



Colorado Military Academy

Cadet Squadron

Cadet Handbook



CIVIL AIR PATROL
U.S. AIR FORCE AUXILIARY

August 1, 2025

Foreword

This Cadet Handbook will help you become a more successful cadet and aid the Colorado Military Academy Cadet Squadron (CMACS) unit in continuing to be one of the best in the United States. The guidance in this Handbook is CMACS “CAPCP Instruction” and applies to all aspects of our program, outside of academics.

The provisions of this handbook were not established arbitrarily. Some of the source documents include: U.S. Public Law, authorizing and establishing the Civil Air Patrol Cadet Program, the signed agreement between Colorado Military Academy and the Civil Air Patrol U.S. Air Force Auxiliary, and your Cadre’s collective leadership experience.

We wrote each provision of this handbook in consideration with CMA’s many academic and development objectives.

Your achievement in knowledge of aerospace, development as a leader, and contribution to the reputation of the CMACS will depend on you and the spirit in which you abide by the provisions of this handbook.

If you are new to our unit, you will soon understand why our cadets feel a sense of pride. It is time for you to set your own course. The CMA instructors are here to support you, but the choice must be yours.



Preface

This Cadet Handbook establishes a high standard of performance for all members of our CAP unit. When each cadet follows this standard, our squadron will learn to work together towards our common goals. We will each place the squadron's success above our own needs and wants. As we continue our journey, you will earn a sense of pride in our achievements and CMACS will remain one of the best units in CAP.

This Cadet Handbook will be used as a reference for specific details to maintain a high standard of performance. For example: proper wear of the uniform, placement of insignia, promotions, awards, curriculum requirements, honor code, etc.

Your Cadre believes most cadets will voluntarily work for the betterment of our unit, if they are aware of our goals and mission. As a cadet, you are responsible for obtaining a thorough understanding of the contents of this handbook. Only then can you maximize your experience in the CAP program and apply these standards to the benefit of yourself and CMACS.

Effective LEADERSHIP starts with responsible FOLLOWERSHIP. "BEFORE YOU CAN LEARN TO LEAD, YOU MUST LEARN TO FOLLOW!"

You have a role in improving our guidance. To correct out-of-date information or to recommend a change to your cadet handbook, submit a Change of Publication, through your chain of command, to CMACS's Squadron Admin Officer.

Important Events

Spring Review/ End of Year Awards Ceremony:

- 15 May 2026 at about 11:00a.m.**
- At CMA in front of the school
- Family members/guardians/friends are invited to attend.
- 5 May 2026 end of year Awards will be given out at the CAP Ball (location TBD)

***All cadets are required to wear the CAP blues uniform**

****This will be fourth quarter drill grade***

Mission, Goals, Honor Code, Creed, and Core Values

Mission

Civil Air Patrol's cadet program transforms youth into dynamic Americans and aerospace leaders through a curriculum focusing on leadership, aerospace, fitness, and character. As cadets participate in these four elements, they advance through a series of achievements, earning honors and increased responsibilities. Many of the nation's astronauts, pilots, engineers, and scientists first explored their careers through CAP.

Goals

1. Provide an environment where cadets learn teamwork, refine their communications skills, become self-disciplined, and develop self-confidence.
2. Develop the cadet's knowledge, skills, and attitudes necessary for understanding aerospace principles and the total impact of aerospace power upon society.
3. Assist the cadet develop a personal ethical foundation and an understanding of moral issues through discussion and debate.
4. Guide cadets on how to become physically fit and develop a lifelong habit of regular exercise.
5. Encourage cadets to participate in a variety of special activities and programs to enhance their learning of leadership principles and aerospace science.

6. Through study and performance, cadets work through a series of achievements and milestone awards. As cadets progress, they advance in grade, increase the scope of their leadership responsibilities, earn awards, and become eligible for nationally sponsored special activities and scholarships.

Honor Code

The honor code is **"I will not lie, cheat, steal, nor tolerate anyone who does."** The CAPCP cadet honor code is a basic philosophy that builds upon the core value of integrity. All cadets must adopt it in order to find success in the program. Through living by this code of honor, cadets will find it easier to abide by the heightened standards of CAPCP.

The Civil Air Patrol Cadet Oath

"I pledge to serve faithfully in the Civil Air Patrol Cadet Program and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly and advance my education and training rapidly to prepare myself to be of service to my community, state and nation."

