

6.1 TECHNICIAN RATING

Knowledge Requirements

Objective: Identify the key goals, standards, and/or processes involved in each of the topics below.

CP Elements, Traits, & Outcomes	Publication	Section	Date Completed
1 -- Mission	CAPR 60-1	1.5	_____
2 -- Key Traits of Cadet Life	CAPR 60-1	1.6	_____
3 -- Program Elements	CAPR 60-1	1.9	_____
4 -- Program Phases	CAPR 60-1	1.10	_____
CP Officer Roles & Responsibilities			
5 -- Unit Commander or Deputy	CAPP 60-11	5.2	_____
6 -- Leadership Education Officer	CAPP 60-11	5.3	_____
7 -- Aerospace Education Officer	CAPP 60-11	5.4	_____
8 -- Fitness Education Officer	CAPP 60-11	5.5	_____
9 -- Character Development Instructor	CAPP 60-11	5.6	_____
10 -- Testing Officer	CAPP 60-11	5.7	_____
11 -- Cyber Education Officer	CAPP 60-11	5.8	_____
12 -- Recruiting & Retention Officer	CAPP 60-11	5.9	_____
Adult Leadership & Safety			
13 -- Hot and cold weather training - basic concept	CAPR 60-2	2.6.12, 2.6.13	_____
14 -- High Adventure Activity - basic concepts	CAPR 60-2	2.7	_____
15 -- Physical fitness categories - basic concept	CAPR 60-1	3.2	_____
16 -- Messages to parents	CAPP 60-12	NA	_____
Cadet Advancement			
17 -- Cadet membership eligibility & process	CAPR 60-1	3.4.1.1	_____
18 -- Basic structure	CAPR 60-1	5.1	_____
19 -- Promotion authority	CAPR 60-1	5.2.1	_____
20 -- General pre-requisites	CAPR 60-1	5.2.3	_____
21 -- Cadet textbooks	CAPR 60-1	5.3	_____
22 -- Online achievement tests	CAPR 60-1	5.4.1.1.1	_____
23 -- Milestone award exams	CAPR 60-1	5.4.1.3	_____
24 -- CPFT events & basic standards	CAPR 60-1	5.4.5	_____
25 -- Time in grade	CAPR 60-1	5.6.2	_____
26 -- Promotion eligibility scenarios with OJT	CAPVA 60-100	NA	_____
27 -- Feedback meetings, CAPF 60-90 - basic concepts	CAPR 60-1	5.7	_____
Squadron meetings & activities			
28 -- Duration & frequency	CAPR 60-1	4.3	_____
29 -- Monthly content requirements	CAPR 60-1	Table 4.2	_____
30 -- Squadron Weekly Meeting Planner	CAPF 60-83	NA	_____
31 -- Weekend activities	CAPR 60-1	4.3.3	_____
32 -- Activity calendars	CAPR 60-1	4.3.2.1	_____

Cadet Staff Roles & Responsibilities

33 -- Element leader	CAPP 60-31	App. 1 p.39
34 -- Flight sergeant	CAPP 60-31	App. 1 p.41
35 -- Flight commander	CAPP 60-31	App. 1 p.45
36 -- Cadet commander	CAPP 60-31	App. 1 p.49

Cadet Support & Administration

37 -- Cadet Great Start - basic concept	CAPR 60-1	3.1
38 -- Parent orientation	CAPR 60-1	3.1.2
39 -- Cadet Packet Program	CAPR 60-1	5.3; Web
40 -- Cadet uniform requirements	CAPR 60-1	3.1.6
41 -- Curry Blues Voucher	CAPR 60-1	3.1.6.4
42 -- Cadet records - basic concept	CAPR 60-1	3.3
43 -- Cadet attendance expectations	CAPR 60-1	3.4.1

Quality Cadet Units

44 -- Basic concepts	CAPR 60-1	6.6.3; web
45 -- Award criteria	CAPR 60-1	6.6.3; web

Performance Requirements

Objective: Demonstrate proficiency in CP Officer skill areas by completing the tasks below

- Interview 2 new cadets, learn reasons for joining; document findings via a 1-page outline & share with OJT
- Interview 2 cadets in their second year or beyond; learn reasons for remaining cadets; document via a 1-page outline and share with OJT mentor
- Review any two chapters of *Learn to Lead*; draft 1-page outlines for each and discuss with OJT mentor
- Review any module in *Aerospace Dimensions*; draft a 1-page outline and discuss with OJT mentor (see 1.1)

