

**Training**

**STANDARDS, CUSTOMS AND COURTESIES**

Your decision to join Civil Air Patrol (CAP) reflects a dedication and commitment to support this charitable, benevolent, nonprofit corporation. As a member of an Auxiliary of the United States Air Force, you are expected to follow the traditions, standards, customs and courtesies agreed and accepted by the Air Force and the Civil Air Patrol. These apply to all of us and reflect our pride and professionalism as members of the Civil Air Patrol.

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## Section A-Civil Air Patrol Environment

**1. General.** The traditions, standards, customs and courtesies for members of the Civil Air Patrol apply to all of us and reflect our pride and professionalism as members of the United States Air Force Auxiliary. Membership in Civil Air Patrol is not a right, but a privilege. Your continued membership is conditioned on adherence to Civil Air Patrol rules and regulations and compliance with lawful orders of superiors. As such, we all took an oath of application which is repeated below:

### a. OATH OF APPLICATION

I do solemnly swear (or affirm) that:

I do understand membership in Civil Air Patrol is a privilege and not a right. I also understand that membership is on a year-to-year basis and is subject to annual renewal by Civil Air Patrol. I further understand that failure to meet the membership eligibility criteria will result in automatic membership termination at any time.

I understand only Civil Air Patrol corporate officers are authorized to obligate funds, equipment, or services.

I understand Civil Air Patrol will not be liable for loss or damage to my personal property when operated for or by Civil Air Patrol.

I voluntarily subscribe to the objectives and purposes of Civil Air Patrol and agree to be guided by the Constitution and Bylaws of Civil Air Patrol and comply with Civil Air Patrol rules and regulations as from time to time may be amended or promulgated.

I agree to abide by the decisions of those in authority of Civil Air Patrol.

I certify that all the information on this application is presently correct. I understand I am obligated to notify Civil Air Patrol if there are any changes to the background information on the front of this form (CAPF 12) and further understand that failure to report such changes may be grounds for membership termination.

I understand that this Oath of Application is a part of this application for Senior Membership in Civil Air Patrol.

b. As a member of the Civil Air Patrol, you represent the Air Force and the nation when you represent the CAP. Therefore, it is essential that you understand and follow established military customs and courtesies.

**2. Customs and Courtesies.** Military customs and courtesies are proven traditions that explain what should and should not be done. They are acts of respect and courtesy in dealing with other people. They have evolved as a result of the need for order, as well as the mutual respect and sense of fraternity that exist among military personnel. The Civil Air Patrol shares in that tradition.

**a. Respect for the Flag.** The flag of the United States represents the principles and ideals to which you are commit-

ted. It will never be treated with contempt or used as a drapery, as part of an article of clothing, or as a covering for furniture or automobiles. No lettering of any kind should be placed on the flag nor should it be used for advertising purposes.

(1) National Anthem. The National Anthem honors the flag and should be accorded the same respect given the flag. You are to show proper respect to the flag and the National Anthem both indoors and outdoors.

(a) Indoors. At public or military events, you are required to stand at attention during the playing of the National Anthem whether in uniform or civilian clothes, and remain silent. If in CAP's military-style uniform, you face the flag (if visible) or music but do not salute. In any other CAP uniform or in civilian clothes, you place your right hand over your heart. This does not apply when you hear the National Anthem on the radio or television.

(b) Outdoors. In military-style uniform, you render the military salute, hold it and remain silent during the National Anthem. In any other CAP uniform or civilian clothes, stand at attention and place your right hand over your heart (Men should remove headdress with right hand and hold it over their heart.)

(2) Retreat. On Air Force installations, the flag is lowered at the end of each day. Usually, the bugle call "Retreat" is sounded and is followed by the playing of either the National Anthem or "To the Colors." If you are outside, you must stop what you are doing and face the flag. If in the military-style uniform, you stand at Parade Rest, during the sounding of "Retreat" then come to attention and salute during the playing of the National Anthem or "To the Colors." If you are driving a vehicle, you are to stop and sit quietly until the music ends; your passengers also remain silent.

(3) Pledge of Allegiance. Honors to the flag during the Pledge of Allegiance are similar to those rendered during the playing of the National Anthem or "To the Colors."

(a) Military Formations or Ceremonies. You do not recite the Pledge of Allegiance while in military formation.

(b) Outdoors. When in military-style uniform, you stand at attention, face the flag, remain silent, and salute.

(c) Indoors. When in military-style uniform, stand at attention, face the flag, but do not salute. You may recite the pledge indoors.

(d) Civilian Dress. When in civilian clothes (indoors or outdoors), you should stand at attention, face the flag, and recite the Pledge of Allegiance while holding your right hand over your heart. (Men should remove headdress and hold with right hand over their heart.)

