

CIVIL AIR PATROL

REQUIRED STAFF TRAINING



CAPP 60-72
May 2025

Encampment
Region Cadet Leadership School
National Cadet Special Activities
National Flight Academies



**NATIONAL HEADQUARTERS
CIVIL AIR PATROL**

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Course Overview

The course and this pamphlet refer to anticipated updates coming soon to CAPR 60-1 and CAPR 60-2.

Required Staff Training (RST) is a course created by CAP/CP in positive leadership that mitigates the risk of hazing. Cadets and senior members who serve on the staff of an encampment, National Cadet Special Activity, National Flight Academy, Region Cadet Leadership School, or a similar cadet-focused activity lasting four nights in duration or longer must complete RST prior to the start of the activity.

Course Learning Outcomes

This course is designed to train staff with the skills to create a safe and nurturing environment for cadets, our top priority and a central focus of the National Commander's intent for everything we do.

At the end of the course, participants will be able to:

1. Perform their duties guided by CAP Core Values (integrity, respect, excellence, and volunteer service).
2. Understand the principles of positive leadership to help prevent hazing/abuse.
3. Define, identify, communicate, and report appropriate and inappropriate conduct.
4. Provide cadets a healthy and safe training environment.
5. Clearly articulate the standards of behavior and how to adhere to them effectively.
6. Foster a positive, disciplined, and supportive environment that promotes cadet development.

Course Methods

RST will be delivered via a combination of pre-requisite reading/training, online modules, and in-person training. In some cases, the pre-requisites and the in-person training will be customized for the specific activity. Below is a general outline of what is required for all participants and what is required for specific activities.

Pre-requisite Training (all participants)

Adult leaders and cadets over 18—Cadet Protection Basic Renewal (May 2025)

Cadets—Wingman Course

Pre-requisite Reading (all participants)

CAPR 60-2, Cadet Protection Program

CAPR 60-1, Cadet Programs Management

Online Modules (all participants)

The online piece of the course is entitled “Cadet Programs Required Staff Training” and can be found in Absorb.



Within the course there are three online modules with a quiz at the end of each module. Participants must review all materials and pass all three quizzes to receive credit for the course. The three modules are Cadet Protection Review, Safety/Health/Wellness, and Training Environment.

Staff will have to take Cadet Programs Required Staff Training in Absorb once per activity season. The course will be updated each season to align with any regulation changes/updates or new best practices.

- Spring/Summer season: 1 April to 30 September.
- Fall/Winter season: 1 October to 31 March.

For example, if someone is staffing an encampment and an NCSA during the summer, they would only take Cadet Programs Required Staff Training in Absorb one time during the spring/summer season. However, if they were planning to staff a summer and a winter encampment, they would need to take the Absorb course once in each season.

Completion of the online modules will be recorded in eServices in the member’s Training Record.

In-Person Training (by activity)

Encampment

Encampments will conduct a minimum of 60 minutes of in-person training within the 24 to 72 hours prior to student arrival. The in-person training will cover command expectations, the staff honor agreement, cadet protection and safety, and will continue the conversation on training environment. See the Encampment In-Person Training section on page 6 for a more detailed plan.

Encampment staff will need to take the in-person training for each encampment they staff as it is unique to that encampment. However, as noted above, they only need to take the Cadet Programs Required Staff Training in Absorb once per season.

RCLS

RCLS programs are strongly encouraged to have 45-60 minutes of in person conversation covering Activity Director expectations of staff, reviewing the RST information, and answering questions prior to student arrival.

NCSA/CSA

NCSA/CSA programs that utilize level one intensity will be required to conduct in person training within the 24to 72 hours prior to student arrival. The Program Manager for Career Exploration will communicate to those activities what is required. Other activities are strongly encouraged to have 45-60 minutes of in person conversation covering Activity Director expectations of staff, reviewing the RST information, and answering questions prior to student arrival.

NFA

NFAs are strongly encouraged to have 45-60 minutes of in person conversation covering Activity Director expectations of staff, reviewing the RST information, and answering questions prior to student arrival.

Encampment In-Person Training

Within the 24 to 72 hours prior to student arrival, encampments will conduct at least 60 minutes of in-person training that includes the following priorities:

- 1) Introductions
- 2) Encampment Purpose: Mission, Vision and Philosophy
- 3) Command Intent and Expectations
- 4) Staff Honor Agreement
- 5) Review of Cadet Protection and Safety
- 6) Training Environment Continued Conversation
- 7) Answering Questions

Depending on the location of the in-person RST, it can be beneficial to have the staff sit with their staff group. For example, have the squadron staff, both cadre and training officers sit together. Or have the entire public affairs staff, both cadre and senior staff sit together. If time allows, they can then discuss with their smaller group.

Power Point and PDF slides can be found on the RST website at:

<https://www.gocivilairpatrol.com/programs/cadets/library/rst>

Introductions (5 minutes)

Take time to introduce the Command Staff, especially if this is the first time all staff have been present together in person.

Encampment Purpose (2 minutes)

Read over the encampment mission, vision, and philosophy to remind staff the purpose of the encampment program.

Command Intent/Expectations (5-10 minutes)

The Wing Commander, Wing DCP, and/or Encampment Commander should take a few minutes and cover their command intent and expectations of the staff for the encampment. This is incredibly important for setting the tone and expectations for staff. Make every effort to have these individuals present for RST.

Staff Honor Agreement (5-10 minutes)

Have a copy of the cadre or senior staff honor agreement available for each staff member at their seat/table along with extra pens. If time is available, give staff time to talk about the agreement in their staff groups. Otherwise, cover the content as a large group. All staff should sign their agreement and either hand it in to the Commandant (cadre) or Commander (senior staff).

See Attachment 1 and 2.

