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# Squadron Policies

A SQUADRON PUBLISHED WORK FOR MEMBERS OF THE  
**BUTLER COMPOSITE SQUADRON 712**  
**CIVIL AIR PATROL**  
HEADQUARTERS: BUTLER COUNTY AIRPORT, PENNSYLVANIA

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## Definitions and Terms

<u>Acronym/Term</u>	<u>Definition</u>	<u>Acronym/Term</u>	<u>Definition</u>
BSA	Boy Scouts of America	CAPP	Civil Air Patrol Pamphlet
BCS	Butler Composite Squadron	DCC	Deputy Commander for Cadets
BCSF	Butler Composite Squadron Form	DCS	Deputy Commander for Seniors
BDU	Battle Dress Uniform – Camouflage Woodland Patterned Uniform	HQ/CAP	Headquarters, Civil Air Patrol
CAP	Civil Air Patrol	IAW	In Accordance With
Cadets & Cadet Members	Junior members of CAP. Between the ages of 12 & 21	JOC	Joint Operations Center
Command Staff	Squadron Commander, Deputy Commander for Cadets, Deputy Commander for Seniors	OIC	Officer in Charge
CPPT	Cadet Protection Policy Training	PDR	Property Document Record
CAPF	Civil Air Patrol Form	PFU	Physical Fitness Uniform
CAPID	Civil Air Patrol Identification Number	Senior Members	CAP members over the age of 18
CAPM	Civil Air Patrol Manual	USAF	United States Air Force
CAPR	Civil Air Patrol Regulation		



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Deputy Commander for Cadets

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Deputy Commander for Seniors

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Squadron Commander



1.1 Meeting Schedule

Meetings are Monday nights lasting for approximately 2 hours. All members must arrive by 1900hrs. Command Staff members are to report by 1845hrs.

1.2 Cancellations

Meetings will be cancelled only by the authority of the Squadron Commander. As a general rule, if the member's local school system is closed, the member is excused from the meeting.

1.3 Uniform

The uniform for each meeting shall be BDU, Class B, Class A, CAP corporate uniform, flight suits, or physical fitness uniform (PFU) uniforms. The Deputy Commanders shall direct the uniform to be worn for their respective sections.

1.4 Equipment

- A. Cadet equipment needed for weekly meetings include: pen/pencil, paper, books and materials issued from HQ/CAP, a complete uniform of the day, and other materials as required by the chain of command.
- B. Senior equipment needed for weekly meetings include: pen/pencil, paper, a complete uniform of the day, and other materials as required by the chain of command.

1.5 Content

The basic functioning of the squadron takes place at weekly meetings. Class work and some hands-on activities occur during this time. Meetings with the staff, training plans and operations, and other activities take place during this time.

1.6 Procedures

The following is the general meeting procedure for this squadron:

- A. General Procedures- All members must sign in on SF 103
  - 1. Opening ceremonies at 1900.
  - 2. Pledge of Allegiance / CAP Motto / Cadet Oath
  - 3. Report
  - 4. Squadron duties and activities as assigned
  - 5. At 2045 a final formation will be held. During this time the promotion ceremonies take place as well as any additional information that needs to be passed out to the members.
  - 6. Dismissal. The cadets must be dismissed by 2100.
- B. The first meeting of every month, cadet staff members are to attend a cadet staff meeting before beginning the regular unit meetings. This is held from 1830-1900hrs.



2.1 General

This chapter states the uniform policy of Squadron 712.

2.2 Uniform Classifications

The following are the uniform classifications for use within Squadron 712:

- A. Battle Dress Uniform (BDU)
- B. Class B Uniform
- C. Class A Uniform
- D. Mess Dress Uniform
- E. Physical Fitness Uniform
- F. CAP Corporate Uniform
- G. CAP-Authorized Flight Suits

2.3 Uniform Descriptions

The uniform descriptions are as follows:

- A. BDU- The primary work uniform of the Squadron. All members will adhere to CAPM 39-1 standards regarding the BDU Uniform.
  - 1. The authorized squadron uniform consists of-
    - a. BDU Jacket with appropriate CAP insignia
    - b. BDU Pants
    - c. Black military-type boots (zippers and/or zipper laced boots are not authorized within the Squadron Cadet Program.)
    - d. Orange Baseball Cap
    - e. Brown undershirt
    - f. Dark AF Blue BDU Belt.
- B. Class B Uniform- This uniform is used on semi-official occasions.
  - 1. The authorized Class B Uniform consists of-
    - a. AF issue blue short sleeve and/or long sleeve shirt
    - b. AF issue sweater
    - c. AF issue dark blue pants/slacks/skirt
    - d. AF Blue Belt w/ Silver Buckle
    - e. Black low quarter oxford shoes / pumps
    - f. Black dress socks
    - g. Blue AF tie or neck tab
    - h. AF Blue Flight Cap
    - i. Proper CAP insignia



