

CAPR 60-1

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# Summary *of* Program Enhancements & Updates

CIVIL AIR PATROL  
NATIONAL CADET TEAM  
SEPTEMBER 2017



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# Overview

## Top Four Enhancements

TLC

Cadet Staff Assignments

SDA

Fitness

## Top Ten Administrative Updates

Cyber

DDR

Hot & Cold Weather

College Students

Progressive Discipline

Milestone Award Exams

Spatz Failures

CAC Term

RCLS, Encampment, Accredited CSAs

BSA Dual Charter

# Training Leaders of Cadets

The TLC program is now segmented into three courses, Basic, Intermediate, and Advanced. By making Basic and Intermediate one-day programs, it's hoped that more volunteers will be able to participate.

The unit's requirement to have two graduates of TLC (any level) continues.

Beginning 1 October 2018, that TLC credential must have been earned in the previous 48 months, thereby ensuring the senior staff's training is current.

[See § 2.4](#)

# Cadet Staff Assignments

Provides more standardization in cadet staff assignments and organizational design by setting minimum grades for cadet staff positions.

This ensures CAP keeps three important learning factors connected: cadet grade, leadership curriculum, and duty assignment.

Consequently, cadets will be more apt to succeed and learn through staff service opportunities.

[See § 4.1](#)

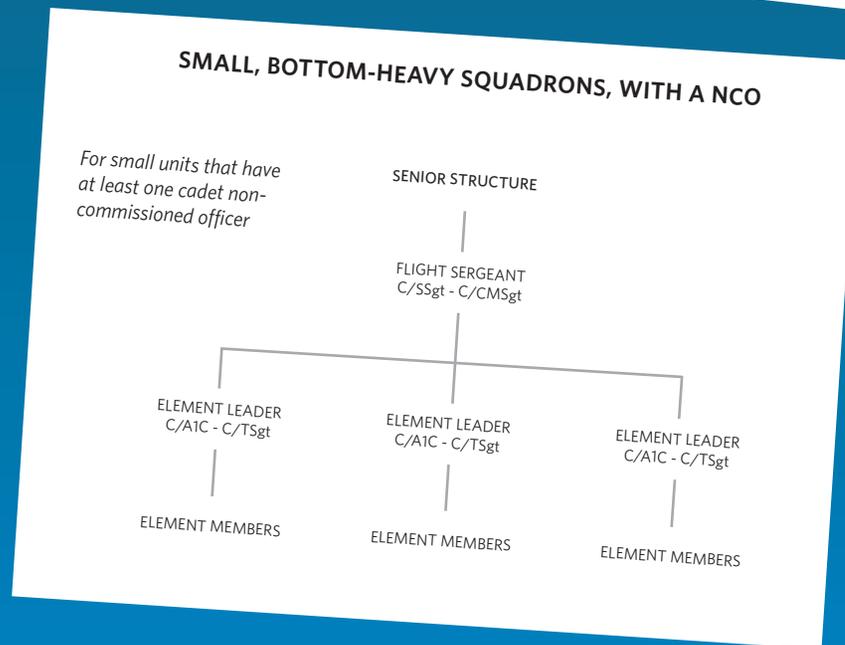
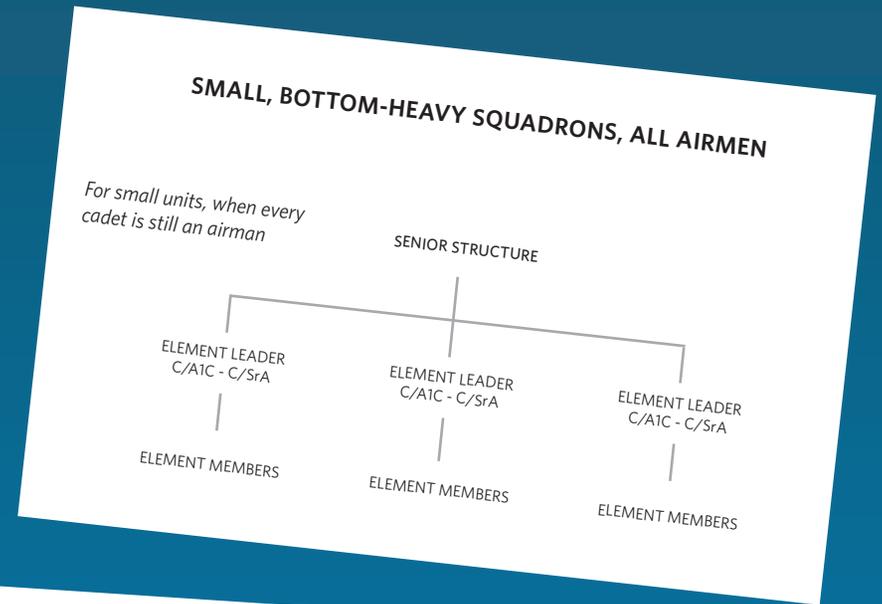
# Cadet Staff Assignments

