

Civil Air Patrol Senior Member Training Program Specialty Track Study Guide

SENIOR PROGRAM OFFICER

Foreword

This pamphlet will prepare you for the responsibilities of a Civil Air Patrol (CAP) senior program officer. The contents of this pamphlet apply to all levels, including the wing director of senior programs and the region deputy chief of staff/senior program officer.

The senior program officer track has three sections. The first section applies to achievement of the technician rating, the second section relates to attaining the senior rating, and the third section deals with skills and knowledge required of the master rating. This progression should prepare you for positions of increasing responsibility as a senior program officer. Study each part and apply the information to actual situations on the job. If possible, your unit will assign you an on-the-job (OJT) supervisor to assist you. If your unit cannot assign you an OJT supervisor, you should learn the job through self-study and performance.

You and your OJT supervisor will determine your competence at each level. When you have reached the desired level of competency for the completion of a level, consult your unit commander. Your unit commander will then certify your proficiency in your personnel records before awarding a rating. Upon your commander's certification of a technician, senior, or master rating, you may wear the Leadership Ribbon (technician rating) with bronze (senior rating) or silver (master rating) star. Completion of each level makes you eligible for promotion consideration to first lieutenant (technician rating), captain (senior rating), or major (master rating). You will find other promotion criteria listed in *CAPR 35-5 and Noncommissioned Officer Appointments and Promotions*, and *CAPM 50-17, CAP Senior Member Training Program*.

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SENIOR PROGRAM OFFICER-TRAINING GUIDE

TECHNICIAN RATING

Position Description. The senior program officer (SPO) at the technician level is expected to:

- Know directives applicable to Senior Programs.
- Know the structure of the CAP Senior Training Program and senior member activities.
- Maintain an adequate stock of applicable forms.
- Assist other members in proper completion of forms.
- Maintain unit training records.
- Maintain a unit training library.
- Operate audio-visual equipment.
- Assure security of training examinations.
- Prepare documentation in support of training awards for the commander's review.
- Submit applications for awards.
- Coordinate member training accomplishments with other members of the staff.

Objectives. To complete the technician level of this specialty track, members must:

- Explain the requirements of the five levels of senior training to a new member or to the OJT supervisor.
- Correctly complete a CAPF 24, *Application for Senior Program Awards*.
- Process a CAPF 24 through all levels without having it returned. In order to check this box, the award must be posted on the member's training record at the unit and at National Headquarters.
- Correctly fill out an ECI Form 23, *ECI Enrollment Application*.
- Explain to a member or the OJT supervisor how to order an ECI test.
- Correctly fill out an ECI Form 17, *Student Request for Assistance*, for ordering an ECI test.
- Explain to a member or to the OJT supervisor the purpose of the CAPF 17, *Application for Senior Member Activities*.
- Process a CAPF 17, without having it returned.
- Correctly fill out a CAPF 45b, *Senior Member Training Record*, blocks 15-20.
- Review and make changes on the Senior Training Report, IAW CAPM 50-17.
- Summarize local supplements to the senior training directives.
- Assist members in checking out training materials from the training library without assistance from the OJT supervisor.
- Six months experience as a senior program officer.
- Develop and maintain a unit senior training material library.

General Knowledge.

Types of publications

As you study this track, you will find that you will need to study and read certain directives. CAP has three types of publications:

- **CAP Regulations (CAPR).** CAP regulations provide directives that establish programs and procedures. They tell the "what." Following the abbreviation CAPR, the directives have a hyphenated number, e.g., CAPR 50-4. The number before the hyphen represents the series from which it comes. Different series have different numbers. For example, training directives have the series number 50. Following the hyphenated number, these directives have a title. Most CAP directives become known by their number, rather than their title.
- **CAP Manuals (CAPM).** CAP manuals usually go into more detail on the "how" of a particular subject.
- **CAP Pamphlets (CAPP).** CAP pamphlets do not have a directive nature. CAP uses pamphlets for information or training purposes.

Pertinent publications

Certain directives apply directly to all CAP members. Others apply directly to the senior program officer. The senior program officer should know those directives that have high relevance for all CAP members, as well as the ones that have high relevance to the senior training program. For this reason, CAP National Headquarters (HQ CAP) provides this list of directives for the new senior program officer to study and learn. To provide a logical picture of the overall program, new senior program officers should read these publications in the order presented.

