

Dungeness Composite Squadron



Welcome Packet

Dungeness Composite Squadron Welcome Packet

Contents

Welcome Letter.....	3
Communications	3
Emails	3
Social Media	3
Band.....	3
Expectations.....	4
Next Steps for Cadets.....	4
Uniforms	4
Initial Education and Training	4
First Year Checklist	4
Unit Policies.....	5
Attendance Expectations.....	5
Hybrid Policy	5
Unit Merchandise.....	5
Financial Difficulties	5
Uniforms	5
Airmen Battle Uniform (ABU).....	5
Blues Uniform.....	6
.....	6
Physical Training Uniform (PTU)	6
Parents.....	6
Becoming a Senior Member	6
Civil Air Patrol Structure and the Chain of Command.....	7
Resources	7

Welcome Letter

Thank you for joining our unit. Our membership base is the core of what we do and it means a lot that you have chosen to spend your time at our squadron and with our members. Your success is our number one priority so please communicate up the chain of command if you ever have any questions. Parents: feel free to contact me directly.

I hope this packet provides some essential information to help you get started at our unit and get oriented to the program. Civil Air Patrol is a government-funded national organization, with many complex layers and idiosyncrasies. It can seem overwhelming at times, but hopefully this clears up some questions you may have and sets you on the right path.

Thank you again for joining us.

Lt. Madeline Patterson

Commander

Communications

Our unit communicates through email, social media, and the Band application. It is important to note that due to Civil Air Patrol Cadet Protection regulations, adult members and cadets are not to have one-on-one private communication with each other. For emails and direct messaging, a third person, cadet or adult, must be added.

Emails

Emails are sent out once a week on Sundays, detailing the upcoming meetings, any announcements, and other events that might be coming up in the area. Please read the emails thoroughly before reaching out to your chain of command for questions.

When you initially sign up for Civil Air Patrol through EServices, you will be asked to add both a cadet and parent email address. These are the email addresses that all communications will go to: make sure they are ones that are checked frequently.

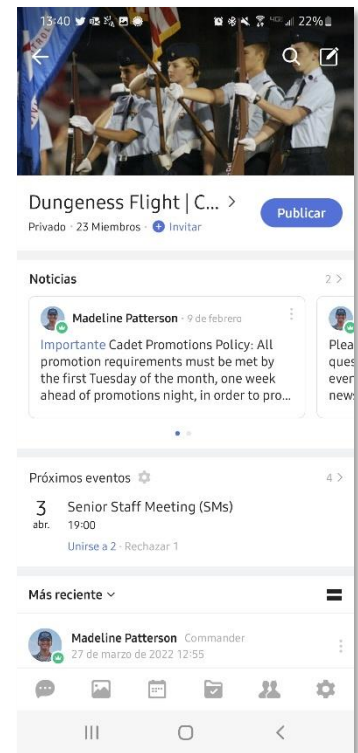
You will soon receive access to a G Suite (Gmail, Google Docs, Google Drive etc) as a member of WAWG CAP. Instructions are [here](#) on how to get access to your @wawg.cap.gov email address.

Social Media

Our unit runs both a Facebook page and an Instagram account. Our Instagram is [@dungeness_flight_cap](#) and our Facebook is [Dungeness Composite Squadron, Civil Air Patrol](#). Please give us a follow and like! We post frequently. It is a great place to direct interested people or share any of our posts if they include yourself or your child.

Band

Band is a mobile app as well as a desktop application that provides many resources, like a calendar, group messages, sign-up sheets, and more. Each unit member should sign up for their own account (parent and



child separately if the parent becomes a Senior Member). Profile names should be first and last name and photo should show your face. There is a tutorial on how to operate the mobile app [here](#).

We use Band a lot, so make sure to check it frequently!

Here is the link for the parent/guardian group: <https://band.us/n/aaad67V8c2F9H>

Band Mobile App

Here is the link for the main unit: <https://band.us/n/aaae6eV8c7F8O>

Expectations

The operation of our unit is intended to develop the cadets as professionals and treat them as mature adults. That being said, cadets should take initiative and reach out to their Flight Sergeant if they have any questions and their email should be courteous and grammatically correct. Additionally, cadets will be responsible for checking their emails and Band frequently and must respond when requested to.

Next Steps for Cadets

Welcome on board! After attending three meetings, and completing your application [here](#), your New Cadet Welcome Kit will be on its way in the mail with your textbooks and resources to get you started.

Uniforms

See the main uniform section on details about what each uniform set will entail. After you are officially signed up for Civil Air Patrol, our unit will do our best to help equip you with a second-hand set of ABUs. If you wish to order your own, please refer to CAPM 39-1 and it is always good to double check with members of the unit to make sure you are ordering the right clothes.

After completing your first achievement, you will be issued a voucher for your Blues uniform to purchase off of Vanguard. These vouchers vary in value depending on financial need. *These vouchers expire after 45 days of being received and cannot be recovered.* The unit will help with the rest of your Blues as much as we can.

Initial Education and Training

Register in eServices: [eServices](#) is CAP's online portal for training courses, membership records, help desk, squadron roster with contact information, and more. Create a new account and look around.

Using this [guide](#), navigate to Cadet Interactive, then complete the Cadet Welcome Course, a short 15-minute module.

First Year Checklist

Within 8 weeks of joining CAP, our goal is to get new cadets to complete their first promotion, also known as the "Curry Award". The requirements for your Curry are these: attempt the CPFT, Cadet Wingman Course, Learn to Lead Chapter 1, Cadet Welcome Course, memorize the Cadet Oath, and pass a Drill Test. Seems like a lot! We will try and help you as much as possible.

