



Education and Training Officer Specialty Track Study Guide



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Preface

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

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 outlines the skills required for the master rating. This progression should prepare members for positions of increasing responsibility as an ETO.

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 should seek a mentor from the next higher echelon. The Region Deputy Chief of Staff for Education and Training (DCS ET) should be actively involved in the training of Wing Directors of Education and Training (DET), whenever possible, either as the OJT mentor or as a mentor during self-study. The wing DET should assist in the training of group and unit ETOs.

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. 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 Education and Training (ET) specialty also has a badge. Upon earning the Technician Rating, a senior member is qualified to wear the ET 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 40-series regulations. Feedback on the contents of this study guide should be directed to CAP National Headquarters Chief of Education and Training (CAP/ET), capvolu@capnhq.gov.

Education and Training is important in Civil Air Patrol. Understanding the intricacies of your job as an ETO 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.

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 an Education and Training Officer or assistant.

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

The OJT mentor plays an important role in the success of the ETO in training. These senior members, 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 ETO 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 through the Specialty Track module in eServices.

Achieving the Technician Rating

Position Description

The ETO at the Technician Level is expected to:

- Assist the commander in ensuring the training offered matches the unit's needs.
- Apply directives applicable to the Education and Training Program.
- Know the structure of the CAP Education and Training Program and CAP senior member activities.
- Maintain any necessary forms and be knowledgeable about the forms and tools used in the Education and Training Program.
- Assist other members in completion of applicable forms.
- Maintain unit and member training records as outlined in CAPR 40-1.
- 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.
- Assist with Level 1 Onboarding for new members.
- Navigate within and apply information found on the Education and Training portion of the national website at www.capmembers.com.
- Other Education and Training 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 ETO. ETOs should be familiar with those publications that have high relevance for all CAP members, and should know those publications that are critical to the Senior Member Education and Training Program. For this reason, Civil Air Patrol National Headquarters provides this list of publications and directives for the new ETO to study and learn. Publications listed in bold are critical for your role as an ETO.

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 40-1	<i>CAP Senior Member Education and Training Program</i>	Primary publication regarding ET.
CAPR 40-2	<i>Test Administration and Security</i>	
CAPR 60-2	<i>Cadet Protection Program</i>	
CAPR 60-1	<i>Cadet Program Management</i>	Chapter 1.
CAPP 151	<i>Respect on Display</i>	
CAPP 40-7	<i>Mentoring</i>	
CAPP 40-40	<i>Specialty Track Study Guide – Education and Training Officer</i>	Primary publication regarding ET

Other Publications

Individual wings may publish ETO procedures detailing their policy and processes. The new ETO should read through these local directives before progressing through this level of the specialty track. NHQ also maintains the Education and Training section on their web page.

Training and Performance Requirements

To complete the Technician Rating in the ETO specialty track, the member must:

- Explain the requirements of the Education and Training 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* (electronic and hard copy). Proof of course completion must be shown on member's electronic record).
 - CAPF 17, *Application for Senior Member Activities*.
 - Online application for Senior Member Education and Training 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 specialty track module in eServices.
- Summarize local supplements and Operating Instructions to the Education and Training Directives.
- Development and maintain an Education and Training material library.
- Explain to the OJT 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 ETO or as the unit ETO.

Achieving the Senior Rating

Position Description

The ETO 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 Education and Training opportunities, awards and activities.
- Plan, organize and instruct at training courses.
- Prepare correspondence and reports.
- Obtain training materials from outside agencies.
- Other ET related duties as required.

Knowledge, Training, and Performance Requirements

Key Education and Training 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 ETO positions. An understanding of the interaction among the various levels is essential. The member should be prepared to operate as a mentor at units below wing level and as an assistant at the wing level. The ETO senior rating candidate should possess an intermediate knowledge of the following:

- Discuss with the wing PAO the planning of an Education and Training activity beyond the unit level.
- Demonstrate comprehension of the material in Levels 4 and 5.

Training and Performance Requirements

To complete the Senior Rating in the ETO specialty track, the member must:

- Have been awarded the Benjamin O. Davis Award.

