OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-5967

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11 May 2026

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 40-1, *CAP Senior Member Education and Training Program*.

1. This interim change letter immediately changes CAPR 40-1, *CAP Senior Member Education and Training Program*, and will remain in effect until CAPR 40-1 is revised. Compliance with this letter is mandatory.

2. CAPR 40-1 is immediately changed as follows:

Attachment 3, Level I Content and Equivalency Credit, the module "Diversity, Equal Opportunity, and Nondiscrimination" is removed.

Attachment 4, Level II Content and Equivalency Credit - Former Cadet Path, the module "Leveraging Diversity and Inclusion" under Part 2 is removed.

Attachment 4, Level II Content and Equivalency Credit - Professional Receiving Advanced Grade Path, the module "Leveraging Diversity and Inclusion" under Part 2 is removed.

Attachment 4, Level II Content – New Member, the module "Leveraging Diversity and Inclusion" under Part 2 is removed.

Attachment 4, Level II Content and Equivalency Credit - Current or Former Military, the module "Leveraging Diversity and Inclusion" under Part 2 is removed.

Attachment 6, Level IV Content, Equivalency Credit, and Commander Electives, the module "Diversity and Equal Justice" is removed.

3. The intent of this change is to bring CAPR 40-1 into compliance with executive orders and U.S. Air Force guidance issued on and after 20 January 2025. For comments or questions regarding this interim change letter, contact Col John Knowles, Chief of Education and Training, at jknowles@capnhq.gov.

Regena M. Aye

REGENA M. AYE
Major General, CAP
Commander

NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 40-1

24 May 2021

Training

CAP SENIOR MEMBER EDUCATION AND TRAINING PROGRAM

This regulation prescribes the program that provides senior members with the 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 opportunities. Commanders have the overall responsibility for compliance with the procedures outlined in this regulation. This regulation is applicable to all CAP units.

SUMMARY OF CHANGES.

This document has been extensively revised and needs to be reviewed in its entirety. Administrative updates to provide clarity and a new web address are highlighted in gray.

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Supersedes: CAPR 40-1, 04 AUG 2020 OPR: ET

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1. Overview. Civil Air Patrol (CAP) is a federally chartered non-profit corporation. It is a volunteer civilian auxiliary of the United States Air Force when carrying out a mission assigned by the Air Force. Congress chartered CAP to perform certain duties for 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 needs an informed, active senior membership trained in leadership, management, and functional tasks. The CAP Senior Member Education and Training Program prepares members to serve their units, their communities, and their nation.

1.1. The Education and Training (ET) Function. The Education and Training function is managed through Volunteer University. Volunteer University is organized using an academic structure.

1.2. The Senior Member Education and Training Program. Five levels comprise the Senior Member Education and Training Program. Each level is briefly explained below. (Also see Attachment 2, *CAP Senior Member Education and Training Program Progression and Awards* chart.)

1.2.1. Level I, Onboarding. The materials in Level I provide the new senior member with the information required to participate actively in CAP. Paragraph 6 provides more details about Level I training.

1.2.2. Level II, The Learning Phase. The materials in Level II focus on developing a competent member who can participate actively at the squadron or flight level. Paragraph 7 provides more details about Level II training.

1.2.3. Level III, The Leadership Phase. Level III focuses on developing the squadron level leader who aspires to serve on staff or as a commander. Paragraph 8 provides more details about Level III training.

1.2.4. Level IV, The Senior Leadership Phase. Level IV focuses on developing the group or wing level leader who aspires to serve on staff or as a commander. Paragraph 9 provides more details about Level IV training.

1.2.5. Level V, The Executive Leadership Phase. Level V focuses on developing the region or national level leader who aspires to serve on staff or as a commander. Paragraph 10 provides more details about Level V training.

1.3. Members may complete Levels II through V using the previously published criteria in accordance with the grandfather clause outlined in Attachment 10.

2. Roles and Responsibilities.

2.1. National Commander. The National Commander (CAP/CC) ensures that CAP accomplishes its Senior Member Education and Training Program.

2.2. National Headquarters (NHQ). The National Education and Training Team is the office of primary responsibility for the Education and Training Program and overall focal point for program implementation, curriculum development, and policy management.

2.2.1. Chief of Education and Training. The Chief of Education and Training (CAP/ET) manages the Education and Training Program. The Director of Mentoring, the Specialty Tracks Coordinator, and Volunteer University Provost work with the CAP/ET to implement the Senior Member Education and Training Program. For more information, see the Volunteer University webpage and CAPP 30-1, *Sample Position Descriptions for Standard Duty Assignments*.

2.2.2. Volunteer University. Volunteer University provides the structure for implementation of the Senior Member Education and Training Program.

2.2.3. Provost. The Provost oversees all aspects of Volunteer University.

2.2.4. Deans. A dean for onsite learning and a dean for online learning work with the provost to manage parallel, quality educational programs.

2.2.5. Department Chairs. Each dean supervises five department chairpersons who each manage a level in the Senior Member Education and Training Program.

2.2.6. The Departments. The departments are made up of all the faculty who teach in a level, either onsite or online.

2.2.7. Faculty. Faculty are either fully trained and approved instructors or assistant instructors, who are in training. All instructors must be trained and approved by Volunteer University.

2.3. Region Headquarters. Region commanders, assisted by Region Deputy Chiefs of Staff for Education and Training (DCS/ET), approve all region ET activities, ensure wings under their command operate in accordance with this regulation, and assist wings in improving their ET Programs.

2.4. Wing Headquarters. Wing commanders, assisted by the Wing Director ofEducation and Training (DET), approve all wing ET activities, ensure subordinate units under their command operate in accordance with this regulation, and assist subordinate units in improving their ET Programs. Refer to CAPP 30-1 for a detailed list of DET responsibilities.

2.5. Group Headquarters (if applicable). Group commanders, assisted by Group ET Officers (ETO), approve all group ET activities, ensure the subordinate units under their command operate in accordance with this regulation, and assists subordinate units in improving their ET Programs.

2.6. Squadrons. Squadron commanders, assisted by Squadron ETOs, approve all squadron ET activities and ensure the squadron operates in accordance with this regulation.

2.7. Flights. Flight commanders, assisted by Flight ETOs, approve all flight ET activities, and ensure the flight operates in accordance with this regulation.

2.8. Coordination. Education and training personnel at every level are the main point of contact and primary resource for accomplishing the ET Program. ETOs work closely with commanders and assistants to ensure that ET is promoted in their units. ETOs interact and coordinate with other ETOs at the echelon above and below them to ensure that the ET Program is being properly accomplished.

3. Waivers. CAP/ET is the waiver authority for this regulation. Submit waiver requests through the chain of command to CAP/ET.

4. Operating Instructions (OIs) and Supplements to this Regulation. OIs and supplements pertaining to this regulation shall not be issued below the wing level and must be approved by the Region Commander prior to final approval by CAP/ET.

5. Education and Training Opportunities. CAP offers its members education and training opportunities including Air University Distance Learning (AUDL). Some activities relate to the Senior Member Education and Training Program. Other activities, managed by different offices, develop individual skills that aid CAP in accomplishing its overall missions. Each echelon is responsible for ensuring the quality of all training it

conducts. In addition, each echelon (NHQ, 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. Indicators of quality include student comprehension of learning objectives, preparation of instructors, the effectiveness of instruction, and compliance with directives and guidance for training.

5.1. Training Opportunities. Training opportunities include events hosted by other directorates.

5.1.1. Operations Training. Operations training includes, but is not limited to:

5.1.1.1. 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 five-day course.

5.1.1.2. Flight Clinics.

5.1.1.3. Air Force Rescue Coordination Center (AFRCC) Basic Inland Search and Rescue Course (BISC). AFRCC BISC's are provided for CAP members as well as personnel from federal, state, and local agencies with search and rescue responsibilities. Typically, one course is held per month around the country. The AFRCC staff tries to host a course in each state every 3 to 5 years.

