



DEKALB COUNTY CADET SQUADRON

New Member Package

CONGRATULATIONS!

The DeKalb County Cadet Squadron welcomes you to Civil Air Patrol. Here are a few things you should know:

The Element:

You have been assigned to an Element. The Element Leader is the first person you go to for help, he/she should be able to answer your questions and/or ask someone higher up in the squadron staff. The Element Leader has also been assigned to call you every week and ask if you'll be attending the meeting, if you need any tests, and if you have any questions, make sure that they have a current phone number at which you can be reached.

The Meeting:

Squadron meetings start at 7:00 pm sharp, but if you need to take a test or purchase something from the squadron supplies, then arrive before 6:15. If it's necessary for you to come as early as 6:00, senior members and many of the cadet staff will have arrived by that time. While waiting in the main room for the meeting to start, conversation between cadets is limited to studying the General Knowledge Sheet, and other Civil Air Patrol subjects.

WHAT'S NEXT?

The General Knowledge Sheet

One of the first things you should do after joining Civil Air Patrol is memorize the General Knowledge sheet. There is a General Knowledge sheet included in this Package. You can also acquire a General Knowledge sheet on the Squadron Website (gawg.cap.gov/GA065/).

AEGES: Addressable Email Generator and Exchange Service

AEGES is a mass emailing service Georgia Wing uses to reach its cadets about wing level events and news. Getting on the AEGES mailing list is fast and easy: go to (gawg.cap.gov/aeges) and follow the instructions near the top of the page.

The Civil Air Patrol Uniforms

Refer to the CAP UNIFORMS section.

The Curry Achievement

The Curry Achievement is the first achievement in the Civil Air Patrol Cadet Program (see Path of Progression). When completed, you will hold the grade of Cadet Airman.

There are four requirements you must meet before you can promote:

- You must show your CAPID to take the required tests to promote.

- You must pass a test over the material covered in the first chapter of the Leadership for the 21st Century.
- You must pass a Physical Fitness Test (PFT).
- You must own one set of complete BDU and Blues uniforms.
- You must pass a Promotion Board

Once you have a CAPID, which you should keep on you at all times, you can start testing, even before you get your uniforms. When you're ready to take a test, talk to your Element Leader when he/she contacts you. It doesn't matter which tests you take first, but be aware that meetings alternate between paper tests and PFTs.

<u>Day:</u>	<u>Theme:</u>	<u>Uniform:</u>	<u>Tests:</u>
1 st Thursday	Aerospace	Blues	Paper/Promotion Board
2 nd Thursday	Leadership	BDU	PFT
3 rd Thursday	Emergency Services	BDU	Paper
4 th Thursday	Moral Leadership	BDU	PFT
5 th Thursday	Fallout Night	BDU/Casual	No Tests

Promotion Board

After passing both the PFT and the Leadership Test, you may ask for a Promotion Board. A Promotion Board is a test in which at least two members of the cadet staff (called the "Board") decide whether you're ready for your promotion. They will evaluate you on your appearance, personal conduct, and memorization of the General Knowledge Sheet. You can request a Promotion Board the same way you would a test: by telling your Element Leader when he/she contacts you during the week.

This is the standard format for a promotion board:

1. The board will give you a 5-10 minute warning, use this for last minute studying.
2. When the time ends, give two sharp knocks on the door of the room in which the Promotion Board will be taking place.
3. When the board acknowledges you, enter and salute the highest ranking person in the room whether it be a senior member or a cadet, and hold the salute until it's returned. Make sure to close the door behind you. As you salute, say "Cadet (your last name) reporting as ordered"
4. Stand at attention; do not sit down until you're told to. You may be asked to perform some basic stationary drill.
5. The first thing you will be asked is to recite your cadet oath, as well as other information from your General Knowledge Sheet.
6. The second thing you will be asked is to tell about the person after which your achievement is named. For example: the Curry Achievement was named after General John F. Curry. The information about these people can be found at the end

of the chapter in Leadership for the 21st Century corresponding to each achievement.

7. After you have told the board about your achievement's namesake, they will ask you a few questions about yourself and your opinion of the squadron. They may also correct you on anything you may have been doing incorrectly, and congratulate you on how you have been doing well.
8. Once the board dismisses you, salute the highest ranking person in the room as before, holding your salute until it is returned, then leave the room shutting the door behind you.

