



**CIVIL AIR PATROL
SAN FRANCISCO CADET SQUADRON 86
“EXCELLENCE IN ACTION”**

**SQUADRON REGULATION 86-1
SEPTEMBER 2018**

Standard Operating Procedures

STANDARD PROCEDURES OF SQUADRON 86 OPERATIONS

This regulation prescribes the standard operating procedures for Civil Air Patrol Cadet Squadron 86. This regulation applies to all active cadets, prospective cadets, and senior members.

Table of Contents	Page
CHAPTER 1 - GENERAL OPERATIONS	2
1-1. Introduction	2
1-2. Schedule	2
1-3. Weekly Procedure	2
1-4. Uniform	3
CHAPTER 2 - COMMUNICATION	4
2-1. Customs and Courtesies	4
2-2. Chain of Command	4
2-3. Cadet Performance Feedback	5
2-4. Senior Mentor for Cadet NCOs and Officers	5
CHAPTER 3 - CADET PROGRESSION	6
3-1. Promotions	6
3-2. Awards	6
CHAPTER 4 - MEMORY WORK	7
4-1. Cadet Oath	7
4-2. Cadet Honor Code	7
4-3. Definition of Leadership	7
4-4. Definition of Military Discipline	7
4-5. Value of Drill and Ceremonies	7
APPENDIX 1 – Sq 86 & CAP Chain of Command	8

REFERENCES:

- CAP REGULATION 60-1: Cadet Program Management
- CAP PAMPHLET 151: Respect on Display
- CAP REGULATION 20-1: Organization of Civil Air Patrol
- CAP PAMPHLET 1-2: The CAP Guide to Effective Communications

CHAPTER 1 – GENERAL OPERATIONS

1-1. Introduction.

- A. The purpose of this SOP is to brief squadron policies, procedures, responsibilities, and guidance for all cadet members participating in squadron activities. It also serves to reinforce Civil Air Patrol rules and regulations in accordance with CAP Regulation 60-1, “Cadet Program Management.”
- B. As such, this SOP applies to all active cadet members, incoming & prospective cadet members, and visiting cadet members from other squadrons. Requests for revisions to this SOP will be made, in writing (see 2-3), to the Cadet Commander, and courtesy copied to the Squadron Commander. Requests will be reviewed by both parties and upon approval, the SOP will be revised. Revisions will be distributed to cadets.
- C. Our squadron has been one of California’s finest and has produced some of the most skilled leaders in the Wing over many years. Our history is long and proud, and our mission is to continue to produce future leaders worthy of respect.

1-2. Schedule.

- A. Our schedule serves to notify cadet members of activities and their expected responsibilities at each meeting. The year is divided into “trimesters,” each roughly 18 weeks long, with the First Trimester beginning in January. Any changes due to holiday schedules, activities, etc., will be applied as needed. Notification of any changes will be administered by the cadet’s Chain of Command. Acknowledgement of this information is required. Notification/acknowledgement will be given in several ways:
 - a. In person at meeting.
 - b. Telephone call. Voicemails will be left if there is no answer.
 - c. Text message to cadet (or parent) as specified on contact information sheet.
 - d. Email notification.
 - e. Social Media (Facebook Page/Twitter).

It is everyone’s responsibility to ensure timely responses and accurate information.

- B. The Cadet Commander will notify cadets of the upcoming trimester schedule by the last week of the current trimester.
- C. Ideas for activities to be included in an upcoming trimester will be submitted to the Cadet Commander no later than the first meeting of the last month of a current trimester. All other submissions will be considered for later trimesters.

1-3. Weekly Procedure.

- A. Our weekly meetings are from 1845 to 2100 on Tuesday nights. Meetings alternate between Aerospace Education, Emergency Services, Cadet Programs, and Physical Fitness nights. Cadets are expected to be in the proper uniform for each meeting. The basic structure of each meeting is as follows:

1830-1845: Cadet/SM Arrival and set up
1845-1850: Opening Formation
1850-1900: Flight Training Activities (Drill & Ceremonies, Uniform Inspections, Classroom Preparation, etc.)
1900-1940: Activity/Class 1
1940-1950: Break
1950-2040: Activity/Class 2
2040-2050: Closing Announcements
2050-2055: Closing Formation
2055-2100: Office/Armory Clean Up; Board/Flag/Guidon and Trash
2100: Cadet Dismissal

- B. Cadets are **REQUIRED** to be picked up by 2100. Senior Members will not be able to leave until every cadet has been picked up. Late pick-ups should be given notification by 2030.

1-4. Uniform.

