

# CADET PROGRAMS RESOURCE GUIDE



*A catalog of curriculum and support programs for cadets and their leaders*

## MAY 2009

CAP is providing cadets and their leaders with more educational resources than ever before. This guide describes the major educational materials available to support Cadet Programs.

Chances are, more resources are available than you had realized.

The Cadet Team at National Headquarters is constantly updating publications and developing new materials. To see what's in the works, visit the Cadet Blog at [capcadets.com](http://capcadets.com).

### NEWLY RELEASED

Cadet Blog  
Cadet Ranks Home Page  
Cadet Super Chart  
CAPP 151, Respect on Display  
Essentials of Teambuilding  
Learn to Lead Activity Guide  
Learn, Lead & Serve Recruiting Brochure

### NEWLY REVISED

Aerospace: The Journey of Flight  
CAPP 52-7, Cadet Orientation Flight Syllabus  
CAPP 216, Cadet Programs Officers' Handbook & Specialty Track Guide

## REGULATORY GUIDANCE

### CADET PROTECTION POLICY

#### CAPR 52-10

The primary regulation governing cadet safety and adult supervision over cadet activities.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

### CADET PROGRAM MANAGEMENT

#### CAPR 52-16

The primary source for authoritative guidance on how to administer the CAP Cadet Program.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

### CADET RANKS HOME PAGE

A user-friendly resource to see exactly what is required to progress through each step of the Cadet Program.

**Distribution:** Online at [capmembers.com/ranks](http://capmembers.com/ranks).

NEW!

## RECRUITING RESOURCES

### LEARN, LEAD, & SERVE

#### CADET RECRUITING BROCHURE

A recruiting handout targeting prospective cadets by focusing on the opportunities available during their first year in CAP.

**Distribution:** Order hard copies via E-Services; also see the "Cadet Open House Kit" page at [capmembers.com/library](http://capmembers.com/library).

NEW!

## RESOURCES FOR NEW CADETS

### CADET GREAT START

#### CAPP 52-9

A 5-week introduction to all aspects of cadet life. Materials include detailed checklists, recipe-like lesson plans, a parents' briefing, training for cadet cadre, and more.

**Distribution:** Hard copy available with the Cadet Open House kit in E-Services; PDF available at [capmembers.com/library](http://capmembers.com/library).

## CADET UNIFORM PROGRAM

Outfits a new cadet with an Air Force-style blues uniform (less shoes and insignia), provided AF funds are available.

**Distribution:** AAFES supplies the uniforms. For program guidance and FAQs, see [capmembers.com/curry](http://capmembers.com/curry).

## NEW CADET KIT

All the tools new cadets need to get started. Presented in a zip-up binder, the kit includes uniform mini-posters, the leadership and aerospace textbooks, "Top Ten" wallet cards, A parents' guide (described below) and more.

**Distribution:** Mailed to all cadets upon joining CAP.

For more information see [capmembers.com/curry](http://capmembers.com/curry).

## PARENTS' GUIDE TO THE CAP CADET PROGRAM

Explains the goals of the Cadet Program and outlines major policies affecting cadets' safety and membership. Also offers ideas on how parents and CAP leaders can work together.

**Distribution:** Included in the New Cadet Kit and available at [capmembers.com/parents](http://capmembers.com/parents) or [/padres](http://padres) (Spanish).

---

## RESOURCES FOR NEW CADET OFFICERS

### CADET OFFICERS' KIT

All the educational materials cadet officers need to continue advancing in the Cadet Program. Includes aerospace and leadership textbooks, the "Cadet Staff Handbook," and more.

**Distribution:** Mailed to cadets upon earning the Mitchell.

For more information, see [capmembers.com/mitchell](http://capmembers.com/mitchell).

---

## LEADERSHIP RESOURCES

### AFJROTC DRILL INSTRUCTOR GUIDES

A detailed curriculum for teaching drill and ceremonies. Includes lesson plans, student workbook, slides, and more.

**Distribution:** Online at [capmembers.com/drill](http://capmembers.com/drill).

### CADET STAFF HANDBOOK

#### CAPP 52-15

User-friendly guidance for cadet staff and the adults who mentor them. Includes detailed position descriptions, scalable organization charts, practical tips on planning meetings, counseling cadets, designing a cadet staff, and more.

**Distribution:** Mailed to all cadet units in January 2008.

Also included in the Cadet Officer's Kit and available online at [capmembers.com/library](http://capmembers.com/library).

## ESSENTIALS OF TEAMBUILDING

An in-depth guide to using leadership games to teach teamwork. Includes lesson plans for dozens of hands-on leadership activities, plus a DVD with videos and reproductions.

**Distribution:** Mailed to all cadet units in May 2009; additional copies are available through Amazon.com.

NEW!