Cadet Staff Position	Minimum Grade	Suggested Minimum	Maximum Grade	Suggested Maximum
Element Leader	C/Amn		C/CMSgt	C/TSgt
Flight Sergeant	C/SSgt		C/CMSgt	C/CMSgt
Flight Commander	C/MSgt	C/2d Lt	C/Capt	
First Sergeant	C/MSgt		C/CMSgt	
Support Staff Assistant	C/A1C		C/SrA	
Support Staff NCO	C/SSgt		C/CMSgt	
Support Staff Officer	C/2d Lt		C/Col	
Cadet Deputy Commander (Support)	C/2d Lt	C/1st Lt	C/Col	
Cadet Deputy Commander (Operations)	C/2d Lt	C/1st Lt	C/Col	
Cadet Commander	C/2d Lt	C/1st Lt	C/Col	

# Cadet Staff Assignments

**Q:** How do you make a cadet staff structure work if you lack high-ranking cadets?

The Cadet Staff Handbook offers scalable organizational charts. Here are a few:



# Cadet Staff Duty Analysis

**SERVICE.** Cadet serves in any cadet support staff position for at least 8 weeks. Accordingly, achievements are no longer named for duty positions (e.g., it's simply Achievement 15, not Achievement 15-Logistics Officer)

**WRITING.** Cadet completes technical writing assignment. Sample documents give cadets a model to learn from. Format options:

Resume

Operations Plan

After Action Review

Background Paper

Budget

Personal Leadership Plan

Advocacy Paper

Media Package

**PRESENTATION.** Cadet delivers oral briefing on staff service & technical document.

Overall SDA is graded pass/fail using a standardized scoring rubric. The learning is now more timeless, relevant, and practical for cadets. [See § 5.4.4](#)

# Cadet Staff Duty Analysis

## CADET STAFF DUTY ANALYSIS EVALUATION RUBRIC

Cadet Name: \_\_\_\_\_ Achievement: \_\_\_\_\_ Date: \_\_\_\_\_

### OPERATIONS PLAN

	Yes	Partially	No
1. Includes title, author's name, & contact information	2	0	0
2. At least 28 of 40 sections identified in the outline on <a href="#">next page</a> have been addressed	2	0	0
3. Sufficiently thorough; completed sections include all essential facts; no major planning details are overlooked	2	0	0
4. Project goals are clearly identified	2	1	0
5. All content is factually accurate	2	0	0
6. Key regulatory requirements are referenced	2	1	0
7. Contingency plans are discussed, where appropriate	2	1	0
8. "Hit by a bus" test: Includes enough detail so that a substitute leadership team could implement the plan if the original team were suddenly unavailable	2	0	0
9. Grammatically correct and free of spelling errors	2	1	0
10. Document is formatted in a consistent, reader-friendly style	2	1	0

**Mandatory Qualities** If the cadet scores a 0 in any of the shaded categories, the cadet must edit and resubmit the operations plan to earn credit.

