



Squadron Leadership School Student Guide

SUPPLEMENT

Mission Support

Aerospace Education

Cadet Program

Emergency Services

Director Lt Col John S. Quinn

Presentation Schedule

Day One: Saturday 8 May 04				
Topic	Min	Course Instructor	Time Block	
REGISTRATION FOR DAY 1			0730	to 0800
Opening Remarks			0800	to 0810
(A) Organization (Section 2)	50		0810	to 0900
BREAK			0900	to 0910
(B) Progressing in CAP	50		0910	to 1000
BREAK			1000	to 1010
(C) Correspondence, The Unit Meeting	60		1010	to 1110
BREAK			1110	to 1120
(D) Effective Listening, The Military Briefing	60		1120	to 1220
LUNCH			1220	to 1320
(E) Core Values	60		1320	to 1420
BREAK			1420	to 1430
(E) Sexual Harassment & Discrimination	60		1430	to 1530
BREAK			1530	to 1540
(F) Aerospace Education (Internal)	60		1540	to 1640
BREAK			1640	to 1650
(G) Aerospace Education (External, Awards)	60		1650	to 1750
CLOSING REMARKS			1750	to 1800

Day Two: Sunday 9 May 04				
Topic	Min	Course Instructor	Time Block	
REGISTRATION FOR DAY 2			0745	to 0800
(H) Cadet Program	60		0800	to 0900
BREAK			0900	to 0910
(H) Cadet Program	60		0910	to 1010
BREAK			1010	to 1020
(I) Operations, Emergency Services	30		1020	to 1050
(J) Counter Drug, Stand/Eval	30		1050	to 1120
BREAK			1120	to 1130
(K) Drug Demand Reduction	30		1130	to 1200
(L) Safety, Communications	30		1200	to 1230
BREAK			1230	to 1330
(M) Prof Image, Customs & Courtesies	50		1330	to 1420
BREAK			1420	to 1430
Course Evaluations	30		1430	to 1500
CLOSING REMARKS, GRADUATION			1500	to 1600

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ORGANIZATION (Section 2)

Answers to Blanks

National	Maj Gen Richard L. Bowling	
Great Lakes Region	Col Willima W. Webb	
	Building 1506	
	25701 South Street	
	Selfridge ANGB MI 48045	
Ohio Wing	Col Chuck L. Carr, Jr.	800.364.4694
	7370 Minuteman Way	614.497.0116/8152
	Rickenbacker IAP	http://ohwg.cap.gov
	Columbus OH 43217-5875	

Unit Commanders Course Description

This course gives new and potential unit commanders skills in areas requiring command emphasis, basic management, and both vertical and lateral command relationships. Students will learn about processes to solve problems, save time, and keep the focus on the mission.

More specifically, the 19 hours of required courses include:

- Command Responsibility and Accountability
- Adverse Member Actions
- Recruiting and Retention
- The Committed Volunteer
- Integrating the Mission
- Your Role in Missions
- Capstone Discussion

The 7 hours of electives can come from any of the following topics.

- Motivation
- Delegating Authority
- Meeting Planning
- Unit Training Programs
- Working with Families
- Problem Solving
- Working with Group, Wing and the State Director
- Budgeting
- Your Staff: What they do for You
- Teamwork Techniques
- Effective Listening
- Successful Units
- Successful Leaders
- Setting Goals and Objectives
- Hazing

Applicants must have completed Level I, be currently enrolled in at least one specialty track with at least a Technician level, and have completed Squadron Leadership School. Completion of AFIADL 13, CAP Senior Officer Course is preferred, but not mandatory.

Other Sources of Help for the Commander and Staff

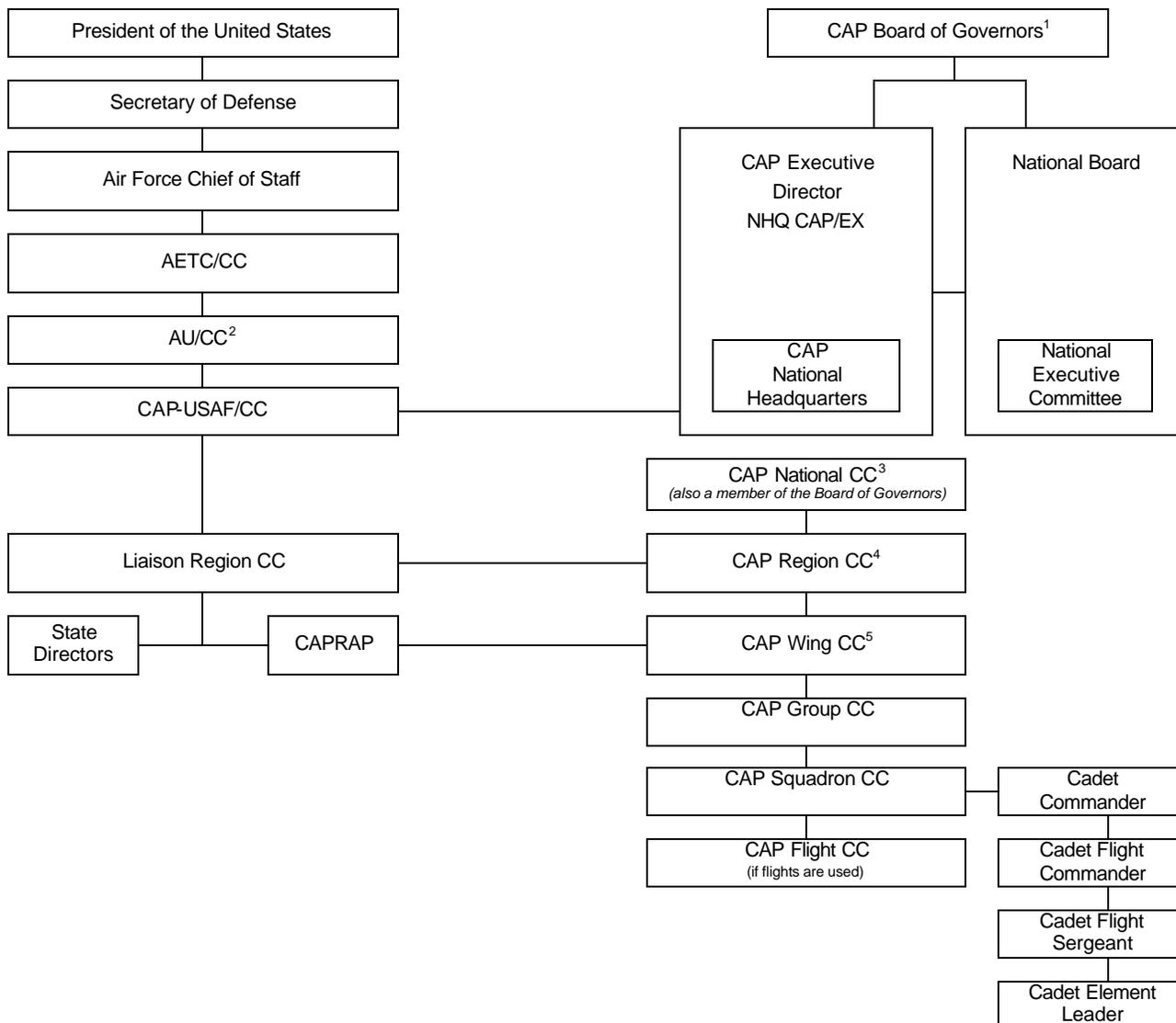
Past Unit Commanders, Group Commander and Staff, Other Unit Commanders and staff, Wing and staff.

Change of Command

UNIT:	CHARTER NUMBER:
ALL ITEMS LISTED BELOW ARE REQUIRED FOR ANY CHANGE OF COMMAND	
<p>CAPF 53 (2 copies) <i>Signature Verification Card</i> signed by: Commander Deputy Commander for Cadets Testing Officer Alternate Testing Officer <small>(Deputy Commander for Cadets required for all composite squadrons. Deputy Commanders required for cadet/senior units.)</small></p>	
<p>CAPF 27 (2 copies) <i>Organizational Action</i>. All items are to be completed.</p>	
<p>CAPF 2a (2 copies) <i>Request for and Approval of Personnel Action</i>. Issued by the receiving unit if the incoming commander is a transfer from another chartered unit.</p>	
<p>CAPF 2a (2 copies) <i>Request for and Approval of Personnel Action</i>. Issued by the Group Commander recommending the appointment and approval of a new squadron commander.</p>	
<p>CAPF 2a (2 copies) <i>Request for and Approval of Personnel Action</i>. Issued by the Wing Headquarters for the approval and appointment of Group Commanders.</p>	
<p>I hereby certify that all inventories listed on the most current S-3 (<i>Logistics Inventory</i>), S-8 (<i>Communications Equipment Inventory</i>), and S-9 (<i>Computer Inventory</i>) and S-9 (<i>Computer Inventory</i>) reports (issued by National Headquarters) or any CAPF 37 (<i>Shipping and Receiving Document</i>) issued but not entered on said inventories, contain the present location and condition of all equipment inherited, issued, purchase, donated, or otherwise acquired by this unit. I hereby accept said inventories.</p>	
_____	_____
incoming commander signature	dd/mm/yy
<p>I hereby certify that the attached CAPF 173 (<i>Financial Record for Units Below Wing Level</i>) clearly reflects all moneys due to and/or owed by this unit as of _____. I have thoroughly audited the financial records of this unit and find them in order.</p>	
_____	_____
incoming commander signature	dd/mm/yy
_____	_____
auditing official signature	dd/mm/yy
<p>I hereby certify that the attached statements and documents are true, correct and complete.</p>	
_____	_____
incoming commander signature	dd/mm/yy
_____	_____
approving commander signature	dd/mm/yy
<p>Distribution: OHWG/CV OHWG/DP Group File Squadron File</p>	

OHWGF 2 22 March 97 *Previous editions are obsolete.* *Local reproduction is authorized.*

Chain of Command Structure



¹ The Board of Governors governs Civil Air Patrol and comprises of four members appointed by the Secretary of the Air Force, four members selected by CAP and three jointly appointed by the Secretary of the Air Force and the CAP National Committee.

² the director of CAP/USAF, is under the command of AU/AETC and is responsible for oversight of CAP. The AF Homeland Security Directorate is not a Command, but develops policy for the use of CAP, and helps CAP obtain AF resources and support.

³ The CAP National Commander is also the chair of the National Executive Committee and the chair of the National Board.

⁴ Region Commanders are also members of the National Executive Committee and the National Board.

⁵ Wing Commanders are also members of the National Board.

How the Three CAP Missions Impact on Each Other

Relationship	AE	ES	CP
AE		<p>AE Impact on ES</p> <ul style="list-style-type: none"> • Aerial search and rescue • Satellite navigation and communication links • SARSAT to lead to lost aircraft • GPS assistance in ground search 	<p>AE Impact on CP</p> <ul style="list-style-type: none"> • Direct link in academic element of Cadet Program • Link through cadet orientation flights • Link in national special activities such as AETCFC, AFSCFC, NFE, NEG etc.
ES	<p>ES Impact on AE</p> <ul style="list-style-type: none"> • The very focus of most of our SAR is a link to AE • Most of the technology CAP uses in SAR has roots within the aerospace industry': aircraft, GPS, microcomputer technology in radios, video equipment, digital imaging, and satellite radio communications. 		<p>ES Impact on CP</p> <ul style="list-style-type: none"> • Provide trained, plentiful resources to assist in administration, communications, ground search • Through ground search cadets provide another dimension of search capability - pilot's loiter time is limited, if the target is found, pilots can't jump out of the plane to make sure. • Frees senior members to do more specialized and complicated tasks.
CP	<p>CP Impact on AE</p> <ul style="list-style-type: none"> • Mandatory element of the cadet achievement program • Cadet Flight Orientation Program 	<p>CP Impact on ES</p> <ul style="list-style-type: none"> • Provides cadets with vital skills and team training • Instills a sense of public responsibility and service 	

How to Learn What's Going On

- I. **Know what is “happening around you”**
 - A. Environment familiarization—mission, organizational chart and duty descriptions, historical reports, calendar of events, unit change of size, quality of unit training, state of equipment readiness
 - B. People familiarization—talk with: person you are replacing, your counterparts in other units, counterpart at higher headquarters
 - C. Commander familiarization—adopt the commander’s perspective, not the “we-they syndrome.”