Complete any 5 of the 7 tasks below

- Administer (or assist) a cadet drill and ceremonies performance test
 - Administer (or assist) during a CPFT session
 - Observe a cadet Character Development forum or Cadet Wingman Course
 - Complete a cadet interactive module for the purpose of familiarizing yourself with the process
 - Observe or participate in a cadet leadership feedback meeting; review a completed CAPF 60-90 series
 - Assist in entering data and downloading reports in the Cadet Promotions Application
 - Review the unit's QCUA report and draft a 1-page list of recommended actions to OJT mentor
- Ancillary Courses & Test Requirements
- Complete Level I of the CAP Senior Member Education and Training Program (includes CPP Basic)
 - Complete TLC Basic Course
 - Pass the online CP Officer Technician Rating test, which is based on the Knowledge Requirements above

Service Requirements

- Serve 6 months as an assistant staff officer in any CP-related role listed in section 2.2

Summary Conversation

- After completing all above requirements, discuss training topics of interest with OJT mentor

Candidate's Name (Last, First)



HOME / PROGRAMS / CADET PROGRAMS / PRICE OFFICERS SENIOR MEMBERS

FOR CP OFFICERS (SENIOR MEMBERS)

PROGRAMS

Aerospace Education

Cadet Programs

Director's Welcome & Staff & Award Recipients

AKWS Cadet Awards

For CP Officers (Senior Members)

FY 2023 Cadet Programs Positions

Upcoming T/Cs

Activities

Cadet Advisory Council (CAC)

Fundraising

News

Upcoming Events

Scholarships

SMS As Resources

QCUA (Quality Cadet Unit Award)

Flight Training Pipeline

Emergency Services

(updated: 19Aug22)

For periodic text/email notices when something has been updated on the CP website or a deadline is approaching.

Text @akwgcp to 81010 to receive periodic announcements for upcoming deadlines & links to updated info

(81010 is the "phone number" you are texting to. The message you're sending is "@akwgcp" without the quotation marks :))

Upcoming CDC calls (meet.google.com code aak-zpnn-ajjn)

Starting 7pm AK Time on 2nd Wednesdays of the Month

Date	Focus Topics	Featured Squadron*/Staff Area
14 Sep 22	Cadet Competition Brief (Ed Stickle), New CAC	Delta Force-Capt Kristina Schmidt
12 Oct 22	AEX, Flight Academies, Leg Day Selection/training	Gateway-Lt Kimberly Rice
9 Nov 22	Cadet Interactive, Cadet INVEST & Specialty Ratings	Kodiak-Capt Ed Stickle
14 Dec 22	NCCAs, SUI Helpless Annual (Cadet Coals), Cadet Awards	Kenai/Haj, Jan Bobek
11 Jan 2023	SUI & AFA Cadet Award (by 15 Jan), NCCAs/NFAs (by 15 Jan), SUIs	Elmhurst & Polans
9 Feb 2023	Encampment, ES, Community Service, YDC reports	ES Director, Enc CC, YDC attendees
9 Mar 2023	Mid-year QCUA, mid-year CAC	CAC Senior Advisor
12 Apr 2023	Encampment Prep, Progressive Discipline	Enc Commander
May 2023	O-Flights, more encampment :))	Tok & Lake Hood (tentative)
June 2023	Review annual DCP/QCUA goals	Arcticus & Southeast/Sitka (tentative)
July 2023	Cadet Awards, Upcoming Nat'l & Wing Conferences	Fairbanks (tentative)
Aug 2023	Cadet/CPO Awards	Etelson & Valdez

*Fun fact about yourself, @ cadets, weekly meeting day/time, latest cool active biggest challenge(s), ideas to share

9/14/22 Preview: New CAC & Cadet Competition Brief

New CAC: The new Cadet Advisory Council year starts 1 Oct 2023. As early in September as possible, DCCs please have your primary & alternate representatives chosen.

Cadet Competition Brief: Capt Ed Stickle, 2023 Cadet Competition Activity Director, will present a slideshow briefing DCCs, team captains, and people interested in judging/staffing. Any Senior Members may attend- not just DCCs :))

8/10/22 Character Development requirements, QCUA, Annual Awards

Hello, DCCs & other interested parties,

Tonight marked our one-year anniversary of monthly CP Officer calls. Hats off to Lt Carlos Rosario for the idea!

