

*Civil Air Patrol
Honor Guard Academy
Student's Training Guide*

Dedication

Without the idea from an individual that has listened to me, given me encouragement, and suggestions, this guide would not have been accomplished. This person is the Honor Guard Project Officer extraordinaire! She is without equal in establishing, maintaining, supporting, encouraging and promoting the Honor Guard and their mission. It is for this and more that this handbook is dedicated to Major Johnnetta Mayhew, CAP, Project Officer for the Maryland Wing Honor Guard.

Foreword

This guide was compiled to standardize the many Civil Air Patrol Honor Guards across the nation. The guide is made up of several components, to which you may wish to add as you go along. It would be appreciated as you develop items you think would enhance the Honor Guard program or skits, if you would send them to me for inclusion in later versions of this guide.

NOTE: Only the areas of the Air Force Honor Guard Training Guide, the United States Army Manual *Drill and Ceremonies*, and *Royal Air Force Drill and Ceremonial Manual* that pertain to a Civil Air Patrol Honor Guard have been included. Some information may be found in more than one area due to the different sources used. If the included selections have information that is not appropriate for Civil Air Patrol, disregard and do not use it.

It must be remembered that there are regular CAP drill movements and there are Honor Guard drill movements. There is a regular Manual of Arms and there is an Honor Guard Manual of Arms. They are NOT the same nor may they be used interchangeably. You must remember this as you learn and perfect the different movements. Do not confuse the two.

Have fun and good luck!

Amanda B. Anderson, Lt Col, CAP
Middle East Region, Civil Air Patrol
August 1999



Middle East Region Honor Guard Academy

Mission Statement

The mission of the Middle East Region Honor Guard Academy is to produce the finest honor guardsmen in Civil Air Patrol.

The academy presents a standardized curriculum to

- Promote patriotism, respect and love for the United States flag
- Embrace the noble values of this great Nation
- Help strengthen our national unity by sharing our diverse background and rich heritage

Vision Statement

It is the intent of the Middle East Region Honor Guard Academy to produce the finest honor guardsmen in Civil Air Patrol through excellence in teaching and superior leadership.

Each Senior and Cadet member participating in this Academy is a superior leader and possesses high moral character.



HONOR GUARD CREED

I am a proud member of a Civil Air Patrol Honor Guard

My Standards of Conduct and high level of professionalism show the respect for and dedication to my craft and those with whom I serve.

I have earned the right to wear the Ceremonial Uniform which is steeped in rich tradition and history.

I am superbly conditioned to perfect all movements in every drill or ceremony.

Neither the type of ceremony, severity of temperature, nor size of the audience will ever dictate the level of quality of my performance.

I am constantly driven to excel by a strong sense of dedication, patriotism, love for my fellow man, God, Country, and Civil Air Patrol.

While performing, I stand sharp and crisp; motionless by choice, for I have voluntarily chosen to represent every member, past and present, of the United States Air Force Auxiliary – Civil Air Patrol.

I am a Ceremonial Guardsman.

“Honor Guard - Not to set the standards, but to exceed them”

Table of Contents

1	Civil Air Patrol Unit Honor Guard Program	<input type="checkbox"/>
2	United States Army Manual of Arms	<input type="checkbox"/>
3	Royal Air Force	<input type="checkbox"/>
4	Protocol	<input type="checkbox"/>
5	Public Speaking	<input type="checkbox"/>
6	History & Traditions	<input type="checkbox"/>
7	Memorial Table Ceremonies	<input type="checkbox"/>
8	DDR Message and Skits	<input type="checkbox"/>
9	History of the US Flag & Flag Protocol	<input type="checkbox"/>
10	Etiquette Plain and Simple	<input type="checkbox"/>
11	Funeral Procedures	<input type="checkbox"/>
12	Change of Command	<input type="checkbox"/>
13	Medal of Honor	<input type="checkbox"/>
14	Various Information	<input type="checkbox"/>
15	For Your Notes	<input type="checkbox"/>

**Civil Air Patrol
Honor Guard Academy
Student Handbook
Table of Contents**

Welcome1

Check In2

Arrival to Assigned Barrack2

Medicines3

Sick Call3

Heat/Hydration3

Barrack Cleaning Requirements3

Fire Drills4

Safety4

Personal Area5

Proper Wear of Academy Uniform6

Directed Time7

Lights Out Policy8

Showers8

Phone Calls8

Feedback/Critiques8

Checkout Requirements9

Attachment 1, Civil Air Patrol Honor Guard Academy Rules of Conduct10

Attachment 2, Dining Facility Rules12

Attachment 3, Active Duty Military Dining Facilities Rules13

Attachment 4. Honor Code and Professional Values.....14

Attachment 5, Definition of Terms.....17

WELCOME

Welcome to the Civil Air Patrol Honor Guard Academy. You will be receiving a lot of instruction over the next two weeks that if practiced and utilized will ensure you represent Civil Air Patrol professionally not just during Honor Guard activities but in every endeavor you undertake. You will have a chance to make new friends and refresh old friendships. You will learn new things and have fun doing so.

The Academy will provide the information and skills you need on the drill field or in the classroom, however your **success** at the Academy depends on your level of commitment to doing well. You will need to practice what you learn, study what you are taught in the classroom and apply it throughout your CAP career. Every student comes to the Academy with different skills, physical ability, and knowledge. For this reason, things will be taught at a beginner's level for first time students. Students at all levels need to use teamwork to ensure everyone does well.

