

**Chapter 5**  
**IMPLEMENTING THE MISSIONS OF CAP**  
**DETAILED "HOW-TO" PROGRAMS**

**Section A - Cadet Programs (Reference CAPR 52-16, *Cadet Program Management*)**

**5-1. Level I, Senior Member Orientation Course.** Level I, *Senior Member Orientation Course*, is required for all CAP senior members and they will be screened in accordance with CAPR 39-2, *Civil Air Patrol Membership*. Cadet protection training is part of Level I training and is required before working with MSI CAP cadets.

**5-2. Policies and Restrictions**

a. **Proper Supervision.** Unit commanders will take all reasonable measures necessary to protect cadets from harm while under CAP supervision. MSI CAP Senior members will be present at all activities.

b. **Firearms.** There will be no firearms, air guns, paint-guns, or any shooting device that could be used as a weapon at any CAP cadet activity. The only exceptions to this policy are:

(1) **Deactivated Firearms.** Cadets may use facsimile or deactivated firearms only as part of an honor guard or color guard. A deactivated firearm is one that will prevent the insertion of ammunition or the firing of a weapon. A facsimile is a copy that is not capable of firing ammunition.

(2) **Firearm Training.** Personnel may participate in firearm training only after the wing commander approves of the request in writing in advance, on a case-by-case basis, and only when it is:

(a) Sponsored and supervised by qualified military rifle range personnel on military installations.

(b) Sponsored and supervised by qualified personnel of the National Rifle Association, National Skeet Shooting Association, or Amateur Trap Shooting Association.

(3) CAP Regulation 900-3. The firearms policies noted in CAPR 900-3, *Firearms – Assistance to Law Enforcement Officials*, will be followed.

c. **Tobacco Products, Alcoholic Beverages, Illegal Drugs.** CAP cadets, regardless of age, will not possess, chew, or consume tobacco products (unless prescribed by a doctor), alcoholic beverages, or illegal drugs, in any form, while participating in any CAP activity.

(1) CAP senior members should exercise discretion when using tobacco products in the presence of cadets.

(2) CAP senior members should exercise discretion when drinking alcoholic beverages at CAP cadet functions like encampments, unit meetings, or other events that are designed for the primary benefit of the cadets.

d. **Ultralight Vehicles.** Ultralights, aerolights, or any similar type vehicle will not be flown in any CAP cadet activity (see CAPR 60-1, *CAP Flight Management*).

e. **Parachuting.** Parachuting, para sailing, or any associated training is prohibited as a CAP cadet activity.

f. **Rappelling**

(1) Rappelling at MSI CAP activities must be conducted only under the following conditions:

(a) On DoD installations by qualified DoD rappel-masters.

(b) Under the supervision of current and qualified DoD rappel-masters.

(c) Using only equipment properly inspected and approved for use by qualified DoD rappel-masters.

(2) Region commanders may waive any part of the restrictions provided the waiver is in writing and granted prior to activity start and only after the region commander is satisfied that the rappelling activity will be carried out with the utmost regard for safety.

**5-3. Suggested Activities.** The list below reflects activity ideas that have been developed by several CAP units. Some will not be appropriate for a particular CAP unit, but others will. The local environment will suggest other ideas. All activities **MUST** emphasize safety.

- **Flight Training**

- Observer Training
- Orientation Flights
- Air Navigation
- Simulator Flights

- **Model Building and Competition**

- Gliders
- Powered Models
- Model Rocketry

- **Project Schoolflight-Aircraft Construction**
- **Project (Experimental Aircraft Association)**
- **Emergency Services Training**
  - First Aid Red Cross)
  - Junior Lifesaving (Red Cross)
  - Survival Techniques
  - Radio Communications
  - Land Navigation Problems
  - Search and Rescue
  - Disaster Relief (Police, Fire Department, Rescue Squad, Red Cross, Civil Defense)
- **Community Service Projects**
- **Woodsmanship**
- **Photography**
- **Visitations**
  - Airport
  - FAA
  - Air Force Museums
  - Military Installation
  - Aerospace Industry
  - Local Factories
- **Safety Projects**
  - Flying Safety
  - Automobile Safety
  - Ground Safety
- **Recruiting Projects**
- **Fund Raising Projects**
- **Tear Down and Assemble Model Aircraft Engine**
- **Astronomy (City Planetarium)**

**5-4. Program Requirements.** The CAP cadet program consists of a series of achievements in four phases. Certain requirements must be accomplished before receiving credit for each achievement. The program includes: a three-week orientation course, activities, physical fitness, leadership, aerospace education, drill and ceremonies, communications, emergency services, safety, and moral leadership.

a. **Phase Requirements.** Each achievement in the CAP cadet program must be completed sequentially. MSI CAP cadets may not complete any achievement until all aspects of the training schedule are completed unless they are attending host squadron meetings as well.

(1) **Cadet Orientation Course.** Before joining the MSI CAP cadet program, each cadet must attend the three-week Cadet Orientation Course. This course allows the prospective member to become familiar with Civil Air Patrol history, the program, and missions. Prospective members begin learning military drill and ceremonies as well as an introduction to wearing of the CAP uniform.

(2) **Phase I. The Learning Phase** involves three achievements. Progression begins when the MSI CAP cadet's name appears on the national Web site.

(a) MSI CAP cadets will not wear the CAP uniform unless they fully comply with CAP dress and grooming standards. Full compliance is required before Achievement One is completed.

(b) Each achievement is named to bring attention to CAP and aeronautical achievements: *Curry* – Civil Air Patrol's first National Commander; *Arnold* – US airpower development; *Wright* – Development of heavier than air flight.

(c) The physical fitness requirements include successfully completing the Cadet Physical Fitness Test as outlined in CAPR 52-18. MSI CAP cadets must pass the CPFT for every achievement.

(d) **Leadership training** deals primarily with the military style leadership aspects of MSI CAP cadet life. Tests, based upon the *Leadership: 2000 and Beyond* text, will need to be passed with a grade of 70 percent or higher. Test scores will be entered on the CAPF 66 in the appropriate area for each achievement.

(e) **Aerospace education** is introduced. Aerospace education is a combined book and activity program. Flight, space and general science is covered along with aircraft.

(f) **Moral leadership** is introduced in this phase, and the MSI CAP cadet's active participation is required. The moral leadership program should be conducted



The cadet program encourages aerospace education.

as scheduled. To advance as a MSI CAP cadet, participation in the program is required. MSI CAP cadets will only receive credit for participation in moral leadership in their current achievement.

(g) **Drill and Ceremonies.** Drill and Ceremonies is an integral part of leadership training. Each cadet is expected to learn and perform drill movements competently. Included in this area is training for color guard, flight formation, and being able to command a drill formation.

(h) **Safety.** Safety briefings are held monthly.

(i) **Communications.** In addition to the achievement requirements, CAP radio communications training will be accomplished as scheduled. This will allow cadets to begin their training in support of the Civil Air Patrol missions.

(j) **Emergency Services.** Emergency Services is introduced during this phase. As a major part of the missions of Civil Air Patrol, it is important for each member to learn the basics of Emergency Services. This will be accomplished as scheduled.

(k) *A Phase I Certificate of Completion* is awarded at the completion of this phase (see Atch 1, CAPR 52-16). Do not send this certificate to National Headquarters CAP. The certificate is also available on the national Web site ([www.cap.af.mil](http://www.cap.af.mil)) and can be locally reproduced.

(l) A new CAP cadet grade is earned when the cadet completes each achievement and the MSI CAP unit commander (or host squadron deputy commander for cadets) signs the CAPF 59-1.

(3) **Phase II.** The Leadership Phase involves five achievements. As with Phase I, each achievement is named to bring attention to aeronautical and aerospace achievements: *Rickenbaker* – Flying skills; *Lindbergh* – Long range flight & charting skills; *Doolittle* – Blind flight; *Goddard* – Rocket design; *Armstrong* – The first person to walk on the moon.

(a) Physical fitness and unit activity participation continues with the same criteria as found in Phase I.

(b) Moral leadership training continues. Cadets will serve as a recorder once and discussion leader once during this phase and Phase III.

(c) Aerospace education continues using the same rules found in Phase I. Subjects covered are air & space environment, rockets and space vehicles. Starting with Achievement Eight, the MSI CAP cadet will also serve as an aerospace mentor to the cadets studying their Phase I or Phase II aerospace materials.

(d) Leadership training continues. Drill is an inherent part of every MSI CAP cadet's training and is required in the leadership portion of this phase. Every unit has an opportunity to demonstrate their skills by participating in wing, region, and national competitions.

(e) Safety. Safety briefings are held monthly.

