



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

## CAP REGULATION 52-16

1 OCTOBER 2006

### Cadet Programs

## CADET PROGRAM MANAGEMENT

This regulation defines the purposes of the Civil Air Patrol Cadet Program and identifies policies that govern its administration. Supplements and waivers are not authorized, except as specifically noted, or when approved by National Headquarters. **Note: Shaded areas identify new or revised material.**

### SUMMARY OF CHANGES.

Subheadings or paragraph titles are highlighted in gray to indicate that the entire section is new or has been revised. Office symbols, e-mail addresses and website addresses have been updated, as necessary. This version also includes editorial changes made to improve readability, grammar and the regulation's organization in general. See page 48 for a summary of policy changes.

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Supersedes CAPR 52-16, 1 April 2003.

OPR: CP

Distribution: In accordance with CAPR 5-4.

## CHAPTER 1 – PROGRAM GOALS & OVERVIEW

**1-1. The Cadet Program’s Mission & Goals.** The mission of the Civil Air Patrol Cadet Program is to provide the youth of our nation with a quality program that enhances their leadership skills through an interest in aviation, and simultaneously provide service to the United States Air Force and the local community.

**a. Command Responsibility.** Commanders are responsible for conducting the Cadet Program in accordance with this regulation. Commanders must exercise common sense and good judgment in appointing qualified senior members to work with cadets.

**b. Opportunities in the Cadet Program.** The Cadet Program permits every cadet to

(1) develop self-discipline, teamwork, and confidence through the study and practice of leadership in an Air Force environment;

(2) develop the knowledge, skills, and attitudes necessary for understanding aerospace principles and the total impact of aerospace power upon society;

(3) participate in a variety of special activities and programs;

(4) develop a personal ethical foundation and an understanding of the moral issues of our time through discussion and debate; and

(5) become physically fit and develop a lifelong habit of regular exercise.

**c. System of Achievements.** Through study and performance, cadets work through a series of achievements and milestone awards. As cadets progress, they advance in grade, increase the scope of their leadership responsibilities, earn awards, and become eligible for nationally-sponsored special activities and scholarships.

**1-2. Program Elements.** Five elements comprise the Cadet Program. This section outlines the objectives, methods and test instruments of each program element. For detailed guidance on promotion requirements, see chapter 2.

**a. Leadership.**

(1) **Goal.** The goal of the Cadet Program’s leadership element is to develop in cadets the ability to think independently and lead others in an atmosphere of teamwork and mutual respect.

(2) **Methods.** CAP introduces youth to Air Force perspectives on leadership through self-paced study, classroom instruction and hands-on opportunities to apply leadership principles to real-world challenges within the Cadet Corps. Senior members, acting as mentors and instructors, help the cadets develop their leadership potential. Cadets use the *Leadership for the 21<sup>st</sup> Century* text (2 volumes; previously titled *Leadership: 2000 and Beyond*), and AFMAN 36-2203, *Drill and Ceremonies*, to complete promotion requirements. As part of their leadership training, cadets must wear the uniform properly (see CAPM 39-1, *Civil Air Patrol Uniform Manual*). Cadet Officers develop their critical thinking, communication and teamwork skills through the Staff Duty Analysis (SDA) program. See CAPP 52-14, *Staff Duty Analysis*, for details.

**(3) Test Instruments.** Cadets must pass multiple-choice tests of their leadership knowledge to complete most achievements and earn milestone awards (see chapter 2). Some tests require cadets to perform drill and ceremonies. Achievement 8 includes a speech and essay assignment. Cadets' achievements in the SDA program are measured through reports and staff service, as explained in paragraphs 2-7b and 2-8b, and in CAPP 52-14.

**b. Aerospace Education.**

**(1) Goal.** The goals of the Cadet Program's aerospace education element are to inspire in youth a love of aviation, space, and technology; provide them with a foundation in aerospace's scientific principles; and introduce them to aerospace career opportunities.

**(2) Methods.** CAP introduces cadets to aviation, space and technology through self-study and group-study methods. Cadets use the *Aerospace Dimensions* modules during Phases I and II of the Cadet Program and the *Aerospace: The Journey of Flight* text during Phases III and IV. Senior members and experienced cadets act as aerospace instructors and mentors. Cadets also have opportunities for hands-on learning through the model rocketry, Satellite Tool-Kit and Aerospace Excellence (AEX) programs. See CAPR 280-2, *CAP Aerospace Education Mission*; CAPR 50-20, *CAP Model Rocketry Program*; and [www.cap.gov/ae](http://www.cap.gov/ae) for details. Additionally, cadets may experience flight first-hand through orientation flights (see paragraph 4-2).

