



HURON CADET SQUADRON OPERATING INSTRUCTION 1-2

26 June 2007

ADMINISTRATIVE GUIDE

The Administrative Guide is to be used as guidance for the day-to-day operations of the Squadron. Where there is a conflict between this guide and standing Civil Air Patrol regulations, the regulations will take precedence.

This guide will be reviewed annually and re-published as necessary.

HURON CADET SQUADRON**ADMINISTRATIVE GUIDE****Table of Contents**

Section I:	Huron Cadet Squadron	4
Section II:	Administration & Personnel	6
Section III:	Cadet Program	10
Section IV:	Senior Members	15
Section V:	Squadron Activities	16
Section VI:	Finances	18
Section VII:	Boards & Committees	19
Section VIII:	Safety & Health Services	21
Section IX:	Emergency Services & Communications	23
Section X:	Aerospace Education	25
Section XI:	Marketing & Public Affairs	26
Section XII:	Chaplain Service	27
Section XIII:	Logistics & Supply	28
Section XIV:	Professional Development & Testing	29

Section I: HURON CADET SQUADRON

Squadron Information:

The Squadron is called the Huron Cadet Squadron. The Squadron colors reflect the host school's colors of white, black, and burgundy. Squadron membership is limited to students of the Coalinga-Huron Unified School District, Kings Christian School in Lemoore, and Akers School at Naval Air Station Lemoore.

A Memorandum of Agreement exists between the unit and the Coalinga-Huron Unified School District. This agreement may be amended each July. If there are no changes, the agreement is automatically renewed for another school year.

The Huron Cadet Squadron is part of Group 6, whose headquarters are in Bakersfield. It is subordinate to the California Wing, headquartered in Van Nuys, and the Pacific Coast Region.

As a school program unit, it is administered by the School Enrichment Program at National Headquarters.

For historical purposes, the unit was officially started on February 22, 2007. The squadron's charter was presented to the Coalinga-Huron Unified School District Board of Trustees and is on display in the office at Huron Middle School.

Senior Staff:

There are several command and staff positions that will need to be filled. Senior Members may fill more than one position at a time, with some exceptions as noted. The first one is the job of Squadron Commander. There are no rank requirements for this position. The Squadron Commander is appointed in writing by the Group Commander at the beginning of each year.

The term for the Squadron Commander will be 01 January to 31 December. This individual may be reappointed at the discretion of the Group Commander.

The Squadron Commander will appoint, in writing, a Deputy Commander and all the staff positions. The Squadron Commander can not be the Finance Officer, the Test Control Officer, or the Safety Officer.

The Deputy Commander will act in the absence of the Commander at meetings and unit activities. They may be asked to attend Group and Wing functions as the representative of the Squadron.

The Deputy Commander will assume command of the Squadron if the Commander is relieved, until such time a new Commander is appointed by the Group Commander. If the Commander can no longer function as the Squadron Commander, the Deputy Commander will assume command. A letter to the Group Commander explaining the circumstances must be prepared by the Deputy Commander within 10 days of assuming command. Unless appointed in writing by

the Wing Commander or Group Commander, they will hold the Commander position in an acting capacity.

Staff positions are:

Reference Section:

Administrative Officer (DA)	2
Personnel Officer (DP)	2
Cadet Programs Officer (CP)	3
Finance Officer (FM)	6
Safety Officer (SE)	8
Health Services Officer (SO)	8
Emergency Services Officer (DOS)	9
Communications Officer (DC)	9
Aerospace Education Officer (ET)	10
Public Affairs Officer (PA)	11
Information Systems Officer (IS)	11
Moral Leadership/Chaplain (HC)	12
Logistics Officer (LG)	13
Supply Officer (LGS)	13
Testing Officer (TCO)	14
Professional Development Officer (ETP)	14

All terms will be from 01 January to 31 December, unless relieved by the Squadron Commander.

Squadron patch:



Heraldry:

This design incorporates books and a lamp, which are indicative of learning and education. The patch resembles most squadron patches in shape. The colors were chosen due to the school colors of the chartering organization. The unit number is centered at the top.

Section II: Administration (DA) & Personnel (DP)

Subordinate Unit Inspection Checklist Tab D-4 & D-5

Administrative Officer (DA):

The Administrative Officer will be appointed by a personnel authorization. The term of appointment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

The Administrative Officer is responsible for maintaining the unit's files and records. They prepare any required correspondence that is to be sent out. They serve on the following committees or boards: Finance Committee and the Senior Membership Board. This job may be combined with the Personnel Officer.

CAWGM 11-1, California Wing Administrative Procedures, along with applicable CAP Regulations will dictate how correspondence and files are maintained by this unit.

Publications:

A publication is defined as all regulations, manuals, operating instructions, personnel authorizations, and forms used by the squadron to function. All publications must be approved by the Squadron Commander prior to use.