- C. Class A Uniform- This uniform is worn for official occasions.
  - 1. The authorized Class A Uniform includes all items for the Class B Uniform with the addition of the Blue Service Dress Coat.
  - 2. Due to supply constraints, only Senior Member officers and Cadet Officers are permitted to wear the full Class A Uniform unless the cadet purchases his or her own Dress Coat.
- D. Mess Dress Uniform- Only worn by Senior Members only and on special occasions corresponding with civilian “black tie” functions. See CAPM 39-1 for further details
- E. Flight Suit- Flight qualified cadets and senior members are authorized to wear the CAP distinctive or Air Force style flight suit. Flight suit requirements and details are found in CAPM 39-1.
- F. Physical Fitness Uniform (PFU) - This uniform consists of athletic gear conservative in nature and primarily for cadets. Cadets must dress according to weather conditions. Articles of clothing that are offensive or inappropriate in nature will bar the cadet from participating in the activity.
- G. Corporate Uniforms – These are uniforms for senior members who do not meet USAF weight and/or grooming standards. Details can be found in CAPM 39-1.

#### 2.4 Uniform Wear Policy

The BDU will be worn during most meetings. The Command Staff will direct when the dress uniforms are to be worn. The following outlines the type and style of the BDU and dress uniforms.

- A. BDU. Beginning in October of each year and until the beginning of April of each year, cadets are to wear their BDU sleeves down. From April to October, the BDU is to be worn with sleeves up. Permission from the Command Staff and certain environmental conditions can counter the scheduled wear.
- B. Service Dress and Dress Uniforms. Beginning in October of each year and until the beginning of April, the Dress Uniform. From April to October, the dress uniform worn will be Service Dress. Dress Uniform during the summer months (April-October) is restricted to special occasions only.
- C. Wear. The Service or Dress Uniforms will be worn when visiting other units and/or organizations. Wearing of the BDU for initial visits to units and/or organizations is prohibited.

#### 2.5 Alternate uniforms

Permission must be obtained from the Squadron Commander or the Deputy Commander for Cadets to wear anything other than the prescribed uniform of the day.

#### 2.6 Changes to the Uniform Wear Policy

Any changes that are requested must be submitted through the chain of command to the Squadron Commander.



2.7 Uniform Wear Schedule

The following is the schedule for uniform wear within Squadron 712:

**Table 2.1**

1 <sup>st</sup> Meeting of the Month	Class B OR CAP Corporate Uniform
2 <sup>nd</sup> Meeting of the Month	BDU, CAP Corporate Uniforms, CAP Flight suits
3 <sup>rd</sup> Meeting of the Month	BDU, CAP Corporate Uniforms, CAP Flight suits
4 <sup>th</sup> Meeting of the Month	BDU, CAP Corporate Uniforms, CAP Flight suits, * Cadets * PFU
5 <sup>th</sup> Meeting of the Month	BDU, CAP Corporate Uniforms, CAP Flight suits



3.1 General

This section outlines the basic procedure and repercussions for absences within this Squadron. Members missing more than four consecutive meetings, will be considered “At Risk” and appropriate steps will be taken to indicate the disposition of the member.

Members are to understand that family and school commitment precede CAP events and meetings. Members are directed to inform the chain of command prior to an absence of series or absences so that “At Risk” Member Procedures are not activated.

3.2 Absence Definitions

The definitions for unit absences are as follows:

- A. Absent  
Any meeting or activity in which a member is not present for more than half of the meetings and does not notify the chain of command.
  
- B. At Risk  
Any member that has missed four or more consecutive meetings and/or activities WITHOUT notifying the chain of command.
  
- C. Leave  
An absence that is incurred once the member has notified the chain of command that their absence will exceed the more than 4 consecutive meetings. The Deputy Commanders and or the Squadron Commander must authorize their type of absence. See Paragraph 3.5, Leaves of Absence.

