

OPERATION INSTRUCTIONS

CIVIL AIR PATROL

NER-NY-311

9TH SUFFOLK CADET SQUADRON



Flight Name: _____

Cadet Name: _____

CAP ID: _____

BASIC KNOWLEDGE

Cadet Oath

I pledge that I will 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.

Cadet Honor Code

I shall not lie, cheat, or steal, nor tolerate anyone among us who does.

Core Values

Integrity
Volunteer Service
Excellence
Respect

The THREE Main Missions

Cadet Programs
Emergency Services
Aerospace Education

Motto

Semper Vigilans

(Latin for: Always Vigilant)

CAP ORGANIZATION

National HQ Location

Maxwell Air Force Base – Montgomery, Alabama

The EIGHT Regions

Northeast *North Central*

Southeast *Southwest*

Middle East *Pacific*

Rocky Mountains *Great Lakes*

Wings

There are 52 wings, one for each state,
including D.C. & Puerto Rico.

The NINE Groups of NY Wing

South Eastern *South Central*

Central NY *Western NY*

Long Island *New York City*

Catskill Mountain *Finger Lakes*

Mid Eastern

CADET PROGRAMS

The FOUR phases of the Cadet Program

Learning Phase
Leadership Phase
Command Phase
Executive Phase

Cadet Milestones

Wright Brothers – Cadet Staff Sergeant
Brig Gen. Billy Mitchell – Cadet 2nd Lieutenant
Amelia Earhart – Cadet Captain
Gen. Ira C. Eaker – Cadet Lieutenant Colonel
Gen. Carl A. Spaatz – Cadet Colonel

Five Aspects of Followership (RAILS)

Respect-for-Authority
Attitude
Integrity
Listening
Self-Discipline.

CAP HISTORY

Creation

Civil Air Patrol was founded on 1 December 1941
by **The Honorable Gill Robb Wilson**

First National Commander

The first National Commander of CAP was
Maj Gen. John F. Curry, U.S.A.A.C.
(United States Army Air Corps)

First Chairman of CAP National Board

The first Chairman of the CAP National Board was
Gen. Carl A. Spaatz, U.S.A.F.
He was also the first Chief of Staff of the U.S. Air
Force

Public Laws

*Congress passed **Public Law 476** on **1 July 1946***
making CAP a non-profit organization.
*Congress passed **Public Law 557** on **26 May 1948***
which made CAP the official auxiliary of the
U.S. Air Force

Creation of the Cadet Program

Civil Air Patrol authorized a cadet program on
1 October 1942 *which allowed young men and*
women, in their last two years of high school, to
join the CAP Cadet Program.

WORLD WAR II EFFORT

German U-Boats

CAP is credited with
sighting 173 enemy U-Boats during WWII,
attacking 57 U-Boats,
successfully hitting 10 U-Boats,
and reportedly sinking 2 U-Boats

War Help

CAP is credited with summoning help for 91 vessels
in distress and 363 survivors

Floating Mines

CAP has been credited with sighting 17 floating
mines

Casualties

There has been a total of 65 casualties of CAP
members over the course of the war

EMERGENCY SERVICES

Search and Rescue

CAP is credited with about 85% of the United States search and rescue

ES Motto

These things we do, that others may live

Prerequisites of ES Training

CAPT 116 - General Emergency Services
CAPT 117 Part 1 - ES Continuing Education
CAPT 117 Part 2 - ES Continuing Education
CAPT 117 Part 3 - ES Continuing Education
Introductory Communications User Training
(ICUT)
FEMA IS-100
FEMA IS-200
FEMA IS-700
FEMA IS-800

Ground Team Members (GTM) Levels:

GTM3,GTM2,GTM1,Ground Team Leader (GTL)

Ground Team Positions:

GTL, Assistant GTL (AGTL), Communications,
Navigation, Medic, Direction Finder (DF)

ELT Channel: 121.5 MHz

AEROSPACE EDUCATION (1)

1st Manned Balloon Flight

The 1st manned balloon flight took place on **21 November, 1783** in **Paris, France**, flown by two Frenchman, **Pilatre d’Rozier** and **Marquis Francois d’Arlandes**

1st Controlled Powered Flight

The 1st controlled, powered flight took place on **17 December 1903** in **Kitty Hawk, NC**, flown by **Wilbur & Orville Wright**.

