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Training

CAP SENIOR MEMBER PROFESSIONAL DEVELOPMENT PROGRAM

This regulation outlines the program to prepare senior members in the special skills required for Civil Air Patrol (CAP) mission accomplishment. The program offers opportunities to help the senior member learn specific mission-related skills and prepare for leadership positions. Commanders at each echelon have the responsibility to support the Senior Member Professional Development Program in accordance with the provisions of this regulation. **Note: Shaded areas identify new or revised material.**

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ACRONYMS

ACSC--Air Command and Staff College

AFIADL--Air Force Institute for Advanced Distributed Learning

AWC--Air War College

CAP--Civil Air Patrol

CAPF--Civil Air Patrol Form

CAPIGC--Civil Air Patrol Inspector General College

CAPM--Civil Air Patrol Manual

CAPSOC--Civil Air Patrol Senior Officer Course (AFIADL Course 13)

CAPP--Civil Air Patrol Pamphlet

CAPR--Civil Air Patrol Regulation

CE--Course Examination

CLC--Corporate Learning Course

COP--Certificate of Proficiency

CPPT--Cadet Protection Program Training

CSRSC--Chaplain Service Region Staff College

DCS/PD-- Deputy Chief of Staff for Professional Development (Region)

DPD--Director of Professional Development (Wing)

FAA--Federal Aviation Administration

FEMA--Federal Emergency Management Agency

FO--Flight Officer

HC--Chaplain

IACE--International Air Cadet Exchange

NCASE--National Congress on Aviation and Space Education

NHQ CAP/PD--National Headquarters Civil Air Patrol Chief, Professional Development

NLOC--National Legal Officers' College

NSC--National Staff College

PAO--Public Affairs Officer

PD--Professional Development

PDO--Professional Development Officer (Unit)

PDR--Professional Development Report

PME--Professional Military Education

RSC--Region Staff College

SAR--Search and Rescue

SFO--Senior Flight Officer

SLS--Squadron Leadership School

SOS--Squadron Officer School

TCO--Test Control Officer

TFO--Technical Flight Officer

UCC--Unit Commanders Course

USA--United States Army

USAF--United States Air Force

USCG --United States Coast Guard

USMC--United States Marine Corps

USN--United States Navy

CHAPTER 1–OVERVIEW

1-1. Purpose of the Senior Member Professional Development Program.
CAP is a federally chartered non-profit corporation. It is the official auxiliary of the United States Air Force. Congress chartered CAP to perform certain duties for individual communities and for the nation. That charter helped establish CAP's three missions: Emergency Services, Aerospace Education, and Cadet Programs. To accomplish its mission, CAP requires an informed, active senior membership trained in leadership, management, and functional tasks. The CAP Senior Member Professional Development Program prepares members to serve their units, their communities, and their nation.

1-2. Organization of the Senior Member Professional Development Program.
Five levels comprise the Senior Member Professional Development Program. Each level is briefly explained below. (Also see Attachment 1, *CAP Senior Member Professional Development Program Progression and Awards* chart.)

a. Level I, Orientation. Level I training provides the new senior member with information required for active membership in CAP. This level consists of the Orientation Course and Cadet Protection Program Training (CPPT). Shortly after joining CAP, the member receives a collection of pamphlets and manuals from the CAP Bookstore that make up the senior member handbook. Members should study these materials prior to attending a Level I Orientation Course. The Level I Orientation Course provides basic information about the CAP program. It consists of video and instructor presentations. Chapter 3 details Level I training.

b. Level II, Technical Training. In this level, the member acquires a technical skill and begins receiving basic training in leadership and management topics. CAP presents study material in pamphlets called Specialty Track Study Guides. Each member, in coordination with the unit commander and unit Professional Development Officer (PDO), selects a specialty based on individual interests and the needs of the unit. Squadron Leadership School (SLS), a formal course, trains squadron-level members to perform their squadron jobs and introduces leadership and management techniques. Level II training also includes the Air Force Institute for Advanced Distributed Learning (AFIADL) CAP Senior Officer Course. CAP requires completion of Level II and time-in-grade for duty performance promotion to the grade of captain. Chapter 4 gives the specific details of Level II training.

c. Level III, Management. Senior members desiring to serve in CAP management positions train at this level. Completion of Level III requires attending a Corporate Learning Course (CLC) and other specialized requirements. CAP requires completion of Level III and time-in-grade for duty performance promotion to the grade of major. Chapter 5 gives specific details of the Level III program.

d. Level IV, Command and Staff. This level concentrates on members desiring to become leaders in CAP. Every wing and region commander, and those members being groomed to replace them, should complete Level IV. CAP requires members to complete Region Staff College (RSC) at this level. Members unable to attend a region staff college may complete the USAF Squadron Officer School (SOS) by correspondence or any of the Professional Military Education (PME) equivalents in Attachment 2. In order to receive a duty performance promotion to the grade of lieutenant colonel, members must complete Level IV and time-in-grade. Chapter 6 gives the specific details of the Level IV program.

e. Level V, Executive. Those performing duty as commanders or staff officers train at this level. This level concentrates on advanced leadership and management subjects. To complete this level, members attend the National Staff College (NSC). Members unable to attend the college may elect to complete the USAF Air Command and Staff College (ACSC) by correspondence or any of the PME equivalents in Attachment 2. Chapter 7 gives the specific details of the Level V program.

NOTE: CAP requires members to earn the awards accompanying the various levels of professional development prior to being recommended for duty performance promotions. See CAPR 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions, *for criteria for special and professional appointments and promotions based on education or mission related skills.*

1-3. Professional Development Opportunities.
CAP offers numerous senior member professional development opportunities. These include the Air Force Institute for Advanced Distributed Learning as well as CAP resident courses. Each year the *Civil Air Patrol News* lists national professional development opportunities. Professional Development Officers should give this annual list the widest possible publicity by reviewing it at unit meetings and posting it on the unit bulletin board and encouraging members to attend these activities.

CHAPTER 2–ADMINISTERING THE PROGRAM

2-1. Training.

a. CAP provides numerous senior member training activities. Some, such as the NSC in Level V, directly relate to the Senior Member Professional Development Program. Others, such as emergency services training, develop individual skills that aid CAP in accomplishing its overall mission. All activities supplement and expand upon the formal Professional Development Program and offer members an opportunity to meet other members with mutual interests. Each unit is responsible for ensuring the quality of the training it conducts. In addition, each echelon (NHQ CAP, region, wing, group, etc.) is responsible for monitoring the quality of training within its areas of responsibility, to ensure students have the best learning experiences possible. Quality in this context is defined as:

1) The comprehension of course material by students when measured against the objectives for the course.

2) Thoroughness of course preparation by the course director and staff.

3) The effectiveness of instruction when measured against the learning objectives and teaching instructions.

4) Compliance with CAP directives and course guidelines, i.e., instructions for course administration.

b. Training opportunities include:

1) Inland Search and Rescue Course. The USAF conducts this course periodically throughout the year. The curriculum includes all aspects of organization, planning, communications, and operations involving inland search and rescue (SAR). CAP reserves this course for incident commanders/agency liaisons and potential incident commanders/agency liaisons actively involved in unit SAR activities. It is a 5-day course.

2) Flight clinics.

3) Air Force Rescue Coordination Center CAP SAR Management Course (generally one per year in each region).

4) State-held Federal Emergency Management Agency (FEMA) Staff College.

5) Air Force Institute for Advanced Distributed Learning:

a) CAP Senior Officer Course (CAPSOC)

b) Squadron Officer School (SOS)

c) Air Command and Staff College (ACSC)

d) Air War College (AWC)

6) Specialized technical courses (through AFIADL).

7) Regional emergency services training.

8) Survival courses (winter and summer).

9) Various regions' schools.

10) Scholarships. CAP provides scholarship opportunities for senior members working on undergraduate, graduate, and vocational-technical programs. See CAPR 52-16, *CAP Cadet Training Program*, for complete details.

c. The *Civil Air Patrol News* announces national-level events to all units. It outlines the programs available and criteria for attendance. Regions responsible for certain programs announce region-level and wing-level training by letter. Region and wing public affairs officers (PAOs) also publicize such programs.

d. Application procedures and deadlines for application processing are described in paragraph 2-7. Events that require support by USAF airlift require much longer lead times to coordinate requests through CAP-USAF channels.

2-2. Reference Library.

CAP Professional Development Officers should maintain a library of materials used in the Senior Member Professional Development Program. This library should be kept current and maintained separately from the administrative files. Contents should include professional development-oriented material. As a minimum, it should contain CAPP 8, *Test Control Officer Guide to Air Force Institute for Advanced Distributed Learning*; CAPR 50-17; CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*; CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*; and CAPR 50-4, *Test Administration and Security*; all senior member specialty track study guides; and the senior member handbook. The senior member handbook is sent to all new senior members and is available from the CAP Bookstore. It includes CAPM 39-1, *CAP Uniform Manual;* CAPP 50-5, *Introduction to CAP;* CAPP 151, *Standards, Customs, and Courtesies;* NHQ CAP Safety Letter; Senior Member Professional Development Diagram; and CAPP 50-6, *Cadet Protection Policy and Program for Parents and Leaders*. In addition, each wing should have the current *Air Force Institute for Advanced Distributed Learning (AFIADL) Catalog* (available only on the Internet at www.au.af.mil/au/afiadl). Other helpful materials include Federal Aviation Administration (FAA) publications pertaining to CAP and training materials from the American Red Cross, Federal Communications Commission, FEMA, and the USAF.

2-3. Testing.
CAP does not centrally control testing. CAP administers testing in accordance with CAPR 50-4, *Test Administration and Security*, and the regulation prescribing each test.

2-4. Records Management.

a. The CAPF 45, *Senior Member Master Record* (Attachment 3), contains the senior member's master personnel record, mission training record, emergency services participation record, and aircrew training/evaluation check record. The unit personnel officer, with input from the other functional officers, maintains this multipurpose form. However, the personnel officer may delegate this duty to other officers. In the case of Senior Member Professional Development records, the personnel officer may delegate this duty to the Professional Development Officer, at the discretion of the unit commander.

b. Members use CAPF 45b, *Senior Member Professional Development Record* (Attachment 4) for recording progress in the five levels of the Senior Member Professional Development Program. The unit Professional Development Officer maintains this record.

c. After units record senior member professional development data, the professional development officer updates specialty training tracks on the unit Professional Development Report (PDR) (Attachment 5). To update other data on the Professional Development Report, members should submit a copy of the respective CAPF 11, *Civil Air Patrol Senior Member Professional Development Program Director's Report* (Attachment 6), or a copy of the course certificate.

2-5. Criteria for Awards.
Although the administrative management for these awards rests with the National Headquarters Chief of Professional Development, unit commanders ensure that individuals have successfully completed all requirements for an award.

a. Awards motivate members. Leaders should present these awards in a timely manner to stimulate members to further attainment. CAP recommends the procedure (to the right) for award presentations.

AWARD	LEVEL	PRESENTING OFFICIAL
Membership	Squadron	Unit Commander
Leadership	Squadron	Unit Commander
Certificate of Proficiency	Squadron	Unit Commander
Grover Loening	Wing	Wing Cmdr or Designee
Paul E. Garber	Wing	Wing Cmdr or Designee
Gill Robb Wilson	See Chapter 7	See Chapter 7

b. Unit commanders have the approval authority for award of the CAP Membership Award, Leadership Award, and the Certificate of Proficiency.

c. Individual members purchase ribbons for the Membership and Leadership Awards from the CAP Bookstore.

d. NHQ CAP/PD provides certificates, ribbons, and devices for the remaining awards.

e. Members submit applications for awards on CAPF 24, *Application for Senior Member Professional Development Awards* (Attachment 7). Documentation (certificates, diplomas, etc.) need not be attached if the Professional Development Report shows completion of requirements. A member submitting an application for an award whose achievements do not appear on the Professional Development Report must attach copies of supporting documents. NHQ CAP/PD returns applications not supported by Professional Development Report entries or documentation.

f. The next higher commander in the chain of command approves professional development accomplishments for commanders.

2-6. Professional Development Report (PDR).
CAP intends the *Professional Development Report* (Attachment 5) to serve as a management tool for unit Professional Development Officers, CAP commanders, and for National Headquarters to track and determine training requirements. The report lists each CAP unit and reflects the current status of senior members within each unit. The body reflects the member's status in professional development and certain other data maintained in the computer. National Headquarters updates and publishes the PDR every 2 months. Each unit (region, wing, group, squadron, etc.) receives two copies of their respective PDR. One copy is retained as a file copy and the unit's Professional Development Officer returns the other to NHQ CAP/PD for computerized record updates. If required, higher level Professional Development Officers request PDRs directly from their subordinate units, or download from the CAP web page. **DO NOT RETURN THE PDR TO NHQ CAP/PD IF THERE ARE NO CHANGES TO BE MADE.**

a. General Guidance:

1) Only update specialty track data on the PDR.

2) The PDR shows three specialty track codes. Record all other specialty tracks on CAPF 45b, *Senior Member Training Record* (Attachment 4).

3) National Headquarters requires a CAPF 11 or certificate of completion to change any other professional development information.

4) Submit all personnel actions (CAPID number, name, grade, death, retirement, etc.) to NHQ CAP/DPP as required by personnel directives. Do NOT change other items on the PDR.

5) Do NOT enter new member names on the National Headquarters copy of the PDR. Units must submit CAPF 12, *Application for Senior Membership in Civil Air Patrol*, to NHQ CAP Membership Services (DPP) for each member for inclusion on the next PDR. Do not delete names due to transfer, death, or termination. These actions are covered in CAPM 39-2, *Civil Air Patrol Membership* (transfers); CAPR 35-2, *Notification Procedures in Case of Death, Injury, or Serious Illness* (deaths); or CAPR 35-3, *Membership Termination* (terminations).

b. Specific Instructions:

1) The unit Professional Development Officer compares data with the previously updated report and each individual's CAPFs 45 and 45b (Attachments 3 & 4) to ensure that prior updates have been incorporated.

2) NHQ CAP/PD uses the CAPF 11 to update completion data for the Orientation Course, CPPT, SLS, CLC, RSC, and NSC. Additionally, when a member completes Levels II - V, NHQ CAP/PD enters the award data upon receipt of CAPF 24 (Attachment 7). NHQ CAP/PD updates the AFIADL CAP Senior Officer Course completion with data provided by AFIADL.

3) The Professional Development Officer makes specialty track changes to the PDR. Write specialty track changes **in red** under the appropriate heading. For example, a member entering the Personnel training track (200) has the word, “Personnel” written under the heading, “Level II – Specialty Track Rate.” When the member completes the requirements for Technician level, change the entry to read, “Personnel, Technician.” Change the codes to read, ‘Personnel, Senior,” and “Personnel, Master” – as the member progresses further. **Do not** type changes **or** deletions. Typed entries are difficult to see in scanning the printout for changes.

4) Enter specialty track changes or deletions **in red** to the immediate right of data to be changed/deleted. For example, when a member achieves the personnel senior rating, mark through "technician" and enter "senior" immediately to the right and on the same line, under "RATE." Always enter the three highest specialty tracks and ratings.