These simple words provide the basis for a personal code of ethics that is expected to not only be observed but also maintained by all cadets. This Honor Code is specific and clear. A cadet is expected to have complete integrity in both word and deed. The code belongs to the cadets. Maintaining its high standards of trustworthiness is the responsibility of each young man and woman in the CMACSs. This always requires discipline and a conscious effort.

Eventually, it becomes a habit and part of the cadet's total ethical code and lifestyle. The Honor Code -- by stressing that there can be no toleration of lying, cheating, or stealing -- emphasizes that HONOR is a common standard of the CMACS. Like all aspects of the cadet program, cadets must hold each other accountable.

CMACS realizes it cannot "force" all cadets to want/choose to live by CMACS standards. The CMACS focus is on helping cadets become better people and citizens while assisting those cadets to reach the potential they themselves strive for. CMACS is not a reform program, and the use of physical discipline is prohibited by both instructors and cadets. CMACS is most successful in assisting cadets who put forth an individual effort to succeed.

CMACS's educational value is not in CAP curriculum itself, but rather in the opportunities presented by the program for cadets to become successful citizens within their community and nation. The CMACS curriculum simply provides a structured vehicle to help meet the greater CAP mission and vision.

Civil Air Patrol Core Values

INTEGRITY: Integrity is the very fiber of all core values; without it all other core values cannot prevail. It is the cornerstone for all that is moral and just in our society. Integrity is a character trait. It is the willingness to do what is right even when no one is looking. It is the "moral compass"- the inner voice.

VOLUNTEER SERVICE: This core value speaks of "voluntarily giving of oneself, over personal desires, to provide for the welfare of others." We embrace this core value and reflect it in our spirit of volunteerism.

EXCELLENCE: Excellence ordinarily means accomplishing the mission well and that is a good place to start breaking down this concept. In CAP, the nature of our mission demands that we focus on the results and get the job done right the first time and on time.

RESPECT: The effectiveness of any organization is dependent upon the environment in which people work. We must create an atmosphere in the CAP where mutual respect abounds, making way for prosperity, innovation, and excellence in serving this great nation. Respect means we value our diverse membership. We treat each other with fairness, dignity, and compassion. We work as a team.

CMACS Curriculum

General Information:

The Civil Air Patrol Cadet Program is a five-year program for junior high and high school students. Each Class is divided into three categories:

- Aerospace Science (40%)
- Leadership Education (40%)
- Wellness/Fitness (20%)

Major topics in the Aerospace Science curriculum include history, science, space, and optional studies.

Major topics in the Leadership Education curriculum include Air Force customs and courtesies, cadet corps activities, time management, communication skills, life skills, leadership and management studies, drill and ceremonies and wellness/physical training.

Wear of the CAP uniforms is a key component of the cadet experience and performance in inspections will be counted toward their grade in CAP classes.

CMACS Curriculum Requirements

Colorado Military Academy is a public charter school of choice. All students attending Colorado Military Academy grades 9 – 12 are required to participate in CMA's CAP program and meet all program requirements. It is optional for Cadets in the 7th & 8th grades to participate.

Cadets of The Colorado Military Academy can and **will** pass all their CAP courses by focusing on the principles taught not just through the curriculum, but also through in-class life lessons and adhering to the greater CMA mission statement and vision:

- Being a constructive and valued citizen in our country involves being where you are supposed to be, when you are supposed to be there.
- As CAPCP teaches more than simply book work, attendance is necessary in order to gain leadership, citizenship, and service CAPCP strives to instill in its cadets.
- The large majority of CAPCP work is in-class work. Simply making up this work out of the classroom typically does not have the same impact as when done as a group within a classroom. Additionally, much of the in-class work is completed in a large or small group setting and cadets missing these opportunities do not get the full benefit from the assignments.
- Failure to consistently attend CAP classes will diminish the impact of the CAP program, see class syllabus for details.
- A cadet must put forth a solid best effort in all their courses by completing the assigned work to the best of their individual ability.
 - Doing what you are supposed to do, when you are supposed to do it, is essential to being a citizen of character.
 - CAP requires a cadet to be attentive in class, try their hardest, and complete all assigned work in the prescribed amount of time.
- Be respectful to instructors and other cadets and not be disruptive in class.
 - Showing respect to instructors and peers is essential to developing character and citizenship.
 - Stay alert and attentive in class.
- Follow all CAP customs and courtesies:
 - Refer to instructors by rank and last name or Sir/Ma'am.
 - Communicate appropriately with all instructors through both verbal and non-verbal communication.
 - Come to class in the correct uniform.
 - Follow grooming standards.