- II. **Let what is “happening around you” know you**—a network of contacts with whom you keep good relations is indispensable for information, assistance and complete, integrated staff work.
 - A. communicate frequently and informally with—commander, counterparts, those you serve
 - B. listen for problems, especially in your area
 - C. do not agree (or be silent) to be nice; agree if you truly concur.

- III. **Be credible**—the staff officer is where the action happens (integrity, service, excellence)
 - A. Do not lose memory. To do list—keep a daily planner or calendar
 - B. Do not lose perspective. Priorities—when in doubt, ask the commander
 - C. Do not lose method. Problem-solving—keep your public informed where you are in this process
 1. Isolate the problem, determine desired outcome, determine alternative solutions,
 2. Evaluate alternative solutions and their outcomes—have complete and current information, know the regulations!
 3. Ask for, and listen to, suggestions—dry run prospective policies and procedures past trustworthy critics whose mental agility, objectivity, and way with words you respect.
 4. Submit only those solutions that you, if you were the commander, would sign. Select the best solution as though your reputation depended on it; it does!
 - D. Do not lose conviction. Argue your solution before the commander decides.
 - E. Do not lose loyalty. Support whatever the commander decides. If anything is wrong with the decision, your commander takes the blame.
 - F. Do not lose your good sense to ego. Be careful with criticism; done poorly, it is the easiest way to career assassination. People are very sensitive to criticism and they will react. They are the same ones who are in a position to help you when you need them.
 - G. Do not lose enthusiasm. Follow-up—plan, organize, coordinate, direct, control
 1. For the past—keep a continuity file (journal or diary) so as not to reinvent the wheel.
 2. For the future—keep a tickler file or calendar
 - H. Do not lose communications. Reports—written and oral
 1. keep deadlines (suspense dates)
 2. Give interim replies or ask for extension of suspense dates.

Position Worksheet

The Job	Who Does It	What Needs to be Done	How to do It	Required for Tech	Tech Done Date	SLS Done	AFIADL 13 Done
Commander		Start and Finish Programs; Assign Staff; Set Suspense Dates; Follows Up	<u>222 Commander</u> Subordinate Unit Inspection Guide				
Deputy Commander (Inspector) (Plans & Programs)		Inspection Checklists; Written Reports; Plans, policies, and statistics to pick special interest areas	<u>203 Inspector/218 Plans & Programs</u> R 123-3; Subordinate Unit Inspection Guide				
Operations		Policies and Procedures; Staff Guidance; Evaluation Methods; Accident Prevention Programs; Requests Transportation and Mission Authorizations	<u>211 Operations</u> AFIADL 2130D; R 62-1; R 62-2	6 mos			
Flight Operations		Unit Aircrews; Aircraft; Flight Management; Flight Administrative Procedures	<u>210 Flight Operations</u> R 60-1; FAR Parts 61 and 91; NTSB Part 830; M 50-15	6 mos			
Safety		Coordinates with Staff on Accident Prevention Programs; Collect Safety Effectiveness Data	<u>217 Safety</u> R 62-1; R 62-2	AFIADL 02170	Badge		
Standardization and Evaluation		Instructor Pilot; Check Pilot; Flight and Ground Instruction; Evaluate CAP Aircraft	<u>212 Standardization/Evaluation</u> R 60-1; R 50-11; FAA Regs Parts 61 and 91	6 mos			
Communications		Maintains and Operates Radio; Trains on Radio use	<u>214 Communications</u> R 100-1; R 100-2	FCC Tests	Badge		
Emergency Services		Establish Relationships with Local ES Agencies; Develops ES plans, training; Standard Operating Procedures; Unit Alert Roster	<u>213 Emergency Services</u> R 50-15; AFIADL 02130D	AFIADL 02130D 12 mos	Badge		
Logistics & (Supply) (Maintenance) (Transportation)		Receipt; Storage; Distribution; Recovery, Disposal; Motor Vehicle and Aircraft maintenance, marking, painting	<u>206 Logistics</u> M 67-1; M 67-2; R 77-1; R 66-1; R 67-4; R 66-1; R 87-1	6 mos			
Cadet Program		Conducts cadet training in aerospace education, leadership, physical fitness, moral leadership, and other activities. As special assistant to the commander, implements and monitors programs in cadet personnel and administration, cadet activities, aerospace education, or leadership laboratory.	<u>216 Cadet Program</u>		Badge		
Finance		Posting Ledgers; Preparing Vouchers; Checks; Deposits; Budget; Control Moneys; Monitor Transactions; Monthly Activities Reports	<u>202 Finance</u> R 173-2	6 mos			
Moral Leadership (Chaplain)		Worship; Liturgies; Rites; Religious Observations; Pastoral Counseling; Teaches Ethics and Values; Group Pastoral Care & Spiritual Renewal	<u>225 Moral Leadership</u> R 265-1; R 60-3; R 173-1; P 265-2; P 265-4; P 221	6 mos with chaplain			
Public Affairs (Historian) (Recruiting)		Media Relations; Community Relations; Liaison to Outside Organizations; Collects and Preserves Historical Material; Publishes History; Attends Historical Societies	<u>201 Public Affairs/223 Historian</u> M 50-1; R 50-17; R 190-1 R 210-1	AFIADL 02010 12 mos	Badge		
Administration		Master Publications Library; Correspondence; Reports; Schedules; Inventories; Requisitions; Message Center; Review Publications	<u>205 Administration</u> R 0-2; R 0-9; R 5-4; R 10-1; R 10-2; R 10-3; R 50-15	6 mos			
Aerospace Education		Develops Aerospace Education materials and activities for Unit and Community; Aerospace Education Programs	<u>215 Aerospace Education</u> R 280-2; P 15; R 50-4; R 50-17; Aerospace: the Journey of Flight	215 AE Test	Badge		
Personnel		Membership Applications; Promotions; Duty Assignment; Termination; Promotions; Awards and Decorations; Transfers; Aeronautical Ratings Personnel Files	<u>200 Personnel</u> R 20-3; R 39-2; R 35-1; R 35-2; R 35-3; R 39-2; R 35-5; R 39-3; 35-6	6 mos			
Professional Development (Testing)		Training Activities; Training Records; Library; Audio-Visual operation; Training Awards; Coordinates Training with other staff; Instructs	<u>204 Senior Programs</u> R 35-1; R 35-5; R 39-3; R 50-17; R 50-4; P 8	6 mos			

Contact List

	GROUP III 254	AKRON-CANTON SR FLYING SQDN 275	MANSFIELD SR FLIGHT 177	MEDINA SKYHAWKS COMP SQDN 219	MUSCAM SR SQDN 294	NORTH CANTON COMP SQDN 278	TUSCO COMP SQDN 277	YOUNGSTOWN- WARREN COMP SQDN 051
Web Page	NONE				NONE			
Commander								
Admin.								
Aerospace Education					VACANT			

ORGANIZATION (Section 1)

Answers to Blanks

Highest	Middle East	Squadrons
4, 4, 3	Great Lakes	Community-level
Maj Gen Richard L. Bowling	Southeast	15
Brig Gen Wheless	North Central	3
Col Kauffman	Southwest	senior members
Col Skiba	Rocky Mountain	cadets
Col Palermo	Pacific	3
Col Meighan	52	senior
Col Webb (GLR)	District of Columbia	cadet
Col Carr (OH)	Puerto Rico	senior
National Board	Wing headquarters	cadet
Wing Commanders	Units	8
North East	Large	3

THE LIAISON STRUCTURE

Answers to Blanks

National	Staff
Air University, Aerospace Education & Training Cmd.	GLLR CAP-USAF Commander
Region Commander and Staff	DRMO
CAP-USAF	45
Wing	10
Wing Commander	

CAPRAP

part time, partly funded

Category B

1 person in Region
2 weeks + one day a month active duty
14 ADT Pts + 24 Active Duty Days, min

Travel and Per Diem funded
Phone, paper, etc., funded
Cannot earn IDT Points
Promotions slow
More likely to be called up

Category E

90 persons in Region
0 weeks + no active duty
50 IDT Pts, 0 Active Duty Days,
min

No Travel and Per Diem
No Phone, paper, etc.
Can earn ADT points
Promotions slower
Less likely to be called up

1 IDT point = 4 hours

paid for good years toward retirement
collectable at age 60 or above.

50 points = 1 good year.

Need 125 plus active duty to be considered for promotion.

CAPRAP Limitations

1. Command CAP personnel (except drill for training only)
2. Hold CAP command or staff position (the advisor to the commander in CAPR 20-1 is a dotted line)
3. Be a CAP member (except Patron)
4. Perform CAP aircrew duties
5. Actively raise funds

“Wish List” for Supplies and Equipment

1. Unit makes “wish list” and sends it through Group to Wing Logistics Officer.
2. Wing Logistics Officer consolidates the list, coordinates with Wing Commander and sends list to State Director’s Office
3. State Director looks for items at DRMO (Defense Reutilization Marketing Organization)

“Hitch Hike by Air” Orientation Flights Requested by Letter

1. List of participants by name, SSAN, CAP Rank
2. Contact person’s name, phone and e-mail (unit commander must determine this person able to make final decisions about the flight)
3. Parental Consent Form for cadets under 18
4. Note 1: Flight is “hit and miss” for time, date, and may be called off at a moment’s notice
5. Note 2: Parents may consider requesting a school excused absence because the flight is for education purposes.

ES Funding CAP Form 10

1. Wing Commander writes scenario and estimates expenses (for flying hours, communications expenses, vehicle gas and oil) on back of the form.
2. Wing Liaison Office validates Wing Commander’s request.
3. CAP-USAF Region Liaison Office assigns a mission number and tells Wing what it is.
4. Note: References CAPR 60-3 para 3-5 and CAPR 60-4 Volume 2, para 2-1 through 2-4.

PROGRESSING IN CIVIL AIR PATROL

Answers to Blanks

CAPF 2 (promotions)
CAPF 2a (assignments, badges, ribbons)
CAPF 11 (professional activity sign in)
CAPF 17 (activity applications)
CAPF 24 (professional development awards)
CAPF 45 (personnel)
CAPF 45b (training)
AFIADLF 23 (AFIADL 13 through TCO)

Course Descriptions

The AFIADL 13 correspondence course begins with a volume describing the history, mission, and organization of the USAF and CAP. The next addresses professional knowledge. The third addresses effective communication. The fourth focuses on leadership skills. Each volume contains chapter review write-in exercises and unit multiple choice review exercises. Answers are found elsewhere in each volume. You must complete the end of course test within 12 months after your enrollment date. Each volume is about the size of a thick magazine and all four fit easily in a medium three-ring binder.

Corporate Learning Course explains how a wing operates in each of CAP's major missions and how mission support contributes to these missions. With this knowledge, senior members learn how they and their units can best support the wing and the corporate role of CAP. Eligible CAP members should attain the technician specialty level and attended SLS.

Region Staff College is a formal in-residence program is required for completion of Level IV. Its purpose is to prepare you to execute duties and responsibilities of executive-level CAP command and staff positions. Courses include lectures and seminars covering interpersonal communications, leadership and management, and training techniques. Eligible CAP officers have completed Level III and hold command or staff positions.

National Staff College is the executive-level in-residence course for senior members to function at the executive level in CAP. Its purpose is to provide CAP field grade officers the types of developmental experiences required to manage complex programs. The curriculum includes advanced studies in communications, leadership and management. The faculty is made of CAP personnel, Air Force Reserve officers and faculty members of various Air University professional military education schools. Attendees must hold the rank of major or above and have attended Region Staff College.

