

Professional Development Officer Specialty Track Study Guide



NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

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Preface

This pamphlet will prepare members for the responsibilities of a Civil Air Patrol (CAP) Professional Development Officer (PDO). The contents of this pamphlet apply to all levels, including the Wing Director of Professional Development and the Region Deputy Chief Of Staff for Professional Development.

This specialty track study guide has three sections. The first section applies to achievement of the technician rating, the second section is related to attaining the senior rating, and the third section deals with the skills required for the master rating. This progression should prepare members for positions of increasing responsibility as a professional development officer.

Study each section and apply the information to actual situations on the job. If possible, the unit will assign an on-the-job (OJT) supervisor to assist members through the process. If the unit cannot assign an OJT supervisor, the member must learn the job through self-study and performance. The Region DCS/Professional Development should be actively involved in the training of Wing Directors of Professional Development whenever possible, either as the OJT supervisor or as a mentor during self-study. The wing Director of Professional Development should assist in the training of group and unit PDOs.

The member and OJT supervisor will determine the level of competence at each level. When the member reaches the desired level of competency for the completion of a level, the unit commander will then certify proficiency in the member's personnel records and with National Headquarters through E-Service. After the unit commander's certification of a technician, senior, or master rating, the member may wear the Leadership Ribbon (technician rating) with bronze (senior rating) or silver (master rating) star. Completion of each rating is a requirement for promotion. Complete promotion criteria is listed in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*, and CAPR 50-17, *CAP Senior Member Professional Development Program*.

This specialty track is governed by CAPR 50-17. Feedback on the contents of this study guide should be directed to CAP Headquarters Professional Development Division, prodev@capnhq.gov.

As professional development in CAP evolves, distance learning will become a more integral component of CAP's education and training programs. During this process, the PDO needs to be aware and prepared to use these programs as an effective tool for meeting the training needs of the unit and its members.

Training Objectives

Each level contains Knowledge, Training, and Performance Requirements as well as Service Requirements that must be completed in order to attain each successive rating.

Knowledge, Training, and Performance Requirements

These requirements are derived from self-study, on-the-job training (OJT) experiences, and agreement with assigned OJT supervisor.

Service Requirements

These requirements are objectives describing what each student is expected to complete through active participation as a professional development officer.

Guidance for On-the-Job Training (OJT) Supervisors and Unit Commanders

The OJT supervisor plays an important role in the success of the PDO in training. These senior member officers, in partnership with the unit's commander, guide the student through the knowledge, training, performance, and service requirements for the rating the student is pursuing.

Once the OJT supervisor is satisfied that the student has met all the requirements for the rating, s/he and the student notify the unit commander.

When the commander is satisfied that the student can perform to the level applied for and has met the service requirements, s/he records award of the rating in the student's master record and online in the specialty track administration module in E-Services.

Achieving the Technician Rating

Position Description

The Professional Development Officer (PDO) at the Technician Level is expected to:

- Work with the commander and unit staff to assure the training and manning of the unit's staff and senior membership.
- Know directives applicable to the Professional Development Program.
- Know the structure of the CAP Officer Training Program and CAP Officer member activities.
- Maintain an adequate stock of applicable forms or have internet access so that current forms may be downloaded via the internet from CAP's website.
- Assist other members in completion of applicable forms.
- Maintain unit training records.
- Maintain unit training resources.
- Operate audio-visual equipment.
- Operate a computer so as to fully use the tools available through CAP's website and the internet for the training of CAP members.
- Assist testing officer in security of any training examinations.
- Prepare documentation in support of training awards for the commander's review.
- Submit applications for awards.
- Coordinate training accomplishments with other members of the staff.

Knowledge, Training, and Performance Requirements

To complete the Technician Rating in the professional development officer specialty track, the member must:

- Explain the requirements of the five levels of CAP Officer training to a new member or to the OJT supervisor.
- Correctly explain to the OJT supervisor the purpose of, and fill out, and process through channels the following forms:
 - CAPF 11, *Senior Member Professional Development Program Director's Report*. (Proof of course completion must be shown on member's electronic record).
 - CAPF 17, *Application for Senior Member Activities*.

