Cadet Programs
Specialty Track Study Guide

CAPP 216 April 2014

NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

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Preface

This pamphlet will prepare members for the responsibilities of a Civil Air Patrol (CAP) Cadet Programs Officer (CPO). The contents of this pamphlet apply to Cadet Programs Officers at all levels of this organization.

The most important thing to remember is what we want CPOs to set our up cadets for success. We want to create dynamic Americans and aerospace leaders, and we want to structure a challenging and rewarding leadership laboratory to make that happen.

This specialty track study guide has three sections. The first section applies to achievement of the technician rating, the second section is related to attaining the senior rating, and the third section deals with the skills required for the master rating. This progression should prepare members for positions of increasing responsibility as a Cadet Programs Officer

Study each section and apply the information to actual situations on the job. If possible, the unit will assign an on-the-job (OJT) supervisor to assist members through the process. If the unit cannot assign an OJT supervisor, the member must learn the job through self-study and performance. The Region CPO should be actively involved in the training of Wing Directors of Cadet Programs, whenever possible, either as the OJT supervisor or as a mentor during self-study. The wing Director of Cadet Programs should assist in the training of group and unit CPOs. This track should assist in the training of group and unit CPOs.

The member and OJT supervisor will determine the level of competence at each level. When the member reaches the desired level of competency for the completion of a level, the unit commander will then certify proficiency in the member's personnel records and with National Headquarters through eServices. After the unit commander's certification of a technician, senior, or master rating, the member may wear the Leadership Ribbon. Completion of each rating is a requirement for a duty performance promotion. Complete promotion criteria is listed in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*, and CAPR 50-17, *CAP Senior Member Professional Development Program*.

The CP specialty also has a badge. Upon earning the Technician Rating, a senior member is qualified to wear the CP Technician badge. There are separate badges for the Senior and Master ratings. Refer to *39-1 Civil Air Patrol Uniform Manual*, for additional information.

This specialty track is governed by CAP 52 series regulations. Feedback on the contents of this study guide should be directed to CAP National Headquarters Professional Development (NHQ/PD), PD@capnhq.gov.

The Cadet Programs mission is important in Civil Air Patrol. Understanding the intricacies of your job as a CP officer at each level will prepare you to advance to more complex duties. Federal and CAP requirements change constantly so it is important that you stay up-to-date on any new requirements by visiting the CP section of the NHQ website, www.capmembers.com/cadets.

Training Objectives

Each level contains Knowledge, Training, and Performance Requirements as well as Service Requirements that must be completed in order to attain each successive rating.

Knowledge, Training, and Performance Requirements

These requirements are derived from self-study, on-the-job training (OJT) experiences, and agreement with your assigned OJT supervisor. Knowledge requirements are evaluated with a written examination. The exams are online and open book with no time limit. The passing score for these tests is 80%. Questions missed on the test will be displayed on your computer. The tests are found in the Learning Management System (LMS) in e-Services, www.capnhq.gov. Log in and select the LMS from the CAP Utilities on the left. Scroll down to the Cadet Programs Section and find the CAPP 216 Specialty Track exams.

Service Requirements

"Cadet Programs Officer" is an umbrella term referring to any senior member whose primary focus is cadets. It is not a formal duty title. Most of the individuals serving in the roles below consider themselves to be Cadet Programs Officers. The service requirements are met by actively participating in one of these positions.

Squadron

Deputy Commander (of a cadet sqdn)
Deputy Commander for Cadets
Aerospace Education Officer
Character Development Instructor
Drug Demand Reduction Officer (DDR)
Activities Officer
Chaplain
Leadership Officer
Testing Officer

Group, Wing, Region

Deputy Chief of Staff, Cadet Programs
Cadet Programs Development Officer
Cadet Programs Special Activities Officer
Director of Cadet Programs
Drug Demand Reduction Officer

Guidance for On-the-Job Training (OJT) Supervisors and Unit Commanders

The OJT supervisor plays an important role in the success of the Cadet Program Officer in training. These senior member officers, in partnership with the unit's commander, guide the student through the knowledge, training, performance, and service requirements for the rating the student is pursuing.

