



Randolph Composite Squadron
Standard Operating Practices (SOP)
13 Nov 2025

1. These Squadron Operating Practices (SOP) outline how the Randolph Composite Squadron intends to implement the requirements of Civil Air Patrol guidance (i.e. regulations, policies, etc.). The goal is to ensure squadron members clearly understand how the squadron runs and eliminate “word of mouth” guidance. This SOP supersedes all policy letters issued prior to 01 April 2025 (except annual goals).
2. This SOP may be waived by the Commander (CC), Deputy Commander for Seniors (DCS) or Deputy Commander for Cadets (DCC) on a case-by-case basis.
3. Mission statement and goals.
 - a. The mission of the Randolph Composite Squadron is to develop leaders, both cadets and senior members, through a robust aerospace education program, consistent public outreach and service, and growing emergency service capabilities to support our community, state, and nation.
 - b. Annual goals for the squadron and cadet program will be published in January each year.
4. Administration and Personnel
 - a. Paperwork. All paperwork requiring squadron commander or above signature/approval shall be reviewed by the squadron admin officer to ensure accuracy and completeness. The admin officer will staff all paperwork for final disposition in the squadron’s SharePoint.
 - b. File Plan. Unless specifically covered in CAPR 10-2, any folders and files on the squadron SharePoint shall fall under Table 1, Rule 3 unless the folder owner determines the record concerned should be retained until no longer needed. All folder owners will review their folders and files for disposition by 31 December, annually.
 - c. Membership Board. In accordance with (IAW) CAPR 39-2, paragraph 1.5, a membership board will convene to interview individuals joining or rejoining CAP as Cadet Sponsor Members, Senior Members, or Patron Members. Interviews will also be conducted for Aerospace Education Members, Legislative Members, and Patron Members transferring to Senior Member Status. Interviews are optional for cadets transferring to senior member status and inbound membership transfers from other units, at the discretion of the unit commander. At the conclusion of the interview, each board member makes an independent written recommendation to the squadron commander. The recommendations will be consolidated and sent to the commander by email, and the commander will make the final decision. At a minimum, the board will consist of any deputy commander and one other squadron member who has been active in the squadron for over 2 years. Board members will review CAPP 60-14 as the basis of the interview.
 - d. New Senior Member In-processing. To add new members to the squadron and ensure they receive credit for military service and professional certifications the below documentation must be submitted to the personnel officer.
 - i. Copy of their senior member application signed by the squadron commander.
 - ii. For proof of military service an electronic copy of a DOD identification card, proof of service letter, or DD214, and any applicable professional military education documents (for Education & Training credit IAW CAPR 40-1).

- iii. Pilots provide electronic copies of pilot certificates and medical qualifications.
- iv. Other professional certification if applicable to CAP promotions and training (e.g. EMT certification).
- v. Picture for the CAP membership card.
- vi. Establish CAP email account with wing IT.
- e. Senior Member Orientation Course. Before a senior member can begin any training above Level 1, be assigned squadron duties, or interact with cadets, they must complete the Randolph Senior Member Orientation Course. This course is designed to bring the new senior member up-to-speed on how Randolph Composite Squadron operates, how to set the example as an adult leader, and to manage expectations when interacting with cadets. When the course is complete, training will be documented on a memorandum for record and saved in the member's personnel folder. At a minimum the following topics will be covered:
 - i. Cadet Protection Summary Conversation
 - ii. Squadron Chain of Command and organization
 - iii. Customs and courtesies
 - iv. Uniform wear
 - v. Randolph cadet programs overview
 - vi. How to interact with cadets and manage expectations
 - vii. Professional Levels and specialty training
 - viii. Information Technology
 - 1. eServices and gocivilairpatrol.com overview
 - 2. Texas Wing email account and squadron SharePoint access
- f. Senior Members will request and be assigned a duty position and specialty track after all other Level 2, Part 1 requirements are complete.
- g. Membership.
 - i. Renewals. The month a member's membership expires the personnel officer will download a copy of their member report and any awards and decorations from e-Services and place in their personnel folder. If the member does not renew their membership, the personnel officer will email the member a copy of their personnel folder and place the folder in the "Inactive Members" folder on SharePoint.
 - ii. Participation. Unless waived by the squadron commander, any member who fails to make at least one meeting per calendar year quarter will be transferred to TX-000.
 - iii. Cadet Protection Training. Failure to complete Cadet Protection Training after 30 days of expiration, member will be transferred to TX-000.
- h. Awards. In addition to regular CAP awards, the squadron will award the following awards:
 - i. Senior Member Awards.
 - 1. Leadership Award Ribbon will be documented on CAPF 2A or Personnel Authorization. The personnel officer will process and add it to the individual file. eServices does not display this award.
 - 2. Senior Member of the Year. A senior member of the year will be determined by the senior squadron staff in December and announced in January.