There are four phases to group development that have been simplified as "Forming, Storming, Norming and Performing" (See definitions section for additional information on these terms). There is no way to skip a phase in this process. Knowing this, the senior staff understands that there will be conflict during the next two weeks. We do, however, expect students not to bring problems with them to the Academy and to resolve conflicts in a professional, mature manner in keeping with the higher standards of an Honor Guardsman. Respect for each other is a **must**. Professional working relationships are expected at all times. Professionalism and mutual respect are two of our "norms." A third is teamwork. Not everyone will be a best friend at the end of the Academy; however, no one should be an enemy.

The Academy Staff expects the highest levels of professionalism, integrity, and discipline from every student. The Staff realizes that there will be a lot for you to learn within the next two weeks. The students from the intermediate and advanced flights are there to assist you when it is needed. A lack of integrity, poor attitude, or less than maximum effort to excel from every student deters the overall effectiveness of the academy. The HGA Rules have been established to ensure *every* student knows what is expected of them.

Every student needs to understand that while the micro-management and authoritarian leadership styles of a summer encampment are not employed at the Honor Guard Academy, *every* student's behavior is *expected* to be far better than that of cadets of such activities. Your participation in the HGA is a *privilege* not a right. Paying the fee and attending is no guarantee of graduation or even completion of the Academy.

In addition to the HGA Rules the Staff will also be looking at the following:

- Tardiness to formation, class, etc.
- Personal areas within the barracks
- The common area in the barracks
- Proper wear of academy uniform
- Uniform inspections
- In-subornation
- Failure to follow instruction
- Horseplay
- Horseplay resulting in an accident
- Excessive noise during meals/classes
- Cursing
- Harassing/hazing/picking on others
- Sabotage of others area/things
- Disrespect for others, fighting, etc.

Reminder as set forth in rule 21 of the HGA Rules:

Honor Guard members are expected to exceed the standards at all times. Failure to meet the standards set forth in these Rules will result in a black mark against you. A total of four black marks will result in you being dismissed from the Academy without credit and at your expense. For severe infractions, an Honor Board will be held. The Honor Board will be made up of the Director, Assistant Director, Tactical Officer, Reservists, and Chaplain.

CHECK IN

When you checked in, you received your welcome packet (if needed), barrack number, floor assignment, and paid all monies owed, if applicable. When you arrive at the barrack you will receive your bed assignment. You will *not* deviate from these billets unless authorized to do so by your Tactical Officer (TO).

You will be issued a number of items. You should confirm that you received all the items listed on the checklist in your welcome package or with your items for the correct number of each item.

ARRIVAL TO ASSIGNED BARRACK

When you arrive at your assigned barrack, you will meet your TO who will advise you of your bed assignment. After locating your bed you are to unpack your personal belongings and put them neatly on the bed. The TO will inspect to ensure that all personal

belongings are marked (including those items you have just received); all items should be marked with cadet's name and CAP ID number.

All items that are NOT on the list of approved items to bring to the Academy will be collected. The student will put items in a paper bag, along with a list of items, staple shut, and label. The bag your issued items came in may be used for this. It will than be turned over to the Senior TO who will in turn put in a designated, secured area.

MEDICINES

You should have turned in all medication along with specific instructions during your in processing. The Academy Medical Officer or your TO will ensure you receive your medication(s) as required. As a back up, you are the expert on your body and when medications are needed, so please notify your TO if you know you should have received your medication and have not. Non-prescription medication as well as prescription medication should have been turned in. Self-medicating is not allowed unless specifically stated so by the medical officer. You may have been allowed to keep specific medical items during check-in such as inhalers; you are responsible for both safeguarding these items and keeping them available for immediate use as required. You should have brought enough medication to get you through the two weeks, but if you find your supply getting low inform the medical officer immediately so refills can be obtained.

SICK CALL

Any individual not feeling well should report to his or her TO. The TO will determine the seriousness of the complaint. If the student needs non-emergency medical attention, the TO will compile a list with the student's name and ailment each morning and give the list to the Medical Officer. If a student becomes ill or hurt during the day or night, the TO will notify the Medical Officer, as needed.

HEAT/HYDRATION

The temperatures are expected to be high and the humidity will make it feel even worse. It is very important that you stay hydrated. Each student needs to consume at least 2 glasses of water at each meal to ensure proper hydration. Take only two glasses and fill them both with water as you go through the line. You may go for refills of other beverages after you have finished the water. During breakfast, a glass of milk may be added if you are having cereal. The bottom line is stay hydrated. (See "Battling Summer's Heat" handout for more information).

BARRACK CLEANING REQUIREMENTS

We are guests on the installation and must always be good stewards of the facilities and equipment we are allowed to use. Beside good stewardship, honor guard students are expected to go above and beyond the standard followed by other CAP cadets.

Additionally, there will be high-level CAP visitors throughout the two weeks, and we must present the best possible impression. For those reasons the barracks, and surrounding areas must be kept in excellent condition at all times.

Morning Inspection (AMI) order (must meet AMI standards before the morning formation) and Stand-by Inspection order – to be conducted on Saturday and/or periodically throughout the Academy at the staff's discretion (this depends completely on your care and cleaning of the barracks each day).