- Assist in the planning, coordination and delivery of an Education and Training activity beyond the unit level. This activity should include content from Levels 4 or 5. This requirement does not include teaching at an event. Teaching is addressed in the next item.
- Instruct at an Education and Training activity outside the unit. This presentation should be at least 30 minutes in length. Activities hosted by other areas such as teaching at TLC or an operations training event may be utilized. Activities that include members from at least two units may be utilized.
- Publicize an Education and 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, [CAPR 1-2, Publications Management and CAPP 1-2, The CAP Guide to Effective Communication](#), should be used as a reference tool.
- Develop an Education and Training schedule for one year of activities to be reviewed by the OJT mentor and the unit commander.
- Develop and have approved an Education and Training budget 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 properly administer an examination.
- Explain the training equivalencies outlined in CAPR40-1.
- Conduct a review of completed/needed training with all active senior members in your unit whose records have not been reviewed since the ETO was appointed the unit/assistant ETO and review it with the unit commander.
- Successfully serve for a minimum of 12 months in any ET position unit or higher after being awarded the Technician rating. Service at the group or wing level is recommended.

Achieving the Master Rating

Position Description

The ETO at the Master Level is expected to:

- Perform the duties listed in the Senior Level.
- Become a subject matter expert in Education and Training.
- Advise the commander of training requirements for members of the unit and unit needs.
- Work with the commander to establish local training requirements.
- Schedule training for the unit.
- Develop plans for and provide training activities as needed to fit unit requirements.
- Mentor, monitor and assist subordinate unit ETOs.
- Attend and contribute to Education and Training and activities at appropriate levels.
- Coordinate the presentation of Education and Training awards.
- Other ET related duties as required.

Knowledge, Training, and Performance Requirements

Key Information for Attaining the Master Level

At the master level the ETO job involves managing and directing all Education and Training related activities at the wing or region level. Master ETOs must possess advanced knowledge of the following:

- Able to explain the reasoning behind wing and higher ET policies and procedures.
- Outline and provide the commander with an analysis of local training needs.
- Demonstrate an advanced understanding of and application of mentoring techniques.

Training and Performance Requirements

To complete the Master rating in the ETO specialty track, the member must:

- Have earned the Grover Loening Award.

- Participate as a subject matter expert on a subordinate unit inspection team.
- Serve as an OJT mentor for a new ETO (or assistant) working toward the technician or senior rating of the specialty track. The rating need not be earned for the member to have assisted with completing tasks.
- Identify a unit training need and report it to the commander in writing.
- Plan a training course or activity of at least two hours duration to fit a group or wing 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 the ET program. Conducting an ES activity, Communications, Cadet Program, Aerospace Education program would be acceptable.
- Serve as Director at an Education and Training event such as a Level 1 weekend training, a virtual in-residence training series, etc. The director organizes the event and may or may not teach at the 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 Education and Training event.
- Serve for at least 18 months as an ETO since being awarded the Senior Rating. Service at the wing level or higher is recommended.

Technician Rating Training Checklist

To complete the Technician level of the ETO specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Mentor Signature and Date
Assist the commander in ensuring the training offered and assignments made match the unit's needs.	
Explain the requirements of the CAP Education and Training 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 specialty track module in eServices.	
Summarize local supplements/Operating Instructions to the Education and Training Directives.	
Has developed and maintained an Education and Training Materials Library.	
Explain to the TCO or 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 service as an ETO or assistant ETO. 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 ETO specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Mentor Signature and Date
Have earned the Benjamin O. Davis Award.	
Assist in the planning, coordination and delivery of a Education and Training activity beyond the unit level.	
Instruct at an Education and Training activity outside the unit. This presentation should be at least 30 minutes in length.	
Publicize one Education and 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 Education and Training activity schedule to be reviewed by the OJT mentor and the unit commander.	
Develop an approved annual ET 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 in CAPR 40-1.	
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 ETO and review it with the Unit Commander.	
Successfully serve for a minimum of 12 months in any unit ET 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 ETO Specialty track, the member must (Region-level Candidates should substitute Region where applicable):

Knowledge, Training, and Performance Requirements	OJT Mentor Signature and Date
Have earned the Grover Loening Award	
Participate as a subject matter expert on a subordinate unit inspection team.	
Serve as an OJT mentor for a new Education and Training 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 for an Education and Training event.	
Lead or assist in presenting a seminar at a CAP wing, region or national conference.	
Work with the wing, group and unit Public Affairs Officer to coordinate advertising an Education and Training event.	
Complete 18 months service as an ETO or assistant 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