(f) For the Cadet Chief Master Sergeant grade (Achievement Eight), in addition to the AE mentoring requirement, the cadet will write a 300 to 500 word essay and present to the unit a 5 to 7 minute speech on one of the following topics (see Figure 2-6, Grading Critique in CAPR 52-16, for help in evaluating the writing and speech assignments):

- Identify a historical leader and compare or contrast your leadership "style" to this leader's "style."
- Assess the importance of history to being a leader of today.
- Describe the difference between "followership" and "leadership."
- Describe how the Air Force's (or CAP's) Core Values have influenced your leadership "style."

(g) Participation in an encampment and a passing score on the comprehensive Mitchell exam are required to complete this phase. Scores for this phase must be recorded in the same manner as in Phase I. Cadets are expected to attend an encampment after the first year.

(h) For the **General Billy Mitchell Award**, the MSI CAP cadet will pass the comprehensive aerospace education and leadership closed book, timed one and one-half hour test with a grade of 80 percent or higher. When the MSI CAP cadet's Mitchell Award is posted at the national web site, the MSI CAP cadet may wear the Cadet Second Lieutenant grade. After this award is recorded, the MSI CAP cadet may apply for CAP scholarships. If the MSI CAP cadet should eventually choose to enlist in the United States Air Force, the pay grade of E-3 will be awarded upon enlistment.

(4) Phase III. The Command Phase consists of three achievements: Flight Commander, Administrative Officer, and Public Affairs Officer. In this phase, the CAP cadet is expected to demonstrate qualities of leadership. Progress through this phase is recorded on CAPF 59-2, *Phase III Certification*, which is included in the Phase III package. Phase III is expected to be included in the MSI program at a later date.

(a) Physical fitness, unit activity participation, safety and moral leadership training continue with the same criteria as found in phase II.

(b) Leadership training continues with the same criteria as found in phase II.

(c) Aerospace education mentoring continues. In addition, each achievement is Phase III requires completing chapter view tests based upon two chapters of the designated aerospace text.

(d) For each achievement, the cadet will become familiar with the duties of the respective staff position (see CAPP 52-14, *Staff Duty Analysis*). The cadet will write about each position in the Staff Duty Analysis (SDA) and will satisfactorily fulfill at least one of the three staff positions of Phase III while in Phase III. Unit commanders may assign more than one cadet to these positions. The unit commander, or designated individual, will grade each SDA essay for grammar, organization, and content as applicable for the staff position, before approving the written analysis (see Figure 2-6, Grading Critique, in CAPR 52-16, for help in evaluating the writing assignment).

(e) For the **Amelia Earhart Award**, the CAP cadet will pass the comprehensive aerospace education and leadership closed book, timed one and one-half hour test with a grade of 80 percent or higher. When the cadet's Earhart Award is posted at the national web site, the cadet may wear the Cadet Captain grade. After this award is recorded, the CAP cadet is eligible (at age 17) for the International Air Cadet Exchange (IACE) program.

(f) In the Phase III packets the CAP cadet receives from the CAP Bookstore there will be additional regulations. Some will be needed for the next phase and duplicates will not be furnished. Recording of scores will be accomplished as in previous phases.

(5) Phase IV. Currently the Phase IV is not included in the MSI program. The following is offered as information only. The Executive Phase involves five achievements: Leadership Officer, Aerospace Education Officer, Operations Officer, Logistics Officer, and Cadet Commander. Progress through this phase is recorded on CAPF 59-3, *Phase IV Certification*, which is included in the Phase IV package.

(a) The leadership, CPFT and moral leadership requirements of Phase III will continue, except that the CAP cadet will serve as a discussion leader twice during the moral leadership forums.

(b) The SDA requirements of Phase III continue. The CAP cadet will write about each position in the SDA for this phase and will satisfactorily fulfill at least one of the five staff positions of Phase IV while in Phase IV. CAP unit commanders may assign more than one CAP cadet to these positions (unit commanders may consider cadets serving as cadet vice commander or cadet executive officer as fulfilling the SDA equivalent to the cadet commander).

(c) Aerospace education continues with the CAP cadet assuming the role of aerospace instructor, instructing the Phase I and Phase II CAP cadets the aerospace portion. In addition, Achievements 14, 15, and 16 require completing chapter review tests based upon two chapters of the designed aerospace text.

(d) For the **General Ira C. Eaker Award**, the CAP cadet will complete the Cadet Officer School (or Region Cadet Leadership School or ECI 13). The CAP cadet will submit along with the CAPF 59-3 a copy of the individual's COS certificate (or RCLS certificate, or a copy of ECI Form 9 noting successful completion of the ECI 13 course). When the MSI CAP cadet's Eaker Award is posted at the national web site, the CAP cadet may wear the Cadet Lieutenant Colonel grade. After receiving the Eaker Award the CAP cadet is eligible to take the comprehensive exams for the Spaatz Award. Record all scores as previous phases.

(6) **Spaatz Award Exam.** Examinations for the **General Carl A. Spaatz Award** are ordered from National Headquarters CAP and administered by the wing liaison officer. To request the exam, the CAP unit commander will submit the CAPF 55a, *Request for Examinations*, to the wing liaison office, which will verify the information and sign the CAPF 55a. The liaison office will contact the wing before contacting the examinee to agree upon a test date. On the testing date, the examinee will report in a proper uniform with a current CAP membership card to the liaison official at the designated place and time. This official has the right to refuse to administer the examination if the examinee's grooming and/or appearance do not meet CAP standards or if the examinee's attitude is unacceptable.

(a) Elements. The Spaatz exam consists of:

- A multiple-choice aerospace test.
- A multiple-choice leadership test.
- An essay written from a selection of moral leadership topics. This essay is graded on three criteria:
  - Grammar (i.e., mechanics, sentence structure, etc.).
  - Organization (i.e., structure of the essay such as introduction, body, and conclusion).
  - Content (i.e., was the argument effective, was a logical thought process shown, and were other possibilities considered, etc.).
- A Cadet Physical Fitness Test. Prior to administering the CPFT, the liaison officer will ensure that the cadet can participate in the mile run or has proper documentation placing the cadet in physical fitness category III.

(b) Procedures. When the examination is complete, the liaison office will send the original CAPF 55a, the original multiple choice answer sheets and the essay to National Headquarters CAP/CPR. The liaison office will maintain a copy of these forms and answer sheets for one year. National Headquarters CAP/CPR grades all portions of the tests, while a board of qualified evaluators, many with advanced degrees, grades the essay. The wing

liaison official will certify the CPFT portion. The passing score is 80 percent for each multiple-choice test, 300 points on the CPFT and successful completion of the essay.

- **Failure.** In the case of a failure, National Headquarters CAP will notify the wing liaison officer, wing headquarters, CAP unit commander, and the cadet concerning the parts failed and the procedures to retake the exam. If a cadet fails a first time, that cadet may retake the failed portions but no earlier than 60 days for the first test. If the cadet fails a second time, that cadet may retake the failed portions but no earlier than 120 days from the second test. If the cadet fails a third time, the cadet is no longer eligible to test.

- **Passing.** When the CAP cadet passes all parts of the exam then National Headquarters CAP will prepare the certificate package and forward it to the wing liaison office. National Headquarters CAP will notify the region, wing and CAP unit commanders that the cadet has passed. National Headquarters CAP will also notify the cadet that they passed, at which time the cadet may wear the Cadet Colonel grade. The wing liaison office will assist in making the necessary arrangements for an appropriate presentation ceremony. This is the highest award that CAP cadets may earn.

(c) The Spaatz exams will be *recorded* at National Headquarters CAP/CPR before the CAP cadet reaches the end of the month of their 21st birthday.

**5-5. Award Presentations.** CAP commanders, in coordination with the CAP cadet (and the wing liaison office as appropriate), should arrange an appropriate awards ceremony as soon as possible after the award has been earned.

a. **Phase One Certificate and Individual Achievements.** The MSI CAP flight commander (teacher) or MSI CAP unit commander (or higher) may present these awards.

b. **General Billy Mitchell Award.** The group commander (or higher), the Wing Director of Cadet Programs, or a state or federal government official may present this award.

c. **Amelia Earhart Award.** The wing commander (or designee) or higher, or state or federal appointed official may present this award.

d. **General Ira C. Eaker Award.** The region commander (or designee) or higher, or a state or federal elected official may present this award.

e. **General Carl A. Spaatz Award.** An USAF or CAP general officer, governor, federal elected official or cabinet-level official may present this award.

