



LANGLEY COMPOSITE SQUADRON CIVIL AIR PATROL

68 Walnut Avenue
Langley Air Force Base, Virginia 23665



LCSP-01: CADET PROGRAMS OPERATING INSTRUCTIONS

These operating instructions (OI) establish procedures, guidelines and directions that all cadets and senior members working with cadets must be aware of and follow for the proper functioning of the Langley Composite Squadron.

The purposes of the instructions are to establish clearly defined procedures for the proper conduct of cadets and the implementation of the Cadet Programs.

SECTION ONE – MEETING ATTENDANCE

This section provides instruction for all cadets' conduct in relation to squadron meeting attendance. Participation in squadron meetings and activities is crucial to success in the cadet program. Any cadet that fails to meet these criteria will be reprimanded as outlined below.

WEEKLY MEETING ATTENDANCE: Active participation in unit activities is required but not limited to squadron weekly meetings. In accordance with CAPM 52-16 Cadet Program Management, cadets must attend regularly to progress through the cadet program. Therefore, cadets must attend all weekly meetings. Those who are unable to participate in weekly meetings must be excused to do so. Unexcused absences will result in retention in the cadet program.

SPECIAL ACTIVITIES: CAPM 52-16 regulates that a cadet must participate in at least one squadron activity outside of the weekly meeting per achievement to progress in the cadet program. It is encouraged that all cadets participate in all special activities. Doing so will increase the cadet's knowledge and experience in the cadet program.

UNEXCUSED ABSENCES: An unexcused absence is any absence in which the cadet fails to notify a member of the cadet staff prior to the meeting of their absence. Any cadet with an unexcused absence will be counseled by their immediate commander. Repeat offenses will result in retention in grade until the situation is remedied. To log offenses, the cadet's immediate commander will report in writing the offense. The report will then be turned into the Deputy Commander for Cadets to be filed in the cadet's personnel record.

Examples of excused absences include but are not limited to; academic studies, athletic events for a team in which you are a part of, participation in community projects, family crisis, family vacation, and unavailability of transportation. If you are unsure if your absence will be excused, inquire prior to the absence. Extensive excused absences may result in retention in grade due to a lack of experience acquired.

Examples of unexcused absences include but are not limited to; general laziness, attending the movies, poor planning, lack of desire to participate in the evening's activities, and hanging out with friends.

SECTION TWO – GENERAL CONDUCT

This section of the OI addresses cadet's conduct and behavior during weekly meetings and special activities. As a cadet in Civil Air Patrol you must maintain high conduct and behavioral standards both inside CAP events and in your general life. It is important to present yourself in a professional manner at all times, and follow the orders of your superiors. Adherence to these guidelines is mandatory. Failure to adhere to these guidelines will result in disciplinary measures outlined below.

WEEKLY MEETING CONDUCT: Any cadet attending a weekly meeting will conduct themselves in a professional manner at all times. A professional manner would be one that brings credit to yourself as well as Civil Air Patrol. The following behaviors will not be tolerated at any time; hazing, cursing, drug use, rough housing, insubordination, violation of safety regulations, acting out, misuse of authority, bringing of weapons or drugs to any CAP activity. These are examples of misconduct and will not be tolerated in any manner.

Civil Air Patrol frequently has outside guests and potential members attending their meetings. Every cadet will show the utmost respect for these guests. Any sign of disrespect will not be tolerated.

SPECIAL ACTIVITY CONDUCT: The same conduct guidelines apply for special activities as for weekly meetings.

RESPECT FOR AUTHORITY: With membership in Civil Air Patrol comes the responsibility to respect authority. As a cadet you will respect all officers, non-commissioned officers, airmen, and civilians. You are expected to adhere to the standards set forth in CAPP 151 Customs and Courtesies. Some of the frequently used customs and courtesies are outlined below.

When addressing any officer (military, senior member, or cadet) you will address them as "Sir" or "Ma'am" whichever is appropriate, or in the following format [Rank] [Last Name], at all times. Example: "Sir, I don't understand" or "Captain Smith, I don't understand".

When addressing any non-commissioned officer (NCO) (military, senior member, or cadet) you will address them as "Sergeant" or "Chief" whichever is appropriate, or in the following format [Rank] [Last Name], at all times. Example: "I think I understand, Sergeant" or "Sergeant Ryan, I think I understand".

When addressing any Airmen (in the military any enlisted member holding the pay grade of E-3 or below) (military, or cadet) you will address them as "Airman" or "Seaman" or their appropriate title according to branch of service, or in the following format [Rank][Last Name], at all times. Example: "Now I understand, Airman" or "Airman Smith, I understand".

