



Cadet Programs Today

Bulletin for the Leaders of America's Finest Youth

Scholarship
Winners
Announced

See page 3

Official Monthly Newsletter of HQ Civil Air Patrol Cadet Programs www.cap.gov

April 2003

Improved Staff Duty Analysis program rolls-out

Cadets and their leaders asked for a handbook explaining in simple terms how to use staff duty analyses to develop leadership skills. On 1 June, they will get their wish when a new pamphlet takes effect, CAPP 52-14, *Staff Duty Analysis: Cadet Leadership in the Air Force Auxiliary*.

In cadet officers' quests to become better leaders, the SDA program develops their critical thinking, communication, and teamwork skills. The revised program will better enable cadets to apply their leadership skills and acquire new ones while studying a working squadron staff.

Members familiar with the SDA program will find that its fundamental procedures will continue as outlined in CAPR 52-16. To complete SDAs, cadet officers will analyze a staff position, shadow staff officers and assist them in performing valuable tasks for their squadron, and then report their findings in writing.

Commanders or leadership officers supervise the program. Other senior members take part by mentoring the cadets who study their position.

SDAs have been a component of the Cadet Program for more than thirty years. Previous generations were tested on their ability to memorize CAP polices and form numbers, but it was difficult to keep the tests current as CAP publications evolved. Also, cadets used to be tasked with fulfilling staff responsibilities outside the normal purview of the cadet structure.

In contrast, the revised SDA program emphasizes leadership skills that cadets can use throughout their lives while still contributing to the squadron's mission as cadet officers.

In April, the new CAPP 52-14 will be available on the web (visit www.cap.gov, click "Cadet Programs" and "Updates"). In May, all units will automatically be mailed a courtesy copy. Also beginning in May, new cadet officers will receive the pamphlet when they purchase the Phase III&IV Packet from the CAP Bookstore.

Cadet units will implement the SDA program as outlined in the new CAPP 52-14 by 1 June, but they are free to adopt the pamphlet earlier.

New SDA Features

- ◆ Clearer program goals and a greater emphasis on developing leadership skills that will be of lasting value to cadets, versus technical training in staff procedures with limited applicability outside of CAP
- ◆ Simplified instructions that make it easier for cadets and their leaders to understand how to implement the program
- ◆ An attractive, easy to follow layout that includes more bulleted lists and call-outs than the previous edition
- ◆ A sample SDA report to aid cadets in formatting their work and visualizing the quality of work expected of them
- ◆ Guidelines for leaders on how to evaluate cadet performance
- ◆ Meaningful performance requirements for both SDA reports and staff service. Much of the work cadets will do to complete SDAs will be beneficial to their squadron as well as themselves.

Simple instructions and an emphasis on leadership skills of lasting value to cadets



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Curt LaFond, Editor

Leaders' training guide overhauled

Just as cadets advance their training, the senior members who lead them improve their own skills, too.

The main resource for cadet leaders' professional development is CAPP 216, *Cadet Programs Officer Specialty Track Study Guide*. A new edition of this pamphlet will take effect on 1 June.

The *Guide* is governed by CAPR 50-17 and is used by seniors enrolled in the Cadet Programs Officer specialty track, a self-paced, on-the-job training program. Cadet leaders voluntarily participate in this program, which is designed to help them become more effective at implementing the Cadet Program in their unit.

Seniors familiar with the existing CAPP 216 will find that the revised

pamphlet follows the same guidelines as have been used in the past: Students study publications that affect the Cadet Program, shadow a more experienced cadet leader, and demonstrate their ability to fulfill the training objectives as they lead and support cadets.

New to the specialty track are open-book tests. The tests will help students ensure they meet the training objectives, thereby promoting confidence in the leaders who achieve specialty track ratings.

The revised CAPP 216 and the new tests will be available on-line in April (visit www.cap.gov, then click "Cadet Programs" and "Updates"). Additionally, all squadrons will automatically be mailed a courtesy copy in May. The new pamphlet becomes effective 1 June, but seniors may begin using it earlier if they choose.

