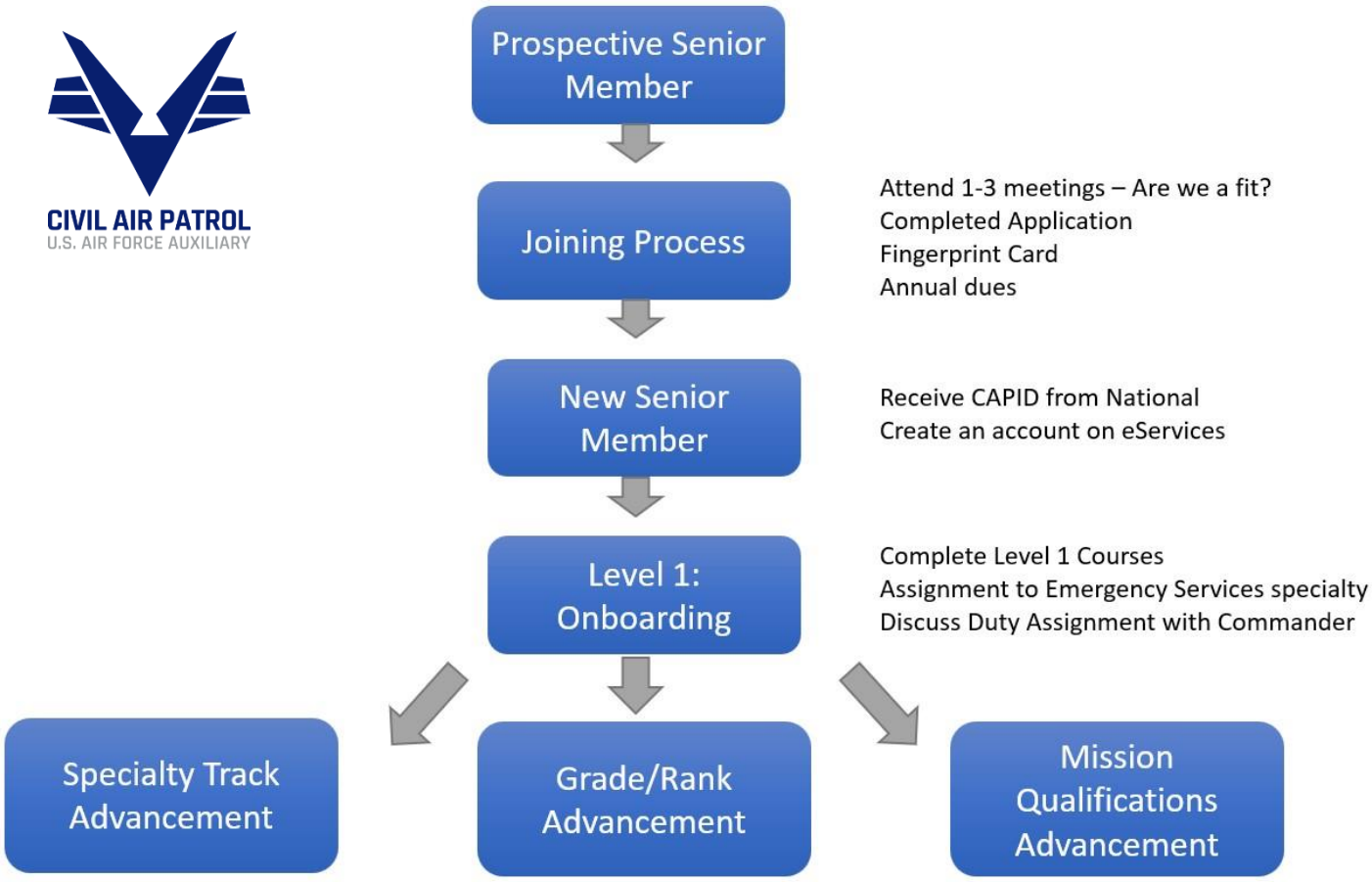
Civil Air Patrol – TX435
New Senior Member Onboarding Flow and Education and Training Outline

This document is designed to help a new senior member understand and navigate the onboarding process. It includes diagrams, screen shots and narratives to help a new member advance within Civil Air Patrol. This document also includes links to relevant CAP regulations, pamphlets, and other resources a new senior member might need to work through this process. We appreciate any comments and suggestions on improving this document.