- ii. Cadet Awards. The internal cadet award program encourages continuous improvement in cadets throughout the year. Awards will be held on a quarterly basis. This will incorporate all aspects of the cadet program including promotions, inspections, PT, participation, and leadership.
 - 1. The following are cadet award categories:
 - a. Cadet of the Quarter.
 - b. Flight of the Quarter
 - c. Most Improved Cadet
 - 2. The cadet admin staff, in coordination with the flight commanders, will track cadet performance with the grade sheets in Attachment 3 & 4.
 - 3. Flight commanders will submit the top two cadets from their flight for cadet of the quarter. The deputy commander for support will submit scores for the cadet staff. The cadet commander will submit scores the flight commanders, deputy cadet commander, C/1st Sgt.
 - 4. A board will review the scores for a final decision. The board may request an in-person board of the top 3 cadets. The board will consist of a minimum of 3 personnel (1 senior & two cadets or two senior & 1 cadet).
- i. Squadron dues. In addition to CAP national dues, the squadron will collect annual dues. The squadron provides rank/insignia to members and expendables needed to execute activities. The collection of squadron dues offsets this cost, so squadron funds are not depleted on only the expendable inventory. These dues also allow the squadron to focus our time on training instead of fund-raising for daily operations, however, fund-raising may still be needed for special projects. Dues for all active members are \$30 and will be collected beginning in October and are due NLT 30 November. Dues can be paid by check or money order made out to Civil Air Patrol and can be delivered to the Squadron Commander or Squadron Finance Officer. Additionally, the squadron may create an event in Registration Zone to allow electronic payment during the first two months (or any additional months, if directed) of the fiscal year. If a member does not pay their dues, they will not receive supplies from the squadron or participate in squadron activities outside of weekly meetings.
 - i. New members who join between October and March will pay the full dues within 30 days of active membership.
 - ii. New members who join between April and September will pay pro-rated dues of \$15 within 30 days of active membership.

<u>Join Month</u>	<u>Dues</u>
Oct – Mar	\$30
Apr – Sep	\$15
 - iii. Families with more than one member will pay a maximum of \$60 for all senior members and cadets.
 - iv. Fifty-year, Life, and Cadet Sponsor Members are not required to pay squadron dues.
- j. Uniform. All personnel will meet CAPR 39-1 uniform standards. If a member is notified that he/she is out of regulation, he/she will receive a notice of deficiency using an AETC 341 Excellence/Discrepancy Report and will not be allowed to

participate in squadron meetings until the deficiency is corrected. Members will not participate in activities outside of weekly meetings unless uniform standards are met. Cadets will not be promoted if they do not meet uniform standards (including hair).

