



Professional Development Officer Specialty Track Study Guide



CAP Pamphlet 40-40
NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama
16 May 2017

Table of Contents

Preface	3
Training Objectives	4
Knowledge, Training, and Performance Requirements	4
Service Requirements	4
Guidance for On-the-Job Training (OJT) Mentors and Unit Commanders	4
Achieving the Technician Rating	5
Position Description	5
Knowledge, Training, and Performance Requirements	5
Training and Performance Requirements	7
Achieving the Senior Rating	8
Position Description	8
Knowledge, Training, and Performance Requirements	8
Key Professional Development Information for Attaining the Senior Level	8
Training and Performance Requirements	8
Achieving the Master Rating	10
Position Description	10
Knowledge, Training, and Performance Requirements	10
Key Information for Attaining the Master Level	10
Training and Performance Requirements	10
Technician Rating Training Checklist	12
Senior Level Rating Checklist	13
Master Level Rating Checklist	14

Preface

This pamphlet will prepare members for the responsibilities of a Civil Air Patrol (CAP) Professional Development Officer (PDO). The contents of this pamphlet apply to all levels, including squadron and group PDOs in addition to wing and region PDOs.

This specialty track study guide has three sections. The first section applies to achievement of the technician rating, the second section is related to attaining the senior rating, and the third section deals with the skills required for the master rating. This progression should prepare members for positions of increasing responsibility as a PDO.

Study each section and apply the information to actual situations on the job. If possible, the unit will assign an on-the-job (OJT) mentor to assist members through the process. If the unit cannot assign an OJT mentor, the member must learn the job through self-study and performance. The Region PDO should be actively involved in the training of Wing Directors of Professional Development, whenever possible, either as the OJT mentor or as a mentor during self-study. The wing Director of Professional Development should assist in the training of group and unit PDOs.

The OJT mentor will determine the level of competence at each level. When the member reaches the desired level of competency for the completion of a level, the unit commander will then certify proficiency in the member's personnel records and with National Headquarters through eServices. After the unit commander's certification of a technician, senior, or master rating, the member may wear the Leadership Ribbon (technician rating) with bronze (senior rating) or silver (master rating) star. Completion of each rating is a requirement for promotion. Complete promotion criteria are listed in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*.

The Professional Development (PD) specialty also has a badge. Upon earning the Technician Rating, a senior member is qualified to wear the PD Technician badge. There are separate badges for the Senior and Master ratings. Refer to CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*, for additional information.

This specialty track is governed by CAP 50-series (transitioning to the 40-series) regulations. Feedback on the contents of this study guide should be directed to CAP National Headquarters Professional Development Officer (NHQ/PD), PD@capnhq.gov.

Professional Development is important in Civil Air Patrol. Understanding the intricacies of your job as a PDO at each level will prepare you to advance to more complex duties. CAP requirements change constantly so it is important that you stay up-to-date on any new requirements by visiting the Professional Development section of the NHQ website.

Training Objectives

Each level contains Knowledge, Training, and Performance Requirements as well as Service Requirements that must be completed in order to attain each successive rating.

Knowledge, Training, and Performance Requirements

These requirements are derived from self-study, on-the-job training (OJT) experiences, and discussions with your assigned OJT mentor.

Service Requirements

These requirements are objectives describing what each student is expected to complete through active participation as a Professional Development Officer.

Guidance for On-the-Job Training (OJT) Mentors and Unit Commanders

The OJT mentor plays an important role in the success of the PDO in training. These senior member officers, in partnership with the unit's commander, guide the student through the knowledge, training, performance, and service requirements for the rating the student is pursuing.

Once the OJT mentor or the wing PDO is satisfied that the student has met all the requirements for the rating, they and the student notify the unit commander.

When the commander is satisfied that the student can perform to the level applied for and has met the service requirements, they record award of the rating in the student's master record and notify National Headquarters of the rating award through eServices.