New Study Guide Features

- ◆ Clearer program goals, including a more thorough overview, enabling students, trainers, and commanders to comprehend the intent of the training program
- ◆ A more graduated approach to the subject matter, with training being delivered when students are likely to be serving in positions that require that level of knowledge
- ◆ Simplified instructions that help students succeed with their self-study
- ◆ A concise reading list, pointing students and trainers to the relevant sections of CAP publications that correspond to the training requirements
- ◆ Practical advice for the trainer on mentoring and implementing the OJT program
- ◆ Revised objectives that are more specific and easier for trainers to measure
- ◆ Tests to ensure students achieve the training objectives, thereby promoting confidence in the leaders who achieve specialty track ratings
- ◆ Optional discussion topics to help students better understand the relevance of their training
- ◆ An attractive, easy to follow layout, including more visual aids and bulleted lists.

Clear program goals, worthwhile objectives, and practical advice will improve cadet leaders' training.

Honor guard resources available

Squadrons wishing to develop a honor guard will soon have a new resource. CAPP 52-8, *CAP Unit Honor Guard Program*, will take effect on 1 June.

More than a simple color guard, a honor guard consists of up to four elements: a colors element, ceremonial element, funeral element, and a drama element.

Honor guards offer cadets yet one more opportunity to develop leadership skills while serving their community.

Leaders will find that the new pamphlet explains how to start a honor guard, describes the role senior members play in the program, and provides detailed instructions on how to perform honor guard maneuvers.

CAPR 52-16, which governs this pamphlet, states that units may develop a honor guard program, but participation is not mandatory.

The new pamphlet will be available on-line in April. Visit www.cap.gov and click "Cadet Programs" and "Updates." Additionally, a courtesy copy will be automatically mailed to each unit in May.

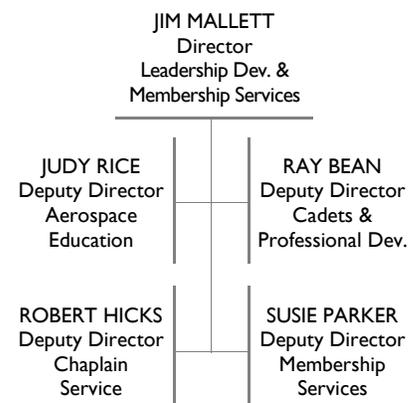
New directorate stands-up at HQ Cadet team joins with other programs

Your national Cadet Programs team now makes its home under the newly-formed Leadership Development & Membership Services Directorate.

The move brings together Corporate Team professionals who recruit members, develop and administer programs for cadets and cadets' leaders, and manage members' records. The change is part of the Corporate Team's transformation at Maxwell AFB, launched under the leadership of CAP's executive director, Col. Al Allenback.

Members should continue to contact the same people who have helped meet their needs in the past.

When cadets and their leaders call the Cadet Programs team, they can expect to receive the same great service.



CAPR 52-16 & CAPP 52-18

Take effect 1 April

Visit www.cap.gov & click "Cadet Programs" for details



Scholarship winners named

CAP and organizations supporting CAP cadets provide thousands of dollars each year in academic and flight scholarships.

The members listed below will receive financial aid during the 2003-04 scholarship year. Checks were mailed to each individual's home on 25 March.

\$1,000 Scholarships Sponsored by **USAA**

| | | |
|-----------|---------|----|
| Cucchiara | Adam | NY |
| Anderson | Charles | NY |
| Gabriel | Louis | HI |

\$1,000 Scholarship Sponsored by **Who's Who**

| | | |
|--------|--------|----|
| Stuart | Tamara | CA |
|--------|--------|----|

\$1,000 Scholarships Sponsored by **Civil Air Patrol**

| | | |
|---------|-------------|----|
| Bauler | Julia | WA |
| Spink | Timothy | AL |
| Gruber | Christopher | OH |
| Banwart | Benjamin | MN |

