

**Middle School Initiative**

**PART I  
COVER SHEET**

**CAP 1 SEMESTER 1 WEEK Any Prior to Week 9**

**COURSE:** Achievement One Training Weekend

**LESSON TITLE:** Achievement One Training Weekend

**LENGTH OF LESSON:** Friday Evening Through Sunday Afternoon

**METHOD:** Lecture and Demonstration-Performance

**REFERENCES:**

1. Achievement 1 Training Weekend Instructor's Guide
2. AFM 36-2203, *Drill and Ceremonies Manual*
3. *Leadership 2000 and Beyond, Volume I*

**AUDIO/VISUAL AIDS/HANDOUTS:** Achievement One Training Weekend Student's Guide

**COGNITIVE OBJECTIVE:** The objective of Achievement One Training Weekend is to reinforce the CAP training previously received and to understand how the training fits into the cadet's role within the Civil Air Patrol program.

**COGNITIVE SAMPLES OF BEHAVIOR:** Each cadet should be able to:

1. Discuss the history of CAP.
2. Name the three missions of CAP.
3. Describe the Civil Air Patrol organization.

**AFFECTIVE OBJECTIVE:** To allow cadets to put into practice what they have learned.

**AFFECTIVE SAMPLES OF BEHAVIOR:**

1. Demonstrate drill and ceremonies movements.
2. Demonstrate the various procedures expected of a cadet.

**Middle School Initiative**

**PART II  
TEACHING PLAN**

**Introduction**

**ATTENTION:** N/A

**MOTIVATION:** N/A

**OVERVIEW:** N/A

**TRANSITION:** N/A

**Body**

**See schedule in Achievement 1 Training Weekend Instructor's Guide**

**Closing**

**Conclusion**

**SUMMARY:** N/A

**REMOTIVATION:** N/A

**CLOSURE:** N/A

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**PART III  
LESSON REVIEW**

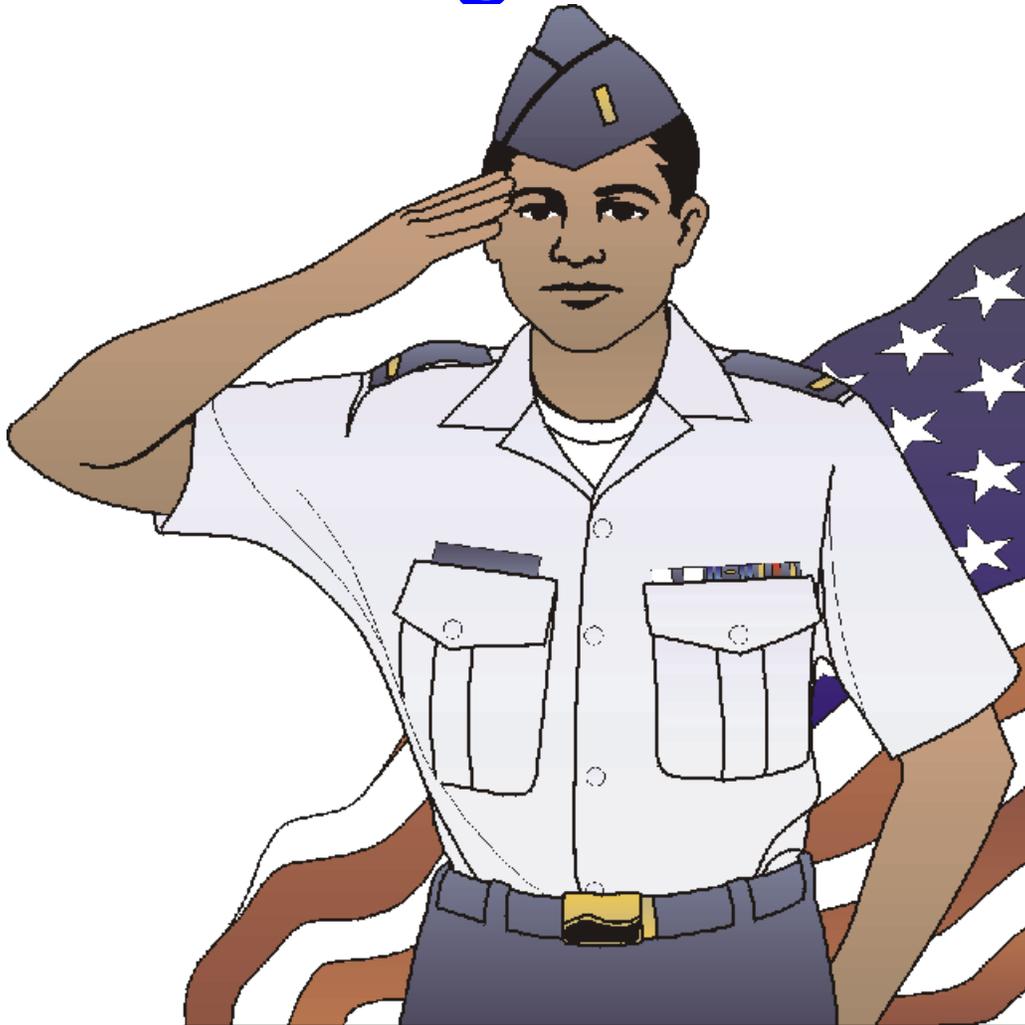
**LESSON OBJECTIVE(S):** Each cadet should be able to:

