

77th St. Louis Crusaders Composite Squadron
Procedures for Cadet Essays and Staff Duty Analysis (SDA)

1. **Background.** These procedures were developed to provide Cadets with information and guidance to assist them with their Essays, Staff Duty Analysis (SDA) Technical Documents (TD), along with associated Essay Speeches and SDA Oral Presentations.

2. **CAP Guidance.**

a. **Guidance for Essays** can be found under paragraph 2, Leadership in the below link by clicking on the Rank Insignias for Achievement 8 or the Eaker Milestone Award. [Stripes to Diamonds | Civil Air Patrol National Headquarters \(gocivilairpatrol.com\)](http://gocivilairpatrol.com)

b. **Guidance for SDAs** can be found in the CAPP 60-32 "SDA Curriculum Guide" that can be downloaded with the following link. [Pamphlets | Civil Air Patrol National Headquarters \(gocivilairpatrol.com\)](http://gocivilairpatrol.com)

Note 1: It is essential that all C/CMSgts and above along with all SMs performing Cadet Program Duties read CAPP 60-32 on SDA.

c. **Examples and Rubrics.** The following link also provide a chart with embedded links to TD Examples and Rubrics. The CAPP 60-32 can also be downloaded here. [Cadet Staff Duty Analysis | Civil Air Patrol National Headquarters \(gocivilairpatrol.com\)](http://gocivilairpatrol.com)

3. **Scheduling Speeches for Essays & Oral Presentations for SDA TDs.**

a. **Deadline for Submission.** Essays and/or SDA TDs along with their associated PowerPoint presentations must be submitted to the Cadet Commander (C/C), Squadron Commander, and Deputy Commander for Cadets (DCC) at least four days prior to the date Cadets desire to give their Speech/Oral Presentation.

b. **Formats.** The formats are discussed paragraphs 4a and 5a below. All documents must be submitted in Microsoft Word and PowerPoint as discussed in these paragraphs.

c. **Documentation Reviews.** The Cadet's products for Essays and SDA will be reviewed by the C/C, DCC, and designated Senior Members (SM).

d. **Corrections & Improvements.** Cadets will be notified if anything needs to be corrected or improved.

e. **Acceptance of Final Products.** When the products are deemed acceptable, 10 to 15 minutes will be scheduled for the Cadets during the next meeting, providing sufficient time is available.

4. **Essays.** Only two essays are required throughout the career of a CAP Cadet. One is for Achievement 8 (dead rank for C/CMSgt) and the other is the Eaker Milestone Award for C/Lt Col.

a. **Format.** Essays must contain 300-500 words, in a double-spaced and spell-checked Word document.

1). Cadets must follow the basic high school English essay writing rules for grammar, punctuation, and sentence-paragraph structure.

2). The essays must include a Title, Date, Rank, Name, CAP ID Number, and References for information sources.

3). Cadets must use their own words without copying reference material verbatim except for quotes which must be in "quote marks" citing the person who said it.

b. **Essay Topics.** Below are the topics to choose from.

1). **Achievement 8.**

a). Explain why America's aerospace power is vital to commerce, science, or national security.

b). Describe the leadership mistakes you have made and explain what you learned from them.

c). Explain the difference between followership and leadership.

2). **Eaker Milestone Award.**

a). Describe three things an executive-level leader needs to do to ensure the unit will fulfill its long-term goals.

b). Explain three principles that should guide an executive-level leader's use of delegation.

c). Discuss three ways a cadet officer can continue to develop his/her own leadership potential after outgrowing the CAP Cadet Program.

c. **Speeches.** Cadets must give a 5 to 7 minute Speech to the squadron discussing their Essays while using a PowerPoint presentation (5 to 10 Slides) that they prepared as talking points for their Speech.