Level 1: Onboarding

The Level 1, or Onboarding, is the first of CAP's five Education and Training Program levels. The materials in Level 1 provide the new senior member with the information required to participate actively in CAP.

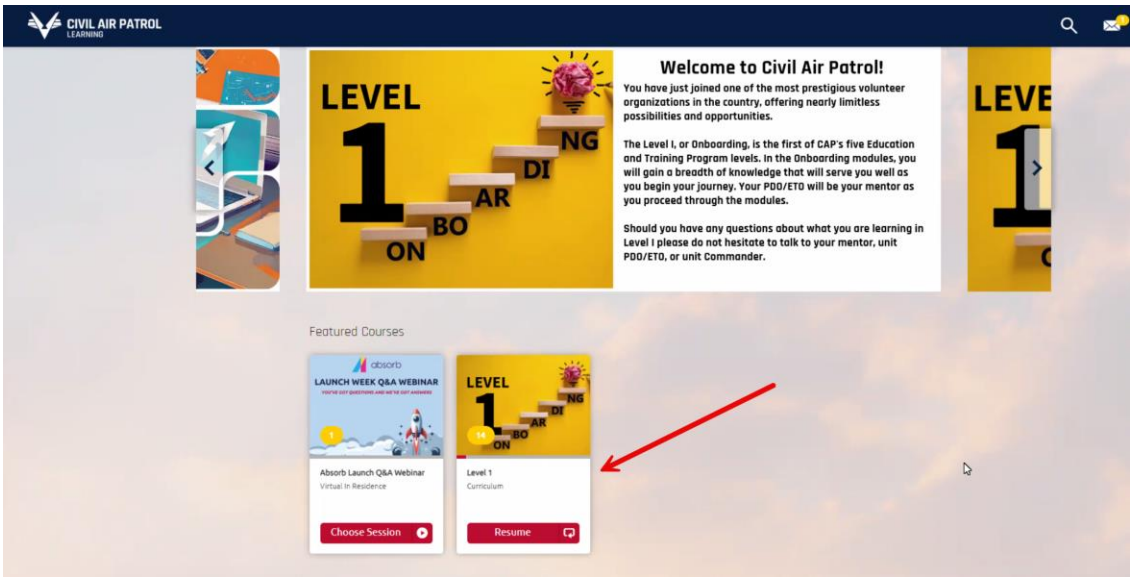
The description on the Level 1 process can be found here:
https://www.gocivilairpatrol.com/members/ed-training/level-1-onboarding

Level 1 Courses - Online

- Diversity, Equal Opportunity, and Nondiscrimination
- Expectations of Volunteers
- Introduction to Civil Air Patrol's Missions
- Introduction to Customs and Courtesies
- Introduction to eServices
- Introduction to Mentoring in Civil Air Patrol
- Introduction to the Chain of Command
- Introduction to the Civil Air Patrol Safety Program
- Introduction to the Core Values
- My Learning Path
- OPSEC and Cybersecurity
- The Squadron Meeting
- Uniforms and Where to Get Them
- Cadet Protection Basic Course
    - Review with Commander or Education and Training Officer

