

Middle School Initiative

**PART I
COVER SHEET**

CAP 4 SEMESTER 1 WEEK 8

COURSE: Flight Commander Staff Duty Analysis, Achievement 9

LESSON TITLE: Staff Summary of the Flight Commander Position

LENGTH OF LESSON: 50 Minutes

METHOD: Performance

REFERENCE(S):

1. *Leadership: 2000 and Beyond*, Volume II, Chapter 8
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPM 39-1, *Civil Air Patrol Uniform Manual*, Chapter 1, 1 Jul 97
4. CAPR 52-16, *Cadet Program Management*, 31 Dec 98
5. CAPR 900-2, *Use of Civil Air Patrol Seal and Emblem: Use and Display of the United States Flag and Civil Air Patrol Flags*, Sections A and B, 10 Sep 99
6. CAPVA 52-1, *CAP Cadet Program Achievement Specifications and Awards*, 31 Dec 98
7. CAPVA 52-2, *Cadet Progress Chart Through Mitchell*, 31 Dec 98
8. CAPVA 52-3, *Cadet Officer Progress Chart Through Spaatz*, 31 Dec 98

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S): Handout 1 - Questions for the Staff Summary Sheet

COGNITIVE OBJECTIVE: The objective of this lesson is for each cadet to complete a Staff Summary Sheet and a SDA Report for the position of Flight Commander.

COGNITIVE SAMPLES OF BEHAVIOR: Each cadet will willingly achieve the goals set for the unit by the unit leader and the goals of the individuals in his/her flight.

AFFECTIVE OBJECTIVE: To complete a staff summary sheet after referring to CAPM 20-1, *Organization of Civil Air Patrol*, and answering the questions in the handout.

AFFECTIVE SAMPLES OF BEHAVIOR: Each cadet should develop their own style of leadership after comparing the actions and policies of the flight commanders of the case study and their unit and completing the staff summary sheet.

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PART II TEACHING PLAN

Introduction

ATTENTION: Today, we will continue with the SDA position of Flight Commander by writing the Staff Summary Sheet and the SDA Report on Flight Commander.

MOTIVATION: Are you beginning to see that there is more to being a leader than just being put in charge? A good leader spends many hours in planning, organizing, and executing that plan for those under him.

OVERVIEW: In Achievements 9 through 16, Staff Duty Analysis is part of the leadership training. In this last lesson of this series, we will write a staff summary of the flight commander position.

TRANSITION: Shall we get started?

Body

Instructor's Note: The case study in last week's handout is to be used to complete this lesson.

MP 1 You completed the case study last week with the review and evaluation. Now you must fill out a staff summary sheet. To do this meaningfully, you must refer to CAPR 20-1. Carefully compare actions and policies of the flight commander in the case study with the flight commander at your unit. Note similarities and differences. Comment on "how" you feel a flight commander should do his job. Add comments how and why you feel certain tasks should be handled, especially if they differ from the text. Try to develop your own style of leadership.

MP 2 Using the schedule included in the handout last week, plan your week to include contacts with your key NCOs and then run your plans past the deputy commander, who will coordinate with the unit commander. Do it early to allow time for review, approval and finishing. Have a set plan with other tasks and sub-tasks (besides drill) in your pocket. This way you can be flexible and respond productively to last minute changes. Learn to use the telephone as a management tool to save time and expense. Get to know your people and their concerns. It would be a shame to lose cadets who live near other cadets just because they needed a ride to or from the meeting and could not get one.

Now develop a Unit Personnel Data Sheet and plan the tasks and sub-tasks that will be required to meet both unit and individual needs for the next meeting. We have added some more

questions to guide you along. After you have completed these questions, you should be able to do the staff summary sheet. (Distribute Handout 1 - Questions for the Staff Summary Sheet.)

- Do you have all the information on everyone in your flight? If not, how will you get it?
- Do you see any potential problems? If so, where?
- How would you deal with Cadet Silverheels? What about Cadet Sly? How can you make maximum use of Cadet Marshall?
- Who, in your flight is a natural leader? Who in your flight might need extra help?
- Would you do anything differently with your flight next time? If so, what would you do and why?
- Can you make this form better? How? Why?
- Do you see any trends in your flight? If so, what might you do?

Instructor's Note: Allow each cadet to fill in planning the tasks and sub-tasks that will be required to meet both unit and individual needs for the next meeting on the Unit Personnel Data Sheet they developed. Then discuss how leadership, management and communication styles and techniques play a role in the position of a flight commander. Following the SDA Report requirements as discussed in CAP4S1SDA9.1, allow the cadets to complete the report and hand it in for determination of completing the SDA requirements.

Conclusion

SUMMARY: We have completed the staff summary sheet and the SDA Report for determination of successfully completing the requirements for the SDA.

REMOTIVATION: The purpose in exposing you to the position of flight commander is to help you become an effective staff officer within the cadet program. Leadership skills are something that will serve you well throughout your entire life.

CLOSURE: In three weeks we will begin the SDA for Achievement 10, Administrative Officer.

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**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson was for each cadet to complete a Staff Summary Sheet and a SDA Report for the position of Flight Commander.

LESSON QUESTIONS: None