

# Winchester Composite Squadron

## Basic Knowledge Handbook

2011



*This handbook belongs to: \_\_\_\_\_*

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# Civil Air Patrol: A Proud Legacy Continues

Civil Air Patrol enjoys a proud legacy of selfless sacrifice and service to country and community that spans seven decades. On the occasion of our 67<sup>th</sup> anniversary, which CAP observed on Dec.

1, it is a good time to reflect on that legacy and to celebrate the members who made it happen. The first Civil Air Patrol members of 1941 were a heroic breed, men and women who served their country by sinking or chasing away German submarines off America's East and Gulf coasts. As a result of their bravery, patriotism and tenacity, CAP subchasers effectively thwarted German U-boat attacks and, in the process, saved countless lives.

Today, CAP handles 90 percent of inland search and rescue missions, with approximately 75 lives saved each year. Our members are generally the first on the scene transmitting satellite digital images of the damage within seconds around the world and providing disaster relief and emergency services following natural and manmade disasters, including such phenomena as 9/11, Hurricane Katrina, Texas and Oklahoma wildfires, tornadoes in the south and central U.S., North Dakota flash flooding and the October 2006 earthquake in Hawaii, as well as humanitarian missions along the U.S. and Mexican border. In addition, CAP members are dedicated to counterdrug reconnaissance and to teaching a new generation about aerospace and its impact on our future. And our cadet programs ensure our youth receive some of the finest leadership training the nation has to offer.

Unlike our founding CAP fathers, many of whom flew their own airplanes and performed life-threatening missions without any formal training, our 57,000 members are now provided with top-notch, year-round professional development training opportunities and with aircraft equipped with the most advanced technologies available for search and rescue.

Indeed, Civil Air Patrol makes a huge impact each and every day, going above and beyond to make a profound difference in America's communities. As a vigilant CAP volunteer, you save lives and preserve liberty for all. Thank you for your service.

Semper vigilans!

Maj. Gen. Amy Courter  
CAP National Commander

# CAP Oaths

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

**Safety Pledge:** “As a Civil Air Patrol member, I pledge to promote an uncompromising safety environment for myself and others, and to prevent the loss of, or damage to, Civil Air Patrol assets entrusted to me. I will perform all my activities in a professional and safe manner, and will hold myself accountable for my actions in all of our Missions for America.”

**Honor Code:** “A cadet will not lie, cheat, or steal, nor tolerate anyone among us who does so.”

**CAP Motto:** “Semper Vigilans – meaning Always Vigilant.”

**Core Values:** “Integrity, Volunteer service, Excellence, and Respect.”

**Three Missions of CAP:** “Emergency Services, Aerospace Education, and Cadet Programs.”

**CAP Vision:** “America’s Air Force Auxiliary, Civil Air Patrol, building the nation’s finest force of citizen volunteers – performing missions for America.”

**CAP Mission:** “To serve America by performing Homeland Security and humanitarian missions for our communities, states, and nation; developing our country’s youth; and educating our citizens on the importance of air and space power.”

# Chain of Command

*National Commander: Major General Amy S. Courter*

*MER Commander: Col Joseph Vasquez*

*Virginia Wing Commander: Col David Carter*

*Group 3 Commander: Lt Col Bruce Patterson*

*WCS Commander: Capt Christopher Colvin*

*DCC: 2<sup>nd</sup> Lt Ethan Groves*

*Cadet Commander: \_\_\_\_\_*

*Deputy Cadet Commander: \_\_\_\_\_*

*Cadet Executive Officer: \_\_\_\_\_*

*Cadet 1<sup>st</sup> Sergeant: \_\_\_\_\_*

*Alpha Flight Commander: \_\_\_\_\_*

*Alpha Flight Sergeant: \_\_\_\_\_*

*Bravo Flight Commander: \_\_\_\_\_*

*Bravo Flight Sergeant: \_\_\_\_\_*

# Basic Leadership Info

## **Duties & Responsibilities**

To become an effective member of a team you must get to know the members of your unit. Be open and friendly, but also remember to maintain a balance of professionalism.

Keep alert, observe, and keep an open mind for tips on how to do better.

