



SCOTT COMPOSITE SQUADRON OPERATING HANDBOOK

12 April 2021

Squadron Operations

SQUADRON POLICIES

This publication describes the policies of the Scott Composite Squadron, Group 1, Illinois Wing, Great Lakes Region, Civil Air Patrol (GLR-IL-205). It contains the squadron commander's policies that are complementary to Civil Air Patrol (CAP) policies, regulations, manuals, and such documents as produced by Headquarters CAP and echelons above the unit level, and is also a consolidation of policy letters from various sources. This document applies to the members of Scott Composite Squadron while attending unit meetings and when away from the unit. If a unit member is taking part in a CAP activity and the activity has a different policy than stated in this document, the unit member should adhere to the policy of that activity. This document remains in effect until changed by the Scott Composite Squadron Commander.

SUMMARY OF CHANGES

Changed references to Deputy Commander for Cadets from DCC to CDC; removed requirements to submit annual AE and PA plans, removed detailed cadet meeting schedule; amended in-person meeting hours to end at 2030; changed references from Professional Development to Education and Training; added link to Scott Professional Development Center calendar and updated deconfliction procedures; spelling and grammar corrections throughout. Changed all directive statements to suggestive statements.

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CHAPTER 1 - GENERAL

1-1 Overview. This document defines the general operating policies of Scott Composite Squadron, Illinois Wing, Civil Air Patrol.

1-2. Scope. This Operating Policy applies to all members listed on the membership of Scott Composite Squadron and members of other units who participate in this unit's activities.

1-3. Policy Creation. The squadron commander of Scott Composite Squadron is the sole approval authority of all policies applicable to unit members, both senior members and cadets. Only the squadron commander can approve a policy for the unit and its membership. Squadron policies may be more restrictive than higher-echelon (group, wing, region, or national) policy but will not conflict with or contradict policies created by higher echelons. All other unit policy letters previous to this document are voided or superseded by this document.

1-4. Policy Issuance. Unit Policy should be issued in the form of Policy Letters. Policy Letters should remain in effect until incorporated into this handbook during its annual review. Policy Letters should clarify policies that are unique to this unit, its membership, facilities, and activities.

- a. Printed copies of these instructions should be collected in a binder at the unit and uploaded to the squadron Google drive for anyone to access.
- b. Electronic versions of these documents should be placed on the unit Google drive and website (<http://www.il205.cap.gov>) and should be electronically sent to group headquarters.
- c. Prudence should be given to countermanding unit policy; however, any senior member *may* adjust command guidance for given situations based on specific knowledge and good judgment. Cadets should not issue orders contrary to the unit handbook, except to ensure the safety of cadets. The waiver authority for unit policies is the squadron commander or designated representative.

CHAPTER 2 - MISSION, VISION, AND ORGANIZATION

2-1. Mission Statement. The Scott Composite Squadron (GLR-IL-205) Mission is:

“To organize, train, and equip a volunteer unit of the greater Scott Air Force Base Illinois area to provide Emergency Services, orchestrate a well-rounded Cadet Program, and provide Aerospace Education for the general public; in support of our Community, State, and Nation.”

2-2. Vision Statement. The Scott Composite Squadron (GLR-IL-205) Vision is:

“To support the Illinois Wing by being the area’s leader of a unified Emergency Service; to recruit, train, and mentor members of a dynamic Cadet Program; and to provide Aerospace Education to our community; all via CAP’s Core Values of Integrity, Volunteer Service, Excellence, and Respect.”

2-3. Unit Description.

- a. Unit Name.** Scott Composite Squadron
- b. Unit Charter number.** GLR-IL-205
- c. Hierarchy.** Scott Composite Squadron is in Group 1, Illinois Wing (ILWG), Great Lakes Region (GLR), Civil Air Patrol.
- d. Physical location.** Building 1930, 502 Ward Ave., Scott Air Force Base, Illinois, 62225.

2-4. Unit Staff Organization. The unit organization is comprised of:

- a. Squadron Commander (CC).**
- b. Deputy Commander for Seniors (DCS).**
- c. Deputy Commander for Cadets (CDC).**
 - (1) Cadet Commander (C/CC).**
 - (2) Cadet Deputy Commander Operations (C/CDO).**
 - (3) Cadet Deputy Commander Support (C/CDS).**
 - (4) If a C/CD is not available, a cadet Executive Officer (C/XO) may be utilized.**
 - (5) First Sergeant (C/CCF).**
 - (6) Flight Commanders (FC).** Each of the two primary flights should have an assigned flight commander:
 - i. Alpha and Bravo Flights (Permanent):** These flights are both composed of 2-4 elements.
 - ii. Tango Flight (Temporary):** Tango (Training) Flight is an indoctrination flight for prospective cadet members from their first meeting until joining CAP.

(7) Flight Sergeants (FS).

(8) Element Leaders (EL). Each flight should have at least two assigned element leaders. They are responsible for communicating with cadets assigned to their elements, elemental uniform inspections, and general supervisory duties as assigned. Element leaders should contact element members when:

- i. The member has been absent from any meeting without prior approval to determine status and to pass on essential information and,
- ii. To determine element member participation in events as stipulated by the cadet commander or cadet program staff members.

(9) Cadet Corps. All cadets in the unit are considered in the cadet corps.

- i. “Visiting” cadets from other units are encouraged to participate in Scott Composite Squadron activities. Visiting cadets should ensure the C/CC, C/FS, and CDC are aware of their presence and sign in for the activity on the appropriate log.
- ii. “Visitor” is the term given to a cadet that is considering joining. Cadet visitors should observe training and participate if possible for a minimum of three meetings before applying.

2-5. Unit Heraldry.

