

CAP 4 Training Schedule

First Semester

Week #	Task	First Hour		Second Hour
1	Administration. NOTES 1 and 2	Opening Ceremony. Parent & Student Welcome, Orientation & Uniform Check. Closing Ceremony.		
2	Achievement 9	Opening Ceremony/Class - Flight Commander Leadership Laboratory 9.1 - Leadership: The Cadet Officer and Decision Making.		Flight Commander Drill and Ceremonies 9.1 - Mass Formation Procedures. Closing ceremony.
3		Opening Ceremony/Class - Flight Commander Leadership Laboratory 9.2 - Management: An Overview and Types of Communication.		Flight Commander Aerospace Education 9.1 - Chapters 1 & 7 Review. Closing ceremony.
4		Opening Ceremony/Class - Flight Commander Drill and Ceremonies 9.2 - Column of Flights, Close on Leading Flight.		Flight Commander Aerospace Education 9.2 - Chapter 8 Review. Closing Ceremony.
5		Opening Ceremony/Class - Flight Commander Staff Duty Analysis 9.1 - Develop A Plan Of Action For Each Flight Member.		Flight Commander Aerospace Education 9.3 - Aerospace Education Test 1 on Chapters 1, 7 & 8. Closing Ceremony.
6		Opening Ceremony/Class - Flight Commander Leadership Laboratory 9.3 - Staff Meetings, Introduction to Staff Duty Analysis.	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 - Flight Commander Staff Duty Analysis 9.2 - Specific Reasons for Actions.		Cadet Physical Fitness Test - See CAPR 52-18, <i>CAP Cadet Physical Fitness Test Manual</i> . Closing Ceremony.
8		Opening Ceremony/Class - Flight Commander Staff Duty Analysis 9.3 - A Staff Summary Of The Flight Commander Position.		Class - Flight Commander Leadership Laboratory 9.4 - Achievement 9 Test. Closing Ceremony.

Week #	Task	First Hour		Second Hour
9	Achievement 10	Opening Ceremony. Administrative Officer Drill and Ceremonies 10.1 - Group and Wing Formations.		Class - Administrative Officer Leadership Laboratory 10.1 - Management Principles: Planning and Correspondence. Closing Ceremony.
10		Opening Ceremony/Class - Administrative Officer Aerospace Education 10.1- Chapter 2 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 - Administrative Officer Leadership Laboratory 10.2 - Problem Solving.		Administrative Officer Staff Duty Analysis 10.1 - Staff Study Report. Closing Ceremony.
12	NOTE 3	Opening Ceremony/Class - Administrative Officer Leadership Laboratory 10.3 - Staff Study Report.		Class - Administrative Officer Staff Duty Analysis 10.2 - Updating the Unit Master Publication File. Closing Ceremony.
13		Opening Ceremony/Class - Administrative Officer Aerospace Education 10.2 - Chapters 9 & 10 Review.		Administrative Officer Staff Duty Analysis 10.3 - Prohibited Action References. Closing Ceremony.
14		Opening Ceremony/Class - Administrative Officer Aerospace Education 10.3 - AE Test 2 on chapters 2, 9 & 10.		Administrative Officer Staff Duty Analysis 10.4 - Selected Forms. Closing Ceremony.
15		Opening ceremony. Administrative Officer Drill and Ceremonies 10.2 - Parade/Review Practice.	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	Promotion Night	Opening Ceremony/Class - Administrative Officer Leadership Laboratory 10.4 - Achievement 10 Test. Closing Ceremony.		Cadet Physical Fitness Test - See CAPR 52-18, <i>CAP Cadet Physical Fitness Test Manual</i> . Closing Ceremony.

Week #	Task	First Hour	Second Hour
17	Achievement 11	Opening Ceremony/Class - Public Affairs Officer Leadership Laboratory 11.1 - Conflict Management.	Public Affairs Officer Drill and Ceremonies 11.1 - Decorations and Retirements. Closing Ceremony.
18		Opening Ceremony/Class - Public Affairs Officer Leadership Laboratory 11.2 - Management Principles: Organizing.	Class - Public Affairs Officer Staff Duty Analysis 11.1 - The Duties of the PAO. Closing Ceremony.

