

# Los Alamitos Cadet Squadron 153

## Cadet Guide & Standard Operating Procedure

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Civil Air Patrol  
United States Air Force Auxiliary

# HEADQUARTERS, LOS ALAMITOS CADET SQUADRON 153

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-- Prior Editions are Obsolete --

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## 1. GENERAL INFORMATION

- 1.1 Introduction.** This SOP is only a guide. The information contained within this document is meant to provide standardized instructions for Cadets while participating in Squadron 153 weekly meetings and activities. Through these instructions, this guide is also intended to provide continuity across the squadron. Through time, changes are encouraged to this SOP.

  - a. The contents of this document are not directives from the Wing or National Level therefore should not be cited as such.
- 1.2 SQDN Meetings.** Meetings are held on Wednesdays from 1900-2120. Visitors are welcome!

  - a. Visitors must notify the chain of command to prepare for their arrival. Those seeking to join and take the appropriate action towards doing so, please see the passage below.
- 1.3 Block Recruiting:** Throughout the year there will be open houses held allowing for guests and prospective cadets to visit the squadron and determine if the squadron is an appropriate fit. These meetings are not mandatory; however, the three meetings afterwards are mandatory if the guest wishes to join. These individuals will be implemented in the Cadet Training Flight shortly. More information is provided on that open house.
- 1.4 Cadet Protection.** All Squadron members and visitors will strictly adhere to the guidelines established by the Cadet Protection Program, CAPR 60-2.
- 1.6 SQDN Dues.** A squadron level annual membership fee of \$50 will be collected annually separate from the yearly CAP membership fee collected by NHQ. The fee can be paid in cash or check under "Civil Air Patrol". For financial difficulties, approach the SQDN CC or Finance Officer directly). Memberships will be fully terminated within 90 days if un-renewed.

## 2. ATTENDANCE POLICY

- 2.1 Schedule.** Meetings are held every Wednesday night from 1900 – 2140 hours (7:00pm – 9:40pm). Staff are expected to report in at 1830 (6:30pm) for the meeting brief, all other cadets are to arrive by 1845 (6:45pm) for flight accountability. Cadets may arrive at 1830 (6:30pm) to handle administrative affairs or to work with other cadets. The meeting officially begins 1900 (7:00pm).
- 2.2 Tardiness.** If a cadet will be tardy or absent it is imperative that their flight staff be notified as soon as possible. Reasons for the tardy will be required, acceptable reasons are the same as those listed under absences. Any cadet arriving late to the meeting must report directly to the Cadet First Sergeant before reporting to their Flight. The Cadet First Sergeant will ensure that the records accurately reflect the Cadet's late arrival.
- 2.3 Absences.** Members are expected to attend every squadron meeting and activity. Proper prior notification is required for members to be excused from attendance. Acceptable reasons for non-attendance are:
- a. Illness
  - b. Family Emergency
  - c. Family Obligations
  - d. Academic study
  - e. Employment
  - f. School related athletic or extra-curricular activities
  - g. Conflicting CAP activities (ex: encampment, schools, special activities, etc.)

Members who are absent from a regular meeting without a valid excuse will be marked as an Unexcused Absence (UA) for that meeting. UAs reflect unfavorably on a member's performance records and can have detrimental impact on the member's promotions, duty assignments, and requests for special activities.

- 2.4 Notification of Absence.** Members who expect to be absent from a single meeting are required to give advance notification, if possible. Cadets will go through their designated chain of command. All members are responsible for obtaining all information discussed during any meeting from which they are absent.
- 2.5 Notification of Extended Absence.** Members expecting to be absent for three or more consecutive meetings and/or activities must submit written notification of the expected period of absence and return date to the unit commander (per CAPR 60-1 para 3.3)
- 2.6 Record of Attendance.** The Cadet First Sergeant is responsible for keeping timely and accurate records of Cadet attendance. The First Sergeant will ensure that the Attendance Form (which can be retrieved from the Senior Administration Officer) is posted and collected at the end of the night. It is the cadet's responsibility to ensure they sign this sheet to receive credit for their attendance.