- a. **Unit Name.** “Scott Composite Squadron”.
- b. **Unit Nickname.** “Wildcards”
- c. **Unit Patch.**

- (1) The circle with two rockers represents a squadron: Part of a whole force.
- (2) The red outline: Illustrates the heart and soul into the work that we do, and that we care about our missions.
- (3) The Air Mobility Command (AMC) globe: Demonstrates where we are located; situated at Scott Air Force Base, Air Mobility Command Headquarters of the world. It represents that we are part of the Scott Air Force Base community.
- (4) The silver arch: Represents our geographic location; 20 miles east of St. Louis - The Gateway City. The 375th Air Mobility Wing at Scott Air Force Base is known as “The Gateway Wing”.
- (5) The CAP emblem in the center: Represents that we are part of Civil Air Patrol, the Auxiliary of the Air Force.
- (6) The name “WILDCARDS”: Represents the squadron spirit of innovation to accomplish all missions.
- (7) The green color: Represents safety. Safety is not a goal; it is a requirement for Scott Composite Squadron.
- (8) The wings: Describe our origins in American aviation.

(9) The white rifles: Specify past and future excellence in the National Color Guard Competition.

(10) The black background: Represents our 24-hour all-weather capability. We do what needs to be done, even when the times are dark, or if no one can see you.

(11) The arrows: Represent our four core values (integrity, volunteer service, excellence, and respect). Scott Composite Squadron always aims high, on every goal. The arrows point upwards, because we are constantly improving, and raising the bar.

Figure 2-1. Scott Composite Squadron Patch.



CHAPTER 3 - SQUADRON POLICIES

3-1. Uniform Policy.

a. All members are required to wear an appropriate CAP uniform combination for each activity. All unit members are expected to know and adhere to CAP uniform manual (CAPR 39-1) requirements. To the maximum extent possible, members are encouraged to synchronize uniform wear with other unit members to present a contiguous picture of uniforms worn by the unit. Cadets should NOT set uniform wear policy for any activity without coordinating with the unit commander or designated representative (e.g. CDC).

b. The USAF-style green flight suit is authorized to be worn at Scott Composite Squadron activities using the following guidelines:

(1). All unit personnel with a CAP aeronautical rating and solo cadets may wear the USAF-style CAP green flight suit IAW CAPR 39-1.

(2). Scott Composite Squadron cadets should not wear flight suits at other CAP activities unless specifically authorized to do so by that activity's commander. Activities where the squadron commander or CDC might allow cadets to wear the USAF-style CAP green flight suit include recruiting events, airshows, and other venues deemed appropriate.

c. Inclement weather uniform policy. Inclement weather safety is paramount and all unit personnel should ensure they have proper levels of outerwear to protect themselves from the elements (e.g. cold, wind, rain, etc.). Personnel who do not possess proper CAP uniform outerwear are allowed to wear civilian jackets, sweaters, coats, sweatshirts, etc. as long as it is conservative in color, style, and print. Cadet and senior members wearing Air Force-style outer garments should follow CAP and USAF uniform guidelines (e.g. ABU jackets require name tape and Civil Air Patrol tape as a minimum). Unit members should ensure they bring proper inclement weather clothing to all events that might include outside activity (e.g. Spring/Fall outdoor activities that may result in significant temperature drops when the sun sets).

d. Physical Training (PT) clothing.

(1). All members, cadet and senior member, are encouraged to participate in physical training, including wearing appropriate PT uniforms.

(2). All PT uniforms should be tan, blue, black, or gray and must have no or subtle non-offensive words or logos. A CAP or squadron t-shirt is preferred.

(3). The USAF PT uniform is acceptable at all Scott Composite Squadron Physical Fitness activities as long as the member meets USAF uniform standards.

e. Military uniforms. Senior members of the unit should make every effort to wear an authorized CAP uniform combination; however, those who are members (or retirees) of a United States military service may wear their military uniform to unit functions only. Permission to wear U.S. military uniforms to other than unit functions cannot be granted by the squadron commander. Unless specifically allowed by the squadron commander, personnel wearing U.S. military uniforms are not allowed to be the only senior member present at a Scott Composite Squadron activity. The unit membership must understand they are being led by CAP members (in CAP uniforms) versus those in the U.S. military. This does not preclude a unit member, wearing a military uniform to teach a class, lead a tour, etc. An exception to this is the allowance for any unit member to wear the USAF PT uniform during unit physical training-type event if they meet those uniform standards.

3-2. Promotions.

a. Promotions should normally take place at the closing formation on the fourth unit meeting of each month. Monthly promotion nights may be adjusted to accommodate special events such as holidays and summer encampment week. All unit members at the meeting should attend the promotion ceremony.

b. Extenuating circumstances preventing members from attending their normal promotion- eligible meeting may be promoted at the next appropriate meeting by the CDC (for cadet promotion), or the CDS (for senior member promotion).

3-3. Inclement Weather Actions.

a. Normal squadron activities will be suspended if Scott AFB closes due to weather or issues an “essential personnel only” order. These orders are broadcast on local news channels and on the Scott AFB website (<http://www.scott.af.mil>).

b. Other determinations for suspension of squadron activities should be made by the squadron commander, unit safety officer, or a deputy commander based upon road conditions, atmospheric conditions, or forecasted conditions two hours before the event to one hour after the event.

c. Event cancellation should be broadcast via email, or other established methods, no less than two hours before the scheduled event, if possible. If the determination is made less than two hours before an event, contact should be made via telephone. See item 3.3.d below.

d. Notification should be made via the telephone calling tree (a.k.a. recall roster). All department leaders should call their staff members. Cadets should be notified via the cadet program staff. If a meeting is canceled, a “mass email” should be sent to the unit membership, utilizing eServices profile addresses.

e. It is every member's duty and obligation to determine if the local conditions or forecasts appear to be unsafe or questionable. Under such conditions, the member should not attempt to travel to the activity. Cadets must ensure they have access to timely transportation if an event is canceled during the activity (e.g.: power outage).

3-4. Participation in Activities.

a. Any activity other than the normal Tuesday meeting must be prior approved via an ILWGF 301 (see attachment 2 for detailed ILWGF 301 procedures). This includes Tuesday activities that take place outside the squadron building such as tower tours or ES activities at the base lake.

b. Unit members participating in activities outside the squadron should inform the squadron commander, CDC, or CDS of their participation if not already authorized by the commander. The commander should be informed of activities such as Cadet Advisory Council, wing courses (TLC, in-person Volunteer University courses, trips to wing HQ, etc), which should take the unit member out of the local area on CAP business.

c. Approval paperwork (CAPF 60-81s etc.) for outside activities that require group or wing commander approval must be submitted according to the following timelines:

(1). Group Commander: Seven days or more before the deadline.