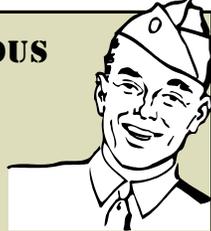
Additional Scholarships Sponsored by **Civil Air Patrol**

| | | |
|--------------|----------|----|
| Emerson | Lauren | AL |
| Ver Hoeven | Jonathan | AR |
| Parker | Michael | AR |
| Humphries | Timothy | AZ |
| Thompson | Allison | CA |
| Upton | Cody | CA |
| Pemberton | Joshua | CA |
| England | Erin | CA |
| Sargent | Mykel | CA |
| Dillon | Barnaby | CA |
| Wanersdorfer | Mark | CO |
| Edwards | Carly | CO |
| Johanson | Daniel | CO |
| Forostoski | Michael | CT |
| Visinski | Richard | CT |
| Coste | Robert | CT |
| Williamson | Matthew | DC |
| White | Ben | FL |

| | | |
|------------|-------------|----|
| Merrick | Kevin | FL |
| Baird | Alyson | FL |
| Martin | Reed | GA |
| Hughey | Kenneth | GA |
| Hebda | Greg | IL |
| Foust | Philip | IN |
| Mease | Daniel | KS |
| Schaeffer | Molly | KY |
| Osterloh | Morgan | KY |
| Muffoletto | Richard | LA |
| Britton | Victoria | MA |
| Gaby | Alison | MA |
| Smith | Ben | MD |
| Holderbaum | James | MD |
| Warczinsky | Charles | MI |
| Garnice | Rory | MI |
| Argenti | Philip | MI |
| Kubat | Brett | MN |
| Sobolewski | Lori | MN |
| Sanders | Courtney | MN |
| Nordin | Michael | MN |
| Gulbranson | Joshua | MN |
| Bistodeau | Andrea | MN |
| Nordin | Daniel | MN |
| Krell | Matthew | MS |
| Drummond | Christopher | NC |
| Houck | John | ND |
| Ruffin | Peter | NJ |
| Simon | Richard | NJ |
| Rudolph | Evan | NJ |
| Yu | Annie | NJ |
| Crum | Erin | NJ |
| Li | Esther | NY |
| Smith | Amanda | NY |
| Miles | Brent | NY |
| Cunningham | Ashley | NY |
| Getgen | Geoffrey | NY |
| Hurlbut | Melissa | NY |
| Dostie | Ryan | NY |
| Colleary | Amanda | OH |
| Noel | Michael | OK |
| Foster | David | OK |
| Patterson | Patrick | OK |

| | | |
|------------|-------------|----|
| Herkert | Bryce | OK |
| Lyon | Susannah | OK |
| Hochella | William | PA |
| Szekeres | Mary Jo | PA |
| Hall | Joshua | PA |
| Madden | Jason | PA |
| Friel | Joseph | PA |
| Glick | Princess | PA |
| Munsch | Shena | PA |
| Wirth | Elizabeth | PA |
| Jones | Trevor | SC |
| Plume | Christopher | SC |
| Haugard | Ryun | SD |
| Brantley | James | TN |
| Bailey | William | TN |
| Maxwell | Jared | TN |
| Cima | Caitlin | TX |
| Sloan | Grayson | TX |
| Runk | Hans | TX |
| Sundman | Jonathan | TX |
| Hansen | Steven | UT |
| Pack | Carolyn | UT |
| Smith | Sarah | VA |
| Smith | Forrest | VA |
| McDermott | Cynthia | VA |
| Mundy | Joshua | VA |
| Sheridan | Steven | VA |
| Zaborowski | Francis | VA |
| Young | Elizabeth | WA |
| Velock | Raechelle | WA |
| Heiser | Mayli | WA |
| Jones | Kristin | WA |
| Mixon | Dustin | WA |
| Koehler | Robert | WI |
| Egan | Patty | WI |
| Whittaker | Jessie | WI |

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Wing Directors of Logistics or Cadet Programs
contact K.C. Jones at 334.953.2945 kjones@capnhq.gov

Professionalism is Continuing Education

by **CURT LAFOND**, Asst. Curriculum Developer
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DOCTORS, LAWYERS, MILITARY OFFICERS, TEACHERS – people who consider themselves professionals advance their expertise in their specialty through continuing education.

