

CADET PROGRAMS OFFICER TECHNICIAN RATING

Name: _____ Rank: _____ Date Started: _____

Date Completed: _____

I. Prerequisites:

1. Completion date of Senior Member Level 1 Training. _____
Admin Officer
 2. Serve as a staff officer intern at squadron level for a minimum of 9 months _____
Commanding Officer
- Recommended positions are assistant aerospace education officer, assistant leadership officer, assistant activities officer.*

II. Required Reading and Study Material:

a. Read the following Regulations & Pamphlets:

1. CAPR 50-4 Rest Administration and Security, Chapter 1 _____
Members Signature
2. CAPR 52-10 CAP Cadet Protection Policy _____
Members Signature
3. CAPR 52-16 Cadet Program Management Chapters 1 & 2 _____
Members Signature
4. CAPP 52-6 Mentoring _____
Members Signature
5. CAPP 52-14 Staff Duty Analysis, "Instructions for Commanders & Leadership Officers" _____
Members Signature
6. CAPP 52-18 Cadet Physical Fitness Program, Chapter 1 & 2 _____
Members Signature
7. CAPP 265-2 CAP Values for Living , Preface and Attachments A & C _____
Members Signature

b. Become familiar with the following cadet texts:

1. Leadership 2000 and Beyond Volumes 1 & 2 _____
Members Signature
2. CAP Drills and Ceremonies Manual (AFMAN 36-2203) _____
Members Signature
3. Aerospace Dimensions (Modules 1- 6) _____
Members Signature
4. Aerospace Journey of Flight _____
Members Signature
5. CAPP 52-9 Cadet Orientation Course (Volumes 1,2 & 3) _____
OPTIONAL Reading Not Required for Completion. _____
Members Signature

III. Knowledge Factors:

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

1. Identify the five program elements of the CAP Cadet Program: describe the basic goals of each

Interviewers Signature
2. Identify the minimum requirements needed to progress in the Cadet program and complete the achievements and milestones award.

Interviewers Signature
3. Describe the CAP Cadet Protection Policy as it relates to adult supervision of cadet activities.

Interviewers Signature
4. Outline the Safety Policies as it relates to the Cadet Programs.

Interviewers Signature
5. Define “*Mentoring*” and describe appropriate & inappropriate behaviors used by mentors.

Interviewers Signature
6. Describe the basic requirements & procedures used to order, administer and safeguard cadet tests.

Interviewers Signature
7. Outline the requirements for cadet membership in CAP.

Interviewers Signature
8. Describe at least 5 activities cadets may participate in at local, wing and or national level.

Interviewers Signature
9. State the primary goal of the cadet physical fitness program; identify the events of the cadet physical fitness test (CPFT).

Interviewers Signature
10. State the primary goal of the Staff Duty Analysis (SDA) program.

Interviewers Signature
11. Describe the basic goals of cadet encampments & opportunities they afford cadets.

Interviewers Signature
12. Identify the main elements that comprise a squadron’s weekly meeting.

Interviewers Signature
13. Identify the requirements of the cadets wearing of the Air Force style CAP uniforms; describe how the uniform is properly worn (ie: placement of common accoutrements, press, shine, etc.).

Interviewers Signature

Practical Factors:

a. Have a senior Member acknowledge the completion of the following items.

1. Participate as a staff officer assistant at any Cadet Program activity beyond routine weekly meetings (ie: model rocketry competition, bivouacs, etc)

Event & Date: _____

Activity Commander

2. Successfully complete the open-book, un-timed Cadet Programs Officer Technician Rating Test with a Grade of 80% or higher, corrected to 100%.

Members Signature

IV. Examination / Certification:

1. Satisfactory completed the on-line examination of the Cadet Programs Officer Technician 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 Technicians Rating

Commanding Officer

4. Entry made in the individuals CAPF 45b

Admin Officer

5. Update PDR

WSA or Commanding Officer