3.3 Consecutive Absences

The following actions will take place for “At Risk” members:

**Table 3.1**

4 Consecutive Absences	1 <sup>st</sup> Contact with Member
5 Consecutive Absences	2 <sup>nd</sup> Contact with Member
6 Consecutive Absences	3 <sup>rd</sup> Contact with Member
7 Consecutive Absences	Letter of Intent Issued to Member
8 Consecutive Absences	Notification of Membership Inactivation & Request for Materials Return



3.4 Leaves of Absence

Members that knowingly exceed the consecutive absence limit are encouraged to seek a leave of absence. The authority to grant Regular Leaves of Absence lies with the Deputy Commanders and the Squadron Commander. Regular Leaves are valid until the expiration date listed on the memorandum.

A. Procedure

1. Members contact their chain of command. Parents of cadets can contact the Deputy Commander for Cadets or Squadron Commander.
2. The granting authority will inquire as to the reason for the request of leave.
3. A Memorandum of Leave will be issued stating the following: member's name and effective date of leave and it's expiration.

B. Extensions

1. Extensions to any leave of absence can be made through a request to the granting authority; either the Deputy Commanders or the Squadron Commander.



4.1 General

Squadron 712 will adhere to the organizational structure as outlined in CAPM 20-1.

4.2 Chain of Command

The chain of command will be strictly obeyed at all times. In the event that there is a lack of appropriate leadership, the senior most member will assume command until the proper authority arrives. If all members are the same in rank, eligibility is determined by date of entry in CAP and then birthday.

4.3 Authority

The members placed in a leadership position are responsible for other in their charge. These positions could be official long-term leadership positions. The members appointed to those positions are in charge. They are duly appointed representatives of the Squadron Commander and their authority is derived from him/her.

4.4 Understaffing

In the event that the Squadron is understaffed, members can be temporarily appointed to those positions vacant with the approval of the Squadron Commander. The prefix of "ACTING" will be affixed to the title of the temporary position. In addition, members may have to assume secondary and tertiary positions.

4.5 Structure Type

This organization will conduct itself as a military-oriented unit. This is to ensure that chaos does not overwhelm members in times of confusion and that a clear path of authority and responsibility is maintained. Adherence to this structure is crucial to the functioning of this Squadron and must be kept.



5.1 General

Squadron 712 will use the grades set fourth in CAPR 35-5.

5.2 Senior Requirements

All senior members must complete all HQ/CAP and Squadron requirements prior to being awarded rank. A general list of requirements is below:

- A. Complete all HQ/CAP requirements.
- B. Approval of the Squadron Commander.
- C. Must be cleared of all “flags” for Counseling Statements.

5.3 Cadet Requirements

All cadet members must complete all HQ/CAP and Squadron requirements prior to being promoted. A general list of requirements is below:

- A. Complete all HQ/CAP requirements.
- B. Approval of the Squadron Commander.
- C. Must be cleared of all “flags” for Counseling Statements.
- D. Encampment - Cadets must complete Encampment during their first year with the Squadron.
- E. Conduct - Appropriate conduct, both on and off CAP duty is also required.

5.4 Reduction in Grade

Members will be reduced in grade only after it appears that the Developmental Counseling System is ineffective. Only the Squadron Commander can reduce members in grade.



6.1 General

This section outlines the general requirements for promotion to squadron leadership and staff positions. Further detailed information on each position is located in the Cadet Leadership Handbook.

6.2 Requirements

Cadets wishing to attain a leadership position within this Squadron must fulfill the following general requirements:

- A. Be a member in good standing
- B. Successfully pass all testing requirements
- C. No pending Counseling Statements
- D. Be of a rank consistent with the position
- E. Maintain sufficient points for promotion (if necessary)

6.3 Authorized Positions

The authorized positions within this Squadron are as follows:

- A. Cadet Commander
- B. Cadet Executive Officer
- C. Cadet First Sergeant
- D. Cadet Flight Commander
- E. Cadet Flight Sergeant
- F. Cadet Element Leader
- G. Cadet Assistant Element Leader

6.4 Duties

Duties and responsibilities of each position are outlined in the Cadet Leadership Handbook.



7.1 General

Senior members within this Squadron may be assigned to any position(s) listed in CAPM 20-1. .

7.2 Primary (Key) Positions

Squadron Commander	
Deputy Commander for Seniors	Deputy Commander for Cadets
Logistics Officer	Finance Officer
Emergency Services Officer	Administration Officer
Moral Leadership Officer	Public Affairs Officer
Aerospace Education Officer	Safety Officer

7.3 Secondary Positions

Testing Officer	Personnel Officer
Communications Officer	Leadership Officer
Professional Development Officer	Moral Leadership Officer

7.4 Tertiary Positions

Activities Officer	Medical Officer
Legal Officer	Recruiting Officer
Historian	Chaplain

7.5 Appointment

Members can be appointed to any of the above positions provided that they have an interest and desire to learn the position and carry out the positions duties. Deputy Commanders can recommend appointment of members to the Squadron Commander.

