



Escondido Cadet Squadron 714

Cadet Basic Training – Week Two

Followership

(Ref. Leadership: 2000 and Beyond)

Followership is reaching a specific goal while exercising respect for authority, a positive attitude, integrity and self-discipline. During your training in CBT and throughout Phase One of the Cadet Program, you will be a follower. That means you must actively look at what's going on around you, learn the reasons why you are told to do certain things and listen well.

Respect for authority means that you give your word to follow the legitimate orders given to you by your leaders in CAP. It also means that you will obey regulations and adhere to national and squadron policies.

Attitude is the state of mind which lies behind everything a person does. Attitude, whether 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, the effectiveness of working with others will decrease and you risk the success of the mission. Remember – both good and bad attitudes are contagious!

Integrity is your own strict adherence to a code of conduct. The word “honor” helps sum up the meaning of integrity of character. Integrity includes trustworthiness and dependability in everything you do. It acts as your “internal compass” that tells you the difference between right and wrong.

Discipline is defined as state of order, characterized by habitual, but reasoned obedience to orders. Reasoned, meaning the individual understands the order's purpose. The objective of discipline is to “accomplish the mission at hand with maximum efficiency”. There are two types of discipline: self-discipline and group-discipline.

- Self-discipline comes from inside you, out of moral or practical convictions. Self-discipline means that you perform a task because you see that it needs to be done, not because you are told to do it. It is also a tool used to achieve the important objective of *group discipline*.
- Group-discipline covers the effectiveness of the unit, as a trait that we hope is common to all members. In the case of Military Discipline, it is defined as “...that mental attitude and state of training which renders obedience instinctive under all conditions. It is founded upon respect for and loyalty to properly constituted authority.”

Listening is a must for all members of CAP. It helps us to understand what others mean when they give us an order or try to help us. A few things important to listening are:

- An open mind
- Making (and usually holding) eye contact when you are spoken to
- Taking notes with care
- Listening to understand, not to argue or challenge

Cadet Protection Policy (CPP)

(Ref. CAP Regulation 52-10)

The Civil Air Patrol is committed to doing everything reasonably possible to combat the potential for child abuse within our organization and to discourage our Cadets from illegal usage of alcohol and other drugs. CAP members are expected to avoid even the appearance of impropriety involving Cadets and report suspected abuse immediately.

Reporting requirements. Senior members, Cadets and parents/guardians should immediately report observed or suspected cases of abuse to the unit commander or commander at the next higher level of command. Whenever a commander has received a report of abuse, suspects that abuse has occurred or may occur, or believes there is an appearance of impropriety in the nature of Cadet abuse by a member of CAP, the commander will immediately suspend the member from all CAP activities and will report the abuse as follows.

1. **Sexual abuse.** Sexual abuse is defined as sexual molestation, touching, contact, exposure, suggestions or other incidents of a sexually-oriented nature. The unit commander will immediately notify the wing commander who will, in turn, immediately notify the wing legal officer and the CAP General Counsel. The General Counsel will notify the region commander, other appropriate officials and local/state agencies as required. No investigation will be conducted nor will statements be taken until specifically directed by the General Counsel.
2. **Hazing.** Hazing is defined as any conduct whereby any member causes another member to suffer or to be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning or harmful. Actual or implied consents to acts of hazing do not eliminate the culpability of the perpetrator. Examples of hazing include using exercise as punishment or assigning remedial training that does not fit the deficiency. Hazing, as defined in this policy, is considered a form of physical abuse and the reporting procedures for physical abuse must be followed.

The Civil Air Patrol Uniform & Grooming Standards

The CAP Uniform

When you wear the CAP uniform you are representing the United States Air Force and Civil Air Patrol. Your appearance and actions are important because they reflect your attitude towards yourself and CAP in the eyes of others. Should your appearance or action be improper for the situation you are in, it is no longer just your mistake, but that of a CAP cadet and CAP as a whole. CAP Manual 39-1 governs the uniform wear and grooming standards that all CAP members must follow. Your CAP uniforms must be clean, neat fit properly and in good condition. Your shoes and boots must be shined and in good repair.