Once the OJT supervisor or the wing CPO is satisfied that the student has met all the requirements for the rating, they and the student notify the unit commander.

When the commander is satisfied that the student can perform to the level applied for and has met the service requirements, they record award of the rating in the student's master record and notify National Headquarters of the rating award through eServices.

Those enrolled and actively pursuing a Master Rating in Cadet Programs before April 1, 2014 can complete their rating using the standards from CAPP 216, dated April 2011 by October 1, 2015.

Publications You Should Read

Certain publications should be read by all CAP members. Others apply directly to the Duty Assignment. CPOs should be familiar with those publications that have high relevance for all CAP members, and should know those publications that are critical to the Cadet Programs program. For this reason, Civil Air Patrol National Headquarters provides this list of publications and directives for the new Cadet Programs officer to study and learn. (see next page).

Number	Title	Notes
CAPR 20-1	*Organization of Civil Air Patrol,* cadet-related positions	Read job description Deputy Commander for Cadets, Activities Officer, Leadership Officer, and other CP positions at the unit level and higher headquarters
CAPR 50-4	*Test Administration & Security,* Chapters 1 through 3	Read and be able to demonstrate knowledge and understanding of the content
CAPR 52-16	***Cadet Programs Management***	**Primary publication regarding CP**
CAPR 52-22	***Drug Demand Reduction Program***	**Primary publication regarding DDR**
CAPP 52	***"Today's Cadets, Tomorrow's Aerospace Leaders"***	**Read and be able to demonstrate knowledge and understanding of the content**
CAPP 52-6	***Cadet Programs - Mentoring***	**Read and be able to demonstrate knowledge and understanding of the content**
CAPP 52-9	***Cadet Great Start***	**Read and be able to demonstrate knowledge and understanding of the content**
CAPP 52-14	***Staff Duty Analysis Guide***	**Read and be able to demonstrate knowledge and understanding of the content**
CAPP 52-15	***Cadet Staff Handbook***	**Read and be able to demonstrate knowledge and understanding of the content**
CAPP 52-18	***Cadet Physical Fitness Program***	**Read and be able to demonstrate knowledge and understanding of the content**
CAPP 52-23	***Cadet Protection Policy Implementation Guide***	**Read and be able to demonstrate knowledge and understanding of the content**
CAPP 216	***Specialty Track Guide - Cadet Programs***	**Primary publication regarding CP**
CAPF 15	*Application for Cadet Membership in Civil Air Patrol*	Be able to correctly fill out and process.
CAPF 31	*Application for CAP Encampment or Special Activity*	Be able to correctly fill out and process.
CAPF 50	*Cadet Leadership Feedback,* 50-1 – Phase I, 50-2, Phase III, 50-3 – Phase III, 50-4 – Phase 4	Be able to correctly fill out and process.
CAPF 56	*Drug Demand Reduction Request*	Be able to correctly fill out and process.
CAPF 58	*Nomination for Cadet of the Year*	Be able to correctly fill out and process.
	Learn to Lead & Learn to Lead Curriculum Guide	Understand what the cadets are learning
	Aerospace Dimensions	Understand what the cadets are learning

Additional Publications

In addition to the publications listed above, as a Cadet Programs Officer, you should be familiar with the content in the following publications and how each applies to the cadet program.

CAPR 39-3	*Award of CAP Medals, Ribbons, and Certificates,* Sections F and G	Read and be able to demonstrate knowledge and understanding of the content
CAPR 62-2	*Mishap Reporting and Investigation*	Read and be able to demonstrate knowledge and understanding of the content
CAPR 160-1	*Operation of the CAP Health Service Program,* Chapters 4 and 5	Read and be able to demonstrate knowledge and understanding of the content
CAPF 160	*CAP Member Health History Form*	Be able to correctly fill out and process.
CAPF 161	*Emergency Information*	Be able to correctly fill out and process.
CAPF 162	*CAP Member Physical Exam Form*	Be able to correctly fill out and process.
CAPF 163	*Permission for Provision of Minor Cadet Over-the-Counter Medication*	Be able to correctly fill out and process.