7.6 Removal

Members may elect to remove themselves from the position(s) to which they are assigned. Members may also be removed from their positions due to gross negligence, conduct unbecoming a CAP member, or after the Developmental Counseling Process has not yielded any change in performance.



8.1 General

Squadron 712 will follow all HQ/CAP requirements regarding the uniform as outlined in CAPM 39-1.

8.2 Possession of Uniforms and Equipment

Squadron 712 will provide uniforms and equipment needed to the best of its ability. As such, all uniforms and equipment issued by the Squadron is the property of the Squadron. All issued items are to be expected returned with reasonable wear upon termination from the program. (See- Squadron Property Issue Agreement Form for further details.)

8.3 Uniform Accessories

Squadron 712 Members are responsible for procuring their own uniform accessories. Exceptions to this policy must be submitted to the Squadron Commander. Uniform accessories include:

**Table 8.1**

Ribbons	All Ranks	Nametapes	CAP BDU Breast Tape
Wing Patch	Nameplate	Cadet Enlisted Hat Device	Cadet Officer Hat Device
Cadet Officer Shoulder Boards	Cadet Officer Epaulets	Senior Member Hat Device	Flight Suit Nameplate

8.4 Issuing

All supply records for cadets will be kept in the supply room at the option of the Logistics/Supply Officer.

- A. All issuing records will be kept on the member’s Property Document Record (PDR). These will be put in a file folder with the member’s name and CAPID.
- B. Members will be issued all their uniforms and equipment at the same time if possible. Due to supply shortages in specific sizes, a wait may be necessary.
- C. Those members who have turned in their dues and initial paperwork may be fitted & issued uniforms and equipment.
- D. Member’s initials on their PDR indicate that they have received and are responsible for that article of clothing or equipment.
- E. Cadets must have their parents sign the Squadron Property Issue Agreement Form.

8.5 Returns

All returns will be annotated on the member’s PDR. If the individual is leaving the program, his/her file will be placed in the inactive member file. The member will sign off any returns that are made.



- A. All returns are expected to be in the best possible condition with reasonable wear.
- B. Any items that are missing are to be charged to the member at the cost of the item that is missing. Any items that are missing must be highlighted on the members PDR.

### 8.6 Exchanges

All exchanges must be brought to the Logistics/Supply Officer's attention via the chain of command. All efforts will be made to give a copy of the exchanged piece of clothing and/or equipment. These changes will be annotated on the member's PDR if there is a drastic change in the exchange (i.e. size, type etc.)

### 8.7 Knife Policy

Members are only permitted to carry knives in their field gear. Knives must conform to the following guidelines:

- A. You may only wear a sheath knife if authorized by your team leader.
- B. Sheath knives cannot have a blade longer than 6" or a total length of greater than 11".
- C. If authorized, sheath knives will be worn only on the pistol belt or carried inside the pack.
- D. **The following knife types are not authorized:** boot knives, butterfly knives, switch blades, double edged knives, "Rambo" style survival knives, or knives with retracting sheaths.
- E. Machetes or hatchets can only be carried by senior members when needed for that specific sortie.
- F. Members wishing to carry an ax, hatchet, machetes, etc., must gain the approval of a Deputy Commander or the Squadron Commander.
- G. Restrictions on Knives: The sheath must adequately secure the knife and protect the wearer from the blade.
- H. No knives may be visible when the member is performing crash sight surveillance duty.

### 8.8 Prohibited Items

Members are not permitted to have in their possession any of the following items.

**Table 8.2**

Flares	Bayonets	Excessive "junk food"	Ammunition	Mace
Tazer guns	Pepper spray	Pornography	Offensive/Obscene literature	Excessive amounts of money – above \$20.00
Alcoholic beverages	CADETS – tobacco products	Unauthorized/uncontrolled narcotics (drugs)		



9.1 General

All members will conduct themselves in a gentleman or ladylike fashion. All Cadet Protection Policy Training (CPPT) guidelines will be enforced to the fullest extent.

9.2 Activity / Event Demeanor

Members will not harass, humiliate, and make derogatory gestures, comments or other offending remarks to other members, civilians, or military personnel while in a CAP uniform or at a CAP function.

Cadets are not permitted to use tobacco product in any form during CAP or CAP-sponsored activity, event, or meeting.

Senior Members wishing to utilize tobacco products are directed to do so out of sight of cadet members.

9.3 Officers

All members will render the proper courtesies to officers as outlined in CAPP 151.

