

**CAP REGULATION 60-2**

**18 August 2025  
Corrected Copy**

**Cadet Programs**

**CADET PROTECTION PROGRAM**

This regulation outlines Civil Air Patrol (CAP)'s strategy for protecting cadets from the risk of abuse and establishes requirements regarding standards of practice, training, and reporting reasonable suspicions of abuse.

**SUMMARY OF CHANGES**

This regulation replaces CAPR 60-2, 5 October 2021. This document has been extensively revised and needs to be reviewed in its entirety.

**TABLE OF CONTENTS**

|   |           |
|---|-----------|
| <b>CHAPTER 1. CAP'S COMMITMENT TO YOUTH SAFETY .....</b>                  | <b>3</b>  |
| 1.1. OVERVIEW .....   | 3         |
| 1.2. ROLES & RESPONSIBILITIES.....  | 3         |
| 1.3. WAIVERS, SUPPLEMENTS, & OPERATING INSTRUCTIONS .....                 | 4         |
| 1.4 KEY ORGANIZATIONAL POLICIES .....                                     | 5         |
| 1.5. DEFINITIONS .....  | 6         |
| 1.6. PREVENTIVE PHILOSOPHY .....  | 11        |
| <b>CHAPTER 2. STANDARDS OF PRACTICE.....</b>                              | <b>13</b> |
| 2.1. CONTINUUM OF POSITIVE, NEGATIVE, & ABUSIVE CONDUCT .....             | 13        |
| 2.2. DECORUM.....   | 13        |
| 2.3. MEDICINES, BEVERAGES, & OTHER SUBSTANCES .....                       | 13        |
| 2.4. FRATERNIZATION.....  | 14        |
| 2.5. CADET-ON-CADET BULLYING.....   | 15        |
| 2.6. UNIVERSAL STANDARDS OF PRACTICE.....                                 | 15        |
| 2.7 STANDARDS OF PRACTICE FOR CHALLENGE & HIGH ADVENTURE ACTIVITIES ..... | 21        |
| 2.8. STANDARDS OF PRACTICE FOR OVERNIGHT ACTIVITIES .....                 | 25        |
| 2.9. STANDARDS OF PRACTICE REGARDING MILITARY TRAINING INTENSITY.....     | 27        |
| 2.10. STANDARDS OF PRACTICE FOR FLIGHT INSTRUCTION .....                  | 28        |
| 2.11. STANDARDS OF PRACTICE: VIRTUAL & HYBRID ENVIRONMENTS.....           | 29        |
| 2.12. STANDARDS OF PRACTICE: SPECIAL ENVIRONMENTS .....                   | 30        |
| 2.13. INTERACTIONS OUTSIDE OF CAP ACTIVITIES.....                         | 31        |

|  |           |
|--|-----------|
| <b>CHAPTER 3. SCREENING, TRAINING &amp; COMPLIANCE .....</b>                       | <b>33</b> |
| 3.1. SCREENING OF POTENTIAL ADULT MEMBERS .....                                    | 33        |
| 3.2. CADET PROTECTION BASIC COURSE.....  | 33        |
| 3.3. CADET PROTECTION ADVANCED COURSE.....   | 33        |
| 3.4. CADET WINGMAN COURSE .....  | 34        |
| 3.5. PARENTS/GUARDIANS' GUIDE.....   | 34        |
| 3.6. INSPECTING & VERIFYING COMPLIANCE WITH CADET PROTECTION POLICIES .....        | 34        |
| <b>CHAPTER 4: REPORTING &amp; RESPONDING REQUIREMENTS .....</b>                    | <b>36</b> |
| 4.1. OVERALL REPORTING REQUIREMENTS .....  | 36        |
| 4.2 RESPONDING TO BOUNDARY CONCERNS .....  | 38        |
| 4.3 RESPONDING TO CADET PROTECTION VIOLATONS .....                                 | 39        |
| 4.4. CAP'S INTERNAL INVESTIGATIONS .....   | 40        |
| 4.5. CONSEQUENCES OF ABUSIVE BEHAVIOR.....   | 40        |
| <b>ATTACHMENT 1. COMPLIANCE ELEMENTS .....</b>                                     | <b>41</b> |
| <b>ATTACHMENT 2. REPORTING &amp; DUE DATES PRESCRIBED IN THIS REGULATION .....</b> | <b>43</b> |
| <b>ATTACHMENT 3. GLOSSARY OF ABBREVIATIONS .....</b>                               | <b>44</b> |
| <b>ATTACHMENT 4. MINIMUM SUPERVISORY RATIOS GUIDANCE &amp; EXAMPLES .....</b>      | <b>45</b> |

## CHAPTER 1. CAP'S COMMITMENT TO YOUTH SAFETY

### 1.1. OVERVIEW

This regulation describes the CAP Cadet Protection Program (CPP), an evidence-based strategy for protecting cadets' safety and well-being while ensuring that adult volunteers are prepared to instruct, mentor, and supervise cadets using methods in line with a positive training environment. This regulation introduces CAP's protective strategy; defines standards of practice for adult-cadet and cadet-to-cadet interactions; outlines training requirements; and explains the reporting process and CAP's response to cadet protection concerns and allegations of abuse.

### 1.2. ROLES & RESPONSIBILITIES

This section summarizes key responsibilities only and is intended to help readers understand how leaders at various CAP echelons contribute to the CPP's success.

**1.2.1. Board of Governors.** The CAP National Commander (CAP/CC) provides regular updates on cadet protection and the CPP to the Board of Governors ("the Board"). The Board supports CPP efforts through committee oversight.

**1.2.2. National Commander.** As National Commander and Chief Executive Officer of Civil Air Patrol, CAP/CC is ultimately responsible for the proper functioning of the CPP. In close cooperation with the Board of Governors and Chief Operating Officer (COO), CAP/CC will establish the strategic goals and objectives of the CPP and assign responsibilities for cadet protection to staff. CAP/CC will ensure commanders prioritize Cadet Protection and implement the CPP at all levels of the organization.

#### 1.2.3. National Headquarters Staff (NHQ)

1.2.3.1. *Cadet Programs.* Cadet Programs (CAP/CP) is the office of primary responsibility (OPR) for the CPP. This office advises commanders and directors of cadet programs (DCPs) on CPP matters, primarily through the role of the Youth Protection Manager (see Section 1.2.3, paragraph 1.2.3.4). CAP/CP and the National Cadet Team can be reached at [cadets@capnhq.gov](mailto:cadets@capnhq.gov).

1.2.3.2. *The General Counsel (CAP/GC)* is the CAP Corporation's legal counsel and OPR for any allegation of abuse under this regulation.

1.2.3.3. *The National Operations Center (NOC)* is the resource for commanders needing to contact National Headquarters. They can be reached 24/7/365 at 888-211-1812. They also provide centralized notification to CAP/CC, CAP/CPP, and other members of the national staff as needed.

1.2.3.4. *The Youth Protection Program Manager (CAP/CPP)*, coordinates response to allegations of abuse, neglect, cadet protection violations, or boundary concerns (see section 1.5 for definitions), to ensure cross-functional coordination between CAP/GC, CAP Inspector General (CAP/IG), and CAP/CP, in addition to commanders, families, and impacted parties. As an advisor regarding CPP matters, CAP/CPP assists in providing information regarding regulatory guidance and interpretation, industry-standard best practices regarding out-of-school time (OST) and abuse

prevention, and communication. In addition, CAP/CPP will provide CAP/CC and CAP/COO reports for the Board of Governors describing cadet protection occurrences, whether allegations were substantiated or not, and the disciplinary outcomes for the respective individuals.

**1.2.4. Commanders.** Commanders at every level shall ensure that all senior members, cadets, and activities with cadets are held accountable regarding compliance with this regulation. Commanders must follow reporting procedures as outlined in Chapter 4.

**1.2.5. Legal Officers.** Legal Officers (JAs) will ensure proper legal guidance is given to their commanders related to the notification of reports of abuse or neglect (see CAPR 111-1 for detailed duties for Legal Officers).

**1.2.6. Adult leaders.** Adult leaders are senior members (see Paragraph 1.5.11 for visitor and guest guidance) who interact with cadets. Adult leaders have a duty to act *in loco parentis* (in the place of parents/guardians) and will protect the cadets' well-being as a reasonable adult would for the benefit of his or her own children. They will not permit their relationship with cadets to progress into a peer relationship.

**1.2.7. Cadets.** Cadets are young people who are CAP members preparing themselves for leadership and success in adult life. See CAPR 39-2, Chapter 2 – CADET MEMBERSHIP for the definition of membership. Cadets voluntarily participate in an Air Force-style youth program environment. They fulfill their Cadet Oath, adhere to the regulations, look after their wingman, and abide by the Core Values to the best of their ability and abide by the Standards of Cadet Conduct (see CAPR 60-1, Table 1.1).

**1.2.8. The Youth Protection Advisory Committee (YPAC).** The Youth Protection Advisory Committee (YPAC) supports CAP, CAP/CC, and the Youth Protection Program Manager (CAP/CPP) in implementing and improving the CPP.

1.2.8.1. *Purpose of the YPAC.* The YPAC provides structured, cross-functional input for the CPP and other youth protection efforts. In accordance with recommendations from external experts and consistent with best practices for out-of-school time (OST) youth development programs, the YPAC receives regular updates and advises leadership on continuous improvement strategies.

1.2.8.3. *Structure.* The YPAC will be chartered by CAP/CC and will meet once a quarter or as otherwise chartered.

### **1.3. WAIVERS, SUPPLEMENTS, & OPERATING INSTRUCTIONS**

1.3.1. CAP/CP is the approval authority for all supplements and operating instructions associated with this regulation.

1.3.2. CAP/CP must coordinate all waiver requests with CAP/COO, who coordinates with CAP/CC and CAP-USAF/CC for approval.

1.3.3. All waiver, supplements, and operating instruction submissions must be coordinated through the chain of command and with the CAP-USAF liaison region, with the CAP region commander submitting to CAP/CP.

1.3.3. To maintain a single CAP-wide standard as much as possible, supplements and OIs are not permitted below the wing level.

## **1.4 KEY ORGANIZATIONAL POLICIES**

**1.4.1. The Cadet Environment.** Civil Air Patrol conducts its Cadet Program in a positive, safe, and age-appropriate environment grounded in youth development principles and modeled after the professional culture of the United States Air Force. The key traits of cadet life, as outlined in CAPR 60-1, section 1.6, guide commanders in creating activities that are structured, respectful, and developmentally appropriate.

**1.4.2. Commitment to Safety.** There is no place for physical, sexual, or emotional abuse in any CAP program. Harassment, intimidation, bullying, or sexual grooming is also prohibited. CAP will report to law enforcement all reasonable suspicions of child abuse and other criminal activity as required by law, and it will cooperate with law enforcement investigations. To the extent permitted by law, CAP will act on all reports of actual or suspected misconduct that could lead to the harm of a cadet.

**1.4.3. Supremacy of Law.** If this regulation conflicts with a state or federal law, the law shall govern the member and CAP's conduct.

**1.4.4. Scope.** This regulation governs all CAP activities and applies to all CAP members, except as noted.

**1.4.5. Communications with Parents/Guardians.** CAP is committed to keeping parents/guardians informed of matters affecting their cadet(s).

1.4.5.1. *Acute Incidents.* The unit commander, encampment commander, activity director, or their designee will make a telephone call to the cadet's parent, guardian, or emergency contact as soon as reasonably possible if the cadet is directly involved in any of the incidents listed below.

If the initial phone call is not answered, a second call will be placed within one hour of the first attempt. If no contact is established after the second attempt, an email will be sent to the parent or guardian's email address on file requesting a return phone call to the activity director (or appropriate leader) at the earliest opportunity.

*NOTE: In the event of death or serious bodily injury, see CAPR 160-2, Safety Reporting, Reviewing and Action Planning.*

- Illness or injury requiring treatment by a physician
- Allegation of physical or sexual abuse (as alleged victim or alleged perpetrator)
- Sexting (see definition in section 1.5.17)
- Sexual activity during a CAP activity

- Physical altercation (fighting) during a CAP activity
- Automobile accident
- Aircraft accident, as defined in CAPR 160-2, *Safety Reporting, Reviewing, and Action Planning*.
- Suspected drug or alcohol use during a CAP activity
- Exposure to any form of violence (in context, not in a movie or video)
- Any mention or threat of harm to self or others (including but not limited to threats or mention of suicide)
- Serious misconduct warranting removal of the cadet from a CAP activity

1.4.5.2. *Accomplishments.* To build rapport and a positive culture, the unit commander, or designee, should keep parents/guardians notified in a timely manner of their cadet(s)' accomplishments so they can participate in any ceremonies or celebrations , including but not limited to:

- Promotions
- Awards
- Selection for cadre (cadet staff) positions at the unit or activities
- Examples of particularly exemplary performance

1.4.5.3. *On-Going Communications.* The unit commander will share with cadets' parents/guardians program news affecting their cadets, including:

- Upcoming activities (see 2.6.2 on unit calendars and 2.6.9. on permission slips)
- Scholarships and financial assistance programs in coordination with CAP/CP
- Disciplinary action; see CAPR 60-1, 3.5 (progressive discipline) and 3.6 (demotions and termination).

## 1.5. DEFINITIONS

In the context of this regulation, the terms below carry the following definitions):

**1.5.1. Abuse.** Federal law (PL 111-320, 42 USC §5101) defines child abuse as, at a minimum:

*"Any recent act or failure to act on the part of a parent or caretaker (e.g., CAP adult leader) that results in death, serious physical or emotional harm, sexual abuse, or exploitation, or alternatively, an act or failure to act that presents an imminent risk of serious harm."*

1.5.1.1. Actions can violate this regulation without rising to actual abuse in accordance with the definition above. See "Boundary concerns" and "Cadet protection violations "in Paragraphs 1.5.6. and 1.5.8.

