

LEESBURG COMPOSIT SQUADRON  
CIVIL AIR PATROL- MER-VA-117  
UNITED STATES AIR FORCE AUXILLIARY  
Virginia National Guard Armory  
41905 Loudoun Center Place  
Leesburg, VA 20175

5 January 2010

MEMORANDUM FOR ALL CAP CADETS VA-117

FROM: Deputy Commander for Cadets

SUBJECT: Changes to standing policy

1. The following are changes to the Leesburg Composite Squadron's standing policies which will help effectively accomplish the updated mission, vision and philosophy of the unit as a whole and will take effect immediately changes are listed below.
2. All areas within the Leesburg armory will be considered covered area except the Classrooms, Hallway, Office, and Latrine areas which will be considered uncovered. All Cadet Officers and senior members will be saluted in all covered areas and addressed appropriately at all time during unit activities. If in the hallway all cadets will make way for senior members and cadet officers present by standing back to the wall until overtaken. Classrooms will be brought to attention for the unit commander at all times, for the Cadet Commander the first senior members' arrival only unless the class is being taught by a SM. Classes will be brought to attention until the command seats is given by the class instructor. All cadets will report formally to the office or officer cadet or SM requesting meeting.
3. The opening ceremonies will include the Color Guard, Squadron Guidon and consist of a report to the DCC with the number of cadets in attendance. After which The National Anthem will be played, Cadet Oath ending with the Civil Air Patrol motto, A Safety briefing ending with the safety oath given by the Cadet Commander, Safety Officer or designee.
4. There will be a Charge of Quarter's lead by a cadet NCO at all weekly meetings and any activity held by the unit they will arrive a minimum of 15 minutes prior to the start and 15 minutes after the end of the meeting. With responsibilities to include opening and closing the facility locking all door turning off all light. They will also maintain a unit log book where senior members and guest who will sign-in and be escorted to the unit commander or designee. They will also have to set up and take down the classroom and any equipment needed in the course of the meeting. Safety is also a primary concern for the CQ.
5. There will be no cell phone usage after the arrival at the armory until after closing formation unless directed by the Cadet Commander or in case of emergency.
6. Recruits will be marched everywhere or march to and from the latrine without an escort if directed.
7. All cadets will have in their possession a small notebook that will fit in the right pocket of the BDU breast pocket and will carry the CAP ID card and a pen and pencil, in the left BDU breast pocket. The uniform will be pressed with creases in the arms and legs as per CAPR 39-1 and sleeves rolled down until directed by the Cadet Commander. The pants will be bloused and boots will be highly polished with laces right over left.
8. All promotions from C/SSgt and above will require a promotion review board and consist of the Cadet Commander, Deputy Cadet Commander, Executive Officer, 1<sup>st</sup> Sgt, and be overseen by at least one senior member if cadet is not recommended for advancement then they can request a senior member review board which would consist of at least three senior members.
9. All cadet staff will be required to report at 18:45hrs for mandatory staff meeting weekly also until further notice will wear service blues with flight caps and all others will wear BDUs.

Sean H. Green  
Senior Member CAP  
Deputy Commander for Cadets