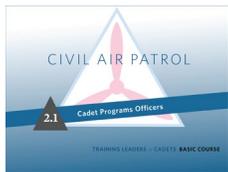


TRAINING LEADERS *of* **CADETS**
BASIC COURSE
LESSON PLAN

2.1 Cadet Program Officers

VERSION:	October 2021 <i>please verify this is the latest version by visiting gocivilairpatrol.com/TLC</i>
DURATION:	55 minutes approximately, and subtopic times shown in margins below are also approximate
INSTRUCTOR:	A master-rated cadet programs officer or highly experienced CC or CDC is suggested
KEY QUESTION:	How does the adult staff work together in the squadron to serve cadets?
OBJECTIVES: Officers:	<ol style="list-style-type: none">1. Describe the key duties and best practices of the following unit-level Cadet Programs Officers:<ul style="list-style-type: none">• Leadership Education Officer• Aerospace Education Officer• Fitness Education Officer• Cyber Education Officer• Character Development Instructor• Testing Officer• Recruiting and Retention Officer• Deputy Commander for Cadets / Unit Commander• Special Project Officers
SIMPLE OUTLINE:	<ol style="list-style-type: none">1. Starter: The army behind the scenes2. Overview: The Cadet Programs Officer3. Activity: Research and Brief4. Conclusion
CLASS ACTIVITIES:	Group discussion, combined with a research and brief exchange where students reference the detailed CP Officer position descriptions available in the CAPP 60-11 <i>Cadet Program Officer Handbook</i> , Part 5
EQUIPMENT:	Butcher paper (or whiteboard) and markers; wi-fi connection recommended so students can access the CAPP 60-11 <i>Cadet Program Officer Handbook</i> .



Welcome & Starter

2 min

“Who made this moment possible . . . ”



Q1: In the photo, we see a pilot and cadets, but there were more people working behind the scenes to make the flight possible. Which staff officers had a hand in this flight?

A1: *Full listing is not necessary, but some people to mention include:*

- Leadership Education Officer: instruction on wearing the uniform
- Aerospace Education Officer: basic AE lessons, perhaps also coordinated flight
- Personnel Officer: processed membership application
- Logistics Officer: may have helped outfit cadets with uniforms
- Safety Officer: provided safety training
- Public Affairs Officer: possibly wrote a news story about the flight
- Wing Director of Finance: processed fuel payments and reimbursements



Overview

1 min

Successful squadrons know that it takes a team of adults to provide a Cadet Program. Even if cadet officers and NCOs take a robust role planning and running their program, adult leadership is essential. As with any youth program, the Cadet Program will thrive or struggle depending on the availability of strong, trained adult leaders.

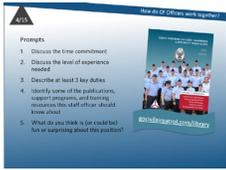
Our question for the next hour is, How do adult Cadet Programs Officers work together in the squadron to support the cadets? To answer that, we'll investigate the main positions in a local Cadet Program.



CP Officer as Umbrella Term

1 min

Cadet Programs Officer is technically not a duty title. Rather, it's an umbrella term that anyone who works primarily with cadets can claim. The eight main Cadet Programs Officers at the unit level are identified here on the slide. If you're enrolled in the Cadet Programs specialty track, you'll want to serve in one of these positions.



Activity: Research & Brief

7 min

Assign each student one position to research and orally summarize for the group.

- Leadership Education Officer
- Aerospace Education Officer
- Fitness Education Officer
- Cyber Education Officer
- Character Development Instructor
- Testing Officer
- Recruiting and Retention Officer
- Deputy Commander for Cadets / Unit Commander

Use the following question prompts to help fill in section 2.1 in the Student Packet:

1. Discuss the time commitment
2. Discuss the level of experience needed
3. Identify at least 3 key duties
4. Identify some of the publications, support programs, and training resources this staff officer should know about
5. What's fun or surprising about this position?

Note on Pacing / Slide Use:

1. Do not advance to the respective slide outlining the position's duties until the student completes his or her briefing on that position. Allow the student to brief the class on the five prompts, and then advance to the respective slide.
2. The suggested approach is along these lines: "Thank you for that briefing. Here's the 'book solution.' [Advance slide] Let's see if there's anything to add to your summary."
3. Finally, remember to invite the other students to suggest best practices relating to the position.

Special Note About Duration & Specificity

There is abundant time available for this lesson, so guard against the tendency for everyone to rush through the research and rush through their briefings. Don't accept superficial explanations (ie: "The AE Officer basically teaches aerospace. The end.") Encourage the students to use the ample time to really think about the position they'll be briefing, and to present their findings to the class as if they were trying to persuade a friend to serve in that position . . . a friend who doesn't know anything about the position, is nervous about not knowing what he's getting into, and is hesitant to serve unless someone tells him exactly what the job is and exactly how to succeed in that job.