Related Documents

- For Cadets: Accessing Promo Tests in New System
- Q06_FY22_Annual Cadet Coals call (Sep22)
- Q06_FY22_1st Qtrg Row of Annual Cadet Coals Dec21
- eServices for DCCs (call 10Nov21)
- CP Specialty Track Checklists
- Compliance/SUI Upload Instructions for B-1 (CPI)
- CP SMART Coals Template for SUI Compliance (FY22)
- Module 1 Aerospace Dimensions Intro to Flight
- Module 2 Aerospace Dimensions A/C Systems/Airports
- Module 3 Aerospace Dimensions Air Environment
- Module 4 Aerospace Dimensions Rockets
- Module 5 Aerospace Dimensions Space Environment
- Module 6 Aerospace Dimensions Spacecraft
- Module 7 Aerospace Dimensions Cyber
- 1-Pg Outline Template for Specialty Track Activity

Related Links

- *New Cadet Promotion Google Sheet (call Jan22)
- NHQ resources for Adult Leaders of Cadets
- Monthly DCP Chat & Checkin! Archives from NHQ
- Cadet Webinars (For CP Senior rating req'd)

ACHIEVEMENT 1

Drill & Ceremonies Practical Test

Cadet: _____ CAPID: _____

Administered By: _____ Date: _____

Topic:

Basic Drill as an Element Member

Conditions:

Form cadets as a single element. Test no more than 5 cadets at a time.

Passing Score:

73%. Must perform at least 11 out of 15 commands satisfactorily

#	Command	Acceptable Standards	S	D
1.	FALL IN	<ol style="list-style-type: none"> 1. Automatically executes Dress Right, DRESS. 2. Adjusts position to achieve proper dress and cover. 3. Automatically executes Ready, FRONT. 4. Stands at position of attention. 		
2.	PARADE REST	<ol style="list-style-type: none"> 1. Moves left foot such that heels are about 12-inches apart 2. Extend arms behind body & places right hand in palm of the left. 3. Keeps head and eyes straight ahead; is immobile and silent. 		
3.	Flight, ATTENTION	<ol style="list-style-type: none"> 1. Stands and shows good posture. 2. Remains immobile and silent. 		
4.	Present, ARMS	<ol style="list-style-type: none"> 1. Smartly raises right hand to head or headdress. 2. Right hand is flat, with fingers fully extended. 		
5.	Order, ARMS	<ol style="list-style-type: none"> 1. Smoothly and smartly retraces path of arm. 2. Ends at the position of attention. 		
6.	About, FACE	<ol style="list-style-type: none"> 1. Pivots 180-degree clockwise on ball and heel. 2. Maintains upper body in position of attention. 		
--	About FACE	<i>Used to return to line formation; not graded, or use as second chance to perform #6 correctly</i>	na	na
7.	Dress Right, DRESS	<ol style="list-style-type: none"> 1. All except the last airman in each element raises and extends the left arm laterally from the shoulder with snap so the arm is parallel with the ground, palm down. 2. At the same time as the left arm is raised, each individual (except the guide and second, third, and fourth leaders) executes Eyes RIGHT 3. Establishes shoulder-to-fingertip contact with the individual to the immediate right 		
8.	Ready, FRONT	<ol style="list-style-type: none"> 1. Arms are lowered with snap to their sides and recup their hands when their arm is at approximately waist level. 2. As the arm is lowered, airmen at Eyes RIGHT will return their heads to the front with snap. 		
9.	Right, FACE	<ol style="list-style-type: none"> 1. Pivots 90-degrees to the right on ball and heel. 2. Maintains upper body in position of attention. 		
--	Left, FACE	<i>Used to return to line formation; not graded, or use as second chance to perform the simple facing of #9 correctly</i>	na	na
10.	AT EASE	<ol style="list-style-type: none"> 1. Relaxes in standing position. 2. Keep right foot in place. 3. Silent. 		
11.	Flight, ATTENTION	<ol style="list-style-type: none"> 1. Stands and shows good posture. 2. Remains immobile and silent. 		
		<u>Count One</u>		
12.	Hand, SALUTE	<ol style="list-style-type: none"> 1. Arms raised smartly. 2. Fingers, palm, and forearm form straight line. 3. Upper arm parallel to ground. 4. Tip of middle finger touches the front right corner of headdress (If no headdress, outside corner of eyebrow or front right edge of glasses). 5. Rest of body remains at attention. <p style="text-align: center;"><u>Count Two</u></p> <ol style="list-style-type: none"> 1. Arm comes smoothly and smartly down. 2. Retrace path used to raise the arm. 3. Hand is cupped as it passes the waist. 4. End with entire body at attention. 		
13.	Eyes, RIGHT	<ol style="list-style-type: none"> 1. All persons, except those on the right flank, turn their heads and eyes smartly 45 degrees to the right. 		
14.	Ready, FRONT	<ol style="list-style-type: none"> 1. On FRONT, heads and eyes are turned smartly to the front. 		
15.	FALL OUT	<ol style="list-style-type: none"> 1. Simply breaks ranks but remains in vicinity. 		
TOTALS (Must score at least 11 "Satisfactory" ratings to pass.)				