5.1.1.4. Region and wing emergency services training.

5.1.1.5. Survival courses (winter and summer).

5.1.2. Air Force Distance Learning (refer to Paragraph 11.1 for detailed descriptions of courses):

5.1.2.1. Non-Commissioned Officer Academy (NCOA)

5.1.2.2. Senior Non-Commissioned Officer Academy (SNCO)

5.1.2.3. Squadron Officer School (SOS)

5.1.2.4. Air Command and Staff College (ACSC)

5.1.2.5. Air War College (AWC)

5.1.3. Various region and wing schools. These opportunities may support the Senior Member Education and Training Program, as well as the Cadet Programs and Aerospace Education missions.

5.1.4. Events Above Unit Level. The CAP website announces national-level events to all units. It outlines the programs available and the criteria for attendance. Regions and wings offering activities are responsible for publicizing such programs and providing information necessary for applicants to attend (application process, required forms, fees, location, deadlines, etc.).

5.2. Scholarships. CAP provides college and flight training scholarship opportunities, some of which may be available for senior members. See https://www.gocivilairpatrol.com/programs/cadets/cadetinvest for details.

5.3. Reference Library. CAP units will maintain a collection of resources used in the Senior Member Education and Training Program. Contents of the reference library should include CAPR 40-1, *CAP Senior Member Education and Training Program*; CAPR 35-5, *CAP Officer and Noncommissioned Officer*

Appointments and Promotions; CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*; and CAPR 40-2, *Test Administration and Security*; all specialty track study guides, and 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. Units may refer to the national publications website at https://www.gocivilairpatrol.com/members/publications as part of their library.

5.4. Testing. CAP does not centrally control testing. CAP administers testing in accordance with CAPR 40-2 and the regulation prescribing each test.

5.5. Records Management.

5.5.1. Records. 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 most of this information. Items not tracked in eServices should be recorded on the CAPF 45.

5.5.2. Updating Information. To update other data, the director/instructor should enter completion information in the appropriate module in eServices. In case of missing information, proof can be submitted to National Headquarters at Registrars@capnhq.gov to have it added to the online system.

5.6. Criteria for Senior Member Education and Training Program Awards. Although the administrative management for awards rests with the CAP/ET, unit commanders ensure that individuals have successfully completed all requirements for an award.

5.6.1. Awards. Awards motivate members. Leaders should present awards publicly and in a timely manner to motivate members to continue their education and training. The Unit Commander should present the Membership, Leadership, and General Benjamin O. Davis, Jr. Award. The Wing Commander or designee should present the Grover Loening Aerospace Award and Paul A. Garber Award. A CAP or USAF general officer, state or federal elected official, or other distinguished person should present the Gill Robb Wilson Award. The commander responsible for organizing the Gill Robb Wilson Award ceremony should notify the appropriate Liaison Region Commander, through the CAP chain of command, when a general officer or flag officer is going to present an award.

5.6.2. Approval Authority. Unit commanders have the approval authority for the award of the CAP Membership Award; Leadership Award; and General Benjamin O. Davis, Jr. Award. The wing commander is the final approval authority for the Grover Loening Aerospace Award and Paul A. Garber Award. The region commander is the final approval authority for the Gill Robb Wilson Award.

5.6.3. Ribbons. Members may purchase ribbons from Vanguard.

5.6.4. Certificates. CAP/DP provides the award certificates as described in Paragraphs 5.7.2, 7.4, 8.4, 9.4, and 10.3.

5.6.5. Applications for Awards. Members submit applications for awards using the module in eServices. A member applying for an award whose achievements do not appear on the online record must submit supporting documentation with the request for the award.

5.6.6. Approvals for Commanders. The next higher commander in the chain of command approves Education and Training accomplishments for commanders.

5.7. Education and Training Management. Members utilize eServices as a management tool for Education and Training Programs.

5.7.1. General Guidance.

5.7.1.1. Specialty Track Data. Changes to specialty track data for members are made through the Specialty Track Administration Module in eServices.

5.7.1.2. Completion Data. The Volunteer University Bulk Entry tool in eServices is used by instructors to update completion data for modules offered onsite. Modules completed through CAP's Learning Management System (LMS) are automatically recorded in eServices upon completion of all requirements.

5.7.1.3. Senior Member Education and Training Program Awards Requests. When a member completes Levels II through V, the request for the appropriate award is processed through the Education and Training Awards Module in eServices.

5.7.1.4. Requirements for Updates. National Headquarters requires a CAPF 11 or certificate of completion to change any other Education and Training information.

5.7.2. Specific Instructions.

5.7.2.1. Online CAPF 11. The online CAPF 11, *Senior Member Professional Development Program Director's Report*, or a hard copy form submitted to CAP/DPR is used to update completion data for Training Leaders of Cadets (TLC), Chaplain Corps Region Staff College (CCRSC), National Legal Officer College (NLOC), IG College (IGC), and the National Safety Officer College (NSOC). The completion of Volunteer University modules onsite is documented by instructors via the Bulk Entry tool in eServices.

5.7.2.2. Exceptions for Changes. For members unable to make specialty track changes via computer, they may send specialty track checklists with appropriate signatures to CAP/DPR, 105 South Hansell Street, Maxwell AFB AL 36112-5937.

5.7.2.3. Level I. The Onboarding entry denotes the completion of the required modules. The Cadet Protection - Basic Course (CPBC) entry denotes completion of the Cadet Protection Basic Course. The unit commander will validate completion online.

5.7.2.4. Level II. Gen Benjamin O. Davis, Jr. Award. After approval by the unit commander, CAP/DPR issues a Gen Benjamin O. Davis, Jr. Award certificate and sends it to the unit of record for presentation.

5.7.2.5. Level III. Grover Loening Aerospace Award. The Grover Loening Aerospace Award is approved first by the unit commander and then forwarded through the chain of command to the wing commander for approval before it appears on the member's record. CAP/DPR issues a Grover Loening Aerospace Award certificate and sends it to the unit of record for presentation.

5.7.2.6. Level IV. Paul E. Garber Award. The Paul E. Garber Award is approved first by the unit commander and then forwarded through the chain of command to the wing commander for approval before it appears on the member's record. CAP/DPR issues a Paul E. Garber Award certificate and sends it to the unit of record for presentation.

5.7.2.7. Level V. Gill Robb Wilson Award. The Gill Robb Wilson Award is approved first by the unit commander and then forwarded through the chain of command to the region commander for

approval before it appears on the member's record. CAP/DPR issues a Gill Robb Wilson Award certificate and sends it to the member's assigned wing for presentation.

5.8. Qualification Criteria and Application Procedures for Senior Member Education and Training Activities.

5.8.1. Activities. CAP National Headquarters, regions, wings, and groups sponsor a variety of activities designed to increase the knowledge of senior members. Information is shared with members via a variety of sources including web pages, social media, and newsletters.

5.8.2. Enrollment Procedures. Enrollment in CAP senior activities is voluntary. Applicants will follow published procedures to apply.

5.8.3. Staff Duty Assignments. Members seeking to serve on staff for activities must obtain approvals in accordance with published application procedures.

5.8.4. Instructors. Members who wish to teach in the Senior Member Education and Training Program must be approved and trained through Volunteer University.

5.8.4.1. Teaching. Members who wish to teach Senior Member Education and Training Program modules apply using the application on the Volunteer University website.

5.8.4.2. Approval to Teach. Members must be approved by the chain of command prior to beginning training to teach through Volunteer University.

5.8.4.3. Training to Teach. Members who complete the required training to teach become instructors or assistant instructors.

5.8.4.4. Instructor status. Assistant instructors may be promoted to instructor status after teaching one or more modules.

5.8.4.5. Teaching Level. Instructors may request approval to teach modules in any level they completed one year or more ago.