**(3) Test Instrument.** Cadets must pass a multiple-choice test of their aerospace knowledge for most achievements (see chapter 2). The Mitchell and Spaatz Award exams also test cadets' aerospace knowledge.

**c. Physical Fitness.**

**(1) Goal.** The goal of the Cadet Program's physical fitness element is to develop in cadets a habit of regular exercise.

**(2) Methods.** The fitness program encourages units to provide drills, games and other activities that promote physical fitness. Commanders should schedule time for cadet fitness training; simply administering the fitness tests described below is not sufficient (see CAPP 52-18, *Cadet Physical Fitness Program*, for suggested activities). Physical exercise in the Cadet Program will be used only to improve cadets' physical fitness while increasing confidence, teamwork and determination. Fitness training will not be used as a form of punishment or as a vehicle to teach remedial discipline.

**(3) Test Instrument.** As new cadets join CAP, unit commanders assign them to the appropriate physical fitness category, as explained in paragraph 1-10. CAP expects each cadet to exercise regularly and participate in the unit's physical fitness program. Cadets assigned to Physical Fitness Categories I, II and III must pass the Cadet Physical Fitness Test (CPFT), as required of their category, in order to complete each achievement and milestone award.

**(a) Events.** The CPFT consists of four events: the sit and reach, curl-ups, push-ups, and a mile run or a shuttle run. For the performance standards required of each event, see CAPP 52-18.

**(b) Test Administration.** The CPFT is administered by a CAP-USAF member; CAP senior member (who does not need to be the unit's testing officer); or with the unit commander's authorization, a physical education teacher. Cadets may assist in proctoring the CPFT under the supervision of the test administrator.

(c) *Test Period.* Test administrators will manage the testing process expeditiously so that each cadet will complete the CPFT in about 1 hour. Cadets must attempt all events during each test period, unless assigned to Physical Fitness Category II, III or IV.

(d) *Scoring.* For cadets assigned to Physical Fitness Category I, the rule is “run plus two out of three.” These cadets must meet or surpass the standards for their age and gender in the mile run or shuttle run, plus two of the three remaining events to fulfill promotion requirements. Cadets assigned to Physical Fitness Category II, III or IV are waived from one or more CPFT events due to a medical condition. Testing officers score each waived event as a “pass.” For example, a cadet waived from the push-up need only pass the mile run or shuttle run, plus the curl-up or sit-and-reach (the push-up being scored as a “pass”). Cadets do not need to declare in advance which events they hope to pass.

(e) *Frequency.* Tests may not be “banked”; tests completed during a previous achievement or milestone award are not applicable toward future achievements or milestone awards. Cadets must pass the CPFT during each achievement and milestone award.

(f) *Retests.* The overall grade for the CPFT is either pass or fail. Cadets who fail the CPFT may retest on another day. When retesting, all events required for their physical fitness category must be completed and passed.

(g) *Records.* When a cadet passes the CPFT, the personnel officer or test administrator records that accomplishment on the cadet’s CAPF 66, *Cadet Master Record*.

#### **d. Moral Leadership.**

(1) **Goal.** The goal of the Cadet Program’s moral leadership element is to develop in cadets a commitment to live CAP’s Core Values, and the ability to think critically about moral and ethical issues.

(2) **Methods.** CAP develops character in cadets through mentoring, character education and activities that promote a drug free ethic. For information about the Core Values, see CAPP 50-2, *CAP Core Values*.

(a) *Mentoring.* Two mentoring resources are available: CAPP 50-7, *Mentoring: Building Our Members*, speaks to a senior member audience; CAPP 52-6, *Mentoring*, is aimed at cadets and their leaders.