5) Do not write explanatory notes or questions on the PDR. Extra wording and lines obscure the changes.

6) The unit commander must sign the corrected PDR to certify specialty track changes indicated on the report. Return one copy of the **UPDATED** PDR to NHQ CAP/PD, 105 South Hansell Street, Maxwell AFB AL 36112-6332, to ensure arrival not later than 15 days prior to the next reporting period. Retain a copy of the corrected PDR until receipt of the next report.

7) Level I. The "ORIENT" entry denotes completion of the Orientation Course or exemption (see paragraph 3-1). The "CPPT" entry denotes completion of Cadet Protection Program Training. NHQ CAP/PD enters this information upon receipt of the CAPF 11, Director’s Report (Attachment 6). Month and year of training will appear on the PDR.

8) Level II--Certificate of Proficiency (COP). Upon receipt of the CAPF 11 or a copy of the course certificate, NHQ CAP/PD enters under "SLS" the year in which the member completed Squadron Leadership School. Enter specialty track information **in red** on the PDR copy returned to NHQ CAP/PD. NHQ CAP/PD enters completion of CAP Senior Officer Course (CAPSOC) from data supplied by AFIADL. When applying for the COP, members should attach a copy of AFIADL Form 9 confirming completion of CAPSOC if completion has not been reflected on the PDR. Certain military training is accepted as equivalent to the CAPSOC (see Attachment 2). Appropriate documentation of the training is required in order for NHQ CAP/PD to grant the equivalency. NHQ CAP/PD issues a Certificate of Proficiency upon receipt of CAPF 24 from the unit commander. “CERT PROF” entry lists the year of award completion.

9) Level III--Grover Loening Aerospace Award. Upon receipt of the CAPF 11 or a copy of course certificate, NHQ CAP/PD enters the year of CLC completion under "Level III, CLC." The unit PDO requests the Loening Award on CAPF 24, which is approved the unit commander. The request is then sent to wing headquarters for review by the wing DPD and then approved by the wing commander. The request is then forwarded to NHQ CAP/PD for processing. NHQ CAP/PD lists the year of the award under the “COMP” entry.

10) Level IV--Paul E. Garber Award. Upon receipt of CAPF 11 or a copy of course certificate, NHQ CAP/PD enters under "Level IV, RSC" the year of RSC completion. The unit commander requests the Garber Award on CAPF 24 through the wing commander and forwards the request to NHQ CAP/PD for processing. NHQ CAP/PD lists the year of award completion under the "COMP" entry.

11) Level V--Gill Robb Wilson Award. Upon receipt of CAPF 11 or copy of course certificate, NHQ CAP/PD enters under "Level V, NSC" the year of NSC completion. The unit commander requests the Wilson Award on CAPF 24 endorsed by the wing commander and region commander. The commander forwards the request to NHQ CAP/PD for processing. NHQ CAP/PD lists the year of award completion under the "COMP" entry.

12) Professional Military Education. NHQ CAP/PD enters, under the appropriate heading, the year of course completion when it receives appropriate documentation.

2-7. Qualification Criteria and Application Procedures for Senior Member Professional Development Activities.

a. CAP National Headquarters and CAP regions and wings annually sponsor a variety of schools and activities designed to increase the proficiency of senior members. The *Civil Air Patrol News* announces general information pertaining to schools and activities. Other information reaches members via the radio net (see CAPR 100-1, Vol I, *Communications*), CAP web pages, and newsletters. The Professional Development Program is designed to prepare senior members for immediate duty. Therefore, while cadets in good standing who meet the prerequisites may attend a professional development activity, space permitting, they will not receive credit for attendance as a senior member.

b. Enrollment Procedures:

1) Enrollment in CAP senior activities is on a voluntary basis.

2) The applicant completes CAPF 17, *Application for Senior Member Activities* (Attachment 8), and the unit commander approves the application. *Note:* Use of the CAPF 17 is optional at the discretion of the activity director.

a) Submit applications for wing-level and region-level activities in accordance with local procedures.

b) The course announcement provides the procedures and processing instructions for applications for national-level activities.

3) Applications for National Staff College:

a) Refer to Chapter 7, paragraph 7-2 for eligibility criteria. Members complete CAPF 17, *Application for Senior Member Activities*, following the instructions on the form. The unit retains a file copy and forwards the original to the respective wing commander no later than 75 days before NSC start date.

b) Wing commanders make recommendations on the CAPF 17, retain a copy, send an **information** copy to their region, and forward the original approved forms to NHQ CAP/PD no later than 45 days before NSC begins. NHQ CAP/PD consolidates applications and ensures fulfillment of eligibility criteria. The course director furnishes a final list of selectees not later than 30 days before NSC begins.

c. Staff Duty Assignments. Members seeking staff duty must obtain approval from their immediate commanders to serve in the respective activity. Coordinate letters of application for staff duty, including the position desired, through the chain of command to the director (or project officer where applicable) of the respective activity no later than the notification date set by the activity.

2-8. Support Procedures.

Air Force installations are authorized and encouraged, but not required, to support CAP professional development activities. (See AFPD 10-27, *Civil Air Patrol*, and AFI 10-2701, *Organization and Function of The Civil Air Patrol.*) Follow the guidelines below to facilitate CAP requests for assistance:

a. Submit initial requests for base support through the Air Force liaison system to the host DoD installation commander (i.e., through the CAP wing liaison office for wing activities, the liaison region LR/DT for region activities, and CAP-USAF/ET for national activities).

b. After a base has committed to support a CAP activity, the CAP representative works directly with the base project coordinator. Submit requests for specific support to the base project coordinator who requests and coordinates support from the appropriate base staff agency.

CHAPTER 3–LEVEL I, ORIENTATION

3-1. Participation.
CAP requires senior members to complete Level I training prior to receiving any assigned duty position in the unit, working with cadets, being allowed to wear the Air Force-style CAP uniform, becoming eligible for promotion, or enrolling in AFIADL courses. CAP allows *exceptions* for the following:

a. Former CAP cadets transferring to senior member status, provided they earned the Mitchell Award or higher and have less than a 2-year membership break prior to assuming senior member status. However, they still must complete Cadet Protection Program Training (CPPT). In this case, units must notify NHQ CAP/PD with substantiating documentation. A fingerprint card must also be submitted to NHQ CAP/DPP at the time of application for senior membership.

b. Former CAP members who have completed Level I training (orientation and CPPT) and have less than a 2-year membership break.

c. Patron members.

d. Aerospace education members.

NOTE: For details on membership categories see CAPM 39-2, Civil Air Patrol Membership.

3-2. Level I Program.
This level consists of the Orientation Course and Cadet Protection Program Training. The intent of Level I training is to provide new members the information they need to begin their service to CAP successfully.

3-3. Orientation Course Objectives.
This course is based on videotape and instructor presentations and should, at a minimum, run for 4 hours. Course directors are encouraged to use supplementary material, especially information on the local unit, to expand the course. After completing the Orientation Course, the new senior member should be able to:

a. Describe the CAP mission, purpose, and programs.

b. Explain the CAP chain of command and CAP's regional divisions.

c. Differentiate between CAP corporate structure and the USAF structure of National Headquarters.

d. Recognize CAP senior member and cadet insignia.

e. Wear all items of the basic uniform and insignia correctly.

f. Observe correct CAP/military customs and courtesies and protocol.

g. Demonstrate basic knowledge of the following items:

1) The origin and historic highlights of CAP.

2) The five levels of the Senior Member Professional Development Program.

3) The CAP Cadet Program.

4) The senior member's responsibility to set the example for cadets in dress and conduct.

5) The types of publications which inform and direct CAP members.

6) The benefits of senior membership in CAP.

7) The history, mission, and operations of the local unit.

8) The core values of the US Air Force and CAP.

9) CAP policy on discrimination and sexual harassment.

3-4. Cadet Protection Program Training (CPPT).
This training is intended to increase awareness of child abuse for senior members and cadets 18 and over, thereby reducing the potential for physical, emotional, and sexual abuse of cadets. CAP requires CPPT for all CAP senior members. Members will not work with cadets or receive promotions without this training. In addition, cadets must complete CPPT within 6 months following their 18th birthday or if a promotion is due during that 6-month period, then prior to receiving the promotion. The CAPF 11 is used to certify completion of this requirement and is submitted to NHQ CAP/PD for processing.

3-5. Cadet Protection Program Training Objectives.
After completing this training, members should be able to:

a. Recall the definition, categories, and signs of child sexual and drug abuse.

b. Summarize the “zero tolerance” child and drug abuse policies of CAP.

c. Explain the CPPT response and reporting procedures.

d. Recognize situations of abuse and the appropriate responses to the situation.

3-6. How Conducted.
Commanders should ensure that regions, wings, groups, and squadrons offer Level I training at least once each quarter for new members.

a. Level I Training. Some units may desire to conduct Level I training over a short series of weekly classes in conjunction with other weekly meetings. Others may prefer to complete the program in one training day. CAP leaves methods employed and sequence of the material up to the commander's discretion.

b. Course directors and instructors must ensure the objectives for the Orientation Course and CPPT listed above in paragraphs 3-3 and 3-5 are covered. The instructor guides provide specific and detailed instructions for presenting each course.

c. End-of-Course Quiz. A 50-question quiz closes out the Level I Orientation Course. The quiz is found in the orientation course instructor materials. The quiz is a comprehensive review and is a mandatory part of the course. There is no "pass/fail" score; however, student responses should be critiqued to 100% accuracy during the quiz review to clear up any misunderstandings.

3-7. Membership Award Ribbon.
Completion of Level I training makes the new member eligible for the CAP Membership Award ribbon. Units should complete CAPF 2a, *Request for and Approval of Personnel Actions* (Attachment 9), which requests authorization for wear of the Membership ribbon. Include in Block VII the name of the award and the date of Level I training completion. The unit Professional Development Officer signs the requester signature block. The unit commander approves these forms.
NOTE: Completion of Level I and 6 months time-in-grade as a senior member satisfies the training requirements for duty performance promotion to second lieutenant (see CAPR 35-5).

3-8. Reporting.
The course director must forward the CAPF 11, *CAP Senior Member Professional Development Program Director's Report* (Attachment 6), and course critiques to NHQ CAP/PD within 7 days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions. A copy of the CAPF 11 should be sent to the Professional Development Officer who ensures entry of the date and method of completion of Level I on the individual's CAPF 45b (Attachment 4). Additionally, the Professional Development Officer then sends a copy of the CAPF 11 to the wing DPD. If desired, wings may require directors to furnish a copy to region and/or group.
NOTE: The Orientation Course is not designed to be used as a recruiting tool. Further, while non-CAP members may attend the Orientation Course, they should <u>not</u> be listed on the Director's Report.

3-9. Orientation Program Certificate.
Upon completion of the Orientation Course and Cadet Protection Program Training, members are eligible to receive the CAPC-13, *Civil Air Patrol Orientation Program Certificate.* Instructors or course directors should order sufficient quantities of this certificate using CAPF 8, *Requisition for Publications and Blank Forms* (Attachment 10), to be able to present the certificate to members upon completion of the final requirement of Level I training.

CHAPTER 4–LEVEL II, TECHNICAL TRAINING

4-1. Technical Training.
This training provides opportunities to learn new skills for CAP and for individual growth and leadership. Criteria for completion of this level include:

a. Completion of Level I training.

b. Attainment of technician rating in a CAP specialty track.

c. Completion of CAPSOC (AFIADL 00013 correspondence course).

d. Completion of Squadron Leadership School (SLS).

4-2. Specialty Track Training.
Except for professionals in law or medicine who join specifically to perform these functions, members select specialty tracks based on their personal interests and the unit's need, as determined by the unit commander.

a. Three primary factors the unit commander should consider in making the initial selection include:

1) Member's current duty position.

2) Unit manning requirements.

3) Individual's capabilities, interests, and achievements.

b. Current specialty track codes are:

200 Personnel
201 Public Affairs
202 Finance
203 Inspector General
204 Professional Development
205 Administration
206 Logistics
210 Flight Operations
211 Operations
212 Standardization-Evaluation
213 Emergency Services
214 Communications
215 Aerospace Education
216 Cadet Programs
217 Safety
218 Plans and Programs
219 Legal
220 Health Services
221 Chaplain
222 Commander designation (see Note)
223 Historian
225 Moral Leadership
226 Recruiting and Retention Officer

NOTE: Specialty code (222) is only used to designate personnel in command positions and is not a specialty training track. Commanders must have a separate specialty training track to progress in duty performance promotions and in the professional development program.

c. After selecting a specialty, the member orders the appropriate study guide from the CAP Bookstore and/or training course from the Air Force Institute for Advanced Distributed Learning. Contact the unit or wing test control officer to enroll in the AFIADL course. Typically, the study guide directs the member's self-study and on-the-job training (OJT) through the three skill ratings in the specialty (i.e., Technician-1, Senior-2, or Master-3). Each specialty track identifies appropriate schools, courses, and suggested readings. Concurrently, the member should have a trainer assigned to assist in applying information learned to actual job performance. For the member to receive credit for specialty track training, make a red pen-and-ink update to the Professional Development Report (PDR) (Attachment 5); have it signed by the unit commander and mail to NHQ CAP/PD.

d. Each specialty track has an assigned code number used for entering the data on the PDR. The code number usually relates directly to the number assigned to the training material for that particular track. Some specialties such as operations officer may require completion of training from a combination of several specialty tracks.

e. The professional fields of law and medicine (219 and 220) do not have study guides. These positions have only a position code number. Promotion criteria for these members are outlined in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*. Members of these professions may enter any of the other training tracks desired using the training guide for those specialties.

f. When a member achieves proficiency in all the requirements for the technician, senior, or master rating, the member and trainer coordinate with the Professional Development Officer and the unit commander to enter the appropriate rating on both the member's master record, CAPF 45b (Attachment 4), and the unit's PDR. The unit commander approves by initialing the CAPF 45b. Progression in the Senior Member Professional Development Program completes eligibility requirements for duty-performance promotion, provided the member has met all requirements of CAPR 35-5.

4-3. Leadership Award Ribbon.
Successful completion of the technician level of the specialty track makes the member eligible for the CAP Leadership Award ribbon. (CAP also authorizes the Bronze Star attachment to the ribbon for completion of the senior rating, and the Silver Star for completion of the master rating.) Request authorization for wear of the ribbon on the CAPF 2a (Attachment 9). Include in Block VII the name of the award, date unit commander approved technician rating, and the specialty track number. The unit Professional Development Officer signs the requester signature block. The unit commander has approval authority. The member may then purchase the ribbon from the CAP Bookstore.

4-4. Mission-Related Skills.
CAP makes provisions to recognize certain mission-related skills, which a person brings to CAP, e.g., appointments relating to pilots, FAA certified mechanics, and communicators (see CAPR 35-5 for details). In determining Level II technical specialty rating, the unit commander considers the individual's experience. Leadership should encourage these members to participate in an appropriate functional specialty training track. If, however, individuals enter into a specialty track for which they do not have any background, they should enroll in training that results in award of the technician level of the specialty, regardless of their rank.