5.8.4.6. Information about Teaching. For more information, visit the Volunteer University website at https://www.gocivilairpatrol.com/members/ed-training/volu-main.

5.8.5. Support Procedures. Air Force installations are authorized and encouraged, but not required, to support CAP Education and Training activities. (See AFPD 10-27, *Civil Air Patrol*, and AFI 10-2701, *Organization and Function of Civil Air Patrol*.) Follow the guidelines below to request support.

5.8.5.1. Support Requests. Submit initial requests for base support through the CAP wing according to current procedures outlined by NHQ and the host Department of Defense installation commander.

5.8.5.2. Coordination with Installations. After an installation has committed to supporting a CAP activity, the CAP representative works directly with the installation project coordinator. Submit requests for specific support to the installation project coordinator who requests and coordinates support from the appropriate installation staff agency.

5.9. Education and Training Officer of the Year Award. Recognizes a member who is currently assigned in an Education and Training position at any level and whose lifetime contributions to the program have had the greatest positive impact on the training of CAP members. Criteria and deadlines

for nominations are contained in CAPR 39-3.

6. Level I. Onboarding. The intent of Level I is to provide new members with the information they need to begin their service in CAP successfully, as well as help them to assimilate into their unit.

6.1. Timeline for Level I. Level I should be completed within the first 30 days of membership. Level I content is divided into modules that can be completed onsite, online, or as a blend of the two modalities. A qualified instructor facilitates Level I for new members. As Level I includes making a plan for the member's first 18 months in CAP and the assignment of a mentor, this level should be facilitated by the local unit when possible.

6.2. Level I Completion Privileges. CAP requires individuals in the active senior member category to complete Level I training prior to being assigned to a duty position in the unit, directly supervising cadets, being allowed to wear the Air Force-style CAP uniform, or enrolling in AUDL courses. CAP allows exceptions for the following:

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

6.2.2. Former cadets. For more information, see Paragraph 11.2.

6.3. Level I Content. Level I provides basic knowledge in several areas that will be revisited in later levels. Additionally, several programs and policies are discussed within Onboarding. For a full list of Level I content, see Attachment 3.

6.4. Membership Award Ribbon. Level I completion will be documented and approved in eServices. 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 ETO signs the requester signature block. The unit commander approves these forms and files them in the member's unit record. Members may purchase the ribbon from Vanguard. Note: While non-CAP members may review the Onboarding materials, they will not be given credit. Further, Onboarding is not designed to be used as a recruiting tool.

6.5. Level I Program Certificate. Upon completion of Level I, members are eligible to receive the CAPC 13, *Level One Certificate of Achievement*. Certificates may be printed through the online CAP Certificate module in eServices.

7. Level II. The Learning Phase. The intent of Level II is to provide opportunities to learn new skills. These skills help CAP as well as aid individual growth. In Level II, members learn the expectations associated with being a CAP member; commit to serving as a staff officer or NCO, develop an appreciation for the role the member plays in the squadron, and learn the professional decorum and skills necessary for serving on the squadron staff. The pre-requisite to enter Level II is the completion of Level I.

7.1. Level II content Is divided into modules that can be completed onsite, online, or as a blend of the two modalities. In Level II, the member chooses one of four specialized paths tailored to meet the needs of new members, professionals who will receive an advanced promotion, former cadets, and current or former military members. This level is divided into two parts. Completion of Level II requires:

7.1.2. Module Completion. A member must complete the Level II modules outlined in Attachment 4.

7.1.2.1. Level II, Part I. The first part provides a broad understanding of basic CAP skills such as uniform wear, customs and courtesies, the chain of command, and responsibilities. Completion of the first part of Level II is required prior to promotion/appointment to any senior member grade.

7.1.2.2. Level II, Part II. The second part of Level II introduces unit functions as well as leadership and management training.

7.1.3. Technician Rating. Completion of the Technician Rating in a specialty track is required. Each member works with the unit staff to select one or more specialty tracks based on unit needs and member interests. Each specialty track is related to a duty position in the unit, and progress in the track is explained in pamphlets called Specialty Track Study Guides. Members should enroll in the specialty track for each assigned duty position. The member chooses a technical skill and begins receiving basic leadership and management training.

7.1.3.1. Specialty Tracks. CAP offers the following specialty tracks for members:

Table 7.1 Current specialty track codes

200 Personnel	212 Standardization and Evaluation	221 Chaplain
201 Public Affairs	213 Emergency Services	222 Command
202 Finance	214 Communications	223 Historian
203 Inspector General	215 Aerospace Education	225 Character Development
204 Education and Training	216 Cadet Programs	226 Recruiting and Retention Officer
205 Administration	217 Safety	227 Information Technology
206 Logistics	219 Legal	
211 Operations	220 Health Services	

7.1.3.2. Studying a Specialty Track. After selecting a specialty track, the member downloads the appropriate study guide from the CAP website at https://www.gocivilairpatrol.com/members/publications/pamphlets-1702. Typically, the study guide directs the member's self-study and on-the-job training (OJT) through the three skill ratings in the specialty (Technician-1, Senior-2, Master-3). Each specialty track identifies service, training, activity, and knowledge requirements. Members are encouraged to seek a mentor to assist with learning the specialty track skills. The unit ETO can assist in finding a mentor. If a mentor is not available in the unit, the next higher echelon headquarters should be able to help identify a mentor.

7.1.3.2.1. Health Services Officers. The Health Services Officer specialty track (220) does not have a study guide. Promotion criteria for these members are outlined in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*. Members in the Health Services area may utilize another specialty track training to advance in the Senior Member Education and Training Program.

7.1.3.2.2. Entering Completions. When a member meets all requirements for a Technician, Senior, or Master Rating, the member and mentor coordinate with the ETO and the unit commander to enter the appropriate rating in the online Specialty Track module in eServices. Once

approved, this rating will automatically be reflected in the member's record. The member can order the appropriate specialty track badge from Vanguard.

7.1.4. Earning the Brigadier General Charles E. "Chuck" Yeager Award. The Yeager Award requires members to complete independent study in aerospace education and take a written exam. More information on the Yeager Award can be found in CAPR 50-1, *Civil Air Patrol Aerospace Education Mission*.

7.2. Coordination. The ETO shall coordinate with the next higher echelon regarding offering ET opportunities for unit members. Level II materials can be downloaded from the Volunteer University section of CAP's website, or modules may be completed in the LMS. Completion in the LMS is recorded automatically. Instructors will record completion using the online Bulk Entry tool for modules taught onsite.

7.3. Leadership Award Ribbon. Completion of a Technician Rating in a specialty track makes the member eligible for the CAP Leadership Award ribbon. A Bronze Star attachment to the ribbon is authorized for completion of a Senior Rating in a specialty track and a Silver Star for completion of a Master Rating in a specialty track. Members should complete CAPF 2a, which requests authorization for wear of the Leadership ribbon. Include in Block VII the name of the award, the date a Technician Rating was completed, and the specialty track. The unit ETO signs the requester signature block. The unit commander approves these forms and files them in the member's unit record. Members may purchase the ribbon from Vanguard.

7.4. General Benjamin O. Davis, Jr. Award. Completion of Level II results in the award of the General Benjamin O. Davis, Jr. Award. This award was named after a pioneering military officer who was the leader of the fabled Tuskegee Airmen during World War II. Upon completion of all Level II requirements, the unit ETO or commander completes an application for the Davis Award in eServices. When approved, CAP/DPR mails the General Benjamin O. Davis, Jr. Award certificate to the unit for subsequent presentation to the recipient by the unit commander.

8. Level III. The Leadership Phase. The intent of Level III is to provide members with the skills necessary for a squadron level leader who aspires to serve on staff or as a commander. In Level III, the member learns more about how the unit supports all three of CAP's missions, as well as how to lead and manage. The pre-requisite to enter Level III is the completion of Level II.

