

CAP HCS Cadet SDA Flowchart Tracker [varies slightly from CAPP 60-32, Page 7]

STEP	OWNER	TASK	PHASE
1	Cadet Officer	START. Cadet officer begins working on a new Achievement in Phase III or IV	Preparation
2	Cadet Officer	Cadet requests to be assigned to a staff position. Cadet may carry-over a staff position from one achievement to the next, if the mentor so desires. Some cadet officers will already be serving in a staff position.	Preparation
3	Senior Mentor to CDC	Commander approves staff assignment, if the cadet was previously unassigned or if it is decided to change the cadet's duty assignment. Senior mentor should announce the SDA duty assignment to the senior staff.	Preparation
4	Cadet Officer	Cadet selects a technical writing assignment, choosing a format that is conducive to the type of service he or she will be performing in the next 8 weeks. See Table 2.1 for suggestions. Cadet ensures he or she has not already used this format during a previous Achievement.	Preparation
5	Senior Mentor	Senior mentor approves request or directs cadet to use a different technical writing format than what was proposed.	Preparation
6	Cadet Officer	Cadet begins service learning and fulfilling assigned staff responsibilities for this Achievement. A significant portion of the cadet's effort should be dedicated to gaining a working understanding of the roles and responsibilities of Senior Members holding this duty position. As part of fulfilling the responsibilities of the selected duty position, choose a reasonable deliverable to accomplish during your SDA term. Review your plan with your mentor as soon as possible to ensure you have a <u>reasonable, measurable</u> plan so that you both will agree on the end goal and how it can be deemed successful (passing).	Development
7	Cadet Officer	Cadet seeks advice on how to complete the technical writing assignment by conferring with peers, senior mentor, and related senior staff. Cadet also reviews the specific Exemplar (sample document) available online in the Cadet Staff Duty Analysis section of the Cadet Library.	Development
8	Cadet Officer	Cadet begins drafting technical writing document. Cadet uses USAF's Tongue & Quill for procedural guidance. Available online in the Publications Library at GoCivilAirPatrol.	Development
9	Cadet Officer	When cadet believes technical document is ready, cadet begins preparing an oral briefing to present the document's content to an audience. For technical document and oral briefing requirements, see the rubrics in Appendix 1 or online in the Cadet Staff Duty Analysis section of the Cadet Library.	Development
10	Cadet Officer	Cadet submits completed technical document to senior mentor and schedules oral briefing.	Presentation
11	Senior Mentor	Senior mentor confirms oral briefing appointment and informs cadet of audience composition (selected seniors, cadet NCOs and officers, full squadron, etc.)	Presentation
12	Senior Mentor	Senior mentor reviews technical document and evaluates with appropriate rubric prior to the oral briefing. Cadet may need to revise the document prior to the oral presentation.	Presentation
13	Cadet Officer	Cadet delivers oral presentation and participates in Q&A with audience	Presentation
14	Senior Mentor	Senior mentor evaluates cadet's oral presentation using the oral presentation rubric.	Feedback
15	Cadet Officer	Senior mentor and cadet meet in semiprivate session; mentor provides feedback about technical document and briefing, using completed rubrics as references. Rubrics indicate cadet's technical writing and oral presentation met standards or need improvement.	Feedback
16	Cadet Officer	If technical document was scored "Needs Improvement," cadet revises technical document and resubmits for credit.	Feedback
17	Cadet Officer	If oral presentation was scored "Needs Improvement," cadet revises presentation and presents oral briefing again for credit.	Feedback
18	Cadet Officer	CONCLUSION. Senior mentor records SDA completion in eServices > Cadet Promotions Application Senior mentor files completed rubrics in cadet's personnel file. DONE!	Feedback

LINKS REFERENCED ABOVE:

AFH 33-337 Air Force Tongue & Quill

<https://www.gocivilairpatrol.com/members/publications/other-publications-1709>

Cadet Staff Duty Analysis page in the Cadet Library

<https://www.gocivilairpatrol.com/programs/cadets/library/cadet-staff-duty-analysis/>