



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

12 May 2009

MEMORANDUM FOR CAP/ED
CAP/EX
CAP/CC
IN TURN

FROM: CAP/PD

SUBJECT: Comments on Draft Change 2 to CAPR 50-17, *CAP Senior Member Professional Development Program*

The draft change to CAPR 50-17 was posted on the CAP NHQ website for comments 19 February 2009 through 19 March 2009.

- a. Comments received and incorporated into final draft:

Paragraph 4-7. Changed to show correct mailing address for CAP Forms 24 and to show that NHQ mails a certificate certifying completion of the Benjamin O. Davis Jr. Award to the unit:

4-7. Benjamin O. Davis Award Jr

Completion of Level II results in the award of the Benjamin O. Davis Jr. Award. Upon completion of all Level II training requirements, the unit's Professional Development Officer records the data on the member's CAPF 45 (Attachment 3). Additionally, the unit Professional Development Officer completes CAPF 24 (Attachment 7), Item 8. Afterwards, the unit commander signs the form, retains a copy, and forwards the original to NHQ CAP/DP. NHQ CAP/DP mails the Benjamin O. Davis Jr. Award certificate to the unit for subsequent presentation to the recipient by the unit commander.

Paragraph 5-4: Changed to show correct mailing address for CAP Forms 24 and to explain processing procedures for the Grover Loening Aerospace Award certificate and ribbon.

5-4. Grover Loening Aerospace Award

Successful completion of Level III of the professional development program makes the CAP member eligible for the Grover Loening Aerospace Award. Upon completion of all Level III requirements, the unit's Professional Development Officer records the data on the member's CAPF 45 (Attachment 3). The unit Professional Development Officer then completes Item 9 of the CAPF 24 (Attachment 7). The unit commander signs the form, retains a copy, and sends the original to wing headquarters for the wing commander's approval and signature. The wing forwards the original to NHQ CAP/DP. When approved, NHQ CAP/DP sends the Loening certificate and ribbon to the wing commander for presentation to the member.

Paragraph 6-1f: Deleted the reference to the Unit Commanders Course in paragraph 6-1f. Since this course is now in wide use, and is referenced in Attachment 14, its mention here is no longer necessary.

Paragraph 7-1c: Reworded to replace the “Level I Orientation Course” with the” Level I Foundations Course” summary conversation; and also to clarify that the Level V requirement to serve as a director or staff member at an approved CAP professional development course (attachment 14) is in addition to service as a director or staff member at a national, region, or wing conference required for completion of Level IV (see paragraph 6-1f). Additionally, the new paragraph 7-1c deletes the reference to the Unit Commanders Course. Since this course is now in wide use, and is referenced in Attachment 14, its mention here is no longer necessary.

b. Comments received and not incorporated into the final draft change:

9-1. Special Recognition Programs for Prior Cadets: it was suggested to change discussion of cadet special recognition from a paragraph to bullet format. Original format retained until complete revision of CAPR 50-17 is accomplished. Present format is clear and serves purpose. Suggested change is outside the scope of draft Change 2 as originally posted.

//signed//

BOBBIE-JEAN TOURVILLE
Chief, Professional Development