

OFFICE OF CIVILIAN DEFENSE  
WASHINGTON, D. C.

GM-78

CIVIL AIR PATROL

NATIONAL HEADQUARTERS  
WASHINGTON, MARCH 29, 1943

Subject: CAP Rules

To: All CAP Unit Commanders

1. Attached is the beginning of a codification of the CAP directives into a new series to be known as the CAP Rules, indexed for ready reference.

2. The Part on Organization embodies few changes. Rules as to the composition of units are more explicit than heretofore and will be followed in the organization of all new units. For existing units these provisions will be optional for the present but will be made effective later in the year. Meanwhile, Wing Commanders will take the necessary steps to bring their organizations into compliance with the Rules with a minimum of dislocations.

3. Note especially Titles O6 and O7 which provide for dividing Flights into Sections, including Sections for special duties such as radio, photography, parachutes, etc. This makes it possible to use the Flight as an administrative unit for roll call, drill, and training and at the same time, puts specialists together in units which can be detached for the special duties assigned. It has the important effect of giving specific duties to non-commissioned officers.

4. Title O9 does away with the old numbering system for CAP units which was based on Regional Commands which no longer exist. Wings will go by their State names and local units by place names or numbers according to local preference.

5. The beginning of the Part on Personnel provides that an applicant for membership in CAP must serve in a local unit as a provisional member and complete 25 hours of CAP training before his identification card will be issued. Details of procedure will be set forth in the remainder of this Part which soon will reach you. A new system for rating members according to their training, service, and aeronautical experience also will be incorporated.

6. The beginning of Part 3 on Training sets general policies and outlines a broadened training program for which further Rules will be issued soon.

7. The following CAP directives are obsolete and may be removed from files: All Training Memoranda (TM-1 through 14); Training Directives No. 1, 9, 10, and 11; General Orders No. 1 and No. 2; General Memoranda No. 1 through 18, 28, 29, 34, 36, 38, 39, 40, 46, 46a, 51, 69.

  
EARLE L. JOHNSON  
National Commander

CIVIL AIR PATROL

C A P R U L E S

CAP Rules are divided into 10 Parts:

0	Organization	5	Equipment
1	Personnel	6	Supply
2	Intelligence	7	Finance
3	Training	8	Miscellaneous
4	Operations	9	Cadets

Each Part may be further divided into 10 Titles by the addition of a second digit. For example, 32 covers Military Training. The first digit (3) denotes the main topic, Training, and the second digit denotes the type of training in this case.

The Titles are further divided into Subtitles which are numbered consecutively, with a dash after the section number. Thus 32-1 is the Subtitle on Military Courtesy and Discipline.

Paragraphs in Subtitles are numbered consecutively, with a period after the Subtitle number. Thus 32-11.2 is a paragraph in the Subtitle on Firearms.

References to Rules are made in the following form: CAP Rules 11-1, 14, 09-1.3, etc., or simply by numbers in parentheses, e.g., (30-1).

Each page of the CAP Rules will be dated. Pages supplementing or superseding those of earlier date will be issued from time to time and pages superseded will be discarded.

Nothing in the CAP Rules is restricted or confidential. Full-text copies will be available in all CAP headquarters for the information of all members or the general public. All CAP members will study the CAP Rules from time to time; will learn their general provisions; and will keep current on amendments.

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## 0 ORGANIZATION

00- Authority

0. Civil Air Patrol, hereinafter referred to as CAP, originated through the desire of civil airmen of the United States to be utilized, with their equipment, in the war effort.

1. CAP was established Dec. 1, 1941, by the U. S. Director of Civilian Defense by order which reads in part as follows: "... in line with the traditions of this nation, ... I do hereby order established under the Office of Civilian Defense, the Civil Air Patrol. ... I call upon all persons in civil aviation to enroll and otherwise assist in this important contribution to our national defense."

1 This step was taken after consultation with and written approval of the Departments of War, Navy, and Commerce in October, 1941.

2 The establishment of CAP was formalized on Dec. 8, 1941, by OCD Administrative Order No. 9 which reads in part as follows: "By virtue of the authority vested in me through my appointment as United States Director of the Office of Civilian Defense, through the Executive Order (No. 8757) of the President creating said Office, dated May 20, 1941, I have caused to be created and organized a branch of this Office of volunteers for the purpose of enlisting and training personnel to aid in the national defense of the United States, designated as the Civil Air Patrol. ... It shall be the duty and responsibility of the National Commander to see that the objects and purposes and orders issued in conformity with the policy of the Office are carried out ..."

3 The status of CAP was confirmed, pursuant to the President's Executive Order No. 9134 of Apr. 15, 1942, redefining the functions of OCD, in OCD Administrative Order No. 23, Apr. 29, 1942, as an organization "composed of volunteer members engaged in civilian air activities, including the performance of such missions as shall be requested by the United States Army or Navy or other departments or agencies of the United States Government, such as observation and patrol flying, courier service, ferrying service, forest patrol, and other types of activity. ..."

01- Command

0. CAP Rules, as prescribed and amended by the National Commander, will govern all personnel with exceptions only as he may prescribe by Orders, by CAP Instructions in separate series to meet temporary or special situations sometimes without regard to CAP Rules, or by CAP Confidential Instructions also in separate series for issuance only to personnel concerned. Informal instructions and interpretations of Rules will be issued in CAP Bulletins. Detailed procedure will be set forth in Manuals prescribed by CAP Rules.

1. The CAP organization consists of a National Headquarters; Wings (one in each of the 48 States) composed of Groups, Squadrons, Flights, and Sections; and certain operations units.

2. CAP operations will be performed by National operations units; Wing operations units; and regular Wing units.

3. The National Commander will establish or disestablish the Wings and National operations units, assign to them their personnel, fix their functions and areas, and appoint or remove their commanders.

4. All CAP personnel (10-0) will be subject to orders of the National Commander and the commanders of the units to which they are assigned.

5. The composition of a CAP unit will be determined by the number of active CAP members assigned to it by the commander of the next higher unit.

6. Each unit commander will be responsible for all activities under his command, the execution of orders from higher commands, and the proper assignment of personnel assigned to his command. Subject to the approval of the next higher commander, he may:

1 Appoint or remove the assistant and staff officers prescribed for his unit whom he may authorize to issue orders by his order.

2 Establish or disestablish subordinate units authorized by CAP Rules and reporting directly to his command, combine them with other units in his command, fix their areas, and appoint or remove their commanders.

7. A unit will be on a provisional status until designated by the National Commander. The unit headquarters will be fixed on designation and will not be changed without approval of the next higher unit commander. Changes in unit headquarters and commanders will be reported immediately to National Headquarters through channels.

8. The CAP chain of command runs directly from the National Commander to the commander of each Wing or operations unit; thence directly to the commander of the next subordinate unit; and so on to the officer in direct charge of personnel. Regular channels for orders and communications will be strictly along this chain of command with exceptions only as prescribed by CAP Rules. Forms for orders, requests, and reports will be prescribed by the National Commander and identified by applicable CAP Rule numbers.

02- National Headquarters

0. The National Officers of CAP will be Officers of the Army of the United States assigned to duty at CAP National Headquarters.

1 National Officers, headed by the National Commander and under his orders, will be the Executive Officer, Operations Officer, Intelligence Officer, Training Officer, Coordinating Officer, Finance Officer, Supply Officer, and such others as the National Commander may appoint. An order issued by a National Officer by order of the National Commander will have the same effect as if by the National Commander.

2 The National Staff will consist of the National Officers and civilian employees assigned to National Headquarters.

03- Wings

0. A Wing will be composed of CAP members assigned to it within a State or other area fixed by the National Commander. Wings and their component units will function as:

1 Volunteer units to mobilize and train civilians with skills and equipment applicable to aviation and auxiliary duties, and to conduct emergency operations.

2 Recruitment, training, and replacement centers to provide personnel and equipment for operations of CAP and other Federal services.

1. The Wing officers will be the Wing Commander and Wing Staff.

1 One or more civilian employees may be assigned to assist the Wing Commander. They will enlist in CAP and may be appointed as Wing officers.

2. Component units will be as follows:

1 A Wing with less than 150 members will be organized into Flights.

2 A Wing with over 150 members may be organized into Squadrons and Flights. If less than 4 Squadrons, the Wing will maintain joint headquarters with one of its Squadrons and the Wing Staff will serve concurrently as officers of Squadrons in the Wing.

3 A Wing with more than 10 Squadrons may be organized into Groups, Squadrons, and Flights.

3. For purposes of cooperation, a Wing Commander may communicate directly with other Wing Commanders and with operations units in his Wing area; a unit commander with commanders of adjacent units and units directly under his immediate commander.

1 A Wing or unit thereof may cooperate in its area with elements of the Army, Navy, Marines, and Coast Guard; State guards; State and local defense councils; agencies of Federal, State, and local governments; United Service Organizations; war industries; the American Red Cross; and schools and colleges operating training programs under Federal contract. It may cooperate with other organizations with special approval of the National Commander or in performance of emergency missions.

2 With the exception of instructors (30-5), only CAP personnel will participate in CAP activities other than social events, except in emergency.

**04- Groups**

0. A Group will be composed of not less than 200 members organized in not less than 3 Squadrons and may include Detached Flights.