1. Demonstrate drill and ceremonies movements.
2. Describe the Civil Air Patrol organization.
3. Demonstrate the various procedures expected of a cadet.

**LESSON QUESTIONS:** N/A

CAP1S1P1TW

# Achievement One Training Weekend



## Instructor's Guide

## ACHIEVEMENT ONE TRAINING WEEKEND

The final and key event to the success of Achievement One is the training weekend. This weekend activity reinforces all the CAP classes and principles taught during the previous weeks and culminates into a unit activity. Additionally, it acts as an excellent preparation for encampment.

Anyone can play the temporary role of the new cadet during the regular two-hour weekly meetings; however, the forty or so hours of the training weekend is a bigger challenge. The cadets have to live in basic military lifestyle and the transition is very positive. Not only will they truly emulate the ideals found in attitude and discipline, but also they begin to routinely respond to customs and courtesies as they would to polite manners.

The success is in requiring the cadets to meet all the criteria before they move on to the next level. Have them start on Friday with preparing their areas for inspection and follow up with an inspection of the areas and the cadets. Give them a time limit to correct the discrepancies and reinspect. Provide classes in attention to detail and shoe shining. Have them work on their footgear prior to lights out.

Saturday should begin with an early Reveille (recommend 0500 hours since they probably did not want to sleep the night before) and the CPFT. If you have any CPFT failures, they can make it up on Sunday morning. After breakfast have them begin to make up all quiz failures. It is recommended that you have a different staff member responsible for each quiz in a round-robin training environment. This will allow the cadets to go to those stations where they have failed. Also, have stations available where they can practice drill and ceremony skills. The goal is to reinspect and have drill periods to break up the constant short classes and quizzes. All quizzes should be passed by the completion of the day. The evening should be more relaxed and geared toward building morale and getting them psyched up for the Curry test.

Reveille on Sunday should be later with a class conducted by the Chaplain, at his convenience. A review for the Curry test should take approximately an hour or so to answer questions and cover all parts of Achievement One. Give the Curry test and provide cadets with the scores as they work through each portion of the test.

Some logistical areas that need to be planned and arranged well in advance are: location/facility, area for CPFT, meals, showers, bedding/beds, separate rooms for male/female cadets/senior members, additional supervision and instructors for planned subjects, personnel as helpers, cost, and transportation. These can be planned around the selected approved date and facility. Just keep in mind what the weekend is to accomplish and all the needed items to make the weekend successful in every way.

## CAP1S1P1TW

This event will meet criteria of a squadron activity for promotion. The cadets will have a greater understanding of CAP than those who simply take the Curry test alone. A sample schedule follows.