**5-6. Other Awards.** CAP awards are designed to recognize heroism, service, and program achievements. Prompt recognition of awards earned will promote *esprit de corps*. Refer to CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*, for details concerning the awards that may be earned.

a. Unit commanders should review CAPR 39-3 for the criteria of these annual awards: Cadet of the Year, CAP Squadrons of Distinction, CAP Squadrons of Merit, AFA Outstanding Cadet Award, Air Force Sergeants Award, the F. Ward Reilly Leadership Award, the American Legion Award to Outstanding CAP Squadrons, and others.

b. Cadets will want to review CAPR 39-3 for criteria of additional awards and ribbons that they could earn.

c. Some awards that may be earned during a three year period include the Red Service Ribbon, Command Service Ribbon, Cadet Community Service Ribbon, Recruiter Ribbon, Encampment Ribbon, Cadet Advisory Council Ribbon, Cadet Competition Ribbon, Cadet Color Guard Competition Ribbon, Cadet Special Activity Ribbon, and others.

### **5-7. Cadet Advisory Council**

a. A Cadet Advisory Council (CAC) will be established at the national, region, and wing levels. The purpose of the CAC is to:

(1) Provide an organization where cadets gain leadership experience at higher organizational levels.

(2) Aid the commanders in monitoring and implementing the cadet program.

(3) Make recommendations for improving and running the cadet program.

b. The CAC will consist of one CAP cadet primary representative and one alternate from each unit to the wing CAC. CAP units not having a CAP cadet officer may appoint a MSI CAP cadet with the highest qualifications. For those wings with a group echelon, the squadrons (flights) will appoint the group representatives. In this case, the group commander will appoint the wing representatives. CAP cadets appointed wing CAC members should have the Mitchell Award.

c. Each primary and alternate will be designated on a CAPF 2a, *Request for and Approval of Personnel Actions*. A copy of this form will be forwarded to the Director of Cadet Programs at the next higher echelon for approval. A copy of the CAPF 2a will be placed in the MSI CAP cadet's personnel file.

d. CAP cadets are appointed to the CAC for a one-year term of office. They may be re-appointed for only one additional term at each echelon. The beginning and termination of the term of office will coincide with the beginning of the summer CAP National Board meeting.

e. All primary and alternate members of each CAC are authorized to wear the CAC ribbon with appropriate device upon satisfactorily completing their term of office. The ribbon and devices are permanent awards. However, the shoulder cords serve as a means of identifying current primary CAC members and shall be worn only during the term of office. CAPM 39-1

outlines the proper wear of the shoulder cord. See CAPR 52-16 for complete details on the CAC and CAC Awards.

**5-8. Encampments.** An encampment can be the most significant, worthwhile training experience in a MSI CAP cadet's career. Training is what the encampment is all about. To achieve the overall goals, a positive attitude is essential. Each staff member has an obligation to learn as much as possible and to offer the highest quality of training to others. The staff will always remember that their first duty is to the members of the basic flight.

- a. Encampments are designed to provide CAP members the opportunity to:
  - (1) Apply knowledge gained in the CAP cadet and senior programs to practical situations
  - (2) Develop a greater understanding of CAP and Air Force missions and capabilities
  - (3) Develop their leadership potential
  - (4) Enhance interpersonal relationship skills
  - (5) Develop time management skills
  - (6) Instill group cooperation and teamwork
  - (7) Inspire a sense of discipline
  - (8) Challenge the individual to exceed
  - (9) Enhance the local unit's CAP cadet program
  - (10) Aid in retention and motivation
  - (11) Present an introduction to the military

b. A CAP encampment is required for each MSI CAP cadet during Phase I or Phase II of the MSI CAP cadet program. The Billy Mitchell Award cannot be earned without encampment credit.

**5-9. Special Activities.** Special activities are designed to provide CAP cadets with incentives and motivation toward greater participation in the MSI CAP cadet program. Special activities broaden the experiences of participants and contribute directly to knowledge of career opportunities both in the military and in the civilian fields. Many activities are established, controlled, and conducted at squadron, wing, and region levels.

a. **National Competition.** The National Cadet Competition (NCC) enables MSI CAP cadets to model traits of the highest standards of leadership and personal responsibility. Refer to the CAP national website ([www.cap.af.mil](http://www.cap.af.mil)) for details about the National Drill Team Competition and the National Color Guard Competition, both usually held the last week of December at National Headquarters CAP.

b. **Flight Scholarships.** Training in airplanes and gliders may be accomplished at a centralized event (like the National Flight Academy) or on an individual basis. All MSI CAP cadet flight training will meet the guidelines found in CAPR 60-1, *CAP Flight Management*. Refer to the CAP national website ([www.cap.af.mil](http://www.cap.af.mil)) for details about any national flight scholarships that are available. This information is also available from the national fax back service and is published in the *Civil Air Patrol News*.

c. **Scholarships.** One-year monetary awards are offered to eligible members on a competitive basis. The number and amount awarded each year is based on the total amount of scholarship funds available for that year. Qualifications and requirements for all available CAP scholarships are published in CAPP 52-08, *Scholarships*, and distributed in the CAP cadet's Phase III materials. This information is also published in the *Civil Air Patrol News*.

d. **USAFA Preparatory School.** Each year national headquarters submits nominations to the United States Air Force Academy Preparatory School (USAFAPS). The Academy Preparatory School's one-year program increases a student's potential for admission to the Academy and for successful completion of the Academy curriculum. Many of the students who enter the USAFAPS complete the requirements, graduate, and are offered an appointment to the Academy. Refer to the CAP national website ([www.cap.af.mil](http://www.cap.af.mil)) for details about any national flight scholarships that are available. This information is also published in the *Civil Air Patrol News*.

e. **Color Guards and Honor Guards.** To enhance MSI CAP's image to the public, every MSI CAP unit should develop a color guard and/or an honor guard. The MSI CAP unit commander may arrange competitions with nearby CAP units. Units may establish more than one type of guard. All guards should be used for appropriate occasions in your local community.

f. **Regional Cadet Leadership Schools.** Regional Cadet Leadership Schools (RCLS) provide courses to increase knowledge, skills, and attitudes as they pertain to leadership and management. Each region may host a weeklong RCLS. Eligible cadets will be in, or preparing to enter, cadet leadership positions should strongly consider participation in this activity. Cadets should contact their flight commander or unit commander, who in turn will contact their Wing Director of Cadet Programs to find out when the next RCLS will be offered and what are the enrollment criteria. This is recommended for cadets who have attended an encampment and are in CAP 2 or higher.

g. **International Air Cadet Exchange Program.** CAP cadets and senior members may apply for the International Air Cadet Exchange (*pronounced I-A-C-E*) and serve as "Ambassadors" to various countries that promote international understanding, goodwill, and friendship among young people who have a common interest in aviation. Refer to the CAP

national website ([www.cap.af.mil](http://www.cap.af.mil)) for details about eligibility and application procedures. This information is also published in the *Civil Air Patrol News*.

**5-10. Flight Orientation Program.** The Cadet Flight Orientation Program is designed to expose the CAP cadets to general aviation through a series of flights. These flights may be in powered or glider aircraft.

a. CAP cadets 17 or younger are encouraged to participate in the flight orientation program (CAP cadets 18-20 may participate in military orientation flights).

b. The definition of an orientation flight is outlined in CAPF 77, *Cadet Flight Orientation Syllabus*, and is used by pilots to conduct each flight. The criteria to become a CAP Flight Orientation Pilot is outlined in CAPR 60-1, *Flight Operations*.

c. Orientation flights will not be credited towards any flight ratings (solo, private pilot, etc.).

d. There are a series of nine orientation flights in the program: five front seat flights and four back seat flights. Flights demonstrate basic flight maneuvers, navigational, and communications techniques as well as pre-flight planning and post flight debriefings. Two CAP cadets or more may fly per sortie depending upon the capability of the aircraft. CAP cadet orientation flights may be classified as either corporate/private or military, although only corporate/private flights are reimbursable.

e. For cadets to receive credit for orientation flights and the wings to qualify for reimbursement, a completed CAPF 7, *Cadet Listing for Special Activities*, will be forwarded to National Headquarters CAP/CPR for processing. CAPF 77s will be transferred to the CAPF 7 master listing. CAPF 77s received at National Headquarters CAP are returned and not credited. If the unit or wing fails to submit the CAPF 7 within 90 days of the flight activity, reimbursement may not be processed. Units and wings may submit the CAPF 7 by fax to National Headquarters CAP/CPR (334-953-6699).

f. Reimbursement rates are found on the current CAPF 77. For details on this form, see Chapter 7, Figure 7-20.

g. A minimum of one orientation flight per year is expected. A goal of one per semester or more is desirable.