4-5. CAP Senior Officer Course (CAPSOC) (AFIADL Course 00013).
The CAPSOC provides study in areas essential to becoming an effective leader in CAP, e.g., communications, leadership, and management. Since CAP deems this course necessary for career development, any CAP senior member who has completed Level I may apply. CAP members who have completed a Professional Military Education (PME) school equivalent to the CAPSOC may use this equivalent as a substitute (see Attachment 2). Under certain conditions cadets may also enroll in CAPSOC (see CAPR 52-16 for details).

4-6. Squadron Leadership School (SLS).
The Squadron Leadership School (SLS) is designed to (1) enhance a senior member's performance at the squadron level and (2) to increase understanding of the basic function of a squadron and how to improve squadron operations. Prerequisites for attendance are completion of Level I and enrollment in one or more specialty tracks.

a. Objectives. Upon completion of the school, members should be able to:

1) Explain the correct way to wear all CAP uniforms.

2) Summarize weight and grooming standards.

3) Conduct a uniform inspection within the squadron.

4) Demonstrate proper courtesies to the flag and to other CAP and military personnel.

5) Identify the functions of squadron positions.

6) Explain how a squadron is organized and how the staff relates to each other, groups, and the wing.

7) Explain how the CAP mission elements are implemented and performed at the squadron level.

8) Determine ways to enhance squadron programs.

9) Demonstrate the ability to conduct a military-style briefing.

10) Write a military-style memorandum.

11) Explain the CAP corporate policy on nondiscrimination and sexual harassment.

12) Describe the need for core values in the CAP squadron.

b. How Conducted. Each CAP wing should conduct at least one SLS annually. Failure to do so deprives members of the opportunity to progress in training. Either the wing or region should conduct the SLS. The course is designed for 2 training days of no less than a total of 12 hours of instruction. Training can be spread out over several meetings so long as the 12 hours of instruction requirement is met. No less than 6 hours of instruction should be spent on the three mission elements. Active duty, Reserve, and National Guard military members with teaching experience may augment the faculty for this course.

c. Funding. Each fiscal year, CAP allocates funds for support of SLS. Contact NHQ CAP/PD for the amount. When NHQ CAP/PD receives a CAPF 11, *CAP Senior Member Professional Development Program Director's Report* (Attachment 6), from the SLS course director, signed by the wing commander, PD mails a check to the wing commander.

NOTE: Some wings may hold more than one SLS per year; however, only one SLS is funded.

d. Planning. CAP wing commanders appoint a director for each SLS. The director should have completed the SLS as a student (additional experience as an instructor is preferred) prior to appointment as a director. Each SLS director must request course materials using CAPF 46, *CAP Professional Development Course Materials Order Form* (Attachment 11)

from NHQ CAP/PD, at least 45 days in advance of the course. CAPF 46 is available electronically at http://www.capnhq.gov/documents/webregulations/fmsweb.htm. Failure to do so may result in materials arriving late.

e. Reporting. The SLS course director must forward the CAPF 11 and course critiques through the wing commander or their designee (designee cannot be the course director) for signature within 7 days of course completion. Subsequently, the endorsed CAPF 11 and course critiques should arrive at NHQ CAP/PD not later than 14 days after course completion. A copy of the signed CAPF 11 will also be sent to the region DCS/PD. Failure to expedite the CAPF 11 could have a detrimental effect on promotions or other personnel actions.

4-7. Certificate of Proficiency.

Completion of Level II results in the award of the Certificate of Proficiency. Upon completion of all Level II training requirements, the unit's Professional Development Officer records the data on the member's CAPF 45b (Attachment 4). Additionally, the unit Professional Development Officer completes CAPF 24 (Attachment 7), Item 8; the unit commander signs the form, retains a copy, and forwards the original to NHQ CAP/PD. Chaplains participating in the regular Professional Development Program should also apply for the award by submitting a CAPF 24 and may substitute Chaplains Course 221 for the SLS. NHQ CAP/PD mails the Certificate of Proficiency to the unit for subsequent presentation by the unit commander.

NOTE: Completion of the technician's rating of any specialty track and 12 months time-in-grade as a second lieutenant or TFO (or combination of the two) satisfies the training requirement for duty performance promotion to first lieutenant. Completion of Level II with 18 months time-in-grade as first lieutenant or SFO (or combination of the two) satisfies the training requirements for duty performance promotion to captain (see CAPR 35-5).

4-8. Yeager Award Seal.

Senior members who elect to complete the requirements for the Brigadier General Charles E. "Chuck" Yeager Aerospace Education Achievement Award before or during Level II training are eligible to receive a special Yeager Award embossed seal affixed to their Certificate of Proficiency. To receive the seal, Section 8e must be completed on CAPF 24. Details for earning the Yeager Award may be found in CAPR 280-2, *Civil Air Patrol Aerospace Education Mission.*

CHAPTER 5–LEVEL III, MANAGEMENT

5-1. Management.
CAP designed professional development at this level for senior members serving as squadron, group, or wing commanders and for staff officers. Criteria for completion of this level include:

a. Complete Level II training.

b. One year of experience in a command or staff position.

c. Attain the senior rating in any specialty track.

d. Attend two wing, region, or national conferences. These conferences afford CAP members a broad view of the CAP corporation's organization and expose them to the issues confronting CAP. The National Congress on Aviation and Space Education and a region/wing aerospace education conference are credited as conferences. Conferences attended prior to entry into Level III count toward fulfillment of this requirement.

e. Complete the Corporate Learning Course (CLC).

5-2. Bronze Star for Leadership Ribbon.
Successful completion of the senior rating in a specialty track results in award of the Bronze Star for the Leadership Award ribbon (CAPR 39-3). Request authorization on CAPF 2a (Attachment 9). Include in Block VII the name of award achievement, date unit commander approved senior rating, and the specialty track number. The unit Professional Development Officer signs as the requester. The unit commander holds approval authority. The member may then purchase the ribbon bronze star device from the CAP Bookstore.

5-3. Corporate Learning Course (CLC).
After completing the Squadron Leadership School and learning about squadron operations, senior members should attend the Corporate Learning Course (CLC). The term "corporate" in the title of this course refers to CAP's status as a nonprofit humanitarian corporation chartered by the United States Congress in 1946. Accordingly, wing-level operations carry out the major duties and responsibilities of the corporation for each state, the District of Columbia, and Puerto Rico. The CLC is designed to explain how a wing operates in each of CAP's major mission elements and how mission support functions support these mission elements. Armed with this knowledge, senior members can learn how they and their respective organizations can best support the wing and fulfill the corporate role of CAP.

a. Objectives. Upon completion of the course, members should be able to:

1) Identify the function of the three mission elements of the wing.

2) Explain how the wing operates to carry out the Aerospace Education mission.

3) Explain how the wing operates to carry out the Cadet Programs mission.

4) Explain how the wing operates to carry out the Emergency Services mission.

5) Explain how the mission support functions support the three mission elements of the wing.

6) Analyze situations where core values impact the operation of the wing.

b. Mission Support Functions:

Administration	Supply	Public Affairs
Personnel	Legal	Chaplain
Safety	Insurance	Other
Inspection	Finance	
Logistics	Professional Development	

c. How Conducted. Wings should conduct a CLC at least once a year. The course consists of 2 training days of no less than 12 total hours of instruction. Training can be spread out over several meetings so long as the 12 hours of instruction requirement is met. CLC course directors are encouraged to be flexible in covering the mission support functions using a combination of instructional methods and media. However, no less than 6 hours of instruction should be spent on the three mission elements.

d. Funding. Each fiscal year, CAP allocates funds for support of CLCs. Contact NHQ CAP/PD for the amount. When NHQ CAP/PD receives a CAPF 11, *CAP Senior Member Professional Development Program Director's Report* (Attachment 6), from the CLC course director, signed by the wing commander, PD mails a check to the wing commander.

NOTE: Some wings may hold more than one CLC per year; however, only one CLC is funded.

e. Planning. CAP wing commanders appoint a director for each CLC planned. The director should have completed the CLC as a student (additional experience as an instructor is preferred) prior to appointment as a director. The CLC director must request the CLC course material from NHQ CAP/PD, using CAPF 46, *CAP Professional Development Course Materials Order Form*, at least 45 days in advance. CAPF 46 is available electronically at http://www.capnhq.gov/documents/webregulations/fmsweb.htm. Failure to do so may result in materials arriving late.

f. Reporting. The CLC course director must forward the CAPF 11 and course critiques through the wing commander or their designee (designee cannot be the course director) for signature within 7 days of course completion. Subsequently, the endorsed CAPF 11 and course critiques should arrive at NHQ CAP/PD not later than 14 days after course completion. A copy of the signed CAPF 11 will also be sent to the region DCS/PD. Failure to expedite the CAPF 11 could have a detrimental effect on promotions or other personnel actions.

5-4. Grover Loening Aerospace Award.

Successful completion of Level III professional development makes the CAP member eligible for the Grover Loening Aerospace Award. Upon completion of all Level III requirements, the unit's Professional Development Officer records the data on the member's CAPF 45b (Attachment 4). The unit Professional Development Officer completes Item 9 of the CAPF 24 (Attachment 7). Chaplains participating in the regular Professional Development Program should also apply for the award by submitting a CAPF 24 and may substitute Chaplains Course 221A for the CLC. The unit commander signs the form, retains a copy, and sends the original to wing headquarters for the wing commander's approval and signature. The wing forwards the original to NHQ CAP/PD. When approved, NHQ CAP/PD sends the certificate and ribbon to the wing commander for presentation to the member.

NOTE: Completion of Level III professional development with 3 years time-in-grade as a captain satisfies the requirements for duty performance promotion to major. (See CAPR 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions.*)*

CHAPTER 6–LEVEL IV, COMMAND AND STAFF

6-1. Command and Staff.
CAP designed this level for members who desire to become high-level leaders in CAP. Criteria for completion of this level include:

a. Complete Level III professional development.

b. Attain a master rating in any specialty track.

c. Complete **one** of the following:

1) Prepare and deliver a CAP-related presentation to a non-CAP group.

2) Conduct a hands on unit aerospace education program, or an external aerospace education classroom program.

3) Earn the Yeager award.

d. Complete Region Staff College (RSC) or its approved PME equivalent (Attachment 2).

e. Occupy a command or staff position for a total of 2 years of service to CAP.

f. Serve in a director or staff member capacity in a CAP approved course or serve as a director or staff member of a national, region, or wing conference **(reference attached CAP/CC ICL, 30 July 2008 and new attachment 14). Note:** The Unit Commanders Course is a 16-hour course that introduces prospective new unit commanders to the traits and skills needed to effectively manage their units. For further information and course materials contact NHQ CAP/PD via phone, fax, e-mail or mail.

6-2. Silver Star for Leadership Ribbon.
Successful completion of the master rating in a specialty track results in award of the silver star (in place of the bronze star) for the Leadership Award ribbon (CAPR 39-3). Apply for authorization on CAPF 2a (Attachment 9). Include in Block VII the name of award achievement, date unit commander approved the master rating, and the specialty track number. The unit Professional Development Officer provides requester signature. Approval authority belongs to the unit commander. The member may then purchase the ribbon silver star device from the CAP Bookstore.

6-3. Region Staff College (RSC).
Region Staff College is the formal in-residence course required for completion of Level IV professional development. It prepares selected CAP officers to better execute the duties and responsibilities associated with CAP command and staff positions at squadron level and above. CAP officers who have completed Level III professional development and who hold command or staff positions are eligible to attend the RSC.
NOTE: When warranted, region commanders may permit attendance at Region Staff College prior to completion of Level III professional development. The written waiver from the region commander should be sent from the region commander to the RSC director prior to the start of the course.

a. Objectives. Upon completion of the course, members should be able to:

1) Deliver a CAP-oriented oral presentation (speech, lecture, briefing) lasting at least 10 minutes using a clear organizational pattern and adequate supporting material.

2) Demonstrate effective writing skills and use of proper written formats.

3) Perform effectively as a group member in the problem-solving process.

4) Apply current management theory to human relations situations.

5) Recognize leadership problems and determine solutions through group discussion.

6) Demonstrate the ability to plan, conduct, and direct meetings, conferences, and professional development courses.

7) Demonstrate a personal and professional commitment to the core values strategy.

b. Time Requirement. Each RSC lasts for a minimum of 40 instructional hours.

c. Curriculum. The basic RSC will include:

1) Interpersonal Communications:

a) Organizing to communicate

b) Supporting ideas

c) Logical thinking

d) Preparing and presenting a 10-minute speech

e) Effective listening

2) Group Communications:

a) Group problem solving

b) Group dynamics (process)

c) Human relations and discrimination

3) Written Communications:

a) Effective writing skills

b) Familiarity with correspondence formats used by CAP and the USAF

4) Management:

a) Functions of management

b) Principles of organization

c) Study of current theories of management

5) Leadership:

a) Theory

b) Problem solving

c) How the CAP mission is accomplished within the region, i.e., Emergency Services/Counterdrug, Aerospace Education, and Cadet Programs

6) Conference/Training Techniques:

a) Teaching members to plan and conduct meetings

b) Setting up wing/region conferences

c) Directing a CAP SLS/CLC/UCC course

d. Funding.

1) National Headquarters partially funds the RSC at $125 per student. PD will send start-up funding of $1,250 upon receipt of a Letter of Intent to conduct a college. This Letter of Intent implies that the RSC director is expecting a class of at least 10 students (10 students @ $125 each = $1,250). The letter for initial funding should be sent at least 90 days in advance of the start date. Also, if requested prior to the college start date, PD will send additional funding of $125 per student based on the RSC director's ***estimated*** final class size. Maximum funding available for each RSC is $3,500 (a maximum of 28 students will be funded at $125 each for a total of $3500).

2) After the college is conducted, the RSC director will forward a CAPF 11, *Civil Air Patrol Senior Member Professional Development Program Director's Report*, to NHQ CAP/PD, listing the students who actually attended. If the RSC director underestimated the actual class size, PD will send additional funding of $125 per student. If the RSC director overestimated the class size, the RSC director will reimburse NHQ CAP/PD at $125 for each non-attendee. However, in the event that less than 10 students attended, no portion of the initial $1,250 start-up funding is subject to the refund process. Only that portion of total funding in excess of the original $1,250 is subject to refund to PD. If the school is cancelled, all funding will be returned to NHQ CAP/PD.

Examples: PD sends $3,125 in total advance funding for a RSC estimated to have 25 students ($125 x 25 = $3125).

---If, the actual student count is 20, versus 25 estimated, the region will reimburse National Headquarters $625 ($125 x 5 = $625) for the 5 students who did not attend as originally estimated and funded).

---If the actual count is 28, versus 25 estimated, the National Headquarters will send an additional $ 375 to ensure the maximum finding of $3,500 is paid (28 x 125 = $3,500). Additional funding will not be paid for a student populace that exceeds 28 students. These expenses, if any, will have to be absorbed by the college.

---If the actual student count is 7, versus 25 estimated, the college must reimburse National Headquarters. However, since the college is not financially penalized for a student body of less than 10, the start-up funding of $1250 ($125 x 10 = $1250) is not affected. Reimbursement of $125 per student absentee pertains only to each vacancy above the 10-student baseline. In this case, reimbursement must be paid for the 15 absentee students above the financially protected baseline populace of 10 (anticipated class of 25 minus the baseline populace of 10 equals 15 accountable absences). Therefore, the National Headquarters is due $1875 (15 x $125 = $1875).