**Middle School Initiative**

**Achievement One Training Weekend  
Handout**

Date:

Time: Start: arrive no later than 1900 hours. Finish: 1430 hours

Cost: \$ Must be paid for upon arrival

Needed items: All uniforms  
All uniform items  
Boots and shoes  
Running shoes  
PT clothes - to run the mile  
Personal hygiene items  
Towel  
Underclothes  
2 white T-shirts  
Shoeshine kit  
All notes, notebooks, pen and paper  
Books - if you have them

Provided for you: Linen  
5 meals (3 Sat - 2 Sun)  
Transportation to training weekend site  
Instructors

Benefits Moral leadership  
Curry test  
Opportunity for promotion  
Encampment preparation  
A required activity

Sample Advance Notice/Handout

### SAMPLE TRAINING WEEKEND SCHEDULE

#### **Friday**

1900	Meet at unit
1930-2000	Safety briefing and instructions on how the area will be arranged
2100-2115	Uniform and area inspection - correct as necessary
2145-2200	Reinspection
2200-2230	Personal hygiene (bathe, brush teeth, etc.)
2230-0500	Lights out - CQ begins

#### **Saturday**

0500-0510	Reveille
0510-0530	Police area and prepare for CPFT
0530-0630	Stretch, mile run, situps, sit and reach, recovery and clean up.
0630-0730	Breakfast
0800-1200	CAP1S1COM1 & 2 (includes practice with handheld radios)
1200-1300	Lunch
1300-1500	CAP1S1ES1
1500-1600	Drill practice
1600-1700	Inspection and correction
1700-1800	Dinner
1800-2100	Round-robin training: Customs and Courtesies Attitude and Discipline Drill and Ceremony Grades, Motto, Cadet Oath, Core Values Report to an Officer

2100-2130 Personal hygiene (bathe, brush teeth, etc.)

2130-0600 Lights out - CQ begins

**Sunday**

0600-0700 Reveille and clean up (personal hygiene)

0700-0800 Breakfast

0800-0930 Curry test review

0900-1000 Take Curry test

1000-1100 Police area and get personal items together, etc.

1100-1200 Moral Leadership

1200-1300 Lunch

1300-1400 Closing exercise (present certificates, comment on outstanding individuals, etc.)

## HISTORY HIGHLIGHTS

The Civil Air Patrol is the product of world tension prior to World War II. Realizing a need to prepare for potential war, the idea of CAP began. Mr. Gill Robb Wilson was the first to make a concentrated effort to establish a Civil Air "Patrol." He initially formed the New Jersey Air Defense Services. The two objectives of the program were instructor refresher courses and other civil pilot training.

On 1 December 1941, the Civil Air Patrol was formed. On 8 December 1941, the day after Pearl Harbor, the CAP had its first commander. MG John F. Curry became the first commander and Gill Robb Wilson was the first executive officer.

The increased sinking of American ships by German subs gave the CAP a chance to do coastal patrols and submarine watch. On 5 March 1942, the CAP was granted an experimental patrolling plan for 90 days. The members established three bases and one required cutting down trees to build a runway and the members had to pay for the trees out of their own pocket. Initially, the CAP was used for reconnaissance. However, after spotting a sub that had become stuck on a sandbar trying to get away before bombers could come and destroy it, the carrying of bombs became the norm. Patrols went out to sea as far as 150 miles. The first CAP "kill" went to Captain Johnnie Haggins and Major Wynant Farr. The experiment lasted 18 months with 173 subs spotted, 2 sunk, 83 bombs dropped, and 57 depth charges released. The three bases became 21 and there were 86,685 missions with a total of 244,600 hours flown! Twenty-six pilots and observers were killed and seven seriously injured. Also, 90 aircraft were lost. The result was a grateful nation that presented air medals and exceptional civilian service awards.

After the coastal patrol ended there were still many other missions to be accomplished that took over 500,000 flying hours and 30 more lives. Search and rescue for down military and civilian pilots and planes accounted for 24,000 hours, plus unknown are the thousands of missions that were not reimbursable. The CAP great success was pilots that were familiar with their own areas, slower aircraft, and standing ready ground teams. The teams showed great ingenuity with teams on horses, foot, vehicles, and a planned parachute team that was never used. The CAP moved over 3.5 million pounds of mail and cargo for the air forces. There was a border patrol along the Texas and Arizona border that was responsible for the apprehension of enemy agents and an enemy radio station. Pulling aerial targets, running search light patrols and wolf depopulation patrols kept the CAP busy and relieved the military of many tasks that allowed them to concentrate on the war.