After completing your Curry, it is good to set goals for your first year in CAP. What rank do you want to be by the end of the year? Cadets can promote at a maximum of every two months.

Also set the goal to attend in encampment sometime in your first year. This is a weeklong camp that is hosted in the summer and in the winter, when public schools are not in session. Keep your eyes peeled for information about Cascade Falcon, the summer encampment, or Winter Raptor, the winter encampment.

Aim to get your first orientation flight done! Some of this may depend on weather and availability, but your unit will strive to make O-Flights as accessible as possible.

Unit Policies

Attendance Expectations

In general, cadets are expected to participate actively. All members should display a continuous effort to attend as many meetings as possible on a regular basis. If you know you will be absent, for one week or an extended period, inform your chain of command. If you are sick and unexpectedly miss a meeting, please send an email when you can, either before or after the meeting.

Hybrid Policy

If members live far enough away from the meeting location that weekly transportation to the meeting location is an undue burden, cadets may attend via Zoom link for 3 of the 4 meetings a month. Members must be wearing the assigned uniform and have their camera on, with their first and last name as their display name.

Unit Merchandise

Twice a year our unit will open up ordering for merchandise with our unit logo, including a red shirt and dark blue hoodie that fits within our PTU requirements. If you sign up to order an item, you will be responsible for paying the bill you assumed once the items are printed. Unit merchandise is not an official uniform item, and likewise can be worn outside unit meetings. Parents and Senior Members may also order merchandise.

Financial Difficulties

If at any time you are struggling to purchase uniform items or cannot pay for an activity fee, please contact the unit commander. Often times they will be able to point you in the direction of scholarships that might be available or we can assist you internally.

Uniforms

Detailed instruction on the wear of the ABUs and Blues will be found in CAPM 39-1 (find it in the resources). Please refer to CAPM 39-1 first before reaching up through your chain of command. Our official uniform supplier is vanguardmil.com and all nametapes should be ordered from here.

All members must also adhere to appearance and grooming standards listed in CAPM 39-1 while wearing USAF-style uniforms. Specifically, hair must be kept within uniform requirements.

Follow [this link](#) to read some guidelines on getting started.

Airmen Battle Uniform (ABU)

The ABU is also known as the camo uniform. It is often used for field activities or light classroom days. All items needed for an ABU uniform can be found on the vanguardmil.com website [here](#).



ABU Uniform

Blues Uniform

The Blues uniform can be the more informal Class B (pictured) or Class A with a suit-style jacket. Cadets typically wear the Class B uniform for a majority of their time in the cadet program. Blues are worn during ceremonies, promotions, and some classroom activities. View our checklist and links to purchase [here](#).



Blues Uniform



PT Uniform

Physical Training Uniform (PTU)

Our PTU consists of a dark red shirt, dark blue pants or shorts, and dark blue outerwear. The intent of this design was for members to wear USAF outerwear and pants/shorts and unit red shirts, although these specific items are not required. You must also wear appropriate athletic shoes (no vans or converse).

Parents

Thank you for being involved in your cadet's participation in the cadet program. Your support will be helpful as your cadet moves through the ranks and learns to acclimate to this new environment. Eventually you may find they don't need too much help with their Civil Air Patrol work anymore!

Becoming a Senior Member

Parents are more than welcome to join the unit as senior members. There are two types you can consider:

Sponsor Member

As a Cadet Parent you get the option to apply to be a sponsor member. These members can operate more as a "chaperone", transporting cadets and helping meet minimum senior member requirements. You will have to do the same initial training and onboarding as a Senior Member, but your dues are reduced, as well as any time obligations

Senior Member

At our unit, Senior Members essentially support the Cadet Program. Choose this option if you want to be actively involved in other mission areas like Emergency Services or Aerospace Education. If you have any specialized skills, we could always use your help! If you have experience in administration, finance, aviation, or ES, you would be a great fit.

If you are interested in joining as an adult member, please contact the unit commander and they can get you the information you need and help you along the way.

Civil Air Patrol Structure and the Chain of Command

Civil Air Patrol operates under a military-style chain of Command. Starting at the National level and down to the unit level, there are different sets of command.

Dungeness Squadron is a unit of the Northwest Group of Washington Wing (WAWG). WAWG is a member of Pacific Region (PCR). The Pacific Region is part of the National structure.

Our full unit charter designation is PCR-WA-091.

Within the unit, we have our own chain of command. For most cadets, if they have any questions or anything to report they must first go up their cadet chain of command, typically to their Flight Sergeant. The Flight Sergeant then takes issues to the Deputy Commander for Cadets. The Deputy Commander for Cadets then brings issues or questions to the unit Commander.

If a cadet were to have a question and would reach out directly to the commander, that is called “jumping the chain of command” and is generally inappropriate. The situations where any member may jump the chain of command deal with issues of safety or harassment.

Resources

If a parent has questions about uniforms, please contact our Logistics Officer SM Danielle Patterson Danielle.patterson@wawg.cap.gov

If a parent has questions about promotions and cadet advancement, please contact our Deputy Commander for Cadets Captain Nick Sue Nicholas.sue@wawg.cap.gov

If a cadet has questions, they should be directed to their flight sergeant.

Other questions from parents may be directed to the Squadron Commander.

[Civil Air Patrol Uniform Manual CAPM 39-1](#)

[Cadet Parent Guide](#)

[New Cadet Guide](#)

[McChord Ribbon Rack Builder](#)

Unit Commander: Madeline Patterson madeline.patterson@wawg.cap.gov (360)912-1785