- CAPF 24, *Application for Senior Member Professional Development Awards*. (Proof of course completion must be shown on member's electronic record).
- Correctly fill out a CAPF 45, *Senior Member Master Record*.
- Review and make changes on the Professional Development Report, IAW CAPR 50-17, para 4-2c.
- Summarize local supplements to the professional development directives.
- Develop and maintain a unit professional development training material library.
- Assist members in checking out training materials from the training library without assistance from the OJT supervisor.
- Six months experience as a professional development officer.

Key Information and Readings for Attaining the Technician Level

To be successful as a Professional Development Officer at the Technician Level, the member must be familiar with a variety of terms, publications, and procedures.

Terms

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 and are numbered 50 through 59. Personnel directives have the series number 30 and are numbered 30-39. Following these hyphenated numbers, these directives have a title. Most directives (regulations and manuals) become known by their number, as it's a convenient shorthand.
- 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.

Publications You Should Read

Certain publications should be read by all CAP members. Others apply directly to the Professional Development Officer. PDOs should be familiar with those publications that have high relevance for all CAP members, and should know those publications that are critical to the Professional Development program. For this reason, Civil Air Patrol National

Headquarters (HQ CAP) provides this list of publications and directives for the new Professional Development Officer to study and learn. Those in bold are critical for your role as a PDO.

Number	Title	Notes
CAPR 50-17	<i>CAP Senior Member Professional Development Program</i>	Primary publication regarding PD
CAP Index 0-2	<i>Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids</i>	
CAP Index 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>	
CAPR 35-1	<i>Assignment and Duty Status</i>	
CAPR 35-5	<i>CAP Officer and Noncommissioned Officer Appointments and Promotions</i>	
CAPR 35-10	<i>Civil Air Patrol Ethics Policy</i>	
CAPR 39-3	<i>Award of CAP Medals, Ribbons, and Certificates</i>	Sections D and E
CAPR 50-4	<i>Test Administration and Security</i>	
CAPR 52-10	<i>CAP Cadet Protection Policy</i>	
CAPR 52-16	<i>CAP Cadet Program Management</i>	Chapter 1
CAPP 151	<i>Respect on Display</i>	
CAPP 200 Series	Professional Development Specialty Tracks	

New members may elect to purchase the New Senior Member Kit (orientation kit) for additional fee at time of application. Members may also purchase this item through the Civil Air Patrol Online Store by Vanguard. The URL for this online site is:
<http://www.CivilAirPatrolStore.com/store/link1/php>.

The new Senior Member Kit includes:

- Cloth zippered binder
- New member welcome letter

- Uniform and grade quick reference mini-posters
- Civil Air Patrol Ethics Policy
- CAP Senior Member Great Start Handbook

Other Publications

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

Forms

Professional Development Officers should be thoroughly familiar with and be able to correctly complete and submit forms pertinent to the professional development program. The PDO should be able to:

- Identify how each form is used.
- Correctly complete forms and forward to higher headquarters in a timely manner. The PDO should use the restricted applications section of E-Services to accomplish updates on-line.
- Maintain an adequate stock of applicable forms or have the ability to download the forms on-line from the forms and publications page on CAP's website.
- Assist other members in preparation and use of these forms.

The unit expects the PDO to have expert knowledge of pertinent forms concerning the professional development program. Answers to most questions concerning the use of and completion of forms are contained in the directive overseeing the form. If the PDO cannot find the answer by consulting the prescribing directive, s/he should ask their OJT supervisor or higher headquarters.

The following are the most common forms used within the professional development program.

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.	CAPR 35-1
CAPF 11	<i>CAP Senior Member Professional Development Program Director's Report Form.</i> Used for reporting training courses such as: Foundations, CPPT, SLS, CLC, UCC, RSC, NSC, etc.	CAPR 50-17
CAPF 12	<i>Application for Senior Membership in CAP.</i> While not directly associated with PD, the PDO may become involved in recruiting new members.	CAPM 39-2