(2). Wing Commander: Ten days or more before the deadline.

d. Active Participation.

(1). Cadets who do not actively participate may be dismissed IAW CAPR 60-1 paragraph 3.3 and CAPR 35-3 Section A. For first-year cadets, failure to participate in a Civil Air Patrol activity for more than 30 days may be grounds for dismissal. For cadets with more than one year in Civil Air Patrol who may be unable to participate due to work or school, requirements can be allowed to remain members as long as they complete monthly safety training. Any cadet who does not complete safety training at least once a quarter may be dismissed or, if over 18, given the opportunity to transfer to senior member Patron status.

(2). To be considered an Active member, each senior member must complete annual nondiscrimination policy training IAW CAPR 36-1 paragraph 4.4.2 and monthly safety training IAW CAPR 160-1. If a member does not complete at least one safety training per quarter they may be moved to Patron status. If a member does not complete annual nondiscrimination policy training, their membership should be terminated per CAPR 35-3 Section B.4.b.

e. The Scott Composite Squadron encourages visits from members of other CAP units, but the commander and the senior member staff have a responsibility for the safety of all

personnel attending squadron activities.

(1). Prior approval for cadets from other units to attend Scott Composite Squadron activities is a professional courtesy and is **required**. Cadets of all ranks from other units should sign in with the squadron cadet first sergeant or designated representative to receive any information pertinent to the activity. Visiting cadets should ensure the cadet commander and the deputy commander for cadets are aware of their presence.

(2). Prior notification is not required for senior members to visit the unit. However, as a professional courtesy, visiting senior members should ensure the commander or CDS is aware of their presence.

3-5. Meeting Schedule.

a. The 375 AMW/CC has authorized the Scott Composite Squadron to use building 1930 on a non-interference basis. In early 2018 the 375 LRS renovated the Rockwell Hall portion of the squadron space and renamed it the Scott Professional Development Center (SPDC). The LRS has priority in using the building over both CAP and Cub Scout Troop 5. To deconflict, squadron members who are able should check the SPDC calendar at <https://eim2.amc.af.mil/org/375mss/FSD/FSDP/EPEC/default.aspx> or look for “FSS Use” blocks on the squadron calendar. If anyone needs to use the squadron spaces while the SPDC is in use, you must enter through the glass doors to avoid interrupting the class. Before any squadron member enters Rockwell Hall between the hours of 0730 and 1700 they must check the calendar to ensure they do not interrupt any outside agency classes. All CAP events should also be loaded to the SPDC calendar to aid in deconfliction.

b. Meetings should normally follow these guidelines:

(1). Meetings should be held on Tuesdays except for national holidays, during inclement weather, or other times as determined by the squadron commander or a designated representative.

(2). Meetings are held from 1830 – 203L (6:30 – 8:30 p.m.)

(3). Cadet staff meetings should be scheduled at a minimum of once per quarter. Only those assigned to the cadet staff should attend these meetings unless specifically requested by the C/CC, CDC, or CC. Additional cadet staff meetings may be called by the CDC or C/CC as deemed necessary.

c. The monthly cycle of meeting agendas and uniform wear should be followed, to the maximum extent possible:

(1). Week 1 – Aerospace Education; milestone tests; drill tests; promotion boards. Uniform of the Day (UOD): Airman Battle Uniform (ABU), CAP Blue Field Uniform, flight suit, or appropriate corporate uniform (collectively known as a utility uniform). Members without a uniform should wear blue jeans and plain black shirt.

(2).Week 2 – Physical fitness training; milestone tests; drill tests; promotion boards.
Completed promotion contracts are due.
UOD: Utility or PT

(3).Week 3 – Leadership or emergency services.
UOD: Utility

(4).Week 4 – Promotions; character development.
UOD: Dress

(5).Week 5 – Special activity. To be determined
UOD: TBA

d. In addition to standard meeting cycles, a detailed agenda should be created for each meeting providing:

- (1). Date of the meeting.
- (2). Event block times (e.g. Leadership: 1930-2000).
- (3). Uniform and equipment requirements for cadets.
- (4). Training event title.
- (5). Event instructor/leader.

e. Cadet program agendas should be produced by the cadet staff, with coordination of the CDC or ACDC to ensure instructors/leaders and facilities are available and that the weekly agendas properly support the requirements of the cadet program.

(1). A draft agenda for a given week should be presented to the CDC or ACDC no later than (NLT) **7 days before** the event to allow for a review with issuance to the squadron NLT the Friday before the meeting. For example, the agenda for 15 April would be presented to the CDC/ACDC NLT 8 April and, after approval, would be released to the squadron on 11 April.

(2). The cadet staff should have a backup agenda in case of unforeseen circumstances, especially for PT meetings.

f. Cadets should not arrange meetings that are for CAP business either before/after normal meeting times or on other than normal meeting nights without prior coordination from the CDC or higher. As a minimum, two senior members must be present for all cadet activities.

g. All CAP members and visitors should use the attendance log downloaded from the

Member Reports section of eServices for normal Tuesday meetings. After all guests and members sign in, the personnel officer or designated representative should transcribe the paper log to the squadron attendance tracker in Google Drive and then file the paper copy per the squadron file plan. For other activities (fundraisers, Cyber Patriot, tours, etc.), use the eServices Attendance Log application. Do not use the attendance tracker or eServices application for ES events as members sign in to those events in Web Mission Information Reporting System (WMIRS).

h. Cadets needing to take an academic or drill test, or complete a promotion board should verbally notify the next person in their chain of command (element leader, flight sergeant, etc.) at the unit meeting before the testing meeting. The cadet chain of command should report the request to the CDC one week before the test. In addition to requesting a test or board one week prior, the cadet should fill out the monthly promotion request form sent via email.