Specialty Tracks Take Different Times

Specialty tracks vary in time needed to reach the Technician rating. Thus, an X in this cell indicates the track will be due or is past due. The month after the needed time is up, the Unit Professional Development Report will be annotated in red ink indicating the specialty, the level, and the date of completion. For example, *Professional Development Technician 10/11/03*. The Unit Commander signs the Professional Development Report and sends it to National Headquarters. They update their computer.

Those requiring 6 months are 200 Personnel, 202 Finance, 204 Professional Development, 205 Administration, 206 Logistics, 210 Flight Operations, 211 Operations, 212 Standardization/Evaluation, 223 Historian, and 225 Moral Leadership.

Those requiring other than 6 months are: 201 Public Affairs requires AFIADL 02010 and 12 months. 213 Emergency Services requires AFIADL 02130D and 12 months. 214 Communications requires FCC tests. 215 Aerospace Education Officer requires CAP 215 tests. 216 Cadet Programs requires 9 months. 217 Safety requires AFIADL Course 02170.

Other requirements apply to 203 Inspector General, 218 Plans and Programs, 219 Legal, 220 Health Services, 221 Chaplain, and 222 Commander.

CAP Senior Program Level Specifications and Awards⁶

LEVEL	COMMAND & STAFF ASSIGNMENT	TIME IN GRADE	PROFESSIONAL COURSES ⁷	SPECIALTY TRACK ⁸	LEADERSHIP	ACTIVITIES	GRADE ⁹	
LEVEL I ORIENTATION		6 MONTHS AS SENIOR MEMBER	ORIENTATION COURSE & CADET PROTECTION PROGRAM TRAINING (CPPT) ¹⁰	SELECT SPECIALTY TRACK		SENIOR MEMBER HANDBOOK MATERIALS	2 ND Lieutenant  gold	2 Lt
	MEMBERSHIP RIBBON							
LEVEL II TECHNICAL TRAINING		12 MONTHS AS 2 ND LT		TECHNICAL RATING (LEADERSHIP RIBBON)			1 ST Lieutenant  silver	1 Lt
		18 MONTHS AS 1 ST LT	SLS SQUADRON LEADERSHIP SCHOOL			SENIOR OFFICER COURSE (AFIADL-13) OR EQUIVILANT ¹¹	Captain  silver	Capt
CERTIFICATE OF PROFICIENCY								
LEVEL III MANAGEMENT	TOTAL OF 1 YEAR	3 YEARS AS CAPT	CLC CORPORATE LEARNING COURSE	SENIOR RATING (BRONZE STAR ON LEADERSHIP RIBBON)	ATTEND TWO NATIONAL, REGION, OR WING CONFRENCES (ONE OF WHICH MAY BE NATIONAL CONGRESS OR A WING/REGION AEROSPACE EDUCATION CONFERENCE)		Major  gold	Maj
	GROVER LOENING AEROSPACE AWARD							
LEVEL IV COMMAND & STAFF	TOTAL OF 2 YEARS	4 YEARS AS MAJ	RSC REGION STAFF COLLEGE OR EQUIVILANT PROFESSIONAL MILITARY EDUCATION	MASTER RATING (SILVER STAR ON LEADERSHIP RIBBON)	STAFF MEMBER FOR SLS, CLC, OR NATIONAL, REGIONAL OR WING CONFERENCE	PUBLIC PRESENTATION TO NON-CAP GROUP OR AE PRESENTATION OR EARN YEAGER AWARD	Lt Colonel  silver	Lt Col
	PAUL E. GARBER AWARD							
LEVEL V EXECUTIVE	TOTAL OF 3 YEARS	COLONELS ARE SELECTED BY THE NATIONAL COMMANDER	NSC NATIONAL STAFF COLLEGE OR EQUIVILANT PROFESSIONAL MILITARY EDUCATION		STAFF MEMBER FOR RSC/NSC OR DIRECTOR OF SLS/CLC/UCC	CONDUCT LEVEL ONE LEVEL I ORIENTATION COURSE	Colonel  silver	Col
	GILL ROB WILSON AWARD							

⁶ You may begin your Command and Staff, Specialty Track, Leadership and Activities at any senior program level, except for Professional Courses (in National Staff College you must be a major or above and completed RSC or its equivalent).

⁷ These Professional Courses requiring attendance are offered at least once a year, and must be taken in sequence. You may take their equivalents (SOS, ACSC or AWC) through correspondence any time through AFIADL.

⁸ Specialty tracks vary in required completion times and testing requirements. Those requiring 6 months are 200 Personnel, 202 Finance, 204 Professional Development, 205 Administration, 206 Logistics, 210 Flight Operations, 211 Operations, 212 Standardization/Evaluation, 223 Historian, and 225 Moral Leadership. Those requiring other than 6 months are: 201 Public Affairs requires AFIADL 02010 and 12 months. 213 Emergency Services requires AFIADL 02130D and 12 months. 214 Communications requires FCC tests. 215 Aerospace Education Officer requires CAP 215 tests. 216 Cadet Programs requires 9 months. 217 Safety requires AFIADL Course 02170.

⁹ After Level I is completed, you may qualify for promotion to a different grade if you are or were a uniformed services member, former CAP cadet or senior member, licensed pilot, maintenance crewmember, communicator, ground instructor, chaplain, moral leadership officer, or a professional in the medical, education, or legal fields.

¹⁰ CPPT is required of all cadets 18 years old or older, CAP Cadet Sponsor members, prior CAP members re-joining after two years, and recommended for parents of cadets.

¹¹ Courses equivalent to AFIADL 13 are any US Armed Forces NCO Academy (for E-5 and E-6) or Senior NCO Academy (for E-6 and E-7), ROTC, OCS, OTS, or Service Academy completion, Squadron Officer School, Air Command and Staff College, or Air War College.

Professional Development Report (PDR)

Help us ensure the accuracy of personnel data in the new CAP membership system. Please check all information carefully. Notify NHQ by mail using write-in changes on this or a copy for any corrections that need to be made. Please attach proof of changes to the STR. If you mail, send to HQ CAP/ETP, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Any questions should be directed to ETP at 334.953.5798 or e-mail to etp@cap.af.mil.

GLR Name	OH	254 CAPID	Level I			Level II			Level III		Level IV		Level V		PME			
			Orient	Lvl I Comp	SLS	Spec	Trk/Rating	ECI 13	Lvl 2 Comp	CLC	Lvl 3 Comp	RSC	Lvl 4 Comp	NSC	Lvl 5 Comp	SOS	AWC	ACSC
Public John Q			08/93	06/93	01/93			12/97	07/98	11/03	11/03	05/03		04/03		10/03		

123456

PROFESSIONAL DEVELOPMENT SENIOR 11/03

~~CADET PROGRAMS NONE 05/03~~

Cadet

Programs

Directions for mailing are on top of this form.

Annotate Specialty Track Enrollment and/or changes in Specialty Track Grade with red ink. Cross out the wrong or old information, print clearly the right or new information.

Commander

- Issued every two months, Jan, Mar, May, Jul, Sep, Nov.
- Attach a source document for each thing you earned but does not appear on the PDR.
- Unit Commander must sign.

Name	ID	ECI 13	Lvl 2 Comp	CLC	Lvl 3 Comp	RSC	Lvl 4 Comp	NSC	Lvl 5 Comp	SOS	AWC	ACSC
------	----	--------	------------	-----	------------	-----	------------	-----	------------	-----	-----	------

Paperwork to Accompany Duty Performance Promotion Requests

Grade	Actions	CAPF 2 Attachments Needed if Not on PDR	CAPF 2 Routing															
2 Lt	<ul style="list-style-type: none"> • Verify PDR for 6 months as senior member • Assignment of Specialty Track • Annotate CAPF 45b and initialed 	<ul style="list-style-type: none"> • CAPF 11 for CPPT • CAPF 11 for Orientation Course • (CAPF 2a for Membership Ribbon) 	<ul style="list-style-type: none"> • Unit Commander • CAP NHQ/ETP (National) 															
1 Lt	<ul style="list-style-type: none"> • Verify PDR for 12 months as 2Lt • Verify <i>Specialty Track and Study Guide for Technician</i> Level of appropriate specialty • Annotate CAPF 45b and initialed 	<ul style="list-style-type: none"> • (Annotate STR Spec Track Rating when Technician requirements met) • (No CAPF 2a for Leadership Ribbon) 	<ul style="list-style-type: none"> • Unit Commander • CAP NHQ/ETP (National) 															
Capt	<ul style="list-style-type: none"> • Verify PDR for 18 months as 1 Lt • CAPF 24 for <u>Certificate of Proficiency</u> to National (Yeager Certificate if Yeager Endorsement seal to be on COP) • Annotate CAPF 45b and initialed 	<ul style="list-style-type: none"> • CAPF 11 or SLS Certificate • AFIADL 13 Diploma • Certificate of Proficiency 	<ul style="list-style-type: none"> • Unit Commander • Group Commander • CAP NHQ/ETP (National) 															
Maj	<ul style="list-style-type: none"> • Verify PDR for 3 years as Capt • CAPF 2a Assignment of command or staff position 1 year ago • Verify <i>Specialty Track and Study Guide for Senior</i> Level of appropriate specialty • Two Conference Attendance Certificates CAPF 24 for <u>Loening Award</u> to Wing to NHQ • Annotate CAPF 45b and initialed 	<ul style="list-style-type: none"> • CAPF 11 or CLC Certificate • (Annotate STR Spec Track/Rating when Senior requirements met) • Loening Award Certificate • (CAPF 2a for Leadership Ribbon Bronze Clasp) • (CAPF 2a for Loening Award Ribbon) 	<ul style="list-style-type: none"> • Unit Commander • Group Commander • Wing Commander • CAP NHQ/ETP (National) 															
Lt Col	<ul style="list-style-type: none"> • Verify PDR for 4 years as Major • CAPF 2a Assignment of command or staff position 2 years ago • Verify <i>Specialty Track and Study Guide for Master</i> Level of appropriate specialty • CAPF 24 for <u>Garber Award</u> to Wing to NHQ • Annotate CAPF 45b and initialed 	<table border="0" style="width: 100%;"> <tr> <td> <ul style="list-style-type: none"> • CAPF 11 or RSC Diploma </td> <td style="text-align: center; vertical-align: middle;">OR</td> <td> <ul style="list-style-type: none"> • appropriate AFIADL equivalent professional military education Diploma </td> </tr> <tr> <td> <ul style="list-style-type: none"> • CAPF 11 or Appreciation Letter for SLS staff member or CLC staff member </td> <td style="text-align: center; vertical-align: middle;">OR</td> <td> <ul style="list-style-type: none"> • Regional or Wing Conference Certificate of Attendance </td> </tr> <tr> <td> <ul style="list-style-type: none"> • Letter of Appreciation for public presentation to non-CAP group or AE presentation </td> <td style="text-align: center; vertical-align: middle;">OR</td> <td> <ul style="list-style-type: none"> • Yeager Award Certificate </td> </tr> <tr> <td> <ul style="list-style-type: none"> • (Annotate PDR Spec Trk/Rating when Master requirements met) </td> <td></td> <td> <ul style="list-style-type: none"> • <u>Garber Award</u> Certificate </td> </tr> <tr> <td> <ul style="list-style-type: none"> • (CAPF 2a for Leadership Ribbon Silver Clasp) • (CAPF 2a for Garber Award Ribbon) </td> <td></td> <td></td> </tr> </table>	<ul style="list-style-type: none"> • CAPF 11 or RSC Diploma 	OR	<ul style="list-style-type: none"> • appropriate AFIADL equivalent professional military education Diploma 	<ul style="list-style-type: none"> • CAPF 11 or Appreciation Letter for SLS staff member or CLC staff member 	OR	<ul style="list-style-type: none"> • Regional or Wing Conference Certificate of Attendance 	<ul style="list-style-type: none"> • Letter of Appreciation for public presentation to non-CAP group or AE presentation 	OR	<ul style="list-style-type: none"> • Yeager Award Certificate 	<ul style="list-style-type: none"> • (Annotate PDR Spec Trk/Rating when Master requirements met) 		<ul style="list-style-type: none"> • <u>Garber Award</u> Certificate 	<ul style="list-style-type: none"> • (CAPF 2a for Leadership Ribbon Silver Clasp) • (CAPF 2a for Garber Award Ribbon) 			<ul style="list-style-type: none"> • Unit Commander • Group Commander • Wing Commander • Region Commander • CAP NHQ/ETP (National)
<ul style="list-style-type: none"> • CAPF 11 or RSC Diploma 	OR	<ul style="list-style-type: none"> • appropriate AFIADL equivalent professional military education Diploma 																
<ul style="list-style-type: none"> • CAPF 11 or Appreciation Letter for SLS staff member or CLC staff member 	OR	<ul style="list-style-type: none"> • Regional or Wing Conference Certificate of Attendance 																
<ul style="list-style-type: none"> • Letter of Appreciation for public presentation to non-CAP group or AE presentation 	OR	<ul style="list-style-type: none"> • Yeager Award Certificate 																
<ul style="list-style-type: none"> • (Annotate PDR Spec Trk/Rating when Master requirements met) 		<ul style="list-style-type: none"> • <u>Garber Award</u> Certificate 																
<ul style="list-style-type: none"> • (CAPF 2a for Leadership Ribbon Silver Clasp) • (CAPF 2a for Garber Award Ribbon) 																		

