



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

## CAP REGULATION 50-17

4 JUNE 2015

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.

#### SUMMARY OF CHANGES.

This revision includes general administrative changes. It deletes references to promotions (see CAPR 35-5); clarifies who receives credit for conference and staff participation; states under what conditions military members have PME credit shown in their military records when courses are completed as CAP members; simplifies discussion of SLS, CLC and CCRSC and clarifies curriculum requirements for RSC. **Note: Shaded areas identify new or revised material.**

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## ACRONYMS

<b>ACSC</b> –Air Command and Staff College	<b>NHQ/DPR</b> – National Headquarters Civil Air Patrol Personnel (For PD Registrar functions)
<b>AU A4/6</b> –Air Force Distance Learning	<b>NHQ/PD</b> –National Headquarters Civil Air Patrol Chief, Professional Development
<b>AWC</b> –Air War College	<b>NLOC</b> –National Legal Officers’ College
<b>CAP</b> –Civil Air Patrol	<b>NSC</b> –National Staff College
<b>CAPF</b> –Civil Air Patrol Form	<b>OBC</b> —CAP Officer Basic Course (referred to as OBC)
<b>CAPIGC</b> –Civil Air Patrol Inspector General College	<b>OPSEC</b> –Operations Security Awareness
<b>CAPM</b> –Civil Air Patrol Manual	<b>PAO</b> –Public Affairs Officer
<b>CAPP</b> –Civil Air Patrol Pamphlet	<b>PD</b> –Professional Development
<b>CAPR</b> –Civil Air Patrol Regulation	<b>PDO</b> –Professional Development Officer (Unit)
<b>CAPSOC</b> – CAP Safety Officer College	<b>PDR</b> –Professional Development Report
<b>CPAC</b> – Cadet Protection Advanced Course	<b>PME</b> –Professional Military Education
<b>CPBC</b> – Cadet Protection Basic Course	<b>RSC</b> –Region Staff College
<b>CE</b> –Course Examination	<b>SAR</b> –Search and Rescue
<b>CLC</b> –Corporate Learning Course	<b>SFO</b> –Senior Flight Officer
<b>CPPT</b> –Cadet Protection Program Training	<b>SLS</b> –Squadron Leadership School
<b>CCRSC</b> –Chaplain Corps Region Staff College	<b>SOS</b> –Squadron Officer School
<b>DCS/PD</b> –Deputy Chief of Staff for Professional Development (Region)	<b>TCO</b> –Test Control Officer
<b>DPD</b> –Director of Professional Development (Wing)	<b>TFO</b> –Technical Flight Officer
<b>EO</b> –Equal Opportunity	<b>UCC</b> –Unit Commanders Course
<b>FAA</b> –Federal Aviation Administration	<b>USA</b> –United States Army
<b>FEMA</b> –Federal Emergency Management Agency	<b>USAF</b> –United States Air Force
<b>FO</b> –Flight Officer	<b>USCG</b> –United States Coast Guard
<b>HC</b> –Chaplain	<b>USMC</b> –United States Marine Corps
<b>IACE</b> –International Air Cadet Exchange	<b>USN</b> –United States Navy

## CHAPTER 1 - OVERVIEW

**1-1. Purpose of the Senior Professional Development Program.** CAP is a federally chartered non-profit corporation. It is the official auxiliary of the United States Air Force when operating on authorized Air Force missions. 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 orientation provides the new senior member with information required for active membership in CAP. This level consists of a blended course containing a series of lessons taken by the new member online supplemented with in-residence content taught by the unit's Professional Development Officer (PDO). The course also includes a "plan of action" which the member, PDO and commander work on together to map out the new member's first 18 months in CAP. Shortly after joining CAP, the member receives a welcome e-mail from CAP with a link to information which is designed to help the new member register for their eServices account, understand and agree to CAP's operations security/OPSEC policies, and begin the Level I orientation course. Chapter 3 details Level I training.

**b. Level II, Technical Training.** In this level, the member acquires a technical skill and begins receiving basic leadership and management training. CAP presents study material in pamphlets called Specialty Track Study Guides. Each member, in coordination with the unit commander and unit Professional Development Officer, selects a specialty based on individual interests and the needs of the unit. The member completes the Officer Basic Course, which gives the member further insight into the CAP organization and introduces them to basic management, communication and leadership concepts. Squadron Leadership School (SLS), trains squadron-level members to perform their squadron jobs and introduces leadership and management techniques. 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), earning the Brig Gen Charles E. "Chuck" Yeager Award and other specialized requirements. 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. 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.

**1-3. Professional Development Opportunities.** CAP offers numerous senior member professional development opportunities. These include the AU A4/6 courses as well as CAP resident courses. The CAP University page on the Civil Air Patrol's website lists national professional development opportunities. PDOs 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 **Planner** 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 Distance Learning (AU A4/6):

(a) Squadron Officer School (SOS)

(b) Air Command and Staff College (ACSC)

(c) Air War College (AWC)

(6) Specialized career development courses (through AU A4/6).