NUMBER	TITLE
CAPM 50-17	<i>CAP Senior Member Training Program</i> *This is the primary manual containing information regarding the Senior Training Program.
CAPR 50-4	<i>Test Administration and Security</i>
CAPR 35-1	<i>Assignment and Duty Status</i>
CAPR 35-5	<i>CAP Officer and Noncommissioned Officer Appointments and Promotions</i>
CAPR 39-3	<i>Award of CAP Medals, Ribbons, and Certificates</i>
CAPM 50-16	<i>CAP Cadet Training Program</i>
CAPP 50-6	<i>Cadet Protection Policy and Program for Parents and Leaders</i>
CAPR 0-2	<i>Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids</i>
CAPR 0-9	<i>Numerical Index of CAP Forms, Test Materials, and Certificates</i>
CAPR 5-4	<i>Publications and Blank Forms Management</i>
CAPR 10-1	<i>Preparing and Processing Correspondence</i>
CAPP 151	<i>Standards, Customs, and Courtesies</i>
Not numbered	<i>Unit Test Control Officer ECI Course Handbook</i>

The Senior Member Handbook (orientation kit) is furnished to each new member by National Headquarters. Members may also purchase this item through the CAP Bookstore. Contents include:

- New Member Welcome Letter
- CAPM 39-1, *Civil Air Patrol Uniform Manual*
- CAPP 50-2, *Cadet Protection and Human Relations Training-Student's Guide*
- CAPP 151, *Standards, Customs, and Courtesies*
- Letter, Command Emphasis on Safety
- Senior Member Training Program Progression Chart
- CLCF 1, *CAP Government Official Data Form*
- CAPP 50-6, *Cadet Protection Policy and Program for Parents and Leaders*
- *Child Sexual Abuse Prevention: Tips to Parents* (pamphlet)

Other publications. Individual wings often supplement national directives with local regulations and policy letters pertaining to senior training. The new SPO should read these local directives before progressing through this level of the specialty training track.

Forms. Senior program officers should have thorough knowledge and skills related to forms pertinent to senior training. The SPO should be able to:

- Identify how each form is used.
- Correctly fill out and process pertinent forms.
- Maintain an adequate stock of applicable forms.
- Assist other members in preparation and use of these forms.

Identifying how each form is used. The following list identifies the forms most frequently used in the Senior Program of CAP.

NUMBER	TITLE AND USE	REFERENCE
CAPF 2a	<i>Request for and Approval of Personnel Actions.</i> Used to report changes in specialty tracks and specialty track ratings.	CAPM 50-17
CAPF 11	<i>CAP Senior Program Director's Report Form.</i> Used for reporting training: Orientation, Cadet Protection, SLS, CLC, RSC, and NSC.	CAPM 39-2
CAPF 12	<i>Application for Senior Membership in CAP.</i> Not directly associated with Senior Programs, but the senior program officer often becomes involved in recruiting new members.	CAPM 39-2
CAPF 17	<i>Application for Senior Member Activities.</i> Used by members to apply for courses and other activities.	CAPM 50-17
CAPF 23	<i>Civil Air Patrol General Purpose Answer Sheet.</i> Used by examinees to record answers to CAP exams.	CAPR 50-4
CAPF 24	<i>Application for Senior Program Awards.</i> Used to verify senior training requirements and apply for awards at levels 2-5.	CAPM 50-17
CAPF 30	<i>Senior Training Level I, CAP Orientation Course Test.</i> Used to measure knowledge acquired during orientation training.	CAPM 50-17
CAPF 30a	<i>Answer Key for CAPF 30.</i>	CAPM 50-17

NUMBER	TITLE AND USE	REFERENCE
CAPF 42	<i>Master Communicator Test.</i>	
		CAPP 214
CAPF 42a	<i>Answer Key for CAPF 42.</i>	
		CAPP 214
CAPF 43	<i>Technician Communicator Test.</i>	
		CAPM 100-1
CAPF 43a	<i>Answer Key for CAPF 43.</i>	
		CAPM 100-1
CAPF 44	<i>Senior Communicator Test.</i>	
		CAPP 214
CAPF 44a	<i>Answer Key for CAPF 44.</i>	
		CAPP 214
CAPF 45	<i>Senior Member Master Record.</i>	
		CAPM 50-17
CAPF 45b	<i>Senior Member Training Record.</i>	
		CAPM 50-17
CAPF 53	<i>Signature Verification Card.</i> Used to establish a record of authorized signatures for testing purposes.	CAPR 50-4
CAPF 70	<i>Application for Cadet Special Activities Escort Duty.</i>	CAPM 50-16
CAPF 95	<i>Application for CAP Scholarships.</i> These scholarships are available to senior members of any age or grade.	CAPM 50-16
CAPF 119	<i>Radio Operator Permit Test.</i> Required for completion of a technician rating in the Communications Officer track.	CAPM 100-1
CAPF 119a	<i>Answer Key for CAPF 119.</i>	CAPM 100-1
ECI Form 23	<i>ECI Enrollment Application.</i> A stamped, self-addressed postcard form used for applying for ECI correspondence courses.	CAPM 50-17
ECI Form 17	<i>Student Request for Assistance.</i> Supplied with the student's ECI course materials and used for corresponding with ECI. This form is used to order the ECI course examinations.	CAPM 50-17
ECI Form 20	<i>Report of Volume Review Exercise.</i> Sent to the student upon completion of a volume within a course. Informs student of areas requiring further study. Retained by student.	CAPM 50-17
ECI Form 9	<i>Certificate of Course Completion.</i> Sent by ECI as a record of course completion. Both the individual member and the senior training office should keep a copy of this card.	CAPM 50-17

