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MEMORANDUM FOR ALL HI-077 MEMBERS AND PARENTS

From: Commander (CC)/Deputy Commander for Cadets (DCC)

To: All HI-077 Cadets, Parents, and Senior Members

Subject: **Guidance for New Cadets (GFNC)**

1. **Purpose.** This memo provides guidance for new Cadets to assist them with taking online CAP tests, promote quickly to Cadet Airman (C/Amn), and order their Blue Uniform. It also provides info on how we support Cadets with Mentors and Wingmen/women.

a. **Save this Memo.** The first thing you should do is save this memo (along with the email it was attached to) on your hard drive in a folder under My Documents labeled CAP and make a subfolder named Training. As you continue your learning journey in CAP, I recommend that you create other folders under your CAP folder with appropriate names such as Aerospace Education, Emergency Services, etc.

b. **Time Commitment & Time Management.** Most online CAP lessons take about 30-45 minutes to complete but some only require 10-15 minutes. To excel in CAP and in general all things in life, it takes a commitment to spend time to get it done. Usually, the hardest part is just starting. Procrastinating to start anything can immobilize you. Break free from procrastination and do it now! Being an effective Cadet requires goal setting, prioritizing, and scheduling your school and personal activities so you can better manage the time required for CAP. Nevertheless, doing CAP training online is easy.

2. **Cadet Mentor.** Every new Cadet will be assigned a Cadet Mentor who will assist them with CAP related issues/questions. Mentors will tell new Cadets how to navigate/find things in eServices. (Personnel Records & Testing) and GoCivilAirPatrol.com (Information Library). Your mentor is the first person you should contact for help/questions for anything dealing with CAP. Mentors are responsible for motivating and encouraging you to ensure that you promote in the minimum required time (56 days) for each achievement, and they will guide you through your first four promotions including the Wright Brothers Milestone Award for the first NCO Rank, C/SSgt. New Cadets will be provided with their Mentor's contact info and vice versa.

3. **Cadet Wingman/woman.** Every Cadet will be assigned a Cadet Wingman/woman. Whenever we meet in-person the two of you will sit together, go everywhere together, do everything together, and look out for each other. You will both are responsible ensuring that everything you do together is being done properly and safely. The Wingman/woman program is a Buddy System.

4. **\$100 Curry Voucher for USAF Blue Uniform.** To qualify for the Curry Voucher, you must complete Achievement 1 and be promoted to Cadet Airman (C/Amn) by completing the below.

a. **Drill Test (DT) 1.** DTs are being waived until we return to normal in-person meetings. Meanwhile, it is suggested that you download the below documents and become familiar with them.

1). **CAP Pamphlet (CAPP) 60-34 Drill & Ceremonies Practical Tests.** At a minimum, you should practice DT 1 which consists of stationary moments that are performed while not marching. You can download this from <https://www.gocivilairpatrol.com/> then hover your mouse over Members > Publications Library > Pamphlets and click on CAPP 60-34.

2). **CAPP 60-33 Drill & Ceremonies.** If you have any questions on how to perform any drill movements, you can download the CAPP 60-33 from the above website and study the pictures along with written guidance. There are also CAP Drill videos available online that are easy to find with Google. The Air Force high school Junior Reserve Officer Corps Training (JROTC) college ROTC use the same drill procedures as CAP and they also have online videos.

b. **Cadet Wingman Course.** All Cadets will be given a short Wingman Lecture by the Commander (CC) or Deputy Commander for Cadets (DCC).

c. **Leadership Chapter 1 Test.** You must pass this test to complete Achievement 1 and be promoted to C/Amn. This will also qualify you for the \$100 Curry Voucher. The test is on Learn to Lead (L2L) Chapter 1 "Character & Air Force Traditions".

1). **Learn to Lead (L2L) Textbooks.** Use the following link to download all four Volumes of the L2L in PDF format and save them on your hard drive in My Documents > CAP > Leadership. You will need them all later. <https://www.gocivilairpatrol.com/programs/cadets/library/121>

2). **Leadership Tests.** All Leadership Tests are 25 questions open-book tests with a 30-minute time limit and are taken via eServices using the following path. Cadet Programs > Cadet Online Testing > Leadership Tests > Leadership Chapter 1 Test.

3). **Passing Leadership Tests.** You need at least 80% to pass the tests. This means that each question is worth 4 points so you can only miss five questions to pass.