1st Female Pilot to Attempt to fly Around the World

The 1st female pilot that was lost while attempting to fly around the world was **Amelia Earhart**, who took flight and disappeared on **2 July 1937**

America’s First Vocal Advocate for Military Airpower

America’s first vocal advocate for Military airpower and the father of the U.S. Air Force was **Brig Gen. Billy Mitchell, U.S. Army**
He proved that airplanes could sink ships, as he demonstrated on the ex-German WWI battleship, *Ostfriesland*

AEROSPACE EDUCATION (2)

1st Artificial Satellite

The 1st Artificial Satellite was **Sputnik I**, which was launched on **4 October 1957** by the U.S.S.R.

NASA as a Government Organization

NASA (National Aeronautics Space Administration) was signed as a government organization on **29 July 1958** by
The Honorable Dwight D. Eisenhower

Space Race

1st human to travel into space was
Cosmonaut Yuri Gagarin on **12 April 1961**

1st American to travel in space was
Astronaut Alan Shepard on **5 May 1961**

1st American to orbit the Earth was
Astronaut John Glenn on **20 February 1962**

1st man to set foot on the moon was
Astronaut Neil Armstrong on **20 July 1969**

AEROSPACE EDUCATION (3)

The FOUR Forces of Flight

Natural Forces: Drag, Gravity

Artificial Forces: Lift, Thrust

The THREE Axes of Flight

Longitudinal Axis – Roll

Lateral Axis – Pitch

Vertical Axis – Yaw

Main CAP Aircraft

Cessna 172 (commonly flown)

Cessna 182 (commonly flown)

Cessna 206

GA-8

PHONETIC ALPHABET

A - *Alpha* **B** - *Bravo* **C** - *Charlie*

D - *Delta* **E** - *Echo* **F** - *Foxtrot*

G - *Golf* **H** - *Hotel* **I** - *India*

J - *Julieta* **K** - *Kilo* **L** - *Lima*

M - *Mike* **N** - *November* **O** - *Oscar*

P - *Papa* **Q** - *Quebec* **R** - *Romeo*

S - *Sierra* **T** - *Tango* **U** - *Uniform*

V - *Victor* **W** - *Whiskey* **X** - *X-ray*

Y - *Yankee* **Z** - *Zulu*

GENERAL ORDERS

- (1) To take charge of this post and all designated property in view.
- (2) To walk the post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
- (3) To report all violations of orders I am instructed to enforce.
- (4) To repeat all calls from other posts.
- (5) To quit my post only when properly relieved.
- (6) To receive, obey, and pass on to the sentinel who relieves me, all orders from the commander, officer of the day, and officer and noncommissioned officers of the guard.
- (7) To talk to no one except in the line of duty.
- (8) To give alarm in case of fire or disorder.
- (9) To call the sergeant of the guard in any case not covered by instructions.
- (10) To salute all officers and all colors and standards not encased.
- (11) To be especially watchful at night and, during the time for challenging, to challenge all persons on or near the post.
- (12) To use no force, or show of force, in the execution of my duties.

CUSTOMS AND COURTESIES

- (1) You are to salute any officer six paces before and after the officer passes by, or until salute is returned. Same applies with the American Flag in motion.
- (2) When “To the Colors” or the National Anthem is played, face the flag and salute. When “Taps” is played, come to attention.
- (3) You address cadets according to their rank (ex. Officer is Sir, and Sergeant is Sergeant). Salute is rendered only to officer ranked personnel or anyone holding an officer position.
- (4) Military bearing and respect is to be kept while representing yourself, Civil Air Patrol and the United States Air Force.
- (5) When an officer enters a room or area you call the room or area to attention.
- (6) You must also wear the proper uniform properly. All this should be emphasized since we operate out of a military base.