Note: Regions that have been overpaid for RSC attendance should attach the reimbursement check to the CAPF 11, with a check payable to NHQ CAP Region Staff College Account. The director's report and reimbursement (if required) should be forwarded not later than 30 days after the last day of the college.

e. Planning:

1) The region commander appoints a director to select a site and to select a faculty and staff drawn from the ranks of qualified CAP members, active military members, reservists, National Guard members, and professional educators. The director appoints a curriculum coordinator who develops the curriculum following the guidelines provided in paragraph 6-3. The director will forward a copy of the curriculum to NHQ CAP/PD to review for conformity with paragraph 6-3. NHQ CAP/PD will supply the course director with a Regional Staff College Director's Handbook to facilitate planning. This guide is also available online at http://www.capnhq.gov/nhq/aeroed/AE_Web_Page/Region_Staff_College.htm.

2) The *Civil Air Patrol News* provides publicity if the region commander submits pertinent information to NHQ CAP/PD prior to 15 November each year. The RSC director advises the region's wing commanders of dates, location, and details of the RSC as soon as they are confirmed. Wing commanders send the RSC information to all the wing's units upon receipt.

f. Reporting. The course director must forward the CAPF 11 and course critiques to NHQ CAP/PD within 7 days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions. The course director sends a copy, along with the RSC expense report, to the region commander.

6-4. Paul E. Garber Award

Completion of all requirements in Level IV entitles CAP members to receive the Garber Award. This award is named after a former air pioneer, aviation historian and curator emeritus of the National Air and Space Museum, and an advocate of CAP. Upon completion of all Level IV professional development requirements, the unit's Professional Development Officer records the data on the member's CAPF 45b (Attachment 4). The unit Professional Development Officer completes CAPF 24 (Attachment 7), Item 10. Chaplains participating in the regular Professional Development Program should also apply for the award by submitting a CAPF 24. Chaplains may substitute two Chaplain Service Region Staff Colleges for one regular Region Staff College (see paragraph 6-6). The unit commander signs the form, retains a copy, and sends the original to wing headquarters for the wing commander's signature.

Wing headquarters retains a copy and forwards the original to NHQ CAP/PD. When approved, NHQ CAP/PD sends the certificate and ribbon to the wing commander for presentation to the member.

NOTE: Completion of Level IV with 4 years time-in-grade as a major, satisfies the requirements for duty performance promotion to lieutenant colonel.

6-5. National Legal Officers' College.

The National Legal Officers' College (NLOC) is a formal in-residence course for legal officers. It is the equivalent of a Region Staff College and course procedures are the same as for a Region Staff College. Appointment authority for the NLOC director will be the National Legal Officer (NLO). Curriculum development and content are a collaborative effort between the NLO, the NHQ General Counsel and NLOC director. NHQ CAP/ET will be the final determinant as to whether the NLOC will receive regular RSC credit. Report NLOC completion in accordance with paragraph 6-3f.

6-6. CAP Inspector General College.

The Civil Air Patrol Inspector General College (CAPIGC) is a formal in-residence course for Inspectors General and Inspector General staff members; region, wing or group commanders; legal officers; or other IG involved personnel. It is the equivalent of a Region Staff College and course procedures are the same as for a Region Staff College. Appointment authority for the CAPIGC director will be the CAP Inspector General (CAP/IG). Curriculum development and content are a collaborative effort between the CAP-USAF/IG, CAP/IG and the CAPIGC director. NHQ CAP/ET will be the final determinant as to whether the CAPIGC will receive regular RSC credit. Report CAPIGC completion in accordance with paragraph 6-3f.

6-7. Chaplain Service Region Staff College.

Chaplain Service Region Staff College (CSRSC) is a formal in-residence course. The college helps prepare selected CAP chaplain service personnel to better execute their duties and responsibilities associated with their CAP assignment. Chaplain service personnel who are participating in the regular Level IV Professional Development Program may satisfy the requirement for RSC by attending **two** Chaplain Service Region Staff Colleges. Both CSRSCs must be completed within a 5-year period. The Executive Administrator Chaplain Service (NHQ CAP/EXC) handles instructions concerning appointment of a college director, curriculum approval, and funding. director of the CSRSC should consult NHQ CAP/EXC and CAPR 265-1, *The Civil Air Patrol Chaplain Service*, for guidance on administration and funding. The academic criteria outlined below establishes a curriculum equivalency standard for the CSRSC as compared to the RSC:

a. The curriculum of each CSRSC must satisfy the educational goals of:

1) Providing education on a broad range of subjects designed to enhance professional growth and development of chaplain service personnel in support of the CAP mission.

2) Providing professional development to increase the effectiveness of CAP chaplain service personnel in planning, developing, and executing their duties and responsibilities for service, spiritual guidance, and moral leadership in CAP.

b. Each CSRSC lasts 20 hours. Of those 20 hours, the college must devote 6 hours to subjects directly related to CAP's three mission elements. The curriculum must include all three mission elements. Directors may vary the time devoted to each element. However, mission elements should receive no less than 6 hours of allotted time.

1) NHQ CAP/EXC and NHQ CAP/PD must receive the proposed CSRSC curriculum 90 days in advance of the course start date for joint approval. To assure a standardized, CAP-wide approach to CSRSC development, directors must select their curriculum topics from the "Mission Elements," "CAP Operations," and "Professional Development" lists. A well-balanced curriculum should include topics from all of the major elements. Directors should vary the subjects presented each year to cover as many as possible over a span of several colleges. Subjects other than those listed require special approval from NHQ CAP/EXC and NHQ CAP/PD 120 days in advance of the course start date.

2) Mission Elements (mandatory 6 hours).

Emergency Services
How SAR Is Conducted
Drug Surveillance Missions
Dealing With Trauma
Chaplain's Role In The Field
Chaplain's Duty To Mission
General EMS Overview
Emergency First Aid
Chaplain's Role In EMS
Family Trauma Counseling
Disaster Relief Program
Customs Mission
Civil Defense
Critical Incident Stress Management
Suicide Prevention/Intervention
Religious Terrorism

Aerospace Education
Internal Aerospace Program
Aerospace Education For Cadets
Aerospace Education For Senior Members
External Aerospace Program
Aerospace Education Membership
Other Aspects Of The Aerospace Education Program

Cadet Programs
Cadet Program Overview
Family Relationships
Cross-Generation Communications
Cadet Encampments
Cadet Protection
Cadet Aerospace Education
Moral Leadership Lab
Recruiting For Cap
IACE Program
National Activities
Phases Of Progress

3) Other Elements.

CAP Operations
Forms And Publications
CAP Organization
Customs And Courtesies
Uniforms
Drill And Ceremonies
Legal Issues
Insurance Programs
Personnel Issues
Resource Management
Logistics/Finance
Public Affairs

Professional Development
Senior Member Professional Development Program
Air Force Institute For Advanced Distributed Learning
Executive Writing/Speaking

Professional Development (Cont'd)
Goals And Objectives
Leadership Theory And Practice
Current Moral Issues
Character Development
Pastoral Counseling
Ministry Of Presence
Time Management
Personal Spiritual Development
Life Transition
Values/Ethics/Morals
Small Group Processes
Large Group Processes
Developmental Psychology
Stress Management
Human Relations And Discrimination

c. Reporting. The course director must forward the CAPF 11, *CAP Senior Member Professional Development Program Director's Report* (Attachment 6), and course critiques to NHQ CAP/PD within 7 days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions. Directors should send a copy, along with the CSRSC expense report, to the region commander and a copy to the Deputy Chief, Chaplain Service.

CHAPTER 7–LEVEL V, EXECUTIVE

7-1. Executive.
This is the highest level of CAP career development and is for those officers performing duty as commanders or staff officers. As such, only the most dedicated senior members achieve this level. To complete this level, members must:

a. Complete Level IV.

b. Perform in a command or staff position for a total of 3 years of service to CAP.

c. Conduct a Level I Orientation Course and serve in a director or staff member capacity in a CAP approved course **(reference attached CAP/CC ICL, 30 July 2008 and new attachment 14). Note:** The Unit Commanders Course is a 16-hour course that introduces prospective new unit commanders to the traits and skills needed to effectively manage their units. For further information and course materials contact NHQ CAP/PD via phone, fax, e-mail or mail.

d. Attend National Staff College or complete its approved PME equivalent as listed in Attachment 2.

7-2. National Staff College (NSC).
The NSC is the executive-level, in-residence course for senior members who aspire to high-level leadership in CAP. The NSC provides CAP officers the types of developmental experiences required to operate complex programs. Consequently, CAP encourages present and potential wing and region commanders to attend. It also encourages squadron and group commanders who have attended RSC to apply. Personnel desiring to attend the NSC **must** hold the grade of major or above (this is not waiverable) and have completed a RSC or equivalent (Attachment 2). Wing and region commanders and staff officers, and unit or higher level commanders receive priority. Region commanders may waive the RSC completion requirement for the purpose of attending the NSC. RSC must still be completed at a later date. The National Commander and the Executive Director hold sole discretion for waiver of other eligibility criteria (except for grade, which is not waiverable). They grant requests only under exceptional circumstances. The region commander requests this waiver.

a. Objectives. Upon completion of the course, members should be able to:

1) Assess the communicative process, both individually and in groups.

2) Appraise the general types and qualities of effective leaders and managers in various situations, and compare their own leadership and managerial qualities and performance with these general classifications and qualities.

3) Analyze problem areas of CAP units and apply managerial concepts for their solution.

4) Evaluate the effectiveness of the CAP Senior Member Professional Development Program.

5) Formulate a personal policy of instilling the core values strategy into the culture of an organization.

b. Curriculum. The NSC includes advanced studies in communications, leadership and management, and human relations. Students also study the development of CAP corporate policy and the CAP-USAF relationship in lectures, seminars, and visits conducted by senior CAP and CAP-USAF personnel.

c. Planning. Since the National Staff College is the premier training program to develop executive-level leadership, the director of NSC must have executive-level leadership experience. Executive-level leadership is defined as someone who has been a CAP wing/region commander, a former military commander, or someone who has held an executive-level leadership position in the business community such as a CEO, or similar position. The director and CAP staff members must have completed NSC as students prior to assuming their responsibilities. Individuals interested in serving as NSC director will apply directly to the current director on a CAPF 17, with a courtesy copy sent to the National Commander. Faculty and staff include qualified CAP members and military reservists. Personnel from the staffs of the Air University PME schools serve as lecturers on a wide variety of subjects.

d. Reporting. The NSC course director submits the CAPF 11, *CAP Senior Member Professional Development Program Director's Report* (Attachment 6), to NHQ CAP/PD within 7 days of course completion and sends a copy to all region and wing commanders.

e. Credit. Members unable to attend the college may elect to complete Air Command and Staff College (ACSC) by correspondence from AFIADL or any of the PME equivalents to National Staff College as indicated in Attachment 2. Members who complete ACSC may wear a Bronze Star on the Gill Robb Wilson ribbon. Those who complete Air War College or its PME equivalent receive authorization to wear a Silver Star on the Gill Robb Wilson ribbon.

7-3. Gill Robb Wilson Award.
Successful completion of Level V professional development qualifies the CAP officer for the Wilson Award. This is the highest professional development award given to a senior member. The award honors an airman, poet, writer, and founder of CAP.

a. Application. Upon completion of all Level V professional development requirements, the unit's Professional Development Officer records the data on the member's CAPF 45b (Attachment 4). The unit Professional Development Officer completes CAPF 24 (Attachment 7), Item 11. The unit commander signs the form, retains a copy, and sends the original to wing headquarters for the wing commander's signature. Wing headquarters retains a copy and forwards the approved original to region headquarters for the region commander's signature. Region headquarters retains a copy and forwards the approved original to NHQ CAP/PD. When approved, NHQ CAP/PD forwards the certificate and ribbon to the wing commander for presentation at an appropriate ceremony.

b. Gill Robb Wilson Award Ceremony. Because of the prestigious nature of the Wilson Award, commanders are encouraged to arrange, if possible, for a USAF or CAP general officer, state or federal government elected official, or other distinguished person to make the Wilson Award presentation. The following paragraph is a suggested citation for the presentation ceremony.

7-4. Suggested Wilson Award Citation.

Gill Robb Wilson Award Citation

"The Gill Robb Wilson Award is the highest professional development award which can be earned by a Civil Air Patrol senior member. The award is bestowed on its recipient in honor of the founder and first executive officer of Civil Air Patrol. Since its inception in 1964, the Wilson Award has been presented only to the most dedicated Civil Air Patrol members. To earn this award, a member must complete all levels of the Senior Member Professional Development Program, attend the National Staff College or its equivalent, and serve in a command or leadership position for no less than 3 years.

This Gill Robb Wilson Award Certificate number (#) is hereby presented to (name) for conspicuously meritorious performance and exceptionally distinguished service in Civil Air Patrol."

CHAPTER 8–AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING

8-1. Air Force Institute for Advanced Distributed Learning (AFIADL).
On February 1, 2000, the Air Force Extension Course Institute (ECI) formally became the Air Force Institute for Advanced Distributed Learning (AFIADL). This organization replaces ECI as the Air Force's correspondence school. Its services continue unchanged and are available without cost to Civil Air Patrol members. Two broad areas of study are available: Professional Military Education (PME) and specialized technical courses. For CAP members, PME courses improve knowledge of command and leadership, and the specialized technical courses provide training for the performance of specialized duties. This chapter gives pertinent information and registration procedures for AFIADL courses in the CAP Senior Member Professional Development Program. **NOTE: AFIADL FORMS WILL CONTINUE TO USE THE ECI DESIGNATION UNTIL STOCKS ARE EXHAUSTED.**

a. AFIADL Course Control. AFIADL designates each CAP wing headquarters as an official AFIADL test office. Each CAP wing headquarters designates a test control officer (TCO) who serves as a point-of-contact with AFIADL. (See CAPR 50-4, *Test Administration and Security.*) Current course listings are in the AFIADL Catalog (available only on the Internet at www.au.af.mil/au/afiadl).

NOTE: Units below wing level may request copies of an abbreviated version of the AFIADL Catalog published periodically by NHQ CAP/PD. The Unit Test Control Officer AFIADL Course Handbook contains AFIADL courses of interest to CAP members and expedites enrollment and administration.

b. AFIADL Course Administration:

1) Eligibility. AFIADL courses are available to all **active** CAP senior members in good standing who have completed Level I training as well as to cadets who have achieved the General Billy Mitchell Award. Cadets may enroll only in specialized courses relating to the cadet's CAP duty. Senior members, however, are encouraged to enroll in courses, which they believe will raise their efficiency in any specialty. Certain time restrictions and course completion requirements are identified in the AFIADL *Catalog* and course materials provided by AFIADL. The region DCS/PD and/or the wing DPD should assist subordinate units in taking full advantage of the professional development provided by the AFIADL program.