- 2.7 Unexcused Absence.** Any squadron member having three consecutively unexcused absences from regular meetings and/or squadron activities will be subject to disciplinary action. Actions taken will be determined by one of these officials: Leadership Officer, Deputy Commander of Operations, or Cadet Commander, and approved by the Squadron Commander.
- 2.8 Inactive & Active Cadets.** Cadets who are categorized as “active” are those who have attended 4 meetings/activities over the past 7 weeks ensuring that three of those absences are not consecutive. Cadets who have not attended 3 consecutive meetings without proper notification/excusal are subject to membership termination per CAPP 35-3.
- 2.9 Departure.** All cadets must be departed from the building by 2140 at the latest.
- 2.10 Foxhunts.** Foxhunts are mandatory events taking place on the second Saturday of the month for all cadets to attend. It is understood if a cadet is unable to attend due to other obligations, however the same standards for communication apply. Additionally, please note how attendance factors into Promotion Review Boards (see 10.4). The Facilities NCO will be responsible for the facilitation of the Foxhunt using the checklist.

### 3. PARTICIPTION

- 3.1 Introduction.** A member's successful growth within the CAP program requires active participation in all phases of the program.
- 3.2 Requirements.**
- a. *Physical Presence.* A member must be personally involved to be able to participate.
  - b. *Mental Presence.* A member must direct their thoughts and actions towards the activity so that they will both be open and responsive.
  - c. *Proper Equipment.* A member must have the proper equipment to be able to gain the full benefit of the activity.
    - i. CAP Membership Card
    - ii. Proper uniform worn IAW CAMP 39-1
    - iii. Training materials
- 3.3 Importance.** Participation is more than just attendance. One may attend, yet still not participate. Poor participation is reflected in a member's records and will be a consideration when making promotions or Staff assignments.
- 3.4 Activities.** Civil Air Patrol activities may occur at any level of the organization. Squadron members are encouraged to participate in all activities for which they qualify. All members must submit an application to attend any sanctioned activity through the designated forms (published with the event information).
- a. Applications for Squadron activities must be submitted to the Project NCO by the published deadline, as these require review for completeness and the Squadron Commander's approval.
  - b. Late applications will only be accepted under extenuating circumstances and will be considered on a case-by-case basis.

## 4. HONOR CODE

- 4.1 Introduction.** An Honor Code violation is a serious concern and should be approached with great care to ensure that cadets are not falsely accused of a violation. The following guidelines are designed to provide a procedure that ensures the integrity, and the spirit and letter of the Code are maintained.
- 4.2 Definition.** On my honor as a Civil Air Patrol cadet of the California Wing, I will not lie, cheat, steal, nor commit any act of intentional dishonesty nor tolerate those who do.
- 4.3 Reporting Violations.** If a cadet suspects another cadet of a violation, or observes a violation, the first step is to approach the cadet suspected of violating the Code and explain what was observed. If the cadet agrees that the Honor Code was violated, then the suspected cadet should voluntarily go to the Cadet Commander.
- a. If after being confronted, the suspected cadet disagrees that a violation occurred, the matter should be reported to the Squadron Commander by the witness. All facts must be written down immediately but **MUST NOT** be discussed with any Cadets other than the Cadet suspected of the violation and the Cadet Commander.
  - b. Regardless of if the Cadet Commander determines the instance as a violation of the Honor Code, the situation will be reported to the Squadron Commander. If deemed a violation by the Cadet Commander, and Honor Board will be acquired within 14 days and continue with procedures outlined in CAPR 60-1 *Cadet Program Management*.