The official set of CAP publications will be maintained on the unit's computers. They are to be downloaded every quarter. Huron Cadet Squadron specific publications will be placed on the unit's server and downloaded from the unit's web site: <http://sq801.cawg.cap.gov/HuronPubs>.

As new forms and publications are created and approved by the Sq/CC, then the squadron supplements to CAPI 0-2 and CAPI 0-9 will be updated. For each new publication, an operating instruction covering its use, must be published, or changes to this guide must be made.

Personnel Authorizations:

In accordance with CAWGM 11-1, Personnel Authorizations for staff appointments and boards and committees will be completed by the Squadron Commander no later than the first meeting of the new year. These will be numbered CY-01 and CY-02, where CY is the last two digits of the new year. All Personnel Authorizations will be logged in the Publication Number Control Log (PNCL). This log sheet is maintained electronically by the Administrative Officer (Sq/DA).

Personnel authorizations for senior member appointments will be submitted to the Group Administrative Officer. Personnel authorizations for cadet appointments will be maintained in the squadron files only.

Additionally, appointments for the following positions require a CAPF 2A be completed and filed in the member's record:

Communications Officer
Logistics Officer
Supply Officer
Safety Officer

All appointments will be recorded in the WMU and on eServices.

Participation Letters:

Participation Letters (PL) will be completed for every activity a member participates in. The Sq/DA will create one PL and include the names of all participants. A copy of the letter will be placed in the member's record. PL's will be logged in the appropriate section of the PNCL by the Sq/DA. PL's will be numbered as CY-PL-01, and so forth.

Miscellaneous Correspondence:

All other correspondence created by the Squadron will be maintained in the unit's files by the Sq/DA. This includes copies of Signature Cards, requests for Grants, and copies of required reports.

Correspondence Formats:

CAWGM 11-1, nor any CAP Regulation has dictated a format for type-font and size in official correspondence. Therefore, in order to standardize unit correspondence, the specified type-font will be Times New Roman. Specified size will be 12. Margins will be maintained at 1" all the way around.

File Maintenance:

Files will be maintained in accordance with CAPR 10-2. A copy of the unit's File Maintenance Plan can be found in the appendix. Access to the unit's files, to include member records, will be limited to the following staff positions:

Squadron Commander
Deputy Commander
Administrative Officer
Personnel Officer
Cadet Programs Officer
Finance Officer – Authorized to access Finance Records.
Safety Officer – Authorized to access Safety Records.

Electronic Records

All documents kept in each member's file will be scanned using Adobe software and saved on the Squadron Administrative computer. Security for these files will be maintained in accordance

with the procedures for the paper files. By scanning each document, the Squadron maintains a back-up copy of all documents.

The Squadron will utilize the Microsoft Access Database, Squadron Information Management System (SIMS), for keeping track of all Cadet and Senior training. The Guide for this program is located at the end of the Squadron Guide.

Reports

Report Title	When Due	Officer Responsible
Aerospace Education	Quarterly	AE Officer
Safety	Quarterly	Safety Officer
Public Affairs	Quarterly	PAO
Telephone Alert List	Quarterly	Administrative Officer
Flight Release	Quarterly	Commander
Communications Plan	Quarterly	Commander
Chaplain	June and December	Commander

Telephone Alert List

This list shall include each member's home and work telephone number, as well as their email address and home address. It will be updated as necessary when new members join or whenever there is a change to a member's information.

Information Technology:

The unit will maintain two computers. All Civil Air Patrol files are backed-up to an encrypted USB "thumb drive". The Sq/DA will maintain security of the "thumb drive" and the unit's computer assets.

Inspection:

The unit will continuously update the Subordinate Unit Inspection Checklist and maintain up-to-date documents as required.

Personnel Officer (DP):

The Personnel Officer will be appointed by a personnel authorization. The term of appointment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

The Personnel Officer works with the Administrative Officer. The Sq/DP will chair the Awards Review Committee. This job may be combined with the Administrative Officer.

The unit will maintain an organizational chart on the unit's website, <http://sq801.cawg.cap.gov/HuronMembers.htm>. This chart will also be maintained in the

appendix of this operating instruction. The chart will consist of all staff positions and the assigned members.

The Sq/DP will ensure that all members have an up-to-date CAPF 60, Emergency Notification Data, and a completed OES 2000 form in their records.

Functional Address Symbols:

CAPR 10-1 assigns symbols to the functional areas of the unit. They are listed below for quick reference.

