

CHAPTER 1—OVERVIEW

1-1. Purpose of the Senior Member Professional Development Program.

CAP is a federally chartered non-profit corporation. It is the official auxiliary of the United States Air Force. Congress chartered CAP to perform certain duties for individual communities and for the nation. That charter helped establish CAP's three missions: Emergency Services, Aerospace Education, and Cadet Programs. To accomplish its mission, CAP requires an informed, active senior membership trained in leadership, management, and functional tasks. The CAP Senior Member Professional Development Program prepares members to serve their units, their communities, and their nation.

1-2. Organization of the Senior Member Professional Development Program.

Five levels comprise the Senior Member Professional Development Program. Each level is briefly explained below. (Also see Attachment 1, *CAP Senior Member Professional Development Program Progression and Awards* chart.)

a. Level I, Orientation. Level I training provides the new senior member with information required for active membership in CAP. This level consists of the Orientation Course and Cadet Protection Program Training (CPPT). Shortly after joining CAP, the member receives a collection of pamphlets and manuals from the CAP Bookstore that make up the senior member handbook. Members should study these materials prior to attending a Level I Orientation Course. The Level I Orientation Course provides basic information about the CAP program. It consists of video and instructor presentations. Chapter 3 details Level I training.

b. Level II, Technical Training. In this level, the member acquires a technical skill and begins receiving basic training in leadership and management topics. CAP presents study material in pamphlets called Specialty Track Study Guides. Each member, in coordination with the unit commander and unit Professional Development Officer (PDO), selects a specialty based on individual interests and the needs of the unit. Squadron Leadership School (SLS), a formal course, trains squadron-level members to perform their squadron jobs and introduces leadership and management techniques. Level II training also includes the Air Force Institute for Advanced Distributed Learning (AFIADL) CAP Senior Officer Course. CAP requires completion of Level II and time-in-grade for duty performance promotion to the grade of captain. Chapter 4 gives the specific details of Level II training.

c. Level III, Management. Senior members desiring to serve in CAP management positions train at this level. Completion of Level III requires attending a Corporate Learning Course (CLC) and other specialized requirements. CAP requires completion of Level III and time-in-grade for duty performance promotion to the grade of major. Chapter 5 gives specific details of the Level III program.

d. Level IV, Command and Staff. This level concentrates on members desiring to become leaders in CAP. Every wing and region commander, and those members being groomed to replace them, should complete Level IV. CAP requires members to complete Region Staff College (RSC) at this level. Members unable to attend a region staff college may complete the USAF Squadron Officer School (SOS) by correspondence or any of the Professional Military Education (PME) equivalents in Attachment 2. In order to receive a duty performance promotion to the grade of lieutenant colonel, members must complete Level IV and time-in-grade. Chapter 6 gives the specific details of the Level IV program.

e. Level V, Executive. Those performing duty as commanders or staff officers train at this level. This level concentrates on advanced leadership and management subjects. To complete this level, members attend the National Staff College (NSC). Members unable to attend the college may elect to complete the USAF Air Command and Staff College (ACSC) by correspondence or any of the PME equivalents in Attachment 2. Chapter 7 gives the specific details of the Level V program.

NOTE: CAP requires members to earn the awards accompanying the various levels of professional development prior to being recommended for duty performance promotions. See CAPR 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions, for criteria for special and professional appointments and promotions based on education or mission related skills.

1-3. Professional Development Opportunities.

CAP offers numerous senior member professional development opportunities. These include the Air Force Institute for Advanced Distributed Learning as well as CAP resident courses. Each year the *Civil Air Patrol News* lists national professional development opportunities. Professional Development Officers should give this annual list the widest possible publicity by reviewing it at unit meetings and posting it on the unit bulletin board and encouraging members to attend these activities.