CAPF 17	<i>Application for Senior Member Activities.</i> Used by senior members to apply for courses and other activities.	CAPR 50-17
CAPF 23	<i>Civil Air Patrol General Purpose Answer Sheet.</i> Used by students to record answers to CAP exams.	CAPR 50-4
CAPF 24	Application for Senior Member Professional Development Awards. Used to verify senior training requirements and apply for awards at Levels II – V.	CAPR 50-17
CAPF 45	<i>Senior Member Master Record.</i> Record of member progress held at the unit level.	CAPR 50-17
CAPF 46	<i>CAP Professional Development Course Materials Order Form.</i> Used to register CAP courses with HQ CAP and receive materials.	CAPR 50-17
CAPF 95	<i>Application for CAP Scholarships.</i> Used by cadets and senior members to apply for scholarships.	CAPR 52-16
AU A4/6 Form 9	<i>Certificate of Course Completion.</i> Sent by AU as a record of course completion. Both students and the PDO should keep a copy of this card.	CAPR 50-17
AU A4/6 Form 23	<i>AU Enrollment Application.</i> An online application for enrollment in AU A4/6 courses. See CAP University web page for details.	CAPR 50-17

Other Forms

The list above contains only those forms most commonly used by PDOs and are critical to the success of the professional development program. Professional Development Officers at this level should also familiarize themselves with any region or wing forms pertaining to the professional development program. To keep up-to-date with current forms information, the PDO should review INDEX 0-9, Numerical Index of CAP Forms, Tests, and Certificates. This index can be found on the forms and publications page at CAP's website.

Correctly Completing and Processing Pertinent Forms

Forms serve a useful purpose within the CAP organization, and they communicate information and needs to staff and higher headquarters. CAP officer members (senior members) use forms to apply for training opportunities, materials, and awards, as well as for credit for training previously completed. The most commonly used forms in the professional development program are:

- CAPF 11, *CAP Senior Member Professional Development Director's Report Form*
- CAPF 24, *Application for Senior Program Awards*
- AU A4/6 Form 23, *AU A4/6 Online Enrollment Application*

CAP Form 11, CAP Senior Member Professional Development Director's Report Form

This form is used to report student completion of the following CAP courses: Level I Foundations, Cadet Protection (CPPT), Squadron Leadership School (SLS), Corporate Learning Course (CLC), Unit Commanders Course (UCC), Region Staff College (RSC), National Staff College (NSC), as well as for other courses. While the course director normally completes the form, the PDO should be a check for the course director and ensure timely completion.. Often the course director will ask the PDO to send the form in for processing.

(See CAPR 50-17, attachment 6, for a sample CAPF 11)

1. (Check the course that applies): Check only one box. Use separate forms for each course completed. If the "Other" box is checked, name the title of the course beside it.
2. Under Date(s) of Training, enter the actual dates of the course (MM/DD/YR).
3. Under Wing and Location, self-explanatory.
4. Under the heading NAME, clearly print or type last name, first name, and middle initial of each student.
5. Under the heading CAPID, clearly print or type the student's CAPID number. Legibility of the CAPID number has a direct bearing on whether students receive proper credit for their training. HQ CAP records all professional development training by the member's CAPID number, not their name.
6. Under the heading WING and UNIT NUMBER, list the member's wing and unit number. The course director should provide this information for the students.
7. The PDO 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 and the wing commander's signature (for wing-level courses) in order for members to receive proper credit for the course. Forward to HQ CAP/PD via e-mail to LMMeforms@capnhq.gov with a courtesy copy to wing or region headquarters within 7 days following the course.

CAPF 24, Application for Senior Member Professional Development Awards

Directions for proper completion and processing of this form appear on the reverse side of the form. Professional Development Officers must correctly process this form so members receive recognition for their accomplishments. PDOs should recognize that they are the critical link to ensure members receive the appreciation they deserve for their efforts.

Note: CAPFs 24 are most often returned because they lack proper signatures. Applications for Level II require the requester's signature and the unit commander's signature. Levels III and IV require the requester's, unit commander's, and wing commander's signature. Level V requires the requester's, unit commander's, wing commander's, and region commander's signature. Awards for commanders must be signed by their commander.

