CIVIL AIR PATROL
National Headquarters
Maxwell AFB AL 36112-6332

CAP REGULATION 50-17(E)

15 July 1998

Training

CAP SENIOR MEMBER TRAINING PROGRAM

This regulation outlines the program to train senior members in the special skills required for Civil Air Patrol (CAP) mission accomplishment. The program offers training opportunities to help the senior member learn specific mission-related skills and prepare for leadership positions. Commanders at each echelon have the responsibility to support the Senior Member Training Program in accordance with the provisions of this regulation.

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ACRONYMS

ACSC--Air Command and Staff College

AWC--Air War College

CAP--Civil Air Patrol

CAPF--Civil Air Patrol Form

CAPM--Civil Air Patrol Manual

CAPOC--Civil Air Patrol Senior Officer Course

CAPP--Civil Air Patrol Pamphlet

CAPR--Civil Air Patrol Regulation

CE--Course Examination

CLC--Corporate Learning Course

COP--Certificate of Proficiency

CPPT--Cadet Protection Program Training

CRSC--Chaplain Service Region Staff College

DP--Office symbol for Personnel

ECI--Extension Course Institute

ETS--Office symbol for Senior Training

FAA--Federal Aviation Administration

FEMA--Federal Emergency Management Agency

FO--Flight Officer

HC--Office symbol for the Chaplain's office

HQ CAP--Headquarters Civil Air Patrol

IACE--International Air Cadet Exchange

National Congress--National Congress on Aviation and Space Education

NLOC--National Legal Officers' College

NSC--National Staff College

PAO--Public Affairs Officer

PME--Professional Military Education

RSC--Region Staff College

SAR--Search and Rescue

SFO--Senior Flight Officer

SLS--Squadron Leadership School

SOS--Squadron Officer School

STR--Senior Training Report

TCO--Test Control Officer

TFO--Technical Flight Officer

USA--United States Army

USAF--United States Air Force

USCG --United States Coast Guard

USMC--United States Marine Corps

USN--United States Navy

Chapter 1

OVERVIEW

1-1. Purpose of the Senior Member Training Program. Civil Air Patrol (CAP) is a nonprofit, benevolent 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 the three-part mission. The three-part mission includes emergency services, aerospace education, and the cadet program. To accomplish its mission, CAP requires an informed, active senior membership trained in leadership, management, and functional tasks. The CAP Senior Member Training Program prepares members to serve their units, their communities, and their nation.

1-2. Organization of the Training Program. Five levels comprise the Senior Member Training Program. Each level is briefly explained below. (Also see Attachment 1, Senior Member Program Training Progression & 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 senior program officer, 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 USAF Extension Course Institute (ECI) 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 Level III training.

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 Level IV training.

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 Level V training.

NOTE: CAP requires members to earn the awards accompanying the various levels of training 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. Training Opportunities. CAP offers numerous senior member training opportunities. These include the USAF Extension Course Institute, as well as CAP resident courses. Each year the *Civil Air Patrol News* lists national training opportunities in the January edition. Senior program 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.

Chapter 2

ADMINISTERING THE PROGRAM

2-1. Training:

a. CAP provides numerous senior member training activities. Some, such as the NSC in Level V, directly relate to the Senior Member Training Program. Others, such as emergency services training, develop individual skills which aid CAP in accomplishing its overall mission. All activities supplement and expand upon the formal training program and offer members an opportunity to meet other members with mutual interests.

b. Training Opportunities Include:

(1) Inland Search and Rescue Course. The USAF conducts this course periodically throughout the year. The curriculum includes all aspects of organization, planning, communications, and operations involving inland search and rescue (SAR). CAP reserves this course for mission coordinators and potential mission coordinators actively involved in unit SAR activities. It is a 5-day course.

(2) Flight clinics.

(3) Air Force Rescue Coordination Center CAP SAR Management Course (generally one per year in each region).

(4) State-held Federal Emergency Management Agency (FEMA) Staff College.

(5) USAF Extension Course Institute:

(a) CAP Senior Officer Course (CAPOC)

(b) Squadron Officer School (SOS)

(c) Air Command and Staff College (ACSC)

(d) Air War College (AWC)

(6) Specialized technical courses (through ECI).

(7) Regional emergency services training.

(8) Survival courses (winter and summer).

(9) Various regions' schools.

(10) Scholarships. CAP provides scholarship oppor-tunities for senior members working on under-graduate, graduate, and vocational-technical programs. See CAPM 50-16, *CAP Cadet Training Program*, for complete details.

c. The *Civil Air Patrol News* announces national level events to all units. It outlines the programs available and criteria for attendance. Regions responsible for certain programs announce region- and wing-level training by letter. Region and wing public affairs officers (PAOs) also publicize such programs.

d. Application procedures and deadlines for application processing are described in paragraph 2-7. Events that require support by USAF airlift require much longer lead times to coordinate requests through CAP-USAF channels.

2-2. Reference Library. CAP senior program officers should maintain a library of materials used in the senior training program. This library should be kept current and maintained separately from the administrative files. Contents should include training-oriented material. As a minimum, it should contain the *Unit Test Control Officer ECI Course Handbook*; CAP Manual 50-17; CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*; CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*; and CAPR 50-4, *Test Administration and Security*; all senior member specialty track study guides; and the senior member handbook. The senior member handbook is sent to all new senior members and is available from the CAP Bookstore. It includes CAPM 39-1, *CAP Uniform Manual;* CAPP 190-2, *CAP Primer;* CAPP 151, *Standards, Customs, and Courtesies;* National HQ CAP Safety Letter; Senior Training Diagram; CAPP 50-6, *Cadet Protection Policy and Program for Parents and Leaders;* and CLC Data Form 1. In addition, each wing should have the current *USAF Extension Course Institute (ECI) Catalog*. Other helpful materials include Federal Aviation Administration (FAA) publications pertaining to CAP and training materials from the American Red Cross, Federal Communications Commission, FEMA, and the USAF.

2-3. Testing. CAP does not centrally control testing. CAP treats testing in accordance with CAPR 50-4, *Test Administration and Security*, and the regulation prescribing the test. Each CAP unit commander designates a test control officer (TCO) **in writing,** sending a copy to the wing and keeping a copy on file at the unit. The unit TCO appoints alternate TCOs by letter. TCOs and alternates must be at least 21 years old. **The unit commander cannot be the testing officer or alternate.** Unit TCOs handle course examinations and test materials according to CAPR 50-4.

2-4. Training Records Management:

a. The CAPF 45, *Senior Member Master Record* (Attachment 3), contains the senior member's master personnel record, mission training record, emergency services participation record, and aircrew training/ evaluation check record. The unit personnel officer, with input from the other functional officers, maintains this multipurpose form. However, the personnel officer may delegate this duty to other officers. In the case of senior training records, the personnel officer may delegate this duty to the senior program officer, at the discretion of the unit commander.

b. Members use CAPF 45b, *Senior Member Training Record* (Attachment 4) for recording training in the five levels of the senior training program. The unit senior program officer maintains this record.

c. After units record senior training data, the senior program officer updates specialty training tracks on the unit Senior Training Report (STR) (Attachment 5). To update other data on the Senior Training Report, members should submit a copy of the respective CAPF 11, *Civil Air Patrol Senior Program Director's Report* (Attachment 6), or a copy of the course certificate.

2-5. Criteria for Awards. Although the administrative management for these awards rests with the National Headquarters Chief of Senior Training, unit commanders ensure that individuals have successfully completed all requirements for an award.

a. Awards motivate members. Leaders should present these awards in a timely manner to stimulate members to further attainment. CAP recommends the following procedure for award presentations:

AWARD	LEVEL	PRESENTING OFFICIAL
Membership	Squadron	Unit Commander
Leadership	Squadron	Unit Commander
Certificate of Proficiency	Squadron	Unit Commander
Grover Loening	Wing	Wing Cmdr or Designee
Paul E. Garber	Wing	Wing Cmdr or Designee
Gill Robb Wilson	See Chapter 7	See Chapter 7

b. Unit commanders have the approval authority for award of the CAP Membership Award, Leadership Award, and the Certificate of Proficiency.

c. Individual members purchase ribbons for the Membership and Leadership Awards from the CAP Bookstore.

d. HQ CAP/ETS provides certificates, ribbons, and devices for the remaining awards.

e. Members submit applications for awards on CAPF 24, *Application for Senior Program Awards* (Attachment 7). Documentation (certificates, diplomas, etc.) need not be attached if the Senior Training Report shows completion of requirements. A member submitting an application for an award whose achievements do not appear on the Senior Training Report must attach copies of supporting documents. HQ CAP/ETS returns applications not supported by Senior Training Report entries or documentation.

f. The next higher commander in the chain of command approves training accomplishments for commanders.

2-6. Senior Training Report (STR). CAP intends the Senior Training Report (Attachment 5) to serve as a management tool for unit senior program officers, CAP commanders, and for National Headquarters to track training and determine training requirements. The report lists each CAP unit and reflects the current training status of senior members within each unit. The body reflects the member's status in training and certain other data maintained in the computer. National Headquarters updates and publishes the STR every 2 months. Each unit (region, wing, group, squadron, etc.) receives two copies of their respective STR. One copy is retained as a file copy and the other is sent to HQ CAP/ETS by the unit's senior program officer for computerized training record updates. If required, higher level unit senior program officers request STRs directly from their subordinate units. **DO NOT RETURN THE STR TO HQ CAP/ETS IF THERE ARE NO CHANGES TO BE MADE.**

a. General Guidance:

(1) Only update specialty track data on the STR.

(2) The STR only shows two specialty track codes. Record all other specialty tracks on CAPF 45b, *Senior Member Training Record* (Attachment 4).

NOTE: Specialty track codes are entered on the STR without the initial digit, e.g., specialty track code 204 is entered as 04.

(3) National Headquarters requires a Director's Report, CAPF 11 (Attachment 6), or certificate of completion to change any other training information.

(4) Submit all personnel actions (social security number, name, grade, death, retirement, etc.) to HQ CAP/DP as required by personnel directives. Do NOT change other items on the STR.

(5) Do NOT enter new member names on the National Headquarters copy of the Senior Training Report. Units must submit CAPF 12, *Application for Senior Membership in Civil Air Patrol*, to HQ CAP/DP for each member for inclusion on the next STR. Do not delete names due to transfer, death, or termination. These actions are covered in CAPM 39-2, *Civil Air Patrol Membership* (transfers); CAPR 35-2, *Notification Procedures in Case of Death, Injury, or Serious Illness* (deaths); or CAPR 35-3, *Membership Termination* (terminations).

b. Specific Instructions:

(1) The unit senior program officer compares data with the previously updated report and each individual's CAPFs 45 and 45b (Attachments 3 & 4) to ensure that prior updates have been incorporated.

(2) HQ CAP/ETS uses the Director's Report, CAPF 11 (Attachment 6), to update completion data for the Orientation Course, CPPT, SLS, CLC, RSC, and NSC. Additionally, when a member completes Levels II - V, HQ CAP/ETS enters the award data upon receipt of CAPF 24 (Attachment 7). HQ CAP/ETS updates the ECI CAP Senior Officer Course (CAPOC) completion with data provided by ECI.

(3) The senior program officer makes specialty track changes to the STR. Write specialty track changes **in red** under the appropriate heading. For example, a member entering the personnel training track (200) has the code "00" under the heading "LEVEL II--SPECIALTY TRACK RATE." When the member completes the requirements for the

technician level, change the entry to read "00-1." Code further progress by entering "00-2" for senior level, and "00-3" for master level in the personnel training track. **Do not type changes or deletions**. Typed entries are difficult to see in scanning the printout for changes.

(4) Enter specialty track changes or deletions **in red** to the immediate right of data to be changed/deleted. For example, when a member achieves the personnel senior rating, mark through "1" and enter "2" immediately to the right and on the same line, under "RATE." Always enter the two highest specialty tracks and ratings.

(5) Do not write explanatory notes or questions on the STR. Extra wording and lines obscure the changes.

(6) The unit commander must sign the corrected STR to certify specialty track changes indicated on the report. Return one copy of the **UPDATED** STR to HQ CAP/ETS, 105 South Hansell Street, Maxwell AFB AL 36112-6332, to ensure arrival not later than 15 days prior to the next reporting period. Retain a copy of the corrected STR until receipt of the next report.

(7) Use only number codes on STR for Level II for specialty and rating entries, e.g., enter "04-3," **not "senior program master."**

(8) Level I. The "ORIENT" entry denotes completion of the Orientation Course or exemption (see paragraph 3-1). The "CPPT" entry denotes completion of Cadet Protection Program Training. HQ CAP/ETS enters this information upon receipt of the CAPF 11, Director's Report (Attachment 6). Month and year of training will appear on the STR.

(9) Level II--Certificate of Proficiency (COP). Upon receipt of the CAPF 11, Director's Report or a copy of the course certificate, HQ CAP/ETS enters under "SLS" the year in which the member completed Squadron Leadership School. Enter specialty track information **in red** on the STR copy returned to HQ CAP/ETS. HQ CAP/ETS enters completion of CAP Senior Officer Course (CAPOC) from data supplied by ECI. When applying for the COP, members should attach a copy of ECI Form 9 confirming completion of CAPOC if completion has not been reflected on the STR. Certain military training is accepted as equivalent to the CAPOC (see Attachment 2). Appropriate documentation of the training is required in order for HQ CAP/ETS to grant the equivalency. HQ CAP/ETS issues a Certificate of Proficiency upon receipt of CAPF 24 (Attachment 7) from the unit commander. "CERT PROF" entry lists the year of award completion.

