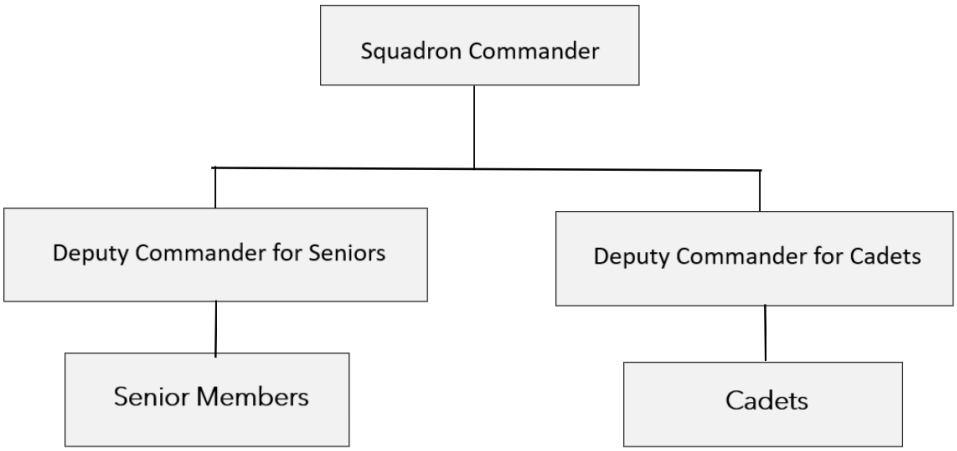
NC-024 Cadet Handbook

1. Foreword

This handbook discusses squadron procedures for the cadet program. It supplements and does not supersede CAP regulations, manuals, or pamphlets.

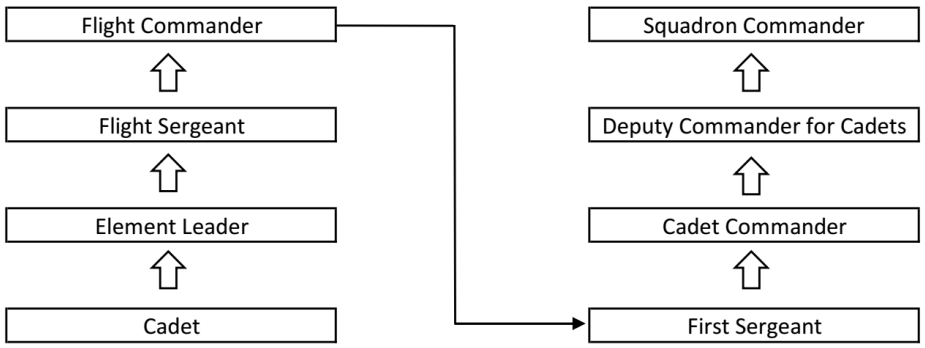
2. The Squadron

We are the Gastonia Composite Squadron, unit NC-024, charter number MAR-NC-024. MAR is Mid-Atlantic Region and NC is North Carolina wing. We are in Group 1 (along with Asheville, Boone, Burke County, Hickory, and Shelby). The squadron is led by a Squadron Commander supported by two Deputy Commanders—a Deputy Commander for Seniors and a Deputy Commander for Cadets who are Senior Members (adults).



3. Cadet Chain of Command

Chain of Command is the order of authority. It connects you to your leadership through a chain. Cadets go to your Element Leader first, the Element Leader goes to the Flight Sergeant, Flight Sergeant to Flight Commander, and up the Chain. If there is a serious issue you can take that directly to the Command staff or any senior member.



4. Weekly Meetings

Meeting Nights

Meetings are every Tuesday from 1830–2100 (6:30–9:00 pm) except no meeting on Christmas Eve, Christmas Day, New Years Eve, New Years Day, or 4th of July. Meetings are at the church except sometimes we might meet at Gastonia Airport for PT Night. The meeting cycle is:

1st Tuesday of the Month — Aerospace Education
2nd Tuesday of the Month — Physical Training (PT) and Leadership
3rd Tuesday of the Month — Emergency Services and Leadership
4th Tuesday of the Month — Character Development and Promotions
5th Tuesday of the Month — Bonus night with activities to be determined

Meeting Agendas

A meeting notice/agenda is emailed out no later than the Sunday before each meeting. The agenda includes:

- ❑ Meeting time and location
- ❑ Uniform of the Day
- ❑ Supplies/equipment cadets need to bring (pen and paper, safety vest, compass, scissors, 24-hour pack, etc.)
- ❑ Activity or lesson, e.g., Rocket Systems & Controls
- ❑ Instructors/leaders

The general meeting schedule is:

1815–1825	Members arrive/sign-in/set up room. Staff briefly meet.
1830–1900	Opening formation, flight time
1900–2030	Cadet Instruction with 10-minute break & concurrent Senior Meeting
2030–2055	Clean-up, announcements, sign-ups, closing formation, dismissal

Paperwork to Have on You at Meetings

- ❑ CAP ID Card — Identifies you as a CAP member
- ❑ Form 161 Emergency Information — Tells who to contact if there's an emergency

Meeting Sign-In

Cadets will sign-in at each meeting or activity. Failure to sign-in could result in not receiving credit for the activity, which could impact promotion eligibility.