From 2 Lt to 1Lt

REQUEST FOR AND APPROVAL OF PERSONNEL ACTIONS

I. PERSONAL DATA			
Last Name	First Name	Middle Initial	CAPSN
		Grade	Charter Number
Duty Assignment		Wing	Unit Name
II. DUTY ASSIGNMENT/STATUS CHANGE (CAPR 35-1)			
FROM: _____		TO _____	
(Duty Title/Status)		(Duty Title/Status)	
Supply officers must complete information on reverse.			
III. AWARD OF ACTIVITY AND SERVICE RIBBONS (CAPR 39-3)			
<input type="checkbox"/> AWARD ACTIVITY AND SERVICE RIBBON CHECKED BELOW: <input type="checkbox"/> AWARD OF CLASP (For additional award)			
<input type="checkbox"/> Command Service Ribbon	<input type="checkbox"/> National Cadet Competition Ribbon	<input type="checkbox"/> Cadet Orientation Pilot Ribbon	
<input type="checkbox"/> Red Service Ribbon	<input type="checkbox"/> National Color Guard Ribbon	<input type="checkbox"/> Counter drug Ribbon	
<input type="checkbox"/> "Find" Ribbon	<input type="checkbox"/> Cadet Advisory Council Ribbon	<input type="checkbox"/> Encampment Ribbon	
<input type="checkbox"/> Air Search and Rescue Ribbon	<input type="checkbox"/> Cadet Community Service Ribbon	<input type="checkbox"/> Recruiter Ribbon	
<input type="checkbox"/> Disaster Relief Ribbon	<input type="checkbox"/> Cadet Special Activities Ribbon	<input type="checkbox"/> A. Scott Crossfield Award	
<input type="checkbox"/> IACE Ribbon	Other (Specify) _____		
IV. TRANSFER (CAPM 39-2)			
FROM: _____		TO _____	
(Charter Number)		(Charter Number)	
NOTE: The gaining unit commander should initiate the transfer form. The losing unit commander has 60 days after the transfer action appears on the Monthly Membership Listing to notify HQ CAP/LMM if he/she disapproves of the transfer for any reason. In such cases, the transfer will be voided and the member returned to the losing unit.			
V. RETIREMENT (CAPR 39-1)			
The above named individual is eligible for retirement from Civil Air Patrol in accordance with CAPR 35-1. His/her period of CAP service is indicated below (if this period of service is not continuous, please explain in the remarks section.			
FROM: _____		TO _____	
(Date)		(Date)	
VI. REMARKS (use reverse side of form if additional space is required)			
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> This section is a good place to document the start (and later, ending) dates of your specialty track training. The ONLY other place this is documented is in SOME Specialty Track and Study Guides. Other places it is RECORDED (not documented) is on CAPF 45b and the STR. </div>			
I certify that all pertinent directives have been complied with and that this action is in the best interest of Civil Air			
Unit Charter No.	Signature of Requester	Typed Name and Grade of Requester	
APPROVED	Signature of Flight/Squadron Commander	Flight/Squadron	Date
APPROVED	Signature of Group Commander	Group	Date
APPROVED	Signature of Wing Commander	Wing	Date
APPROVED	Signature of Region Commander	Region	Date

REQUEST FOR PROMOTION ACTION

I. PERSONAL DATA

NAME (LAST, FIRST, MIDDLE INITIAL)		CAPID	CHARTER NO.	WING	UNIT NAME
CURRENT GRADE	DATE OF CURRENT GRADE	DATE JOINED CAP		CURRENT DUTY ASSIGNMENT	

II. TRAINING DATA

LEVEL I <input type="checkbox"/> Orientation Course <input type="checkbox"/> Cadet Protection Program Training _____ Mo/Yr Completed _____ Mo/Yr Completed _____ Required for Level I effective 1 Jan 91		SPECIALTY TRAINING Highest Rating Earned Specialty Number <input type="checkbox"/> Tech _____ Mo/Yr Completed <input type="checkbox"/> Sr _____ Mo/Yr Completed <input type="checkbox"/> Master _____ Mo/Yr Completed	LEVEL II _____ Date of COP Award	LEVEL III _____ Date of Loening Award	LEVEL IV _____ Date of Garber Award	LEVEL V _____ Date of Wilson Award
---	--	---	--	---	--	---

III. OFFICER GRADE REQUESTED

2d Lt 1st Lt Capt Maj Lt Col
 I certify that the above member has completed all requirements for promotion to the grade indicated in accordance with CAPR 35-5.
 Promotion method used (Check one of the following four methods):

(1) DUTY PERFORMANCE

PROMOTION TO	SKILL LEVEL REQUIRED	MINIMUM TIME-IN-GRADE
<input type="checkbox"/> 2d Lt	Level I	6 months as member
<input type="checkbox"/> 1st Lt	Technician Rating (Specialty Track)	12 months as 2d Lt or TFO (or combination thereof)
<input type="checkbox"/> Capt	Level II (COP Award)	18 months as 1st Lt or SFO (or combination thereof)
<input type="checkbox"/> Maj	Level III (Loening Award)	3 years as Capt
* <input type="checkbox"/> Lt Col	Level IV (Garber Award)	4 years as Maj

*Requires region approval.

(2) SPECIAL APPOINTMENT/PROMOTION

Group Commander Mitchell Former Member Grade Reinstatement
 Squadron Commander Earhart
 Officer of the Armed Forces Spaatz
 Officer of the PHS
 * Exceptional Qualifications (waivers) *Requires region approval.
 NOTES: 1. List qualifications in Item IX, Reverse Side.
 2. List supporting documents reviewed in Item VIII, Reverse Side.

(3) MISSION RELATED SKILL

PILOT	COMMUNICATOR	MAINTENANCE	GROUND INSTRUCTOR
<input type="checkbox"/> Private	<input type="checkbox"/> General Radiotelephone	<input type="checkbox"/> A or P Mechanic	<input type="checkbox"/> Basic Instructor
<input type="checkbox"/> Instrument or Commercial	Operator License	<input type="checkbox"/> A & P Mechanic	<input type="checkbox"/> Advanced Instructor
<input type="checkbox"/> CFI or Higher	<input type="checkbox"/> Second Class License	<input type="checkbox"/> A & P Mechanic w/ Inspection Authorization	<input type="checkbox"/> Instrument Instructor
	<input type="checkbox"/> First Class License		

(4) PROFESSIONAL APPOINTMENT/PROMOTION

INITIAL APPOINTMENT * <input type="checkbox"/> Aerospace Education Officer * <input type="checkbox"/> Medical Officer * <input type="checkbox"/> Legal Officer *List qualifications in Item VIII, Reverse Side. NOTE: Initial appointments for chaplains are made by National Headquarters with the concurrence of the wing chaplain via CAP Form 35 (See CAPR 265-1).	SUBSEQUENT PROMOTION <input type="checkbox"/> AE Officer <input type="checkbox"/> Chaplain <input type="checkbox"/> Medical Officer <input type="checkbox"/> Legal Officer
--	---

IV. NCO GRADE REQUESTED

Check appropriate grade equivalent to NCO grade earned in active duty Armed Forces:

Sgt TSgt MSgt SMSgt CMSgt

NOTE: The member is authorized to wear the grade on the CAP uniform as soon as verification of the military NCO grade is received.

V. DEMOTION REQUESTED

REDUCE MEMBER TO GRADE CHECKED (Enter reasons in Section VIII, on reverse side.)

SM FO TFO 2d Lt 1st Lt Capt Maj Lt Col

VI. FLIGHT OFFICER GRADE REQUESTED

Check appropriate grade and promotion method. *NOTE: Approval by the appropriate commander constitutes evidence of promotion. This promotion does not require action by National Headquarters.*

DUTY PERFORMANCE

- FO, Level I and 3 months as member
- TFO, Tech rating (Specialty Track) and 6 months as FO
- SFO, Level II and 12 months as TFO

FORMER CADET

- FO, Mitchell Award
- TFO, Earhart Award
- SFO, Spaatz Award

VII. ACTION BY REGIONAL HEADQUARTERS AND BELOW

REQUESTED BY	SIGNATURE OF FLIGHT OR SQDN CMDR	FLIGHT OR SQUADRON	DATE
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	ACTIONS NO. & DATE
APPROVED	SIGNATURE OF CHAIRMAN OF WING PROMOTION BOARD	WING	
APPROVED	SIGNATURE OF WING COMMANDER	WING	
APPROVED	SIGNATURE OF CHAIRMAN OF REGION PROMOTION BOARD	REGION	
APPROVED	SIGNATURE OF REGION COMMANDER	REGION	

VIII. ACTION BY NATIONAL HEADQUARTERS

- APPROVED** A new membership card is enclosed for presentation to the individual showing his/her new grade. This endorsement constitutes evidence of promotion or demotion. No orders will be issued.
- DISAPPROVED** Reasons are stated in the attached letter.

IX. REMARKS

INSTRUCTIONS AND GUIDANCE FOR COMPLETING CAP FORM 2. (Refer to paragraph 8, CAPR 35-5, for administrative procedures. Additional guidance on each promotion item is contained in the references indicated below.)

- I. Self-explanatory.
- II. Complete all applicable blocks. All training must be validated by TTN and the accompanying award must appear in the member's master file at N.
- Level I.** Effective 1 January 2010, the Level I requirement. Training only in order to complete the Unit Orientation Course.
- Specialty Training.** Chaplains must complete the ECI Course 02210 or the technician rating in specialty track No. 221 before they are eligible for promotion to major after initial appointment. Chaplains must complete ECI 221A prior to promotion of lieutenant colonel. Additional training for chaplains and aerospace education officers is encouraged but not required for subsequent promotion. (See Section E, CAPR 35-5.)
- III. Indicate grade requested in block 1. For example, a member being promoted to major would indicate "Major".
- (1) **Duty Performance.** ECI 221A is required for in-grade for the grade recommended.
- (2) **Special Appointment.** ECI 221A is required for and approval of the recommending authority for grade reinstatement.
- (3) **Mission-Related Skill.** Promotion under this method may be made without regard to Level II training or time-in-grade. (See Section D, CAPR 35-5.)
- (4) **Professional Appointments/Promotions.** Aerospace education, medical, and legal officers are not subject to Level II training, but time-in-grade is required for promotion after the initial appointment unless higher professional qualifications are obtained which meet the initial appointment criteria for grade recommended. Chaplains must complete the ECI Course 02210 or the technician rating in specialty track No. 221 before they are eligible for promotion to major after initial appointment. Chaplains must complete ECI 221A prior to promotion of lieutenant colonel. Additional training for chaplains and aerospace education officers is encouraged but not required for subsequent promotion. (See Section E, CAPR 35-5.)
- IV. Self-explanatory
- V. Recommendations for demotion will follow the same administrative procedures as promotions to include consideration by the appropriate promotion board. Final action rests with the promoting authority (see paragraphs 9 and 10, CAPR 35-5.)
- VI. Flight officer promotions are restricted to senior members not yet 21 years of age. The wing commander may approve these promotions or promoting authority may be delegated to the group or squadron commander. (See Section F, CAPR 35-5.)
- VII. Only the promoting authority is authorized to approve promotions and this form should bear his/her personal signature. Stamped signatures are not acceptable. Deputy commanders are authorized to approve promotions only in the prolonged absence of the commander. Promotions to the grades of major and lieutenant colonel require region approval. All exceptional qualifications promotions (waivers), regardless of grade recommended, require region approval.
- VIII. Self-explanatory.