Senior Mentor / Evaluator	Total Points Earned (minimum 15 of 20 to pass)	MEETS STANDARDS	
		REQUIRES REVISION	

Senior Mentor's Comments

## CADET STAFF DUTY ANALYSIS EVALUATION RUBRIC

Cadet Name: \_\_\_\_\_ Achievement: \_\_\_\_\_ Date: \_\_\_\_\_

### AFTER ACTION REVIEW

	Yes	Partially	No
<b>Content</b>			
1. Clearly labels the name of project, dates, key staff, and AAR author	2	0	0
2. Accurately identifies what was expected to happen (the project's goals)	2	1	0
3. Accurately summarizes what actually happened; observations are supported by careful attention to the facts; generalizations are avoided	2	1	0
4. Identifies aspects of the project that went well and briefly explains why	2	0	0
5. Identifies aspects of the project that can be improved and briefly explains how	2	0	0
6. Includes observations and feedback that are broad-minded and representative of "big picture" issues, not just minor matters that deliver little value	2	1	0
7. Assesses the project's success in meeting each of its goals, supporting those assessments with available data	2	0	0
8. At least 5 of the main topics on the next page have been addressed	2	0	0
<b>Tone &amp; Professionalism</b>			
9. Open and honest professional discussion; doesn't hide shortcomings or play "gotcha!" or the blame game	2	0	0
10. Indicates an effort was made to confer with a variety of stakeholders (cadet students, cadet cadre, senior staff, host agency, etc.) in preparing the AAR	2	1	0
<b>Mechanics</b>			
11. Free of spelling and grammatical errors	2	1	0
<b>Overall Value</b>			
12. Report would likely benefit the leadership team "next year"	2	0	0

**Mandatory Qualities** If the cadet scores a 0 in any of the shaded categories, the cadet must edit and resubmit the after action review to earn credit.

Senior Mentor / Evaluator	Total Points Earned (minimum 19 of 24 to pass)	MEETS STANDARDS	
		REQUIRES REVISION	

Senior Mentor's Comments

# Physical Fitness

Bases cadet fitness curriculum upon the Presidential Youth Fitness Program (PYFP)

Phase I cadets are introduced to fitness. Beginning with the Wright Brothers Award, cadets become accountable for their performance and are expected to achieve the “Healthy Fitness Zone.”

New CPFT regimen is available immediately, but not mandated until 1 January 2018.

eServices tools and instructor resources will be available.

See § 5.4.5

# Physical Fitness

## Females

Age	Run +		2 of 3		
	Mile Run	20m Pacer	Push Ups	Curl Ups	Sit & Reach
12	10.40	23	7	18	10 in
13	10.20	25	7	18	10
14	10.09	27	7	18	10
15	9.58	30	7	18	12
16	9.46	32	7	18	12
17	9.34	35	7	18	12
18+	9.22	38	7	18	12

## Males

Age	Run +		2 of 3		
	Mile Run	20m Pacer	Push Ups	Curl Ups	Sit & Reach
12	10.40	23	10	18	8 in
13	9.46	29	12	21	8
14	9.22	36	14	24	8
15	9.04	42	17	24	8
16	8.42	47	18	24	8
17	8.22	50	18	24	8
18+	8.04	54	18	24	8

**Still to Come:** *Recognition program for high-achievers*

# Physical Fitness

### **Q: Why use the Presidential Youth Fitness Program?**

It's the #1 program for youth fitness in the US, and is backed by the leading fitness organizations.\* If you reach the Healthy Fitness Zone, scientists say you have sufficient fitness for good health.

### **Q: Why not use USAF testing standards?**

All Air Force resources are designed for warfighters. They do not maintain a fitness test for cadet-aged youth.

### **Q: Why not allow cadets to swim, bike, or do other activities?**

Of course cadets can and do exercise using lots of different activities, but the test regimen is carefully designed to measure endurance, strength, and flexibility using only certain test events.

### **Q: These standards are too easy!**

That's great! You're the type of cadet who is reaching for excellence! HFZ standards represent the mini-

mum we want to see from every cadet NCO and officer. The goals that really count are the ones you set for yourself over and above the HFZ. Also, remember that the standards are not set arbitrarily; they are objective measures that physiologists and exercise scientists have determined are minimal requirements for youth health.

### **Q: Still, we're lowering the bar too much!**

That's a matter of perspective. Today's cadets are being held to a much higher standard than were previous generations of cadets. In the 1970s, cadets were merely required to exercise on their own at home and keep a log. In the 1980s, cadets were required to run only 1-mile. Today, CAP continues to expect more from this generation of cadets than most others who came before them.