You should wear your CAP uniform when you engage in normal duties as a CAP member and when you attend local, area or national CAP functions. These functions include regular CAP meetings, when making public appearances as part of CAP groups, when participating in CAP operational missions, when attending official government functions as a member of CAP, when visiting military installations, and when flying in military and CAP aircraft.

You should *not* wear the CAP uniform in any public place where the environment may tend to discredit CAP, the USAF or its members. In addition you may not wear the uniform when engaging in political activities, paid employment not connected with CAP, menial labor, sports events, or social functions having no relation to CAP.

The standard uniforms for cadets in Civil Air Patrol are:

Blue Service Uniform

MALES - (Blue Service Uniform) short sleeve light blue shirt, white V-neck T-shirt, dark blue trousers, blue belt, blue flight cap, black shoes and socks, insignia (cutouts, nameplate, wing patch, hat device). Articles such as wallets, pens, watch chains, etc. may not be visible while in uniform. You may wear wristwatches, identification bracelets and rings. Conservative sunglasses may be worn, except in military formation and may not be hung from the uniform at any time. You may not wear earrings, ornamentation on eyeglass lenses, or visible ornaments around the neck while in uniform.

FEMALES - (Blue Service Uniform) light blue over blouse, dark blue skirt or pants, flight cap, neutral nylons, black shoes, handbag, insignia (cutouts, nameplate, wing patch, hat device). Skirt lengths will be no higher than above the top of the kneecap or lower than the bottom of the kneecap. Skirts will hang freely and *may not* be excessively tight. Articles such as wallets, pens, watch chains, etc may not be visible while in uniform. You may wear wristwatches, identification bracelets and rings. You may wear small, round conservative, gold, white pearl, silver earrings or small, plain healing posts while in uniform. Only one earring or healing post may be worn in each earlobe. Of course, appropriate undergarments will be worn to present a conservative, feminine appearance.

Battle Dress Uniform

The standard work or fatigue uniform for cadets in Civil Air Patrol, both male and female, is the Woodland Camouflage, Battle Dress Uniform (BDU).



Male Fatigue Uniform (BDU)



Male Service Uniform



Female Fatigue Uniform (BDU)

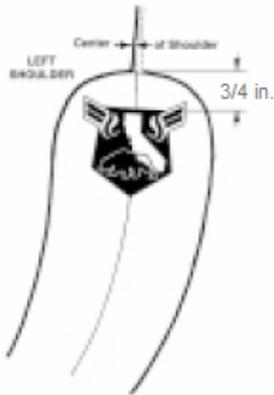


Female Service Uniforms



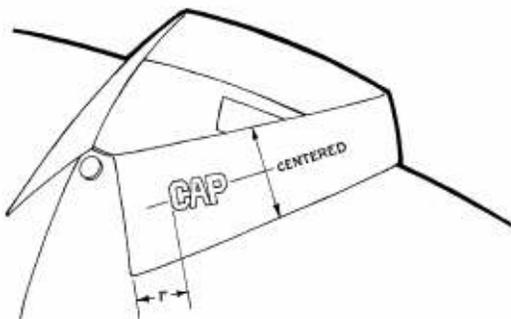
Proper wing patch placement measured from the top of shoulder to the middle of the wing patch.

Proper blousing of trousers over boots.



On BDU's

Proper placement of CAP cut-out insignia on male blue service and all fatigues uniforms

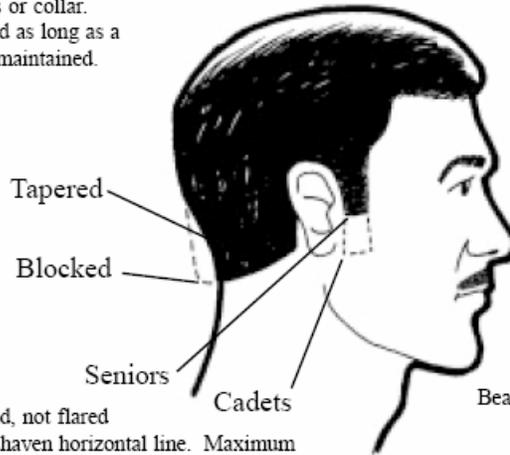


NOTE: Grade and "CAP" insignia should be parallel to the top edge of the collar when the shirt is buttoned.
 NOTE: Two of the same rank insignia are worn on both sides of the collar. CAP cutout / rank insignia format has been phased out.