(10) Level III--Grover Loening Aerospace Award. Upon receipt of the CAPF 11, Director's Report (Attachment 6) or a copy of course certificate, HQ CAP/ETS enters the year of CLC completion under "Level III, CLC." The unit commander requests the Loening Award on CAPF 24 (Attachment 7) through the wing commander and forwards the request to HQ CAP/ETS for processing. HQ CAP/ETS lists the year of the award under the "COMP" entry.

(11) Level IV--Paul E. Garber Award. Upon receipt of CAPF 11, the Director's Report or a copy of course certificate, HQ CAP/ETS enters under "Level IV, RSC" the year of RSC completion. The unit commander requests the Garber Award on CAPF 24 (Attachment 7) through the wing commander and forwards the request to HQ CAP/ETS for processing. HQ CAP/ETS lists the year of award completion under the "COMP" entry.

(12) Level V--Gill Robb Wilson Award. Upon receipt of CAPF 11, Director's Report (Attachment 6) or copy of course certificate, HQ CAP/ETS enters under "Level V, NSC" the year of NSC completion. The unit commander requests the Wilson Award on CAPF 24 (Attachment 7), endorsed by the wing commander and region commander. The commander forwards the request to HQ CAP/ETS for processing. HQ CAP/ETS lists the year of award completion under the "COMP" entry.

(13) Professional Military Education. HQ CAP/ETS enters, under the appropriate heading, the year of course completion when it receives appropriate documentation.

2-7. Qualification Criteria and Application Procedures for Senior Member Activities.

a. CAP National Headquarters and CAP regions and wings annually sponsor a variety of schools and activities designed to increase the proficiency of senior members. The *Civil Air Patrol News* announces general information pertaining to schools and activities. Other information reaches members via the radio net (see CAPM 100-1, *Communications*) and newsletters. The Senior Training Program is designed to prepare senior members for immediate duty. Therefore, while cadets in good standing who meet the prerequisites may attend a senior activity, space permitting, they will not receive credit for attendance as a senior member.

b. Enrollment Procedures:

(1) Enrollment in CAP senior activities is on a voluntary basis.

(2) The applicant completes CAPF 17, *Application for Senior Member Activities* (Attachment 8), and the unit commander approves the application.

(a) Submit applications for wing-level and region-level activities in accordance with local procedures.

(b) The course announcement provides the procedures and processing instructions for applications for national-level activities.

(3) Applications for National Staff College:

(a) Refer to Chapter 7, paragraph 7-2 for eligibility criteria. Members complete CAPF 17, *Application for Senior Member Activities* (Attachment 8), following the instructions on the form. The unit retains a file copy and forwards the original to the respective wing commander no later than 75 days before NSC start date.

(b) Wing commanders make recommendations on the CAPF 17, retain a copy, and forward the original to the region commander for action. The region commander forwards approved forms to HQ CAP/ETS no later than 45 days before NSC begins. HQ CAP/ETS consolidates applications and ensures fulfillment of eligibility criteria. The course director furnishes a final list of selectees not later than 30 days before NSC begins.

c. Staff Duty Assignments. Members seeking staff duty must obtain approval from their immediate commanders to serve in the respective activity. Coordinate letters of application for staff duty, including the position

desired, through the chain of command to the director (or project officer where applicable) of the respective activity no later than the notification date set by the activity.

2-8. Support Procedures. Air Force installations are authorized and encouraged, but not required, to support CAP training activities. (See AFPD 36-50, *Civil Air Patrol*, and AFI 36-5001, *Organization and Function of The Civil Air Patrol.*) Follow the guidelines below to facilitate CAP requests for assistance:

a. Submit initial requests for base support through the Air Force liaison system to the host DoD installation commander (i.e., through the CAP wing liaison office for wing activities, the liaison region LR/DT for region activities, and CAP-USAF/ET for national activities).

b. After a base has committed to support a CAP activity, the CAP representative works directly with the base project coordinator. Submit requests for specific support to the base project coordinator who requests and coordinates support from the appropriate base staff agency.

Chapter 3

LEVEL I, ORIENTATION

3-1. Participation. CAP requires senior members to complete Level I training prior to receiving an assigned duty position in the unit, working with cadets, enrolling in ECI courses, or becoming eligible for promotion. CAP allows *exceptions* for the following:

a. Former CAP cadets transferring to senior member status, provided they earned the Mitchell Award or higher and have less than a 2-year membership break prior to assuming senior member status. However, they still must complete Cadet Protection Program Training. In this case, units must notify HQ CAP/ETS with substantiating documentation. A fingerprint card must also be submitted to HQ CAP/DP.

b. Former CAP members who have completed Level I training (Orientation and Cadet Protection Program Training) and have less than a 2-year membership break.

c. Patron members.

d. Aerospace education members.

NOTE: For details on membership categories see CAPM 39-2, Civil Air Patrol Membership.

3-2. Level I Program. This level consists of the Orientation Course and Cadet Protection Program Training (CPPT). The intent of Level I training is to provide new members the information they need to begin their service to CAP successfully.

3-3. Orientation Course Objectives. This course is based on videotape and instructor presentations and should, at a minimum, run for 4 hours. Course directors are encouraged to use supplementary material, especially information on the local unit, to expand the course. After completing the Orientation Course, the new senior member should be able to:

a. Describe the CAP mission, purpose, and programs.

b. Explain the CAP chain of command and CAP's regional divisions.

c. Differentiate between CAP corporate structure and the USAF structure of National Headquarters.

d. Recognize CAP senior member and cadet insignia.

e. Wear all items of the uniform and insignia correctly.

f. Observe correct CAP/military customs and courtesies and protocol.

g. Demonstrate basic knowledge of the following items:

(1) The origin and historic highlights of CAP.

(2) The five levels of the senior member training program.

(3) The CAP cadet program.

(4) The senior member's responsibility to set the example for cadets in dress and conduct.

(5) The types of publications which inform and direct CAP members.

(6) The benefits of senior membership in CAP.

(7) The history, mission, and operations of the local unit.

(8) The core values of the US Air Force and CAP.

(9) CAP policy on discrimination and sexual harassment.

3-4. Cadet Protection Program Training. This training is intended to increase senior member awareness of child abuse thereby reducing the potential for physical, emotional, and sexual abuse of cadets. CAP requires Cadet Protection Program Training for all CAP senior members. Members will not work with cadets or receive promotions without this training.

3-5. Cadet Protection Program Training Objectives. After completing this training, members should be able to:

a. Recall the definition, categories, and signs of child sexual and drug abuse.

b. Summarize the “zero tolerance” child and drug abuse policies of CAP.

c. Explain the CAP Cadet Protection Program Training response and reporting procedures.

d. Recognize situations of abuse and the appropriate responses to the situation.

3-6. How Conducted. Commanders should ensure that regions, wings, groups, and squadrons offer Level I training at least once each quarter for new members.

a. Level I Training. Some units may desire to conduct Level I training over a short series of weekly classes in conjunction with other weekly formations. Others may prefer to complete the program in one training day. CAP leaves methods employed and sequence of the material up to the commander’s discretion.

b. Course directors and instructors must ensure the objectives for the Orientation Course and CPPT listed above in paragraphs 3-3 and 3-5 are covered. The instructor guides provide specific and detailed instructions for presenting each course.

c. End-of-Course Quiz. A 50-question quiz closes out the Level I Orientation Course. This quiz is a comprehensive review and is a mandatory part of the course. There is no “pass/fail” score; however, student responses should be critiqued to 100 % accuracy during the quiz review to clear up any misunderstandings.

3-7. Membership Award Ribbon. Completion of Level I training makes the new member eligible for the CAP Membership Award ribbon. Units should complete CAPF 2a, *Request for and Approval of Personnel Actions* (Attachment 9), which requests authorization for wear of the Membership ribbon. Include in Block VII the name of the award and the date of Level I training completion. The unit senior program officer signs the requester signature block. The unit commander approves these forms.

NOTE: Completion of Level I and 6 months time-in-grade as a senior member satisfies the training requirements for duty performance promotion to second lieutenant (see CAPR 35-5).

3-8. Reporting. The course director must forward the CAPF 11, *CAP Senior Program Director's Report* (Attachment 6), and course critiques to HQ CAP/ETS within 7 days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions. A copy of the CAPF 11 should be sent to the senior program officer who ensures entry of the date and method of completion of Level I on the individual's CAPF 45b (Attachment 4). Additionally, the senior program officer then sends a copy of the CAPF 11 to the wing director of senior programs. If desired, wings may require directors to furnish a copy to region and/or group.

NOTE: The Orientation Course is not designed to be used as a recruiting tool. Further, while non-CAP members may attend the Orientation Course, they should ***not*** *be listed on the Director's Report.*

3-9. Orientation Program Certificate. Upon completion of the Orientation Course and Cadet Protection Program Training, members are eligible to receive the CAPC-13, *Civil Air Patrol Orientation Program Certificate.* Instructors or course directors should order sufficient quantities of this certificate using CAPF 8, *Requisition for Publications and Blank Forms*, to be able to present the certificate to members upon completion of the final requirement of Level I training.

Chapter 4

LEVEL II, TECHNICAL TRAINING

4-1. Technical Training. This training provides opportunities to learn new skills for CAP and for individual growth and leadership. Criteria for completion of this level include:

a. Completion of Level I training.

b. Attainment of technician rating in a CAP specialty track.

c. Completion of CAP Senior Officer Course (ECI 00013 correspondence course).

d. Completion of Squadron Leadership School (SLS).

4-2. Specialty Track Training. Except for professionals in law or medicine, members select specialty tracks based on their personal interests and the unit's need, as determined by the unit commander.

a. Three primary factors the unit commander should consider in making the initial selection include:

(1) Member's current duty position.

(2) Unit manning requirements.

(3) Individual's capabilities, interests, and achievements.

b. Current specialty track codes are:

200 Personnel
201 Public Affairs
202 Finance
203 Inspector
204 Senior Program
205 Administration
206 Logistics
210 Flight Operations
211 Operations
212 Standardization-Evaluation
213 Emergency Services
214 Communications
215 Aerospace Education
216 Cadet Programs
217 Safety
218 Plans and Programs
219 Legal
220 Medical
221 Chaplain
222 Commander designation (see Note)
223 Historian
225 Moral Leadership

NOTE: Specialty code (222) is only used to designate personnel in command positions and is not a specialty training track. Commanders must have a separate specialty training track to progress in duty performance promotions and the senior awards program.

c. After selecting a specialty, the member orders the appropriate study guide from the CAP Bookstore and/or training course from the USAF Extension Course Institute. Contact the unit or wing test control officer to enroll in the ECI course. Typically, the study guide directs the member's self-study and on-the-job training (OJT) through the three skill ratings in the specialty (i.e., Technician-1, Senior-2, or Master-3). Each specialty track identifies appropriate schools, courses, and suggested readings. Concurrently, the member should have a trainer assigned to assist in applying information learned to actual job performance. For the member to receive credit for specialty track training, make a red pen-and-ink update to the Senior Training Report (Attachment 5); have it signed by the unit commander and mail to HQ CAP/ETS.

d. Each specialty track has an assigned code number used for entering the data on the Senior Training Report (Attachment 5). The code number usually relates directly to the number assigned to the training material for that particular track. Some specialties such as operations officer may require completion of training from a combination of several specialty tracks.

e. The professional fields of law and medicine (219 and 220) do not have study guides. These positions have only a position code number. Promotion criteria for these members are outlined in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*. Members of these professions may enter any of the other training tracks desired using the training guide for those specialties.

f. When a member achieves proficiency in all the requirements for the technician, senior, or master rating, the member and trainer coordinate with the senior program officer and the unit commander to enter the appropriate rating on both the member's master record, CAPF 45b (Attachment 4), and the unit's Senior Training Report (Attachment 5). The unit commander approves by initialing the CAPF 45b. Progression in the training program completes eligibility requirements for duty-performance promotion, provided the member has met all requirements of CAPR 35-5.

4-3. Leadership Award Ribbon. Successful completion of the technician level of the specialty track makes the member eligible for the CAP Leadership Award ribbon. CAP also authorizes the bronze star attachment to the ribbon for completion of the senior rating, and the silver star for completion of the master rating. Request authorization for wear of the ribbon on the CAPF 2a (Attachment 9). Include in Block VII the name of the award, date unit commander approves technician rating, and the specialty track number. The unit senior program officer signs the requester signature block. The unit commander has approval authority. The member may then purchase the ribbon from the CAP Bookstore.

4-4. Mission-related Skills. CAP makes provisions to recognize certain mission-related skills which a person brings to CAP, e.g., appointments relating to pilots, FAA certified mechanics, and communicators (see CAPR 35-5 for details). In determining Level II technical specialty rating, the unit commander considers the individual's experience. Leadership should encourage these members to participate in an appropriate functional specialty training track. If, however, individuals enter into a specialty track for which they do not have any background, they should enroll in training that results in award of the technician level of the specialty, regardless of their rank.

4-5. CAP Senior Officer Course (ECI Course 00013). The CAP Senior Officer Course provides study in areas essential to becoming an effective leader in CAP, e.g., communications, leadership, and management. Since CAP deems this course necessary for career development, any CAP senior member may apply. CAP members who have completed a Professional Military Education (PME) school equivalent to the CAP Senior Officer Course may use this equivalent as a substitute (see Attachment 2).

4-6. Squadron Leadership School (SLS). The Squadron Leadership School is designed to (1) enhance a senior member's performance at the squadron level and (2) to increase understanding of the basic function of a squadron and how to improve squadron operations. Prerequisites for attendance are completion of Level I and enrollment in one or more specialty tracks.

a. Objectives. Upon completion of the school, members should be able to:

(1) Explain the correct way to wear all CAP uniforms.

(2) Summarize weight and grooming standards.

(3) Conduct a uniform inspection within the squadron.

(4) Demonstrate proper courtesies to the flag and to other CAP and military personnel.

(5) Identify the functions of squadron positions.

(6) Explain how a squadron is organized and how the staff relates to each other and the wing.

