

New Horizons

Guide to Cadet to Senior Member Transition



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GUIDE TO CADET TO SENIOR MEMBER TRANSITION

PREFACE

Cadets use this guide when beginning the transition period between their cadet membership and senior membership.

This pamphlet is designed to be a guide to show cadets how to transition from cadet to senior membership status.

Features for this pamphlet include:

- ▶ A comparison of the cadet and senior professional development education structures.
- ▶ Definitions and resource lists for publications and programs most frequently used by senior members.
- ▶ Information on who at the local unit the cadet can speak to when going through the transition process.
- ▶ A description of the senior member professional development program



New Horizons

**TABLE OF
CONTENTS**

Foreword..... 1

Section One: Comparing Structures 3

Section Two: Definitions And Professional Development Resources..... 7

Section Three: How To Get Started 11

Decision Time 11

Grade Conversion 14

Know What You Are Entitled To 15

Perks..... 16

Helpful Suggestions..... 17

Section Four: Components Of The Professional Development Program 18

Documentation 18

How Promotions Work 20

Level I Orientation (And Why) 21

Specialty Track Selection 22

Level II (Certificate Of Proficiency)..... 24

Level III (Loening Award) 25

Level IV (Garber Award) 25

Level V (Wilson Award)..... 26

Section Five: Conclusion 27

New Horizons

AN IMPORTANT DECISION

You have an important decision to make. If you are over 20 years old, you will have to choose whether to become a senior member. You must make this choice before you turn 21, because **on your 21st birthday, you will automatically be removed from the Civil Air Patrol cadet rolls. Your membership does not automatically transition to senior member status,** therefore you will no longer be a CAP member. See Section 3 for more details. Please don't allow this to happen. You are valuable to Civil Air Patrol, your experience as a cadet makes you a role model to the younger cadets, and an important resource to the senior staff in your unit. Simply put, we don't want to lose you. It's CAP's job to help you to achieve your goals and grow, while you contribute to the continued success of your unit and to CAP in general.

Purpose Of This Guide

The basic purpose of this guide is simple: to give you, the 18 - 20 year old cadet, an overview of the Senior Member Professional Development Program, its activities, programs, and progression.

Whether you have been in Civil Air Patrol (CAP) for one year or five years, contemplating a transition from cadet to senior membership may seem confusing, even a bit daunting. It's a new beginning - an opportunity to move into a different frame of reference, with new responsibilities and new opportunities to grow. There will be many learning opportunities, new experiences, and perhaps new anxieties.

This guide's purpose is to give you a place to start.

This guide's purpose is to give you a place to start. It will give you an idea of what's expected of you as a senior member, and describe the Senior Member Professional Development Program and

Questions You Should Ask

its component parts. It will list and briefly describe some of the most frequently used terms and resources so you will know where to find the answers to your questions, as well as outlining what your cadet membership entitles you to when you become a senior member. Finally, it will provide you with a few helpful tips to make the transition easier for you and your unit.

There is life after cadet membership, and it can be just as rewarding and fulfilling; but there are some questions that nearly all cadets ask themselves as they become eligible to, “turn senior:”

1. Do I want to become a senior member?
2. What do senior members really do?
3. Is there a training program, and if so, how does it work?
4. Will there be anyone to help me, or will I be on my own?

The answer to the first question lies within you. Reading this guide can provide you with information to help you answer that question, and the others. When you have finished, we hope that the answer to that question is “Yes.”

Section One

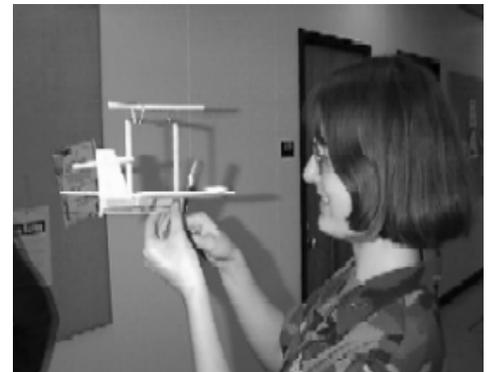
Comparing Structures

INTRODUCTION

One of the first steps in understanding what the Senior Member Professional Development Program is all about is to take a look at the different structures of both it and the Cadet Program. Understanding the differences between the structures and the reasons why they are different are key in charting your course of participation in senior membership.

CADET PROGRAM STRUCTURE

As you know, the Cadet Program is structured around mentoring, assigned texts, classroom discussion, self-study, structured activities, and periodic examinations. These materials and class structure are designed to give strict guidance and conformance to a uniform program of learning and growth through all phases of the cadet career.