Notice of Meeting Cancellation

The decision to cancel a Tuesday meeting due to weather or other reasons will ideally be made no later than Monday night and a broadcast email will be sent. If the decision is made late on Tuesday, members will receive an email and a phone call or text message.

5. Attendance and Participation

Active participation is defined as participating in four meetings or activities during the previous eight weeks (50%) and at least one outside activity per quarter. Active participation is a promotion requirement and is required to progress through the program. It is impossible to gain the leadership skills offered by the cadet program by simply taking online exams.

Active participation also includes participating in activities outside of weekly meetings such as weekend activities, training days, and activities offered by the wing and other squadrons.

Activities with Limited Slots: If more cadets want to attend an activity than there are slots available, the slots will be awarded to those with the best attendance at weekly meetings and activities over the last 8 weeks.

Leave of Absence. A cadet who will temporarily not be participating for more than 3 weeks must discuss it with the Deputy Commander for Cadets and request a Leave of Absence (LOA). LOA periods do not count toward time-in-grade requirements for promotions.

6. Wreaths Across America

Wreaths Across America is the squadron’s premier annual event. The the 2nd Saturday of December is National Wreaths Across America Day, and at 12 noon the squadron conducts a public wreath-laying ceremony to place wreaths on veterans' graves at Gaston Memorial Gardens. Participation in the Wreaths Across America wreath-laying ceremony is considered mandatory. We realize that some will be unavailable due to out-of-town holiday travel, but we expect all cadets still in the area to participate. On the Saturday before the ceremony, we go to the cemetery to mark the graves that are to receive the wreaths. Then in January we return to the cemetery to pick up and dispose of the wreaths.

7. Safety

Safety is the number one priority. Everyone is a safety officer. Cadets must promote and follow safety and cadet protection rules at all times. Anyone witnessing an illness, injury, unsafe condition, or safety violation must immediately stop the activity and report the incident through the chain of command or to a senior member. If the reporting member's superior is the violator, report to the next higher person. A monthly safety briefing is conducted monthly, and sometimes before an activity.

8. Uniforms, Grooming Standards, and Inspections

Cadets must always present themselves in a professional manner—whether at a unit meeting or an outside function. When in uniform you represent CAP and the United States Air Force. Uniforms and grooming will meet CAPR 39-1 and NCWG Supplement 1. Cadets will not set uniform wear policy for an activity without coordinating with the senior member OIC (Officer in Charge). Uniforms are worn at CAP activities only.

Cadets will protect themselves from cold, wind, and rain by wearing CAP uniform outerwear or civilian coats, jackets, hats, gloves, ponchos, sweatshirts, etc. In hot weather ABU sleeves will not be rolled up, nor blouses removed, unless authorized by the OIC.

The Blues uniform is any Class B uniform for cadets in flights, and Class A or B uniform for staff. Staff officers may wear the Service Cap. On promotions night, a cadet who is being pinned may wear the Class A or B uniform, and if the cadet is an officer they may wear the wheel cap. When Blues are specified, cadets without a Blues uniform will wear civilian business casual or church clothes. There might be some exceptions where the nature of the event requires everyone to be in the same uniform.

The Physical Fitness Uniform (PFU) for North Carolina is:

- T-shirt. Short- or long-sleeved desert tan or coyote brown, tucked into PFU shorts or pants. Desert tan or coyote brown t-shirts with approved unit designation or event/activity logos are authorized.
- Shorts. Shorts will be solid black in color, athletic in style and material (i.e., not denim, cargo, etc.), and not form-fitting. Shorts length will be no shorter than the fingertips of the member as measured while standing at attention with fingers extended, and no longer than the bottom of the knee.
- Pants. Pants will be solid black in color and not form-fitting. The waistband will rest at or within 2-inches of the natural waistline. Both pant legs will extend to or below the ankles. Pants with zippers at ankles will be zipped to within 1-inch of the bottom.
- Socks. Socks are mandatory. Socks will be solid, plain, and black in color. Socks will be worn fully extended (not bunched, rolled, or folded). Sock length will be no higher than mid-calf (as measured from bottom of knee to bottom of ankle) and no lower than bottom of ankle. “No-show" socks are not authorized
- Shoes. Shoes are mandatory and will be athletic- or running-style (i.e., not marketed as intended for fashion, or specific sports like skateboarding, rock-climbing, etc.) and must accommodate all toes in one compartment. There are no restrictions on the color of athletic shoes. Shoes with cleats of any kind are not authorized.