(7) Explain how the CAP mission elements are implemented and performed at the squadron level.

(8) Determine ways to enhance squadron programs.

(9) Demonstrate the ability to conduct a military-style briefing.

(10) Write a military-style memorandum.

(11) Explain the CAP corporate policy on nondiscrimination and sexual harassment.

(12) Describe the need for core values in the CAP squadron.

b. How Conducted. Each CAP wing should conduct at least one Squadron Leadership School annually. Failure to do so deprives members of the opportunity to progress in training. Either the wing or region should conduct the SLS. The course is designed for 2 training days of no less than a total of 12 hours of instruction. No less than 6 hours of instruction should be spent on the three mission elements. Active duty, Reserve, and National Guard military members with teaching experience may augment the faculty for this course.

c. Funding. Each fiscal year, CAP allocates funds for support of SLS. Contact HQ CAP/ETS for the amount. When HQ CAP/ETS receives a CAPF 11, Director's Report (Attachment 6), from the SLS course director, signed by the wing commander, ETS mails a check to the wing commander.

NOTE: Some wings may hold more than one SLS per year; however, only one SLS is funded.

d. Planning. CAP wing commanders appoint a director for each SLS. Each SLS director must request course materials from HQ CAP/ETS, in writing, at least 45 days in advance of the course. Failure to do so may result in materials arriving late. Information must include:

(1) A point of contact.

(2) Mailing address for course material.

(3) Estimated number of students and staff attending.

(4) Time and location of the course.

e. Reporting. The SLS course director must forward the CAPF 11, *CAP Senior Program Director's Report* (Attachment 6), and course critiques through the wing commander or his/her designee (designee cannot be the course director) for signature within 7 days of course completion. Subsequently, the endorsed CAPF 11 and course critiques should arrive at HQ CAP/ETS not later than 14 days after course completion. Failure to expedite the CAPF 11 could have a detrimental effect on promotions or other personnel actions.

4-7. Certificate of Proficiency. Completion of Level II results in the award of the Certificate of Proficiency. Upon completion of all Level II training requirements, the unit's senior program officer records the data on the member's CAPF 45b (Attachment 4). Additionally, the unit senior program officer completes CAPF 24 (Attachment 7), Item 8; the unit commander signs the form, retains a copy, and forwards the original to HQ CAP/ETS. Chaplains participating in the regular Senior Training Program should also apply for the award by submitting a CAPF 24 and may substitute Chaplains Course 221 for the SLS. HQ CAP/ETS mails the Certificate of Proficiency to the unit for subsequent presentation by the unit commander.

NOTE: Completion of the technician's rating of any specialty track and 12 months time-in-grade as a second lieutenant or TFO (or combination of the two) satisfies the training requirement for duty performance promotion to first lieutenant. Completion of Level II with 18 months time-in-grade as first lieutenant or SFO (or combination of the two) satisfies the training requirements for duty performance promotion to captain (see CAPR 35-5).

4-8. Yeager Award Seal. Senior members who elect to complete the requirements for the Brigadier General Charles E. "Chuck" Yeager Aerospace Education Achievement Award before or during Level II training are eligible to receive a special Yeager Award embossed seal affixed to their Certificate of Proficiency. To receive the seal, Section 8e must be completed on CAPF 24 (Attachment 7). Details for earning the Yeager Award may be found in CAPR 280-2, *Civil Air Patrol Aerospace Education Mission.*

Chapter 5

LEVEL III, MANAGEMENT

5-1. Management. CAP designed training at this level for senior members serving as squadron, group, or wing commanders and for staff officers. Criteria for completion of this level include:

a. Complete Level II training.

b. One year of experience in a command or staff position.

c. Attain the senior rating in any specialty track.

d. Attend two wing, region, or national conferences. These conferences afford CAP members a broad view of the CAP Corporation's organization and expose them to the issues confronting CAP. The National Congress on Aviation and Space Education or a region/wing aerospace education conference is credited as conferences. Conferences attended prior to entry into Level III training count toward fulfillment of this requirement if the member registered as an attendee.

e. Complete the Corporate Learning Course (CLC).

5-2. Bronze Star for Leadership Ribbon. Successful completion of the senior rating in a specialty track results in award of the bronze star for the Leadership Award ribbon (CAPR 39-3). Request authorization on CAPF 2a (Attachment 9). Include in Block VII the name of award achievement, date unit commander approved senior rating, and the specialty track number. The unit senior program officer signs as the requester. The unit commander holds approval authority. The member may then purchase the ribbon from the CAP Bookstore.

5-3. Corporate Learning Course (CLC). After completing the Squadron Leadership School and learning about squadron operations, senior members should attend the Corporate Learning Course. The term "corporate" in the title of this course refers to CAP's status as a nonprofit humanitarian Corporation chartered by the United States Congress in 1946. Accordingly, wing-level operations carry out the major duties and responsibilities of the Corporation for each state, the District of Columbia, and Puerto Rico. The CLC is designed to explain how a wing operates in each of CAP's major mission elements and how mission support functions support these mission elements. Armed with this knowledge, senior members can learn how they and their respective organizations can best support the wing and fulfill the corporate role of CAP.

a. Objectives. Upon completion of the course, members should be able to:

(1) Identify the function of the three mission elements of the wing.

(2) Explain how the wing operates to carry out the Aerospace Education mission.

(3) Explain how the wing operates to carry out the Cadet Programs mission.

(4) Explain how the wing operates to carry out the Emergency Services mission.

(5) Explain how the mission support functions support the three mission elements of the wing.

(6) Analyze situations where core values impact the operation of the wing.

b. Mission Support Functions :

(1) Administration
(2) Personnel
(3) Safety
(4) Inspection
(5) Logistics
(6) Supply
(7) Legal
(8) Insurance
(9) Finance
(10) Training
(11) Public Affairs
(12) Chaplain
(13) Other

c. How Conducted. Wings should conduct a CLC at least once a year. The course consists of 2 training days of no less than 12 total hours of instruction. CLC course directors are encouraged to be flexible in covering the mission support functions using a combination of instructional methods and media. However, no less than 6 hours of instruction should be spent on the three mission elements.

d. Funding. Each fiscal year, CAP allocates funds for support of CLCs. Contact HQ CAP/ETS for the amount. When HQ CAP/ETS receives a CAPF 11, Director's Report (Attachment 6), from the CLC course director, signed by the wing commander, ETS mails a check to the wing commander.

NOTE: Some wings may hold more than one CLC per year; however, only one CLC is funded.

e. Planning. CAP wing commanders appoint a director for each CLC planned. The CLC director must request the CLC course material from HQ CAP/ETS, **in writing**, at least 45 days in advance. Failure to do so may result in materials arriving late. The course director must designate:

(1) A point of contact
(2) Mailing address for course materials
(3) Estimated number of students and staff attending
(4) Time and location of the course

f. Reporting. The CLC course director must forward the CAPF 11, *CAP Senior Program Director's Report* (Attachment 6), and course critiques through the wing commander or his/her designee (designee cannot be the course director) for signature within 7 days of course completion. Subsequently, the endorsed CAPF 11 and course critiques should arrive at HQ CAP/ETS not later than 14 days after course completion. Failure to expedite the CAPF 11 could have a detrimental effect on promotions or other personnel actions.

5-4. Grover Loening Aerospace Award. Successful completion of Level III training makes the CAP member eligible for the Grover Loening Aerospace Award. Upon completion of all Level III training requirements, the unit's senior program officer records the data on the member's CAPF 45b (Attachment 4). The unit senior program officer completes Item 9 of the CAPF 24 (Attachment 7). Chaplains participating in the regular senior training program should also apply for the award by submitting a CAPF 24 and may substitute Chaplains Course 221A for the CLC. The unit commander signs the form, retains a copy, and sends the original to wing headquarters for the wing commander's approval and signature. The wing forwards the original to HQ CAP/ETS. When approved, HQ CAP/ETS sends the certificate and ribbon to the wing commander for presentation to the member.

NOTE: Completion of Level III training with 3 years time-in-grade as a captain satisfies the training requirements for duty performance promotion to major. (See CAPR 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions.*)*

Chapter 6

LEVEL IV, COMMAND AND STAFF

6-1. Command and Staff. CAP designed this level for members who desire to become high-level leaders in CAP. Criteria for completion of this level include:

a. Complete Level III training.

b. Attain a master rating in any specialty track.

c. Prepare and deliver a CAP-related presentation to a non-CAP group **or** prepare an aerospace manuscript for publication. This requirement provides a forum for promoting CAP among civic organizations, church groups, governmental agencies, school groups, and similar organizations.

d. Complete Region Staff College (RSC) or its approved PME equivalent (Attachment 2).

e. Occupy a command or staff position for a total of 2 years of service to CAP.

f. Serve as a staff member at a national, region, or wing conference, **or** serve as a staff member at a SLS or CLC.

6-2. Silver Star for Leadership Ribbon. Successful completion of the master rating in a specialty track results in award of the silver star (in place of the bronze star) for the Leadership Award ribbon (CAPR 39-3). Apply for authorization on CAPF 2a (Attachment 9). Include in Block VII the name of award achievement, date unit commander approves the master rating, and the specialty track number. The unit senior program officer provides requester signature. Approval authority belongs to the unit commander. The member may then purchase the ribbon from the CAP Bookstore.

6-3. Region Staff College (RSC). Region Staff College is the formal in-residence course required for completion of Level IV training. It prepares selected CAP officers to better execute the duties and responsibilities associated with CAP command and staff positions at squadron level and above. CAP officers who have completed Level III training and who hold command or staff positions are eligible to attend the RSC.

NOTE: When warranted, region commanders may permit attendance at Region Staff College prior to completion of Level III training. The written waiver from the region commander should be sent from the region commander to the RSC director prior to the start of the course.

a. Objectives. Upon completion of the course, members should be able to:

(1) Deliver a CAP-oriented oral presentation (speech, lecture, briefing) lasting at least 10 minutes using a clear organizational pattern and adequate supporting material.

(2) Demonstrate effective writing skills and use of proper written formats.

(3) Perform effectively as a group member in the problem-solving process.

(4) Apply current management theory to human relations situations.

(5) Recognize leadership problems and determine solutions through group discussion.

(6) Demonstrate the ability to plan, conduct, and direct meetings, conferences, and training courses.

(7) Demonstrate a personal and professional commitment to the core values strategy.

b. Curriculum. The basic RSC will include:

(1) Interpersonal Communications:

(a) Organizing to communicate

(b) Supporting ideas

(c) Logical thinking

(d) Preparing and presenting a 10-minute speech

(e) Effective listening

(2) Group Communications:

(a) Group problem solving

(b) Group dynamics (process)

(c) Human relations and discrimination

(3) Written Communications:

(a) Effective writing skills

(b) Familiarity with correspondence formats used by CAP and the USAF

(4) Management:

(a) Functions of management

(b) Principles of organization

(c) Study of current theories of management

(5) Leadership:

(a) Theory

(b) Problem solving

(c) How the CAP mission is accomplished within the region, i.e., emergency services/counterdrug, aerospace education, and cadet programs

(6) Conference/Training Techniques:

(a) Teaching members to plan and conduct meetings

(b) Setting up wing/region conferences

(c) Directing a CAP SLS/CLC Course

c. Funding. National Headquarters partially funds the RSC. Regions sponsor this event, and it normally occurs once a year within each region. HQ CAP/ETS will forward a $1,000 advance to region commanders who submit a Letter of Intent 90 days in advance of their RSC. If more than 10 students attend the RSC, HQ CAP/ETS sends an additional amount of money ($100 per each additional student) to the region commander not to exceed $3,500. If less than 10 students attend the RSC, the region commander must reimburse HQ CAP/ETS $100 per student for the number of students under 10. HQ CAP/ETS reviews curriculum for conformity according to paragraph 6-3 and furnishes necessary materials for the course.

d. Planning:

(1) The region commander appoints a director to select a site and to select a faculty and staff drawn from the ranks of qualified CAP members, active military members, reservists, National Guard members, and professional educators. The director appoints a curriculum coordinator who develops the curriculum following the guidelines provided in paragraph 6-3.

(2) The *Civil Air Patrol News* provides publicity if the region commander submits pertinent information to HQ CAP/ETS prior to 15 November each year. The RSC director advises the region's wing commanders of dates, location, and details of the RSC as soon as they are confirmed. Wing commanders send the RSC information to all the wing's units upon receipt.

e. Reporting. The course director must forward the CAPF 11, *CAP Senior Program Director's Report* (Attachment 6), and course critiques to HQ CAP/ETS within 7 days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions. The course director sends a copy, along with the RSC expense report, to the region commander.

6-4. Paul E. Garber Award. Completion of all requirements in Level IV entitles CAP members to receive the Garber Award. This award is named after a former air pioneer, aviation historian and curator emeritus of the National Air and Space Museum, and an advocate of CAP. Upon completion of all Level IV training requirements, the unit's senior program officer records the data on the member's CAPF 45b (Attachment 4). The unit senior program officer completes CAPF 24 (Attachment 7), Item 10. Chaplains participating in the regular senior training program should also apply for the award by submitting a CAPF 24. Chaplains may substitute two Chaplain Service Region Staff Colleges for one regular Region Staff College (see paragraph 6-6). The unit commander signs the form, retains a copy, and sends the original to wing headquarters for the wing commander's signature. Wing headquarters retains a copy and forwards the original to HQ CAP/ETS. When approved, HQ CAP/ETS sends the certificate and ribbon to the wing commander for presentation to the member.
NOTE: Completion of Level IV with 4 years time-in-grade as a major, satisfies the training requirements for duty performance promotion to lieutenant colonel.