2) Courses. Military education courses of special interest to senior members are:

a) CAP Senior Officer Course, AFIADL Course 00013. This course is specifically for CAP members as a part of Level II training of the Senior Member Professional Development Program and includes such subjects as communication techniques, effective writing, leadership, and management. There are time constraints for completion of this course.

b) Squadron Officer School Correspondence Program, AFIADL Courses 00026/27A-E. This course is available for CAP senior members in the grade of captain or above as an optional portion of Level IV of the Senior Member Professional Development Program. Enrollees should refer to CAPP 8, *Test Control Officer Guide to Air Force Institute For Advanced Distributed Learning* for specific enrollment procedures.

c) Air Command and Staff College Correspondence Program, AFIADL Courses 00030A-F. This is an advanced-level Air Force program available to senior members who hold the grade of major or above as an optional portion of Level IV or V. Enrollees should refer to CAPP 8, *Test Control Officer Guide to Air Force Institute For Advanced Distributed Learning* for specific enrollment procedures.

d) Air War College, Course 00042A-D. Air War College (AWC) is an advanced-level Air Force program available to senior members who hold the grade of lieutenant colonel or above as an optional portion of Level IV or V. Non-Air Force (including CAP) members must enroll on the web site at: http//www.au.af.mil/au/awc/ns-enroll.htm. Enrollees should refer to CAPP 8, *Test Control Officer Guide to Air Force Institute For Advanced Distributed Learning* for specific enrollment procedures.

e) AFIADL specialized courses for CAP members provide training in the performance of specialized duty. The courses should be ordered and used by members training for these positions/specialties. Courses available:

02010 Civil Air Patrol Public Affairs Officer
02130A Civil Air Patrol Scanner Course
02130B Civil Air Patrol Mission Observer Course
02130D Civil Air Patrol Emergency Services
02170 Civil Air Patrol Safety Officer Course

3) Enrollment:

a) A sample AFIADL Form 23, *AFIADL Enrollment Application* is at Attachment 13A. Instructions for completing AFIADL Form 23 are at Attachment 13B.

b) An AFIADL Form 23 must be submitted for each course requested. It must be signed by the unit commander or designated representative (normally the TCO). The original is sent directly to AFIADL by FAX (Attachment 13C) or mail, and a copy is sent to the wing test control officer for monitoring and follow-up. Failure to send an information copy to the wing test control officer will delay administration of exams.

c) Once enrolled, a student requests assistance, end of course exams, address changes, or other information by submitting AFIADL Form 17, *Corrected or Latest Enrollment Data, Student Request for Assistance* (Attachment 13D), by FAX or mail. Copies of the AFIADL Form 17 are provided with the course or may be reproduced and used. **If a problem cannot be resolved using the AFIADL Form 17, do not call AFIADL. Instead, contact the wing TCO with the problem. The wing TCO is the only person authorized to call either AFIADL or the course author.**

Note: AFIADL Forms 23 and 17 can be obtained at http://www.au.af.mil/au/afiadl/; also, AFIADL Forms 23 can be obtained from NHQ CAP/MSAD, 105 S. Hansell St., Maxwell AFB, AL 36112-6332 using CAPF 8, *Requisition for Publications and Blank Forms,* (Attachment 10*).*

d) Course Examinations (CE). After the student satisfactorily completes all volumes in the course, the course examination is requested according to instructions in the course package. The examination is mailed to the wing TCO. It is the student's responsibility to notify the wing TCO when the course is completed and to arrange for taking the CE. The wing TCO forwards the CE to the appropriate unit TCO, who follows instructions for test administration in CAPR 50-4.

1 If the student passes the CE:

a AFIADL sends a report directly to the student. The student immediately informs the unit TCO of CE results. The unit TCO notifies the wing TCO of CE results to clear wing suspense.

b Students who satisfactorily complete the CE receive a certificate of course completion from AFIADL (AFIADL Form 9). It is the student’s responsibility to ensure the Professional Development Officer records the results on the member's CAPF 45b (Attachment 4). The student should retain the original AFIADL Form 9 and file a photocopy in the CAPF 45 Master Record (Attachment 3).

2 If the student fails the CE:

a A retake is mailed to the wing TCO and the process is repeated. The student must restudy and retake the examination within the guidelines for the course.

b All requirements for completion are set by the school, not AFIADL. For example, the Squadron Officer School sets grade standards, not AFIADL. Grades are not increased by AFIADL unless there are demonstrated errors in the test.

e) Academic Credit. If students feel that a school might award them college credit for AFIADL courses as listed in the *AFIADL Catalog*, they should send a letter to the Registrar Branch (AFIADL/EDOR) requesting verification of courses taken. AFIADL verifies course completion and prepares a transcript. Transcript requests must include the student's name and address, social security number or old service number, course number, year completed, and the name and mailing address of school or agency (for official transcripts only). Official transcripts are mailed to the school or agency address. Unofficial transcripts are mailed to the student.

f) Other. Unit commanders and professional development officers must be thoroughly familiar with the contents of this regulation; CAPR 50-4; and CAPP 8. They should be able to advise and assist members on the process for enrolling in AFIADL courses and encourage them to setup and follow a study schedule that allows for completion of volumes and CEs within specified time limits. Also, they should establish procedures to monitor each member's "Date of Enrollment" in a course and follow-up as necessary.

g) Time Limits. With certain exceptions, AFIADL courses must be completed within 12 months (a course is considered complete only after AFIADL processes a completed course examination). Time limits vary for professional military education courses. See the current *AFIADL Catalog* and course materials for time limits on particular courses.

8-2. AFIADL Forms.

NOTE: AFIADL FORMS WILL CONTINUE TO USE THE ECI DESIGNATION UNTIL STOCKS ARE EXHAUSTED. Refer to Attachment 13 for forms and procedures to apply for AFIADL courses. Forms may be copied for CAP member use.

CHAPTER 9–SPECIAL RECOGNITION PROGRAMS

9-1. Special Recognition Programs for Prior Cadets (reference attached CAP/CC ICL, 4 Jun 08).

a. The November 2007 National Executive Committee (NEC) voted to revise CAPR 50-17 to incorporate senior member professional development program credit(s) for achievements that were earned as a cadet. This change is retroactive for all senior members who earned certain achievements as former cadets. These achievements are explained below.

b. Credit will be awarded to former cadets based on specific accomplishments. Those members who earned the Earhart Award may receive the technician rating in the Cadet Programs Officer specialty training track. Members who have earned the Eaker Award may be awarded completion of SLS, the CAP Senior Officer Course, and Level II. In addition, members who earned the Spaatz Award may be awarded the senior rating in the Cadet Programs Officer specialty training track and the Yeager Award.

c. Official recognition of these achievements will be awarded on an individual basis. Former cadets who qualify for these awards should submit a written request, approved by their commander, to HQ CAP/DP to have the member's permanent record updated to reflect the appropriate equivalency as described above and issuance of the Yeager Award, if applicable. If completion of required cadet accomplishments is not already a part of the member's permanent record, then supporting documentation should be attached to the request.

9-2. Special Recognition Programs for Legal Officers.

CAP needs to recruit, retain, and reward chaplains and legal officers for their services to CAP. Their voluntary contributions are invaluable to the organization and would be prohibitively expensive to acquire through compensation. Many of these individuals do not have the time to serve CAP in their professional capacities while simultaneously participating in all aspects of the Senior Member Professional Development Program. To allow these individuals to qualify for certain Professional Development awards, CAP has established special recognition programs.
NOTE: This special awards recognition program should not be confused with the promotion program requirements that are covered in CAPR 35-5 and CAPR 265-1.
NOTE:Chaplains and legal officers who receive the Garber Award, as specified below, are eligible to earn the Wilson Award by completing all the requirements specified in Chapter 7 for Level V professional development of the regular Senior Member Professional Development Program. They are not required to complete all the previous requirements specified in Levels I-IV.

a. Grover Loening Aerospace Award. Legal officers who meet the criteria in CAPR 35-5 for appointment to the grade of captain, complete Level I training and successfully serve CAP for 1 year as an active legal officer are eligible to receive the Grover Loening Award if recommended by their commander, the NHQ CAP General Counsel (GC), and CAP National Legal Officer (NLO). To apply for this special award program, legal officers should forward an in-turn letter listing the completion dates of the requirements and the dates of CAP active service to the unit commander for recommendation and forwarding to NHQ CAP/GC and CAP/NLO. Final approval authority for the award will be the CAP National Commander or designee.

b. Paul E. Garber Award. Legal officers who have attained the grade of major, received the Loening Award, attended the National Legal Officers' College, and served CAP for a total of 3 years as an active legal officer are eligible to receive the Paul E. Garber Award if recommended by their commander, the NHQ CAP/GC, and CAP/NLO. To apply for this special award program, legal officers should forward an in-turn letter listing the completion dates of the requirements and the dates of CAP active service to the unit commander for recommendation and forwarding to NHQ CAP/GC and CAP/NLO. Final approval authority for the award will be the CAP National Commander or designee.

SUMMARY OF CHANGES.
Senior Member Professional Development Program replaces Senior Member Training Program. The titles Deputy Chief of Staff for Professional Development at region, Director of Professional Development at wing and Professional Development Officer at unit replace Senior Program Officer title respectively. Professional Development Report (PDR) replaces Senior Training Report (STR). Office symbol PD replaces ETS. The Air Force Institute for Advanced Distributed Learning (AFIADL) replaces the Air Force Extension Course Institute (ECI). Funding for RSC increased. Application procedures for director of NSC position formalized. Critical Incident Stress Management, Suicide Prevention/Intervention, and Religious Terrorism added to ES topic list for CSRSC. Use of CAPF 17 is optional for course enrollment (paragraph 2-7b2). Unit Commanders Course added to staff member options at Levels IV and V (paragraphs 6-1f and 7-1c1 respectively). Order course materials using CAPF 46 (paragraphs 4-6d and 5-3e respectively).

CIVIL AIR PATROL SENIOR MEMBER PROFESSIONAL DEVELOPMENT PROGRAM
PROGRESSION & AWARDS (See CAPR 50-17 for Details)

ACHIEVEMENT	LEVEL	PREREQUISITES	COMMAND OR STAFF ASSIGNMENT	PROFESSIONAL COURSES	SPECIALTY TRACK	LEADERSHIP	ACTIVITIES	AWARDS
ORIENTATION	I			ORIENTATION COURSE & CADET PROTECTION PROGRAM TRAINING	SELECT A SPECIALTY TRACK (See CAPR 50-17 Para 4-2b)		STUDY SENIOR MEMBER HANDBOOK MATERIALS	MEMBERSHIP RIBBON
TECHNICAL TRAINING	II	COMPLETE LEVEL I		SLS (SQUADRON LEADERSHIP SCHOOL)	TECHNICIAN RATING (LEADERSHIP RIBBON) (See Specialty Track Pamphlets on website)		COMPLETE CAP SENIOR OFFICER COURSE	CERTIFICATE OF PROFICIENCY
MANAGEMENT	III	COMPLETE LEVEL II	TOTAL OF 1 YEAR	CLC (CORPORATE LEARNING COURSE)	SENIOR RATING (BRONZE STAR ON LEADERSHIP RIBBON) (See Specialty Track Pamphlets on website)	ATTEND TWO NATIONAL, REGION, OR WING CONFERENCES (ONE OF WHICH MAY BE NATIONAL CONGRESS, OR A WING/REGION AEROSPACE EDUCATION CONFERENCE)		GROVER LOENING AEROSPACE AWARD
COMMAND & STAFF	IV	COMPLETE LEVEL III	TOTAL OF 2 YEARS	RSC (REGION STAFF COLLEGE) OR EQUIVALENT PROFESSIONAL MILITARY EDUCATION (See CAPR 50-17 Atch 2)	MASTER RATING (SILVER STAR ON LEADERSHIP RIBBON) (See Specialty Track Pamphlets on website)	SERVE AS A DIRECTOR OR STAFF MEMBER OF A CAP COURSE OR EDUCATIONAL ACTIVITY OR NATIONAL, REGION, OR WING CONFERENCE (See CAPR 50-17 para 6-1)	PUBLIC PRESENTATION TO A NON-CAP GROUP OR AN INTERNAL OR EXTERNAL AE PRESENTATION	PAUL E. GARBER AWARD
EXECUTIVE	V	COMPLETE LEVEL IV	TOTAL OF 3 YEARS	NSC (NATIONAL STAFF COLLEGE) OR EQUIVALENT PROFESSIONAL MILITARY EDUCATION (See CAPR 50-17 Atch 2)		SERVE AS A DIRECTOR OR STAFF MEMBER OF A CAP COURSE OR EDUCATIONAL ACTIVITY. (See CAPR 50-17 para 7-1)	CONDUCT A LEVEL I ORIENTATION COURSE	GILL ROBB WILSON AWARD

DUTY PERFORMANCE PROMOTION REQUIREMENTS
(See CAPR 35-5 for Other Criteria and Promotion Categories)

TO BE ELIGIBLE FOR PROMOTION TO:	MINIMUM SKILL LEVEL	PLUS TIME-IN-GRADE OF:
SECOND LIEUTENANT	LEVEL I	6 MONTHS AS A SENIOR MEMBER
FIRST LIEUTENANT	TECHNICIAN RATING IN A SPECIALTY TRACK	12 MONTHS AS 2d LT OR TFO (Or Combination Thereof)
CAPTAIN	LEVEL II	18 MONTHS AS 1st LT OR SFO (Or Combination Thereof)
MAJOR	LEVEL III	3 YEARS AS CAPTAIN
LIEUTENANT COLONEL	LEVEL IV	4 YEARS AS MAJOR

Attachment 2–Military Education Qualifying as Equivalent to CAP Senior Officer Course, Region Staff College and National Staff College

MILITARY EDUCATION

QUALIFYING AS EQUIVALENT TO

CAP SENIOR OFFICER COURSE, REGION STAFF COLLEGE

AND

NATIONAL STAFF COLLEGE

NOTE: Equivalencies must be no older than 20 years from the time of initial application.