## **Section B - Cadet Physical Fitness Program (Reference CAPR 52-18, *Cadet Physical Fitness Test Manual*)**

### **5-11. Components of Fitness**

a. Physical fitness is the ability to function effectively in physical work, training, and other activities, and still have enough energy left over to handle any emergencies that may arise.

b. The components of physical fitness are as follows:

- **Cardiorespiratory Endurance (CR):** The efficiency with which the body delivers oxygen and nutrients needed for muscular activity and transports waste products from the cells.
- **Muscular Strength:** The greatest amount of force a muscle or muscle group can exert in a single effort.
- **Muscular Endurance:** The ability of a muscle group to perform repeated movements with sub-maximal force for extended periods of time.
- **Flexibility:** The ability to move the joints (for example, elbow, knee) or any group of joints through an entire, normal range of motion.
- **Body Composition:** The amount of body fat a cadet has in comparison to his total body mass.

c. Improving the first three components of fitness listed above will have a positive impact on body composition and will result in less fat. Excessive body fat detracts from the other fitness components, reduces performance, detracts from appearance, and negatively affects one's health.

d. Factor such as speed, agility, muscle power, eye-hand coordination, and eye-foot coordination are classified as components of "motor" fitness. These factors affect a cadet's ability to perform during missions. Appropriate training can improve these factors within the limit of each cadet's potential.

## 5-12. Types of Fitness Programs

### a. Unit Programs

(1) Unit programs must support the unit mission of preparing cadets to pass the CPFT. Leaders must understand the physiological differences between the sexes.

(2) The unit should use ability groups to ensure all personnel are challenged at their own level. The local fitness program should be more than just doing the CPFT and returning to the classroom. PT period could be an entire meeting where the cadets learn proper warm-up techniques and stretches. It could include games that promote improved fitness, but more so to develop camaraderie and teamwork within the unit.

b. **Fitness Categories.** The physical fitness category level of cadets is significant when it comes to increasing fitness levels and taking the CPFT. Leaders must be aware of the limitations some cadets have and how it affects their performance. While we want to get the most from our cadets, remember that their safety is first and foremost.

### **5-13. Evaluation and Safety**

a. To evaluate their physical fitness and the effectiveness of their physical fitness training programs, all cadets are tested for each achievement using the CPFT in accordance with CAPR 52-18. All cadets must attain a minimum combined score for each achievement as noted in the manual.

b. Safety is a major consideration when planning and evaluating physical fitness training programs. Commanders must ensure that the programs do not place their MSI CAP cadets at undue risk of injury or accident. They should address the following items:

- Environmental conditions (heat/cold/traction)
- Cadet's level of conditioning (low/high/age/sex)
- Facilities (availability/instruction/repair)
- Traffic (routes/procedures/formations)
- Emergency procedures (medical/communication/transport)

c. The objective of physical training in the CAP is to enhance cadets' abilities to meet the physical demands of the cadet program. Any physical training that results in numerous injuries or accidents is detrimental to that goal. As in most training, common sense must prevail. Good, sound physical training should challenge cadets, but should not place them at undue risk nor lead to situations where accidents or injuries are likely to occur.

### **5-14. Cadet Physical Fitness Test**

#### **a. Overview**

(1) As stated, the CPFT events assess muscular endurance and CR fitness. The lowest passing CPFT standard reflects the minimum acceptable fitness level for all cadets at a given rank. When applied to a unit, CPFT results show a unit's overall level of physical fitness. Individual cadets must set higher goals for each test as the minimum score increases with each achievement.

(2) The test period is defined as the period of time, which elapses from starting to finishing the three events. It must not take more than ONE hour. Cadets must do all three events in the same test period.

#### **b. Test Administration**

(1) The CPFT must be administered properly and to standard in order to accurately evaluate a cadet's physical fitness as well as to be fair to all cadets. (Test results are used for promotion.)

(2) Individual cadets are not authorized to administer the CPFT to themselves for the purpose of meeting the requirement for promotion.

c. **Required Equipment**

(1) The officer in charge (OIC) at the test site must have a copy of CAPR 52-18 on hand. The supervisor of each event must have the event instructions and standards. Scorers should have a clipboard and a pencil to record the results on the cadets' scorecards (CAPF 66a).

(2) Two stopwatches are needed. Both must be able to measure time in both minutes and seconds.

(3) Cadets should wear clothing that is appropriate for PT such as shorts, T-shirt, socks, and running shoes. It is recommended that they do not wear basketball shoes or other types of court shoes. Battle Dress Uniforms (BDUs) may be worn, but may be a hindrance in some events.

(4) Each cadet needs a CAPF 66a, *Cadet Physical Fitness Test Scorecard*. The cadet fills in his name, social security number, grade, age, and sex.

d. **Supervision.** The CPFT must be properly supervised to ensure that its objectives are met. Proper supervision ensures uniformity in the following:

- Safety is the first consideration
- Scoring the test
- Training of supervisors and scorers
- Preparing the test and controlling performance factors
- Selecting training supervisors and scorers
- Securing a location for the events
- Ensuring weather and environmental conditions do not inhibit performance

e. **Test Procedures.** On test day, cadets are assembled in a common area and briefed by the test OIC about the purpose and organization of the test. The OIC then explains the scorecard, scoring standards, and sequence of events. The instructions printed in bold type in *Cadet Physical Fitness Test* chapter of CAPR 52-18 must be read to the cadets. If scorecards are not already issued, they are handed out at this time. Groups are organized as required and given final instructions including what to do after the final event. The test is then given.

f. **Scoring and Recording.** Scorers record the raw score for each event and initial the results. After the entire CPFT has been completed, the event scorer will convert raw scores to point scores using the scoring standards on the back of the scorecard. If the cadet passes the CPFT, the score is then entered in the cadet's CAPF 66a and the CAPF 66, Cadet Master Record, in the appropriate areas for the proper achievement. If a CAPVA 52-02 is kept the proper area is marked as well.

## **Section C - Senior Programs (Reference CAPR 50-17, *CAP Senior Member Training Program*)**

**5-15. Overview.** To accomplish the Civil Air Patrol missions, as chartered by Congress, CAP requires an informed, active senior membership trained in leadership, management, and functional tasks. The CAP Senior Member Training Program prepares members to serve their units, their communities, and their nation.

a. Five levels comprise the Senior Member Training Program. Each level is briefly explained below. Also, see Figure 5-1, *Senior Member Program Training Progression & Awards Chart*. See CAPR 50-17, *CAP Senior Member Training Program*, for training details of each level.

(1) **Level I, Orientation.** Level I training provides the new senior member with information required for active membership in CAP. This level consists of the Orientation Course and Cadet Protection Program Training (CPPT). Shortly after joining CAP, the member receives a collection of pamphlets and manuals from the CAP Bookstore that make up the senior member handbook. Members should study these materials prior to attending a Level I Orientation Course. The Level I Orientation Course provides basic information about the CAP program and consists of video and instructor presentations. Upon completion of the Orientation Course and Cadet Protection Program Training, members are eligible to receive the CAPC 13, Civil Air Patrol Orientation Program Certificate.

(2) **Level II, Technical Training.** In this level, the member acquires a technical skill and begins receiving basic training in leadership and management topics. CAP presents study material in pamphlets called Specialty Track Study Guides. Each member, in coordination with the unit commander and unit senior program officer, selects a specialty based on individual interests and the needs of the unit. Squadron Leadership School (SLS), a formal course, trains squadron-level members to perform their squadron jobs and introduces leadership and management techniques. Level II training also includes the USAF Extension Course Institute (ECI) CAP Senior Officer Course. CAP requires completion of Level II and time-in-grade for duty performance promotion to the grade of captain. Completion of Level II results in the award of the Certificate of Proficiency.

| Achievement        | Lv l | Prerequisite       | Command or Staff Assignment | Professional Courses   | Specialty Track                                  | Leadership  | Activities  | Awards                         |
|--------------------|------|--------------------|-----------------------------|--|--|---|---|--------------------------------|
| Orientation        | I    |                    |                             | Orientation Course and Cadet Protection Program Training                   |  |   | Study Senior Member Handbook Materials  | Membership Ribbon              |
| Technical Training | II   | Complete Level I   |                             | SLS (Squadron Leadership School)   | Technician Rating (Leadership Ribbon)            |   | Complete ECI 13 (CAP Senior Officer Course)   | Certificate of Proficiency     |
| Management         | III  | Complete Level II  | Total of 1 Year             | CLC (Corporate Learning Course)  | Senior Rating (Bronze Star on Leadership Ribbon) | Attend Two National, Region, or Wing Conferences (One of which may be National Congress, or a Wing/Region Aerospace Education Conference) |   | Grover Loening Aerospace Award |
| Command & Staff    | IV   | Complete Level III | Total of 2 Years            | RSC (Region Staff College) or Equivalent Professional Military Education   | Master Rating (Silver Star on Leadership Ribbon) | Serve as a Staff Member for SLS/CLC or National, Region, or Wing Conference   | Public Presentation to a Non-CAP Group or Prepare an Aerospace Manuscript for Publication | Paul E. Garber Award           |
| Executive          | V    | Complete Level IV  | Total of 3 Years            | NSC (National Staff College or Equivalent Professional Military Education) |  | Serves as a Staff Member for RSC/NSC or SLS/CLC Director  | Conduct a Level I Orientation Course  | Gill Robb Wilson Award         |