If a cadet adheres to the above principles and guidelines there is no chance such a cadet will fail his/her CAP course of instructions. All cadets meeting all the above requirements will be guaranteed a passing grade of "C" or better in their CAP class.

Disenrollment Policy

A Cadet may be dis-enrolled from CMACS's program for any of the following reasons:

- Failure to maintain the acceptable prescribed Course Standards IAW CMA academic standards.
- Inaptitude or indifference to CMA training or disciplinary reasons involving undesirable character traits, or illegal acts.
- Bullying or Hazing. Intolerance of others is unacceptable. Disrespect or aggression may be grounds for dismissal.
- Individual student's request for release, consistent with the current CMA Add/Drop Policy.
- Reference CMA policies for all infractions, suspensions, and expulsions.

Classroom Rules

Cadets recite the CAP Core Values at the beginning of every class. When a cadet commits to internalizing these values, the higher CMA standards will be easier to follow.

There are four primary classroom rules that must be followed at CMA. Remember the Acronym STAR. Each letter in STAR represents each of the classroom expectations. Additionally, the insignia of a military general is a star, which encourages leadership and reminds cadets to prepare for the future, because even little decisions can have lasting consequences in the future.

S - Sit Smart

T - Track

A - Ask questions/Answer appropriately

R - Respect All

No drinking or food in the classroom, unless preapproved by your teacher / instructor. Gum is never allowed.

In accordance with CMA policy, cadets will not have cell phones on their person during school hours.

Failure to abide by these classroom rules will result in disciplinary measures.

Military Customs

Each cadet will stand when speaking to their teachers and address them as Mr. or Ms. and their last name. Cadets will respond to the instructor's questions with “yes sir/ma'am” or “no sir/ma'am.”

When reporting into an military instructor's room, cadets will stand at attention, knock once, and wait for permission to enter.

We will strictly enforce Dress and Appearance standards outlined in CAPR 39-1.

IAW Para. 1.4.2. Commitment to Safety. There is no place for physical, sexual, or emotional abuse in any CAP program, nor harassment, intimidation, bullying, or sexual grooming. CAP will report to law enforcement all reasonable suspicions of child abuse and other criminal activity as required by local law, and it will cooperate with law enforcement investigations. To the extent permitted by law, CAP will investigate and act on all reports of actual or suspected misconduct that could lead to the harm of a cadet.

This prohibition is applicable to all CAP activities, and includes instructors, cadets and any personnel involved with or participating in a CAP activity. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the CAP program.

Saluting

American military personnel consider the salute a courteous and respectful greeting between members of an honorable profession. It is one of the oldest traditions binding military professionals together.

All cadets will be taught the proper manner of saluting and the rules. Salutes will only be rendered in a military uniform.

All areas inside the school are non-salute zones including formation and the gym. Salutes will be rendered outside of the CMA school building.

Cadet officers and cadet non-commissioned officers will correct observed saluting violations in a courteous and helpful manner. All cadets are expected to accept these corrections as being constructive in nature.

Saluting Rules

Cadet-to-military members:

- If a cadet is outside in uniform and encounters an active-duty or retired officer who is also in uniform, the Cadet shall salute the officer.

Cadet-to-Cadet Encounters:

- When a Cadet Enlisted member encounters a Cadet Officer, the Cadet Enlisted member must salute the Cadet Officer.
 - If both Cadets are Cadet Officers, the lower-ranking Cadet Officer will render a salute to the higher-ranking Cadet Officer.
 - If both Cadet Officers are of the same rank, no salute is required.

Indoors:

- The salute is rendered indoors only when cadets are in formation, participating in a ceremony, or reporting to CAP Senior Member.
 - The proper sequence of reporting-in is a salute and the statement “Sir/Ma’am, Cadet (last name) reporting as ordered.” The cadet holds the salute until the senior ranking individual returns the salute or acknowledges the Cadet. When the purpose of the report or meeting is completed, the cadet will salute again, to report out. The Cadet will hold their salute until the senior ranking officer returns the salute. As the senior ranking officer lowers their salute, the cadet lowers their salute at the same rate or faster and will turn sharply to the most direct exit and leave.
 - When a cadet is late for formation, he or she will approach the cadet or person in charge (when the formation is at halt) , salute and request permission to fall-in.

During PT:

- Do not give a salute or return a salute while running.
 - The junior ranking cadet will come to quick time (a walk) and render the salute when approximately three paces from the officer.