(b) *Moral Leadership Forums.* Unit commanders will provide a moral leadership program for cadets, using CAPP 265-2, *Flight Time: Values for Living*, as their text. A CAP chaplain or moral leadership officer (MLO) should coordinate the program. In units without a chaplain or MLO, the commander will work with the wing chaplain to recruit a qualified chaplain or MLO. Commanders may appoint a senior member to conduct the moral leadership program if a chaplain or MLO is not available. Although normally coordinated by chaplain service personnel, this is not a religious meeting, but a forum for cadets to examine their own moral standards and values in the framework of a guided discussion. Civilian clergy and other community leaders may be invited to participate when accompanied by a CAP senior member. The moral leadership program will be conducted at least once per month for approximately 1 hour. All cadets present should participate.

(c) *Drug-Free Activities.* CAP encourages all members, especially cadets, to participate in activities that promote a drug-free ethic. See paragraph 1-7 and CAPR 51-1, *Drug Demand Reduction Program*, for details.

**(3) Evaluation Instrument.** Cadets participate actively in moral leadership forums where they discuss moral and ethical issues through the use of case studies. The senior member conducting the forum does not formally evaluate or test the cadets, but facilitates the forums to ensure all cadets participate in the discussion.

**e. Activities.**

**(1) Goal.** The goals of the Cadet Program's activities element are for cadets to apply their leadership skills, explore aerospace careers and display their overall enthusiasm for the cadet ethic.

**(2) Methods.** Each squadron decides what activities it undertakes based on the interests of its leaders and members. All units should strive to be well-rounded and offer activities encompassing all three CAP missions. The cadet staff should help plan and lead unit activities. Cadet activities should be "hands-on," enabling cadets to apply what they have learned in the other four program elements. Activities may be conducted locally, regionally and at the national level (see chapter 4). All activities must emphasize safety (see paragraph 1-4). Units may establish an activities committee to help manage cadet events. In Phases III and IV, cadets serve as mentors and instructors, respectively, helping junior cadets advance in leadership, aerospace education or physical fitness.

**(3) Evaluation Instruments.** Each activity should have an educational or training goal and at least one objective that is specific and measurable, but there is no standard, formal test instrument for cadet activities. However, commanders should seek feedback from cadets and staff on ways to improve local activities. For major events, activity directors should provide their commander with an "after action report" that discusses the activity's successes and lessons learned. Units should keep these reports on file to aid in planning subsequent activities.

### **1-3. Supervision & Cadet Protection Policies.**

**a. Proper Supervision.** Unit commanders will take all reasonable measures necessary to protect cadets from harm while under CAP supervision. Senior members will be present at all activities involving cadets. For CAP guidelines on the Cadet Protection Policy, see CAPR 52-10, *Cadet Protection Policy*, and CAPP 50-3, *CAP Cadet Protection Training Instructor's Guide and Student Materials*.

**b. Cadet Sponsor Members.** Cadet Sponsor Member (CSM) is a membership category established to allow parents, grandparents and guardians of current CAP cadets to assist their unit's cadet program. They may serve as chaperones and help with transportation. For further details, see CAPR 39-2, *Civil Air Patrol Membership*.

**c. Policy on Abuse.** CAP will be alert to situations of potential abuse of cadet members.

**(1)** CAP expects its members to avoid even the appearance of impropriety involving cadets, and to report suspected abuse immediately. CAP is committed to doing everything reasonably possible to combat the potential for child abuse within our organization.

(2) All senior members must complete the screening process outlined in CAPM 39-2, *Civil Air Patrol Membership*, and complete Cadet Protection Program Training (CPPT) before working with cadets (see CAPR 50-17, *Senior Member Professional Development Program*). Members who have not completed CPPT, as recorded in e-Services at [www.cap.gov](http://www.cap.gov), will not act as the primary supervisor at cadet activities, or associate with cadets in any way without the in-person supervision of a senior member who has completed CPPT and the screening process (see CAPR 52-10, *Cadet Protection Policy*).

**d. Cadets and CPPT.** Completion of the Cadet Protection Program Training (CPPT) is required of all cadets within 6 months following their 18th birthday, or if a promotion is due during that 6-month period, prior to the promotion. Cadets will not participate in CPPT if they are under 18 years of age.

**e. Training Leaders of Cadets.** The Training Leaders of Cadets (TLC) program prepares senior members to lead cadets at the squadron level. TLC is administered at group level or higher. The commander of the host echelon selects the course director, who should possess a master rating in the Cadet Programs Officer Specialty Track. To foster a learning environment that encourages open discussion among seniors, cadets are prohibited from participating in TLC. Students must complete 80% of the course to graduate. They receive credit for graduating when their course director submits a CAPF 11, *Senior Member Professional Development Program Director's Report*, to National Headquarters and their record is updated in e-Services. For course materials, see [www.cap.gov/tlc](http://www.cap.gov/tlc).