(4) Parades. In military-style uniform, you salute the flag as it passes in front of you. In civilian attire, come to attention until the flag passes.

(5) Foreign Flags. When you are visiting in a foreign country, you must show the same respect to the host country's flag and national anthem that you show to your own. The same is true when another country's national anthem is played during formal ceremonies in the United States.

**b. Saluting.** It is a courtesy exchanged between members of the Civil Air Patrol when in military-style uniform as both a greeting and a symbol of mutual respect. As such, it is never inappropriate to salute another individual. The basic rules regarding saluting for CAP members are:

(1) You salute when in military-style uniform.

(2) You salute the President of the United States, all

Medal of Honor recipients, and commissioned officers and warrant officers of the Armed Forces who are senior in rank to you.

(3) You do not salute when indoors unless you are formally reporting to an officer senior in rank to you.

(4) You salute when outdoors unless:

(a) You are carrying articles (or a heavy object) in both hands, which cannot be transferred to the left hand, or another legitimate reason such as injury, and so forth. In this case, an oral greeting should be exchanged, such as "Good Morning, Sir or Ma'am." If you are the lower ranking individual and the one you are approaching is higher in rank but whose arms are incapacitated, you will still salute.

(b) You are in a designated "covered" or "no salute" area, (aircraft marshalling areas and flightlines are "no salute" areas).

(c) You are a member of a military formation or a work detail (only the senior member of the formation or detail salutes).

(d) You are attending a public gathering such as a sports event.

(5) When on a military installation, you salute officers in government cars if the car has a flag or metal standard that identifies the rank of the occupant (usually general officers and military wing or base commanders).

(6) Military personnel are not required to render a salute to CAP personnel, but they are not restricted from doing so if they desire.

**c. Respect for Retirees.** Military retirees are treated with the same respect and courtesies as active duty members. By public law, they have earned and are entitled to enjoy certain U.S. Government benefits, rights, and privileges. One of these rights is that military members in a retired status are entitled to be addressed, both in written and verbal communications, by their retired rank.

**d. Respect for Authority.** As a general rule, highest ranking personnel enter an aircraft or automobile last and leave first. Junior ranking personnel will walk to the left of seniors. Unless otherwise authorized, subordinates will stand in the presence of senior officer personnel. When senior personnel enter a room, subordinates will stand up unless a person of higher rank is already in the room. In the military, a senior in rank may address a subordinate by his or her first name; however, it is inappropriate for a subordinate to communicate in such an informal manner. Similar respect should be shown for grades in Civil Air Patrol.

**e. Titles of Address.** All military personnel are addressed by their title. Officers are addressed by the title appropriate to their rank (that is, Captain, Major, General, and so forth) or use "Sir" or "Ma'am." Medical, dental, and veterinary officers are often addressed as "Doctor;" chaplains are usually addressed as "Chaplain" or "Father," if appropriate. Titles of address for Air Force enlisted personnel and CAP personnel who choose to serve in these grades are:

| <b>Title</b>           | <b>Term of Address</b>             |
|------------------------|------------------------------------|
| Chief Master Sergeant  | Chief Master Sergeant or Chief     |
| Senior Master Sergeant | Senior Master Sergeant or Sergeant |
| Master Sergeant        | Master Sergeant or Sergeant        |
| Technical Sergeant     | Technical Sergeant or Sergeant     |
| Staff Sergeant         | Staff Sergeant or Sergeant         |
| Sergeant               | Sergeant                           |

|                    |                              |
|--------------------|------------------------------|
| Senior Airman      | Senior Airman or Airman      |
| Airman First Class | Airman First Class or Airman |
| Airman             | Airman                       |
| Airman Basic       | Airman                       |

*NOTE. The term "airman" applies to both male and female enlisted personnel.*

*Titles of address for Air Force officers and CAP officers*

| <b>Title</b>       | <b>Term of Address</b> |
|--------------------|------------------------|
| General            | General                |
| Lieutenant General | General                |
| Major General      | General                |
| Brigadier General  | General                |
| Colonel            | Colonel                |
| Lieutenant Colonel | Colonel                |
| Major              | Major                  |
| Captain            | Captain                |
| First Lieutenant   | Lieutenant             |
| Second Lieutenant  | Lieutenant             |

*Title of address for Cadet Civil Air Patrol Members*

| <b>Title</b>         | <b>Term of address</b>         |
|----------------------|--------------------------------|
| C/Colonel            | Colonel                        |
| C/Lieutenant Colonel | Colonel                        |
| C/Major              | Major                          |
| C/Captain            | Captain                        |
| C/First Lieutenant   | Lieutenant                     |
| C/Second Lieutenant  | Lieutenant                     |
| C/Master Sergeant    | Master Sergeant or Sergeant    |
| C/Technical Sergeant | Technical Sergeant or Sergeant |
| C/Staff Sergeant     | Staff Sergeant or Sergeant     |
| C/Sergeant           | Sergeant                       |
| C/1st Class          | Cadet                          |
| Cadet                | Cadet                          |