On 1 July 1946, Public Law 476 incorporated the Civil Air Patrol. The result was a program with ten missions. They were: (1) Inform the general public about aviation and its impacts, (2) Provide seniors and cadets with ground and preflight education and training, (3) Provide air service under emergency conditions, (4) Establish a radio network covering all parts of the United States for both training and emergency use, (5) Encourage the establishment of flying clubs for its membership, (6) Provide selected cadets a two week encampment at air bases,

(7) Provide selected cadets flight scholarships, (8) Encourage model airplane building and flying, (9) Assist veterans to find employment and (10) Contribute services to special projects such as airport development, the survey and marking of emergency airstrips and the survey of dangerous flying areas.

On 26 May 1948, Public Law 557 made the CAP the official auxiliary of the United States Air Force. The headquarters changed in 1959 to the Continental Air Command and in 1968, the CAP fell under HQ USAF. In 1976, CAP came under the command of the Air University at Maxwell AFB, Alabama. Today, Civil Air Patrol is still located at Maxwell AFB, Alabama, and is part of the Air Education and Training Command at Randolph AFB, Texas. The missions of today's Civil Air Patrol are: The Cadet Program, Emergency Services, and Aerospace Education.

## CIVIL AIR PATROL ORGANIZATION

### **EIGHT REGIONS**

Northeast  
 Middle East  
 Great Lakes  
 Southeast  
 North Central  
 Southwest  
 Rocky Mountain  
 Pacific

### **FIFTY-TWO WINGS**

The 50 states  
 District of Columbia  
 Puerto Rico

### **COMMAND STRUCTURE**

National Headquarters  
 Region Headquarters  
 Wing Headquarters  
 Group Headquarters  
 Squadrons  
 Flights

### **LIAISON OFFICERS**

Active duty Air Force	National Region
Retired Air Force – Corporate employees	Wing

### **FIVE TYPES OF SQUADRONS**

Cadet  
 Composite  
 Senior  
 MSI  
 ROTC

## MEMBERSHIP CLASSIFICATIONS

<b>SENIOR MEMBERSHIP</b>	Active members Retired members (12 years of service) Life members
<b>AEROSPACE MEMBERS</b>	In education field No uniform Promote aerospace education
<b>BUSINESS MEMBERS</b>	Corporation Partnership Formal organization Joins as a group to support
<b>CADET SPONSOR MEMBERS</b>	Must be a parent, grandparent or legal guardian of an active CAP cadet Assigned to same unit as cadet child, grandchild, or ward. Special annotated membership card
<b>CAP CADETS</b>	Enrolled in 6th grade or 12 years old Less than 18 years old US citizen Good moral character In school or graduated Single Not active military
<b>CADET MEMBER TERMINATION</b>	Failure to make progress in the cadet program Lack of interest demonstrated by missing 3 consecutive meetings Misconduct
<b>AUTOMATIC LOSS OF MEMBERSHIP</b>	Reach age of 21 Joins active armed forces Fails to maintain satisfactory academic school record Marries Becomes pregnant

## CIVIL AIR PATROL POSITIONS AND FUNCTIONS

### ADMINISTRATION

Information Management  
 Aerospace Education  
 Cadet Program  
 Chaplain (Moral Leadership)  
 Civil Preparedness  
 Communications  
 Emergency Services  
 Finance  
 Inspections  
 Leadership Training  
 Legal Matters  
 Maintenance  
 Medical Matters  
 Mission Training  
 Operations  
 Personnel  
 Public Affairs  
 Safety  
 Senior Program  
 Supply  
 Testing  
 Transportation

Generally, a senior member will have one or more of these staff assignments. Cadets often perform many of the same jobs as members of the cadet staff.