1.5.1.2. In CAP's military-style training environment, it is important to distinguish emotional abuse, which by definition inflicts *serious harm*, from an inappropriately high training intensity, which, though momentarily unpleasant, does not meet the threshold of abuse. This approach is grounded in positive youth development, not coercion or intimidation, and does not include shaming, or humiliation. CAP models the professional, culture of the United States Air Force, not fictional or dramatized portrayals seen in movies. Activity leaders are expected to create

structured, supportive environments where cadets are challenged, but always treated with dignity and respect. See section 2.9 for guidance on training intensity.

**1.5.1.3. CAP will not tolerate abuse.** All CAP members, regardless of status as mandatory reporters in their state or career, must report reasonable suspicions of abuse or neglect to CAP. See Ch. 4 for reporting channels available. The website <https://www.childwelfare.gov/> is available as an external resource with the option to search requirements by location. For additional information on mandated reporting requirements, please consult CAP/JA or your wing legal officer.

**1.5.2. Activity.** All cadet activities must be authorized by a unit commander. A CAP activity includes any meeting, outing, gathering, trip, program, or otherwise specified activity in which two or more CAP senior member(s) will be present and supervising CAP cadets. This includes, but is not limited to squadron meetings, color guard events, overnight and day (field) trips, museum visits, airshows, and conferences in addition to flight instruction and orientation flights. Please refer to Paragraph 2.6.5 for guidance on supervisory ratios, and section 2.10 for specific guidance on flight instruction.

**1.5.3. Adult leader.** CAP has a number of membership categories available to adults who serve in a supervisory and mentoring role over cadets. The term “adult leader” is used in this regulation to refer to all members who supervise cadets, but the term does not include cadet members.

**1.5.4. Adult member.** An adult member is an individual who has attained the age of majority, based on the jurisdiction where they are physically present, and is assigned to any CAP senior member or cadet category. College-age cadets, for example, are often adult members, depending upon the age of majority in a given jurisdiction.

**1.5.5. Aviation Mentor (Navigator).** An adult leader who monitors CPP practices in the unique environment of flight training, where one-on-one interactions between adults and cadets are inevitable. For more on CPP practices during formal flight training, see section 2.10.

**1.5.6. Boundary concern.** A boundary concern is any action by a CAP adult member that oversteps appropriate limits with cadets. These actions may not be abusive or intentionally harmful, but they compromise trust, create discomfort, or blur the lines of professional conduct.

**1.5.6.1. Examples.** Examples include but are not limited to: not exercising appropriate supervision, disparaging CAP leaders in front of cadets, using profanity once, and other behaviors that overstep appropriate limits while falling short of abuse or a CPV.

**1.5.6.2. Importance.** Boundary concerns are often the earliest signs of grooming or misconduct. They must be addressed early—even when no harm was intended.

**1.5.7. Bullying.** Bullying is a serious form of peer-to-peer misconduct that can cause lasting harm and undermine the safety and cohesion of CAP’s cadet environment. While not always rising to the legal threshold of child abuse as defined in 1.5.1, bullying is incompatible with CAP’s core values and cadet protection standards, and will be treated as a significant disciplinary issue.

1.5.7.1. *Federal Definition.* Borrowing from the U.S. Department of Health and Human Services' [StopBullying.gov](http://StopBullying.gov) program, CAP defines bullying as:

*"Unwanted, aggressive behavior among cadets that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes making threats, spreading rumors, and attacking someone physically or verbally. The behavior is repeated, or has the potential to be repeated, over time."*

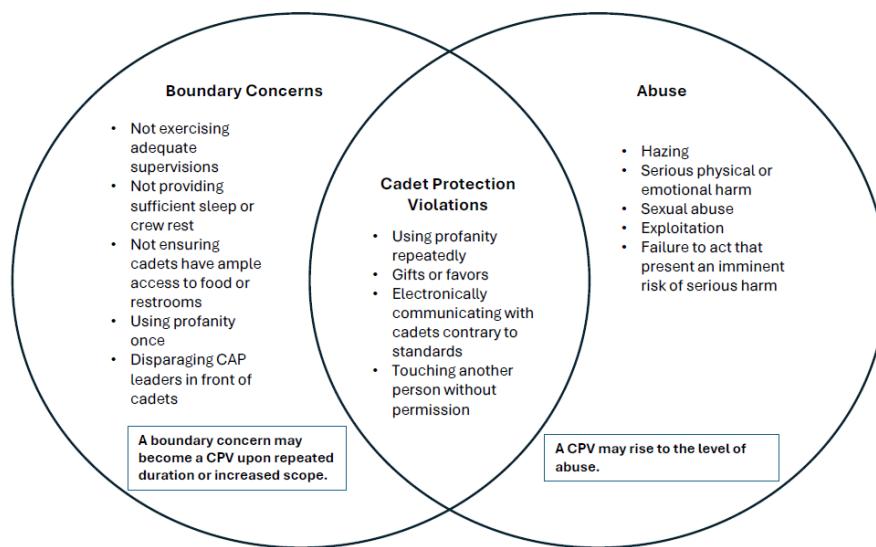
1.5.7.2. *Where & When Bullying Occurs.* Bullying can occur at CAP activities, while traveling to and from CAP activities, over social media, or even outside of CAP activities. CAP does not tolerate bullying in any form, regardless of setting or method.

1.5.7.3. *Bullying Interventions.* Commanders across all echelons and adult leaders are expected to intervene early, document concerns, and address bullying with corrective action that aligns with this regulation and progressive discipline. Peer bullying that causes emotional distress or fear may escalate into a cadet protection violation and must be reported and managed in accordance with CAP regulations. See Chapter 4 for reporting details.

**1.5.8 Cadet protection violation.** A cadet protection violation (CPV) is the violation of the standards outlined in this regulation, regardless of whether harm occurred (see Chapter 2 for standards of practice, and Chapter 4 for reporting requirements). See Figure 1.1 for the relationship between boundary concerns, cadet protection violations, and abuse.

1.5.8.1. *Examples.* Examples include but are not limited to not maintaining two-deep leadership, allowing cadets to sleep in the same quarters as adult leaders, supervising cadets without completing required training, failing to communicate with parents when directed to under this regulation, or transporting cadets without proper permissions or supervision.

1.5.8.2. *Importance.* Regulations and policies exist to prevent harm. Any cadet protection violation, whether accidental or intentional, creates inappropriate and often unacceptable risk.

**Figure 1.1**

**1.5.9. Cadet sexual abuse.** In alignment with federal law (see 1.5.1) and applicable state statutes (see 1.4.3), cadet sexual abuse refers to any sexual behavior or contact involving a cadet that violates the law, CAP policy, or cadet protection principles. It includes conduct that is forced, coerced, manipulative, or occurs in contexts where informed and voluntary consent cannot legally or developmentally be given, including but not limited to:

1.5.9.1. All sexual contact between an adult leader and a cadet, regardless of age, use of deception, or the cadet's understanding of the activity's sexual nature;

1.5.9.2. Sexual contact that is accomplished by force or threat of force, regardless of the age of the participants;

1.5.9.3. Sexual contact between an older and a younger cadet if there is a significant disparity in age, development, or size, rendering the younger cadet incapable of giving informed consent;

1.5.9.4. Sexual penetration

1.5.9.5. Sexual touching

1.5.9.6. Non-contact sexual acts, including but not limited to: indecent exposure, voyeurism, sexually explicit communication (written, spoken, or digital), and unauthorized photographing, recording, or broadcasting of pornography.

1.5.9.7. Any sexual conduct involving a cadet that violates applicable federal, state, or local law, including statutory age-of-consent violations, mandatory reporting thresholds, or sexting laws.

**1.5.10. Cadet-to-cadet sexual behavior** (peer-to-peer sexual behavior).

1.5.10.1. *Prohibition of Sexual Activity.* Civil Air Patrol strictly prohibits any form of sexual activity or sexually explicit communication between cadets in any CAP context, including during activities, in lodging, while traveling, online, or through digital platforms associated with CAP. This prohibition applies regardless of the cadets' age or perceived mutual consent.

1.5.10.2. *Violation and Reporting.* Cadet-to-cadet sexual behavior, whether in-person or virtual, undermines the safety, respect, and purpose of the Cadet Program and constitutes a cadet protection violation and violation of a key standard of practice and must be reported (see 4.1.2. for specifics).

**1.5.11. Field conditions.** Field conditions are off-road or backcountry training environments where the nearest road cannot be reached on foot within 15 minutes or less.

**1.5.12. Grooming.** Grooming is a lengthy and nuanced process beginning with an abuser identifying a potential target and adapting his/her actions and strategies to respond to the target's specific emotional needs. Over time, the victim becomes emotionally dependent upon the abuser to the point of lying, covering up and protecting the molester. Groomers manipulate the surrounding environment, presenting themselves as respected, trustworthy, and helpful individuals to parents, leaders, or peers.

1.5.12.1. *Community Grooming,* This can delay recognition and reporting. During the grooming process, the community (e.g., parents or other adult leaders, unit, wing, region. etc.) are also affected, as the abuser often presents themself as a helpful, positive role model who is above suspicion.

1.5.12.2. *Vigilance & Responsibility to Speak Up.* All CAP members have a responsibility to recognize boundary concerns, disrupt inappropriate behavior early, and report suspicions, even if the adult involved appears above reproach. Every allegation must be taken seriously, regardless of the individual's role or reputation.

**1.5.12. Guests & Visitors.** Guests and visitors are non-CAP members or employees who have not completed background screening and interact with cadets at CAP activities. Examples include guest speakers, prospective members, officials from the host installation, visiting dignitaries, etc. For standards of practice regarding guests and visitors, see 2.6.12.

**1.5.13. Hazing.** Hazing is any conduct whereby someone causes another person to suffer or to be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Questions of hazing often pertain to the intensity level of military-style training in Cadet Programs. Training intensity is evaluated in context. For example, a training intensity that is too stern and demanding for a unit meeting may be appropriate at an encampment.

**1.5.14. Activity Leader.** An activity leader is a member who, via a commander's authority, is the adult leader in charge of an activity and is therefore responsible for conducting the activity in accordance with CAP regulations. Encampment commanders, activity directors, Cadet Advisory Council (CAC) advisors, officers in charge, non-commissioned officers in charge, and similar positions are examples of activity leaders.

**1.5.15. Reasonable Suspicion of Abuse.** It is possible to have a *reasonable suspicion* of abuse without having *proof* of abuse. A CAP member may form a reasonable suspicion of abuse when at least one of two factors are present: first, the member has specific information that a cadet has been hurt or harmed by another person, and second, another experienced adult leader would suspect abuse if given the same information.

**1.5.16. Reporter.** A reporter is an adult member who develops a reasonable, good faith suspicion or belief that a cadet has been sexually abused, exploited, physically abused, neglected, or emotionally abused, and must report their suspicion to CAP, via their wing commander or the appropriate channel (see Section 4.2). For a description of people who may have state-mandated reporting obligations, see paragraph 4.2.3.

**1.5.17. Sexting.** "Sexting" is the practice of sending or posting sexually suggestive text messages or images including nude or seminude photographs via cell phones, tablet, or any electronic device.

## **1.6. PREVENTIVE PHILOSOPHY**

CAP developed its overall CPP using the Centers for Disease Control and Prevention's publication, Preventing Child Sexual Abuse in Youth-Serving Organizations (2007) as a guide, in cooperation with academic researchers and practitioners from outside agencies. CAP pursues a preventive philosophy built upon the five pillars described below:

**1.6.1. Screening.** CAP utilizes a systematic approach to screening adult leaders and employees, including written applications, interviews, criminal background checks and other steps that may be deemed appropriate to help determine a subject's trustworthiness to work with minors. Because academic researchers have found that youth-serving organizations need to guard against abuse by individuals who have no prior record of conviction, screening alone could be insufficient.

**1.6.2. Standards of Practice.** CAP utilizes a set of standards (see Chapter 2 on Universal Standards of Practice) tailored for its particular cadet environments, governing how members will interact with cadets and how cadets will interact with one another. These practices ensure cadet activities are adequately supervised, keep one-on-one contact to a minimum, and identify boundary concerns and cadet protection violations that could precede abuse.

**1.6.3. Monitoring.** CAP regularly monitors compliance with the CPP, particularly the standards of practice and training requirements. Having regulations is meaningless if the regulation's standards are not monitored and enforced. Ideally, the adult leaders who monitor cadet activities will "catch people doing things right," reinforce that positive behavior, and create a culture of wholesomeness. Monitoring can also uncover possible boundary concerns, cadet protection violations, or abuse.

**1.6.4. Reporting.** CAP specifies clear channels (including anonymous options) for reporting suspicions of abuse, cadet protection violations, and boundary concerns in Chapter 4. If an immediate supervisor or commander is part of the problem, the member may report to a higher-level commander or other entity as noted in Chapter 4 of this regulation.

**1.6.5. Training.** CAP mandates that all members (see Section 1.5. for definitions) who are assigned to a CAP senior member or cadet category (upon reaching their 18<sup>th</sup> birthday) will receive training in the CPP annually, and that cadets will receive age-appropriate training on how to be capable guardians against the potential for abuse. CAP also provides parents/guardians with information about CAP standards of practice and strategies for preventing abuse of cadets and responding to a possibly abusive incident.

**1.6.6. Conclusion.** All five of these CPP pillars, working in concert, provide a comprehensive, systematic approach for mitigating the risks of cadet abuse. Moreover, the comprehensiveness of the CPP gives adult leaders peace of mind in knowing that if they follow the CPP, they will be doing their part to keep cadets safe and to protect themselves, too.

## CHAPTER 2. STANDARDS OF PRACTICE

### 2.1. CONTINUUM OF POSITIVE, NEGATIVE, & ABUSIVE CONDUCT

In a youth development program like CAP's Cadet Program, the continuum of conduct includes behavior that is positive, negative but not abusive, and abusive per this regulation and federal law.