1. The Group officers will be the Group Commander and Group Staff. The Group will maintain joint headquarters with one of its Squadrons. The Group Staff will serve concurrently as officers of component Squadrons.

**05- Squadrons**

0. A Squadron will be composed of not less than 50 members, residing close enough to the Squadron Headquarters to attend meetings there, and not more than 200 members.

1. The Squadron officers will be the Squadron Commander and Squadron Staff.

2. The Squadron will be divided into not less than 2 or more than 6 Flights whose headquarters will be that of the Squadron. The number of Flights multiplied by 25 will not exceed the number of members in the Squadron.

**06- Flights and Sections**

0. A Flight will be composed of not less than 10 or more than 60 members. A Detached Flight is one which is not a part of a Squadron but reports directly to a Group or Wing Command.

1. Flights will be commanded as follows:

1 If not more than 15 members, a Flight Leader and a Flight Sergeant.  
2 From 15 to 25 members, a Flight Leader, Assistant Flight Leader, and Flight Sergeant. The Flight will be divided into 2 Sections, each commanded by one of the latter two officers.

3 With more than 25 members, the Flight Leader, Assistant Flight Leader, and Flight Sergeant will constitute the Flight Staff and a Section Leader will be appointed for each Section. Not more than 4 Sections will be formed in a Flight. The number of Sections multiplied by 10 will not exceed the number of members in the Flight.

2. A Section will be composed of not less than 5 or more than 30 members and will be organized under a Flight. Sections may be established or disestablished and their leaders appointed or removed (01-6.2) without notifying the National Commander, provided their composition conforms with CAP Rules. A Section will have a Section Leader and an Assistant Leader; if more than 15 members, 2 Assistant Leaders. A special Section, (07) in the performance of its special duties, may report to a Squadron Staff Officer or act under its Section Leader.

07- Special Units

0. Special units to serve as permanent Wing components for special duties usually will be designated as Sections.

1. Special units reporting directly to a Wing Command may include:

1 One Headquarters Flight, which may include a Band Section.  
2 Units for functions authorized in (07-3) may be organized as Squadrons or Flights reporting directly to a Wing only by order of the National Commander on proof that special circumstances require this irregular form of organization.

2. A Group will have no special units except those of the Squadron with which it maintains headquarters. Special units of component Squadrons or Flights may be mobilized for training or operations under a Group Staff Officer. Example: Medical Sections within a Group may report to the Group Medical Officer.

3. Special units in a Squadron or Detached Flight are authorized as Sections under designations which follow:

<u>1</u> Headquarters	<u>9</u> Parachute
<u>2</u> Communications	<u>10</u> Transport
<u>3</u> Photo	<u>11</u> Airport
<u>4</u> Medical	<u>12</u> Maintenance
<u>5</u> Band	<u>13</u> Weather
<u>6</u> Guard	<u>14</u> Map
<u>7</u> Crash	
<u>8</u> Ranger (including Motorized, Mounted, Foot, or Ski Sections usually employed in rescue missions)	

08- Operations Units

0. Operations units, composed of CAP members only, will be established for the performance of authorized operations over a period of time, while most operations of brief duration will be performed by Wing units or temporary detachments thereof.

1. National field units are the Patrols of the CAP Coastal Patrol and of the Southern Liaison Patrol, under the direct command of the National Commander. Their commanders may communicate with each other and with the commanders of Wings and adjacent Wing units for purposes of cooperation.

2. A Wing operations unit may be established to operate under a Wing Commander. He will serve as Operations Officer of all operations performed by such units which may operate beyond the geographical boundaries of his Wing and may be authorized for military and industrial courier services, forest patrol, and other missions authorized by the National Commander. A regular unit of a Wing may be designated as an operations unit for the performance of specific operations.

09- Designation

0. A unit will be designated by order of the National Commander, initiated by him or in response to a request from a Wing Commander, and will be redesignated on change in its status.

1. Wing units will be designated on proof that they are composed of the prescribed number of members and component units. Pending designation, unit commanders may form provisional units under their command.

2. In case of shrinkage in active membership below the prescribed minimum, the organization of a Wing will be revised to conform with the provisions of (03-2); a Group will be disestablished and its component units assigned directly to the Wing or to another Group; a Squadron will be reorganized as a Flight; a Flight will be disestablished and its members assigned to other units. Similarly, a unit which expands beyond the prescribed maximum will be divided into 2 units or raised to higher unit status. Such revisions will be reported to the National Commander for redesignation of the units.

3. Wing units will be named as follows:

1 Wings, by the name of the State or other area they cover. Example: New York Wing.

2 Groups, as the 1st, 2nd, etc. in the Wing. Example: 4th Group, Ind.

3 Squadrons by the name of the city or county. Where there are more than 2 Squadrons in a city or when a place name is not desired, they will be numbered. (Baltimore Squadron, Md.; Arlington County Squadron, Va.; Cleveland Squadron 2, Ohio; Squadron 12, Pa.)

4 Detached Flights, by the name of city or county or by special unit designation. (Tucson Flight, Ariz.; Band Flight, Ala.)

5 Wing Headquarters Flights, by the letter H. (H Flight, Calif.)

6 Flights, by the letters A to F and the name or number of the Squadron. (B Flight, Little Rock, Ark.; C Flight, Pittsburgh 3, Pa.)

7 Sections, by numbers 1 to 4 or by functions as in (07-3). (Section 2, D Flight; Medical Section)

4. Operations units will be designated under prescribed procedure (4) by the following names:

1 Units of a patrol nature, as Patrols. Example: Wisconsin Forest Patrol  
CAP Coastal Patrol No. 2.

2 Other units operating from fixed bases, as Stations. (York Courier Station, Pa.)

3 Operations conducted by a number of units, from a number of bases, or from no fixed base will be designated as Services. (2nd Air Force Courier Service)

5. Standard abbreviations (8) will be used in referring to units in CAP communications.

## 1 PERSONNEL

10- Status

0. All CAP personnel, other than National Officers and civilian employes, will be civilian volunteers. The term "member" means one holding a currently valid CAP identification card (14) and does not include other CAP personnel who are provisional members (12), inactive members (15), or CAP Cadets (91).

1. All applicants for membership will sign the following oath: "I hereby make application for enlistment in the Civil Air Patrol and do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America, that I will serve them honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the President of the United States and the orders of the officers appointed over me."

2. Enlistments in CAP will be for the duration of the war plus 6 months. During this period, all who take the CAP oath will be subject to it unless sooner discharged from CAP or on active duty in the armed forces of the United States.

3. The activities of CAP will be conducted by the members without pay or reimbursement for expenses, except for certain operations wherein members may receive a per diem for expenses and rental for their equipment. Service in the Wings will be arranged to fit the spare time of members insofar as possible but members will be required to attend all meetings and mobilizations ordered by the officers over them and no one will be excused from punctual attendance without a reason acceptable to the unit commander.

4. A member may be ordered to CAP operations duty but the usual policy, except in emergency, will be to permit him to apply for assignment and require him to serve on such duty only for the period pledged in his application. On assignment, the member will sign before a notary the following oath:

"I, a member of Civil Air Patrol, an agency of the United States of America, having been assigned to active duty with Civil Air Patrol hereby voluntarily enlist subject to any and all orders of the National Commander of Civil Air Patrol to a term of continuous active service for the term of \_\_\_\_\_ months, commencing \_\_\_\_\_, 194\_\_\_\_, and I hereby agree to be available for duty continuously and at all times during said term.

"During said term and any extension thereof, I do solemnly swear I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; that I will fully and faithfully perform all duties assigned to me and obey the orders of the President of the United States and the orders of the officers appointed over me subject to the Rules and Articles of War.

"In the event that I shall not report or be available for active duty at any time during said term or any extension thereof which I shall voluntarily undertake, or if I shall not faithfully and fully perform all duties assigned to me, I hereby consent to the revocation and cancellation of my license to own, operate, and service any aviation and radio equipment."

5. By order of the War Department, CAP members are permitted to wear the Army uniform, with certain distinguishing features. Appointments and titles of function and rank are in CAP and not in the Army. The prescribed CAP emblem bearing the letters "US" is registered internationally. A member in CAP uniform captured by the enemy will be on the status of a prisoner of war.

## 11- Eligibility

0. Men and women who are citizens of the United States, native-born or naturalized for a minimum of 10 years from countries other than enemy nations or those occupied by the enemy, are eligible for membership in CAP. Minimum age is 16. It is recommended that an applicant under 18 be enlisted as a cadet rather than as a member unless he holds a CAA student pilot certificate. No maximum age or physical requirement is prescribed. Active or reserve personnel of the armed forces or State guards, other than National Officers of CAP, will not be admitted as CAP members except by order of the National Commander but may receive CAP training on the same basis as provisional members without applying for membership.

## 12- Application

0. Membership application will be on prescribed forms secured from the headquarters of the local Squadron or Detached Flight.

1 The applicant will fill in all blanks in the application and fingerprint card; execute a full set of clear fingerprints on the card; furnish three full-face passport photos,  $1\frac{1}{2}$ " x  $1\frac{1}{2}$ ", without hat, unsmiling; and deliver without folding to the local CAP unit. Incomplete or illegible applications will not be accepted.