Patriotic events:

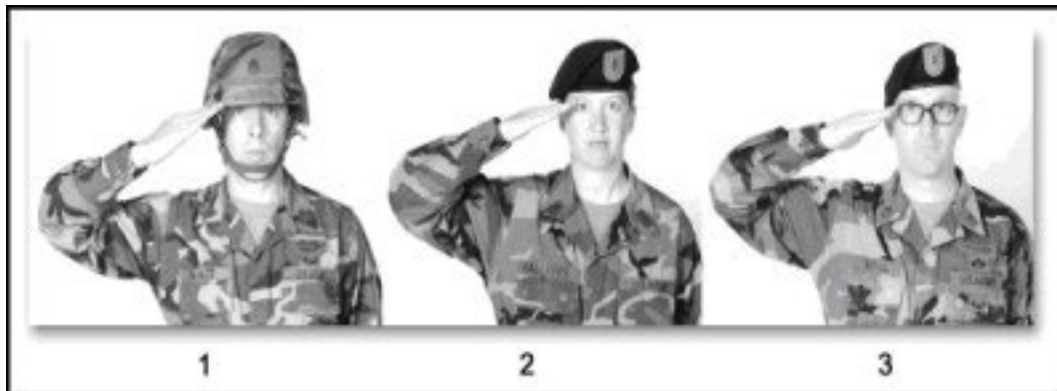
- If a cadet in uniform observes the American Flag being raised or lowered from any flagstaff he or she will assume the position of attention facing the flag, render the hand salute, and hold it until the flag has reached the summit or base of the flag staff.
 - If the cadet is in civilian clothes, he or she will assume the position of attention facing the flag and place the right hand over the heart.

- If a cadet is wearing civilian attire and is also wearing headgear, he or she will remove the headgear and hold it to their left shoulder, so their right hand is over their heart.
- If a cadet is outdoors and hears the National Anthem or “To the Colors,” the cadet in uniform shall stand at attention, face the flag or music, and render the hand salute until the music or call ends.
 - If the cadet is indoors, they will face the flag or music and stand at the position of attention until the music or call ends.

Promotion board procedures:

- During a promotion board, cadets will salute the head administrator of the board, state their rank, name, and what promotion board to which they are reporting.
 - Example: “Sir/Ma’am, Cadet Tech Sergeant (last name) reporting to the Cadet Master Sergeant promotion board.” The board member will return the cadet’s salute, and the board will ask the cadet to sit down.
- When the Board is over, the cadet will stand, salute, state their rank and last name and report out.
 - Example: “Sir/Ma’am, Cadet Staff Sergeant (last name) reporting out.”

Examples of a Salute:



CMACS Clubs and Activities

Tier I - STEM Based

Cyber Patriot:

Cadets participate in the National Youth Cyber Defense Competition, sponsored by the Air Force Association (AFA). The competition puts teams of high school and junior high school students in the position of newly hired IT professionals tasked with managing the network of a small company. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services. Teams compete for the top placement within their state and region. The top teams in the nation earn an all-expense paid trip in April to the Baltimore, MD/Washington DC area for the National Finals Competition, where they can earn national recognition and scholarship money. For more details, see:

<https://www.uscyberpatriot.org/home>.

Drones:

Cadets will operate Category 1 drones while learning the FAA rules and regulations regarding flying of drones. For more details, see: <https://faadronezone.faa.gov/#/>.

Flight Simulator:

Cadets receive ground training in flight principles and fly a simulated aircraft in a risk-free environment. In addition to flight simulator training, cadets will have the opportunity to learn about careers in aviation. Brand new; meeting days will be determined after the 1st term.

Robotics:

Cadets design and build robots outside of the traditional school day, before and after school. Coaches help participants recognize the cause of failure and address it through redesign.

Rocketry:

Cadets design, build, and launch rockets. The Model Rocketry Badge will be awarded to cadets that complete program requirements of building a rocket, successfully launching, and recovering it 4 times, and completing OPR6/LPR6, which is found inside the U.S Model Rocket Sporting Code <https://www.nar.org/contest-flying/u-s-model-rocket-new-sporting-code/>.

Tier II - Activity Based

Competitive Armed Drill Team:

A team of highly skilled cadets that share a high appreciation for the intricate skills associated with military drill and ceremonies performed with arms. Cadets represent CO-805 by competing against other CAP units to prove that they are the best by being the sharpest in traditional drills and performing complicated exhibitionary routines with replica rifles.