CADET LEADERSHIP FEEDBACK – PHASE I

CADET'S NAME:

CAP GRADE: C/AB

INCLUSIVE DATES OF REVIEW:

For instructions, see reverse

CATEGORY	PERFORMANCE GOALS	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
1. ATTITUDE	Displays a positive attitude; optimistic; enthusiastic; team-orientated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. CORE VALUES	Aware of the Core Values; honest; practices customs & courtesies; polite and respectful; wears uniform properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. COMMUNICATION SKILLS	Listens actively; attentive; asks good questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. SENSE OF RESPONSIBILITY	Follows directions; dependable; arrives ready to learn and serve; effective in managing own time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CADET'S PERSPECTIVES

The cadet described why they are proud of the following successes in the Cadet Program:

LEADER'S PERSPECTIVES

The leader described why they are proud of the cadet for the following successes in the Cadet Program:

The cadet described how they plan to improve their leadership skills in the following areas:

The leader described how the cadet can improve their leadership skills in the following areas:

PROMOTION APPROVED

DATE OF NEXT REVIEW, IF SUSTAINED IN GRADE (WITHIN 6 WEEKS):

EVALUATOR'S SIGNATURE & TITLE

CADET'S SIGNATURE & DATE

INSTRUCTIONS

To develop their leadership skills, cadets need feedback that is positive, constructive, and specific. This form is a tool toward that end.

INTRODUCTORY GUIDELINES

Evaluate cadets at least once per phase using the CAFF 60-90 series form that corresponds with their phase. Many squadrons find it useful to evaluate cadets as they become eligible for promotion. The categories and performance goals listed on this form are derived from the "Leadership Expectations" listed on CAPVA 60-100, *Cadet Super Chart*. If desired, file the completed form in the cadet's personnel record after providing them with a copy.

EVALUATORS

The evaluator should be a senior member, or a cadet officer working under a senior member's supervision.

HOW TO COMPLETE THIS FORM

This form focuses on the leadership expectations for a particular phase in the Cadet Program. Before meeting with the cadet, rate the cadet's performance in each category by putting an "X" in the appropriate box. Under the "Leader's Perspective" section, include comments to help support the ratings. Comments can be in the form of sentences, phrases, or a simple outline.

GUIDELINES FOR RATING CADETS' PERFORMANCE

- Excellent: Routinely meets all goals; performance sets a great example for fellow cadets
- Very Good: Meets most goals most of the time
- Satisfactory: Meets most goals; performance may be inconsistent or slightly off, but is acceptable
- Needs improvement: Does not meet most goals; this category requires the cadet's and leader's attention

HOW TO PROVIDE CADETS WITH FEEDBACK – SUGGESTED PROCEDURE

1. Meet in a location that offers some privacy, but avoid situations that place a senior and cadet alone together.
2. Have the cadet formally report to the officer(s) who will be providing the feedback.
3. Put the cadet at ease so they may focus on the officers' constructive comments. If using this form in conjunction with a promotion board, state whether the cadet will be promoted or not. Encourage the cadet to share their own comments and ask questions.
4. Ask the cadet to describe some recent successes they have had in the Cadet Program. Why do they exemplify good leadership? Challenge the cadet to think about their leadership performance.
5. Ask the cadet to describe some leadership skills they are trying to improve. What steps are they taking to improve in these areas? Again, challenge the cadet to think critically and be specific.
6. Review the ratings in the top portion of the form. For each item, provide constructive and positive feedback.
7. Identify some of the cadet's recent successes. Let the cadet know what they are doing well.
8. Identify 2 or 3 leadership skills that the cadet should focus on. Give specific suggestions on what they should do to improve in those areas, but do not overwhelm them with feedback.
9. Congratulate the cadet for their efforts and encourage them to remain active in CAP. If retaining the cadet in grade, set a date for a subsequent review. Be sure to re-enforce the positive.
10. Dismiss the cadet and return their salute.