2 An applicant under 21 will attach a letter from parent or guardian consenting to the applicant's service in CAP.

2. The unit commander will transmit these items, without folding, directly to National Headquarters after signing "Approved", with his full name, CAP title, and serial number, CAP unit name, and address, on the back of the application which will not be considered without this endorsement. He will not sign unless he believes the applicant possesses qualifications useful to CAP and will make an industrious and desirable member.

3. Members of a typical unit will be about a third pilots; one-third student pilots; and the rest with auxiliary skills in radio, photography, medicine, and other ground duties. This ratio is not mandatory and will be impossible in areas where pilots are few or where a large ground personnel is needed for duties of the local unit. But the above ratio and the prescribed tables of organization for units will be borne in mind in the endorsement of applicants.

4. After endorsing an applicant, the unit commander will admit him to training as a provisional member of the unit in which status he will not wear the CAP uniform or insignia. He will be excluded from assemblies where he may gain confidential information. He will not participate in CAP operations except by order of the National Commander or in temporary emergency but will be subject to command and discipline pursuant to the CAP oath. He will attain membership in CAP only after completion of training prescribed in (17).

## 13- Investigation

0. No one will be admitted to membership without careful investigation of his character, loyalty, ability, and the truth of statements in his application.

1. The unit commander who endorses the application will ascertain that the pictures, fingerprints, and signature are those of the applicant. He will read the application and check any portions of it that may seem doubtful.

## 3 TRAINING

30- General

0. The purpose of CAP training is to prepare all personnel for duties in CAP and develop their skills under military discipline for other war services. It is required that flying personnel become familiar with auxiliary ground duties and that ground personnel learn the fundamentals of aviation.

1. Each unit commander will be responsible, through his Training Officer, for a continuous program of training so recruits will learn the primary subjects rapidly and in orderly progression and members will be working at all times on interesting study, classroom, and practice exercises without unnecessary repetition of courses and without lost motion.

2. Each unit will meet not less than once a week for training not less than 2 hours and will hold additional meetings averaging not less than 2 hours a week for practice missions which will be outdoors when weather permits. Additional meetings may be ordered by the unit commander. Special training meetings will be arranged as necessary for members unable to attend regular meetings by reason of war work, illness, or distance from the meeting place. Members may meet at will with instructors.

3. The number of credit hours prescribed for each training subject is the minimum of instruction by CAP instructors (30-5) before credit is given. Many subjects will require much longer study, with subsequent refresher courses, quizzes, and practice exercises to be sure that skill and knowledge are retained.

1 Each member will be required to complete a minimum average of 5 credit hours per month.

2 Credit for a course will be given on completion of the prescribed number of instruction hours and written or oral examination or both. No fractional credits will be given for parts of courses. Members will be examined from time to time by boards of officers on all subjects they have completed. (17) Members with prior experience may be credited with courses on which they can pass examination. Credit for courses learned through home study may be allowed on satisfactory examination for members unable to attend meetings but the needs of such members will be met through special meetings (30-2) insofar as possible. No credit will be given unless the member has thoroughly learned the prescribed subject matter under standards not less than those for CAA private pilot examinations.

4. In addition to prescribed courses, each unit will conduct practice missions (41) for all personnel to simulate CAP operations and missions that the unit may perform in local emergencies. Policy will be to encourage flying personnel to advance their aeronautical ratings and help ground personnel learn to fly.

5. Instructors will be designated by the Training Officer from members and experts from outside CAP best qualified to teach the CAP courses. Each local unit will maintain a list of instructors approved to teach the respective courses. Training films and special equipment will be used when available.

6. Texts for training courses will be supplied where possible by National Headquarters. Usual distribution will be 4 copies per headquarters. A limited number of extra copies may be furnished to unit Supply Officers on request through channels. Some texts, identified by "GPO" in the following, can be purchased from Superintendent of Documents, Government Printing Office, Washington, D. C., for the prices specified with 25% discount for quantities of 100 or more.

**31- Orientation**

0. Purpose of CAP Orientation Courses is to familiarize CAP personnel with the organization of CAP, the armed forces, and cooperating public agencies.

1. Civil Air Patrol Credit 2 hours Texts: "Facts about CAP" "Facts about CAP Training" CAP Rules.

1 Each recruit at an early stage will be instructed as to the organization and activities of CAP and the unit to which he is assigned, the obligations of a member, CAP Rules, the training program, how officers and non-coms are appointed, the main operations of CAP, and how members may qualify for operations duty.

2 Each member will learn the correct name of his unit and the name and title of the commander of his unit and of all higher units in the chain of command to the National Commander.

2. Army 3 hours Text: CAP Training Manual No. 1

1 Purpose is to familiarize CAP personnel with the organization of the Army of the United States so CAP may be prepared for effective service as an auxiliary to the armed forces.

2 In addition to individual study of the text, there will be 3 classroom instruction periods of 1 hour each, including lectures, general discussions, questions, and unclassified information on nearby Army units and facilities.

3. Navy 2 hours Text: CAP Training Manual No. 2

1 Purpose and instruction method as in (31-2)

4. Army Air Forces 2 hours Text: CAP Training Manual No. 3

1 Purpose and instruction method as in (31-2)

5. Cooperating Public Agencies 1 hour Text: CAP Training Manual 31-5

1 Familiarize personnel with the public agencies with which CAP cooperates. Emphasize those in the CAP unit area.

6. History of Aviation 2 hours Text: Any standard text book prescribed by the unit Training Officer.

1 Give general background as to the main events and personalities of aviation with emphasis on the United States. Use pictures of planes and people.

**32- Military**

0. The privilege of wearing the uniform of the Army of the United States places upon every member the obligation to become well grounded in military customs and procedures so as to walk with a soldierly bearing, drill smartly in military formations, and conduct all activities with military precision. The success of CAP missions, whether in cooperation with the armed forces or separately, depends largely upon the thorough military training of each CAP member.

1. Courtesy and Discipline 3 hours Text: War Dept. Basic Field Manual FM 21-50 "Military Courtesy and Discipline" GPO 10¢

1 Teamwork under discipline is the prime essential of military operations. Recruits will be immediately instructed in this subject.

2 Instruction as in (31-2) plus frequent reviews and continual coaching.

(Following is an outline of additional courses in the broadened CAP training program. Those marked with asterisk are new.)

<u>32- Military</u>	<u>Hours</u>
1. Courtesy and Discipline.....	3
2. Infantry Drill.....	20
3. Safeguarding Military Information.....	1
*4. Articles of War.....	1
5. Interior Guard Duty.....	4
6. Reviews and Inspections.....	2
7. Duties of Command and Staff Officers.....	2
8. Leadership and Command.....	3
9. Military Correspondence.....	2
10. Operations Orders.....	1
11. Firearms.....	6
*12. Courts Martial.....	6
<u>33- Civilian Defense</u>	
1. Local Civilian Defense Familiarization.....	1
2. Protection against Gas and Incendiaries.....	4
3. Protective Concealment.....	2
*4. Airport Protection.....	2
*5. Air-Ground Practice Missions.....	10
<u>34- Pre-flight</u>	
*1. Theory of Flight.....	6
*2. Aircraft Construction.....	6
*3. Powerplants.....	10
*4. Instruments.....	4
5. Map and Aerial Photograph Reading.....	5
6. Air Navigation.....	15
7. Meteorology.....	15
*8. Civil Air Regulations.....	6
9. Control Tower Procedure.....	4
10. Observation and Reconnaissance.....	10
*11. Accident Causes.....	3
*12. Instrument Flying.....	20
13. Terrain Familiarization.....	5
<u>35- Flight</u>	
1. Primary Flight Training Missions.....	15
2. Basic Flight Training Missions.....	15
3. Advanced Flight Training Missions.....	20
4. Special Flight Training Missions.....	20
<u>36- Ground Service</u>	
1. Crash Procedure.....	6
2. Duties of Servicemen.....	5
3. Aircraft Inspection.....	6
*4. Airports.....	4
*5. Fire and Wind Protection.....	2
*6. Hangars.....	4
*7. Aircraft Maintenance.....	4

	<u>Hours</u>
<b>37- <u>Physical</u></b>	
1. First Aid.....	20
1A. Advanced First Aid.....	10
2. Physiological Aspects of Flying.....	5
3. Physical Exercises.....	10
<b>38- <u>Auxiliary</u></b>	
1. Photography.....	20
2. Communications.....	6
2A. Morse Code.....	8
2B. Panel Reading.....	2
*2C. Codes and Ciphers.....	4
*3. Parachutes.....	10
<b>39- <u>Miscellaneous</u></b>	
1. Music.....	2
1A. Bands	
*2. Languages	
2 INTELLIGENCE (This Part will cover the Intelligence and Public Relations Function.)	
4 OPERATIONS (This Part will cover general rules amplified by present operations directives.)	
5 EQUIPMENT (Rules as to aircraft and radio.)	
6 SUPPLY (This will cover uniforms, etc., as set forth in GM-45 and addenda.)	
7 FINANCE (Rules as to insurance, vouchers, funds, etc.)	
8 MISCELLANEOUS (Rules which cannot be classified under the foregoing 7 Parts.)	
9 CADETS (Brief Rules as to CAP Cadets who, in general, will follow CAP Rules.)	

