

New Cadet Welcome Packet

TO DO

As you are now a member of the Royal Charter Composite Squadron and the Civil Air Patrol, there are several things you need to do. Use this as a checklist to ensure that you have done all the necessary items to be able to participate in Civil Air Patrol activities.

- Obtain your CAPID in the mail within 2 weeks of the application being sent out.
- Set up a Civil Air Patrol eServices account by visiting: www.capnhq.gov (your New Cadet Orientation Officer will assist)
- Complete the following on eServices: OPSEC and Intro to Safety.
- Order a free Blues uniform via eServices
- Fill out a copies of Civil Air Patrol Form 60: Emergency Notification Form (see attached)
- Meet with the New Cadet Orientation officer and exchange contact information, talk about the meeting schedule, squadron schedule, uniforms and answer any questions you may have.
- Order all necessary uniform items from Vanguard (see attached)
- Visit http://www.capmembers.com/cadet_programs/new_cadet_help/ to begin acclimation to the Civil Air Patrol.

Uniform Necessities for New Cadets:

1. Visit vanguardmil.com and click on Civil Air Patrol.
2. Click on Insignia, then Name Plates, Tapes, and Badges.
3. Select Name Tapes and Name Plates
4. Select the following items:
 - a. CAP0599HA- CAP Embroidered Name Tape: Your Last Name Only; NOT "CIVIL AIR PATROL"
 - b. CAP0599M-Civil Air Patrol Name Plate: Cadet (Make sure it's BLUE!)
 - c. CAP0599K-Civil Air Patrol Tape: Embroidered Civil Air Patrol
5. On the left side menu, under INSIGNIA, select AWARDS AND DECORATIONS.
6. Select METAL RIBBON HOLDERS.
7. Choose Vanmount Metal 1 (item number 7712525)
8. On the left side menu, select CAP & COLLAR DEVICE and select the following items:
 - a. CAP0748A- Civil Air Patrol Cap Device: Cadet Enlisted - Flight
 - b. CAP0820-Civil Air Patrol Collar Device: CAP - mirror finish
9. On the left side menu, select UNIFORM ACCESSORIES, then select: BELTS AND BUCKLES
 - a. 2500510-Blue Cotton Belt with Black Open Face Buckle and Tip
 - b. 2500500-Belt with Buckle and Tip: Blue Web - mirror finish

Please note: The following items can be purchased at any military surplus store (a list will be provided).

1. Black Combat Boots
2. Blue Cotton Belt with Black Open Face Buckle and Tip
3. Belt with Buckle and Tip: Blue Web- mirror finish
4. Air Force style Battle Dress Uniform hat

Bills Military Surplus
84 Whiting St
Plainville, CT 06062

Military Specialties
2543 Berlin Turnpike
Newington, CT 06111
(860) 666-4275

Army Barracks
2585 Berlin Turnpike
Newington, CT 06111
(860) 667-7089

Contact Information/ Chain of Command

Use this page to gather the contact information of your New Cadet Orientation Officer, your Flight Sergeant and Flight Commander. As you become acclimated to the Royal Charter Composite Squadron, your New Cadet Orientation Officer will place you into a flight- or your assigned group. From here, your New Cadet Orientation Officer will no longer be your “go-to” person- your Flight Sergeant will now become that person. You will report to him/her for attendance, questions or ideas you may have.

New Cadet Orientation Officer: _____

Phone Number: _____

Email Address: _____

Flight Sergeant: _____

Phone Number: _____

Email Address: _____

Flight Commander _____

Phone Number: _____

Email Address: _____

Squadron Schedule:

The Royal Charter Composite Squadron has a set monthly schedule to give you a general idea of how a meeting will run. However, there are those special occasions in which there will be changes. If changes occur, your Flight Sergeant or Flight Commander will contact you.

Session start time	Week 1 Uniform BDU	Week 2 Uniform PT clothing	Week 3 Uniform BDU	Week 4 Uniform Blues	Week 5 Uniform To be announced
1900	* Sign in	* Sign in	* Sign in	* Sign in	* Special Activity
5	Report to Commanding Officer				
10	Assemble Pledge/Oath A.E.Current Event Commanding Officer comments				
1920	** SAFETY BRIEFING	Physical Fitness	*** (Presentation) Military Moments	Cadet Staff time with cadets	
40	Cadet Staff time with cadets		Leadership Lab		
2000	Drill/Inspection New Cadet Orientation	New Cadet Orientation	Cadet Staff time with cadets New Cadet Orientation	Drill/Inspection New Cadet Orientation	
15		Test Prep			
30	Moral Leadership	Monthly Testing		Aerospace Module Instruction	
2045			Emergency Services		
2100		****Aerospace AEX			
40				Promotions	
55	Closing comments	Closing comments	Closing comments	Closing comments	
2200	Dismissal	Dismissal	Dismissal	Dismissal	