AU A4/6 Form 23, AU A4/6 Online Enrollment Application

HQ AU A4/6 (formerly AFIADL, now referred to as ADL) no longer accepts mailed or faxed enrollment forms for HQ AU A4/6 (ADL) courses. When members are ready to sign up for a course, go to: HQ AU A4/6 Home Page, then to "IMT & Forms," then to the Form 23 (PDF version). Complete that Form 23 at that site and return it electronically to HQ AU A4/6 at the address found on the form: student.services@maxwell.af.mil. Add an e-mail address in the cc location for a record copy of the completed form. Also include a cc copy to the unit commander and the wing commander or wing test control officer (per wing policy). Do not save or print the completed form before sending it to HQ AU A4/6.

Requesting AUA4/6 Tests or Course Extensions

Air Force Distance Learning (AU A4/6) no longer responds to requests for assistance made on AU A4/6 Form 17. The only Forms 17 that will be processed are requests for instructional INQUIRIES to be forwarded by ADL to the course author.

Use the Air University eCampus Support site which is found at (<https://www.auecampussupport.com>.) to request a Course Exam. Also use this same procedure to request a change of address, extend course completion date, etc.

Maintaining Forms

Normally the Administrative Officer maintains the unit's forms, but it is important for the PDO to ensure that there is an adequate supply of PD forms available for the unit's needs. Most PD forms can be downloaded through the forms and publications page at CAP's website as needed. This ensures that only the most current forms are used.

Maintaining Member Training Records

The Professional Development Officer plays an important role in helping members get credit they deserve for education and training. The CAPF 45 serves as the master personnel record, training record, and aircrew training/eval-check record for senior members, page 2 of the CAPF 45 records member accomplishment in the professional development program. While the personnel officer normally maintains this record, the PDO is responsible for providing the personnel officer with documentation for

recording training updates. The unit commander may also elect to have the PDO maintain the Professional Development portion of the record for the personnel officer. After training is posted on the CAPF 45, the personnel officer or the PDO should have the entry validated by the unit commander and should forward the proper documentation to HQ CAP/PD registrar for posting into the member's electronic master record.

Awards

When members complete portions of the professional development program (Levels I – V), they become eligible for awards. The PDO should assist members in completing the paperwork required to receive their awards. While the unit commander certifies that the member has met the training requirements, the PDO ensures that the commander has the proper documentation. CAPR 50-17 identifies the requirements and documentation needed to complete the CAPF 24, *Application for Senior Member Professional Development Awards*, and the reverse of the form provides instructions for completing the forms and adding the proper documentation for submittal to higher headquarters. It's important to note that even though the unit commander may certify that the member has met the requirements for an award; the member earns the award only after it has been approved and then posted to the member's electronic record at HQ CAP.

The Professional Development Report (PDR)

The PDR is an electronic report compiled by HQ CAP and is made available on-line through E-Services (PDO's should contact the unit's web security administrator for permission to access this report on-line). This report lists member's professional development training accomplishments. Changes to this report are made by the PDO using the online Specialty Track Administration module in E-Services. Each unit should download and print copies as needed of the PDR. CAPR 50-17 explains how to update the report if the PDO does not have access to an on-line system.

Using the PDR

The PDR is a valuable tool for professional development officers. PDOs can use this report to track the training of unit members and to determine what training is needed, for instance, whether new members have completed the Level I Foundations course and if the unit commander has completed the Summary Conversation. PDOs can also use the PDR to determine problems and gaps within the unit's training program.

The training reference library

Each unit should have a training reference library. The PDO is responsible for maintaining this library. The training library and the administrative library should exist separately. The training reference library should contain all the training materials published by HQ CAP or allow access to the materials via computer. It should also contain any other training materials used locally in a unit's or wing's unique training program. Examples of this additional material could include:

- Current Red Cross or National Safety Council or American Heart Association First Aid training materials.
- Federal Emergency Management Agency (FEMA) courses
- Air Force publications
- Federal Aviation Administration (FAA) publications
- Federal Communications Commission (FCC) publications
- Aerospace publications from any source
- Management/leadership/training DVDs or books

The PDO should establish procedures for members to use to check-out and return these resources. Also, if facilities permit, the training library should have a reading room.