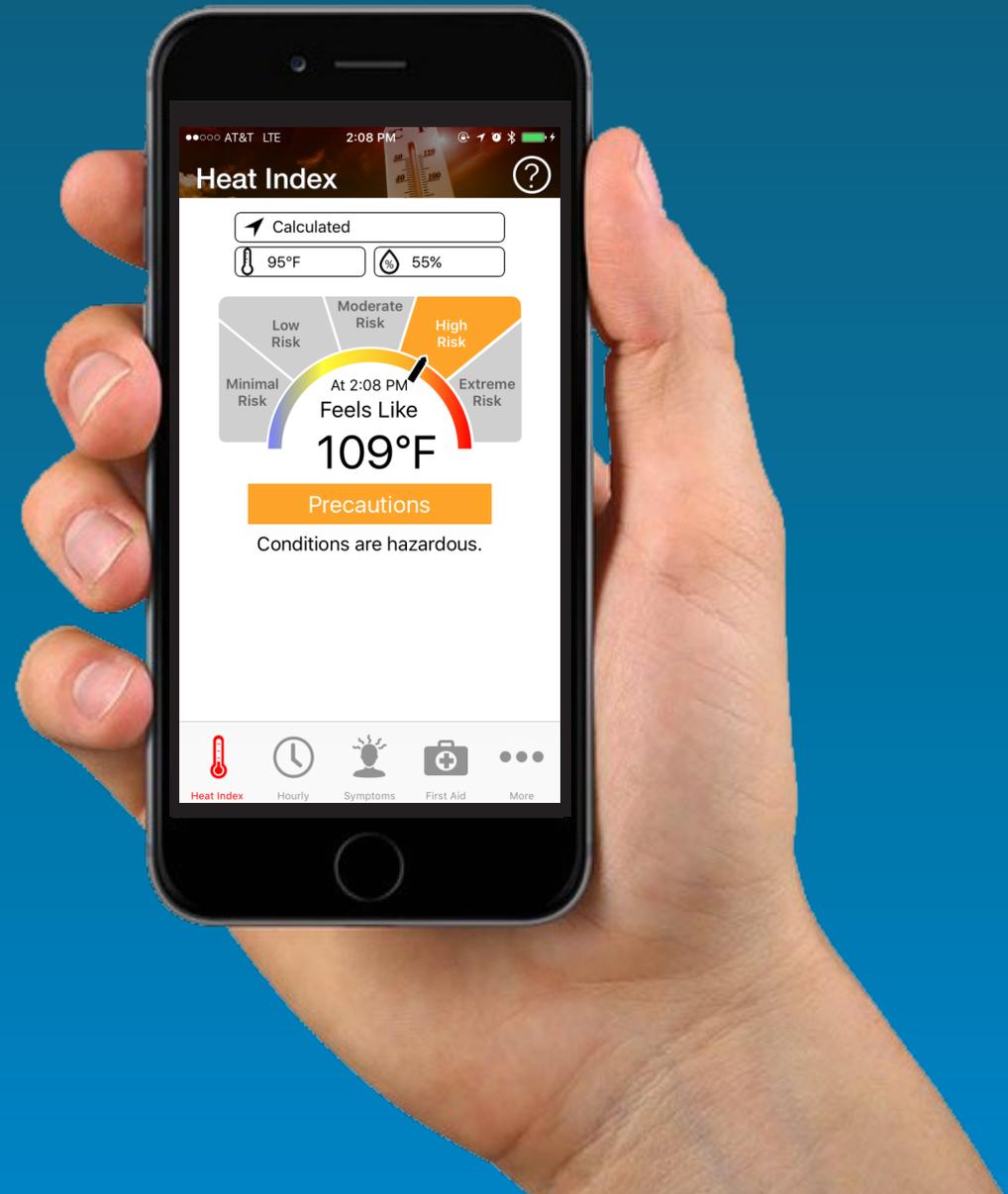
\* Society of Health and Physical Educators; Centers for Disease Control & Prevention; The Cooper Institute; President's Council on Fitness, Sports, & Nutrition; and the National Fitness Foundation