Further Reading

Individual wings publish Cadet Programs procedures detailing their policy and processes. The CPO should read through these local directives before progressing through the specialty track. NHQ also maintains a separate Cadet Programs section on their web page which contains a tremendous amount of resources and information to help you as a cadet programs officer. Visit www.capmembers.com/cadets to find these resources.

- Cadet Programs Library webpage www.capmembers.com/library
- Cadet Promotion webpage www.capmembers.com/diamonds
- Character Development webpage www.capmembers.com/character
- Drug Demand Reduction webpage www.capmembers.com/ddr
- National Cadet Special Activities webpage www.ncsas.com

Achieving the Technician Rating

Position Description

Because the Cadet Programs Officer is an umbrella term referring to any senior member whose main focus is cadets, specific position descriptions are found in CAPR 20-1 and CAPP 52-15. However, the primary responsibility of every CP is to create the conditions necessary for youth to succeed as CAP cadets.

Seniors who attain the technician rating will be prepared to serve with minimal supervision as a Cadet Programs staff officer at squadron level in the areas of leadership, aerospace, activities, DDR or testing. They will be knowledgeable in fundamental Cadet Program goals, policies, and procedures.

Expected duties of a Technician rated member:

Program Administration

- Knows promotion procedures; describes online testing process; completes Drug Demand Reduction (DDR) After Action Reports; administers the Cadet Physical Fitness Test (CPFT).

Weekly Meetings

- Teaches classes; helps cadet prepare to teach class; conducts hands-on AEX/DDRx activities.

Activities

- Participates in weekend activities; assists in the planning of unit activities; encourages participation in Wreaths Across America, Red Ribbon Leadership Academy, encampments, and other CP events

Mentoring

- Participates in CAPF 50 feedback discussion; mentors cadet staff members.

Knowledge, Training, and Performance Requirements

To complete the Technician Rating in the Cadet Programs specialty track, the member must:

- Correctly identify the elements of the Cadet Program and describe the basic goals and methods of each.
- Correctly describe the five key traits of cadet life.
- Correctly describe the proper DDR activity reporting procedures.

- Correctly identify the minimum requirements needed to progress in the Cadet Program and complete achievements and milestone awards.
- Correctly describe the CAP Cadet Protection Policy as it relates to adult supervision of cadet activities.
- Correctly describe the basic procedures used to order, administer and safeguard cadet tests.
- Correctly outline the requirements of cadet membership in CAP.
- Correctly identify the main elements that comprise a squadron's weekly meeting.
- Correctly identify the main textbooks and educational materials used in the Cadet Program.
- Correctly identify the hallmarks of Cadet Great Start and summarize how the program is organized.
- Correctly describe at least five activities cadets may participate in at the local, wing, or national level.
- Correctly state the primary goal of the cadet physical fitness program and identify the events of the CPFT.
- Correctly identify the requirements cadets must fulfill to wear the Air Force-style uniform and describe how the uniform is properly worn.
- Correctly discuss the purpose of cadet uniform inspections and identify basic guidelines for inspection teams.
- Assist in planning and presenting a DDR lecture or DDRx activity at a weekly squadron meeting.
- Confer with at least two first year cadets and inquire about their main reasons for joining. Share your findings with your OJT supervisor/or commander.
- Successfully participate as a staff officer assistant at any two Cadet Programs activities beyond routine weekly unit meetings (i.e.: model rocketry competition, bivouac, field trip, Drug Demand Reduction outreach).
- Successfully complete the online Cadet Programs Officer Technician Rating Test with a grade of 80% or higher.

Service Requirements

- Successfully complete Level I of the Senior Member Professional Development program.
- Successfully serve for six months as a staff officer intern at squadron or higher level. Suggested positions include Assistant Leadership Officer, Assistant Activities Officer, Assistant Testing Officer, or Assistant Drug Demand Reduction Officer.