3-6. Mass Communications

a. Email. Email is the primary method of mass communication to the squadron. ILWG has adopted the Google Suite of products. As such, all squadron members should establish an ILWG email account following the instructions listed on the ILWG website or provided in your in-processing package. This email address provides access to the many Google calendars utilized by the wing, group, and squadron. This email address should be used for all official CAP business and listed as the member's primary CAP email in eServices.

b. Alpha Pager. All members should enter their cell phone number's associated email in the Alpha Pager option under the contacts section of your personal information in eServices. The alpha pager provides a faster means to alert members to priority information such as meeting cancellations or emergency activations. For members with ES qualifications, this also allows you to get mission notifications via text. Your alpha pager number will vary according to the cell provider but as an example, ATT's email is "phonenummer@txt.att.net".

CHAPTER 4 - CADET MEMBERS

4-1. Cadet Program. The Scott Composite Squadron should orchestrate the cadet program following national HQ guidance provided in CAPR 60-1, *Cadet Program Management*, CAPR 60-2, *CAP Cadet Protection Policy*, and CAPP 60-31, *Cadet Staff Handbook*.

4-2. Cadet Promotion Requirements. In addition to those listed in CAPR 60-1, the following policies should clarify standards for cadet promotions at the Scott Composite Squadron.

a. Cadet Promotion Boards. Conduct promotion boards per the requirements described in CAPR 60-1 5.7.2. The results of the board should be forwarded to the CDC for consideration. The following are guidelines for the board:

(1). A promotion board is required for promotion to C/A1C, C/SSgt (Wright Brothers), C/MSgt, and follow-on milestone achievements. If a cadet promotes past one of these levels without the required board, they should be boarded for the next promotion.

i. The first time a cadet meets a board (usually for C/A1C), the board should be conducted as instruction, rather than evaluation and the cadet should be coached by another cadet who has already had experience meeting a board or a senior member.

ii. Cadets should meet the board in uniform. Boards should not normally be conducted on nights where the PT uniform is being worn.

iii. At least one week prior, members should inform the cadet staff when they are ready for a board. A board may be delayed if the senior staff is not given enough time to organize a board. The board should be the last requirement to meet for a promotion and should not normally be done before other requirements (PT, testing, etc.) are met for the promotion.

(2). The board should be conducted in a room set aside for this purpose. Cadets meeting the board are expected to be familiar with proper reporting procedures.

(3). Cadets meeting the board must bring the appropriate 60-90 series form completed by their first-line supervisor. This allows the board to see information that can only be assessed by the constant observation of cadet leadership.

(4). **Cadet Promotion Board Membership.** Board members should be determined by the CDC and should include:

i. Board President. This may be a cadet or senior member, and may or may not necessarily be the board member of the highest rank. Cadets meeting the board

should be instructed to report to the board president who should be sitting in the center of the three board members.

ii. Board Members. Two other members should assist the board president. Of the three-person board, one should be a cadet who has experience meeting a board, of a rank senior to the cadet meeting the board. Normally, at least two of the board members should be senior members.

(5). Board Requirements. After discussing the expectations of the board with the cadet, the following two items should begin the board:

i. The cadet should be asked to recite the cadet oath.

ii. The cadet should be asked to verify who the promotion achievement is named for (if applicable), and to provide a few facts about that person.

(6). Uniform Inspection. During the board, the board members should observe the cadet's uniform and make a note if it does not meet standards.

(7). Topics for Questions. Feedback meetings should not re-test cadets on the material they already passed through achievement tests.

(8). Board Duration. As a guideline, promotion boards should be approximately the following lengths of time to achieve the following ranks:

i. C/A1C: Five minutes.

ii. C/SSgt: 10 minutes.

iii. C/MSgt: 15 minutes.

iv. Follow-on milestone boards: 20 minutes.

(9). Record the board results of the cadet's 60-90 series form.

(10). The results of the promotion board do not determine if the cadet is promoted. CAPR 60-1 provides minimum requirements for promotion and the ultimate decision rests with the unit commander, who can delegate that authority to the CDC. The results of the board, if a factor in delaying a cadet promotion, should be debriefed to the cadet immediately, with positive feedback allowing the cadet to correct requirements that were not met.

b. Achievement Contracts

(1). Individual contracts should be issued to cadets for their next achievement/promotion to track progress. It is the cadet's responsibility to bring his/her contract to all meetings and to ensure each requirement completion is documented and verified.

(2). Contracts must be fully completed and turned in to the CDC, or designated representative, for promotion eligibility verification no later than one week before the designated promotion meeting.

(3). Cadets must be current in their monthly safety training requirements in eServices before promoting.

(4). An appropriate 60-90 series form, Cadet Leadership Feedback, should be completed per CAPR 60-1 at least once before phase (I, II, III, and IV) completion.

i. Form 60's must be completed no later than two weeks before promotion for milestone awards, and one week before any other achievement promotion as deemed necessary by the deputy commander for cadets.

ii. Except for Phase II (Mitchell Award) completion, all Form 60's should be completed by cadet flight commanders for personnel assigned to their respective flights. The cadet commander (C/CC) should approve Form 60's, with consultation by the CDC, for all enlisted cadets. Phase II completion Form 60's should be completed by the C/CC and approved by the CDC.

iii. The C/CC is responsible for completing Form 60s for all lower-ranking cadet officers (i.e. flight commanders) and the cadet first sergeant, with approval by the CDC.

iv. The CDC should complete a Form 60 on the C/CC and any other ranking cadet officers.

v. A Form 60 should be completed on each cadet before being assigned to a staff position (i.e. flight sergeant, flight commander, first sergeant, cadet deputy commander, and cadet commander). The C/CC is responsible for completing the Form 60 on flight sergeant, flight commander, and first sergeant positions with consultation and approval by the CDC. The CDC should complete the Form 60s for the C/CC and the C/DC positions.

4-3. Cadet Testing.

a. Cadets should request to take a test (aerospace, leadership, and/or drill) no later than one week before the actual test date on the Scott Composite Squadron testing roster which is available at unit meetings. Physical fitness tests are regularly scheduled

for the first and third months of each quarter during the PT week meeting. Cadets should ensure the next higher person in their chain of command is aware of testing.

b. If a cadet does not sign up for testing before test day, they may not be able to test due to a lack of a qualified testing officer.

c. Cadets that sign up on the Scott Composite Squadron testing roster should be checked for testing eligibility by the cadet education officer, the CDC, or the unit testing officer.

d. Testing should normally take place on the second meeting night of the month. This includes written tests, drill tests, and promotion boards. PT tests should be provided at least twice a quarter. The CDC may grant exceptions.

e. Testing should start no later than 1900 hours unless otherwise specified.

f. Cadets must be in a proper CAP uniform and have their CAP ID to test.

g. Online Test. After utilizing online testing on eServices, it is the cadet's responsibility to coordinate with the CDC or personnel officer to ensure the CAPF 66, *Cadet Master Record*, (if maintained) is updated. Cadets should track their test scores on their achievement contracts.

h. Written Test.