Equivalent to CAP Senior Officer Course

Code Z Any US Armed Forces NCO Academy (Pay Grades E-5 - E-6) or equivalent, resident or correspondence

Equivalent to CAP Senior Officer Course/Region Staff College

Code P Any US Armed Forces Senior NCO Academy (Pay Grades E-7 - E-9), resident or correspondence

Code W USAF Squadron Officer School, USA Basic/Advance Officer Courses or USN, USMC, USCG equivalent, resident or correspondence

Code V All Service Academies, ROTC, OCS, or OTS

Code X Any US Armed Forces Command and Staff College, resident, seminar, or correspondence

Code T Any US Armed Forces War College, resident, seminar, or correspondence

Equivalent to National Staff College

Code P Any US Armed Forces Senior NCO Academy (Pay Grades E-7 - E-9), resident or correspondence

Code X Any US Armed Forces Command and Staff College, resident, seminar, or correspondence

Code T Any US Armed Forces War College, resident, seminar, or correspondence

Note*: To determine if other military courses apply as equivalencies, contact NHQ CAP/PD with course information (name, course number, location, number of hours, completion date, etc.). Equivalencies may only be used one time. To apply for an equivalency, attach a copy of diploma or other proof of course completion (DD Fm 214) to a letter mailed or faxed to NHQ CAP/PD. Equivalencies should be requested as soon as possible after becoming a CAP member.*

SENIOR MEMBER MASTER RECORD

SENIOR MEMBER AWARDS AND DECORATIONS (9)	
NAME	DATE EARNED
Aerospace Education Program for Senior Members	DATE EARNED

LEADERSHIP ROLE HELD WITHIN UNIT (10)

INCLUSIVE DATES	NAME OF LEADERSHIP ROLE	GRADE

OTHER INFORMATION (14)

AERONAUTICAL RATINGS AND MISSION PILOT CLASSES (11)	
	DATE QUALIFIED
CAP Pilot	
CAP Senior Pilot	
CAP Command Pilot	
CAP Observer	
CAP Senior Observer	
CAP Master Observer	
CAP Glider Pilot	
CAP Balloon Pilot	
CAP Solo Pilot	
Cdt Orientation Pilot	
SAR/DR Pilot	
CD Pilot	
Mission Observer	
CD Observer	
Mission Scanner	
Transport Mission Pilot	

FCC RADIO OPERATOR LICENSE RATING (12)	

ENCAMPMENT ATTENDANCE (13)		
SITE	DATE	TYPE

CAP FORM 45, REV OCT 95 Previous editions are obsolete

Attachment 3 (Continued)–CAPF45

PERSONAL INFORMATION

HOME ADDRESS (21)	UNIT *(Name, Charter No., Address)* (22)	DATE AND PLACE OF BIRTH (23)

WEIGHT (24)	HEIGHT (25)	COLOR OF EYES (26)	COLOR OF HAIR (27)	NEXT OF KIN *(Name, Address, Phone No.)* (28)
MILITARY SERVICE (29)	HIGHEST GRADE (30)	NO. OF YEARS SERVED (31)	PRESENT STATUS (32)	

EDUCATION - ALL CIVILIAN AND MILITARY SCHOOLS (33)

FROM	TO	NAME AND LOCATION OF SCHOOL	GRADUATE YES	GRADUATE NO	DEGREE

ORGANIZATION MEMBERSHIP - PAST AND/OR PRESENT OTHER THAN CAP (34)

NAME AND ADDRESS	TYPE *(Professionnal, Fraternal, etc.)*	HIGHEST OFFICE HELD	FROM	TO

PRESENT EMPLOYEE (35)	NAME AND ADDRESS	TYPE WORK

GRADE (36)

	ORDER NO.	DATE
FO		
TFO		
2ND LT		
1ST LT		
CAPT		
MAJOR		
LT COL		
COLONEL		

FUTHER INFORMATION (37)

Attachment 3 (Continued)–CAPF45

EMERGENCY SERVICES

ACTUAL MISSIONS(38)					CAP EFFECTIVENESS TESTS (39)					OTHER TRAINING MISSIONS (40)				
DATE	MISSION NUMBER	DUTY	CHECK		DATE	MSSION NUMBER	DUTY	CHECK		DATE	LOCATION	DUTY	CHECK	
			SAR	CD				SAR	CD				SAR	CD

OTHER ES TRAINING

Form 116 Part I _____

Form 116 Part II _____

Bloodborne Patho. _____

_____

_____

_____

INITIAL / ANNUAL AIR CREW TRAINING/EVALUATION CHECK (42)

DATE	TYPE	YEAR	DATE	TYPE	YEAR	DATE	TYPE	YEAR

OTHER AERONAUTICAL DATA

FAA MEDICAL DATE (43)	FAA LICENSE NUMBER (44)	AIRCRAFT PERSONALLY OWNED (45)	MAKE AND MODEL OF AIRCRAFT (46)	AIRCRAFT NUMBER (47)	FUEL CAPACITY (*Hrs*) (48)
		☐ YES ☐ NO			

Attachment 3 (Continued)–CAPF45

OTHER

LAST NAME	FIRST NAME	MI	GRADE	CAPID	DATE ENTERED CAP	CHARTER NO.

SENIOR MEMBER PROFESSIONAL DEVELOPMENT RECORD

DIRECTIONS:

1. *Level I–Orientation Course is required except as outlined in CAPR 50-17 for Mitchell Award Recipients. Cadet Protection Training cannot be waived for any senior member.*
2. *Level II - V–Enter date activity was completed. Unit commander certifies by initialing.*
3. *Specialty Training–Enter date training level was attained. Unit commander initials block.*

LEVEL I–INTRODUCTION	DATE COMPLETED
ORIENTATION COURSE OR MITCHELL AWARD	
CADET PROTECTION TRAINING	

LEVEL II–TECHNICAL RATING	DATE COMPLETED	CERTIFCATION
Squadron Leadership School (SLS)		
AFIADL Course 13 or Equivalent		
Specialty Technician Rating		

LEVEL III–MANAGEMENT	DATE COMPLETED	CERTIFCATION
Command/Staff Position for One Year		
Corporate Learning Course (CLC)		
Attend Two National (N), Regional (R), Wing (W) Conferences	1. 2.	
Specialty Senior Rating		

LEVEL IV–COMMAND AND STAFF	DATE COMPLETED	CERTIFCATION
Command/Staff Position for Two Years		
Region Staff College or Equivalent (CAPR 50-17)		
Serve as a Staff Member at National Region, or Wing Conference, or Serve as Staff Member or Presenter at SLS/CLC/UCC		
Prepare and Present a CAP Presentation to a Non-CAP Group on a CAP-Related Subject or Earn the Yeager Award		
Specialty Master Rating		

LEVEL V–EXECUTIVE	DATE COMPLETED	CERTIFCATION
Command/Staff Position for Three Years		
National Staff College or Equivalent (CAPR 50-17)		
Conduct a Level I Orientation and One of the Following:		
Serve as Director of SLS/CLC/UCC		
or Serve as a Staff Member for the Region Staff College		
or Serve as a Staff Member for the National Staff College		

SPECIALTY TRAINING			
CODE/SUBJECT	TECHNICIAN	SENIOR	MASTER
200 Personnel			
201 Public Affairs			
202 Finance			
203 Inspector General			
204 Professional Development			
205 Administration			
206 Logistics			
210 Flight Operations			
211 Operations			
212 Standardization-Evaluation			
213 Emergency Services			
214 Communications			
215 Aerospace Education			
216 Cadet Programs			
217 Safety			
218 Plans and Programs			
219 Legal			
220 Health Services			
221 Chaplain			
223 Historian			
225 Moral Leadership Officer			
226 Recruiting and Retention Officer			
Other Training, e.g., SAR Schools, Communications Schools, CAPF 101 Qualification, AEPSM, AFIADL Courses, Etc., (See Reverse).			

CAP FORM 45B, MAR 03 **PREVIOUS EDITIONS MAY BE USED** **OPR/ROUTING: ETP**

Attachment 4 (Continued)–CAPF 45b

Other Training (Continued)

CAP FORM 45B, MAR 03 REVERSE

Professional Development Report AL 023 SER

CAPID Name/Rank	LVL 1 CPPT	LVL 1 Orient	LVL 1 Lvl1 Com	LVL2 SLS	LVL2 AFIADL	LVL2 Lvl2 Com	LVL3 CLC	LVL3 Lvl3 Com	LVL 4 RSC	LVL 4 Lvl4 Com	LVL5 NSC	LVL5 Lvl5 Com	PME SOS	PME ACSC	PME AWC
				Specialty Track/Rating/Date			(Loening)		(Garber)		(Wilson)				
115377 Davis George T Lt Col	04/97	07/72	07/72	SENIOR PROGRAMS	12/79	MASTER		01/76			12/69				
127692 Hall Harriett M Capt	03/92	03/77	01/77	AEROSPACE	01/82 01/82	SENIOR 01/90	01/93								
128439 Lemley Harris R Jr 2Lt	02/91	03/88	01/91												
128454 Reese Emmett J Maj		12/79	01/79												
127546 Todd James E Maj	04/97	04/76	01/76	COMMAND	12/78 12/79	MASTER 01/83	12/91	01/83	12/79				12/83		
Total Unit Members: 5		Level 1 - 5				Level 2 - 2	Level 3 - 2		Level 4 - 0		Level 5 - 0		1	0	0

For updating instructions, please refer to CAPR 50-17. If there are no changes to the Professional Development Report do not send a copy back to National Headquarters/ETP.

Commander's Signature

As of: 26-Feb-02

Attachment 6–CAPF 11, CAP Senior Member Professional Development Program Director's Report

CIVIL AIR PATROL
SENIOR MEMBER PROFESSIONAL DEVELOPMENT PROGRAM DIRECTOR'S REPORT

Submit this form immediately after completion of the school or course in accordance with reporting instructions in CAPR 50-17, *CAP Senior Member Professional Development Program*. This form provides information for training record updates and for training awards and promotions. Forward this form through the wing commander for signature (see *NOTE 1*) or mail or fax the completed form directly to:

NHQ CAP/ETP
105 South Hansell Street, Building 714
Maxwell AFB AL 36112-6332
Phone: 334-953-5798
Fax: 334-953-4262

Check the course that applies. NHQ CAP/ETP will only credit students with the course(s) checked on this form.

- ☐ Orientation Course and Cadet Protection
- ☐ Orientation Course Only
- ☐ Cadet Protection Only
- ☐ SLS
- ☐ CLC
- ☐ RSC
- ☐ NSC
- ☐ Other

Date(s) of Training: _____

Wing: _____ Location: _____

PLEASE TYPE/PRINT CLEARLY. CAPID NUMBER AND MEMBER'S SIGNATURE ARE ESSENTIAL IN ORDER FOR NHQ CAP/ETP TO ENSURE MEMBERS RECEIVE PROPER CREDIT FOR THE COURSE.

	NAME	CAPID	CHARTER NO.	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8				
9.				
10.				

_____ DIRECTOR'S SIGNATURE

_____ WING COMMANDER'S SIGNATURE

NOTE 1: Wing commander's (or designee's) signature is required for processing SLS and CLC completion and credit.
NOTE 2: For all courses, send a copy of the CAPF 11 to the wing/region professional development officer (if required by wing/region policy).

Local reproduction of this form is authorized.

CAP FORM 11, MAR 03 PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 JUN 03 *(If needed, continue on reverse.)* **OPR/ROUTING: ETP**

Attachment 6 (Continued)–CAPF 11

	NAME	CAPID	CHARTER NO.	SIGNATURE
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

CAP FORM 11, MAR 03 REVERSE

Attachment 7 –CAPF 24, Application for Senior Member Professional Development Awards

APPLICATION FOR SENIOR MEMBER PROFESSIONAL DEVELOPMENT AWARDS

(See instructions on reverse.)

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	2. CAP GRADE	3. CAPID
4. MEMBER'S ADDRESS (Number, Street, City, State, and Zip)	5. UNIT NAME	
	6. CHARTER NUMBER	
	7. E-MAIL	

AWARD REQUESTED

8. ☐ SENIOR MEMBER CERTIFICATE OF PROFICIENCY - LEVEL II (Attach supporting documents if required.)

a. Completed Level I Orientation Course. Date: _____

b. Completed Squadron Leadership School (SLS. Date: _____

c. Completed CDC Course 13, CAP Senior Officer Course or equivalent course: _____ Date: _____

d. Specialty Track Code Number and Numerical Rating: _____ (Technician Level or higher required.)

e. Optional: For Yeager Aerospace Education Award Seal on Certificate of Proficiency, list date Yeager Award completed. Date: _____

9. ☐ GROVER LOENING AEROSPACE AWARD - LEVEL III (Attach supporting documents if required.)

a. Certificate of Proficiency. Date: _____

b. Command or Staff Assignment: _____ Dates: _____ to _____

c. Completed Corporate Learning Course (CLC). Date: _____

d. Specialty Track Code Number and Numerical Rating: _____ (Senior Level or higher required.)

e. Attended two national, region, or wing conferences: 1. _____ 2. _____

10. ☐ PAUL E. GARBER AWARD - LEVEL IV (Attach supporting documents if required.)

a. Grover Loening Aerospace Award. Date: _____

b. Command or Staff Assignment: _____ Dates: _____ to _____

c. Completed Region Staff College (RSC) or equivalent course: _____ Date: _____

d. Specialty Track Code Number and Numerical Rating: _____ (Master Level required.)

e. Serve as director or staff member of a CAP course or educational activity or national, region, or wing conference. (Ref CAPR 50-17, para 6-1.)

Indicate type, position, and date: _____

f. Public presentation to a non-CAP group or an internal or external AE presentation, or Yeager AE Award dated: _____

Date: _____ Subject of presentation: _____ Presented to: _____

11. ☐ GILL ROBB WILSON AWARD - LEVEL V (Attach supporting documents if required.)

a. Paul E. Garber Award. Date: _____

b. Command or Staff Assignment: _____ Dates: _____ to _____

c. Completed National Staff College (NSC) or equivalent course: _____ Date: _____

d. Conduct Level I Orientation Course. Date: _____ **AND ONE** of the following:

e. Serve as director or staff member of a CAP course or educational activity.
(Ref CAPR 50-17, para7-1.) _____ Date: _____

f. Staff member for a RSC or NSC. Staff Position: _____ Date: _____

12. REQUESTER'S SIGNATURE DATE	13. UNIT COMMANDER'S SIGNATURE DATE
14. WING COMMANDER'S SIGNATURE DATE	15. REGION COMMANDER'S SIGNATURE DATE

CAP FORM 24, JUL 08 PREVIOUS EDITIONS WILL NOT BE USED AFTER 1 NOV 08. *(SEE REVERSE FOR SPECIFIC INSTRUCTIONS.)* **OPR/ROUTING: PD**

Attachment 7 (Continued)–CAPF 24

INSTRUCTIONS FOR COMPLETION OF CAP FORM 24
(See CAPR 50-17 for additional information)

1. Complete Items 1 through 7 and Items 12 and 13 for all awards. Check the appropriate block for the award requested in Items 8-11. For military education equivalent courses, see CAPR 50-17, *CAP Senior Member Professional Development Program*, Attachment 2. Include month and year in dates. Attach copies of supporting documents if completion is not reflected on current Senior Member Professional Development Report (PDR).

2. Senior Member Certificate of Proficiency:

   a. Complete Item 8. Unit commander approves and forwards original to NHQ CAP/PD, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Retain one copy for unit file.
   b. In Items 8b and 8c, list equivalent courses in space provided if applicable.
   c. Item 8e is optional. Individuals who have completed the requirements for the Brig Gen Charles E. "Chuck" Yeager Aerospace Education Achievement Award are eligible to receive a special Yeager Award embossed seal affixed to their Certificate of Proficiency. To receive the seal, list month and year of Yeager Award completion.

3. Grover Loening Aerospace Award:

   a. Complete Item 9. Unit commander approves and forwards original to wing headquarters for action. Wing commander approves and forwards approved original to NHQ CAP/PD, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Retain a copy for unit and wing files.
   b. In Item 9c, list equivalent course in space provided if applicable.
   c. In Item 9e, list the type of conferences and dates attended.