9.4 NCOs

All members will render proper courtesies to all NCOs as outlined in CAPP 151.

9.5 Prohibited Activities

- A. The following actions will be reported to local law enforcement and will result in immediate member suspension:
  - 1. Drugs
  - 2. Weapons
  - 3. Firearms
  - 4. Under the influence of drugs and/or alcohol
- B. The following actions will result in an immediate member suspension:
  - 1. Failure to follow the guidelines of the CPPT.
  - 2. Any Form of Harassment – Cadet, Senior Members, Guests
  - 3. Fighting/Assault
  - 4. Insubordination



10.1 General

Rules concerning member behavior and performance are established to promote the efficiency, and safety to the training and mission environment. Thus, optimum standards in emergency service care, squadron management and congenial relations are ensured. All members are expected to comply with the Squadron regulations and policies and to notify the chain of command if any violations are observed.

10.2 Disciplinary Process

This process is intended as a positive approach to resolving most behavior and/or squadron activity problems.

- A. The 3-step process is cumulative. Increasingly more serious steps will be taken for violations of rules and policies, and/or failure to perform acceptably. The process is as follows:
  - 1. Verbal Counseling
  - 2. Developmental Counseling Statement
  - 3. Member Suspension.
- B. Any and all violations of behavior and activity performances are included in the process, so the counseling/disciplinary actions above may be for a variety of reasons.

10.3 Mentor Counseling

In conjunction with the CAP Mentoring Program, Counseling Statements are also used to commend members who have performed in an outstanding manner within the Squadron, or in an exceptional way outside of the Squadron.

10.4 Counseling Statements

Developmental Counseling Statements are designed as the tool with which members of the chain of command can address substandard performance of behavior within members. Parts I & II are to be filled out prior to the counseling session. Part III is filled out during the discussion. Part IV is filled out during the Assessment Phase.

Counselors are to correct any performance or behavior concerns as quickly as possible. Do not begin a counseling session if you know you cannot finish. Ensure that the member understand why the counseling is taking place and give them options to improve their performance.

10.5 Statement Records

Counseling statements are to be kept in the Development Counseling Statement Transitory File with the Squadron Commander. Statements are to be destroyed after the member's deficiency has been corrected. If the deficiency is not correct, the form will be placed in the member's file and a new statement will be created.



11.1 General

Squadron 712 will follow all test procedures set fourth by HQ/CAP.

11.2 Policy

Cadets are able to test for their achievements at any time provided the following are met:

- A. They inform the Deputy Commander for Cadets of the test type and level to be taken.
- B. That the Testing Officer, Alternate Testing Officer, and/or the testing materials are present.

Cadets may take up to ONE test per meeting.

If cadets are having difficulty passing their exams, a peer instructor will be assigned to tutor them.

11.3 Testing Area

All efforts will be made to give the cadets a quiet and secure testing area.



12.1 General

This section outlines the basic procedures for any member that wishes to transfer into or out of this Squadron.

12.2 Transferring from the Squadron

Members wishing to transfer from this Squadron must do so by the following procedure:

- A. The member must turn in and clear all of the items issued by this unit. The Logistics and/or Supply Officer must inventory and clear the member's supply file. If the items are not all present, the file will not transfer until all items have been returned and/or paid for.
- B. Once approved, the member's master record will be forwarded, in its entirety, to the gaining unit. The Personnel Officer will log the date, time and location to which the master record has been sent.
- C. **MEMBERS ARE NOT PERMITTED TO HAND-CARRY THIER FILES TO THE GAINING UNIT.**
- D. The Squadron Commander, Deputy Commander or Personnel Officer will monitor the Monthly Membership Listing so as to ensure that the cadet has been transferred from the unit's membership roster.

12.3 Transfers to Squadron 712

Any member wishing to transfer into the Squadron must do so by the following procedure:

- A. The member must approach the Deputy Commander or Squadron Commander and request permission to transfer to the Squadron.
- B. The releasing unit **MUST** mail the file to the Squadron. **MEMBERS ARE NOT PERMITTED TO HAND-CARRY THIER FILES TO THIS UNIT.**
- C. The receipt of the master record will be logged in by the Deputy Commander or Personnel Officer as to the date, time and method of arrival.
- D. Once the records are verified, the member is permitted to assume leadership and staff positions in accordance with Chapter 7 of this regulation.



13.1 General

This section outlines the basic procedures for new members joining Squadron 712.

13.2 New Cadet Member Packet

This packet is designed for “one stop shopping” of forms and items new cadets need for in processing to the Squadron. The packet sheet indicates which areas the various forms are routed to once complete. The following list of forms and items are in the New Cadet Member Packet.