### 2.2. DECORUM

**2.2.1. General.** All members must conduct themselves in a professional and appropriate manner at CAP activities, including when wearing civilian attire and off-duty but not yet dismissed from the activity.

**2.2.2. Grog Bowls.** Activities that include cadets will not feature a "grog" bowl or require individuals to consume unpalatable or unknown substances. These practices are inconsistent with CAP's cadet protection standards and may constitute hazing, which is prohibited under CAP regulations. Any activity that involves coercion, humiliation, or consumption as a form of initiation or punishment undermines cadet dignity and violates the CPP.

### 2.3. MEDICINES, BEVERAGES, & OTHER SUBSTANCES

**2.3.1. Tobacco.** Cadets will not possess or consume tobacco products or e-cigarettes (vaping) at CAP activities. Adult leaders will not use tobacco or e-cigarettes in the presence of cadets at CAP activities.

**2.3.2. Alcohol – Cadets.** Cadets will neither possess nor consume alcohol at CAP activities, including overseas.

**2.3.3. Alcohol - Cadet Activities.** During activities conducted primarily for cadets, the consumption of alcoholic beverages is prohibited:

- (1) in the presence of cadets,
- (2) by adult leaders who are likely to encounter cadets later that day, and
- (3) in the area of the campus or installation used for CAP operations, if possible.

CAP strongly encourages adult leaders to abstain from alcohol for the duration of cadet activities they attend. CAP may discipline members who consume alcohol immoderately during CAP activities, even if the drinking occurs when the member is off-duty.

**2.3.4. Alcohol – Senior Member & Mixed Audiences.** Alcohol is permitted, in moderation, at annual conference receptions and banquets where cadets could be present. It is also permitted in moderation at other types of events conducted exclusively for adults over 21. The use of designated drivers is encouraged in personal vehicles. For guidance related to the use of CAP vehicles, see CAPR 132-1, *CAP Vehicle Management*.

**2.3.5. Cannabis & Recreational Drugs.** The possession and/or use of cannabis, including any derivatives such as edibles, oils, tinctures, etc., is prohibited at all CAP activities, including IACE, regardless of local laws that otherwise might permit its use. Other recreational drugs prohibited by federal law are also prohibited at all CAP activities, including overseas.

**2.3.6. Prescription & Over-the-Counter Medicine.** At overnight CAP activities, cadets will not keep medications (including both prescription and over-the-counter medications) on their person, unless the medication is one of the allowed rescue medications described below. Further details on cadet medications, including best practices, are found in CAPP 79-10, *Cadet Medication Best Practices*.

2.3.6.1. *Self-administration.* Cadets self-administer their medications, as prescribed, under the direct supervision of an adult leader in coordination with a Health Service Officer (HSO) or their designee.

2.3.6.2. *Rescue medications.* Rescue medications including but not limited to inhalers and epinephrine auto injectors, as well as hormonal medications (e.g., birth control pills) are to always remain with the cadet.

2.3.6.3. *Documentation of Self-Administration.* At overnight CAP activities, adult leaders supervising cadets' self-administration of medication must document these actions. Documentation may occur electronically, on paper using a Medication Administration Record chart, or online through CAP Health.

2.3.6.4. *Inappropriate Handling of Medications.* Cadets will not share, loan, or otherwise provide any medication (e.g., prescription, non-prescription), or illegal substance to another cadet or member.

2.3.6.5. *Securing Medications.* Medications, both prescription and over-the-counter, must be secured at activity check in and controlled by an adult leader after activity check in. Examples of secured locations or containers would be a lockbox or tacklebox with a lock on it, a backpack with a luggage lock on it, a locking cabinet or refrigerator, or a locked room.

**2.3.7. Energy Drinks.** Energy drinks are dietary supplements containing high doses of caffeine and/or other stimulants. Because the American Academy of Pediatrics warns that energy drinks are hazardous to teens, cadets are prohibited from consuming them at CAP activities.

## 2.4. FRATERNIZATION

**2.4.1. Cadet-to-Cadet Fraternization.** It is not inherently improper for cadets to have personal or romantic relationships with other cadets; however, relationships between cadets of substantially different ages or grades, or between cadets within the same chain of command, are prohibited. Cadets will not engage in inappropriate touching or displays of affection by kissing, hugging, or similar conduct while at a CAP activity. Wing/JAs will provide their Wing/CC with additional information regarding state-specific age of consent or age of majority details that may necessitate stricter limitations (see 1.4.3).

**2.4.2. Adult leader-to-Cadet Fraternization.** Adult leaders will not date, pursue, engage or have an intimate or romantic relationship with a cadet at any time, regardless of the circumstances. This requirement is known as the “bright-line rule.”

**2.4.3. Sexting.** No member shall send a sexually suggestive text message or image to a cadet, nor electronically transmit sexually suggestive language or images about a cadet. Similarly, no member shall request or encourage a cadet to send or post to the internet sexually suggestive texts or images.

## **2.5. CADET-ON-CADET BULLYING**

CAP does not tolerate bullying, which is defined in Section 1.5.7.

**2.5.1. Reporting and Responding to Bullying as a CPV.** Commanders, activity staff, and adult leaders will apply CAP’s progressive discipline framework (see section 3.5) to address bullying behavior. Bullying is a violation of a key standard of practice and must be reported as such (see Chapter 4).

**2.5.2. Reporting and Responding to Bullying as a Suspicion of Abuse.** If the bullying behavior rises to the level of abuse as defined in Section 1.5.1—including serious emotional harm or coercive peer dynamics—it must be reported as a suspicion of abuse or neglect, consistent with the reporting and response procedures outlined in Chapter 4.

## **2.6. UNIVERSAL STANDARDS OF PRACTICE**

These standards apply across all aspects of the Cadet Program.

**2.6.1. Authorization for Activities.** Every cadet activity must operate under the authority of the commander of the hosting unit. Commanders frequently delegate operational control over the activity and the authority to direct all participating members to an activity leader.

**2.6.2. Notification of Activities.** Units will announce cadet activities on a web-based calendar visible to parents/guardians. Whenever reasonably possible, cadet activities will be scheduled at least 2 weeks in advance. In the rare instance that a short-notice activity arises, the unit commander or activity leader will notify parents/guardians of the event at the earliest opportunity.

**2.6.3. Open Access.** All CAP cadet activities will be open to parental observation. Secret meetings are not permitted. Activity leaders will reasonably allow parents/guardians appropriate access during the duty day. However, some environments such as operational missions and flying cannot accommodate non-members. Some activities hosted on military installations and other third-party secure facilities offer limited access to civilians. In such instances, parental access might be limited to certain specially designated times.

**2.6.4. Two-Deep Leadership.** Every cadet activity must be supervised by at least two adult leaders who are screened (an approved CAP background check) and trained (current in the appropriate CPP training; i.e., Cadet Protection Program Training Basic or Advanced course dependent on duty position). There are three exceptions to the “two deep leadership” rule:

- 2.6.4.1. Cadet flying, explained in 2.10 (flight instruction) and 2.12.1 (orientation flights);
- 2.6.4.2. Real-world operational missions conducted under CAPR 60-3 (I), *CAP Emergency Services Training and Operational Missions*; and
- 2.6.4.3. Chance encounters, prior relationships (exclusive of CAP), career relationships, membership in other organizations, and children's friends, as explained in 2.13.3.

**2.6.5. Supervisory Ratios.** As stated the Two-Deep Leadership policy (see 2.6.4), a minimum of two adult leaders, with an "Approved" background check in eServices and current in their CPP Training, are required to supervise cadets in any capacity. CAP adheres to additional guidance regarding minimum cadet to adult leaders supervisory ratios calculated based on the context of the activity, shown below. An online calculator is available at [GoCivilAirPatrol.com/Ratios](http://GoCivilAirPatrol.com/Ratios). Additional guidance including examples is available in Attachment 4. Despite the best planning efforts, sometimes short-notice challenges arise that move a well-supervised cadet activity into an under-supervised situation that is noncompliant with CAP's minimum cadet to adult leader supervision standards. For potential remedies and additional guidance on supervisory ratios, see Attachment 4.

| MINIMUM SUPERVISORY RATIOS BY ACTIVITY TYPE   |  |
|---|--|
| <b>Single-Day Activity</b>                    | Minimum of 2 adult leaders; 1 senior member per every 15 cadets*   |
| <b>Overnight Activity</b>                     | Minimum of 2 adult leaders; 1 senior member per every 12 cadets*   |
| <b>Challenge or High Adventure Activities</b> | Minimum of 2 adult leaders; event-specific requirements* (see the Girl Scout Safety Activity Checkpoints at <a href="http://GoCivilAirPatrol.com/Library">GoCivilAirPatrol.com/Library</a> ) |

\*When computing the minimum number of required adult leaders, round fractions up to the nearest whole number. Remember, a minimum of 2 adult leaders is required regardless of the group size (i.e., 15 cadets still require 2 senior members, at single-day Activity).

**Table 2.1**

**2.6.6. Proximity of Supervisor.** Because supervision needs vary based on the activity type, cadet age group, and physical environment, CAP does not impose a fixed distance requirement between cadets and their adult leaders. If adult leaders do not have direct line of sight contact with cadets, they must nevertheless be aware of where the cadets are, what they are doing, and check on them periodically.

2.6.6.1. *General Proximity Rule.* As a general rule, proximity should allow for prompt response to any concern and ensure cadets know how to reach a trusted adult leader at all times.

2.6.6.2. *Active Supervision.* Adult leaders are expected to maintain active supervision and engagement with cadets, regardless of line of sight.

**2.6.7. Semi-Private Discussions.** Adult leaders who need to mentor or counsel cadets individually should do so in the presence of a third person when reasonably possible. Alternatively, one-on-one meetings are permitted if conducted in a semi-open setting (e.g., office door kept open fully open, or conversing away from, but in sight of, the group, or other circumstances). Cadets are prohibited from

meeting one-on-one in a closed environment; an adult leader must be present, or other arrangements must be made to minimize the risk of misconduct, such as keeping the door fully open.

**2.6.8. Transportation Rule of Three.** When adult leaders transport cadets to, during, or from CAP activities, they must follow the “transportation rule of three” by ensuring the carpool party or aircrew (including passengers) consists of at least three persons (e.g., adult leader-driver plus two cadets; or adult leader-driver, second adult member, and one cadet).

2.6.8.1. *Transporting Family or Friends* (“Carpool”). Adult leaders who are transporting family members or cadets known through relationships existing prior to their CAP membership (see 2.13.3.2.) are exempt from the rule of three, if parents/guardians have provided permission. Regarding liability insurance, transportation to and from CAP activities via member-owned vehicles is not official travel and is therefore conducted at the member’s risk.

2.6.8.2. *Written Parental or Guardian Permission.* Written parental or guardian permission must be provided in advance, when cadets are not being transported by their parent or guardian. This permission must be in writing (email, signed form, text message), specify the adult transporting the cadet, and the event or travel circumstances.

**2.6.9. Parental Permission for Special Events.** The unit commander, or activity leader must ensure that minor cadets who wish to participate in activities beyond weekly squadron meetings or taking place in a location other than the unit’s normal facilities (e.g., airport, athletic field, headquarters) obtain written parental authorization via the CAPF 60-80, *Civil Air Patrol Cadet Activity Permission Slip* or 60-81, *Application for Encampment*. Cadets who have reached the age of majority in the jurisdiction where the activity is held may self-authorize their participation; parent or guardian authorization is not required. Units may modify the CAPF 60-80 to meet local needs, provided all data required on the national-level form is included on the local version.

**2.6.10. Favoritism & Gifts.** Adult leaders are expected to make a good faith effort to avoid favoritism and to support each individual cadet in their sphere of responsibility with an appropriate amount of individualized attention. Gifts of nominal value are permitted, if granted to all similarly situated cadets. Adult leaders providing gifts to individual cadets in excess of \$50 value must route the gift through the unit in consultation with the unit commander, with the donor remaining anonymous to the cadet.

**2.6.11. Social Media.** CAP assumes that social media will continue to evolve, and that CAP rules cannot possibly keep up with the idiosyncrasies of the various platforms. CAP’s general policy is that when adult leaders interact with cadets via social media, they will make reasonable attempts to limit cadets’ access to content that is of a personal, non-CAP, or non-professional nature.

**2.6.12. Guests & Visitors.** Non-member guests are welcome to support cadet activities, when approved by the unit commander, or activity leader. CAP extends guest privileges to community leaders, mission partners, family members, and other nonmembers who can enrich cadet activities. Guest status is intended as an occasional, short-duration, temporary occurrence and is not to be used to circumvent standard CAP membership requirements.

2.6.12.1 *Escorts.* When guests participate in CAP meetings or activities, the commander or activity leader will ensure they are matched with an adult leader escort who remains with them throughout their stay. This guest escort rule is not required during CAP open houses, awards ceremonies, and other public functions that necessarily include several non-member participants.

2.6.12.2 *Decorum.* The unit commander or activity leader will ask the guest to leave if they do not conduct themselves in accordance with our core values, or disrupt normal routine.

**2.6.13. Hot Weather.** CAP guards against heat-related emergencies by following the protective strategies developed by the Occupational Safety and Health Administration (OSHA).

2.6.13.1. *Monitoring the Heat Index.* When activities take place outside a military installation and temperatures are forecast to be greater than 80° F, commanders and activity leaders will monitor the heat index at least every three hours. See [GoCivilAirPatrol.com/CadetWeather](http://GoCivilAirPatrol.com/CadetWeather) for links to smart phone applications and quick briefings on prevention.

2.6.13.2. *Military Installations.* For activities located on military installations, activity leaders will make themselves aware of and monitor installation heat flag conditions at least every three hours and implement protective measures as applicable.

2.6.13.3. *Protective Measures.* Commanders and activity leaders will take appropriate measures to ensure members abide by the training precautions for the respective heat index (see Table 2.2 on the next page) or flag condition (as provided by the host installation).