(1). Cadets should report to the testing officer at the designated time and inform the testing officer of the specific test (e.g. "Wright Brothers, etc.).

(2). After testing, cadets should be de-briefed on the results and scores should be recorded. If the cadet passed, his/her test should be corrected to 100%. Cadets who did not meet the minimum required passing score should be offered a review by the testing officer regarding sections to concentrate their studies. The overall result should be reported to the CDC, administration officer, or personnel officer for recording in e-Services and personnel files.

(3). Cadets may take up to two tests per night, but must not exceed a total of one hour for testing.

(4). Cadets who fail a written test must wait until the next available testing date before retesting.

(5). Cadets should track their test scores on their achievement contracts.

i. Drill Test

(1) Drill tests should be given at the second meeting unless otherwise specified.

(2) Cadets requiring a drill test for promotion must request a drill test through their chain of command a minimum of one week before the second meeting of each month.

j. PT Test

(1). Each cadet should participate in all PT test events during the first and third PT meetings of each quarter unless otherwise excused by the deputy commander for cadets, squadron commander, or designated representative. Passing scores are good for 180 days and cadets only have to attempt the PT test until testing for the Wright Brothers achievement.

(2). If a PT test is canceled due to inclement weather or some other reason, an alternate date should be assigned during that month for those wishing to test for promotion during that specific month.

(3). Cadets who fail to show up for PT testing meetings without an excused absence (i.e. illness, school activity, family need, etc.) should be required to wait until the following PT testing meeting. Accommodations may be made for those needing a PT test for promotion during a particular month and missed the PT test meeting due to an excused absence. In such instances, the cadet must present a parental request for alternate testing. This may be granted only if the cadet has completed all other requirements for promotion before the PT test and a testing officer is available.

4-4. Physical Fitness During Inclement Weather or at Night. During periods of cold, rain, or night, cadets should conduct physical fitness training indoors. This determination should be made by the CDC, the squadron commander, or a designated representative. If indoor PT is required, a suitable substitute location should be chosen and announced with as much pre-warning as possible. If a suitable venue cannot be found, PT should be canceled and rescheduled for another date. The cadet staff should have a backup agenda available if this occurs.

4-5. Cadet Awards Program. This program is designed to recognize cadets' achievements over a year. The monthly awards are Cadet of the Month and Honor Flight.

a. Eligibility. All cadets are taken into consideration for the Cadet of the Month. Only Alpha and Bravo flights are eligible for Honor Flight.

b. Periods of Award Consideration. Cadet of the Month candidates should be evaluated from the day after the fourth meeting of the month until the fourth meeting of the next month.

c. Standards. The requirements for award consideration are:

(1) Cadet of the Month:

- i. Regular attendance at squadron meetings: an average of three per month, as recorded on the squadron's master attendance sheet.
- ii. Uniform wear (per applicable regulations), as recorded in the uniform inspection result tracker kept in each cadet's file.
- iii. Input by the cadet staff.

(2) Honor Flight:

- i. Percent of flight members completing a promotion during the current month.
- ii. Percent of flight members attending each meeting within the current month and any special activities.
- iii. Results of the current month's uniform inspection scorecards.
- iv. Input by the cadet staff.
- v. Flight spirit and motivation.

d. Awards. Winners of the Cadet of the Month should be presented with a certificate. The Honor Flight winner should display a distinctive streamer on their guidon until the fourth meeting of the next month.

4-6. Cadet Discipline. Discipline is a vital component of the cadet program and should be conducted per CAPR 60-1 paragraph 3.4.

a. Purpose. The aim of all disciplinary actions should be to assist the cadet in learning to conduct themselves per the Core Values, Cadet Oath, and CAP regulations. These tools are designed:

- (1).** To correct or eliminate disruptive behavior.
- (2).** To uphold standards.
- (3).** To prevent detrimental behavior from spreading.
- (4).** To demonstrate a resolve to maintain order and discipline.

b. Rules of Engagement. All discipline should be situationally dependent, handled at the lowest level appropriate for the offense, and in the event of continuous issues with a single cadet should be conducted progressively. CAP directives will apply at all times.

c. Methods. The following methods are available for use:

(1). Verbal counseling. This may be an informal on-the-spot correction, or a formal

session, depending on the situation. In the case of repeated on-the-spot corrections or any formal counseling sessions, the supervisor should document the issue with a memorandum for record (MFR). This is the mildest form of disciplinary action, should be used if appropriate to the offense, and is intended to give the member feedback to identify and improve their issues.

(2). Written Counseling. Written counseling takes the form of two different tools, the Letter of Counseling (LOC) and the Letter of Reprimand (LOR).

- i. Administration.** All written counseling must be typed in a memorandum format on official letterhead. The writer is encouraged to show their paperwork to their supervisor for feedback and advice. The paperwork should be presented to the cadet as soon as practical, ideally no later than the next squadron meeting. The paperwork is required to be signed in ink by both the supervisor and subordinate, and a copy should be given to the cadet and another placed in their file. All written disciplinary actions must include: A description of what the member did, or failed to do, including date, time, and location; language that admonishes or reprimands the member; a statement of what improvement is expected; a warning that further deviation may result in more severe action; and a statement telling the member to acknowledge receipt of the counseling and to return a response (if any) within a fixed number of days (ideally the rebuttal should be due no later than the next squadron meeting after the discipline is issued).
- ii. Letter of Counseling.** The LOC is the written equivalent of verbal counseling. It should be used if appropriate to the offense or as a next step if previous verbal counseling has not yielded results.
- iii. Letter of Reprimand.** The LOR is an official written admonishment of the member in response to poor conduct or sustained nonperformance. An LOR is a higher step of progressive discipline and the offending cadet should be advised that it is possibly their last chance before having their CAP membership terminated for misconduct.