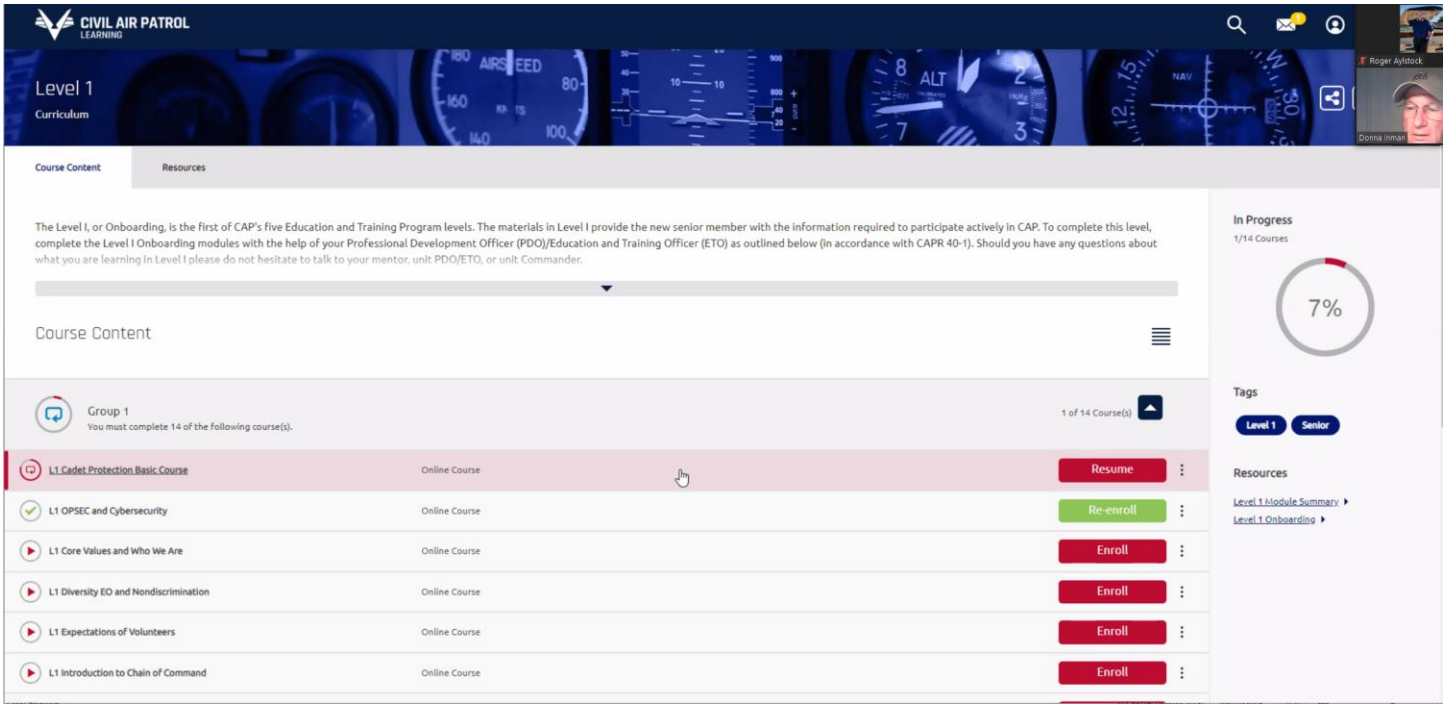
+ Summary Conversation with the Commander —What would you like to do/learn in CAP?

Where are the Level 1 courses?
If you log into eServices, then from the Menu choose *Online Learning*, *Absorb LMS*, you will open a new browser tab with your Absorb portal shown below. Note that Absorb is a third-party application and every time you launch Absorb, it does a sync of your course content with eServices. That means that if you complete a course with Absorb, it won't show in eservices until you relaunch Absorb and do the sync.



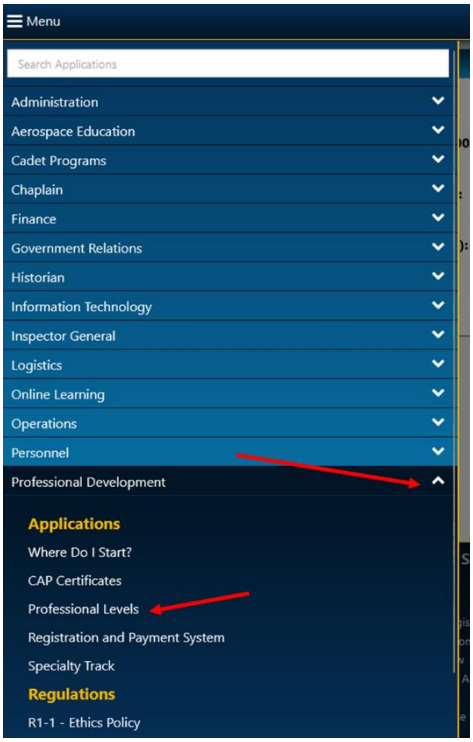
When you click on the *Level 1 Training* tile (see red arrow above), you are presented with the page shown below. This shows the list of courses in Level 1. The button to the right will turn green when the course is completed.

As you take each course, make sure you complete any quiz or survey to show the course at 100% completion.

