

**Middle School Initiative**

**PART I  
COVER SHEET**

**CAP 4 SEMESTER 1 WEEK 11**

**COURSE:** Administrative Officer Staff Duty Analysis, Achievement 10

**LESSON TITLE:** Staff Study Report

**LENGTH OF LESSON:** 50 Minutes

**METHOD:** Performance

**REFERENCE(S):**

1. *Leadership: 2000 and Beyond*, Volume II, Chapter 9
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPR 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*
4. CAPR 0-9, *Numerical Index of CAP Forms, Test Materials, and Certificates*
5. CAPR 5-4, *Publications and Blank Forms Management*, 1 Jan 96
6. CAPR 10-1, *Preparing and Processing Correspondence*, 1 Oct 96; Change 1, 22 Dec 97
7. CAPR 10-2, *File Maintenance and Record Disposition*, 10 May 99
8. CAPR 10-3, *Administrative Authorizations*, 15 Sep 98
9. CAPR 20-1, *Organization of CAP*, Figure 18; Part III, Page 37, 29 May 00
10. CAPR 20-3, *Charters and Other Organization Actions*, 1 May 98
11. CAPR 35-3, *Membership Termination*, 16 Mar 81; Change 1, 1 Jul 83; Change 2, 1 Jul 85; Change 3, 30 Dec 88; IMC 90-1, 1 Mar 90
12. CAPR 39-1, *Nondiscrimination in Federally Assisted Programs*, 1 Feb 89
13. CAPP 205, *Administrative Officer Specialty Track Study Guide*, 1 Aug 96
14. CAPR 900-5, *The CAP Insurance/Benefits Program*, 31 Mar 99
15. Administrator's Guide for Middle School Initiative, Chapters 4 and 7

**AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):** None

**COGNITIVE OBJECTIVE:** The objective of this lesson is for each cadet to complete a Staff Study Report on a given specific problem.

**COGNITIVE SAMPLES OF BEHAVIOR:** Each cadet will willingly learn the duties and responsibilities of a unit administrative officer, maintain the unit master publication file, and how to complete certain forms.

**AFFECTIVE OBJECTIVE:** Based on the lesson in the leadership lab presented last week, each cadet will write a staff study report on the specific problems presented in the case study handed out during CAP4S1SDA9.2.

**AFFECTIVE SAMPLES OF BEHAVIOR:** Each cadet will study the case study problems and submit a staff study report on how they would handle this situation.

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### PART II TEACHING PLAN

#### Introduction

**ATTENTION:** The SDA for the Administrative Officer begins with writing and submitting a Staff Study Report on a given specific problem.

**MOTIVATION:** How many times have you seen a problem that was dealt with by someone in the unit and thought you would have handled the problem differently? The Staff Study Report is the opportunity for you to detail how you would handle a problem.

**OVERVIEW:** In Achievements 9 through 16, Staff Duty Analysis is part of the leadership training. In this first lesson in a series of five on the Administrative Officer, each cadet will submit a staff study report on how they would handle the specific problems detailed in the case study provided in CAP4S1SDA9.2.

**TRANSITION:** Shall we get started?

#### Body

**Instructor's Note:** Using the information presented in CAP4S1LL10.3, allow the cadets to complete a Staff Study Report on the specific problems presented in the case study in CAP4S1SDA9.2. At the end of the class period, have each cadet submit his or her report for evaluation.

#### Conclusion

**SUMMARY:** We have completed the staff study report on the case study problems. The report has been submitted for evaluation.

**REMOTIVATION:** The purpose in assigning you a staff study report to be submitted is to learn how you would handle a given problem and to give the staff officers some new ideas.

**CLOSURE:** Next, we will learn how to update the master publication file and how to annotate the CAPR 0-2 and CAPR 0-9.

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**PART III  
LESSON REVIEW**

**LESSON OBJECTIVE(S):** The objective of this lesson was for each cadet to complete a Staff Study Report on the case study given out during CAP4S1SDA9.2.

**LESSON QUESTIONS:** None