- i. Uniform of the Day for meetings will be set by the cadet schedule. SMs will wear the appropriate equivalent uniform (i.e. working uniform, aviator shirt, etc.). For events outside of meetings, the UOD will be set by the event lead.
 - ii. Physical Training (PT) Uniform. The squadron PT uniform consists of a tan t-shirt and dark colored shorts.
 1. Shorts will be dark (black or blue) and must be long enough to allow fingertips to meet the bottom of the shorts when standing. Shorts will not be skin-tight.
 2. Shirts will be tan (without a logo) and must be tucked in. Squadron T-shirts are authorized.
 3. Solid, dark-colored, sweatpants and/or sweatshirts may be worn if the call down email states that cold weather procedures are in effect
 - iii. Cadet First Sergeant (C/1st Sgt) and Flight Sergeants (flt/sgt) are required to keep their squadron issued six-inch ruler on their person. This is to facilitate on-the-spot uniform inspections and corrections. The C/1st Sgt will have a metal ruler, and flt/sgts will have plastic rulers. They will pass their rulers on to their replacements after their term is over.
 - iv. IAW CAPR 39-1 para 9.5, cadets will carry a military issue green canteen and green canteen cover during hot weather as safety equipment. Canteens will be attached to the back, right side of the ABU belt and hand carried in blues. Canteens must be marked with the cadet's name and first initial.
 - v. Squadron patch. The squadron patch will be placed on working uniforms IAW CAPR 39-1. It is available through squadron supply.
 - vi. Squadron t-shirt. The official squadron t-shirt (tan shirt with a black squadron patch on the front) is approved by the wing commander.
 - vii. Squadron cap. The official squadron cap (gray cap with the squadron patch) is approved by the wing commander for wear with the corporate working uniform and the aviator shirt uniform.
- k. No salute area. "No salute" areas are established outside the front doors and the picnic table area at the WBU entrance and on the patio facing the drill pad (parking lot).
- l. Staff meetings. Senior member staff meetings will generally be held the second Tuesday of the month. Meetings will be scheduled before the group staff meeting to provide information for the commander. Slides will be available on SharePoint. Senior member support for scheduled events will be established at this meeting.
5. Finance
- a. A member of the finance committee will pull monthly squadron financial information from the Wing SharePoint site to validate budget expenditure and pull current available funds for the monthly staff meeting.
 - b. Prior to the first Tuesday of the month, a member of the Finance Committee will provide a list of cadets who have not yet paid squadron dues to the DCC and logistics team. If squadron dues have not been paid, cadets will not be given new rank or ribbons for promotions above the Curry Achievement.

6. Supply/Logistics

a. Uniform supply needs.

- i. For all uniform supply needs, cadets and senior members will fill out a uniform supply order form, to include sizing information for clothing items. Completed order forms will be sent to tx142supply@txwg.cap.gov.
- ii. The logistics team will ensure the cadet is not on the latest delinquent list for dues before processing the request.
- iii. An acknowledgement email will be returned by a member of the logistics team with notification that orders may then be picked up at the next squadron meeting between the hours of 1835-1900 (if the items/sizes are available).
- iv. Cadets reporting to the supply room for order pickup will knock loudly twice on the door and remain outside the room until the “enter” command is received. Cadets will then proceed into the room and formally report to supply personnel and provide their CAPID number for the order to be fulfilled.
- v. In-person, routine uniform requests will be denied except by order of the DCC or higher authority.
- vi. Order requests lacking the required information will not be fulfilled.
- vii. Senior members may pick up their orders at any time after 1900 during squadron meetings after receiving the notification that orders are ready for pickup. Sizing charts and measurement information for clothing items may be found on the items page at www.vanguardmil.com.

b. Uniform items for promotions.

- i. Uniform items needed for promotions should be requested via email, in the same manner outlined in section 2, to tx142supply@txwg.cap.gov prior to the scheduled meeting for which they are required. Promotion material requests should originate from the Cadet First Sergeant (current or acting) or higher.
- ii. Last-minute promotion items may be requested in-person prior to 2030 at scheduled meetings by authority of the Cadet First Sergeant (current or acting) or higher. Last-minute requests will be fulfilled as supply personnel manning allows.

c. Non-uniform supply needs

- i. For Squadron, Wing, or CAP NHQ owned assets with or without CAP asset tags, members will email the squadron supply personnel at tx142supply@txwg.cap.gov to arrange to sign out the required items. Make, model, serial number, and CAP asset tag, date needed, and return date are required as applicable when sending the request. This information will be documented on CAPF 37 and maintained by the logistics officer until the item is returned. CAPF 37 can be found on the squadron website.
- ii. Requests will be fulfilled at the next Squadron meeting prior to the date needed.

