

St Paul Composite Cadet Staff Guidelines
Revised 8/30/18

1. Purpose of Guidelines: St Paul cadet staff positions shall operate according to CAPR 20-1 (or its renumbered successor), CAPP 60-31, and other relevant CAP manuals, pamphlets, and regulations. These guidelines are not intended to supercede any CAP requirement; rather, the intention is to provide a common understanding of how St Paul will implement the cadet staff program. CAPP 60-31 says, "Whatever your selection process, follow it consistently. Ensure the process is fair and transparent. Avoid the appearance of favoritism, especially in parent / child situations."
2. Commander's Discretion: CAPR 60-31 says "The unit commander has final authority over cadet staff assignments" CAPR 20-1 says "Unit commanders should keep cadet positions vacant until such time as the cadets obtain appropriate grade and maturity."
3. Why Have Cadet Staff?: The introduction of CAPP 60-31 explains the purpose of the cadet staff and how they interact with senior members: "Cadets learn by leading. Service on a cadet staff gives cadets an opportunity to apply their leadership skills and develop their potential. Their learning is especially effective because the cadets are actively engaged in their development as leaders. Cadets learn to lead by actually leading, instead of passively receiving knowledge from a lecturer. Cadets will have a higher motivation to learn and develop their potential if they see that as cadet staff they have a degree of autonomy that gives them a real stake in the success of the squadron. Therefore, instead of senior members assuming the role of a classroom teacher and being the sole, infallible source of information, the senior leadership should share control of the squadron and allow cadets to explore the art of leadership by leading junior cadets. In the Cadet Program, senior members coach and mentor the cadet staff."
4. Staff Eligibility: To hold a staff position at St Paul Composite Squadron other than Element Leader, a cadet must hold the grade of C/SSgt or higher. This is to ensure that all cadet staff members have shown themselves to be capable of advancing in the program and mastering the art of being followers before they are selected to become leaders. In order to hold a command staff position other than Element Leader, a cadet must have encampment credit, or be registered for an encampment within the first month(s) of their staff term. This is to ensure that as a direct leader of other cadets, the cadet has the full benefit of the encampment experience, including having been drilled by a highly skilled and qualified flight sergeant and flight commander, and having those examples to draw from.
5. Staff Requirement: In order to advance in the program, any cadet who is C/SSgt or higher must serve on cadet staff. Cadets who are not eligible or not selected for a command staff position (flight sergeant, first sergeant, flight commander, or executive staff) shall serve in a support staff role. It is essential to the squadron and to the

individual cadet/learners that all Phase 2, 3, and 4 cadets serve their fellow cadets in some way as they advance in grade and responsibility.

6. Term Limits: Normal term limits shall be 6 months for flight sergeants, first sergeant, flight commanders, and support staff positions. These duty assignments will not normally be repeated unless no other cadet is eligible for the position, and it is seen to benefit the squadron and the cadet to have them repeat the duty position, versus giving them a new opportunity to serve in a different capacity.

Normal term limits for Deputy Commanders and Cadet Commander shall be 12 months. Cadets are not required to fulfill an entire term; if other activities, absences, promotions, or other factors prevent a cadet from fulfilling the designated term, the standard term may be shortened as benefits the cadet and the squadron and an appropriate replacement named to fill out the term. Replacements are not necessarily subject to the no-repeat rule.

7. Term Starts: St Paul will be on a December-June term system, with an appropriate date being selected in each of these months for the cut-over of new staff positions. In order to align with school year availability, the executive staff positions (Commander, Deputy Commanders) will nominally be June-June appointments, effective in FY19.
8. Cadet Commander Selection: When multiple qualified cadets are active in the squadron, the cadet commander (C/CC) selection process shall operate as follows:
 - a. Squadron Commander (CC) or Deputy Commander for Cadets (CDC) shall announce application process & requirements to squadron, normally 2 months or more prior to anticipated change of command date.
 - b. Submittal requirements may vary by selection cycle, but submittals required of applicants may include (but are not limited to):
 - i. CAP resume
 - ii. Cover letter
 - iii. Memo of outlining squadron goals and plans as cadet commander.
 - c. CC and CDC to hold interviews with applicants. Interview format and duration shall be similar for each applicant. Other senior members or cadets (possibly current or former cadet commanders) may be included in the interview team.
 - i. Relatives of an applicant may not serve on the interview team for any applicant.
 - d. CC to announce C/CC selection to squadron.
 - i. If possible, this will be done prior to Wing Conference in April.
9. Command & Support Staff Selection: Selection for Cadet Deputy Commanders may be handled during or after the Cadet Commander Selection process, at the discretion of the CDC and CC. Otherwise, all cadet staff positions below the C/CC shall be filled using the following process:

- a. Submittal requirements will be determined by the C/CC in consultation with the CDC. Submittal quantity, type, and any staff selection exercise activity need to be approved by the CDC and CC prior to announcement.
 - b. C/CC shall announce application process & requirements to squadron, normally 1 month or more prior to staff term start date.
 - c. Submittals received, interviews conducted if deemed necessary.
 - d. C/CC shall provide written recommendation for cadet staff appointments to CDC, whose approval is necessary for the CC's final approval.
 - e. CDC shall work with Admin officer to ensure that all cadet staff appointments are correctly documented in E-Services.
 - f. C/CC shall coordinate training for cadet staff members so they are able to carry out their duties.
10. Cadet Staff Duty Positions: Refer to CAPR 20-1 and CAPP 60-31 for job descriptions. St Paul may have additional cadet staff positions as required by the squadron and as fitting cadet capabilities, which may include (but are not limited to):
- a. Cadet Cadet Programs Officer: C/Capt or higher, typically a former cadet commander or a phase 4 cadet not in the formal cadet chain of command, who assists the CDC staff with their work, acts as a subject matter expert for drill testing, and trains senior members who are new to the cadet program in the finer points of uniform wear, D&C, cadet promotion procedures, and CAP terminology.
 - b. Cadet O-Flight Coordinator: Typically holds solo wings or higher aeronautical qualifications, this cadet pilot will serve as a connector between cadets who want to fly (O-flights or flight instruction) and senior members who want to fly them.
 - c. Color Guard commander: Recruit and train the annual color guard competition team.
 - d. Honor Guard commander: Recruit and train the Honor Guard performance team.
 - e. Cyber Patriot captain: Recruit and train the Cyber Patriot team (Middle or High School).
11. Expectations for Service: All cadets serving on cadet staff are expected to perform and serve according to the duties listed in the job description of their staff position, and their respective cadet grade and experience. It is to be expected that in order to promote, all cadets C/SSgt or higher must have served satisfactorily in their staff role and served the squadron in some way during the preceding promotion period.
12. Conflict of Interest: Where conflicts of interest exist (real or apparent) due to family or other long-standing ties between members involved in the staff selection process, every effort shall be made to recuse the individual(s) from the selection process involving their family members or close personal friends.
13. Exceptions: When any significant exception is made to these guidelines, the commander shall notify the squadron via email announcements and in-person

announcements, and answer questions posed by members. While the commander has final authority over staff selections, the commander is also required to keep the process transparent and fair.