Floors need to be swept and dry mopped each morning. Bathrooms need to be cleaned to include removal of all personal items, cleaning/drying the sinks, flushing (cleaning as required) of the toilets/urinals, and cleaning of showers and drains. Personal items need to be stored neatly under your beds or in your footlockers. Uniforms, hats, and beds need to be displayed as described below. A through cleaning of all facilities should take place on the first day and the standards need to be maintained throughout the Academy.

FIRE DRILLS

Fire drills will be held at a time determined by the Fire Department and or the Honor Guard Academy Director. If you are billeted on the first floor, use the front door facing the street and proceed, in an orderly fashion, to the parking area. If you are billeted on the second floor, use the side door and proceed, in an orderly fashion, to the parking area. The assigned TO is responsible for ensuring that all personnel on his or her floor are out of the building and accounted for. If any person is determined to be missing, the TO will immediately notify the Academy Director or Assistant Director. When "All Clear" is given, return to the building using the same door you exited through.

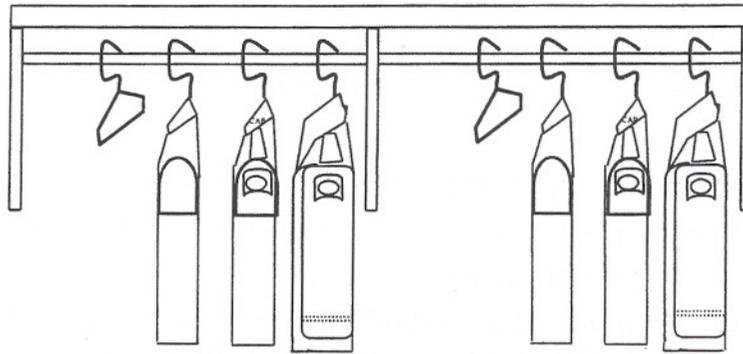
SAFETY

The Academy is no fun for a cadet if they are hurt and unable to participate. "Everyone is a SAFETY OFFICER"

- No running inside or around barracks
- No horseplay
- Use of handrail at all times going up/down stairs (NO SKIPPING STAIRS)
- No 'double time" in stairwells.
- ALL furniture movements shall be supervised by TO
- ALL accidents shall be reported to the TO **IMMEDIATELY** who in turn will advise command staff

- Review location of fire alarms, extinguishers, and the reporting procedure.
- Review Road Guard procedures
- Review building evacuation
- Hot weather procedures and cautions
- Health problem reporting procedures
- Review shower procedures

PERSONAL AREA



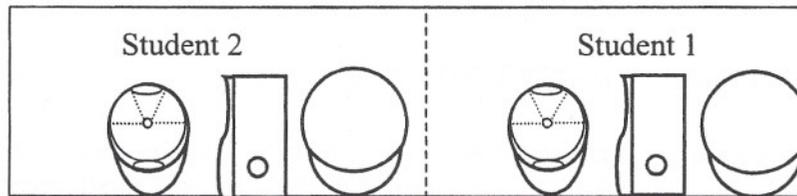
Uniforms – Display order (right to left): evenly spaced two-fingers width apart.

Service coat (buttoned, facing left)

Blue shirts (all) (buttoned, facing left)

Blue trousers (under shirt, waist on left, fly forward, buttoned, zipped)-belt and buckle removed

Civilian clothing, neatly hung

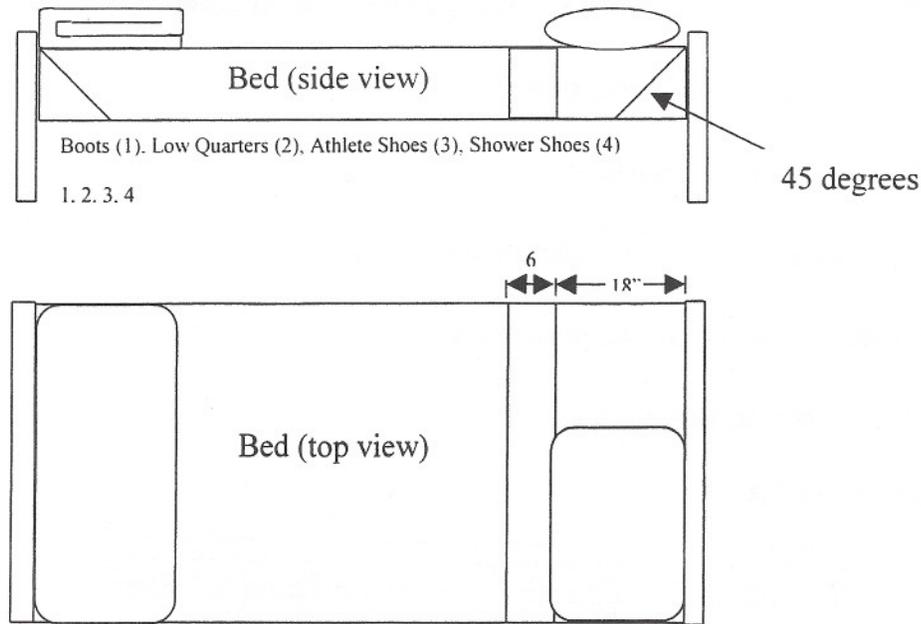


Hats – Display order; evenly spaced

Service cap - facing front, ground to front and right with cap device affixed

Flight cap – grounded with cap device up and to front

HG ball cap – ground to front, facing forward



Beds – hospital corners (unfitted white sheets work best)

- 45-degree hospital corners on all sides (exception - fitted bottom sheets)
- 6-inch collar (3 folds) 18 inches from head of bed
- Pillow grounded to head and inspection side (right side facing bed from center isle) of bed with open end of case to inside (non-inspection side)
- Blanket folded in "e" (viewed from inspection side), ground to sides and end of bed
- Placement/order of shoes (see above) – must be grounded to bed and each other and toes on line facing out with laces tied and tucked in.