(7) Regional emergency services training.

(8) Survival courses (winter and summer).

(9) Various regions and wings schools.

(10) Scholarships. CAP provides college and flight training scholarship opportunities some of which may be available for senior members. See [capmembers.com/scholarships](http://capmembers.com/scholarships) for details.

c. The Civil Air Patrol website 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 on-line or through local echelon public affairs programs. 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 PDOs will maintain a print/or electronic library of current materials used in the Senior Member Professional Development Program. Contents should include professional development-oriented material. As a minimum, it will contain 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 new senior member welcome information. 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 and the regulation prescribing each test.

#### **2-4. Records Management.**

a. Both eServices and the CAPF 45, *Senior Member Master Record*, contain 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, is responsible for maintaining the majority of this information. 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 PDO, at the discretion of the unit commander. The PDO will normally use the online Specialty Track Administration program and Professional Development Awards program to record each member's progress in the Professional Development Program. The Form 45 is generally used to record information not contained in eServices.

b. To update other data, members should submit a copy of the respective CAPF 11, *Civil Air Patrol Senior Member Professional Development Program Director's Report*, 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
Membership	Squadron	Unit Commander
Leadership	Squadron	Unit Commander
Gen Benjamin O Davis, Jr., Award	Squadron	Unit Commander
Grover Loening	Wing	Wing CC or Designee
Paul E. Garber	Wing	Wing CC 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 Gen Benjamin O Davis, Jr. Award.

**c.** Individual members purchase ribbons from Vanguard.

**d.** NHQ/DP provides the award certificates.

**e.** Members submit applications for awards using the Professional Development Awards Module in eServices. The CAP Form 24, *Application for Senior Member Professional Development Award*, can be used as an alternate method if the online version is not available. Documentation (certificates, diplomas, etc.) need not be attached if the member's online record shows completion of requirements. A member submitting an application for an award whose achievements do not appear on their online record must be ready to produce supporting documentation upon request prior to approval of awards. NHQ/DPR returns applications not supported by the member's record 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 to serve as a management tool for unit PDOs, CAP commanders, and for National Headquarters to track and determine training requirements. The PDR is available on-line in the Member Reports section of eServices. 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.

**a. General Guidance.**

(1) The PDR shows all specialty track codes. Also record specialty tracks on CAPF 45 (held for each member at their unit).

(2) Changes to specialty track data for members are made through the Specialty Track administration module in eServices.

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



**b. Specific Instructions.**

(1) NHQ/DPR uses the CAPF 11 to update completion data for the Orientation Course CPBC, SLS, CLC, RSC, UCC, TLC, CCRSC, NLOC, IGC, CAPSOC, and NSC. Officer Basic Course completions are automatically recorded in eServices upon completion of all quizzes in CAP's LMS. Military PME course completions are entered into the record once an official transcript, graduation certificate or official letter of completion is received by NHQ/DPR. Additionally, when a member completes Levels II - V, NHQ/DPR enters the award data upon receipt of either the online request for award entered into the Professional Development Awards Module of eServices or CAPF 24.

(2) The PDO makes specialty track changes using the using the Specialty Track administration module in eServices (NOTE: Unit commanders will validate changes made in the Specialty Track administration module.). For those members unable to make specialty track changes via computer, they may send specialty track checklists with the appropriate signatures to NHQ/DPR, 105 South Hansell Street, Maxwell AFB AL 36112- 5937.

(3) Level I. The "FOUNDATIONS" or "ORIENTATION" entry denotes completion of the Orientation Course or exemption (see paragraph 3-1). The "CPPT" entry denotes completion of Cadet Protection Program Training. Under most conditions, members who join CAP on or after 1 September 2013 will use the online system to show completion of Level I (the unit commander will validate completion online). For those members joining prior to 1 September 2013, or who have unique circumstances (such as former cadets or members with less than a 2-year break in service), NHQ/DPR enters this information upon receipt of the CAPF 11, *Director's Report*. Month and year of training will appear on the member's online record.

(4) Level II–Gen Benjamin O. Davis, Jr., Award. Upon receipt of the CAPF 11 or a copy of the course certificate, NHQ/DPR enters under "SLS" the year in which the member completed Squadron Leadership School. Enter specialty track information online in the specialty track admin module or in red on the PDR copy returned to NHQ/DPR. Completion of Officer Basic Course (OBC) is automatically updated upon completion of the course in the LMS. When applying for the Davis Award, members should attach a copy of the downloadable certificate confirming completion of the OBC if completion has not been reflected in their record. Certain military training is accepted as equivalent to the OBC (see Attachment 2). Appropriate documentation of the training is required in order for NHQ/DP to grant the equivalency. The unit PDO requests the Gen Benjamin O Davis, Jr. Award using the Professional Development Awards Module in eServices from the unit commander. NHQ/DPR issues a Gen Benjamin O Davis, Jr. Award certificate and sends it to the member's unit of record.