Commander	CC	Deputy Commander	CD
Administration	DA	Finance	FM
Emergency Services	DOS	Communications	DC
Personnel	DP	Aerospace Education	ET
Chaplain	HC	Inspector General	IG
Supply Officer	LGS	Public Affairs	PA
Safety	SE	Professional Development	ETP
Cadet Programs	CP	Logistics	LG

Section III: Cadet Program (CP)

Subordinate Unit Inspection Checklist Tab B-1

Cadet Programs Officer (CP):

The Cadet Programs Officer will be appointed by a personnel authorization. The term of appointment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

The Cadet Programs Officer is responsible for running the Cadet Program in accordance with CAPR 52-16. They are a member of the following boards or committees: Awards Review Board, Promotion Board, and the Membership Board. They act as the Chairperson for the Membership Board and the Promotion Board. Under the Deputy Commander, the Cadet Programs Officer is next in line for command. This job may be combined with the Deputy Commander and the Test Control Officer.

The Sq/CP will also be the unit's liaison with the Wing and Group Directors of Cadet Programs.

The Cadet membership will be made up of youth in grades 6 through 12 from Kings and Fresno counties. Any child attending a school in Coalinga-Huron Unified School District, Akers School in Lemoore, or Kings Christian School in Lemoore may join this unit. This is written into the Memorandum of Agreement between the unit and the Coalinga-Huron Unified School District. Youth that do not attend one of these schools will be referred to other units.

Supervision:

Civil Air Patrol regulations require all Senior Members working with cadets to complete Level I and Cadet Protection Policy Training. The Cadet Programs Officer will ensure that all senior members, or Cadet Sponsor Members, have completed this training prior to assigning them to chaperone activities. The school district requires all volunteers to be fingerprinted by the Coalinga Police Department prior to working with cadets as well.

No single Senior Member can chaperone a Cadet activity. There must always be two Senior Members at every unit function where Cadets are involved. Although CAP Regulations do not specify, if female Cadets are taking part in the activity, a female Senior Member must chaperone. Cadet Sponsor Members may be used for this function.

If two Senior Members, one male and one female, can not be guaranteed for an event, the event will be canceled by the Squadron Commander. This is to protect the Cadets and the Senior Members.

The Coalinga-Huron Unified School District requires that for every activity it sponsors, one of the unit's senior members MUST attend the event. A school sponsored event is one where the school's Board of Trustees has authorized the trip and the District is paying for it. For example, when the District pays for cadets to attend the California Wing Encampment, one of our senior members must be on the Encampment staff.

Curriculum:

This unit is classified as a School Program unit. Therefore the unit has a suggested curriculum provided by the Drug Demand Reduction Program in Civil Air Patrol. The curriculum is a guide only. However, it is up to the Cadet Programs Officer, with guidance from the Squadron Commander, to implement the program how they feel will best benefit the unit.

The Cadet Program is divided into four phases, which is sub-divided into 16 achievements. Cadets can complete an achievement no earlier than 60 days from the completion date of the previous achievement. A Cadet may be promoted every 60 days.

Promotions:

Cadets must pass Leadership and Aerospace Education tests in order to be advanced. They must also complete a physical fitness test and participate in moral leadership discussions. Each test will be available one time a month. Physical fitness testing and moral leadership discussions will also take place one time a month.

When the Cadet Programs Officer is satisfied with a Cadet's progress and the Cadet has completed all the requirements for an achievement, the Cadet Programs Officer will recommend the Cadet for promotion. The Squadron Commander is the final approving authority for all Cadet Promotions.

Language:

English will be spoken to greatest extent possible during Civil Air Patrol activities. This is to maintain morale and a sense of leadership among the Cadets and Senior members. If a Cadet can not speak English, they will be helped along. Since most CAP activities are conducted in English only, they will need to learn it. However, this Squadron will not discriminate on basis of language.

All letters home to parents must be written in English. A Spanish translation must be attached. This is to ensure the families are being kept informed.

Physical Training:

Physical training (PT) will be used only to improve a Cadet's CPFT score in accordance with the Cadet Physical Fitness Program. At no time, other than stated PT times, will Cadets be asked to complete any physical exercise. The CPFT is based on the Presidential Physical Fitness Test. The Cadet must pass the requirements for their age to be promoted. All elements of the CPFT must be completed at one time.

Since this is the same program used by the schools, a letter from the Cadet's coach may be considered as completing the CPFT for an achievement. However, this determination is up to the Cadet Programs Officer.

Any senior member, approved by the Sq/CC or the Sq/CP, may supervise CPFT testing and record the results. Results will be recorded in the SIMS database.

Cadet Staff:

There are several command and staff positions that will need to be filled by Cadets. These positions will be appointed on a personnel authorization and kept in-house. The first one is the job of Cadet Commander. The Cadet Commander must be a Cadet Officer. No other rank requirement exists. The Squadron Commander, with concurrence of the Cadet Programs Officer, will appoint the Cadet Commander.