Leadership Education Officer

5 min

- **Leadership instruction:** teaching *Learn to Lead* classes, or supervising the cadet officers and NCOs who teach them; managing the Cadet Great Start program
- **Learn to Lead activities:** running or supervising hands-on games, team leadership problems, and the like using the *Learn to Lead Activity Guide*
- **Drill and ceremonies:** ensuring that the cadets who provide drill instruction do so properly and are not imparting inaccurate information
- **Uniform wear:** supervising cadets regarding their uniform wear, and generally ensuring cadet staff provide proper instruction and leadership by example
- **Customs and courtesies:** similar to drill and uniform duties – ensure cadet staff are leading by example and are providing good instruction
- **CAPF 60-90 series for feedback:** Observing cadets over time, ensuring the CAPF 60-90 series is a fair and accurate snapshot of their performance; making promotion recommendations to the commander; participating in leadership feedback meetings and ensuring the cadet staff contribute to those sessions in a positive way
- **Mentoring for leadership skills:** constantly observing cadets, especially cadet staff, and providing on-the-spot coaching when needed, and conducting ongoing mentoring with them



Aerospace Education Officer

5 min

- **Aerospace Dimensions** instruction: teaching aerospace classes, or supervising the cadet officers and NCOs who do
- **Hands-on AE activities:** running or supervising hands-on lessons using the many resources CAP offers, including: flight simulators, telescopes, and robotics kits through the STEM kit program; activities from: the AEX guidebooks, the Model Aircraft and Remote Control Project (MARC) or the Model Rocketry badge; AE Career Exploration, etc.
- **Orientation flight prep:** coordinating with the wing to schedule orientation flights, supervising cadets on the ground, and generally ensuring the flights run smoothly and are educational
- **Plan and lead outreach activities:** Help cadets share their knowledge with others; lead AEX activities for younger Scouts, displays at air shows, etc.
- **Guest speakers and tours:** learning what local resources are available and making use of them
- **Tutoring:** helping cadets who have struggled to pass aerospace tests, and/or ensuring those cadets are matched with a cadet tutor

Emphasis Item: Lay people can accomplish all of the above; the lesson plans and activity guides offer step-by-step instructions; you don't have to be a pilot or tech guru to be successful as an AEO.



Fitness Education Officer

5 min

- **Fitness education:** inspire cadets to lead a healthy lifestyle; conduct lessons to help cadet understand basic fitness and nutrition principles; supervising cadet NCOs who are leading fitness lessons
- **Fitness activities:** leading or supervising a range of fun and structured hands-on fitness games and activities
- **Mentoring for fitness success:** help cadets set goals and make a plan to improve overall health and fitness; connect cadets with exercise partners, monitor progress; offer support and encouragement
- **Lead outreach activities:** encourage squadron participation in local fitness events; support local events by volunteering; host a group or wing fitness event such as Cadet Olympics
- **CPFT administration:** conduct the CPFT, record and enter results in eServices
- **Fitness award programs:** publicizing fitness award opportunities to cadets, tracking cadet eligibility via eServices, endorsing award requests from qualified cadets



Cyber Education Officer

5 min

- **Cyber education:** Instruct lessons on cyber-related topics, especially those that are covered in cadet aerospace education modules
- **Cyber activities:** run or supervise hands-on activities using the resources CAP offers, including: activities from the Cadet Cyber Badge, the *Introduction to Cybersecurity* guidebook, etc.
- **Competitions:** serve as a coach and mentor for the squadron's CyberPatriot team, or other similar competitions
- **Career Exploration:** help cadets explore career options in the cyber arena
- **Cyber academies:** ensure cadets are aware of other opportunities such as the Cisco Networking Academy, CAP cyber academies, AFA CyberCamps, etc.
- **Grow cyber program:** take a leadership role in growing the program; identify new opportunities and create a plan for the squadrons' annual cyber activities



Character Development Instructor

5 min

- **Cadet Wingman Course:** lead new cadets through this course, and/or work with cadet NCOs who are leading it
- **Character development forums:** facilitating monthly forums about character-related issues; ensuring the discussions stay on topic and follow lesson plans pre-approved by CAP.
- **Mentoring for Core Values behavior:** constantly showing cadets how their actions relate to the Core Values and reinforcing / redirecting behavior as needed; ensure the cadet wingman concept a cultural norm in the squadron; ensuring Core Values are incorporated into all facets of cadet life ("Schoolhouse weave").
- **Drug Free Messaging:** help other CP Officers to incorporate drug free messaging into all aspects of the cadet life; run DDRx activities using the *DDRx Activity Guide*, host a National Character Day, etc.
- **Community outreach activities:** organizing or supervising cadet staff involved in programs like the Red Ribbon Leadership Academy
- **Support Chaplains:** while CDIs do not provide confidential counseling, they help to expand the "Ministry of Presence" by being accessible to cadets as a supportive adult

Emphasis Item: DDRx and Medal of Honor activities are still recommended squadron activities, but only the Values for Living 2.0 satisfies the monthly character forum requirement (and the Cadet Wingman Course for Achievement 1).