- A. Squadron Commander’s Welcome Letter
- B. CAPF 15, Cadet Member Application
- C. Squadron Property Issue Agreement
- D. ES Permission Slip
- E. Point of Contact Policy
- F. Cadet Physical Fitness Disposition
- G. Squadron Policies Regulation
- H. CPPT Guide (CAPP 50-6)
- I. Uniform Items Purchase Policy

13.3 New Senior Member Packet

This packet is designed for “one stop shopping” of forms and items new members need for in processing to the Squadron. The packet sheet indicates which areas the various forms are routed to once complete. The following list of forms and items are in the New Senior Member Packet. .

- A. Squadron Commander’s Welcome Letter
- B. CAPF 12, Senior Member Application
- C. Fingerprint Cards
- D. Squadron Property Issue Agreement
- E. Senior Member Profile Sheet
- F. Squadron Policies Regulation
- G. CPPT Guide
- H. CPPT Student Materials Packet (CAPP 50-8)
- I. Uniform Items Purchase Policy

13.4 Packet Procedures

Both Senior Members and Cadets must attend a minimum of three meetings BEFORE being given the respective New Member Packets. Once a packet has been received, the appropriate command staff member will review the forms needed for the member to complete and the amount paid to the Squadron for dues.



### 13.5 Membership Dues

Members joining Squadron 712 should pay the following amounts in the form of cash or check payment. Checks are to be made out to “Pennsylvania Wing, CAP” with “712” in the memo.

**Table 13.1**

Initial Cadet Member Dues	\$95.00	Initial Senior Member Dues	\$62.00
Cadet Member Renewals	\$45.00	Initial Senior Member Dues With Uniform Deposit	\$112.00
		Senior Member Renewals	\$62.00

### 13.6 Uniforms and Equipment Security Deposit

The Uniforms and Equipment Security Deposit shall be returned to the member upon receipt of all squadron issued equipment at the end of the member’s service with this squadron.

The Uniforms and Equipment Security Deposit for economically disadvantaged **cadet members** can be paid in installments and/or in part at the discretion of the Commander.

The Uniforms and Equipment Security Deposit for senior members is **optional**. Senior members wishing to sign out uniforms and equipment from squadron supply will fall under the provisions of the Uniforms and Equipment Security Deposit guidelines.

### 13.7 Dues Allocation

Dues allocation for this Squadron goes to the following programs and/or funds:

**Table 13.2**

<b>Cadets – Initial Membership</b>		<b>Senior Members – Initial Membership</b>	
National Headquarters Dues	\$31.00	National Headquarters Dues:	\$62.00
Squadron Cadet Member Dues	\$10.00	Initial Membership Total:	\$62.00
Application Processing Fee	\$4.00	Uniform Security Deposit:	\$50.00
Uniform Security Deposit:	\$50.00	<b>Senior Members – Membership Renewal</b>	
		National Headquarters Renewals:	\$52.00
		Squadron Senior Member Dues	\$10.00
	\$95.00		\$62.00
		With Uniform Security Deposit:	\$112.00



### 14.1 General

This section gives a general outline as to the procedures for proposing, planning and attending activities.

### 14.2 Proposals

Any member wishing to propose activities that involve the use of members, materials or facilities of this Squadron must gain authorization from the Squadron Commander or a Deputy Commander.

**This Squadron is not responsible for activities that are coordinated but have not been approved by either the Squadron Commander or a Deputy Commander.**

### 14.3 Planning

Members wishing to plan an activity with the use of Squadron resources must ensure that it does not interfere with an existing or high priority training dates. The master schedule will be able to give advanced dates for squadron training so that a conflict can be avoided.

- A. Weekend Training Activities- Activities may be scheduled on training weekends provided that the activity follows the steps listed and the activity is not in conflict with a preexisting activity.
- B. The member in charge of the activity is responsible for the planning and approval of the activity.

### 14.4 Attendance

Members planning to attend any activity are invited to do so. However, if the member has committed themselves to a specific activity by signing an Activity Sign-up Sheet, they are expected to attend. If personnel are unable to attend any activities to which they have committed themselves, that member will contact the Senior Officer in Charge (OIC) and notify him / her.



15.1 General

The Selection Boards are a method to effectively select members for positions within the unit and selected awards.

15.2 Board Types

The following areas are where Selection Boards are to be used:

- A. Vacant positions.
- B. Awards selections.