8.1. Level III Content. Level III content is divided into modules that can be completed onsite, online, or as a blend of the two modalities. The primary focus in Level III is on leadership skills. Completion of Level III requires:

8.1.1. Module Completion. A member must complete the Level III modules outlined in Attachment 5;

8.1.1.1. Command Electives. Elective modules that prepare members to serve as a flight or squadron commander are attached to Level III.

8.1.1.2. These modules will be required to advance in the Command Specialty Track.

8.1.2. Senior Rating Requirement. Earn a Senior Rating in a specialty track;

8.1.3. Mentoring Requirement. Mentor a member through Level I;

8.1.4. Leadership Requirement. One year of service on staff at any level;

8.1.5. Conference Requirement. Attending two wing, region, or national conferences as a senior member. These conferences afford CAP members a broad view of the organization and expose members to current opportunities and challenges. Attendance at a wing/region 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.

8.2. Unit Responsibility. Units are responsible for ensuring members have the training opportunities necessary to advance. Units should coordinate with higher headquarters to offer training. Sample training plans are available on the Volunteer University website.

8.3. Bronze Star for the Leadership Award Ribbon. Successful completion of a Senior Rating in a specialty track results in the award of the Bronze Star for the Leadership Award ribbon (CAPR 39-3). Members should complete CAPF 2a, which requests authorization for wear of the bronze star on the Leadership Award ribbon. Include in Block VII the name of the award, the date a Senior Rating was completed, and the specialty track. The unit ETO signs the requester signature block. The unit commander approves these forms and files them in the member's unit record. Members may purchase the bronze star device from Vanguard. Members may wish to purchase the appropriate specialty track badge from Vanguard also.

8.4. Grover Loening Aerospace Award. Completion of Level III results in the award of the Grover Loening Aerospace Award. This award is named for a noted aviation pioneer who was the first civilian member of the National Air and Space Museum's Advisory Board. Upon completion of all Level III requirements, the unit ETO or commander completes an application for the Grover Loening Aerospace Award in eServices. This application must also be approved by the wing commander. When approved, CAP/DPR mails the Grover Loening Aerospace Award certificate to the unit for subsequent presentation to the recipient by the unit commander. It is appropriate for the wing commander or a designee to present this award. Members may purchase the ribbon from Vanguard.

9. Level IV. The Senior Leadership Phase. Level IV primarily focuses on expanding leadership skills, program development, and building a more holistic view of CAP. Level IV prepares the member for service as a group or wing level leader who aspires to serve on staff or as a commander. The pre-requisite to enter Level IV is the completion of Level III.

9.1. Level IV Content. Level IV content is divided into modules that can be completed onsite, online, or as a blend of the two modalities. Completion of Level IV requires:

9.1.1. Module Completion. A member must complete the Level IV modules outlined in Attachment 6;

9.1.1.1. Command Electives. Elective modules that prepare members to serve as a group or wing commander are attached to Level IV.

9.1.1.2. These modules will be required to advance in the Command Specialty Track.

9.1.2. Master Rating Requirement. Earn a Master Rating in a specialty track;

9.1.3. Speaking Requirement. Completing one of the following:

9.1.3.1. CAP-related Presentation. Prepare and deliver a CAP-related presentation to a non-CAP group as a senior member.

9.1.3.2. Aerospace Education Presentation. Conduct a hands-on unit aerospace education presentation, or an external aerospace education classroom presentation as a senior member.

9.1.4. Service Requirement. Two years of service on staff at any level as a senior member;

9.1.5. Leadership Requirement. Complete one of the following:

9.1.5.1. Serve in a director or staff member capacity for an approved CAP activity. For a list of approved activities, see Attachment 7.

9.1.5.2. Serve as a director or staff member of a national, region, or wing conference as a senior member.

9.1.5.3. Serve as an instructor for Volunteer University.

9.2. Coordination. Units should coordinate with higher headquarters to offer the training necessary for members to advance.

9.3. Silver Star for the Leadership Award Ribbon. Successful completion of a Master Rating in a specialty track results in the award of the Silver Star for the Leadership Award ribbon (CAPR 39-3). The silver star replaces the bronze star. Members should complete CAPF 2a, which requests authorization for wear of the device on the Leadership Award ribbon. Include in Block VII the name of the award, the date a Master Rating was completed, and the specialty track. The unit ETO signs the requester signature block. The unit commander approves these forms and files them in the member's unit record. Members may purchase the silver star device from Vanguard. Members may wish to purchase the appropriate specialty track badge from Vanguard also.

9.4. Paul E. Garber Award. Completion of Level IV results in the award of the Paul E. Garber Award. This award is named after an air pioneer, aviation historian, curator emeritus of the National Air and Space Museum, and an advocate for CAP. A bronze star may be added to the Paul E. Garber Award ribbon to denote completion of SOS, a silver star may be added for completion of ACSC, and a gold star may be added for completion of AWC. Only one PME star will be worn on the ribbon. If the member also earns the Gill Robb Wilson Award, the highest PME star will be worn on the Gill Robb Wilson Award ribbon, and the second highest PME star will be worn on the Paul E. Garber Award ribbon. For more information, see CAPR 39-3. Upon completion of all Level IV requirements, the unit ETO or commander completes an application for the Paul E. Garber Award in eServices. This application must also be approved by the wing commander. When approved, CAP/DPR mails the Paul E. Garber Award certificate to the unit for subsequent presentation to the recipient. It is appropriate for the wing commander or a designee to present this award. The member purchases the ribbon from Vanguard.

10. Level V. The Executive Leadership Phase. The primary focus in Level V is on developing a strategic view of the organization and continued leadership skills. This is the highest level of CAP senior member career development and prepares members to serve on region staff, as a region commander, or on the national staff. As such, only the senior members most dedicated to advancing their education and training complete this level. The pre-requisite to enter Level V is the completion of Level IV.

10.1. Level V Content. Level V content is divided into modules that can be completed onsite, online, or as a blend of the two modalities. Completion of Level V requires:

10.1.1. Completing the Level V modules outlined in Attachment 8.

10.1.1.1. Command Electives. Elective modules that prepare members to serve as a region commander are attached to Level V.

10.1.1.2. These modules will be required to advance in the Command Specialty Track.

10.1.2. Service Requirement. Completion of one of the following:

10.1.2.1. Serve in a director or staff member capacity for an approved CAP activity. For a list of approved activities, see Attachment 7;

10.1.2.2. Serve as a director or staff member of a national, region, or wing conference as a senior member;

10.1.2.3. Serve as an instructor for Volunteer University.

10.1.2.4. The service requirement for Level V is in addition to the staffing requirement for Level IV found in Paragraph 9.1.5.

10.1.3. Mentoring Requirement. Mentor a member through a Technician Rating in a specialty track.

10.1.4. Leadership Requirement. Serve in a staff position for a total of three years, at least one year of which must be at the group level or higher.

10.2. Coordination. Units should coordinate with higher headquarters to offer the training necessary for members to advance.

10.3. Gill Robb Wilson Award. Completion of Level V results in the award of the Gill Robb Wilson Award. This award honors an airman, poet, writer, and founder of CAP. This is the highest Senior Member Education and Training Program Award a senior member can earn. A bronze star may be added to the Gill Robb Wilson Award ribbon to denote completion of SOS, a silver star may be added for completion of ACSC, and a gold star may be added for completion of AWC. Only one PME star will be worn on the ribbon. The highest PME star will be worn on the Gill Robb Wilson Award ribbon, and the second highest PME star will be worn on the Paul E. Garber Award ribbon. For more information, see CAPR 39-3. Upon completion of all Level V requirements, the unit ETO or commander completes an application for the Gill Robb Wilson Award in eServices. This application must be approved by the wing commander and region commander. When approved, CAP/DPR mails the Gill Robb Wilson Award certificate to the wing for subsequent presentation to the recipient. The member may purchase the ribbon from Vanguard.