The term for the Cadet Commander will be 01 January to 31 December. This individual may be reappointed at the discretion of the Squadron Commander and the Cadet Programs Officer.

The Cadet Commander will be assisted by a First Sergeant. The First Sergeant will be the senior cadet NCO with the rank of Cadet Master Sergeant or above. In the event there are no qualified Cadet Senior NCO's, the most senior Cadet will hold the position of Senior NCO. The role of Senior NCO will be changed to First Sergeant upon the promotion of a Cadet to Cadet Master Sergeant.

All cadets, other than the Cadet Commander and First Sergeant (Senior NCO) will be assigned to a Flight. Each Flight will have a Flight Sergeant. Flight Sergeants will be appointed by the Cadet Programs Officer and the Cadet Commander. Their terms will be 01 January to 30 June and then 01 July to 31 December. They may be reappointed by the Cadet Programs Officer.

Staff positions available to Cadets are:

- Cadet Operations NCO
- Cadet Aerospace Education NCO
- Cadet Safety NCO
- Cadet Public Affairs NCO

The Cadet Programs Officer may appoint these positions. Their terms will be from 01 January to 30 June and 01 July to 31 December. This allows more Cadets to participate in a variety of staff and command positions.

The Cadet Commander is responsible to the Cadet Programs Officer for the Cadet Staff and activities. They are a member of the Cadet Membership Board. The Cadet Commander is also the unit's member for the Group's Cadet Advisory Council.

The Cadet Operations NCO will work closely with the Cadet Commander and the Activities Officer to plan unit events. The Cadet Operations NCO is the secondary member of the Group's Cadet Advisory Council and will attend meetings when the Cadet Commander can not.

The Cadet Aerospace Education NCO will work with the unit's Aerospace Education Officer. They will ensure that an aerospace education topic is reviewed during every meeting and will maintain the squadron's Aerospace Current Events Bulletin Board.

The Cadet Safety NCO will provide a two-minute safety brief for each meeting. Material for these briefs can come from newspapers, the internet, or safety literature.

The Cadet Public Affairs NCO will assist the Public Affairs Officer in maintaining the Squadron's image to the public. They will also be responsible for taking pictures during activities.

Any Cadet may be removed from a position by the Squadron Commander at any time.

Discipline:

The Cadet Programs Officer may use their discretion on how they wish to discipline a Cadet. The Cadet Programs Officer may not exceed CAP regulations on this matter. They may create a demerit system with rewards and consequences. They may have the individual write a report on their offense and present it to the unit. Discipline is used to correct a deficiency, not to humiliate the Cadet.

If a problem continues, the Cadet's parents will be asked to come in and a meeting will be set-up with them and the Squadron Commander.

School Records:

Each Cadet must maintain a "C" average to participate in the Civil Air Patrol. Cadets will furnish a copy of their GPA to the Cadet Programs Officer on a regular basis.

Membership:

As stated in our Memorandum of Agreement, a prospective Cadet must be attending school in Coalinga-Huron Unified School District, Akers School, or Kings Christian School. They must be enrolled in grades 6 through 12.

A prospective applicant must attend three meetings before the Membership Board can meet. On the first meeting they will be given a Welcome packet. On the applicant's third meeting, they may be given a Cadet Application. Once they return the application, the Membership Board will meet and interview the applicant. The Membership Board will set this date. If the Board recommends the new applicant to be allowed to join, the Squadron Commander will sign the application and forward it with the applicant's check, if required, to National. If the applicant is on free lunch, their first year's dues will be waived. In this case, the Sq/DA will prepare a letter stating the Cadet is on free lunch. This letter will be forwarded with the application to National.

The new Cadet will be given a HCS Form 35-8B, New Cadet Member Checklist. They will complete the Cadet Orientation Course with the Cadet Programs Officer. The dates of this

course will be set up by the Cadet Programs Officer. It is best to do this on a weekend, as to not to interfere with regular Squadron meetings.

New cadets must also complete HCS Form 52E, Photography and Video Waiver. This form will be maintained in the cadet's master record. Only photographs and video content of cadets with a signed waiver may be published by the Sq/PA.

If the Cadet is a transfer from another unit, they will be exempt from completing the Orientation Course.

Transfers to and from the unit will be handled in accordance with CAWGM 11-1.

Cadet Protection Incidents:

In accordance with CAPR 52-10, reportable incidents will be reported to the Sq/CC as soon as possible. The Sq/CC will report the incident to the Wing Commander and initiate actions to suspend individuals until after an Inspector General Investigation is complete. Civil Air Patrol members are not mandatory reporters of sexual or child abuse. All incidents, however, will be dealt with in conjunction with the Wing Legal Officer.

Section IV: Senior Members

Senior Members are the adults that provide supervision for Cadet activities. They may complete the requirements in the Senior Member Professional Development Course and receive awards and promotions. However, only completion of Level I is required for all Senior Members.