Technician Level Training Checklist

To complete the Technician level of the Cadet Programs specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT or PD Initials and Date
Correctly identify the elements of the Cadet Program and describe the basic goals and methods of each.	
Correctly describe the five key traits of cadet life.	
Correctly describe the proper DDR activity reporting procedures.	
Correctly identify the minimum requirements needed to progress in the Cadet Program and complete achievements and milestone awards.	
Correctly describe the CAP Cadet Protection Policy as it relates to adult supervision of cadet activities.	
Correctly describe the basic procedures used to order, administer and safeguard cadet tests.	
Correctly outline the requirements of cadet membership in CAP.	
Correctly identify the main elements that comprise a squadron's weekly meeting.	
Correctly identify the main textbooks and educational materials used in the Cadet Program.	
Correctly identify the hallmarks of Cadet Great Start and summarize how the program is organized.	
Correctly describe at least five activities cadets may participate in at the local, wing, or national level.	
Correctly state the primary goal of the cadet physical fitness program and identify the events of the cadet physical fitness test (CPFT).	
Correctly identify the requirements cadets must fulfill to wear the Air Force-style uniform and describe how the uniform is properly worn.	
Correctly discuss the purpose of cadet uniform inspections and identify basic guidelines for inspection teams.	
Assist in planning and presenting a DDR lecture or DDRx activity at a weekly squadron meeting.	

Confer with at least two first year cadets and inquire about their main reasons for joining. Share your findings with your OJT supervisor/or commander.	
Successfully participate as a staff officer assistant at any two Cadet Programs activities beyond routine weekly unit meetings (i.e.: model rocketry competition, bivouac, field trip, Drug Demand Reduction outreach).	
Successfully complete Level I of the Senior Member Professional Development program.	
Successfully complete the online Cadet Programs Officer Technician Rating Test with a grade of 80% or higher.	
Successfully serve for six months as a staff officer intern at squadron or higher level. Suggested positions include Assistant Leadership Officer, Assistant Activities Officer, Assistant Testing Officer, or Assistant Drug Demand Reduction Officer. Dates of Service _____ to _____	

Candidate's Name_____
(Last, First, M.I.)

CAP Grade_____ CAPID_____ Unit Charter No._____

_____ _____
Commander's Signature Date

Achieving the Senior Rating

Position Description

Again, the primary responsibility of every CP is to create the conditions necessary for youth to succeed as CAP cadets.

Seniors who attain the senior rating will be prepared to serve with minimal supervision as a Cadet Programs staff officer at squadron level in the areas of leadership, aerospace, activities, Drug Demand Reduction activities or testing. They will be knowledgeable in fundamental Cadet Program goals, policies, and procedures.

Expected duties of a senior rated member:

Program Administration

- Manages free cadet uniform program for squadron; files DDR end of year reports; studies Quality Cadet Unit Award metrics; monitors cadet retention

Weekly Meetings

- Manages/oversees open house; monitors cadet great start implementation; tracks unit progress towards goals

Activities

- Plans a high-adventure activity; serves on encampment/Cadet Leadership School staff; selects appropriate intensity levels for activities

Mentoring

- Monitors unit compliance with CAPF 50 completion requirements; mentors new senior members

Knowledge, Training, and Performance Requirements

To complete the Senior Rating in the Cadet Programs specialty track, the member must:

- Successfully describe in detail the procedures used to update a cadet's record and the process to promote the cadet using the Cadet Promotions Application in e-Services.
- Correctly describe in detail the Unit Commander’s role in ensuring compliance with the Cadet Protection Policy, and identify the procedures to be followed if cadet abuse is alleged.
- Correctly describe in detail the unit commander’s role in deciding to promote or retain a cadet in grade, and the counseling requirements and the form used to evaluate cadet performance.