It is **REQUIRED** to document that you have done something other than "exist, putting in your time" for this promotion. CAP does not require a specific format, although the Air Force uses the STAR (Situation/Task, Action, Result) format.

EXAMPLE: (SITUATION/TASK) Lt John Q. Public jumped right in to improve the squadron aerospace education classes by (ACTION) beginning the AEPMSM, studying Cadet AE books and teaching AE classes. (RESULTS) His efforts resulted in the cadets keeping on time with their achievements, their revitalized interest, and increased pass scores on AE Achievement testing.

to satisfy the promotion to ECI 221A. Promotion method. necessary time-of justification recommended

From 1 Lt to Capt

FAX COVER SHEET

To: AFIADL (334) 953-8127

FROM: _____

MAIL COPY OF THIS FAX TO:
Lt Col Jenny L. Baker, CAP
CIVIL AIR PATROL
Director, Professional Development/ETP
7370 Minuteman Way
Columbus, OH 43217-5875
OR
FAX TO LT COL BAKER AT 614.837.0128

REGISTRAR: Please process the attached AFIADL Form 23.

AFIADL ENROLLMENT APPLICATION													
<i>(TYPE or PRINT clearly. Fill out in accordance with instructions in the AFIADL Catalog.)</i>													
PRIVACY ACT STATEMENT													
1. AUTHORITY: 14 USC3101; 10 USAC 8012; EO 9397. 2. PRINCIPAL PURPOSE: Used for individuals to provide information to AFIADL for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide AFIADL course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.													
1. AFIADL Course Number						2. SOCIAL SECURITY ACCOUNT NUMBER						3. IDENTITY CODE CATEGORY	
0	0	0	0	1	3							7	
4. NAME <i>last</i> <i>first</i> <i>middle initial</i>						5. pay grade						6. REASON FOR ENROLLMENT CODES	
7. ADDRESS						8. TCO PHONE N/A						<input type="checkbox"/> MANDATORY <input checked="" type="checkbox"/> VOLUNTARY	
						9. COURSE TITLE CAP Senior Officer Course							
ZIP CODE						10. SIGNATURE AND TITLE OF APPROVING OFFICIAL							
18. ZIP CODE OF TEST CONTROL FACILITY						SIGNATURE							
						TITLE							
						Unit Commander, unit no. _____							
4	3	2	1	7	5	9	1	0	-	4			

AFIADL Form 23, 20000609

Replaces ECI Form 23, 19,19950301, which will be used

APPLICATION FOR SENIOR MEMBER PROFESSIONAL DEVELOPMENT AWARDS

(See instructions on reverse.)

1. LAST NAME, FIRST NAME, MIDDLE INITIAL	2. CAP GRADE	3. CAPID
4. MEMBER'S ADDRESS (Number, Street, City, State, and Zip)	5. UNIT NAME	
	6. CHARTER NUMBER	
	7. E-MAIL	

AWARD REQUESTED

8. SENIOR MEMBER CERTIFICATE OF PROFICIENCY - LEVEL II (Attach supporting documents if required.)

a. Completed Level I Orientation Course. Date: _____

b. Completed Squadron Leadership School (SLS). Date: _____

c. Completed CDC Course 13, CAP Senior Officer Course or equivalent course: _____ Date: _____

d. Specialty Track Code Number and Numerical Rating: _____ (Technician Level or higher required.)

e. Optional: For Yeager Aerospace Education Award Seal on Certificate of Proficiency, list date Yeager Award completed. Date: _____

9. GROVER LOENING AEROSPACE AWARD - LEVEL III (Attach supporting documents if required.)

a. Certificate of Proficiency. Date: _____

b. Command or Staff Assignment: _____ Dates: _____ to _____

c. Completed Corporate Learning Course (CLC). Date: _____

d. Specialty Track Code Number and Numerical Rating: _____ (Senior Level or higher required.)

e. Attended two national, region, or wing conferences: 1. _____ 2. _____

10. PAUL E. GARBER AWARD - LEVEL IV (Attach supporting documents if required.)

a. Grover Loening Aerospace Award. Date: _____

b. Command or Staff Assignment: _____ Dates: _____ to _____

c. Completed Region Staff College (RSC) or equivalent course: _____ Date: _____

d. Specialty Track Code Number and Numerical Rating: _____ (Master Level required.)

e. Staff member at a national, region, or wing conference **or** as a staff member at a SLS, CLC or UCC.
 Indicate type, position, and date: _____

f. Public presentation to a non-CAP group or an internal or external AE presentation, or Yeager AE Award dated: _____
 Date: _____ Subject of presentation: _____ Presented to: _____

11. GILL ROBB WILSON AWARD - LEVEL V (Attach supporting documents if required.)

a. Paul E. Garber Award. Date: _____

b. Command or Staff Assignment: _____ Dates: _____ to _____

c. Completed National Staff College (NSC) or equivalent course: _____ Date: _____

d. Conduct Level I Orientation Course. Date: _____ **AND ONE** of the following:

e. SLS, CLC or UCC director: _____ Date: _____

f. Staff member for a RSC or NSC. Staff Position: _____ Date: _____

12. REQUESTER'S SIGNATURE	DATE	13. UNIT COMMANDER'S SIGNATURE	DATE
14. WING COMMANDER'S SIGNATURE	DATE	15. REGION COMMANDER'S SIGNATURE	DATE

CAP FORM 24, MAR 03 PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 JUN 03. (SEE REVERSE FOR SPECIFIC INSTRUCTIONS.)
OPR/ROUTING: ETP

REQUEST FOR PROMOTION ACTION

I. PERSONAL DATA

NAME (LAST, FIRST, MIDDLE INITIAL)		CAPID	CHARTER NO.	WING	UNIT NAME
CURRENT GRADE	DATE OF CURRENT GRADE	DATE JOINED CAP		CURRENT DUTY ASSIGNMENT	

II. TRAINING DATA

<p align="center">LEVEL I</p> <input type="checkbox"/> Orientation Course <input type="checkbox"/> Cadet Protection Program Training _____ Mo/Yr Completed _____ Mo/Yr Completed Required for Level I effective 1 Jan 91	<p align="center">SPECIALTY TRAINING</p> Highest Rating Earned Specialty Number _____ <input type="checkbox"/> Tech _____ Mo/Yr Completed <input type="checkbox"/> Sr _____ Mo/Yr Completed <input type="checkbox"/> Master _____ Mo/Yr Completed	<p align="center">LEVEL II</p> _____ Date of COP Award	<p align="center">LEVEL III</p> _____ Date of Loening Award	<p align="center">LEVEL IV</p> _____ Date of Garber Award	<p align="center">LEVEL V</p> _____ Date of Wilson Award
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III. OFFICER GRADE REQUESTED

2d Lt 1st Lt Capt Maj Lt Col
 I certify that the above member has completed all requirements for promotion to the grade indicated in accordance with CAPR 35-5. Promotion method used (Check one of the following four methods):

(1) DUTY PERFORMANCE

PROMOTION TO	SKILL LEVEL REQUIRED	MINIMUM TIME-IN-GRADE
<input type="checkbox"/> 2d Lt	Level I	6 months as member
<input type="checkbox"/> 1st Lt	Technician Rating (Specialty Track)	12 months as 2d Lt or TFO (or combination thereof)
<input type="checkbox"/> Capt	Level II (COP Award)	18 months as 1st Lt or SFO (or combination thereof)
<input type="checkbox"/> Maj	Level III (Loening Award)	3 years as Capt
* <input type="checkbox"/> Lt Col	Level IV (Garber Award)	4 years as Maj

*Requires region approval.

(2) SPECIAL APPOINTMENT/PROMOTION

Group Commander Mitchell Former Member Grade Reinstatement
 Squadron Commander Earhart
 Officer of the Armed Forces Spaatz
 Officer of the PHS
 Exceptional Qualifications (waivers) *Requires region approval.
 NOTES: 1. List qualifications in Item IX, Reverse Side.
 2. List supporting documents reviewed in Item VIII, Reverse Side.

(3) MISSION RELATED SKILL

PILOT	COMMUNICATOR	MAINTENANCE	GROUND INSTRUCTOR
<input type="checkbox"/> Private	<input type="checkbox"/> General Radiotelephone Operator License	<input type="checkbox"/> A or P Mechanic	<input type="checkbox"/> Basic Instructor
<input type="checkbox"/> Instrument or Commercial	<input type="checkbox"/> Second Class License	<input type="checkbox"/> A & P Mechanic	<input type="checkbox"/> Advanced Instructor
<input type="checkbox"/> CFI or Higher	<input type="checkbox"/> First Class License	<input type="checkbox"/> A & P Mechanic w/ Inspection Authorization	<input type="checkbox"/> Instrument Instructor

(4) PROFESSIONAL APPOINTMENT/PROMOTION

<p>INITIAL APPOINTMENT</p> <input type="checkbox"/> Aerospace Education Officer <input type="checkbox"/> Medical Officer <input type="checkbox"/> Legal Officer *List qualifications in Item VIII, Reverse Side.	<p>SUBSEQUENT PROMOTION</p> <input type="checkbox"/> AE Officer <input type="checkbox"/> Chaplain <input type="checkbox"/> Medical Officer <input type="checkbox"/> Legal Officer NOTE: Initial appointments for chaplains are made by National Headquarters with the concurrence of the wing chaplain via CAP Form 35 (See CAPR 265-1).
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IV. NCO GRADE REQUESTED

Check appropriate grade equivalent to NCO grade earned in active duty Armed Forces:

Sgt TSgt MSgt SMSgt CMSgt

NOTE: The member is authorized to wear the grade on the CAP uniform as soon as verification of the military NCO grade is received.

V. DEMOTION REQUESTED

REDUCE MEMBER TO GRADE CHECKED (Enter reasons in Section VIII, on reverse side.)

SM FO TFO 2d Lt 1st Lt Capt Maj Lt Col

VI. FLIGHT OFFICER GRADE REQUESTED

Check appropriate grade and promotion method. *NOTE: Approval by the appropriate commander constitutes evidence of promotion. This promotion does not require action by National Headquarters.*

DUTY PERFORMANCE

- FO, Level I and 3 months as member
- TFO, Tech rating (Specialty Track) and 6 months as FO
- SFO, Level II and 12 months as TFO

- FO, Mitchell Award
- TFO, Earhart Award
- SFO, Spaatz Award

FORMER CADET

VII. ACTION BY REGIONAL HEADQUARTERS AND BELOW

REQUESTED BY	SIGNATURE OF FLIGHT OR SQDN CMDR	FLIGHT OR SQUADRON	DATE
APPROVED	SIGNATURE OF GROUP COMMANDER	GROUP	ACTIONS NO. & DATE
APPROVED	SIGNATURE OF CHAIRMAN OF WING PROMOTION BOARD	WING	
APPROVED	SIGNATURE OF WING COMMANDER	WING	
APPROVED	<p>STAR as before. The higher the promotion, the more specific you should be. Results should be QUANTIFYABLE.</p> <p>NOT "the scores improved"</p> <p>BUT " out of 10 cadets, those passing rose from 40 percent to 80 percent over the past 10 months."</p>		
APPROVED			
APPROVED			
<input type="checkbox"/> APPROVE endorsement	<p>the individual showing his/her new grade. This</p>		
<input type="checkbox"/> DISAPPROVED	<p>the attached letter.</p>		

HEADQUARTERS

IX. REMARKS

INSTRUCTIONS AND GUIDANCE FOR COMPLETING CAP FORM 2. (Refer to paragraph 8, CAPR 35-5, for administrative procedures. Additional guidance on each promotion method is contained in the references indicated below.)