When addressing any Civilian you will address them as "Sir" or "Ma'am" or by their appropriate title. Civilian titles may include "Mr. President", "Secretary", "Congressman", "Senator", "Mayor", etc. Example: "Mayor Johnson, am I respecting you now?" or "Thank you very much for your participation, SIR".

FAILURE TO COMPLY WITH CONDUCT STANDARDS: Any cadet that fails to conform to conduct standards will be disciplined. Punishment ranges from termination of membership in CAP to a verbal warning, depending on the severity of the offense. Repeat minor offenses will result in retention in grade until the conduct is remedied. This includes offenses outside of CAP activities.

SECTION THREE – MEETING REQUIREMENTS

While the previous section outlined behavioral conduct, this section includes physical conduct at any CAP activity unless otherwise specified by the activity directives.

REPORTING: As outlined in the cadet leadership manual and AFM 36-2203, the reporting procedures vary depending on the situation. Follow the guidelines below for specific situational reporting.

You are required to report in for a board of review. If you do not report in properly you will fail the board of review. Follow the outlined procedures below.

- ➔ Knock twice on the door to the office in which the board is being conducted.
- ➔ Wait to be told to enter.
- ➔ When told to enter follow the most direct route to the officer's desk.
- ➔ Halt smartly 2 paces from the officer's desk.
- ➔ Salute and hold the salute while properly addressing the officer with, "Cadet [RANK] [Last Name] reporting as ordered, SIR"
- ➔ Hold the salute until it is returned.
- ➔ Remain standing at ATTENTION unless otherwise directed to do so.
- ➔ Upon completion of the board you will be "DISMISSED"
- ➔ Stand at attention, take one step backwards smartly, and salute.
- ➔ Hold the salute until it is returned, perform an about face and depart.

You are required to report to any officer that uses the command "FRONT AND CENTER". This command is generally used for awards ceremonies, or immediate disciplinary measures. Follow the procedures below when you are in a flight.

- ➔ When your name is called, come to ATTENTION immediately.
- ➔ Upon the command FRONT AND CENTER, take one step backwards smartly.
- ➔ Proceed using the fastest route to the reporting officer.
- ➔ Halt smartly two paces from the officer.
- ➔ Salute and hold the salute while properly addressing the officer with, "Cadet [Rank] [Last Name] reporting as ordered, 'Sir'/'Ma'am'".
- ➔ Hold the salute until it's returned.
- ➔ Remain standing at ATTENTION unless otherwise directed to do so.
- ➔ Upon completion of business you will be "DISMISSED"
- ➔ Stand at ATTENTION, take one step backwards smartly and salute.
- ➔ Hold the salute until it is returned, perform an about face and depart to your original post.

HALLWAY CONDUCT: Due to the size of hallways, it is imperative that you walk to the right hand side of the hallway at all times. If there is a conversation taking place in the hallway and the only way through is to cut between the two having the conversation, halt and excuse yourself by saying "by your leave, sir/ma'am" at the next pause in conversation.

STAIR CONDUCT: Under no circumstance should anyone run on the stairway. Walk to the right hand side at all times. Do not stop or come to attention on the stairs. Politely excuse yourself if you must interrupt someone.

CLASSROOM CONDUCT: All cadets must be present before the class start time. All cadets will be seated as they enter. If the instructor is not present, the room will be called to attention for any officer that enters the room unless there is a higher ranking officer already present. During class the room will not be called to attention except for a Colonel or higher.

Cadets will maintain discipline at all times. There will be no out of place conversation or out of turn remarks. If a cadet wishes to ask a question or make a statement, the cadet will raise his/her hand and wait to be recognized. Horseplay will not be tolerated at any time during CAP functions. Cadets will be attentive, take notes, and pay the instructor the proper respect.

FORMATION CONDUCT: If a cadet is in formation, unless “AT REST”, the cadet will not speak. If the cadet has a question, he/she will raise their hand and wait to be recognized.

BREAK CONDUCT: The cadet snack fund monitor will manage the snack time. Cadets will line up in a single file line and wait their turn at the refrigerator. Cadets may converse and socialize during break; horseplay, excessive noise, and mischief will not be tolerated.

VEHICLE CONDUCT: Any time a cadet rides in a vehicle they will fasten their seat belt. Talking will be kept to a low level, and no horseplay will be tolerated. Cadets driving their personal vehicles to CAP will obey all laws and safety rules at all times.

