

CADET INDEPENDENT STUDY

An Accommodation for Cadets Living Overseas

This document serves three purposes. It explains what independent study entails, serves as an application form that requires NHQ approval, and records the special accommodations that the cadet proposes to fulfill promotion requirements, in a manner similar to a contract. Independent study is authorized by CAPR 60-1, *Cadet Program Management*, 1.8.

INTRODUCTION

Cadets who will be living overseas and wish to remain active in CAP may join an overseas squadron (for a list of units, see the unit locator at gocivilairpatrol.com). If an overseas unit is not available at the cadet's location, National Headquarters may allow the cadet to progress through independent study.

National Headquarters evaluates applications on a case-by-case basis and will work with cadets and unit commanders to tailor the independent study to match each cadet's unique situation. However, independent study is intended to be a temporary accommodation, usually no more than 2 years in duration. To qualify, cadets must have completed Achievement 1. Except for a few modifications needed for practical reasons, independent study cadets must meet the usual promotion requirements.

1. PERSONAL INFORMATION

Cadet's Name:

CAPID:

Dates of Independent Study:

2. INDIVIDUAL SITUATION

Why are you requesting an independent study? Where are you traveling to? How long will you be overseas? Please briefly explain your situation.

3. PROGRESSION & PROMOTION RULES

These requirements apply to each Achievement

LEADERSHIP

Leadership Tests: Cadets must complete all written leadership tests, as usual. Cadets are exempt from any drill performance tests, with the understanding that upon returning to the US, they'll have some catching-up to do regarding drill and ceremonies, which could possibly delay further promotions for a short while.

Staff Duty Analysis: Cadet officers must participate in a modified SDA program. SDAs normally include four components: service, technical writing, oral presentation, and feedback. For independent study cadets, the service obligation is waived, leaving the other three components. For the technical writing assignment, cadets may write about topics relating to their school or extracurricular club activities, in lieu of CAP activities that they're unable to attend. Cadets deliver their oral presentation to a stateside senior member in their home unit via video conference (Facetime, Skype, etc.). This same senior member provides feedback for the SDA.

AEROSPACE

Aerospace Tests: Cadets must complete all aerospace tests, as usual.

Aerospace Activity: Cadets must participate in a "hands-on" mini-project of their choosing. The activity should be roughly 45 minutes in duration. The aerospace section in the Cadet Library at capmembers.com/library offers several great activities from which to choose. The overall purpose of this activity requirement is to compensate for the cadet not participating in the usual aerospace fare provided in squadron meetings.

PHYSICAL FITNESS:

Cadet Physical Fitness Test: Cadets must complete all CPFT requirements, as usual.

CHARACTER:

Forums: Cadets may complete the usual monthly character activities with the help of an adult, or if that is not practical, cadets may propose an alternative method for discussing ethics and character issues.

Cadet’s proposal for completing character forums or an alternative activity:

ACTIVITIES:

Mentoring & Instructing: Phase III & IV cadets satisfy their mentoring or instructing requirement by mentoring any young person in their overseas location for at least 2 hours per Achievement.

Encampment: The encampment requirement will not be waived.

Leadership Academy: Attendance at COS/RCLA remains required for the Eaker Award. However, if the cadet attended an encampment or NCSA after having earned the Mitchell Award, that activity may be used to fulfill the requirement. Contact CAP/CP for assistance.

Special Activities: Cadets may participate in special activities, following the usual procedures.

General Community Service: Cadets must provide 2 hours of community service per Achievement. This substitutes for the cadet not attending normal cadet activities. Cadets should keep a log of their service.

Cadet’s proposal for completing community service:

4. TEST ADMINISTRATION

An impartial test administrator is needed for the CPFT and any milestone award exams the cadet attempts while overseas. This impartial adult need not be a CAP member. Examples could include a teacher, adult member of the host family, clergy, or military NCO or officer, but not a relative of the cadet. When a milestone award is needed, the unit testing officer downloads a PDF version from eServices and emails it to the impartial administrator overseas. Spaatz Award exams will not be administered overseas.

Overseas Test Administrator:

Relationship to Cadet:

Email Address:

5. RECORDKEEPING & PROMOTION CERTIFICATION

The cadet’s unit commander will certify all promotions, using the eServices “Cadet Promotions Application,” as usual. While eServices records the “standard” tasks for promotion (ie: test scores, time in grade, etc.), the special independent study requirements (ie: community service, mentoring, etc.) must be reliably tracked to the unit commander’s satisfaction. A copy of this completed background paper and form should be kept with the cadet’s personnel record back in the stateside home squadron.

AGREEMENTS: To “sign” this document, type your name in the space provided and/or retain the email trail.

CADET:

DATE:

UNIT COMMANDER

DATE:

CAP/CP REPRESENTATIVE:

DATE: