

Anoka Composite Squadron Uniform Policy (July 2016)

This policy outlines how uniforms and uniform items such as insignia, ribbons, covers, ribbon racks and other uniform accessory items are handled at the Anoka Composite Squadron and the responsibilities of the individual member when it comes to uniforms and uniform items.

Uniforms

The Civil Air Patrol has two uniforms for cadets: Airman Battle Uniforms (ABUs) and Blues. All uniforms and uniform items are the responsibility of the individual member.

See the **Cadet Uniform Items List** sheets in this packet for detailed breakdowns on what items are needed and **and the How to Wear Your Uniform** section in the New Cadet Handbook.

ABU Blouses and Pants will be issued to every member pending size availability. If Anoka does not have your size, we will inquire with the MN Wing Logistics Officer. If those sources do not have your size, it is your responsibility to acquire these items.

Uniforms can be purchased directly from Vanguard, the Civil Air Patrol's official supplier. Members can choose to purchase from other sources (CC Military or other military surplus) locally.

Uniforms in the Logistics Supply Room

You can request an ABU Blouse and Pants, but you must do your measurements, check the size chart and submit your sizing requests to Logistics. We will not measure you at the squadron building.

Promotions, New Insignia and Ribbons

When you are ready to promote, it is your responsibility to have purchased the insignia and bring it to the meeting in order to have your pinning ceremony. Place your insignia in your pocket and after you report, take your insignia out of your pocket and hand it to the people who will be pinning you. Ribbons are also the responsibility of the member.

Ribbons

While supplies last, the Anoka Composite Squadron will issue a ribbon to cadets as they earn them through promotion. However, it's the responsibility of the member to inquire if ribbons are available.

Purchasing Insignia and Ribbons from Logistics and Supply

Logistics does have some insignia and ribbons (both new and used) available for purchase at the squadron. Check with the Logistics Officer for the most up to date inventory and price sheet.

Cadet Uniform Items List

Members are responsible for uniform items. New Members may want to order the following packs from Vanguard, Civil Air Patrol's uniform supplier. <http://www.vanguardmil.com>

Recommended first purchase: ABU Accessory Pack and Phase I Pack

ABU Accessory Pack \$27.60
Phase I Pack \$41.90

Total \$69.50

Does not include tax

Because the Vanguard portion of this order is over \$35, you are eligible for free shipping.

ABU Accessory Pack	Price	SKU
Wing Patch	\$2.30	CAP0637V
Civil Air Patrol Tape	\$1.50	CAP6403
Name Tape	\$4.30	CAP6402
Tan Rigger Belt	\$9.50	2510700
ABU Cover	\$10.00	CAP0991U

ABU Accessory Pack Total: \$27.60

Other items needed for ABUs include: Solid Desert Sand t-shirt (\$5 in Logistics) or squadron t-shirt, black boot socks, black combat boots.

Phase I Pack

This will give you the insignia, ribbons and ribbons racks* for the achievements in Phase I. Phase I includes the first four (4) cadet promotions.

Insignia	Price	SKU	Ribbons	Price	SKU	Ribbon Racks*	Price	SKU
C/Amn	\$6.65	CAP0646L	Curry	\$1.30	CAP0609	Single	\$1.20	7720400
C/A1C	\$7.55	CAP0646K	Arnold	\$1.30	CAP0605	Double	\$1.40	7720500
C/SrA	\$7.55	CAP0646J	Feik	\$1.30	CAP0602	3 ribbon	\$1.50	7720600
C/SSgt	\$7.85	CAP0646I	Wright Bros	\$1.30	CAP0601	4 Ribbon	\$3.00	7712600

Total Phase I Pack: \$41.90

Blues Uniform Items - Female	Price	SKU	Blues Uniform Items - Male	Price	SKU
Airman Flight Cap - Female	\$19.45	CAP1015J	Airman Flight Cap - Male	\$19.45	CAP0994K
Airman Flight Cap Device	\$6.50	CAP0748A	Airman Flight Cap Device	\$6.50	CAP0748A
Female Short Sleeve Blouse	\$47.50	CAP1017	Male Short Sleeve Blouse	\$47.50	CAP1001A
Female Trousers	\$54.00	CAP3500A	Male Trousers	\$59.40	CAP0993B
Blue Belt (elastic) w/Silver buckle & tip	\$16.45	2500550	Blue Belt (cotton) w/Silver buckle& tip	\$16.90	25000500
CAP Name Plate: Cadet	\$3.80	CAP0599M	CAP Name Plate: Cadet	\$3.80	CAP0599M

Total Blues Uniform Female: \$147.70

Total Blues Uniform Male: \$153.55

Note: Once cadets earn their first promotion, CAPNHQ will email the cadet a \$100 voucher to be used toward the purchase of specific Blues uniform items with Vanguard. Uniform size charts: <http://www.vanguardmil.com/pages/sizing-charts>

Phase II Pack

This will give you the insignia, ribbons and ribbon racks* for the achievements of Phase II.

