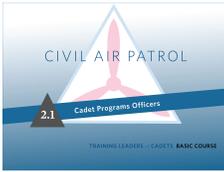




TRAINING LEADERS *of* **CADETS**
BASIC COURSE
LESSON PLAN

2.1 Cadet Program Officers

- VERSION:** April 2016 *please verify this is the latest version by visiting capmembers.com/TLC*
- DURATION:** 50 minutes approximately, and subtopic times shown in margins below are also approximate
- INSTRUCTOR:** A master-rated cadet programs officer or highly experienced CC or DCC is suggested
- KEY QUESTION:** How does the adult staff work together in the squadron to serve cadets?
- OBJECTIVES:**
1. Describe the key duties of the following unit-level Cadet Programs Officers:
 - leadership officer
 - aerospace officer
 - fitness officer
 - character development instructor
 - testing officer
 - recruiting and retention officer
 - deputy commander for cadets and/or unit commander
 2. Describe best practices for each of the profiled positions
- SIMPLE OUTLINE:**
1. Starter: The army behind the scenes
 2. Overview: The Cadet Programs Officer
 3. Activity: Research and report
 4. Best Practices additions
 5. Conclusion
- CLASS ACTIVITIES:** Group discussion, combined with a best practices exchange where students reference the detailed position descriptions available in the *CP Officer Smart Book*.
- EQUIPMENT:** Butcher paper (or whiteboard) and markers; wi-fi connection recommended so students can download the *CP Officer Smart Book*.
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Welcome & Starter

2 min

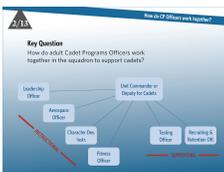
“Who made this moment possible . . . ”



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 Officer: instruction on wearing the uniform
- Aerospace Officer: basic AE lessons, perhaps also coordinated flight
- Personnel Officer: processed membership application
- Supply 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 Finance Officer: 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.

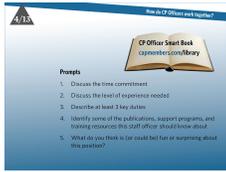
Our question for the next hour is, How do adult Cadet Programs Officers work together in the squadron to support the cadets? To answer that, we'll investigate the 7 main positions in a local Cadet Program.



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 seven 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. Use the following question prompts:

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 Officer

5 min

- **Learn to Lead instruction:** teaching classes, or supervising the cadet officers and NCOs who do
- **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 50 evaluations:** Observing cadets over time, ensuring the CAPF 50 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 staff, and providing on-the-spot coaching when needed, and conducting ongoing mentoring with them

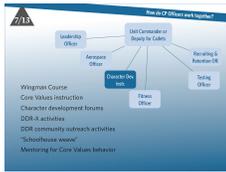


Aerospace Officer

5 min

- **Aerospace Dimensions instruction:** teaching classes, or supervising the cadet officers and NCOs who do
- **STEM kit activities:** running or supervising hands-on lessons using the flight simulators, telescopes, robotics kits, and other resources available through the STEM kit program
- **AEX activities:** running or supervising hands-on lessons using the AEX guidebook
- **Cyber Patriot:** organizing / supervising a team of cadet competitors
- **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
- **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.



Character Development Instructor

5 min

- **Wingman Course:** leading new cadets through this course, and/or working with cadet NCOs
- **Core Values instruction:** accomplished primarily through the wingman course, but instruction can be an ongoing endeavor
- **Character development forums:** facilitating monthly forums about character-related issues; ensuring the discussions stay on topic and follow lesson plans pre-approved by CAP
- **DDR-X activities:** running or supervising hands-on lessons using the DDR-X activity guide
- **DDR community outreach activities:** organizing or supervising cadet staff involved in programs like the Red Ribbon Leadership Academy
- **“Schoolhouse weave”:** always being attentive to cadet behaviors and “targets of opportunity” where the abstract Core Value can be shown to be present in real life situations
- **Mentoring for Core Values behavior:** constantly showing cadets how their actions relate to the Core Values and reinforcing / redirecting behavior as needed



Fitness Officer

5 min

- **CPFT orientation:** ensuring the every new cadet is introduced to CPFT activities, step by step
- **CPFT administration:** proctoring the CPFT, doing the scorekeeping, training and supervising cadet assistants, if needed
- **Fitness activities:** running or supervising hands-on fitness games and activities, not just implementing the test
- **Fitness education:** conducting lessons in basic fitness principles, instructing about nutrition and wellness, or supervising cadet instructors
- **Fitness award programs:** publicizing fitness award opportunities to cadets, tracking cadet eligibility via eServices, endorsing award requests from qualified cadets
- **Mentoring for CPFT success:** helping struggling cadets via the run/walk training method, connecting cadets with exercise partners, tracking cadets’ personal bests and providing encouragement, etc.



Testing Officer

5 min

- **eServices orientation:** ensuring new cadets know how to log-in to eServices so they can complete achievement tests at home
- **Achievement test administration:** proctoring hard copy tests when needed; proctoring drill, public speaking, and essay assignments (perhaps in coordination with the leadership officer);
- **Milestone award exam administration:** proctoring hard copy milestone award exams;
- **Order exams and keep inventory:** maintaining hard copy inventories per regulation, as needed; ensuring that a hard copy is available as cadets become eligible to attempt them
- **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
- **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
- **Coordinate tutoring needs:** matching cadets with cadet tutors; keeping the leadership and aerospace officers informed of cadets who are struggling in those subjects



Recruiting & Retention Officer

5 min

- **Open houses:** organizing a squadron open house on a regular basis, using *Cadet Great Start*
- **Recruiting booths:** organizing recruiting booths as opportunities present themselves (air shows, civic events, fairs, etc.)
- **New cadet orientations:** ensuring cadet staff conduct orientations and generally implement the *Cadet Great Start* curriculum
- **New parent orientations:** organizing and/or conducting parent orientations
- **Attendance tracking:** monitoring cadet attendance and leaves of absence (i.e.: student athletes) to identify motivation or participation problems
- **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 for Cadets

5 min

- **Coordinate & supervise adult staff:** provides direction and is the ultimate person responsible for the successful implementation of the Cadet Program
- **Conduit to cadet cadre:** cadet commander or highest ranking cadet reports to CC / DCC
- **Conduit to higher headquarters, DCP:** key link connecting the unit's Cadet Program with the state- and national-level Cadet Program
- **Annual & quarterly goals:** ensures the unit adopts annual goals and revisits them quarterly
- **Weekly meeting plans:** ensures the unit operates with a written plan every week; drafts the weekly schedule or approves one drafted by another
- **Unit activity calendar:** ensures the unit maintains a web-based calendar of upcoming activities; decides which proposed activities will receive authorization
- **Quality Cadet Unit program:** monitors QCUA statistics to gauge squadron's overall health
- **Partnership with parents, troubleshooting:** provides customer service to parents; develops a positive rapport with them; keeps information flowing; resolves concerns
- **Overall success of the Cadet Program:** monitors and ensures the unit is compliant with all CAP policies and that the team's efforts are making a difference in cadets' lives



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 Leadership School and Unit Commander's Course. 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.