



CIVIL AIR PATROL

United States Air Force Auxiliary

National Cadet Team
105 South Hansell Street
Maxwell AFB, AL 36112-6332
877.227.9142 x401
cadets@capnhq.gov

10 November 2011

MEMORANDUM FOR THE CADET COMMUNITY AT LARGE

SUBJECT: Upcoming Publication of *Learn to Lead* Volumes 3 & 4 &
Phase-Out of *Leadership for the 21st Century*

1. Background. In the summer of 2010, we published the *Learn to Lead* textbook, Volumes 1 and 2, for Phase I and II cadets, respectively. Now we are readying volumes 3 and 4 for Phase III and IV cadets, respectively. Outlined below are the key details.

2. Goals. Volume 3 focuses on “indirect leadership,” or the process of a leader getting the job done by collaborating with other leaders. Volume 4 focuses on “strategic perspectives,” offering a glimpse of some of the leadership topics that are relevant to leaders at the highest level of an organization.

3. Format.

a. Volume 3 will follow the same format as volumes 1 and 2. The volume will be a traditional textbook of key concepts, principles, terminology, etc., supported by lots of sidebars and examples from the military, history, business, politics, and pop culture. Volume 3 will consist of three chapters to be completed in sequence, one chapter for each Achievement in Phase III.

b. Volume 4’s format will differ considerably from the other three volumes. It will be a collection of readings that have been published elsewhere. However, the volume will be organized into five chapters, one per Achievement, with the chapters being completed sequentially. Within each chapter, cadets will find a handful of articles, each written by a different author.

4. Drafts. Draft chapters will be posted for review in the Cadet Proving Grounds (capmembers.com/provinggrounds). As always, we welcome your feedback, so please sound off. The best way to stay tuned to these developments is via the Cadet Blog’s RSS feed, Facebook (CAP Cadet Programs), or Twitter (@CAPCadetTeam).

5. Distribution.

a. General Plan. *Learn to Lead* Volume 3 and 4 will be available electronically by 31 December 2011. We will send every cadet unit and DCP a couple print editions in February. Print editions will also be available for purchase at Vanguard in February.

b. New Mitchell Recipients. All cadets who earn the Mitchell Award after 1 January will automatically receive a hard copy as part of their Cadet Officer Kit. Note that the January / February Mitchell cadets will initially receive xerox-style versions, but we'll send the glossy, full-color, perfect-bound editions to them via a second mailing in February.

6. Written Tests.

a. Multiple-choice tests for Volumes 3 and 4 will be available via eServices by 10 January 2012. The usual online testing rules apply: 25 questions, 30-min limit, 80% to pass, randomized question bank, hard copies available only by downloading and printing PDF editions, etc.

b. An updated Earhart Leadership Exam will be available in February. We will mail every cadet unit a hard copy.

c. An updated Spaatz Leadership Exam will be available in February. It is available online only and is administered only by the State Director or a CAP-USAF Reservist.

7. Phase-In.

a. All cadets who earn the Mitchell after 1 January 2012 will automatically be enrolled in the *Learn to Lead* curriculum, even if they grew up in the old *Leadership for the 21st Century* textbook.

b. Cadets who have already earned the Mitchell and are presently studying the "old" textbook may remain in that text or switch to *Learn to Lead* at their option. These cadets can download the "new" textbook at capmembers.com/L2L or purchase a hard copy from Vanguard.

c. To qualify for the Earhart and Spaatz, cadets will choose either the *Learn to Lead* or "old" textbook exam version. There is no mix-and-match option – cadets can't ask for an exam based partially on the "old" text and partially on the "new."

d. All "old" textbook tests and exams will become **obsolete on 1 October 2013**. After that time, only *Learn to Lead* tests and exams will be valid. This phase-out of the "old" materials allows sufficient time for the "old" cadets to earn their Spaatz or switch to the *Learn to Lead* materials.

8. Questions & Feedback. Our point of contact for questions and feedback is Neil Probst, education manager, who is available at nprobst@capnhq.gov and (877) 227-9142 x252.

Thank you for your cooperation throughout the transition to the new, standards-based *Learn to Lead* textbooks.



CURT LAFOND

Deputy Director for Cadet Programs

Distribution:

National Board
NHQ EX / EXA / ED
Sr. Advisor for Support
CP Advisors & NCAC
Region & Wing DCPs
Cadet Blog, Facebook, Twitter, & CadetStuff.org