## LEADERSHIP FOR THE 21ST CENTURY

The cadets' leadership textbook, in 2 volumes.

**Distribution:** Included in the New Cadet Kit and the Cadet Officers' Kit; available online at [cap.gov/library](http://cap.gov/library), and available for sale through Vanguard.

**Note:** The curriculum is currently being revised, see "Learning to Lead" at [capmembers.com/provinggrounds](http://capmembers.com/provinggrounds).

## LEARN TO LEAD

### ACTIVITY GUIDE

Hands-on leadership games, lesson plans for using movies to teach leadership, and guides for group discussions.

**Distribution:** Mailed to all cadet units in May 2009; available online at [capmembers.com/library](http://capmembers.com/library).

NEW!

## RESPECT ON DISPLAY: HOW & WHY CAP

### PRACTICES AIR FORCE CUSTOMS & COURTESIES

#### CAPP 151

A user-friendly tutorial and quick reference for cadets and adults who are new to military customs and courtesies like the salute, coming to attention, honoring the flag, and more.

**Distribution:** Mailed to all units in May 2009; included in New Member Kit and New Cadet Officer Kit; available in small quantities via CAPF 8 in E-Services; available in PDF at [capmembers.com/library](http://capmembers.com/library).

NEW!

## STAFF DUTY ANALYSIS

### CAPP 52-14

Guidance for cadet officers as they study the staff functions in a CAP squadron. Includes step-by-step instructions on how to prepare a SDA report and complete SDA staff service. Also explains how commanders evaluate the cadets' work.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

## USAF DRILL & CEREMONIES

### INSTRUCTIONAL DVD

Offers authoritative, easy to understand guidance on how to perform dozens of drill and ceremonies movements. The on-screen instructor is from the Air Force OTS cadre.

**Distribution:** Mailed to all cadet units in January 2008; available online at [capmembers.com/drill](http://capmembers.com/drill).

Now  
Online

---

## AEROSPACE RESOURCES

### AEROSPACE EXCELLENCE (“AEX”)

Loaded with hands-on activities that are inexpensive and easy to do, AEX is the best resource available for making aerospace night fun and worthwhile. Squadrons who complete a certain number of AEX activities can earn awards.

**Distribution:** Several editions are available; request copies from [ae@capnhq.gov](mailto:ae@capnhq.gov); also see [capmembers.com/library](http://capmembers.com/library).

### AEROSPACE DIMENSIONS

The textbook for Phase I & II cadets, organized in 6 modules.

**Distribution:** Included in New Cadet Kit and available online at [capmembers.com/library](http://capmembers.com/library). Also available from Vanguard.

**Note:** A leader guide and a student guide are available at [capmembers.com/library](http://capmembers.com/library).

### AEROSPACE: THE JOURNEY OF FLIGHT

The textbook for Phase III & IV cadets; also used by seniors pursuing the Yeager Award.

**Distribution:** Included in the Cadet Officers’ Kit; available online at [capmembers.com/library](http://capmembers.com/library); also available at Vanguard.

**Note:** A leader guide is available at [capmembers.com/library](http://capmembers.com/library).

2nd  
Edition

### AIR FORCE ASSOCIATION GRANTS

Through a partnership with the Air Force Association, squadrons can apply for grants to support local aerospace education activities.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

### CADET ORIENTATION FLIGHT SYLLABUS

#### CAPP 52-7

Explains the goals of the cadet flying program and outlines objectives for 5 powered and 5 glider flights.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

**Note:** A “First Flight Certificate” is available for cadets (request via E-Services).

Revised

### MODEL ROCKETRY ACTIVITY GUIDE

Activity guide for rocketeers. Includes step-by-step instructions on how to build, launch, and track model rockets. Cadets’ primary reference when pursuing the Model Rocketry Badge.

**Distribution:** Request via email to [ae@capnhq.gov](mailto:ae@capnhq.gov), limit 1 per unit. Available online at [capmembers.com/library](http://capmembers.com/library).

### SATELLITE TOOL KIT / SUPPLEMENTAL SPACE MODULE

Track the space station from your computer. Squadrons with cadets interested in space, orbital mechanics, and high technology will want to explore this software-based activity.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

---

## CHARACTER RESOURCES

### FLIGHT TIME: VALUES FOR LIVING

#### CAPP 265-2

The text that supports the cadets’ character program. Includes an introduction to the Core Values, case studies for use in monthly forums, and practical tips for chaplains and moral leadership officers.

**Distribution:** Available online at [capmembers.com/library](http://capmembers.com/library) and through CAP Chaplain Services.