ITEM

- I. Self-explanatory.
- II. Complete all applicable blocks. All training (Levels I thru IV) must be validated by TTN and the accompanying award must appear in the member's master file at National Headquarters prior to promotion. Promotions will not be processed until this has been accomplished.
 - Level I.** Effective 1 January 1991 both the Unit Orientation Course and Cadet Protection Training must be completed to satisfy the Level I requirement. The only exceptions are former cadets with the Billy Mitchell Award or former senior members who completed the Unit Orientation Course with less than a two-year membership break. These members must complete the Cadet Protection Training only in order to receive credit for Level I completion through TTN.
 - Specialty Training.** Chaplains must complete the CAP Chaplain's Course (ECI Course 02210/CAPP 221) to qualify for promotion to major after initial appointment. Specify technician rating in specialty track number 221 to indicate completion of course. ECI 221A must be completed prior to promotion to lieutenant colonel.
- III. Indicate grade requested in this block and check the appropriate promotion method block below. **Check only one promotion method.** For example, a member being promoted under the duty performance method should not also check mission-related skills.
 - (1) **Duty Performance.** Ensure that the member has the minimum skill level (and accompanying training awards) and necessary time-in-grade for the grade recommended. (See Section B, CAPR 35-5.)
 - (2) **Special Appointment/Promotion.** Note that exceptional qualifications promotions (waivers) require a detailed letter of justification and approval of the region commander, regardless of grade being recommended. Former members who are being recommended for grade reinstatement must meet the current training criteria for the grade requested. (See Section C, CAPR 35-3.)
 - (3) **Mission-Related Skill.** Promotion under this method may be made without regard to Level II training or time-in-grade. (See Section D, CAPR 35-5.)
 - (5) **Professional Appointments/Promotions.** Aerospace education, medical, and legal officers are not subject to Level II training, but time-in-grade is required for promotion after the initial appointment unless higher professional qualifications are obtained which meet the initial appointment criteria for grade recommended. Chaplains must complete the ECI Course 02210 or the technician rating in specialty track No. 221 before they are eligible for promotion to major after initial appointment. Chaplains must complete ECI 221A prior to promotion of lieutenant colonel. Additional training for chaplains and aerospace education officers is encouraged but not required for subsequent promotion. (See Section E, CAPR 35-5.)
- IV. Self-explanatory
- V. Recommendations for demotion will follow the same administrative procedures as promotions to include consideration by the appropriate promotion board. Final action rests with the promoting authority (see paragraphs 9 and 10, CAPR 35-5.)
- VI. Flight officer promotions are restricted to senior members not yet 21 years of age. The wing commander may approve these promotions or promoting authority may be delegated to the group or squadron commander. (See Section F, CAPR 35-5.)
- VII. Only the promoting authority is authorized to approve promotions and this form should bear his/her personal signature. Stamped signatures are not acceptable. Deputy commanders are authorized to approve promotions only in the prolonged absence of the commander. Promotions to the grades of major and lieutenant colonel require region approval. All exceptional qualifications promotions (waivers), regardless of grade recommended, require region approval.
- VIII. Self-explanatory.

CORRESPONDENCE

Finding Information in the Regulations

Method 1: Use CAP INDEX 0-2

Situation: You are not sure if forms are involved, but the key issue is promotion. In CAP INDEX 0-2, *Numerical Index to CAP Regulations, Manuals, Pamphlets and Visual Aids*, you will find a table like this:

	Date	Title	OPR
INDEX 0-2	1 Apr 03	Numerical Index of CAP Regulations, Manuals, Pamphlets and visual Aids	MSA
INDEX 0-9	1 Apr 03	Numerical Index of CAP Forms, Test Material, and Certificates	MSA
R 5-1	17 Aug 02	Ratification	GC
R 5-4	1 Jan 96	Publications and Blank Forms Management	MSA
R 10-1	1 Oct 96	Preparing and Processing correspondence	MSA
R 35-5	1 Dec 02	CAP Officer and NCO Appointments and Promotions	DP
M 39-2	1 May 96	Civil Air Patrol Membership	DP
R 50-17	1 Mar 03	CAP Senior Member Professional Development Program	ETP
M 50-20	1 Mar 88	Model Rocketry Program	ETA
R 52-10	22 Mar 02	CAP Cadet Protection Policy	CP
R 52-16	1 Apr 03	Cadet Program Management	CPC

Look for the title that best fits the key issue.

Method 2: Use CAP INDEX 0-9

Situation: Your CAPF 2 is kicked back and you do not know why.

Look at the bottom of the form

CAP FORM 2, NOV 01	PREVIOUS EDITIONS WILL NOT BE USED AFTER 28 FEBRUARY 2002	OPR/ROUTING: DP
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The bottom of the form, from left to right, tells you

- THIS IS THE MOST IMPORANT PART: Form Number
- IN CAP INDEX 0-9, *Index to CAP Forms, Tests, and Certificates*, got to the Section called "Forms." There you will find a list of CAP forms. On the left part of the list is F (for Form) and a number.

Date	Title	Prescribing Directive
F 2	Nov 01 Request for Promotion Action	R 35-5
F 2A	#Jul 98 Request for and Approval of Personnel Action	R 35-1
F 2B	Oct 72 Personnel Action Request-Termination of CAP Membership	R 35-3
F 2D	May 96 Personnel Action Request-Membership Non-renewal-Higher Headquarters (Requisition from DP)	M 39-2
F 5	Nov 01 CAP Pilot Flight Evaluation-Airplane	R 60-1
F 5G	Nov 01 CAP Pilot Flight Evaluation-Glider	R 60-1
F 11	Mar 03 Senior Member Professional Development Program Director's Report	R 50-17
F 12	Mar 03 Application for Senior Membership in Civil Air Patrol	M 39-2

- Match the form number in the list with the Form Number of the form that was kicked back to you.
- On the far right in the list a column marked "Prescribing Directive." Directive means the number of the CAP regulation or manual or pamphlet you want to find. In this case, for CAPF 2, it is CAPR 35-5.

Method 3: Find The Functional Address Symbol and Work Backward

Situation: Your CAPF 2 is kicked back and you do not know why. You cannot find your CAP INDEX 0-9. Here, you look for clues on the form that will lead you to the regulation you need.

Look at the bottom of the form

CAP FORM 2, NOV 01

PREVIOUS EDITIONS WILL NOT BE USED AFTER 28 FEBRUARY 2002

OPR/ROUTING: DP

The bottom of the form, from left to right tells you

- Form Number
- If you can use previous editions, and, if so, for how long.
- OPR means Office of Primary Responsibility.
- Routing tells the person opening the mail what office to send your form to.
- NOW, THE IMPORTANT PART! DP is the OFFICE SYMBOL of the person who is to take action on your form.
 - There are different office symbols for different action agencies.
 - CAPR 10-1, *Preparing and Processing Correspondence, Attachment 6* (Attachment means it is part of the regulation, after the chapters), has a list of "Functional Address Symbols." From the list you will find DP means Directorate of PERSONNEL.

COMMANDER.....	CC
Vice Commander.....	CV
ADMINISTRATION.....	DA
PERSONNEL.....	DP
AEROSPACE EDUCATION AND TRAINING.....	ET
Aerospace Education.....	ETA
Professional Development.....	ETP

So, in this case, the CAPF 2 is a PERSONNEL action. Now to find what regulation to consult.

- In CAP INDEX 0-2, *Numerical Index to CAP Regulations, Manuals, Pamphlets and Visual Aids*, you will find a paragraph called, "Regulation Series." This converts your DP to a narrowed down part of the big blue book. In this case, 35 Personnel Procedures, and 39, Personnel General.

0	Indexes	66	Aircraft Maintenance	123	Inspection
5	Publications Management	67	Supply	147	Exchange Service
10	Administrative Communication	70	Contracting Management	160	Medical
20	Organization and Mission – General	76	Travel	173	Finance
35	Personnel Procedures	77	Motor Vehicles	190	Public Affairs
39	Personnel-General	87	Real Estate	210	History
50	Training	100	Communications – Electronics	265	Chaplain
52	Cadet Program	110	Information Technology	280	Aerospace Education
60	Operations	111	Legal	900	Miscellaneous
62	Safety	112	Claims		

- Since your question, in this case, involves a promotion action, the most likely regulation to consider is R 35-5, *CAP Officer and NCO Appointments and Promotions*.

	Date	Title	OPR
INDEX 0-2	1 Apr 03	Numerical Index of CAP Regulations, Manuals, Pamphlets and visual Aids	MSA
INDEX 0-9	1 Apr 03	Numerical Index of CAP Forms, Test Material, and Certificates	MSA
R 5-1	17 Aug 02	Ratification	GC
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R 52-10	22 Mar 02	CAP Cadet Protection Policy	CP
R 52-16	1 Apr 03	Cadet Program Management	CPC

THE UNIT MEETING

Answers to Blanks

Introduction
 Body
 Conclusion

Suggested Quarterly Schedule (CAPM 52-16)

WEEK	OPENING FORMATION (15 MIN)	EMPHASIS ITEMS (15 MIN)	CORE CURRICULUM (50 MIN)	BREAK & ADMIN. TIME (10 MIN)	SPECIAL TRAINING (50 MIN)	CLOSING FORMATION (10 MIN)
1	National Anthem Cadet Oath Announcements Inspection	Drill & Ceremonies	Achievement Testing	Refreshments Fellowship Purchase Supplies Pay Dues Sign-Up for Activities Obtain Forms, etc.	Emergency Services Drill Team Color Guard Team Sports Rocketry Teambuilding Counseling Guest Speakers Films Awards Night Open House Special Projects Etc.	Final Announcements Promotions Awards
2		Aerospace Current Events	Aerospace Education			
3		Safety Briefing	Moral Leadership			
4		Drill & Ceremonies	Leadership Laboratory			
5		Aerospace Current Events	Achievement Testing			
6		Safety Briefing	Physical Fitness			
7		Drill & Ceremonies	Moral Leadership			
8		Aerospace Current Events	Aerospace Education			
9		Safety Briefing	Achievement Testing			
10		Drill & Ceremonies	Leadership Laboratory			
11		Aerospace Current Events	Moral Leadership			
12		Safety Briefing	Physical Fitness			
13		Open	Open			

Watch Wing and Group Calendar for : Holidays, Training events, Conferences, Activities

EFFECTIVE LISTENING

Answers to Blanks

We think for the speaker instead of allowing him/her to speak.

We think about the speaker instead of listening to what is being said.

We think ahead of the speaker instead of with him/her.