Competitive Unarmed Drill Team:

A team of highly skilled cadets that share a high appreciation for the intricate skills associated with military drills and ceremonies performed without arms. Cadets represent CO-805 by competing against other CAP units to prove that they are the best by being the sharpest in traditional drills and performing complicated exhibitionary routines without arms.

Competitive Color Guard Team:

A close-knit team of highly skilled cadets that share a high appreciation for the intricate skills associated with military drill and ceremonies performed to bring honor and protect the U.S. flag. Cadets represent CO-805 by competing against other CAP units to prove that they are the best by being the sharpest guards of the nation's colors.

Kitty Hawk:

A cadet-led peer tutoring program to aid all cadets in their academic pursuits to aid the higher academic goals of the CO-805 Wing and CMA.

Marksmanship:

A cadet team of highly disciplined and skilled 'marksmen' that compete to prove that they are the best shots with 0.177 caliber pellet rifles. Cadets represent CO-805 by competing in local, state and national competitions.

Tier III - Unit Based

Honor Guard:

A close-knit group of elite cadets that share an elevated level of appreciation for the intricate drill and all kinds of special military ceremonies. Cadets namelessly selflessly serve the community and represent CO-805 through performing special military ceremonies designed to honor the U.S. flag, veterans, and those who currently serve, by request throughout Northern Utah for various organizations.

Raider Team:

CAP Raider members participate in physically demanding exercises and compete in local area PT/Warrior Challenges. The Raider Team is an athletic team that competes in running, calisthenics, obstacles courses, and military skills.

Flag Detail:

The Flag Detail operates jointly with the Honor Guard to raise the flag at school daily. Responsibility to raise the flag rotates through each flight throughout the school year and selected participants will be taught flag etiquette during Flight Time while raising the flag.

Communication/Expectations

Team Leads (TL) are responsible for ensuring each cadet understands expectations and how to remain an active member of their assigned team. Each TL will ensure each participant signs a written document, responds via email, or completes an electronic form. Team Leads will ensure their feedback to the team is always supportive and constructive. Team Leads must communicate with and receive advisor approval, before removing a cadet from the team.

Practices

These are set days and times. Cadre must approve of any changes. Team Leads must communicate scheduled deviations a minimum of 1 day in advance with the Operations Officer and the Public Affairs Officer.

Curriculum in Action (CIA) Trips

CIA trips are proper educational field trips that directly support or serve as an extension of the CAP curriculum. They are sponsored and approved using the same procedures as any other class/organization in the high school must use and must be approved by the appropriate school authority. **NOTE:** Invited guests to the unit/school campus do not qualify as a CIA trip.

Cadre will do their best to ensure each AS level has at least one CIA trip per year. The Military Studies Instructors are responsible for the supervision and control of all CIA trips.

Cadets must be in good academic and disciplinary standing to participate in CIA trips. To determine eligibility to participate in CIA Trips, instructors will refer to the extracurricular participation policies set by CMA.

Drill meets and marksmanship events will not count as CIA trips and will be reported only as “Competition” events in eServices. If a proper CIA trip occurs in conjunction with a drill meet or marksmanship event, those will be entered in eServices as two separate events. Additionally, military ball events will not count as a proper CIA trip.

Chaperones:

- For overnight activities, the cadet-to-chaperone ratio will be in accordance with school or school district policy. Units shall not exceed a ratio of twelve cadets to one chaperon. Additionally, units must adhere to gender proportionality with chaperons. For example, if there is one female cadet attending, there must be at least one female chaperon. If more than twelve female cadets attend, at least two female chaperons are required. All other school or school district policies must be complied with.
- Chaperons must be at least 21 years old and approved by the school principal.
 - If cadets are segregated by gender in separate dormitories, hotel wings, etc., the chaperons in those areas must be of the same gender as the cadets.
- Instructors will establish and communicate the rules to all chaperons and ensure everyone is on the same page. Chaperons used on any CAP activity must be briefed on school and CAP policy and guidelines covering duties and responsibilities prior to the event. This includes an understanding of the CAP policies regarding inappropriate behavior, verbal maltreatment, hazing/initiations, physical discipline, and physical contact.

- For local activities not involving an overnight stay, units will follow the school or school district policy concerning chaperone ratio and other constraints. If no school or school district policy exists, the ratio shall not exceed 15 to 1 regardless of cadet gender.
- During multi-unit activities, overall supervision of cadets is the host unit's responsibility. The principals of each participating school must agree to allow their students to be supervised by another school's instructors/chaperones.