7. Subordinate Unit Inspection (SUI) program.

- a. The goal of the SUI Program is to ensure the squadron meets CAP program requirements and to maintain continual compliance, so the squadron is prepared for the bi-annual SUI.
- b. The Commander will appoint a senior member SUI Compliance Officer to manage and coordinate the squadron’s SUI compliance program. Duties include:

- i. Monitor the SUI compliance program
- ii. Verify SUI compliance requirements and source documents from NHQ and Texas Wing
- iii. Evaluate compliance with CAP directives
- iv. Recommend policies to improve unit effectiveness
- v. Maintain files applicable to SUI
- vi. Coordinate with the commander and squadron primary duty positions to remedy SUI discrepancies
- vii. NLT 10 day prior to the onsite SUI, coordinate with the commander that completed SUI worksheets, unit details and data, and other deliverables specified are uploaded into eService.
- viii. Monitor and verify all SUI discrepancies are closed with five months of the inspection first visit.
- c. The SUI Compliance Officer will conduct a periodic self-assessment at least once per year NLT July.
 - i. These assessments will be accomplished by the primary officer assigned to each program.
 - ii. Assessments will include completing the current SUI Worksheet for the program area and gathering relevant documentation to support the Worksheet questions.
 - iii. Additional self-assessments may be conducted with approval of the Commander.

8. Safety

- a. The squadron will hold the Annual Safety Risk Management Day in January.
 - i. For wing SUI, ensure Risk Management safety day CAPSIS entries for the previous 2 years are uploaded to wing IG inspection site.
- b. The monthly safety topic will be recorded in SharePoint by the safety officer to meet wing requirements in addition to required reporting in CAPSIS on e-services.
 - i. For monthly safety brief topics, reference the Nation Safety Council website possible topics, <https://www.nsc.org/events/safety-observance-calendar>
- c. Training. Any member who fails to complete safety training (online or in-person) at least once per calendar year quarter will be transferred to TX-000.
- d. Hydration. All cadets are required to have a canteen on their person, IAW this SOP, paragraph 4.h.ii, at CAP activities from 1 May until 30 Oct or when temperatures are forecasted to be above 90F, IAW CAPR 60-2.

9. Cadet programs

- a. Policies
 - i. Membership cards. Cadets are required to have their membership card during meetings. It is not required on your person for PT but must be in the facilities.
 - ii. Pen and Paper. Cadets will have a writing utensil and paper on them at all times (except PT).
 - iii. AETC 341. Cadet cadre should carry, or have ready access to, copies of AETC 341 in order to document cadet excellence toward cadet awards. AETC 341 will be used to identify corrective actions required for uniform discrepancies IAW paragraph 4.i. Completed AETC 341s will be turned in to the cadet admin staff to record by the end of the meeting.

- iv. Publications. Cadets will bring their issued copies of Learn to Lead and Aerospace Dimensions modules to all meetings. This provides a reference to presentations.
 - v. Wingman policy.
 - 1. Cadets require a wingman when leaving the area where training/activities are conducted.
 - 2. At WBU facilities, cadets C/MSgt and above may transit from the drill pad to the classroom, latrine, etc. without a wingman. All cadets may transit from between classrooms and latrines without a wingman.
 - 3. During any activity outside of a weekly meeting cadets must travel with a wingman. Cadets must also ensure their flight commander, or cadet in charge, knows their whereabouts.
 - vi. Weekend activities. Flight sergeants and above must attend a minimum of one weekend activity per quarter to provide cadet leadership.
- b. Customs and Courtesies
- i. Cadets will salute senior member officers and cadet officers in a CAP uniform (polo shirt, aviator shirt, corporate uniforms, AF style, etc.) outdoors or when formally reporting. Senior members and cadet officers will return salutes accordingly.
 - ii. Verbal greetings. Cadets will issue verbal greetings to senior members and cadet officers when they pass. If in large groups (i.e. drill pad, hallway between classes), only the first cadet in the group will greet.
 - iii. Classroom. When a cadet is answering a question, the cadet will stand up, announce his/her name and flight and then provide the answer followed by a “sir” or ma’am” as appropriate.
 - iv. Drill pad. Unless supporting cadet training, senior members will not enter the drill pad during drill time.
 - v. Squadron commander. Cadets will call the room to attention when the squadron commander enters and exits (except during class).
- c. Minimum Cadet Staff positions. The Cadet Staff Guide outlines responsibilities of the cadet positions below. Additional duties are directed below.
- i. Cadet commander. The cadet commander will develop and execute the meeting schedule and ensure accountability is reported to the DCC. This position has a minimum term of one year but may be extended at the DCC’s discretion.
 - ii. Deputy cadet commander. The deputy cadet commander assists the cadet commander in developing and executing the schedule and accountability.
 - iii. First Sergeant. The First Sergeant enforces standards and executes the schedule.
 - iv. Flight Commander. Flt/CC sets the example in all things and is responsible for accountability of their flight at all squadron events. The minimum term is 6 months.
 - v. Flight Sergeant. The Flt/Sgt sets the example in all things and supports the Flt/CC. The Flt/Sgt is prepared to lead the flight in absence of the Flt/CC.
 - vi. Element leader. Provide accountability for their element.