### CAP EMERGENCY SERVICES

Primary mission is to save lives and relieve human suffering  
 Search and rescue missions come from Air Force Rescue Coordination Center at Langley AFB, Virginia

### PRIMARY FUNCTIONS

Mission Coordination  
 Administration  
 Communications  
 Air Operations  
 Ground Operations

**DISASTER RELIEF OPERATIONS**

US Army has overall responsibility  
 Air Force coordinates with the Army  
 CAP works with Red Cross, Salvation Army, and  
 Federal Emergency Management Agency  
 (FEMA)

**DISASTER RELIEF MISSIONS  
 AUTHORIZED**

Courier and light cargo transport  
 Manual labor for debris removal  
 Air and ground transport for cargo and non-CAP  
 key personnel  
 Mercy missions-blood, organ and patient  
 transport

**OTHER FLIGHT MISSIONS**

Airborne control of surface vehicular traffic  
 Communications relay  
 Military low level training route safety surveys  
 Courier service and light cargo transport  
 Airborne visual and photographic damage  
 assessment  
 Radar installation flight tests and controller  
 training

**CAP AIRCRAFT**

Corporate owned  
 Member owned

**AIRCREW AND FLIGHT TRAINING**

Command pilot  
 Senior pilot  
 Pilot  
 Master observer  
 Senior observer  
 Observer  
 Glider pilot

**CAP COMMUNICATIONS  
 NETWORK**

Aids in the advancement and improvement of the  
 art and science of radio communication  
 Further aerospace education in communications  
 Coordinates with government agencies for  
 planning and establishing procedures to meet  
 local and national emergencies  
 Covers all 52 wings

Communications types:

- AM (26.620 mHz)
- FM (uses repeater)
- HF (long distance)
- Must be CAP qualified

**AEROSPACE EDUCATION**

- Various conferences
- Achievements 2-8

**CADET PROGRAM**

5 phases

- Motivation
- Learning phase
- Leadership phase
- Command phase
- Executive phase

Self study for promotion/qualification

Achievement requirements

- Aerospace Education
- Leadership Training
- Moral Leadership
- Fitness
- Squadron Activities

Milestones

- Mitchell Award (C/2d Lt)
- Earhart Award (C/Capt)
- Eaker Award (C/Lt Col)

**\*\*CIVIL AIR PATROL CORE VALUES\*\***

- Integrity**
- Volunteerism**
- Excellence**
- Respect**
- Trust**
- Dependability**
- Fun**

**We embrace these values and embody them through strength of leadership, undisputed professionalism, and our love of aviation.**

**\*\*CIVIL AIR PATROL CADET OATH\*\***

I pledge that I will serve faithfully in the Civil Air Patrol Cadet program, and that I will attend meetings regularly, participate 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.

**\*\*CIVIL AIR PATROL HONOR CODE\*\***

I shall not lie, cheat or steal, nor tolerate those who do.

**\*\*CIVIL AIR PATROL MOTTO\*\***

Semper Vigilans - Always Vigilant

**\*\*THE THREE MISSIONS OF CIVIL AIR PATROL\*\***

1. **Emergency Services** - To provide humanitarian assistance in peacetime and domestic disasters, as well as civil defense and military services in a national emergency.
2. **Aerospace Education** - To educate the general public in the fields of aerospace history, power, and technology.

3. **The Cadet Program** - To develop and motivate the youth of the country to leadership and responsibility in the community, state, and nation, through an interest in aviation.

**\*\*CAP VISION\*\***

Civil Air Patrol, America's Air Force Auxiliary, building the nation's finest force of citizen volunteers - performing Missions for America.

**\*\*CAP MISSION\*\***

**(Current)**

To serve America by developing our nations' youth; accomplishing local, state, and national missions; and educating our citizens to ensure air and space supremacy.

**\*\*CAP MISSION\*\***

**(Proposed)**

To serve America by developing our nation's youth; performing local, state, and national emergency and humanitarian missions; and educating our citizens on the impact of aviation and space.

**\*\*CAP MISSION\*\***

**(Amplified)**

To serve America by developing our nation's youth; performing local, state, and national emergency and humanitarian missions; and educating our citizens on the impact of aviation and space.

- Ensure the availability of a nationwide pool of volunteers providing communications and transportation resources and services to meet emergency, disaster relief and other critical needs.
- Foster youth growth and development in the qualities and skills required to lead.
- Develop understanding and insight into the pursuit of aviation, space knowledge, and careers.

- Provide practical, hands-on experience encompassing all aspects of life.

## BASIC CUSTOMS AND COURTESIES

A courtesy is an action showing politeness, respect and personal recognition for others. Courtesies are signs that demonstrate an individual recognizes a person of higher grade or position. Military courtesy is necessary for juniors and seniors. Courtesy paid to a senior is a way of showing respect to a commander or leader, in recognition of the position's authority and responsibility. Courtesy shown to subordinates acknowledges the part they play as an essential member of the team.

