



CAPR 52-16 2011 Edition
SUMMARY OF CHANGES



National Cadet Team
December 2010

The 2011 edition of CAPR 52-16, *Cadet Program Management*, takes effect on **1 February 2011**.

This slide presentation summarizes the most significant changes found in the new regulation.

To download the full regulation, see capmembers.com/library.

Chapter 1 – Introduction to the CAP Cadet Program

The mission statement is clarified and amplified:

1-1. Mission.

“The Cadet Program transforms youth into dynamic Americans and aerospace leaders. CAP accomplishes its Congressionally-mandated Cadet Program (Title 36, U.S.C. § 40302) through a curriculum of leadership, aerospace, fitness, and character. The program follows a military model and emphasizes Air Force traditions and values. Today’s cadets are tomorrow’s aerospace leaders.”

Chapter 1 - Introduction to the CAP Cadet Program

The names and number of program elements have changed:

1-6. Program Elements.

"To fulfill its mission, the Cadet Program is organized around four main program elements: leadership, aerospace, fitness, and character. A fifth element - activities - offers cadets a venue for putting the four main elements into practice."

Notice that "moral leadership" is now "character."

Chapter 2 – Adult Leadership & The Safety Culture

The regulation includes a new standard of training for adults:

2-1c. *“Because no cadet unit can succeed without adult leadership, every cadet unit should have at least two graduates of the Training Leaders of Cadets course assigned... If a unit does not meet this requirement, the commander must develop a plan for doing so.”*

Likewise, wings are expected to conduct TLC annually. (2-2a)

Chapter 2 - Adult Leadership & The Safety Culture

CAP has adopted a "self-medication" policy:

2-5b. Prescription Medication. *"The administration of both legal prescription and legal non-prescription medication(s) is the responsibility of the CAP member."*

If a parent worries that their cadet is not ready to be responsible for their own meds, then a parent should attend the activity and administer the meds themselves, or have their cadet wait until the activity comes around again next time.

Chapter 2 – Adult Leadership & The Safety Culture

Rules regarding “High Adventure Activities” have been added:

2-10. HAAs. *“With ‘challenge’ being one of the key traits of cadet life... commanders are encouraged to offer cadets youth-scaled, high adventure activities...”*

- Includes rappelling, rock climbing, ropes courses, water survival courses, and similar activities.
- Activity Director must brief Wing CC on safety plans
- Wing CC must approve activity in writing
- Cadets need parental permission

HAAs are great opportunities that belong in cadet life, but safety and parental permission are key.

Chapter 3 – Orientation & Administration

CAP has adopted formal rules regarding cadet orientation:

3-1. Initiation Into the Cadet Program.

- Units must conduct at least one recruiting campaign annually
- Units must use “Cadet Great Start” or develop a similar in-depth orientation program
- Units are expected to match each new cadet with a mentor

This new requirement comes from the belief that prospective and new cadets have particular needs that must be met if they are to be successful as cadets.

Chapter 4 – Cadet Operations

Units are expected to set annual goals:

4-2. Unit Goals. *“Every cadet unit will establish annual goals... and revisit them quarterly...”*

Note that going through the process of developing and monitoring goals is the key; units aren't penalized for falling short if their goals prove too ambitious.

Chapter 4 – Cadet Operations

CAP has set basic guidelines on how cadet units plan and conduct weekly meetings:

4-3. Cadet Activities.

- Units must offer a certain amount of leadership, aerospace, fitness, and character training each month, thereby ensuring their program is well-rounded
- Units are expected to develop a detailed meeting schedule one week in advance and coordinate it among the staff

Chapter 4 – Cadet Operations

Cadets should have opportunities for one “Saturday” event per month:

4-3b. Special Weekend Activities.

- Units are expected to offer one event per month on its own or in cooperation with another unit or the group / wing
- Activities are to be announced well in advance, with the unit maintaining some kind of calendar visible to parents
- Wings or groups help the squadrons by offering at least one special activity per quarter

The idea here is that to retain cadets, keep them active. This means offering at least one “Saturday” event per month, something beyond the weekly meeting. This goal can be met without overwhelming local resources if squadrons work together, along with their group or wing.

Chapter 4 – Cadet Operations

Units are expected to monitor their attendance & retention rates:

4-4b. Cadet Retention.

- Take attendance every week
- Reach-out to cadets who haven't attended any CAP events in the past 30 days

This could be a great job for a Cadet Flight Sergeant, with a senior member double-checking that the job gets done.

Chapter 4 – Cadet Operations

Cadet flying is now primarily a wing-level responsibility:

4-5. Cadet Flying.

- *“Squadrons are responsible for coordinating their flying needs with the wing...”*
- *“...The wing should provide each cadet with a flight in CAP or military aircraft within 90 days of joining, as budgets and mission tempo allow...”*
- *“...Wings will strive to provide each cadet with at least one flight per year, if funds are available...”*

This modification recognizes that most squadrons do not have an aircraft assigned, and some even do not have pilots assigned.