Insignia	Price	SKU	Ribbons	Price	SKU	Ribbon Racks	Price	SKU
C/TSgt	\$8.10	CAP0646H	Rickenbacker	\$1.30	CAP0613	5 Ribbon	\$3.15	7712650
C/MSgt	\$8.90	CAP0646G	Lindbergh	\$1.30	CAP0611	6 Ribbon (2 rows)	\$3.20	7712700
C/SMSgt	\$9.70	CAP0645	Doolittle	\$1.30	CAP0603	7 Ribbon	\$3.45	7712750
C/CMSgt	\$11.55	CAP0645B	Goddard	\$1.30	CAP0607	8 Ribbon	\$3.55	7712800
Deadrank (no new insignia)	---		Armstrong	\$1.30	CAP0614	9 Ribbon	\$3.65	7712850

Total Phase II Pack: \$61.75

Note:

Pricing does not include tax or shipping and was current on November 8, 2015. Check vanguardmil.com for most current pricing.

- Vanguard will offer free shipping with \$35 order (before tax and shipping).

- Sign up for Vanguard's email newsletter and each month you get a 10% coupon code.

*If your cadet earns ribbons outside promotion achievements (eg Encampment, etc) , he/she will need a larger ribbon rack

Anoka Composite Squadron
Cadet Programs

Promotion Guidelines and Process – Nov 2015

Purpose:

This document will outline both National CAP and Anoka Squadron-specific guidelines and process for cadet promotions at Anoka Composite Squadron. It should also act as an FAQ for Cadet Promotions in general.

How often can a cadet promote?

A cadet must serve 56 days (8 weeks) time in grade before being eligible for the next promotion. This date is calculated from the date the Squadron Commander or DCFC (Deputy Commander for Cadets) approves the promotion in eServices

What does a cadet need to do to promote?

Each achievement has its own set of requirements. However, in general, a cadet can expect to have to complete the following:

- Pass a Leadership Test online
- Pass an Aerospace Education Test online
- Pass a Physical Training test
- Attend a Character Development class since the last promotion
- Be an active member

For some achievements, a Drill Test, speech or staff duty analysis essay is required. Check the Cadet Super Chart or ask up your Chain of Command what the requirements are for your next promotion if you are unsure.

When I know I have all the requirements for a promotion, how do I get promoted?

There is a promotion process.

1. When you are ready for your promotion, you need to inform your chain of command and fill out the Online Promotion and Test Request Form in advance of the meeting.
2. If your requirements are complete, and you do not require a Promotion Board, the Deputy Commander for Cadets or his/her designee will approve the promotion in eServices. You will have the option to have your promotion ceremony at the next meeting or at the meeting of your choice.
3. If a Promotion Board is required:
 - As the cadet, you will fill out your part of the CAP Form 50 as a self-evaluation prior to the board.
 - The DCFC will have someone in your chain of command fill out a Form 50 as your supervisor.
 - You will bring your completed Form 50 to your chain of command before the promotion board.
 - The cadet's supervisor will give the completed Form 50 to the DCFC prior to the promotion board commencing.

When are Promotion Boards required?

Anoka Composite Squadron requires a cadet to sit for a Promotion Board at certain milestones in the cadet program. Promotion Boards are required at the following grades:

C/Amn	C/SSgt	CMSgt
C/CMSgt	C/2dLt	C/Capt
C/Maj	C/LtCol	C/Col

The Squadron Commander or the DCFC reserve the right to call a Promotion Board at any given point outside the above list, should he/she deem it necessary.

Why does Anoka hold Promotion Boards?

We believe that not only should a cadet achieve the testing requirements, but that the cadet show levels of self-reliance, motivation, discipline and maturity. As a cadet progresses through the Cadet Program, we should see skills levels increase. Promotion Boards give us a chance to check soft skill development and make sure that a cadet is progressing and preparing to take on the responsibilities that the new promotion involves.

What happens in a Promotion Board?

The cadet will be instructed to report to the DCFC, who chairs the promotion board. The board will consist of three members:

- The DCFC (or his/her designee)
- Someone in the cadet's direct chain of command as appointed by the DCFC or Squadron Commander
- A third CAP member appointed by the DCFC or Squadron Commander

For all cadet officer promotion boards, the Squadron Commander will participate and chair the promotion board.

Per CAPR 52-16, the completed Form 50 will be used as a basis for the discussion in the promotion board.

In most cases, the cadet will leave the board knowing if he/she is being promoted or retained in grade.

What happens if the cadet is retained in grade?

If the board feels that a cadet needs to develop more prior to promoting in grade, the cadet in question will receive support and training to assist him/her in meeting the guidelines for promotion. A timeline will be agreed to for the cadet to return for another review board to assess if progress has been met.

What skills should a Cadet possess at each required Promotion Board?

We look not only at objective requirements (eg test scores), but subjective requirements (eg skill development). Each phase of the cadet program has expectations in each of the following categories:

- Attitude
- Core Values
- Communication Skills
- Sense of Responsibility
- Interpersonal Skills (Senior NCOs and above)
- Critical Thinking (Cadet Officers)
- Delegation Skills (Cadet Officers)

For more information on the specific requirements, see CAP Forms 50-1, 50-2, 50-3 and 50-4