

Leadership: 2000 and Beyond
Volume 1 Study Guide
to
Introduction and Chapter 1
Curry Achievement

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.

CAPM 50-1: "Introduction to Civil Air Patrol"

Each achievement has the following requirements: Activity Participation, Physical Fitness, Leadership, Aerospace Education, and Moral Leadership.

Four Phases and Awards of the Civil Air Patrol Cadet Program:

Phase I: The Learning Phase (Achievement 1,2,3)

Phase II: The Leadership Phase (Achievements 4,5,6,7,8)

The Billy Mitchell Award

Phase III: The Command Phase (Achievements 9,10,11)

The Amelia Earhart Award

Phase IV: The Executive Phase (Achievements 12,13,14,15,16)

The Ira C. Eaker Award

The Spaatz Award

THE 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 to be of service to my community, state and nation.

THE CAP MOTTO:

Semper Vigilans -- Always Vigilant

THE CADET PROTECTION PROGRAM

Cadet Protection Policy - Defined in three categories:

Emotional Abuse: Cadets will not be subjected to excessive discipline or humiliating or emotionally distressing verbal abuse.

Physical Abuse: Cadets will not be physically struck, hazed, or assaulted in any way.

Sexual Abuse: Cadets will not be subjected to sexual molestation, touching, contacts, exposure, suggestions, or other incidents of a sexually oriented nature.

DUTIES AND RESPONSIBILITIES

As an element member, responsible are to: learn basic drill movements, how to report properly and how to fall in properly to a unit formation. Keep alert, observe and keep an open mind for tips on how to do better.

SELF-PACED READING & TUTORING TEACHING TECHNIQUES

The aerospace education textbook and leadership manual allow a cadet to cover material at one's pace. It is the cadet's responsibility to study the material, think, ask questions, listen and find ways to improve. A tutor will answer questions after a cadet has taken the responsibility to read and study the material.

INTRODUCING FOLLOWERSHIP

Followership is reaching a specific goal while exercising respect for authority, a positive attitude, integrity and self-discipline. Through the first three chapters cadets will be a followers. A cadet will look at what is going on around him/her, learn why things are done, and listen well.

Respect for Authority

A cadet must be able to follow and obey regulations and orders given to him/her.

Attitude

The key to a good attitude is understanding and knowing the reasons behind activities and requirements.

Integrity

Integrity is the strict adherence to a code of conduct. "Honor" sums up integrity of character. Honesty, trustworthiness, dependability, and loyalty are characteristics that are expected of leaders and followers.

Self-discipline

Self-discipline means that you do a task because you see that it needs to be done, not because you are told to do it.

Listening

It is a must for communication and to be able to receive feedback. Because of outside noises, active listening is hard because of internal barriers: we think about the speaker instead of the message. DO's for good listening:

- DO keep an open mind
- DO listen to understand
- DO listen to what the speaker says
- DO take notes with care
- DO make and (usually) hold eye contact
- DO keep your feelings positive
- DO listen to new ideas

SELF-MANAGEMENT

Every level of command needs management. At this time, a cadet's duty is to manage himself/herself. A cadet will later learn to manage larger groups of people and activities. Self-management is an extension of self-discipline. Self-management is plotting your course; Self-discipline is staying on it.

Study Habits

A disciplined approach to studying means finding the right time and the right surroundings so you can learn more in shorter time.

Reading Skills

Comprehension is the most important thing about reading.

Identification: To see author's ideas and why they are organized the way they were. Remember to ask, "What am I reading?"

Interpretation: Think of yourself as the author. Search for the author's meaning. Remember to ask, "What does it mean?"

Evaluation: Understand the main points. Remember to ask, "What is the importance?"

CAP MISSIONS

Aerospace Education

Objective is to promote an understanding and appreciation of the impact of aviation and aerospace in our everyday lives.

Internal Aerospace Education: Programs within CAP for cadets and seniors

External Aerospace Education: Program for non-CAP members

Cadet Program

Derived from ground school and military drill since 1941. Cadets go on to become leaders in all aspects of their lives. The Leadership Manual covers the cadet program in detail.

Emergency Services

Search and Rescue operations: CAP personnel work to locate missing persons and aircraft as directed by the Air Force. Cadets participate as radio operators, ground team members, administrative personnel, and traffic controllers.

Civil Defense: Similar to SAR missions, but working with Civil Defense officials. Greater emphasis on radiological monitoring, damage assessment and emergency communications.