Promotions:

Seniors must complete Level I and be over 21 years old to compete for promotion in the Senior Rank structure. All Senior Members will be promoted to Second Lieutenant (2nd Lt) at their six month anniversary following completion of Level I. Professional personnel may be appointed to a higher grade based on their specialties in accordance with CAPR 39-3.

Uniforms:

Senior Members are not required by the Civil Air Patrol to wear uniforms unless they are attending a Group or Wing event or flying in corporate aircraft. It is highly recommended that each Senior Member wear one of the uniform combinations offered. CAPM 39-1 explains the different combinations.

Language:

English will spoken to greatest extent possible during Civil Air Patrol activities. This is to maintain morale and a sense of leadership among the Cadets and Senior members. If a member can not speak English, they will be helped along. Since most CAP activities are conducted in English only, they will need to learn it. However, this Squadron will not discriminate on basis of language.

Membership:

A prospective applicant must attend three meetings before the Membership Board can meet. On the first meeting they will be given a Welcome packet. On the applicant's third meeting, they may be given a Senior Application and fingerprint card. Once they return the application, the Membership Board will meet and interview the applicant. The Membership Board will set this date. If the Board recommends the new applicant to be allowed to join, the Squadron Commander will sign the application and forward it with the applicant's check, to National.

New senior members will be given HCS Form 35-8C, New Senior Member Checklist.

Transfers to and from the unit will be handled in accordance with CAWGM 11-1.

Section V: Squadron Activities

In order to encourage morale and foster leadership in the Cadet Staff, this Squadron conducts Squadron Activities. These activities range from fund raisers to bivouacs, and include our weekly meetings. Squadron activities can be unit functions, Group sponsored events, or Wing activities. The Cadet Programs Officer is responsible for scheduling a monthly activity for the unit. This activity must be approved by the Squadron Commander prior to being placed on the calendar. The Cadet Operations NCO works closely with the Cadet Programs Officer to ensure the planned event is within the Cadet Program scope.

Activities (other than weekly meetings):

By reviewing the Wing and Group calendars, the Cadet Programs Officer ensures that there are no conflicts with planned Squadron functions. Squadron functions may take place during a Wing or Group function, if the Cadets are not participating in the event.

All Cadets must complete CAWGF 31 prior to attending any Civil Air Patrol event. A CAPF 60, Emergency Notification Data, must be on file for all Cadets.

The Squadron can request that the school district fund most activities for the Cadets. When doing this, a Purchase Order form must be completed and turned in to the school principal at least 30 days prior to when the funds are required.

Also, when the school district is funding an activity, permission must be granted by the School Board to take the Cadets. This is accomplished by completing a Request. The school office has the forms required.

Approval:

The Cadet Operations NCO and the Cadet Programs Officer will submit an Operations Plan, using HCS Form 52G, to the Squadron Commander for approval.

All activities must be approved by the Squadron Commander.

The Operations Plan will be forwarded to Group for informational purposes.

Transportation:

School buses and vans may be used for transportation. However, if transportation is by bus, the driver MAY NOT be a member of the Squadron. If transportation is accomplished by a passenger van, it is limited to ten occupants. In the case of a 15-passenger van, the rear seat must be removed per California Wing. Parents may be used for transportation. Cadets may transport other Cadets to and from an activity. They may not drive while at an activity. If necessary, the Squadron will acquire a corporate asset for an event, or rent a van from a car rental agency.

Meetings:

Meetings are held every Tuesday at Huron Middle School from 5:00 to 7:00pm. Cadets and Senior Members will be in uniform. Refer to Section IX for information regarding uniforms.

Each week will be a different theme.

The first Tuesday will be Aerospace Education with the AEO leading the meeting. AE testing will be accomplished on this night.

The second Tuesday will be Leadership night. The Cadet Programs Officer will be responsible for this meeting's topic. Leadership Testing will be accomplished on this night.

The third Tuesday will be Moral Leadership night. The MLO will conduct the meeting topic.

The fourth Tuesday will be PT and Emergency Services night, on a rotating schedule. PT testing will be accomplished this night. Also, ES training will be conducted. Cadets will report in BDU's and bring clothing for exercise. If they do not have BDU's, they may report to the meeting in exercise clothing.

The fifth Tuesday will consist of a fun activity such as volleyball or pizza.

Section VI: Finance (FM)

Subordinate Unit Inspection Checklist Tabs D-3

Finance Officer (FM):

The assignment of the Sq/FM will be completed by a personnel authorization. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

Finance Committee:

Huron Cadet Squadron CAPR 173-1 Supplement 1 will be used as guidance for the Finance Committee and the Finance Officer.