Achieving the Technician Rating

Position Description

The Professional Development Officer (PDO) at the Technician Level is expected to:

- Assist the commander in ensuring the training offered and assignments made match the unit's needs.
- Apply directives applicable to the Professional Development Program.
- Know the structure of the CAP Professional Development Program and CAP senior member activities.
- Maintain an adequate stock of applicable forms or have internet access so that current forms may be downloaded via the internet from CAP's website.
- Assist other members in completion of applicable forms.
- Maintain unit and member training records as outlined in CAPR 50-17.
- Maintain unit training resources.
- Operate a computer so as to fully use the tools available through CAP's website and the internet for the training of CAP members.
- Assist the testing officer in security of any training examinations.
- Prepare documentation in support of training awards for the commander to review.
- Submit applications for training awards.
- Conduct Level 1 Orientation for new members, acting as their first mentor.
- Ensure unit positions are entered into eServices (CAPF 2A) upon appointment by the unit commander.
- Navigate within and apply information found at CAP University found on www.capmembers.com.
- Other PD related duties as required.

Knowledge, Training, and Performance Requirements

Publications You Should Read

Certain publications should be read by all CAP members. Others apply directly to the Professional Development Officer. PDOs should be familiar with those publications that have high relevance for all CAP members, and should know those publications that are critical to the Professional Development program. For this reason, Civil Air Patrol National Headquarters provides this list of publications and directives for the new Professional Development Officer to study and learn. Publications listed in bold are critical for your role as a PDO.

Number	Title	Notes
CAP Index 0-2	<i>Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids</i>	
CAP Index 0-9	<i>Numerical Index of CAP Forms, Test Materials, and Certificates</i>	
CAPR 1-1	<i>Ethics Policy</i>	
CAPR 1-2	<i>Publications Management</i>	
CAPR 1-2(l)	<i>Personally Identifiable Information</i>	
CAPR 1-3	<i>Disclosure of Confidential Information by Volunteer Members</i>	
CAPR 35-1	<i>Assignment and Duty Status</i>	
CAPR 35-5	<i>CAP Officer and Noncommissioned Officer Appointments and Promotions</i>	
CAPR 39-3	<i>Award of CAP Medals, Ribbons, and Certificates</i>	
CAPR 50-4	<i>Test Administration and Security</i>	Will be assigned to the new 40-series when revised
CAPR 50-17	<i>CAP Senior Member Professional Development Program</i>	Primary publication regarding PD. Will be assigned to the new 40-series when revised
CAPR 52-10	<i>CAP Cadet Protection Policy</i>	Will be assigned to the new 60-series when revised
CAPR 52-16	<i>CAP Cadet Program Management</i>	Chapter 1. Will be assigned to the new 60-series when revised
CAPP 151	<i>Respect on Display</i>	
CAPP 50-2	CAP Core Values	Will be assigned to the new 40-series when revised
CAPP 50-4	Level I Orientation	Will be assigned to the new 40-series when revised
CAPP 40-40	Specialty Track Study Guide – Professional Development Officer	Primary publication regarding PD

Other Publications

Individual wings publish Professional Development Officer Procedures detailing their policy and processes. The new PDO should read through these local directives before progressing through this level of the specialty track. NHQ also maintains the [CAP University section](#) on their web page.

Training and Performance Requirements

To complete the Technician Rating in the Professional Development Officer specialty track, the member must:

- Explain the requirements of the CAP Professional Development program to a new member and the OJT Mentor.
- Correctly explain to the OJT Mentor the purpose of, complete and process through channels the following forms/processes:
 - CAPF 11, *Senior Member Professional Development Program Director's Report*. (Proof of course completion must be shown on member's electronic record).
 - CAPF 17, *Application for Senior Member Activities*.
 - Online application for Senior Member Professional Development Awards (found in eServices). (Proof of completion must be shown on member's electronic record).
 - CAPF 45, *Senior Member Master Record*. (Demonstrate correctly filled out record).
- Demonstrate mastery of the PD specialty track module in eServices.
- Summarize local supplements and Operating Instructions to the Professional Development Directives.
- Development and maintain a professional development training material library.
- Explain to the mentor proper test security procedures.
- Conduct with the OJT mentor and unit commander a review of completed/needed training with not less than 25% of the unit's active senior members.
- Successfully serve for a minimum of 6 months as an assistant unit PDO or as the unit PDO.