(3). Demotion. Demotion is a serious disciplinary action and should not be taken lightly. All demotion action will be conducted per CAPR 60-1, Cadet Program Management.

(4). Termination. Termination of CAP membership will be conducted per CAPR 35-3, Membership Termination, and CAPF 60-1 paragraph 3.5.

CHAPTER 5 - SENIOR MEMBERS

5-1. Senior Member Promotion Requirements.

- a.** Senior members need to complete a promotion board, similar to the cadet promotion board. The board members will include only senior members of an equal or higher rank than being sought by the promotion applicant. Promotion board members will be appointed to the Promotion Review Board (Senior) committee in eServices. Questions should include the applicant's plans, suggestions to improve their specialty as well as the unit, and other material of similar nature.
- b.** Prior military members may meet a records-only board on a case by case basis as determined by the education and training officer. Members seeking a special military promotion must have received a technician rating in their primary specialty track to provide the ILWG promotion board ample proof that they are performing in an "exemplary manner meriting promotion to the grade recommended."
- c.** All senior members should become General Emergency Services (GES) qualified and complete the Yeager Award test before being considered for promotion to 2d Lt.
- d.** Senior members are required to demonstrate proper wear of appropriate CAP uniforms before being eligible for promotion above 2d Lt.
- e.** Every section head should receive a technician rating in their primary duty before being considered for promotion past 1st Lt. The following positions are considered section heads: legal officer, safety officer, chaplain, character development officer, administrative officer, public affairs officer, DCS, CDC, operations officer, communications officer, aerospace education officer, education and training officer, logistics officer, leadership officer, activities officer, personnel officer, recruiting and retention officer, finance officer, historian, information technology officer, and medical officer. Section heads should attempt to complete their technician rating within 150% of the minimum specialty track requirement (e.g. complete technician rating in nine months for a six-month requirement). Members unable to complete their rating within this 150% target may be removed as section head at the commander's discretion.
- f.** Whether a section head or not, every member should at a minimum be pursuing a technician rating in each specialty track they are enrolled in.

5-2. Personnel Officer Procedures

- a.** After reviewing a prospective member's CAPF 12 or CAPF 15, the personnel officer must make a paper or electronic copy for the new members' personnel file. For cadets joining online, the personnel officer must get a screenshot of the online application before

it is approved by the Commander or CDC. Once approved, the online application is no longer available. Save a copy of this screenshot with the label “CAPF 15e” to differentiate it from the paper copy form 15s.

b. Personnel files are normally built using a six-part binder. Part I of each file should contain the standardized organizational guide as shown in SCSF DP-3 for senior members or SCSF DP-4 for cadets.

c. Non-military members should provide the personnel officer a completed SCSF DP-2 Defense Biometric Identification System (DBIDS) Card Worksheet in hard copy only to add new members to the base Entry Access Letter (EAL). NOTE: do not email this completed form as it should contain Personally Identifiable Information (PII) that must be protected per CAPR 1-2 (I).

d. Each new squadron member should use SCSF DP-1 In/Out-Processing Checklist when joining or transferring into or out of Scott Composite Squadron.

e. Before a member transfers, expires or quits, the personnel officer should print a current Member Search Report from eServices to add to the member’s personnel file as a snapshot of their final status before leaving the Scott Composite Squadron.

f. In addition to hard copy files, the personnel officer should maintain an electronic copy of each member’s file on the squadron Google drive and share each member's file with them. Before uploading any documents to the member’s Google drive file, remove their social security number from the document in such a way that it cannot be reconstituted.

g. Squadron members should use the following standardized file naming format: CAPF XX, Last, First, CAPID, short file description, date.

h. If no one requests their personnel file after five years, the personnel officer should scan the file and save an electronic copy on the squadron Google drive before destroying the hard copy per CAPR 39-2 paragraph 1.8.

5-3. Education and Training Officer (ETO) Procedures

a. The ETO should provide each member a copy of the technician rating checklist for each specialty track they are assigned to.

b. After each member completes their Level 1 modules, the ETO face to face session should include showing the new member the squadron, group, and wing websites if available, how to establish an ILWG email address, and how to map relevant squadron, group, and wing Google calendars associated with their new email address. The ETO should also brief the new member on the CAP non-discrimination policy and log the training per current Civil Air Patrol guidance. NOTE: Senior members must accomplish non-discrimination training in AXIS.

c. For specialty tracks with an associated quiz, each member should complete the relevant quiz NLT 60 days after being assigned a specialty track or completing the previous track rating.

d. The ETO should review each members' specialty track progression at least semi-annually to make sure they continue to progress towards a minimum technician rating per paragraph 5-1.f.

5-4. Finance Procedures

a. The majority of squadron income is from fundraising. If any section head discovers a financial need above what is in the approved annual budget they should coordinate with the finance officer to hold a fundraiser targeted towards their needs.

b. Each section head should provide quarterly inputs to the finance officer on the status of their section's budget. This report should be via email and list shortfalls or projected excess. Fourth-quarter reports should include a proposed budget for the following fiscal year. NOTE: Trivia night fundraisers are considered gambling and not authorized per CAPR 173-4 14.g.

c. All fundraising must follow the ILWGF 301 guidance listed in Attachment 2.