MAFBF 53	<i>Air War College Associate Seminar/Correspondence Programs Application.</i> Used by CAP members to apply for the Air Force Air War College correspondence course.	Unit Test Control ECI Course Handbook
MAFBF 117	<i>ACSC Distance Learning Program Application.</i> Used by CAP to enroll in the Air Force Air Command and Staff College correspondence course.	Unit Test Control ECI Course Handbook

Other forms. This list does not contain all of the forms used by CAP. However, it includes the most important forms prescribed by national level directives used in Senior Programs. Senior program officers at this level should also familiarize themselves with any region or wing forms pertaining to senior programs. To keep up-to-date with current forms information, SPOs should review CAPR 0-9, *Numerical Index of CAP Forms, Test Materials, and Certificates*. Members can access this form through their unit administrative officer.

Correctly filling out and processing pertinent forms. Forms serve a useful purpose within the CAP organization. Senior members use forms to apply for training opportunities and materials. They also use forms to receive credit for the training they have already completed. The most commonly used forms in the Senior Program are:

- CAPF 11, *CAP Senior Program Director's Report Form*
- CAPF 24, *Application for Senior Program Awards*
- ECI Form 23, *ECI Enrollment Application*
- ECI Form 17, *Student Request for Assistance*

CAPF 11, CAP Senior Program Director's Report Form. This form is used to report training activities for the following: Orientation Course, Cadet Protection, Squadron Leadership School (SLS), Corporate Learning Course (CLC), Region Staff College (RSC), National Staff College (NSC). Often the course director will fill out this form. However, the senior program officer should check it to make sure the course director filled out the form correctly. Often the course director will give the form to the senior program officer for proper processing.

Form Instructions-See Attachment I for sample form. The numbered item corresponds with the numbers on the sample form.

1. The form must have no more than one item checked in order for the members to receive credit for their training.
2. Under the heading **NAME**, clearly print or type last name, first name, and middle initial of the student.
3. Under the heading **SOCIAL SECURITY NUMBER**, clearly print or type the student's social security number. Legibility of the social security number has a direct bearing on whether the student receives proper credit for training. HQ CAP records all senior member training using the member's social security number, *not their name*.
4. Under the heading **WING/UNIT NUMBER**, list the member's wing or unit number. The course director should provide this information for the students.
5. Under the heading **SIGNATURE**, the student should sign his/her name. For legal purposes, the member's signature must appear in order for members to receive proper credit for the Cadet Protection Program.
6. The SPO or the course director should draw a line through any lines not used on the form. The form must have the course director's signature in order for members to receive proper credit for the course. Forward the form to HQ CAP/ETS with a courtesy copy to wing or region headquarters within 7 days following the course.

CAPF 24, Application for Senior Program Awards. Directions for proper processing of this form appear on the reverse side of the form. Members rely on the senior program officer to correctly process this form so that they may receive recognition for their accomplishments. CAP encourages quick processing of these forms. Senior program officers must recognize that the awards provide the members with the only external compensation they receive for their sacrificial service to CAP. *Note which awards require which signatures. Blocks 12-75 of the CAPF 24 specify which signatures are needed. CAPFs 24 are most often returned for lack of the proper signatures.* (See Attachment 2.)

ECI Form 23, ECI Enrollment Application. The acronym ECI stands for "Extension Course Institute." CAP members must complete ECI 13, CAP Officer Course or Professional Military Schools qualifying as an equivalent (CAPM 50-17) in order to complete Level 2 of senior training. Also, several specialty tracks require members to complete certain ECI courses. Senior program officers frequently deal with ECI forms and materials. Instructions for use of this form appear in the *Unit Test Control Officer ECI Course Handbook*, Unit 2. CAPM 50-17 also gives instructions on using this form. (See Attachment 3.)

ECI Form 17, *Student Request for Assistance*. This form can be used for a variety of reasons. However, CAP members most frequently use it for ordering ECI course examinations. Instructions for using the ECI Form 17 appear in the *Unit Test Control Officer ECI Course Handbook*.

Forms and the SPO. The unit expects the senior program officer to have expert knowledge of pertinent forms. The prescribed directive should answer any question the SPO may have. If the SPO cannot find the answer, s/he should consult higher headquarters.

Maintaining an adequate stock of applicable forms. The administrative officer orders and maintains forms for a unit. However, the senior program officer should monitor the stock level of the forms used in the Senior Program and advise the administrative officer when s/he needs to reorder. The senior program officer should avoid keeping too large a stock of forms to assure currency and to avoid filling up available filing space. The senior program officer should also monitor and keep a record of usage rates and adjust stock levels accordingly.