CMA Eligibility Policies

To be eligible to participate in practices and competitions for sports teams or otherwise CAP-sponsored activities, students must maintain a minimum 2.0 GPA and fail no more than one class per academic term.

We abide by this and all other CHSAA Eligibility Requirements.

Cadet academic status will be evaluated at the end of each term. Also, poor attendance will affect eligibility.

CAP Uniform Standards

General Information

The Colorado Military Academy is an institution where military traditions and core values are an important part of the academic experience. As a public charter school and “school of choice” we are a dedicated uniformed school. When the uniform is worn, it will be worn completely and not mixed with civilian clothing or civilian shoes or without required items such as belts, name tags, etc.

Cadets wear the uniform of the United States Air Force in accordance with CAPR 39-1. Any objectionable behavior, personal grooming, or nonstandard uniform wear in public creates an unfavorable reaction toward the U.S. Air Force, the Civil Air Patrol, and CMA. Conversely, proper conduct, individual actions, attitudes, and appearance are expected and will create and enhance the image of the CMACS.

Cadets may not play sports while in the CAP blue uniform, nor may they engage in any conduct that would bring embarrassment or disgrace to the uniform, CMA, or the Civil Air Patrol.

Cadets must wear the prescribed uniform when attending school during school hours.

- During CIA trips and HQ visits, deviations may be made from the regular uniform schedule for cadets attending outings.
- Exceptions must be approved in advance by the Commandant or the Squadron Commander. Any issue preventing a cadet from wearing the uniform all day must be communicated to the CAP instructor in advance (in-person or via email).

Cadets are **NOT** required to wear their school identification card on a lanyard or clip but must have their ID with them while on school grounds or school sponsored trips.

Cadets may only exchange uniform items before and after school hours on Monday through Wednesday, and Thursday afternoon (0710-0740 and 1445-1515).

*If the wind chill temperature is 32 degrees Fahrenheit or lower, cadets may wear a civilian jacket over the prescribed uniform, headgear and gloves to and from school. Once at school, cadets must stow all unauthorized clothing items inside their locker.

Turn-in of CAP Uniforms

Cadets who fail to turn in their uniform items or pay for any lost items, incur a debt to the CMA. Until the debt is cleared, cadets WILL NOT receive the following.

- Certificate of Completion/Training Armed Forces Enlistment Recommendation.

Suggestions to prevent unnecessary expenses or delays to the cadet:

- DO NOT leave your uniform items in an unlocked locker or unattended, especially in the locker rooms.
- DO NOT give or lend uniform items to others or allow another cadet to turn in your uniform.
- DO place your name on each uniform item, including hat, shoes, shirt/blouse, trousers, and coat.
- DO Turn-in uniform/equipment items found to the CAP Instructors.
- DO Turn-in Uniform Items Cleaned and Pressed on Hangars and Bagged with Laundry Tag.
- UNIFORM READINESS. Dry clean and launder uniform items (as appropriate). Cadets are responsible for keeping their uniforms "Ready to Wear" at ALL TIMES. The Uniform is a symbol of Pride and Honorable Service. Wear it with PRIDE.

Enforcement of Uniform Standards

All cadets will be inspected during morning formations by cadet leaders based on standards outlined in CAPR 39-1.

Improper uniform wear will affect cadet's grades in their Military Classes as frequent uniform inspections are conducted. Planning and preparedness are particularly important aspects of our overall academic experience at CMA.

An accumulation of 5 Uniform Violations will count as a Class II infraction.

Cadets wearing the uniform improperly will be given a Uniform Infraction and asked to fix the issue. If they are unable to fix it, cadets will be required to call home and wait for a parent/guardian to bring them the missing uniform item or take them home.

All cadets who violate CMA hair standards while in a CAP uniform will be given 72 hours (the day of and two full school days after) to correct their hair to be within written CMA standards. After 72 hours, non-compliant cadets will receive further discipline/guidance from the Commandant/Dean of Students.

All uniform guidance will be with in Civil Air Patrol Regulation 39-1.

Colorado Military Academy will not be authorizing male facial hair of any kind.

https://www.gocivilairpatrol.com/media/cms/CAPR_391_90e08bf91538b.pdf

All Awards and Ribbons will be with in Civil Air Patrol Regulation 39-3.

https://www.gocivilairpatrol.com/media/cms/R039_003_83459660D4F44.pdf