2.6.13.4. *Wet Bulb Global Index.* When practical, the Wet Bulb Global Index (WBGT) can be used to enhance further protection during hot weather conditions. The Heat Index shall be the minimum standard for assessing heat-related risks.

| <b>HOT WEATHER TRAINING PRECAUTIONS</b> |   |   |   |  |
|---|---|---|---|--|
| <b>Heat Index<sup>1</sup></b>           | <b>85° – 90° F<br/>Low</b>  | <b>91° – 103° F<br/>Moderate</b>  | <b>103° – 115° F<br/>High</b>   | <b>&gt; 115° F<br/>Extreme</b>   |
| <b>Mandatory Preventive Measures</b>    | <p>Provide fresh water; use wingmen to monitor intake at 1 cup every 20 minutes; prohibit soda.</p> <p>Know location of local hospital / urgent care facility, have vehicle and driver designated, &amp; have means of contacting 911</p> <p>Encourage cadets to wear current (not expired) sunscreen of at least 15F</p> <p>Closely monitor people who don't live in the area and therefore are not used to hot weather at this time of year</p> <p>Ensure cadets rest<sup>2</sup> (train/rest in minutes):</p> <ul style="list-style-type: none"> <li>- Low Intensity: 50/10</li> <li>- Medium Intensity: 50/10</li> <li>- High Intensity: 30/30</li> </ul> <p>Be prepared to implement the protective measures for higher risk levels, shown below</p> | <p>In addition to the steps prescribed for "Low":</p> <p>Reschedule activities for cooler weather, if able</p> <p>Use wingmen to monitor water intake at 1 cup every 15 minutes</p> <p>At start of day or as conditions change, brief cadets how to recognize heat-related illness, how to prevent it, and what to do if someone gets sick</p> <p>Locate cadet activities in shady areas, if possible</p> <p>Mandate use of sunscreen, reapplying every 4 hours</p> <p>Have wingman watch for heat-related symptoms</p> <p>Allow cadets to remove ABU blouses</p> <p>Ensure cadets rest (train/rest in minutes):</p> <ul style="list-style-type: none"> <li>- Low Intensity: 50/10</li> <li>- Medium Intensity: 50/10</li> <li>- High Intensity: 30/30</li> </ul> | <p>In addition to the steps prescribed for "Moderate":</p> <p>Alert everyone to presence of high-risk conditions</p> <p>Prohibit high intensity activities, including fitness testing</p> <p>Adjust training activities (e.g., reschedule, lower the pace / rotate jobs)</p> <p>Use cooling techniques: have cadets take breaks indoors with fans or air-conditioning, and/or provide cold, damp towels</p> <p>Have adults exercise closer, line-of-sight super-vision; increase number of adult supervisors</p> <p>Watch/communicate with cadets at all times</p> <p>Ensure cadets rest (train/rest in minutes):</p> <ul style="list-style-type: none"> <li>- Low Intensity: 30/30</li> <li>- Medium Intensity: 20/40</li> </ul> | <p>In addition to the steps prescribed for "High":</p> <p>Prohibit medium intensity activities</p> <p>Minimize outdoor activities; train indoors with fans or air-conditioning</p> <p>Conduct travel greater than 200 yards via air-conditioned vehicle, not marching</p> <p>Conduct only mission-critical activities outdoors, and ensure cadets rest (train/rest in minutes):</p> <ul style="list-style-type: none"> <li>- Low Intensity: 20/40</li> </ul> |

**Notes.**

1. Heat index temperatures assume that persons have access to shade. If training activities occur in direct sunlight with little to no shade, or if persons will be wearing heavy clothing or protective gear, risks are greater. In those situations, activity leaders should consider taking the steps at the next highest risk level.
2. For rests, allow participants downtime in the shade or move indoors to continue training.

**Table 2.2****2.6.14. Cold Weather.** CAP guards against cold-related injuries by following OSHA's strategies.

**2.6.14.1. Monitoring Weather Conditions.** When activities occur at a facility other than a military installation and temperatures are forecast to be below 45°F, commanders and activity directors will monitor the wind chill temperature at least every three hours. See [GoCivilAirPatrol.com/CadetWeather](http://GoCivilAirPatrol.com/CadetWeather) for links to smart phone applications and briefings on injury prevention.

2.6.14.2. *Protective Measures.* Commanders and activity leaders will ensure all members abide by the protective measures for the respective wind chill. See Table 2.3 on page 16.

2.6.14.3. *Military Installations.* For cadet activities located on a military installation with a cold weather flag system, activity leaders will make themselves aware of and monitor the cold weather flag conditions at least every three hours and implement respective protective measures as applicable.

2.6.14.4. *Uniforms.* In cold weather commanders and activity leaders will prioritize protection from the elements over adherence to CAP uniform standards.

| COLD WEATHER TRAINING PRECAUTIONS |  |  |   |  |
|-----------------------------------|--|--|---|--|
| Wind Chill                        | 40° - 21°F<br>Low  | 20° - 0°F<br>Medium  | (-1°) – (-20°F)<br>High   | < (-21°F)<br>Extreme                       |
| Mandatory Preventive Measures     | Cadets must wear an outer-garment, hat, and gloves or be able to keep hands in pockets | Cadets must wear a warm base layer, jacket, winter hat with ear protection, and gloves | Cadets must wear a warm base layer, jacket, hat with ear protection, and gloves | No outdoor cadet activities are authorized |
|                                   | Training must be conducted in mostly dry conditions                                    | Training must be conducted in dry conditions   | Training must be conducted in dry conditions                                    |  |
|                                   | A 20-minute warming break is required every 50 minutes                                 | A 20-minute warming break is required every 50 minutes                                 | A 20-minute warming break is required every 30 minutes                          |  |

Table 2.3

**2.6.15. Activity Intensity.** Protective measures for hot weather and cold weather training, which are described in Tables 2.3 and 2.4, respectively, make reference to training intensity levels. Examples of low, medium, and high intensity training are listed in Table 2.4.

| ACTIVITY INTENSITY EXAMPLES                  |   |  |
|--|---|--|
| Low Intensity Training                       | Medium Intensity Training   | High Intensity Training  |
| Drill and ceremonies                         | Hiking with less than 20 lbs. of gear   | Fitness testing & exercise at fast pace  |
| Rocketry                                     | Fitness training and sports   | Obstacle courses   |
| Marksmanship training                        | Rappelling  | Hiking with more than 20 lbs. of gear  |
| Making camp                                  | Leadership Reaction Courses   | Similar activities that involve a high degree of exertion and where the tempo cannot easily be reduced |
| Glider ground crews                          | Water survival training   |  |
| Flight line activities                       | Similar activities that involve moderate exertion and where the tempo can easily be reduced |  |
| Similar activities involving little exertion |   |  |

**Table 2.4**

## 2.7 STANDARDS OF PRACTICE FOR CHALLENGE & HIGH ADVENTURE ACTIVITIES

These standards are in addition to those listed in Section 2.6.

**2.7.1. Policy.** With “challenge” being one of the cadet life’s key traits (CAPR 60-1, Ch. 1), CAP encourages cadets to participate in youth-scaled, challenge activities (CAs) and high adventure activities (HAAs). Typically combining two of the Cadet Program’s four main program elements – physical fitness and character – CAs and HAAs have potential to deliver outstanding outcomes for the participants. CAs and HAAs include, but are not limited to, those listed in Table 2.5.

**2.7.2. Risk Management Practices.** *CAPF 160-Series Resources.* CAP requires unit commanders and activity leaders to conduct risk assessments using the CAPF 160 series *Risk Assessment Worksheets* before engaging in activities beyond the routine. See CAPR 160-1, *CAP Safety Program* for details.

**2.7.3. Activity-Specific Resources.** When conducting CAPF 160 risk assessments for CAs and HAAs, the activity leader will review the relevant section in the [Girl Scouts’ Safety Activity Checkpoints manual, 2021 edition](#) for assistance in identifying activity-specific risks for cadet-aged audiences. Specific guidance for shooting sports is available in section 2.7.5. Commanders and activity leaders will use the Girl Scouts’ Safety Activity Checkpoints manual as the standard for CAs and HAAs, unless other risk control measures are appropriate for the specific location. Deviations from the Activity Checkpoints will be documented on the CAPF 160 or CAPF 60-82.

| <b>CADET SAFETY IN ADVENTURE-BASED LEARNING</b>  |  |  |   |
|--|--|--|---|
| <b>Challenge Activities</b>  | <b>Sample Activities Include:</b>                              |  |   |
| Require review of relevant section in <i>Girl Scout Safety Activity Checkpoints</i>  | Bouldering (fall < 6 feet)                                     | Horseback riding at commercial facility  | Mountain biking                           |
| Require CAPF 160 Risk Assessment Worksheet   | Obstacle course (fall < 6')                                    | Indoor skydiving                         | Orienteering                              |
| Require Unit/CC approval   | Climbing walls (artificial)                                    | Indoor trampoline                        | Segway riding with commercial tour vendor |
| Require CAPF 60-80 or CAPF 60-81   | Hiking (day trip)  | Laser tag                                | Swimming                                  |
|  |  | Low ropes (fall < 6')                    | Water survival courses                    |
| <i>Use CAPF 60-80 for stand-alone events or CAPF 60-81 for CAs occurring within larger activities (e.g., encampment, NCSA)</i>                                       |  |  |   |
| <b>High Adventure Activities</b>   | <b>Sample Activities Include:</b>                              |  |   |
| Require review of relevant section in <i>Girl Scout Safety Activity Checkpoints</i>  | Backpacking (i.e.: 20-mile hikes with a backcountry overnight) | Firearms training (see 2.7.4 below)      | Rappelling (in the field or on a tower)   |
| Require CAPF 160   | Obstacle course  | High ropes (fall > 6')                   | Winter camping                            |
| Require CAPF 60-82 HAA Authorization   | Paintball  | (fall > 6')                              | (temperatures below 30°F)                 |
| Require Unit/CC & Wing/CC approval (or Region/CC, for region events)   | (see 2.7.4 below)  |  | Zip lining at commercial facility         |
| Require CAPF 60-80 or CAPF 60-81   |  |  |   |
| <i>Use CAPF 60-80 for stand-alone events or CAPF 60-81 for HAAs occurring within larger activities (e.g., encampment, NCSA)</i>                                      |  |  |   |
| <b>Prohibited Activities</b>   | <b>Prohibited Activities Include:</b>                          |  |   |
| Never authorized at CAP events   | Bungee jumping   | Motorbikes, scooters, snowmobiles & ATVs | Scuba diving                              |
|  | Hang gliding   | Parachuting or skydiving                 | Stunt skiing                              |
|  | Hunting  | Paragliding or parasailing               | Ultralights                               |
|  |  |  | Zorbing                                   |
| Other CAs and HAAs may be appropriate for the cadet age group; activity leaders are encouraged to consult with CAP/CP before authorizing activities not listed here. |  |  |   |

**Table 2.5**

#### **2.7.4. Challenge Activity & High Adventure Activity Authorization Procedures.**

**2.7.4.1. CA Authorization.** CAs may proceed when the completed CAPF 160 is endorsed by appropriate staff and approval authority.

**2.7.4.2 HAA Authorization.** HAAs may proceed when (1) the completed CAPF 160 and (2) completed CAPF 60-82, *HAA Request*, or CAPF 60-81 is endorsed by the activity leader, activity director, sponsoring unit commander, and wing commander. Before endorsing HAA requests, wing commanders will have Wing/SE and Wing/CP staff review the submitted forms and supporting materials. For HAAs conducted at region or national activities, Region/CC or CAP/CP authorization, respectively, is required in lieu of Wing/CC authorization. The host unit and approving unit retain the completed CAPF 60-82 for two years from the date of the activity.

**2.7.4.3. Cadet Participation.** Minor cadets may participate in CAs and HAAs only after submitting to the activity staff a completed CAPF 60-80 or 60-81 endorsed by their parent or guardian on paper or through Registration Zone.

**2.7.5. Shooting Sports.** Cadet shooting sports activities provide cadets with structured and supervised training in firearm safety, handling, and marksmanship. Participation in marksmanship activities fosters confidence, teamwork, and leadership skills, allowing cadets to support one another in achieving training objectives. Firearms training ensures cadets learn to handle firearms safely and responsibly within the program and beyond. At some activities, participants may have the opportunity to complete the requirements for National Rifle Association (NRA) Marksmanship Badges as outlined in CAPR 39-1, section 10.6.

**2.7.5.1. Prohibited Equipment and Activities.** Firearms, air guns, paint guns, bows, crossbows, or any projectile device that can be aimed at another person are not permitted at cadet activities, except as outlined in this regulation. The use of any projectile-firing device outside of an approved training environment is strictly prohibited.

**2.7.5.2. Exceptions for Deactivated Firearms.** Cadets may use facsimile or deactivated firearms only as part of an honor guard or color guard. They may not be used for other purposes. A deactivated firearm is permanently altered to prevent the insertion of ammunition or the discharge of a projectile. A facsimile firearm must be a non-functional replica incapable of firing ammunition.

**2.7.5.3. Firearm Training Requirements.** Firearm training must be conducted in compliance with CAP safety protocols and risk management procedures. A risk assessment must be completed using CAPF 160 Deliberative Risk Assessment Worksheet before any firearm training activity. The Girl Scout Activity Checklist and CAPR 60-2 detail the minimum factors to consider when conducting the risk assessment. Firearm training is classified as a high-risk activity, and per CAPR 160, all residual risks identified as high or extremely high require approval from CAP/CC and must be documented on a CAPF 60-82 (High Adventure Activity Request). Requests for approval must include details regarding the purpose of the activity, training facility details, sponsoring personnel or agency, credentials of range safety officer and instructors. Activity leaders will consult their Wing Legal Officer to review compliance with applicable local laws.