Fund Raising:

Fund raising is a vital part of this organization. All fund raising activities must be approved by the Wing Commander, the Squadron Commander, and the School Principal as required.

Funds collected by the unit will be turned over to the Coalinga-Huron School District for bookkeeping purposes. All checks must be made out to the Huron Middle School.

The Finance Officer will coordinate all fund raising activities by the unit.

Finance Reports:

The California Wing requires all units to submit a finance report using Quicken and CAWG Form 13. This report is an annual requirement due to Wing Finance no later than 31 October. This report must also be submitted when there is a change of commander or a change in the Sq/FM. Because this unit does not maintain a banking account, and is not a member of the Wing Banking Program, a CAWGF 13 will be submitted only. The notes section will indicate that "All bank accounts are the property of the Coalinga-Huron Unified School District".

Finance Regulations:

Refer to the squadron's supplement to CAPR 173-1 and CAPR 173-4 for finance procedures by this unit.

Section VII: Boards and Committees

Awards Review Board:

The Awards Review Board will review all requests for Senior Program and Cadet Program Awards. Senior Program awards include, Red Service Ribbon, Professional Development awards, Recruiter Ribbon, and Senior Member of the Year. Cadet Program awards are listed in CAPR 52-16 Supplements 2 and 3.

The Awards Review Board may authorize any award they feel will benefit the Squadron. The Squadron Commander has the final say on any recommendation for an award, at Squadron level.

The Awards Board will consist of the following personnel:

Personnel Officer – Chairperson
Cadet Programs Officer
Aerospace Education Officer

Meetings will be held as needed to review award applications.

Each Board member will familiarize themselves with CAPR 39-3.

Finance Committee:

Huron Cadet Squadron CAPR 173-1 Supplement 1 will be used as guidance for the Finance Committee.

The Finance Committee will consist of the following personnel:

Squadron Commander - Chairperson
Finance Officer
Deputy Commander
Administrative Officer

Membership Board:

The Membership Board will review every application for prospective members. They will meet and interview each new applicant as well.

The Squadron will maintain two separate Membership Boards; one Board for Senior Members and one for Cadets.

Senior Membership Board:

Cadet Programs Officer – Chairperson
Squadron Commander

Administrative Officer

Cadet Membership Board:

Cadet Programs Officer – Chairperson
Squadron Commander
Cadet Commander

The Board will determine if the new applicant will be a benefit to the Squadron. Each Board member will complete an Applicant Interview Form (HCS Form 35-8A). A prospective member requires 2/3 of the Board recommending that membership be granted. The recommendation of the Membership Board is final and can not be reversed by the Squadron Commander.

The Applicant Interview Form is considered a privileged document. Access will be limited to the Squadron Commander, Deputy Commander, Cadet Programs Officer, Administrative Officer, and the Cadet Commander in the case of a Cadet applicant.

Each Board member will familiarize themselves with CAPR 35-8 and CAPM 39-2.

Section VIII: Safety (SE) & Health Services (SO)

Subordinate Unit Inspection Checklist Tabs E-2

Safety Officer (SE):

The Safety Officer will be appointed by a personnel authorization and on a CAPF 2A. The CAPF 2A will be maintained in the Safety Officer's file. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander. The Safety Officer will be required to complete the Civil Air Patrol Safety Officer Course within the first six months after appointment.

The Safety Officer will mentor the Cadet Safety NCO.

The unit's Safety Officer will oversee the implementation and operation of the squadron's safety program. The program will consist of the following measures:

1. The Squadron Commander will promote an atmosphere of safe operations within the Huron Cadet Squadron. All activities that the squadron participates in will be done in the safest possible manner, using established Operational Risk Management tools. The squadron will adhere to the Civil Air Patrol Safety Pledge:

“As a Civil Air Patrol Member, I pledge to promote an uncompromising safety environment for myself and others, and to prevent the loss of, or damage to Civil Air Patrol assets entrusted to me. I will perform all my activities in a professional and safe manner, and will hold myself accountable for my actions in all of our Missions for America.”

2. This Safety Officer will ensure compliance with Civil Air Patrol Regulations and Operating Instructions as they relate to Safety.

3. A Cadet Safety NCO will also be appointed by the Squadron Commander with the advice of the Safety Officer and the Cadet Programs Officer. This Cadet will work with the Safety Officer in the fulfillment of their duties.

4. A safety bulletin board will be maintained in the squadron spaces, accessible to all members.

- Contents of board:
 - a. CAPF 26, Safety Improvement or Hazard Report Form
 - b. Articles dealing with safety issues, i.e. swimming safety, BBQ safety.
 - c. A copy of the squadron's supplement to CAPR 62-1.