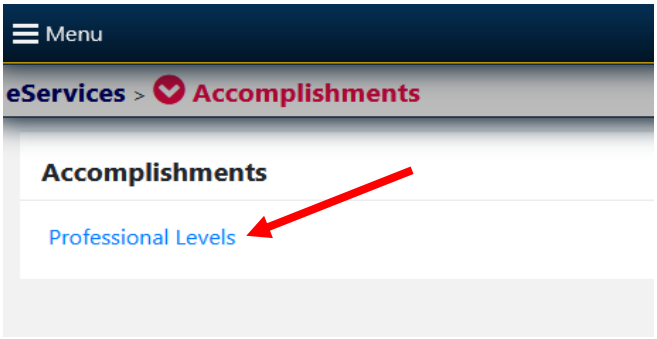


Reviewing Your Progress

You can review your courses progress within your Level at any time by going to the left menu within eServices, opening the *Professional Development* section (screenshot on the right) and then choosing *Professional Levels*.

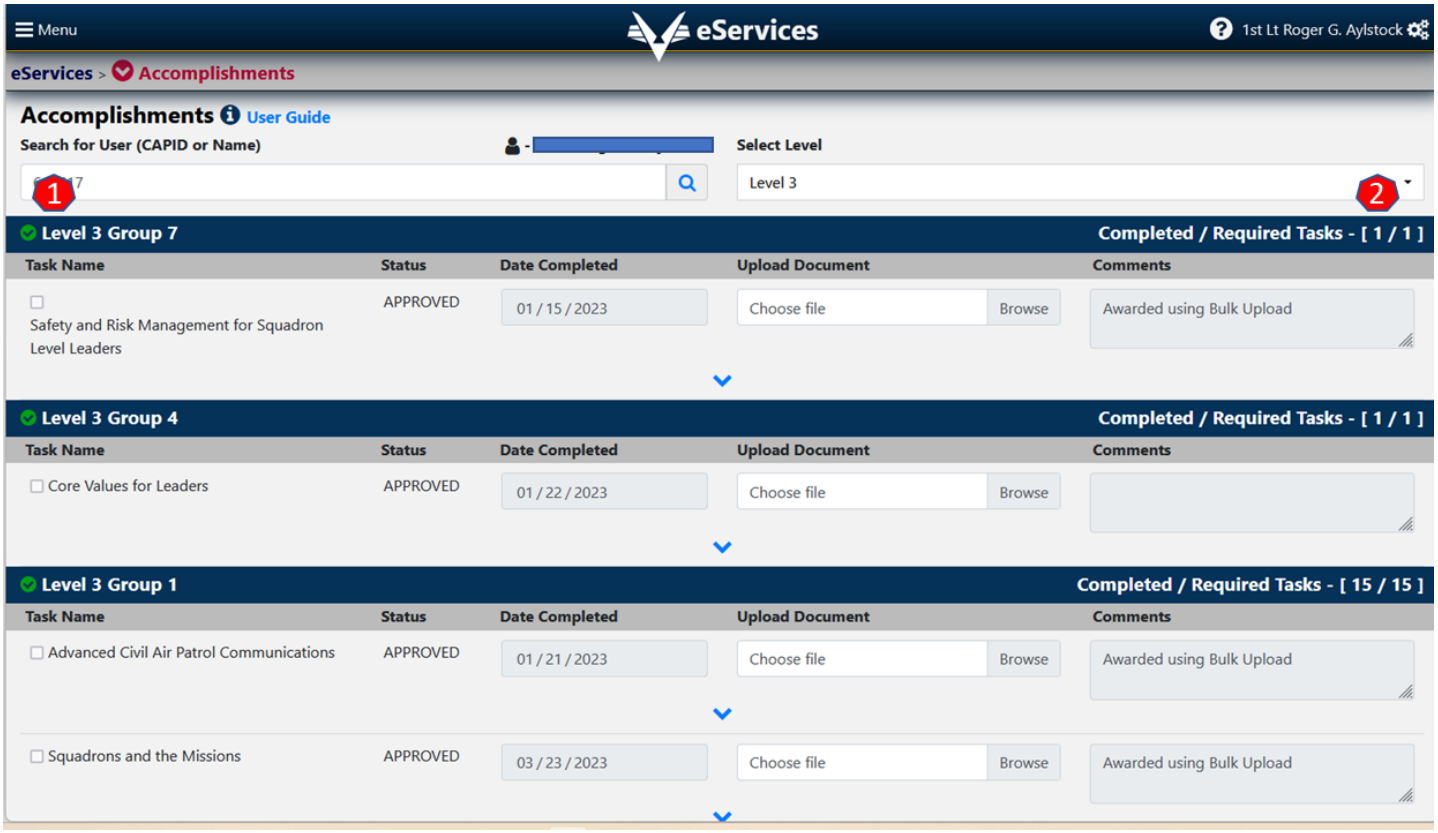


Then click on the *Professional Levels* link under *Accomplishments* shown below. This will open the section displayed on the next page.



