

Staff Basic Knowledge

1. Basics
 - A. Read weekly e-mail from squadron commander.
 - B. Know the *Quarterly Schedule*
 - C. *Organizational Chart* – know who is in your flight
 - D. Opening formation structure – know who sits/stands where
 - E. Keep a notepad and pen in pocket at all times
2. Be Professional
 - A. Follow *Correspondence Guidelines*
 - B. Use forms. All forms are listed on the squadron website.
3. Know Policies
 - A. All Policy statements are listed on the squadron website.
 - B. Pay particular attention to *PT Guidelines* and *Inspection Guidelines*
4. Know duties
 - A. Responsibilities of all Cadet Staff as they are detailed in *Staff Duties*
 - B. Position specific duties as they are detailed in *Staff Duties*
5. Know what and how to teach
 - A. Be familiar with the *Training Schedule*
 - B. Rotate through *Class Topics List*
 - C. Use *Elements of a Lesson Plan*
 - D. Use *Planning the Weekly Squadron Meeting*
 - E. Prepare *Weekly Planner*
 - F. Prepared power point presentations and class notes will be maintained by DCC.
6. Know regulations pertaining to Cadet Programs
 - A. Cadet Basic Knowledge
 - B. Cadet Programs – CAPR 52-16
 - C. Physical Fitness - CAPP 52-18
 - D. Uniforms – CAPR 39-1
 - E. Customs & Courtesies - CAPP 151
 - F. Drill & Ceremonies - AFMAN 36-2203
 - G. Awards - CAPR 39-3
 - H. Correspondence - CAPR10-1 and *Tongue and Quill*
7. Know Goals
 - A. Know and attempt to achieve *Cadet Programs Goals* for the squadron
 - B. Use *S.M.A.R.T. Goals* to assist in forming goals
8. Know how to help and counsel cadets
 - A. Use *Counseling Guidelines*
 - B. Use *Leadership Expectations*
 - C. Know how to progress through Cadet Program
 - D. Know *Cadet Progression Guidelines*
 - E. Know and share *Review Board Tips*
 - F. Be familiar with opportunities that are available to cadets outside regular meetings (*Activities List*) and *NCSA Guidelines*.