



Syracuse Cadet Squadron

NY-135
Civil Air Patrol

In-Flight Cadet **Operating Instruction**

Last Updated 13 July 2008

Available online at <http://syracusecap.org/info>

Name: C/ _____, CAP

Flight Commander

Flight Sergeant

MY PERSONAL GOALS

STANDARD OPERATING PROCEDURES

- Every cadet will attend at least two meetings per month.
- Every cadet will promote at least once every six months.
- All cadets will wear the CAP uniform (Blues/BDU) in compliance with the CAPM 39-1.
- All cadets will become familiar with all basic drill movements in AFMAN 36-2203.
- All cadets are responsible for memorizing all general knowledge outlined in this OI.
- All cadets will participate actively in unit activities.
- If a cadet is not called by his or her flight commander before the squadron meeting, he/she should call any member of the staff to obtain the meeting information for the week. (phone numbers are available on the schedule)
- All cadets will have their cover, a pen or sharpened pencil, piece of paper or pad, and their CAPID on their person at all times when in uniform.
- When in uniform, all cadets will maintain a professional image, in appearance, posture, actions, and words.
- All cadets will comply with orders from members higher in the chain of command or NCO Support Channel unless the cadet feels the order is immoral or unsafe, is already trying to complete a pertinent task, or if the task has already been completed.
- All cadets will use appropriate military customs and courtesies at all times.
- Your flight sergeant and flight commander are always available to answer any questions that you have, and are willing to help you.
- All cadets will make an active effort to live up to the cadet oath and the CAP Core Values.

CHAIN OF COMMAND & NCO SUPPORT CHANNEL

Interim CAP National Commander
Northeast Region Commander
New York Wing Commander
Central New York Group Commander
Squadron Commander
Deputy Squadron Commander

Brig Gen Amy S. Courter, CAP
Col Robert Diduch, CAP
Col Kenneth J. Andreu, CAP
Maj Carl E. Anthony, CAP
Lt Col Fritz Koennecke, CAP
1st Lt Eric Schenck, CAP

Cadet Commander
Cadet Deputy Commander
Executive Officer

C/2d Lt Fritz Koennecke, CAP
C/2d Lt William M. Coons, CAP
C/2d Lt Steven Csig, CAP

Training Officer

C/2d Lt Mychal Weekes, CAP

First Sergeant

C/MSgt Austin Pearce, CAP

Flight Commander
Flight Sergeant

C/ _____, CAP
C/ _____, CAP

Chief Element Leader

C/ _____, CAP

GOVERNMENT & MILITARY OFFICIALS

Commander-in-Chief of the Armed Forces
Secretary of Defense
Chairman of the Joint Chiefs of Staff
Secretary of the Air Force
Chief of Staff of the Air Force
CAP-USAF Commander

The Honorable George W. Bush
The Honorable Robert M. Gates
ADM Michael Mullen, USN
The Honorable Michael W. Wynne
Gen T. Michael Moseley, USAF
Col Russell D. Hodgkins, USAF

GENERAL KNOWLEDGE

The 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.

Civil Air Patrol Motto

Semper Vigilans (Always Vigilant)

Civil Air Patrol Core Values

Integrity, Volunteer Service, Excellence, Respect

Civil Air Patrol Missions

Aerospace Education, Cadet Programs, and Emergency Services

History & Important Dates

- CAP was founded on 1 December 1941.
- CAP was incorporated by congress as a benevolent, non-profit organization, on 1 July 1946, with the signing of Public Law 476.
- CAP became the auxiliary of the USAF on 26 May 1948, with the signing of Public Law 557.
- The first CAP National Commander was Maj. Gen. John F. Curry, USAAC
- The Founder of CAP was The Honorable Gill Robb Wilson
- CAP National Headquarters is located at Maxwell AFB, Alabama

UNIFORM AND GROOMING STANDARDS

- All uniforms will be pressed and clean.
- Shoes and boots will be shined.
- Grade chevrons will be worn on both sides of the BDU and blues collar. All collar insignia will be centered on the collar, 1 in. from and parallel to the leading edge.
- The ends of the name and CAP tapes on the BDU will be flush with the sides of the pockets. Also, there will be no space between the bottom edge of the tape and top of the pocket. To prevent fraying, tapes should be folded under, and not cut, at the edges.

- The nameplate on the Blues uniform will be flush with, and centered on the top of the pocket for males. For females, the ribbons and nameplate will be parallel to the deck, centered between buttons and arm seam, even with to 1 1/2 in. below the first exposed button.
- The Reverse U.S. Flag patch will be sewn on the wearer's right BDU shoulder, centered on the shoulder seam, 1/2 in. from the top of the sleeve.
- The wearer's right edge of the belt buckle will be flush with the edge of the front flap. No cloth part of the belt will show to the left side of the belt.
- The wing patch will be worn centered on the epaulet of the wearer's left BDU shoulder and will be 1/2 in. down from the shoulder seam, with wings parallel to the shoulder seam.
- No items will be stored in the pockets of the BDU blouse or blues shirt, unless they do not bulge or they are pens or pencils in the pen/pencil compartment.
- The cover will be worn parallel to the ground, with the front approximately 1 in. from the top of the eyes. The hat device on the blues cover will be centered and 1 1/2 in. from the front edge. The top of the blues cover (for males) will be closed completely.
- No neck jewelry will be shone; earrings for females will be conservative. Earrings for males are prohibited.
- Hair, for males, will not touch the collar or the ears, and will not show below the visor of the BDU cover, when worn. Beards are forbidden, but mustaches are allowed if kept neat. For females, hair will not go below the bottom of the collar, and will be neat.

PERTINENT WEB SITES

Squadron Web Site	http://syracusecap.org
Central New York Group Site	http://cny.nywg.cap.gov
CAP Recruiting Site	http://gocivilairpatrol.gov
National HQ e-Services	http://www.capnhq.gov
Vanguard Industries (CAP Store)	http://vanguardmil.com
The Hock Shop (uniform accessories)	http://thehock.com