- vii. Staff. Staff members will be assigned to a flight for drill & ceremony.
 1. Deputy commander for support. Leads the staff to execute the cadet commander's direction. Provides accountability to the cadet commander for the cadet staff.
 2. Admin & Personnel. A minimum of 2 cadets to track inspection results and other assigned admin/personnel duties.
 3. Supply. A minimum of 2 cadets to support supply requests.
 4. Aerospace Education Officer/NCO. Support the aerospace education officer as required, including organizing and teaching classes/events.
 5. Great Start NCO. The Great Start NCO will be assigned to the training flight as required. The Great Start NCO must be a graduated Flt/Sgt.
 6. Other Cadet Staff positions, as outlined in CAPP 60-31, may be approved by the DCC as needed.
- d. Accountability. Cadet leadership is expected to know the disposition of the cadets in their element/flight/squadron. The cadet commander is expected to provide that information to the DCC for meetings.
 - i. Element leaders. Cadets will conduct an element call down and confirm cadet attendance by 2100 Sunday. Voice is the expected primary communication method, but positive contact (email or text sent and received by both cadets) is required. They will report their element accountability to their flight commander and flight sergeant.
 - ii. Flight commanders & flight sergeants. Flt/CCs and Flt/Sgts will report their flight's accountability to the C/1st Sgt, deputy cadet commander, and cadet commander NLT 1900 Monday night.
 - iii. The cadet commander or deputy will report accountability to the DCC via email NLT than 2200 Monday night.
- e. Inspections. Inspections will be conducted on a regular basis to ensure cadets are meeting standards and provide an opportunity for instruction. At a minimum, there will be two monthly inspections (blues and ABUs).
 - i. Staff inspections. Upon arrival, cadet staff (flight sergeant and above) will have their uniforms inspected by a senior member designated by the DCC to ensure compliance with CAPR 39-1. If the cadet's uniform is not in compliance, they may not perform in their duty position for that meeting. For repeat offenses, the cadet may be removed from their position as determined by the Unit Commander or Deputy Commander of Cadets.
 - ii. Weekly inspections—conducted by Flt/CC or Flt/Sgt.
 - iii. Monthly blues inspections—conducted by cadet or senior member staff.
 - iv. Scoring. Flight staff will record inspection scores. Scores will be turned into the cadet administrative officer to record. See attachments 3 and 4 for score sheets.
 - v. If an inspection failure occurs, the cadet will not promote until the failure items are corrected.
- f. Testing
 - i. Cadet testing is available at 1830 during administrative time prior to regular meetings on the **second and fourth Tuesday of the month**. Other times may be scheduled on a case-by-case basis with the testing officers.

1. Scheduling procedures
 - a. Notify flight commander/sergeant via email of the test and copy the Testing Officer coordinator (tx142testing@txwg.cap.gov). The requesting cadet must notify their flight leadership and the Testing Officer coordinator NLT 2100 on the Friday prior to the next scheduled meeting.
 - b. Flight commanders or flight sergeants will approve the test after reviewing the material with the cadet and ensuring the cadet is prepared. Flight commanders will approve via e-mail and copy the Testing Officer coordinator (tx142testing@txwg.cap.gov). The deadline for flight leadership to approve and confirm the cadet is prepared for testing is NLT the 1700 on the Monday prior to the next scheduled meeting.
2. The Testing Officer coordinator will confirm the date and time of the test via e-mail.
3. Testing day
 - a. Cadets will report to the Testing Officer at 1830 (or as coordinated) on the scheduled day.
 - b. Since the squadron only has one laptop, cadets will bring a laptop/tablet for testing, if able.
 - c. Failures. In the event of a test failure, cadets must report to their flight commander. The flight commander will review material with the cadet to ensure preparedness for a re-test. The cadet will then schedule the re-test IAW the above procedures. A minimum of 2 weeks is required between test and re-test.
 - d. Drill Tests. Drill tests can be scheduled for any meeting other than PT using the same procedure and will be administered as directed by the DCC.
- ii. Fitness tests. Testing will normally be conducted at the last meeting of every other month. Other times will be scheduled as needed.
- iii. Staff Duty Analysis (SDA). Written SDA needs to be submitted one week prior. Questions for the oral SDA asked the day of will be considered a failure.
- iv. Feedback Meeting. Feedback meetings are required prior to the completion of the Wright Brothers milestone and Achievement 7. This provides formal feedback to meet the CAPR 60-1 requirements and ensure cadets are prepared for the increased responsibility expected with promotion.
 1. Scheduling procedures:
 - a. Notify flight commander/sergeant via email of the Feedback Meeting request NLT two weeks prior to the requested date, including a draft CAPF 60-9X
 - b. Flight commanders will approve the request after reviewing the cadet's progress and ensuring the cadet is prepared. Flight commanders will approve via e-mail and copy the cadet commander and DCC.