While there are differences in structures of the Cadet Program and the Professional Development Program, you can use many of your experiences as a cadet to help you as a senior member.

The subjects discussed in the cadet program, leadership education, moral leadership, aerospace education, and physical fitness are the core of the cadet's learning experience, and are uniform throughout the cadet program. Although some variation is allowed to stimulate and maintain a cadet's interest, the primary focus for all cadets is basically the same. A cadet may decide how far to go in the Cadet Program, but once the decision is made, the requirements to achieve the goal are unchanging.

For the administrators of the program: the leadership officers and deputy commanders for

**PROFESSIONAL
DEVELOPMENT
PROGRAM
STRUCTURE**

cadets, the structure provides a series of goals for the cadets to achieve within a defined structure. Therefore, an evaluation of the cadet's progress is simplified because the goals are already defined.

The cadet program, like school, conforms to the youth's way of life. Cadets are hearty veterans of the school - lecture - assignment - evaluation (testing) lifestyle, and are generally used to these practices. As such, generally the structure of the Cadet Program is effective for the audience intended.

The Senior Member Professional Development Program offers senior members more flexibility in the goals they wish to achieve, how they achieve their goals, and how they train. Like the Cadet Program there is a definite achievement structure, but unlike the Cadet Program, where the achievement structure is focused inward towards personal development, the achievement structure of the professional development program is focused outward, towards the administration of the unit's organizational programs.

The Senior Member Professional Development Program offers senior members more flexibility in the goals they wish to achieve, how they achieve their goals, and how they train.

**SENIOR MEMBER
TRAINING
RESOURCES**

Additionally, unlike the cadet program, the professional development program relies heavily on on-the-job training. Senior members chart their own course for training. They decide what they want to be as well as how high they want to go. Part of this is because their meeting time is spent primarily on administrating the unit. This means that leadership training to senior members, in particular, is not a laboratory or academic exercise like it was in the Cadet Program. When successes are achieved and mistakes are made in Professional Development, they happen in the context of running the unit.

Specialty Track Study Guides

To help seniors receive the training they need the member has Specialty Track Study Guides, which are pamphlets designed to provide the member with an overview of a particular staff position, list duty requirements, and the criteria to achieve a skill level. This way, they can learn their job while they do their job. Ideally, there are mentors in the unit who help more inexperienced members to learn their jobs, but if there isn't, the member must find a way to learn independently.

The primary source for research and guidance for senior members are CAP manuals and regulations.

Most of the study guides have no independent study or examination requirement (though there are exceptions). It is up to the senior member to research the job and read the regulations, manuals, and other training aids to master the specialty chosen.

CAP Directives

This brings up an important point. The primary source for research and guidance for senior members are CAP manuals and regulations. This is a valuable store of information, and it would be a good idea to invest in a current library of CAP publications so you can have continuous reference, even away from the unit.

Online Options

In addition to the study guides, senior members also choose from a variety of online courses to develop their skills. New courses, designed to meet specific needs of the senior member, are added all the time.

Classroom

The classroom time that senior members do have is structured around seminar-type discussions at conferences at wing, region, and national level. There are also five primary courses, which senior members attend as requirements towards Senior Member Professional Development awards, as well as several other optional courses for those in specific specialties. Both the awards and schools will be described in detail later in this guide.

Textbook Courses

CADET AND PROFESSIONAL DEVELOPMENT PROGRAM SIMILARITIES

There are, however, two general requirements for senior member progression and promotion that encompass textbook study and examinations: the Aerospace Education Program for Senior Members (AEPSM, or the Yeager Award), and ADL-13, CAP Senior Officer Course (depending on your level of achievement in the cadet program, you may already have completed ADL-13). These courses will also be described in more detail later.

In a final comparison of the cadet and senior professional development programs; there are two other areas that

the two programs have in common: drill and ceremonies, and customs and courtesies. As an auxiliary of the United States Air Force, *all* members are required to be familiar



Senior members are required to know basic drill and ceremonies and customs and courtesies, just as cadets are.

with drill and ceremonies, and customs and courtesies. The good news is, as former cadets, you will have the advantage of already being proficient at this component of CAP life. But being familiar with these skills also carries with it an obligation to share that knowledge with new members – senior and cadet – so that they will also be able to participate fully in CAP programs.