6-5. National Legal Officers' College. The National Legal Officers' College (NLOC) is a formal in-residence course for legal officers. It is the equivalent of a Region Staff College and course procedures are the same as for a Region Staff College. Curriculum development and content are a collaborative effort among HQ CAP/ET, the National Legal Officer, CAP General Counsel (HQ CAP/GC), and the NLOC director. HQ CAP/ET will be the final determinant as to whether the NLOC will receive regular RSC credit. Report NLOC completion in accor-dance with paragraph 6-3e.

6-6. Chaplain Service Region Staff College. Chaplain Service Region Staff College (CRSC) is a formal in-residence course. The college helps prepare selected CAP chaplain service personnel to better execute their duties and responsibilities associated with their CAP assignment. Chaplain service personnel who are participating in the regular Level IV senior training program may satisfy the requirement for RSC by attending TWO Chaplain Service Region Staff Colleges. Both CRSCs must be completed within a 5-year period. HQ CAP-USAF/HC handles instructions concerning appointment of a college director, curriculum approval, and funding. Director of the CRSC should consult HQ CAP-USAF/HC and CAPR 265-1, *The Civil Air Patrol Chaplain Service*, for guidance on administration and funding. The academic criteria outlined below establishes a curriculum equivalency standard for the CRSC as compared to the RSC:

a. The curriculum of each CRSC must satisfy the educational goals of :

(1) Providing education on a broad range of subjects designed to enhance professional growth and development of chaplain service personnel in support of the CAP mission.

(2) Providing training to increase the effectiveness of CAP chaplain service personnel in planning, developing, and executing their duties and responsibilities for service, spiritual guidance, and moral leadership in CAP.

b. Each CRSC lasts 20 hours. Of those 20 hours, the college must devote 6 hours to subjects directly related to CAP's three mission elements. The curriculum must include all three mission elements. Directors may vary the time devoted to each element. However, mission elements should receive no less than 6 hours of allotted time.

(1) HQ CAP-USAF/HC and HQ CAP/ETS must receive the proposed CRSC curriculum 90 days in advance of the course start date for joint approval. To assure a standardized, CAP-wide approach to CRSC development, directors must select their curriculum topics from the "Mission Elements," "CAP Operations," and "Professional Development" lists. A well-balanced curriculum should include topics from all of the major elements. Directors should vary the subjects presented each year to cover as many as possible over a span of several colleges. Subjects other than those listed require special approval from HQ CAP-USAF/HC and HQ CAP/ETS 120 days in advance of the course start date.

(2) Mission Elements (mandatory 6 hours).

<u>Emergency Services</u>

How SAR is conducted
Drug surveillance missions
Dealing with trauma
Chaplain's role in the field
Chaplain's duty to mission
General EMS overview
Emergency first aid
Chaplain's role in EMS
Family trauma counseling
Disaster relief program
Customs mission
Civil defense

Aerospace Education
Internal aerospace program
Aerospace education for cadets
Aerospace education for senior members
External aerospace program
Aerospace education membership
Other aspects of the aerospace education program

Cadet Programs
Cadet program overview
Family relationships
Cross-generation communications
Cadet encampments
Cadet protection
Cadet aerospace education
Moral leadership lab
Recruiting for CAP
IACE program
National activities
Phases of progress

(3) Other Elements.

CAP Operations
Forms and publications
CAP organization
Customs and courtesies
Uniforms
Drill and ceremonies
Legal issues
Insurance programs
Personnel issues
Resource management
Logistics/finance
Public affairs

Professional Development
Senior member training program
USAF Extension Course Institute
Executive writing/speaking
Goals and objectives
Leadership theory and practice
Current moral issues
Character development
Pastoral counseling
Ministry of presence
Time management
Personal spiritual development
Life transition
Values/ethics/morals
Small group processes
Large group processes
Developmental psychology
Stress management
Human relations and discrimination

c. Reporting. The course director must forward the CAPF 11, *CAP Senior Program Director's Report* (Attachment 6), and course critiques to HQ CAP/ETS within 7 days of course completion. Failure to do so could have a detrimental effect on promotions or other personnel actions. Directors should send a copy, along with the CRSC expense report, to the region commander and a copy to the Deputy Chief, Chaplain Service.

Chapter 7

LEVEL V, EXECUTIVE

7-1. Executive. This is the highest level of CAP career development and is for those officers performing duty as commanders or staff officers. As such, only the most dedicated senior members achieve this level. To complete this level, members must:

a. Complete Level IV.

b. Perform in a command or staff position for a total of 3 years service to CAP.

c. Conduct a Level I Orientation Course **and** one of the following:

(1) Serve in a director capacity of a Squadron Leadership School or Corporate Learning Course such as course director, curriculum director, or administration director.

(2) Serve as a staff member for a Region Staff College or National Staff College.

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

7-2. National Staff College (NSC). The NSC is the executive-level, in-residence course for senior members who aspire to high-level leadership in CAP. The NSC provides CAP officers the types of developmental experiences required to operate complex programs. Consequently, CAP encourages present and potential wing and region commanders to attend. It also encourages squadron and group commanders who have attended RSC to apply. Personnel desiring to attend the NSC **must** hold the grade of major or above (this is not waiverable) and have completed a RSC or equivalent (Attachment 2). Wing and region commanders and staff officers, and unit or higher level commanders receive priority. Region commanders may waive the RSC completion requirement before attending the NSC. The National Commander and the Executive Director hold sole discretion for waiver of other eligibility criteria (except for grade which is not waiverable). They grant requests only under exceptional circumstances. The region commander requests this waiver.

a. Objectives. Upon completion of the course, members should be able to:

(1) Assess the communicative process, both individually and in groups.

(2) Appraise the general types and qualities of effective leaders and managers in various situations, and compare their own leadership and managerial qualities and performance with these general classifications and qualities.

(3) Analyze problem areas of CAP units and apply managerial concepts for their solution.

(4) Evaluate the effectiveness of CAP training programs.

(5) Formulate a personal policy of instilling the core values strategy into the culture of an organization.

b. Curriculum. The NSC includes advanced studies in communications, leadership and management, and human relations. Students study the development of CAP corporate policy and the CAP-USAF relationship in lectures, seminars, and visits conducted by senior CAP and-USAF personnel.

c. Planning. The National Commander of CAP appoints a director who carries out the responsibility of planning, coordinating, and directing the National Staff College. Faculty and staff include qualified CAP members and military reservists. Personnel from the staffs of the Air University PME schools serve as lecturers on a wide variety of subjects.

d. Reporting. The NSC course director submits the Director's Report, CAPF 11 (Attachment 6), to HQ CAP/ETS within 7 days of course completion and sends a copy to all region and wing commanders.

e. Credit. Members unable to attend the college may elect to complete Air Command and Staff College (ACSC) by correspondence from ECI or any of the PME equivalents to National Staff College as indicated in Attachment 2. Members who complete ACSC may wear a bronze star on the Gill Robb Wilson ribbon. Those who complete Air War College or its PME equivalent receive authorization to wear a silver star on the Gill Robb Wilson ribbon.

7-3. Gill Robb Wilson Award. Successful completion of Level V training qualifies the CAP officer for the Wilson Award. This is the highest training award given to a senior member. The award honors an airman, poet, writer, and founder of CAP.

a. Application. Upon completion of all Level V training requirements, the unit's senior program officer records the data on the member's CAPF 45b (Attachment 4). The unit senior program officer completes CAPF 24 (Attachment 7), Item 11. The unit commander signs the form, retains a copy, and sends the original to wing headquarters for the wing commander's signature. Wing headquarters retains a copy and forwards the approved original to region headquarters for the region commander's signature. Region headquarters retains a copy and forwards the approved original to HQ CAP/ETS. When approved, HQ CAP/ETS forwards the certificate and ribbon to the wing commander for presentation at an appropriate ceremony.

b. Gill Robb Wilson Award Ceremony. Because of the prestigious nature of the Wilson Award, commanders are encouraged to arrange, if possible, for a USAF or CAP general officer, state or federal government elected official, or other distinguished person to make the Wilson Award presentation. The following paragraph is a suggested citation for the presentation ceremony.

7-4. Suggested Wilson Award Citation.

Gill Robb Wilson Award Citation

"The Gill Robb Wilson Award is the highest training award which can be earned by a Civil Air Patrol senior member. The award is bestowed on its recipient in honor of the founder and first executive officer of Civil Air Patrol. Since its inception in 1964, the Wilson Award has been presented only to the most dedicated Civil Air Patrol members. To earn this award, a member must complete all levels of the Senior Training Program, attend the National Staff College or its equivalent, and serve in a command or leadership position for no less than 3 years.

This Gill Robb Wilson Award Certificate number ___(#)_____ is hereby presented to _____(name)_____ for conspicuously meritorious performance and exceptionally distinguished service in Civil Air Patrol."

Chapter 8

USAF EXTENSION COURSE INSTITUTE

8-1. USAF Extension Course Institute (ECI). ECI is the correspondence school of the USAF. This chapter gives pertinent information and registration procedures for ECI courses in the CAP Senior Member Training Program.

a. ECI Course Control. ECI designates each CAP wing headquarters as an official ECI test office. Each CAP wing headquarters designates a test control officer (TCO) who serves as a point-of-contact with ECI. (See CAPR 50-4, *Test Administration and Security*.) Annually, the wing TCO is furnished an updated *ECI Catalog* with current course listings. *NOTE: Units below wing level may request copies of an abbreviated version of the* ECI Catalog *published periodically by HQ CAP/ETS. The* Unit Test Control Officer ECI Course Handbook *contains ECI courses of interest to CAP members and expedites enrollment and administration.*

b. ECI Course Administration:

(1) Eligibility. ECI courses are available to all active CAP senior members in good standing who have completed Level I training as well as to cadets who have achieved the General Billy Mitchell Award. Cadets may enroll only in specialized courses relating to the cadet's CAP duty. Senior members, however, are encouraged to enroll in courses which they believe will raise their efficiency in any specialty. Certain time restrictions and course completion requirements are identified in the *ECI Catalog* and course materials provided by ECI. Wing/region senior program officers should assist subordinate units in taking full advantage of the training provided by the ECI program.

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

(a) CAP Senior Officer Course, ECI Course 00013. This course is specifically for CAP senior members as a part of Level II training of the Senior Member Training Program and includes such subjects as communication techniques, effective writing, leadership, and management.

(b) Squadron Officer School Correspondence Program, ECI Courses 00024A-D. This course is available for CAP senior members in the grade of captain or above as an optional portion of Level IV of the Senior Member Training Program. SOS consists of four courses: Officership, Staff Communications, Leadership, and Force Employment. The four courses take a combined total of 168 study hours to complete. There are time constraints for completion of this course.

(c) Air Command and Staff College Correspondence Program, ECI Courses 00035A-C. This is an advanced-level Air Force program available to senior members who hold the grade of major or above. The program is divided into three blocks of instruction. Some of the topics covered include staff communications, total war, aerospace control, aerospace doctrine, DoD financial management, force application, joint force operations, and US interests. Non-Air Force (including CAP) enrollees must apply using the Maxwell AFB Form 117, *ACSC Distance Learning Program Application* (Attachment 10C). The complete course takes 441 total study hours to complete. There are time constraints for completion of this course.

(d) Air War College, Course 00042A-C. Air War College (AWC) is an advanced-level Air Force program available to senior members who hold the grade of lieutenant colonel or above. The program consists of three volumes covering topics like national security decision making, senior leadership, military doctrine, and strategy analysis. The program takes 408 study hours to complete. The AWC correspondence course is wholly administered by AWC. Non-Air Force (including CAP) enrollees must submit Maxwell AFB Form 53, *AWC Associate Seminar/ Correspondence Programs Application*, (Attachment 10D) directly to the Department of Associate Programs, AWC/APES, 325 Chennault Circle, Maxwell AFB AL 36112-6427. Application procedures are published in the *USAF Extension Course Institute Catalog* maintained at the wing. There are time constraints for completion of this course.

(e) ECI specialized courses for CAP members provide training in the performance of specialized duty. The courses should be ordered and used by members training to the technician level. Courses available:

02010 Civil Air Patrol Public Affairs Officer
02130A Civil Air Patrol Scanner Course
02130B Civil Air Patrol Mission Observer Course
02130D Civil Air Patrol Emergency Services
02170 Civil Air Patrol Safety Officer Course

(3) Enrollment:

(a) ECI Form 23, *ECI Enrollment Application* (Attachment 10A), may be requested from HQ CAP/MSA, 105 South Hansell Street, Maxwell AFB AL 36112-6332, using CAPF 8, *Requisition for Publications and Blank Forms* (Attachment 11). Instructions for completing ECI Form 23 can be found in Attachment 10.

(b) An ECI Form 23 (Attachment 10A) must be submitted for each course requested. It must be signed by the unit commander or designated representative (normally the TCO). The original is sent directly to ECI by FAX (Attachment 10B) or mail, and a copy is sent to the wing test control officer for monitoring and follow-up. Failure to send an information copy to the wing test control officer will delay administration of exams.

(c) Once enrolled, a student requests assistance, end of course exams, address changes, or other information by submitting ECI Form 17, *Corrected or Latest Enrollment Data, Student Request for Assistance* (Attachment 10E), by FAX or mail. Copies of the ECI Form 17 are provided with the course or Attachment 10E may be reproduced and used. **If a problem cannot be resolved using the ECI Form 17, do not call ECI. Instead, contact the wing test control officer with the problem. The wing test control officer is the only person authorized to call either ECI or the course author.**

(d) Course Examinations (CE). After the student satisfactorily completes all volumes in the course, the course examination is requested according to instructions in the course package. The examination is mailed to the wing test control officer (TCO). It is the student's responsibility to notify the wing TCO when the course is completed and to arrange for taking the CE. The wing TCO forwards the CE to the appropriate unit TCO, who follows instructions for test administration in CAPR 50-4. The test is then returned to the wing TCO who forwards it to ECI.