MALE

Haircut- Tapered in appearance. Hair must not touch the ears or collar. "Block" style authorized as long as a tapered appearance is maintained.

Bangs - Not below eyebrows and not exposed when heargear is worn.



Mustache - Must be neatly trimmed. Must not extend downward beyond the lipline of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth.

Beards & Goatees - Not authorized in uniform.

Sideburns - Neatly trimmed, not flared and will end with a clean shaven horizontal line. Maximum length:
Seniors: Not below lowest part of the exterior ear opening.
Cadets: Not below the bottom of the ear lobe.

FEMALE

Hair - Will be neatly arranged and shaped to present a conservative feminine appearance. Hair styles that prevent the proper wearing of headgear are not appropriate.



Barrettes, ribbons & other ornaments, except inconspicuous pins & combs may not be worn in the hair while in uniform

Hair in the back may touch but not fall below the bottom edge of the collar. Bangs are permitted to show when wearing the flight cap.

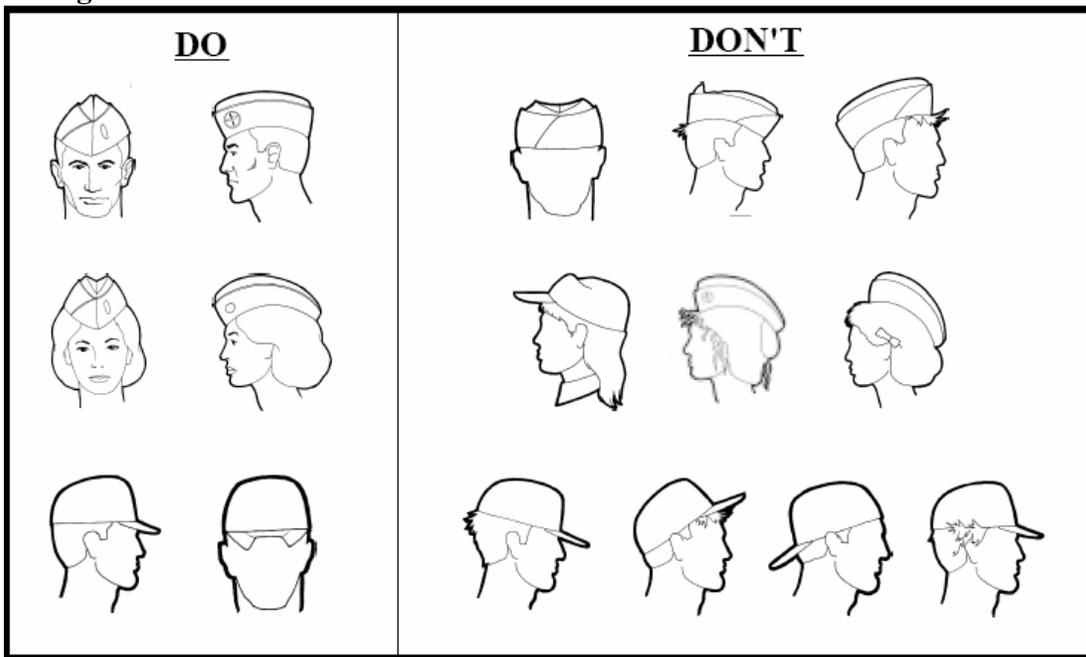
Grooming & Appearance

As a CAP member must be well-groomed to assure that your personal appearance reflects credit upon yourself, CAP and the USAF. Personal appearance is an important part of wearing the uniform. Again, CAP Manual 39-1 governs the uniform wear and grooming standards that all CAP members must follow.