4). **Open Book Tests & Search Features.** Except for the five closed book Milestone Award Tests, all online tests in eServices are open book. You may leave the PDF, PowerPoint, or Word document open while taking the tests and use the search feature to find answers that you do not know by using the CTRL and Shift Keys together or CMD and Shift Keys for Mac PCs.

5). **Results & Certificate.** After you complete any online test in eServices you may click on Results near the bottom of the page and it will show you which questions you answered correctly and **incorrectly in red**. Very often it will also provide a reference to find the correct answer. You may copy and paste this information, then email it to yourself or paste it into a Word doc. I also recommend that when you pass a test that you click on Certificate and download your Completion Certificate to your hard drive CAP folder and save it in My Documents > CAP > Comp Certs. This will prove that you passed the test in case anything goes wrong with eServices and it does occasionally.

6). **Promotion to Cadet Airmen (C/Amn).** The CC or DCC will receive an email whenever you take Leadership or Aerospace Tests in eServices. After you have passed your first Leadership Test, they will promote you in eServices. This will generate an email to from Vanguard Uniforms with instructions for using the \$100 Curry Voucher to purchase most of your USAF Blue Uniform. The Voucher is time sensitive and will expire in 30 days.

d. **Ordering Blue Uniform.** When you see the Vanguard Uniforms email please text the CC or DCC to set up a time for him/her to talk you though the online ordering process. It will take about 15-20 minutes. You will need to be on your computer logged into a web browser (do not use Firefox), have a tape measure handy, and a parent must be present with a credit card. The voucher only covers the first \$100 for the Blue Uniform so you will need about \$80 to purchase the remaining items.

5. **Airman Battledress Uniform (ABU).** This is the camouflage uniform that costs about \$225 and you cannot use the Curry Voucher for the ABUs. Our Squadron has some ABUs so you will need to set up a time with the CC or DCC to try them on. You can purchase the Black Boots from the Pearl Harbor Uniform Shop but you will need someone with a Military or Contractor ID to take you there.

6. **Guidance on taking CAP Open-book Quizzes and Tests.**

a. Every question is multiple choice and sometimes are a few True or False. There are usually two silly multiple-choice answers. It will make taking the tests easier if you eliminate these first. If there is an answer that says All of the Above or None of the Above, that is usually the correct answer, but not always.

b. 90% of the time the first answer that comes into your mind is the correct answer.

c. If you change your answers, about 75% of the time you had the correct answer and will change it to the wrong answers.

d. Except for the five Milestone Awards, all the quizzes and tests are open book. You need to download the file (PDF, PowerPoint, or Word doc), read the information, and leave it open while taking the test so you can use the search feature to look up answers, if necessary.

7. **Aerospace Education (AE) and Leadership Development (LD) Tests.**

a. These have 25 questions, and you have 30 minutes to complete the test.

b. You must score at least 80% to pass.

c. Please text the CC or DCC if you fail the test or if it times out/locks up.

d. For Achievement 1 you only have to take the online LD using Chapter 1 of the Learn to Lead (L2L) textbook.

e. For the rest of the Achievements, you must take both the online AE Test using the Aerospace Dimensions textbook and the online LD Test using the L2L textbook. When you become a Cadet Officer the AE Tests use The Journey of Flight textbooks.

f. You can download all the AE textbooks and other related AE resources from the below link.
<https://www.capnhq.gov/CAP.AEDownloads.Web/>


8. **Five Milestone Award Tests.** These are un-numbered achievements that are closed-book 50 question tests with a 60-minute time and are a review of the previous tests. Normally these must be Proctored by a Senior Member who has been appointed as a Testing Officer and the test are done on a computer at our Squadron. However, due to the COVID-19 virus, Parents are authorized to Proctor the tests at home. The Milestone Awards are listed below. Separate instructions are sent to the Parents so they will know the rules for Proctoring these tests.

- a. Wright Brothers Milestone Award for C/SSgt. This includes a Drill Test.
- b. Billy Mitchel Milestone Award for C/2d Lt.
- c. Amelia Earhart Award for C/Capt.
- d. Ira Eaker Award for C/Lt Col.
- e. Carl Spaatz Award for C/Col.

9. **Other Online Tests.** These are all open book, usually 10 questions or less, require 80% to pass, and can be immediately retaken on your own if you do not pass.

10. **New Cadet Training Program (NCTP).** A separate memo on the NCTP explains all the training that new Cadets need to complete.

11. The procedures contained in this memo will be reviewed and updated at least quarterly.


E. Green, Lt Col, CAP
Commander, HI-077

DISTRIBUTION: HI-077 Website
DC HI-030