- c. The DCC will notify the flight commander and cadet when the board is scheduled, at least seven days prior.
 - 2. Feedback Day:
 - a. Cadets will provide a hard copy of the CAPF 60-9X, with the appropriate information filled in.
 - b. The cadet will formally report in and out.
 - c. The meeting will consist of two cadets (Flt/CC or Flt/Sgt & C/CC or deputy) and one senior member. At a minimum, there will be one cadet (Flt/CC or C/CC) and one senior member.
 - d. The feedback meeting will verify cadets meet “Leadership Expectations” on CAPVA 60-100 *Cadet Super Chart*. Members may ask questions and will provide individual feedback.
 - 3. Cadets will be notified by the end of closing formation whether they meet requirements or are retained in grade (i.e. promotion not approved).
 - 4. In the event of a cadet is retained in grade, the cadet must report to their flight commander. The flight commander will review the CAPF 60-9X with the cadet and determine a way forward to implement the feedback.
- g. Classes/Presentations. Cadets will be assigned to lead a class or give a presentation no later than two weeks prior to the event. Cadets below C/CMSgt must submit a draft of their presentation to the DCC (or the designated senior member) NLT a week prior for approval.
 - i. Classes will be assigned on the monthly schedule.
 - 1. Flt/CC & Flt sgt will ensure their flight members receive assignments and are available. If the cadet is unavailable to brief, the flight staff will assign a substitute briefer. It is the flight staff responsibility to ensure classes assigned to their flight members are prepared.
 - 2. Cadets who do not show for their assigned briefing without coordination (i.e. notifying flight staff the week prior) will receive counseling via appropriate CAPF 90-6X.
 - ii. Aerospace Education (AE) classes. The cadet AEO will coordinate approval for AE classes with the squadron AEO. The cadet AEO will review classes and forward them to the squadron AEO no later than one week prior to the presentation.
 - iii. Leadership classes. Leadership classes are due NLT one week prior to the DCC or Leadership Officer for approval.
- h. Scheduling
 - i. Monthly schedule will be released NLT the 10th of the month prior of the month of execution.
 - ii. Quarterly schedule will be released on the 10th day the quarter prior to the quarter of execution.
- i. Meetings
 - i. Cadets are prohibited from arriving at the squadron meeting location prior to 1830 without prior senior member coordination.