MALE - Your hair must be clean, well-groomed and neat. If dyed, it must look natural. It may not touch eyebrows when combed or protrude below the front band of properly worn headgear. Your hair cut must have a tapered appearance. It may not touch your ears or your collar. Block style is authorized as long as the tapered appearance is kept. You may not wear your hair in an extreme or fad style. Sideburns must be neatly trimmed, not flared, and end with a clean shaven horizontal line that ends at or above the ear lobe. *All forms of facial hair are forbidden for Cadets, including, but not limited to: moustaches, beards, and goatees.*

FEMALE - Your hair must be clean, well-groomed, neat, and styled to present a professional appearance. If dyed, it must look natural. You may wear plain and conservative pins, combs, headbands, elastic bands, and barrettes in your hair to assist you in styling your hair. However, ribbons or jeweled pins are not allowed. Your hair style may include bangs if they do not extend below the eyebrows, and bangs may be worn with the flight cap. Your hair may not touch the bottom of the collar. You may use conservative cosmetics and conservative hair coloring which complement their skin tones. You may wear conservative nail polish in a single color, in good taste and it may not contain any ornamentation.

Headgear *DOs* and *DON'Ts*



Civil Air Patrol Customs & Courtesies

Courtesy is simple politeness, civility, respect, and personal recognition of the rights of others. Individuals in CAP need to work together because cooperation is essential to accomplish mission objectives. Courtesy is vitally important in promoting coordination and promoting esprit de corps. Since you wear an Air Force style uniform, you are expected to learn and practice the customs and courtesies that go with it. Military courtesy is simply the extension to the military sphere or the ordinary courtesies that enrich and enhance everyday lives. Listed below are some of the courtesies followed in CAP:

- When an officer enters a room (other than an office, work shop, recreation room, or room with a class in progress), all officers of lower grade, airmen and cadets present will stand at “ATTENTION” until the officer directs “REST” or “AT EASE” or leaves the room. If more than one person is present, the first person to see the officer loudly commands “ATTENTION!”
- When an officer enters an office, workshop, recreation room, or room with a class in progress, the cadets are not to be called to attention.
- When addressed by a senior officer, a junior comes to attention except when conducting routine business between the two.
- When accompanying a senior officer, a junior rides or walks (in step) on the senior’s left.
- When a junior meets a senior officer on a staircase or in a narrow hallway, the junior halts and stands at attention to allow the senior officer to pass. Do not block staircase or hallway.

CUSTOMS AND TABOOS

Customs are those things which should be done and are based on tradition. Taboos are those things which should not be done. Customs that evolve, live and endure represent reasonable, consistent, and universally accepted practices that make life more pleasant and facilitate order and excellence. Addressing someone by their correct title is a custom used in an important act of courtesy. Acts of courtesy and civility are NOT marks of inferiority or servility. Rather they are indications that an individual appreciates the positions and rights of another. That is why it is important to observe these rules of courtesy whenever addressing seniors and subordinates.

Customs

Listed below are some of the practices followed in CAP, many of which stem directly from the customs of the U.S. Air Force.

- The place of honor is at the right. A junior walks or sits to the left, and a guest at a dinner party is seated at the right of the host.
- The word “SIR” or “MA’AM” is used by cadets when addressing an officer.
- An officer’s word is ordinarily accepted without question.
- A commander’s “I wish” or “I desire” has all the force of “I order you:”
- One must learn to obey before he may command.
- The senior officer in a group has the privilege of being the first to choose a seat, food or drink.
- A CAP member should remain at a reception or social gathering until the commander has departed.
- A CAP member (male) escorts a lady by walking on her right so that he can salute with his right hand.
- A CAP member extended the facilities of a military base conducts himself as a guest.
- There is no place in CAP for temper vulgarity, or profanity.
- Official channels of approach (lines of authority) should always be followed.
- The same customs and courtesies extended by CAP members to officers of the Civil Air Patrol are also extended to officers of the U.S. Armed Forces and of Allied or friendly countries.

Taboos

Listed below are some of the Civil Air Patrol taboos or DON'TS.