*NOTE Cadets are addressed as `Cadet` by CAP senior members, USAF officers, and enlisted personnel. Within the cadet structure, cadets will address other cadets by the appropriate term.*

**Section B-Conduct**

**3. General.** The Air Force has a very important mission and you, as a member of the Civil Air Patrol, have similar responsibilities for carrying out your mission. You are responsible for carrying out orders, performing specific tasks related to your duties, and living up to the high standards of the Civil Air Patrol. You are also held accountable for your actions, both in the performance of duties and in your personal conduct. If you are a supervisor, you have the responsibility to make sure your subordinates meet the expected standards. You must hold your subordinates accountable and take appropriate corrective actions when they do not fulfill their responsibilities. Civil Air Patrol standards of conduct apply both on and off duty, in your personal behavior, in your treatment of others, and in both military and civilian environments.

a. Public displays of affection, such as hand-holding, embracing, or walking arm-in-arm, are inappropriate actions

for members in any CAP uniform. Indiscriminate displays of affection in public detract from the professional image the Civil Air Patrol intends to project.

b. You may not use government facilities or equipment for other than officially approved activities.

c. You may not gamble or bet while on government-owned or leased property or while on duty, unless specifically authorized.

d. You may not engage in any conduct that is illegal, dishonest, or otherwise brings discredit on the Civil Air Patrol.

**4. Civil Air Patrol Ethics.** As a member of the Civil Air Patrol you must practice the highest standards of behavior, obedience, and loyalty—not only in your job, but in your relationship with other people. Your code of ethics must be such that your behavior and motives do not create even the appearance of impropriety. Your commitment to integrity will lead the way for others to follow.

**5. Job Performance.** Job performance standards include what you do, how much you do, and how well you accomplish your duties. Your primary responsibility is to do your part to accomplish the mission. But accomplishing the mission requires more than just technical proficiency. You also must be a good team member. You must be responsive and do what you are told quickly and efficiently. You must be dependable and responsible for your actions so supervisors do not have to constantly monitor or follow up on your activities. Quality and quantity of work are both important since they are the primary measures of your efficiency and productivity. Your conduct and performance on the job must be guided by a sense of loyalty to both supervisors and co-workers, consistent with the safe and proper fulfillment of regulations, directives, technical orders, and other lawful orders.

**6. Drug Abuse.** The illegal or improper use of drugs including marijuana, is absolutely incompatible with Civil Air Patrol standards of behavior, performance, and discipline necessary for accomplishing the mission and will not be tolerated. Drug abuse can seriously damage your physical and mental health, jeopardize your safety and the safety of others. It can also result in your separation from Civil Air Patrol and legal action taken by local authorities. You are responsible for, (1) reporting known or suspected incidents of drug abuse by others and (2) encouraging persons known to you to have an existing or potential drug abuse problem to seek assistance.

**7. Alcohol Abuse.** You have the responsibility to exercise good judgment in the use of alcohol. Your use of alcohol must not adversely affect your duty performance or your conduct on or off duty. Civil Air Patrol policy is to discourage alcohol abuse and alcoholism among its personnel and their dependents. Moderation should be encouraged for those persons choosing to drink and nondrinkers are not pressured or ostracized for choosing not to drink. Intoxication while engaged in a CAP activity will not be tolerated. No alcohol will be served or consumed at cadet activities.

**8. Equal Opportunity and Treatment.** Civil Air Patrol standards of conduct require that you treat others with respect and dignity regardless of their race, color, religion, age, national

origin, or sex. The Civil Air Patrol does not tolerate arbitrary discrimination by act or inference. If you feel that you have been a victim of discrimination, you are encouraged to discuss the problem with your immediate supervisor or unit commander in an attempt to resolve it at the unit level.

## Section C-Appearance

**9. Dress and Personal Appearance.** You must comply with established dress and personal appearance standards outlined in CAPM 39-1. These standards consist of four elements—neatness, cleanliness, safety, and image. The element requiring the most judgment is "image." It is the most important aspect of Civil Air Patrol appearance standards since other people, both military and civilian, draw certain conclusions about you and the Civil Air Patrol based upon what they see. When in uniform, you are expected to present a professional image. This includes such things as walking with hands out of pockets, ensuring all buttons are buttoned, and maintaining certain grooming standards. Your appearance must instill confidence and leave no doubt that Civil Air Patrol personnel respect and live a common standard and are responsive to order and discipline. Civil Air Patrol appearance standards are designed to reflect a moderate image and to exclude the extreme, the unusual, the fad. The standards are influenced to some degree by tradition and reflect the image the Civil Air Patrol intends to project to the public.