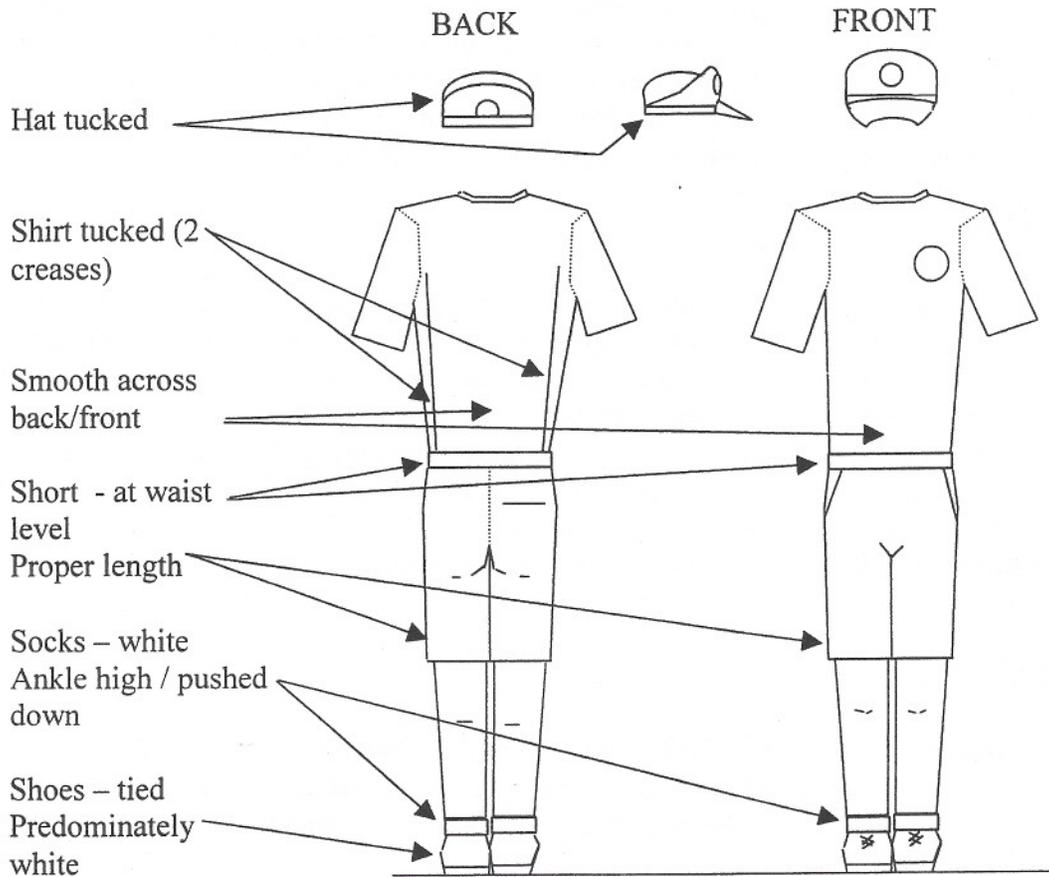
Students are expected to maintain their personal area in inspection order between 0600 and 1800 daily. Respect for each other's area and personal property must be maintained at all times. Personal area is defined as follows: (Facing bed from center isle) From the bed/wall on the right to the left side of your bed/wall.

PROPER WEAR OF ACADEMY UNIFORM

You will need a complete service dress uniform with a male service cap with cadet officer cap insignia. However, the uniform of the day, on most days, will be the Academy T-shirt, issued shorts, issued hat, white socks, and predominately white athletic shoes. This combination is considered an official uniform for the purpose of the Academy and will be worn properly, proudly, and be clean at all times. The use of PT clothing is required to allow clean Academy uniforms for each day.

The proper wear of this uniform is as follows: hat positioned squarely on the head with bill forward and two fingers from the nose (as the service cap is worn). The top of the hat

will be tucked so that the front form of the hat is maintained and the rest of the hat follows the shape of the head. The shirt will be tucked snugly into the shorts with two pleats down the back and no wrinkles across the front. Shorts will be of proper fit and will be worn around the waist with the drawstring tightened to ensure they remain in place. Socks will be clean, all white, and either short (ankle length) or pushed down around the ankles. Shoes will be predominately white and tied neatly.



DIRECTED TIME

There will be "directed time" at the end of each day for students to take care of personal hygiene requirements, and attend to other personal needs. The length of "directed time" you have may be reduced if additional training is required or students need additional instruction in given areas.

You **must** remain in the designated area outside the barracks. You may also use this "directed time" to write letters, prepare uniforms, sleep, meet with your flight members to prepare for DDR play, MOH presentation, practice rifle maneuvers.

“Directed time” is NOT considered free time. It will be under the discretion of the TO and/or Academy senior staff as to how much “directed time” you receive each day.

