

CAPR 60-1 CADET PROGRAM MANAGEMENT

2018 EDITION SUMMARY OF CHANGES

NATIONAL CONFERENCE HANDOUT SEPTEMBER 2018

CHAPTER 1 – Introduction to the CAP Cadet Program

1.9.2.1 Recognizes cyberspace as a thematic area in the cadet aerospace program

CHAPTER 2 – Adult Leadership & The Safety Culture

2.4.1 The Training Leaders of Cadets program has been redesigned into a 3-part series

2.4.1.4 Places a 48-month renewal requirement on TLC graduate credentials

2.4.1.5 Introduces a requirement for Region and Wing Directors of Cadet Programs to hold master ratings in Cadet Programs, or have a plan for attaining that rating

2.4.2 Loosens criteria where activity staff are mandated to complete the Required Staff Training

2.6 Adds guidance on preventing hot and cold weather injuries

2.9.3.1 Requires rappelling instructors to hold credentials that are current

2.10.2 Requires firearms instructors to hold current credentials

2.11.2.2 Removes obesity as a condition eligible for Fitness Category II assignment

CHAPTER 3 – Orientation, Administration, & Disciplinary Action

3.2 Removes reference to the now obsolete CAPF 52, *Phase Certification* forms and the hardcopy CAPF 66, *Cadet Master Record*

3.3 Introduces expectations about cadet attendance and retention management

3.4 Introduces a system of progressive discipline

3.5 Revises the procedures for cadet demotions and limits the demotion to a two-step reduction that is re-earned within 60 days

CHAPTER 4 – Cadet Operations

4.1.1 Mandates that squadrons design their cadet staff according to certain principles, and establishes minimum and maximum grades for each position

CHAPTER 5 – Cadet Advancement

5.4.4 Revises the Staff Duty Analysis program to include a service learning activity, technical writing assignment, oral briefing, and feedback phase

5.4.5 Revises the Cadet Physical Fitness Test, aligning it with the Presidential Youth Fitness program; replaces the requirement for Phase I cadets to pass the CPFT with a participation requirement.

5.5.3 Eliminates Cadet Officer School Distance Learning

5.8.4.2 Aligns the Spaatz Award CPFT with portions of the USAF Academy's Candidate Fitness Assessment.

5.8.5 Clarifies that when attempting the Spaatz Award exam, the cadet must complete all required elements within a single day

5.8.8 Reduces the time between an exam attempt and a re-attempt to 7 days, aligning thereby aligning the Spaatz with all other tests and exams

CHAPTER 6 – Cadet Awards

6.4 Bases the Sorensen Award criteria upon lifetime service

CHAPTER 7 – Cadet Advisory Councils

7.2.3 Adjusts the maximum participation limits for individual cadets and recommends a best practice for managing cadet assignments in the CAC program

7.2.4 Aligns the CAC term of office with the fiscal year, and adjusts the deadlines for appointing cadets accordingly

7.2.6 Maximizes the reach of the CAC program by discouraging commanders from appointing cadets to multiple CACs simultaneously

CHAPTER 8 – Cadet Activities

8.3.2 Clarifies that if an activity permits cadets certain privileges regarding the type of uniform to be worn, that same privilege must extend to both genders

8.4 Reduces the number of approvals required when cadets attend activities in another wing

8.5 Adds a requirement for activity directors to ask cadets if their medical conditions have changed due to recent injury or illness

8.13.3 Updates information about the Region Cadet Leadership School curriculum and introduces a requirement for regions to host one annually

CHAPTER 9 – Cadet Encampments

9.2.3 Requires encampment commanders to provide their date, location, and other key information to CAP/CP by 1 February (summer encampments), 1 October (winter encampments), or at least 90 days in advance (off season encampments)

9.2.5 Sets the minimum age for encampment at 12 for Type A encampments

9.2.7 Introduces a section discussing the Cadet Encampment Assistance Program

9.3 Incorporates operating standards previously located in CAPP 60-70, *Cadet Encampment Guide*

OTHER

na Eliminates mention of Drug Demand Reduction as a stand-alone program with its own reporting requirements, although a drug-free message remains a key aspect of cadet character development (1.9.4.3)

na Eliminates a procedure for revoking milestone awards

na Eliminates mention of squadrons having a dual-charter opportunity with the Boy Scouts of America; individuals may join other organizations, so the section was unnecessary and created confusion

INSPECTION CHECKLISTS

#	Compliance Question	How to Verify Compliance	How to Clear Discrepancy
SQUADRON CHECKLIST (SUI)	1	Does the unit have at least two graduates of the Training Leaders of Cadets program assigned?	eServices > Member Reports > TLC Progression Identify the next opportunity to participate in TLC and identify two seniors who plan to attend
	2	Has the unit adopted a set of annual goals? Is each program element (leadership, aerospace, fitness, and character) represented? Are the goals specific and measurable? Are they being reviewed quarterly?	Obtain and review unit's goals document Submit a set of specific and measurable goals to guide the unit through the next 6 months, at least
	3	Are squadron meetings guided by a written schedule, and do meetings fulfill the minimum monthly content requirements?	Provide the SUI team with schedules for the previous three months of weekly meetings. Following SUI, submit at least one month's worth of written meeting schedules
	4	Does the unit offer at least one "Saturday" activity per month, on its own or in cooperation with another unit?	Visit unit website and review web calendar Show activity plan for coming quarter
WING CHECKLIST (CI)	1	Do each of the wing's cadet and composite squadrons have 2 or more graduates of the TLC course assigned?	eServices > Member Reports > TLC Progression Show plan to offer TLC course(s) within 6 months and/or show plan to support under-staffed units with mentoring
	2	Is the director of cadet programs master-rated in the specialty track?	eServices > Member Reports > Specialty Track Report Show plan to obtain the master rating.
	3	Has the unit adopted a set of annual goals? Are the goals specific and measurable? Are they being reviewed quarterly?	Obtain and review unit's goals document Submit a set of specific and measurable goals to guide the unit through the next 6 months, at least
	4	Does the wing offer at least one cadet-focused "Saturday" activity per quarter?	Visit wing website and review web calendar Show activity plan for coming quarter
	5	Has the wing established a Cadet Advisory Council?	eServices > Personnel > Duty Assignment > Reports Show plan for establishing a CAC program (ie: meeting schedules and at least one assignment)
	6	Does the wing have a written plan for providing orientation flights to all cadet units?	Obtain copy of plan from wing Show plan
	7	If the wing conducted an encampment, did it file an Encampment Operations Report? Does the report indicate that the wing fulfilled the minimum content requirements? Does the wing keep an encampment continuity file?	eServices > Cadet Programs > Event Administration > Encampment Reports eServices > Cadet Programs > Event Administration > Encampment Reports Obtain and review continuity files File report in eServices Provide memo indicating the DCP has been briefed on the requirement. Provide memo indicating the DCP has been briefed on the requirement.