Technician Level Training Checklist

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

Knowledge, Training, and Performance Requirements	OJT Initials and Date
Explain the requirements of the five levels of CAP Officer training to a new member or to the OJT supervisor.	
Correctly explain to the OJT supervisor the purpose of, and fill out, and process through channels the following forms: <ul style="list-style-type: none"> ○ CAPF 11, <i>Senior Member Professional Development Program Director's Report</i>. (Proof of course completion must be shown on members electronic record) ○ CAPF 17, <i>Application for Senior Member Activities</i>. ○ CAPF 24, <i>Application for Senior Member Professional Development Awards</i>. (Proof of course completion must be shown on member's electronic record) 	
Correctly fill out a CAPF 45, <i>Senior Member Master Record</i> .	
Review and make changes on the Professional Development Report, IAW CAPR 50 17, para 4-2c.	
Summarize local supplements to the professional development directives.	
Assist members in checking out training materials from the training library without assistance from the OJT supervisor.	
Develop and maintain a unit professional development training material library.	
Serve with six months experience as a professional development officer. Dates of Service _____ to _____	

OJT Supervisor

Date

Unit Commander

Date

Achieving the Senior Rating

Position Description

The Professional Development Officer (PDO) at the Senior Level is expected to:

- Plan and coordinate CAP senior member education and training activities
- Establish an activity suspense schedule
- Publicize professional development training and activities
- Instruct at training courses
- Obtain training and materials from outside agencies
- Administer reviews and examinations
- Brief new senior members and senior cadets on the Professional Development Program
- Initiate requests for training waivers and document professional military education (PME) equivalents
- Prepare correspondence and reports

Knowledge, Training, and Performance Requirements

To complete the Senior Rating in the professional development officer specialty track, the member must:

- Plan and coordinate one professional development training activity, i.e. a Level I summary conversation, a squadron meeting, cadet protection, etc.
- Write an activity suspense schedule to be reviewed by the OJT supervisor and the unit commander.
- Publicize one professional development training activity using at least three different methods, i.e., announcements at meeting, CAP radio nets, unit bulletin board, e-mails to units and unit members, groups, and wing, websites, etc.
- Give a presentation at a professional development training activity. The presentation should last not less than 20 minutes in order to receive credit for this requirement.
- Schedule a training course conducted by a member of an outside agency or acquire at least one new item for the unit training library from an outside agency.
- Explain training equivalencies and find equivalency codes in CAPR 50-17.

- Explain to the test control officer (TCO) or your OJT supervisor how to administer an examination.
- Use CAP guidelines to prepare and mail a letter. The administrative officer or OJT supervisor should review the letter before it is mailed to ensure adherence to guidelines. Some ideas for this letter include letters to outside agencies concerning training schedules or materials, letters to members informing them of training opportunities, policies, procedures, etc., letter to HQ CAP requesting member credit for PME, etc.
- Complete all of the above requirements and serve 12 months as a professional development officer at the Technician level.

Key Information for Attaining the Senior Level

Planning and coordinating a professional development activity

When planning a professional development training activity, the professional development officer should consider the following:

- **Where will the training take place?** Short training periods can take place in the unit meeting area. Longer training periods 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 CAP. Also consider lodging and meal arrangements for longer courses.
- **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 the 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.
- **What will the instructors need for the training?** Be sure to know in advance what materials and equipment are needed to teach the course. If the PDO is teaching their own class, they should read the course materials, watch any videos, and ensure that they have the equipment and supplies available for the students. If the PDO is using other instructors, the PDO should help the instructors prepare for the course.
- **When will the training take place?** Make training convenient for members and 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 the weather and travel conditions for the time of the training and try to have a back-up date in mind. Remember to account for the average travel time of students and instructors. 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 CAP, 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. Instructors – members or nonmembers – deserve our gratitude and our thanks.
- How much will the training cost? Prepare a budget. Members pay for most of their training activities, so the PDO should consider costs when choosing locations for the training as well as providing supplies, refreshments, materials, etc. Training that requires members to stay overnight should take place on military installations whenever possible.

Suspense schedules

Advanced preparation and planning play an important role in a successful training activity. Therefore, PDOs should begin preparing as far in advance as possible. The activity suspense schedule serves as a useful tool; and when used correctly, can help the PDO ensure that important details do not “slip through the cracks.” More in-depth activity suspense schedules appear in the director/instructor guide of many CAP courses.