5. Safety briefings will be held once a month. The Safety newsletter provided by California Wing and National Headquarters will be reviewed by the Safety Officer or the Cadet Safety NCO. Participation at these briefings will be recorded on HCSF 62-1A. These forms will be maintained by the Safety Officer and the information will be recorded into the Squadron Information Management System by either the Safety Officer or the Administrative Officer.

6. The Safety Assessment Manual (SAM, or Green Book) will be on hand during all unit activities. Each vehicle transporting unit members will be issued a Green Book. The Safety Officer will ensure this book is kept up-to-date and all necessary forms are on hand.
7. The Safety Officer will review all CAPF 26's submitted by unit members. The SE will make recommendations to the Squadron Commander. Changes and/or explanations of reported CAPF26's must be reported to the unit membership within 14 days of form submission.
8. The SE will complete the Annual Safety Survey no later than 15 December of each year. This form, CAWGF 8, will be submitted to the Squadron Commander by 31 December of each year.
9. Unless otherwise required, the Quarterly Accident Prevention Program Report, CAWGF 7, will be submitted to the Group Safety Officer no later than the 25th day of March, June, September, and December of each year.

Health Services Officer (SO):

The Health Services Officer will be appointed by a personnel authorization. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander. Individuals holding a Doctoral Degree in a Medical Field will be appointed the Medical Officer. Nurses, regardless of degree, will be appointed Nurse Officer. All others will be appointed as Health Services Officer.

The Health Services Officer (SO) is responsible for advising the Commander and unit members on health and hygiene. They will work with the Emergency Services Officer to provide first aid, CPR, and blood-borne pathogen training to the unit members. CAPR 160-1 will guide their actions. The Health Services Officer and the Emergency Services Officer may be combined. If required due to staffing issues, the SO may also be combined with the Safety Officer.

Section IX: Emergency Services (DOS) & Communications (DC)

Subordinate Unit Inspection Checklist Tabs C-1 & C-5

Emergency Services Officer (DOS):

The assignment of the Sq/DOS will be completed by a personnel authorization. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

This person should have a background in Emergency Services and be enrolled in the ES Specialty Track. However, this is not a requirement.

Emergency Services Operations Plan:

In accordance with the squadron supplement to CAPR 60-3, Cadets will not take part in actual missions. Senior members may serve in any operational area they wish to participate in during missions. The unit will take part in training missions and will ensure that Cadets complete the General Emergency Services requirements. Cadets may choose which functional area they wish to train in. The Emergency Services Officer will ensure that training is being conducted each month and that attendance at training missions is maintained.

Emergency Services Training Records:

Records of training will be maintained in the SIMS database and eServices. The Sq/DOS will review these records as necessary to provide for maximum training of all unit members.

Telephone Alert List:

The Sq/DOS will work with the Sq/DA to maintain an accurate Alerting Roster. A copy of this will be submitted to the Group Alerting Officer each quarter.

Alerting Procedures:

When there is an alert, the Squadron Commander will determine if the unit will participate. As stated above, cadets will not take part in search and rescue missions. However, since our senior members may be qualified in essential areas of Emergency Services, they will be alerted to the mission. In the event of natural disasters, then the unit will work as required with the Wing and Group DOS to provide assistance as needed.

The Sq/CC will initiate the alert to the unit's members, ensuring that all members are notified in a timely manner.

Communications Officer (DC):

The Communications Officer will be appointed by a personnel authorization. The term of appointment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

Communications Equipment:

This squadron maintains no communications equipment.

Communications Training:

The Sq/DC will coordinate with the Sq/DO to ensure training in communications is completed by all the unit's members. Although Cadets do not take part in actual SAR missions, the training is a necessary part of their Cadet career.

All completed training will be recorded in the SIMS database and in the Operations Qualifications section of eServices.

Section X: Aerospace Education (ET)

Subordinate Unit Inspection Checklist Tabs A-1

Aerospace Education Officer (ET):

The assignment of the Sq/ET will be completed by a personnel authorization. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander. The Sq/ET must complete the Aerospace Education Program for Senior Members within 90 days of appointment.

This person should have a background in Aerospace Education and be enrolled in the AE Specialty Track. However, this is not a requirement.

The Aerospace Education Officer mentors the Cadet Aerospace Education NCO. They ensure that an aerospace education topic is reviewed during every meeting and maintain the squadron's Aerospace Current Events Bulletin Board. The Aerospace Education Officer serves on the Promotion and Awards Review Board.

The Sq/ET will coordinate all Aerospace Education lessons and activities. The Sq/ET will submit all AE reports to Group and submit requests for grants for aerospace education projects. Whenever possible, the unit will participate in the AEX program, and the Sq/ET will ensure compliance with this program.

Aerospace Education lessons will be taught each month, with the Sq/ET or Cadet AE NCO leading the discussion. The Sq/ET will mentor the Cadet Aerospace Education NCO.