LIGHTS OUT POLICY

Students need to manage their time effectively to ensure all requirements are met during normal duty hours (0600-2200) including ensuring uniforms are ready for the next day, showers are taken, and barracks are cleaned. All students need to be asleep during lights out. No playing music, video games, talking, running around or computer activities. You need at least 7-8 hours sleep to be alert and participate actively in the rigorous schedule of the Academy. Talking, shining shoes, showering, or moving around after lights out disturbs others and prevents them from getting the sleep they need.

SHOWERS

Limited shower facilities (3 showerheads for approximately 50 personnel) make it difficult to accommodate everyone without a plan. Everyone will shower each day. The diversity in age and level of maturity creates additional problems. A shower schedule will be developed by TO or designated person to ensure adequate time is allowed and to control the flow of students. You will need to shower during your prescribed timeframe or during Directed Time. Showers in the morning are possible on a very limited basis after physical training due to time constraints. Physical training will be limited to warming-up, a few calisthenics, and strength exercises to preclude the need to shower following the training.

PHONE CALLS

ALL cadets NOT arriving with their parents will call home on the first day. The BASIC flights will be permitted to call home on Wednesday evenings and Saturday. Advanced/Intermediate will be permitted to call home on Thursday evenings and Sunday.

ALL CALLS will be limited to 5 minutes. NO male/female pairs will be permitted to go to the phone at the same time NO ONE shall go alone.

FEEDBACK/CRITIQUES

In an effort to continuously improve the Academy, students will fill out critiques on classes and their overall impression of each day's events. Be sure you keep notes as you progress through the Academy so you will have the information needed for completing the critiques. It is important that you fill these forms out completely and honestly. Feel free to write anything that you wish on the forms relating to the classes, staff, or the Academy as a whole that you feel needs to be addressed or that you were pleased with. There is also overall assessments of the Academy and the staff that need to be completed before signing out of the Academy. These forms need to be turned in before you will be released. In addition, a suggestion box will be located in the classroom and checked each day. You are encouraged to make suggestions/comments on any subject and you do not

need to identify yourself. We will respond to the comments appropriately the following day.

CHECKOUT REQUIREMENTS

As a guest on the base, we must ensure that we leave the barracks, classrooms, drill areas, and surrounding areas better than we found them. You will not be allowed to checkout until your bed area and all common use areas are cleaned and properly setup for inspection/turnover to the base personnel.

Administrative items: there will be a number of items that need to be taken care of before you depart. A checklist will be provided to each person and it must be completely signed off by the respective senior staff members and turned in to the administrative officer as you sign-out. You will not be allowed to sign out without the completed checklist. Remember to reclaim any items you turned in at in-processing before you depart and make sure you do not leave with anyone else's things by mistake.

CIVIL AIR PATROL HONOR GUARD ACADEMY RULES OF CONDUCT

1. CAP has a zero-tolerance policy against sexual actions (including sexual molestation, touching, contact, exposure, suggestions, or other incidents of a sexually oriented nature), and physical abuse (actions including striking cadets, hazing, or assault).
2. CAP has a zero-tolerance policy against hazing. Hazing is defined as any conduct whereby someone causes another to suffer or to be exposed to any activity that is cruel, abusive, humiliating, oppressive, demeaning, or harmful. This includes threats or implied threats to cadet or senior member.
3. Any items brought to the Academy that is not on the approved list (see Clothing List) will be turned in at Sign-in and returned to the individual at Sign-out.
4. Cadets will be in bed at lights out. This means being ready for sleep, not playing video games or listening to radio, CD, etc. Any cadet caught sneaking out after lights out will be immediately expelled from the Academy. NO EXCEPTIONS. If you need to leave the barracks for a legitimate reason, notify your Tactical Officer first.
5. Cadets will be under senior member or CAP-USAF Reservist supervision at all times. EXCEPTIONS: Trips to pay phone (in pairs or more, NO male/female), trips to barracks to use the latrine or to retrieve books or equipment. A HGA staff member must approve these types of trips.
6. Phone calls: ALL cadets NOT arriving with their parents will call home on the first day. The BASIC flights will be permitted to call home on Wednesday evenings and Saturday. Advanced/Intermediate will be permitted to call home on Thursday evenings and Sunday. ALL CALLS will be limited to 5 minutes. NO male/female will be permitted to go to the phone at the same time NO ONE shall go alone.
7. If male and female cadets are in the same room unsupervised, the door will be open all the way at all times. Public Display of Affection (PDA) will not be tolerated. A 6-inch rule will apply.
8. Senior members and reservists will not drink or smoke in the presence of cadets. Cadets will not smoke or drink alcohol during the Academy. Participants caught will be expelled from the Academy.
9. Safety guidelines will be followed at all times. If conditions become unsafe **at any time, any person has the right to stop operations** immediately until such time as the safety officer declares the condition safe. There will be no running except during PT, jumping from steps of barracks or climbing the outside ladder or any other unsafe activity. Exceptions will be during an emergency and then instructions **MUST** be followed.
10. Cadets will be only transported in corporate or military vehicles.