## 5. PERFORMANCE STANDARDS

- 5.1 Expectations.** As a member of the Civil Air Patrol, it is not only expected but required that cadets perform to the highest standards of behavior, obedience, and loyalty, not only in assignment, but in relationships with others. The code of ethics must be such that behavior and motives do not create even the appearance of impropriety. An unfaltering commitment to integrity will lead the way for others to follow. Failure to follow the code of conduct will be met through the progressive discipline policy outlined in CAPR 60-1 and the squadron's disciplinary program.
- a. Cadets are to adhere to the leadership expectations listed for their specific phase (Phase 1 – CAPF 60-91, Phase 2 – CAPF 60-92, Phase 3 - CAPF 60-93, Phase 4 – CAPF 60-94)
- 5.2 Cadet Oath.** All cadets will work to follow their cadet oath verbatim. This includes frequent attendance, participation, practice of customs and courtesies (IAW CAPP 151), compliance with CAPR 39-1, and constantly improving upon memory work. (Memory work is to be updated frequently and reprinted for squadron-wide usage)
- 5.3 Standards.** All members are expected to uphold high personal standards both in and out of uniform. The behavior of every cadet is a reflection on the Civil Air Patrol, and integrity must be unshakable under all situations.
- a. **Non-discrimination.** Cadets will always act IAW CAP's non-discrimination and equal opportunity policies, respecting all members regardless of race, disability, gender, gender-identity, religion, nationality or origins. Members will not engage in any behavior that demeans other people or is contrary to a supportive, welcome environment.
  - b. **Behavior.** Cadets are to demonstrate politeness and good manners both in and out of uniform. Common sense, good judgment, and integrity are the best guidelines for conduct.
  - c. **Reporting.** Cadets are to report violations of harmful behaviors (including instances of self-harm, abuse, bullying, hazing, or other similar negative behaviors that impact another cadet's well-being) to a trusted member of senior member leadership.

## 6. CUSTOMS & COURTESIES

- 6.1 General.** Customs & Courtesies must be in constant accordance with CAPP 151 – Respect on Display. Cadets are to additionally uphold the guidelines of respect under their respective phase in the cadet program. (Ex: Phase I – CAPF 60-90 Category I)
- 6.2 Place of Honor.** Cadets walking amongst a senior member or ranking cadet/cadre will pay their respects by walking along the senior's left side.
- 6.3 Attention.** When being addressed by or speaking to officer (Senior or Cadet) cadets are to stand at the position of attention unless otherwise instructed. When being addressed by or speaking to an NCO (Senior or Cadet), cadets are to stand at parade rest unless otherwise instructed.
  - a. When speaking in a classroom setting, cadets will stand at attention regardless of whether the addressee is an officer or NCO. This again will be upheld unless the addressee wishes otherwise.
- 6.4 Flag Detail.** When retrieving the colors, flag detail may call "MAKE WAY FOR THE COLORS". Cadets should make an active effort to avoid the path in which the flag detail follows. When the colors pass, if indoors cadets should be at the position of attention. When outdoors, cadets will halt and salute until the colors have moved 6 paces away.
- 6.5 Greetings.** Cadets are to pay proper greetings as IAW CAPP 151 when within six paces of an officer, NCO, or senior member.

## 7. CLASSROOM PROCEDURES

- 7.1 Introduction.** Prior to the start of a classroom block, the First Sergeant shall call “CLASS, ATTENTION”, and introduce the instructor (example: “Ladies and Gentlemen, C/CMSgt Doe, Aerospace). The instructor may call “SEATS” and/or “AT EASE” when he/she sees fit.
- 7.2 Class Materials.** Class materials must be brought to every meeting preferably in the form of a binder or notebook of a solid dark color. Cadets should use masking tape and write their name (LAST, FIRST), CAPID, and flight to ensure accountability over all materials. Materials will be placed on the floor at the upper-left corner of the cadet’s chair.
- 7.3 Positions of Attention.** Cadets being addressed by an instructor, officer, or NCO should sit at the position of attention (spine straight, looking straightforward, hands cupped and brought to the knees). When responding they should be at the position of attention standing.
- 7.4 Phones.** Cell phones will be silent (not on vibrate) and left with the cadet’s materials in the classroom. Cadets should not have cell phones in their pockets. Staff cadets may keep their phones on their person, but they are only to be used if absolutely necessary.
- 7.5 Calls & Responses.** When “EYEBALLS” is called, cadets are to stop what they are doing, look at whomever called the response and respond “CLICK”. When “EARS” all cadets will stop what they are doing, silence all conversations and background noise and say “OPEN”.