Testing Officer

5 min

- **eServices orientation:** ensuring cadets know how to log-in to eServices so they can complete achievement tests at home
- **Achievement test administration:** proctoring/scoring tests for milestone awards or hard copy tests when internet issues require it; manage hard copy test inventory; proctoring drill, public speaking, and essay assignments (perhaps in coordination with the leadership officer)
- **Promotion tracking:** frequently checking eServices to monitor cadet test attempts, paying special attention to cadets who have not recently tested, or who have failed tests; monitoring cadet eligibility for promotion and helping the commander stay current on pending requests
- **Coordinate tutoring needs:** matching cadets with cadet tutors; keeping the leadership and aerospace officers informed of cadets who are struggling in those subjects
- **Special needs / accommodations:** working with parents and cadets to discuss any special educational needs; recommending test accommodations to the commander for his or her approval; implementing approved accommodations when needed



Recruiting and Retention Officer

5 min

- **Publicity:** identify publicity and recruitment opportunities; coordinate social media campaigns, recruitment fliers, community recruiting booths
- **Open houses:** organize a squadron open house on a regular basis, using *Cadet Great Start*
- **New cadet orientations:** ensuring Leadership Education Officer and the cadet staff conduct the *Cadet Great Start* program for all new cadets
- **New parent orientations:** organizing and/or conducting parent orientations as a part of the *Cadet Great Start* program
- **Attendance tracking:** monitoring cadet attendance and leaves of absence (i.e.: student athletes) to identify motivation or participation problems; remind cadets of upcoming membership renewals
- **Non-participation follow-ups:** ensuring cadets are contacted by phone with a “we’ve missed you” call, when absent; helping cadets overcome obstacles to active participation (carpool help, feedback to commanders about cadet morale)
- **Exit interviews:** contacting cadets who have decided to leave CAP to learn what the squadron can do to improve its program and ensure the individual knows he or she is welcome back



Unit Commander or Deputy Commander of Cadets

5 min

Depending on squadron type, these duties could be carried out by the Unit Commander (cadet squadrons) or the Deputy Commander of Cadets (composite squadrons).

- **Protects the cadets:** ensure squadron adheres to all Cadet Protection Policy standards; ensures proper safety training and practices; manages and corrects all boundary concerns; reports any reasonable suspicions of abuse
- **Program leadership:** oversees all cadet-related operations; coordinates the development of unit’s CP goals is the ultimate person responsible for the successful implementation of the Cadet Program
- **Supervise adult staff:** provides direction, mentoring, and training to CP Officers
- **Conduit to cadet cadre:** cadet commander or highest ranking cadet reports to CC / CDC
- **Conduit to higher headquarters, DCP:** key link connecting the unit’s Cadet Program with the state- and national-level Cadet Program
- **Weekly meeting plans:** ensures the unit operates with a written plan every week
- **Unit activity calendar:** ensures the unit maintains a web-based calendar of upcoming activities; decides which proposed activities will receive authorization
- **Quality Cadet Unit Award program:** monitors QCUA progression to gauge squadron’s overall health
- **Partnership with parents:** provides customer service to parents; develops a positive rapport with them; keeps information flowing; resolves concerns



Special Projects Officer

2 min

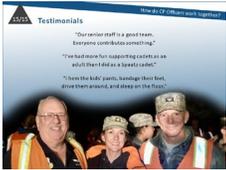
- **Special project:** projects that might warrant special attention could be assigned to an SPO, instead of a “permanent” CP Officer discussed earlier. Examples include Wreaths Across America, cadet open house, awards banquet, drill team, etc.
- **Limited time:** SPOs typically serve only for a limited time, until the project is completed.



Support Team

1 min

In addition to the Cadet Programs Officers, the squadron needs another small army to watch the finances, maintain a supply room and care for the van, run the unit website, etc. These positions are discussed during the Squadron Commanders Course (AXIS) and through the Education and Training Program levels. Unfortunately, we don’t have time to break each one down today.



Final Thought

1 min

Serving as a Cadet Programs Officer can require a lot of your time and energy, especially if you accept one of the “big” positions like unit commander or deputy for cadets. Nevertheless, the experience can be truly rewarding. CP Officers do make a difference.