- Correctly describe in detail the eligibility requirements to participate in the cadet orientation flight program and how cadet flying is reported in e-Services.
- Correctly describe in detail the senior member's obligations to cadet's parents, including what parents expect during initial orientation and what they expect during cadet activities throughout the year.
- Correctly describe in detail the role of senior members in ensuring cadet safety during activities, including CAP's policies regarding cadet firearms training, rappelling, hot weather, and tobacco use, and the procedures project officers use for reporting a mishap.
- Correctly describe in detail the CAP policies regarding respect for others and fraternization / dating, as described in CAPR 52-16.
- Correctly list the procedures to request the Gen Carl A. Spaatz Award Exam.
- Correctly list the procedures used when cadets wish to take advantage of the Cadet Uniform Program.
- Correctly describe in detail the proper DDR program implementation strategies at the unit and wing level.
- Correctly describe in detail how the cadet physical fitness test is administered and how each event is scored.
- Correctly outline the procedure cadets follow apply for national cadet special activities using the online application process and the role of the unit commander in the NCSA application process.
- Correctly describe in detail the eligibility requirements and nomination procedures for the Cadet of the Year and the awards sponsored by the Air Force Association, Air Force Sergeants' Association, and Veterans of Foreign Wars.
- Correctly describe in detail the requirements for JROTC cadets to be eligible to advance in the Cadet Program at an accelerated rate.
- Correctly describe in detail the requirements for CAP scholarships and outline the basic application procedures.
- Correctly describe in detail the requirements for the Community Service Ribbon.
- Correctly describe in detail the requirements and role of cadet sponsor members.
- Correctly describe in detail the goals of the Staff Duty Analysis program and the role seniors play in this program, including how commanders and leadership officers evaluate SDA reports and staff service.
- Correctly describe in detail the goals and activities involved in the Model Rocketry, AEX, and Satellite Tool Kit programs and the steps involved in obtaining the course materials and completing those programs.

- Correctly describe in detail the opportunities cadets have to participate in CAP emergency services training and missions and the procedures cadets follow to become eligible to participate.
- Correctly describe in detail the overall goals of cadet encampments and special activities.
- Correctly demonstrate how to update a cadet's record and process a promotion using the Cadet Promotions Application in E-Services.
- Participate as a senior member advisor during at least 3 leadership feedback meetings for promotion-eligible cadets; complete a CAPF 50 for each cadet, or review CAPF 50's prepared by cadet officers.
- Complete a "Self Assessment for Cadet Units" from the Training Leaders of Cadets (TLC) curriculum and share your findings with your trainer and/or commander.
- Successfully serve as a staff officer responsible for planning or conducting a significant portion of three cadet activities beyond routine weekly unit meetings.
- Mentor a cadet officer or NCO leading a class or training activity of 20 minutes or longer in duration on Drug Awareness and Prevention, or lead an activity from the Drug Demand Reduction Excellence guide.
- Serve as a senior member staff officer/advisor in Cadet Great Start Program.
- Contact at least two cadets who allowed their memberships to lapse during the previous 12 months and inquire about their reasons for leaving CAP. Share your findings with your trainer and/ or commander.
- Complete the Training Leaders of Cadets course, and use the knowledge you obtained to make two recommendations to your unit commander on how the unit's cadet program can be improved.
- Successfully complete the online Cadet Programs Officer Senior Rating Test with a grade of 80% or higher.

Service Requirements

- Complete Level II of the Senior Member Professional Development program.
- Actively serve for twelve months as a technician-rated Cadet Programs Staff Officer at the squadron level or higher, performing duties with minimal supervision. Suggested positions include Leadership Officer, Activities Officer, Testing Officer, Drug Demand Reduction Officer, or Deputy Commander for Cadets.