## **Integrity**

Integrity is the first of Civil Air Patrol's core values. It is the strict adherence to a code of conduct. One word "honor" helps to sum up integrity in character. It means having a fine sense of ethics, justice, and rightness.

## **Respect**

Respect is one of Civil Air Patrol's core values. It means showing honor and esteem for the people around you.

## **Volunteer Service**

Volunteer Service is one of Civil Air Patrol's core values. To volunteer means to do something for someone without expecting anything in return. Basically it means helping when you see a need.

## **Excellence**

Excellence is one of Civil Air Patrol's core values. Excellence means striving to do EVERYTHING you do to the BEST of your ability. Never doing a job half way or half-heartedly.

## **Attitude**

Maintaining a positive attitude is important! Because attitudes are contagious. If you come to the meeting with a negative attitude toward CAP then you will not be striving for excellence, which can affect the ability of the squadron to fulfill its goals. It will also spill over to other cadets affecting their attitudes as well.

# Basic Drill Knowledge

## Purpose of Drill

Drill is the orderly movement of the flight from one location to another. The primary purpose of drill in CAP is to learn teamwork. It also helps you to learn discipline and will help you to hone your ability to hear and follow orders promptly, without them needing to be repeated. Group activities like drill also help to create an *esprit de corps*, and to stimulate morale and teamwork.

## Attention

To assume this position, bring the heels together sharply on line, with the toes pointing out equally, forming an angle of 45 degrees. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.

Keep the head erect and *face* straight to the front with the chin drawn in so that alignment of the head and neck is vertical.

Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers.

You are NOT permitted to move or look around while in the position of attention.

## Parade Rest

The position of parade rest is simply a modified form attention. You are NOT permitted to move or look around while in the position of parade rest.

## Infinity

When at attention you should be staring into infinity. Infinity has a color. Purple-ish blue with green polka dots and yellow stripes.

# Customs and Courtesies

Customs and Courtesies are simply a form of respect. They are also steeped in military tradition. They are important in CAP because you must work closely with others and because you must have cooperation to do your job. Courtesy, then, is vital in developing cooperation and *esprit de corps*. Acts of courtesy do not mean you are inferior to the other person. It means that you appreciate someone who is working hard to run your organization well.

## Forms of Customs and Courtesies

### Saluting

The salute is a way of recognizing an officer's seniority and their hard work to achieve that position. It is also used to show respect for the American Flag by saluting it when passing by in uniform. (Note: You only salute the American Flag and you do not salute mini-flags or a flag at half-mast.)

### Calling the Room to Attention

When you are indoors you do not salute. Instead a different form of military courtesy is shown, you call the room to attention when an officer comes into a room. However, if you are in a class or if there is a senior ranking officer in the room, you do NOT call the room to attention.

### Sir/Ma'am

When addressing someone in a military organization it is simple courtesy to address them by their title. An Airman, you would address as Airman. A Sergeant you address as Sergeant, and a Chief Master Sergeant as "Chief". Officers you either address them by rank or just say Sir/Ma'am.

# Meetings and Schedule

## Meeting time

Meetings begin every Tuesday night at 1830 (6:30 PM) and end at 2100 (9:00 PM). Cadets should arrive at the meeting at least 5-10 minutes prior to the meetings start time.

## Schedule

### 1<sup>st</sup> Tuesday of the month

Primary Activity: *Moral Leadership*

Uniform: **Blues**

Other Activities to expect: Inspection, Drill, Promotion Ceremony, Short Class or other activity.

### 2<sup>nd</sup> Tuesday of the month

Primary Activity: *Emergency Services*

Uniform: **BDU**

Other Activities to expect: Inspection, Drill, Short Class or Team Building Exercise, Testing and Review Boards.

### 3<sup>rd</sup> Tuesday of the month

Primary Activity: *Aerospace Education*

Uniform: **BDU**

Other Activities to expect: Inspection, Drill, Short Class or Team Building Activity, Testing and Review Boards.

### 4<sup>th</sup> Tuesday of the Month

Primary Activity: *Physical Training (PT)*

Uniform: **Plain Brown or Tan T-shirt and Black or Blue shorts.**

Other Activities to expect: Short class or team building exercise, testing and review boards.

All suggestions for activities and team building exercises are welcome.