On the *Professional Levels* page, enter your CAPID and click on the magnifying glass to pull up your record. These classes are usually put into “Groups”. A green checkmark to the left of the group name (see red #1) shows the group is completed. The far right side of that group banner shows how many classes are required in that group and how many have been completed (see red #2).

This shows your official training record. If it doesn’t show a class you thought you finished, go back into that class and make sure it shows 100% and you didn’t forget to take a quiz or complete a survey.


Menu
eServices
1st Lt Roger G. Aylstock
eServices > Accomplishments
Accomplishments User Guide
Search for User (CAPID or Name)
Select Level
Level 3
1
2
Level 3 Group 7
Completed / Required Tasks - [1 / 1]
Task Name
Status
Date Completed
Upload Document
Comments
Safety and Risk Management for Squadron Level Leaders
APPROVED
01 / 15 / 2023
Choose file
Browse
Awarded using Bulk Upload
Level 3 Group 4
Completed / Required Tasks - [1 / 1]
Core Values for Leaders
APPROVED
01 / 22 / 2023
Level 3 Group 1
Completed / Required Tasks - [15 / 15]
Advanced Civil Air Patrol Communications
APPROVED
01 / 21 / 2023
Squadrons and the Missions
APPROVED
03 / 23 / 2023

Level 2 Part 1

At the end of Level 1, a new senior member is assigned one of four "Paths" for Level 2. These Paths are:

New: A new senior member with no prior CAP or military experience.
Cadet: A former CAP cadet transitioning into senior member status.
Military: A new senior member with current or former military experience.
Professional: A medical professional, CPA, lawyer, chaplain, etc.

The classes required in Phase 2 will differ based on the Path. For example, a "New" member will have classes on the CAP Uniform and Customs and Courtesies while a "Cadet" would not need those classes. A "Military" path member would just need to know the differences in the CAP uniform.

Those members in the "Professional" path, "Military" path or "New" members with a Pilot's certificate, CFI, or Ground School Instructor cert may have the opportunity for a rank advancement at the completion of Level 2 Part 1 (along with any time in CAP requirement). For this reason, we are including the Level 2 Part 1 instructions as part of this document.

The description on the Level 2 process can be found here:
https://www.gocivilairpatrol.com/members/ed-training/level-ii-learning-phase
The specific Level 2 Part 1 classes required per Path are described here:
https://www.gocivilairpatrol.com/media/cms/Level_II_Modules__Revised_92221_CDA7580CD995D.pdf

For example, the "New" member path has the following courses for Level 2 Part 1:

Equivalency	2/8 moderated	Level II Part 1: New Member Path
	quiz/discussion/assignment	Accountability and Responsibility of the Adult Leader
	quiz/discussion/assignment	Choosing Your Duty Assignment and Specialty Track
	quiz	Customs and Courtesies
	quiz	Professionalism
	quiz	The Senior Member Education and Training Program
	quiz	Serving with Volunteers
	quiz	Uniform Wear in Civil Air Patrol
	quiz	Unit Organization

Where are the Level 2 Part 1 courses?
All of the courses listed with "Quiz" only can be found in Absorb. The two courses shown with "quiz/discussion/assignment" are part of an instructor-led class through the CAP Virtual In-Residence (ViR) program or a cohort online course. Note: sign up for the ViR or cohort classes first as it may take some time to get into a schedule.