Senior Level Training Checklist

To complete the senior level of the Cadet Programs specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT OR PD Initials
Successfully describe in detail the procedures used to update a cadet's record and the process to promote the cadet using the Cadet Promotions Application in e-Services.	
Correctly describe in detail the Unit Commander's role in ensuring compliance with the Cadet Protection Policy, and identify the procedures to be followed if cadet abuse is alleged.	
Correctly describe in detail the unit commander's role in deciding to promote or retain a cadet in grade, and the counseling requirements and the form used to evaluate cadet performance.	
Correctly describe in detail the eligibility requirements to participate in the cadet orientation flight program and how cadet flying is reported in e-Services.	
Correctly describe in detail the senior member's obligations to cadet's parents, including what parents expect during initial orientation and what they expect during cadet activities throughout the year.	
Correctly describe in detail the role of senior members in ensuring cadet safety during activities, including CAP's policies regarding cadet firearms training, rappelling, hot weather, and tobacco use, and the procedures project officers use for reporting a mishap.	
Correctly describe in detail the CAP policies regarding respect for others and fraternization / dating, as described in CAPR 52-16.	
Correctly list the procedures to request the Gen Carl A. Spaatz Award Exam.	
Correctly list the procedures used when cadets wish to take advantage of the Cadet Uniform Program.	
Correctly describe in detail the proper DDR program implementation strategies at the unit and wing level.	
Correctly describe in detail how the cadet physical fitness test is administered and how each event is scored.	
Correctly outline the procedure cadets follow apply for national cadet special activities using the online application process and the role of the unit commander in the NCSA application process.	
Correctly describe in detail the eligibility requirements and nomination procedures for the Cadet of the Year and the awards sponsored by the Air Force Association, Air Force Sergeants' Association, and Veterans of Foreign Wars.	

Correctly describe in detail the requirements for JROTC cadets to be eligible to advance in the Cadet Program at an accelerated rate.	
Correctly describe in detail the requirements for CAP scholarships and outline the basic application procedures.	
Correctly describe in detail the requirements for the Community Service Ribbon.	
Correctly describe in detail the requirements and role of cadet sponsor members.	
Correctly describe in detail the goals of the Staff Duty Analysis program and the role seniors play in this program, including how commanders and leadership officers evaluate SDA reports and staff service.	
Correctly describe in detail the goals and activities involved in the Model Rocketry, AEX, and Satellite Tool Kit programs and the steps involved in obtaining the course materials and completing those programs.	
Correctly describe in detail the opportunities cadets have to participate in CAP emergency services training and missions and the procedures cadets follow to become eligible to participate.	
Correctly describe in detail the overall goals of cadet encampments and special activities.	
Correctly demonstrate how to update a cadet's record and process a promotion using the Cadet Promotions Application in e-Services.	
Participate as a senior member advisor during at least 3 leadership feedback meetings for promotion-eligible cadets; complete a CAPF 50 for each cadet, or review CAPF 50's prepared by cadet officers.	
Complete a "Self Assessment for Cadet Units" from the TLC curriculum and share your findings with your trainer and/or commander.	
Successfully serve as a staff officer responsible for planning or conducting a significant portion of three cadet activities beyond routine weekly unit meetings.	
Mentor a cadet officer or NCO leading a class or training activity of 20 minutes or longer in duration on Drug Awareness and Prevention, or lead an activity from the Drug Demand Reduction Excellence guide.	
Serve as a senior member staff officer/advisor in Cadet Great Start Program.	
Contact at least two cadets who allowed their memberships to lapse during the previous 12 months and inquire about their reasons for leaving CAP. Share your findings with your trainer and/ or commander.	
Complete the Training Leaders of Cadets course, and use the knowledge you obtained to make two recommendations to your unit commander on how the unit's cadet program can be improved.	
Successfully complete Level II of the Senior Member Professional Development program.	

Successfully complete the online Cadet Programs Officer Senior Rating Test with a grade of 80% or higher.	
Actively serve for twelve months as a technician-rated Cadet Programs Staff Officer at the squadron level or higher, performing duties with minimal supervision. Suggested positions include Leadership Officer, Activities Officer, Drug Demand Reduction Officer, or Deputy Commander for Cadets. Dates of Service _____ to _____	

Candidate's Name_____
(Last, First, M.I.)

CAP Grade_____ CAPID_____ Unit Charter No._____

_____ _____
Commander's Signature Date

Achieving the Master Rating

Position Description

As we already know, the primary responsibility of every CP is to create the conditions necessary for youth to succeed as CAP cadets.