PDF copies of the honor agreements can be found on the RST website at:

<https://www.gocivilairpatrol.com/programs/cadets/library/rst>

Cadet Protection and Safety Review (10 minutes)

Review important cadet protection and safety concepts. Make sure everyone understands their responsibility for reporting abuse, boundary concerns, and safety issues.

Training Environment Continued Conversation (10 minutes)

Review training environment information and reemphasize command expectations related to intensity. Some extra time may be spent on this section answering specific questions.

Answering Questions (10-15 minutes)

Be sure to allow ample time to address any important questions, either as a large group or within their smaller staff teams.

Recording In-Person Training Completion

Encampment Commanders should send a CAPF-11 or a participation letter containing the first and last name and CAPIDs of all participants to Heather Weaver, Program Manager for Cadet Leadership Camps at hweaver@capnhq.gov within 24 hours of completing the in-person RST. The attendance will be recorded in eServices.

Attachment 1: Cadre Honor Agreement

Encampment Cadre Honor Agreement

I understand and will uphold the mission, vision, and philosophy of encampment. _____

Mission: The purpose of the cadet encampment is for cadets to develop leadership skills, investigate the aerospace sciences and related careers, commit to a habit of regular exercise, and solidify their moral character.

Vision: The vision for the cadet encampment is "an immersion into the full challenges and opportunities of cadet life."

Philosophy: Encampment presents the five key traits of cadet life – the uniform, aerospace themes, opportunities to lead, challenge, and fun (ref: CAPR 60-1, chapter 1) – in an intensive environment that moves cadets beyond their normal comfort zones for personal growth.

I will perform the duties of my position with the CAP Core Values (integrity, respect, excellence, volunteer service) at the forefront of everything I do. _____

The protection of our students and fellow cadre including their safety, health, and overall well-being will be my number one priority. _____

- I will immediately stop any unsafe situation. Everyone is a safety officer!
- I will prioritize the health/well being of the cadets entrusted to my care.
 - I will give my cadets adequate time to use the bathroom.
 - I will ensure a cadet with a health concern seeks treatment and I will not interfere with that treatment.
 - I will work with health services to make sure my cadets have adequate time to take their medication.
- I will utilize appropriate intensity and expect my teammates to do the same.
- I will report cadet protection issues to the Commander/Activity Director directly while keeping my chain of command in the loop if possible.
 - I will speak up and share information that could be helpful in problem solving an issue in this area (see something, say something, do something).
- I will keep my bunk or room clean and free of safety hazards
- I will communicate with my Training Officer(s) or Senior Directors and rely on them for support and guidance.

I will display a high level of self-discipline, military bearing, and military customs and courtesies in front of all encampment students and when working with cadre and senior staff in a professional setting. I will use my authority as a staff member appropriately. _____

I will take care of myself and set the example to students by eating meals, taking bathroom and rest breaks, getting adequate sleep, addressing health/medical issues, and asking for help when I need it. _____

I will strive to focus on the job at hand which often needs my undivided attention. I will limit usage of cell phones, laptops and other electronic devices for personal matters when I have a break away from the students or when I am off duty. _____

I will follow all CAP and location (base/campus/camp) rules/regulations at all times even when I am "off duty". _____

Signed: _____ Date: _____

Printed Name: _____

Commandant Signature: _____ Date: _____

Download printable copy at <https://www.gocivilairpatrol.com/programs/cadets/library/rst>

Attachment 2: Senior Staff Honor Agreement

Encampment Senior Staff Honor Agreement

I understand and will uphold the mission, vision, and philosophy of encampment. _____

Mission: The purpose of the cadet encampment is for cadets to develop leadership skills, investigate the aerospace sciences and related careers, commit to a habit of regular exercise, and solidify their moral character.

Vision: The vision for the cadet encampment is "an immersion into the full challenges and opportunities of cadet life."

Philosophy: Encampment presents the five key traits of cadet life – the uniform, aerospace themes, opportunities to lead, challenge, and fun (ref: CAPR 60-1, chapter 1) – in an intensive environment that moves cadets beyond their normal comfort zones for personal growth.

I will perform the duties of my position with the CAP Core Values (integrity, respect, excellence, volunteer service) at the forefront of everything I do: _____

The protection of our students and cadre including their safety, health, and overall well-being will be my number one priority. _____

- I will immediately stop any unsafe situation. Everyone is a safety officer!
- I will prioritize the health/well being of the cadets entrusted to my care.
 - I will give my cadets adequate time to use the bathroom.
 - I will not keep a cadet who has a health concern from seeking treatment from health services.
 - I will work with health services to make sure my cadets have adequate time to take their medication.
- I will encourage the cadre I work with to utilize appropriate intensity and intervene in situations where intensity may be moving toward crossing the line
- I will report cadet protection issues to the Commander/Activity Director directly while keeping my chain of command in the loop if possible.
 - I will speak up and share information that could be helpful in problem solving an issue in this area (see something, say something, do something).
- I will keep my desk/office and room clean and free of safety hazards
- I will communicate appropriately and in a way that is constructive with the cadre I work with and my senior staff supervisors.

I will display a high level of self-discipline, military bearing, and military customs and courtesies in front of all encampment students and when working with cadre and senior staff in a professional setting. _____

I will take care of myself and set the example to students and cadre by eating meals, taking bathroom and rest breaks, getting adequate sleep, addressing health/medical issues, and asking for help when I need it.

I will strive to focus on the job at hand which often needs my undivided attention. I will limit usage of cell phones, laptops and other electronic devices for personal matters when I have a break away from the students or when I am off duty. _____

Signed: _____ Date: _____

Printed Name: _____

Commander Signature: _____ Date: _____

Download printable copy at <https://www.gocivilairpatrol.com/programs/cadets/library/rst>



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