed for lack of performance with the team, cadet program, or misconduct. The senior member advisor for the team may recommend any suspension or removal of a cadet to the Deputy Commander for Cadets. The Deputy Commander for Cadets will determine if the suspension or removal is appropriate and

will determine the length of any suspension. They should provide the cadet with a plan to return to the team and what actions to take to correct the problem that caused the suspension or removal. The decision of the Deputy Commander for Cadets may be appealed to the squadron commander, but the decision of the squadron commander is final.

Selection for Orientation Flights: Cadets are expected to complete the first powered orientation flight. Cadets who have not flown receive first priority for flights followed the cadet of the quarter, cadets age 17, cadets who have not flown in the past 12 months and then by number of flights completed. If more than one cadet meets the priority criteria, age will be used as a tie-breaker, if that is also equal, then time in CAP.

The Cadet Staff

General information: The following positions, duties, and terms are established for the Bellingham Composite Squadron. For more information including position descriptions, and general guidance on the staff selection process refer to CAPP 60-31, *Cadet Staff Handbook*. Being on staff confers no special exemptions from any requirements of the cadet program. Cadets on staff are expected to display servant leadership in guiding, mentoring, and leading the cadets in their charge. Additional position descriptions as used by the Bellingham Composite Squadron are also listed in attachment 1 to this pamphlet.

Positions and Term Limits The following are the line positions and term limits for the squadron. Cadets should refer to CAPP 60-31 and the support position descriptions listed in attachment 1 for guidance on performing the duties of their position, additional requirements may be added by the Deputy Commander for Cadets, or ranking cadet. If your position is not listed, contact the chain of command for guidance.

The Cadet Commander serves a 6-month term; this term may be extended in 3-month increments at the option of the Deputy Commander for Cadets. This position is only filled by a cadet officer,

The Cadet First Sergeant serves a 6-month term; this may be extended in 3-month increments at the option of the Deputy Commander for Cadets. If no cadet officers are assigned to the unit, this cadet also serves as the "ranking cadet". This position is only held by cadets in the grades of Cadet Master Sergeant to Cadet Chief Master Sergeant.

The Cadet Flight Commander(s): serves a 6-month term, that maybe be extended in 3-month increments at the option of the Deputy Commander for Cadets. This position is only held by a cadet in the grade of Cadet Master Sergeant or above.

The Cadet Flight Sergeant(s): serves a 3 Month Term that may be extended in 3-month increments at the option of the Deputy Commander for Cadets. If a Cadet First Sergeant is not assigned, the Alpha Flight Sergeant serves as the "ranking cadet". Cadets in the grade for Cadet Staff Sergeant to Cadet Chief Master Sergeant may serve in this position.

The Cadet Element Leaders: serve a 3-month term that may be extended in 3-month increments at the option of the Deputy Commander for Cadets. Cadets in the Grade of Cadet Airman to Cadet Chief Master Sergeant may serve in this position.

Other Positions: (including the support positions listed in attachment 1) are filled based on the needs of the unit and for cadet officers to complete staff duty requirements for

advancement. Officer Positions are for initial 3 or 6-month terms and NCO/Airman Positions are for 3 months, both may be extended in 3 month increments at the option of the Deputy Commander for Cadets. Officers report to the Cadet Deputy Commander for Support or Cadet Commander, NCOs and Airman report to the First Sergeant unless otherwise directed by the Deputy Commander for Cadets.

Selection Process: Service on the cadet staff helps to fulfill the leadership expectations in Phase II, II and IV of the cadet program. Cadet NCOs and officers are expected to fill staff positions and are encouraged to apply for any they are interested in. The ranking cadet will conduct an open, fair and transparent selection process for all positions, but final authority for selection to the cadet staff is made by the squadron commander. While the requested position is considered, cadets may be assigned to any position based on the needs of the unit.

Suspension or removal: Cadets may be suspended from or removed from cadet staff assignments for lack of performance or misconduct. The Deputy Commander for Cadets will review and make any suspension or removal of a cadet to the squadron commander. The squadron commander will determine if the suspension or removal is appropriate and will determine the length of any suspension. The decision of the squadron commander is final.

Attachment 1

Support Staff Duty Descriptions

All support staff (Except for the Deputy Commander for Support) report to the Support Flight Commander for administrative support and when present fall into the Support Flight at formations.

Support Staff follow the same rules of conduct as Line Staff. These include:

- Attending meetings as needed to accomplish assigned duties and are encouraged to participate in squadron activities.
- Advising chain of command when they will be absent from meetings.
- Sufficient communication up and down the chain – keeping accountability for tasks
- Upholding standards (uniform wear, grooming)

Deputy Commander for Support

The Cadet Deputy Commander for Support is the member of the command staff who manages the mission support functions of the cadet corps. Serves as third in command of the unit and taking command in the absence of the Cadet Commander and Deputy Commander for Operations. In addition to the duties listed on CAPP 60-31 *Cadet Staff Handbook*, they will:

- Supervise and coordinate cadet support staff activities.
- Manage the cadet corps' mission support functions.
- Manage support staff in the areas of Supply, Personnel, Public Affairs, Communications, Aerospace Education and Training
- Manage flight and cadet of the quarter programs and uniform inspection program
- Assign members of the support flight to cover absences of flight leadership during formations.
- Manage squadron leadership feedback and mentoring programs

Support Flight Commander

- Report to and assists Deputy Commander for Support in carrying out squadron goals with support staff
- Assist Deputy Commander for Support in supervising and coordinating cadet support staff activities
- Assist Deputy Commander for Support in administrative duties
- Provide admin support to assigned members, including call out information and accountability reporting
- Duties as listed for the Flight Commander in CAPP 60-31 *Cadet Staff Handbook* as needed for all cadets assigned to the support flight.

Cadet Leadership Officer

In addition to the duties listed in CAPP 60-31 *Cadet Staff Handbook*

- Responsible for the planning and execution of Squadron Level Leadership Training.
- Assist Flight Leaders in upholding standards (uniform wear, grooming) by observation of cadets to identify those who need extra assistance.

Cadet Aerospace Education Officer/NCO

In addition to the duties listed in CAPP 60-31 *Cadet Staff Handbook*

- Coordinate with Senior Member Aerospace Education Officer to aid in 4th Tuesday AE classes and activities.

Cadet Operations Officer/NCO

- Coordinate with Senior Member Operations Officer on Aviation and Emergency Services related matters as needed involving cadets
- Assist Senior Member staff in the management of cadets taking part in Operations Activities, such as Orientation Flights and Emergency Services Training exercises

Cadet Safety Officer/NCO

In addition to the duties listed in CAPP 60-31 *Cadet Staff Handbook*

- Manage Monthly Commander Call Safety Briefing by conducting the briefing on 1st Tuesday or ensuring it is completed by another member of the staff.

Cadet Emergency Services Officer/NCO

In addition to the duties listed in CAPP 60-31 *Cadet Staff Handbook*

- Manage General Emergency Services Training, work with cadets who have not completed it to get it accomplished.

Personnel Officer/NCO/Airman

In addition to the duties listed in CAPP 60-31 *Cadet Staff Handbook*

- Maintenance of files and records by assisting Senior Member Personnel Officer with filing
- Assist cadets with completing CAPF 2a's for awards (Community Service and Cadet Recruiter Ribbon are the most common)
- Working with the Cadet First Sergeant, and Flight Staff ensures all cadets present have signed into the weekly meeting.
- Prepare attendance report on absent cadets with reason for being absent and submit report to the Cadet Commander and Deputy Commander for Cadets no later than the opening formation of the following meeting.
- Assist cadets in requesting a Leave of Absence if intending to miss more than 3 meetings in a row

Public Affairs Officer/NCO/Airman

- Responsible for assisting the senior member staff in making the unit known to the public and passing on internal news and information to cadet members.
- Take photos of events/promotions/etc. or arrange for them to be taken, provide photos upon request for use in press releases or social media.
- Write and edit articles for local newspapers, The Washington Evergreen and social media (Twitter and Facebook) submit to the Senior Member Public Affairs Officer and Squadron Commander for review and posting.
- Assist in recruiting activities and open houses

Supply Officer/NCO/Airman

In addition to the duties listed in CAPP 60-31 *Cadet Staff Handbook*

- Check on rank bank supply to ensure needed items are in sufficient quantity
- Inventory rank bank items by the last meeting of the month. Send inventory report up the chain for purchase of rank bank items from Vanguard to Deputy Commander for Cadets.
- Issue and return ribbon bars to/from supply box
- Issue uniform items and maintain records of all uniform items issued, Assist Senior Member Supply Officer to keep uniform supply room organized.

Communications Officer/NCO/Airman

- Assist cadets in completing communications training, works with Senior Member communication officer to schedule cadets for Introductory Communications User's Training (ICUT) practical evaluations
- Ensure unit radios check in to weekly wing nets at 1900 and 1930 hours by assigning an ICUT qualified cadet to the task to assist senior member communications officers
- When requested, trains cadets on related tasks working toward Mission Radio Operator Qualification.
- Ensures any formal message traffic from the unit is prepared and transmitted.

Fitness Officer/NCO/Airman

- Assist Cadet First Sergeant in planning and conducting fitness at unit meeting
- Mentors and motivates cadets not meeting Healthy Fitness Zone requirements
- Assists Senior Members in conducting fitness tests.

Color Guard Officer in Charge (OIC) and/or NCO in Charge (NCOIC)

- Manage the unit color guard program, including the training and selection of members.

Basic Cadet Training Cadre

- Assist with New Member nights and Open Houses
- Provide instruction on basic CAP subjects including preparing lesson plans
- Assist new cadets in meeting requirements of the Curry Achievement, including testing, wear of the uniform, grooming standards and memory work.
- Plan course schedule to introduce prospective members on cadet life and opportunities available as a cadet, including special activities, flying, and leadership training.
- Up to 3 Positions available for each class. Normally this consists of a Cadet MSgt or above who serves as Flight Commander and 2 Cadet SSgt to CMSgt who serve as Flight Sergeants for the training flight.