

**CAP 5 Training Schedule**

**First Semester**

<b>Week #</b>	<b>Task</b>	<b>First Hour</b>	<b>Second Hour</b>
1	Administration. NOTES 1 and 2, Achievement 12	Opening Ceremony. Parent & Student Welcome/Orientation. Processing Membership Renewals and Issuing Uniforms. Closing Ceremony.	
2		Opening Ceremony/Class - Leadership Officer Leadership Lab 12.1 - Logic in Problem Solving.	Leadership Officer Drill and Ceremonies 12.1 - Review Squadron Drill Procedures. Closing Ceremony.
3		Opening Ceremony/Class - Leadership Officer Leadership Lab 12.2 - Effective Writing.	Leadership Officer Drill and Ceremonies 12.2 - A Review of Parade and Review Procedures. Closing Ceremony.
4		Opening Ceremony/Class - Leadership Officer Leadership Lab 12.2 - Effective Writing (continued).	Cadet Physical Fitness Test - See CAPM 52-18, <i>CAP Cadet Physical Fitness Test Manual</i> . Closing Ceremony.
5		Opening Ceremony/Class - Leadership Officer Leadership Lab 12.3 - Management Principles: Coordination. Closing Ceremony.	
6		Opening Ceremony/Class - Leadership Officer Staff Duty Analysis 12.1 - Plan a Tutoring Session.	Safety - A generic lesson plan to use with latest materials on recent accident bulletins provided by National HQ. Class - Moral Leadership - A generic guided discussion lesson plan to use with CAPP 265-2, <i>Values for Living and Ethics for Command</i> , moral leadership curricula. Examples of topics are: AIDS, Teen Suicide, Grief and Loss. Closing Ceremony.
7		Opening Ceremony/Class - Leadership Officer Staff Duty Analysis 12.2 - Review and Conduct a Tutoring Session. Closing Ceremony.	
8		Opening Ceremony/Class - Leadership Officer Staff Duty Analysis 12.3 - Write a Lesson Plan and Conduct a Class. Closing Ceremony.	
9		Opening Ceremony/Class - Leadership Officer Staff Duty Analysis 12.4 - Non-drill Training Program. Closing Ceremony.	

Week #	Task	First Hour	Second Hour
10		Opening Ceremony/Class Leadership Officer Drill and Ceremonies 12.3 - Review Squadron Drill Procedures.	Safety - A generic lesson plan to use with latest materials on recent accident bulletins provided by National HQ. Class - Moral Leadership - A generic guided discussion lesson plan to use with CAPP 265-2, <i>Values for Living and Ethics for Command</i> , moral leadership curricula. Examples of topics are: AIDS, Teen Suicide, Grief and Loss. Closing Ceremony.
11		Opening Ceremony/Class - Leadership Officer Drill and Ceremonies 12.4 - Review of Parade and Review Procedures. Closing Ceremony.	
12		Opening Ceremony/Class - Leadership Officer Leadership Lab 12.4 - Achievement 12 Test.	Administrative time for grading tests and posting to personnel records. Closing Ceremony.
13	Achievement 13	Opening Ceremony/Class - Aerospace Education Officer Staff Duty Analysis 13.1 - A One-day AE Activity. Closing Ceremony.	
14		Opening Ceremony/Class - Aerospace Education Officer Leadership Lab 13.1 - Problem Solving and Leadership Situations. Closing Ceremony.	
15		Opening Ceremony/ Administrative Time (use as needed).	Class - Safety - A generic lesson plan to use with latest materials on recent accident bulletins provided by National HQ. Class - Moral Leadership - A generic guided discussion lesson plan to use with CAPP 265-2, <i>Values for Living and Ethics for Command</i> , moral leadership curricula. Examples of topics are: AIDS, Teen Suicide, Grief and Loss. Closing Ceremony.
16		Opening Ceremony/Class - Aerospace Education Officer Leadership Lab 13.2 - The Lecture Teaching Technique. Closing Ceremony.	
17		Opening Ceremony/Class - Aerospace Education Officer Drill and Ceremonies 13.1. Review Parade and Inspection Procedures. Closing Ceremony.	
18		Opening Ceremony/Class - Aerospace Education Officer Staff Duty Analysis 13.2 - Tutoring Cadets. Closing Ceremony.	

CAP 5, First Semester

NOTE

1. Uniform inspection will be conducted each opening ceremony.
2. At least three activities should be scheduled during each semester, e.g., Orientation Flights, Aerospace Education Activities, and Local Tours.