- ii. Weekly meetings. The weekly cadet meeting is held on Tuesday night.
 - 1. 1830-1900. Pre-meeting admin, testing, and supply
 - 2. 1900-1915. Opening Ceremony/Inspection
 - 3. 1915-2050. Meeting Activities
 - a. The first classroom event will begin with reciting the Pledge of Allegiance and the Cadet Oath.
 - 4. 2050-2100. Closing formation and announcements.
- iii. Staff meetings. A staff meeting will be held once a month outside the weekly meeting to finalize next month's schedule and develop the schedule for the following quarter. This meeting may also be used for testing if approved by the DCC.
- iv. Other events. Weekend and other events will be scheduled based on the opportunity for training or community service for the squadron.
 - 1. Arrival. Cadets will check in with the senior member in charge and confirm pick-up time with their parents.
 - 2. Departure. Cadets must check out with the senior member in charge (or their designated representative) prior to departure.
- j. Memory work. All cadets are required to memorize the information below.
 - i. Cadet Oath.
 - ii. Core Values. Integrity, Respect, Volunteer Service, Excellence.
 - iii. CAP mission/vision statement. Volunteers serving America's communities, saving lives, and shaping futures.
 - iv. CAP motto. Semper Vigilantes, Always Vigilant
 - v. CAP's three primary programs: Emergency Services, Aerospace Education, Cadet Programs.
 - vi. CAP birthday. 1 December 1941
 - vii. Chain of Command.
 - 1. President of the United States
 - 2. Secretary of Defense
 - 3. Secretary of the Air Force
 - 4. Chief of Staff of the Air Force
 - 5. CAP National Commander
 - 6. Southwest Region Commander
 - 7. Texas Wing Commander
 - 8. Group 5 Commander
 - 9. Squadron Commander
 - 10. Deputy Commander for Cadets
 - 11. Cadet Commander
 - 12. Flight Commander
 - 13. Flight Sergeant
 - 14. Element Leader
 - viii. Randolph Composite Squadron mission statement.
- k. Basic Cadet Training. New cadets will be assigned to the training flight (currently D Flight). The goal is for new cadets to complete achievement 1 within eight weeks of joining the squadron. They will receive initial cadet training and remain in the training flight until they complete the achievement 1. At that time, cadets will be

assigned to another flight in the squadron. BCT will, at a minimum, include the following:

- i. Wingman course
- ii. Cadet Promotion requirements
- iii. Accessing Online Learning
- iv. Welcome Course Tutorial
- v. Cadet oath
- vi. Cadet Uniform Brief
- vii. Customs Brief
- viii. Core Value Review
- ix. Leadership Chapter 1
- x. Chain of Command
- xi. Boot polishing (hands on)

10. Senior Member Education and Training. Senior members are responsible for conducting their own professional development and specialty track training. Senior members will notify the education and training officer and the personnel officer prior to the start of any CAP education and training as defined in CAPR 40-1, and specialty track training for progress tracking and coordination. Senior members will document their specialty track training using the respective specialty track checklist found on the squadron SharePoint. Once the checklist is complete, the member will notify the education and training officer and the personnel officer for squadron commander signature. The completed checklist will then be placed in the member's personnel folder.

11. Operations

- a. The Orientation Flight Coordinator will email the squadron commander, DCC, and AEO all planned orientation flights for the current month. At the end of each month, the orientation pilot will email the squadron commander, DCC, AEO, and PAO a summary of the month's sorties.
- b. Flying Upgrade Training. Squadron members participating in flying upgrade training outside the squadron will notify the DCC or DCS respectively.
- c. Communications. The following callsigns are designated for ICUT qualified personnel, all others will be assigned by the communications officer when required.
 - i. Commander- Big Bend 5201
 - ii. Deputy Commander- Big Bend 5202
 - iii. Deputy Commander for Cadets: Big Bend 5203
 - iv. Deputy Commander for Seniors: Big Bend 5204
 - v. Operations Officer: Big Bend 5205
 - vi. Emergency Services Officer: Big Bend 5206
 - vii. Communications Officer: Big Bend 5207
 - viii. Health Services Officer: Big Bend 5208
 - ix. Safety: Big Bend 5209

12. Emergency Services (ES)

- a. Squadron members participating in ES (flying & ground) training outside of the squadron will notify the DCC or DCS respectively.
- b. Squadron commander approval is required prior to the start of any training for any qualification listed in Ops Quals. All requests for training will be through the operations or emergency services officer for squadron commander approval.
- c. For any member to be considered for SET qualification, in addition to requirements published in CAPR 60-3, the member must have had operational experience in the qualification with a minimum of number of missions as determined by the wing ES staff.

//signed//mbg//13 Nov 25

MAXIMO B. GUADIANO, Captain, CAP
Commander

Attachment 1 Example canteen and canteen cover

A canteen and cover can be purchased locally at a military surplus store or from an online store such as Amazon.



Attachment 2 AETC form 341

Available to download at <https://static.e-publishing.af.mil/production/1/aetc/form/aetc341/aetc341.pdf>

EXCELLENCE/DISCREPANCY REPORT		
LAST NAME - FIRST NAME - MIDDLE INITIAL		GRADE
ORGANIZATION	CLASS/FLIGHT (If Applicable)	
EXCELLENCE/EXHIBITED DISCREPANCY <i>(Be specific)</i>		
TIME	DATE	PLACE
PRINTED NAME OF REPORTING INDIVIDUAL		SIGNATURE OF REPORTING INDIVIDUAL

AETC FORM 341, 20070815

PREVIOUS EDITION IS OBSOLETE.