CIVIL AIR PATROL

NATIONAL HEADQUARTERS  
WASHINGTON, APRIL 5, 1943

Subject: CAP Rules (Second Instalment)

To: All CAP Unit Commanders

1. Herewith are further sections of the new CAP Rules. As in the case of the Rules sent you under GM-78 on March 29, this instalment is issued as a 16-page folder for convenience in printing and distribution. When material reaches you in this form, you can remove the staple and cut along the fold so the various pages can be assembled according to the index. If you will set up a loose leaf book with division cards for the 10 sections of the CAP Rules, it will be simple to file subsequent pages. Temporarily you may place some of the more important old CAP directives in the various divisions for ready reference.

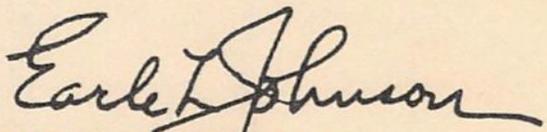
2. The organization charts which follow are based on the CAP Rules previously sent you and illustrate the flexibility of the authorized organization to fit a given Wing or Squadron situation.

3. The continuation of the Personnel provisions herewith cannot be made fully effective until the rest of the Personnel procedure is issued. Effective immediately, however, no membership applications will be accepted without the endorsement of a CAP unit commander. Applicants so endorsed may be accepted as provisional members of units so they can start their training. Further Rules will provide that to attain membership, a provisional member must complete 25 credit hours of CAP training as follows: Civil Air Patrol, 2 hours; Military Courtesy and Discipline, 3 hours; Infantry Drill, 5 hours; Safeguarding Military Information, 1 hour; Articles of War, 1 hour; any other authorized CAP training courses, not less than 13 hours.

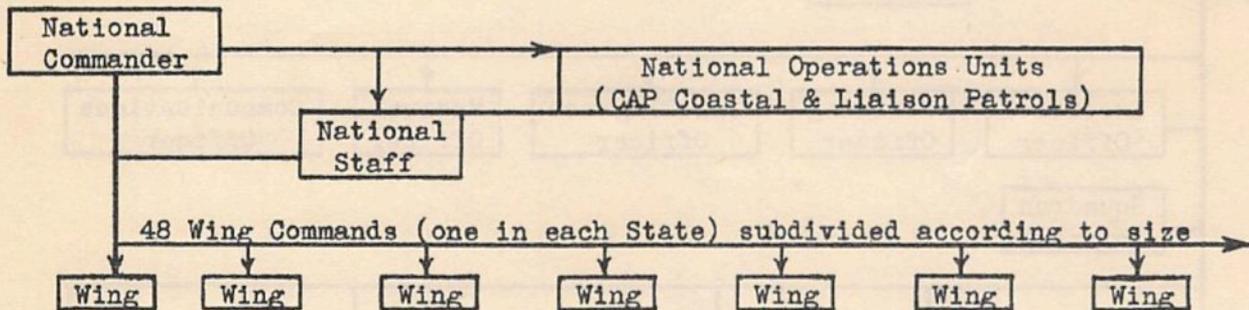
4. Additional Military Training courses are outlined. Attached are new Training Manuals on Protection of Military Information and Morse Code, illustrating the type of training material which will be issued henceforth. References are made in the Rules to other CAP Training Manuals not yet issued. The old Training Directives for the respective subjects will be used until the new Manuals reach you.

5. Rules as to CAP Cadets are more flexible than the previous directive on this important subject.

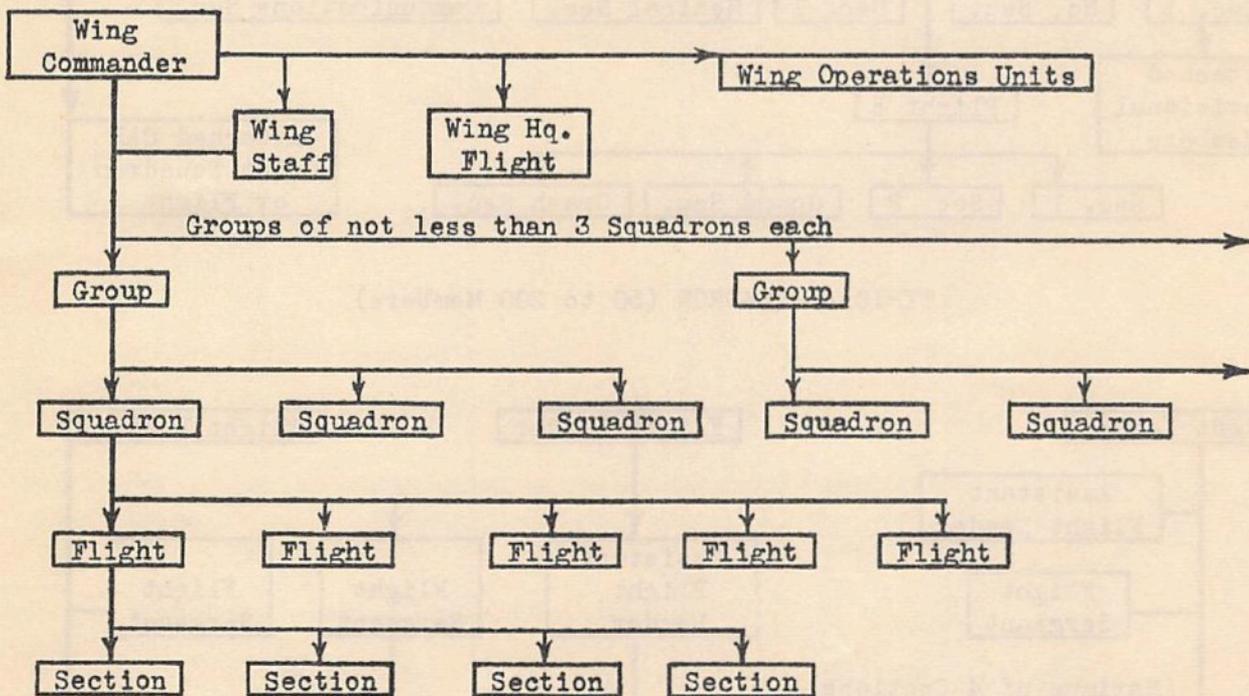
6. In addition to the old CAP directives listed in GM-78, the following are obsolete and may be removed from files: Training Directives 2,5,12,19,20,32; Operations Memorandum 4; Operations Directives 1,2,6,11,14; General Memoranda 20, 21,22,23,24,25,26,30,35,41,48,58.