Upon attaining this rating, the staff officer will have demonstrated mastery in Cadet Program operations and be capable of commanding a cadet unit, directing the Cadet Program at the wing level, and providing expert Cadet Programs advice to new members and senior CAP leaders. Master rated officers are CAP's best Cadet Programs resource.

Expected duties of a master rated member:

Program Administration

- Uses metrics to focus efforts; monitors compliance with CAP regulations; completes CP sections of Subordinate Unit Inspection/Compliance Inspections.

Weekly Meetings

- Encourages subordinate units to adopt cadet great start; provides meeting resources to squadrons; can articulate components of successful meetings.

Activities

- Serves on encampment command staff; monitors Wing's NCSA approval process; conducts cadet competition.

Mentoring

- Directs a TLC; develops training materials.

Knowledge, Training, and Performance Requirements

Those enrolled and actively pursuing a Master Rating in Cadet Programs before April 1, 2014 can complete their rating using the standards from CAPP 216, dated April 2011 by October 1, 2015.

To complete the Master rating in the Cadet Programs specialty track, the member must:

- Correctly describe in depth the role of the Wing Director of Cadet Programs, including the DCP's role in advising the commander, assisting squadrons, managing cadet activities, and leading professional development activities for Cadet Programs Officers.

- Correctly describe the goals of the Cadet Advisory Council; identify the eligibility requirements for cadet representatives and the role of the senior member advisor.
- Correctly describe the curriculum required at cadet encampments; summarize senior members' administrative and supervisory responsibilities in conducting the encampment program.
- Correctly describe the goals and process of nominating someone for the Sorenson Award, the Cadet Programs Mission Award, the DDR Member of the Year and the DDR Wing of the Year.
- Correctly identify the role of wing headquarters in evaluating and processing cadet applications for National Cadet Special Activities.
- Correctly describe the goals of the Squadron of Merit and Squadron of Distinction programs; identify the role of wing and region headquarters in administering the programs.
- Correctly identify the role of wing headquarters in evaluating and processing cadet applications for National Cadet Special Activities.
- Correctly describe the overall goals of the International Air Cadet Exchange; identify the role of wing headquarters in processing IACE cadet and escort applications and when hosting international participants.
- Correctly describe the goals of the Region Cadet Leadership School (RCLS) and the guidelines followed when conducting RCLSs.
- Correctly identify the role of wing headquarters and outline the procedures used to administer the Cadet Orientation Flight program.
- Correctly outline the procedures used to demote a cadet or revoke a cadet milestone award.
- Correctly identify CAP policies and procedures related to dual-chartering with Boy Scouts of America programs.
- Correctly state the CAP safety policies regarding cadet firearms training, rappelling, hot weather, and tobacco use.
- Correctly state the CAP policies regarding respect for others and fraternization / dating, as described in CAPR 52-16.
- Correctly identify eligibility requirements and outline the procedures used to participate in the Drug Demand Reduction program.
- Assist the group, wing or region Cadet Programs staff in making at least one visit to a cadet unit other than your own, as part of the unit visitation program recommended by the DCP Smart Book.
- Develop and implement two original lesson plans on any cadet-related topics, using the guidelines found in section 2.5 of the Cadet Staff Handbook.

- Serve as a staff officer at an encampment, Region Cadet Leadership School, or National Cadet Special Activity, and attend at least 80% of that activity.
- Serve as staff at a Drug Demand Reduction workshop, seminar or event for outreach and submit After Action Report.
- Serve as a staff officer responsible for planning and conducting a significant portion of the Training Leaders of Cadets or Required Staff Training.
- Successfully complete the online Cadet Programs Officer Master Rating test with a grade of 80% or higher.

Service Requirements

- Complete Level III of the Senior Member Professional Development program.
- Mentor a CAP Senior Member through their technician or senior rating in Cadet Programs rating in this specialty track.
- Actively serve for 18 months in a supervisory capacity as a senior-rated Cadet Programs officer. Positions include Leadership Officer, Activities Officer, Testing Officer, Drug Demand Reduction Officer, or Deputy Commander for Cadets.