Note 2: Speech coaching is available through our Squadron Deputy Commander for Cadets (CCD), 2d Lt Brian Lynch.

d. **Grading & Feedback.** The "Essay and Speech Critique Form" is used for grading and can be downloaded from the below link by clicking on [Critique Forms. Achievement 8 - Armstrong | Civil Air Patrol National Headquarters \(gocivilairpatrol.com\)](https://www.gocivilairpatrol.com/Critique-Forms-Achievement-8-Armstrong-Civil-Air-Patrol-National-Headquarters)

- 1). Cadets must ensure that their Essay and Speech covers all of the graded elements on these forms.
- 2). One or two SMs will be given this form to grade the Cadets Essay and Speech.
- 3). All the graded forms will be reviewed by an SM with the Cadet.
- 4). The completed forms will be placed in the Cadet's Personnel & Training Folders and/or in the Squadron's Official Electronic Files (SOEF) as a permanent record.
- 5). If the Essay and/or Speech are deemed substandard, the Cadet will be given positive guidance on how to improve them and be given a realistic resubmission due date as agreed on by the Cadet and the DCC.

e. **Essay Files Naming Convention.** To facilitate processing and maintaining the SOEF, the Word documents and PowerPoint files will be named as shown below.

- 1). **Word Document for Essays.** Achievement 8 Essay-Last Name CAP ID #. Example: "Achievement 8 Essay-Green 491697.docx". For Eaker Essays, replace Achievement 8 with Eaker. Example: "Eaker Essay-Green 491697.docx"
- 2). **PowerPoints for Essay Speeches.** Achievement 8 Essay Speech-Last Name CAP ID #. Example: "Achievement 8 Essay Speech-Green 491697.ptp". For Eaker Essay Speech, replace Achievement 8 with Eaker. Example: "Eaker Essay Speech-Green 491697.ptp"

5. Staff Duty Analysis (SDA) Technical Documents (TD). These are required for all Cadet Officer Achievements 9 through 16 but do not include the four unnumbered Milestone Awards, i.e., Mitchell, Earhart, Eaker, and Spatz).

a. **Format.** Cadets must follow basic high school English writing rules for grammar, punctuation, and sentence-paragraph structure.

- 1). SDA TD must include a Title, Date, Rank, Name, CAP ID Number, and References for information sources.

2). The TD will be submitted in a double-spaced and spell-checked Word document or something that is easily converted to Word.

3). There is a Fillable Form (PDF) for the "Personal Leadership Plan Form" that must be used vice a Word document. It can be downloaded from the chart on the bottom of the page using the below link.

[Cadet Staff Duty Analysis | Civil Air Patrol National Headquarters \(gocivilairpatrol.com\)](http://gocivilairpatrol.com)

4). Cadets must use their own words without copying reference material verbatim except for quotes which must be in "quote marks" citing the person who said it.

b. **Topics.** A list of nine TD topics are contained in the chart shown in the below link. Examples for every TD may be obtained by clicking on the TD Topics under the Exemplar column in that chart.

[Cadet Staff Duty Analysis | Civil Air Patrol National Headquarters \(gocivilairpatrol.com\)](http://gocivilairpatrol.com)

c. **Oral Presentations.** Cadets must give a 15 to 20 minute Oral Presentation to the squadron discussing their TD while using a PowerPoint presentation (8 to 12 Slides) that they prepared as talking points for their Oral Presentation.

Note 2: Speech coaching is available through our Squadron Deputy Commander for Cadets (CCD), 2d Lt Brian Lynch.

d. **Grading & Feedback.** The SDA Rubrics from the chart in the above link are used to evaluate all the different TDs. All the rules outlined for Essays in paragraph 4.d. above applies to these also.

e. **SDA Files Naming Convention.** To facilitate processing and maintaining the Squadron's Official Electronic Files, the Word documents and PowerPoint files will be named as shown below.

1). Word Documents for SDA Technical Document (TD). SDA # TD-Last Name CAP ID #. Example: "SDA 9 TD-Green 491697.docx"

2). PowerPoints for SDA Oral Presentation. SDA # Oral-Last Name CAP ID #. Example: "SDA 9 Oral-Green 491697.ptp"

6. Procedural Reviews. To ensure these procedures are kept current Senior Cadets and Cadet Program SMs will conduct semi-Annual reviews of these procedures during January and July, or sooner if deemed necessary.