**Training Progression & Awards**  
(See CAPR 50-17 for Details)

| Promotion Eligibility to: | Minimum Skill Level                    | Plus Time-in-Grade of:                              |
|---------------------------|--|---|
| 2d Lt                     | Level I                                | 6 Months as a Senior Member                         |
| 1st Lt                    | Technician Rating in a Specialty Track | 12 Months as 2d Lt or TFO (or Combination Thereof)  |
| Capt                      | Level II                               | 18 Months as 1st Lt or SFO (or Combination Thereof) |
| Maj                       | Level III                              | 3 Years as Capt                                     |
| Lt Col                    | Level IV                               | 4 Years as Maj                                      |

**Duty Performance Promotion Requirements**  
(See CAPR 35-5 for Other Criteria and Promotion Categories)

Figure 5-1. Senior Member Training Progression & Awards

(3) **Level III, Management.** Senior members desiring to serve in CAP management positions train at this level. Completion of Level III requires attending a Corporate Learning Course (CLC) and other specialized requirements. CAP requires completion of Level III and time-in-grade for duty performance promotion to the grade of major. Successful completion of Level III training makes the CAP member eligible for the Grover Loening Aerospace Award.

(4) **Level IV, Command and Staff.** This level concentrates on members desiring to become leaders in CAP. Every wing and region commander, and those members being groomed to replace them, should complete Level IV. CAP requires members to complete Region Staff College (RSC) at this level. Members unable to attend a region staff college may complete the USAF Squadron Officer School (SOS) by correspondence or any of the professional military education (PME) equivalents listed in CAPR 50-17. In order to receive a duty performance promotion to the grade of Lieutenant Colonel, members must complete Level IV and time-in-grade requirements. Completion of all requirements in Level IV entitles CAP members to receive the Paul E. Garber Award.

(5) **Level V, Executive.** Those performing duty as commanders or staff officers train at this level. This level concentrates on advanced leadership and management subjects. To complete this level, members attend the National Staff College (NSC). Members unable to attend the college may elect to complete the USAF Air Command and Staff College (ACSC) by correspondence or any of the PME equivalents in CAPR 50-17. Successful completion of Level V training qualifies the CAP officer for the Gill Robb Wilson Award. **NOTE:** CAP requires members to earn the awards accompanying the various levels of training prior to being recommended for duty performance promotions. See CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*, for criteria for special and professional appointments and promotions based on education or mission related skills.

b. **Training Opportunities.** CAP offers numerous senior member training opportunities. These include the USAF Extension Course Institute, as well as CAP resident courses. Each year the *Civil Air Patrol News* lists national training opportunities in the January edition. Senior program officers should give this annual list the widest possible publicity by reviewing it at unit meetings and posting it on the unit bulletin board and encouraging members to attend these activities.

**5-16. Administering the Program.** CAP provides numerous senior member training activities. Some, such as the NSC, in Level V, directly relate to the Senior Member Training Program. Others, such as emergency services training, develop individual skills, which aid CAP in accomplishing its overall mission. All activities supplement and expand upon the formal training program and offer members an opportunity to meet other members with mutual interests.

a. **Training Opportunities**

- **Inland Search and Rescue Course.** The USAF conducts this course periodically throughout the year. The curriculum includes all aspects of organization, planning, communications, and operations involving inland search and rescue (SAR). CAP reserves this

course for mission coordinators and potential mission coordinators actively involved in unit SAR activities. It is a five-day course.

- Flight Clinics
- Air Force Rescue Coordination Center CAP SAR Management Course (generally one per year in each region)
- State-held Federal Emergency Management Agency (FEMA) Staff College
- USAF Extension Course Institute
  - CAP Senior Officer Course (CAPSO)
  - Squadron Officer School (SOS)
  - Air Command and Staff College (ACSC)
  - Air War College (AWC)
- Specialized technical courses (through ECI)
- Regional emergency services training
- Survival courses (winter and summer)
- Various regions' schools
- Scholarships. CAP provides scholarship opportunities for senior members working on under-graduate, graduate, and vocational-technical programs.

b. **Reference Library.** CAP senior program officers should maintain a library of materials used in the senior training program. This library should be kept current and maintained separately from the administrative files. Contents should include training-oriented material. As a minimum, it should contain the *Unit Test Control Officer ECI Course Handbook*; CAPR 50-17; CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*; CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*; and CAPR 50-4, *Test Administration and Security*; all senior member specialty track study guides; and the senior member handbook. The senior member handbook is sent to all new senior members and is available from the CAP Bookstore. It includes CAPM 39-1, *CAP Uniform Manual*; CAPP 190-2, *CAP Primer*; CAPP 151, *Standards, Customs, and Courtesies*; National HQ CAP Safety Letter; Senior Training Diagram; CAPP 50-6, *Cadet Protection Policy and Program for Parents and Leaders*; and General Counsel (GC) Data Form 1. Other helpful materials include Federal Aviation Administration (FAA) publications pertaining to CAP and training materials from the American Red Cross, Federal Communications Commission, FEMA, and the USAF.

c. **Testing.** CAP does not centrally control testing. CAP treats testing in accordance with CAPR 50-4, *Test Administration and Security*, and the regulation prescribing the test. Each CAP unit commander designates a test control officer (TCO) **in writing**, sending a copy to the next highest level of command and keeping a copy on file at the unit. The unit TCO appoints alternate TCOs by letter. TCOs and alternates must be at least 21 years old. **The unit commander cannot be the testing officer or alternate.** Unit TCOs handle course examinations and test material according to CAPR 50-4.

d. **Training Records Management**

(1) The CAPF 45, *Senior Member Master Record* (see Chapter 7), contains the senior member's master personnel record, mission training record, emergency services participation record, and aircrew training/evaluation check record. The unit personnel officer, with input from the other functional officers, maintains this multipurpose form. However, the personnel officer may delegate this duty to other officers. In the case of senior training records, the personnel officer may delegate this duty to the senior program officer, at the discretion of the unit commander.

(2) Members use CAPF 45b, *Senior Member Training Record* (see Chapter 7), for recording training in the five levels of the senior training program. The unit senior program officer maintains this record.

(3) After units record senior training data, the senior program officer updates specialty training tracks on the unit Senior Training Report (STR). To update other data on the Senior Training Report, members should submit a copy of the respective CAPF 11, *Civil Air Patrol Senior Program Director's Report* (example in CAPR 50-17), or a copy of the course certificate.

e. **Senior Training Report.** CAP intends the Senior Training Report (see CAPR 50-17 for an example) to serve as a management tool for unit senior program officers, CAP commanders, and for National Headquarters CAP to track training and determine training requirements. The report lists each CAP unit and reflects the current training status of senior members within each unit. The body reflects the member's status in training and certain other data maintained in the computer. National Headquarters CAP updates and publishes the STR every two months. Each unit receives two copies of their respective STR. One copy is retained as a file copy and the unit's senior program officer for computerized training record updates sends the other to HQ CAP/ETS. If required, higher level unit senior program officer request STRs directly from their subordinate units. **DO NOT RETURN THE STR TO HQ CAP/ETS IF THERE ARE NO CHANGES TO BE MADE.**

**5-17. Special Recognition Programs.** CAP needs to recruit, retain, and reward chaplains and legal officers for their services to CAP. Their voluntary contributions are invaluable to the organization and would be prohibitively expensive to acquire through compensation. Many of these individuals do not have the time to serve CAP in their professional capacities while simultaneously participating in all aspects of the Senior Member Training Program. To allow

these individuals to qualify for certain senior training awards, CAP has established special recognition programs. NOTE: This special awards recognition program should not be confused with the promotion program requirements which are covered in CAPR 35-5 and CAPR 265-1. Chaplains and legal officers who receive the Garber Award, as specified in CAPR 50-17, are eligible to earn the Wilson Award by completing all the requirements specified in for Level V training of the regular Senior Member Training Program. They are not required to complete all the previous requirements specified in Levels I-IV.