(5) Level III–Grover Loening Aerospace Award. Upon receipt of the CAPF 11 or a copy of course certificate, NHQ/DPR enters the year of CLC completion under "Level III, CLC." The unit PDO requests the Loening Award using the Professional Development Awards Module in eServices, which is approved by the unit commander and forwarded through the chain of command to the Wing Commander for approval prior to appearing in the member's record. NHQ/DPR issues a Grover Loening Aerospace Award certificate and sends it to the member's wing of record.

(6) Level IV–Paul E. Garber Award. Upon receipt of CAPF 11 or a copy of course certificate, NHQ/DPR enters under "Level IV, RSC" the year of RSC completion. The unit commander requests the Garber Award using the Professional Development Awards Module in eServices. The request is forwarded through the chain of command to the wing commander for approval prior to appearing in the member's record. NHQ/DPR issues a Paul E. Garber Award and sends it to the member's wing of record.

(7) Level V–Gill Robb Wilson Award. Upon receipt of CAPF 11 or copy of course certificate, NHQ/DPR enters under "Level V, NSC" the year of NSC completion. The unit commander requests the Wilson Award using the Professional Development Awards Module in eServices which is forwarded through the chain of command to the wing commander and region commander. NHQ/DPR issues a Gill Robb Wilson Award certificate and sends it to the member's wing of record.

(8) Professional Military Education. NHQ/DPR enters, under the appropriate heading (SOS, ACSC, AWC), 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. Information reaches members via the radio net, CAP web pages, CAP social media outlets 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*, 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 NSC student applications according to the procedures released by NHQ/PD annually.

c. **Staff Duty Assignments.** Members seeking staff duty must obtain approval from their immediate commanders to serve in the respective activity. Members complete NSC staff applications according to the procedures released by NHQ/PD annually.

**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 CAP wing according to current procedures outlined by National HQ to the host DoD installation commander.

**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.

**2-9. Professional Development Officer of the Year Award.** Recognizes a member who is currently assigned as a Professional Development Officer and whose life-time contribution to the Professional Development Program has had the greatest positive impact on the professional development of CAP members. Nominations should be a narrative extolling not only their administrative efficiencies but the breath, depth and duration of their positive impact on the professional development of CAP members through; innovation, mentoring; instructing, staffing and leading courses; development of programs, curriculum and educational materials used in the Professional Development Program.

**a. Nomination Process.** Any CAP member may nominate an eligible member for the award. Nominations will describe why the individual is deserving of the award, and be submitted in narrative format, according to the timeline below:

By 15 January - Nominations are due at wing headquarters for the wing-level award.

By 15 February - Wings submit their nomination to the region for the region-level award.

By 15 March - Region commanders and the volunteer National Professional Development officer will forward one nomination each to National Headquarters for forwarding to the National Awards Review Board.

By 15 April – The National Awards Review Board will screen the nominations and recommend a national winner from the list of nominations to the National Commander. The National Commander is the approving authority for the award.

## 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, directly supervising cadets on their own, being allowed to wear the Air Force-style CAP uniform, becoming eligible for promotion, or enrolling in AU A4/6 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 Basic Course (CPBC) (if not already completed), OPSEC training (if not already completed), EO Training (if not already completed), as well as the Introduction to CAP Safety (if not already completed). In this case, units must notify NHQ/DPR with substantiating documentation. A fingerprint card must also be submitted to NHQ/PMM at the time of application for senior membership.

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

**c.** Patron members.

**d.** Aerospace education members.

*Note: For details on membership categories see CAPR 39-2, Civil Air Patrol Membership.*

**3-2. Level I Program.** Level I provides the new senior member with information required for active membership in CAP. This level consists of a blended course containing a series of lessons taken by the new member online supplemented with in-residence content taught by the unit's Professional Development Officer. This course is hosted by CAP's Learning Management System (LMS). The course also includes a "plan of action" which the member, PDO and commander use together to map out the new member's first 18 months in CAP. The intent of Level I training is to provide new members the information they need to begin their service in CAP successfully as well as to help them to assimilate into their unit.

**3-3. Orientation Course Objectives.** The Orientation Course is comprised of both on-line and in-residence content. The course is divided into several individual lessons. The course objective, lesson objectives, methods for completion and course content are available in CAP's Learning Management System and also in CAPP 50-4, *Level I Orientation*.