Sample suspense schedule for Squadron Leadership School

160 days before

Appoint course director _____

90 days before

Select date for course _____

Secure course location _____

Register course with HQ CAP _____

75 days before course

Begin course advertising. Methods: _____

Choose instructors and staff _____

60-30 days before course

Continue advertising _____

Proof instructor lessons _____

Obtain equipment and order supplies _____

Secure written permission for facility _____

14 days before course

Deadline for student registration (always confirm student eligibility) _____

Obtain MSA for base facilities (if required) _____

7 days before course

Confirm instructors _____

1 day before course

Secure keys and final instructions from facility manager

Check all equipment and supplies are in place and ready to use

Setup furniture, visual aids, etc.

Ensure certificates and CAPF 11 are ready

D-Day

Conduct course

Support students and instructors

1 – 7 days after

Evaluate critiques

Send completed critiques and CAPF 11 to HQ CAP/PD

Advertising CAP training activities

The PDO has many options for advertising training opportunities. Some of those media include:

- E-Mail
- Word-of-mouth
- Announcements at unit meetings
- CAP radio net
- Unit newsletters
- Unit bulletin boards
- Local, wing, and region websites (HQ CAP will also post for SLS, CLC, UCC, and RSC)
- Commanders calls

Professional Development Officers also have the responsibility of advertising the training held at higher echelons. PDOs should support the training at the unit, wing, region and national levels. The PDO should maintain a bulletin board to advertise training opportunities outside the unit.

This board should include flyers and media from other echelons. Be sure to include any prerequisite requirements members must meet in the advertising.

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 these agencies can offer valuable training. Using these agencies for training helps establish good rapport with those who join in CAP in servicing this country and local communities. Some outside agencies that can provide training opportunities include:

- Federal Aviation Administration (FAA)
- American Red Cross
- Federal Emergency Management Agency (FEMA)
- Salvation Army
- National Safety Council
- American Heart Association
- Coast Guard Auxiliary
- Active duty, military reserve, and National Guard personnel
- Local police or fire departments and rescue squads
- School systems

Letters, phone calls, and e-mails serve as valuable means of communications. Suggest a call or e-mail first, and an official letter to confirm the instructor. Remember to use the guidelines listed in CAPR 10-1, *Preparing and Processing Correspondence*, when corresponding with outside agencies.

Acquiring materials from outside agencies

These same agencies can also provide training materials for the unit training library. The PDO can communicate with the outside agency using any of the methods mentioned above.

Administering reviews and examinations

Often Professional Development officers also get assigned the role of a test control officer (TCO). As TCO, PDOs must administer course reviews and exams in accordance with (IAW) CAPR 50-4, *Test Administration and Security*. The PDO at the senior level should study the procedures for test security and exam administration found in CAPR 50-4; and should explain how to administer an exam to the OJT supervisor or the unit commander.

Processing military training waivers

Often, members with military training will request training waivers for their military experience. The following courses have military equivalents:

- AU A4/6 Course 13 CAP Senior Officer Course
- Region Staff College (RSC)
- National Staff College (NSC)

CAPR 50-17 lists the professional military education (PME) courses that can be used to waive completion of the above courses. Members may only use a PME course to waive only one course at one level; for instance, Squadron Officer School may be used to waive the CAP Senior Officer Course (becomes the Officer Basic Course 1 January 2010) OR Region Staff College, but not both. To process a training waiver, the PDO should acquire a copy of the documentation authenticating the PME such as a diploma or certificate of attendance. A copy should be retained in the member's file at the unit and a copy should be forwarded to HQ CAP/DPR for validation. Once HQ CAP determines that the military training meets the criteria for a training waiver, they will notify the member and add the PME to the member's electronic record. If it is denied, HQ CAP will also notify the member with an explanation. A list of PME courses which can be used is contained in CAPR 50-17.