11. Cadets driving privately operated vehicles (POVs) to the Academy will turn in their keys at sign-in (after unloading). Once keys are turned-in, if a cadet has to return to the vehicle for any reason, **a senior member must escort him**. Cadets will **not** be allowed to drive at any time during the activity.
12. Flammables are strictly forbidden at the Academy.
13. **Controlled substances are strictly forbidden at all CAP activities.** All participants caught using controlled substances will be sent home.
14. Barracks will be kept clean, neat, and free of food items at all times. Each person is responsible for his or her area. Cadets will NOT invade other cadet's area by sitting on bed, throwing stuff on someone else's bed, etc. All areas must be kept "Inspection Ready" at all times.
15. Participation in all Academy activities is required. If you are sick, you must report to the Academy Medical Officer or your Tactical Officer. It will be your responsibility to make up all missed classes.
16. There will be no foul (cursing or swearing, etc.) language used, lying or threats made to any member. The USAF Academy Honor Code (*Leadership 2000 and Beyond, Volume 1, Page 1-18*) will be in force during the Honor Guard Academy by all members.
17. All clothing and personal items will be marked. The Academy is not responsible for any lost or stolen items. If an item is borrowed from the Academy and it is lost, the cadet will be charged for that item.
18. Any money owed to the Academy will be paid before departure in order to receive full credit for the Honor Guard Academy.
19. All persons attending the Academy will respect other members without regard to sex, creed, or religious beliefs. CAP Customs and Courtesies will be in effect at **all** items.
20. All prescriptions brought to the Academy will be given to the Tactical Officer complete with instructions on when and how they are to be administered. They **MUST** be in the original prescription container. Cadets will not give any other cadet any medication of any kind. This includes aspirin, Advil, Motrin, etc.
21. Honor Guardsmen are expected to exceed established standards at all times. Failure to meet the standards set forth in these Rules will result in a black mark against you. A total of four black marks will result in you being dismissed from the Academy without credit and at your expense. For severe infractions, an Honor Board will be held. The Honor Board will be made up of the Director, Assistant Director, Tactical Officer, Reservists, and Chaplain.

DINING FACILITY RULES

Members of the Honor Guard Academy must project the highest level of professionalism and standards being set by other units. To ensure the Honor Guard Academy students are well above other units on base in appearance, sharpness, and decorum, students will follow these guidelines.

The student drill leader(s) will march the unit (s) to the entrance of the dining facility. (If students have rifles they will be placed in designated area. *There will be no spinning or tossing of rifles outside in the immediate area of the dining facility*). While standing in a single file line to enter the dining facility BASIC students will be at the position of "attention" while moving and honor guard "parade rest" while stationary. ADVANCED AND INTERMEDIATE flights will stand at position of "attention" while moving and "ceremonial at ease" while stationary. Upon entering the dining facility the cap will be placed in the back waistband of the shorts brim down.

All students will say please and thank you when being served. Once students have their food they are to proceed to their table. They may get their drinks return to table, and any other items they need and return to table. Students will wait until table is full before sitting down.

Students are "at rest" and may talk in a VERY QUIET voice at table. All food and drink must be consumed while seated at the table (not coming from serving lines or on the way to trash disposal area).

Students are welcome to seconds; however, no student shall return for seconds until all have been served and seated. This includes senior staff.

There shall be NO

- **Resting heads on tables at any time**
- **No throwing trash into trash cans basketball style**
- **No students shall leave the mess without permission from their TO**

Once students are told to clear the mess they will move to the form up area at "attention" and quickly get into formation *without talking*.

ACTIVE DUTY MILITARY DINING FACILITIES RULES (If applicable)

Whenever we are in public the members of the Honor Guard Academy must project the highest level of professionalism and exceed the standards being set by other units. At the dining facility typically there are JROTC or other units that are completing their summer training or visiting. To ensure Honor Guard Academy students are well above these units in appearance, sharpness, and decorum, students will follow these guidelines:

Exit vans or buses smartly without talking and form up in your predetermined formation and order for the meal. Once in formation, all uniforms should be adjusted to ensure t-shirts are tucked in tightly with a proper tuck; shorts are worn properly, and items are secured (gloves, wallets, membership cards, etc.).

The student drill leader(s) will march the unit(s) to a point in front of the dining facility. The students will file into the dining facility, single file, and will maintain the position of "attention" while moving and "parade rest" while stationary. Once students have trays (or other food/drink items) in their hand they may proceed "at ease" to their tables. Students should sit by element and flight and wait until the table is full (or no more element members are left) before sitting down. Students are "at rest" and may talk in a quiet voice at and between tables. All food and drink must be consumed while seated at the table (not coming from the serving line or going to the tray return). When all students at the table are finished, they, as a group should return their trays. While returning trays, students are "at ease", but should stay to the side of the aisles and proceed with a look of purpose. Once students are told to clear the mess they will move to their form up area at "attention" and quickly get in formation without talking.

HONOR CODE AND PROFESSIONAL VALUES

The Honor Guard Academy Honor Code. “WE WILL NOT LIE, STEAL, OR CHEAT, NOR TOLERATE THOSE THAT DO” The purpose of the Honor Code is to foster an environment based upon a personal sense of honesty and integrity, which will remain with you throughout your life. Quite simply, the implementation of the Honor Code means you will be trusted to do what is right and must confront those who violate the standards. Throughout your Honor Guard career, you will be expected to live by the Honor Code. **An honor code violation will result in mandatory counseling and possible dismissal from the Honor Guard Academy.**

- **Lying.** Lying is any statement of untruth, which is meant to deceive or mislead.
- **Stealing.** Anyone who wrongfully takes, obtains, or withholds someone else’s property, with the intent to temporarily or permanently deprive another of such property, is guilty of stealing.
- **Cheating.** In essence, cheating is taking unfair advantage of another. Cheating violates the sense of “fair play”
- **Toleration.** Toleration means enduring without complaint. If you know of a cadet that has stolen from another member, and you fail to report or confront the matter, you may be guilty of toleration.

