

CADET PROGRAMS OFFICER SENIOR RATING

Name: _____ Rank: _____ Date Started: _____

Date Completed: _____

I. Prerequisites:

- 1. Completion date of Cadet Programs Officer Technician Rating. _____
Admin Officer
- 2. Completion of Level II of the Senior Member Professional Development program _____
Admin Officer

II. Required Reading and Study Material:

a. Read the following Regulations & Pamphlets:

- 1. *CAPR 39-3, Awards of CAP Medals, Ribbons, and Certificates (Sections F & G)* _____
Members Signature
- 2. *CAPR 52-10 CAP Cadet Protection Policy* _____
Members Signature
- 3. *CAPR 52-16 Cadet Programs Management, (Chapters 1, 2, 4 & 6)* _____
Members Signature
- 4. *CAPR 60-3 CAP Emergency Services Training & Operational Missions (Chapter 2)* _____
Members Signature
- 5. *CAPR 62-2 Mishap Reporting and Investigation* _____
Members Signature
- 6. *CAPP 52-5 The Congressional Award* _____
Members Signature
- 7. *CAPP 52-7 Cadet Orientation Flight Syllabus (Sections 1 & 4)* _____
Members Signature
- 8. *CAPP 52-9 CAP Orientation Course (Volume 1 Introduction)* _____
Members Signature
- 9. *CAPP 52-14 Staff Duty Analysis* _____
Members Signature
- 10. *CAPP 52-18 Cadet Physical Fitness Program (Chapter 5)* _____
Members Signature
- 11. *CAP Drug Demand Reduction Program (Section 1)* _____
Members Signature

III. Knowledge Factors:

a. Demonstrate the understanding and knowledge as a minimum of the following questions to another senior member.

1. Outlined the procedures used to record cadet progression, including how milestones awards are processed; identify the forms used.

Interviewers Signature

2. Describe the unit commander's role in ensuring compliance with the Cadet Protection Policy; outline the procedures to be followed if cadet abuse is alleged.

Interviewers Signature

3. Describe the unit commander's role in deciding to promote or retain a cadet in grade; identify counseling requirements and the form used to evaluate cadet performance.

Interviewers Signature

4. Outline the eligibility requirements to participate in the cadet orientation flight (COF) program and how cadet flying is reported.

Interviewers Signature

5. Identify senior member's obligations to cadet's parents at initial orientation and with respect to cadet activities.

Interviewers Signature

6. Describe the role of senior members in ensuring cadet safety during activities; outline the procedures for reporting a mishap.

Interviewers Signature

7. Outline the procedures used to request the General Carl A Spaatz Exam.

Interviewers Signature

8. Outline the procedures used for new cadets to take advantage of the free Cadet Uniform (FCU) program.

Interviewers Signature

9. Describe how the cadet physical fitness test (CPFT) is administered; identify how each event is scored.

Interviewers Signature

10. Outline the procedures cadets follow to apply for a National Cadet Special Activity (NCSA); state the role of the unit commander in the NCSA application process.

Interviewers Signature

11. Identify the eligibility requirements and nomination procedures for Cadet of the Year award (nationally & locally if applicable); identify the eligibility requirements to earn related cadet awards sponsored by the Air Force Association, Air Force Sergeants' Association and Veterans of Foreign Wars.

Interviewers Signature

12. Identify the requirements for JROTC cadets to be eligible to advance in the Cadet Programs at an accelerated rate.

Interviewers Signature

13. Identify the minimum eligibility requirements for CAP scholarships; outline the basic application procedures.

Interviewers Signature

14. Identify the eligibility requirements for the Community Service Ribbon.

Interviewers Signature

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| 15. Identify the eligibility requirements and the role of cadet sponsor members (CSMs). | _____
<i>Interviewers Signature</i> |
| 16. Describe the major goals of the CAP Drug Demand Reduction program. | _____
<i>Interviewers Signature</i> |
| 17. Describe the goals of the Congressional Award; outline the procedures used by cadets who want to participate. | _____
<i>Interviewers Signature</i> |
| 18. Describe how senior members mentor cadets in the staff duty analysis (SDA) program; identify how commanders and leadership officers evaluate SDA reports and staff services. | _____
<i>Interviewers Signature</i> |
| 19. Describe the overall goals of cadet competition; identify the drill team and color guard competition events. | _____
<i>Interviewers Signature</i> |
| 20. Identify the main goals of the Cadet Orientation Course, as described in CAPP 52-9; describe how the course is implemented. | _____
<i>Interviewers Signature</i> |
| 21. Describe how unit meetings may be organized according to a quarterly schedule. | _____
<i>Interviewers Signature</i> |
| 22. Describe opportunities cadets have to participate in CAP emergency services training and missions; outline the basic procedures cadets follow to become eligible to participate. | _____
<i>Interviewers Signature</i> |

Practical Factors:

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|--|------------------------------------|
| <p>a. Have a senior Member acknowledge the completion of the following items.</p> <p>1. Serve as a staff officer responsible for planning or conducting a significant portion of a cadet activity beyond routine weekly squadron meetings</p> <p>Activity & Date: _____</p> | _____
<i>Commanding Officer</i> |
| <p>2. Successfully complete the open-book, un-timed Cadet Programs Officer Technician Rating Test with a Grade of 80% or higher, corrected to 100%.</p> | _____
<i>Admin Officer</i> |
| <p>3. Complete the Training Leaders of Cadets (TLC) seminar</p> | _____
<i>Admin Officer</i> |
| <p>4. Serve as 1 year as a technician-rated Cadet Programs Staff Officer, performing duties with minimal supervision. Suggested positions include leadership officer, aerospace education officer and activities officer.</p> | _____
<i>Commanding Officer</i> |

IV. Examination / Certification:

1. Satisfactory completed the on-line examination of the Cadet Programs Officer Senior Rating with an 80% or higher grade.

Testing Officer

Certificate No. _____

2. Reviewed completion of all Requirements for Cadet Programs Officer IAW Specialty Track CAPP 216.

Testing Officer

3. Qualified as Cadet Programs Officer Senior Rating

Commanding Officer

4. Entry made in the individuals CAPF 45b

Admin Officer

5. Update PDR

WSA or Commanding Officer