Sometimes a unit senior program officer will have the responsibility of ordering forms for a unit. CAPR 5-4 outlines specific instructions for ordering forms and publications. CAPR 0-2 and CAPR 0-9 list any special requisitioning requirements for certain publications. To order forms, fill out two copies of CAPF 8, *Requisition for Publications and Blank Forms*, and send them to HQ CAP/MSA. Arrange orders for forms in numerical sequence beginning with the lowest number form requested.

Maintaining member training records. The senior program officer has an important job in helping members get the credit they deserve for training. The CAPF 45 serves as the master personnel record, training record, and aircrew training/eval-check record. Blocks 15 through 20 of this form apply directly to senior training. The personnel officer normally maintains this record. However, the SPO has the responsibility of providing the personnel officer with documentation for training updates. Although the personnel officer normally maintains this record, a unit may sometimes delegate responsibility to the senior program officer. After the SPO posts the training on the CAPF 45, s/he should have the entry authenticated by the unit commander and should forward the proper documentation to National Headquarters so that HQ CAP/ETS can post the training to the member's master record.

Awards. When members complete portions of the senior training program, they become eligible for awards. The SPO should assist members who often need help in filing the paperwork to receive their awards. The unit commander certifies that a member has completed training requirements, but the SPO must provide the commander with the proper documentation. CAPM 50-17 identifies the requirements and documentation needed to complete CAPF 24, *Application for Senior Program Awards*. The SPO should prepare a packet for the commander to sign. The packet should contain proper documentation, the member's CAP Form 45/45b for certification, and CAP Form 24.

The Senior Training Report (STR). HQ CAP publishes the Senior Training Report every other month. This computer generated report lists members' senior training accomplishments. Each unit receives two copies, one for the unit to retain and one for the senior program officer to update and return to HQ CAP/ETS. CAPM 50-17 explains procedures for updating this report. The SPO should update the report, and the corrected report should arrive at National Headquarters no later than the fifteenth day before the end of the reporting period. Any changes reported after that date will appear on the next report.

Using the STR. The STR serves as a valuable tool to senior program officers. SPOs can use this report to track the training of members and to determine what training needs offering. SPOs can also use this report to determine problems in the training program. Members with no entries under Level I do not qualify for officer grade. Level II indicates members working toward staff positions. Too many entries under Level IV with blanks at Levels II and III indicate problems with the training program.

Assisting members in preparation and use of these forms. Members look to the senior program officer for help in accomplishing training requirements and receiving credit for that training. The SPO needs to have a thorough knowledge of the CAPF 11, CAPF 17, ECI Form 23, ECI Form 17, CAPF 24, and the CAPF 45/45b. The SPO should know which directives to use to answer questions concerning forms. The OJT supervisor should provide many opportunities for the new SPO to use these forms.

The training reference library. Each unit should have a training reference library. The SPO has the responsibility of maintaining this library. This library and the administrative library should exist separately. The training reference library should contain copies of all the training materials, published by National Headquarters. It should also contain any other material used locally in a unit's or wing's unique training program. Some of this additional material could include the following:

Red Cross first aid manuals

- Federal Emergency Management Agency (FEMA) courses
- Air Force publications
- FAA publications
- FCC publications
- Aerospace publications from any source

The SPO should establish procedures for members to use in using these resources. These procedures should include a system for checking out materials. Also, if facilities permit, the training library should have a reading room.

CRITERIA CHECKLIST

TECHNICIAN LEVEL

To complete the technician level of this specialty track, members must:

**OJT Initials/
Date**

- Explain the requirements of the five levels of senior training to a new member or to the OJT supervisor. _____
- Correctly complete a CAPF 24, *Application for Senior Program Awards*. _____
- Process a CAPF 24 through all levels without having it returned. In order to check this box, the award must be posted on the member's training record at the unit and at National Headquarters. _____
- Correctly fill out an ECI Form 23, *ECI Enrollment Application*. _____
- Explain to a member or the OJT supervisor how to order an ECI test. _____
- Correctly fill out an ECI Form 17, *Student Request for Assistance*, for ordering an ECI test. _____
- Explain to a member or to the OJT supervisor the purpose of the CAPF 17. _____
- Process a CAPF 17, *Application for Senior Member Activities*, without having it returned. _____
- Correctly fill out a CAPF 45b, *Senior Training Master Record*, blocks 15-20. _____
- Review and make changes on the Senior Training Report, IAW CAPM 50-17. _____
- Summarize local supplements to the senior training directives. _____
- Assist members in checking out training materials from the training library without assistance from the OJT supervisor. _____
- Six months experience as a senior program officer. _____

Dates of service from _____ to _____

OJT Supervisor

Date

Unit Commander

Date

SENIOR PROGRAM OFFICER TRAINING GUIDE

SENIOR RATING

Position Description. The senior program officer at the senior level is expected to:

- Plan and coordinate senior member training activities.
- Establish an activity suspense schedule.
- Publicize senior member training and activities.
- Instruct at training courses.
- Obtain training and materials from outside agencies.
- Administer reviews and examinations.
- Brief new senior members and cadets on the Senior Member Training Program.
- Initiate requests for training waivers and document PME equivalents.
- Prepare correspondence and reports.

