



Welcome to the 807th Composite Squadron!

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Meeting Time: 1830-2030 MONDAY

Charter Number: NER PA-303

There is a lot to learn and a lot of information available on Civil Air Patrol! Where to begin? As you begin your search for information, it is important to be patient as you work your way through all of this information! It is easy to get frustrated at the Civil Air Patrol website(s), but again, be patient, ask for help, we know they are tough to navigate but we are here to help! This document is designed to be a simple “cheat sheet” to getting your journey started with CAP. The goal would be that by the end of this document you and your cadet have a better understanding on where to start your journey to get all that you can from your CAP experience.

Contacts:

- Capt. Joe Knapp (Commander of the 807th He is overall in charge of the 807th): 973-979-0409, jsphknapp@gmail.com
- Lieutenant Fred Branyan (He helps with the operation of the 807th- O- Flights, Search and rescue exercises, etc.)- ops@cap807.com
- Lieutenant Mike Sora (he can help with all things IT- emails, etc.) 610-704-4639, mike.sora@cap807.com
- Brent Kephart (He helps with cadet programs, Physical training.) 908-303-7780, brentkephart@hotmail.com

First Things First...

- Application
 - The information you put on the application will be critical for further communications. Please ensure its accuracy.
 - We are the 807th Composite squadron, Pennsylvania Wing, 303 is our Charter number (all of this discussed later!)
- Once your cadet has been issued a CAP ID (memorize it) you can then proceed with next steps in CAP.
- Register on e-services. Information on registering for e services can be found here: <https://www.capnhq.gov/CAP.eServices.Web/NL/Register.aspx>
- Now take the following tests which once completed, are the very basic courses to allow you to go on an o-flight and attend our Search and Rescue Exercise (referred to as a SAREX)
 - Take the OPSEC (Operational Security) You will be prompted to take this course/test before you can do anything else in E-Services.
 - Take the CAPT 116 – General ES. This is an open book test after going through the material. A lot of the information included in this is generally “above” some of our younger cadets. We encourage parents to assist with this test if needed.
 - Take the CAPT 117 - ES Continuing Education Part 1



- Take aircraft ground handling course in e-services.
 - Eservices- on-line learning- scroll down to aircraft ground handling
- Cadets should have their ID, and CAP 160 and 161 on them at all times. Using a basic ID holder, with these forms folded behind the ID can work, or a simple ziplock bag with all of them.
 - https://www.gocivilairpatrol.com/media/cms/F160_158EAB9B13D02.pdf
 - https://www.gocivilairpatrol.com/media/cms/CAPF_161_4277E3691FD61.pdf
 - Both documents can be found by searching in Google- CAP Form 160 or 161 . .
- General Permission Form This form will often be required to attend various activities within CAP. Please keep it handy to allow your cadet to attend. It will be required for EACH extra activity we do (field trip, SAREX, Mission, etc.)
 - https://www.gocivilairpatrol.com/media/cms/CAPF_6080_Permission_Slip_B94B98C0787EC.pdf

Promotion

- The cadet's goal should be to achieve their first promotion, as soon as possible.
- Cadet Airman/Referred to as the Curry award
- From the national site: <https://www.gocivilairpatrol.com/programs/cadets/stripes-to-diamonds>
- Once your cadet receives the Curry award, within 2-3 weeks, you will get an email called the Curry Blues Voucher. This email entitles your cadet to \$100 off the purchase of their first set of "Blues."
- Be careful to NOT LOSE this email! Check your junk folder, etc. periodically.

Guidance for Parents.

- CAP is a Cadet run/lead program. This means that your son/daughter should learn to use their voice/presence to get the information they need to have a successful CAP experience. Examples:
 - YOUR CADET should respond directly if they have a conflict and unable to attend a meeting, event, or activity.
 - Note: Missing some key meetings may preclude them from promoting that month (ex PT, Character Development, etc.) so every effort should be made to attend the weekly meeting.
- YOUR CADET should leverage their assigned mentor to get basic questions, guidance addressed. If they are not getting the information they need, encourage them to use their chain of command to escalate accordingly.
 - The senior leadership is of course always available, just be aware our first response might be- "what did the cadet commander say?"
- Your support in pushing your cadet toward solving their own problems, doing their own speaking/communicating (vs your getting involved) not only helps them integrate within the squadron but AS IMPORTANTLY, will help the 807th's existing cadets with their leadership development in helping your cadet. Following this guidance helps cadets learn good leadership and good followership . . .
- Work with your cadet to understand WHY they are joining CAP. While CAP has ranks and grades in a similar fashion to Boy Scouts/Girl Scouts, the real value/difference that CAP represents vs these other organizations is "Real World" application of the learned skills. Examples of the real-world application of these skills include: flying both powered planes and gliders, going on search and rescue missions for downed aircraft, lost hikers, Alzheimer patients and Disaster response in their local community