Section Two

Definitions and Professional Development Resources

DEFINITIONS AND RESOURCES

Professional Development Report

Monthly Membership Listing

Specialty Track

Specialty Track Ratings

Professional Development Officer

Level I

Before going further it's useful to present a list of the most frequently used and heard terms and acronyms, with brief explanations.

- **PDR:** Professional Development Report. This is CAP's **official** record of your progress. It documents your participation in the Professional Development program. It also shows your grade, date of rank, and other information.
- **MML:** Monthly Membership Listing. This document shows your membership status in CAP. It shows when you last joined, whether you are due for renewal, aeronautical rating, mailing address, etc.
- **Specialty Track:** This is a three-digit code that CAP uses to identify its different staff positions and jobs, for example: Logistics, Cadet Programs, Aerospace Education, etc. A listing of all the specialty tracks available is listed on pages 23 and 24.
- **Specialty Track Ratings:** Specialty tracks have three levels of achievement: Technician, Senior, and Master.
- **Professional Development Officer (PDO):** This officer has the responsibility of planning, implementing, and tracking member progress through the Professional Development program within their unit.
- **Level I Orientation:** This is the introductory course describing the basic structure and functions of CAP.

**Cadet Protection
Program Training**

- **CPPT:** Cadet Protection Program Training. This is a **mandatory** program for all senior members working in any capacity with cadets, as well as cadets 18 years of age or older. This course heightens your awareness of inappropriate behavior towards CAP members, and is designed to help CAP protect all members, especially its youngest members, from sexual predators.

**Squadron
Leadership School**

- **SLS:** Squadron Leadership School. A requirement for Level II (Certificate of Proficiency), this course is designed to provide an orientation to basic squadron operations, customs and courtesies, and verbal/written communications.

**Corporate Learning
Course**

- **CLC:** Corporate Learning Course. A requirement for Level III (Loening Award), this course provides an orientation to wing level operations, and how those operations interact with squadron activities.

Region Staff College

- **RSC:** Region Staff College. A requirement for Level IV (Garber Award), These colleges (one annually per region) provide selected senior members with the ability to better execute the duties and responsibilities associated with CAP command and staff positions.

**National Staff
College**

- **NSC:** National Staff College. A requirement for Level V (Wilson Award). The capstone requirement for a CAP member's executive training. It is designed to meet the needs of those members who are, or will be, assuming positions of national importance within Civil Air Patrol.

**Inspector General
College**

- **IGC:** Inspector General College. A national-level school for CAP Inspectors General. Can be used as a substitute for Region Staff College.

**National Legal
Officer College**

- **NLC:** National Legal Officer College. A national-level school for CAP Legal Officers. Can be used as a substitute for Region Staff College.

**Unit Commanders
Course**

- **UCC:** Unit Commanders Course. While not mandatory, a course, which orients selected members to the rigors of squadron and group level command.

**Aerospace
Education Program
for Senior Members**

**Air Force Institute for
Advanced
Distributed Learning**

ADL-13

ADL Form 17

ADL Form 23

CAPP 8

**200 Series
Pamphlets**

CAPM 20-1

- **AEPSM:** Aerospace Education Program for Senior Members (also called the Yeager Award). This training program is designed to provide senior members with a strong foundation in aerospace education, and is very similar to the aerospace requirement of the cadet program. This self-study course, using the text, *Aerospace: the Journey of Flight*, can be taken either open book (correctable to 100%), or closed book (70% minimum passing grade, correctable to 100%).
- **ADL:** Air Force Institute for Advanced Distributed Learning. The USAF's correspondence school for professional development. CAP members are authorized to enroll in selected courses.
- **ADL 13:** CAP Senior Officer Course. An in-depth examination of CAP organization, customs and courtesies, and communications skills. A requirement for the Certificate of Proficiency.
- **ADL Form 17:** Request for Assistance. The form used to ask for an extension, change enrollment data, or request a course examination from ADL.
- **ADL Form 23:** ADL Enrollment Application. This form is used to enroll in most courses offered by ADL, including all CAP-specific courses.
- **CAPP 8:** Test Control Officer Guide to Air Force Institute for Advanced Distributed Learning. This booklet will discuss how to enroll in and administer ADL courses at the unit level.
- **200 Series Pamphlets:** these are CAP's specialty track training guides used to assist members in learning the specialty of their choice.
- **CAPM 20-1:** The CAP Organization Manual. Provides in-depth analysis of the various command structures within CAP as well as a list and explanation for every member duty position within CAP.