  
EARLE L. JOHNSON  
National Commander

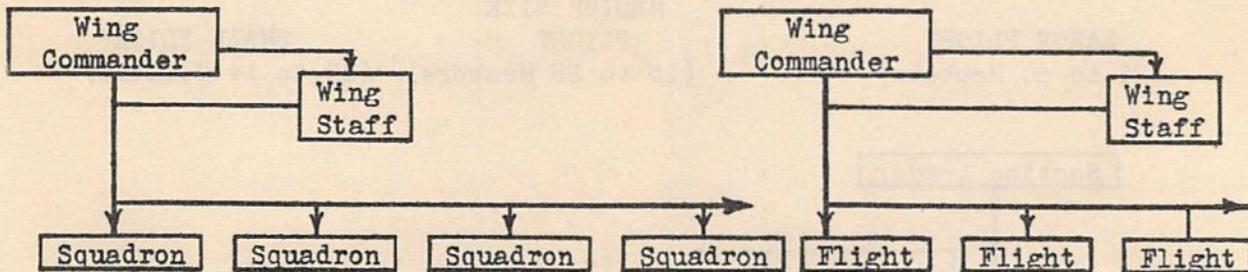
ORGANIZATION CHARTS, CIVIL AIR PATROL



NATIONAL ORGANIZATION

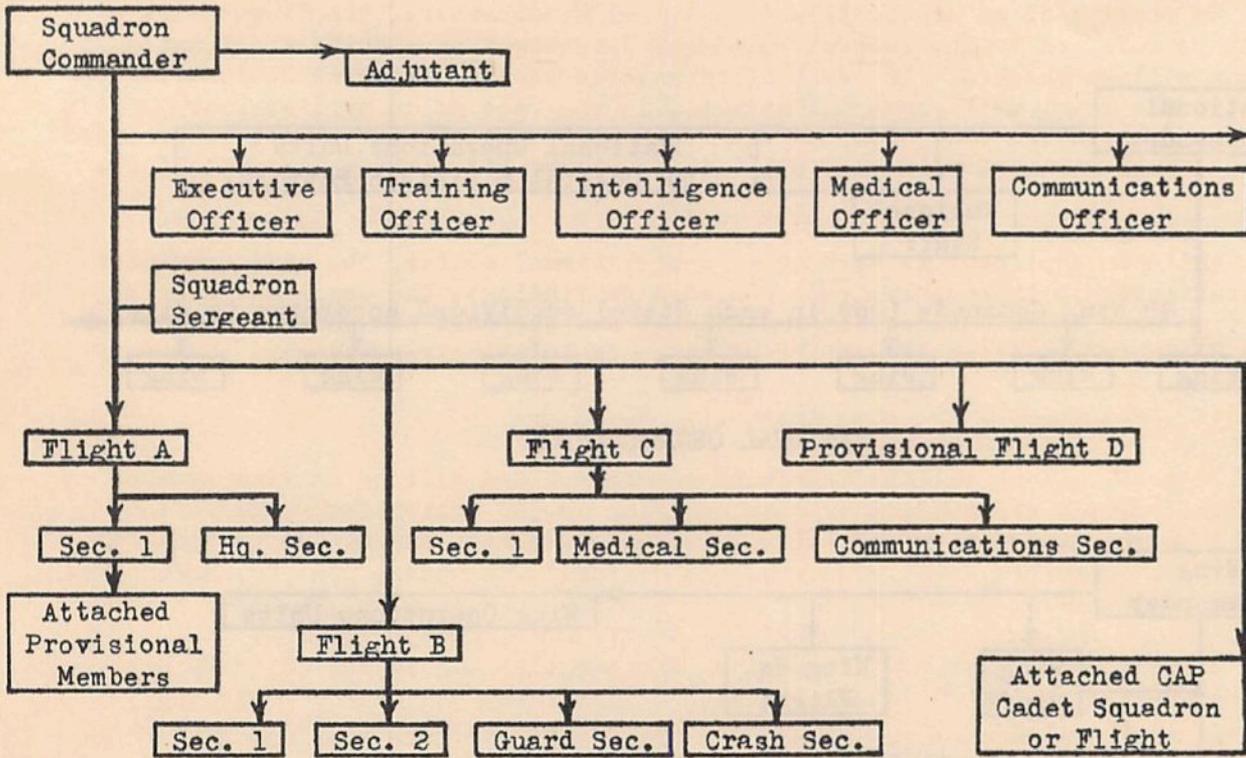


LARGE WING ORGANIZATION

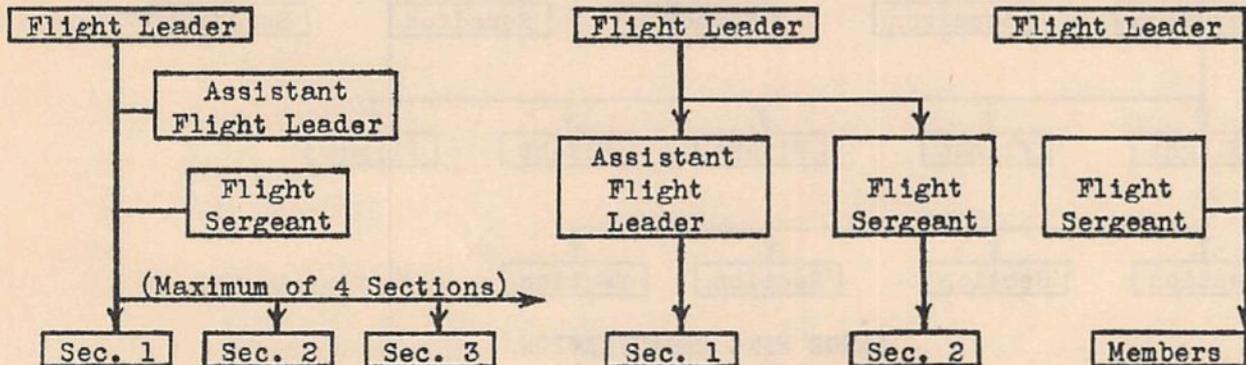


MEDIUM SIZE WING

SMALL WING



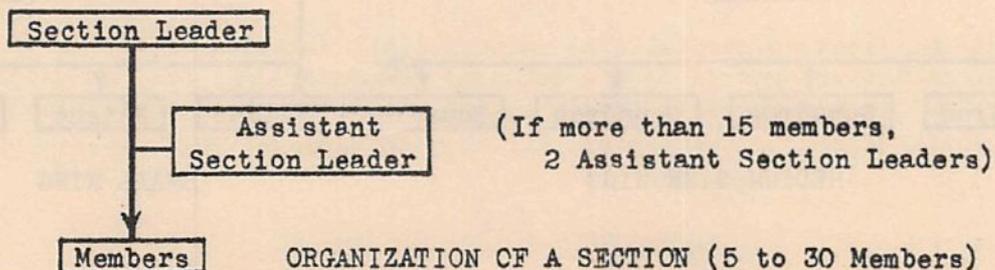
TYPICAL SQUADRON (50 to 200 Members)



LARGE FLIGHT  
(26 to 60 Members)

MEDIUM SIZE FLIGHT  
(15 to 25 Members)

SMALL FLIGHT  
(10 to 14 Members)



ORGANIZATION OF A SECTION (5 to 30 Members)

13- Investigation (Continued)

2. On receipt of an application by National Headquarters, the fingerprint card will be referred to the Federal Bureau of Investigation and the applicant's references will be checked. In event of an adverse report, National Headquarters will advise the local unit commander directly in the case of an applicant or through channels in the case of a member. Such applicant or member will be excluded immediately from CAP activities and will not be reinstated without approval of the National Commander.

3. While an applicant is serving as a provisional member, the unit commander will investigate him thoroughly. (23) On adverse findings, the applicant will be dropped from provisional membership immediately and the unit commander will advise National Headquarters directly with brief notes as to the circumstances.

14- Identification

0. Identifications will be furnished to members and will be carried by them at all times when in CAP uniform or participating in CAP activities. Identifications will be government property; will be shown on demand; and on the resignation or discharge of a member, or by order of the National Commander, will be surrendered to the CAP unit commander on demand.

1. A provisional member will be given a credential signed and dated by his unit commander as follows: "This will certify that (name and address) has applied for membership in Civil Air Patrol and is accepted for training by (name of unit) of CAP, pending action on the application. This authority expires 90 days from date." In the case of a member of the Armed Forces, or a civilian awaiting induction, attached to a CAP unit for training without applying for CAP membership, a credential may be furnished with the underlined words omitted.

2. After a provisional member has served at least 1 month and has completed the training (17) required for Rating 1, a board of officers will hold oral examination as to his qualifications and desirability, and will impress upon him the nature of his obligations. On satisfactory examination, the unit commander will execute a rating sheet (17) in duplicate, keep one copy, and send the other directly to National Headquarters whence an identification card will be issued bearing the member's name, address, picture, CAP serial number, and signature. Only this card will constitute evidence of membership in CAP.

3. National Headquarters will send the Wing Commander the card for transmittal through channels to the local unit commander, and a duplicate of the member's application for Wing files. Transmittal of the duplicate application will constitute assignment of a member to a Wing and transmittal of the card through channels will constitute assignment to a local unit.

4. While awaiting transmittal of his card, the member will complete the training (17) required for Rating 2 and on satisfactory examination will appear in correct uniform before a meeting of the CAP unit and take the CAP oath. The unit commander will then present the identification card to the member.

5. An identification card will be valid for the duration of the war plus six months unless otherwise ordered by the National Commander. In case a member loses his card, the unit commander will send a rating sheet, passport photo, and explanation of the loss, signed by the member, directly to National Headquarters whence a new card will be sent through channels.

15- Changes

0. A member will remain attached to the unit to which he is assigned by the commander of the next higher unit, until transferred. Transfer may be effected by relief from duty with the unit, on application of the member to the unit commander or on order of a higher unit commander.

1. The following procedure applies to transfer to and from Wings, Groups, Squadrons, and Detached Flights. Transfer between Flights within a Squadron may be effected by the Squadron Commander and between Sections by the Flight Leader, without reporting to higher units. For operations units see (19).

1 The unit commander will execute two copies of a rating sheet covering all work completed by the member, will give the member one, and will send the other to Wing Headquarters, endorsing both "Relieved from assignment to (name of unit, date, and signature and title of commander)".

2 On reporting to a new unit in the same Wing, the member will give his copy of the rating sheet to the unit commander who will endorse the sheet, "Reported for duty (name of unit, date, and signature of commander)", and will report the reassignment and the member's new address to Wing Headquarters.

3 If the transfer is outside the Wing, the Wing Commander will forward the member's rating sheet and the duplicate of the original application to National Headquarters and advise, if possible, which Wing the member wishes to enter and the member's new address. On reporting for duty with a local unit, the member will give his copy of the rating sheet to the unit commander who will proceed as in (15-1.2). The Wing Commander will report the member's new unit and address to National Headquarters whence the duplicate application will be sent to the Wing.

2. A member temporarily absent from his unit may be admitted, without formal transfer, to activities of the unit where he happens to be. The unit commander will furnish him a signed statement as to any training courses completed, for entry on his rating sheet when he returns to his home unit.

3. A member assigned to CAP operations duty will be carried on the rolls of his regular Wing unit and will report to it for duty on relief from operations assignment. The member's functional assignment in the unit will be held open for him at least 90 days.

4. A member who is unable to remain active in CAP by reason of active duty with the armed forces, work in a war industry, prolonged illness, or absence from the vicinity of a CAP unit may retain membership in CAP. He may keep his identification card and participate in CAP meetings and training as in (15-2) but will be placed on an inactive status and relieved of CAP assignment and duties. The unit commander will execute a rating sheet in duplicate, endorsed "Inactive (reason for this status, name of unit, date, and signature of commander)", will give the member one copy, and transmit the other to Wing Headquarters. The Wing Commander will transmit the sheet, and the Wing file duplicate of the member's application, to National Headquarters. An inactive member will hold no title of function or rank in CAP and will not wear the CAP uniform. He may be restored to active status on discharge from military service, or on becoming able to be active again, by reporting for duty with a local unit whose commander will execute a rating sheet and proceed as in the case of the arrival of a transferred member (15-1).