**10. Personal Grooming.** Although you have the right, within established limits, to express your individuality through your appearance, the Civil Air Patrol has defined what is and what is not an acceptable, professional image for Civil Air Patrol members. Except for minor variations based on sex differences, all Civil Air Patrol personnel must comply with the same personal grooming standards outlined in CAPM 39-1. Supervisors have the responsibility to determine compliance with the letter and intent of CAPM 39-1 and to correct the obvious violations, regardless of whether the situation identified is clearly written in the regulation.

**11. Uniforms.** A very important part of the image you project and the impression you create is how you wear your uniform. As with other personal appearance standards, the Civil Air Patrol emphasizes a "neat, clean, professional" image. Your uniform is your personal property and it is your responsibility to keep it clean, pressed, and in good repair. You are also responsible for knowing the authorized uniform combinations and the correct placement of ribbons, insignia, and other uniform items. Here are some general rules you should remember:

a. You must wear the appropriate uniform while performing your Civil Air Patrol duties.

b. You may wear only authorized uniform combinations; you may not mix uniform items or wear distinctive uniform items with civilian clothes. (Distinctive uniform items are those items that are unique to the uniform. They include grade insignia, ribbons, cap devices, and buttons with Civil Air Patrol coat of arms).

c. Outdoors: You are required to wear a hat or other headgear as authorized for the uniform combination. EXCEPTION: Hats are not required in designated "no hat" areas.

d. Indoors: You will not wear a hat indoors. EXCEPTION:

Individuals performing Color Guard duties do not remove headgear.

e. Members traveling aboard military aircraft (except orientation flights and International Air Cadet Exchange) are encouraged to wear either the CAP jumpsuit, blazer combination, or appropriate civilian attire, although any CAP uniform, except a flight suit or fatigues, may be worn.

f. Members who choose to wear a military-style uniform when traveling by commercial means (other than to and from local CAP activities) will wear the service dress uniform or light blue short or long sleeve shirt/blouse with tie/tab. Authorized outer garments are the all-weather coat, overcoat and raincoat.

g. If you wear your uniform to civilian social functions, you must wear the service dress uniform, or mess dress uniform, or uniform that parallels the civilian dress for the occasion, that is, coat and tie. You may not wear fatigues or flight suits to civilian functions.

h. It is important that you wear your uniform properly when on base; however, your appearance in uniform off base can be even more important. Members will not wear fatigues to off-base business establishments if they intend to do extended shopping, dining, socializing, or take part in any entertainment. To the general public you represent the Civil Air Patrol and the Air Force. You must ensure that your appearance creates a positive, favorable impression.

i. Civil Air Patrol members will not wear the uniform or any part of the uniform:

(1) At a meeting or demonstration by, or sponsored by, an organization, association, movement, or group that:

(a) The Attorney General of the United States has designated as Totalitarian, Fascist, Communist, or subversive.

(b) Advocates or approves acts of force or violence to deny others their rights under the Constitution of the United States.

(c) Seeks to change the United States government by unconstitutional means.

(2) When participating in activities such as public speeches, interviews, picket lines, marches, or rallies; or in any public demonstration (including civil rights demonstrations) not approved by the Air Force. Wearing the uniform may imply sanction of the cause for which the demonstration or activity is conducted.

(3) When furthering private employment or commercial interests, if official sponsorship might be inferred.

(4) When engaged in private employment.

(5) When it would discredit the Armed Forces.

(6) At any public meeting, demonstration, march, rally, or interview if the purpose may be to advocate, express, or approve opposition to the Armed Forces of the United States.

j. In foreign countries. If you are a visitor in a foreign country, you will not wear a CAP uniform except for members on orders to participate in International Air Cadet Exchange or events which National Headquarters has expressly authorized you to wear the uniform. Overseas Cadet Squadrons will comply with CAPR 35-4.

**12. Physical Fitness.** You are responsible for keeping yourself in good physical condition and maintaining your weight within Civil Air Patrol standards. This is important to both the Civil Air Patrol and you. Good physical condition and proper weight will help you fulfill your responsibility with vigor, alertness and provide you the energy and capacity to respond to emergency situations as well as pursue leisure time activities. By maintaining a lean and fit appearance you also project the image expected of all Civil Air Patrol personnel as a member of the USAF Auxiliary. Command and supervisory involvement are integral parts of ensuring compliance with the fitness and weight programs.