As the thousands of Air Force Auxiliary members who lead CAP cadets consider themselves “unpaid professionals,” continuing education is a good habit worth acquiring because it affects their ability to reap what they volunteer so much time doing: developing cadets into responsible citizens.

Who gains from continuing education?

Everyone. Continuing education can be designed to reach experienced senior members, allowing them an opportunity to think about familiar topics from an innovative perspective. New senior members would also benefit by being exposed to thought-processes and attitudes that they had not yet encountered in CAP.

“... a true trickle-down economics, benefiting rank-and-file cadets.”

Cadet officers, being mature young leaders, could add first-hand experience while gaining wisdom from senior leaders who understand the full breadth of the Cadet Program. Properly conducted, continuing education is a true trickle-down economics, helping to improve CAP for the rank-and-file cadet.

Leading continuing education

Even a new leader could facilitate continuing education, especially if participants include experienced members. Specifically, four officers have a unique capability to contribute to continuing education discussions.

The director of cadet programs possesses the most complete perspective on the status of cadets in the group or wing, and is likely to be the most seasoned cadet leader.

Second, the director of professional development can keep the conversation focused on leadership and officership, versus allowing it to dwell on the minutiae of cadet operations.

Third, the group or wing inspector general, who is perhaps the most well-traveled officer on the staff and whose view of Civil Air Patrol encompasses all mission and functional areas, could make a tremendous contribution.

Finally, a group or wing commander or their vice can inform the participants with their executive-level perspective, and also be informed by their juniors as well.

Real and worthwhile outcomes

True continuing education events each have a single, clear learning objective – a specific, measurable statement of what the participants will be able to take-away with them. Without one, nothing distinguishes continuing education from a bull session.

Dialogue, not lectures... idea-sharing, not training

The guided discussion method is likely to work best for cadet leaders’ continuing education. A variation on this is the panel discussion, which has been successful at Cadet Officer School and National Board seminars for cadets on the subject of cadet command.

Through guided discussions, participants share ideas and experiences,

“Continuing education aims to reach an objective. Without one, it is indistinguishable from a bull session.”

perhaps doing as much as 80% of the talking, but it is the group leader who not only keeps the talk on-track, he or she carefully plans a handful of questions so participants achieve an educational objective.

Throughout, the general flow of the conversations should be between the participants, versus responses to the instructor alone.

Finding the time

Sure, continuing education can be worthwhile, but who has time to participate? How can yet another training event fit onto an already full calendar?

Think of the “scheduling problem” this way: An educational objective can

be met in as little as 45-minutes using the guided discussion format. Finding time is not a matter of having a free day; it is about finding just 45-minutes.

Where are there opportunities for senior members to get together for that brief amount of time? Continuing education can occur in conjunction with

activities seniors already attend: commanders’ call, model r o c k e t competition, bivouacs, cadet advisory council

“Professionals claim their title in part because they think of their vocation as more than mere work.”

meetings, and of course during routine squadron meetings. Most activities have some downtime that could be made more productive and even fun for participating seniors and cadet officers.

The lumberjack’s analogy helps explain why time is not spent but invested in continuing education. Two lumberjacks raced each other to chop a cord of wood. Halfway through his effort, the smart lumberjack stopped to sharpen his axe. The other lumberjack grinned as he took the lead. But soon the smart lumberjack returned to the race, and eventually won with the shaper axe.

Commit to Continuing Education

Professionals claim their title in part because they think of their vocation as more than mere work by continuing their education in a specialty. Yes, cadet leaders’ schedules are busy, but they should participate in continuing education to sharpen their axe if they are serious about their mission to develop cadets into aerospace leaders.



Free “Learn to Fly” booklet
available for cadets

Commanders: call 800-874-5346 x471
www.gleim.com