JACOB N. HILES, Lt Col, CAP
Commander

Attachment 1 – SQUADRON SUSPENSE DATES

Illinois Wing Recurring Reports, Inventories, and Finance				
Date Due	Report Name	Due To	Frequency	Details
NLT 1 Jan	Quarterly Budget Review	wing admin	Quarterly	Done in Certify which also records quarterly unit finance meeting
NLT 10 Jan	Chaplain's Report	HC	Biannual	Each chaplain and CDI is required to submit a semi-annual activity/statistical report using the online Chaplain Corps reporting system in eServices
NLT 10 Jan	Vehicle Report - CAPF 73	LGT/ ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
NLT 31 Jan	On-Line Safety Survey	SE	Annually	Submitted online via e-services in the "Safety Form" application. Commanders and safety officers should have access by default.
Within the year	ORM Briefing	SE	Annually	Submitted online via e-services
NLT 10 Feb	Vehicle Report - CAPF 73	LGT/ ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
1 Jan to NLT 31 Mar	Vehicle Report - CAPF 73	LGT/ ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
1 Jan to NLT 31 March	Safety Day	SMS	Annually	A day focused entirely on safety subjects applicable to the unit. The Safety Day education to meet this requirement may take place at a regularly scheduled unit meeting providing the entire academic content for that meeting is devoted to safety. Log in the Safety Information And Reporting System (SIRS)
Date Due	Report Name	Due To	Frequency	Details
NLT 31 Mar	Annual Public Affairs Plan	Wing PAO	Annually	"The unit PAO should submit a PA plan annually, including an evaluation of the effectiveness of the previous year's goals, to the wing PAO for review and input"
NLT 1 Apr	Quarterly Budget Review	Wing Admin	Quarterly	Done in Certify which also records the quarterly unit finance meeting
NLT 10 Apr	Vehicle Report - CAPF 73	LGT/ ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
NLT 10 May	Vehicle Report - CAPF 73	LGT/ ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
NLT 15	Budget vs	Wing	Quarterly	Review and advise wing FM of any

May	Actual Reports	FM		discrepancies.
NLT 10 Jun	Vehicle Report - CAPF 73	LGT/ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
NLT 1 Jul	Quarterly Budget Review	Wing Admin	Quarterly	Done in Certify which also records quarterly unit finance meeting
NLT 10 Jul	Chaplain's Report	HC	Biannual	Each chaplain and CDI is required to submit a semi-annual activity/statistical report using the online Chaplain Corps reporting system in eServices
NLT 10 Jul	Vehicle Report - CAPF 73	LGT/ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
NLT 10 Aug	Vehicle Report - CAPF 73	LGT/ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
Date Due	Report Name	Due To	Frequency	Details
NLT 15 Aug	Budget vs Actual Reports	Wing FM	Quarterly	Review and advise wing FM of any discrepancies.
NLT 10 Sept	Vehicle Report - CAPF 73	LGT/ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
NLT 15 Sept	Annual Squadron Budget	Wing Admin	Annually	Unit budget for the year. Needs to be reviewed quarterly.
NLT 1 Oct	Quarterly Budget Review	Wing Admin	Quarterly	Done in Certify which also records quarterly unit finance meeting
NLT 1 Oct	CAPF172 Consolidated Finance Authorization	Wing Admin	Annually	Expenditure authorization, recurring expenses, credit card
NLT 1 Oct	CAPF 171 Finance Disclosure Statement	Wing Admin	Annually	CAPF 171 - Must be properly signed
NLT 1 Oct	Contributed Facilities Worksheet	Wing Admin	Annually	Form should be sent out by the wing administrator for units to fill out before the deadline. One should be submitted for each building or space used
NLT 10 Oct	Vehicle Report - CAPF 73	LGT/ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
NLT 15 Oct	Squadron Aerospace Plan Of Actions	DAE/Eservices	Annually	Squadron AEPOAs are due at group by 15 Oct. Group AEPOAs are due at wing by 15 Nov. Wing AEPOAs are due at region by 15 Jan. Done in E-services
NLT 15 Oct	Squadron Aerospace Activity Report	DAE/Eservices	Annually	Squadron Activity Reports are due at group by 15 Oct. Group AEPOAs are due at wing by 15 Nov. Wing AEPOAs are due at

				region by 15 Jan. Done in E-services
NLT 1 Nov	CAPF 174	WA	Annually	Done in ORMS
Date Due	Report Name	Due To	Frequency	Details
NLT 10 Nov	Vehicle Report - CAPF 73	LGT/ ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
NLT 15 Nov	Budget vs Actual Reports	Wing FM	Quarterly	Review and advise wing FM of any discrepancies.
NLT 10 Dec	Vehicle Report - CAPF 73	LGT/ ORMS	Monthly	Usage submitted and CAPF 73 uploaded via e-services using ORMS.
Window opens 1 Oct NLT 31 Dec	Annual Inventory Equipment	LGT/ ORMS	Annually	Done in ORMS
Window opens 1 Oct NLT 31 Dec	Annual Inventory Communications	LGT/ ORMS	Annually	Done in ORMS
Window opens 1 Oct NLT 31 Dec	Annual Inventory Vehicles	LGT/ ORMS	Annually	Done in ORMS
Annually	CAP Nondiscrimination Policy	IWU	Annually	Annually per CAPR 36-1 para 4d.

Awards Due Dates				
Date Due	Award Name	Due To	Frequency	Details
15 Jan	AFA Award to Outstanding CAP Cadets	AFA	Annual	CAPR39-3 para 42 Submit to Air Force Association Headquarters 1501 Lee Highway Arlington VA 22209-1198
15 Jan	Senior Member OTY	Wing	Annual	CAPR39-3 para 23
15 Jan	Cadet OTY	Wing	Annual	CAPR39-3 para 24. Submit on CAPF58. Limited to C/Capt or higher
15 Jan	Incident Staff Member OTY	Wing	Annual	CAPR39-3 para 26
15 Jan	Ground Team OTY	Wing	Annual	CAPR39-3 para 27
15 Jan	CD Officer OTY	Wing	Annual	CAPR39-3 para 31
15 Jan	DDR Member OTY	Wing	Annual	"CAPR39-3 para 33 and CAPR52-22 para 2-4b"
15 Jan	ET Officer OTY	Wing	Annual	CAPR39-3 para 34
15 Jan	AFSA Outstanding National Cadet NCO OTY	Wing	Annual	CAPR39-3 para 35/43. Must have earned Wright Brothers Award but not the Mitchell Award and participated in one encampment. Submit on CAPF58
15 Jan	Cadet Programs Officer OTY	Wing	Annual	CAPR60-1 para 6-4
15 Jan	Communicator OTY	Wing	Annual	CAPR100-1 para 4.8
15 Jan	PAO OTY	Wing	Annual	CAPR190-1 para 14.1.1
15 Feb	Legislative Officer OTY	Region	Annual	CAPR39-3 para 30
15 Feb	IG Officer OTY	Region IG	Annual	CAPR39-3 para 32. Master rating or higher
15 Apr	AFSA Award to Outstanding Squadron Cadet NCOTY	AFSA	Annual	CAPR39-3 para 35/43. Must have earned Wright Brothers Award but not the Mitchell Award and participated in one encampment. Submit on CAPF58
15 Apr	VFW Award for Cadet NCO's and Cadet Officers	VFW	Annual	CAPR39-3 para 43. Submit on CAPF120 Submit to Veterans of Foreign Wars Department of Youth Development, Scholarship and Recognition Programs 406 West 34th Street

