



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

10 June 2015

MEMORANDUM FOR ALL CAP COMMANDERS AND PROFESSIONAL DEVELOPMENT OFFICERS

FROM: CAP/CC

SUBJECT: Level I Revision Release

1. Civil Air Patrol is pleased to release a completely revised Level I Orientation Course (CAP Pamphlet 50-4). **The revised Level I will be available to new members via an optional “Soft Launch” on 15 June 2015 with full implementation to occur on 6 July 2015.**

2. Overview

a. The revised Level I is designed to provide the new member with a relevant, yet quick introduction to Civil Air Patrol. It is also designed to encourage new member inclusion into the squadron through a structured experience. In this way, new members feel more included in the unit from the beginning (research data indicated past problems in this area).

b. This revision is a more compact version of the Level I course introduced in 2013. It streamlines the orientation experience by reducing the total number of lessons from 14 to 8, reduces the number of quizzes from 13 to 1, and reduces the amount of time taking the online lessons from 2.5 – 3.0 hours to 1.0 – 1.5 hours. The in-residence components should also take about 1.0 – 1.5 hours to complete. *In short, the new Level I can be completed before the new member gets their membership card.* Below is a listing of the lessons:

- (1) CAP Core Values
- (2) Cadet Protection Basic Course (CPBC)
- (3) Equal Opportunity and Nondiscrimination
- (4) Introduction to Safety
- (5) Who We Are Today
- (6) The Essentials (new lesson combining material about uniform wear, grade, customs & courtesies, CAP organization and professional development)
- (7) Expectations (CAP’s expectations, unit’s expectations and new member’s expectations)
- (8) What’s next? (revised lesson helping members plan their first few months)

3. Accessing the course remains the same, in the Learning Management System (LMS) through eServices. New members access Level I by signing into eServices and clicking on the LMS tab under CAP Utilities. Once in the LMS, choose Level I Orientation, “Starting Your Journey.” CAPP 50-4 can also be accessed at the following link:

http://capmembers.com/forms_publications_regulations/pamphlets-1702/.

4. Commanders and PDOs will use the LMS to enter in-residence discussion completion for members completing the new Level I.

a. Commanders and PDOs log into the LMS and choose “Mentor Input/Skills Eval” and follow these steps:

Step 1: Course Select: Level I Orientation, “Starting Your Journey.”

Step 2: Select the “Level I Summary Conversation Input.”

Step 3: Select date lesson completed.

Step 4: Enter the CAPID of the new member, and then click on the search icon (magnifying glass) to call up the member. (Note: you will not be able to validate it unless the member has started the course in the LMS.)

Step 5: Hit the submit button.

b. When the new member has completed the online lessons and final quiz as well as the in-residence discussion and the online-course evaluation, an e-mail will be automatically generated and sent to the new member’s commander in “Commander’s Corner” with instructions on how to validate completion of the course. For the member to receive credit after course completion, the unit commander must validate completion, signifying that the new member has completed the course to the commander’s satisfaction. Once the commander has validated completion online, the new member will receive credit for Level I and may begin further training.

5. What are the responsibilities of unit commanders and professional development officers? Unit commanders promote the value of Level I to new members and to the unit at-large. New members stay longer when they identify with the organization. It’s also true that a new member’s perception of how seriously CAP takes its programs, activities and rules is shaped by how seriously their first formal training in CAP, Level I, is addressed by the unit. When the unit commander validates completion of Level I in eServices, he/she is attesting to the new member’s preparedness to function at the level asked of a new senior member. Professional development officers deliver the training, and during the interaction becomes the new member’s first mentor.

6. This course is available for optional use starting on 15 June 2015. Full implementation will occur on 6 July 2015. Members joining Civil Air Patrol on or after 6 July 2015 must take the new Level I. Members who join prior to 6 July may take either course. If they choose the previous version they will have until 1 September to complete it.

7. For a complete understanding of the course design, content and unit roles and responsibilities, please review CAPP 50-4, *Level I Orientation, “Starting Your Journey.”*

8. Please contact Ms. Bobbie Tourville at NHQ/PD with any questions or feedback regarding the revised Level I. She can be reached at 334-973-7748 x405 or at bjtourville@capnhq.gov. Thank you for your support of this most important program, and for your support of Civil Air Patrol.


JOSEPH R. VAZQUEZ
Major General, CAP
Commander