**3-4. Special Emphasis Items within Level I Orientation.** Several programs and policies discussed within the Level I Orientation course are so important to the success of Civil Air Patrol that they warrant special mention below:

**a. Cadet Protection Basic Course (CPBC).** This course 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 CPBC for all CAP senior members. Members will not work with cadets without a CPBC-qualified senior member present. Please refer to CAPR 52-10, *Cadet Protection Policy* for details about the policy and course.

**b. Equal Opportunity (EO).** This training (mandated in CAPR 36-1, *Complaints Under the Civil Air Patrol Nondiscrimination Policy*.) explains CAP's policy on nondiscrimination, discusses expectations for behavior of CAP members, and outlines how complaints are handled.

**c. Safety.** This training explains the CAP Safety program, discusses expectations for safety-related behavior for CAP members, provides basic information about Risk Management (RM), and motivates members to adopt a positive safety culture.

**3-5. How Conducted.** Commanders will ensure that their new members complete Level I as they are assimilated into the unit. In this way the new members are not delayed in fully participating in CAP activities.

**a. Level I Orientation.** Members will take the on-line lesson portions and take the in-residence lesson portions at their unit or at a larger organized activity. Some units may desire to conduct the in-residence portions of the Level I Orientation over a short series of weekly classes in conjunction with other weekly meetings, or over one training day. CAP recommends that the lessons be taken sequentially and that the on-line portion of a lesson be completed before completing the in-residence portion. The Professional Development Officer of each unit will be the instructor for this course.

**b.** Commanders and PDOs must ensure the objectives for Level I are covered. The instructor guide provides specific and detailed instructions for presenting each lesson.

**3-6. 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*, 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 PDO signs the requester signature block. The unit commander approves these forms and files in the member's unit record.

**3-7. Reporting.** For members with unique circumstances such as former cadets, the unit commander must forward the CAPF 11 to NHQ/DPR. Failure to do so could have a detrimental effect on promotions or other personnel actions.

*Note: The Orientation Course is not designed to be used as a recruiting tool. Further, while non-CAP members may review the Orientation Course, they will not be given credit for the course if they join.*

**3-8. Level I Program Certificate.** Upon completion of the five modules of Level I, members are eligible to receive the CAPC 13, Level One Certificate of Achievement. Certificates may be downloaded IAW CAPR 5-4, *Publications and Forms Management*.

## 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 the CAP Officer Basic Course (OBC).
- 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, **senior** 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	215 Aerospace Education
201 Public Affairs	216 Cadet Programs
202 Finance	217 Safety
203 Inspector General	219 Legal
204 Professional Development	220 Health Services
205 Administration	221 Chaplain
206 Logistics	222 Command Specialty Training Track
211 Operations	223 Historian
212 Standardization-Evaluation	225 Character Development
213 Emergency Services	226 Recruiting and Retention Officer
214 Communications	227 Information Technology

c. After selecting a specialty, the member downloads the appropriate study guide from the CAP website. 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 **mentor** assigned to assist in applying information learned to actual job performance. For the member to receive credit for specialty track training, update the PDR using the Specialty Track administration module in eServices.

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 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 mentor coordinate with the PDO and the unit commander to enter the appropriate rating in the online Specialty Track module in eServices. Once approved the rating will automatically be reflected in the member's record.

**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. Include in Block VII the name of the award, date unit commander approved technician rating, and the specialty track number. The unit PDO signs the requester signature block. The unit commander has approval authority, and files in the member's unit record. The member may then purchase the ribbon from Vanguard.

**4-4. Mission-Related Skills.** CAP makes provisions to recognize certain mission-related skills, which a person brings to CAP (see CAPR 35-5 for details). In determining Level II technical specialty, 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 grade.

**4-5. CAP Officer Basic Course (CAPOBC).** The OBC provides study in areas essential to becoming an effective leader in CAP, e.g., CAP missions and activities, 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 OBC may use this equivalent as a substitute (see Attachment 2). Under certain conditions cadets may also enroll in OBC (see CAPR 52-16, *Cadet Program Management*, for details).

**4-6. Squadron Leadership School (SLS).** The 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) Understand the basic expectations associated with being a CAP member; commit to serving as a staff officer or NCO.

(2) Develop an appreciation for the essential role squadrons play in CAP; acquire practical knowledge necessary for serving as a staff officer.

(3) Comprehend the leadership attitudes and skills necessary for serving effectively as a squadron staff officer.

**b. How Conducted.** This course will be held within the boundaries of each CAP wing at least once annually using the approved curriculum. Failure to do so deprives members of the opportunity to progress in training. It will not be conducted below the group level, and groups must obtain wing approval. 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 as long as the 12 hours of instruction requirement is met. A blended option may be created, allowance of up to 7 hours of online learning (using the approved, published curriculum) followed by an in-residence class day to complete the balance of the course. 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. Planning.** The commander of the CAP echelon shall appoint the course director. The director will have completed the SLS as a student (additional experience as an instructor is preferred) prior to appointment as a director. SLS course materials are downloaded from the CAP University section of CAP's website. Each SLS director or wing/PD must register the course using CAPF 46, *CAP Professional Development Course Materials Order Form*, from NHQ/DPR, at least 45 days in advance of the course. Certificates are obtained through the wing PDO after the course is registered at NHQ/DPR.