**f. Required Staff Training.** Cadets and seniors who serve on the staff of an encampment, national cadet special activity, region cadet leadership school, a similar cadet activity lasting 4 nights in duration or longer, or at any other cadet activity designated by the wing commander, will complete the Required Staff Training (RST).

(1) Staff members must complete RST before participating at the activity. Only the activity director, deputy activity director or an individual selected by the wing commander may lead RST. The instructor must conduct the training in accordance with CAPP 52-12, *Required Staff Training*. For course materials, see [www.cap.gov/cadets](http://www.cap.gov/cadets).

(2) The training is organized into two lessons. Part 1 is entitled, "How to Avoid the Hazing Trap." Part 2 is entitled, "Using ORM to Avoid the Hazing Trap." Personnel will complete RST each time they serve on staff at one of the activities listed above. However, the activity director may, at his or her discretion, excuse a member from Part 1 of RST if the member has previously completed it. When exercising his or her discretion, the activity director should consider whether he or she can conduct a viable class without the member and whether the member can make a significant contribution to the class. All cadets and senior staff will complete Part 2 of RST every time they serve on staff at one of the activities listed above.

(3) Activity directors will create a roster of all cadets and seniors serving on staff at their activity and will certify whether each completed RST, and keep that information on file at the echelon's headquarters for 3 years.

**g. Age separation.** Activity directors should be aware that there are differences in the physical and emotional development of younger and older cadets that warrant consideration when planning activities, especially during personal events such as sleeping and showering. For example, cadets sharing a room or tent should be billeted with other cadets close to their own age, when possible.

#### **h. Tobacco Products, Alcoholic Beverages & Illegal Drugs.**

(1) CAP cadets, regardless of age, will not possess, chew, or consume tobacco products, nor will they possess or consume alcoholic beverages or illegal drugs, in any form, while participating in any CAP activity.

(2) Senior members should exercise discretion when drinking alcoholic beverages or using tobacco products at CAP activities when cadets are present. Seniors should avoid drinking alcohol or using tobacco at all times when they are directly working with cadets or when they are in a confined space with cadets. Additionally, seniors who are not working with cadets should avoid excessive alcohol consumption when they can reasonably expect to encounter cadets thereafter.

(3) Commanders may augment these rules as appropriate for specific situations, including, but not limited to, establishing designated smoking and non-smoking areas, or designating areas as “off-limits” to cadets.

#### **1-4. Safety Policies Related To The Cadet Program.**

**a. Training in Hot Environments.** For all cadet training activities, commanders will adhere to the fluid replacement and work load limitations described in CAPP 52-18, *Cadet Physical Fitness Program*.

**b. Mission Activity.** Cadets may participate on Air Force and other missions provided they meet the criteria outlined in CAPR 60-3, *Emergency Services Training and Operational Missions*.

**c. Weapons.** There will be no firearms, air guns, paint guns or any device that could be used as a weapon at any 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.* CAP cadets may participate in firearm training if the wing commander approves the training facility and sponsoring personnel or agency in advance and in writing. For additional guidance, see CAPR 900-3, *Firearms: Assistance to Law Enforcement Officials*. Training must be sponsored and supervised by one of the following:

(a) Qualified military small arms range personnel.

(b) Local law enforcement officers qualified as firearms instructors.

(c) Personnel of the National Rifle Association, National Skeet Shooting Association or Amateur Trap Shooting Association qualified as firearms instructors.

**d. Parachuting & Ultralight Vehicles.** Cadets may not parachute, para-sail or engage in similar activities at a CAP activity. Flying ultralights, aerolights or any similar vehicle is also prohibited at CAP activities (see CAPR 60-1, *CAP Flight Management*).

#### **e. Rappelling.**

(1) Cadets will rappell during CAP activities only under the following conditions:

(a) On DoD installations by DoD personnel qualified to teach rappelling safely.

(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 authorize use of commercial instructors, facilities, and/or equipment, provided by granting a waiver in writing, prior to the start of the activity. The region commander must be satisfied that the rappelling activity will be carried out with the utmost regard for safety, and that commercial installations, instructors and/or equipment meet or exceed established DoD standards.