### UNIT HONOR GUARD PROGRAM

#### CAPP 52-8

Provides detailed guidance on how to conduct cadet honor guard activities.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

### MENTORING

#### CAPP 52-6 & CAPP 50-7

Two practical guides to mentoring are available. CAPP 52-6 is geared for cadets, while CAPP 50-7 speaks to seniors.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

---

## FITNESS RESOURCES

### CADET PHYSICAL FITNESS PROGRAM

#### CAPP 52-18

Addresses nutrition, fitness training and fitness testing. Suggests fitness games and drills. Explains how to administer the Cadet Physical Fitness Test, and lists CPFT standards. Also outlines individual and unit fitness awards.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

---

## ACTIVITY & AWARD RESOURCES

### CADET ADVISORY COUNCIL HANDBOOK

#### CAPP 52-19

The CAC representative’s best resource for starting the term off right, creating meeting agendas, and writing proposals. Also includes guidance for the CAC senior advisor.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

### THE CONGRESSIONAL AWARD

#### CAPP 52-5

Explains how cadets can be recognized by the U.S. Congress if they follow a program of personal growth and volunteer service.

**Distribution:** Online at [capmembers.com/awards](http://capmembers.com/awards).

## NATIONAL CADET COMPETITION

### CAPM 52-4

The rules of engagement for the National Drill Team and the National Color Guard Competitions.

**Distribution:** Online at [capmembers.com/ncc](http://capmembers.com/ncc).

## REQUIRED STAFF TRAINING

### CAPP 52-12

The curriculum for cadets and adults serving on staff at overnight cadet activities that are 4 nights in duration or longer.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

## SCHOLARSHIPS

CAP offers over \$200,000 in scholarships each year for college and flight training. Cadet officers may also be eligible for a special program with the USAF Academy Prep School.

**Distribution:** See [capmembers.com/scholarships](http://capmembers.com/scholarships).

## SPAATZ AWARD TEST ADMINISTRATOR'S GUIDE

### CAPP 52-13

A "how-to guide" for the CAP-USAF members who proctor the Spaatz Award exam. Also provides useful information for cadets and commanders curious about Spaatz exam protocols.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

---

## CADET PROGRAM OFFICER RESOURCES

### CADET BLOG

The cadet programs officer's #1 source for official cadet program news, tips and tricks, and perspectives about cadet leadership.

**Distribution:** Online at [capmembers.com/cadets](http://capmembers.com/cadets).

**NEW!**

### CADET PROGRAM OFFICERS' HANDBOOK & SPECIALTY TRACK STUDY GUIDE

#### CAPP 216

A self-paced training program for cadet programs officers. The guide describes methods for on-the-job training and self study, and includes reading lists, discussion questions, service requirements and knowledge requirements.

**Distribution:** Online at [capmembers.com/library](http://capmembers.com/library).

**Revised**

### CADET SUPER CHART

#### CAPVA 52-100

Everything you could ever want to know about the Cadet Program, neatly organized onto one very large chart.

**Distribution:** Request via E-Services; included in the "New Cadet Kit" and also available at [capmembers.com/library](http://capmembers.com/library).

**NEW!**

## INVESTING IN AMERICA'S YOUTH

### CAPP 52

A strategic overview of the Cadet Program suitable for use during meetings with school principals, elected officials, and other community leaders.

**Distribution:** Request via E-Services (limit 10 per unit - not to be used for mass recruiting); [capmembers.com/library](http://capmembers.com/library).

## LESSON PLANS & TRAINING RESOURCES

Dozens of lesson plans, seminar guides, and training resources on all facets of the Cadet Program are available online. "Best practice" submissions are welcome.

**Distribution:** See [capmembers.com/library](http://capmembers.com/library).

## CADET PROMOTIONS APPLICATION

An electronic system for managing and processing cadet promotions, via E-Services.

**Distribution:** Available at E-Services; also see [capmembers.com/library](http://capmembers.com/library).

## TESTING OFFICERS' QUICK REFERENCE

One-stop shopping for a listing of all cadet tests, including version dates and errata memos. The TCO's best friend.

**Distribution:** Mailed to squadrons as updated.

Download the current version at [capmembers.com/library](http://capmembers.com/library).

## TRAINING LEADERS OF CADETS

The premiere professional development course for adults who lead cadets. Course materials include a curriculum guide, detailed lesson plans, slides, a student guide, and online modules.

**Distribution:** Online only at [capmembers.com/tlc](http://capmembers.com/tlc).

## WING DCP SMART BOOK

A practical guide for wing directors of cadet programs. Includes tips on running wing-level cadet activities, working with region and national headquarters, advising the wing commander, and meeting wing-level suspenses.

**Distribution:** Online only at [capmembers.com/library](http://capmembers.com/library).



**STAY INFORMED**

READ THE CADET BLOG

[capmembers.com/cadets](http://capmembers.com/cadets)