1. If the student passes the CE:

a. ECI sends a report directly to the student. The student immediately informs the unit TCO of CE results. The unit TCO notifies the wing TCO of CE results to clear wing suspense.

b. Students who satisfactorily complete the CE receive a certificate of course completion from ECI (ECI Form 9). It is the student's responsibility to ensure the senior program officer records the results on the member's CAPF 45b (Attachment 4). The student should retain the original ECI Form 9 and file a photocopy in the CAPF 45 Master Record (Attachment 3).

2. If the student fails the CE:

a. A retake is mailed to the wing TCO and the process is repeated. The student must restudy and retake the examination within the original 12-month period.

b. All requirements for completion are set by the school, not ECI. For example, the Squadron Officer School sets grade standards, not ECI. Grades are not increased by ECl unless there are demonstrated errors in the test.

(e) Academic Credit. If students feel that a school might award them college credit for ECI courses as listed in the *ECI Catalog*, they should send a letter to the Registrar Branch (ECI/EDOR) requesting verification of courses taken. ECI verifies course completion and prepares a transcript. Transcript requests must include the student's name and address, social security number or old service number, course number, year completed, and the name and mailing address of school or agency (for official transcripts only). Official transcripts are mailed to the school or agency address. Unofficial transcripts are mailed to the student.

(f) Other. Unit commanders and senior program officers must be thoroughly familiar with the contents of CAPM 50-17, Chapter 8; CAPR 50-4; and the *Unit Test Control Officer ECI Course Handbook.* They should be able to advise and assist members on the process for enrolling in ECI courses and encourage them to setup and follow a study schedule that allows for completion of volumes and CEs within specified time limits. Also, they should establish procedures to monitor each member's "Date of Enrollment" in a course and follow-up as necessary.

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

8-2. ECI Forms. Refer to Attachment 10 for forms and procedures to apply for ECI courses. Forms may be copied for CAP member use. **ENSURE THE FORMS ARE RETURNED TO THIS MANUAL AFTER COPYING**.

Chapter 9

SPECIAL RECOGNITION PROGRAMS

9-1. Special Recognition Programs. CAP needs to recruit, retain, and reward chaplains and legal officers for their services to CAP. Their voluntary contributions are invaluable to the organization and would be prohibitively expensive to acquire through compensation. Many of these individuals do not have the time to serve CAP in their professional capacities while simultaneously participating in all aspects of the Senior Member Training Program. To allow these individuals to qualify for certain senior training awards, CAP has established special recognition programs.
NOTE: This special awards recognition program should not be confused with the promotion program requirements which are covered in CAPR 35-5 and CAPR 265-1.
NOTE: Chaplains and legal officers who receive the Garber Award, as specified below, are eligible to earn the Wilson Award by completing all the requirements specified in Chapter 7 for Level V training of the regular Senior Member Training Program. They are not required to complete all the previous requirements specified in Levels I-IV.

9-2. Chaplain Service Special Recognition Program. The Chaplain Service Special Recognition Program provides a means for chaplains to achieve awards (as outlined below) by dedicated staff service to CAP, and completion of the most important aspects of the regular Senior Member Training Program. Certain equivalencies are granted for regular senior training courses and exemptions are made for requirements such as attendance at wing/region conferences, presentations to non-CAP audiences, staff services to SLSs/CLCs, etc.

a. Grover Loening Aerospace Award. Chaplains who are unable or do not elect to participate in the regular awards program may elect to participate in this special chaplain service awards program to qualify for the Grover Loening Aerospace Award. To receive this award, chaplains must complete Level I training, ECI Course 13, Chaplain Course 221, and actively serve CAP for 1 year. Also, participating chaplains must be recommended by their unit commander, the region chaplain, and HQ CAP-USAF/HC. To apply for the Loening Award through this special awards program, chaplains should forward an in-turn letter listing the completion dates of the training requirements and the dates of CAP active service to the unit commander for recommendation and forwarding to the region chaplain and HQ CAP-USAF/HC. Final approval authority for the award will be the CAP National Commander or designee.

b. Paul E. Garber Award. Chaplains who are unable or do not elect to participate in the regular awards program may choose this special chaplain service awards program to qualify for the Paul E. Garber Award. To receive this award, chaplains must have received the Loening Award, attend ***one*** Chaplain Service Region Staff College or a regular Region Staff College, complete Chaplain Course 221-A, and actively serve CAP for a total of 3 years (versus the 2 years required in the regular program). Also, participating chaplains must be recommended by their unit commander, the region chaplain, and HQ CAP-USAF/HC. To apply for the Garber Award through this special awards program, chaplains should forward an in-turn letter listing the completion dates of the training requirements and the dates of CAP active service to the unit commander for recommendation and forwarding to the region chaplain, and HQ CAP-USAF/HC. Final approval authority for the award will be the CAP National Commander or designee.

9-3. Legal Officers' Special Recognition Program.

a. Grover Loening Aerospace Award. Legal officers who meet the criteria in CAPR 35-5 for appointment to the grade of captain, complete Level I training and successfully serve CAP for 1 year as an active legal officer are eligible to receive the Grover Loening Award if recommended by their commander, the HQ CAP General Counsel (GC), and CAP National Legal Officer (NLO). To apply for this special award program, legal officers should forward an in-turn letter listing the completion dates of the training requirements and the dates of CAP active service to the unit commander for recommendation and forwarding to HQ CAP/GC and CAP/NLO. Final approval authority for the award will be the CAP National Commander or designee.

b. Paul E. Garber Award. Legal officers who have attained the grade of major, received the Loening Award, attended the National Legal Officers' College, and served CAP for a total of 3 years as an active legal officer are eligible to receive the Paul E. Garber Award if recommended by their commander, the HQ CAP/GC, and CAP/NLO. To apply for this special award program, legal officers should forward an in-turn letter listing the completion dates of the training requirements and the dates of CAP active service to the unit commander for recommendation and forwarding to HQ CAP/GC and CAP/NLO. Final approval authority for the award will be the CAP National Commander or designee.

PAUL J. ALBANO, SR.
Colonel, CAP
Executive Director

DAVID L. MILLER
Chief, Administration

JAMES C. BOBICK
Brigadier General
National Commander

SUMMARY OF CHANGES: Expanded the Table of Contents; Acronyms added, Page iii. **Chapter 1** includes new details on the five levels of training and a new paragraph on training opportunities was added. **Chapter 2** has a new section on training opportunities moved from Chapter 8 with added details on the application procedures; details on the Senior Training Report moved from Chapter 9 to Chapter 2 and updated. **Chapter 3** has new objectives added for Level I Orientation Course including core values and CAP policies on discrimination and sexual harassment; new objectives added for new CPPT; human relations objectives incorporated in Level I Orientation Course; new paragraph added on the Orientation Program Certificate. **Chapter 4** adds Moral Leadership specialty track (225); new objectives for SLS to focus on the squadron level including objectives on core values and discrimination and sexual harassment; new requirement to notify HQ CAP/ETS 45 days in advance of course vice 30 days; new requirement to route CAPF 11 for SLS through the wing commander; new paragraph added on Yeager Aerospace Education Achievement Award. **Chapter 5** has new CLC objectives which focus on the three mission elements and how the mission support functions support the operation of a CAP wing; added CLC objective on core values; new requirement to notify HQ CAP/ETS 45 days in advance of course vice 30 days; new requirement to route CAPF 11 for CLC through the wing commander. **Chapter 6** includes rewritten objectives for RSC including addition of core values and directing training courses; added focus on TQM, the CAP region mission, and conference and training techniques; added new information on National Legal Officers' Course and on the Chaplain Service Region Staff College. **Chapter 7** includes rewritten objectives for NSC, which include core values and evaluating the effectiveness of CAP training programs; new details on the Gill Robb Wilson Award including the presentation ceremony and a suggested award citation. **Chapter 8** is now a separate chapter on ECI with updated information. **Chapter 9** has been rewritten as a new chapter on the chaplains' and the legal officers' special recognition programs, and includes the details for qualifying and applying for these awards by in-turn letters. **Attachments:** New Attachment 1, *CAP Senior Member Program Training Progression & Awards*; new Attachment 2, *Military Education Equivalents*; new Attachment 3, CAPF 45, *Senior Member Master Record;* new Attachment 4, CAPF 45b, *Senior Member Training Record*; new Attachment 5, *Senior Training Report;* new Attachment 6, CAPF 11, *CAP Senior Program Director's Report* (previous editions are obsolete); new Attachment 7, CAPF 24, *Application for Senior Program Awards* (previous editions are obsolete); new Attachment 8, CAPF 17, *Application for Senior Member Activities* (previous editions are obsolete); added Attachment 9, CAPF 2a, *Request for and Approval of Personal Actions*; added Attachments 10A, 10B, 10C, 10D, and 10E for ECI procedures; added Attachment 11, CAPF 8, *Requisition for Publications and Blank Forms*.

NOTE: Bars in the margins identify updated information.

CIVIL AIR PATROL SENIOR MEMBER PROGRAM
TRAINING PROGRESSION & AWARDS
(SEE CAPR 50-17 FOR DETAILS)

ACHIEVEMENT	LEVEL	PREREQUISITIES	COMMAND OR STAFF ASSIGNMENT	PROFESSIONAL COURSES	SPECIALTY TRACK	LEADERSHIP	ACTIVITIES	AWARDS
ORIENTATION	I			ORIENTATION COURSE AND CADET PROTECTION PROGRAM TRAINING			STUDY SENIOR MEMBER HANDBOOK MATERIALS	MEMBERSHIP RIBBON
TECHNICAL TRAINING	II	COMPLETE LEVEL I		SLS (SQUADRON LEADERSHIP SCHOOL)	TECHNICIAN RATING (LEADERSHIP RIBBON)		COMPLETE ECI 13 (CAP SENIOR OFFICER COURSE)	CERTIFICATE OF PROFICIENCY
MANAGEMENT	III	COMPLETE LEVEL II	Total of 1 YEAR	CLC (CORPORATE LEARNING COURSE)	SENIOR RATING (BRONZE STAR ON LEADERSHIP RIBBON)	ATTEND TWO NATIONAL, REGION, OR WING CONFERENCES (ONE OF WHICH MAY BE NATIONAL CONGRESS, OR A WING/REGION AEROSPACE EDUCATION CONFERENCE)		GROVER LOENING AEROSPACE AWARD
COMMAND & STAFF	IV	COMPLETE LEVEL III	Total of 2 YEARS	RSC (REGION STAFF COLLEGE) OR EQUIVALENT PROFESSIONAL MILITARY EDUCATION (SEE ATTACHMENT 2)	MASTER RATING (SILVER STAR ON LEADERSHIP RIBBON)	SERVE AS A STAFF MEMBER FOR SLS/CLC OR NATIONAL, REGION, OR WING CONFERENCE	PUBLIC PRESENTATION TO A NON-CAP GROUP OR PREPARE AN AEROSPACE MANUSCRIPT FOR PUBLICATION	PAUL E. GARBER AWARD
EXECUTIVE	V	COMPLETE LEVEL IV	Total of 3 YEARS	NSC (NATIONAL STAFF COLLEGE) OR EQUIVALENT PROFESSIONAL MILITARY EDUCATION (SEE ATTACHMENT 2)		SERVE AS A STAFF MEMBER OF A RSC/NSC OR SLS/CLC DIRECTOR (SEE PARAGRAPH 7-1)	CONDUCT A LEVEL I ORIENTATION COURSE	GILL ROBB WILSON AWARD

DUTY PERFORMANCE PROMOTION REQUIREMENTS
(SEE CAPR 35-5 FOR OTHER CRITERIA AND PROMOTION CATEGORIES)

TO BE ELIGIBLE FOR PROMOTION TO:	MINIMUM SKILL LEVEL	PLUS TIME-IN-GRADE OF:
2 LT	LEVEL I	6 MONTHS AS A SENIOR MEMBER
1LT	TECHNICIAN RATING IN A SPECIALTY TRACK	12 MONTHS AS 2LT OR TFO (OR COMBINATION THEREOF)
CAPT	LEVEL II	18 MONTHS AS 1LT OR SFO (OR COMBINATION THEREOF)
MAJOR	LEVEL III	3 YEARS AS CAPTAIN
LTC	LEVEL IV	4 YEARS AS MAJOR

MILITARY EDUCATION

QUALIFYING AS EQUIVALENT TO

ECI CAP SENIOR OFFICER COURSE, REGION STAFF COLLEGE
AND
NATIONAL STAFF COLLEGE

Equivalent to ECI CAP Senior Officer Course

Code Z Any US Armed Forces NCO Academy (Pay Grades E-5 - E-6) or equivalent, resident or correspondence

Equivalent to ECI CAP Senior Officer Course/Region Staff College

Code P Any US Armed Forces Senior NCO Academy (Pay Grades E-7 - E-9), resident or correspondence

Code W USAF Squadron Officer School, USA Basic/Advance Officer Courses or USN, USMC, USCG equivalent, resident or correspondence

Code V All Service Academies, ROTC, OCS, or OTS

Code X Any US Armed Forces Command and Staff College, resident, seminar, or correspondence

Code T Any US Armed Forces War College, resident, seminar, or correspondence

Equivalent to National Staff College

Code P Any US Armed Forces Senior NCO Academy (Pay Grades E-7 - E-9), resident or correspondence

Code X Any US Armed Forces Command and Staff College, resident, seminar, or correspondence

Code T Any US Armed Forces War College, resident, seminar, or correspondence

Note: To determine if other military courses apply as equivalencies, contact HQ CAP/ETS with course information (name, course number, location, number of hours, completion date, etc.). Equivalencies may only be used one time. Equivalencies must be no older than 20 years from the time of initial application on the CAPF 24, Application for Senior Program Awards. *When applying for equivalencies, attach copies of diploma or other proof of course completion to the CAPF 24.*

