

## Core Requirements

### Core Curriculum Outline

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#### **Command Responsibility and Accountability**

- Special Issues Pertaining to Accounting and Procurement
- Obligations of Financial Management
- Policies Concerning Member Protection
- Core Values and the Commander's Role in Upholding Honorable Values
- CAP's Ethics Policy
- Command Responsibilities to the Members and to the Command Chain
- The Commander's Responsibility Regarding the CAP Safety Program
- The Commander is Ultimately Responsible
- How to Inspire Unit Members to Follow Your Lead

#### **Behavior-Based Safety**

- Behavior-based Safety in a Positive Safety Culture
- Requirements of a Unit Safety Program
- Desired Qualities of a Unit Safety Officer
- The Commander's Role in Maintaining a Culture of Safety

#### **Your Role in the Missions**

- Your Squadron's Impact
- Your Contribution to the Larger Effort
- Your Units Specialties
- How You Can Best Contribute

#### **Your Staff: What They Do for You**

- The Basic Composite Squadron Staff
- How Your Staff Helps You
- How You Can Support Your Staff

#### **Delegating Authority**

- Definition of Delegation of Authority
- Relationship Between Authority and Responsibility
- When to Delegate
- Definition of Homogeneous Assignment

### **Recruiting and Retention**

- The Importance of Recruiting
- Recruiting Techniques
- Retention Defined
- Importance of Retention
- Retention Techniques
- Recruiting Cadets to turn Senior

### **Adverse Membership Actions**

- Adverse Membership Actions Defined
- Common Disciplinary Problems
- Adverse Membership Action Resources
- Options and the Progressive Approach
- Nondiscrimination
- Documentation

### **Capstone Discussion:**

Given at the end of the course to allow student to apply what they've learned by discussing situations commanders may face.

- Develop Solutions to the Short Discussion Questions
- Develop a Plan of Action