EXCELLENCE/DISCREPANCY REPORT		
LAST NAME - FIRST NAME - MIDDLE INITIAL		GRADE
ORGANIZATION	CLASS/FLIGHT (If Applicable)	
EXCELLENCE/EXHIBITED DISCREPANCY <i>(Be specific)</i>		
TIME	DATE	PLACE
PRINTED NAME OF REPORTING INDIVIDUAL		SIGNATURE OF REPORTING INDIVIDUAL

AETC FORM 341, 20070815

PREVIOUS EDITION IS OBSOLETE.

Attachment 3 Cadet of the Quarter Monthly Scorecard (may be modified with DCC approval)

CADET OF THE MONTH AWARD SCORECARD

MONTH:	PARTICIPATION		ACHIEVEMENT								SERVICE			OTHER		
	POINTS	CADET'S NAME														
	1	Attend Meeting														
	1	Attend Meeting														
	1	Attend Meeting														
	1	Attend Meeting														
	1	Attend Meeting														
	3	Weekend Activity														
	3	Weekend Activity														
	8	Long Activity														
	8	Renew Membership														
	*	Pass Written Test														
	*	Pass Written Test														
	1	Pass a CPFT Event														
	*	Uniform Inspection														
	*	Uniform Inspection														
	*	Uniform Inspection														
	*	Uniform Inspection														
	*	Uniform Inspection														
	8	Earn Promotion														
	2	Win Drill Down														
	5	Earn Rocketry Badge														
	12	Honor Roll at School														
	5	Bring Friend to CAP														
	10	Recruit a Member														
	5	Community Ser. Ribbon														
	*	Leadership Qualities														
	*	Other														
	*	Other														
	-	Total Points														

* NOTES ABOUT POINTS:
 PASS WRITTEN TEST: 5; Score >90%: 8 UNIFORM INSPECTION: Satisfactory: 2; Excellent: 4 LEADERSHIP QUALITIES: 1-5, per Cadet Commander OTHER: Specify Category & Point Value

*** DRAFT ***

Attachment 4 Flight Inspection Report (may be modified with DCC approval)

INSPECTION REPORT

DATE: _____ UNIFORM: <input type="checkbox"/> Class B no tie <input type="checkbox"/> Class B w/tie <input type="checkbox"/> Class A <input type="checkbox"/> BDUs <input type="checkbox"/> PT	N O T I N S P E C T E D	HEAD & HAIR Haircut/ Hair Style Shaved/ Cosmetics Cover	UNIFORM TOP Clean, Pressed, Lint-free, No Strings, Buttons buttoned, Shirt tucked in, Insignia placement	UNIFORM PANTS / SKIRT Clean Pressed, Lint-free, No Strings, Buttons buttoned, Gig lin, Bloused in ABUs	SHOES or BOOTS Clean, Shined Laces Tucked in	MILITARY BEARING Posture, Military Courtesies	CAD ET KNOWLEDGE	TOTAL POINTS
INSTRUCTIONS TO CADET INSPECTOR: 1. If a cadet is present, but not inspected, note reason in NOT INSPECTED column. <i>N – New, no uniform yet U – Not in uniform</i> 3. Inspect each cadet. For BCT Cadets – score head/haircut, in proper uniform (jeans, black shirt, belt, athletic shoes), clothes clean, knowledge (Core Values) 4. Add and record the total points for each cadet. 5. Complete the inspector information blocks at the bottom of the form. 6. Submit completed form to the Leadership Officer for review. 7. The Leadership Officer will inspect the cadet inspector(s) and add points, review the report, sign, and submit it to the Deputy Commander.								
Scoring: 0 – Does not meet minimum standards 1 – Meets minimum standards 2 - Exceeds minimum standards								
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PRINTED NAME AND GRADE OF CADET INSPECTOR:					SIGNATURE OF CADET INSPECTOR:			
PRINTED NAME AND GRADE OF LEADERSHIP OR REVIEWING OFFICER:					SIGNATURE OF LEADERSHIP OR REVIEWING OFFICER:			