- A. Cadets will show up in the proper uniform announced on the schedule. Those uniforms, unless otherwise noted, will be as follows:
- a. Airman Battle Uniform (ABU) or Battle Dress Uniform (BDU): ABU/BDU will be worn in accordance to CAP Manual 39-1 with sleeves down. Boots will be shined and worn with trousers bloused using blousing bands.
 - b. Air Force Style Blues Uniform (Blues): The Blues uniform will be worn in accordance with CAP Manual 39-1. The squadron Blues uniform is the short sleeved blues shirt with ribbons, known as “Class B’s.” Regulation jackets are authorized for travel or outdoor activities. The Squadron Commander may authorize the wear of civilian jackets for comfort in cold weather. The only authorized headgear is the flight cap. Shoes will be shined.
 - c. Physical Fitness Uniform (PTs): PTs consist of a plain black or tan t-shirt, CAP activity shirt, or Squadron T-Shirt. T-Shirts will be tucked into navy blue colored athletic shorts or sweatpants free from excessive design (simple side stripes are okay). White socks that cover the ankle bone will be worn with athletic shoes. Shorts will be no longer than the knees, and no shorter than the tips of the cadet’s fingertips when hands are placed flat at the position of attention. Shorts will be worn at the hips or waist. Black or navy blue spandex shorts are authorized to be worn underneath. Black or navy blue athletic/sweat pants and black sweatshirts/athletic jackets (all free from excessive design) are authorized for cold weather wear. No headgear is authorized.
 - d. Civilian Uniform: The civilian uniform for all potential and pending cadets, and cadets without complete uniforms will be a plain black polo style shirt or Squadron T-Shirt, blue jeans (preferably of a dark wash), with conservative shoes. No headgear is authorized.

- e. **Civilian Attire:** For events allowing civilian attire (banquets, picnics, etc.), apparel will be conservative. No discriminatory, derogative, or offensive statements, pictures, or logos are allowed; nor is apparel highlighting illegal activities. Discretion goes to the Cadet Commander and the Senior Staff. “Tube Tops” and shorts that are shorter than the tip of the thumb when hands are laid flat at the position of attention are not authorized. The midriff will not be shown at any time.
- B. Caps will be worn indoors during the opening and closing formations. Caps are not worn when not in formation. No jackets or accessories (sunglasses, scarves, gloves, etc.) will be worn during the meeting unless authorized by the Cadet Commander.
- C. The SOP, pen, notebook, and CAP ID card are “inspectable” items, and will be on your person at all times while in uniform.

CHAPTER 2 – COMMUNICATION

2-1. Customs and Courtesies.

Correct Customs and Courtesies will be observed at all times in accordance with CAP Pamphlet 151, “Respect on Display.” Officers will be addressed as “Sir” or “Ma’am.” Non-Commissioned Officers will be addressed as “Sergeant,” except for C/Chief Master Sergeants, who will be addressed as “Chief.” Any NCO that holds the position of First Sergeant will be addressed as “First Sergeant.”

- a. Cadets, when entering into a classroom environment, will file into the room, set any items they may have brought with them on the table, and stand at the position of attention behind their seat until instructed to do otherwise by the instructor. While in class, cadets will be respectful to the instructor, pay attention to the lesson, and take notes. A notebook and pen are required items at every meeting. Cadets will raise their right hand and wait to be called on before speaking. When called upon, cadets will come to the position of “Seats, Attention” when speaking, unless otherwise instructed.
- b. In an outdoor environment, when an officer walks by the group, the first cadet to see the officer will call the group to “Group, Attention.” All cadets salute the officer. Remain at attention until the officer leaves or you are instructed otherwise. Salute the officer when they depart.

2-2. Chain of Command.

- A. The Chain of Command tells you who you report to and who you are responsible for within the squadron. In any case of harassment, abuse, hazing, mistreatment, or any other harm go directly to a Senior Member, otherwise go through your chain of command.
 - a. The Chain of Command is made in accordance with CAP Regulation 20-1, “Organization of Civil Air Patrol.”
 - b. See Appendix 1 for current chain of command.