15.3 Vacant Position Selection Board

If the Squadron Commander or a Deputy Commander directs such a board to convene, the following members shall sit on the board:

- A. Squadron Commander
- B. Deputy Commander for Cadets OR Seniors
- C. Cadet Commander/Squadron Senior Member

15.4 Award Selection Board

This board is to be used for the selection of certain members for specific award. Section A lists the members for a cadet award. Section B lists the members for a senior award.

- A. Cadet Award-
  - 1. Deputy Commander for Cadets
  - 2. Cadet Commander
  - 3. Appointed Member
  
- B. Senior Award-
  - 1. Squadron Commander
  - 2. Deputy Commander for Seniors
  - 3. Selected Senior Member
  - 4. Selected Cadet (ex facto)

15.5 Voting

All members receive ONE vote and awards and/or positions are decided by a simple majority



16.1 General

This section describes the local awards available in this Squadron. These are in addition to the regular CAP ribbons and medals outlined in CAPM 39-1.

16.2 Types

Awards can be added through the approval of the Squadron Commander. The authorized squadron-level awards and their requirements are as follows:

- A. Lt.Col. Bruno Pelligrino Cadet of the Year Award-
  - 1. Voted to go before the Awards Board
  - 2. Makes outstanding effort or dramatic improvement within the Cadet Program.
  - 3. Is outgoing to his / her fellow cadets and this Squadron.
  - 4. Minor uniform deficiencies
  - 5. Has been a cadet in this Squadron for over six months.
  - 6. Is active in the Cadet Program.
  - 7. Is interviewed by the Awards Board.
  
- B. A.J. Stahura Cadet Leadership Award-
  - 1. Voted to go before the Awards Board
  - 2. Has had an outstanding record of achievement and service to this Squadron.
  - 3. Minor uniform deficiencies.
  - 4. Cadet not only knows of the leadership qualities / dimensions, but models his / her life to fit those ideals.
  - 5. Exhibits extra-ordinary leadership potential and qualities.
  - 6. Has been in this Squadron for over six months.
  - 7. Is an active in the Cadet Program.
  - 8. Is interviewed by the Awards Board.
  
- C. Cadet Aerospace Award-
  - 1. Voted to go before the Awards Board.
  - 2. Has made outstanding contributions to the Aerospace program of this Squadron.
  - 3. Exhibits a high interest in the aerospace or related fields.
  - 4. Minor uniform deficiencies
  - 5. Has been in this Squadron for over six months.
  - 6. Is active in the Cadet Program.
  - 7. Is interviewed by the Awards Board.
  
- D. Certificate of Commendation-
  - 1. Member has made a single outstanding or extra-ordinary contribution or improvement to a fellow member or citizen.



E. Senior of the Year

1. Voted to go before the Awards Board
2. Makes outstanding effort or dramatic improvement within the Squadron.
3. Is outgoing to his / her fellow members
4. Minor uniform deficiencies
5. Has been a member of this Squadron for over six months
6. Is active in the Squadron
7. Is interviewed by the Awards Board.

16.3 Process

The following is the process for awards:

A. Yearly awards (Lt.Col. Bruno Pelligrino Cadet of the Year, A.J. Stahura Cadet Leadership Award, and Aerospace Awards) the following is the process:

1. Cadet is voted on by peers and is then interviewed by the Awards Board.
2. The Cadet Awards Selection Board interviews cadet.
3. Cadet will be notified as to the receipt of the award during the annual squadron banquet.

16.4 Appeals

Members have the right to appeal to the board as to why they were or were not chosen for their said award. To initiate an appeal the following is the processes:

A. Yearly Awards

1. Members' inquiry is brought through the chain of command.
2. Member speaks with the Squadron Commander. If the cadet is not satisfied with the commander's justification, the member can request that the board be reconvened at the earliest possible time to answer the member's question(s).
3. After an award has been awarded, it cannot be withdrawn. Yearly awards are not to be duplicated either. Thus if an agreement is reached, the cadet has the option of going before the board the following year without having to be voted upon.

B. Commendations

1. Member inquires as to the reason their commendation was or was not awarded through the chain of command.
2. Member speaks with the Squadron Commander.
3. If the member desires, the Awards Selection Board will be convened and the issue will be discussed until a suitable solution is reached.



17.1 General

The following outlines the rules and regulations for the governance of the Butler Composite Squadron / BSA Venturing Program when dually chartered as a CAP / Venturing Unit.

17.2 Purpose

The purpose of this program is to gain additional support for squadron activities. This increase is specifically in the following areas: increase the overall squadron membership, access to BSA facilities and improved avenues for fundraising.