(3) CAP units that are dual-chartered with a Scouting program will conduct rappelling within this regulation or unmistakably conduct itself under the auspices of the Scouting rappelling program only (see paragraph 6-2).

**f. Obstacle/Confidence Courses.** During CAP activities, cadets may participate in obstacle or confidence courses. Activity directors must take the safety precautions shown below. Activity directors are also encouraged to review the Operational Risk Management pages in the Safety section at [www.cap.gov](http://www.cap.gov).

(1) *Emergency Plan.* The activity director (or designee) will develop a plan for responding to a medical emergency on the course. The plan must include the ability to communicate quickly with 911 or emergency responders.

(2) *Staff Walk-Through.* Before cadets use an obstacle or confidence course, a senior member and a representative from the organization that manages the course must walk-through the course together and discuss the challenges and safety issues presented by each obstacle. They will decide together which obstacles are appropriate for cadets, which should be modified (if feasible), and which will be considered off-limits.

(3) *Cadets' Walk-Through.* An instructor must walk-through the obstacle or confidence course with the cadets, explaining the proper methods for conquering each obstacle. (For leadership reaction courses, instructors provide a general safety briefing for the cadets, but do not reveal the puzzle's solution.)

(4) *Spotters.* Spotters should be stationed at the most challenging obstacles, ready to assist cadets as needed.

(5) *General Safety.* Participating cadets should complete stretching and warm-up exercises before beginning the course. During warm weather especially, the activity staff will ensure cadets have plenty of water. The activity director may limit the participation of cadets who have medical issues, using common sense and good judgment.

**g. Transportation.** For CAP policies regarding transportation of cadets, see CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*.

**h. Respect for Others.** CAP cadets require an environment of mutual respect and courtesy to learn and grow as leaders. Accordingly, CAP cadets must treat each other and their senior member leaders with common courtesy and respect. CAP cadets will not intentionally insult or mock other members, and will not use racial, cultural, or ethnic slurs at any time.

(1) **Decorum.** Cadets will conduct themselves in a professional and appropriate manner at all times while in uniform and at CAP meetings or activities. Cadets will not engage in inappropriate touching or public displays of affection by kissing, hugging or holding hands (or similar conduct) while in uniform.

(2) **Fraternization.** The Air Force has always prohibited unduly familiar personal relationships between leaders and followers to avoid favoritism, preferential treatment, or other actions that undermine order, discipline, and unit morale. Similarly, it is important for CAP members to avoid unduly familiar relationships with other members, while recognizing that proper social interactions and appropriate personal relationships are necessary to unit morale, esprit de corps and effective mentoring. It is not inherently improper for cadets to have personal or romantic relationships with other cadets, however, relationships between cadets of substantially different ranks, or between cadets within the chain-of-command, are discouraged. Because seniors have intrinsic supervisory authority over cadets, senior members will not date or have an intimate romantic relationship with a cadet at any time, regardless of the circumstances.

**1-5. Unit Meetings.** Most squadrons meet weekly for 2 1/2 hours. The cadet staff, with senior member guidance, plans the program.

**a. Quarterly Schedule.** Units should organize their weekly meetings around a master schedule based on a 13-week quarter. This system ensures the unit fulfills the minimum training requirements, and allows ample time for other special training opportunities. See Figure 1-1.

**b. Attendance.** Cadets are required to participate actively in their local unit if they are to progress in the Cadet Program. Excessive, unexcused absences may be cause for termination from CAP (see CAPR 35-3, *Membership Termination*). Any school-related activity is considered an excused absence. Cadets are responsible for notifying the unit about school activities in advance. School-related absences do not excuse cadets from the pre-requisites needed to earn promotions.

## **1-6. Cadet Organization & Staff.**

**a. Cadet Staff.** The cadet staff is part of the organizational structure shown in CAPR 20-1, *Organization of Civil Air Patrol*. Unit commanders may keep cadet command and staff positions vacant until such time as cadets obtain appropriate grades and maturity.

(1) *Cadet Commander.* The squadron commander appoints the cadet commander.

(2) *Advanced Positions.* Cadets may not serve in any of the senior member staff positions listed in CAPR 20-1, but they may serve as assistants to those senior staff officers. Phase I and II cadets who serve as staff assistants may not use that service to fulfill the staff duty analysis requirements of Phases III and IV.