10.3.1. Gill Robb Wilson Award Ceremony. If possible, commanders are encouraged to arrange for a USAF or CAP general officer, state or federal government elected official, or another distinguished person to make the Wilson Award presentation.

10.3.2. Gill Robb Wilson Award Citation. The following paragraph is a suggested citation for the presentation ceremony.

Citation. The Gill Robb Wilson Award is the highest Education and Training Program Award a senior member in Civil Air Patrol can earn. The award is bestowed upon its recipient in honor of the founder and first executive officer of Civil Air Patrol. Since its inception in 1964, the Gill Robb Wilson Award has been presented only to the senior members most dedicated to advancing their education and training. To earn this award, a member must complete all levels of the Senior Member Education and Training Program and serve in a staff position for no less than three years, one of which must be at the group level or higher. This Gill

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

11. Equivalency Credit. A variety of programs earn CAP members equivalency credit for specific modules in the Senior Member Education and Training Program.

11.1. AUDL. This organization manages and administers Air Force distance learning programs. For CAP members, PME courses can be challenging as well as improve knowledge of command and leadership.

11.1.1 Eligibility. AUDL courses are available to all active CAP senior members in good standing who have completed Level I training. Certain time restrictions and course completion requirements are identified in the AUDL Catalog and course materials provided by AUDL. The region DCS/ET and/or the Wing DET should assist subordinate units and members in making good decisions about the opportunities provided by AUDL.

11.1.1.1 Courses. Military education courses of special interest to senior members include:

11.1.1.1.1 Non-Commissioned Officer Academy. This course is available for CAP senior members between the grades of TSGT and SMSGT. This program is an option for completing some modules in the Senior Member Education and Training Program. For specific information about equivalency credit granted for NCOA, please see Attachments 4, 5, 6, and 8. Enrollment procedures are posted on the Volunteer University page on CAP's website.

11.1.1.1.2 Senior Non-Commissioned Officer Academy. This course is available for CAP senior members between the grades of MSGT and SMSGT. This program is an option for completing some modules in the Senior Member Education and Training Program. For specific information about equivalency credit granted for SNCOA, please see Attachments 4, 5, 6, and 8. Enrollment procedures are posted on the Volunteer University page on CAP's website.

11.1.1.1.3 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. This program is an option for completing some modules in the Senior Member Education and Training Program. For specific information about equivalency credit granted for SOS, please see Attachments 4, 5, 6, and 8. Enrollment procedures are posted on the Volunteer University page on CAP's website.

11.1.1.1.4 Air Command and Staff College Correspondence Program. This course 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. This program is an option for completing some modules in the Senior Member Education and Training Program. For specific information about equivalency credit granted for ACSC, please see Attachments 4, 5, 6, and 8. Enrollment procedures are posted on the Volunteer University page on CAP's website.

11.1.1.1.5 Air War College Correspondence Course. This course 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. This program is an option for completing some modules in the Senior Member Education and Training Program. For specific information about equivalency credit granted for AWC, please see Attachments 4, 5, 6, and 8. Enrollment procedures are posted on the Volunteer University page on CAP's website.

11.1.1.2 AUDL Course Control. CAP members wishing to take AUDL courses will test with their local Air Force Test Control Facility (TCF).

11.1.1.3 Enrollment. Once enrolled, students request assistance, end of course exams, address changes, or other information by submitting a request for assistance using the online AU e-campus portal and following the procedures outlined on the Volunteer University page on the CAP website.

11.1.1.4 Course Completion Requirements. AUDL courses vary in the assessment required for completion. In some courses, a course exam (CE) is required. In other courses, a project or paper may be required. After the student satisfactorily completes all volumes in the course, the student should follow the instructions on the Volunteer University page on the CAP website.

11.1.1.4.1 Passing the Course Completion Requirement. If the student passes the course completion requirement, then AUDL sends a report directly to the student. The student should inform the unit ETO of the results so that the ETO can help the member obtain credit in eServices.

11.1.1.4.2 Failing the Course Completion Requirement. If the student fails the course completion requirement, then the student follows the instructions on the Volunteer University page on the CAP website. All requirements for completion are set by the school, not AUDL. Grades are not modified by AUDL unless there are demonstrated errors on the test.

11.1.1.5 Academic Credit. If students believe a school might award college credit for AUDL courses, they should send a letter to the Registrar Branch (AUDL/EDOR) requesting verification of courses taken. Transcript requests must include the student's name, 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). AUDL verifies the course completion and prepares a transcript. Official transcripts are mailed to the school or agency address. Unofficial transcripts are mailed to the student.

11.1.1.6 Leadership Responsibilities. Unit commanders and ETOs must be familiar with the contents of this regulation and the procedures listed on the Volunteer University page of the CAP website. They should be able to advise and assist members regarding the process for enrolling in AUDL courses. ETOs should also encourage or help members make a study plan that allows the member to complete the volumes and CEs within the course time limits. Units should establish procedures to monitor each member's "Date of Enrollment" in a course and follow up as necessary.

11.1.1.7 Time Limits. With certain exceptions, AUDL courses must be completed within 12 months. A course is considered complete only after AUDL processes a completed course examination. Time limits for PME courses should be reviewed in the AUDL catalog.

11.1.2 PME is divided into tiers for the purpose of granting equivalency credit. PME Tiers are defined in Attachment 9.

11.2. Special Recognition Programs for Prior Cadets. Achievements that were earned as a CAP cadet may help fulfill Senior Member Education and Training Program requirements. This applies to all senior members who earned certain achievements as former cadets, regardless of the dates of their cadet membership. Equivalency credit will be awarded to former cadets based on specific accomplishments. These achievements are explained below. For details regarding equivalency credits, please see Attachments 3 and 4.

11.2.1. Mitchell Award. Those members who earned the Mitchell Award may receive credit for specific portions of Level I.

11.2.2. Earhart or Eaker Award. Members who earned the Earhart or Eaker Award may receive

the Technician Rating in the Cadet Programs Officer Specialty Track and equivalency credit for some modules in the Senior Member Education and Training Program. Members who wish to receive specialty track credit for the Earhart or Eaker Award should send a written request to NHQ/DPR.

11.2.3. Spaatz Award. Members who have earned the Spaatz Award may receive the Senior Rating in the Cadet Programs Officer Specialty Track, the Yeager Award, and equivalency credit for some modules in the Senior Member Education and Training Program. Members who wish to receive specialty track and Yeager Award credit for the Spaatz Award should send a written request to NHQ/DPR.

11.3. Sponsored Education and Training. CAP sponsored education and training is offered on a regular basis to assist members in certain specialties with their duties. Equivalency credit for certain modules in Levels II through IV is granted based on completion of these courses. The credit will automatically be awarded when completion of one of these courses is updated in the member's record. Equivalency credit details are outlined in Attachments 4, 5, 6, and 8.

11.3.1. National Legal Officers' College. The National Legal Officers' College (NLOC) is a formal course for legal officers that earns equivalency credit for some modules in the Senior Member Education and Training Program.

11.3.1.1. Appointment Authority. The appointment authority for the NLOC director will be the CAP Chief of the Legal Officer Corps (CAP/JA).

11.3.1.2. Curriculum. Curriculum development and content are a collaborative effort between CAP/JA, General Counsel, the NLOC director, and CAP/ET.

11.3.1.3. Completion Credit. NLOC completion is reported using the CAPF 11. The course director must forward a CAPF 11 to CAP/DPR or complete an online CAPF 11 within seven days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions.

11.3.1.4. PME Credit. No military PME equivalencies are acceptable as a substitute for the NLOC.

11.3.2. CAP Inspector General College. The Civil Air Patrol Inspector General College (IGC) is a formal course for Inspectors General and Inspector General staff members; region, wing, or group commanders; or legal officers that earns equivalency credit for some modules in the Senior Member Education and Training Program.