The squadron's AE bulletin board will be maintained by the Sq/ET. This will display current events in aerospace.

Section XI: Marketing and Public Affairs (PA)

Subordinate Unit Inspection Checklist Tabs D-6

Public Affairs Officer (PA):

The assignment of the Sq/PA will be completed by a personnel authorization. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

Responsibilities:

The Sq/PA will coordinate with community media outlets in publishing articles dealing with the unit. A quarterly newsletter will be published and mailed out to each member's home. It will also be available at <http://sq801.cawg.cap.gov/docs/801Flyer.pub>.

The PA will ensure compliance with applicable regulations pertaining to marketing and public affairs. This officer will ensure the completion of the quarterly PAO report and submission to the Sq/CC.

Information Systems Officer (IS):

The assignment of the Sq/IS will be completed by a personnel authorization. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

The Sq/IS will be responsible to the Sq/CC for the content of the unit's website. They must be knowledgeable in information technologies. This individual may elect to complete the Information Technology Specialty Track, however, it is not required.

The Sq/IS will maintain a liaison with the California Wing IS.

Section XII: Chaplain Service (HC)

Subordinate Unit Inspection Checklist Tabs D-2

Chaplain/Moral Leadership Officer (HC):

The assignment of the Sq/HC will be completed by a personnel authorization. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander. An assigned Chaplain may not be placed in a Command position. A Moral Leadership Officer, however, may perform any command and staff position as needed.

Responsibilities:

The Sq/HC will provide monthly Moral Leadership discussions to the Cadets as part of the Cadet Program outline in CAPR 52-16. Participation at these briefings will be recorded on HCSF 265A. These forms will be maintained by the Sq/HC and the information will be recorded into the Squadron Information Management System by either the Sq/HC or the Administrative Officer

The Sq/HC may hold counseling sessions as required at the unit or may make house calls as needed. The Sq/HC will operate within the confines of the Civil Air Patrol Chaplain Program and their own qualifications.

This officer will ensure that religious services of a non-denominational nature are available to the unit members during a weekend event.

Section XIII: Logistics (LG) & Supply (LGS) **Subordinate Unit Inspection Checklist Tabs D-7**

Logistics Officer (LG):

The Logistics Officer will be appointed by a personnel authorization and on a CAPF 2A. The CAPF 2A will be maintained in the Logistics Officer's file. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

The Sq/LG will complete the Real Property Survey annually and submit to Wing Chief of Staff. Form CAWG Form 59 will be used.

The Logistics Officer will investigate any issues of theft.

Property Recovery:

All property is owned by the Coalinga-Huron Unified School District. When a member transfers or terminates their membership, any property issued to them must be returned. In the event of cadets not returning property, the school will be asked to get involved.

Supply Officer (LGS):

The Supply Officer will be appointed by a personnel authorization and on a CAPF 2A. The CAPF 2A will be maintained in the Supply Officer's file. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

The Sq/LGS will manage the unit's uniform inventory in coordination with the Sq/CP.

CAPF 111 will be used to record any issuances of property. This includes uniform items and ground team gear.

Section XIV: Professional Development (ETP) & Testing (ETPT)

Subordinate Unit Inspection Checklist Tab D-1

Professional Development Officer (ETP):

The Professional Development Officer will be appointed by a personnel authorization. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander.

All senior members are encouraged to advance through the Senior Member Professional Development program. To help with this, the squadron will maintain a library of reference material. This library can be found at <http://sq801.cawg.cap.gov/HuronSeniors.htm>. Senior members may enroll in any AFIADL course they wish, with the unit's test control officer administering the exams.

Testing procedures and file maintenance of testing supplies will be conducted in accordance with CAPR 50-4.

All new senior members are required to complete Level I and Cadet Protection Policy Training within their first 60 days. This will be accomplished by issuing a binder with the downloaded information from NHQ. Upon completion of the quizzes, the new member will receive a counseling session reviewing the material they learned.

All Professional Development awards will be presented at the earliest possible times.

Testing Officer (ETPT):

The Testing Officer will be appointed by a personnel authorization. The term of assignment will be from 01 January to 31 December, unless relieved by the Squadron Commander. A Signature Card (CAPF 53) must be completed each time there is a change to the Testing Officer position. The original of this form must be sent to NHQ and a copy sent to the Wing Professional Development Officer.

The above paragraph will apply to any assistant test control officers that may be appointed.

The Testing Officer is responsible maintaining an inventory of all testing materials. They complete an annual inspection of this material and replace as necessary. This job may be combined with the Cadet Programs Officer.

Members will use HCS Form 50-4A to record their answers on when taking tests for advancement. The top portion of the answer sheet must be filed in their records when the member passes the exam. Answer sheets from failed tests are not required to be maintained.