SENIOR MEMBER MASTER RECORD

SENIOR MEMBER AWARDS AND DECORATIONS (9)

NAME	DATE EARNED
Aerospace Education Program for Senior Members	DATE EARNED

LEADERSHIP ROLE HELD WITHIN UNIT (10)

INCLUSIVE DATES	NAME OF LEADERSHIP ROLE	GRADE

OTHER INFORMATION (14)

AERONAUTICAL RATINGS AND MISSION PILOT CLASSES (11)

	DATE QUALIFIED
CAP Pilot	
CAP Senior Pilot	
CAP Command Pilot	
CAP Observer	
CAP Senior Observer	
CAP Master Observer	
CAP Glider Pilot	
CAP Balloon Pilot	
CAP Solo Pilot	
Cdt Orientation Pilot	
SAR/DR Pilot	
CD Pilot	
Mission Observer	
CD Observer	
Mission Scanner	
Transport Mission Pilot	

FCC RADIO OPERATOR LICENSE RATING (12)

ENCAMPMENT ATTENDANCE (13)

SITE	DATE	TYPE

CAP FORM 45, REV OCT 95 Previous editions are obsolete

PERSONAL INFORMATION

HOME ADDRESS (21)	UNIT *(Name, Charter No., Address)* (22)	DATE AND PLACE OF BIRTH (23)

WEIGHT (24)	HEIGHT (25)	COLOR OF EYES (26)	COLOR OF HAIR (27)	NEXT OF KIN *(Name, Address, Phone No.)* (28)
MILITARY SERVICE (29)	HIGHEST GRADE (30)	NO. OF YEARS SERVED (31)	PRESENT STATUS (32)	

EDUCATION - ALL CIVILIAN AND MILITARY SCHOOLS (33)

FROM	TO	NAME AND LOCATION OF SCHOOL	GRADUATE		DEGREE
			YES	NO	

ORGANIZATION MEMBERSHIP - PAST AND/OR PRESENT OTHER THAN CAP (34)

NAME AND ADDRESS	TYPE *(Proffessionnal, Fraternal, etc.)*	HIGHEST OFFICE HELD	FROM	TO

PRESENT EMPLOYEE (35)	NAME AND ADDRESS	TYPE WORK

GRADE (36)

	ORDER NO.	DATE
FO		
TFO		
2ND LT		
1ST LT		
CAPT		
MAJOR		
LT COL		
COLONEL		

FUTHER INFORMATION (37)

EMERGENCY SERVICES

ACTUAL MISSIONS(38)					CAP EFFECTIVENESS TESTS (39)					OTHER TRAINING MISSIONS (40)				
DATE	MISSION NUMBER	DUTY	CHECK		DATE	MSSION NUMBER	DUTY	CHECK		DATE	LOCATION	DUTY	CHECK	
			SAR	CD				SAR	CD				SAR	CD

OTHER ES TRAINING

Form 116 Part I _____

Form 116 Part II _____

Bloodborne Patho. _____

_____

_____

_____

INITIAL / ANNUAL AIR CREW TRAINING/EVALUATION CHECK (42)

DATE	TYPE	YEAR	DATE	TYPE	YEAR	DATE	TYPE	YEAR

OTHER AERONAUTICAL DATA

FAA MEDICAL DATE (43)	FAA LICENSE NUMBER (44)	AIRCRAFT PERSONALLY OWNED (45) ☐ YES ☐ NO	MAKE AND MODEL OF AIRCRAFT (46)	AIRCRAFT NUMBER (47)	FUEL CAPACITY (*Hrs*) (48)

HQCAP(08-2500)10M

OTHER

LAST NAME	FIRST NAME	MI	GRADE	SSN	DATE ENTERED CAP	CHARTER NO.

SENIOR MEMBER TRAINING RECORD

DIRECTIONS:

1. *Level I—Orientation Course is required except as outlined in CAPM 50-17 for Mitchell Award Recipients. Cadet Protection Training cannot be waived for any senior member.*
2. *Level II - V—Enter date activity was completed. Unit commander certifies by initialing.*
3. *Specialty Training—Enter date training level was attained. Unit commander initials block.*

LEVEL I—INTRODUCTION

ORIENTATION COURSE OR MITCHELL AWARD DATE COMPLETED	CADET PROTECTION TRAINING DATE COMPLETED

LEVEL II—TECHNICAL TRAINING

ACTIVITY	DATE COMPLETED	CERTIFICATION
Squadron Leadership School (SLS)		
ECI Course 13 or equivalent		
Specialty Technician Rating		

LEVEL III—MANAGEMENT

Command/Staff Position for One Year		
Corporate Learning Course (CLC)		
Attend two National (N), Regional, (R) Wing (W) Conferences	1. 2.	
Specialty Senior Rating		

LEVEL IV—COMMAND AND STAFF

Command/Staff Position for Two Years		
Region Staff College or equivalent (CAPM 50-17)		
Serve as a staff member at National, Region, or Wing Conference, or		
Serve as staff member or presenter at SLS or CLC		
Prepare & present a CAP presentation to a non-CAP group on a CAP-related subject or prepare an aerospace manuscript for publication		
Specialty Master Rating		

LEVEL V—EXECUTIVE

Command/Staff Position for Three Years		
National Staff College (NSC) or equivalent (CAPM 50-17)		

ACTIVITY	DATE COMPLETED	CERTIFICATION
LEVEL V—CONTINUED		
Conduct a Level I Orientation and one of the following:		
Serve as Director of SLS or CLC		
or Serve as a Staff Member for the Region Staff College		
or Serve as a Staff Member for the National Staff College		

SPECIALTY TRAINING

CODE/SUBJECT	TECHNICIAN	SENIOR	MASTER
200 Personnel			
201 Public Affairs			
202 Finance			
203 Inspector			
204 Senior Program			
205 Administration			
206 Logistics			
210 Flight Operations			
211 Operations			
212 Standardization-Evaluation			
213 Emergency Services			
214 Communications			
215 Aerospace Education			
216 Cadet Program			
217 Safety			
218 Plans and Programs			
219 Legal			
220 Medical			
221 Chaplain			
223 Historian			
Other Training, e.g., SAR Schools, Communications Schools, CAP Form 101 Qualification, AEPSM, ECI Courses,etc. (see reverse)			

CAP FORM 45b, OCT 94 **PREVIOUS EDITIONS WILL BE USED.**

Other Training (Con't)

HQCAP(97-1967)20M

01032 MAXWELL AFB COMP SQDN PSC BOX 4766 MAXWELL AFB AL 36112-6332

1 JUN 98 SENIOR TRAINING REPORT Page: 1

NAME GR SSN	LEVEL I COMPLETED ORIENT	CPPT	SLS	LEVEL II COMPLETED SPECIALTY TRACK	RATE	ECI 13	CERT PROF	LEVEL III LOENING CLC	COMP	LEVEL IV GARBER RSC	COMP	LEVEL V WILSON NSC	COMP	PROF MIL EDUC COMPLETED SOS	ACSC	AWC
BROWN, J CPT 123456789	05/95	05/95	95	04	2,			95								
JORDAN, M CPT 234567890	05/91	05/91	91	04,	3,	Z	91	92	93	P						
SMITH, J LTC 345678901	01/87	06/90	87	04,15	3,3	88	88	89	89	90	90	91	92	88	90	95
WILLIAMS, M CPT 456789012	01/93	01/93	93	04,	3	V	93	94	94	W		X		77	79	80

TOTALS SR MEMBERS - 4 LEVEL I - 4 LEVEL II - 3 LEVEL III - 3 LEVEL IV - 1 LEVEL V - 1 PATRON - 0

ATTENTION: FOR UPDATING INSTRUCTIONS, PLEASE REFER TO CAPR 50-17. IF THERE ARE NO CHANGES TO THE SENIOR TRAINING REPORT DO NOT SEND A COPY BACK TO NATIONAL HEADQUARTERS/ETS.

_____
COMMANDER'S SIGNATURE

CIVIL AIR PATROL
SENIOR PROGRAM DIRECTOR'S REPORT

Submit this form immediately after completion of the school or course in accordance with reporting instructions in CAPR 50-17, *CAP Senior Member Training Program*. This form provides information for training record updates and for training awards and promotions. Forward this form through the wing commander for signature (see *NOTE 1*) or mail or fax the completed form directly to:

HQ CAP/ETS
105 South Hansell Street, Building 714
Maxwell AFB AL 36112-6332
Phone: 334-953-5798
Fax: 334-953-7771

Check the course that applies. HQ CAP/ETS will only credit students with the course(s) checked on this form.

____ Orientation Course and Cadet Protection
____ Orientation Course Only
____ Cadet Protection Only
____ SLS
_____ CLC
_____ RSC
_____ NSC
_____ Other

Date(s) of training : _____

Wing: _____ Location: _____

PLEASE PRINT CLEARLY. SOCIAL SECURITY NUMBER AND MEMBER'S SIGNATURE ARE ESSENTIAL IN ORDER FOR HQ CAP/ETS TO ENSURE MEMBERS RECEIVE PROPER CREDIT FOR THE COURSE.

	NAME	SOCIAL SECURITY NUMBER	WING UNIT NUMBER	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

_____ DIRECTOR'S SIGNATURE

_____ WING COMMANDER'S SIGNATURE

NOTE 1: Wing commander's (or designee's) signature is required for processing SLS and CLC completion and credit.
NOTE 2: For all courses, send a copy of the CAPF 11 to the wing/region senior program officer (if required by wing/region policy).
Local reproduction of this form is authorized.

CAP FORM 11, JUL 98 **PREVIOUS EDITIONS ARE OBSOLETE.** *(If needed, continue on reverse.)*

NAME	SOCIAL SECURITY NUMBER	WING UNIT NUMBER	SIGNATURE

NAME	SOCIAL SECURITY NUMBER	WING UNIT NUMBER	SIGNATURE

APPLICATION FOR SENIOR PROGRAM AWARDS

(See instructions on reverse.)

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

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) or equivalent course: _____ Date: _____

c. Completed ECI 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) or equivalent course: _____ 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 or CLC.

Indicate type, position, and date: _____

f. Presentation to a non-CAP group on a CAP related subject **or** prepare an aerospace manuscript for publication.

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: _____

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

e. SLS or CLC director. Position: _____ Date: _____

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

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

INSTRUCTIONS FOR COMPLETION OF CAP FORM 24

(See CAPR 50-17 for additional information)

1. Complete Items 1 through 7 and Items 12 and 13 for all awards. Check the appropriate block for the award requested in Items 8-11. For military education equivalent courses, see CAPR 50-17, *CAP Senior Member Training Program*, Attachment 2. Include month and year in dates. Attach copies of supporting documents if completion is not reflected on current Senior Training Report (STR).

2. Senior Member Certificate of Proficiency:

   a. Complete Item 8. Unit commander approves and forwards original to HQ CAP/ETS, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Retain one copy for unit file.
   b. In Items 8b and 8c, list equivalent courses in space provided if applicable.
   c. Item 8e is optional. Individuals who have completed the requirements for the Brig Gen Charles E. "Chuck" Yeager Aerospace Education Achievement Award are eligible to receive a special Yeager Award embossed seal affixed to their Certificate of Proficiency. To receive the seal, list month and year of Yeager Award completion.

3. Grover Loening Aerospace Award:

   a. Complete Item 9. Unit commander approves and forwards original to wing headquarters for action. Wing commander approves and forwards approved original to HQ CAP/ETS, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Retain a copy for unit and wing files.
   b. In Item 9c, list equivalent course in space provided if applicable.
   c. In Item 9e, list the type of conferences and dates attended.

4. Paul E. Garber Award:

   a. Complete Item 10. Unit commander approves and forwards original to wing headquarters for action. Wing commander approves and forwards approved original to HQ CAP/ETS, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Retain a copy for unit and wing files.
   b. In Item 10c, list equivalent course in space provided if applicable.

5. Gill Robb Wilson Award:

   a. Complete Item 11. Unit commander approves and forwards original to wing headquarters for action. Wing commander approves and forwards original to region headquarters for action. Region commander approves and forwards original to HQ CAP/ETS, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Retain a copy for unit, wing, and region files.
   b. In Item 11c, list equivalent course in space provided if applicable.

6. Signatures Blocks 12-15:

   a. Blocks 12 and 13 are required for all awards.
   b. Blocks 14 and 15 should be completed as required for the specific level of award as noted above.

Note: National Headquarters will base verification of data for the award applied for, and previous awards, on the Senior Training Report (STR). If entries on the STR are not current, attach supporting documentation of completion such as a photo copy of award certificate or diploma. Application forms without the proper documentation will be returned to the last appropriate office for action.

APPLICATION FOR SENIOR MEMBER ACTIVITIES

(This is an application only! See instructions on reverse. Confirmation of acceptance is required.)