11.3.2.1. Appointment Authority. The appointment authority for the IGC director will be the CAP Inspector General (CAP/IG).

11.3.2.2. Curriculum. Curriculum development and content are a collaborative effort between the CAP-USAF/IG, CAP/IG, the IGC director, and CAP/ET.

11.3.2.3. Completion Credit. IGC completion is reported using the CAPF 11. The course director must forward a CAPF 11 to CAP/DPR or complete an online CAPF 11 within seven days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions.

11.3.3. Chaplain Corps Region Staff College. Chaplain Corps Region Staff College (CCRSC) is a formal course. These colleges help prepare selected CAP Chaplain Corps personnel to better execute their duties and responsibilities associated with their CAP assignment. These courses earn equivalency credit for some modules in the Senior Member Education and Training Program.

11.3.3.1. Appointment Authority. Appointment authority, curriculum approval, and funding for the CCRSC director will be the Chief of the CAP Chaplain Corps (CAP/HC).

11.3.3.2. Curriculum. Curriculum development and content are a collaborative effort between the CAP/HC, the CCRSC director, and CAP/ET.

11.3.3.3. Administration and Funding. Directors of the CCRSC will consult CAP/HCA and CAPR 265-1, *The Civil Air Patrol Chaplain Corps*, for guidance on administration and funding for these programs.

11.3.3.4. Completion Credit. CCRSC completion is reported using the CAPF 11. The course director must forward a CAPF 11 to CAP/DPR or complete an online CAPF 11 within seven days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions.

11.3.4. National Safety Officer College. National Safety Officer College (NSOC) is a formal course, presented online for Civil Air Patrol Safety Officers. It earns equivalency credit for some modules in the Senior Member Education and Training Program**.**

11.3.4.1. Curriculum. Curriculum development and content are a collaborative effort between the CAP Chief of Safety (CAP/SE), the CAP-USAF Director of Safety (CAP-USAF/SE), and CAP/ET.

11.3.4.2. Completion Credit. NSOC completion is reported using the CAPF 11. CAP/SE must forward a CAPF 11 to CAP/DPR or complete an online CAPF 11 within seven days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions.

11.4. Equivalency Credit for PME. Equivalency credit may also be awarded for PME. Members who have completed qualifying PME should send a copy of the diploma or other proof of course completion (DD214) to NHQ/DPR. Additional information about PME equivalency is outlined in Attachments 4, 5, 6, 8, and 9.

Mark E Smith

MARK E. SMITH
Major General, CAP
Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no compliance items in this regulation.

Attachment 2
CAP SENIOR MEMBER EDUCATION AND TRAINING PROGRAM PROGRESSION AND AWARDS

Achievement	Level	Pre-Reqs	Command or Staff Assignment	Education & Training	Specialty Track	Leadership	Activities	Awards
Onboarding	I			Modules				Membership Ribbon
The Learning Phase	II Part 1 II Part 2	Level I Level I		Part 1 Modules Part 2 Modules	Select Specialty Track, Choose Duty Position, earn Technician Rating in Specialty Track		Earn the Yeager Award	NA General Benjamin O. Davis, Jr. Award
The Leadership Phase	III	Level II	1 Year	Modules	Senior Rating in a Specialty Track	Attend two national, region, or wing conferences	Mentor a member through Level I	Grover Loening Aerospace Award
The Senior Leadership Phase	IV	Level III	2 Years	Modules	Master Rating in a Specialty Track	Serve on staff in ET or national, region, or wing conference (see Paragraph 9 for details)	Presentation (see Paragraph 9 for details)	Paul E. Garber Award
The Executive Leadership Phase	V	Level IV	3 Years; 1 year at the Group or Higher	Modules		Serve on staff in ET or on staff at an activity in 40-1 (see Paragraph 10 for details)	Mentor a member through a Technician Rating in a Specialty Track	Gill Robb Wilson Award

Attachment 3
LEVEL I CONTENT AND EQUIVALENCY CREDIT

Modules	Equivalency Credit
Cadet Protection Basic Course	*
Diversity, Equal Opportunity, and Nondiscrimination	*
Expectations of Volunteers	Former cadets Mitchell Award or higher
Introduction to Civil Air Patrol's Missions	Former cadets Mitchell Award or higher
Introduction to Customs and Courtesies	Former cadets Mitchell Award or higher
Introduction to eServices	Former cadets Mitchell Award or higher
Introduction to Mentoring in Civil Air Patrol	
Introduction to the Chain of Command	Former cadets Mitchell Award or higher
Introduction to the Civil Air Patrol Safety Program	Former cadets Mitchell Award or higher
Introduction to the Core Values	Former cadets Mitchell Award or higher
My Learning Path	
OPSEC and Cybersecurity	*
The Squadron Meeting	Former cadets Mitchell Award or higher
Uniforms and Where to Get Them	Former cadets Mitchell Award or higher

Note: Items marked with an (*) that were completed as a cadet will not need to be repeated if the member has no more than a two-year break in service.

Attachment 4
LEVEL II CONTENT AND EQUIVALENCY CREDIT
Former Cadet Path

Modules	Equivalency Credit
Part 1:	
Accountability and Responsibility of the Adult Leader	
Cadet Protection from the Senior Perspective	
Choosing Your Duty Assignment and Specialty Track	
The Senior Member Education and Training Program	
Transitioning from Cadet Leadership to Senior Followership	
Transitions Best Practices for Former Cadets	
Uniform Differences	
Unit Organization	Former cadets Eaker Award or higher
Working with Adult Volunteers	
Part 2:	
Aerospace Education Orientation	Former cadets Spaatz Award
Cadet Programs Orientation	
Civil Air Patrol's Missions	Former cadets Earhart Award or higher
Communication Fundamentals	Former cadets Eaker Award or higher
The Core Values and Ethical Decision Making	Former cadets Mitchell Award or higher
Emergency Services Orientation	
The History of the Civil Air Patrol Non-Commissioned Officer	
The Inspector General System	
Introduction to Recruiting and Retention	Former cadets Eaker Award or higher
Leveraging Diversity and Inclusion	
Mentoring	Former cadets Eaker Award or higher
Navigating eServices	Former cadets Mitchell Award or higher
The Non-Commissioned Officer Structure and Command Partnership	
Safety and Risk Management for Members	
Unit Activities	

Level II Content and Equivalency Credit
Professional Receiving Advanced Grade Path

Modules	Equivalency Credit
Part 1:	
Accountability and Responsibility of the Adult Leader	
Advanced Grade and Expectations	
Choosing Your Duty Assignment and Specialty Track	
Customs and Courtesies	
Professionalism in Uniform	
The Senior Member Education and Training Program	
Serving with Volunteers	
Uniform Wear in Civil Air Patrol	
Unit Organization	
Part 2:	
Aerospace Education Orientation	
Basic Drill	
Cadet Programs Orientation	
Civil Air Patrol Communication Fundamentals	
Civil Air Patrol's Missions	
The Core Values and Ethical Decision Making	CCRSC
Emergency Services Orientation	
Followership	
The History of the Civil Air Patrol Non-Commissioned Officer	
The Inspector General System	IGC
Introduction to Recruiting and Retention	
Leadership Fundamentals	
Leveraging Diversity and Inclusion	
Mentoring	
Navigating eServices	
The Non-Commissioned Officer Structure and Command Partnership	
Safety and Risk Management for Members	NSOC
Unit Activities	