Eye contact

Tune out

Concept

Understand

Notes

Positive

Think

Ahead

Absorbing

Giving

THE MILITARY BRIEFING

Answers to Blanks

Informative

Staff

Inform the listener

Deals with facts

Short introduction, body, and summary

Questions and answer session

Rapidly share information

Composed of a variety of information

Specific at lower levels of command

General at higher levels

Advocates a decision or action

Speech Critique (CAPM 52-16)

NAME	CAP GRADE	CAPID	CHARTER		
SUBJECT OF SPEECH		SCHOOL GRADE	DATE		
INSTRUCTIONS: For each of the six categories, compare the cadet's performance to the sample of behavior. Rate each category by placing an "X" in the appropriate column to the right.		OUTSTANDING 2 POINTS EACH	EXCELLENT 1 POINT EACH	SATISFACTORY 0 POINTS EACH	MARGINAL -1 POINT EACH
INTRODUCTION <ul style="list-style-type: none"> • Gains audience attention • Subject is defined & thesis clearly stated • Argument briefly previewed 					
ORGANIZATION <ul style="list-style-type: none"> • Proceeds logically; easy for listeners to follow • Transitions used to signal new subtopics • Duration is within time allowances 					
CONTENT <ul style="list-style-type: none"> • Shows use of reason; no logical fallacies • Argument supported by data or examples • Anticipates an objection & refutes it • Shows how the topic fits into the larger picture • Substantive; quality commensurate with CAP grade 					
STYLE <i>Double point value</i> <ul style="list-style-type: none"> • Examples & anecdotes keep audience's attention • Vocabulary is appropriate; vivid language • Key phrases spoken with emphasis; dynamic • Restates important points 					
CONCLUSION <ul style="list-style-type: none"> • Summarizes central argument • Thesis restated and demonstrated to be true • Sense of completion or resolution • Invites Q&A; responds to audience 					
PRESENTATION <i>Double point value</i> <ul style="list-style-type: none"> • Makes eye contact; does not merely read • Clearly pronounces words • Appropriate volume • Uses non-verbals, gestures • Good posture; handles visual aids with ease • Shows poise and confidence 					
OVERALL EVALUATION: First, count the number of ratings in each column, and multiply by the point value of the column. Double the point value for the score for the style and presentation. This product is the column's subtotal. Second tabulate the final score by adding the subtotals. The final score must be +1 or greater for the speech to meet promotion requirements. However, if the presentation or style are marginal, then the speech automatically does not meet promotion requirements.					
<ul style="list-style-type: none"> • Accepted as meeting promotion requirements 			<ul style="list-style-type: none"> • Requires revision to meet promotion requirements 		
<small>Review the critique with the cadet. If the speech requires revision, suggest improvements. Agree on a due date for the revised speech. Keep a copy of the critique in the CAPF 66, Cadet Master Record</small>					
EVALUATING OFFICER'S SIGNATURE			CADET'S SIGNATURE		

SEXUAL HARASSMENT AND DISCRIMINATION

Answers to Blanks

Any unwelcome sexual advances

Request for sexual favors,

Verbal or physical contact of a sexual nature

Decisions are based on a member's sex or when a member is treated differently because of his or her sex.

Would I want someone to act this way toward my spouse/girl/boyfriend?

Would I act this way if my spouse/girl/boyfriend were standing next to me?

Are all parties participating equally in the conversation?

Would I want any of these actions to be the subject of a news story?

Is there equal power between me and the person I am interacting with?

AEROSPACE EDUCATION (INTERNAL)

Answers to Blanks

Crossfield

Orientation Flights with CAP Cadet Orientation Pilots

Orientation flights (O rides) are optional for progression in the Cadet Program. Cadets whose squadron has an agreement with Senior or Composite squadrons that have qualified Cadet Orientation Pilots may arrange for up to three orientation flights in accordance with their unit's policies and procedures. Each of the three flights has a training syllabus that both the cadet and the Cadet Orientation Pilot must adhere to.

Orientation Flights with the Military

1. List of participants by name, SSAN, CAP Rank
2. Contact person's name, phone and e-mail (unit commander must determine this person able to make final decisions about the flight)
3. Parental Consent Form for cadets under 18
4. Note 1: Flight is "hit and miss" for time, date, and may be called off at a moment's notice
5. Note 2: Parents may consider requesting a school excused absence because the flight is for education purposes.

Model Rocketry

Model Rocketry is optional in the Cadet Program. The cadet buys a specified model rocketry kit, assembles it with other CAP cadets, and applies what he or she is learning in modules 4 and 6 of the cadet's six module Aerospace Education series. The program must be supervised by at least two senior members during the launch. The project requires a large training room, boxes to put the kits in between assembly sessions, and a large field at least two miles from an airport. The field should be free of trees, telephone wires, and other obstructions. The model rocket is launched by remote control, climbs to a certain height, and comes down in a parachute to be retrieved after it lands.

Relationship of Cadet AE, O Rides, Model Rocketry & Senior AE

Internal Cadet AE Cadet Module & Name	CAP Cadet Orientation Pilot Syllabus 3 No. & Name OR Model Rocketry	AEPSM Chapter
1 Intro to Flight	6 Ground Handling, 7 Preflight Inspection, 8 Takeoff, Landing	7, 8 ¹²
2 Aircraft Sys & Airports	9 Use of Inst. in Flight	9, 10
3 Air Environment	10 Weather	18, 19
4 Rockets	Model Rocketry	21, 23
5 Space Environment		24, 25
6 Spacecraft	Model Rocketry	26, 27

¹² Phase III cadets must have completed Chapters 1 through 6, Part One: The Rich History of Air Power.

AEROSPACE EDUCATION (EXTERNAL AND AWARDS)

Answers to Blanks

Public
Annual
Leaders
Teachers
School systems
Colleges
Aerospace
Individuals and organizations
For selfless devotion to the advancement of aerospace activities.
Billy Mitchell Award
Current
Aerospace advancement
Aerospace field
Current
Aerospace advancement
Aerospace field
Noteworthy
10
any
20
Congress Planning Committee
Anyone
Leadership
High
Congress sponsors
Supporters, Affiliates, Individuals
Organizations, Associations
Colleges or Universities, School Systems
Governmental Agencies
Industries
Rewards
Outstanding accomplishments
\$1000
Crown Circle
Aerospace education officer specialty track
Aerospace Education Program for Senior Members (AEPSM)
National Congress
Aerospace conferences and workshops

DRUG DEMAND REDUCTION

Answers to Blanks

1994

Positive

School

Education, prevention, awareness

Wing

Educate

Administrator

CADET PROGRAM

Answers to Blanks

Cadet-oriented	Manages property and facilities
Goal	Supervises administration
Result	Assigns personnel
Well planned	Implements, monitors, supervises
Safety	Generates, supervises
<i>Leadership 2000 and Beyond</i>	Supervises
Quality	Moral leadership training
Internal	Supervisory
Standards	Moral, ethical
Values	Stable
Recruits cadets and adult staff	

Cadet Special Activities

Cadet advisory council	National Cadet Competition
Orientation Flights	Honor Guard
Flight scholarships	Region Cadet Leadership School
Scholarships	International Air Cadet Exchange
USAFA Preparatory School	Encampments

Mentoring

Mentoring is an informal relationship in which a person with greater experience and wisdom guides another person to develop both personally and professionally. It fosters free communication by subordinates with superiors concerning their performance and duties, without fear of reprisal. It enhances morale and discipline and improves the operational environment while maintaining respect for authority. Appropriate mentor behaviors include: providing vision, active listening, tactful confrontation, providing information, empowering, and encouraging.

Staff Duty Analysis

The purpose of staff duty analyses is to improve the cadet's critical thinking and communication skills through practical application of teamwork leadership. The cadet analyzes and summarizes in writing what is required to serve successfully in the respective staff position. Through staff service the cadet experiences the position first-hand, working alongside the respective senior member staff officer, a mentor who provides on-the-job training and guidance.

Cadet Sponsor Membership

This is a membership category for parents, grandparents, or legal guardians who want more involvement in their cadet's unit. They must complete Level I and CPPT. Their involvement ends when their cadet's membership ends and is limited to providing adult supervision, serving as an overnight chaperone, or helping with transportation. They may wear the CAP distinctive uniforms, but not the Air Force style uniform.

CAP Cadet Program Achievement Specifications and Awards

PHASE	ACHIEVEMENT OR AWARD	PHYSICAL FITNESS	LEADERSHIP	AEROSPACE EDUCATION	MORAL LEADERSHIP	GRADE	
MOTIVATION	Orientation	Complete Cadet Orientation Program in CAPP 52-9				Airman Basic	C/AB
PHASE I LEARNING	1 Curry	25 th percentile CPFT	Chapter 1	Any Module	DISCUSSION Must participate in at least half of the moral leadership forums offered since the completion of last achievement. Serve as recorder once and discussion leader once during Phases II and III. Serve as recorder once and discussion leader twice in Phase IV.	Airman	 C/Amn
	2 Arnold		Chapter 2			Airman 1 st Class	 C/A1C
	3 Feik		Chapter 3			Senior Airman	 C/SrA
<i>WRIGHT BROS AWARD</i>		Comp. Written & Performance Exam	Staff Sergeant	 C/Sgt			
PHASE II LEADERSHIP	4 Rickenbacker	35 th percentile CPFT	Chapter 4	Any Module		Technical Sergeant	 C/TSgt
	5 Lindbergh		Chapter 5	Any Module		Master Sergeant	 C/MSgt
	6 Doolittle		Chapter 6	Any Module		Senior Master Sergeant	 C/SMSgt
	7 Goddard	50 th percentile CPFT	Chapter 7	Any Module		Chief Master Sergeant	 C/CMSgt
	8 Armstrong		Writing/Speech Assignment	No Test		2 nd Lieutenant	 C/2nd Lt
<i>MITCHELL AWARD</i>		Comprehensive Leadership/Aerospace Education Examination & Encampment		1 st Lieutenant		 C/1 st Lt	
PHASE III COMMAND	9 Flight Commander	60 th percentile CPFT	Chapter 8	Staff Duty Analysis	2 -chapter Block	Aerospace Mentor	
	10 Administrative Officer		Chapter 9	2 -chapter Block			
	11 Public Affairs Officer		Chapter 10	2 -chapter Block			
<i>EARHART AWARD</i>		Comprehensive Leadership/Aerospace Education Examination		Captain	 C/Capt		
PHASE IV EXECUTIVE	12 Leadership Officer	70 th percentile CPFT	Chapter 11	Staff Duty Analysis	2 -chapter Block		Aerospace Instructor
	13 Aerospace Education Officer		Chapter 12				
	14 Operations Officer		Chapter 13				
	15 Logistics Officer		Chapter 14				
	16 Cadet Commander		Chapter 15		2 -chapter Block		
<i>EAKER AWARD</i>		COS (or RCLS or AFIADL-13) and Writing/Speech Assignment		Major	 C/Maj		
<i>SPAATZ AWARD</i>		75 th percentile CPFT	Comprehensive Leadership Examination	Comprehensive Aerospace Examination	Essay Exam	Lieutenant Colonel	 C/Lt Col
			Comprehensive Leadership Examination	Comprehensive Aerospace Examination	Essay Exam	Colonel	 C/Col

OPERATIONS

Answers to Blanks

Search and Rescue (SAR)
Disaster Relief (DR)
Counterdrug (CD)
Safety
Standardization and Evaluation
Communications
Drug Demand Reduction (DDR)
Distress
U.S. Air Force
Primary
Mission management
Communications
Public affairs/information
Air operations
Ground operations
Man-made
Planning and management agency
American Red Cross
Salvation Army
FEMA
Federal Aviation Administration (FAA)
U.S. Coast Guard
U.S. Coast Guard Auxiliary
DEA/USFS
U.S. Customs Service
Department of the Interior
Department of Transportation
Surveys of roads, bridges, and other facilities required for evacuation or transportation
Communications services
Mercy missions—blood, organ transplant, and patient transport
Air and ground transport for cargo and non-key personnel
Shelter management

How to Participate in CAP Emergency Services/Disaster Relief

- CPPT/Level I (Curry of Cadet)
- General ES Course (pass CAPT 116 test on line)
- Complete CAPF 100 request for General Emergency Services Qualification
- Get CAPF 101 with the back showing General Emergency Services Qualification
- YOU CAN NOW LEARN FROM QUALIFIED MEMBERS IN SAR/DR training
 - Mission Staff Assistant recommended if without a planned specialty
 - CAPF 101T for other specialties requires training from Task Lists
 - Can train for three concurrently
- Maintaining Proficiency—valid through 24th month of the day of proficiency.