Objectives. To complete the senior level of this specialty track, the member must:

- Plan and coordinate one senior training activity, i.e., an orientation course, a Cadet Protection course, a squadron meeting, etc.
- Write an activity suspense schedule to be reviewed by the OJT supervisor or unit commander.
- Publicize one senior training activity by at least three different methods, i.e., announcements at meeting, CAP radio, unit bulletin board, et al.
- Give a presentation at a senior member training activity. The presentation should last no less than 20 minutes in order to receive credit for this criterion.
- Schedule a training course conducted by a member from an outside agency or acquire at least one new item for the training library from an outside agency.
- Explain training equivalencies and find equivalency codes in CAPM 50-17.
- Explain to the test control officer (TCO) or OJT supervisor how to administer an examination.
- Use military guidelines to prepare and mail a letter. The administrative officer or OJT supervisor should review the letter before it is mailed for adherence to guidelines. Some ideas for this letter include letters to outside agencies concerning training schedules and/or materials, letters to members informing them of training opportunities, policies, procedures, etc.
- Twelve months experience as a senior program officer.

Planning and coordinating a senior training activity. When planning a senior training activity, the SPO should consider the following:

- Where will the training take place? Short periods of training can take place in the unit meeting area. Longer periods of training can take place in schools, churches, community centers, military facilities, etc. To secure the location of the training, get the agreement between the facility and CAP **in writing**. Have a signature that verifies conditions of facility use and expectations of the facility manager/owner and the CAP.
- How much time does the training take? The most effective training is not rushed. Familiarize yourself with course contents. Many courses will specify the amount of time training should take. If training is limited to a certain time block, choose material that the instructor can comfortably cover during that block of time.
- When will the training take place? Make training convenient for members and for instructors. Consider how much time preparation and advertisement will take. Allow enough time for potential students to plan their schedules around the training. Also, consider weather and travel conditions for the time of the training. Remember to account for the average travel time of attendants. Students will more likely attend training that is easily accessible.

- Who will do the training? If the training is specifically CAP material, a qualified CAP member should present the material. Sometimes outside agencies may conduct training for CAP. These outside guests need ample time to schedule and prepare for training times. Look for individuals who know content material well, who are interesting, and who are willing *to* serve. When using individuals from outside of the CAP organization, be sure to give them plenty of notice, explain the goals of the training, offer some guidelines for topics to cover, and give credit where credit is due.
- How much will the training cost? Members pay for most of their training activities, so the SPO should consider costs when choosing locations for training. Training that requires members to stay overnight should take place on a military installation when possible.

Suspense schedules. Advanced preparation and planning play an important role in a successful training event. Therefore, SPOs should begin preparing as far in advance as possible. The activity suspense schedule serves as a useful tool for these training events. If the SPO will use them correctly, many important details will not "slip through the cracks" at the last minute. *More in-depth activity suspense schedules appear in the instructor guide of many CAP courses.*

SAMPLE SUSPENSE SCHEDULE

LEVEL I ORIENTATION COURSE

90 days before

- Select date for training _____
- Select location for training _____

60 days before

- Choose course director _____
- Choose staff for course _____
- Begin advertising for course. Methods: _____

30 days before

- Secure a written permission for use of facility.
- Continue advertising for training. Methods: _____

1 day before

- Secure keys and final instructions from facility manager/owner.
- Check equipment and make sure all supplies are in place and ready to use.
- Setup furniture, visual aids, etc.

Advertising CAP training activities. The SPO has many options for advertising training opportunities. Some of those media include:

- Letters to individual members within a unit
- Word-of-mouth
- Announcements at squadron meetings
- CAP radio
- Unit newsletters
- Unit bulletin boards
- The *Civil Air Patrol News*
- Interest and backing of the commander

Senior program officers also have the responsibility of advertising training events that take place at higher echelons. Senior program officers should support training activities at the unit, wing, region, and national levels. The senior program officer should maintain a bulletin board to advertise training opportunities outside of the unit. This bulletin board should include flyers from other echelons and a copy of the *Civil Air Patrol News*.