## 8. UNIFORMS AND APPEARANCE

- 8.1 Grooming Standards.** All members of CAP must be well groomed and ensure that their personal appearance at all times reflects proper credit upon themselves and CAP. The established grooming standards are published in CAPR 39-1, "Civil Air Patrol Uniform Manual." Cadets are expected to familiarize themselves with this manual.
- 8.2 Uniforms:** The uniform to be worn at a given time is at the discretion of the Squadron Commander or his/her designated representative. It is the responsibility of the Cadet to ensure the uniform is IAW CAPR 39-1
- a. IT IS YOUR RESPONSIBILITY TO OBTAIN UNIFORMS AS QUICKLY AS POSSIBLE ONCE JOINING CAP.**
- 8.3 Supply NCO:** Cadets in need of ribbons, uniform items and sizing information should consult the Supply NCO to check available inventory.
- 8.4 Donations:** Donations are highly encouraged by cadets leaving the program, purchasing new uniforms, or having outgrown their current pair. This strongly assists cadets struggling financially. See the Supply NCO if you would like to donate your uniform.
- 8.5 Service Uniform (Blues):** Consult CAPR 39-1 for a complete description. (Remember, newly promoted C/Amn receive the Curry Voucher, a \$100 coupon, for their blues that lasts for 45 days)
- a. Cadet Flight Staff and Cadet Officers will wear ties/tie tabs  
b. Service Uniform shoes will be corfam (patent leather) Oxfords
- 8.6 Utility Uniform (ABU - Airman Battle Uniform):** Consult CAPR 39-1 for a complete description; Boot information is available in the Squadron Boot Guide
- a. A filled-out [CAPF-160](#), laminated or in a zip-lock bag, will be carried in the ABU right shin pocket, aka the Safety Pocket. Any necessary medications (i.e. inhalers) will be carried in the ABU left shin pocket.  
b. CAP ID card will be carried in your left pocket during ALL CAP activities.
- 8.7 Physical Training (PT) Uniform**
- a. Squadron T-Shirt (shirt will be tucked in)  
b. Navy blue/black athletic shorts or sweatpants (at the discretion of cadet staff)  
c. Plain white crew socks  
d. Appropriate athletic shoes

## 9. MEETING SCHEDULE AND PROCEDURES

- 9.1 Announcements.** Schedule will be announced by the First Sergeant no later than Friday evening. Cadets are required to read these emails to gain important information on upcoming events/UOD/other special announcements.
- 9.2 Call downs.** Flight call downs will also be sent weekly by respective staff also no later than Saturday. Cadets must respond at least 48 hours before the meeting if you are attending (if not, an explanation is required). Flight call downs are the appropriate time to request drill tests, PRBs, and ask questions. (NOTE: Last minute board/drill requests during the meeting will be automatically declined)
- 9.3 Training schedules.** The schedule for the preceding 60 days will be published by the Cadet Commander 30 days prior to the 60-day session. Flight Commanders are expected to have their portion of the training schedule (that is the flight block areas) completed under the same deadline. Adjustments that will inevitably be made must be notified to the entirety of cadet staff.
- a. Schedules will not be leaked to general cadets and *must* stay within the cadet staff.
- 9.4 General Meeting.** Meeting schedules will typically follow this format, special events are not taken into consideration in the creation of this

