



# Professional Development Introduction

Updated Feb 27, 2012

Capt Ken Williams  
Professional Development Officer  
Greater Nashua Composite Squadron

# Your Professional Development

## Civil Air Patrol Professional Development

Providing leadership, management, and ethics guidance to the senior members of the Civil Air Patrol.



### LEVEL I (Foundations)

eServices & OPSEC  
Intro to CAP Safety  
Cadet Protection  
Equal Opp. Training  
Foundations Course



### LEVEL II (Technical Training)

Squadron Leadership  
Officer Basic Course  
Choose a Specialty



### LEVEL III (Management)

Corp. Learning Course  
Earn Senior rating  
Attend 2 conferences



### LEVEL IV (Command & Staff)

Region Staff College  
Earn Master rating  
Serve on Staff

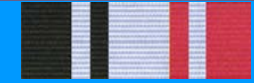


### LEVEL V (Executive)

National Staff College  
Conduct Foundations  
Summary Conversation  
Serve on Staff

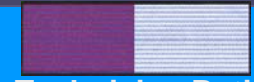
# Professional Development Awards

Successful completion of the **Level I** Foundations professional development program qualifies the CAP officer for the **Membership Ribbon**.



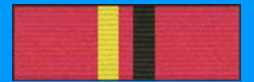
By completing Level I you earn the Membership Ribbon

Once you become technician rated in a specialty track you get the Leadership Ribbon and by completing **Level II** Technical Training professional development you earn the **Benjamin O. Davis, Jr. Award**.



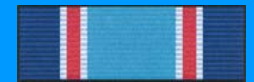
The Technician Rating qualifies you for the Leadership Ribbon

Successful completion of **Level III** Management professional development qualifies the CAP officer for the **Grover Loening Award** and the Loening Ribbon.



By completing Level III you earn the Loening Ribbon

Successful completion of **Level IV** Command & Staff professional development qualifies the CAP officer for the **Paul E. Garber Award** and Garber Ribbon.



By completing Level IV you earn the Paul E. Garber Ribbon

Successful completion of **Level V** Executive professional development qualifies the CAP officer for the highest professional development award given to a senior member, the **Gill Robb Wilson Award** and Robb Wilson Ribbon.

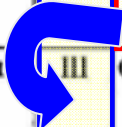


By completing Level V you earn the Gill Robb Wilson Ribbon

# Training Progression and Awards

Achievement	Lvl	Prerequisite	Command or Staff Assignment	Professional Courses	Specialty Track	Leadership	Activities	Awards
Foundation	I			Foundation, Cadet Protection, OPSEC Equal Opp. Intro to Safety			Study Senior Member Handbook Materials	Membership Ribbon
Technical Training	II	Complete Level I	+	SLS (Squadron Leadership School)	+	+	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	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		Serve as a Staff Member for RSC/NSC or SLS/CLC Director	Conduct a Level I Orientation Course	Gill Robb Wilson Award

When you achieve everything listed in the red box you can earn the next skill Level (shown in the row below) and receive the award (on the right).



Increasing your skill Level is **one** of the prerequisites needed for promotion. See the next slide.

# Promotion Requirements

## Duty Performance Promotion Requirements (See CAPR 35-5 for Other Criteria and Promotion Categories)

Promotion Eligibility to:	Minimum Skill Level	Plus Time-in-Grade of:
2d Lt	Level I	6 Months as a Senior Member
1st Lt	Technician Rating in a Specialty Track	12 Months as 2d Lt or TFO (or Combination Thereof)
Capt	Level II	18 Months as 1st Lt or SFO (or Combination Thereof)
Maj	Level III	3 Years as Capt
Lt Col	Level IV	4 Years as Maj

When you have achieved the skill Level and Time-in-Grade listed in the red box  
**AND have proven to be ACTIVE in the Squadron,**  
you may then be considered by the Commander for promotion to the next grade (shown in the blue box).

# Special Promotions for Mission Skills

At the discretion of the Commander, members having specified mission related skills may be promoted to a higher initial grade.

For your next promotion you still have to complete all the prerequisites needed for that Level.