5. A member who resigns or is discharged from CAP may be reinstated, except if dishonorably discharged, or honorably discharged without satisfactory service endorsement (16-1), as in the case of the arrival of a transferred member (15-1).

## 9 CADETS

90- Organization

0. The Civil Air Patrol Cadets (CAPC) were established Oct. 1, 1942, by order of the CAP National Commander authorizing a grade of CAP membership designated as "Cadet" and junior to regular membership in CAP. Purpose of CAPC is to extend the benefits of CAP training to young men and women and thus develop pre-trained personnel for CAP and other Federal services.

1. CAPC will be governed by the same rules as CAP except as modified in (9).

2. CAPC is a local program. Pursuant to (01-6), and in addition to the Squadron or Flight composition authorized in (05) and (06):

- 1 A CAP Squadron may establish 1 Squadron, Flight, or Section of CAPC.
- 2 A CAP Detached Flight may establish 1 Flight or Section of CAPC.

3. Until at least 6 months after the formation of a CAPC unit, its membership will not exceed the number of active members in the CAP Squadron or Flight to which it is attached, unless the Wing Commander approves a shorter initial period. Thereafter, a CAPC Squadron may be expanded to a maximum of 200 Cadets; a CAPC Flight to a maximum of 60.

1 It is recommended that CAPC recruiting be undertaken at the beginning of the regular Fall and Spring scholastic terms and of the Summer vacation so the CAPC program will coincide with that of the local schools.

4. The CAPC unit will bear the name of the CAP unit to which it is attached. Example: Baltimore Cadet Squadron, Md.; Cadet Flight, District of Columbia Squadron.

91- Personnel

0. To concentrate the Cadet program in the pre-draft ages, membership will be limited to students in good scholastic standing in the last 2 years of senior high school who are physically fit for duty in the Armed Forces and whose parents or guardians meet the citizenship requirements for CAP membership. A CAP Cadet will hold membership in a CAPC unit; not in CAP or in CAPC as a whole.

1. Applications for membership will be submitted to the local CAPC unit in duplicate on prescribed forms, with 3 full-face passport photos, 1½" x 1½", unsmiling, without hat; and with written consent from parent or guardian to the applicant's service in CAPC. The CAPC unit will keep one copy of the application and one photo. The other items will go to the CAP unit.

2. Each applicant will take the following oath: "As a native-born citizen of the United States, I wish to serve my country by helping build aviation in America and training myself in aviation. I pledge that I will perform my duties faithfully in the Civil Air Patrol Cadets, attend all drills and classes, obey the orders of my superior officers, wear my uniform in a military manner, keep alert at all times, and complete my training as rapidly as possible so that I may prepare myself for membership in Civil Air Patrol."

3. Recruitment policy will be to make each CAPC unit a select corps composed of young men and women likely to be of service to the war effort and deemed the most likely to succeed in aviation among the young people of the community. Each application will be signed by a member of the CAP unit who will attest to the truth of the application and will pledge personal responsibility in assisting the recruit to advance.

1 The preferred method of forming a CAPC unit is for each man in the CAP unit to sponsor one young man for CAPC and each woman to sponsor one young woman.

2 An alternate method is to accept the recommendations of local high school principals or teachers, especially pre-flight teachers.

4. The applicant will be interviewed by the CAPC unit commander, on whose approval he will be accepted as a provisional member of the CAPC unit for 10 hours of training, without uniform, as follows: Civil Air Patrol (31-1), 2 hours; Courtesy and Discipline (32-1), 3 hours; and Infantry Drill (32-2A), 5 hours. Meanwhile he will be subject to investigation as to character and loyalty. After not less than a month's service and on satisfactory examination in the above subjects by a board of officers of the CAP unit, the applicant will appear before a CAP meeting in correct uniform, will take the CAPC oath, and will be presented his CAPC identification card, bearing his name, CAPC serial number, picture, and signature.

1 Identification cards will be furnished by National Headquarters for issuance by commanders of CAP Squadrons and Detached Flights to Cadets under their command, without clearance by higher units of CAP.

2 Serial numbers, starting with 1, will be assigned to Cadets in the order of their admission as members of each CAPC unit. A number will not be reassigned.

5. A Cadet may resign or may be discharged by order of the CAP unit commander who will endorse the Cadet's identification card as to the nature of the discharge (16-1). A Cadet honorably discharged with favorable notation can be accepted for renewed membership in the same unit or another CAPC unit which, on acceptance, will issue him a new card. Cadets 16 and over may be recommended for membership in CAP (11-0) but will find better opportunities for command experience by remaining in CAPC until graduation from high school.

6. Ratings will not be given to Cadets as a basis for rank as in CAP. Careful records will be kept as to all training courses completed. Examinations by boards of CAP and CAPC officers will be given from time to time as in (17). On discharge from CAPC, a Cadet will be given a rating sheet by the CAP unit commander attesting to the courses he has completed and service rendered. A copy will be sent directly to National Headquarters for permanent file. If the Cadet applies for membership in CAP, he will be credited with all courses completed in CAPC on satisfactory examination by the CAP unit which he joins.

7. Cadets will not hold officer grades. Functional titles and non-commissioned grades, which will be in CAPC and not in CAP, are authorized only as follows:

1 Squadron Commander, First Sergeant.

2 Squadron Staff, who will rank in the order named: Training Sergeant, Intelligence Sergeant, Communications Sergeant, Supply Sergeant, and Adjutant, all in the grade of Sergeant.

3 Flight Leader, Sergeant.

4 Assistant Flight Leader, Corporal.

5 Section Leader, Corporal.

6 Assistant Section Leader, First Class Private.

8. No Cadet will wear chevrons for the above grades until at least 3 months service in CAPC.

92- Intelligence

0. Intelligence and public relations will be conducted by the Intelligence Officer of the CAP unit to which the CAPC unit is attached. This officer will utilize the assistance of the CAPC Squadron Intelligence Sergeant or if the CAPC unit is a Flight or Section, the assistance a designated member thereof. CAPC Intelligence personnel may prepare material and pictures for placement in school papers or elsewhere, subject to the approval of the CAP unit Intelligence Officer.

93- Training

0. All CAPC training will be pursuant to (3). Cadets will take the same courses as CAP members under the same standards of instruction and examination. Qualified Cadets may be designated as instructors.

1. Flight training will be optional for Cadets.

1 No Cadet under 16 will be carried aloft or will enter or approach an aircraft with the engine running.

2 A Cadet 16 or over may fly or may enter or approach an aircraft with the engine running only if he files with the CAP unit written consent from parent or guardian.

94- Operations

0. Cadets will not participate in CAP operations except by order of the National Commander in emergency. They may participate in volunteer missions on assignments such as guard duty or in CAP practice missions, meetings, and mobilization by order of the CAP unit commander and on such duty will be under the orders of such CAP or CAPC officers as he may assign over them.

95- Equipment

0. Equipment and facilities will be used by CAPC pursuant to (5) and under the custody and direction of the CAP unit commander.

96- Supply

0. Orders for insignia and supplies will be prepared by the CAPC Squadron Supply Sergeant or by a designated member of a CAPC Flight or Section for transmittal to the supply source by the CAP unit Supply Officer (4) who will issue the supplies to the CAPC unit.

1. The uniform of a CAP Cadet will consist of the following garments as prescribed for enlisted men of the Army: khaki or chino shirt without shoulder loops; black tie; khaki or chino trousers (skirt may be worn by girl members); web belt with plain buckle; plain tan shoes; plain tan socks; and garrison cap with red piping as prescribed for CAP. The field jacket is optional. Civilian outer garments may be worn in cold or rainy weather. Otherwise no items of civilian wear will be worn with the uniform and portions of the uniform bearing insignia will not be worn with civilian garments. The cap with visor will not be worn. No uniform item other than those above named will be worn.

## 2. Insignia will be worn by all Cadets as follows:

1 CAPC emblem, cloth: red 3-bladed propeller on white triangle on 2-3/4" blue disc, same as CAP emblem without the "US" and with "CADET" added below in red letters on white background; sewn on the left sleeve of shirt and field jacket, 1/2" below the shoulder seam.

2 Silver CAPC pin: 1 1/2" long in letters 3/8" high; worn centered above the right shirt pocket with the bottom of the letters 1/4" above the top of the pocket flap.

3 CAPC cap emblem, cloth: red 2-bladed propeller with white wings on a 1 1/4" blue disc; sewn on the left side of the garrison cap, 1" from the front and half way between the top and bottom of the cap.



(1/4 actual size)

**CAPC.**

(actual size)



(3/4 actual size)

## 3. Insignia for CAPC officers are authorized as follows:

1 Functional titles, cloth, optional for Squadron Commander, Squadron Staff, and Flight Leader: white letters 1/2" high woven on blue fabric, to be sewn on the left sleeve centered 1/2" below the CAPC emblem.

2 Chevrons, cloth, for grades prescribed in (91-7): khaki on red background same as prescribed for CAP, sewn on both sleeves half way between the shoulder seam and the elbow.

4. On civilian garments, CAP Cadets will wear no CAP or CAPC insignia except the small winged lapel emblem prescribed for CAP.