Though the prospect of having a promotion board may be frightening, there is nothing to be nervous about, the staff members on the board are only there to help you. Here is a list of things that will allow you to enter a promotion board with confidence:

- Memorize the General Knowledge Sheet and the Cadet Oath.
- Memorize 5-10 interesting and important facts about the person after which your achievement was named.
- Make your uniform perfect.
- Relax

If you have any questions about taking promotion boards, ask your Element Leader.

eServices

eServices is a handy tool for managing your membership in Civil Air Patrol, taking online tests, and tracking your progress in the Cadet Program, to name a few. To activate your eServices account, go to (www.capnhq.gov/CAP.eServices)

Emergency Services

To participate in real search and rescue missions, you must become ground team qualified. Becoming ground team qualified can be a long process, but a good way to get started is by taking CAP Test 116 part 1 General Emergency Services which can be found on Civil Air Patrol's Online Test System (<https://tests.cap.af.mil/newtests/test.cfm?grp=dos>). You can also login to eServices and go to My Operations, click Emergency Services at the top of the page, then click on the SQTR Worksheet tab and print it. The SQTR Worksheet shows all the requirements for attaining Ground Team Qualification level 3.

CAP UNIFORMS

1. Tell your element leader you would like to go to the squadron supply room and make sure to arrive at the squadron by 6:15. In the supply room you may be able to find Battle Dress Uniform (BDU) and Blues uniforms that fit. You won't have to pay for the uniforms, but remember that you're merely borrowing them from the squadron, and we need them back if you outgrow them, or leave Civil Air Patrol. You can also order uniforms off www.thehock.com. Also, ask a senior member about ordering a free Blues uniform from Civil Air Patrol national.
2. Go to the www.thehock.com/shop/ to purchase the necessary patches, tapes, and cutouts for your uniform. Here's what you'll need to buy:

For the Battle Dress Uniform (BDU) uniform:

- Nametapes > "YOUR LAST NAME" Nametapes BDU SKU #1743
- Nametapes > Civil Air Patrol SKU #1732
- Cutouts > "CAP" Cutouts, Metal SKU #3390
- Patches wing > GA Wing Patch SKU #63GA
- Patches > Patch, American Flag, Reversed SKU #6206

For the Blues uniform:

- Nameplates > nameplate, 3-line – blue for Cadets SKU #5850
- CAP devices > Enlisted Cadet Flight Cap device SKU #2202

3. Refer to CAPM 39-1 for uniform standards, it can be found on your "The Next Step" CD or on the National CAP website www.cap.gov. If you have any questions about the uniform, talk to your element leader.

IMPORTANT: Wearing an incomplete or improper uniform is against regulation. Do not wear your uniform until you have all the proper patches, tapes, and cutouts sown or in place. Civil Air Patrol cadets in uniform represent the U.S. Air Force, and wearing the uniform improperly is a dishonor to the United States' armed forces.

UNIFORM STANDARDS

BLUES UNIFORM



1. Collar Insignia: Cadet NCOs and Airmen wear regular size metal grade chevron on right side of collar and a highly polished, metal CAP device on the left side of the collar. Cadet members without grade wear this insignia on both sides of the collar.
2. Ribbons: Worn resting on but not over top edge of left pocket and centered between the left and right edges with three in a row.
3. Nameplate: Blue, three-line, rests on but not over top edge of right pocket, centered between left and right edges.
4. Tie (optional). If a tie is not worn, unbutton the top button of the dress shirt, fold over and iron the corners.
5. Pants should be creased and dress shirt ironed.
6. Wear a V-neck undershirt.

BATTLE DRESS UNIFORM (BDU)



1. Cadet NCOs and Airmen wear metal chevrons centered on, and one inch from the leading edge of collar.
2. Cadets without grade wear a highly polished, metal CAP device on both sides of collar.
3. "Civil Air Patrol" Tape: Ultramarine blue with white letters worn centered immediately above the left breast pocket. Tape will not extend beyond either side of the pocket with raw ends folded under.
4. Cloth Name Tape: Ultramarine blue with white letters, worn centered immediately above the right breast pocket (only last name will be used). Tape will not extend beyond either side of the pocket with raw ends folded under.
5. Wing/Region/National Shoulder Patch: Worn centered 1/2 inch below shoulder seam on left sleeve.
6. Unit Patches are worn on right breast pocket between left and right edges and bottom of flap and pocket.
7. Reversed Flag Patch: Worn centered 1/2 inch below shoulder seam on right sleeve.
8. Wear black undershirt or squadron shirt.