

“BIG FOUR” CADET UNIT PRIORITIES

Cadet Programs Development Office, Washington Wing, Civil Air Patrol

1st - STRUCTURE

Cadet Leaders Assigned

Cadet leaders assigned in eServices, given job descriptions and expectations.

[CAPP 60-31 A1](#)

[eServices: Cadet Duty Assignments](#)

Grade Appropriate Assignments

Cadet duty assignments and work are grade-appropriate.

[CAPR 60-1 4.1.2.](#)

Structure is Size Matched

Cadet structure and scope are appropriate to unit size and composition.

[CAPP 60-31 A2](#)

Structure is Published

Cadet structure published and current. All cadets should be able to see their local chain of command.

2nd - SCHEDULE

Unit Training Plan Published

Longer-Range Training Plan of Meeting Topics Published (at least 1 quarter out, published online).

[CAPR 60-1 4.3.1.2.](#)

[Squadron Training Plans](#)

[AE Curriculum Materials](#)

[AE Lessons & Activity Resources](#)

[Learn to Lead Activity Guide](#)

Contact Hours Met

Minimum Contact Hours met in squadron training plan, meetings are interactive and engaging.

[CAPR 60-1 T4.2.](#)

Weekly Meeting Schedules Published

Detailed meeting plan published 1 week in advance. Available to all members and parents.

[CAPR 60-1 4.3.1.3.](#)

[CAPF 60-83 Squadron Meeting Planner](#)

3rd - PROMOTIONS

Promotions Plan Published

Cadet promotion procedures established and published, including feedback meeting frequency.

[CAPR 60-1 5.7.2.](#)

Feedback Meetings Conducted Properly

Feedback meetings (formerly called "promotion boards") held at-least once per phase, promotion policies conform to R60-1. F60-90 Series instructions are followed. (WAWG CP Recommends a feedback meeting for every advance in grade, beginning at promotion to C/SSgt.)

[CAPR 60-1 5.7.2.](#)

Meeting Rhythm Established

Monthly "rhythm" for promotion-essential meeting events established. (Predictable times/procedures for feedback meetings, ceremonies, drill testing, CPFT, etc.)

4th - RECRUITING

Annual Open House Events Scheduled

Open House(s) Scheduled for School Year. Event(s) published on website/social media. Event(s) advertised (Ads, Radio, School Posters, flyers, etc.). WAWG CP recommends at least 3 open houses per school year.

[CAPR 60-1 3.1.1.](#)

[Recruiting and Retention Site](#)

Mentors Assigned to Recruits

Recruits assigned a mentor (one mentor may be assigned several recruits, i.e., a Recruit Flight Sergeant).

[CAPR 60-1 3.1.4.](#)

60 Day Recruit Training Pipeline

Cadet/Parent orientation complete within 60 days. Pipeline/cohort style introductory training is strongly recommended.

[CAPR 60-1 3.1.2.](#)

[Cadet Great Start](#)