97- Finance

0. A CAPC unit may maintain a fund as in the case of a CAP unit (7) subject to instructions of the CAP unit commander.

98- Miscellaneous

0. Each CAP unit commander will report through channels each month as to the number of Cadets and the general status of Cadet organization and training under his command.

99- Pre-Cadet Training

0. CAP unit commanders at their discretion are authorized to cooperate with public schools and with the Boy Scouts of America by furnishing instructors and by enlisting teachers and Scout Leaders in CAP for training.

Note: Supply sources for CAPC insignia include the following:

Gemsco, 395 4th Ave., New York City --- CAPC sleeve emblem, 25¢ ea.

(Minimum order 6 pieces) CAPC cap emblem, 15¢ ea.

Robbins Co., Attleboro, Mass. ----- CAPC silver letters, 65¢ ea.

(Minimum order 3 pieces)

Other CAPC items, which are the same as specified for CAP, may be obtained from the sources listed in addenda to Part 6.

## 32- Military (Continued)

2. Infantry Drill Text: War Dept. Basic Field Manual FM 22-5 "Infantry Drill Regulations" GPO 30¢ Credit 20 hours, subdivided as follows:

2A 5 hours Chapter 1 of Manual and first 2 sections of Chapter 2 on positions and facings, plus simple marchings.

2B 5 hours Chapter 2, Sec. III; attain proficiency in marchings.

2C 10 hours Drill in formations, to the extent the size of the local unit permits, pursuant to applicable portions of the Manual, especially Chapters 4 and 9. If drill is with arms, learn Manual of Arms, Chapter 3.

1 Nothing is more stimulating to the morale of a military unit than well commanded and well executed drill movements. Read carefully the 2nd paragraph of the Manual on the purposes of drill, especially as regards giving command experience to junior and non-commissioned officers. Every member likely to join the Armed Forces should learn to give commands. CAP training has meant the rapid advancement and the more effective service of many now in the Army.

2 In addition to the 20 hours required for each member, each unit will conduct at least 1 hour of drill per month without additional credit. Time spent on training for Interior Guard Duty (32-5) and Reviews and Inspections (32-6) will be in addition to the 20 hours required for Infantry Drill.

3 A good beginning for a regular weekly unit meeting is to line up the unit promptly for roll call and half or three-quarters of an hour of drill or calisthenics (37-3).

4 Drill with arms if possible. If rifles or shotguns are not available, wooden guns resembling Army rifles can be made. Cooperation of the industrial arts departments of local schools may be solicited for the purpose.

3. Safeguarding Military Information 1 hour Text: CAP Training Manual 32-3; CAP Rules, Part 2

1 People who cannot learn to keep quiet about what they see and hear are likely to be more harmful than helpful to the war effort. This subject, along with Military Courtesy and Discipline, will be thoroughly impressed upon new members on enlistment and often reviewed.

4. Articles of War 1 hour Text: CAP Training Manual 32-4 Optional Text: Military Laws of the United States, GPO \$2

1 These are the general terms of service which apply to members of the Armed Forces. It is required that all members become familiar with the Articles, and with certain Rules of Land Warfare which apply to CAP.

5. Interior Guard Duty 4 hours Text: War Dept. Basic Field Manual FM 26-5 "Interior Guard Duty" GPO 10¢

1 Many units of CAP have posted guards over airports and aircraft. In local disasters such as floods, CAP members have guarded entire areas.

2 Instruction 1 hour lecture and at least 3 hours practice in the entire guard procedure, preferably at flying fields or buildings that actually may be guarded by the local unit. All members will learn the 11 General Orders by heart.

6. Reviews and Inspections 2 hours Text: War Dept. Air Corps Field Manual FM 1-60 GPO 10¢; Infantry Drill Regulations, Chapter 9

1 Lecture; practice thoroughly so the unit will be ready at any time for inspection by a high ranking officer or official.

7. Duties of Command and Staff Officers 2 hours Texts: CAP Training Manual 32-7; CAP Rules 17.

1 Lectures. It is required that each member understand thoroughly the duties of the officers and non-commissioned officers of his unit and, in a general way, the duties of officers in higher CAP units and the further duties that are performed by Army officers of similar function. Learn names of local CAP officers.

8. Leadership and Command 3 hours Text: CAP Training Manual No. 5

1 Lectures and study of text. This course covers principles which are fundamental to the operations of all military units.

9. Military Correspondence 2 hours Text: CAP Training Manual 32-9

1 Learn thoroughly so as to be able to write military letters and endorsements in correct form without aid of text.

10. Operations Orders 1 hour Text: CAP Training Manual 32-10

1 Learn to write orders in correct form without aid of text.

11. Firearms 6 hours Text: War Dept. Field Manual FM 23-26 GPO 15¢

1 In certain military operations of CAP, the carrying of pistols is necessary. At many airports, CAP members are performing guard duty with rifles, shotguns, pistols, or revolvers.

2 All members should become familiar with the mechanism, use, and safe carrying of these weapons, especially the pistol, and, if possible, with other weapons such as the Thompson sub-machine gun.

3 Target practice, at least with .22 calibre rifles and revolvers, is recommended where possible. Cooperation may be sought from nearby units of the Army, Navy, and State Guards, and from local police, schools, and rifle clubs for facilities and instruction.

4 Arms will be carried openly -- without concealment. The Federal Government, the States, and many municipalities have laws and regulations as to the possession, carrying, and use of firearms. The inclusion of this course in the CAP training program must not be construed as granting permission to anyone to possess, carry, or use firearms except in strict compliance with law.

12. Courts Martial 6 hours Text: War Dept. Manual for Courts Martial GPO \$1.

1 As in civilian life, a member of a military organization is entitled to a fair hearing when serious charges are brought against him. It is desirable that all CAP members gain a general understanding of the procedures, the legal terms in common usage, and the principal offenses for which punishment is necessary to maintain military discipline. A thorough study of the Manual will give good background as to the principles of law.

2 Required training will consist of a series of lectures, preferably by an attorney, and a mock court martial made as realistic as possible.

### 33- Civilian Defense

0. It is the duty of every CAP unit to prepare for local emergencies which may come through action of the enemy or of enemy agencies. In so preparing, the unit will be ready for natural disasters such as floods or tornados. It is the duty of each unit to learn defense techniques so that it will be able not only to work with other protective agencies but to operate on its own where necessary.

1. Local Civilian Defense Familiarization 1 hour No text; instructors will get current information from appropriate local agencies.

1 Familiarize members with local civilian defense, police, fire, and first-aid agencies; the service they perform; where they are located; how they can be reached; and how the CAP unit may cooperate with them in emergency.

1. The enemy is in search of information, some of which you may know without realizing its importance. A ship sailing here or a flight of planes there may be just the fact an enemy agent needs to complete his jig-saw puzzle of clues to our military operations. Think what that would have meant had the element of surprise been removed from our capture of French Africa. Loose talk, even about matters which are common knowledge locally, may cost many American lives by helping the enemy compile data which he can fit into a pattern. The loss or disclosure of military information is a serious offense, especially in wartime.

2. Civil Air Patrol has kept its secrets well. The work entrusted to it by the Armed Forces therefore has increased in scope and responsibility. It is the duty of every member to learn and observe the rules of military secrecy.

3. There are two types of military information: (a) classified information, which is either (1) secret, (2) confidential, or (3) restricted, as will be defined below; and (b) unclassified information which is available to the public. Because the press and radio operate under the Code of Wartime Practices of the U. S. Office of Censorship and are cooperating fully in withholding news that might help the enemy, you can be reasonably sure that it is proper to discuss most of the things that you read. But even then, unless it is evident that the information has been made public by proper authority, you may help the enemy by repeating and putting your own interpretation on some of the things you see in print.

4. War Department Circular 113, Apr. 17, 1942, by order of the Secretary of War through the Chief of Staff, points out how information of value to the enemy may be published through ignorance of its significance with the result of defeating the purpose of the Code of Wartime Practices. The Circular sets forth what constitutes information of value to the enemy, in part, as follows:

A. Factual information of our armed forces--Such information includes the organization, composition, strength, state of training, equipment or armament of any unit; the morale of our armed forces; mutiny or sedition within a command; identification and location of units; assignment of personnel; the activation or contemplated activation of new units; the tactical employment for which units are organized or trained; tactical doctrines of our armed forces; the movement of troops within or without the United States; the assembly of units in a staging area or port of embarkation; weather reports; maps or photographs showing the detailed disposition of our forces at home or abroad; military operations contemplated or proposed, or information which might focus attention upon training, personnel, or equipment from which the character or location of future operations might be deduced; casualty lists; photographs or descriptions of damage to military objectives; and matters of similar nature.

B. Factual information of our logistics--Such information includes descriptions, photographs or maps of war industries or military installations, airfields, rail terminals, highway systems, or storage facilities; information of new designs of, or experiments with, weapons, equipment, or production machinery; information about war contracts, type of production, production schedules, dates of delivery; estimated supplies of strategic and critical materials or rate of production of any armament, equipment, or other material of war; information about movement, assembly, or storage of supplies or materials of war; and matters of similar nature.

C. Information for propaganda use--Information which may be used by the enemy for propaganda to affect the morale of our people or that of friendly, neutral, or enemy peoples.