1. TITLE OF ACTIVITY (If applying for a position, include the position desired.)

2. LOCATION OF ACTIVITY

3. DATES OF ACTIVITY

4. LAST NAME, FIRST NAME, MIDDLE INITIAL

5. CAP GRADE

6. CAP SERIAL NUMBER

7. MEMBER'S ADDRESS (Number, Street, City, State, and Zip)

8. TELEPHONE (Include Area Code.)
a. Work: b. Home:

9. PREVIOUSLY ATTENDED THIS ACTIVITY? YES NO
(If "yes," give date attended.) Date:

10. DATE AND METHOD OF LEVEL I COMPLETION

11. SPECIALTIES AND RATINGS COMPLETED
Specialty Rating
a. _____
b. _____
c. _____
d. _____
e. _____

12. DATE JOINED CAP

13. CAP DUTY ASSIGNMENT AND INCLUSIVE DATES

14. CAP AERONAUTICAL RATING

15. CAP UNIT NAME

16. CHARTER NUMBER

17. WING

18. SENIOR PROGRAM AWARDS
a. _____
b. _____
c. _____
d. _____

19. PREVIOUS TRAINING ACTIVITIES AND YEARS ATTENDED
a. _____
b. _____
c. _____
d. _____
e. _____
f. _____

20. SCHOLASTIC ACHIEVEMENT
High School Graduate Year _____
College _____ Years Post Graduate _____ Years

21. CIVILIAN OCCUPATION

22. OUTLINE PERSONAL AND PROFESSIONAL GOALS IN CAP

23. MEDICAL INFORMATION

24. REMARKS (Use reverse side or attach additional sheet if necessary.)

25. APPLICANT'S SIGNATURE DATE

26. ACTION BY UNIT COMMANDER
Recommend: Approval Disapproval

27. UNIT COMMANDER'S SIGNATURE DATE

28. REMARKS BY UNIT COMMANDER

29. ACTION BY WING COMMANDER
Recommend: Approval Disapproval

30. WING COMMANDER'S SIGNATURE DATE

31. REMARKS BY WING COMMANDER

32. ACTION BY REGION COMMANDER
Recommend: Approval Disapproval REGION _____ Selection Number _____

33. REGION COMMANDER'S SIGNATURE DATE

34. REMARKS BY REGION COMMANDER

35. ADDITIONAL REMARKS

INSTRUCTIONS FOR COMPLETION OF CAP FORM 17

(See CAPR 50-17, *CAP Senior Member Training Program*, for additional information and instructions.)

1. APPLYING FOR ACTIVITIES:
   a. For region level activities, unit commander verifies the information, makes recommendation, signs the application, retains a copy, and forwards the original to wing headquarters. Wing commander verifies application, makes recommendation, signs the application, retains a copy, and forwards the original to region headquarters for final approval by region commander.
   b. For national level activities, unit commander verifies the information, makes recommendation, signs the application, retains a copy, and forwards the original to wing headquarters. Wing commander verifies application, makes recommendation, signs the application, retains a copy, and forwards the original to region headquarters for action. Region commander makes recommendation, assigns selection number, signs the application, retains a copy, and forwards original to HQ CAP/ETS.

2. COMPLETING THE FORM:
   a. **Applicant:** (Complete Blocks 1-25 for all activities.)
   Specific Instructions:
   Blocks 1-9 Self explanatory.

   Block 10 Enter the month and year and method of Level I completion. (Example: Feb 92/Seminar or Mar 93/ Mitchell Award.)

   Block 11 List each specialty and the highest rating completed in that specialty. (Example: Enter 213-2 for Emergency Services Officer - Senior Level, or enter 201-1 for Public Affairs - Technician Level.)

   Block 18 List training awards only along with completion dates. (Example: Garber Award Aug 90.)

   Block 19 List names and dates of training activities such as SAR exercises, SLS, ECI Course 13, RSC, ACSC, AWC, etc. Use Additional Remarks section above or add additional sheet if necessary.

   Block 23 List physical handicaps or ailments for which the applicant will be taking medication during the activity or which might affect the applicant's level of participation in activities. Provide a list of medication taken regularly. Use Additional Remarks section or add additional sheet if necessary.

   b. **Unit Commander:** (Complete Blocks 26-28.)
   Block 28 Remarks are intended for consideration by the wing and region commanders. Use Additional Remarks section or add additional sheet if necessary.

   c. **Wing Commander:** (Complete Blocks 29-31.)
   Block 31 Remarks are intended for consideration by the region commander. Use Additional Remarks section or add additional sheet if necessary.

   d. **Region Commander:** (Complete Blocks 32-34.)
   Block 34 Remarks are intended for consideration by National Headquarters. Use Additional Remarks section or add additional sheet if necessary.

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)

III. AWARD OF AERONAUTICAL RATING/MISSION QUALIFICATIONS (CAPR 60-1)

☐ AWARD AERONATUICAL RATING/MISSION QUALIFICATION CHECKED BELOW:

☐ Glider Pilot ☐ Comd Pilot ☐ Balloonist ☐ Mission Observer ☐ Ground Team Badge
☐ Solo Pilot ☐ Observer ☐ Cdt Oreint Pilot ☐ CN Observer
☐ Pilot ☐ Master Observer ☐ SAR Pilot ☐ Transport Msn Pilot
☐ Senior Pilot ☐ Senior Observer ☐ CD Pilot ☐ Mission Scanner

Mission Pilot Qual Date _____ Mission Observer Qual Date _____
FAA License Number _____ FAA Physical Dated _____
FAA Rating _____ No. Hrs Logged as Pilot _____ Observer _____
CAP Form 5 Flight Check _____ CAP Form 91 Flight Check _____

IV. AWARD OF ACTIVITY AND SERVICE RIBBONS (CAPR 39-3)

☐ AWARD ACTIVITY AND SERVICE RIBBON CHECKED BELOW: ☐ AWARD OF CLASP (For additional award)

☐ Command Service Ribbon ☐ National Cadet Competition Ribbon ☐ Cadet Orientation Pilot Ribbon
☐ Red Service Ribbon ☐ National Color Guard Ribbon ☐ Counterdrug Ribbon
☐ "Find" Ribbon ☐ Cadet Advisory Council Ribbon ☐ Encampment Ribbon
☐ Air Search and Rescue Ribbon ☐ Cadet Community Service Ribbon ☐ Recruiter Ribbon
☐ Disaster Relief Ribbon ☐ Cadet Special Activities Ribbon ☐ A. Scott Crossfield Award
☐ IACE Ribbon ☐ Other (Specify)

V. 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/DP 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.

VI. 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)

VII. REMARKS (use reverse side of form if additional space is required.)

I certify that all pertinent directives have been complied with and that this action is in the best interest of Civil Air Patrol.

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

ECI COURSE APPLICATION AND ORDERING TESTS

NOTE: These procedures do not apply to ACSC or AWC. Applications for ACSC and AWC are found later in this attachment.

SAMPLE ECI FORM 23 AND COMPLETION INSTRUCTIONS

SECTION NUMBER

1. Enter the ECI course number from the *ECI Catalog*. (Contact the wing TCO if unknown.)
2. Enter student's social security number.
3. Enter "7" in this block.
4. Enter student's name.
5. Check the "voluntary" box.

(Instructions continued on reverse.)

ECI ENROLLMENT APPLICATION

(TYPE or PRINT clearly. Fill out in accordance with instructions in the ECI Catalog.)

PRIVACY ACT STATEMENT

1. AUTHORITY: 44 USC 3101; 3101; 10 USC 8012; EO 9397. 2. PRINCIPAL PURPOSE: Used for individuals to provide information to ECI for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide ECI course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.

1. ECI COURSE NUMBER
2. SOCIAL SECURITY ACCOUNT NUMBER
3. IDENTITY CODE/ CATEGORY
4. NAME *(First Initial, Second Initial, Last Name)*
5. REASON FOR ENROLLMENT – CODES
   L ☐ MANDATORY
   N ☐ VOLUNTARY
6. PAY GRADE
7. TCO PHONE *(Autovon)*
8. ADDRESS *(OJT enrollee use address of Unit Training Office)*

ZIP CODE

9. ZIP CODE/SHRED OF TEST CONTROL OFFICE
10. COURSE TITLE
11. SIGNATURE AND TITLE OF APPROVING OFFICIAL
    The applicant has been briefed on the enrollment policy and is eligible for enrollment in this course.

SIGNATURE

TITLE

ECI FORM 23 SEP 82 PREVIOUS EDITION WILL BE USED ☆U.S. GPO: 1993—737-906

6. Enter grade according to the following:

SENIOR MEMBER GRADE	CODE	CADET GRADE	CODE
Neither NCO nor Officer	E–1	Cadet Flight Officer	CFO
Noncommissioned Officer	N–1	Cadet 2nd Lieutenant	C–1
Flight Officer	FO	Cadet 1st Lieutenant	C–2
Technical Flight Officer	FO–1	Cadet Captain	C–3
Senior Flight Officer	FO–2	Cadet Major	C–4
2nd Lieutenant	O–1	Cadet Lieutenant Colonel	C–5
1st Lieutenant	O–2	Cadet Colonel	C–6
Captain	O–3		
Major	O–4		
Lieutenant Colonel	O–5		
Colonel	O–6		

7. Insert "not applicable."
8. Enter student's address and zip code.
9. Enter one of the following testing shredouts as appropriate:

AL	361125903-4	IN	469710010-6	NATCAP	203325114-2	PR	009065916-5
AK	995060014-1	IA	503212723-5	NE	685013644-1	RI	029150233-1
AR	722023337-2	KS	674022597-7	NV	894310133-5	SC	292280065-5
AZ	850600679-6	KY	402053166-5	NH	033015322-5	SD	571063124-1
CA	917629117-4	LA	701268034-6	NJ	086416099-7	TN	379400726-6
CO	802206991-6	ME	041040369-5	NM	871855069-7	TX	767154997-6
CT	064571233-1	MD	212408341-1	NY	115304802-2	UT	841162956-8
DE	198501285-3	MA	019063618-6	NC	272162082-5	VT	054079373-1
FL	336215208-6	MI	480455001-1	ND	585020608-8	VA	23272250-1
GA	300694112-8	MN	551110230-4	OH	432175910-4	WA	984380459-8
HI	968201547-5	MS	392093402-5	OK	731459111-6	WV	253292468-6
ID	837052896-5	MO	641292063-6	OR	974029542-9	WI	532254128-2
IL	606044205-5	MT	597189010-6	PA	186121145-5	WY	820039507-6

10. Enter the full title of the course from the *ECI Catalog*.
11. The unit commander or designee must sign here and include the unit number.

FAX COVER SHEET

TO: **ECI (334) 416–4679; DSN 596–4679**

FROM: _____

Name/CAP Grade

_____

Address

_____

City, State, Zip Code

REGISTRAR: Please process the attached ECI Form 23.

ECI ENROLLMENT APPLICATION

(TYPE or PRINT clearly. Fill out in accordance with instructions in the ECI Catalog.)

PRIVACY ACT STATEMENT

1. AUTHORITY: 44 USC 3101; 3101; 10 USC 8012; EO 9397. 2. PRINCIPAL PURPOSE: Used for individuals to provide information to ECI for enrollment in a specific correspondence study course. 3. ROUTINE USE: To provide ECI course enrollment. 4. DISCLOSURE: Voluntary. However, if information is not provided, enrollment cannot be accomplished.

1. ECI COURSE NUMBER

2. SOCIAL SECURITY ACCOUNT NUMBER

3. IDENTITY CODE/ CATEGORY

4. NAME *(First Initial, Second Initial, Last Name)*

5. REASON FOR ENROLLMENT – CODES

L ☐ MANDATORY

N ☐ VOLUNTARY

6. PAY GRADE

7. TCO PHONE *(Autovon)*

8. ADDRESS *(OJT enrollee use address of Unit Training Office)*

ZIP CODE

9. ZIP CODE/SHRED OF TEST CONTROL OFFICE

10. COURSE TITLE

11. SIGNATURE AND TITLE OF APPROVING OFFICIAL

The applicant has been briefed on the enrollment policy and is eligible for enrollment in this course.

SIGNATURE

TITLE

ECI FORM 23 SEP 82 PREVIOUS EDITION WILL BE USED ☆U.S. GPO: 1993—737-906

DO NOT REMOVE THIS FORM FROM THE HANDBOOK. MAKE A COPY.

FORWARD TO: CADRE / EDOR, 50 South Turner Blvd, Maxwell AFB, Gunter Annex, AL 36118-5643
DSN: 596-4775 Commercial: (334) 416-4775 FAX: DSN 596-4679

ACSC DISTANCE LEARNING PROGRAM APPLICATION

PRIVACY ACT STATEMENT

1. **AUTHORITY:** 10 U.S.C. 8012. 2. **PRINCIPAL PURPOSE:** To obtain information for computer input from student voluntarily enrolled in the ACSC Associate Seminar/Correspondence Program. Use of SSN required to make positive identification of the individual and records. 3. **ROUTINE USES:** (1) Used to prepare data for input into the ACSC computer data base. This program enrolls, reenrolls, cancels, and graduates ACSC Associate Seminar/Correspondence Program students. (2) Information also forms the data base against which student writing assignments, attendance reports, and course completion can be correlated. 4. **DISCLOSURE:** Voluntary. However, if requested information is not furnished, there is no entry data for the computer program and enrollment cannot be accomplished.

INSTRUCTIONS: *Check opposite the applicable item or fill in classroom data where required.*

☐ CORRESPONDENCE (Course 37) CD ROM ☐ CYBER SEMINAR (Course 38) CD ROM ☐ CLASSROOM SEMINAR (Course 38) CD ROM

SSN

LAST NAME, FIRST NAME, MIDDLE INITIAL

CURRENT GRADE

NOTE: If Civil Service as well as eligible Reserve or ANG, check appropriate military rank only.

Major Selectee	03A	
Major	04	
Lt Colonel	05	
Colonel	06	
Civil Service Only: Enter GS Grade and check this block. (GS 11 or higher)		

DATE OF RANK *(Year, Month & Date)*

DSN DUTY PHONE

HOME MAILING ADDRESS

CATEGORY

USAF - ANG, NON-EAD	C	
USAF - Regular	5	
USAF - Reserve, EAD	1	
USAF - Reserve, NON-EAD EAD	A	
CAP	7	
US Army-ACT/RES/NG	8	
US Navy-ACT/RES	9	
US Marine-ACT/RES	Q	
Foreign Military	F	
US Civil Service	P	

If Civil Service as well as eligible Reserve or ANG, check appropriate Reserve or ANG blocks only.

CITY OR APO

STATE

ZIP CODE OR APO NO.