4. Paul E. Garber Award:

   a. Complete Item 10. Unit commander approves and forwards original to wing headquarters for action. Wing commander approves and forwards approved original to NHQ CAP/PD, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Retain a copy for unit and wing files.
   b. In Item 10c, list equivalent course in space provided if applicable.

5. Gill Robb Wilson Award:

   a. Complete Item 11. Unit commander approves and forwards original to wing headquarters for action. Wing commander approves and forwards original to region headquarters for action. Region commander approves and forwards original to NHQ CAP/PD, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Retain a copy for unit, wing, and region files.
   b. In Item 11c, list equivalent course in space provided if applicable.

6. Signatures Blocks 12-15:

   a. Blocks 12 and 13 are required for all awards.
   b. Blocks 14 and 15 should be completed as required for the specific level of award as noted above.

Note: National Headquarters will base verification of data for the award applied for, and previous awards, on the Senior Member Professional Development Report (PDR). If entries on the PDR are not current, attach supporting documentation of completion such as a photo copy of award certificate or diploma. Application forms without the proper documentation will be returned to the last appropriate office for action.

Attachment 8 –CAPF 17, Application for Senior Member Activities

APPLICATION FOR SENIOR MEMBER ACTIVITIES

Note: Use of this form is optional (see CAPR 50-17, para 2-7b2). See instructions on reverse.

1. Title of Activity (If applying for a position, include the position desired)		2. Location of Activity	
3. Dates of Activity	4. Previously Attended This Activity? ☐ No ☐ Yes (if yes, give date)		
5. Last Name, First, Middle Initial		6. CAP Grade	7. CAPID
8. Member's Address (Include No., Street, City, State, Zip)	9. Telephone (Include Area Code) Work ( ) Home ( ) E-Mail		
10. Charter Number	11. Unit Name	12. Date and Method of Level I Completion	
13. Date Joined CAP	14. CAP Duty Assignment and Inclusive Dates		15. CAP Aeronautical Rating
16. Specialties and Ratings Completed Specialty Rating a. b. c. d.	17. Previous Training Activities and Years Attended a. b. c. d. e.		
18. Professional Development Awards a. b. c. d.	19. Scholastic Achievement High School Graduate (Year): College (Number of Years): Post Graduate (Number of Years):		
20. Civilian Occupation	21. Emergency Medical Information		
22. Outline Personal and Professional Goals in CAP			
23. Remarks (Use Reverse Side or Attach Additional Sheet if Necessary)	Applicant's Signature and Date		
24. Unit Commander (if required) Recommend ☐ Approval ☐ Disapproval Remarks:	Unit Commander's Signature and Date		
25. Wing Commander (if required) Recommend ☐ Approval ☐ Disapproval Remarks:	Wing Commander's Signature and Date		
26. Region Commander (if required) Region Selection Number Recommend ☐ Approval ☐ Disapproval Remarks:	Region Commander's Signature and Date		

CAP FORM 17, MAR 03 PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 JUN 03 OPR/ROUTING: ETP

Attachment 8 (Continued)–CAPF 17

27. Additional Remarks:

INSTRUCTION FOR COMPLETION OF CAP FORM 17

NOTE: Use of this form is optional at the discretion of the activity director (see CAPR 50-17, para 2-7b2).

See CAPR 50-17, *CAP Senior Member Professional Development Program*, for additional information and instructions.

1. APPLYING FOR ACTIVITIES:

a. For region level activities, unit commander verifies the information, makes recommendation, signs the application, retains a copy, and forwards the original to wing headquarters. Wing commander verifies application, makes recommendation, signs the application, retains a copy, and forwards the original to region headquarters for final approval by region commander.

b. For selected national level activities, unit commander verifies the information, makes recommendation, signs the application, retains a copy, and forwards the original to wing headquarters. Wing commander verifies application, makes recommendation, signs the application, retains a copy, and forwards the original to region headquarters for action (if applicable). Region commander makes recommendation, assigns selection number, signs the application, retains a copy, and forwards original to NHQ CAP/ETP.

2. COMPLETING THE FORM:

Blocks 1-11, 13-15, 19-20 are self explanatory.

Block 12. Enter the month and year and method of Level I completion. (Example: Feb 92/Seminar or Mar 93/ Mitchell Award.)

Block 16. List each specialty and the highest rating completed in that specialty. (Example: Enter 213-2 for Emergency Services Officer - Senior Level, or enter 201-1 for Public Affairs - Technician Level.)

Block 17. List names and dates of training activities such as SAR exercises, SLS, AFIADL Course-13, RSC, ACSC, AWC, etc. Use Additional Remarks section above or add additional sheet if necessary.

Block 18. List training awards only along with completion dates. (Example: Garber Award Aug 90.)

Block 21. List physical handicaps or ailments for which the applicant will be taking medication during the activity or which might affect the applicant's level of participation in activities. Provide a list of medication taken regularly. Use Additional Remarks section or add additional sheet if necessary.

Block 24. For Unit Commander.
Remarks are intended for consideration by the wing commander. Use Additional Remarks section or add additional sheet if necessary.

Block 25. For Wing Commander.
For National Staff College (NSC), wing commander approves for personnel assigned within their wing, then forwards to NHQ CAP/ETP. Use Additional Remarks section or add additional sheet if necessary.

Block 26. For Region Commander.
For National Staff College (NSC), this block is completed by region commander only for those members currently serving on the region staff, and then forwarded to NHQ CAP/ETP. Remarks are intended for consideration by National Headquarters. Use Additional Remarks section or add additional sheet if necessary.

Attachment 9–CAPF 2a, Request for and Approval of Personnel Actions

REQUEST FOR AND APPROVAL OF PERSONNEL ACTIONS

I. PERSONAL DATA

Last Name First Name Middle Initial	CAPSN	Grade	Charter Number
Duty Assignment	Wing	Unit Name	

II. DUTY ASSIGNMENT/STATUS CHANGE (CAPR 35-1)

FROM: _____ **TO** _____
(Duty Title/Status) (Duty Title/Status)

III. AWARD OF AERONAUTICAL RATING/MISSION QUALIFICATIONS (CAPR 60-1)

☐ AWARD AERONATUICAL RATING/MISSION QUALIFICATION CHECKED BELOW:

☐ Glider Pilot ☐ Comd Pilot ☐ Balloonist ☐ Mission Observer ☐ Ground Team Badge
☐ Solo Pilot ☐ Observer ☐ Cdt Oreint Pilot ☐ CN Observer
☐ Pilot ☐ Master Observer ☐ SAR Pilot ☐ Transport Msn Pilot
☐ Senior Pilot ☐ Senior Observer ☐ CD Pilot ☐ Mission Scanner

Mission Pilot Qual Date _____ Mission Observer Qual Date _____
FAA License Number _____ FAA Physical Dated _____
FAA Rating _____ No. Hrs Logged as Pilot _____ Observer _____
CAP Form 5 Flight Check _____ CAP Form 91 Flight Check _____

IV. AWARD OF ACTIVITY AND SERVICE RIBBONS (CAPR 39-3)

☐ AWARD ACTIVITY AND SERVICE RIBBON CHECKED BELOW: ☐ AWARD OF CLASP (For additional award)

☐ Command Service Ribbon ☐ National Cadet Competition Ribbon ☐ Cadet Orientation Pilot Ribbon
☐ Red Service Ribbon ☐ National Color Guard Ribbon ☐ Counterdrug Ribbon
☐ "Find" Ribbon ☐ Cadet Advisory Council Ribbon ☐ Encampment Ribbon
☐ Air Search and Rescue Ribbon ☐ Cadet Community Service Ribbon ☐ Recruiter Ribbon
☐ Disaster Relief Ribbon ☐ Cadet Special Activities Ribbon ☐ A. Scott Crossfield Award
☐ IACE Ribbon ☐ Other (Specify)

V. TRANSFER (CAPM 39-2)

FROM: _____ **TO** _____
(Charter Number) (Charter Number)

NOTE: The gaining unit commander should initiate the transfer form. The losing unit commander has 60 days after the transfer action appears on the Monthly Membership Listing to notify HQ CAP/DP if he/she disapproves of the transfer for any reason. In such cases, the transfer will be voided and the member returned to the losing unit.

VI. RETIREMENT (CAPR 39-1)

The above named individual is eligible for retirement from Civil Air Patrol in accordance with CAPR 35-1. His/her period of CAP service is indicated below (if this period of service is not continuous, please explain in the remarks section):

FROM: _____ **TO** _____
(Date) (Date)

VII. REMARKS (use reverse side of form if additional space is required.)

I certify that all pertinent directives have been complied with and that this action is in the best interest of Civil Air Patrol.

Unit Charter No.	**Signature of Requester**	**Typed Name and Grade of Requester**	
APPROVED	**Signature of Flight/Squadron Commander**	**Flight/Squadron**	**Date**
APPROVED	**Signature of Group Commander**	**Group**	**Date**
APPROVED	**Signature of Wing Commander**	**Wing**	**Date**
APPROVED	**Signature of Region Commander**	**Region**	**Date**

CAP FORM 2a, July 1998 *Previous editions can be used.* HQCAP(99-3559)20M

Attachment 10–CAPF 8, Requisition for Publications and Blank Forms

REQUISITION FOR PUBLICATIONS AND BLANK FORMS

1. Date of Requisition

2. Date Shipped

3. From *(Type or print complete address of requisitioning unit)*

Zip Code: Phone Number:

A. No. of Cadets

B. No. of Seniors

C. Charter No.

INSTRUCTIONS

This form will be used to requisition non-saleable standard publications and forms only. Order saleable publications direct from National Headquarters Bookstore.
Requisition from National Headquarters only those items permitted by CAPR 5-4 and applicable indexes.
Always consult indexes - Do not requisition obsolete items.
Justify quantities requisitioned in excess of the maximum quantities authorized for your unit in CAPR 5-4.

SUBMIT REQUISITIONS IN DUPLICATE. Enter only one item per line.

4. PUBLICATION OR FORM NUMBER (Specify whether CAPR, CAPM, CAPF, CAPP, etc. If numbered item, omit title)	5. NUMBER OF COPIES ON HAND	6. NUMBER OF ITEMS REQUESTED	7. NUMBER OF ITEMS SHIPPED	8. OTHER ACTION (see code)	9. CODE
					NAT - No Action Taken. a. Must be submitted in duplicate. b. Insufficient information circled on CAP Form 8. c. Justification for publications needed. d. Must be signed by unit commander or administrative officer. e. TEST-Reference CAPR 280-1, para 4a(1). f. Will be sent automatically in unit distribution. BO - Back-Ordered. DO NOT Reorder; will be shipped when stock is replenished. LS - Limited stock; requisition has been cut; reorder as needed. OB - Obsolete; no longer stocked. PR - Pending revision; do not reorder. Automatic distribution will be made. CI - Cannot identify; not listed in current indexes; if reordered, cite prescribing directive. EX - Exceeds authorized allowances or normal usage. If needed, reorder giving full justification. PUR - Must be purchased from the National Headquarters Bookstore. NA - Not authorized your unit.

10. Remarks

11. Typed Name, Grade, and Position Held:
Commander, Administrative Officer, or Testing Officer

12. Signature of Commander, Administrative Officer, or Testing Officer

CAP FORM NOV 81 8 *Previous editions may be used*

HQCAP(97-2148)10M

Attachment 11–CAPF 46, CAP Professional Development Course Materials Order Form

CAP Professional Development Course
Materials Order Form

SUBMIT THIS FORM AT LEAST 45 DAYS IN ADVANCE OF COURSE START DATE

Course *(Check One)*: SLS ☐ CLC ☐ UCC ☐

Wing: _____

Name of Course Director: _____

Phone Number and E-mail: _____

Name of Contact Person, if different from above: _____

Phone Number and E-mail: _____

Date of Course *(mmm dd yy)*: _____

Estimated Number Of Students: _____ Estimated Number Of Staff: _____

Course Location: _____

Mail Materials To: *(Name)* _____
(Street Address, Not P.O. Box) _____
(City, State, Zip Code) _____

Forward this form, with the course schedule attached, to:

E-mail: **lmmeforms@cap.gov**

or Mail: **NHQ CAP/PD**
105 S. Hansell St., Building 714
Maxwell AFB, AL 36112-6332

or FAX: **334-953-4262 (DSN 493-4262)**

Send a copy to your Wing Director of Professional Development and Wing Commander.

CAP FORM 46, JUL 07 **PREVIOUS EDITIONS WILL NOT BE USED** **OPR/ROUTING: PD**
(This form available electronically at www.cap.gov/pubs)

Attachment 12–Maxwell AFB Form 117, ACSC Distance Learning Program Application

FORWARD TO: HQ AU/CFRR
60 Schumacher Avenue (Bldg 803)
Maxwell AFB AL 36112-6337

PHONE DSN: 493-8128 Commercial: (334) 953-8128
FAX DSN: 493-8127 Commercial: (334) 953-8127

ACSC DISTANCE LEARNING PROGRAM APPLICATION

PRIVACY ACT STATEMENT

AUTHORITY: *10 U.S.C. 8012.* ***PRINCIPAL PURPOSE:*** *To obtain information for computer input from student voluntarily enrolled in the ACSC Associate Seminar/Correspondence Program. Use of SSN required to make positive identification of the individual and records.* ***ROUTINE USES:*** *(1) Used to prepare data for input into the ACSC computer data base. This program enrolls, reenrolls, cancels, and graduates ACSC Associate Seminar/Correspondence Program students. (2) Information also forms the data base against which student writing assignments, attendance reports, and course completion can be correlated.* ***DISCLOSURE:*** *Voluntary. However, if requested information is not furnished, there is no entry data for the computer program and enrollment cannot be accomplished.*

INSTRUCTIONS: *Check opposite the applicable item or fill in classroom data where required.*

☐ NONRESIDENT (Course 30)

SSN	NAME *(Last Name, First, Middle Initial)*

CURRENT GRADE			DATE OF RANK *(Year, Month & Date)*	DSN DUTY PHONE	CATEGORY		
NOTE: If Civil Service as well as eligible Reserve or ANG, check appropriate military rank only.			STREET OR MAIL BOX IDENTIFICATION		USAF - ANG, NON-EAD	C	
					USAF - Regular	5	
					USAF - Reserve, EAD	1	
Major Selectee	03A				USAF - Reserve, NON-EAD	A	
Major	04				CAP	7	
Lt Colonel	05				US Army-ACT/RES/NG	8	
Colonel	06				US Navy-ACT/RES	9	
Civil Service Only: Enter GS Grade and check this block. (GS 11 or higher)					US Marine-ACT/RES	Q	
					Foreign Military	F	
					US Civil Service	P	

CITY OR APO	STATE	ZIP CODE OR APO NO.	

If Civil Service as well as eligible Reserve or ANG, check appropriate Reserve or ANG blocks only.

* AFIADL cannot process without nine-digit TCO Zip plus Shred	* TEST CONTROL OFFICE ZIP CODE / SHRED											
	1	2	3	4	5		6	7	8	9	SHRED	10
						-						

COMMENTS

E-MAIL ADDRESS

SIGNATURE	STUDENT'S TELEPHONE NUMBER	DATE
	OFFICE _____ (DSN if available) *HOME*	

MAXWELL AFB FORM 117, 20001120 ***(EF-V1)*** (ACSC/DL) PREVIOUS EDITION WILL BE USED

Attachment 13a–Sample AFIADL Form 23, AFIADL Enrollment Application

AFIADL ENROLLMENT APPLICATION
(TYPE or PRINT clearly. Fill out in accordance with instructions in the AFIADL Catalog.)