Level II Content
New Member

Modules	Equivalency Credit
Part 1:	
Accountability and Responsibility of the Adult Leader	
Choosing Your Duty Assignment and Specialty Track	
Customs and Courtesies	
Professionalism	
The Senior Member Education and Training Program	
Serving with Volunteers	
Uniform Wear in Civil Air Patrol	
Unit Organization	
Part 2:	
Aerospace Education Orientation	
Basic Drill	
Cadet Programs Orientation	
Civil Air Patrol's Missions	
Communication Fundamentals	
The Core Values and Ethical Decision Making	
Emergency Services Orientation	
Followership	
The History of the Civil Air Patrol Non-Commissioned Officer	
The Inspector General System	
Introduction to Recruiting and Retention	
Leadership Fundamentals	
Leveraging Diversity and Inclusion	
Mentoring	
Navigating eServices	
The Non-Commissioned Officer Structure and Command Partnership	
Safety and Risk Management for Members	
Unit Activities	

Level II Content and Equivalency Credit
Current or Former Military

Modules	Equivalency Credit
Part 1:	
Accountability and Responsibility of the Adult Leader	Tier 2, Tier 3, Tier 4, Tier 5 PME
Advanced Grade and Expectations	
Bringing Your Service to Civil Air Patrol	
Choosing Your Duty Assignment and Specialty Track	
Civil Air Patrol Customs and Courtesies	
Civil Air Patrol Uniform Differences	
The Senior Member Education and Training Program	
Serving with Volunteers	
Unit Organization	
Part 2:	
Aerospace Education Orientation	
Cadet Programs Orientation	
Civil Air Patrol Communication Fundamentals	
Civil Air Patrol's Missions	
The Core Values and Ethical Decision Making	Tier 2, Tier 3, Tier 4, Tier 5 PME
Drill Differences in Civil Air Patrol	
Emergency Services Orientation	
The History of the Civil Air Patrol Non-Commissioned Officer	
The Inspector General System	
Introduction to Recruiting and Retention	
Leading Volunteers	
Leveraging Diversity and Inclusion	
Mentoring	Tier 2, Tier 3, Tier 4, Tier 5 PME
Navigating eServices	
The Non-Commissioned Officer Structure and Command Partnership	
Safety and Risk Management for Members	
Unit Activities	

Attachment 5
LEVEL III CONTENT, EQUIVALENCY CREDIT, AND COMMANDER ELECTIVES

Modules	Equivalency Credit
Advanced Civil Air Patrol Communications	
Civil Air Patrol Publications	
The Care and Feeding of a Member	
Compliance Requirements	IGC
Core Values for Leaders	CCRSC, Tier 3 PME, Tier 4 PME, Tier 5 PME
Data-Driven Decision Making	
Delegating	Tier 4 PME, Tier 5 PME
Developing Full Range Leadership	Tier 4 PME, Tier 5 PME
Developing Our Members	Tier 3 PME, Tier 4 PME, Tier 5 PME
Effective Volunteer Teams	
eServices for Leaders	
Finance and Physical Assets	
Generational Management and Engagement	
Leading People and Managing Stuff	Tier 3 PME, Tier 4 PME, Tier 5 PME
Legal and Complaint Processes	NLOC, IGC
Meetings and Meeting Planning	Tier 4 PME, Tier 5 PME
Motivating and Mentoring	Tier 4 PME, Tier 5 PME
Planning and Decision Making	Tier 3 PME, Tier 4 PME, Tier 5 PME
Problem Solving	Tier 3 PME, Tier 4 PME, Tier 5 PME
Public Affairs and Branding	
Reaching Outside the Squadron	
The Role of Boards and Committees	
The Roles of the Squadron Commander and Staff	
Safety and Risk Management for Squadron Level Leaders	NSOC
Squadron Level Leadership	
Squadrons and the Missions	
Working with the Cadet Advisory Council	
Squadron Commander Training (Electives):	
Appointing and Utilizing Staff	Tier 4 PME, Tier 5 PME
Commander's Intent	Tier 4 PME, Tier 5 PME
Command Responsibility in Finance	
Communication Skills for Command	Tier 4 PME, Tier 5 PME
The Complaint Process and Your Responsibility	NLOC, IGC
Customs, Courtesies, and Ceremonies	Tier 4 PME, Tier 5 PME
How Commanders Use eServices	
The Partnership between the Cadet Advisory Council and the Commander	
The Role and Responsibilities of the Squadron/Flight Commander	
Stewardship and Risk Management	NSOC
Taking Command	Tier 4 PME, Tier 5 PME

Attachment 6
LEVEL IV CONTENT, EQUIVALENCY CREDIT, AND COMMANDER ELECTIVES

Modules	Equivalency Credit
Boards and Board Leadership	
The Civil Air Patrol and United States Air Force Relationship	
Choosing the Right People for The Right Job	Tier 4 PME, Tier 5 PME
The Civil Air Patrol Safety Program for Group or Wing Level Leader	NSOC
Conflict Management	CCRSC, NLOC, IGC, Tier 5 PME
The Core Values in Action	CCRSC, Tier 3 PME, Tier 4 PME, Tier 5 PME
Critical Thinking	Tier 3 PME, Tier 4 PME, Tier 5 PME
Developing Personal Leadership Philosophy	Tier 5 PME
Diversity and Equal Justice	Tier 3 PME, Tier 4 PME, Tier 5 PME
Effective Communication with External Partners	
Emotional Intelligence	Tier 4 PME, Tier 5 PME
Governance and Corporate Process Structure	
Leadership Challenges Today	
Maintaining High Performing Teams	Tier 4 PME, Tier 5 PME
Management Principles	Tier 4 PME, Tier 5 PME
Mentoring Skills and Program Development	Tier 5 PME
NHQ Operations and Staffing	
Operations at Group and Wing Levels	
Planning and Leading A Major Activity	
Prioritization and Time Management	Tier 3 PME, Tier 4 PME, Tier 5 PME
Recruiting and Retention	
Shaping Cultures of Trust and Innovation	Tier 5 PME
Staff Processes	Tier 5 PME
Using New Media to Communicate	
Valuing Volunteers	CCRSC
Group Commander (electives):	
Engaging and Working with the Cadet Advisory Council	
eServices for Group Commanders	
Group Staffing	Tier 5 PME
Membership Issues	NLOC, CCRSC, IGC
The Role and Responsibilities of the Group Commander	
The Role of the Group	

Attachment 7
APPROVED DIRECTOR/STAFF OPPORTUNITIES FOR LEVEL IV AND LEVEL V

Advanced First Aid/First Responder Training	National Legal Officer College
Advanced Incident Command System Training: ICS-400	National Operations Center Augmentee Training
Airborne Real-time Cueing Hyperspectral Enhanced Recon (ARCHER) Operator Training (no longer offered)	National Staff College (phased out in Aug 2020)
CAP Inspector General College	Pilot Continuation Training
CAP National Safety Officer College	Region Staff College (phased out in Aug 2020)
Chaplain Corps Region Staff College	Satellite-transmitted Digital Imaging System (SDIS) Operator Training (no longer offered)
Community Emergency Response Team (CERT) Training	Squadron Leadership School (phased out in Aug 2020)
Corporate Learning Course (phased out in Aug 2020)	Training Leaders of Cadets
ICISF CISM Training (Individual Crisis Intervention & Peer Support, Group Crisis Intervention, Pastoral Crisis I & II, Advanced Crisis Intervention, Psychological First Aid, ICISF's Suicide Prevention, Intervention, and Postvention; QPR Institute Gatekeeper Suicide Prevention Training)	WaldoAir Training
Intermediate Incident Command System Training: ICS-300	Wing, Region and National Cadet Courses (includes encampments, NFAs, NCSAs)
Mountain Flying Clinics/Mountain Fury Course	Wing, Region and National Education and Training Activities
National Check Pilot Standardization Course	Wing, Region, and National Aerospace Education Activities
National Emergency Services Academy (NESA) including its subordinate schools (National Ground Search and Rescue School, Incident Command System School, Mission Base Staff School (no longer offered), Mission Aircrew School	

Note: Courses are subject to change. Contact CAP/ET (capvolu@capnhq.gov) for the most current listing and with questions.