* ECI cannot process without nine-digit TCO Zip plus Shred

*** TEST CONTROL OFFICE ZIP CODE / SHRED**

1	2	3	4	5		6	7	8	9	SHRED	10
					-						

REQUEST FOR MATERIALS, RECORDS, OR SERVICE

☐ 1. Correct/Change NAME
☐ 2. Correct/Change RANK
☐ 3. Correct/Change SSN
☐ 4. Correct/Change ADDRESS
☐ 5. Correct/Change TCO ZIP and/or SHRED
☐ 6. Request Test Score Postcard, Course _____
☐ 7. Request Course Materials, Course _____
☐ 8. Request Course Exam, Course _____
☐ 9. Request Course Transcript (unofficial)
☐ 10. Request Diploma Replacement (comments)
☐ 11. Reenrollment (comments)
☐ 12. Miscellaneous (see comments)

COMMENTS

E-MAIL ADDRESS

SIGNATURE

STUDENT'S TELEPHONE NUMBER
OFFICE _____ (DSN if available)
HOME

DATE

AIR WAR COLLEGE ASSOCIATE SEMINAR/CORRESPONDENCE PROGRAMS APPLICATION

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8012.

PRINCIPAL PURPOSE: To obtain information for computer input from student voluntarily enrolled in the AWC Associate Seminar / Correspondence programs.

ROUTINE USES: Used to prepare data for input into the AWC computer data base. This program enrolls, reenrolls, cancels, and graduates AWC Associate Programs students. This information also creates the data base against which student writing assignments, attendance reports, and course completion can be correlated.

DISCLOSURE: Voluntary. However, if requested information is not furnished, there is no data for the computer program and enrollment can not be accomplished.

I. PLEASE CHECK THE APPROPRIATE BOX FOR THE COURSE IN WHICH YOU WISH TO ENROLL

☐ Seminar ☐ Correspondence

Check appropriate box for initial or reenrollment

☐ Initial Enrollment ☐ Reenrollment

IF PREVIOUSLY ENROLLED, ENTER DATE OF ENROLLMENT TERMINATION (YYMMDD) _____

II. CHECK THE BOX INDICATING YOUR RANK OR GRADE

☐ LTC Select ☐ GS / GM 14

☐ LTC (05) ☐ GS / GM 15

☐ COL (06) ☐ Other (Specify) _____

☐ GS / GM 13

Date of Rank (YYMM) ☐☐☐☐

III. CHECK BOX FOR APPROPRIATE MAJCOM

☐ ACC
☐ AETC
☐ AIA
☐ AFMC
☐ AFRES
☐ AFSOC
☐ AFSPACECOM
☐ AMC
☐ FOA / DRU
☐ HQ USAF
☐ PACAF
☐ USAFE
☐ Other (Specify) _____

IV. MILITARY SERVICE COMPONENT *(Check appropriate box)*

☐ Air Force Active Duty
☐ Air Force Reserve Inactive Duty
☐ Air National Guard Inactive Duty
☐ Army Active Duty
☐ Army Reserve Inactive Duty
☐ Army National Guard Inactive Duty
☐ US Navy
☐ US Coast Guard
☐ US Marine Corps
☐ Civilian

V. PRINT OR TYPE INFORMATION IN BOXES BELOW

1. SSN ☐☐☐-☐☐-☐☐☐☐

2. SEX (M = Male, F = Female) ☐

3. LAST NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

4. FIRST NAME ☐☐☐☐☐☐☐☐☐☐☐☐

5. MI ☐

6. STUDENT'S ADDRESS LINE 1 *(Box or Street)* ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

7. *STUDENT'S ADDRESS LINE 2 (City, Base or APO / FPO)* ☐☐☐☐☐☐☐☐☐☐☐☐☐

8. State or AE / AP / AA ☐☐

9. ZIP + 4 ☐☐☐☐☐-☐☐☐☐

10. TCF ZIP + 4 + 1 (OBTAIN FROM EDUCATION OFFICE) ☐☐☐☐☐-☐☐☐☐-☐

11. DSN TELEPHONE NUMBER AND COUNTRY CODE
(Country Code NOT needed for CONUS locations)
☐☐☐-☐☐☐-☐☐☐☐

12. COMMERCIAL TELEPHONE NUMBER AND AREA CODE
☐☐☐-☐☐☐-☐☐☐☐

VI. PME LEVEL COMPLETED

☐ SOS
☐ ISS (ACSC) or equivalent

VII. ☐ Line Officer
☐ Nonline Officer
☐ JAG
☐ Med Corps
☐ Nurse Corps
☐ Chaplain
☐ Other _____

SEMINAR NUMBER LEAVE BLANK FOR CORRESPONDENCE
☐☐☐☐

VIII. *I certify that I meet the requirements set forth in Air Force Instruction 36-2301for enrollment in the AWC Associate Seminar/Correspondence Programs.* ***(ALL SIGNATURES ARE MANDATORY)***

APPLICANT'S PRINTED NAME	SIGNATURE OF APPLICANT	DATE
SUPERVISOR'S / COMMANDER'S PRINTED NAME	SIGNATURE OF SUPERVISOR / COMMANDER	DATE
ESO'S PRINTED NAME	SIGNATURE OF ESO	DATE

INSTRUCTIONS

READ AND FOLLOW THESE INSTRUCTIONS EXPLICITLY. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN YOUR ENROLLMENT BEING DELAYED OR DENIED.

A. Ensure you meet the eligibility requirements for this course (per AFI 36-2301).
B. Type or print legibly.

I 1. Check enrollment method, Seminar or Correspondence (All enrollees must go through their Education Office).
2. Check Initial or Re-enrollment (Only one re-enrollment permitted).
3. If previously enrolled, indicate date of enrollment termination (YYMMDD).

II 1. Check rank (If other, specify).
2. Indicate date of rank (YYMM).

III Check major command (If other, specify).

IV Check military service component.

V 1. SSN: Self explanatory.
2. SEX: Self explanatory.
3. LAST NAME: Self explanatory.
4. FIRST NAME: Self explanatory.
5. MI: Self explanatory.
6. Address Line 1 (Self explanatory).
7. Address Line 2 (Self explanatory).
8. STATE: AE = Europe, AP = Pacific, AA = Central and South America.
9. Zip+4: Self explanatory.
10. TEST CONTROL FACILITY: Obtain this number from the Test Control Facility you wish to administer your exams. This number is at least six digits (It is not the DANTES number). It must be completed.
11. DSN: Self explanatory.
12. COMMERCIAL PHONE NUMBER: Is only needed if you DO NOT have a DSN number.

VI Check highest level of PME completed.

VII Self explanatory.

VIII This application must be signed by the student, his/her supervisor/commander and Education Service Officer (ESO). Your signature certifies that you have read and meet the eligibility requirements in Air Force Instruction 36-2301. The ESO signature ensures that block 10 is an authorized testing facility. (The

NOTE

1. **ARMY ACTIVE DUTY PERSONNEL**: Must be selected to enroll in the Air War College course in order to receive credit. (This is an Army rule, see your education office).
2. **ARMY RESERVE PERSONNEL**: Are required to obtain command approval for enrollment in the AWC Seminar or Correspondence program.

A. If assigned to a Troop Program Unit, submit your application through unit channels.
B. Non-unit officers (IMA) must submit the application through ARPERCEN.

CORRECTED OR LATEST ENROLLMENT DATA

▶ Items marked with "▶" MUST be filled in. Request cannot be processed or responded to if these items are not completed.

1. THIS REQUEST CONCERNS COURSE NO.	2. TODAY'S DATE	3. ENROLLMENT DATE	4. DSN PHONE NUMBER
▶			

▶ 5. SOCIAL SECURITY NUMBER (SSN)	6. GRADE/ RANK	▶ NAME (Last name)	First Name	MI
___ - __ - ____				

▶ 8. ADDRESS *NOTE:*
OJT Enrollees -- Enter address of unit training office with zip code.
ALL OTHERS -- Enter current mailing address with zip code.

▶ *TYPE ADDRESS -- REQUIRED BY USPS.*

NAME

STREET/UNIT TRAINING OFFICE

CITY/BASE, STATE, ZIP CODE

/// FOR ECI USE ONLY ///

EDOI TECHNICIAN'S INITIALS

LOG NUMBER

Fold Here

Fold

9. NAME OF BASE OR INSTALLATION IF NOT SHOWN ABOVE

10. TEST CONTROL OFFICE ZIP CODE / SHRED

11.	REQUEST FOR MATERIALS, RECORDS, OR SERVICE
X	Place an "X" through number in box to left of service requested.
1	Request address change as indicated in Item 8 above. *See Note 1.*
2	Request Test Control Office change as indicated in Item 10 above. *See Note 1.*
3	Extend course completion date. *(Justify in "Remarks" on reverse.) See Note 1.*
4	Request enrollment cancellation. Confirmation required. ☐ *See Note 1.*
5	Send course exam. Automatic request on _____ *(date).* Answer sheet request on _____ *(date). See Note 1.*
6	Request name change / correction to that as shown in Item 7 above. *(Provide old or incorrect data here.)* _____
7	Send course exam trigger answer sheet. ☐ Not received ☐ Lost ☐ Damaged
8	Send course materials. *(Specify in "Remarks" on reverse.)* ☐ Not received ☐ Lost ☐ Damaged
9	Correct SSN *(List incorrect SSN here.)* _____ *(Correct SSN should be shown in Item 5 above.)*
10	Request Grade / Rank change / correction.
11	Results for CE not received. Answer sheet submitted to ECI on _____ (date).
12	Previous inquiry (☐ ECI Fm 17, ☐ letter, ☐ message) sent to ECI on _____ *(date).*
13	Give instructional assistance as requested on reverse.
14	Other *(Explain fully in "Remarks" on reverse.)*

RESPONSE MEDIA CODE: L M P/C T

● NOTE 1. *Submit this form for automatic transmittal to ECI if capability is available.*

OJT STUDENTS must have their OJT Administrator certify this record.

ALL OTHER STUDENTS may certify their own requests.

I certify that the information on this form is accurate and that THIS REQUEST CANNOT BE ANSWERED AT THIS STATION.

SIGNATURE

ECI Form 17, JUN 91 PREVIOUS EDITIONS WILL BE USED. STUDENT REQUEST FOR ASSISTANCE

REQUEST FOR INSTRUCTOR ASSISTANCE

NOTE: Questions or comments relating to the accuracy or currency of subject matter should be forwarded directly to preparing agency. For an immediate response to these questions, call or write the course author directly, using the DSN number or address in the preface of each volume. All other inquiries concerning the course should be forwarded to ECI.

URE/CE ITEM QUESTIONED.

COURSE NO _____
VOLUME NO _____
URE/CE FORM NO _____
URE/CE FORM NO _____
ANSWER YOU CHOSE _____
(Letter)

HAS CE ANSWER SHEET BEEN SUBMITTED FOR GRADING?
☐ YES ☐ NO

REFERENCE
(Textual reference for the answer I chose can be found as shown below.)
IN VOLUME NO _____
ON PAGE NO _____
IN ☐ LEFT ☐ RIGHT COLUMN
LINES _____ THROUGH _____

MY QUESTION IS:

REMARKS

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8012.
PRINCIPAL PURPOSE: To provide assistance as requested by individual students.
ROUTINE USES: This form is shipped with ECI course packages and used by the student, as needed, to place an inquiry with ECI.
DISCLOSURE: Voluntary. Requested information is needed for expeditious handling of the student's inquiry. Failure to provide all information would result in slower action or inability to provide assistance to the student.

ADDITIONAL FORMS 17 are available from trainers, OJT and Education Offices, and ECI.
Course workbooks have a Form 17 printed on the last page.

ECI Form 17, JUN 91 *(Reverse)*

REQUISITION FOR PUBLICATIONS AND BLANK FORMS

1. Date of Requisition

2. Date Shipped

3. From *(Type or print complete address of requisitioning unit)*

Zip Code: Phone Number:

A. No. of Cadets	B. No. of Seniors	C. Charter No.

INSTRUCTIONS

This form will be used to requisistion non-saleable standard publications and forms only. Order saleable publications direct from National Headquarters Bookstore.
Requisition from National Headquarters only those items permitted by CAPR 5-4 and applicable indexes.
Always consult indexes - Do not requisition obsolete items.
Justify quantities requisitioned in excess of the maximum quantities authorized for your unit in CAPR 5-4.
SUBMIT REQUISITIONS IN DUPLICATE. Enter only one item per line.

4. PUBLICATION OR FORM NUMBER (Specify whether CAPR, CAPM, CAPF, CAPP, etc. If numbered item, omit title)	5. NUMBER OF COPIES ON HAND	6. NUMBER OF ITEMS REQUESTED	7. NUMBER OF ITEMS SHIPPED	8. OTHER ACTION (see code)	9. CODE
					NAT - No Action Taken. a.. Must be submitted in duplicate. b. Insufficient information circled on CAP Form 8. c. Justification for publications needed. d. Must be signed by unit commander or administrative officer. e. TEST-Reference CAPR 280-1, para 4a(1). f. Will be sent automatically in unit distribution. BO - Back Ordered. DO NOT Reorder; will be shipped when stock is replenished. LS - Limited stock; requisition has been cut; reorder as needed. OB - Obsolete; no longer stocked. PR - Pending revision; do not reorder. Automatic distribution will be made. CI - Cannot identify; not listed in current indexes; if reordered, cite prescribing directive. EX - Exceeds authorized allowances or normal usage. If needed, reorder giving full justification. PUR - Must be purchased from the National Headquarters Bookstore. NA - Not Authorized your unit.

10. Remarks

11. Typed Name, Grade, and Position Held:
Commander, Administrative Officer, or Testing Officer

12. Signature of Commander, Administrative Officer, or Testing Officer

CAP FORM NOV 81 **8** ***Previous editions may be used***