

Cadet Programs

STAFF DUTY ANALYSIS GUIDE

I. PURPOSE

The goal of the Staff Duty Analysis (SDA) process is to learn as much as possible about the standard tasks of squadron-level staff officer positions. This is done by researching directives pertaining to that position, talking to the senior officer who holds that position and doing some of the tasks associated with that position, such as filling out forms or reports, organizing an activity or teaching a class. If there is no one at the squadron level holding the position, cadets are encouraged to contact the Group or Wing staff officer for assistance. The Staff Duty Analysis for each achievement contains two sections the cadets must complete: Performance Requirements and a Position Checklist. These are found either in CAPP 14 (Staff Duty Analysis Guides) or in the material with each achievement in *Leadership 2000 and Beyond*, Volumes II and III. Each chapter of *Leadership 2000 and Beyond* contains valuable information to aid the cadet in completion of the SDA.

II. CONTENT

Texas Wing Staff Duty Analysis Reports will contain the following items. Typing is preferred but if handwritten, it must be clearly legible. The completed package should be from 6 to 10 pages long and contain the following:

1. Cover letter transmitting the report, written in accordance with CAPR 10-1. The letter is from the cadet and directed to the deputy commander for cadets or cadet programs officer for his/her squadron (1 page).

2. Short written answers to each of the checklist items. As previously stated, these can be found in either each chapter of *Leadership 2000*, Volumes II and III or in CAPP 14. Write in complete sentences, not note-taking or bullet format. No one-word answers. For example, if it asks if a person has been appointed to the position, tell the name, rank and date of appointment for that person. Also note deficiencies if something is not being done properly and then explain how you would correct the situation. If it asks you to perform a task, explain how you would do so (3 - 5+ pages).

3. Choose one Learning Objective (Performance Requirement) and write it up as a formal Staff Study Report with necessary attachments, etc. The Staff Duty Report will be a minimum of two pages. Use Staff Duty Report outline described in Volume II, Chapter 9, Pages 9-5 and 9-6 of *Leadership 2000* (2-5+ pages).

III. SCORING

The senior member holding the position being studied should grade the SDA reports. If no one has been appointed to that position, then the squadron commander or deputy commander for cadets should grade the report. If the cadet has contacted someone at higher-level command for assistance, they can grade the report. Each section should be graded as satisfactory/non-satisfactory. Any section graded non-satisfactory will be redone until it is satisfactory.