To have meaning, these courtesies must have feeling and be automatic. The manner which they are displayed express feelings of pride, confidence and respect. Observing courtesy is a sign of self-discipline. Enforced discipline and training are ways to learn common acts of military courtesy. The most effective method to correct mistakes is the "on the spot" correction.

One of the most common courtesies is the salute. The salute is a means of expressing greeting and showing goodwill and respect. It is a position of the hand and the entire attitude of the individual rendering respect toward his superior officer, flag, or country. You will use the salute when reporting to an officer or rendering courtesies to a superior. The following are rules of saluting.

- a. When meeting an officer of superior rank outside - salute at recognition.
- b. Salute all officers in official vehicles (recognized by rank plates or flags).
- c. In formation, salute only on command.
- d. If in a group and an officer approaches, the first cadet to recognize the officer calls the group to attention and all personnel salute. If the senior cadet sees the officer then he will call the group to attention and salute for the group.
- e. If double-timing (running) as an individual and you approach an officer, assume quick time (walking) and render the salute six paces from the officer. When the salute is returned, execute order arms and resume double-timing.
- f. Salutes are rendered while marching at quick time or at the halt, never while at double time.
- g. The salute is always initiated by the subordinate and terminated only after acknowledgment by the superior. The one exception is when the superior does not see or is unable return the salute. You would then hold the salute for six paces past the officer.
- h. Accompany the salute with an appropriate greeting such as "Good morning/afternoon, Sir."

i. Salutes are not required to be rendered or returned by personnel who are driving or riding in privately owned vehicles.

j. Cadet airmen do not exchange salutes nor are senior members with no rank saluted.

k. Never salute with noticeable objects in your mouth or right hand.

l. If you are on a detail and an officer approaches, salute if you are in charge of the detail. Otherwise, continue to work. If you are spoken to, then come to the position of attention.

m. Salute the Colors when they are within six paces. Hold the salute until they have passed six paces. When walking, turn your head in the direction of the Colors and salute within six paces. Terminate the salute six paces past the Colors.

n. When Reveille, Retreat, the National Anthem or "To the Colors" are played and you are not in formation, assume the position of attention on the first note of the music.

(1) Salute the flag, if you are able to see it.

(2) Face the sound of the music and salute if you are unable to see the flag.

(3) If in a vehicle, halt; exit the vehicle and render the salute.

(4) If in civilian clothing, stand at attention and place your hand over your heart.

(5) When in formation, salute only on command.

o. When indoors you do not salute the flag, but stand at attention.

p. The Pledge of Allegiance receives the same respect as the National Anthem. However, when in uniform you stand at attention and you do not recite the pledge.

Additional courtesies that are common:

a. When talking to an officer, stand at the position of attention unless given "At Ease". When you are dismissed or when the officer departs, come to attention and salute.

b. When an officer enters the room, the first cadet that sees him should call the room to attention. No one salutes indoors except when reporting to an officer.

c. When accompanying an officer the junior walks to the left. The right side is the position of honor and allows him to salute.

d. When entering or exiting a vehicle the junior is first in and the senior is the first to exit.

e. When an officer or NCO enters a crowded hallway or similar area where cadets are present or standing around, the first cadet to see him will state "make way" so those present will move to the sides of the hall and allow passage. That means you should come to the position of attention whenever and wherever practical.

## ATTITUDE AND DISCIPLINE

Attitude is the "state of mind," which lies behind everything a person does. Attitude, either good or bad, will be reflected in personal appearance. It will appear in your bearing, uniform, tone of voice and facial expressions. If you have a negative attitude, your effectiveness in working with other people will decrease and risk the success of the mission.

Attitudes have certain things in common; they are contagious; attitudes cannot be escaped, and the results of a given attitude can be observed. To develop a positive attitude, you must understand why things are done and why you may need to subordinate yourself for the good of the unit. You must shift your attitude from "I did it because I have to" to "I do it for the good of CAP."

The attitude of leaders is key, as subordinates tend to follow their example. The sum of the attitudes of all members in the group will determine the effectiveness of the group.

Discipline is defined as a state of order, characterized by habitual, but reasoned obedience to orders - reasoned because the individual understands. The military objective of discipline is "to accomplish the mission with maximum efficiency."

There are two types of discipline - self and group discipline. Self-discipline comes from within the person, out of moral or practical convictions. Group discipline governs the effectiveness of the unit. "Military discipline is that mental attitude and state of training which renders obedience instinctively under all conditions. It is founded upon respect for and loyalty to properly constituted authority."

Self-discipline is not a goal in itself. It is a tool used to achieve the real objective, which is group discipline. Combine discipline and positive attitude and you will have success. Remember, if you have ever noticed any effective leaders, they have two things in common; they had a good attitude and they were disciplined.

**REPORTING TO AN OFFICER**

This class is conducted informally, going over the steps listed below. Recommend that you have every cadet in the class report to you after going through the process, pointing out the different errors and the things they do well. This also tends to bring the flight together as they all have to do the same thing.

1. CHECK YOUR UNIFORM.
2. KNOCK ONCE ON THE DOOR FIRMLY.
3. ENTER WHEN TOLD - CLOSE DOOR IF NECESSARY.
4. HALT TWO PACES FROM THE OFFICER AND COME TO THE POSITION OF ATTENTION.
5. SALUTE - SIR/MA'AM, (YOUR CAP GRADE AND NAME) REPORTING AS ORDERED (RANK) (NAME). OMIT *AS ORDERED* IF REPORTING ON YOUR OWN INITIATIVE.
6. HOLD SALUTE UNTIL COMPLETION OF REPORT AND SALUTE IS RETURNED BY OFFICER.
7. REMAIN AT ATTENTION UNTIL TOLD OTHERWISE.
8. HOLD CONVERSATION.
9. YOU WILL THEN BE DISMISSED BY THE OFFICER.
10. ASSUME THE POSITION OF ATTENTION AND SALUTE.
11. AFTER THE SALUTE IS RETURNED EXECUTE THE APPROPRIATE FACING MOVEMENT AND DEPART IN A MILITARY MANNER.

## BASIC DRILL AND CEREMONIES

Drill and ceremonies in CAP provides an opportunity for members to work as a team. While drilling, the individual learns to appreciate the need for discipline, respond to authority promptly and precisely, and to recognize the effect of individual actions on the group as a whole. Learning to follow is the beginning of leadership. Participating as a team on the drill field, you will experience higher morale, esprit de corps, and enthusiastic teamwork.

There are two parts to a drill command: the preparatory command and the command of execution. The preparatory command is informational. It indicates what movement to execute. The command of execution tells you when to do it. An example would be; "**To the Rear, MARCH.**" The preparatory command is "**To the Rear**" and the command of execution is "**MARCH.**"

You will need to know and understand the following terms:

ALIGNMENT	Dress or Cover.
DRESS	Alignment of an element side by side or in line maintaining proper interval.
COVER	Each cadet aligning directly behind the cadet to his front while maintaining proper distance.
CADENCE	The uniform step and rhythm in marching - the number of steps marched per minute.
ELEMENT	The basic formation comprised of at least three, but usually eight cadets, one of whom is designated the element leader.
DISTANCE	The prescribed space from front to rear between elements. The distance is 40 inches.
FILE	A single column of cadets one behind the other.
RANK	A single line of cadets placed side by side.
INTERVAL	Space between cadets placed side by side. Normal interval is arm's length. Close interval is 4 inches.
PACE	A step is 24 inches. This is one full step in quick time.
DOUBLE TIME	Marching at 180 steps per minute (30 inches per step).

MARK TIME	Marching in place at 120 steps per minute.
QUICK TIME	Marching at 120 steps per minute.
REST POSITIONS	Parade Rest. At Ease. Rest. Fall Out.
ATTENTION	At the position of attention, you will: Stand erect with legs straight, but not stiff or knees locked. Hold your head up and chin in. Fix your eyes on a point straight to the front. Rotate your shoulders back Hold your arms straight, with your thumbs along the seams of trousers. Keep your arms next to your body. Press your hands and wrists lightly against your legs. Cup your hands naturally like you were holding a roll of pennies. Hold your abdomen in and your chest out. Stand with your heels together and your feet forming a 45 degree angle.