- CAPM 39-1**

 - **CAPM 39-1:** The CAP Uniform Manual.
- CAPM 39-2**

 - **CAPM 39-2:** The CAP Membership Manual.
- CAPM 35-1**

 - **CAPR 35-1:** Assignment and Duty Status. Provides guidance on assignment and duty status procedures.
- CAPR 35-5**

 - **CAPR 35-5:** CAP Officer and Noncommissioned Officer Appointments and Promotions. Procedures on CAP promotions and demotions.
- CAPR 50-17**

 - **CAPR 50-17:** The CAP Senior Member Professional Development Program. This is the primary source of information pertaining to your development as a senior member.
- CAPP 50-5**

 - **CAPP 50-5:** The Introduction to Civil Air Patrol. This book is the companion to the Level I Orientation Course, and discusses CAP's rich heritage, organization, resources, and missions.

Section Three

How To Get Started

DECISION TIME

As you read at the beginning of this pamphlet, your membership does not automatically transfer to senior member status when you turn 21. **You must apply for senior membership prior to your 21st birthday, or you will automatically be dropped from CAP's membership rolls.**

Your membership does not automatically transfer to senior member status when you turn 21.

You must apply for senior membership prior to your 21st birthday, or you will automatically be dropped from CAP's membership rolls.

Applying For Senior Membership

You can transfer to senior membership by filling out a CAP Form 12, Application for Senior Membership, along with the accompanying fingerprint card. Be sure to write "CADET TO SENIOR" across the top of the CAP Form 12 to clarify your status and avoid paying additional dues.

What The Transition Means To You

Becoming a senior member signals more than a willingness to continue with Civil Air Patrol. It's an acknowledgement of the gifts CAP has given you, and recognition that you have an opportunity to give something back to the organization. While many former cadets report that being a senior member is at least as fun, they also say that becoming a senior member entails more responsibility. This requires a change in mindset. As a cadet you were allowed more latitude, it was a chance to grow and practice leadership, as a senior member, you will be expected to demonstrate leadership. As a cadet, you may have led other cadets, but you were not responsible for them. As a senior member, you are responsible for others, particularly when in the leadership role. It's a challenge to become a senior member, and in large

Who To Talk To

measure master Civil Air Patrol again. More importantly, it's a chance to give back to the people you helped you succeed as a cadet, and provide that chance to cadets now entering the program. Rest assured, you *can* do it!

It's a good idea to speak to your Professional Development Officer (PDO) in your unit a couple of months before you transition to senior membership. Introduce yourself and ask if he or she can sit down and talk to you. The point here is to let the person know that you know who they are and that you are interested in what's happening.

Take a little time to figure out what you want to do, what you are interested in, and how much time you want to spend with CAP in the immediate future. With that in mind, write out a list of goals that you want to accomplish for yourself. Do you want to get into a ground team, become a scanner or observer, work with the unit's records, or continue to work with cadets? Do you have the extra time for weekend activities or are you only able to attend regular meetings?

When you are ready, go back to the PDO with the list. Ask for an overview of the different jobs available and how to train to do the jobs. The PDO can help you get started. If you don't know what you want to do, or just want to take a break, that's fine. That's natural, as is wanting to change your mind if a job's not what you expected it would be. Just know what's available to you.

What To Read

One of the best things you can do is to buy or download a complete set of CAP regulations. As a personal resource they are priceless. Should you have any question, those publications will provide the answer, or at least steer you in the right direction. You can download most publications from CAP's web page at www.cap.gov, click "Publications." You may also

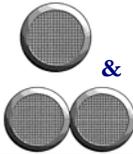
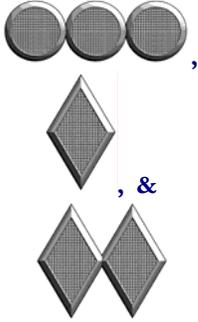
One of the best things you can do is to buy or download a complete set of CAP regulations.

**GRADE
CONVERSION**

choose to purchase a set through the CAP Bookstore.

The conversion chart on the next page shows you what grade you are eligible for when you become a senior.