CAP 4, First Semester

NOTE

1. Uniform inspection will be conducted each opening ceremony.
2. At least three activities will be scheduled during each semester, e.g., Orientation Flights, Aerospace Education Activities, Local Tours.
3. Promotion/Social event with VIP, e.g., Mayor, Local Government Representative, School Board, School Principal, etc., during Semester 1 at Week 16. Squadron and school should plan and schedule this event at least four weeks prior to event.

CAP 4 Training Schedule

Second Semester

Week #	Task	First Hour		Second Hour
1	NOTES 1 & 2	Opening Ceremony/Class - Public Affairs Officer Drill and Ceremony 11.2 - Change of Command.		Class - Public Affairs Officer Leadership Laboratory 11.3 - Effective Writing. Closing Ceremony.
2		Opening Ceremony/Class - Public Affairs Officer Staff Duty Analysis 11.2 - Writing an Article for Publication.		Class - Pubic Affairs Officer Aerospace Education 11.1 - Chapters 3 & 18 Review. Closing Ceremony.
3		Opening Ceremony/Class - Public Affairs Officer Staff Duty Analysis 11.3 - Writing a News Release About a SAR Mission.		Class - Public Affairs Officer Drill and Ceremony 11.3 - Change of Command Practice. Closing Ceremony.
4	NOTE 3	Opening Ceremony/Class - Public Affairs Officer Staff Duty Analysis 11.4 - Interview and Submitting a Report for Publication.		Cadet Physical Fitness Test - See CAPR 52-18, <i>CAP Cadet Physical Fitness Test Manual</i> . Closing Ceremony.
5	NOTE 3	Opening Ceremony/Class - Public Affairs Officer Staff Duty Analysis 11.4 - Interview and Submitting a Report for Publication (continued). Review interviews as a group. Closing Ceremony.		
6		Opening Ceremony. Administration Time at Teacher Discretion.	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	NOTE 3	Opening Ceremony/Class - Public Affairs Officer Aerospace Education 11.2 - Chapter 19 Review.		Class - Public Affairs Officer Leadership Laboratory 11.4 - Achievement 11 Test. Closing Ceremony.
8		Opening Ceremony/Class - Public Affairs Aerospace Education 11.3 - Aerospace Education Test 3 on Chapters 3, 18 & 19.		Administrative Time for Records Check. Closing Ceremony.
9	Earhart Award	Opening Ceremony/Class - Amelia Earhart Award Test EAR 2.1 - Leadership Laboratory Review. Closing Ceremony.		

Week #	Task	First Hour	Second Hour
10		Opening Ceremony. Administration Time at Teacher Discretion.	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 - Amelia Earhart Award Test EAR 2.2 - Leadership Laboratory Review. Closing Ceremony.	
12		Opening Ceremony/Class - Amelia Earhart Award Test EAR 2.3 - Drill and Ceremonies Review. Closing Ceremony.	
13		Opening Ceremony/Class - Amelia Earhart Award Test EAR 2.4 - Aerospace Education Review. Closing Ceremony.	
14	NOTE 4	Opening Ceremony/Class - Amelia Earhart Award Test EAR 2.5 - Aerospace Education Review.	Amelia Earhart Award EAR 2.6 - Amelia Earhart Award Test. Closing Ceremony.
15		Opening Ceremony/Class - Amelia Earhart Award Test Review with Each Cadet. Closing Ceremony.	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 - Retreat practice. Closing Ceremony.	
17		Opening Ceremony/Administrative time for Personnel Records check. Closing Ceremony.	
18	NOTE 5	Opening Ceremony/Class - Drill and Ceremonies Retreat 1.2 - Formation, Inspection, Awards Ceremony, and Formal Retreat. Closing Ceremony.	

CAP 4, Second Semester

NOTE

1. Uniform inspection will be conducted each opening ceremony.
2. At least three activities will be scheduled during each semester, e.g., Orientation Flights, Aerospace Education Activities, Local Tours.
3. Weeks 4, 5, and 7 a cadet will return to CAP 1 for AE Mentoring in the subject indicated on Handout 1, CAP 4 Cadet AE Mentoring Activities at Page xvii above. Also, see *Let's Get Organized!*, Paragraph 8 at Page viii above.

4. Planning for the Earhart Awards 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.
5. The Earhart Awards Ceremony may be conducted at the retreat location prior to the retreat ceremony, or at another appropriate time during the same week.