Date Due	Award Name	Due To	Frequency	Details
				Kansas City MO 64111
15 Nov	AE Teacher OTY	Group	Annual	CAPR39-3 para 28, CAPR280-2 para 5(b)3. see CAPP15
15 Nov	AE Officer OTY	Group	Annual	CAPR39-3 para 29. Requires AE senior rating or higher, CAPR280-2 para 5(b)2. see CAPP15
15 Nov	AFA AE Cadet OTY	Group	Annual	CAPR280-2 para 5(b)4. see CAPP15
15 Nov	Brewer AE Awards	Group	Annual	CAPR280-2 para 5(b)1. Submit on CAPF25
15 Dec	Safety Officer OTY	Group	Annual	CAPR62-1 para 8.c
15 Dec	Turner Safety Program OTY	Group	Annual	CAPR62-1 para 8.a

Attachment 2– ILWGF 301 Process

A4-1. The ILWGF 301 is used to request permission for fundraisers and extra-meeting night activities from the group or wing commanders as appropriate. Event POCs must submit a completed ILWGF 301 and Operational Risk Management (ORM) worksheet, Attachment 5, to the squadron commander for upload to the IWU application at <https://iwu.ilwg.cap.gov/> per the timelines below. Reference the risk matrix in Figure A4.1 when filling out the ORM worksheet. Begin each file name with IL205 301 followed by a short event description.

A4-2. Wing Commander Approval. The ILWG/CC must approve all fundraisers, high adventure activities, and travel outside of ILWG. Event POCs must submit a completed Form 301 and ORM worksheet no later than (NLT) 40 days before the planned event. For out-of-state travel provide a detailed travel plan to include rest and food stops, driver swaps (for greater than three-hour drive times), and overnight accommodations. Include a route overview, such as from Google Maps, with the ORM worksheet. The ILWG Director of Transportation must also approve taking a COV out of state.

A4-3. Group Commander Approval. The group commander must approve any event that does not take place at the squadron's normal meeting location and/or on a normal meeting night. Event POCs must submit a completed Form 301 and ORM worksheet NLT seven days before the event. Examples of events include base tours, Cyber Patriot events at the squadron but not on Tuesday, local rocket launches or remote control aircraft flights, parades, and other color guard events. Events that fall under a mission number in WIMRS do not require a separate Form 301 approval.

Risk Assessment Matrix

		Probability				
		Frequent	Likely	Occasional	Seldom	Unlikely
S E V E R I T Y	Catastrophic	Extremely High				
	Critical		High			
	Moderate		Medium			
	Negligible		Low			

Figure A4.1 Risk Assessment Matrix

Attachment 3 – ORM Worksheet

Operational Risk Management Worksheet Conditions Assessment of Activity:		ACTIVITY: _____					Date: _____						
STEP 1 ANALYZE THE HAZARDS	STEP 2 ASSESS THE RISKS									STEP 3 & 4 ANALYZE THE RISKS & DECIDE HOW TO CONTROL THEM	STEP 5 IMPLEMENT RISK CONTROLS	STEP 6 SUPERVISE	
Brainstorm	How likely is the hazard?			How severe would it be?			Rack & stack	Control Options Which would you use?	Turn Controls Into Good habits	Monitor & Tweak			
List all potential hazards. The order you list them does not matter.	FREQUENT	LIKELY	OCCASIONAL	SELDOM	UNLIKELY	CATASTROPHIC	CRITICAL	MODERATE	NEGLIGIBLE	First, look at the risk matrix to determine the risk level. Second, list the risks under the corresponding risk level.	What would you do? 1. Engineer 2. Guard 3. Improve Task design 4. Limit Exposure 5. Select Personnel 6. Train & Educate 7. Warn 8. Motivate 9. Reduce Effects 10. Rehabilitate	What do you need to keep in mind as you implement each?	What symptoms of success or inefficiency might there be for each risk?
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Attachment 4 – SQUADRON FORMS

A6-1. Naming Convention. Squadron form names should use an abbreviation for Scott Composite Squadron Form (SCSF) followed by the affected office symbol per CAPP 1-2 page 18 and then form number.

A6-2. Form Name and Description.

- a. SCSF CP-1: Curry contract
- b. SCSF CP-2: Arnold contract
- c. SCSF CP-3: Feik contract
- d. SCSF CP-WBA: Wright Brothers contract
- e. SCSF CP-4: Rickenbacker contract
- f. SCSF CP-5: Lindbergh contract
- g. SCSF CP-6: Doolittle contract
- h. SCSF CP-7: Goddard contract
- i. SCSF CP-8: Armstrong contract
- j. SCSF CP-GBMA: Mitchell contract
- k. SCSF CP-9: Achievement 9 contract
- l. SCSF CP-10: Achievement 10 contract
- m. SCSF CP-11: Achievement 11 contract
- n. SCSF CP-AEA: Earhart promotion contract
- o. SCSF CP-12: Achievement 12 contract
- p. SCSF CP-13: Achievement 13 contract
- q. SCSF CP-14: Achievement 14 contract
- r. SCSF CP-15: Achievement 15 contract
- s. SCSF CP-16: Achievement 16 contract
- t. SCSF CP-GICEA: Eaker promotion contract
- u. SCSF CP-GCASA: Spaatz promotion contract
- v. SCSF DP-1: In/Out-Processing checklist
- w. SCSF DP-2: DBIDS card worksheet. Used to add new non-military members and escorts to the Scott AFB EAL.
- x. SCSF DP-3: Senior Member Personnel File Organization
- y. SCSF DP-4: Cadet Personnel File Organization