**Cadet To Senior
Grade Conversion
Chart**

<i>Cadet Training Completed</i>	<i>Grade Before Level I/CPPT Verification/FBI Record Check</i>	<i>Initial Grade Eligible for Award with Squadron Commander's Approval if Member is 18-20</i>	<i>Initial Grade Eligible for Award with Squadron Commander's Approval if Member is 21.</i>
<p>Before Mitchell (C/CMSgt and Below)</p> 	Senior Member without Grade	Senior Member without Grade	Senior Member without Grade
<p>Mitchell</p> 	Senior Member without Grade	Flight Officer 	2 nd Lt 
<p>EARHART AND EAKER</p> 	Senior Member without Grade	Technical Flight Officer 	1 st Lt 
<p>SPAATZ</p> 	Senior Member without Grade	Senior Flight Officer 	Captain 

**KNOW WHAT
YOU'RE ENTITLED
TO**

**Special
Considerations**

**Emergency Services
Qualifications**

Transferring Awards

As you can see, becoming a senior member doesn't necessarily mean beginning from scratch. Cadets who have been awarded the Mitchell, Earhart, or Spaatz awards may be exempt from Level I orientation (but not CPPT) and may be awarded the grades of 2nd Lt, 1st Lt, or Captain respectively. See CAPM 39-2 for details.

In most cases, cadets will have taken CPPT within 6 months after their 18th birthday, so Cadet Protection completion will not be an issue.

All cadets transitioning to senior member status are required to submit a fingerprint card with their membership application.

Those cadets who transfer to senior membership after their 18th birthday, but who didn't complete CPPT while they were eligible as a cadet, will be required to take Cadet Protection training. All cadets transitioning to senior member status are required to submit a fingerprint card with their membership application.

If you haven't received the Mitchell, Earhart, or Spaatz and have the time to get one, try to complete the requirements before you become a senior member. You'll learn a little more while still a cadet, and you can reap the benefits as a senior.

As a cadet transitioning to senior member status, you can still keep your 101 card qualifications, radio permits, and sorties towards your Search and Rescue ribbon. This will enable you to continue to work ES missions without interruption.

If you are a pilot, you may qualify to fly corporate aircraft. Consult CAPR 35-6, and CAPR 60-1 for further information.

Many of your ribbons transfer over to senior membership. Encampment, National Cadet Special Activities, National Cadet Competition, International Air Cadet Exchange, Disaster Relief, Find, Search and Rescue, Service, the highest cadet achievement ribbon you attained, and all ribbons you earned from Unit Citation and higher can be

transferred to your senior member uniform. See CAPM 39-1 for details.

PERKS

There are many benefits to becoming a senior member other than the opportunities for advancement at the senior level.

Scholarships

Among the most valuable are scholarships. That's right, as a senior member you can compete for many undergraduate and graduate scholarships awarded by CAP and selected colleges and universities.

ADL

The Air Force Institute for Advanced Distributed Learning (ADL) offers many courses that are open to senior members. Among these are courses specific to CAP including Safety, Scanner, and Observer. Many of these courses satisfy training requirements towards specialty track ratings or Emergency Services ratings.

Courses open to you may not be directly related to any specialty. You may enroll in many Air Force specific courses; among these are the Squadron Officer School, Air Command and Staff College, and Air War College (some prerequisites apply, see CAPR 50-17 for details). Though these courses aren't required for CAP, they can be used to substitute for certain CAP courses, such as ADL-13, Region Staff College or National Staff College.

Job Skills

The skills you learn and the jobs you perform while a senior can serve you in the workforce. Administrative, interpersonal, and problem solving skills are essential in today's job market. What you learn here as a senior can serve you well in the future.

Freedom To Choose

Finally, because of the structure of the professional development program you can chart your own course. You have the ability to choose what you want to do, and barring regulatory violations or preventing the smooth operation of your unit, you have pretty wide latitude when it comes to accomplishing your job. That freedom can be a wonderful feeling.

HELPFUL SUGGESTIONS

These are just a few hints to give you a bit of an advantage so you can make the transition to life as a senior member a little easier.

- Before you transition, look through your Cadet Master Record and qualification cards to ensure all are current.
- Ask for permission to spend time with different staff officers, to see if there are any positions/specialties you find of particular interest.
- Scan through the regulations and manuals listed in the Definitions and Resources List, for a more complete picture.
- If you have some time before you become a senior member, try to complete Mitchell/Earhart/Spaatz requirements.
- If you think there may be a problem involving your relationship with the cadets as you move on from fellow cadet to leader and mentor, consider distancing yourself from the Cadet Program for a period of time after you turn senior. This enables you, the cadets you have worked with, and the senior members around you to get a fresh start, and not be burdened with the temptation to conduct yourself as a cadet.

This last suggestion may sound harsh, but it will help create the change in mindset you will need to be an effective senior member, now and in the future.