D. Strategic information which would lead the enemy to an interpretation of our war plans or intelligence.

5. Basic regulations governing classified information are set forth in Army Regulations 380-5, from which most of the following has been taken. Classified information will be discussed only with military or civilian personnel having a legitimate interest therein. No person in the military service or employed by it is entitled to information solely by virtue of his position. Information will be entrusted only to those who need it in the performance of their official duties. Public or private discussion of classified information in the presence of unauthorized persons is strictly forbidden. Clerical and technical work on secret and confidential matters will be performed only by trustworthy persons. The 3 types of classified information are defined by AR 380-5, in part, as follows:

A. Secret--When disclosure might endanger national security, cause serious injury to the interest or prestige of the nation or any governmental activity, or would be of great advantage to a foreign nation. The dissemination of secret matter will be held to the absolute minimum. Information as to the contents or whereabouts of secret matter will be disclosed only to those persons whose duties require such knowledge. It is exclusively for the official use of the person to whom it is divulged or issued, who will be responsible for its safe custody and security. Its inviolability is the duty and responsibility of all persons having knowledge thereof, no matter how obtained.

B. Confidential--When disclosure, although not endangering the national security, might be prejudicial to the interest or prestige of the United States, a governmental activity, or an individual, or be of advantage to a foreign nation. Confidential military information will neither be discussed with nor disclosed to unauthorized persons. The contents or whereabouts of confidential documents, cryptographic devices, or material will be disclosed only to those persons in the Government service whose duties require that they have such knowledge and to such other persons of especial trust who must be informed. Those to whom confidential information is entrusted or disclosed are responsible for its safe custody and security.

C. Restricted--When information is for official use only, or when its disclosure should be limited for reasons of administrative privacy or denied the general public. The information contained in restricted documents and the essential characteristics of restricted material will not be communicated to the public or to the press, but may be given to any person known to be in the service of the United States and to persons of undoubted loyalty and discretion who are cooperating in Government work.

6. Authority to classify military information is as follows:

A. Secret--Matters may be classified as secret only by the authority of the Secretary, Under Secretary, or an Assistant Secretary of War; the Chief of Staff or an Assistant Chief of Staff on the War Department General Staff; a chief of arm, service, or the National Guard Bureau; a general officer; the commanding officer of a depot, post, camp, or station; the commandant of a general or special service school; or a military attache.

B. Confidential or Restricted--Documents, development projects, technical data, and materiel may be classified as confidential or restricted by any commissioned officer.

7. It is important that military information be protected by classifying it in the proper category but over-classification is to be avoided. To label a document "Confidential" rather than "Restricted" may needlessly limit its use. In CAP correspondence, when there is some reason for privacy but when no matters of military confidence are involved, the label "Personal" will be sufficient.

(More)

38-2A Morse Code Credit 8 hours; learn to send and receive International Code at least 8 words a minute with buzzer and blinker.

1. Knowledge of code is fundamental to the communications phases of CAP missions. The sending and receiving of messages by dots and dashes not only plays an important part in operations such as Coastal Patrol but may prevent disaster in emergencies which may come in any community. Army planes have been saved by CAP members who flashed them landing direction with ordinary flashlights.

2. Examining the structure of the code will help fix it in your mind. Note how the 26 letters of the alphabet are assigned among 30 possible combinations. Logical arrangement according to brevity of signals would follow the order of frequency in which the letters are used in English: E, T, A, O, N, R, I, S, H, D, L, F, C, M, U, G, Y, P, W, B, V, K, X, J, Q, Z. The code approximates this sequence.

One at a Time	Three at a Time	Four at a Time
E .	S ...	H .... B -...
T -	U ..-	V ...- X -.-
Two at a Time	R ..-	F ..- C -.-
I ..	W .--	..- Y -.-
A .-	D -..	L -.. Z -..
N -.	K -.-	.-.- Q -.-
M --	G --.	P .--
	O ---	J .--- Ch----

3. The code can be memorized in less than an hour by associating a key word with each letter. This method is from an article by Benjamin Graham in ESQUIRE Magazine, March, 1942. Pretend that the dashes are consonants and the dots are vowels, including W and Y. Select words which begin with or contain each letter of the alphabet and in which the vowels and consonants occur in the same order as the dots and dashes for the respective letter. In some cases the key word will have to contain an extra letter in parenthesis to fit the code. Select your own words. The more absurd they are, the easier you can remember them. After you have learned the code thoroughly, the key words will slip from your mind and the dots and dashes will stay with you. Here is a sample set of key words:

A .-	At	J .---	(J)umps	S ...	(S)ooo
B -...	Beau	K -.-	Keg	T -	T
C -.-	Code	L -..	aLee	U ..-	U.a.l.
D -..	Day	M --	Md	V ...-	(Victory)
E .	E	N -.	No	W .--	W.p.b.
F ...	wiFe	O ---	(O)dds	X -.-	hoax
G --.	Gnu	P .--	(P)opy	Y -.-	mYth
H ....	(H)owie	Q ---	sQu(a)d	Z ---	(Z)zoo
I ..	Ay	R -.	aRe		

4. Another way to memorize the code is by the following groups, useful in sending practice. Study of these groups will help you distinguish between letters of similar pattern.

E .	T -	R -.	P .--
I ..	M ---	K -.-	X -.-
S ...	O ---		
H ....	G --.	L -..	Y -.-
		F ..-	Q -.-
A .-	N -.		
W .--	D -..	U ..-	Z -..
J .---	B -...	V ...-	C -.-

5. After you are able to write the whole alphabet, practice with the dots and dashes in your spare time. As you go down the street, translate signs into Morse, thinking of a dash as "da" and a dot as "di". Repeating these syllables out loud approximates the sound of the letters on an oscillator. You can practice by whistling, rocking your foot, or tapping your fingers. Tap out letters at random. "Send" words from a book or magazine. Timing is as follows: a dash is as long as 3 dots; the interval between dots and dashes within a letter is as long as 1 dot; interval between letters, 3 dots; between words, 5 dots. By the above practice, you can soon learn to send much faster than the required 8 words a minute.

6. Following are the 10 digits, which are easy to learn, and the punctuations most commonly used. There are a number of other punctuations and general signs but those here listed will suffice for all ordinary purposes.

1	.-----	6	-....	Period	.. .. .	Error	.....
2	..----	7	-...-	Comma	.-.-.-	End of Message	.-.-.
3	...--	8	----.	Semicolon	-.-.-	Ready, go ahead	-.-
4	....-	9	----.	Colon	----.	Wait	.-...
5	.....	0	-----	Question mark	..-..	Distress	...-...-

7. It is harder to learn to receive than to send. Where equipment is available, a good oscillator operated by an instructor, or connected with a motor-driven device operating with a punched paper ribbon to transmit letters at various speeds, is best. Headphones are used in radio schools. But inexpensive buzzers readily obtainable at toy stores are good enough. Practice keys, operating on two flashlight batteries, are made so that with a turn of a switch they will work as a blinker or as a buzzer or will click like a telegraph. Two sets can be connected so students can send messages to each other. Operate the key by moving the forearm rather than only the wrist. In classes or with a fellow student, practice writing messages or jumbled letters and numbers sent by buzzer. They should be sent not less than 5 words per minute. Though you will miss a good many letters at the start, given combinations of dots and dashes will soon begin to mean to you the letters they represent. If the sending is too slow, these combinations will not have the right rythm and will not sound as code actually sounds. Carry on until you can understand messages without the aid of pencil and paper.

8. Learn likewise to receive blinker messages. In emergency, improvised signaling by lights, by heliograph, or waving a handkerchief may be a matter of life or death. In wigwag signaling, a flag is held vertically on a small staff and waved in a loop to the right of the sender for a dot; to the left for a dash.

9. The above symbols are the International Code, used in cables or wireless. The original Morse, or Morse Land Code, used by American telegraphers, differs as to 11 letters and the numbers. Learning them is not required for CAP but here they are. Note that L is a long dash and there are spaces in the middle of C, O, R, Y, and Z.

1	.-.-.	7	--..	C	.. .	Q	..-.
2	..-..	8	-....	F	.-.	R	.. .
3	...-.	9	-...-	J	-.-.	X	..-.
4	....-	0	---	L	---	Y	.. ..
5	---	Period	..-..	O	.. .	Z	... .
6	.....	Comma	.-.-	P	.....		

38-2B Phonetic Alphabet Credit 1 hour; learn by heart.

1. When trying to transmit people's initials over the phone, you have probably said "S as in Sam, F as in Frank" to avoid confusion between letters of similar sound. The Army Air Forces, in all theatres, use the following set of words for combined operations with our Allies to insure phonetic clarity in voice messages by radiotelephone:

<u>A</u> ble	<u>D</u> og	<u>G</u> eorge	<u>J</u> ig	<u>M</u> ike	<u>P</u> eter	<u>S</u> ugar	<u>V</u> ictor	<u>Y</u> oke
<u>B</u> aker	<u>E</u> asy	<u>H</u> ow	<u>K</u> ing	<u>N</u> an	<u>Q</u> ueen	<u>T</u> are	<u>W</u> illiam	<u>Z</u> ebra
<u>C</u> harlie	<u>F</u> ox	<u>I</u> tem	<u>L</u> ove	<u>O</u> boe	<u>R</u> oger	<u>U</u> ncle	<u>X</u> -Ray	