emergencies/disasters, etc.. In order to complete these missions effectively though, they must be qualified. CAP offers a step by step qualification process so that prior to being put in a real-world situation, they have demonstrated the necessary knowledge to carry out the mission safely and competently. Based on the real-world application of the skills cadets learn in CAP, it is important for cadets to not only work toward promoting in rank, but also advancing toward more and more responsibility in aeronautical education, emergency services, etc. so they may actually apply what they are learning.

- Understand that one of our core missions is in the area of emergency services- finding downed aircraft, lost people, etc. These missions do not occur during good weather, optimal time of week, day, etc. These missions however are an invaluable experience for your cadet to APPLY all that they have been studying, testing, and working toward. All effort should be made to attend these missions- besides, he/she may just save someone's life!
- O-Flights are an amazing opportunity for CAP cadets! These O-Flights (short for orientation flights) are a fun way for cadets to experience powered flight for themselves to better understand if this is an area they would like to pursue. New cadets actually have PRIORITY over older cadets and will have the opportunity to take the controls of the plane . . . on their very first flight! The 807th usually has O-flights available on a monthly basis. Notification of these flights are discussed during our meetings and are usually accompanied with e-mails too. Ask your cadet about this!
 - Flight training is available for cadets on a limited basis. If you are interested contact LT Branyan.

Organization/Terminology

- National- Is the National Headquarters of CAP- Located at Maxwell Air Force Base, AL.
- Region- We are in the Northeast Region
- Wing- We are a part of the Pennsylvania Wing
- Squadron- We are the 807th composite (means seniors and cadets in one squadron) squadron. Sometimes for paperwork, you will see mention of the 303rd (that is our "charter" number.)

Uniform

- Wearing of the CAP uniform is a VERY important part of cadet life. Uniforms should be kept neatly ironed, clean, and shoes polished. This not only allows them to look like a part of a military organization, but as importantly, teaches them attention to detail, preparation, and teamwork. Your support in this area is helpful.
- The 807th has some "hand me down" uniforms ABU/BDU (commonly referred to as "fatigues") which can be borrowed, however most cadets opt. to eventually buy their own set. These are available to be borrowed, once a cadet has completed his application to join the CAP.
 - It is perfectly acceptable to buy the uniforms a bit large to allow the cadet to grow into them, however be aware that boots will likely be worn in the woods during "real" missions, training, encampment, etc. If a suitable set of 807th hand me down boots cannot be found, cadets should buy a good set, of properly fitting boots.



- Once a cadet has passed their first achievement, and are promoted to airman, they will get their \$100 Curry Blues voucher to be applied toward the purchase of their blues uniform.
 - Name tags (Last name and “Civil Air Patrol”) for ABU/BDU should be ordered at the same time as well as the name tag for the blues uniform.
 - Patriot Workwear in Bath PA will sew the ABU/BDU name tags for free (31 W 1st Street, Bath PA 18091- 610-863-5411

Physical Fitness

- Physical fitness is a key component to being a member of CAP.
- Physical fitness requirements are based upon sex and age, to ensure parity amongst the squadron.
- Please understand, that eventually (Wright Brothers Milestone), cadets will NOT be allowed to promote further in the Civil Air Patrol without passing the PT testing requirements. It is therefore important to start the process of getting into shape EARLY, so they are adequately prepared when PT testing occurs.
 - In general, those cadets that play a sport and/or meet the basic requirements as tested in their school’s presidential fitness program will have no problem meeting the minimum standards.
- It is to the cadets benefit for the 807th to have PT testing often, however cadets only need to pass PT, once every 6 months.
- The 807th believes that all cadets of all ages should continue to strive to improve themselves, physically and mentally, and will strive to push ALL cadets to improve their PT scores, as well as their CAP achievements.
- You can educate yourself on the requirements here:
 - https://www.gocivilairpatrol.com/media/cms/P060_050_Feb_2018_31F2689C8536C.pdf
 - Searchable under google- CAP- Physical Fitness Requirements

Encampment

- CAP’s version of boot camp (without the “hard” elements associated with screaming Drill Instructors and endless pushups!) Physically and Mentally rigorous nonetheless!
- New cadets should make every effort to enroll in encampment, their first summer in CAP.
- Encampment is often a requirement for any additional steps within CAP, so the sooner it is completed, the better.
 - Tough at times, cadets always leave encampment better than when they started!
- Older scouts or those that join just after summer encampment, can consider winter encampment as an option to get started on their CAP journey earlier. The regional/Wing websites usually have information on what will be offered, when.