These are suggestions that have helped cadets in the past during their transitions. There may be things that you and your commander can think of that can also help.

Section Four

Overview Of The Professional Development Program

INTRODUCTION

This section presents an overview of the Senior Member Professional Development Program. It will not attempt to examine every facet; rather, it will provide a general review of the opportunities open to you and what it is expected when you enter the program.

DOCUMENTATION

Many of the forms you will be using as a senior member will be explained below. You may download most of them through CAP's homepage at www.cap.gov. You may notice that some of these forms were mentioned in the Definitions and Resources section, but they are so important that it's imperative to discuss them again.

CAP Form 2

- **CAPF 2:** Request for Promotion/Demotion Action. All promotion requests, whether for duty performance, special appointment, or mission related skill are initiated on this form. It is also used as a demotion request should a case arise. The form is very simple to use, and its reference is CAPR 35-5.

CAP Form 2A

- **CAPF 2A:** Request for and Approval of Personnel Actions. It's best description is, "It's a general purpose form." That's exactly what it is. Nearly every routine action, from appointments to service awards, are initiated on this form. The "Other" check in Section IV makes it truly multi-purpose. Each section refers to the guiding CAP regulation, making it very easy to complete.

CAP Form 8

- **CAPF 8:** Request for Blank Forms. You may request forms through National Headquarters

using this document. CAPR 5-4 is the prescribing directive.

CAP Form 11

- **CAPF 11:** Professional Development Directors Report Form. You will see this form often. It provides documentation that certain professional development activities have been carried out. It records participation in Level I, CPPT, SLS, CLC, RSC, NSC, IGC, NLC, and UCC. HQ CAP will not recognize member completion of these activities if this form as not been completed. Refer to CAPR 50-17.

CAP Form 12

- **CAPF 12:** Application for Senior Membership. When you are ready to submit this form, write, "Cadet to Senior, No Charge" across the top of the Form 12. You must also send in your fingerprint card. Refer to CAPR 39-2.

CAP Form 17

- **CAPF 17:** Application for Senior Member Activities. This form is used to request permission to attend professional development training activities, among others. Whether or not this form is required for application to an activity is dependent on the activity director. Refer to CAPR 50-17.

CAP Form 24

- **CAPF 24:** Request for Professional Development Awards. This form is used to request awards at Levels II - V. Refer to CAPR 50-17.

CAP Forms 45 and 45B

- **CAPF 45 and 45B:** Senior Member Professional Development Records. These forms record your progress at the unit level. They should be continuously updated and documented as they serve to back up the Professional Development Report issued by HQ CAP. Refer to CAPR 50-17.

CAP Form 60

- **CAPF 60:** Emergency Notification Data Card. Used to record information regarding next of kin. Refer to CAPR 35-2.

CAP Form 78	<ul style="list-style-type: none"> • CAPF 78: Mishap Report. Used anytime there is an accident resulting in bodily injury or property damage. Refer to CAPR 62-2.
CAP Form 120	<ul style="list-style-type: none"> • CAPF 120: Application for Decoration. Anyone may submit another member for a decoration. Refer to CAPR 39-3.
FD Form 258	<ul style="list-style-type: none"> • FD 258: FBI Applicant Fingerprint Card. It must be submitted with the CAPF 12. Only this form may be used to record fingerprints.
ADL Form 17	<ul style="list-style-type: none"> • ADL Form 17: Request for Assistance. The form used to ask for an extension, change enrollment data, or request a course examination from ADL.
ADL Form 23	<ul style="list-style-type: none"> • ADL Form 23: Enrollment application. Requests enrollment in ADL courses. Refer to CAPR 50-17 and CAPP 8.
PDR	<ul style="list-style-type: none"> • PDR: Professional Development Report. This is CAP's official record of your progress. It documents your participation in the Professional Development Program. It also shows your grade, date of rank, and other information.
MML	<ul style="list-style-type: none"> • MML: Monthly Membership Listing. This document shows your membership status in CAP. It shows when you last joined, whether you are due for renewal, aeronautical rating, mailing address, etc.
HOW PROMOTIONS WORK	<p>Most promotions are duty-performance based. That is, as you progress through the professional development program, completion of the different training levels and time-in-grade makes you eligible for promotion. In this respect its really quite similar to the Cadet Program, where you also had to complete certain tasks before being promoted.</p>

**MECHANICS OF
THE
PROFESSIONAL
DEVELOPMENT
PROGRAM**

**Level I Orientation
(and Why)**

As opposed to the cadet program, tests are not the primary requirement for promotion in the Professional Development program. Instead there are seminars, job performance, and projects, which show your progression. But, there is one course and test you normally have to take in order to complete a training level (and qualify for promotion), and that is ADL 13, The CAP Senior Officer Course.