Scheduling a training course conducted by an outside agency. Individual units should solicit help from outside agencies in their training programs. Several agencies work directly with CAP in accomplishing its mission, and those agencies can offer valuable training. Using these agencies for training helps establish good rapport with those who join CAP in servicing this country and local communities. Some outside agencies that can provide valuable training include:

- Federal Aviation Administration (FAA)
- American Red Cross
- Federal Emergency Management Agency (FEMA)
- Salvation Army
- Coast Guard Auxiliary
- Active duty, military reserve, and National Guard personnel
- School systems

Contacting the agency. Letters, phone calls, and electronic mail serve as valuable means of communications. Remember to extend kindness and courtesy to personnel outside of CAP. Use the guidelines listed in CAPR 10-1, *Preparing and Processing Correspondence*, when corresponding with outside agencies.

Acquiring training material from an outside agency. The same agencies listed above can also provide training materials for the unit training library. The SPO can communicate with the outside agency using any of the methods mentioned before.

Administering reviews and examinations. Often senior program officers get assigned the role of test control officer (TCO). As TCO, SPOs must administer course reviews and exams in accordance with (IAW) the *Test Control Officer Handbook*. The SPO at this level should study the procedures for administering exams as found in the *Test Control Officer ECI Course Handbook* and CAPR 50-4, *Test Administration and Security*, should explain how to administer an exam to the TCO, OJT supervisor, another SPO, or the unit commander.

Processing training waivers. Often, members with military training will request training waivers for their military experience. The following courses have military equivalents: ECI 13, CAP Officer Course; Region Staff College (RSC), and National Staff College. CAPM 50-17 lists the courses that will waive CAP training. Members may use equivalencies only once, i.e., in place of only one course. To process a training waiver, the SPO should acquire a copy of documentation authenticating military training. Then, the SPO should forward a copy of the documentation to HQ CAP/ETS. HQ CAP/ETS will determine whether the military experience meets the criteria for a training waiver, then will notify the SPO whether the waiver has been granted or denied. In order to receive credit for the military training, the member must have received the training within the past 20 years.

Non-waiverable courses:

- Level I Orientation Course. Members must attend the Level I course. Under very special circumstances a member may take the course independently. However, the member must still pass a closed-book exam for Level I. To take this course independently, the member must submit a letter to the commander stating the reason why s/he cannot attend the course. With the commander's approval, the member may take the course as an independent study.
- Cadet Protection. For legal reasons, CAP offers no alternative for this course. Member must attend the clinic in order to receive credit for this course.
- Squadron Leadership School. This course covers basic information concerning the mission of CAP and the functions of a CAP unit. This course addresses specific CAP issues. Therefore, no outside course supplies the information for this course. CAP chaplains may substitute this course with the CAP Chaplains' Course. This course addresses specific CAP issues as they relate to chaplains.
- Corporate Learning Course. This course also covers basic information related to CAP and specific areas necessary for unit management. Therefore, CAP members must attend this course in order to receive credit. Chaplains may substitute this course with the Chaplains Helping Chaplains Course. This substitute course also deals with CAP issues as they relate to chaplains.

Using military guidelines to prepare and mail a letter. CAPR 10-1, *Preparing and Processing Correspondence*, gives the guidelines for preparing official CAP correspondence. The SPO at this level should use this guide and prepare as much correspondence as possible in order to become accustomed to the style.

CRITERIA CHECKLIST

SENIOR RATING

To complete the senior level of this specialty track, the member must:

**OJT Initials/
Date**

- Plan and coordinate one senior training activity, i.e., an orientation course, a Cadet Protection course, a squadron meeting, etc. _____
- Write an activity suspense schedule to be reviewed by the OJT supervisor or unit commander. _____
- Publicize one senior training activity by at least three different methods, i.e., announcements at meeting, CAP radio, unit bulletin board, et al. _____
- Give a presentation at a senior member training activity. The presentation should last no less than 20 minutes in order to receive credit for this criterion. _____
- Schedule a training course conducted by a member from an outside agency
or
acquire at least one new item for the training library from an outside agency. _____
- Explain training equivalencies and find the equivalency codes in CAPM 50-17. _____
- Explain to the TCO or OJT supervisor how to administer an examination. _____
- Use military guidelines to prepare and mail a letter. The administrative officer or OJT supervisor should review the letter before it is mailed for adherence to guidelines. Some ideas for this letter include letters to outside agencies concerning training schedules and/or materials, letters to members informing them of training opportunities, etc. _____
- Twelve months experience as a senior program officer. _____

Dates of service from _____ to _____

OJT Supervisor

Date

Unit Commander

Date

SENIOR PROGRAM OFFICER TRAINING GUIDE

MASTER RATING

Position Description. The senior program officer at this level is expected to:

- Establish local training requirements.
- Devise training courses and activities to fit local requirements.
- Schedule training activities.
- Advise the commander of training requirements to fill unit manning needs.
- Coordinate the presentation of senior training awards.
- Monitor and assist subordinate unit senior program officers.
- Assist any inspector on inspections of training functions.
- Attend and contribute to senior program training and activities at appropriate levels.