There are some courses which do not qualify for waiver:

- Level I Foundations Course: Members must complete the Level I Foundations Course. This course is taken on-line and the member completes a short series of quizzes. The member then brings in the quizzes for correction and completes the Summary Conversation which brings everything together.
- Cadet Protection Program Training (CPPT): For legal reasons, CAP offers no alternative to this course. All senior members must complete the course before progressing.
- OPSEC: This on-line course provides the member with CAP's procedures for maintaining information security.
- Equal Opportunity Training (EO): This on-line course provides the member with CAP's policies concerning Equal Opportunity.
- Squadron Leadership School: This course covers basic information concerning the mission of CAP and the functions of the unit. This course addresses CAP-specific issues; therefore, no outside course supplies the information in this course.
- Corporate Learning Course: This course addresses basic information related to CAP and specific areas necessary for unit management. Therefore, CAP members must attend this course in order to receive credit.

Special credit for former CAP cadets

CAP recognizes the value that cadets who become senior members bring to the program. Therefore, it grants advanced credit to cadets who have met certain criteria (NOTE: Credit may be subject to time limitations in circumstances where the cadet's membership lapses between being a cadet and becoming a senior member). Following is the credit given:

	Foundations	SLS	ADL Course 13 OR Officer Basic Course	Cadet Program Tech Level	Cadet Program Senior Level	Yeager (APSEM) Award	Level II Davis Award
Mitchel I	X						
Earhart Award	X			X			
Eaker Award	X	X	X	X			X
Spaatz Award	X	X	X	X	X	X	X

To receive credit for the Foundations portion of Level I, complete a CAP Form 11 marking Foundations only. In the date of training section enter "Cadet to Senior" along with the highest cadet award earned. Complete the remainder of the form and submit to CAP NHQ/DP for processing.

Credit for other professional development must be requested in writing and approved by the unit commander concerned. The request must contain the member's CAPID, the equivalency requested, cadet award earned and corresponding award number. If the cadet award is not reflected in the National database, documentation of the award should be attached to the letter before submitting to CAP NHQ/DP for processing.

Senior Level Training Checklist

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

Knowledge, Training, and Performance Requirements	OJT Initials and Date
Explain the requirements of the five levels of CAP senior member training to a new member or to the OJT supervisor.	
Write an activity suspense schedule to be reviewed by the OJT supervisor and the unit commander.	
Publicize one professional development training activity using at least three different methods, i.e., announcements at meeting, CAP radio nets, unit bulletin board, e-mails, websites, etc.	
Give a presentation at a professional development training activity. The presentation should last not less than 20 minutes in order to receive credit for this requirement.	
Schedule a training course conducted by a member of an outside agency OR acquire at least one new item for the unit training library from an outside agency.	
Explain training equivalencies and find equivalency codes in CAPR 50-17.	
Explain to the test control officer (TCO) or your OJT supervisor how to administer an examination.	
Use CAP guidelines to prepare and mail a letter. The administrative officer or OJT supervisor should review the letter before it is mailed to ensure adherence to guidelines.	
Serve with 12 months experience as a professional development officer at the Technician level. Dates of Service _____ to _____	

OJT Supervisor

Date

Unit Commander

Date

Achieving the Master Rating

Position Description

The Professional Development Officer (PDO) at the Master 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 member professional development awards
- Monitor and assist subordinate unit professional development officers
- Assist any inspector on inspections of training functions
- Attend and contribute to professional development training and activities at appropriate levels

Knowledge, Training, and Performance Requirements

To complete the Master rating in the professional development officer specialty 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 complete this requirement, the training activity must take place and must not have previously been used for credit for the senior rating.
- Plan and coordinate a professional development awards ceremony. The PDO may work with other officers or delegate responsibilities for this event. However, in order to complete this requirement the PDO must be actively involved in the planning and execution process and the award ceremony must take place.
- Serve as an OJT supervisor for a new professional development program officer at 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 at the wing level or higher.
- Complete the above requirements and serve 12 months as a professional development officer with a senior rating.

Key Information for Attaining the Master Level

At the master level the PDO's job involves more planning and coordination. Master PDOs mentor more junior PDOs and concentrate on ways to use professional development to enhance CAP's mission accomplishment at higher levels. The focus is less on how an individual member engages in professional development and more on how professional development is managed as a system.

For this, PDOs use more of the management, organization, and leadership skills learned in professional development at Levels II, III, and even Levels IV and V.