- Do not put your hands in your pockets.
- Do not behave in any way which might decrease the prestige of the CAP uniform.
- Do not chew gum in uniform.
- Do not lean on a senior officer's desk; stand erect unless invited to sit.
- Do not go over a supervisor's head.
- Do not keep anyone waiting unnecessarily.
- Do not offer excuses or explanations unless requested.
- Do not correct or criticize your fellow cadets in front of others.
- Do not use, or permit others to use, the name of Civil Air Patrol in connection with commercial enterprises of any kind.
- Do not use the CAP organization, uniform, emblem or the name in political activities.

GRADE versus RANK

The terms grade and rank are often confused. Grade is a major step in the promotion structure or program while rank is grade adjusted for time. Captain and Major are examples of grade; several individuals can have the same grade. Rank normally shows seniority; no two persons in a grade have the same rank-one is always senior to the other.

ADDRESSES

You may already use the terms "sir" or "ma'am" when you speak to persons you respect. In the military services, subordinates traditionally addressed officers as "sir" or "ma'am". As a CAP cadet, you are expected to address your cadet senior officers as sir or ma'am, especially at meetings or other formal military style functions. Always do the same to officers of all the military services.

REPORTING

Your future in Civil Air Patrol depends greatly upon the impression you make on other people. The way you report to an officer will improve that impression. When the impression is good it will be because you reported properly and showed good military bearing. Bearing is how you move, or carry yourself. Military bearing should always be smooth, graceful and proud.

When reporting to an officer indoors, remove your hat. Make any adjustment to your uniform you may find necessary before you enter. Firmly knock on the door once. Make it loud enough to be heard in an average size room. If there is no answer in a reasonable amount of time, knock once again.

When you are told to enter, or told to report, move as though you were marching at the position of attention. Take the most direct route to the officer. Halt two paces in front of the officer's desk. Always halt so you squarely face the officer. Report in a military manner with snap and precision, but do not exaggerate your movements. First, salute. You will begin your reporting statement as soon as your hand reaches the saluting position. Report by saying "Sir/Ma'am, [your CAP name and grade], reporting as ordered." Omit as ordered when you are reporting on your own initiative. Hold the salute until you have completed the reporting statement and the officer has returned the salute.

Continued...

Then stand at attention unless directed to do otherwise. Speak in a clear, concise, conversational tone of voice. Your ability to maintain verbal and physical composure will always be noticed. Always keep your hat and personal belongings close by so you will not forget them and have to return later. When the conversation is finished, and you are dismissed by the officer, come to the position of attention. Render a hand salute.

Hold the salute until the officer returns it. Then smartly drop the salute. If the purpose of the report is to receive an award, accept it in your left hand as the officer presents it to you. Shake hands, and then render a hand salute. Drop it after the officer returns it to you.

IMAGE

As a member of CAP, you belong to a professional organization. As a member you and your actions reflect upon the other members of CAP. Civil Air Patrol in no way intends to interfere with your personal life. However, when personal activities negatively affect the professional image and mission effectiveness, commanders have the authority to intervene.

PUBLIC DISPLAY OF AFFECTION

The primary reason for not showing public display of affection is it detracts from military bearing. Kissing, hand holding, embracing or walking arm in arm are inappropriate actions for members in CAP uniform. Such behavior in public takes away from the professional image that CAP intends to present.

SALUTING / GREETING

Since the beginning of recorded history, the salute has been used as a gesture of greeting and as an expression of mutual trust and respect. Each cadet should be familiar with all courtesies concerning reporting, saluting and honor to the colors. Refer to AFMAN 36-2203 (AF Drill & Ceremonies Manual) for further information.

HONORS TO THE COLORS



	Indoors		Outdoors	
	Uniform	Civilian Attire⁴	Uniform	Civilian Attire
When the National Anthem is played ¹	Stand at Attention	Stand and place hand over heart	Salute	Stand and place hand over heart
When the colors pass in a parade or review ²	Stand at Attention	Stand and place hand over heart	Salute	Stand and place hand over heart
When the colors are raised or lowered; When the colors are posted ³	Stand at Attention	Stand and place hand over heart	Salute	Stand and place hand over heart
When the Pledge of Allegiance is recited	Stand at Attention	Stand and place hand over heart	Salute	Stand and place hand over heart

Drill instruction:

In addition to the beginning stationary drill movements you learned last week, you will now begin to learn basic marching and facing movements:

1. Fall In / Out
2. Line Formation
3. Right / Left Face
4. Dress Right, Dress / Ready Front
5. By the Numbers
6. Dismissal

The following is an excerpt taken from the United States Air Force Drill & Ceremonies Manual (AFMAN 36-2203). This section outlines the symbols and terminology used in Drill & Ceremonies. Cadets should have a thorough knowledge of this material.

Chapter 1 – INTRODUCTION TO DRILL AND CEREMONIES

1.1 Scope

1.1.1. This manual includes most Air Force needs in drill and ceremonies, but it does not cover every situation that may arise. For unusual situations, using good judgment and taking into account the purpose of the movement or procedure can often provide the solution.

1.1.2. Units or organizations required to drill under arms will use the procedures in the U.S. Army Field Manual 22-5, SECNAV 5060.22 or the USAF Academy Cadet Wing Manual 50-5. The types of weapons used will determine will determine the appropriate manual.

1.2. Introduction to Drill

1.2.1. For the purpose of drill, Air Force organizations are divided into elements, flights, squadrons, groups, and wings. (The wing does not drill by direct command.)

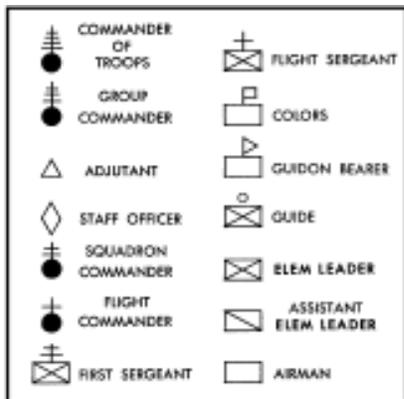
1.2.2. Drill consists of certain movements by which the flight or squadron is moved in an orderly manner from one formation to another or from one place to another. Standards such as the 24-inch step, cadence of 100 to 120 steps per minute, distance, and interval have been established to ensure movements are executed with order and precision. The task of each person is to learn these movements and execute each part exactly as described. Individuals also must learn to adapt their own movements to those of the group. Everyone in the formation must move together on command.

1.3. Introduction to Ceremonies

1.3.1. Ceremonies are special, formal, group activities conducted by the Armed Forces to honor distinguished persons or recognize special events. Ceremonies also demonstrate the proficiency and training state of the troops.

1.3.2. Ceremonies are an extension of drill activities. The precision marching, promptness in responding to commands, and teamwork developed on the drill field determine the appearance and performance of the group in ceremonies.

1.4. Key to Symbols. *Symbols used in this manual are defined and shown below.*



1.5. Terms:

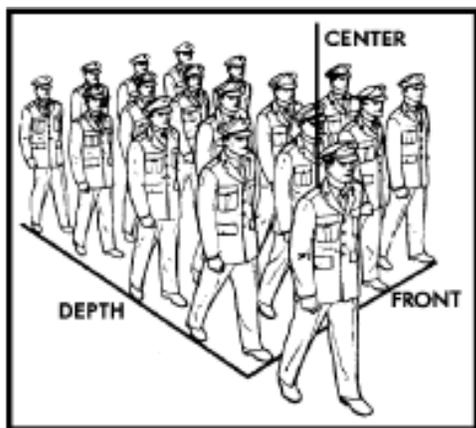
1.5.1. **Adjutant.** A ceremonial position occupied by the junior member of the command staff in reviews and parades and responsible to the troop or group commander. The adjutant’s cadence is 140 steps per minute.

1.5.2. **Alignment.** Dress or cover.

1.5.3. **Base.** The element on which a movement is planned, regulated, or aligned.

1.5.4. **Cadence.** The uniform step and rhythm in marching; that is, the number of steps marched per minute.

1.5.5. **Center.** The middle point of a formation. On an odd-numbered front, the center is the center person or element. On an even-numbered front, the center is the right center person or element, as shown below.



1.5.6. **Cover.** Individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance.

1.5.7. **Depth.** The total space from front to rear of any formation. An individual’s depth is considered to be 12 inches.