CAPR 35-5 16 MARCH 2010

FAA/FCC Rating	Grade
<b>Pilots</b>	
Private	2d Lt
Instrument or Commercial	1st Lt
CFI/CFII or ATP	Capt
<b>Maintenance</b>	
A or P Mechanic	2d Lt
A&P Mechanic	1st Lt
A&P Mechanic w/Inspection Authorization	Capt
<b>Communicators</b>	
General Radiotelephone Operators License	1st Lt
<b>Ground Instructors</b>	
Basic Instructor	2d Lt
Advanced Instructor	1st Lt
Instrument Instructor	Capt

Figure 6. Grades Authorized for Mission Related Skills.

## Other Mission Related Skills and experience qualify too

CAP members who serve as chaplains, character development instructors, health service personnel, legal officers, professional educators serving as aerospace education officers and financial professionals serving as finance officers may have a special initial appointment or promotion. **see CAPR 35-5.**

Those with **US military experience**, may be eligible for initial appointment or promotion to a grade commensurate with their position or experience. **see CAPR 35-5.**

# Professional Development Courses

## ■ 2012 NH Wing Professional Development Courses (Concord, NH)

- 11-12 August 2012 Squadron Leadership School [for Level II completion].
- 3-4 November 2012 Corporate Learning Course [for Level III completion].
- 20-28 October 2012 Regional Staff College (McGuire AFB, NJ)
- By request only Unit Commander's Course
- TBD Training for Leaders Cadets
- To register - send your CAPF 17 to Capt. Dana Hylen – [ProfDev@nhwgcap.org](mailto:ProfDev@nhwgcap.org)

Class dates may change.  
Check before you commit.

## ■ Officer Basic Course

- Needed for you to achieve CAP Level II
- Online Course is 20 hours of instruction - 90 days allowed to complete
- The latest OBC news is here:  
[http://members.gocivilairpatrol.com/cap\\_university/officer\\_basic\\_course.cfm](http://members.gocivilairpatrol.com/cap_university/officer_basic_course.cfm)

## ■ Equal Opportunity training

- Requirement for all members. Complete ASAP. Link to this simple training:  
[https://tests.cap.af.mil/EO\\_Training/Index.cfm](https://tests.cap.af.mil/EO_Training/Index.cfm)

## ■ Introduction to CAP Safety

- Requirement for all members. Link to this training, select Online Safety Education:  
<https://www.capnhq.gov/CAP.SafetyBriefingApp.Web/SafetyBriefingOnline.aspx>

# Specializing

## CADET PROGRAMS OFFICER'S HANDBOOK & SPECIALTY TRACK STUDY GUIDE

*Technical training for the adults who lead cadets*  
CAP PAMPHLET 216 April 2009



## Aerospace Education Officer

Specialty Track Study Guide



NATIONAL HEADQUARTERS CIVIL AIR PATROL  
Maxwell Air Force Base, Alabama

CAPP 215 March 2010

## Chaplain

Specialty Track Study Guide



NATIONAL HEADQUARTERS CIVIL AIR PATROL  
Maxwell Air Force Base, Alabama

CAPP 221 6 APRIL 2011



# Specializing

## ■ Specialty Tracks



This is important for your growth and for your squadron

200 Personnel

215 Aerospace Education

203 Insp. General

218 Plans and Programs

229 Organizational Excellence

225 Moral Leadership

212 Standardization-Evaluation

228 Drug Demand Reduction

220 Health Services

214 Communications

202 Finance

204 Professional Development

205 Administration

223 Historian

226 Recruiting and Retention

227 Information Technology

206 Logistics

201 Public Affairs

216 Cadet Programs

217 Safety

221 Chaplain

210 Flight Operations

211 Operations

213 Emergency Services

219 Legal Officer



See the CAP Pamphlet for each track e.g. CAPP214 for Communications.  
Let's get you started in something that suits you and helps the squadron.  
Discuss your squadron's needs with your Commander.

## ■ Tracking and speeding your progress

- Please update your Professional Development Officer with the courses & start dates, and the specialty track that you intend to take this year.
- Contact your Squadron PDO with your CAP professional development questions.