Identifying a local training need and planning a course to meet that need

The Professional Development Report (PDR) shows which senior members receive what training. The PDO uses this report as well as examination of member records to identify which courses should be offered. This diagnosis goes beyond determining whether to hold an SLS or CLC. Remember that each unit has a different mission focus and often 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 – other staff members may desire help in identifying and developing training in their areas. The PDO can identify these needs and work with the commander and staff to schedule a training activity for local members.

Successful training experiences depend on the expertise of the training presenters. The PDO should choose presenters who are competent in their field as well as good communicators.

Planning an award ceremony

Award ceremonies should be planned regularly to recognize member accomplishments because this is one of the few tangible ways CAP has to thank its members for what they do. The award ceremony should be planned carefully to convey a sense of distinction and value, and members encouraged to attend to celebrate the accomplishments of their fellow members. The PDO should plan and advertise the event far enough in advance so that other members can make plans to attend. The award ceremony should occur at a convenient time and place and PDOs should reference AFPAM 36-2236, *Drill and Ceremonies*, as well as CAPP 151, *Respect on Display*, which list the procedures for a proper award ceremony.

Serving as an OJT supervisor

Teaching someone the knowledge and skills associated with a successful professional development training program is one of the most important tasks of master level PDOs. Master level PDOs are considered experts in

the field of professional development and . need to share that expert knowledge with new PDOs.

A good resource for OJT supervisors is CAPP 50-8, *Organizational Excellence Mentoring Guide*. This pamphlet teaches mentoring skills which can help during the on-the-job training process.

Assigning a new member a specialty track and OJT supervisor

The professional development officer should know enough about each area in his/her unit to help a new member find the best place to serve. The PDO should stay informed about what positions need filling and who has expertise to train new members (the expertise may even be found at neighboring units). New members may have an idea about which specialty track interests them as well as talents and skills which may favor a particular specialty. The PDO should use judgment and tact in helping the new member select a track that suits the needs of both the member and the unit. A new member may need to defer his/her interest in a desired specialty track for a time to fill a pressing need of the unit. The PDO should let members know that they may enter more than one track during their CAP career, and some small units may require members to learn more than one specialty track.

Attending a CAP conference or seminar

PDOs at all levels need to participate in conferences and seminars. These sessions provide the “big picture” of professional development at wing or region. These conferences provide a means to cross-feed information, ideas, challenges, and solutions. Attending a wing or region conference also helps fulfill a requirement for Level III training. All members are encouraged to participate in training seminars that interest them at wing and region conferences or other training activity regardless of which specialty track they are assigned. PDOs should make members aware of what training is being presented and encourage the professional development of all members.

Higher echelon professional development officers

Beyond the squadron level, professional development officers may serve at the group, wing, and region levels. These PDOs should monitor unit training efforts as well as the development of unit PDOs in their subordinate units. Personal contact serves as the most efficient means for monitoring these training efforts and allows members to know their counterparts at all levels in order to understand their problems and to offer assistance as necessary.

Assisting in inspections

Inspections help units diagnose problems and highlight best practices. In this way, units can more effectively, efficiently, and safely perform their mission.

As part of the inspection program, PDOs at the wing level may participate in subordinate unit inspections. When inspecting subordinate units; the PDO needs to point out significant trends (good and bad) and suggest topics for special inspection or review. In order to prepare for assisting in inspections, PDOs should familiarize themselves with the professional development compliance inspection (CI) checklist. Knowing this checklist can make inspections easier and will help PDOs to know how to maintain their area in accordance with CAP standards. To see the compliance inspection checklist use the following URL: http://members.gocivilairpatrol.com/media/cms/SUI_Guide_C64F96A3FA0C8.doc.

Master Level Training Checklist

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

Knowledge, Training, and Performance Requirements	OJT Initials and 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 meet this requirement, the training activity must take place and must not have been previously used for credit for the senior rating.	
Plan and coordinate a professional development awards ceremony. The PDO may work with other officers or delegate responsibilities for this event. However, in order to complete this requirement, the PDO must be actively involved in the planning and execution process and the award ceremony must take place.	
Serve as an OJT supervisor for a new professional development program officer at 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 at the wing level or higher.	
Serve with 12 months experience as a professional development officer at the Senior level.	
Serve with 12 months experience as a professional development officer at the Technician level.	
Dates of Service _____ to _____	

OJT Supervisor

Date

Unit Commander

Date