Achieving the Senior Rating

Position Description

The Professional Development Officer at the Senior Level is expected to:

- Perform the duties listed in the Technician Level.
- Plan and coordinate CAP senior member education and training activities.
- Work with Public Affairs Officers at the Group and Wing Level to publicize professional development training, awards and activities.
- Plan, organize and instruct at training courses including annual budget requirements.
- Prepare correspondence and reports.
- Obtain training materials from outside agencies.
- Other PD related duties as required.

Knowledge, Training, and Performance Requirements

Key Professional Development Information for Attaining the Senior Level

To achieve the senior rating, the member must understand the duties and tasks associated with CAP's squadron, group and wing Professional Development Officer positions. An understanding of the interaction among the various levels is essential. The member must be prepared to operate as a mentor at units below wing level and as an assistant at the wing level. The Professional Development Officer senior rating candidate should possess an intermediate knowledge of the following:

- Discuss with the Wing PAO the planning of a professional development training activity beyond the unit level. This can be an SLS, CLC, UCC or other training program beyond the unit level.
- Demonstrate the comprehension of the material in the instructor's guide to prepare for instructing at an SLS, CLC, UCC or other training program beyond the unit level.

Training and Performance Requirements

To complete the Senior Rating in the Professional Development Officer specialty track, the member must:

- Have been awarded the Benjamin O. Davis Award.

- Assist in the planning, coordination and delivery of a Professional Development training activity beyond the unit level. This can be at an SLS, CLC, UCC or other Professional Development Training event.
- Instruct at an SLS, CLC, UCC or other Professional Development training activity outside the unit. This presentation should be at least 30 minutes in length.
- Publicize a Professional Development training activity using at least 3 different contact methods.
- Draft a letter to an outside agency either requesting materials, or letters to outside agency members informing them of training opportunities, policies, procedures, etc., or a letter to NHQ CAP requesting member credit for PME, etc. [AFH 33-337 "The Tongue and Quill"](#), [CAPR 1-2, Publications Management](#), and [CAPP 1-2, The CAP Guide to Effective Communication](#), should be used as a reference tool.
- Write an Activity Suspense Schedule to be reviewed by the OJT mentor and the unit commander.
- Develop and have approved a Professional Development budget requirement for one year of activities.
- Schedule a training course conducted by a member of an outside agency OR acquire at least one new item for the unit training library from an outside agency.
- Explain to the Test Control Officer (TCO) or OJT mentor how to administer an examination.
- Explain training equivalencies and find equivalency codes in CAPR 50-17.
- Conduct a review of completed/needed training with all active Senior Members in your unit that have not conducted a review since being appointed the unit/assistant PDO and review it with the Unit Commander.
- Successfully serve for a minimum of 12 months in a unit PD position or higher since being awarded the Technician rating.

Achieving the Master Rating

Position Description

The Professional Development Officer (PDO) at the Master Level is expected to:

- Perform the duties listed in the Senior Level.
- Become a subject matter expert in Professional Development.
- Advise the commander of training requirements to fill unit manning needs.
- Work with the commander to establish local training requirements.
- Schedule training activities.
- Develop or provide training courses and activities as needed to fit unit requirements.
- Mentor, monitor and assist subordinate unit Professional Development Officers.
- Attend and contribute to Professional Development training and activities at appropriate levels.
- Coordinate the presentation of senior member Professional Development awards.
- Other PD related duties as required.

Knowledge, Training, and Performance Requirements

Key Information for Attaining the Master Level

At the master level the PDO job involves managing and directing all Professional Development related activities at the wing or region level. Master PDOs must possess advanced knowledge of the following:

- Able to explain the reasoning behind wing and higher PD policies and procedures.
- Identify local training needs to the commander in writing.
- Demonstrate an advanced understanding of and application of mentoring techniques.

Training and Performance Requirements

To complete the Master rating in the Professional Development Officer specialty track, the member must:

- Have been awarded the Grover Loening Award.