## **Section D - Chaplain Program (Reference CAPR 265-1, *The Civil Air Patrol Chaplain Service*)**

### **5-18. Chaplain Service Standards**

a. **Chaplains.** Religious bodies recognized by the Department of Defense Armed Forces Chaplains Board (AFCB) endorse all chaplain denominations. Individuals endorsed as chaplains in the US armed forces need not obtain another endorsement. Chaplains use title and rank (Chaplain, rank) in official correspondence. "Chaplain" is the proper term of address, regardless of rank. Chaplains wear the uniform and insignia appropriate to their distinctive faith group as prescribed in CAPM 39-1, *Civil Air Patrol Uniform Manual*. When leading worship services, chaplains may also wear apparel consistent with their faith group tradition.

b. **Moral Leadership Officers.** Moral leadership officers (MLOs) are individuals active in and approved by their denomination or faith group. MLOs are part of the CAP Chaplain Service, but they do not use the title "Chaplain," or wear chaplain insignia. Only endorsed chaplains are authorized to provide ministry within CAP. When working under the guidance of a chaplain, MLOs may provide non-clergy support for chaplain professional ministry. When no chaplain is assigned to a unit, the MLO works directly for the commander while maintaining liaison with the wing chaplain.

c. **Chaplain Service Duty Restrictions.** Chaplains and MLOs will not perform duties incompatible with their professional role. They are not required to conduct or take part in religious activities that conflict with their faith group doctrines or personal religious convictions. Chaplain service personnel are not eligible to serve as CAP commanders. They have rank without command. Chaplains may exercise operational supervision over chaplain service personnel and activities.

### **5-19. Chaplain Endorsement and Appointment**

a. **Senior Membership.** As a prerequisite to appointment as a chaplain, an applicant must meet all requirements for senior membership outlined in CAPM 39-2, *Civil Air Patrol Membership*.

b. **Ecclesiastical Endorsement.** Chaplains receive a recognized ecclesiastical endorsement on DD Form 2088 prior to appointment as chaplain. Chaplains who change denominational affiliation must obtain a new endorsement. If a new endorsement is not obtained

within 90 days, their chaplain status will be withdrawn and they may not continue in the status of a chaplain. The endorsement shall certify that the applicant is:

- (1) A fully ordained or qualified priest, rabbi, or minister of religion:
- (2) Actively engaged in (or retired from) a denominationally approved vocation; and
- (3) Recommended as being spiritually, morally, intellectually, and emotionally qualified to represent the applicant's religious body as chaplain in the Civil Air Patrol.

c. **Formal Educational Requirements.** Chaplains will meet the educational requirements specified in DoD Directive 1304.19. In summary, these are:

- (1) Have a bachelor's degree (or the equivalent) from a college or university that is in the Higher Education Directory (HED), or a statement or transcript showing acceptance or completion at a school listed in the HED.
- (2) Have completed three years of graduate professional educational work at a graduate school that is: (a) accredited by the American Association of Theological Schools (ATS), or (b) accredited by a regional accrediting agency or association listed in the Higher Education Directory. If the applicant completed work at a non-listed school, and if all other educational requirements are met, the applicant must submit a statement from an accredited member of the ATS accepting the credits completed at the non-listed graduate school.
- (3) In exceptional cases, a waiver can be granted to those who do not meet the graduate study requirement, providing they meet all other requirements and present a resume of at least five years experience as a pastor or similar role within their denomination. The National Chaplain Administrative Committee must approve request for waiver.
- (4) Applicants who do not meet educational requirements for CAP chaplaincy may serve as MLOs if they meet the other requirements listed in CAPR 265-1.

d. **Appointment Procedures**

- (1) The appointment and application procedure specified in CAPP 265-1, *Civil Air Patrol Chaplain Service*, is the required process. All chaplain applicants will consult the current edition and follow the directions contained there.
- (2) Chaplains in the US armed forces need only document completion of the Cadet Protection/Human Relations portion of Level I prior to their appointment as CAP chaplains. As with other chaplain applicants, this must be documented on CAPF 11, *Civil Air Patrol Senior Program Director's Report Form*.

(3) After finalizing the appointment, the Director of Chaplain Services sends a completed CAPF 35, *Civil Air Patrol Chaplain Appointment Application*, to the wing commander's ecclesiastical endorsing agent.

## **5-20. Moral Leadership Officer Approval and Appointment**

a. **Senior Membership.** As a prerequisite to appointment as a MLO, an applicant must meet all requirements for senior membership outlined in CAPM 39-2, *Civil Air Patrol Membership*.

b. **Ecclesiastical Approval.** MLOs must receive a letter of recommendation from a local religious official in their denomination who can testify to their having at least two years teaching experience, and who can personally vouch for the applicant's character and suitability for ministry in a religiously pluralistic environment.

c. **Formal Educational Requirements.** MLOs must have a minimum of two years of college education. Their application should document all their educational attainment.

d. **Appointment Procedure.** MLOs will use CAPF 35. They will follow the procedures specified in CAPP 265-1.

## **5-21. Reports and Awards**

a. **Reports.** Each chaplain and MLO in CAP will submit a CAPF 34, *Chaplain Statistical Report*, even when there has been no activity. Unit chaplain service members submit the report in time to meet the wing chaplain's suspense. Unit chaplains submit the original to the wing chaplain, with one copy to the unit file and one copy to the wing commander.

b. **Awards.** The Director of Chaplain Services' office will present awards to CAP chaplains annually. Duplicate awards will be presented in the event of ties. Criteria for these awards are found in CAPP 221, *The CAP Chaplain*.

(1) **The Thomas C. Casaday Unit Chaplain of the Year Award.** CAP corporate officials, commanders, group, and wing chaplains, and members of the National Chaplain Committee may nominate squadron chaplains for this award.

(2) **The CAP Chaplain of the Year Award.** Region, wing, and group commanders; other members of the National Board; members of the National Chaplain Committee, and wing chaplains may nominate for this award chaplains who have been in CAP for a minimum of five years and who are serving at the group, wing, region, or national levels.

## **Section E - Public Affairs: "How Do I Tell What We Are Doing?" (Reference CAPM 190-1, *Civil Air Patrol Public Affairs Program*)**

**5-22. Policy and Procedures.** CAPM 190-1, *Civil Air Patrol Public Affairs Program*, establishes policy and procedures for implementing the CAP public affairs program. The CAP

public affairs program is designed to inform CAP personnel and the public about the CAP-USAF relationship, CAP missions, functions, progress, and activities, and the public service role of CAP in the nation's communities. It is also designed to pass information to CAP members at the local level to assist them in building public understanding of the Air Force role in preserving world peace. The CAP public affairs program provides CAP members with factual information about CAP and the Air Force, which will enable them to become reliable sources of information to the general public. For more details on the Civil Air Patrol Public Affairs Program and all that it entails, please refer to CAPM 190-1.

### **5-23. Channels of Communications**

a. Direct communications (on public affairs matters only) is authorized among PAOs at all levels in CAP and includes direct communication with National Headquarters, CAP, Office of Public Affairs (PA). When communicating directly with National Headquarters, CAP/PA, PAOs below wing level will furnish information copies of all correspondence to their wing public affairs office. Wing PAOs will furnish information copies of wing correspondence to their region public affairs office.

b. CAP commanders and public affairs officers are encouraged to correspond and work with military base public affairs officers in support of local CAP Public Affair programs. Military base newspapers are an excellent avenue to publicize Civil Air Patrol activities in your local area.

**5-24. News Releases for *Civil Air Patrol News*.** Emphasis is placed on the timely submission of material to *Civil Air Patrol News*, the official publication of the Civil Air Patrol Corporation. NOTE: The official name of the CAP newspaper is *Civil Air Patrol News*. It should not be referred to as the "CAP NEWS."

a. To ensure a constant flow and better selection of material for *Civil Air Patrol News*, each unit making local releases should send copies of any release to National Headquarters, CAP/PAIN (Editor of *Civil Air Patrol News*) if the story warrants national coverage. When appropriate, include properly captioned photographs.

b. The *Civil Air Patrol News* deadline is the third Monday of the month preceding publication. All material submitted is considered for possible use in *Civil Air Patrol News*.

**5-25. Photographs.** All photographs released must be in good taste and should portray CAP in action. Members wearing AF style uniforms should conform with height and weight restrictions and grooming standards. Captions must clearly identify all personnel, giving full names, grades, organizations, and other pertinent details.

**5-26. The Unit Public Affairs Officer.** The CAP unit PAOs are the backbone of the national program. The major efforts of National Headquarters/PA are directed in their behalf, and CAPM 190-1, *The Civil Air Patrol Public Affairs Program*, is intended as a tool to help them do an effective job. The basic responsibilities and duties of the unit PAOs are to:

- a. Act as advisor to the unit commander on all public affairs matters.
- b. Be responsible for an effective program for the squadron and for publicity on unit activity.
- c. Establish and maintain contacts with local newspapers, wire services, and radio and TV stations to promote good public relations. Ensure that a constant flow of good news stories and photographs on unit activities reaches the local media and is sent to the editor of *Civil Air Patrol News*.
- d. Communicate directly with National Headquarters/PA as necessary and send news stories, photographs, copies of unit publications, special reports, and clippings of exceptional news coverage (full and half-page features, etc.) to that office.
- e. Arrange speaking engagements for CAP personnel, including cadets, before civic organizations, schools, and municipal and local gatherings.
- f. Participate in the national public affairs program, complying with all existing regulations and sending reports on all unit information activities to the wing PAO, along with backup material, in accordance with the wing directives.
- g. Seek help and guidance from the wing PAO and from National Headquarters/PA as necessary in solving problems in the public affairs program.