**d. 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 must arrive at NHQ/DPR 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.

**e. NHQ-sponsored online SLS.** National Headquarters sponsors an online version of the SLS. The NHQ-sponsored online SLS is intended to be an option for those members who, for reasons of weekend scheduling or distance, cannot attend the in-residence course. Members wishing to take this version of the course may apply through the online learning link in eServices. Participation is at the discretion of the member's unit and wing commander.

**4-7. Benjamin O. Davis Jr. Award.** Completion of Level II results in the award of the Benjamin O. Davis Jr. Award. Upon completion of all Level II training requirements the unit PDO or unit commander completes an application for the Davis Award using the online Professional Development Awards Module in eServices. When approved, NHQ/DPR mails the Benjamin O. Davis Jr. Award certificate to the unit for subsequent presentation to the recipient by the unit commander.

**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 Gen Benjamin O Davis, Jr. Award. To receive the seal, completion must be reflected in the member's online record in eServices. 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 as a senior member.
- c. Attain the senior rating in any specialty track.
- d. Attend two wing, region, or national conferences as a senior member. These conferences afford CAP members a broad view of the CAP Corporation's organization and expose them to the issues confronting CAP. Attendance at a region/wing aerospace education conference can also be credited for one conference attendance. Conferences attended prior to entry into Level III count toward fulfillment of this requirement.
- e. Complete the Corporate Learning Course (CLC).
- f. Earn the Brig General Charles E. "Chuck" Yeager Award. This award recognizes successful completion of the Yeager test portion of the Aerospace Education Program for Senior Members (AEPSM). The test may be completed online and the member's record will automatically be updated reflecting completion of the AEPSM. If the online process is not used, the wing/region director of aerospace education certifies completion of the AEPSM on a CAP Form 127, *Monthly Certification Report*, and forwards it to NHQ/DPR.

**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. Include in Block VII the name of award achievement, date unit commander approved senior rating, and the specialty track number. The unit PDO signs as the requester. The unit commander holds approval authority, and files in the member's unit record. The member may then purchase the ribbon bronze star device from Vanguard.

**5-3. Corporate Learning Course (CLC).** SLS completion is a prerequisite for completing 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, Puerto Rico and the US Virgin Islands. 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.

(7) Discuss member roles in promoting corporate accountability/responsibility and the integration of Core Values into operations at all levels.

(8) Compare and contrast leadership and management; and describe situations in which each would be used.

**b. How Conducted.** This course will be held within the boundaries of each CAP wing at least once annually using the approved curriculum. Failure to do so deprives members of the opportunity to progress in training. It will not be conducted below the group level, and groups must obtain wing approval. 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 as long as the 12 hours of instruction requirement is met. A blended option may be created, allowance of up to 7 hours of online learning (using the approved, published curriculum) followed by an in-residence class day to complete the balance of the course. 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. Planning.** The commander of the CAP echelon shall appoint the course director. The director will have completed the CLC as a student (additional experience as an instructor is preferred) prior to appointment as a director. CLC course materials are downloaded from the CAP University section of CAP's website. Each CLC director or wing/PD must register the course using CAPF 46, *CAP Professional Development Course Materials Order Form*, from NHQ/DPR, at least 45 days in advance of the course. Certificates are obtained through the wing PDO after the course is registered at NHQ/DPR.

**d. 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 must arrive at NHQ/DPR 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.

**e. NHQ-sponsored online CLC.** National Headquarters sponsors an online version of the CLC. The NHQ-sponsored online CLC is intended to be an option for those members who, for reasons of weekend scheduling or distance, cannot attend the in-residence course. Members wishing to take this version of the course may apply through the online learning link in eServices. Participation is at the discretion of the member's unit and wing commander.

**5-4. Grover Loening Aerospace Award.** Successful completion of Level III of the Professional Development Program makes the CAP member eligible for the Grover Loening Aerospace Award. Upon completion of all Level III requirements, the unit's PDO or unit commander completes an application for the Loening Award using the online Professional Development Awards Module in eServices. This application must also be approved by the wing commander. When approved, NHQ/DPR sends the Loening certificate to the wing commander for presentation to the member. The member purchases the ribbon from Vanguard.

**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 as a senior member.

(2) Conduct a hands-on unit aerospace education program, or an external aerospace education classroom program as a senior member.

- 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 as a senior member.

- 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 as a senior member (reference Attachment 3).

**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. Include in Block VII the name of award achievement, date unit commander approved the master rating, and the specialty track number. The unit PDO provides requester signature. Approval authority belongs to the unit commander, and files in the member's unit record. The member may then purchase the ribbon silver star device from Vanguard.