GOOD STEWARDSHIP: This squadron is a guest on Langley Air Force Base. Extra effort must be taken to ensure the proper care of facilities, equipment, vehicles, etc. used by the unit.

PT CONDUCT: As a safety measure all cadets must notify the PT instructor of any physical limitations before participating in an activity that would apply to that limitation. Do not participate in any activity that causes pain or injury due to your limitation.

All cadets are required to participate in the PT program to the extent listed in CAPP 52-18. All cadets, regardless of necessity, will participate in the PT testing or event.

During warm up stretching, the cadets will repeat to the instructor the activity that is being conducted. Example: “The next motion will be the side straddle hop”, in unison the cadets will reply with “The side straddle hop, SIR/Sgt”

If instructed by the instructor, the cadets will count repetitions of the exercise and the instructor will count cadence. Example: Instructor-“One, two, three” Cadets-“One” Instructor-“One, two, three” Cadets-“Two”, and so on.

SECTION 4 – CHAIN OF COMMAND

This section outlines the use of the chain of command in communication, praise, and discipline. It also explains educational requirements for cadets and the chain of command. The chain of command allows for easier more practical communication, and allows situations to be handled at the appropriate level.

ELEMENT MEMBERS: Element members are at the bottom of the chain of command. Any cadet staff member is a superior to these cadets. The cadets directly responsible to these cadets are the element leaders. Cadets will notify their element leaders of problems within the flight, absences, etc. This is the first person you will see to solve a problem.

FLIGHT SERGEANTS: These staff members are one step up from element leaders. They are responsible for the element leaders as well as the element members. They conduct the primary training of the flight. If your element leader does not have a solution to your problem or inquiry, this is the person to see. All flight sergeants will be at least a C/SSgt, and will be addressed as Sergeant.

FLIGHT COMMANDERS: These staff members are one step up from flight sergeants. They are responsible for the progress of the entire flight. They establish goals and training environments for the flight. They supervise the progress of the flight sergeant as well as the flight members. The flight sergeant reports directly to the flight commander. If your flight sergeant does not have the answer to your inquiry, your flight sergeant will pass the inquiry to this person.

CADET DEPUTY COMMANDER: This staff member is directly responsible for the flight commanders. They ensure flight progress and training. They report directly to the cadet commander. In the cadet commander's absence, the cadet deputy commander is in charge of the cadet corps.

CADET COMMANDER: This staff member is directly responsible for the cadet corps. They plan, organize, supervise, and manage the cadet staff. They establish directives and goals for the cadet corps and create environments and schedules for training and goals to be accomplished. The cadet commander reports directly to the Deputy Commander for Cadets and may use the Activities Officer or Leadership Officer for guidance.

DEPUTY COMMANDER FOR CADETS: This senior staff member is directly responsible for the program management of the cadet program. They ensure that all necessary program requirements are being fulfilled and that training objectives are being accomplished. They are directly concerned with cadet progression, achievement, and development. The Deputy Commander for Cadets reports directly to the Squadron Commander.

SQUADRON COMMANDER: This senior staff member is directly responsible for the administration of the CAP program for the entire squadron. They ensure that all members of the squadron are receiving training necessary and that all program requirements are being fulfilled. The squadron commander reports directly to the group commander.

Any cadet that has a question or problem must first begin at the level that is next above him/her. Example: An element member has a problem, they see the element leader. An element leader has a problem, they see the flight sergeant. At no time are you to "jump the chain" for mundane problems. Acts of hazing, insubordination, injury, or safety are concerns that must be addressed immediately. Jump the chain for these infractions.

SECTION 5 – UNIFORM STANDARDS

This section explains the squadron policy on wear of the uniform. It is expected that all CAP members adhere to the uniform guidelines laid out in CAPM 39-1 CAP Uniform Manual. This uniform must be maintained and worn properly at all times. The CAP uniform may only be worn during CAP activities. Exceptions to this rule must be made in writing by the squadron commander.

UNIFORM STANDARDS: The uniform standards are in CAPM 39-1. Proper haircuts, shaves, cleanliness, and posture are essential to projecting the appropriate image. Your uniform will always be pressed and clean. Boots and shoes will be in good repair, clean, and properly polished. The wear of the uniform will be enforced at all times.

COMMON UNIFORM INFRACTIONS: Some of the most frequent uniform infractions include the following: unbuttoned pockets, press, loose strings, missing CAPID card, collar insignia misplaced or missing, patches sewn on improperly. Be aware of these.

