

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 next page 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 Activity Operations Plan Content Outline

1. Introduction

- 1.1 Activity Name:
- 1.2 Sponsoring Unit:
- 1.3 Activity Director:
- 1.4 Plan Author & Contact Info
- 1.5 Location:
- 1.6 Date(s):

Subtotal _____

2. Goals

- 2.1 Project Goal
- 2.2 Learning Objectives
- 2.3 Command Intent

Subtotal _____

3. People

- 3.1 Cadet Eligibility Requirements
- 3.2 Required Staff Positions
- 3.3 Senior Staff Selection Process
- 3.4 Cadet Cadre Selection Process
- 3.5 Cadet Student Registration Process
- 3.6 VIPs Invited & Protocol

Subtotal _____

4. Program

- 4.1 Curriculum Outline
- 4.2 Lesson Plans with objectives (identify their location or source)
- 4.3 Assessment Method(s)

Subtotal _____

5. Supporting Resources

- 5.1 Host Facility (lodging, meals, training space, POCs)
- 5.2 Activity Equipment Requirements
- 5.3 Arrival & Departure Transportation
- 5.4 Ground Transportation Plan During Program

- 5.5 Communication & Alert Plan During Program (public address, texts, Twitter, phone tree, etc.)

Subtotal _____

6. Marketing

- 6.1 Internal CAP Publicity Plan (pre-activity)
- 6.2 Media Relations Goals

Subtotal _____

7. Safety

- 7.1 Identified Risks
- 7.2 Emergency Medical Services Available
- 7.3 Plan for Safety Briefings
- 7.4 Hospital Transportation Plan
- 7.5 Hydration & Nutrition Plan
- 7.6 Sleep Plan
- 7.7 Inclement Weather (Minimums, Contingencies)

Subtotal _____

8. Metrics

- 8.1 Key Indicators of Program Success
- 8.2 Participants' Feedback Opportunities
- 8.3 Staff & Cadre Feedback Opportunities
- 8.4 Plan for conducting After Action Review

Subtotal _____

9. Appendices

- 9.1 Budget
- 9.2 Welcome Letter (or webpage) with application process, fee schedule, packing list, travel instructions
- 9.3 Organizational Chart
- 9.4 Schedule

Subtotal _____

For SDA purposes, cadet needs to have completed 28 of 40 items

Grand Total Completed: _____