Objectives. To complete the master rating of the senior program track, the member must:

- Identify a local training need **in writing** to the local commander.
- Plan a training course or activity to fit a local need. In order to check this box, the training activity must take place.
- Plan and coordinate an award ceremony. The SPO may work with other officers or delegate responsibilities for this event; but in order for the member to check this box, an award ceremony must take place.
- Serve as an OJT supervisor for a new senior program officer through the technician or senior rating of the specialty track or help a new member select a specialty track and assign that member to an OJT supervisor.
- Attend a CAP conference or seminar.
- Two years experience as a senior program officer.

Identifying a local training need and planning a training course to meet that need. The Senior Training Report (STR) shows which members have received what training. The SPO may choose to use this report to identify courses that need offering. Also, each unit has a different primary mission and different units work with different local agencies. Individual units may need training on how to work with local agencies or on procedures for local missions. The senior program officer can identify this need and schedule a training activity for local members. Also, the senior program officer should work closely with other staff members. Other staff members may have problems in their areas that training can correct.

Successful training experiences depend on the expertise of the training presenters. The SPO should choose someone with high competency in his/her field and someone with good group communication skills.

Planning an award ceremony. Award ceremonies should occur regularly to recognize member accomplishments. The award ceremony needs publicity, and the SPO should encourage members to attend to celebrate the accomplishments of fellow members. Therefore, the SPO should advertise the event far enough in advance that other members can make plans to attend. Also, the award ceremony should occur at a convenient time and place. SPOs should make award ceremonies special events that make members feel good about their accomplishments. AFPAM 36-2203, *Drill and Ceremonies*, and CAPP 151, *Standards, Customs, and Courtesies*, list the procedures for a proper award ceremony.

Serving as an OJT supervisor. Teaching someone the knowledge and skills associated with this task will reinforce the learning that has already taken place and will prepare other members to share in the responsibility of carrying out a successful senior training program. Master level senior program officers are considered experts in the field of senior training. New members need that expert knowledge.

Assigning a new member a specialty track and OJT supervisor. The SPO should know enough about each area in his/her squadron to help a new member find a place to serve as a CAP member. The SPO should stay informed about which positions need filling and who has the expertise to train new members. New members may have a tentative idea about which specialty track interests them. The SPO should use tact in helping the new member to select a track that suits the needs of the member and the unit. The SPO may need to ask new members to defer his/her interest into a desired track for a time to fill a need of the unit. Members should know that they may enter more than one track during their CAP career, and some small units may require members to know more than one track.

Attending a CAP conference or seminar. SPOs at all organizational levels need to participate in conferences and seminars. These sessions provide a "big picture" of senior training in the wing or region. They also illustrate the ramifications of this training. These conferences also provide a cross feed of information, ideas, problems, and solutions. Attending a wing or region conference also fills a requirement for Level III training.

Planning, coordinating, and implementing the Instructor Training Course. The *Instructor Training Course* is a 1-day (8-hour) course prefixed with a self-study manual. Members may obtain the student and instructor materials from the HQ CAP/MSA by using a CAPF 8, *Requisition for Publications and Blank Forms*. Students for this course will need 4-6 weeks to complete the self-study portion of this course.

Higher echelon senior program officers. Beyond the squadron level, senior program officers may serve at the group, wing, or region level. These SPOs should monitor the training efforts, especially the quarterly presentation of Level I Orientation courses, in their subordinate units. Personal contact serves as the most efficient means for monitoring these training efforts. Besides, members should know their counterparts at all levels in order to understand their problems and to offer assistance where possible or necessary.

As part of the monitoring program, senior program officers at the wing level may participate in wing inspections. Often the wing inspector will ask the wing senior program officer to assist in inspections of subordinate units. The SPO needs to point out significant trends and suggest topics for special inspection. In order to prepare for assisting in inspections, SPOs should familiarize themselves with the senior program inspection checklist. Knowing the checklist can make inspections easier and will help SPOs know how to maintain their area in accordance with-CAP standards.

CRITERIA CHECKLIST

MASTER LEVEL

To complete the master rating of the senior program track, the member must:

**OJT Initials/
Date**

- Identify a local training need **in writing** to the local commander. _____
- Plan a training course or activity to fit a local need. In order to check this box, the training activity must take place. _____
- Plan and coordinate an award ceremony. The SPO may work with other officers or delegate responsibilities for this event; but in order for the member to check this box, an award ceremony must take place. _____
- Serve as an OJT supervisor for a new senior program officer through the technician or senior rating of the specialty track or help a new member select a specialty track and assign that member to an OJT supervisor. _____
- Attend a CAP conference or seminar. _____
- Plan, coordinate, and implement an Instructor Training Course. You may bring in members with backgrounds in professional education to help conduct the course. However, the course must take place in order to achieve this requirement for the master rating. _____
- Serve 2 years as a senior program officer. _____

Dates of service from _____ to _____

OJT Supervisor

Date

Unit Commander

Date

CIVIL AIR PATROL
SENIOR PROGRAM DIRECTOR'S REPORT FORM

Submit this form immediately after completion of the school or course to HQ CAP/ETS. This forms provides information for training record updates and for training awards and promotions in rank. Mail or fax the completed completed form directly to:

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

Local reproduction of this form is authorized.