**b. Teamwork Among Staff.** Commanders should encourage the maximum use of their cadets both in planning and conducting the Cadet Program. Commanders, or their designated senior members, are responsible for providing the adult leadership and supervision necessary for the cadets to fulfill their missions and goals.

**1-7. Drug Demand Reduction.** The mission of CAP's Demand Reduction (DDR) program is to reduce the use and abuse of illegal and illicit drugs through education, prevention, opportunity and community outreach programs. The DDR program promotes CAP as a positive lifestyle; encourages youth to remain in school; and focuses on drug abuse education, prevention, and awareness. For details, see CAPR 51-1, *Drug Demand Reduction Program*, and [www.cap.gov/ddr](http://www.cap.gov/ddr).

**1-8. School Program.** CAP offers home-school circles, middle schools, junior high schools and high schools an opportunity to charter as a CAP squadron, bringing the Cadet Program to the school as an in-school or after-school activity. The School Program motivates students to succeed academically and adopt a drug-free ethic. School Program units implement the Cadet Program in accordance with all CAP directives. For additional guidance, see [www.cap.gov/school](http://www.cap.gov/school).

**1-9. The Cadet Program Overseas.** Cadets who will be living overseas and wish to remain active in CAP may join an overseas squadron. If an overseas unit is not available at the cadet's location, National Headquarters may allow the cadet to progress through independent study, on a case-by-case basis. See [www.cap.gov/cadets](http://www.cap.gov/cadets) for contact information.

**1-10. Physical Fitness Categories.** When conducting the cadet physical fitness program, or other cadet activities that are physical in nature, commanders must be aware that some cadets' participation will be limited by their abilities or medical condition.

**a. Assigning Cadets to Fitness Categories.**

(1) *Initial Assignment.* The squadron commander assigns each cadet to a physical fitness category when the cadet joins CAP, based on the information the cadet includes on his/her CAPF 15, *Application for Cadet Membership*.

(2) *Subsequent Assignments.* If the cadet's medical condition changes, the squadron commander may assign the cadet to a new category. When changing a cadet's fitness category, the squadron commander should consult with the cadet's parents, and/or review supporting documentation endorsed by the cadet's physician. See CAPP 52-18 for a suggested CPFT waiver request form.

(3) *Spaatz Award Exam.* Cadets assigned to Category III or IV must provide documentation supporting their restricted status, endorsed by their physician and squadron commander, when attempting the Spaatz Award exam. National Headquarters may consult with the cadet's physician to verify if the assignment to Category III or IV is warranted. See CAPP 52-18 for a suggested CPFT waiver request form.

**b. Category I – Unrestricted.** Cadets assigned to Category I are in good health and may participate in the physical fitness program without restriction.

**c. Category II – Temporarily Restricted.** Cadets assigned to Category II are temporarily restricted from all or part of the CPFT due to a temporary condition or injury. Temporary conditions include broken bones, post-operative recovery, obesity and illness. Normally, cadets will not exceed 6 months in this category without their condition being re-evaluated. To qualify for promotions while assigned to Category II, cadets must pass the CPFT events from which they are not restricted, with waived events being scored as a “pass” (see paragraph 1-2c). However, cadets may not earn milestone awards while assigned to this category; they must wait until they return to Category I, or meet the Category III or IV criteria described below.

**d. Category III – Partially Restricted.** Cadets assigned to Category III are indefinitely or permanently restricted from a portion of the cadet physical fitness program due to a medical condition or injury that is chronic or permanent in nature, as certified by a physician. Cadets are still required to complete and pass the CPFT events from which they are not restricted.

**e. Category IV – Indefinitely Restricted.** Cadets assigned to Category IV are indefinitely or permanently restricted from participation in the entire physical fitness program due to a medical condition or injury, as certified by a physician. Cadets in this category are exempt from all CPFT requirements indefinitely.

