

SDA Summary Requirements for Phase III: Tips on How to Create a *Quality* Report

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**** If these simple requirements are not met, there can be recommendation for resubmitting report.**

All Staff Duty Analysis reports *must* include the following:

1. Part A. The overview of Requirements:
 - a. List of publications that correspond to the position (found in the Leadership 2000 manual. Add more if they apply)
 - b. Schedule of suspenses (duties and responsibilities)
 - c. Performance Requirements (See below and refer to SDA Manual)

2. Part B. The Narrative:
 - a. Answer the following questions in complete sentences. (Sentence structure should show quality and thoroughness):
 - i. What are the essential duties of this position? (refer to CAPR 20-1)
 - ii. How does this position help the squadron fulfill its mission?
 - iii. How does this position affect cadets and the Cadet Program?
 - iv. What leadership qualities does the officer in this position require to succeed? (The Core Values are apply to many positions)

 - b. Note: This section should be $\frac{3}{4}$ to a full page minimum (each question about 3-4 detailed sentences! *E.g. Flight commanders must possess the leadership quality of integrity which will enable their cadets to understand how to behave correctly and follow the commander's actions. ** NOT: Flight commanders need integrity. They also need...*)

3. Format of Report:

- a. The SDA report may be typed neatly, but if there are complications with printers, the report may be submitted neatly handwritten, double-spaced, on loose-leaf paper in black ink.
- b. A title page like the following is recommended, but a similar heading is acceptable.

C/SSgt Tom Smith
Thunder Ridge Composite Squadron, (--) Wing
30 December 2006

Staff Duty Analysis
Achievement 99: Maintenance Officer

OR...

<p style="font-size: 1.2em;">Staff Duty Analysis</p> <p style="font-size: 1.1em;">Achievement 99: Maintenance Officer</p> <p style="font-size: 0.9em;">C/SSgt Tom Smith Thunder Ridge Composite Squadron, (--) Wing 30 December 2006</p>

Part A. Requirements for Phase III Achievements:

(These are in addition to the list of suspenses and regulations and forms.)

Achievement 9: Flight Commander

**For 2 & 3, include reference to attachments.

1. Publications should include the forms that a flight commander must be familiar with in order to succeed.
2. Interview any leader, even a cadet officer about taking charge. Present a short presentation to the cadets in the squadron about the interview. You may not hand in a report without an interview.

3. List five common discrepancies in cadets' uniforms. You *must* include reference to CAPR 39-1 and include the correct standards. The length should be between ½ to a full page.

Achievement 10: Administrative Officer

1. Prepare a letter to an official on any topic. This is not a letter for the inventory requirement! (E.g. a topic about requesting recommendation from a senator, asking permission to host an event for the squadron, asking for permission to run a recruiting booth, or even writing a letter to one of the senior commanders about your squadron.) This letter should be in a business/staff study report format (refer to the leadership chapter).
2. Inventory the publications and forms that the squadron has on hand using CAP index 0-2 and CAP index 0-9. Use an order sheet, CAPF 8. This can be ordered or found online. Inventory must be completed!

Achievement 11: Public Affairs Officer

1. Interview a local journalist, a communications specialist, or personally investigate to learn how CAP public affairs officers can avoid common pitfalls when writing press releases.
2. Also, one of the following must be completed:
 - a. (*Preferred*) Prepare a short news release about a squadron activity suitable for publication in a local newspaper. It is recommended that the article be in a two-column format as a newspaper article would be formatted.OR...
 - b. Develop a website aimed at reaching community leaders and explain why your squadron is worthy of support.

Checklist for Staff Duty Analysis Reports:

Make sure of the following before handing in your final report!

1. The final copy is neatly formatted and stapled or in a folder.
2. A title page or a proper heading is present.
3. Part A and B (All 4 questions) are completed.
4. Grammar is accurate.
5. References are made to attachments.
6. The report is 12-14 font (preferred by senior members, but not required!)

First page example:

Part A: Overview of the Requirements

1. CAP Publications Applicable to Flight Sergeants

Regulations

CAPR 52-10 CAP Cadet Protection Policy

CAPR 52-16 Cadet Program Management

Pamphlets

CAPP 50-2 CAP Core Values

CAPP 151 Standards, Customs, and Courtesies

Manuals

CAPM 39-1 CAP Uniform Manual

AFMAN 36-2203 CAP/AF Drill and Ceremonies Manual

2. Deadlines/Suspenses Required of Flight Sergeants

Flight sergeants drill the flight members as well as instruct the element leaders on leading cadets. Flight sergeants must work with their flight commanders to ensure that their cadets succeed in the Cadet program.

3. Performance Requirements for this SDA

A. Explain in several paragraphs why communication within the flight is necessary for the flight to succeed.

(This may be typed right underneath the question, but for attachments like interviews, a reference to another page would be necessary)

e.g. 1. Interview any leader to find out why it is necessary for all commanders to possess integrity.

1. See attachment for interview on page 3.