

**LOUISIANA WING CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY**

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<http://www.lawgcap.org>



## **NEW CADET MEMBERSHIP GUIDE**

Welcome to Civil Air Patrol—Louisiana Wing (LAWG)! We are glad to have you and look forward to working with you. We are a non-profit public service organization devoted to emergency services, cadet programs, and aerospace education.

Enclosed you will find directions to ease your entry into Civil Air Patrol. These are meant to be general in nature; your specific circumstances may require additional or slightly different actions. The staff and members of your local squadron will help you with the details.

Please remember: If you don't understand something, ask! Sometimes we assume you know something that you don't (or worse, we may assume that you are used to military paperwork).



## I. ORIENTATION

- A. You are encouraged to attend several meetings before deciding whether you want to join. Each meeting covers separate topics, so this will allow you to get an overview of the program.
- B. A mentor will be assigned to introduce you around and assist in your orientation.
- C. Your parents are invited to come to the first meeting so that they can become familiar with our program. The squadron commander or deputy commander for cadets can answer any questions they might have.

CAP has a cadet sponsor membership for parents, grandparents or legal guardians who want to be more involved in our cadet units. They assist the program by providing adult supervision, overnight chaperons, transportation, and other cadet-oriented tasks. Dues are \$25.00.

- D. Visit the national CAP website at [www.gocivilairpatrol.com](http://www.gocivilairpatrol.com). There is a wealth of information for cadets and parents about CAP and the Cadet Program.

## II. JOINING CAP

- A. Complete CAP Form 15 (CAPF15), "Application for Cadet Membership in Civil Air Patrol." Please read both sides of the form carefully and ensure that you PRINT CLEARLY. Answer everything that applies; if you have *any* questions ask a senior cadet to help you.

Pay particular attention to the following:

1. Make sure that your name is printed legibly.
  2. Double-check your social security number for accuracy, and make sure it is printed legibly. This is one of the *very* few times CAP will ask this.
  3. Make sure you enter your date of birth the way the form asks for it; Day first, then Month, then the Year.
- B. Your initial membership fees include the cost of texts and study materials required for the initial part of the cadet program. Make out a **\$30.00** check or money order to "**NHQ CAP**". Squadron dues are paid with a separate check directly to your local squadron.
  - C. You will receive your membership card and a new member's kit from National Headquarters (NHQ).

### III. RECORDS

- A. Retain a copy of your membership application when you join to serve as proof of membership until you receive a membership card from NHQ.

*[NOTE: It is a good idea to keep copies of important papers and documents at home, even though we keep copies in your unit member file. A loss at the office without backup would require recreating these documents.]*

- B. The Cadet Admin/Personnel Officer will begin your *Cadet Master Record* and may contact you for further information. This record is very important to you and the PO will review this record with you.

*[NOTE: Although the squadron staff will try very hard to keep everything correct and up-to-date, they are only human. YOU are ultimately responsible for the accuracy and completeness of your records, and it is in your best interests to review them periodically. Also, no one knows your goals better than you; if you want to ensure that you get your promotion, ribbon, or certificate in a timely manner then back up the Admin/Personnel Officer by tracking/checking your record yourself.]*

### IV. ORDER YOUR UNIFORM ITEMS

- A. Get with a senior cadet to order your uniform items (see the Uniform Manual under CAPR39-1). LAWG has some AF-style uniforms, located at the Capitol City Squadron building, available through our Wing Logistics Officer. The squadron may have some of the grade insignia and patches that you will need. Other items can be ordered from Vanguard Industries: [www.civilairpatrolstore.com](http://www.civilairpatrolstore.com)
- B. Cadets will not wear the CAP military-style uniform unless they fully comply with CAP dress and grooming standards. Full compliance is required before Achievement 1 is completed (advancement to Cadet Airman).

## V. PROGRAM ELEMENTS

- A. The cadet program consists of a series of achievements in four phases. Certain requirements will be accomplished before receiving credit for each achievement (and associated advancement in rank):
1. Activities. Each cadet will participate in squadron activities.
  2. Physical Fitness. Each cadet is expected to exercise regularly and participate in the unit's physical fitness program. Requirements are linked to each achievement, with the standards becoming more rigorous as you progress in rank.
  3. Leadership. The *Leadership: 2000 and Beyond* text establishes procedures for a successful leadership training program. This training deals primarily with the military-style leadership aspects of cadet life. A written examination is required for each achievement.
  4. Aerospace Education (AE). Cadets learn about aerospace by studying various texts and participating in hands-on activities. Each cadet is assigned an AE mentor. A written examination is required for many of the achievements.
  5. Moral Leadership. Our chaplains and Moral Leadership Officers coordinate monthly moral leadership seminars. This is not a religious meeting, but a moral leadership forum designed to allow cadets to examine their own moral standards and values in the framework of a guided discussion. Cadets lead the discussions.
  6. CAPF 59-1 signed. The new cadet grade is earned when the cadet completes each achievement and the squadron commander (or deputy commander for cadets) signs the certification form. An advancement board may be held for any promotion.

## VI. GRADE (RANK)

- A. Rank in the cadet program is modeled after that of the U.S. Air Force. Because CAP is the Auxiliary of the U.S. Air Force, we wear a similar uniform and we observe military customs and courtesies.
- B. You join with the rank of "Airman Basic" (C/AB). Subsequent advancements in rank are associated with the successful completion of achievement levels.
- C. Cadets can complete Achievement I any time after the date they joined. All other achievements require a minimum 60-day separation between completions of each of the achievements. Cadets are provided with the opportunity to test at least once each month.

## VII. EMERGENCY SERVICES

- A. The ES training program requires that members first complete **General Emergency Services (GES)** and **Communications (COMMS)** training. Also, there are two online training modules you might complete: Incident Command System (ICS) Training, IS-700a available from FEMA, and Operations Security (OPSEC) Awareness Training.
  - 1. GES & COMMS Training: GES and COMMS training can be performed at the squadron level or as part of Level 1 training at the Academy. GES is also available online, and every member must pass the online exam in order to be GES certified. This certification on your qualifications ID card (101 card, available through MIMS) is necessary to participate in any ES training exercises.
  - 2. ICS & OPSEC Training: ICS & OPSEC training are both available online and required for all cadet members desiring to participate in ES activities. These modules are available on the national CAP website, along with the online exams.
- B. Cadets may train and qualify in various ES positions: Ground Team Member, Urban DF, Flight Line Marshall, Radio Operator, and Mission Staff Assistant. Details about ES training and the various positions can be found in CAPR 60-3. Also, LAWG has developed training guidelines specifically for ES air crew, ground team, and mission staff functional areas (check the LAWG/ES website).
- C. Cadets qualify to the same standards as senior members, and cadets are considered full members of the team. The only extra requirement is for senior member supervision during missions and training exercises.