Who to Salute: Squadron Commander, Squadron Deputy Commander, All Senior Members, Cadet Commander, Deputy Cadet Commander, Cadet Executive Officer, All Flight Commanders, Any Officer.

Who NOT to Salute: First Sergeant, Flight Sergeant, Any In-Flight.

Proper Terms:

C/AB - C/SrA: Airman

C/SSgt - C/SMSGt: Sergeant

C/CMSGt: Chief

C/2d Lt - C/1st Lt: Lieutenant

C/Capt: Captain

C/Maj: Major

C/Lt Col - C/Col: Colonel

THE UNIFORM

CAPM 39-1 (Rev. 26 June 2014)

- (1) **BDU uniform:** Black boots, BDU trouser and blouse, black non-logo shirt (unless military logo), BDU belt, cover, proper patches for uniform, black socks, two grade insignia. Officers are to have grade patches sewed onto collar.
- (2) **Class “B” Blues:** Black uniform shoes, black socks, navy blue trousers/skirt with blue short-sleeve button down shirt, cover with “cookie” or officer insignia, proper ribbons and badges, name plate, two grade insignia or CAP officer epaulets with small officer grade insignia.
- (3) **Class “A” Blues:** Same as Class “B” Blues, only all ribbons, insignia, badges, and nameplates are placed on service coat with proper tie and CAP tie clip (optional). Enlisted insignia are to be facing upright. Officers are to have “CAP” insignia instead of regular insignia, epaulets are replaced with CAP shoulder boards, and are to have large officer grade insignia.
- (4) **Class “C” (Cadets without uniform):** Dress shoes, black socks, black dress pants, dress belt, white button down dress shirt, and black tie (optional).
- (5) **Male Grooming Standards:** no facial hair, hair cannot pass ears and collar, any earrings or visible jewelry.
- (6) **Female Grooming Standards:** Hair must be worn in a bun, makeup is permitted(must be conservative) , no nail polish except for neutral or French type, no more than one ring on each hand, and one earring in each ear is permitted but must be small conservative, spherical, gold/silver or pearl.
- (7) Information on wear of ABU can be found in CAPM 39-1. More information on “The Uniform”, can be found in CAPM 39-1

CHAIN OF COMMAND

National

Commander in Chief: The Honorable Donald J. Trump
Vice President: The Honorable Michael R. Pence
Speaker of the House: The Honorable Paul D. Ryan
Secretary of State: The Honorable Rex W. Tillerson
Secretary of Defense: The Honorable James N. Mattis
Secretary of the Air Force: The Honorable Lisa S. Disbrow
Chmn, Joint Chiefs of Staff: Gen. Joseph F. Dunford, USMC
Air Force Chief of Staff: Gen. David L. Goldfein, USAF

Civil Air Patrol

National Commander: Maj Gen. Mark E. Smith, CAP
Vice National Commander: Brig Gen. Edward D. Phelka, CAP
Northeast Region Commander: Col. Jack J. Ozer, CAP
NY Wing Commander: Col. Thomas Carello, CAP
NY Chief of Staff: Lt Col. John Jones, CAP
L.I. Group Commander: Lt Col. Louis P. Fenech Jr., CAP

9th Suffolk Cadet Squadron

Squadron Commander: Maj. Warren M. Weiss, CAP
Deputy Squadron Commander: Maj. Frank P. Zambaras, CAP
Cadet Squadron Commander: C/2d Lt. William M. Lloyd, CAP
Cadet Executive Officer: C/1stLt. Aaron I. Weiss, CAP
First Sergeant: C/SMSGt. Jackson M. DeMasi, CAP

*“The art and science of influencing
and directing people to accomplish the
assigned mission.”*

-United States Air Force
Definition of Leadership

Contact Chart:

Cadet Commander: _____

First Sergeant: _____

Flight Commander: _____

Flight Sergeant: _____

Updated 14 Sept '17. Created by: C/TSgt. William M. Lloyd, with
assistance of 9th Suffolk Cadet Squadron Staff