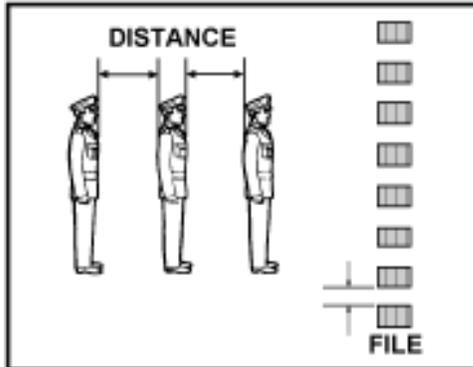
1.5.8. **Distance.** The space from front to rear between units. The distance between individuals in formation is 40 inches as measured from their chests to the backs of individuals directly in front of them. Flight commanders, guides, and others whose positions in formation are 40 inches from a rank are themselves considered a rank.

1.5.9. **Double Time.** The rate of marching at 180 steps (30 inches in length) per minute.

1.5.10. **Dress.** Alignment of elements side by side or in line maintaining proper interval.

1.5.11. **Element.** The basic formation; that is, the smallest drill unit comprised of at least 3, but usually 8 to 12 individuals, one of whom is designated the element leader.

1.5.12. **File.** A single column of persons placed one behind the other (figure 1.3).



1.5.13. **Final Line.** The line on which the adjutant forms the front rank of troops for a parade or review.

1.5.14. **Flank.** The extreme right or left (troops right or left) side of a formation in line or in column.

1.5.15. **Flight.** At least two, but not more than four, elements.

1.5.16. **Formation.** An arrangement of units.

1.5.17. **Front.** The space occupied by a unit, measured from flank to flank. The front of an individual is considered to be 22 inches.

1.5.18. **Guide.** The airman designated to regulate the direction and rate of march.

1.5.19. **Head.** The leading unit of a column.

1.5.20. **In Column.** The arrangement of units side by side with guide and element leaders to the head.

1.5.21. **In Line.** The arrangement of units one behind the other with the guide and element leader to the extreme right flank.

1.5.22. **Interval.** The space between individuals placed side by side. A normal interval is an arms length. A close interval is 4 inches.

1.5.23. **Inverted Column.** The arrangement of units side by side with guide and element leaders to the rear.

1.5.24. **Inverted Line.** The arrangement of units one behind the other with the guide and element leaders to the extreme left flank.

1.5.25. **Line of March.** A line followed by troops as they pass in review.

1.5.26. **Mark Time.** Marching in place at a rate of 100 to 120 steps per minute.

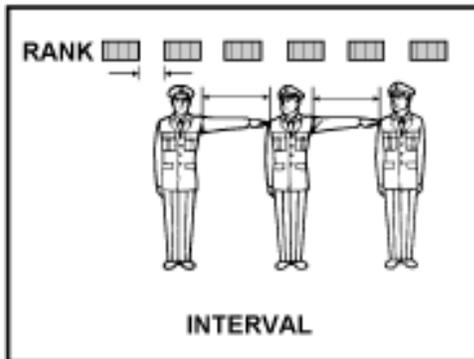
1.5.27. **Mass Formation.** The formation of a squadron or group in which the component units are in column, abreast of each other, and at close interval.

1.5.28. **Pace.** A step of 24 inches. This is the length of a full step in quick time.

1.5.29. **Post.** The correct place for an officer, noncommissioned officer (NCO), or airman to stand while in formation.

1.5.30. **Quick Time.** The rate of marching at 100 to 120 steps (12 or 24 inches in length) per minute.

1.5.31. **Rank.** A single line of persons placed side by side (see figure on the next page).



1.5.32. **Ready Line.** A forming line 20 paces to the rear of the final line where troops are formed for a parade or review at an established time prior to Adjutant's Call.

1.5.33. **Reviewing Officer.** The senior officer participating in a parade or review.

1.5.34. **Slow Time.** The rate of marching at 60 steps per minute (used in funeral ceremonies).

1.5.35. **Step.** The distance measured from heel to heel between the feet of an individual marching.

1.5.36. **Unit.** Any portion of a given formation.