**6-3. Region Staff College (RSC).** Region Staff College is the formal in-residence course required for completion of Level IV. It prepares selected CAP officers and NCOs to better execute the duties and responsibilities associated with CAP command and staff positions at squadron level and above. CAP senior members who have completed Level III professional development and who hold command or staff positions are eligible to attend the RSC. 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. **Curriculum.** Regions will adhere to CAPP 50-6, *Region Staff College Curriculum Guide* to when planning and conducting their course.

- b. **Time Requirement.** Each RSC lasts for a minimum of 40 instructional hours. Up to 10 hours may be completed online.

**c. Funding.**

(1) National Headquarters partially funds the RSC at a rate based on the availability of funds. The amount given per region is determined each year. PD will send start-up funding 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. The letter for initial funding should be sent at least 90 days in advance of the start date.

(2) After the college is conducted, the RSC director will forward a CAPF 11 to NHQ/DPR, listing the students who actually attended. If the school is cancelled, all funding will be returned to NHQ/PD.

(3) Regions that cancel their RSC after seed money has been paid will immediately notify National Headquarters of the cancellation. NHQ will then debit the seed money from the region account.

**d. 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 CAPP 50-6, *Region Staff College Curriculum Guide*. The director will forward a copy of the curriculum to NHQ/PD to review for conformity with paragraph 6-3c. NHQ/PD will supply the course director with a Regional Staff College Director's Handbook to facilitate planning. This guide is also available on-line.

(2) NHQ/PD will post dates for RSC on its website along with location, director's name and contact information. 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.

**e. Reporting.** The course director must forward the CAPF 11 and course critiques to NHQ/DPR 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.

**f. CAP equivalent courses to RSC.** Several courses may be used as equivalents to RSC when completing Level IV. RSC credit for these courses is not automatic and must be requested through NHQ/DPR. Details about these courses are listed in paragraphs 6-4 through 6-8. The following is a list of equivalents:

- (1) National Legal Officers' College
- (2) CAP Inspector General College
- (3) Chaplain Corps Region Staff College (must complete 2 Colleges within 5 years for credit)
- (4) AP Safety Officer College

**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. Chaplains and CDIs may substitute two Chaplain Corps Region Staff Colleges for one regular Region Staff College (see paragraph 6-7). Members who receive credit for RSC by completing SOS may wear a bronze star on their Garber Award ribbon. The unit PDO or unit commander completes an application for the Garber Award using the online Professional Development Awards Module in eServices. This application will be forwarded through the chain of command for approval by the wing commander. When approved, NHQ/DPR sends the certificate to the wing commander for presentation to the member. Ribbons are purchased through Vanguard.

**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 with course procedures being the same. Appointment authority for the NLOC director will be the CAP Chief of the Legal Officer Corps (CAP/JA). Curriculum development and content are a collaborative effort between the CAP/JA, the NHQ General Counsel, NLOC director and NHQ/PD. Report NLOC completion in accordance with paragraph 6-3e. No military PME equivalencies are acceptable as a substitute for NLOC.

**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, the CAPIGC director and NHQ/PD. Report CAPIGC completion in accordance with paragraph 6-3e.

**6-7. Chaplain Corps Region Staff College.** Chaplain Corps Region Staff College (CCRSC) is a formal in-residence course. The college helps prepare selected CAP chaplain corps personnel to better execute their duties and responsibilities associated with their CAP assignment. Chaplain corps personnel may satisfy the requirement for RSC by attending two Chaplain Corps Region Staff Colleges. Both CCRSCs must be completed within a 5-year period. The Chief of the Chaplain Corps (CAP/HC) handles instructions concerning appointment of a college director, curriculum approval, and funding. Curriculum development and content are a collaborative effort between the, CAP/HC, the CCRSC director and NHQ/PD. Directors of the CCRSC will consult NHQ/HCA and CAPR 265-1, *The Civil Air Patrol Chaplain Corps*, for guidance on administration and funding. Report CCRSC completion in accordance with paragraph 6-3e.

**6-8. CAP Safety Officer College.** The CAP Safety Officer College (CAPSOC) is a formal in-residence course for Civil Air Patrol safety officers. It is the equivalent of a Region Staff College (RSC) and course procedures are the same as for the Region Staff College. Curriculum development and content are a collaborative effort among the NHQ Educational Programs Directorate (NHQ/ED), the National Safety Team Liaison (NHQ/SE), National Chief of Safety (CAP/SE), the CAP-USAF Director of Safety (CAP-USAF/SE), the CAPSOC Director, and NHQ/PD. Report CAPSOC completion in accordance with paragraph 6-3e.