Disaster Relief: Helping state and local emergency agencies after natural disasters.

CAP's Help with Other Agencies: The Red Cross, Salvation Army, and other agencies often rely on CAP to provide airlift and communications for their disaster relief operations.

CHAIN OF COMMAND

Chain of command by definition is the order of authority. As cadets progress through rank, they get more responsibility and authority.

CUSTOMS AND COURTESIES

Courtesy is simple politeness, civility, respect, and personal recognition of the rights of others.

Customs are those things which must be done.

Acts of courtesy and civility are NOT marks of inferiority or servility. They are indications that an individual appreciates the position and rights of another.

GRADE: a major step in the promotion structure or program.

ex. "major", "captain", "cadet sergeant"

RANK: grade adjusted for time. Rank normally shows seniority.

As a cadet, you are expected to address cadet officers, senior officers and officers of the military services as *sir* or *ma'am*.

Reporting

Entrance. Indoors, remove your hat unless on guard duty. Adjust your uniform. Knock twice firmly and loud enough to be heard. If no answer in reasonable amount of time, knock again. After told to enter, march using the most direct route to the officer. Halt two paces from the officer or desk and halt so you squarely face the officer.

Reporting. Salute and say, "Sir/Ma'am, (CAP grade and last name) reporting as ordered." Omit "as ordered" when reporting on own initiative. Wait until saluted is returned and then bring salute down. Stand at attention until told to do otherwise. Speak clearly and concise. Keep hat and materials close by or on lap. When dismissed come to attention and render a salute until returned. If purpose of report is to receive an award, accept the award in the left hand and render a hand salute until salute is returned.

Departure. Execute appropriate facing movement to take the most direct route out. March along the route of exit and if indoors quietly close the door behind.

Image

As a CAP member, you and your actions reflect on you and the other members of CAP.

Public Display of Affection

Primary reason for not displaying affection in public is that it detracts from military bearing and takes away the professional image.

GROOMING STANDARDS

Rules that must be met when wearing a military uniform are explained in CAPM 39-1.

Female: hair may include bangs not extending below the eyebrows and may be worn with the flight cap. Hair may touch the top of the collar. Use conservative cosmetics and hair coloring.

Male: hair may have tapered appearance. May not touch ears or collar. "Block" styled is authorized with tapered appearance kept. Sideburns must be neatly trimmed and end with clean-shaven horizontal line that ends at or above the lowest part of the exterior opening of the ear. Mustaches must be neatly trimmed and not extend below the vermillion part of the lip and not wider than the corners of the lip. NO beards or goatees authorized with the uniform.

CADET UNIFORMS

Minimum Requirements

Male: short sleeve light blue shirt, dark blue trousers, blue belt with silver buckle, blue flight cap, low quarter plain toed black shoes without decoration, and black socks.

Female: light blue blouse, dark blue skirt/trousers, beret or flight cap, plain nylon hose (neutral, black, dark brown, or dark blue), plain black shoes (oxfords or plain black pumps - close toed and without decoration), and black handbag (calf-skin, kid leather or vinyl) with fold over flap and plain silver-colored clasp fastener.

Members will need: CAP nameplate, shoulder (wing) patch, CAP collar/lapel insignia ("CAP cutouts), grade insignia, and headgear emblem.

You must have a current valid CAP membership card to buy uniform items at military installations.

Insignia, Name Tags, and Ribbons

One tradition that has become part of CAP's heritage is wearing insignia and ribbons. Proper placement are shown in CAPM 39-1 (Uniform Manual)

DRILL AND CEREMONIES

Drill is the orderly movement of the flight from place to place.

Primary Purpose: to learn teamwork

Group activities, such as drill, create an esprit de corps, stimulate moral and develop teamwork.

Second Purpose: to learn to follow

CAP organizations are divided into marching units called elements, flights, squadrons, groups and wings. Marching movements are more complex with a larger number of cadets.

Learn individual drill first and then build on them to learn more complex movements.

Stationary movements should be practiced in quick time (120 steps per minute).

Terms

Master the stationary drill commands and the basic movement drill commands.

Mass commands: method of teaching drill commands by which all cadets give the command in unison. Repeat the command given by the instructor and then execute it.

PROGRAM REQUIREMENTS FOR ACHIEVEMENT 1

Physical Fitness Test Male/Female: 90 Points

Moral Leadership Participation at least 1/2 of unit moral leadership meetings

Attendance and Active Participation in unit activities

Leadership Lab Test (Curry Exam) Score of 70% or more