FINAL THOUGHT

Remember, this form is a tool for helping cadets improve their leadership skills. Have a positive and optimistic attitude when offering cadets feedback.



2023/2024 QCUA Midyear Tracking Report

This report is for midyear QCUA tracking purposes. For details see www.gocivilairpatrol.com/qcu.
The actual award is based off the values of 31 August 2024.
Data is pulled directly from eServices.

Charter	Current Cadets	Cadets		Cadets		Cadets		Cadets		Encamp (50% w/ Encamp)	Cadets w/ GES	GES (60% w/ GES)	AE (AEX or STEM Kit)		Adult Leadership P (3+ TLC)	Seniors w/ CP Specialty Track Rating	Specialty Track (2+ Seniors w/Rating)	QCUA (6+ Criteria Met)	No. of Criteria Met
		Enrollment (25+ Cadets)	Joined 31 Aug 2023 - 31 Wks	Curry in 8 Wks	Curry in 8 Wks	Onboard in 8 Wks	Cadets w/ WB	Cadet Achv. (45% w/ WB)	O/Flights (70% w/ First Flight)				Cadets w/ Encamp	AEX					
PCR-AK-000	5	No	0	0	No	1	No	1	No	No	1	No	No	No	No	4	Yes	No	1
PCR-AK-001	0	No	0	0	No	0	No	0	No	No	0	No	No	No	Yes	10	Yes	No	2
PCR-AK-009	34	Yes	6	0	No	10	No	23	No	18	0	No	No	No	4	Yes	No	3	
PCR-AK-011	38	Yes	7	0	No	10	No	31	Yes	9	0	No	No	No	2	Yes	No	3	
PCR-AK-015	36	Yes	3	0	No	16	No	24	No	23	0	Yes	No	No	7	Yes	No	5	
PCR-AK-017	27	Yes	3	0	No	10	No	19	Yes	15	0	No	No	No	5	Yes	No	5	
PCR-AK-022	31	Yes	2	0	No	11	No	23	Yes	19	0	Yes	No	No	1	Yes	No	5	
PCR-AK-027	17	No	4	1	No	4	No	10	Yes	10	0	No	Yes	No	3	Yes	No	3	
PCR-AK-068	0	No	0	0	No	0	No	0	No	0	0	No	No	No	0	No	No	0	
PCR-AK-071	16	No	1	0	No	3	No	12	Yes	10	0	Yes	No	No	5	Yes	No	4	
PCR-AK-072	7	No	0	0	No	6	Yes	3	No	3	0	No	No	No	1	Yes	No	4	
PCR-AK-076	31	Yes	1	0	No	15	Yes	27	Yes	15	0	No	Yes	No	6	Yes	Yes	7	
PCR-AK-085	12	No	0	0	No	8	Yes	10	Yes	0	0	No	No	No	2	No	No	2	
PCR-AK-087	21	No	3	1	No	10	Yes	9	No	12	0	No	No	No	2	Yes	No	3	
PCR-AK-091	4	No	0	0	No	4	Yes	4	Yes	1	0	No	No	No	2	No	No	3	
PCR-AK-093	34	Yes	6	6	Yes	17	Yes	28	Yes	24	0	Yes	No	No	7	Yes	Yes	8	
PCR-AK-999	0	No	0	0	No	0	No	0	No	0	0	No	No	No	0	No	No	0	

IDEAS FOR REFLECTION:

How many criteria does your unit meet?

What is your unit doing really well?

What is your unit leadership interested in getting more involved in?

Which criteria does that involve?

For which criteria does your unit have the most room for improvement?

How might that improve the CAP experience for your cadets?

How might that improve the CAP experience for your Senior Members?

What else do you notice about this report?