## 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 as a senior member.

c. Serve in a director or staff member capacity in a CAP approved course as a senior member (reference Attachment 3). This staffing requirement is in addition to the staffing requirement found at paragraph 6-1.

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

e. Mentor a junior senior member officer, flight officer or NCO through the Technician Rating in their specialty track as a senior member.

**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 and selected chief master sergeants 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 NSC must hold the grade of CAP Major or above (this is not waivable), OR hold the grade of CAP Senior Master Sergeant or Chief Master Sergeant AND have attended Region Staff College (or equivalent). Wing and region commanders, and Command Chief Master Sergeants assigned to the wing or region level, wing and region staff officers, and unit or higher level commanders receive priority. Region commanders may waive the RSC completion requirement for the purpose of attending NSC. RSC must still be completed at a later date. The National Commander and the Chief Operating Officer hold sole discretion for waiver of other eligibility criteria. 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 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 to NHQ/DPR 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 AU A4/6 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 PDO records the data on the member's CAPF 45. The unit PDO or unit commander completes an application for the Wilson Award using the online Professional Development Awards Module in eServices. This application will be forwarded through the chain of command for approval by the wing and region commanders. When approved, NHQ/DPR forwards the certificate to the wing commander for presentation at an appropriate ceremony. Ribbons are purchased through Vanguard.

**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 DISTANCE LEARNING

**8-1. Air Force Distance Learning (AU A4/6).** This organization manages and administers Air Force distance learning programs and makes available many programs to Civil Air Patrol members without cost. Two broad areas of study are available: Professional Military Education (PME) and career development courses (CDCs). For CAP members, PME courses improve knowledge of command and leadership, and the CDCs provide training for the performance of specialized duties. This chapter gives pertinent information and registration procedures for AU A4/6 courses in the CAP Senior Member Professional Development Program.

**a. AU A4/6 Course Control.** CAP members wishing to take AU A4/6 courses will test with their local Air Force Test Control Facility (TCF).

**b. AU A4/6 Course Administration.**

(1) Eligibility. AU A4/6 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 AU A4/6 Catalog and course materials provided by AU A4/6. The region DCS/PD and/or the wing DPD should assist subordinate units in taking full advantage of the professional development provided by the AU A4/6 program.

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

(a) Squadron Officer School Correspondence Program. This course is available for CAP senior members in the grade of captain or above, who have earned a Bachelor's Degree, as an optional portion of Level IV of the Senior Member Professional Development Program. Enrollees should refer to the CAP University page on CAP's website for specific enrollment procedures.

(b) Air Command and Staff College Correspondence Program. This is an advanced-level Air Force program available to senior members who hold the grade of major or above, who have earned a Bachelor's Degree, as an optional portion of Level IV or V. Enrollees should refer to the CAP University page on CAP's website for specific enrollment procedures.

(c) Air War College Correspondence Course. Air War College (AWC) is an advanced-level Air Force program available to senior members who hold the grade of lieutenant colonel or above, who have earned a Bachelor's Degree, as an optional portion of Level IV or V. Enrollees should refer to the CAP University page on CAP's website for specific enrollment procedures.

(d) AU A4/6 career development courses (CDCs) which are specialized courses that provide training in the performance of specialized duty. The courses should be ordered and used by members training for these positions/specialties.

(3) Special note for military-CAP members. CAP members who are also military members (active, guard, reserve) or who are federal civil service may enroll in PME courses

commensurate with their CAP grade provided they also meet the educational requirements. However, Air University will not credit completed PME taken as a CAP member to their military or civilian employment record. As an example, A CAP Major who is also an active-duty 1Lt will not receive PME military credit for completion of Air Command and Staff College.

**(4) Enrollment.**

**(a)** Members enroll using the specific procedures required by the course and school. These procedures change occasionally, and can be found at the CAP University webpage for AU4/6 students. Members should notify their unit's PDO and unit commander.

**(b)** Once enrolled, a student requests assistance, end of course exams, address changes, or other information by submitting an online request for assistance using the online AU e-campus portal, following the procedures outlined in CAP University's page on the CAP website.

**(c)** Course Examinations (CE). After the student satisfactorily completes all volumes in the course, the course examination is requested according to instructions outlined in CAP University's web page on CAP's website.

1 If the student passes the CE:

a AU A4/6 sends a report directly to the student. The student immediately informs the unit PDO of CE results.

b Students who satisfactorily complete the CE receive validation of course completion from AU A4/6 (AU Form 9). It is the student's responsibility to ensure the PDO records the results on the member's CAPF 45. The student should retain the original AU Form 9 and file a photocopy in the CAPF 45.

2 If the student fails the CE:

a The student arranges to retest with the TCF 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 AU A4/6. For example, the Squadron Officer School sets grade standards, not AU A4/6. Grades are not increased by AU A4/6 unless there are demonstrated errors in the test.