**2.7.5.4. Sponsorship and Instructor Requirements.** Training must be supervised by a certified range safety officer and an instructor qualified through military firearms training, law enforcement certification, or recognized organizations such as the National Rifle Association, National Skeet Shooting Association, or Amateur Trap Shooting Association. The Range Safety Officer (RSO) oversees the range and enforces safety rules. The firearms instructor teaches the safe use of firearms and can assist in managing the range. Adult leaders help the RSO and instructor with the safe management of the range. Instructor credentials must align with the type of firearm being used, and all instructor qualifications must be submitted with the training approval request.

**2.7.5.5. Ammunition Policy.** Only factory-manufactured ammunition may be used in CAP marksmanship activities. Reloaded ammunition is prohibited to ensure reliability and safety.

Factory-manufactured ammunition undergoes strict quality control measures to minimize potential malfunctions and safety hazards.

**2.7.5.6. Firearm Inspection and Transportation.** Each firearm used in training must be inspected by an RSO or qualified instructor before use. Documentation of the inspection must be included in the operations plan or CAPF 160S. Firearms must be transported to and from the approved training range in accordance with local, state, and federal laws. Only inspected and recorded firearms may be utilized during training. Firearms remain under the operational control of the RSO and instructor throughout the activity and may only be checked out with instructor approval. CAPR 900-5 section 8.B defines property insurance exclusion for personal property.

**2.7.5.7. Approved Firearms and Calibers.** Firearms used in CAP marksmanship training shall not exceed .22 caliber rimfire. The only exception is for shotgun shooting, which permits the use of 12-gauge, 16-gauge, 20-gauge, 28-gauge, or .410 bore shotguns. A waiver can be requested from CAP/CP for Service Rifle Competitions, range practice, or muzzleloading.

**2.7.5.8. Adult Leader-to-Participant Ratios.** The ratio of qualified adult leaders must align with the guidelines of the sponsoring organization if more stringent. At a minimum, for rifle activities, the ratio shall not exceed one adult leader per eight participants. For shotgun activities, the ratio shall be one adult leader per participant to ensure individualized attention. A RSO must be present to oversee all firing activities, ensuring safety protocols are strictly enforced. Cadet Protection supervision ratios must also be maintained for the activity.

**2.7.5.9. Age Restrictions.** All firearms training must comply with age restrictions set by local, state, and federal regulations. The approving authority, in collaboration with a local legal officer, must review and enforce applicable age limitations as part of the approval process.

**2.7.5.10. Protective Equipment.** Hearing and eye protection must be worn at all times when firearms are in use. The host facility will establish guidelines for when and where protective equipment is required and when it may be removed.

**2.7.5.11. Lesson Plan and Curriculum Requirements.** Firearms training must follow an approved curriculum from recognized organizations such as the NRA, National Skeet Shooting Association, or Amateur Trap Shooting Association. If the recommended curriculum advises stricter safety precautions, those measures will supersede CAPR 60-2.

**2.7.5.12. Parental Notification and Consent.** Parents/guardians must be informed before any live fire or simulated shooting activity of the purpose of training, the type and caliber of firearms being used, the credentials of instructor(s), and the risk management process applied. CAPF 60-80 Civil Air Patrol Cadet Activity Permission Slip must be completed by parents/guardians for cadets attending the shooting sports activity.

**2.7.5.13. Paint Ball and Simunitions.** Cadets may participate in paint ball or simunition-type (force-on-force marking cartridge) training activities as HAAs. See CAPF 60-82 for planning requirements.

**2.7.5.14. Firearms Training Simulators and Laser tag or Similar Activities.** Cadets may utilize Firearms Training Simulators and participate in laser tag type activities.

## **2.8. STANDARDS OF PRACTICE FOR OVERNIGHT ACTIVITIES**

These standards are in addition to those listed in section 2.6 regarding universal standards of practice.

**2.8.1. Sign-In and Sign-Out.** At overnight activities, all participants and staff must sign-in upon arrival and sign-out upon departure with the activity leader or project officer (or designee). In addition, participants and staff are encouraged to sign in and out any time they leave and return to the activity area for any reason (e.g., off-site errands, appointments, or meals outside the facility), so in the event of an emergency an accurate count of members at the activity location is available.

**2.8.2. Co-Ed Supervision.** Staff of adult leaders supervising an activity will, to the best of their ability, include adults of the same gender(s) as the participating cadets. Co-ed cadet activities may proceed without co-ed adult staff members. If an activity's adult leaders are of a single gender, activity staff will record this on the CAPF 60-80 to inform parents and cadets.

**2.8.3. Adult Leaders' Quarters.** No Adult leader will lodge with a cadet in a hotel room, dorm room, or tent sheltering fewer than 10 people, unless of the same immediate family. Adult leaders will be lodged separately from, but near cadets. In an open-bay barracks environment, one or two adult leaders may be assigned to beds on either end of the cadets' bay, but it is preferable that the adult leaders be lodged in the small rooms that are sometimes adjacent to the bay, when available.

**2.8.4. Segregation by Age & Gender.** Male and female cadets, as defined by their sex in eServices, will be assigned to separate quarters. Commanders or activity leaders will establish clear guidelines as to when and how personnel of one gender may enter areas designated for personnel of the opposite gender. Makeshift barriers are acceptable; in a gymnasium setting, for example, males might sleep on the gym floor and females on the gym stage and behind the stage curtain, or something similar. Further, in dorm-like settings, age should be considered when assigning roommates, especially regarding age of majority. Commanders or activity leaders with concerns should reach out to [cadets@capnhq.gov](mailto:cadets@capnhq.gov) for support. For authorized best practices regarding lodging of cadets with special needs, see CAPP 1-10, *Suggested Best Practices for Including Individuals with Special Needs*.

**2.8.5. Hotel-Based Events.** A hotel setting and a "wing conference" environment could present increased cadet protection risks because of the property's physical layout, the potential for cadets to break away from the main group without authorization, the likelihood of interactions with the general public, and other factors. Therefore, when cadets attend activities held in a hotel-like setting, CAP will implement the following special supervisory practices:

**2.8.5.1. Cadet Accountability Officer (CAO).** The host unit will appoint a senior member to oversee the cadets and cadet activities. The CAO should work closely with the event project officer and may be supported by senior member assistants and/or cadet cadre.

2.8.5.2. *Registration & Accountability.* The CAO will ensure that each cadet (including cadre and special duty cadets, in groups of at least 2) has been assigned to a specific adult leader who has accepted responsibility for supervising the cadets. This task can be incorporated into the advance-registration process.

2.8.5.3. *Cadet Arrival.* All cadets must check in to the activity upon arrival. The suggested best practice is to issue each cadet a conference name badge (typical at conferences) so that at a glance each cadet can be identified as being properly registered or not registered.

2.8.5.4. *Tracking During the Event.* A suggested best practice is to have cadets pre-register for all sub-events of interest to them such as seminar sessions. This results in each cadet having an individualized schedule of events and the CAO being able to quickly locate him or her. Another option is to provide a single program of events for all cadets, treating the cadets as a single class.

2.8.5.5. *Local Ground Rules.* The CAO will conduct a risk analysis using CAPF 160 of the hotel area and then brief cadets regarding off-limits areas, rules for accessing sleeping rooms during the day, rules and options for meals, rules for the pool and fitness area, rules on leaving the property, and other topics as needed. The CAO will instruct cadets to travel in groups of at least three when moving to and from the main training area, and not to socialize with the general public.

2.8.5.6. *All-Hands Cadet Meetings.* The CAO will convene an all-hands cadet meeting at the start of the duty day and in the evening to provide a venue for safety briefings, announcements, and general accountability.

2.8.5.7. *Departing the Property.* At least two adult leaders must accompany cadets if they leave the hotel. Ground transport for excursions may proceed per the “transportation rule of three” (Section 2.6.8), meeting up with the second adult at the destination. Cadets may leave the property with adult members of immediate family after coordinating with the CAO.

**2.8.6. Officer of the Day.** At least one senior member will be designated the officer of the day (OD), the adult charged with primary responsibility for responding to phone calls and emergencies occurring after lights out. Large activities may designate multiple ODs, such as one per dormitory, if so desired. The OD will be announced to cadets each evening. Cadets will be instructed that if they need to contact the OD in-person after lights out, they are to ask their roommate or wingman to accompany them.

**2.8.7. Personal Care Time.** CAP will respect cadets’ reasonable expectations of privacy during times designated for sleeping, dressing, and showering. If all participants share a single shower facility, adult leaders and cadets will use the showers at separate times. Cadet staff will maintain good order in the shower area when cadets use it. Adult leaders shall not enter shower areas during cadets’ personal care time except in case of emergency. Devices that have cameras are prohibited in the shower and latrine areas while cadets are present and must be stowed away when cadets are undressing in the dorm or barracks area.

**2.8.8. Off-Duty Time for Adult leaders.** During multi-day cadet activities commanders, activity leaders, and activity directors should schedule periodic opportunities for adult leaders to enjoy off-duty time.

2.8.8.1. *Scheduling.* With staff input, commanders and activity directors will identify periods best suited for off-duty time, taking into consideration the activity's tempo and periods when the cadets' supervisory needs are expected to be low. The commander or activity leader must ensure that an ample number of adult leaders remain on duty to supervise cadets effectively.

2.8.8.2. *Off-Duty Privileges.* During off-duty time, adult leaders should be authorized to leave the campus or installation. Rules governing the use of CAP vehicles can be found in CAPR 132-1, *CAP Vehicle Management*.

2.8.8.3. *Best Practice.* The suggested best practice for an activity 1-week in duration is to allow each adult leader to enjoy one evening off (e.g., 1800 – 2100 hrs.), with approximately one-third of the staff being off duty at a given time, and two-thirds of the staff remaining on-duty.

2.8.8.4. *Training.* Commanders and activity leaders will discuss these off-duty guidelines during the adult leaders' in-briefing or Required Staff Training.

**2.8.9. Travel on Commercial Airlines.** When cadets travel to CAP activities via commercial airlines, the activity leader will ensure that a senior member meets the cadet at the designated airport for arrivals. For the return trip, because airport security prevents non-flying adult leaders from accompanying cadets to their gates, CAP releases cadets from the activity upon their departure for the airport.

2.8.9.1. *Departure Coordination.* However, the activity leader will ensure cadets can reach an adult leader via telephone in case of travel difficulties. An adult leader must also remain at the airport until all cadets are confirmed to have departed. Activity leaders will communicate these principles to cadets' parents/guardians in the activity's welcome letter.

**2.8.10 Cadet Charge of Quarters (CQ) or Firewatch.** Cadet CQ programs are ineffective as safety precautions, do not impart meaningful learning, are potentially hazardous, and are therefore prohibited. Cadets will not serve as sentries or safety monitors during the overnight hours. A senior member must bunk in close proximity to the cadets (at least 1 one senior per floor or wing is suggested at minimum) and be able to respond to any emergencies that arise between lights-out and reveille. Waivers for CQ or fire watch can be requested in accordance with the language in section 1.3, please contact [cadets@capnhq.gov](mailto:cadets@capnhq.gov) to discuss.

## **2.9. STANDARDS OF PRACTICE REGARDING MILITARY TRAINING INTENSITY**

The Cadet Program follows an age-appropriate, military-style training model based on Air Force traditions, as discussed in CAPR 60-1, section 1.6. These standards are in addition to those listed in Section 2.6.

**2.9.1. Alignment of Training Goals & Training Intensities.** Commanders and activity leaders shall not tolerate inappropriate training intensity; if a situation involving inappropriate intensity occurs, the senior officer (by duty assignment) present is responsible for correcting the training methods. Adult leaders who supervise cadets must ensure that the activity's training goals and the intensity level of

military-style training are age-appropriate and properly aligned. In a training environment, even members of the cadet cadre are learning, and it is possible that they could momentarily pursue an inappropriately high training intensity, which requires action in accordance with CAP's progressive discipline approach.

## **2.10. STANDARDS OF PRACTICE FOR FLIGHT INSTRUCTION**

These standards amend and further clarify those listed in 2.6.

**2.10.1. Interactions During Flight Instruction.** During flight instruction, one-on-one interactions between an adult instructor and cadet are inevitable. Accordingly, CAP sets aside its usual two-deep standards of practice (section 2.6), substituting these guidelines that have been tailored for the unique environment of formal flight instruction. This section on flight instruction does not apply to orientation flights; see section 2.12.1 for CPP guidelines on orientation flights.

**2.10.2. Environments.** Cadet flight training occurs in one of three environments:

- (1) at a CAP National Flight Academy,
- (2) as a CAP activity under the Cadet Wings program, or
- (3) as a CAP activity in an independent flight instruction environment.

**2.10.3. Authorization for Independent Instruction.** Independent flight instruction taking place outside of a National Flight Academy or Cadet Wings program cannot proceed until a completed CAPF 60-86, *Cadet Independent Flight Instruction Authorization*, is endorsed by the cadet's wing commander.

**2.10.4. Flight Instructor Screening.** Under the Cadet Wings program, CAP sometimes contracts with third-party flight instructors who are not CAP volunteers. For those individuals, CAP/DP will conduct a criminal background check via a third-party vendor and evaluate the potential instructor against the same criteria CAP uses when screening its own volunteers. Alternatively, CAP may accept the flight instructor's employer background check if that check meets CAP's standard. CAP will contract with instructors only if they pass a background check to CAP's satisfaction, complete cadet protection training, and agree to adhere to CAP's rules. See 2.10.9 for more details.

**2.10.5. Use Public Spaces.** All instructors will conduct mission briefings and ground instruction sessions in public spaces or in spaces where the cadet and instructor would be visible to third parties (e.g., in a quiet corner of the airport's public lobby or in a conference room with the door fully open). Spaces with glass walls or floor to ceiling windows can also be used. For questions, please reach out to [cadets@capnhq.gov](mailto:cadets@capnhq.gov).