**5-27. Getting Your Story in the Newspaper.** NOTE: Any news release sent to a newspaper or which a reporter writes is generally called a "story" or a "news story."

a. **Your Duty.** As a unit PAO, it is your duty to see that publicity about your unit, its personnel, and its activities appears regularly in your local newspaper. You have a positive "commodity" to sell. A noncommercial, public service-type activity and the newspaper editor is interested in this type material if it is news.

b. **Timely News Leads.** Here is a partial list of CAP unit activities which can usually be developed into timely news or feature stories:

- The assignment of a new commander or staff officer.
- Plans for new buildings.
- Speaking engagements.
- Selection of cadets for special CAP courses, or selection of personnel for special schools, workshops, and scholarship.
- All promotions.

- Awards. (These can often generate two news stories – one announcing the award, a second about the presentation, when it occurs.)

- Announcing visits by VIPs (the National Commander, etc.)

- Recruiting drives, sports events, drill competitions, etc.

- Announcing search and rescue or disaster missions, or test and practice missions

- CAP participation in community projects, such as parades and exhibits

c. **Story.** There is another kind of story that has no "time" element; that is, it will make interesting reading anytime. Examples:

- A famous figure or prominent citizen who is member of the unit

- Entire families who are all members of CAP

- A historical story about how the unit has developed over the years

- Annual summary of unit's accomplishments

- Outstanding or unusual achievement by an individual members

- Any type of human interest story

d. **Know Your Newspeople.** You should know the important people on the staff of the local newspaper. First, know the person who is responsible for handling the news of the local area – the city editor. Call on them at a time when they are not too busy. Do not take up their time needlessly.

e. **Trust Your Newspeople.** Remember that the editors decide what is news as far as their paper is concerned. If they do not print something you have given them, then it just was not news to them – on that particular day – or there was limited space and your story was the one omitted. Do not expect all your releases to be published and do not question their judgement.

**5-28. Twelve Ground Rules.** Here are some guides that will help you in your work.

a. **Define Your Objective.** Before you begin any public relations of public affairs project – whether it is a new release or special event – determine your purpose.

b. **Use You Allies.** Newspaper reporters and editors, radio and TV news directors, and influential local citizens are your friends and allies in telling the story of CAP.

c. **Know What is News.** Everything you do is news – to somebody. But it may not be news to your local newspaper. Try to align your unit activity and its news with community interests. Never attempt to force your material on anyone, whether they are newspaper editor or a Rotary Club member.

d. **News is Perishable.** Keep in mind that news is news only for today. Tomorrow it is history.

e. **Be Honest and Accurate.** Make your stories as interesting as possible, but keep them accurate and factual.

f. **Spread the News.** You may get your news out in many ways: tell the person on the street or your neighbor, make a speech, or by advertising. But, most often, you will be using established news outlets in your area – daily and weekly newspapers, national press associations, radio and TV stations, industry and company publications, and public and private organizations of significance.

g. **Play It Fair.** There is no place for partiality among your responsibilities as a PAO. All media – large or small, daily or weekly – deserve and have the right to expect equal attention.

h. **Exclusives.** If a reporter comes to you for help with a feature or story idea, respect their right to that story on an exclusive basis. You are not at liberty to discuss their "exclusive" with other newsmen, unless it is an important story, which should be released to all media at once, or if you are asked about it. In the latter case, tell the second reporter that someone else is already working on the story. If they request the facts, give the facts to them and immediately inform the first reporter of the action you have taken. No other person or organization, whether it is another reporter or a civic organization, should be told about the "exclusive" story before it is published.

i. **Media Queries.** Media representatives will sometimes call to ask you for information. If you know the answer – and no regulation or order prevents you from giving it – answer immediately. If you don't know the answer, don't try to guess, or quibble, or hedge. Say you don't know. If the information can be located or the request is reasonable, say so, and take their name, and telephone number. Then find out the facts, return the call, and release the information as soon as possible.

j. **Know Your Organization.** Be familiar with your unit, the people in it, and your unit's activities and programs.

k. **Establish Many Contacts.** The more newsmen you know, the better your chances of getting your news published or put on the air.

l. **Contacting You.** Be sure that all local media people know where and how to get in touch with you – at any time, day or night. Give them both your home and business telephone numbers.

**5-29. Preparing and Writing the News Release.** You must prepare your news release carefully, because it must be easy to understand and because it must first sell itself to the editor. The less rewriting or revising the editor has to do, the more likely it is that your story will get into print. There is no specific formula for writing the perfect news story. However, there are basic techniques you should follow. For instance, keep your sentences short. Use short words. Use lots of words and phrases that have human interest. This formula is keyed to averages, but do not overlook an important point: Readability means variety. A long series of monotonous sentences makes deadly dull reading. For more information on preparing and writing your news release, see CAPM 190-1.

**5-30. Releasing Your Story.** When you have a release ready to send out, you must decide where to send it. Distribution depends upon the importance and urgency of the release. You should develop a media list beforehand and be prepared to distribute your release via fax, mail, or electronic means. If your unit has a website on the Internet, you may post it there as well. Urgency usually has the most effect on the PAO's decision as to where to send the release. The urgency factor divides all releases into two basic types – spot news and time copy. Spot news has speed as the vital element; the appeal of the story, and thus its news value, decreases with each passing hour. Spot news may be of national importance, of general interest but lesser importance, or it may be of purely local interest.

**5-31. Your Newsperson Comes to You**

a. **The Other Side of the Coin.** Sometimes the press will come to you. If a reporter calls on the phone, you may ask for a list of questions and respond in writing. To get the facts about something going on in your unit, that is, to "cover" the story, a newspaper may sometimes send out a reporter, photographer, or both. A radio station may send out a radio reporter. A TV station may send a reporter, a camera person, or both.

b. **How Does it Happen?** When the press has something they want to see you about, they will descend on you. But don't panic. Handle them as they come, even if they choose a time that is inconvenient for you.

c. **Feature Story.** Do not overlook the possibilities of the feature story for newspaper, radio, or TV. Sometimes the professional reporters from the newspaper, radio or TV station will come out and develop an excellent feature story for their media. Usually, they will do a much better job than you might, simply because they are in the business professionally and can come up with ideas you might not have thought of.

d. **Your Checklist for Visiting Press**

- (1) Is it an important enough event?
- (2) Have you given them as much notice as possible?
- (3) Have you sent out media kits?

- (4) Do you have enough parking space for them?
- (5) Have you arranged for transportation after they arrive?
- (6) Do you have nametags ready?
- (7) Have you prepared a short, factual press release for them?
- (8) Is your staff prepared to meet them and answer questions?
- (9) Is someone on hand that knows about electrical outlets for radio and TV people?

## **5-32. Radio, Television, and Film/Videotape**

### **a. Network and Local Broadcasts Defined**

(1) **Networks.** A simultaneous broadcast of a single program by two or more radio or television stations is considered a network broadcast. More than one station covering two or more geographical areas of the United States is considered a national network broadcast. On the other hand, more than one station covering a single geographical area is considered a regional network broadcast

(2) **Local Programs.** Local programs are those aired over a single AM and/or FM radio station or single television station. The unit PAO may clear them.

**b. Appearance of Personnel.** CAP personnel are encouraged to appear on radio and television programs and should must conduct themselves in such a manner as to bring credit to CAP and the Air Force. (CAP members appearing on television or in film must be in proper uniform and meet grooming standards in accordance with CAPM 39-1, *Civil Air Patrol Uniform Manual*.) For details on policy, see CAPM 190-1.

**c. Clearance.** CAP PAOs must clear each program in advance with National Headquarters/PA for national and regional network single or series programs. For single or series local programs, clearance from National Headquarters/PA is not required. This holds true for local or wing CAP film/video production with the final script being approved by national prior to recording soundtrack to permit staff review to help ensure the accuracy of the data presented.

**d. Public Service Announcements.** The Federal Communications Commission (FCC) encourages radio and television stations to schedule a certain amount of public service announcements (PSAs) and programs. CAP is a public service organization and is so recognized just like the military services, Red Cross, Boy and Girl Scouts, and community fund drives. However, keep in mind that the broadcasting media is under no obligation to grant time to any specific competing group. CAP is competing for valuable public service time with many other

organizations. You must make yourself known to radio and television program directors, public service directors, or station managers if you are to be successful in getting public service time for CAP. National Headquarters occasionally launches nationwide public awareness campaigns and may have public service announcements available.

e. **News vs. Public Service.** Radio and television newscasts are intended to provide a spot description of the event as soon after it happens as possible. This is especially true of radio broadcasts. This means the station wants the news story now – not three days or a week after the event. If you think you have a good CAP news story, call the station news director. The news director will let you know if they are interested. Make sure you have all the facts written down before you call.