Virtual In-Residence provides members the opportunity to complete the moderated modules from home via a virtual classroom with an authorized Volunteer University Instructor. The link to the ViR program and course calendar is at:
https://www.gocivilairpatrol.com/members/ed-training/virtual-in-residence-program

Civil Air Patrol
Education and Training Outline (Senior Members Only)

1. **Introduction**

Professional development is the education and training a person works through to become a more technically competent, independent, and contributing member of the organization to which they belong. Every organization needs a strong professional development program to ensure its employees, or in Civil Air Patrol's case, its members can perform the duties that are required of them. The backbone of any successful organization or company is the quality of those entrusted in carrying out its missions. In the Civil Air Patrol, the missions of Aerospace Education, Emergency Services and Cadet Programs need dedicated and well-trained individuals. Civil Air Patrol has designed its professional development program to meet the needs of the organization and to make our members the best trained professional volunteers in the nation. This document outlines three main areas of professional development: **Specialty Track Advancement, Grade or Rank Advancement, Mission Qualifications Advancement (Emergency Services).**

2. **Specialty Track Advancement** (Job Assignment) Focus: Skills improvement

When you complete Level-1 you will have an opportunity to select a specialty track of study. There are many different jobs available to you. Working with your Education and Training Officer (ETO) or commander, you can choose a specialty that aligns your interests and skills with the needs of the unit. You should try to identify at least two tracks that are of interest to you. Each member is automatically assigned to Emergency Services. Each specialty has a pamphlet designed to acquaint the reader with what's expected in the job and has a checklist to record one's progression.

2.1. List of Specialty Tracks:

200: Personnel
201: Public Affairs
202: Finance
203: Inspector General
204: Professional Development
205: Administration
206: Logistics
211: Operations
212: Standardization-Evaluation
213: Emergency Services
214: Communications
215: Aerospace Education
216: Cadet Programs
217: Safety
219: Legal
220: Health Services (no pamphlet)
221: Chaplain
223: Historian
225: Character Development
226: Recruiting and Retention
227: Information Technology

2.2. Specialty Track descriptions reside in a series of pamphlets (CAPP) found here: https://www.gocivilairpatrol.com/members/publications/pamphlets-1702
You should pay particular attention to information about the duties and responsibilities of members holding that specialty and any prerequisites that may exist.

2.3. Specialty Track Assignment
Three primary factors are used by the unit commander to determine the initial selection for a specialty track: 1. Member's current duty position in the unit. 2. Unit's manning requirements, which duty assignments are available and the needs to be filled in the unit. 3. Member's capabilities, interests, and achievements.

2.4. Specialty Track Skill Ratings
Each specialty track consists of three skill ratings: **Technician, Senior, and Master**. Each rating is obtained through self-study and on-the-job training (OJT). Some specialty tracks, including Cadet Programs, Communications, and Information Technology Officer also require successful completion of online exams for each rating level. Each specialty track pamphlet identifies appropriate schools, courses, and suggested readings. As a member progresses through each rating, the unit commander approves and assigns the rating to the member in eServices. This becomes a permanent part of the member's record.

3. **Grade or Rank Advancement** Focus: CAP knowledge improvement

All promotions are at the discretion of your squadron commander, and the standard way to earn rank is determined by your time in CAP, time in your current rank, and the training you complete for your CAP position. To maximize its member's knowledge, the professional development program consists of five levels where a member gains increasing levels of knowledge and experience in the program. The program consists of orientation, technical, management, command and executive levels, where each level is designed to build upon the expertise gained in the previous level.

3.1. Professional Development Levels

3.1.1. **Level I. Onboarding.** The intent of Level I is to provide new members with the information they need to begin their service in CAP successfully, as well as help them to assimilate into their unit.

3.1.2. **Level II. The Learning Phase.** The intent of Level II is to provide opportunities to learn new skills. These skills help CAP as well as aid individual growth. In Level II, members learn the expectations associated with being a CAP member; commit to serving as a staff officer or NCO, develop an appreciation for the role the member plays in the squadron, and learn the professional decorum and skills necessary for serving on the squadron staff. The pre-requisite to enter Level II is the completion of Level I.

3.1.3. **Level III. The Leadership Phase**. The intent of Level III is to provide members with the skills necessary for a squadron level leader who aspires to serve on staff or as a commander. In Level III, the member learns more about how the unit supports all three of CAP's missions, as well as how to lead and manage. The pre-requisite to enter Level III is the completion of Level II.

