



# CIVIL AIR PATROL

United States Air Force Auxiliary

**National Cadet Team**  
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26 July 2011

## MEMORANDUM FOR ALL UNIT COMMANDERS & CADET OFFICERS

### SUBJECT: Cadet Officer School Distance Learning Option

**1. CONCEPT.** A distance learning option is available to qualified cadets who are nearing the end of their cadet membership and have been unable to complete Cadet Officer School or Region Cadet Leadership School in residence. This program is an alternative way to fulfill the Eaker Award's COS/RCLS pre-requisite.

**2. ELIGIBILITY.** To qualify for the "COS Distance Learning Option," cadets must:

- a. Have earned the Earhart Award.
- b. Obtain their unit and wing commanders' permission (email "forwards" will suffice).

**Commanders:** Please be mindful that the program's intent is to function as a "final resort" in service to cadets who are unable to attend the in-residence programs for good reason.

**3. CURRICULUM.** Cadets will complete a self-paced, self-study program that closely approximates the curriculum used at the COS in-residence program. This curriculum consists of five blocks of instruction, with each block consisting of a handful of different lessons. The five blocks of instruction are:

- Leadership Theory
- Strategic Thinking
- Airpower Heritage
- Communications
- Character

**a. Readings.** Distance learning students will use the same set of readings as is used at the in-residence COS. These readings total approximately 350 pages. To show evidence of their understanding, distance learning students will respond to the readings via essays, writing one essay for each block of instruction. Additionally, cadets will complete a personal leadership statement, and a research paper on an airpower pioneer. In summary, the workload is as follows:

**b. Summary of Workload:**

- 350 pages of readings
- 5 essays of 700 to 1000 words, in response to the 5 blocks of instruction
- 1 personal leadership statement of 700 to 1000 words
- 1 research paper of 1000 to 1500 words on an airpower pioneer

**c. Evaluation of Work.** The COS Activity Director grades each assignment pass / fail and offers feedback to the cadet. Cadets may edit and resubmit previously failed assignments, but all assignments must be completed successfully within 120 days to graduate from the program.

#### 4. APPLICATION & ENROLLMENT PROCESS

**a.** To apply, qualified cadets will submit a completed CAPF 31, via the unit and wing commander, to Neil Probst at [nprobst@capnhq.gov](mailto:nprobst@capnhq.gov). The program uses rolling admissions; cadets may apply at any time. The course is free; no admission fee is charged to cadets.

**b.** NHQ will verify that the cadet meets eligibility requirements, process the application, and notify the cadet that he or she has been accepted (or denied) admission to the program.

**c.** NHQ will send course materials to the cadet.

**d.** Cadets have 120 days from their enrollment date (ie: the date they receive course materials) to complete the curriculum and all assignments.

**f.** Cadets who voluntarily drop-out of the program or fail to complete it within 120 days will not be readmitted to the program without a compelling reason (ie: lengthy hospitalization, death of a parent, etc.).

Our point of contact is **Neil Probst**, who is available to answer questions via email at [nprobst@capnhq.gov](mailto:nprobst@capnhq.gov) or at (877) 227-9142 x252.



CURT LAFOND

Deputy Director for Cadet Programs