- Participate as a Subject Matter Expert on a Subordinate Unit Inspection team.
- Serve as an OJT mentor for a new professional development officer (or assistant) training for the the technician or senior rating of the specialty track.
- Identify a unit training need in writing to the unit commander.
- Plan a training course or activity of at least two hours duration to fit a unit or group need. In order to complete this requirement, the training activity must take place and must not have previously been used for credit for the senior rating. The curriculum should not have been covered in an SLS, CLC, UCC or other course normally given in the PD program. Conducting an ES activity, Communications, Cadet Program, Aerospace Education program would be acceptable.
- Serve as Director at an SLS, CLC, UCC or other Professional Development Training event.
- Lead or assist in giving a seminar at a CAP wing, region or national conference.
- Work with the Wing, Group and Unit Public Affairs Officer to coordinate advertising of an SLS, CLC, UCC, or other Professional Development Training event.
- Serve for at least 18 months as a Professional Development Officer since being awarded the Senior Rating.

Technician Rating Training Checklist

To complete the Technician level of the Professional Development Officer specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Mentor Initials and Date
Assist the commander in ensuring the training offered and assignments made match the unit's needs.	
Explain the requirements of the CAP Professional Development program to a new member and the OJT Mentor.	
Correctly explain to the OJT Mentor the purpose of, complete and process through channels the forms/processes outlined on page 7.	
Demonstrate mastery of the PD specialty track module in eServices.	
Summarize local supplements/Operating Instructions to the Professional Development Directives.	
Has developed and maintained a Professional Development Training Materials Library.	
Explain to the mentor proper test security procedures.	
Has conducted a review of completed/needed training with not less than 25% of the units Senior Members with the OJT Mentor and Unit Commander.	
Complete 6 months experience as a Professional Development Officer or assistant PDO. Dates of Service _____ to _____	

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature

Date

Senior Level Rating Checklist

To complete the senior level of the Professional Development Officer specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Mentor Initials and
Have been awarded the Benjamin O. Davis Award.	
Assist in the planning, coordination and delivery of a Professional Development training activity beyond the unit level. This can be at an SLS, CLC, UCC or other Professional Development Training event.	
Instruct at an SLS, CLC, UCC or other Professional Development training activity outside the unit. This presentation should be at least 30 minutes in length.	
Publicize a Professional Development training activity using at least 3 different contact methods.	
Publicize one professional development training activity using at least three different contact methods.	
Draft a letter using AFH 33-337 " <i>The Tongue and Quill</i> " and CAPR 1-2 " <i>Publications Management</i> " as outlined in the requirements listed on page 9.	
Write an Activity Suspense Schedule to be reviewed by the OJT mentor and the unit commander.	
Develop an approved annual PD budget.	
Schedule a training course conducted by a member of an outside agency OR acquire at least one new item for the unit training library from an outside agency.	
Explain to the Test Control Officer or OJT mentor how to administer an examination.	
Explain training equivalencies and find equivalency codes in CAPR 50-	
Conduct a review of completed/needed training with all active Senior Members in your unit that have not conducted a review since being appointed the unit PDO and review it with the Unit Commander.	
Successfully serve for a minimum of 12 months in a unit PD position or higher since being awarded the Technician rating. Dates of Service _____ to _____	

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature

Date

Master Level Rating Checklist

To complete the Master level of the Professional Development Officer Specialty track, the member must (Region-level Candidates should substitute Region where applicable):

Knowledge, Training, and Performance Requirements	OJT or PD Initials and Date
Have been awarded the Grover Loening Award	
Participate as a Subject Matter Expert on a Subordinate Unit Inspection team.	
Serve as an OJT mentor for a new professional development program officer at the technician or senior rating of the specialty track.	
Identify a unit training need in writing to the unit commander.	
Plan a training course or activity of at least two hours duration to fit a unit or group need as shown on page 11.	
Serve as Director at an SLS, CLC, UCC or other Professional Development Training event.	
Lead or assist in giving a seminar at a CAP wing, region or national conference.	
Work with the Wing, Group and Unit Public Affairs Officer to coordinate advertising of an SLS, CLC, UCC, or other Professional Development Training event.	
Complete 18 months experience as a Professional Development Officer since being awarded the Senior Rating. Dates of Service _____ to _____	

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature

Date