**2.10.6. Drop-By Visits Encouraged.** CAP encourages the cadet's unit commander, parents/guardians, and the aviation mentor/navigator (see Section 2.10.9) to "drop by" unannounced to observe training sessions on the ground.

**2.10.7. Electronic Communications.** Brief texts, emails, etc., between the instructor and cadet are permitted only for official business (e.g., "Bad weather. No flying today.") The instructor shall copy

the cadet's parent or mentor/navigator (or another adult leader) (see 2.10.9) on any longer electronic communications, for the sake of transparency.

**2.10.8. Ground Transportation.** Incidental to cross-country flights, instructors and cadets may use ground transportation together without a third person's presence (e.g., into and from town for lunch).

**2.10.9. Other One-on-One Contact Forbidden.** All instructors (CAP volunteers and contracted vendors alike) will abide by CAP's standard policy prohibiting adults from having significant contact with cadets outside of CAP activities or the flight training environment.

2.10.8.1. *Peer-to-Peer Relations.* The instructor will maintain a professional relationship with the cadet. The instructor will not interact with the cadet outside the flight training environment, nor socialize with the student and develop a peer-to-peer relationship. The exceptions in Section 2.13.3 are acceptable.

2.10.8.2. *Dating.* Similarly, flight instructors are prohibited from dating or entering a romantic or physical relationship with cadets/students, regardless of age. For more details, see 2.4.2.

**2.10.10. Aviation Mentor (Navigator) Check-Ins.** In addition to having an adult flight instructor, each cadet enrolled in Cadet Wings or an independent flight instruction program (2.10.1) is assigned a CAP adult leader as an aviation mentor / navigator. He or she provides CPP-related assistance as outlined below. Additional information about the mentor's role is included in Cadet Wings program materials.

2.10.10.1. The aviation mentor / navigator will periodically inquire about the cadet's perspective about the student / instructor relationship. The aviation mentor/navigator uses the conversation in part to gauge compliance with this section (2.10).

2.10.10.2. The aviation mentor will reassure the cadet that CAP can assign a new instructor if the cadet reports that he or she feels uncomfortable training with the current instructor.

2.10.10.3. Likewise, the aviation mentor / navigator will periodically speak with the cadet's instructor and inquire about the student / instructor relationship.

2.10.10.4. If the mentor develops a reasonable suspicion that this section's (2.10) cadet protection standards are not being followed, or that the instructor / student relationship is unprofessional, the aviation mentor / navigator will report the boundary concern and/or cadet protection violations following the process outlined in Chapter 4.

## **2.11. STANDARDS OF PRACTICE: VIRTUAL & HYBRID ENVIRONMENTS**

CAP Cadet Programs are authorized to operate in virtual and hybrid environments. (CAPR 60-1, 4.3.1). These standards are in addition to those listed in 2.6.

**2.11.1. Key Practices for Virtual Space.** As with in-person activities, virtual and hybrid events require the unit commander's authorization (see 2.6.1). The same core values and standards of behavior governing in-person activities remain in effect for virtual and hybrid activities. If the activity uses

video, wear of the uniform is encouraged. For tips on successful virtual events, see [GoCivilAirPatrol.com/Virtual](http://GoCivilAirPatrol.com/Virtual).

**2.11.1.1. Two-Deep Leadership.** Two-deep leadership (see 2.6.4) remains required for virtual and hybrid activities, except virtual meetings impacting just one cadet (e.g., proctored testing, mentoring, staff coordination, etc.) may occur with the cadet's parent or guardian participating in lieu of a second adult leader.

**2.11.1.2. Notification of Activity.** As with in-person activities, virtual and hybrid activities will be posted on the unit's web-based calendar, visible to parents/guardians (see 2.6.2).

**2.11.1.3. Virtual Breakout Rooms.** Cadets may participate in virtual breakout rooms during a portion of a virtual activity without direct adult supervision. Activity staff will periodically visit breakout rooms to monitor cadet behavior and to be available as an instructional resource.

**2.11.1.4. Private Messaging.** Interactions in closed virtual channels between adult leaders and cadets remain prohibited (see 2.13) except for brief messages of official business.

## **2.11.2. Cadet Protection for CAP-Hosted Virtual Activities. ¶**

**2.11.2.1. Authorization to Participate.** Cadets in "active" membership status may participate in CAP-hosted virtual activities with permission of the activity leader. No further permissions are required, but cadets will provide courtesy notice to their unit commander.

**2.11.2.2 Cyberbullying Prevention & Response.** For special activities beyond routine squadron meetings that are three hours of duration or longer, the activity leader will ensure cadets are briefed on standards of conduct and how to contact activity staff to report inappropriate behavior. Safety tips and training resources on cyberbullying are available at [StopBullying.gov](http://StopBullying.gov).

## **2.11.3. Virtual Activities Sponsored by Outside Agencies.** Aviation and youth-serving organizations sometimes invite cadet units to participate in their virtual events. Cadets and adult leaders may participate in those virtual events in CAP status when the following conditions are met.

**2.11.3.1. Relevance.** The activity's subject matter must relate to the CAP Cadet Program mission, in the judgment of the commander of the CAP unit sponsoring the partnership event.

**2.11.3.2. Invitation.** The activity host has specifically invited CAP cadet involvement at their event.

**2.11.3.3. Two-Deep Leadership.** A CAP unit commander (or designee) and at least one other adult leader will participate in all portions of the virtual activity that serves cadets.

**2.11.3.4. Cadet's Authorization.** Cadets may participate in CAP status only after submitting to the event's CAP activity leader a completed CAPF 60-80 endorsed by their parent.

## **2.12. STANDARDS OF PRACTICE: SPECIAL ENVIRONMENTS**

These standards are in addition to those listed in section 2.6.

**2.12.1. Orientation Flights.** In powered aircraft, whenever possible, orientation flights should include a pilot and two cadets. Because gliders carry a maximum of two people, glider flights are permissible with just one instructor and one cadet on board. If the unit anticipates that cadets will be waiting on the ground more than 30 minutes for their turn to fly, at least two adult leaders will supervise. If the wait is anticipated to be 30 minutes or less, only one adult leader on the ground is required.

**2.12.2. Operational Missions.** Two-deep leadership is not required when a cadet serves as aircrew on an operational mission. The recommended best practice is to follow a “rule of three” where three people are aboard the aircraft (pilot, cadet, and a backseat passenger), weight and balance permitting.

**2.12.3. Field Rule of Four.** In backcountry field conditions (see Section 1.5.12), where cadets participate in day hikes, bivouacs, orienteering courses, and the like, injuries are more likely to occur than when cadets are in a classroom environment, thereby making it necessary to take extra precautions. In field conditions, the smallest subgroup must have at least 4 members so that if one person becomes injured and unable to move, a second person can stay with the first, and the third and fourth persons can go for help together. During *operational missions*, training or actual, the incident commander may waive the field rule of four. Ground teams of 3 personnel are authorized with one adult and two cadets, or two adults and one cadet.

**2.12.4. Activities Above Squadron Level.** At activities above the squadron level, cadet staff may interact closely with adult leaders from outside their home unit and consequently are unknown to the cadet’s parents/guardians. Examples include (CAC) representatives interacting with the CAC Advisor, and cadet cadre at encampment interacting with the commandant. In such instances, adult leaders are encouraged to introduce themselves to the parents/guardians (e.g., phone, email, or in-person) at the commencement of the project to briefly explain their roles and the duration of the project.

## 2.13. INTERACTIONS OUTSIDE OF CAP ACTIVITIES

**2.13.1. Email and Open Social Media.** When adult leaders need to communicate with cadets between official activities, if reasonably possible they will do so via email or social media that is visible to other members. With email, adult leaders will include their supervisor, director of cadet programs, or another adult leader in the distribution, except for very brief messages or email traffic distributed to two or more members.

**2.13.2. Closed Media.** Texting, private messaging, and similar forms of electronic communication that third parties cannot easily monitor are permitted only for very brief messages of an official nature. Adult leaders may not engage in lengthy one-on-one telephonic conversations with a cadet who is not a family member. A third party must be on the line for any conversation lasting more than a few minutes.

**2.13.3. Personal Contact Outside of CAP Activities.** Normally, cadets and adult leaders are not permitted to have significant contact outside of official CAP activities. For example, adult leaders will not establish peer / social relationships with cadets or hire individual cadets to perform odd jobs such as babysitting or yardwork. However, CAP recognizes that there are a limited number of situations in

which contact between adult leaders and cadets outside of authorized meetings and activities may occur because of chance encounters, pre-existing relationships, or other situations described below.

**2.13.3.1. *Chance Encounters.*** Brief conversations, or conversations occurring in the public view (e.g., conversing while waiting at the same gate in the airport) between adult leaders and cadets resulting from chance encounters in the community are permitted

**2.13.3.2. *Prior Relationships.*** Non-romantic relationships between adult leaders and cadets that existed prior to one of the individuals joining CAP (e.g., family, neighbors, coworkers, etc.) are not improper and may continue, including substantial contact outside of CAP activities. However, all CPP standards of practice will continue to apply during CAP activities. Adult leaders with prior relationships with cadets may transport those cadets to and from CAP activities under one-deep leadership with the parent's permission.

**2.13.3.3. *Career Relationships.*** Relationships of a professional nature between adult leaders and cadets (e.g., teacher/student, doctor/patient, clergy/congregant, etc.) are not improper, and substantial contact outside of CAP activities may occur, provided the interactions are made in the context of the professional relationship.

**2.13.3.4. *Other Organizations.*** An adult leader's and cadet's mutual membership in another organization is not improper, and substantial contact outside of CAP activities may occur when the interactions are made expressly for the purpose of participating in that organization's activities (e.g., a cadet and senior join a radio club and interact there IAW club rules).

**2.13.3.5. *Children's Friends.*** When cadets become personal friends and a member of one of the families is an adult leader, the adult leader's interactions with their child's friend outside of CAP activities in a non-CAP capacity are not improper. However, all CPP standards of practice will continue to apply during CAP activities.

## CHAPTER 3. SCREENING, TRAINING & COMPLIANCE

### 3.1. SCREENING OF POTENTIAL ADULT MEMBERS

Prospective members will be screened at the unit and national levels before being granted membership. See CAPR 39-2, *CAP Membership*, for details.

### 3.2. CADET PROTECTION BASIC COURSE

This course is an introduction to child sexual abuse and CAP Cadet Protection Policies, with a special emphasis on the standards of practice. Members obligated to complete this course must refresh their training every 12 months, beginning August 31, 2025. This course is available in online and classroom formats. The course home page is [GoCivilAirPatrol.com/CPP](http://GoCivilAirPatrol.com/CPP). For members with issues accessing eServices for extended periods of time, please contact the Learning Team at [learning@capnhq.gov](mailto:learning@capnhq.gov).

**3.2.1. Required Participants.** All adult members must satisfactorily complete the *Cadet Protection Basic Course*. New members complete this course in conjunction with Level I. To make it easy for cadets to comply with the training requirement, cadets become eligible to participate in the course upon reaching age 17.

**3.2.2. Annual Refresher Course.** Annual refresher training will be available to provide members with continuous training and updates about current trends.

**3.2.3. Non-Compliance.** Adult leaders who do not complete the *Cadet Protection Basic Course* within 60 days of joining CAP, or who fail to refresh their training every 12 months, are prohibited from participating in any CAP activities or interacting with CAP cadets. Cadets who do not complete the training before their 18th birthday, or who fail to refresh their training every 12 months after their 18<sup>th</sup> birthday are ineligible to participate in CAP activities, Cadet Wings, NCSAs, and prohibited from promoting, until completion of the course. Unit commanders, activity leaders, and activity directors should verify compliance prior to the activity or event for all attendees. A report of non-compliant members is available in eServices.

**3.2.4. Records, Expiration & Open Access.** Course credit is recorded in eServices and expires after 12 months (see 3.2). Members may voluntarily refresh their training as they desire. Members who complete the *Cadet Protection Advanced Course* (3.3) may renew that credential in lieu of renewing their Basic Course credential.

### 3.3. CADET PROTECTION ADVANCED COURSE

This course prepares commanders and key staff members to take a leadership role in the screening process of potential members and informs them how to resolve CPP matters. Completion of the basic course is a prerequisite to enrolling in this advanced course. Members obligated to complete this course must refresh their training every 12 months, beginning August 31, 2025. It is available online.

**3.3.1. Required Participants.** Members must complete the *Cadet Protection Advanced Course* before being assigned to the following positions commander, deputy commander (group or higher), deputy commander for cadets, chief of staff, director of cadet programs, , legal officer and inspector

general. Further, encampment commanders, commandants of cadets, and NCSA directors and deputies are also required to complete the course.

**3.3.2. Annual Refresher Course.** Members may complete the Cadet Protection Advanced course to maintain Cadet Protection Training compliance or as required based on duty position. The course will provide updates on current trends and information in cadet protection.

**3.3.3. Non-Compliance.** Members whose training expires are automatically prohibited from accessing eServices or interacting with cadets until they complete their training.

**3.3.4. Records, Expiration & Renewed Access.** Course credit is recorded in eServices and expires after 12 months (see Paragraph 3.3). Members may voluntarily refresh their training as they desire.

#### **3.4. CADET WINGMAN COURSE**

This course provides an appropriate introduction to youth protection and more. It combines four main topics that at first glance might not appear to fit together: the Core Values, the wingman concept, safety, and cadet protection. The wingman concept is what connects the topics and provides the lesson's central theme, which is to use a wingman to aim for excellence, stay safe, and have fun. The course is conducted at the squadron using materials available at [GoCivilAirPatrol.com/Wingman](http://GoCivilAirPatrol.com/Wingman).

**3.4.1. Required Participants.** All cadets working toward Achievement 1 will complete this course as part of their training in Achievement 1's character development task.

**3.4.2. Instructors.** The unit commander may assign any approved senior member to serve as the instructor, and cadet NCOs and officers may serve as assistant instructors.