**Figure 1-1. Suggested Quarterly Schedule.**

<b>Week</b>	<b>Opening Formation 15 min</b>	<b>Emphasis Items 15 min</b>	<b>Core Curriculum 50 min</b>	<b>Break &amp; Admin Time 10 min</b>	<b>Special Training 50 min</b>	<b>Closing Formation 10 min</b>
1		Drill & Ceremonies	Achievement Tests			
2		AE Current Events	Aerospace Ed			
3		Safety Briefing	Character Develop.			
4		Drill & Ceremonies	Leadership			
5		AE Current Events	Achievement Tests		Emergency services Drill & color guard Physical fitness	
6	National Anthem	Safety Briefing	Physical Fitness	Refreshments Fellowship	Rocketry	Announcements
7	Cadet Oath Announcements	Drill & Ceremonies	Character Develop.	Purchase supplies	Counseling	Promotions
8	Inspection	AE Current Events	Aerospace Ed.	Sign-up: activities Obtain forms, etc.	Guest speakers Awards night Open house Special projects etc.	Awards
9		Safety Briefing	Achievement Tests			
10		Drill & Ceremonies	Leadership			
11		AE Current Events	Character Develop.			
12		Safety Briefing	Physical Fitness			
13		Open	Open			

Most squadrons meet weekly for 2 1/2 hours. The cadet staff, with senior member guidance, plans the program. Units should organize their weekly meetings around a master schedule based on a 13-week quarter. This system ensures the unit fulfills the minimum training requirements through the “Emphasis Items” and “Core Curriculum” blocks, while allowing ample time for other projects through the “Special Training” block.

## CHAPTER 2 – PROGRAM ADMINISTRATION

**2-1. Cadet Orientation, Membership & Uniforms.** Youth become CAP cadets through a two-step process of orientation and membership. During orientation, prospective cadets receive an introduction to CAP's missions, and the benefits of the Cadet Program in particular. During the membership process, prospective cadets apply for membership in CAP.

**a. Orientation.** Units are encouraged to spend at least 3 weeks introducing prospective cadets to CAP and the Cadet Program prior to membership. Many units have discovered that such an orientation period increases member retention.

(1) *Role of Mentors.* Commanders should pair each prospective cadet with another cadet, who will serve as a mentor. Mentors accompany prospective cadets during meetings, introduce them around the squadron, assist in their orientation and generally share their excitement for being a cadet and make them feel welcome. See CAPP 50-7 and CAPP 52-6 for more on mentoring.

(2) *Partnership with Parents.* Parents (or guardians) should be invited to the first meeting. The squadron commander (or deputy commander for cadets) should personally meet with the parents to discuss the goals and benefits of the Cadet Program, as well as the financial costs of membership, meeting schedules, contact information and cadet protection policies. See the *Parents' Guide to Civil Air Patrol* at [www.cap.gov/parents](http://www.cap.gov/parents) for more information.

**b. Membership.** Prospective cadets apply to join CAP according to the procedures found in CAPR 39-2, *Civil Air Patrol Membership*. Upon joining CAP, new cadets receive a Member Kit, which includes cadet texts and other resources specially designed for new cadets. Prospective cadets officially become members of CAP when National Headquarters adds their name to the unit roster in e-Services at [capnhq.gov](http://capnhq.gov). See paragraph 2-2a for information on how to establish cadet records.

**c. Cadet Uniform Program.** Upon joining CAP, cadets are eligible to receive an Air Force-style blues uniform at no cost, depending on the availability of federal funding through the Air Force. Cadets request a uniform using the Cadet Uniform Program voucher, which is part of CAPF 15, *Application for Cadet Membership*. Cadets who leave CAP within their first year of membership are expected to return the uniform items to the unit so the commander may issue the uniform to another cadet. Additional information about the Cadet Uniform Program is available on the voucher itself and at [www.cap.gov/cadets](http://www.cap.gov/cadets).

## 2-2. Managing Cadet Records & Tests.

### a. Cadet Records.

(1) *Master Record.* The CAPF 66, *Cadet Master Record*, is the permanent record of cadet accomplishments. The personnel or administrative officer establishes and maintains a CAPF 66 for each cadet upon joining CAP. Units may record CAPF 66 data using a database or spreadsheet in lieu of using a hard copy.

(2) *Phase Certification Forms.* Each cadet's personnel file also must include a CAPF 52 series, *Phase Certification Form* (CAPF 52-1, 52-2, 52-3, or 52-4 as appropriate). The CAPF 52 series forms are temporary records charting a cadet's progress within each phase of the Cadet Program. When a cadet completes a phase, he/she forwards the completed CAPF 52 to National Headquarters for validation and processing of the milestone award.





































