UNIFORM CONDUCT: While in uniform cadets will not chew gum, curse, walk with hands in their pockets, spit, use obscene hand gestures, horseplay, or participate in any conduct that would bring discredit to CAP or the uniform.

UNIFORM OF THE DAY: Cadets are expected to wear the UOD unless they do not yet own the required items. In such a case the cadet must make an active effort to acquire the missing items. The uniform of the day is established by the squadron commander prior to an event.

UNIFORM INSPECTION: There will be a uniform inspection during every meeting. Cadets are required to participate in this inspection. The purpose of the inspection is to ensure compliance and improvement with the wear of the uniform. The inspection will be conducted by the flight commanders and flight sergeants. Once a month the cadet commander will conduct his/her inspection. Occasionally a senior staff member may conduct the inspection. The inspection results are logged on a uniform inspection sheet to monitor individual progress.

SECTION 6 – MEETING LAYOUT

This section outlines the meeting layout. This layout has been designed to allow for the most training during the limited time each week. All cadets should be aware of the basic layout and uniform for the week.

WEEK 1 (TESTING & PT NIGHT) UNIFORM: PT Gear

TIME	ACTIVITY	INSTRUCTOR
1830-1835	Opening Formation	Squadron Commander
1835-1845	Uniform Inspection	Flight Commanders
1845-1925	Achievement Testing	Testing Officer
1925-1945	PT Part 1	First Sergeant/ Cadet CC
1945-1955	Admin Break	
1955-2030	PT Part 2 (Running)	First Sergeant/ Cadet CC
2030-2040	Cool Down	First Sergeant/ Cadet CC
2040-2050	Clean Up	Flight Sergeants
2050-2100	Closing Formation	Squadron Commander

WEEK 2 (AEROSPACE NIGHT) UNIFORM: BDUs

TIME	ACTIVITY	INSTRUCTOR
1830-1835	Opening Formation	Squadron Commander
1835-1845	Uniform Inspection	Flight Commanders
1845-1905	Drill Time	Flight Staff
1905-1950	ACTIVITY I	Senior Instructor
1950-2000	Admin Break	
2000-2040	ACTIVITY II	Cadet Instructor
2040-2050	Clean Up	Flight Sergeants
2050-2100	Closing Formation	Squadron Commander

WEEK 3 (MORAL LEADERSHIP) UNIFORM: BLUES

TIME	ACTIVITY	INSTRUCTOR
1830-1835	Opening Formation	Squadron Commander
1835-1845	Uniform Inspection	Cadet Commander
1845-1905	Drill Time	Flight Staff
1905-1950	ACTIVITY I	Senior Instructor
1950-2000	Admin Break	
2000-2040	ACTIVITY II	Cadet Instructor
2040-2045	Clean Up	Flight Sergeants
2045-2100	Closing Formation	Squadron Commander

WEEK 4
(EMERGENCY SERVICES)
UNIFORM: BDUs

TIME	ACTIVITY	INSTRUCTOR
1830-1835	Opening Formation	Squadron Commander
1835-1845	Uniform Inspection	Flight Commanders
1845-1905	Drill Time	Flight Staff
1905-1950	ACTIVITY I	Senior Instructor
1950-2000	Admin Break	
2000-2040	ACTIVITY II	Cadet Instructor
2040-2050	Clean Up	Flight Sergeants
2050-2100	Closing Formation	Squadron Commander

WEEK 1: This week is designated for PT and Achievement testing. Cadets that are promotion eligible by the end of this night will notify their flight sergeant or flight commander.

The promotion eligible cadet will prepare themselves for a board of review scheduled for the following week.

Flight staff will prepare a CAPF 50 between the first and second week for the cadet.

WEEK 2: This week is designated for Aerospace Education. The topic is determined and taught by the senior aerospace officer.

Activity II is a cadet instructed class that applies to a training need of the squadron. This class is pre planned 1 week in advance.

Boards of review are conducted on this night. They will run parallel with the meetings events. Promotion eligible cadets may miss certain portions of the meeting.

WEEK 3: This week is designated for Moral Leadership. The topic is determined and taught by the senior Moral Leadership Officer.

Activity II is a cadet instructed class that applies to a training need of the squadron. This class is pre planned 1 week in advance.

Promotions and awards will occur on this evening.

WEEK 4: This week is designated for Emergency Services. The topic is determined and taught by the senior Emergency Services Officer.

Activity II is a cadet instructed class that applies to a training need of the squadron. This class is pre planned 1 week in advance.

WEEK 5: There is no set schedule for a week 5. It is determined as necessary.