CORE VALUES. In using the Honor Code the Honor Guard Academy is looking to develop character, or more specifically, to produce leaders and build better citizens. The United States Air Force accomplishes this with the following core values:

- **Integrity First.** Honor Guardsmen with forthright integrity voluntarily decide the right thing to do and do it in both their professional and private lives. They do not choose the right thing because of calculation of what is most advantageous to *themselves*, but because of a consistent and spontaneous inclination to do the right thing. Their inclination to do right is consistently followed by actually doing what they believe they should do and taking responsibility for their choices. In other words, persons with integrity “walk their talk”.
- **Service Before Self.** Honor Guardsmen who are selfless in service to their country, unit, Air Force, and their subordinates know how to prioritize their loyalties so that their highest loyalty is to moral principles, to the task, and lastly to individuals. People who serve selflessly resist the natural tendency to focus exclusively on self-serving desires and, therefore, do not take advantage of situations for personal pleasure, gain, or safety at the expense of the unit or task.
- **Excellence In All We Do.** Honor Guardsmen who are committed to excellence in the performance of their personal and professional responsibilities strive to do

their best in everything they are capable of accomplishing. They base their self-esteem and sense of accomplishment not on how their accomplishments compare with others but on how they measure up compared to a realistic appraisal of what they are capable of accomplishing.

Civil Air Patrol developed Core Values to guide our members as outline in CAPP 5-2. The following is from the CAP Web site which shows it as "*copied from The Senior Trainer newsletter, Vol. 4.2, April 2000.* "

The concept of core values has permeated military affairs. In addition, most businesses have articulated what they believe to be a framework for behavior and performance. Every armed service has articulated their own unique, but common in spirit, set of core values for their members to live by. Civil Air Patrol has its own set of Core Values: ***Integrity, Volunteer Service, Excellence, and Respect.*** These core values have been set forth as "fixed stars" to guide us in our conduct as we perform our vital public service. But more importantly, adhering to these core values (or the similar core values of your place of worship and workplace) will enrich your life and those you interact with on a daily basis.

Core values is very important within the military community. The Department of Defense holds the annual Joint Services Conference on Professional Ethics to discuss the implications of ethics on the military services. Core Values is always a featured topic, because of its focus on the articulation of ethical codes within the military. Academic papers are submitted for presentation to the conference, by all of America's armed services, the Coast Guard, and armed services from other friendly nations.

Core values establishes a common set of expectations of conduct for all members. The meaning and power of the values CAP has chosen: **INTEGRITY, VOLUNTEER SERVICE, EXCELLENCE, and RESPECT** are easily inferred by all who read them. These words effectively replace dozens of pages of directives, and simply articulate what's right and what's wrong, and form a tool by which conduct is measured. They are the embodiment of how CAP members are expected to treat each other and the people they come in contact with -- of man's expectations of fellow man.

You expect the people you do business with to be honest with you (*integrity*), or you don't do business with them. You expect them to go out of their way to meet your needs (*volunteer service*). You expect quality and reliability from their products (*excellence*). And, you expect them to recognize and appreciate the fact that you don't have to buy from them (*respect*) if they provide a poor level of service. The application of core values into daily life is just as easily applied to personal relationships, dealings at school, and time at play with other people.

Now let's consider unit applications. Would you want a commander who looked out for their own welfare before that of the unit? If you are a commander, how long would you tolerate a staff officer or member who stole from unit dues, cheated on a test, or lied to you about the status of a project? Would a breach of integrity have to be that serious

before you decided to take action? If you did not take action, what kind of message about integrity would YOU be sending to other unit members?

If you are a regular unit member, would you try to do what's best for the unit, even if meant some inconvenience? How about something minor, like giving up a Saturday to take cadets on a field trip. How about something not so minor, like going out at 0200 on a cold January morning to search for an ELT, even though you know with 99% certainty that it would be a false alarm. How would you know it WASN'T real? You can see the implications of volunteer service.

How do you feel when you know your job better than anyone else and you deliver the goods every single time? How do you feel when you are just learning the job, are challenged and try your best, and succeed? How do you feel when you are the best, coast on an assignment, just go through the motions, and make a mistake you KNEW didn't need to occur? Would you agree that excellence means perhaps not being the best at something, but giving it everything you have regardless?

Which commander would you rather work for: someone who inspires you, appreciates the work you do, is calm and fair, and shows that appreciation to you and others? Or would you rather work for a commander who is quick tempered and doesn't control it, doesn't have a clue about what you are doing, EXPECTS respect though you know they have little respect for you, and relies on intimidation to achieve results? Which type of commander would you rather be?

Core values has very real implications. It is not a vague concept or a mantra to be repeated in hopes that someday it'll catch on. Core values – CAP's or any other - requires a cultural commitment to decency, a personal commitment to treat others as you would like to be treated, and an organizational commitment to deliver services of the quality that you would expect to have for yourself. Core values require that you do the best you can to embody its principles, even, as former Air Force Chief of Staff General Ronald Fogleman said, "when no one else is watching."