**3.4.3. Non-Compliance.** Any cadet who completes Achievement 1 has by definition met the course requirements. Cadet airman basics who have not yet completed Achievement 1 are not penalized for having not yet completed the course.

**3.4.4. Records, Expiration & Open Access.** Course credit is recorded in eServices and does not expire. All members, parents and/or guardians may access the instructional materials at any time.

#### **3.5. PARENTS/GUARDIANS' GUIDE**

CAPP 60-12, *Parents/guardians' Guide to the CAP Cadet Program*, is available to the parents/guardians or guardians of all cadets. Although not formatted as a course of study, this resource communicates to parents/guardians basic facts about CAP, the CPP, important strategies for preventing child abuse, how to report concerns or potentially abusive incidents, and other topics. The *Parents/Guardians' Guide* is available online [GoCivilAirPatrol.com/Parents/guardians](http://GoCivilAirPatrol.com/Parents/guardians).

#### **3.6. INSPECTING & VERIFYING COMPLIANCE WITH CADET PROTECTION POLICIES**

CAP ensures compliance with CPP via two methods.

**3.6.1. Compliance Inspections.** CPP compliance will be inspected via the compliance inspection and subordinate unit inspection. See CAPR 20-3, *Inspections*, for details on the inspection program. Inspectors may quiz adult leaders on CPP knowledge, and quiz cadets at random for awareness of CPP standards of practice.

**3.6.2. Spot Checks.** Commanders, staff, and CAP-USAFAF may conduct no-notice spot checks into any of this regulation's requirements during their interactions with cadet units or activities.

## CHAPTER 4: REPORTING & RESPONDING REQUIREMENTS

### 4.1. OVERALL REPORTING REQUIREMENTS

**4.1.1 Reporting Suspicions of Abuse or Neglect.** Adult members who develop a reasonable, good faith suspicion or belief that a cadet has been sexually abused, exploited, physically abused, neglected, or emotionally abused must report their suspicion to CAP. This requirement applies to abuse allegedly occurring in CAP and apart from CAP, such as a cadet disclosing to a trusted CAP adult abuse occurring at school, home, sports, etc.

4.1.1.1. *Non-Compliance.* Adult members who fail in their duty to report reasonable suspicions of abuse will be subject to disciplinary action. For a definition of “abuse” and “reasonable suspicion of abuse,” see section 1.5.

4.1.1.2. *False Reports.* If CAP determines that a member (including a cadet) made a report that he or she knew to be false, that individual may be subject to disciplinary action. Members making good faith reports, which are then not substantiated, are not subject to disciplinary action.

4.1.1.3. *Mandatory Reporters.* As mentioned in section 1.4.3, some members are required to report their suspicions of abuse to law enforcement or state agencies. In many states volunteers who work with youth in CAP are also considered mandatory reporters, required by law to report through the state’s reporting system. Mandatory reporters will report in accordance with law, in addition to taking any other actions required by this regulation.

4.1.1.4. *Reporting Channels.* After ensuring the cadet’s safety, the reporter (for definition of reporter, see section 1.5) will contact the wing commander within 2 hours of the incident or awareness of the incident. When notification is made by phone, an email follow-up to the wing commander is required, with courtesy copies to intermediate commanders in the chain of command. The wing commander will confer with the Wing Legal Officer to ensure proper handling of the report (see 4.4. for Action by Wing & National Headquarters). In situations where the subject of suspicion is in that chain of command, the reporter does not need to include that individual in the notification. If the wing commander does not respond within 2 hours or is the subject of suspicion, the reporter will contact the National Operations Center at 888-211-1812. If an immediate supervisor or commander is part of the problem, the member may report to a higher-level commander, the National Operations Center, or other official in accordance with CAPR 20-2, *Complaint Resolution*.

4.1.1.5. *Wing Commander Notification Responsibilities.* The notification process utilized by the wing commander upon receiving a report alleging abuse or neglect has occurred is as follows: Upon receiving a report alleging abuse or neglect has occurred, the wing commander will notify the Wing/JA and National Operations Center, 888-211-1812, in addition to the region commander. Subsequently, the wing commander must ensure affected parents/guardians are notified within 2 hours of the incident being made known (see section 1.4.5.1 for process to follow if positive phone contact to a parent or guardian is not made). Wing commanders must ensure notification is made to the NOC.

4.1.1.6. *Matters Involving CAP-USAFAF Personnel.* If CAP members need to report reasonable suspicions of abuse involving CAP-USAFAF personnel, CAP members will follow the process outlined in 4.1.1. or 4.1.2. Once notification has been made to National Headquarters (NHQ) the complaint will be forwarded to CAP/GC for coordination with CAP-USAFAF/JA.

4.1.1.7 *Fatalities.* If the suspected abuse results in death, follow the guidance of CAPR 160-2, *Safety Reporting, Reviewing, and Action Planning*.

4.1.1.8 *CAP Reports to CAP-USAFAF.* Within 48 hours of the initial report, CAP/GC will send a summary of any complaint alleging sexual or physical abuse, any abuse that results in death, all allegations of felony-level offenses, and any abuse that involves CAP-USAFAF personnel, to CAP-USAFAF/JA.

4.1.1.9. *Reporting for Region & National Activities.* If the activity is sponsored by the region or national headquarters, the activity director notifies the local wing commander, who confers with the local wing legal officer about state laws and state government reporting requirements. The wing commander (of the wing where the activity is held) will then follow the process outlined in section 4.3. The activity director will also notify the impacted member(s)' wing commanders, in addition to region commander, NCSA and/or NFA leadership at [ncsa@CAP.gov](mailto:ncsa@CAP.gov) (i.e., an email with these stakeholders copied on it). If the activity is not an NFA or NCSA, no email to [ncsa@cap.gov](mailto:ncsa@cap.gov) is required.

4.1.1.10. *Membership Suspension.* If legal counsel advises that the allegation does indeed represent a reasonable suspicion of abuse, the unit commander will suspend the suspected member from CAP as soon as possible, in accordance with CAPR 35-1, *Assignment and Duty Status*, pending an internal investigation and, if applicable, the completion of a law enforcement investigation. Commanders who fail in this duty will be subject to disciplinary action.

4.1.1.11. *Self-Reporting.* The CAP complaints process is available to cadets' parents/guardians, even if they are not CAP members themselves. Any individual may file a complaint (anonymous or named) via the Report a Concern link on the CAP website: <https://www.gocivilairpatrol.com/>.

4.1.1.12. *Cadets as Reporters.* Cadets' training materials encourage them to report reasonable suspicions of abuse to trusted adults, but CAP does not discipline cadets under age 18 for not reporting. However, cadets are encouraged to report.

4.1.1.13. *Parents/Guardians as Reporters.* Parents and guardians may report reasonable suspicions of abuse. CAPP 60-12, *Parents Guide to the Civil Air Patrol Cadet Program*, is a resource for families. Parents may also file a complaint (anonymous or named) via the Report a Concern link on the CAP website: <https://www.gocivilairpatrol.com/>.

#### **4.1.2. Reporting Cadet Protection Violations (CPVs).**

4.1.2.1 *Reporting Channels.* After ensuring the cadet's safety, the reporter (for definition of reporter, see section 1.5) will contact the wing commander within 2 hours. When notification is

made by phone, an email follow-up is required, with copies to intermediate commanders in the chain of command. The wing commander will confer with the Wing Legal Officer to ensure proper handling of the report. In situations where the subject of suspicion is in that chain of command, the reporter does not need to include that individual in the notification. If the wing commander does not respond within 2 hours or is the subject of suspicion, the reporter will contact the National Operations Center at 888-211-1812.

**4.1.2.2. Reporting Key Violations of Standards of Practice.** For CPVs that fall under key violations of standards of practice (see section 4.3.2.) or will result in suspension or termination, the wing commander or their designee must contact the National Operations Center at 888-211-1812 within 2 hours of the incident being made known locally. Commanders are advised that a culture of safety necessitates a culture of reporting, and to report early and often to ensure accountability and an informed response.

**4.1.3 Reporting Boundary concerns.** Boundary concerns that do not meet the definition of a cadet protection violation or suspicion of abuse or neglect, should be handled at the lowest echelon appropriate, documented, and escalated if repeated instances occur. For assistance related to responding to boundary concerns, see section 4.2 or reach out to the Youth Protection Program Manager at [cadetprotection@capnhq.gov](mailto:cadetprotection@capnhq.gov) or (334)-953-0099.

**4.1.4 Additional Reporting Requirements.** There may be incidents that involve cadets or cadet programs that have additional reporting requirements, including but not limited to safety. Safety reporting requirements are further discussed in CAPR 160-2, *Safety Reporting, Reviewing, and Action Planning*.

**4.1.5 Response Procedures.** Given the breadth of response procedures needed for boundary concerns, cadet protection violations, and suspicions of abuse and neglect, the following sections outline response procedures needed for each category. The Youth Protection Program Manager (CAP/CPP), with the support of National Headquarters, serves as a resource for commanders, parents, cadets, and the membership at large in responding to boundary concerns, CPVs, and suspicions of abuse and neglect. CAP/CPP works directly with the NOC, and the larger NHQ team, to collaborate with commanders on an appropriate response that prioritizes safety, integrity, and respect.

## 4.2 RESPONDING TO BOUNDARY CONCERNs

**4.2.1. General Strategy on Boundary concerns.** Boundary concerns may be inadvertent or be part of a grooming attempt. Because grooming is so effective, virtually all adult molesters employ a grooming strategy prior to molesting a child or teen because it increases their chances of success and reduces their risk of being reported. Therefore, a key part of a youth protection strategy involves having adult leaders actively monitor adult / youth interactions and respond if boundary concerns arise.

**4.2.2. Role of Adult leaders.** Every adult leader – not just commanders and supervisors – will observe their fellow members' interactions with cadets and intercede if they see a member failing to follow CPP standards of practice. CAP encourages cadets and parents/guardians to speak up as well.

**4.2.3 Tools for Responding to Boundary concerns.** Some ways that peers, supervisors, and commanders may respond to boundary concerns include:

4.2.3.1. *Peer Correction.* As peers, adult leaders may correct one another through informal, friendly reminders about CPP standards, regardless of differences in grade or position. Such a collegial approach successfully resolves the vast majority of boundary concerns. If a member is unsure whether an informal reminder has corrected the situation, the member should consult with the unit commander or supervisor.

4.2.3.3. *Supervision.* Commanders and supervisors may provide closer supervision and/or mentoring to the noncompliant member. Such a response is recommended if a member has not corrected his or her behavior in response to multiple informal, friendly reminders.

4.2.3.3. *Remedial Training.* Commanders may require non-compliant adult members to complete remedial CPP training. Minor cadets would re-take the Cadet Wingman Course. Adult members would re-take the Cadet Protection Basic and/or Advanced Course, or another form of remedial training as determined by the unit commander.

4.2.3.4. *Progressive Disciplinary Action.* Commanders may respond to noncompliant members through other progressive disciplinary actions including written warnings, suspensions, or terminations.

### **4.3 RESPONDING TO CADET PROTECTION VIOLATIONS**

**4.3.1 Cadet protection violations.** A cadet protection violation (CPV) is the violation of the standards outlined in this regulation (see full definition in section 1.5). CPVs require the commander (i.e., unit, group, wing or region depending on context) to take action every time. For reporting requirements, see section 4.1.

**4.3.2 Violation of Key Standards of Practice.** Unit commanders will impose a minimum punishment of a 60-day punitive membership suspension (in addition to any suspension ordered for the purpose of conducting an investigation), plus a minimum 1-step demotion in grade, if they determine that an adult leader has willfully and deliberately violated one of the key standards of practice as listed below. Commanders are authorized to pursue more severe disciplinary action up to and including termination per CAPR 35-3, *Membership Termination*.

4.3.2.1. *Cadet-to-Cadet Sexual Behavior.* Permitting cadet-to-cadet behavior (see section 1.5 for definition) of a sexual or intimate nature at a CAP activity when the adult leader knew of or reasonably suspected the improper relationship and failed to take reasonable actions to stop or prevent further fraternization (see sections 2.4.1 and 2.8.4)

4.3.2.2. *Bright-Line Rule.* Violating the rule governing adult leader and cadet fraternization (see section 2.4.2.)

4.3.2.3. *Sexting.* Sexting with a cadet (see 2.4.3.)

4.3.2.4. *Adult Quarters.* Lodging in the same room or tent with a cadet who is not a member of the adult's immediate family (see section 2.8.3.)

4.3.2.5. *Personal Care.* Showering, nudity, or partial nudity in the presence of cadets, or deliberately observing cadets shower or be in a state of nudity or partial nudity (see section 2.8.7).

4.3.2.6. *Drugs or Alcohol.* Any violation of the CPP where illegal drugs or alcohol are given or offered to a cadet, or where the adult leader was intoxicated or under the influence of illegal drugs

4.3.2.7. *Consequences of Abuse.* These consequences are in addition to section 4.1.1.

4.3.2.8. *Further Guidance.* For information about suspension procedures, see CAPR 35-1, *Assignment and Duty Status.* For information about demotion procedures, see CAPR 35-5, *CAP Officer and NCO Appointments and Promotions.*

#### **4.4. CAP'S INTERNAL INVESTIGATIONS**

The investigation process for allegedly abusive behavior is explained in CAPR 20-2. After reporting a reasonable suspicion of abuse, members are prohibited from undertaking any further action on the matter without specific authorization from CAP/GC.

#### **4.5. CONSEQUENCES OF ABUSIVE BEHAVIOR**

Abusive behavior is always grounds for possible membership termination, and in the instances outlined below, termination may be mandatory. For details on termination procedures, see CAPR 35-3, *Membership Termination.*

**4.5.1. Finding of Sexual Abuse.** For cases where an internal CAP investigation substantiates a reasonable suspicion of sexual abuse by a member, the unit commander will terminate the member.