PRIVACY ACT STATEMENT
1. AUTHORITY: 44 USC 3101; 10 USC 8012; EO 9397. 2. PRINCIPAL PURPOSE: Used for individuals to provide information to AFIADL for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide AFIADL course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.

1. AFIADL COURSE NUMBER	2. SOCIAL SECURITY NUMBER	3. IDENTITY CODE? CATEGORY
0 0 0 0 1 3	3 1 4 1 1 1 9 6 2	7

4. NAME (Last, First Middle Initial)	5. PAY GRADE	6. REASON FOR ENROLLMENT - CODES
GOULD JOHN D.	0-1	L ☐ MANDATORY N ☒ VOLUNTARY

7. ADDRESS (OJT enrollee use address of Unit Training office)	8. TCO PHONE (DSN)
106 PEAR ST PEACHTREE, GA	N/A

9. COURSE TITLE
CAP SENIOR OFFICER COURSE

10. SIGNATURE AND TITLE OF APPROVING OFFICIAL

ZIP CODE 3 0 0 1 0 — 5 5 0 1

SIGNATURE

11. ZIP CODE/SHRED OF TEST CONTROL FACILITY
3 0 0 6 9 4 1 1 2 - 8

TITLE
SQ COMMANDER, UNIT #1235

AFIADL FORM 23, 20000609 Replaces ECI Form 23, 19 950301, which will be used.

Attachment 13b– Instructions for Completing AFIADL Form 23

NOTE: These procedures do not apply to ACSC or AWC.

SECTION NUMBER

1. Enter the AFIADL course number from the *AFIADL Catalog*. (Contact the wing TCO if unknown.)
2. Enter student's social security number.
3. Enter "7" in this block.
4. Enter student's full name.
5. Enter Grade.
6. Check the "voluntary" box.
7. Enter student's address and zip code (include Zip+4).
8. Insert "not applicable."
9. Enter the full title of the course from the AFIADL catalog.
10. The unit commander or designee must sign here and include the unit number.
11. Enter the test shred-outs as appropriate (see CAPP 8).

SENIOR MEMBER GRADE	CODE
Neither NCO nor Officer	E–1
Noncommissioned Officer	N–1
Flight Officer	FO
Technical Flight Officer	FO–1
Senior Flight Officer	FO–2
Second Lieutenant	O–1
First Lieutenant	O–2
Captain	O–3
Major	O–4
Lieutenant Colonel	O–5
Colonel	O–6

CADET GRADE	CODE
Cadet Second Lieutenant	C–1
Cadet First Lieutenant	C–2
Cadet Captain	C–3
Cadet Major	C–4
Cadet Lieutenant Colonel	C–5
Cadet Colonel	C–6

Attachment 13c–Fax for AFIADL Form 23, Enrollment Procedures

FAX COVER SHEET

TO: AFIADL (334) 953-8127, DSN 493-8127
FROM:

_____

Name/CAP Grade

_____

Address

_____

City, State, Zip Code

REGISTRAR: Please process the attached AFIADL Form 23.

AFIADL ENROLLMENT APPLICATION
(TYPE or PRINT clearly. Fill out in accordance with instructions in the AFIADL Catalog.)

PRIVACY ACT STATEMENT
1. AUTHORITY: 44 USC 3101; 10 USC 8012; EO 9397. 2. PRINCIPAL PURPOSE: Used for individuals to provide information to AFIADL for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide AFIADL course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.

1. AFIADL COURSE NUMBER	2. SOCIAL SECURITY NUMBER	3. IDENTITY CODE? CATEGORY
4. NAME (Last, First Middle Initial)	5. PAY GRADE	6. REASON FOR ENROLLMENT - CODES L ☐ MANDATORY N ☐ VOLUNTARY
7. ADDRESS (OJT enrollee use address of Unit Training office)	8. TCO PHONE (DSN)	
	9. COURSE TITLE	
	10. SIGNATURE AND TITLE OF APPROVING OFFICIAL	
ZIP CODE —	SIGNATURE	
11. ZIP CODE/SHRED OF TEST CONTROL FACILITY	TITLE	

AFIADL FORM 23, 20000609 Replaces ECI Form 23, 19 950301, which will be used.

DO NOT REMOVE THIS FORM FROM THE HANDBOOK. MAKE A COPY.

Attachment 13d–AFIADL Form 17, Student Request for Assistance. FAX to (334) 416-6143; DSN 596-6143.

MAIL TO: AFIADL GUNTER AFB AL 36118-5643 ● SEE Note 1 bebw

CORRECTED OR LATEST ENROLLMENT DATA

w Items marked with " w " MUST be filled in. Request cannot be processed or responded to if these items are not completed.

1. THIS REQUEST CONCERNS COURSE NO.	2. TODAY'S DATE	3. ENROLLMENT DATE	4. DSN PHONE NUMBER

w 5. SOCIAL SECURITY NUMBER (SSN)	6. GRADE / RANK	w 7. NAME (Last name)	First Name	MI

w 8. ADDRESS NOTE:
OJT Enrollees -- Enter address of unit training office with zip code.
ALL OTHERS -- Enter current mailing address with zip code.

NAME

STREET / UNIT TRAINING OFFICE

CITY / BASE, STATE, ZIP CODE

/// FOR AFIADL USE ONLY ///

9. E-MAIL ADDRESS AND FAX NUMBER

Fold Here

10. TEST CONTROL OFFICE ZIP CODE / SHRED

Fold

11. REQUEST FOR MATERIALS, RECORDS, OR SERVICE

X Place an "X" through number in box to left of service requested.

1	Request address change as indicated in item 8 above. See Note 1.
2	Request Test Control Office change as indicated in Item 10 above. See Note 1.
3	Extend course completion date. (Justify in "Remarks" on reverse.) See Note 1.
4	Request enrollment cancellation. Confirmation required. ☐ See Note 1.
5	Send course exam. Automatic request on _____ (date) Answer sheet request on _____ (date). See Note 1.
X	Request name change / correction to that as shown in Item 7 above. (Provide old or incorrect data here.) _____
7	Send course materials. (Specify in "Remarks" on reverse.) ☐ Not received ☐ Lost ☐ Damaged
8	Correct SSN (List incorrect SSN here.) _____ (Correct SSN should be shown in Item 5 above.)
9	Request Grade / Rank change / correction.
10	CE results not received. Answer sheet submitted to AFIADL on _____ (date).
11	Give instructional assistance as requested on reverse.
12	Other (Explain fully in "Remarks" on reverse.)

● NOTE 1. Submit this form for automatic transmittal to AFIADL if capability is available.

OJT STUDENTS must have their OJT Administrator certify this record.

ALL OTHER STUDENTS may certify their own requests

I certify that the information on this form is accurate and that THIS REQUEST CANNOT BE ANSWERED AT THIS STATION.

SIGNATURE

AFIADL FORM 17, 20000609 (EF-V1) Replaces ECI Form 17, 19990301 which will be used. STUDENT REQUEST FOR ASSISTANCE

Attachment 13d (Continued)–AFIADL Form 17

REQUEST FOR INSTRUCTOR ASSISTANCE

NOTE: Questions or comments relating to the accuracy or currency of subject matter should be forwarded directly to preparing agency. For an immediate response to these questions, call or write the course author directly, using the DSN number or address in the preface of each volume. All other inquiries concerning the course should be forwarded

URE/CE ITEM QUESTIONED:

COURSE NO _____

VOLUME NO _____

URE FORM NO _____

CE FORM NO _____

QUESTION NUMBER _____

ANSWER YOU CHOSE _____ (Letter)

HAS CE ANSWER SHEET BEEN SUBMITTED FOR GRADING?

☐ YES ☐ NO

REFERENCE

(Textual reference for the answer I chose can be found as shown below.)

IN VOLUME NO _____

ON PAGE NO _____

IN ☐ LEFT ☐ RIGHT COLUMN

LINES _____ THROUGH _____

MY QUESTION IS:

REMARKS

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8012. PRINCIPAL PURPOSE: To provide assistance as requested by individual students. ROUTINE USES: This form is shipped with AFIADL course packages and used by the student, as needed, to place an inquiry with AFIADL. DISCLOSURE: Voluntary. Requested information is needed for expeditious handling of the student's inquiry. Failure to provide all information would result in slower action or inability to provide assistance to the student.

ADDITIONAL FORMS 17 are available from trainers, OJT and Education Offices, AFIADL/DMS, and Internet. Course workbooks have a Form 17 printed on the last page.

AFIADL FORM 17, 20000609 (Reverse) (EF-V1)

Attachment 14 – Director/Staff Duty Opportunities for Level IV and Level V* (Reference CAP/CC ICL, 30 July 2008)

COURSES AND EDUCATION/TRAINING ACTIVITIES MUST HAVE 12 HOURS OF CONTACT TIME

WING/CC APPROVES CREDIT FOR LEVEL IV. REGION/CC APPROVES FOR LEVEL V.

- Squadron Leadership School
- Corporate Learning Course
- Unit Commanders Course
- Region Staff College
- National Staff College
- Wing, Region and National Cadet Courses and Education/Training Activities (includes encampments)
- Wing, Region and National Aerospace Education Courses and Education/Training Activities
- National Emergency Services Academy (NESA) including its subordinate schools (National Ground Search and Rescue School (NGSAR), Incident Command System School (ICSS) formerly Mission Base Staff School (MBSS), and Mission Aircrew School (MAS)
- Airborne Real-time Cueing Hyperspectral Enhanced Recon (ARCHER) Operator Training
- Satellite-transmitted Digital Imaging System (SDIS) Operator Training
- Intermediate Incident Command System Training: ICS-300
- Advanced Incident Command System Training: ICS-400
- National Check Pilot Standardization Courses
- Mountain Flying Clinics/Mountain Fury Course
- Pilot Continuation Training
- Critical Incident Stress Management Training
- Individual Crisis Intervention & Peer Support
- Group Crisis Intervention
- Pastoral Crisis Intervention I & II
- Advanced Crisis Intervention
- Community Emergency Response Team (CERT) Training
- Advanced First Aid / First Responder Training
- National Operations Center Augmentee Training
- Chaplain Service Region Staff College
- Training Leaders of Cadets
- National Legal Officer College
- CAP Inspector General College

***Note**: Courses are subject to change. Contact CAP NHQ Professional Development (prodev@capnhq.gov) for the most current listing. Thank you for your help in implementing CAP's professional development courses and official activities.

NATIONAL HEADQUARTERS CIVIL AIR PATROL

CHANGE 1

CAP REGULATION 50-17

14 FEBRUARY 2007

Training

CAP SENIOR MEMBER PROFESSIONAL DEVELOPMENT PROGRAM

CAP Regulation 50-17, 1 March 2003, is changed as follows:

Page-Insert Change.

Remove	**Insert**
1/2	**1/2**
23/24	**23/24**

Note. Shaded areas identify new or revised material.

OPR: PD
Distribution: National CAP website.
Approved by: CAP/CC

NATIONAL HEADQUARTERS CIVIL AIR PATROL

CHANGE 2

CAP REGULATION 50-17

1 JULY 2009

Training

CAP SENIOR MEMBER PROFESSIONAL DEVELOPMENT PROGRAM

CAP Regulation 50-17, 1 March 2003, is changed as follows:

Page-Insert Change.

Remove	**Insert**
5/6	**5/6**

Note: Rescinded-CAP Form 53, *Signature Verification Card*, paragraph 2-3.

Interim Change Letter, 4 June 2008.

OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

4 June 2008

MEMORANDUM FOR ALL CAP COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 50-17, *CAP Senior Member Professional Development Program and* CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*

1. The November 2007 National Executive Committee (NEC) voted to revise CAPR 50-17 to incorporate senior member professional development program credit(s) for achievements that were earned as a cadet. This change is retroactive for all senior members who earned certain achievements as former cadets. These achievements are explained below.

2. Credit will be awarded to former cadets based on specific accomplishments. Those members who earned the Earhart Award may receive the technician rating in the Cadet Programs Officer specialty training track. Members who have earned the Eaker Award may be awarded completion of SLS, the CAP Senior Officer Course, and Level II. In addition, members who earned the Spaatz Award may be awarded the senior rating in the Cadet Programs Officer specialty training track and the Yeager Award.

3. Official recognition of these achievements will be awarded on an individual basis. Former cadets who qualify for these awards should submit a written request, approved by their commander, to HQ CAP/DP to have the member's permanent record updated to reflect the appropriate equivalency as described above and issuance of the Yeager Award, if applicable. If completion of required cadet accomplishments is not already a part of the member's permanent record, then supporting documentation should be attached to the request.

4. This change letter will be incorporated into formal changes to CAPR 50-17 and CAPR 280-2.

Amy Courter

AMY S. COURTER
Brigadier General, CAP
Interim National Commander

Interim Change Letter, 30 July 2008.

OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

30 July 2008

MEMORANDUM FOR ALL CAP COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 50-17, *CAP Senior Member Professional Development Program*

1. The 2008 Winter National Board approved revising CAPR 50-17 to broaden the list of professional development resident courses that can be used to satisfy "staff or director" duty requirements for completion of Levels IV and V of the Senior Member Professional Development Program.

2. Currently, only those members who serve as a staff member of a Squadron Leadership School (SLS), Corporate Learning Course (CLC), or Unit Commanders Course (UCC) can receive credit toward completion of Level IV requirements. And, only those members who serve as a staff member of a Region Staff College (RSC) or National Staff College (NSC), or the Director of an SLS, CLC, or UCC can receive credit toward completion of Level V requirements.

3. In view of the above, the Winter National Board approved expanding the list of professional development courses that qualify for achievement of Level IV and Level V director/staff requirements. To qualify as an approved course, the course must have at least 12 hours of contact time and provide the opportunity for senior members to serve as a staff member or director. I have reviewed the list of courses recommended by the NHQ staff and expanded the list to include director/staff opportunities in support of wing, region and national cadet and aerospace education courses and education/training activities of 12 hours or more. The final decision on awarding director/staff credit is vested in the approval authorities for Levels IV and V as specified in CAPR 50-17. For Level IV the approval authority is the wing commander and for Level V the approval authority is the region commander.

4. To implement this policy change, paragraph 6-1 and paragraph 7-1 of CAPR 50-17 will be revised to reference a single list of director/staff duty opportunities. The list will become a new Attachment (number 14) to CAPR 50-17. I have enclosed it for your reference. Also, Attachment 1 to CAPR 50-17, *CAP Senior Member Professional Development Program Progression and Awards,* will be updated to reference the new Attachment 14 to CAPR 50-17. All of the aforementioned changes in this letter will be incorporated into CAPR 50-17 when revised.

Amy S. Courter

AMY S. COURTER
Brigadier General, CAP
Interim National Commander

Attachment:
New Attachment to CAPR 50-17