Attachment 8
LEVEL V CONTENT, EQUIVALENCY CREDIT, AND COMMANDER ELECTIVES

Modules	Equivalency Credit
Boards at the Region and National Level	
Capstone Project	
The Chief Operating Officer and CAP-USAF Commander Perspectives	
Civil Air Patrol Culture and Its Unique Challenges	
Civil Air Patrol Governance	
The Civil Air Patrol Strategic Plan	
Committees and Teams	Tier 4 PME, Tier 5 PME
Developing Staff and Succession Planning	Tier 4 PME, Tier 5 PME
Emerging Leadership Trends	Tier 4 PME, Tier 5 PME
Ethical Leadership	CCRSC, Tier 4 PME, Tier 5 PME
Local to the Global: A Broadened View of Civil Air Patrol	
Financial Management	
Government Relations	
Leading Change	Tier 5 PME
Logistics and Property Management	
Marketing and Strategic Communications	
Mentoring Programs	CCRSC, Tier 4 PME, Tier 5 PME
The National Commander's Perspective	
Preparing to Serve on Region or National Staff	
Operations at a Strategic Level	
Safety and Risk Management for Region and National Leaders	NSOC
Strategic Leadership	Tier 5 PME
Region Commander Training (Electives):	
Challenging Situations and Region Command	
Finances at the Region Level	
Fleet Management	
Linking the Region to the Strategic Plan	
Logistics at the Region Level	
Region Commander Roles and Responsibilities	
Selecting Members of the Board of Governors	
Strategic Engagement with the Cadet Advisory Council	

Attachment 9
PME EQUIVALENCY CREDIT TIERS

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Basic Training	Noncommissioned Officer PME Part 1 (E-4 to E-5 Paygrade)	Noncommissioned Officer PME Part 2 (E-6 Paygrade)	Warrant Officer PME Part 1-3 (WO-1 to CWO-5 Paygrade)	Noncommissioned Officer PME Part 3 (E-7 to E-8 Paygrade)
No Equivalency Credit Special Path for Level II for Current/Former Military	Airman Leadership School or equivalent	NCO Academy or equivalent	Commissioned Officer Initial Training (O-1 Paygrade)	Noncommissioned Officer PME Executive (E-9 Paygrade)
	PLDC	First Class Petty Officer's Course	Commissioned Officer PME Part 1 (O-2 to O-3 Paygrade)	Commissioned Officer PME Part 2 (0-4 Paygrade)
	Warrior Basic Leader Course	Warrior Advanced Leader Course	Warrant Officer Commissioning	Commissioned Officer PME Part 3 (0-5 to O-6 Paygrade)
	NCO Leadership School	USMC SSgt NCO Course	Warrant Officer Advanced Course	Air Command and Staff College
	USN or USCG Petty Officer's Course	USN or USCG Leading Petty Officer's Course	US Navy-designated "Primary PME" Course	Marine Corps Staff College
	US Navy-designated “basic PME” Course	US Navy-designated "Basic PME" Course	Warrant Officer Intermediate Level Education	US Army Command and General Staff College
			Warrant Officer Staff Course	USN Naval Postgraduate School
			Warrant Officer Senior Service Education	College of Naval Command and Staff
			Officer Training School	Joint Forces Staff College
			Officer Candidate School	Any designated JPME Phase I College (Contact NHQ for more info)
			ROTC (4-year or with evidence of an Armed Service Commission)	Air War College
			Service Academy	Army War College
			Squadron Officer School	Naval War College
			Army Basic Officer Course	National War College
			Army Advanced Officer Course	Industrial College of the Armed Forces
			USMC Basic Officer Course	Eisenhower School for National Security and Resource Strategy
			USN or USCG Division Officer Course	Any designated JPME Phase II College (Contact NHQ for more info)
			US Navy-designated "Primary PME" Course	Senior NCO Academy
				Warrior Senior Leader Course
				USN or USCG Chief Petty Officer Course
				Sergeant Major Academy
				USN Senior Enlisted Academy
				Senior Noncommissioned Officer Academy or Equivalent
				US Navy-designated "Primary PME" Course
				USAF Chief's Course
				Joint Senior NCO PME
				Command Sergeant Major Academy

Attachment 10
GRANDFATHER CLAUSE

Level I: Members working on Level I, will transition to the Senior Member Education and Training Program requirements outlined in this regulation on 04 August 2020. There is no grandfather period for Level I.

Level II: Members working on Level II, who completed Squadron Leadership School (SLS) and the Officer Basic Course (OBC) before 04 August 2020, will have a three-month grandfather period to complete the legacy program. Members working on Level II, who did not complete SLS and OBC before 04 August 2020, will transition to the Senior Member Education and Training Program requirements outlined in this regulation. The grandfather period for Level II ended on 30 November 2020.

Level III: Members working on Level III, who completed the Corporate Learning Course (CLC) before 04 August 2020, will have a six-month grandfather period to complete the legacy program. Members working on Level III who did not complete CLC before 04 August 2020, will transition to the Senior Member Education and Training Program requirements outlined in this regulation. The grandfather period for Level III ended on 28 February 2021.

Level IV: Members working on Level IV, who completed Region Staff College (RSC) before 04 August 2020, will have a nine-month grandfather period to complete the legacy program. Members working on Level IV who did not complete RSC before 04 August 2020, will transition to the Senior Member Education and Training Program requirements outlined in this regulation. The grandfather period for Level IV will end on 31 May 2021.

Level V: Members working on Level V, who completed the National Staff College (NSC) before 04 August 2020, will have a nine-month grandfather period to complete the legacy program. Members working on Level V who did not complete NSC before 04 August 2020, will transition to the Senior Member Education and Training Program requirements outlined in this regulation. The grandfather period for Level V will end on 31 May 2021.

Attachment 11
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References.

CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates* and

CAPR 40-1, *CAP Senior Member Education and Training Program*

CAPR 40-2, *Test Administration and Security*

CAPR 50-1, *Civil Air Patrol Aerospace Education Mission*

CAPR 265-1, *The Civil Air Patrol Chaplain Corps*

Forms Prescribed.

CAPF 2A, *Request for and Approval of Personnel Action*

CAPF 11, *Senior Member Professional Development Program Director's Report*

CAPF 24, *Application for Senior Member Professional Development Awards*

CAPF 45, *Senior Member Master Record*

Acronyms.

ACSC—Air Command and Staff College

AFRCC—Air Force Rescue Coordination Center

AUDL—Air Force Distance Learning

AWC—Air War College

BISC—Basic Inland Search and Rescue Course

CAP/DPR—National Headquarters Civil Air Patrol Personnel (Registrar functions)

CAP/ET—National Headquarters Civil Air Patrol Chief, Education and Training

CAPP—Civil Air Patrol Pamphlet

CAPR—Civil Air Patrol Regulation

CEO—Chief Executive Officer

CLC—Corporate Learning Course CPBC—

Cadet Protection Basic Course CCRSC—

Chaplain Corps Region Staff College

DCS ET—Deputy Chief of Staff for Education and Training (region)

DET—Director of Education and Training (wing)

EO—Equal Opportunity ET—

Education and Training ETO—

Education and Training Officer FAA—

Federal Aviation Administration

FEMA—Federal Emergency Management Agency

HC—Chaplain

IGC—Civil Air Patrol Inspector General College

NCOA—Non-Commissioned Officer Academy

NHQ—National Headquarters NLOC—

National Legal Officers College NSC—National

Staff College

NSOC—National Safety Officer College

OBC—Officer Basic Course OPSEC—

Operations Security Awareness PME—

Professional Military Education RSC—

Region Staff College

SAR—Search and Rescue SLS—

Squadron Leadership School

SNCO—Senior Non-Commissioned Officer Academy

SOS—Squadron Officer School