Chapter 5 – Cadet Advancement

The minimum time in grade is slightly adjusted:

5-1a. Sequence & Spacing.

“Achievements require a minimum separation of 8 weeks (56 days)...”

This minor change is due to the online Cadet Promotion Application’s need for a precise standard, versus the traditional rule of “8 weeks” spacing between achievements.

Chapter 5 – Cadet Advancement

The transition to online achievement tests is explained:

5-3. Transition to Online Achievement Tests.

- “Old Textbook” Cadets. If they choose to remain in Leadership for the 21st Century, they continue with the hard copy tests.
- “Old Textbook” Cadets may switch to Learn to Lead, if they so choose.
- “New Textbook” Cadets. They study Learn to Lead and take their achievement tests online.
- Aerospace Impact. All aerospace tests are available online.

The best way to keep up with the changes in cadet testing is to download the [Testing Officer’s Quick Reference](#).

Chapter 5 – Cadet Advancement

Protocols for online & paper-based tests are included:

5-4. Protocols for Online Achievement Tests

- Cadets test online
- Tests are open-book
- Cadets have 30-min to finish
- Passing score is 80%
- If cadets fail, they wait 7 days; if they fail a second time, they are locked out until a senior restores their privileges

5-5. Protocols for Paper-Based Tests & Exams

- Tests & exams are controlled by the squadron
- Tests are closed-book
- Note that milestone exams always are closed-book & paper-based

The online test system launched in July 2010, so hopefully this guidance is not news to most people.

Chapter 5 – Cadet Advancement

Some guidelines about test security have changed:

5-5b. Family Members as Test Proctors.

“Members will not proctor or score tests for cadets who are related to them unless no other senior member is available to do so.”

5-5g. Ordering Test Materials.

“Any senior member may order hard copy tests and exams for their unit’s Cadet Program via email, fax, or phone.”

Chapter 5 – Cadet Advancement

CAP has expanded its guidance on how to accommodate cadets who have special needs during testing:

5-6. Cadets With Special Needs.

“CAP will make reasonable accommodations for cadets who have special educational needs. Unit commanders may authorize testing accommodations at their discretion.

Examples of accommodations include testing orally, extending time limits, dividing the test into segments, and reducing the choices on a multiple-choice test.

Before authorizing an accommodation, the unit commander should discuss the cadet’s needs with the cadet’s parents. Most schools use an Individualized Educational Program (IEP) to support special needs students. If a parent choose to share the IEP information with CAP, the unit commander will adhere to all reasonable accommodations set forth in the IEP.

If the commander and the cadet’s parents disagree about the need for reasonable accommodations, wing headquarters will mediate and is authorized to mandate testing accommodations, if warranted.”

Chapter 5 - Cadet Advancement

Achievement 1 now includes an introduction to safety:

5-9e: To fulfill the Achievement 1 character requirement, cadets:

- Complete an introductory lesson on the Core Values
- Complete an introductory lesson on safety

Units are encouraged to provide the lessons back-to-back, during a single 50-min class. Materials are found at capmembers.com/character.

Chapter 5 – Cadet Advancement

Learn to Lead cadets face increased requirements for drill:

5-9b & 5-10b

- *Learn to Lead* cadets must pass a drill performance test during Achievements 1 through 8
- The *Learn to Lead* drill tests are found in [CAP Test 78](#).
- A list of which drill movements are required for a given achievement is found at the end of the various *Learn to Lead* chapters, and a master list is found in the [Cadet Drill Guide](#).
- “Old textbook” cadets still must pass drill tests during Achievements 1, 2, and 4.

Chapter 5 – Cadet Advancement

Achievement 8's requirements differ for Learn to Lead cadets:

5-10b. To complete Achievement 8, *Learn to Lead* cadets must:

- Study and pass a written test on L2L chapter 8
- Successfully complete an essay & speech assignment
- “Old textbook” cadets do not study a chapter or take a written test.

Cadets now receive instruction on how to write persuasively and speak effectively during Achievement 8.

And by the way . . .

1.2 Key traits of cadet life help new leaders understand what's unique about the Cadet Program.

1.4 New terminology describes where the Cadet Program takes place: a school-based or community-based squadron.

1-6b *Aerospace Dimensions & Aerospace: Journey of Flight* are now in their 2nd edition, though the "old" tests remain available to 1st edition cadets.

2-4c Cadets become eligible to participate in CPPT upon turning 17.

4-1 Commanders are encouraged to use the cadet staff design principles and use the position descriptions found in CAPP 52-15.

7-2c All Eaker cadets under age 20 are eligible to apply for the NCAC chair or vice chair position.

Effective Date

The 2011 edition of CAPR 52-16 takes effect on 1 February 2011.

Questions or Concerns?

Please contact your Wing Director of Cadet Programs.

Many thanks to the dozens of cadets and adult leaders who contributed feedback during the draft regulation's public comment period.