OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 S HANSELL ST MAXWELL AFB AL 36112

15 May 2002

MEMORANDUM FOR ALL UNIT COMMANDERS

SUBJECT: Policy Letter – Required Staff Training (RST)

1. **Overview.** The National Board decided that a refresher-type training for cadet protection-related issues is needed, beginning with this summer's activities. Cadet Programs has developed this training, designated CAPP 52-12, *Required Staff Training: A Positive Approach to Leadership* (RST). The RST focuses on hazing, harassment, and humiliation, and ways to manage those risks.

2. **Participation Requirements.** Effective **1 June 2002**, all cadets and senior members who serve on the staff of one of the following cadet activities must complete the Required Staff Training (RST):

A. Encampments
B. National Cadet Special Activities
C. Region Cadet Leadership Schools
D. Other similar cadet activities four nights in duration or longer
E. Other cadet activities as designated by the wing commander.

3. **Implementation.** The RST will be completed before participating at the activity, and it will be conducted in accordance with CAPP 52-12, *Required Staff Training.*

A. The RST will be conducted in conjunction with the cadet activity, or during a staff training workshop held specifically for that cadet activity.

B. The RST will be lead by the activity director or an individual selected by the wing commander.

4. **Continuing Education.** Personnel will complete the RST <u>each</u> <u>time</u> they serve on staff at one of the activities listed above.

A. However, the activity director may excuse members from Part 1 of RST, "How to Avoid the Hazing Trap," if they have already completed it *twice,* provided that enough experienced members remain in the class so that a viable discussion can take place for the benefit of the less experienced students.

B. Because the group dynamics change each time an activity is held, thereby affecting the leadership and training environment experienced by cadets, Part 2 of RST, "Using Operational Risk Management to Avoid the Hazing Trap," will be completed by all cadet and senior staff members <u>every</u> <u>time</u> they serve on staff at one of the activities listed above.

5. **Visual Aids.** Please note that Part 1 of RST, "How to Avoid the Hazing Trap," should be conducted using the video provided with CAPP 52-12. The video is currently in post-production and will be available in mid-June. If the video for Part 1 (or a VCR) is not available, the activity director may conduct Part 1 using the lesson plan included in CAPP 52-12.

6. **Distribution.** Each wing and region headquarters will automatically be mailed copies of CAPP 52-12. The RST materials will not be distributed below wing headquarters. Wings and regions may purchase additional copies from the CAP Bookstore.

7. **Reporting.** Activity directors will adhere to the following reporting requirements:

A. **Documentation.** The activity director will create a roster of all cadets and senior members serving on staff at their activity, and will certify whether each completed RST. This information will be recorded on a memorandum to be kept on file for three years at the echelon's headquarters.

B. **Encampments.** In the case of encampments, the state director or deputy state director is being encouraged by HQ CAP-USAF to place a special emphasis on RST and help ensure that the requirements of this policy letter are being fulfilled. The state director or deputy state director may stipulate in section IV of CAPF 20, *Encampment Report,* whether they have seen evidence that RST was completed.

8. **Duration of Policy.** This policy shall remain in effect until the next revision of CAPR 52-16, *Cadet Program Management*.

RICHARD L. BOWLING
Brigadier General, CAP
National Commander

cc: CAP-USAF / CC / CV
All State Directors & Deputy State Directors