- B. The Communications Tree, or Phone Tree, is administered by the Cadet Chain of Command. Each week the projected attendance will be reported to the Leadership Officer and Squadron Commander no later than the Monday prior to the next meeting. If there are any changes to a cadet's schedule between the time that the projected attendance was taken and the meeting, it is that cadet's responsibility to notify their immediate supervisor. In the event that their immediate supervisor is unavailable, they will call the next person on the chain, and so on until contact is established. For any questions, comments, and concerns, cadets will address their immediate leader.
 - C. The Cadet Commander is responsible for all cadets, even if the Cadet Commander is unexpectedly absent from a particular meeting. The Cadet Commander must exercise leadership and management remotely through his/her staff if physically absent. Accountability is an important doctrine in organizational management.
 - D. Accountability for this purpose means determining which active cadets are absent from the meeting. The requirement is to determine the location and intentions of cadets unexpectedly absent. Absent cadets will give a reason to their cadet superior. This reason may be queried by senior staff or cadet staff assigned specifically to advise the Cadet Commander.
- 2-3. Cadet Performance Feedback.
- Squadron Form 86-1 will be used when an event occurs with a cadet that will impact (negatively or positively) promotion readiness. Examples of events are below:
- a. Positive: Cadet goes above and beyond in their assigned position to assist their Chain of Command, cadet makes a positive impact in their community, cadets excel and/or receive recognition at CAP Activities, etc.
 - b. Negative: Cadets are consistently tardy to meetings, consistently do not use proper Customs & Courtesies, are unprepared for a class they've had ample time to prepare for, etc.
- 2-4. Senior Mentor for Cadet NCOs and Officers.
- A. Cadet NCOs and junior officers will be assigned to a senior member. This senior member will augment supervision, enable more detailed observation of individual cadet leaders, and perform as a mentor.
 - B. The senior mentor will observe, whenever practical, the behavior, interpersonal skills, etc. of the cadet in question. Likewise, the cadet will be encouraged to interact with the senior mentor. The Senior Mentor will track the cadet's progression and performance, and give the cadet advice on developing their leadership skills, attending activities, and performance at the squadron.
 - C. Cadets will notify their senior mentor when they have completed all of the requirements (except review board) for promotion. The mentor will confirm that the requirements have indeed been completed, and whether, based on their observation of the cadet's performance and potential, the cadet merits promotion. If the cadet doesn't, in the mentor's opinion, merit promotion, the mentor will solicit an opinion from the Squadron Commander.
 - D. The mentor will make arrangements within one week for the convention of a review board.

3-1. Promotions.

A. Promotions will be earned and not given. Cadets must complete all required material and wait the designated amount of time between promotions.

- a. In addition to the promotion requirements listed in CAPR 60-1, cadets will maintain at least a 50% attendance rating at weekly meetings to be considered for promotion.
- b. Additional (squadron mandated) requirements for promotion may be waived upon the discretion of the Squadron Commander.

B. Promotion to Cadet Senior Airman will have a CAP Form 60-91 “Cadet Leadership Feedback” conducted.

- a. Before promoting to Cadet Airman, cadets will know the Cadet Oath (see 4-1).
- b. Before promoting to Cadet Airman First Class, cadets will know the Cadet Honor Code (see 4-2) and Definition of Military Discipline (see 4-4).
- c. Before promoting to Cadet Senior Airman, cadets will know the Value of Drill and Ceremonies (see 4-5).
- d. Before promoting to Cadet Staff Sergeant, cadets must have attended at least two Civil Air Patrol weekend activities, and know the Definition of Leadership (see 4-3).

C. Review boards will occur for each achievement, starting with the Wright Brothers award. The review board is a partly a local procedure and is part of the promotion process for Phase II, III, and IV cadets. Review boards provide as soon as practical, following their conclusion, a recommendation to the Squadron Commander for the cadet to promote (or complete achievement only, where appropriate), or to be retained in current grade (or not earn the next achievement). All PRBs will be conducted in Blues with ribbons unless an exception is granted.

- a. The first portion of the review board will be traditional interview style. When the board chair determines the interview has concluded, the board will briefly dismiss the cadet. The board then considers the outcome and reviews pertinent information in a short period of private consultation. The cadet will rejoin the board and they are informed of the result of the review board.
- b. The second portion of the board will consist of verbal and written feedback using the 60-9(x) form. The cadet will have an opportunity to ask questions, and the board members will provide feedback where appropriate. Typically then the board concludes and the cadet dismissed. The board will complete the 60-9(x) form, which will be presented to the cadet for their review. Then, the cadet and the reviewer sign the completed form. The form is retained in the cadet’s paper file.

3-2. Awards.

In addition to CAWG and National CAP awards, the Squadron Commander may elect to present a Cadet of the Trimester award and Cadet of the Year award.

CHAPTER 4 – MEMORY WORK

4-1. 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 be of service to my community, state, and nation.

4-2. Cadet Honor Code.

On my honor as a Civil Air Patrol Cadet of the California Wing, I will not lie, cheat, steal, or commit any act of intentional dishonesty nor tolerate those who do.

4-3. Definition of Leadership.

Leadership is the art of influencing and directing people in a way that will win their obedience, confidence, respect, and loyal cooperation in achieving a common objective.

4-4. Definition of Military Discipline.

Military Discipline is that mental attitude and state of training that renders obedience instinctive under all conditions. It is founded upon the respect for, and loyalty to, properly constituted authority.

4-5. Value of Drill and Ceremonies.

On the drill field, the individual learns to participate as a member of a team, to appreciate the need for discipline; that is to respond to authority, to follow orders promptly and precisely, and to recognize the effects of their actions on the group as a whole. Learning to follow is the beginning of leadership.

APPENDIX 1

CIVIL AIR PATROL CHAIN OF COMMAND

Element Leader: _____

Flight Sergeant: _____

First Sergeant: _____

NCOIC or Cadet Commander: _____

Squadron 86 Commander: _____

Group 2 Commander: _____

California Wing Commander: _____

Pacific Region Commander: _____

National Commander, CAP: _____