COUNTERDRUG

Answers to Blanks

14 November 1985

Drug Enforcement Administration (DEA)

Aircraft patrol

Reconnaissance

Weapons

Arrest, seizure, detention

Federal resource

Mission

Resources

Directives

STANDARDIZATION/EVALUATION

Answers to Blanks

Validate
60-1
Check pilot
Evaluations
Pilot in command

How to Participate in CAP Flying

Basic Eligibility

- 1) CPPT/Level I at Unit, Group, or Wing
- 2) *General Emergency Services Course* AFIADL 02130D by correspondence (recommended)
- 3) CAPT 116 Test on National Web site.
- 4) Radio Operator Authorization (ROA) Course by Wing qualified instructor
- 5) Advanced Radio Operator Authorization (ROA) Course by Wing qualified instructor and CAPT 119 Test at Unit

Observer and Scanner

- 1) *Scanner Course* AFIADL 02130A and *Observer Course* AFIADL 02130B by correspondence (trainee qualified; fully qualified if #1 and #2 done)
- 2) *Mission Aircrew Course* (in late winter) (trainee qualified; fully qualified if #1 and #2 done)
- 3) 2 flights finding aircraft without radio ELT
- 4) 2 flights finding aircraft with radio ELT

CAP Pilot

- 1) Be an active CAP member at least 17 years of age (16 years of age for CAP glider pilots).
- 2) Possess a valid FAA private, commercial or airline transport pilot certificate.
- 3) Possess a class III or higher medical certificate (not required for gliders).
- 4) Possess a current flight review IAW FAR 61.56.
- 5) Complete annual CAPF 5 written exam and annual aircraft questionnaires for each aircraft authorized to fly.
- 6) Satisfactorily complete CAPF 5 flight check in aircraft (in an appropriate group) within preceding 12 months.

Mission (SAR/DR) Pilot

- 1) CAP pilot (with at least 175 pilot-in-command hours, 50 of which must be in cross-country flying)
- 2) Qualified mission scanner
- 3) in 25 SAREX and/or Missions

Counter-Drug/Counter-Narcotics Pilot

- 1) Mission Pilot
- 2) 2 years in CAP
- 3) Re-Finger Print
- 4) DEA & US Customs Certification

Cadet Orientation Pilot

- 1) Be an active CAP pilot at least 21 years of age (or 18 years of age with a valid FAA CFI certificate).
- 2) CAP powered pilots must have a minimum of 200 hours (300 hours for AFROTC orientation flights) total pilot-in-command (PIC) time in the category and class of airplane to be used.
- 3) CAP glider pilots must have one of the following:
 - a) A minimum of 50 hours PIC in gliders.
 - b) A minimum of 100 flights as PIC of a glider.
 - c) A minimum of 50 flights in the past 12 months as PIC of a glider.
 - d) Be a current CFIG.
- 4) Satisfactorily demonstrate thorough knowledge of cadet orientation flight program syllabus to a CAP check pilot and have the CAPF 5 flight check annotated as qualified to conduct cadet orientation flights.
- 5) Be designated in writing as a cadet orientation pilot in the applicable aircraft group(s) by the present Executive Director, region or wing commander or their designee.

Instructor Pilot

- 1) Be an active CAP pilot at least 18 years of age.
- 2) Possess a current FAA certified flight instructor certificate.
- 3) Be CAP current and qualified in the aircraft type.
- 4) Possess a class III or higher medical certificate (not required for gliders).
- 5) Be designated in writing by present Executive Director, region or wing commander or their designee.

Check Pilot

- 1) Be an active CAP pilot at least 18 years of age.
- 2) Possess a valid FAA airline transport pilot certificate or commercial certificate with an instrument rating (Instrument rating not required for glider check pilot).
- 3) Possess a current FAA CFI certificate for the appropriate category of aircraft.
- 4) Satisfactorily complete the *National Check Pilot Standardization Course (NCPSC)* prior to initial appointment and every 4 years thereafter. Satisfactory completion of the NCPSC constitutes recommendation by the wing standardization/evaluation officer or his/her designee, completion of the classroom instruction and a check ride with a CAP check pilot approved by the wing standardization/evaluation officer. Course length and check ride completion standards are stipulated by the current NCPSC.
- 5) Be current and qualified in at least the aircraft group used for any flight check.
- 6) Be designated in writing as check pilot by the present Executive Director, region or wing commander or their designee.

Mission (SAR/DR) Check Pilot

- 1) Be a highly experienced and qualified mission pilot with a thorough knowledge of current CAP operational and emergency services regulations.
- 2) Have a minimum of 25 mission sorties as PIC and satisfactorily complete a CAPF 91, *CAP Mission Pilot Checkout*, IAW paragraph 3-9a of CAPR 60-1. This check is valid for 24 months through the end of the month in which it was taken.
- 4) Be designated in writing by present Executive Director, region or wing commander or their designee.

Note

Fly at least four hours a month. If done in CAP aircraft, the rates are \$20 an hour plus fuel. Once mission-qualified, the IRS allows up to four hours a month to be tax deductible. Non-CAP personnel may not be carried in the aircraft. Check rides annual for all pilots and twice a year for mission-qualified pilots. At least one flight clinic and one SAREX a year.

SAFETY

Answers to Blanks

Commanders

62-2

Unit

Safety officer

Wing commander

Wing safety officer

Bodily injury

Property damage

Aircraft

Vehicles

Other

CAP Form 78

48

Safety is everyone's responsibility. If you see a safety hazard, unsafe conditions, and/or practices, or have a recommendation for safety improvement, a CAP Form 26 should be filled out.

COMMUNICATIONS

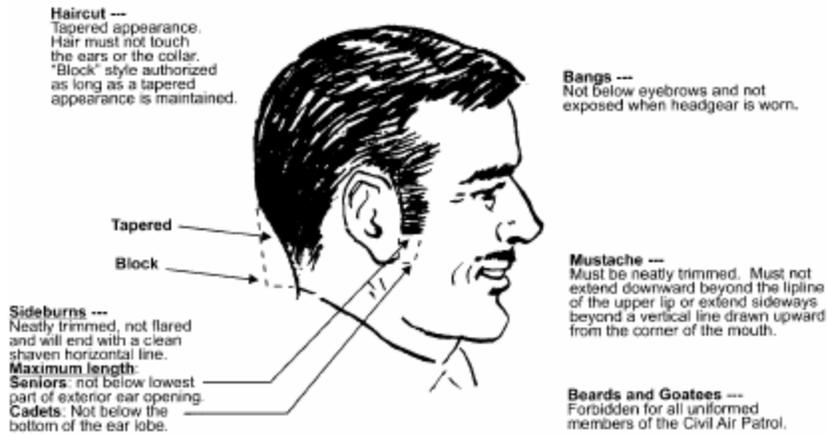
Answers to Blanks

Nationwide
Point-to-point
Controlling
Communicate

CAPF 76, *CAP Radio Operator Authorization*
CAPR 100-1
Wing/Region policies

PROFESSIONAL IMAGE

Grooming Standards



FEMALE



High Interest Areas

BDU's

- Blousing boots
- T-Shirt color
- Rolled up sleeves
- 1/10 inch blue margin on patches

Service Jackets

- Epaulettes over collar
- "Gig" line
- Ribbon order
- Items protruding from pockets

Spit Shining Shoes¹³

Preparation

Pick up your boot (if you are doing a shoe, then pick up the shoe...for these purpose we are doing a boot). The toe should be free of mud, dirt and dust. Give it a wipe with your nice new shiny duster. If it is covered in filth, wash it off and leave it to dry and come back to it later. If there are large scratches, then the job will take longer: more scratches = more time.

The Spit

This is where your small amount of water comes in. Personally, I do not use water, I use spit, hence "spit and polish". If you use water, you risk of having too much, which dulls the polish. The perfect amount of liquid for this process can be found on your tongue.

Dab the pad of your finger (with the duster with the polish on it) lightly onto your tongue. Start applying the polish again in a circular motion. Whenever you feel the pressure or roughness coming back, apply more spit to the cloth, not to the boot.

The Polish

Pick up your duster and wrap it around your index finger. The pad of your finger (where your fingerprint is) is smooth. That is, there are no wrinkles between the duster and your finger pad. This is vital, you will polish with the pad of your finger. Take the pad of your finger (the one with the cloth wrapped around it) and apply some polish to it from your Kiwi tin. When starting for the first time **take on a big load of polish**. You will use less and less as you go on, but you need to build a layer of polish to polish upon first! When starting, use enough to lightly color your duster.

¹³ Adapted from James Howard Elliott, 21, of: Ross-on-Wye, Herefordshire, England and Canaan, NH, USA. His experience consists of being in the Air Training Corps Cadet, 8 Years; Royal Naval Reserve, 2 years; Civil Air Patrol, 7 months, in these organizations as a RNR: Midshipman, ATC: Cadet Warrant Officer, CAP: 2nd Lt.

In order to get the "black mirror" effect (i.e. seeing your own reflection on the boot surface, we first need to talk about layers. Spit and polish is about layers. You need to have good base layers to polish upon further to obtain the desired "black mirror" effect. When you first start, you will need to apply thick layers, once you have got enough thick layers onto the leather, you will have a surface you can turn into glass!

Take your duster with the polish on it and apply it to the toe cap of your boot in a circular motion. **Do not** press hard, you only need to have a slight pressure on the pad of your finger. The first thing you will notice is that polishing feels "rough" from almost putting too much pressure on the duster, making the process harder. This is because you need to lubricate the polish being applied.

The Spit and Polish

The circular motion is vital. Aim for a motion of about an inch in diameter. Too small, and you will be there all day, too big and you don't achieve anything. You will see polish "swirls". Swirls show that you are doing it right. As you keep polishing, the swirls will start to go away. This indicates that it is time for the next layer.

The Shine

When you have been applying thick layers for some time, you will notice that you are beginning to build up a thick layer of polish over the toe cap, the scratches and scrapes will start to disappear the more layers you apply. A good indication of when enough is enough is when the surface of the toe cap is smooth: there are no scratches, potholes or anything else to be seen apart from a smooth surface.

Many people ask me how long it takes to get to this stage. For the inexperienced, to get to the "smooth" state one boot will take around 90 minutes. Therefore two boots will take around 120 minutes. For the experienced to get to the "smooth" state one boot will take around 45 minutes therefore Two boots will take around 90 minutes. It is totally dependant on the state of the boot and skill level.

The Gloss

Once you have reached the "smooth" state, you can now turn the shoes into "black mirrors" or "glass". Reduce the polish you use on each layer. As you do so, you will see the boot start to gleam. Keep going with the layers until you are using only a spot of polish. You should see your own reflection in the toe cap now!

If you can't, you may be using too much liquid because the surface becomes "duller" quickly, to fix this, use more polish to soak up the liquid. To finish the process, simply polish away the last of the swirls from the last layer!

The POW-MIA Table¹⁴

Those who have served and those currently serving in uniformed services of the United States are ever mindful that the sweetness of enduring peace has always been tainted by the bitterness of personal sacrifice.

We are compelled to never forget that while we enjoy our daily pleasures, there are others who have endured and may still be enduring the agonies of pain, deprivation and internment.

Before we begin our activities this evening, we will pause and recognize our POW's and MIA's. We call your attention to this small table, which occupies a place of dignity and honor near the head table.

It is set for one, symbolizing the fact that members of our armed forces are missing from our ranks. They are referred to as POW's and MIA's. We call them comrades.

They are unable to be with their loved ones and families tonight, so we join together to pay our humble tribute to them, and bear witness to their continued absence.

This **table, set for one, is small**, symbolizing the frailty of one prisoner, alone against his or her suppressors.

The **tablecloth is white**, symbolic of the purity of their intentions to respond to their country's call to arms.

The **single red rose** in the vase signifies the blood that many have shed in sacrifice to ensure the freedom our beloved United States of America. This rose also reminds us of the family and friends of our missing comrades who keep the faith, while awaiting their return.

The **yellow ribbon** on the vase represents the yellow ribbon worn on the lapels of the thousands who demand with unyielding determination a proper accounting of our comrades who are not among us tonight.

The **slice of lemon** on the plate reminds us of their bitter fate.

The **salt sprinkled on the plate** reminds us of the countless fallen tears of families as they wait.

The **glass is inverted**. They cannot toast with us tonight.

¹⁴ This is an optional event, appropriate at dinings in and out, banquets, and other events in which dining is a key event.

The **chair is empty**. They are not here.

The **candle** is reminiscent of the light of hope, which lives in our hearts to illuminate their way home, away from their captors, to the open arms of a grateful nation.

Let us pray to the Supreme Commander that all our comrades will soon be back within our ranks.

Let us remember and never forget their sacrifices.

May God forever watch over them and protect them and their families.