Cadet staff will periodically conduct uniform inspections and provide individualized feedback to cadets. Inspections will be recorded on a CAPF 60-98 for each cadet and the completed scorecards provided to the Deputy Commander for Cadets or designee.

Upon leaving CAP, cadets are expected to return uniforms and accessories that the squadron loaned to them.

9. Drill, PT, and Milestone Tests

Drill tests are given at the squadron. To schedule a drill test, the cadet requests the test via the link in the meeting notice, by responding to the email call down, or by otherwise requesting though the chain of command. Cadets are expected to bring the drill test scoring sheet with them to the meeting. Drill test forms can be downloaded and printed from the Cadet Zone of the squadron website and are also available at the meeting for cadets who can’t print them at

home. Drill tests (both pass and fail) are turned-in to the Deputy Commander for Cadets or designee. Cadets may request a drill test outside the squadron's meeting time but must coordinate with their flight staff, who will try to accommodate the request.

PT tests are typically administered once every 3 months unless otherwise arranged in advance. PT tests cannot be retaken the same night. In addition to the PT test requirement, cadets are required to participate in at least one fitness activity between promotions.

Cadets request milestone tests and speeches via the link in the meeting notice, by responding to the email call down, or by requesting through the chain of command. Cadets can take up to 2 different tests per meeting. Cadets cannot retake the same test the same night.

10. Promotions

Cadets are expected to progress through the cadet program. To be promoted, a cadet must meet time-in-grade requirements, pass Leadership, Aerospace, Drill, and PT tests, participate in a Character Development course that is taught once a month, and receive leadership feedback at least once per phase. Most officer promotions require an essay and a speech.

Achievement Contracts

Achievement contracts are given to cadets for each promotion. The contract lists the requirements for promotion, and cadets use it to record their progress. Cadets give the contract to the Deputy Commander for Cadets or designee when they think they have completed all the requirements.

Effective Date of Promotion

The effective date of promotion is the date the final requirement is met. Promotion ceremonies/pinning will be on Promotions Night. Cadets unable to attend Promotions Night can be pinned at their next meeting (except not the PT meeting) or can wait for the next Promotions Night.

Metal Ranks, Ribbons, Ribbon Racks, Honor Stars

For $20, the squadron will provide metal ranks, ribbons, and ribbon racks throughout the cadet’s career. Upon the first promotion, the squadron provides the Airman ranks, achievement ribbon, honor star if earned, and ribbon rack. At each future promotion the cadet trades the old ranks for the new ranks, receives the next ribbon (and star if earned), and trades the ribbon rack for a larger one. The cadet keeps the ribbons. If a cadet wants an extra set of metal ranks or wishes to keep the metal ranks as mementos, they can be purchased from the squadron (as can extra ribbons, honor stars, and racks).

Leadership Feedback

At least once per phase, each cadet will appear before the Deputy Commander for Cadets or a review board to discuss and receive feedback about their leadership performance. A senior member or cadet officer working under senior supervision will provide the feedback.

11. Cadet Staff Positions

Cadets can apply for staff positions, which are leadership positions that come with increased responsibility. Cadet staff are entrusted with directing and commanding groups of cadets. It is their duty to ensure the safety and well-being of their cadets in any situation or activity, especially during group activities such as PT or drill. They must be vigilant and aware of the needs of their cadets. Cadets selected for staff are expected to lead by example and set high standards for themselves. They are also expected to attend most Tuesday meetings and participate in staff meetings/calls outside meeting hours. Most positions have requirements or prerequisites the cadet must have.

Staff are selected through an application process like applying for a job. Line staff positions such as Element Leaders, Flight Sergeants, and Guidon Bearer are sometimes selected by the First Sergeant or Cadet Commander in consultation with the Deputy Commander for Cadets.

12. Email

Email is the primary form of communication within the squadron and with other CAP entities. If provided an Outlook email account by NC Wing it should be used. Otherwise, use your personal email account and ensure it is listed in your profile in eServices. Cadets who don't use or don't regularly check their email will likely miss important announcements and registrations for activities.

Email communications should be formal – professional writing and with proper CAP email signature block (consult with your flight staff if you need assistance). If communicating with a senior member, there must be at least one other person included or cc'd on the routing—either another senior, a parent, or another cadet.

13. Squadron Website

The squadron website at https://gastonia.cap.gov includes a calendar of upcoming activities and a Cadet Zone with links to information and documents of interest to cadets and parents.

14. Transportation to Activities

Unless the CAP van is going, members are responsible for getting to-and-from activities and events. When the CAP van is used, riders might be asked to contribute gas money.

15. Cadet Discipline

Disciplinary action aims to help the cadet learn to conduct themselves according to the Core Values, Cadet Oath, and CAP regulations. Discipline will be situation-dependent and handled at the lowest level appropriate for the offense. Continuing issues with a single cadet will be conducted progressively.

++ End ++