Parent’s Role

1. Support their journey in CAP!
2. We want YOU to help with CAP! Please understand we are a VOLUNTEER staffed organization. NOTHING occurs in the 807th without a LOT of hard work by our dedicated volunteers. While some of them have previous military service, just as many do NOT!



Your getting involved and contributing, helps the squadron to be as good as it can be! Some ways YOU can help:

- Do you have connections to one of our core missions (first responder, pilots, planes, military bases, etc.)? We are always looking for new/fun field trips!
 - Do you have a passion for one of our missions- drone aircraft, model aircraft, astronomy, rescue/emergency services, etc.?
 - Help to organize our “fun time.” Holiday parties, 5th Monday (month’s that have a 5th Monday, we try to do a fun, local activity.
 - Willing to teach/help educate our cadets in an area we work on, on a monthly basis
 - Leadership
 - Character Development
 - Emergency Services
 - Aeronautical Education
 - Drill
 - The bottom line, the senior members/leaders of the 807th ARE NO DIFFERENT THAN YOU! They got involved because they believe in the CAP mission and wanted to help make the 807th as good as it can be! Please help us!
3. Learn all that you can about CAP so you can help meld your cadet’s goals/ambitions with the mission of CAP and more importantly the activities of the 807th. Getting your new cadet on a track, will help them to continue to learn, etc. to achieve higher and higher ranks and skills to complete the CAP mission.
 4. Please remember this is a cadet lead/run organization. Support your cadet and encourage them to achieve their goals, solve their problems, etc. using the chain of command, etc. on their own vs your direct involvement.

Websites/IT/etc.

- E-mail: The first thing you should do, upon deciding to join CAP, is to seek out a Sr. Member who will ensure you/your cadet are included on the squadron email list.
 - Your email will be placed on an email list and therefore often will show up in JUNK/SPAM/etc. Be aware of this.
- Missions occur at any time. Additionally, sometimes on the way to an event, we need a more timely communication method than email so we use a text list.
 - Please let us know your/your cadet’s cell phone number so that you are included on our text results . . .
 - When you receive a text from this list please respond to the text: “got it” or similar. No response may get you kicked off the list (technical reason with text program, not a CAP issue.)
- The best way to find information on all things Civil Air Patrol- www.google.com.
 - The Google search engine seems to do a better job of finding answers to your questions within the various CAP websites, than trying to go to each site individually.
 - Be a bit careful however, because you can be brought to a different squadron’s website that might not necessarily have the correct/updated information as found on one of our “official” websites. Here are our official websites:
- www.gocivilairpatrol.com



Civil Air Patrol
U.S. Air Force Auxiliary

Braden 807th Composite Squadron

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- This is the NATIONAL site. This is where information can be found on all the things that are available at the National Level.
- Use this site to:
 - Better understand the various missions of the Civil Air Patrol. These missions are important to understand because they will form the basis for the cadet's journey in CAP. Do they want to focus on Emergency Services, Aeronautical education, etc.?
 - Good overview about our mission, history, and general information
 - Once you spend some time on this site, you will begin to see some of the frustration on finding information on the site.
 - Hints:
 - Remember to use Google vs the site search engine to find info.
 - Be aware there are hyperlinks on the pages AS WELL AS information on the topic you are reading about on the left/right of the screen too.
- Great Document Here:
https://www.gocivilairpatrol.com/media/cms/Parent_Guide_2017_Web_4D6E108331E94.pdf
- <https://ner.cap.gov/>
 - This site is the regional site for CAP.
 - It is NOT as helpful as the WING (below) or National (above) sites.
- <https://pawg.cap.gov/>
 - This is the Pennsylvania Wing of the Civil Air Patrol
 - Use this site for more regional information about opportunities more focused on our area.
 - Again, the 807th-> PAWG (PA Wing)-> Northeast Region CAP-> National CAP
- <http://cap807.com/>
 - This is our squadron's website
 - www.facebook.com/CAP807PA/
 - Facebook is mostly used to post pictures of events but we intend to use this as a communications tool going forward. Please be sure to join the page.

There is a lot of information here, if you have any questions please don't hesitate to reach out!

Semper Vigilans!

The Staff of the 807th Composite Squadron



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www.cap807.com