**CAP 5 Training Schedule**

**Second Semester**

<b>Week #</b>	<b>Task</b>	<b>First Hour</b>		<b>Second Hour</b>
1	NOTES 1 and 2	Opening Ceremony/Class - Aerospace Education Officer Leadership Lab 13.3 - Counseling Techniques. Closing Ceremony.		
2		Opening Ceremony/Class - Cadet Physical Fitness Test - See CAPM 52-18, <i>CAP Cadet Physical Fitness Test Manual</i> .		Aerospace Education Officer Staff Duty Analysis 13.3 - AE Presentations. Closing Ceremony.
3		Opening Ceremony/Class - Aerospace Education Officer Leadership Lab 13.4 - Briefing. Closing Ceremony.		
4	NOTE 3	Opening Ceremony/Class - Aerospace Education Officer Leadership Lab 13.5 - Management Principles: Directing.		Aerospace Education Officer Staff Duty Analysis 13.3 - AE Presentations (continued). Closing Ceremony.
5		Opening Ceremony/Class - Aerospace Education Officer Staff Duty Analysis 13.4 - AE Bulletin Board.		Aerospace Education Officer Leadership Lab 13.6 - Achievement 13 Test. Closing Ceremony.
6		Opening Ceremony/ Administrative Time (use as needed).	Class - Safety - A generic lesson plan to use with latest materials on recent accident bulletins provided by National HQ.	Class - Moral Leadership - A generic guided discussion lesson plan to use with CAPP 265-2, <i>Values for Living and Ethics for Command</i> , moral leadership curricula. Examples of topics are: AIDS, Teen Suicide, Grief and Loss. Closing Ceremony.
7	Achievement 14 NOTE 4	Opening Ceremony/Class - Operations Officer Staff Duty Analysis 14.1 - SAR Activity. Closing Ceremony		
8	NOTE 4	Opening Ceremony/Class - Operations Officer Leadership Lab 14.1 - Introduction to Philosophy of Leadership - A Review.		Operations Officer Aerospace Education 14.1 - Chapters 4 & 21 Review. Closing Ceremony.
9	NOTE 4	Opening Ceremony/Class - Operations Officer Staff Duty Analysis 14.2 - DR Activity. Closing Ceremony.		

Week #	Task	First Hour	Second Hour
10		Opening Ceremony/Class - Operations Officer Drill and Ceremonies 14.1 - Parade and Staff Review.	Safety - A generic lesson plan to use with latest materials on recent accident bulletins provided by National HQ. Class - Moral Leadership - A generic guided discussion lesson plan to use with CAPP 265-2, <i>Values for Living and Ethics for Command</i> , moral leadership curricula. Examples of topics are: AIDS, Teen Suicide, Grief and Loss. Closing Ceremony.
11		Opening Ceremony/Class - Operations Officer Leadership Lab 14.2 - Management Principles: Controlling.	Operations Officer Aerospace Education 14.2 - Chapter 23 Review. Closing Ceremony.
12		Opening Ceremony/Class - Operations Officer Leadership Lab 14.3 - Placement Interviews.	Operations Officer Aerospace Education 14.3 - Aerospace Education Test 4 on Chapters 4, 21 & 23. Closing Ceremony.
13	NOTE 5	Opening Ceremonies/Class - Cadet Physical Fitness Test - See CAPM 52-18, <i>CAP Cadet Physical Fitness Test Manual</i> .	Administration time for uniform check and order of items needed for end of year ceremony. Closing Ceremony.
14		Opening Ceremony/Class - Operations Officer Staff Duty Analysis 14.3 - Encampment Participation.	Administration Time for Personnel Records Check. Closing Ceremony.
15		Opening Ceremony/Class - Drill and Ceremonies 14.2 - Retreat Review.	Safety - A generic lesson plan to use with latest materials on recent accident bulletins provided by National HQ. Class - Moral Leadership - A generic guided discussion lesson plan to use with CAPP 265-2, <i>Values for Living and Ethics for Command</i> , moral leadership curricula. Examples of topics are: AIDS, Teen Suicide, Grief and Loss. Closing Ceremony.
16		Opening Ceremony/Class - Drill and Ceremonies	Retreat 1.1. End-of-Year Retreat Practice. Closing Ceremony.
17		Opening Ceremony/Class - Operations Officer Leadership Lab 14.4 - Achievement 14 Test.	Administration time to prepare for end of year ceremonies. Closing Ceremony.
18	NOTE 6	Opening Ceremony/Class - Drill and Ceremonies	Retreat 1.2. End-of-Year Formal Retreat. Closing Ceremony

CAP 5, Second Semester

NOTE

1. Uniform inspection will be conducted each opening ceremony.

2. At least three activities should be scheduled during each semester, e.g., Orientation Flights, Aerospace Education Activities, and Local Tours.
3. Week 4 cadets will return to CAP 1 for AE presentations.
4. Weeks 7, 8, and 9 a cadet will return to CAP 2 for AE instructing in the subject indicated on Handout 1, CAP 5 Cadet AE Instructing Activities at Page xvi above. Also, see *Let's Get Organized!*, Paragraph 8 at Page viii above.
5. Planning for the Promotion Ceremony should begin with VIP, e.g., Mayor, Local Government Representative, School Board, School Principal, etc., during Semester 2 at Week 18. Squadron and school should plan and schedule this event at least four weeks prior to event.
6. The promotion ceremony may be conducted at the retreat location prior to the retreat ceremony, or at another appropriate time during the same week.