Successful completion of ADL 13 is normally required for completion of Level II (unless you have completed an



Air Force Institute for Advanced Distributed Learning

approved substitute. See CAPR 50-17 for details). This is a **self-study** course. You have one year to complete this course once the ADL Form 23 is received by ADL. Under certain circumstances, time extensions are granted when requested on an ADL Form 17. Those procedures are explained more fully in CAPP 8.

Additionally, CAPR 50-17 has a quick reference checklist (Attachment 1, *CAP Senior Member Professional Development Program Progression and Awards*) showing what's needed to complete the different training levels, and also provides a checklist of what's needed to be promoted.

Advancement in the professional development program is accomplished through completing a series of training levels. These levels are not unlike the training phases of the cadet program. To complete a training level, members take courses, and completes activities designed to make them more effective members and leaders.

Level I is the introduction to Civil Air Patrol, and consists of two parts: the Orientation Course and Cadet Protection Policy Training (CPPT). The Orientation Course gives a brief look at CAP in

general, its missions and functions, and serves as an introduction to the command structure; and the military customs and procedures it embodies. Not everyone has to take Level I. Cadets who have completed their Mitchell Award (or higher), and whose membership has not lapsed more than two years can receive a waiver. Cadets who have not received the Mitchell Award must take Level I. Regardless of whether you may qualify for the waiver, CAP encourages you to complete the Orientation Course because it looks at CAP from a senior member's perspective. It is a great refresher, and in participating actively in the discussions, you can contribute to it.

CPPT

CPPT is normally given during the same session as the Level I orientation, and it's useful to think of each as two parts of a single whole. But unlike Level

Completion of the CPPT course is for your safety, the cadets' safety, and the best interests of Civil Air Patrol.

I orientation, all members who may work with cadets must take CPPT. As stated in CAPR 50-17, Chapter 3, "Members will not work with cadets or receive promotions without this training." If you are still a cadet and have reached the age of 18, you will be required to take Cadet Protection within six months, or before your next promotion. Completion of the CPPT course is for your safety, the cadets' safety, and the best interests of Civil Air Patrol. This course is designed to heighten your awareness of inappropriate behavior towards other members of CAP, particularly cadets. You will find this course to be very constructive.

Completion of the Orientation Course and CPPT signifies completion of Level I and qualifies you to receive the Membership Ribbon. This, plus six months time in service as a senior member, makes you eligible for promotion to 2nd Lt.

Specialty Track Selection

Soon after you join you will have an opportunity to select a specialty track of study. As has been explained before, there are many different jobs available to you. You can choose whatever you

want to study, and even change what you study if you want. Each specialty has a pamphlet designed to acquaint the reader with what's expected in the job, and has a checklist to record one's progression. You can choose from the following:

- 200: Personnel Officer
- 201: Public Affairs officer
- 202: Finance Officer
- 203: Inspector General (no pamphlet)
- 204: Professional Development Officer
- 205: Administrative Officer
- 206: Logistics Officer
- 210: Flight Operations Officer
- 211: Operations Officer
- 212: Standardization/Evaluation Officer
- 213: Emergency Services Officer
- 214: Communications Officer
- 215: Aerospace Education Officer
- 216: Cadet Programs Officer
- 217: Safety Officer
- 218: Plans and Programs Officer
- 219: Legal Officer (no pamphlet)
- 220: Medical Officer (no pamphlet)
- 221: Chaplain

**Level II
(Certificate Of
Proficiency)**

- 223: Historian
- 225: Moral Leadership Officer
- 226: Recruiting and Retention Officer

Level II is really the beginning of your technical training. It is in this phase that you begin to figure out where you belong in the unit, and where you begin to get some responsibility. One of the first things to do is to attain the Technician's Rating. This means completing the Technician's portion of the specialty track you've selected. It also means that you must be assigned to a staff position, as a primary or assistant for a specific period of time (six months to a year depending on the specialty).



Senior members use seminars and small groups to do their classroom learning.

When you receive a Technician's Rating you will receive the Leadership Ribbon. This, plus 12 months time in grade as a 2nd Lt, qualifies you for promotion to 1st Lt. Yet this is only half the story.