Master Level Training Checklist

Those enrolled and actively pursuing a Master Rating in Cadet Programs before April 1, 2014 have until October 1, 2015 to complete their rating using the standards from the previous CAPP 216, dated April 2011. Requests for ratings under this grandfather clause cannot be submitted through the online specialty track program. A completed copy of the Master Level Checklist from the April 2011 pamphlet must be sent to National Headquarters at LMMeforms@capnhq.gov for processing. A copy of the obsolete pamphlet can be found online at www.capmembers.com/library.

To complete the Master level of the current Cadet Programs specialty track, the member must (Region-level Candidates should substitute Region where applicable):

Knowledge, Training, and Performance Requirements	OJT or PD Initials and Date
Correctly describe in depth the role of the Wing Director of Cadet Programs, including the DCP's role in advising the commander, assisting squadrons, managing cadet activities, and leading professional development activities for Cadet Programs Officers.	
Correctly describe the goals of the Cadet Advisory Council; identify the eligibility requirements for cadet representatives and the role of the senior member advisor.	
Correctly describe the curriculum required at cadet encampments; summarize senior members' administrative and supervisory responsibilities in conducting the encampment program.	
Correctly describe the goals and process of nominating someone for the Sorenson Award, the Cadet Programs Mission Award, the DDR Member of the Year and the DDR Wing of the Year.	
Correctly identify the role of wing headquarters in evaluating and processing cadet applications for National Cadet Special Activities.	
Correctly describe the goals of the Squadron of Merit and Squadron of Distinction programs; identify the role of wing and region headquarters in administering the programs.	
Correctly identify the role of wing headquarters in evaluating and processing cadet applications for National Cadet Special Activities.	
Correctly describe the overall goals of the International Air Cadet Exchange; identify the role of wing headquarters in processing IACE cadet and escort applications and when hosting international participants.	

Correctly describe the goals of the Region Cadet Leadership School (RCLS) and the guidelines followed when conducting RCLSs.	
Correctly identify the role of wing headquarters and outline the procedures used to administer the Cadet Orientation Flight program.	
Correctly outline the procedures used to demote a cadet or revoke a cadet milestone award.	
Correctly identify CAP policies and procedures related to dual-chartering with Boy Scouts of America programs.	
Correctly state the CAP safety policies regarding cadet firearms training, rappelling, hot weather, and tobacco use.	
Correctly state the CAP policies regarding respect for others and fraternization / dating, as described in CAPR 52-16.	
Correctly identify eligibility requirements and outline the procedures used to participate in the Drug Demand Reduction program.	
Assist the group, wing or region Cadet Programs staff in making at least one visit to a cadet unit other than your own, as part of the unit visitation program recommended by the DCP Smart Book.	
Develop and implement two original lesson plans on any cadet-related topics, using the guidelines found in section 2.5 of the Cadet Staff Handbook.	
Serve as a staff officer at an encampment, Region Cadet Leadership School, or National Cadet Special Activity, and attend at least 80% of that activity.	
Serve as staff at a Drug Demand Reduction workshop, seminar or event for outreach and submit After Action Report.	
Serve as a staff officer responsible for planning and conducting a significant portion of the Training Leaders of Cadets or Required Staff Training.	
Successfully complete the online Cadet Programs Officer Master Rating test with a grade of 80% or higher.	
Complete Level III of the Senior Member Professional Development Program	
Mentor a CAP Senior Member through their technician or senior rating in Cadet Programs rating in this specialty track.	

Actively serve for 18 months in a supervisory capacity as a senior-rated Cadet Programs Officer. Positions include Leadership Officer, Activities Officer, Testing Officer, Drug Demand Reduction Officer or Deputy Commander for Cadets. Dates of Service _____ to _____	

Candidate's Name_____
(Last, First, M.I.)

CAP Grade_____ CAPID_____ Unit Charter No._____

_____ _____
Commander's Signature Date