## UNIFORM CHECK LIST

### CADET MALE SERVICE UNIFORM (USAF Blue Service Dress Uniform)

<b>TROUSERS</b>	Dark blue.
<b>SHIRT</b>	Light blue, short sleeve w/epaulets. Worn with white V-neck T-shirt.
<b>INSIGNIA</b>	<p><b>Collar:</b> Metal CAP cut-outs worn on both sides. Center insignia between top and bottom edges, 1 inch from the front edge of the collar, parallel to the top edge of the collar.</p> <p><b>BLUE CAP ID/Name Plate:</b> Worn resting on top of the right pocket.</p> <p><b>Wing Patch:</b> Sewn 1/2 inch below left shoulder seam and centered on the epaulet. Distance is measured from the top center of the patch.</p>
<b>FLIGHT CAP</b>	Dark blue, male enlisted flight cap. Metal insignia placed on the left side centered, 1 1/2 inches from the leading edge.
<b>BELT</b>	Dark blue with silver buckle and silver belt tip. Worn with tip to the left side of buckle.
<b>SHOES</b>	Low-quarters, black, leather or corfam.
<b>SOCKS</b>	Black.

### MALE UTILITY UNIFORM

<b>TROUSERS</b>	BDU.
<b>SHIRT</b>	BDU. Worn with black or brown T-shirt.
<b>INSIGNIA</b>	<p><b>Collar:</b> Metal CAP cut-outs worn on both sides. Center insignia between top and bottom edges, 1 inch from the front edge of the collar.</p> <p><b>CAP Tape:</b> Blue with white letters. Sewn centered immediately above the left breast pocket.</p> <p><b>NAME Tape:</b> Blue with white letters. Sewn centered immediately above the right breast pocket.</p> <p><b>Wing Patch:</b> Sewn 1/2 inch below left shoulder and centered on seam.</p>
<b>BELT</b>	Dark blue with silver or black buckle. Worn with tip to the left side of buckle. Belt tip must match buckle.

**CAP** Baseball cap or BDU cap.

**BOOTS** Combat, black, leather or leather/fabric.

**SOCKS** Black.

**FEMALE SERVICE UNIFORM**  
(USAF Blue Service Dress Uniform)

<b>SKIRT</b>	Dark blue.
<b>SLACKS</b>	Dark blue.
<b>BLOUSE</b>	Light blue with epaulets.
<b>INSIGNIA</b>	<p><b>Collar:</b> Metal CAP cut-outs worn on both sides. Center insignia between top and bottom edges, 1 inch from the front edge of the collar, parallel to the top edge of the collar.</p> <p><b>BLUE CAP ID/Name Plate:</b> Aligned with or up to 1 1/2" above or below the first exposed button on the right side of the blouse.</p> <p><b>Wing Patch:</b> Sewn 1/2 inch below left shoulder seam and centered on the epaulet. Distance is measured from the top center of the patch.</p>
<b>FLIGHT CAP</b>	Dark blue female enlisted flight cap. Metal insignia placed on the left side centered, 1 1/2 inches from the leading edge.
<b>BELT</b>	Dark blue with silver buckle and silver belt tip. Worn with tip to the right side of buckle.
<b>SHOES</b>	Low-quarters, black, leather or corfam.
<b>HOSE or SOCKS</b>	Neutral shade or black socks.
<b>FEMALE UTILITY UNIFORM</b>	
<b>TROUSERS</b>	BDU.
<b>SHIRT</b>	BDU. Worn with black or brown T-shirt.
<b>INSIGNIA</b>	<p><b>Collar:</b> Metal CAP cut-outs worn on both sides. Center insignia between top and bottom edges, 1 inch from the front edge of the collar.</p> <p><b>CAP ID Tape:</b> Sewn centered immediately above the left breast pocket.</p> <p><b>NAME Tape:</b> Blue with white letters. Sewn centered immediately above the right breast pocket.</p> <p><b>Wing Patch:</b> Sewn 1/2 inch below left shoulder and centered on seam.</p>
<b>BELT</b>	Dark blue with silver or black buckle. Worn with tip to the left side of

buckle. Belt tip must match buckle.

**CAP**

Baseball cap or BDU cap.

**BOOTS**

Combat, black, leather/fabric.

**SOCKS**

Black.