17.3 Uniform

The Civil Air Patrol Uniform shall be the uniform used during activities under the Venturing Program guidelines. All uniform stipulations and guidelines for the Squadron will also be in effect.

17.4 Membership

If the Squadron is chartered with the BSA Venturing Program, cadets and selected Senior Members will be automatically enrolled in the program. Members may excuse themselves from membership in this program in writing to the Squadron Commander.

17.5 Organization

The following shall be the organizational make up of the Venturing Program:

- A. Deputy Commander for Cadets- Executive Officer
- B. Leadership Officer- Adult Member
- C. Moral Leadership Officer- Adult Member
- D. Other senior members- Adult Member
- E. BSA Representative- Advisor



18.1 General

This section outlines the contact policies and methods for members of Squadron 712.

18.2 Cadet Members

Cadets are to contact their chain of command for information and instructions on activities, events and meetings. If cadets are unable to reach the first person in their chain of command, they are to proceed to the next person in the chain. If no one answers at that level, cadets are to then proceed to the next level and so on until someone is contacted.

Cadet's PARENTS are to contact the Deputy Commander for Cadets of the Squadron Commander if questions, concerns or comments arise. A parent's signature on the Points of Contact Policy Statement attests to this fact

18.3 Senior members

Senior members are to contact the chain of command. If any member of the chain of command isn't available, contact the Deputy Commander for Seniors or the Squadron Commander.

18.4 Emergency Services Mission Notification

Members participating in the Squadron's ES Ground Team will be contacted in the following manner.

- A. Initial Contact for Missions – Any of the following may initiate an alert and contact members of the Ground Team:
  - 1. Squadron Commander
  - 2. Deputy Commander for Seniors
  - 3. Deputy Commander for Cadets
  - 4. Operations Officer
  - 5. Emergency Services Officer
- B. Procedures
  - 1. Members receive notification and proceed to the designated rally point.
  - 2. A member of the Command Staff is to open the Joint Operations Center (JOC) and maintain radio contact between high headquarters and field units until the mission is concluded and stand-down orders are issued.



19.1 General

This section outlines the policies necessary for regulation of squadron keys..

19.2 Applicable Members

Cadets are not to be issued Squadron keys. This section only applies to Senior Members.

19.3 Key Control Log

Senior members must sign the Key Control Log when being issued keys. Upon returning keys, the issued member and a member of the Command Staff or Logistics Officer will sign the keys back in.

19.4 Key Control Box

All keys for the Squadron are kept in the Key Control Box located in the Commander's office. Only Command Staff and the Logistics Officer are permitted to have keys necessary to accessing the box.

19.5 Key Control Policy

Senior members requesting a key must read this section of the regulation or the Unit Key Control Policy Memorandum. In reading the policy, members must agree to the stipulations contained within BEFORE being issued ANY keys.

The member's signature on the Control Roster denotes they have received a key to any part of Squadron facilities. By signing the Unit Key Roster, members have agreed to keep the keys issued on their person AT ALL TIMES and agree to NOT HAVE THEM DUPLICATED without permission from the Commander.

Keys must be returned in a timely manner when the member's service with this unit ceases and/or duty status within the unit has been changed.

Keys issued to the member MAY NOT go beyond the issued member.

Keys may be confiscated at any time upon request of the Commander.

Members are aware that if keys are not returned in a prompt and timely manner, members will be billed for the changing locks within the Squadron.

Members not agreeing with the above mentioned are NOT eligible for key issuance and their objections will be brought to the attention of the Commander.



## Review of Squadron Policies

### ALL MEMBERS TO COMPLETE

My signature below denotes that I,

\_\_\_\_\_  
 Cadet Applicants: Parent/Guardian First & Last Names  
 Senior Member Applicants: First & Last Names

and/or my cadet

\_\_\_\_\_  
 (Cadet Member Applicants: First, Last Name)

Have read and understand the policies contained within this regulation.

I/we understand that any future questions can be directed to the Deputy Commander for Cadets,  
 Deputy Commander for Seniors and/or the Squadron Commander.

Signature of Senior Member	Date
Signature of Parent/Guardian (Cadet Applicants Only)	Date
Signature of Cadet Member	Date

-----**Civil Air Patrol Official to Complete This Section**-----

I, (member's name) \_\_\_\_\_,  
 attest that I have reviewed the Squadron Policies with the above parties  
 and have answered their questions to the best of my ability.

Signature of Squadron Member Reviewing This Regulation	Date
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--THIS FORM TO BE PLACED IN THE MEMBER'S PERSONNEL FILE--