(1) **News.** What constitutes news? Generally, it is an event local station news director feel would be of interest to their listening or viewing audiences.

(2) **Public Service Time.** What is meant by public service? This is nonsponsored radio-TV time devoted to public service announcements and programs.

(3) **Subject Matter.** Determine whether your subject matter is a news story or a public service announcement. If it is an item of public service, hand it to the program director. If it is news, hand it to the news director.

f. **Spot Announcements.** Most spot announcements are 10, 20, 30, or 60 seconds in length. The 10-, 20-, or 30-second spots are the most likely to be used.

(1) **Radio.** Time spot announcement copy to run 10 seconds (approximately 25 words), 20 seconds (approximately 50 words), 30 seconds (approximately 75 words), or 60 seconds (approximately 150 words).

(2) **Television.** The copy should complement the visual presentation, not compete with it. Write fewer words for a television spot of 10, 20, or 30 seconds than you would for a radio spot of the same length. Make sure the spot announcement copy written for television "fits" the slide, photograph, or film/video clip. A good rule to follow is to provide one slide or photograph for each 10-second TV spot, two slides for a 20-second TV sport, etc.

**5-33. Public Release of Information on Accidents.** The procedures for releasing information about accidents to news media is covered in detailed in CAPM 190-1. For the purposes of this section, the term "accident" refers to CAP accidents, Air Force accidents, accidents involving US military services, and civilian accidents in which CAP personnel may become involved while participating in search and rescue or other operational activity. An accident may involve an aircraft, vehicle, personnel, or any combination.

a. Any CAP member knowing of such an accident in their area will report this to their unit commander and PAO at once.

b. The PAO, at the direction of the CAP commander concerned with the accident, is responsible for providing the news media with complete releasable information about the accident as soon as possible.

c. CAP PAOs and other CAP personnel do not have the authority to interfere with newspeople or photographers covering accidents and may not engage in any form of law enforcement activity at the scene of accidents.

**5-34. Internal Information.** The CAP internal information program deals with your own members – not the outside general public. Your members also need to be kept informed and educated about CAP matters, about CAP's relationship to the Air Force, the community, and the nation, and about their importance to the CAP organization. They must be stimulated to greater individual effectiveness.

a. **Unit.** As a CAP PAO, it is your duty to keep the members of your unit informed about events that have happened and things that are going to happen. National headquarters does this nationally by publishing an official newspaper – *Civil Air Patrol News* – which is distributed to all CAP members. Through *Civil Air Patrol News*, all members of CAP are kept informed of accomplishments, developments, policies, and unit achievements throughout the CAP.

b. **Commander's Call.** The Commander's Call program answers the need for a dynamic person-to-person public affairs program. It is a valuable leadership device since, at every level, it is the commander's own program. The purpose of the Commander's Call is to serve CAP public affairs objectives. It gives the commanders an opportunity to present policies, objectives, and problems to members of their unit and to disseminate information. The Commander's Call can be included in regularly scheduled meetings and should be conducted by the commander, but may be conducted by the PAO. You can use films. Available from the Air Force Visual Information Library (see CAPM 190-1), your wing or region liaison officer, or wing headquarters, to supplement the Commander's Call.

c. **Oral and Visual Presentations.** As a unit PAO, you should arrange to have regular presentations to your unit by outside speakers on CAP. Oral presentations by good speakers using good visual aids are a compelling means of obtaining enthusiastic audience acceptance. If you are near an Air Force base, Air National Guard facility, or Air Force Reserve unit, you can probably arrange a series of interesting speakers who will gladly appear at your unit meetings. Along with this internal use of speakers, you can direct this same effort toward an effective public affairs and community relations program in your hometown. You may add life to your meetings by developing your own slide presentation. In addition, many Air Force films are cleared for TV use. You can gain publicity for your unit in these cases by asking the station to use a spot announcement to the effect that the "film is provided through the courtesy of Squadron X, CAP, Podunkville." At the end of the film, this gimmick can be repeated – "The preceding program was sponsored by Squadron X, Podunkville. You are invited to visit Squadron X on Tuesday evenings, Town Hall, at 7:30 each week to get acquainted with your local Civil Air Patrol unit."

d. **Bulletin Boards.** Do not overlook the value of a good bulletin board, located strategically in your unit meeting area. Members like to be kept informed, and this is one the best ways of keeping them informed. Keep your bulletin board current with local press clippings, photos, a copy of your unit publication, fact sheets, etc.

**5-35. Reporting.** Each unit PAO below wing level is required to submit whatever kind of narrative and/or statistical report, and/or backup materials on their public affairs activities which their wing PAO may require, on a schedule that the wing PAO may set or that wing officials or regulations may direct. It is not necessary to send copies of these reports to national headquarters. Each wing PAO must set up some kind of system by which subordinate unit PAOs may report to them.

**5-36. Community Relations.** This section provides policy and guidance for establishing an active community relations program within each CAP unit. The overall objective of a community relations program is to make CAP a part of community life through positive and friendly contacts between CAP and civilian associations, based on the understanding that CAP and the community have a responsibility to each other and are interrelated. A community relations program is NOT the same as a media relations program. Good community relations program results from having all CAP members thoroughly understand CAP. This can be achieved through a good internal information program. If each member of CAP takes an active interest in the community, the community, in turn, will become interested in CAP.

a. **Objectives**

(1) To gain prestige, stature, and understanding for CAP by influencing the attitudes of people in communities where there are CAP units, thereby gaining acceptance, respect, and support for CAP.

(2) To inform members of the community about CAP, its members, policies, missions, operations, capabilities, and limitations.

(3) To provide CAP members with accurate, up-to-date information about the history, customs, economy, resources, and problems of the community in which it is located, thereby establishing mutual understanding and acceptance.

(4) To establish CAP as an important part of the community by encouraging members to take an active part, as private citizens and as CAP members, in community affairs, such as religious, educational, civic, youth, health, recreational, and welfare activities.

(5) To help CAP members understand that if the community relations program is to be a success, they must accept a share of the responsibility for it.

b. **Responsibilities of Commanders.** The commander of each CAP unit will:

(1) Work continuously for close and effective relations with the community.

(2) Designate a member of their staff (usually the PAO) to develop plans and programs to maintain a positive community relations program.

(3) If an Air Force base is located nearby, ensure close and positive cooperation with the base CAP liaison officer and the base PAO and work closely with them on all projects that will promote goodwill between the Air Force, CAP, and the community. Do the same for other DOD and Federal Agency PAOs.

(4) Encourage CAP members to become members of other community organizations.

(5) Ensure that local civil officials are given periodic briefings on the mission and activities of the local CAP unit.

c. **Responsibilities of Staff Members.** Staff officers will assist the commander in developing the community relations program of the unit. They will keep the PAO informed of activities which may provide community relations material suitable for public release.

d. **Responsibilities of Public Affairs Officers.** The unit PAO will:

(1) Provide advice and counsel to the commander and his/her staff about community relations; evaluate the impact of CAP activities and decisions on the local community so that the best possible relations exist between the two, consistent with the mission of the organization.

(2) Ensure that each CAP member understands the importance of community relations to CAP and impress on those under their jurisdiction the importance of taking a personal interest in building good community relations.

(3) Develop a working relationship with local news media in order to make the public aware of the unit's community relations program.

(4) Develop plans and procedures for special events, consistent with national headquarters policy. Special events should include such things as:

- Open houses
- Tours of unit facilities and operation briefings for civilian groups
- Participation in significant national, state, and local public events and activities (Armed Forces Day, Veterans Day, and Independence Day are examples of suitable occasions for community relations projects.)

(5) Develop a speakers' bureau made up of CAP members who are qualified to speak to interested groups (Rotary and Kiwanis Clubs, Elks, etc.) about CAP activities.

(6) Establish friendly relations with appropriate community sources to obtain civilian guest speakers for CAP programs.

e. **Image of Civil Air Patrol.** A community's image of or ideas about CAP are built on favorable responses to actions and attitudes of CAP members. Each member of CAP has a responsibility to:

(1) Learn about and understand CAP policies and directives so that misinformation, contradictions to official CAP statements, and confusion about CAP's missions, objectives, capabilities, and limitations will be kept to a minimum.

(2) Participate in worthwhile community activities, avoiding those, which the community considers to be antisocial, immoral, prejudicial to good order, or not adding to the community welfare, so that the public will react in a positive way to CAP.

(3) A CAP member must ensure that their appearance is in accordance with CAPM 39-1 at all times. The practice of customs and courtesies is a positive way to outwardly show professionalism. These are the things that make an impression on the public.

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