# Administrative Updates

- 1. Cyber.** Cadet education in the cyber domain is now recognized as a component of the Cadet Program, specifically the cadet aerospace element. [See § 1.9.2.1](#)
- 2. DDR.** A positive, drug-free message remains a key aspect of the cadet character program, but mention of Drug Demand Reduction as a stand-alone program with its own special reporting requirements and funding has been deleted. The DDR regulation, CAPR 52-22, is also rescinded. [See § 1.9.4.3](#)

# Administrative Updates

**3. Hot & Cold Weather.** Safety precautions have been updated and aligned with OSHA standards. Free smart phone apps make the guidelines easy to implement. [See § 2.6](#)



# Administrative Updates

**4. College Students.** Provides greater flexibility to college students, allowing them to continue advancing in grade despite being unable to physically attend meetings during the school year. [See § 3.3.1.5](#)

# Administrative Updates

**5. Progressive Discipline.** Introduces a new model of progressive, incremental discipline. Commanders retain flexibility to decide which intervention is most appropriate. In the case of demotions, new guidance requires commanders to mentor the cadet and inform the parents. [See § 3.4 & 3.5](#)

How we handle disciplinary matters can have a big impact on the cadet, parental relations, and the unit as a whole. Therefore, we're providing more guidance to help secure positive outcomes.

# CONTINUUM of INTERVENTIONS

## PRIVATE

## PUBLIC

### OPTIONS

### Light

Soft verbal reminder  
(public or private)

Closer supervision

Direct, close mentoring

Verbal praise & encouragement  
(catch 'em doing well)

Granting of special privileges  
for meeting the standard

Repeats of the above

### Medium

Verbal warning

Verbal reprimand

Behavior contract

Written warning

Delayed promotion

Exclusion from special  
activity

Temporary suspension  
from a staff position,  
forfeit normal duties &  
privileges

### Hard

Remove from staff  
position

Membership  
suspension

Demotion

Accompanied by  
letter to parent

### Final

Membership  
termination

# Administrative Updates

**6. Milestone Award Exams.** Requires testing officers to administer exams via the LMS, or if a hard copy is needed, to download and print a unique exam with fresh questions for every attempt. Hard copy exams will no longer be kept in inventory. [See § 5.4.1.2.](#)

This approach enhances the integrity of closed-book exams in an era when cadets study using crowd-sourced tools online. With static, hard copy exams, the trick was to memorize that particular set of questions. Now, we leverage our having over 300 questions in the question bank that can easily be randomized.

# Administrative Updates

**7. Spaatz Re-Tests.** Aligns the Spaatz with other milestones by setting the time between re-tests at 7 days. Consequently, the volume of Spaatz waiver requests will greatly decrease. Further, exam questions are randomized, so today's cadets are not merely memorizing answers. [See § 5.8.8](#)

**8. Cadet Advisory Council.** Aligns the CAC term with the fiscal year. And, a new guideline makes CAC service available to more cadets by discouraging the practice of having cadets serve at multiple echelons simultaneously. [See § 7.2.3 & 7.2.5](#)

# Administrative Updates

**9. Cadet Activities.** Incorporates into the regulation guidance on RCLS, encampments, and accredited CSAs that was previously located in pamphlets. [See chapters 8 & 9](#)

**10. BSA Dual Charters.** Removes confusing section on squadrons dual-chartering as BSA units. “Dual charter” was always a misnomer for “concurrent enrollment.” In practical effect, members remain free to concurrently enroll in BSA and every other youth program.

# Anticipated Timeline

Review by Regions (Napoleon corporals)	<b>Done</b>
Coordination with Region Commanders	<b>Done</b>
Coordination with National Staff	<b>95%</b>
CAP/CC approval & official publication	<b>September 2017</b>
eServices support for fitness, cadet duty assignments, & SDAs	<b>October 2017</b>
Webinars for DCPs & CP Officers	<b>26, 27, 28 Sept - Fitness 3, 4, 5 Oct - Regulation <a href="http://capmembers.com/cadetwebinars">capmembers.com/cadetwebinars</a></b>
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Regulation takes effect in full	<b>1 January 2018</b>