1830-1900: Staff Meeting, Building Opened, Seniors on Site

1830-1845: Cadet Arrival Period

1900-1910: Pledge of Allegiance, Cadet Oath, Opening Formation

1910-2000: INSTRUCTIONAL BLOCK #1

2000-2010: Unit Time

2010-2100: INSTRUCTIONAL BLOCK #2

2100-2140: Commander's Call, Promotion Ceremonies, Closing Formation

## 10. SQUADRON STRUCTURE AND ROTATIONS

- 10.1 ROTATIONS:** The squadron yearly schedule is split into three-month quarters. Each quarter is one rotation.
- a. Q1: Jul-Sep
  - b. Q2: Oct - Dec
  - c. Q3: Jan – Mar
  - d. Q4: Apr - Jun
- 10.2 CADET TRAINING FLIGHT (CTF)/CHARLIE FLIGHT:** Temporary flight consisting of newly joined C/ABs. This flight will use an adapted form of the Great Start curriculum to achieve their first promotion and begin their cadet careers on the right foot. Staff for this flight is rotational, and this flight will only exist for a single quarter. After the graduation of the CTF, the flight will convert to “Charlie” Flight to signify this. The goal for CTF is to obtain their first promotion.
- 10.3 BRAVO FLIGHT:** Consists of C/A1C to C/SrA who must stay in the Flight for a minimum of two quarters before moving up to the Alpha Flight. Bravo Flight cadets' main objectives are to properly wear uniforms, learn basic customs and courtesies, demonstrate high proficiency of drill and ceremonies, and demonstrate leadership potential. Once these objectives and the completion of the Wright Brothers Milestone are done, they may progress onto Alpha Flight.
- 10.4 ALPHA FLIGHT:** Consists of C/SSgt and up who’s main objectives are to transition to Phase 2 of the program. They will be learning the duties of a Non-Commissioned Officer and the skills required to successfully perform as one. Cadets will be equally trained in the aspects of line staff and support.
- 10.5 STAFF:** Special Assignment NCOs and officers. Development meetings are required on a quarterly basis or as needed.
- 10.6 STAFF TERMS:** To ensure that all cadets are eligible for leadership opportunities, staff positions will be open for application per the discretion of the cadet commander. Announcements and selection process will be completely transparent, feel free to ask a cadet staff member for any questions.

## 11. PROMOTIONS AND AWARDS

- 11.1 Requirements.** Specific information for the promotion criteria at each rank can be found under [gocivilairpatrol.com](http://gocivilairpatrol.com) > Programs > Ranks and Awards > (click on respective rank).
- 11.2 Online Tests.** Leadership and Aerospace tests are available to be taken online via eServices. These tests are open-book and are taken during your own time. Milestone tests are the only exception to this and are required to be taken at the squadron. Online tests should be the first item completed before requests for a drill evaluation or review board is sent.
- 11.3 Drill Evaluations.** Drill requests must be made through the respective chain of command. Drill tests requiring the memorization of a sequence (essentially NCO tests) are required to be memorized by the cadet. A notecard will not be provided. Cadets should ensure they complete their drill evaluation before requesting a PRB.
- 11.4 Promotion Review Boards.** Cadets may request a PRB in the same manner as a drill evaluation. Note that after the rank of C/SrA cadets are required to arrive at these evaluations in Class B blues, with ribbons and devices, no tie/tie tab. Cadets should make an active effort to think of responses prior to their review board (see CAPF 60-90, CAPF 60-91, CAPF 60-92, CAPF 60-93 for reference).
- a. Note that attendance will be factored into PRBs, less than 70% attendance at foxhunts and general meetings will be brought to attention.
- 11.5 Awards.** An award is a formal recognition of outstanding performance of capability. There are two kinds of awards, individual and group, and many categories such as academic excellence or honor flight. Below are listed possible awards that may be given out at our Squadron level.
- a. Squadron 153 Cadet of the Month
  - b. Squadron 153 Honor Flight of the Quarter
  - c. Squadron 153 NCO of the Year
  - d. Squadron 153 Officer of the Year

\*\*Specific CAP Awards are on the Special Cadet Program Awards at [www.gocivilairpatrol.com](http://www.gocivilairpatrol.com)