To qualify for Level II completion, you must complete the Air Force Institute for Advanced Distributed Learning Course 13 (ADL 13, *CAP Senior Officer Course*) or equivalent, discussed earlier. You also have to attend the Squadron Leadership School. As discussed, the SLS provides insight into squadron operations. Case studies, discussion, and group assignments are integral facets of the program. This course, which lasts from 12 - 16 hours, is usually held over a weekend.

With all requirements completed you will be awarded the Certificate of Proficiency. This, with 18 months time-in-grade as a 1st Lt, qualifies you for promotion to Captain.

**Level III
(Loening Award)**

Level III is designed to prepare members for management positions within CAP, while at the same time continuing to master the specialty track selected during Level II.

You must continue in your specialty track and attain a senior rating, as explained in the track selected. When the senior rating is awarded, a bronze star is attached to the Leadership Ribbon.

Additionally, you must have served at least one year in a command or staff position. An assistant to a primary officer counts towards total staff time. This time need not be in the same job.

You must also attend two wing, region, or national conferences. One of these, as a substitute, may be the National Congress on Aviation and Space Education (NCASE), or a region level aerospace education conference.

Finally, you must complete the Corporate Learning Course (CLC). As explained before, CLC is focused on wing-level operations, and how wings and squadrons interact with each other. As with SLS, this school is normally conducted over the course of a weekend.

Once the requirements for Level III are completed, you will receive the Grover Loening Award, and after three years time-in-grade as a Captain, you are eligible for promotion to Major.

**Level IV
(Garber Award)**

Level IV is primarily command training. You are proficient in your specialty and have gained experience as a senior member, now it is time to hone those skills.

One requirement of Level IV is completion of two years in command or staff positions. Another is to attain a Master's rating in your specialty (a silver star is then attached to the leadership ribbon).

**Level V
(Wilson Award)**

Additionally, you must also complete the Region Staff College (RSC) or equivalent course. RSC takes its students to a higher level of understanding, about leadership and about Civil Air Patrol. As implied by the title, RSC is held at region level, and uses seminars, writing assignments, and problem solving techniques to prepare senior members who attend for command or staff assignments at wing and region levels. This course, in contrast to the one or two day courses described previously, last one full week, normally on a military installation or college campus.

At this level, you must also be prepared to teach or mentor your fellow members. To this end, you must serve as a staff member at an SLS, CLC, or UCC or at a wing, region, or national conference. Further, you must present a CAP-related presentation to a non-CAP group or complete the Aerospace Education Program for Senior Members (Yeager Award).

Once all requirements are completed, you will receive the Paul E. Garber Award, and with four years time-in-grade as a Major, are eligible for promotion to Lt Col.

Level V is the crown jewel of the Professional Development Program. Its prestige is not unlike the Cadet Program's General Carl A. Spaatz Award. This is the executive training phase.

You must have served at least three years in command or staff positions, conducted a Level I orientation program, and have served as a director of an SLS, CLC, or UCC or have been on RSC or NSC staff.

Finally, you must have completed National Staff College. As the name implies, this school is designed for senior members who aspire to authoritative and responsible positions at all levels of command. It is very selective, only students who



have completed Region Staff College and hold the grade of Major or above may apply.

When Level V is completed, you will be awarded the Gill Robb Wilson Award, signifying your outstanding commitment and achievement to CAP. Almost as few CAP members earn the Gill Robb Wilson Award as cadets earn the Spaatz Award in a given year.

Section Five

Conclusion

FINAL COMMENTS

It should now be clear that the end of service in the Cadet Program is really a new beginning of service to Civil Air Patrol as a senior member. There are many exciting leadership, training, and growth opportunities that await you, as you become a senior member.

As mentioned at the beginning of this pamphlet, your experience as a cadet is very valuable, to your unit and to CAP at large. CAP values your service and wants it to continue. As a senior member you can teach a new generation of cadets what you learned. Please do not miss this chance to continue to serve. It will be extremely challenging, and equally rewarding.

Key to your success as a senior member is a thorough understanding of the professional development program and the options it offers you. The more you explore those opportunities, the more you will find that you can use the experiences you gained as a cadet to help you as a senior member.

Take this book with you when you speak to the Professional Development Officer in your unit. Use it as a reference to ask questions throughout your transition, and use it as a resource when younger cadets come to you for advice about whether they should continue in CAP as a senior member when it is time for them to make their choice.

You've made an important decision to continue your valuable service to Civil Air Patrol. May you find it more even more fulfilling than before. Best wishes for success in your transition from Cadet to Senior Member status!

Good Luck!