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CIVIL AIR PATROL  
CADET STAFF DUTY ANALYSIS

**PERSONAL LEADERSHIP PLAN**

*See CAPP 60-32, Cadet Staff Duty Analysis for instructions and an evaluation rubric. Use of this template is optional.*

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**Cadet Name**

**CAPID**

**Cadet Grade**

**Achievement Number**

**Date**

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**PART 1. RECENT HISTORY**

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**1. Narrative** Where are you on your leadership journey? What have you accomplished, and what are you working on and looking forward to?

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**2. Readings** What have you recently read or learned about that has influenced your growth as a leader? How?

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**3. Personal Reflections** In what ways have your viewpoints changed recently so as to illustrate your increasing maturity?

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## PART 2. FOCUS ON THE FUTURE

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**4. Goals** What personal and leadership-related goals are you pursuing over the long-term, mid-term, and short-term?

**4a. Long-Term Aspirations**

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**4b. Mid-Term Goals**

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**4c. Short-Term Actions**

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**5. Skills Plan** What leadership or personal skills do you want to improve upon in the next six months? How will you develop the skills needed to fulfill your goals? Identify 3 skills you want to develop or improve. Explain what specific steps you'll take to improve in those skill areas.

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**6. Mentors, Role Models, Peers, & Mentees** Who is influencing you, and who are you influencing? Where do you want those relationships to go next?

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|--------------------------------|-----------------------------|------|---|
| Reviewing Officer Name & Grade | Reviewing Officer Signature | Date | <input type="checkbox"/> Satisfies SDA Requirements |
|                                |                             |      | <input type="checkbox"/> Requires Revision          |

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Reviewing Officer Remarks