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

- Orientation course AND Cadet Protection only CLC
- Orientation course ONLY RSC
- Cadet Protection ONLY NSC
- SLS

Date(s) of training: 18 OCTOBER 19-

Wing: AL Location: 01000

PLEASE PRINT CLEARLY. SOCIAL SECURITY NUMBER AND MEMBER 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
BAILEY, CHARLES N.	111-11-1111	01000	Charles N. Bailey
BAILEY, NED C.	121-11-1221	01000	Ned C. Bailey
NORWOOD, CHERI B.	112-12-1212	01000	Cheri B. Norwood

No MORE

Jud [Signature]
DIRECTOR'S SIGNATURE

NOTE: If required by wing/region policy, send a courtesy copy of this report to the wing/region senior program officer.

INSTRUCTIONS FOR COMPLETION OF CAP FORM 24

1. Complete Items 1 through 7 and Items 12 through 13 for all awards.
2. Check the block for the award requested in Items 8 through 11.
3. Item 8, Senior Member Certificate of Proficiency (see CAPM 50-17):
 - a. Fill in information per instructions. (Insert month and year for dates.)
 - b. Complete CAP Form 24 in two copies. One for unit file.
 - c. Unit commander approves/disapproves and forwards approved original to HQ CAP/ETS, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332.
4. Item 9, Grover Loening Aerospace Award (see CAPM 50-17).
 - a. Fill in information per instructions. (Insert month and year for dates.)
 - b. Complete CAP Form 24 in three copies. One for unit file, forward original and one copy to wing headquarters for action.
 - c. Unit/wing commander approves/disapproves and forwards approved original to HQ CAP/ETS, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332.
5. Item 10, Paul E. Garber Award (see CAPM 50-17).
 - a. Fill in information per instructions. (Insert month and year for dates.)
 - b. Complete CAP Form 24 in three copies. One for unit file. Forward original and one copy to wing headquarters.
 - c. Unit/wing commander approves/disapproves and forwards original to HQ CAP/ETS, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Retain one copy for wing file.
6. Item 11, Gill Robb Wilson Award (see CAPM 50-17).
 - a. Fill in information per instruction. (Insert month and year for dates.)
 - b. Complete CAP Form 24 in four copies. One for unit file. Forward original and two copies through channels to next approving level.
 - c. Unit/wing and region commander each approve/disapprove, in turn, retain one copy, and forward remaining copies. Original copy should be forwarded to HQ CAP/ETS, Building 714, 105 South Hansell Street, Maxwell AFB AL 36112-6332.

NOTE: National Headquarters will base verification of data for the award applied for, and previous awards, on the Senior Training Report (STR). If entries in the STR are not current, attach documentation of completion such as a copy of certificate or diploma, or the application for the award will be returned to the last appropriate office for action.

ECI ENROLLMENT APPLICATION <small>(TYPE or PRINT clearly. Fill out in accordance with instructions in the ECI Catalog.)</small>		
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 000013	2. SOCIAL SECURITY ACCOUNT NUMBER 123 45 6789	3. IDENTITY CODE/ CATEGORY 7
4. NAME (First Initial, Second Initial, Last Name) C B NORWOOD		5. REASON FOR ENROLLMENT - CODES <input type="checkbox"/> MANDATORY <input checked="" type="checkbox"/> VOLUNTARY
6. PAY GRADE O-1	7. TCO PHONE (Automor) N/A	
8. ADDRESS (OJT enrollee use address of Unit Training Office) 107 No. BAILEY ST. MONTGOMERY, AL		10. COURSE TITLE CAP OFFICER COURSE
ZIP CODE 36114-5284		11. SIGNATURE AND TITLE OF APPROVING OFFICIAL The applicant has been briefed on the enrollment policy and is eligible for enrollment in this course.
9. ZIP CODE/SHRED OF TEST CONTROL OFFICE 361125903 4		SIGNATURE <i>William Mitchell</i>
		TITLE SQDN. COMMANDER UNIT #5678
ECI FORM 23 SEP 82 PREVIOUS EDITION WILL BE USED *U.S. GPO: 1983-737-806		

APPLY POSTAGE HERE

EXTENSION COURSE INSTITUTE
 50 S Turner Blvd
 Maxwell AFB
 Gunter Annex AL 36118-5643