**(d)** Academic Credit. If students feel that a school might award them college credit for AU A4/6 courses as listed in the AU A4/6 Catalog, they should send a letter to the Registrar Branch (AU A4/6/EDOR) requesting verification of courses taken. AU A4/6 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, the name and mailing address of school or agency, as well as an original signature of the student (for official transcripts only). Official transcripts are mailed to the school or agency address. Unofficial transcripts are mailed to the student.

**(e)** Other. Unit commanders and PDOs must be thoroughly familiar with the contents of this regulation and latest procedures listed on CAP's website. They should be able

to advise and assist members on the process for enrolling in AU A4/6 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.

(f) Time Limits. With certain exceptions, AU A4/6 courses must be completed within 12 months (a course is considered complete only after AU A4/6 processes a completed course examination). Time limits vary for professional military education courses. See the current AU A4/6 Catalog and course materials for time limits on particular courses.

## CHAPTER 9 - SPECIAL RECOGNITION PROGRAMS

**9-1. Special Recognition Programs for Prior Cadets.** Achievements that were earned as a CAP cadet may be applied to fulfill Senior Member Professional Development Program credit(s). This applies to all senior members who earned certain achievements as former cadets, regardless of the dates of their cadet memberships. These achievements are explained below:

**a.** Credit will be awarded to former cadets based on specific accomplishments. Those members who earned the Mitchell Award and have a less than two-year break in service may receive credit for Level I completion. Members who earned the Earhart Award may receive the technician rating in the Cadet Programs Officer specialty track. Members who have earned the Eaker Award may be awarded completion of SLS, the CAP Officer Basic Course, and Level II. In addition to Level II completion, members who earned the Spaatz Award may be awarded the senior rating in the Cadet Programs Officer specialty track and the Yeager Award.

**b.** 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 NHQ/DPR 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 must be attached to the request.

JOSEPH R. VAZQUEZ  
Major General, CAP  
Commander

Attachment 1–CAP Senior Member Professional Development Program Progression and Awards

ACHIEVEMENT	LEVEL	PREREQUISITES	COMMAND OR STAFF ASSIGNMENT	PROFESSIONAL COURSES	SPECIALTY TRACK	LEADERSHIP	ACTIVITIES	AWARDS
ORIENTATION	I			LEVEL I ORIENTATION COURSE	SELECT A SPECIALTY TRACK (See CAPR 50-17 para 4-2)			MEMBERSHIP RIBBON
TECHNICAL TRAINING	II	COMPLETE LEVEL I		SLS (SQUADRON LEADERSHIP SCHOOL)	TECHNICIAN RATING (LEADERSHIP RIBBON) (See specialty tracks on website)		COMPLETE CAP OFFICER BASIC COURSE	BENJAMIN O. DAVIS AWARD
MANAGEMENT	III	COMPLETE LEVEL II	TOTAL OF 1 YEAR	CLC (CORPORATE LEARNING COURSE)	SENIOR RATING (BRONZE STAR ON LEADERSHIP RIBBON) (See specialty tracks on website)	ATTEND 2 NATIONAL, REGION OR WING CONFERENCES (ONE OF WHICH MAY BE A NATIONAL REGION/WING AE CONFERENCE)	EARN YEAGER AWARD	GROVER LOENING AEROSPACE AWARD
COMMAND & STAFF	IV	COMPLETE LEVEL III	TOTAL OF 2 YEARS	RSC (REGION STAFF COLLEGE) OR EQUIVALENT	MASTER RATING (SILVER STAR ON LEADERSHIP RIBBON) (See specialty tracks 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		SERVE AS A DIRECTOR OR STAFF MEMBER OF A CAP COURSE OR EDUCATIONAL ACTIVITY (See CAPR 50-17, para 7-1)	MENTOR JUNIOR OFFICER OR NCO THROUGH TECHNICIAN RATING IN SPECIALTY TRACK	GILL ROBB WILSON AWARD

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

**MILITARY EDUCATION  
QUALIFYING AS EQUIVALENT TO  
CAP OFFICER BASIC COURSE, REGION STAFF COLLEGE  
AND  
NATIONAL STAFF COLLEGE**

**Equivalent to CAP Officer Basic Course**

Code Z - Any US Armed Forces NCO Academy or equivalent, resident or correspondence

**Equivalent to CAP Officer Basic Course/Region Staff College**

Code P - Any US Armed Forces Senior NCO Academy (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, 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/DPR with course information (name, course number, location, number of hours, course content, 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/DPR. Equivalencies should be requested as soon as possible after becoming a CAP member.*

**Attachment 3–Director/Staff Duty Opportunities for Level IV and Level V\***

**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
- CAP Safety Officer College
- 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 Corps Region Staff College
- Training Leaders of Cadets
- National Legal Officer College
- CAP Inspector General College

**\*Note:** Courses are subject to change. Contact 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.