DEFINITION OF TERMS

The following are terms that you need to become familiar with and are used in this document and/or throughout the Academy.

DEFINITION OF TERMS	
Term	Definition
AF/CAP Standard Drill	Drill consists of certain movements by which the flight or squadron is moved in an orderly manner from one formation to another or from one place to another. Standards have been established to ensure movements are executed with order and precision. The task of each person is to learn these movements and execute each part exactly as described. Individuals also must learn to adapt their own movements to those of the group. Everyone in the formation must move together on command. See AFMAN 36-2203, <i>Drill and Ceremonies</i> .
Alignment	Dress (alignment left/right) or cover (alignment front/back).
Bearing	The manner in which one carries or conducts oneself. Military bearing – professional conduct, strict adherence to requirements.
Column	Arrangement of elements side by side. (element leaders in front)
Cover	Individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance.
Decorum	Suitability of behavior or conduct.
Discipline	A state of order based on submission to rules and authority.
Distance	The space from front to rear between units. The distance between individuals in formation is 40 inches as measured from their chests to the backs of individuals directly in front of them. Flight commanders, guides, and others whose positions in formation are 40 inches from a rank are themselves considered a rank.
Dress	Alignment of elements side by side or in line maintaining proper interval.
Element	The basic formation; that is, the smallest drill unit comprised of at least 3, but usually 8 to 12 individuals, one of whom is designated the element leader.
File	A single column of persons placed one behind the other.
“Forming, Storming, Norming, and Performing”	<u>Forming</u> - the creation of the group (ex. students from around the country that come to the Honor Guard Academy make up a new group) <u>Storming</u> - whenever a group is formed there will be some conflict as individuals look for their place in the unit and sizing each other up. <u>Norming</u> - norms are the rules (written, verbal, or otherwise understood) (acceptable standards and goals of a group). <u>Performing</u> - meeting the goals established. Working successfully together to reach an end.
Grade	A major step in the promotion structure or program. No two persons in a grade have the same rank – one is always senior to the other.
Honor	The esteem due or paid to worth; high estimation; reverence; veneration; a testimony or token of esteem; any mark of respect or of high estimation

DEFINITION OF TERMS	
Term	Definition
	by words or action; dignity; exalted rank or place; distinction; noble appearance; a sense of what is right, just, and true; dignified respect for character, spring from probity, principle, or moral rectitude; scorn of meanness.
Honor Guard Drill	Drill performed in a different manner; more ceremonial, with fancy non-standard movements. See CAPP 52-8, <i>Unit Honor Guard Program</i> .
Integrity	Firm adherence to a code or standard of values.
Interval	The space between individuals placed side by side. Normal interval is an arm's length. Close interval is 4 inches.
Military Decorum	Following military standards, customs, and courtesies.
Motivation	Some inner drive, impulse, intention, etc. that causes a person to do something or act in a certain way; an incentive; a goal; to give impetus to; to incite; to impel; to motivate.
Posture	The position of the body or of parts of the body; carriage; bearing.
Pride	A sense of one's own dignity or worth; self-respect; respect shown by doing a duty well and to the best of one's ability; showing respect to one's unit, country, and flag.
Professionalism	Professional status, methods, character, or standard.
Rank	A single line of persons placed side by side. Also, your seniority within your grade.
Responsibility	To act in a responsible manner. Expected or obligated to account (for something, to someone); answerable; accountable; involving accountability, obligation, or duties, answerable or accountable as being the cause, agent, or source of something; able to distinguish between right and wrong and to think as act rationally, and hence accountable for one's behavior; trustworthy; dependable; reliable.
Standards	An accepted measure of comparison for quantitative or qualitative value.

MILITARY DEFINITIONS

DECORUM: 1. Whatever is suitable or proper, propriety, congruity. 2. Propriety and good taste in behavior, speech, dress, etc. 3. An act or requirement of polite behavior.

-From the dictionary

MILITARY BEARING: "as an army leader, you're expected to look like a soldier. Know how to wear the uniform and wear it with pride at all times. Meet height and weight standards. By the way you carry yourself and through your military courtesy and appearance, you send a signal: I am proud of my uniform, my unit and myself. Skillful use of your professional bearing – fitness, courtesy, and military appearance – can often help you manage difficult situation. A professional – DA civilian or soldier – presents a professional appearance, but there's more to being an army professional than looking good. Professionals are competent as well; the army requires to both *look* good and *be* good."

-From U.S. Army Fm 22-100 *Army Leadership*, Para. 2-73, June 1999

Attachment 5

Physical fitness and military bearing: "Physical fitness is the physical and mental ability to accomplish the mission combat readiness. Total fitness includes weight control, diet and nutrition, smoking cessation, control of substance abuse, stress management, and physical training. It covers strength, endurance, stamina, flexibility, speed, agility, coordination, and balance. NCOs are responsible for their own physical fitness and that of their subordinates. Military bearing consists of posture, dress, overall appearance, and manner of physical movement. Bearing also includes an outward display of inner feelings, fears, and overall confidence and enthusiasm. An inherent NCO responsibility is concern with the military bearing of the individual soldier, to include on the spot corrections."

-From U.S. Army AR 623-205, *Noncommissioned Officer Evaluation Reporting System*, Glossary, 31 March 1992