**4.5.2. Criminal Behavior.** If a member's sexually, physically, or emotionally abusive behavior results in a criminal conviction, or a finding of delinquency by a juvenile court, CAP/DP will terminate the member.

REGENA M. AYE, Major General, CAP  
Commander

## ATTACHMENT 1. COMPLIANCE ELEMENTS

| <b>Checklist &amp; Tab</b> | <b>#</b> | <b>Compliance Question</b>  | <b>How to Verify Compliance</b>   | <b>Discrepancy Write-up</b>  | <b>How to Clear Discrepancy</b>   |
|----------------------------|----------|---|---|--|---|
| SUI<br>Tab B               | 1        | Have all members who are required to complete cadet protection training done so?                | eServices > Member Reports > Cadet Protection Course Completion Report<br><br>No discrepancy is issued if during the in-person portion of the SUI the unit voluntarily acknowledges the fact that inactive member(s) are non-compliant in their training and correctly identifies each by name. | (Discrepancy): [xx] (B1 Question 5). One or more members is non-compliant with cadet protection training (identify names, courses) and the unit commander did not voluntarily report this fact during the SUI IAW CAPR 60-2, 3.1 and/or 3.2. | If an active member, train the member and report completion via Discrepancy Tracking System (DTS).<br><br>If an inactive member, use DTS to submit a memo endorsed by the unit CC acknowledging that the member cannot participate in CAP activities until the training is completed. |
| SUI<br>Tab B               | 2        | Can unit staff locate directives and guidance describing the requirements for cadet protection? | No discrepancy is issued if during the in-person portion of the SUI, unit staff members can accurately demonstrate their ability to locate cadet protection directives in at least CAPR 60-2, CAPR 160-1(I), CAPR 160-2, and CAPR 39-2.   | (Discrepancy): [xx] (B1 Question X). Staff could not locate CAPR 60-2, CAPR 160-1(I), CAPR 160-2, and CAPR 39-2.   | Unit CC reviews the location of cadet protection directives with all unit staff.  |
| SUI<br>Tab B               | 3        | Does the unit maintain a web-based calendar of cadet activities?                                | Visit unit website.   | (Discrepancy): [xx] (B1 Question 6). The unit does not maintain a web-based calendar of cadet activities IAW CAPR 60-2, 2.6.2.   | Unit CC will establish a web-based calendar.  |
| SUI<br>Tab B               | 4        | Did the unit conduct any high adventure activities (HAAs) in the past two years?                | Visit unit website, examine unit calendar   | (Discrepancy): [xx] (B1 Question 7). The unit conducted a high adventure Activity (HAA) during the previous two years but did not retain a properly authorized CAPF 60-82 IAW CAPR 60-2, 2.7.3.3.  | Unit CC submits a memo to DTS acknowledging that in the future HAAs will be properly authorized using CAPF 60-82 and retained in unit files for two years.  |

| Checklist & Tab | # | Compliance Question   | How to Verify Compliance  | Discrepancy Write-up  | How to Clear Discrepancy  |
|-----------------|---|---|---|---|---|
| CI<br>Tab B     | 1 | Have all members who are assigned to the headquarters squadron completed cadet protection training? | eServices > Member Reports > Cadet Protection Course Completion Report<br><br>No discrepancy is issued if during the in-person portion of the SUI the unit voluntarily acknowledges the fact that inactive member(s) are non-compliant in their training and correctly identifies each by name. | (Discrepancy): [xx] (B1 Question 5). One or more members is non-compliant with cadet protection training (identify names, courses) and the unit commander did not voluntarily report this fact during the SUI IAW CAPR 60-2, 3.1 and/or 3.2.  | If an active member, train the member and report completion via Discrepancy Tracking System (DTS).<br><br>If an inactive member, use DTS to submit a memo endorsed by the unit CC acknowledging that the member cannot participate in CAP activities until the training is completed. |
| CI<br>Tab B     | 2 | Can unit staff locate directives and guidance describing the requirements for cadet protection?     | No discrepancy is issued if during the in-person portion of the SUI, unit staff members can accurately demonstrate their ability to locate cadet protection directives in at least CAPR 60-2, CAPR 160-1(l), CAPR 160-2, and CAPR 39-2.   | (Discrepancy): [xx] (B1 Question X). Staff could not locate all directives in CAPR 60-2, CAPR 160-1(l), CAPR 160-2, and CAPR 39-2.  | Unit CC reviews the location of cadet protection directives with all unit staff.  |
| CI<br>Tab B     | 3 | Does the wing maintain a web-based calendar of cadet activities?                                    | Visit wing website.   | (Discrepancy): [xx] (B1 Question 8).The wing does not maintain a web-based calendar of cadet activities IAW CAPR 60-2, 2.6.2.   | Wing CP will establish a web-based calendar.  |
| CI<br>Tab B     | 4 | Did the unit conduct or authorize any high adventure activities (HAAs) in the past two years?       | Visit wing website, examine calendar of cadet activities  | (Discrepancy): [xx] (B1 Question 3). The unit conducted or authorized a subordinate unit to conduct a high adventure Activity (HAA) during the previous two years but did not retain a properly authorized CAPF 60-82 IAW CAPR 60-2, 2.7.3.3. | Unit CC submits a memo to DTS acknowledging that in the future HAAs will be properly authorized using CAPF 60-82 and retained in unit files for two years.  |

**ATTACHMENT 2.**  
**REPORTING & DUE DATES PRESCRIBED IN THIS REGULATION**

| Requirement   | Due Date  | Responsible Office  | Reference |
|---|---|---|-----------|
| Complete a risk assessment and obtain authorization before conducting Challenge Activities (CAs) and High Adventure Activities (HAAs) | None specified; varies based on unit's schedule   | Commander of host unit  | 2.7       |
| Complete<br><i>Cadet Protection Basic Course</i>  | Within 60 days of joining CAP or turning 18<br>Training must be refreshed every 12 months       | All Adult members (cadets and seniors age 18+)  | 3.2       |
| Complete<br><i>Cadet Protection Advanced Course</i>   | Prior to being appointed to a designated position<br>Training must be refreshed every 12 months | Unit CC, DC, CD., CS, CP, IG, encampment commanders, commandants of cadets, and NCSA directors and deputies | 3.3       |
| Complete<br><i>Cadet Wingman Course</i>   | As a pre-requisite for Achievement 1  | All cadets  | 3.4       |

**ATTACHMENT 3. GLOSSARY OF ABBREVIATIONS**

|             |  |
|-------------|--|
| Board       | CAP's Board of Governors   |
| CA          | Challenge Activity   |
| CAP/CC      | CAP's National Commander   |
| CAP/CP      | CAP's Cadet Programs Office  |
| CAP/CPP     | CAP's Youth Protection Program Manager                                     |
| CAP/GC      | CAP's General Counsel  |
| CAP-USAF    | The Air Force organization providing advice, liaison, and oversight to CAP |
| CAP-USAF/CC | The commander of CAP-USAF  |
| CPP         | Cadet Protection Program   |
| HAA         | High Adventure Activity  |
| IAW         | In accordance with   |
| NCSA        | National Cadet Special Activities  |
| NOC         | National Operations Center   |
| OD          | Officer of the Day   |
| OPR         | Office of Primary Responsibility   |
| OST         | Out-of-school time   |
| WING/JA     | The wing (state-level) legal officer                                       |

## ATTACHMENT 4. MINIMUM SUPERVISORY RATIOS GUIDANCE & EXAMPLES

**6-1. Supervisory Ratios.** CAP will adhere to the minimum cadet to adult leader supervisory ratios shown in Table 1 below. The ratios establish the *minimum* number of adult leaders on-site who are screened, are current in the Cadet Protection Training, and available to respond promptly in an emergency. Restated, the ratio standards govern activity staffing in the aggregate.

- 6-1.1. When computing the minimum number of required adult leaders, round fractions up to the next whole number.
- 6-1.2. The commander authorizing an activity is responsible for ensuring that the minimum number of adult leaders are present throughout the activity.
- 6-1.3. If local laws require supervisory ratios that are more stringent than CAP's ratios, commanders or activity leaders will ensure adherence to the local law.

| <b>Minimum Supervisory Ratios by Activity Type</b> |   |   |  |
|--|---|---|--|
| <b>Event Type</b>                                  | <b>Minimum Cadet to Adult leader Supervisory Ratio</b>            | <b>Examples</b>   |  |
| <b>Single day Activity</b>                         | Two deep or 15:1<br>(whichever is greater)                        | Color guard training for 5 cadets   | $5 \div 15 = 0.33$ (rounded up to 1)<br>Minimum: 2 because of the two deep minimum   |
|  |   | Squadron meeting for 18 cadets  | 2 because $18 \div 15 = 1.2$ (rounded up to 2)<br>Minimum: 2 because of rounding up & two deep minimum   |
|  |   | Museum day trip for 31 cadets   | 3 because $31 \div 15 = 2.1$ (rounded up to 3)<br>Minimum: 3 because of rounding up  |
| <b>Overnight Activity</b>                          | Two deep or 12:1<br>(whichever is greater)                        | Overnight trip for 10 cadets  | $10 \div 12 = 0.8$ (rounded up to 1)<br>Minimum: 2 because of the two deep minimum   |
|  |   | Overnight drill competition trip for 25 cadets  | $25 \div 12 = 2.1$ (rounded up to 3)<br>Minimum: 3 because of rounding up  |
| <b>Challenge &amp; High Adventure Activities</b>   | Event-specific requirements or two deep<br>(whichever is greater) | Rappelling for 25 cadets<br><br>GS Activity Safety * Checkpoints require 12:1 and an instructor | $25 \div 12 = 2.1$ (rounded up to 3)<br><br>Minimum: 2 CAP adult leaders to meet the two deep minimum, plus 1 (instructor or another CAP adult leader) |
|  |   | Canoeing for 10 cadets<br><br>GS Activity Safety Checkpoints require 6:1 for 1 instructor       | $10 \div 6 = 1.7$ (rounded up to 2)<br><br>Minimum: 2 CAP adult leaders to meet the two deep minimum.  |

\*See GoCivilAirPatrol.com/Library for the [Girl Scouts Safety Activity Checkpoint Manual](#) used in Challenge and High Adventure Activities.

**Attachment Table 1.****6-2. Special Ratios for High Adventure & Challenge Activities**

Some High Adventure and Challenge activities will require special ratios. In this situation *only*, where agency staff are the primary instructors (e.g., firing range, rappel tower), non-CAP adults may count into HAA supervisory ratios, provided that the two-deep minimum is met by CAP adult leaders.

Example:

According to the *Girl Scout Safety Activity Checkpoints*, pistol shooting has a ratio of 4:1. If you have 15 cadets on the range, you will need a minimum of 4 Adult leaders. You will need 2 CAP adult leaders to meet the two-deep minimum, but you may use the two pistol instructors to make 4 adults to meet the required minimum for pistol shooting. **Non-CAP adults may only be used for supervision over the activity they are instructing.** They are neither screened nor trained in cadet protection, so they must not be alone with a cadet at any time.

Be sure to have sufficient CAP adult leaders to supervise cadets who are waiting their turn and to be available to assist in an emergency.

**6-3. Managing Risk with Supervisory Ratio Challenges.**

**6-3.1. Short-Notice Challenges.** Despite the best planning efforts, sometimes short-notice challenges arise that move a well-supervised cadet activity into an under-supervised situation that is noncompliant with CAP's minimum cadet to adult leader supervision standards (e.g., someone becomes sick, their car won't start, they are called home early due to a family emergency, etc.). Local leaders will need to exercise discretion in troubleshooting those situations. See Table 2 for potential troubleshooting remedies.

Key principles to guide local leaders when troubleshooting ratio challenges include:

- Involve the activity's leadership and staff in analyzing the situation
- High Adventure Activities must cease
- Attempt to supplement the adult staff, if practical
- Be transparent and advise the next higher commander of the staffing shortage and proposed solutions and safeguards as soon as is practical
- If immediate, unilateral action is required, make the best decision possible but contact the commander that authorized the activity and the wing Director of Cadet Programs as soon as is practical.
- For instances where ratios won't be met for more than 6 hours, parents/guardians or guardians must be notified of the change and how risks are being mitigated.

**6-3.2. Risk Acceptance for Major Multi-Day Events.** Multi-day cadet activities (encampments, NCSAs, flight academies, etc.) that experience a short notice staffing change placing their supervisory ratio below the requirements shall not operate for more than 24 hours unless:

- a) the activity staff conducts a risk management review using CAPF 160S, endorsed by the activity leader and sponsoring commander, and
- b) the commander of the next higher echelon reviews the completed CAPF 160S and authorizes in writing the activity to continue.

### Sample Options for Troubleshooting Supervisory Ratio Challenges

- Ask colleagues from the local area to assist
- Expand the search for adult leaders by contacting neighboring units
- Augment the adult staff with non-member parents/guardians. *This would be useful only in a last-minute, short duration scenario. Although parents/guardians cannot interact with cadets without a screened, trained, and current adult leader escort, having a parent be the extra set of eyes is better than having a senior be one-deep.*
- Sequence the activities of highest risk to coincide with the best staffing conditions. (i.e.: flip-flop the timing of the water survival activity with the classroom activity)
- Reduce supervisory needs by compressing the number of cadet sub-groups and Activity stations.
- Eliminate higher risk outdoor field activities and instead conduct classroom activities
- Conclude the activity early. *Assumes that families have enough notice to alter their transportation plans. Attempting to end a 2-hour squadron meeting early is probably of no practical value because families might need nearly 2 hours to return to the squadron and pick-up their cadets.*
- Cancel or reschedule the activity.

#### Attachment Table 2.

**6-4. Online Assistance.** For additional help in understanding how to meet CAP's supervisory ratio standards, see [GoCivilAirPatrol.com/Ratios](http://GoCivilAirPatrol.com/Ratios).