Title tells readers what the paper’s subject is.

All major (high-level) facets are mentioned in the paper, but itty-bitty details are not mentioned (e.g., cadets received email confirmations upon registering; funds were transferred to the wings in lump sums). What counts as “high level” and what’s “itty-bitty?” Know your audience and provide the level of detail they need.

Subject matter is explained accurately. Here, detailed data on financials and the number of cadets participating reassures the reader that the author is being factual.

Paper is organized logically. Here, a chronological pattern is used: Background - Process - Impact & Next Steps.

Paragraphs begin with topic sentences; sometimes the paragraph contains a single sentence which reads like a topic sentence, conveying a single, succinct, clear idea.

The background explains that the USAF Chief of Staff got the program started by asking, “What can I do for cadets?” That contextual information helps readers understand why the program came to be.

A testimonial helps readers understand the human side of the program.

The paper is grammatically correct and free of spelling errors, thanks to careful proofreading and help from peer reviewers.

Avoid acronyms and jargon, unless you’re certain the reader(s) will be familiar with them. This paper was written for senior Air Force leaders.

Finally, the hardest part: editing for brevity. A background paper needs to include all important information, but nothing more. If used as a “read-ahead” before an in-person oral briefing, the presenter can elaborate to meet the audience’s needs and interests.
# Cadet Staff Duty Analysis Program

## Sample Background Papers

**Title** tells readers what the paper's subject is. Title off by stating the program's goal.

**Executive Summary**

<table>
<thead>
<tr>
<th>Goal</th>
<th>To protect CAP members, especially cadets, from the potential for sexual abuse, hazing, and other forms of harm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benchmark</td>
<td>CAP's program was revised in 2014 using <em>Preventing Child Sexual Abuse Within Youth-Serving Organizations</em>, published by the Centers for Disease Control and Prevention.</td>
</tr>
<tr>
<td>Strategy</td>
<td>To fulfill its goal, CAP pursues a 5-part strategy:</td>
</tr>
<tr>
<td></td>
<td>1. screening: CAP requires all adults to submit fingerprints for an FBI criminal background check and to undergo a personal interview with the unit membership board before being accepted as members.</td>
</tr>
<tr>
<td></td>
<td>2. Standards of Practice. CAP has established clear rules governing adult/cadet interactions, the cornerstone of which is “two-deep leadership,” which limits a would-be abuser’s ability to isolate and groom a potential victim for later abuse.</td>
</tr>
<tr>
<td></td>
<td>3. Monitoring. Commanders monitor compliance with the standards of practice, try to “catch people doing things right,” and when necessary, counsel members for “boundary concerns” when they deviate from the standards. Further, cadets serve as wingmen who speak up if their peer behaves unusually.</td>
</tr>
<tr>
<td></td>
<td>4. Training. All CAP seniors complete Cadet Protection Training. Commanders complete an advanced course as well. Adults refresh their training every 48 months. Cadets participate in age-appropriate wingman training. Parents receive an in-person CAP orientation and are sent a Parents’ Guide.</td>
</tr>
<tr>
<td></td>
<td>5. Reporting. CAP has clear rules governing when members must report suspicious behavior to national headquarters, and CAP’s policy is to cooperate fully with any law enforcement investigation.</td>
</tr>
</tbody>
</table>

**Homepage**

[capmembers.com/cadetprotection](http://capmembers.com/cadetprotection)

**Conclusion**

CAP’s multi-faceted strategy is built upon the latest evidence-based practices and is as robust and effective as any youth protection program in the US.

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Curt LaFond / CAP / CP / 877-227-9142 x401 / clafond@capnhq.gov / 27 March 2017

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**Paragraphs begin with topic sentences:** Sometimes the paragraph contains a single sentence which reads like a topic sentence conveying a single, succinct clear idea.

**Subject matter is explained accurately.** Here, a reference to a booklet produced by a respected federal agency reassures readers that the program is built upon a solid foundation.

**Paper is organized logically.** Here, a thematic pattern is used: Goal - Benchmark - Strategy - Homepage - Conclusion

**Avoid acronyms and jargon.** Here, unusual terms are placed in quotes (“two-deep leadership”) and it is hoped that readers can decipher their essence in context.

**Documents are digital, so why not include a hyperlink?**

**Finally, the hardest part:** editing for brevity. A background paper needs to include all important information, but nothing more. If used as a “read-ahead” before an in-person oral briefing, the presenter can elaborate to meet the audience's needs and interests.

**Author’s name and contact information is included.** A cadet might use a slightly different format:

Name / Cadet Grade / Unit / Office Symbol / Email / Date