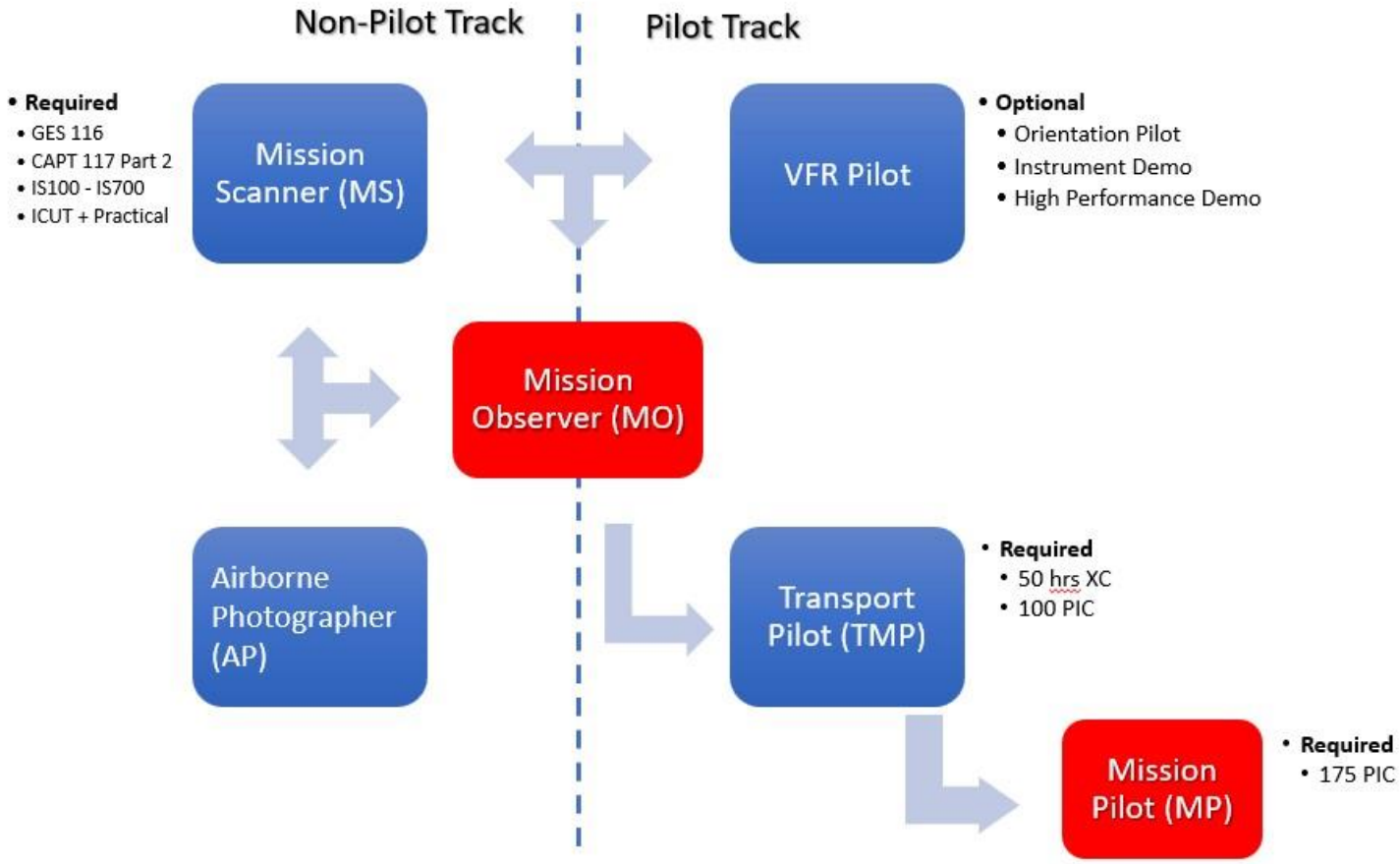
3.1.4. **Level IV. The Senior Leadership Phase.** Level IV primarily focuses on expanding leadership skills, program development, and building a more holistic view of CAP. Level IV prepares the member for service as a group or wing level leader who aspires to serve on staff or as a commander. The pre-requisite to enter Level IV is the completion of Level III.

3.1.5. **Level V. The Executive Leadership Phase.** The primary focus in Level V is on developing a strategic view of the organization and continued leadership skills. This is the highest level of CAP senior member career development and prepares members to serve on region staff, as a region commander, or on the national staff. As such, only the senior members most dedicated to advancing their education and training complete this level. The pre-requisite to enter Level V is the completion of Level IV.

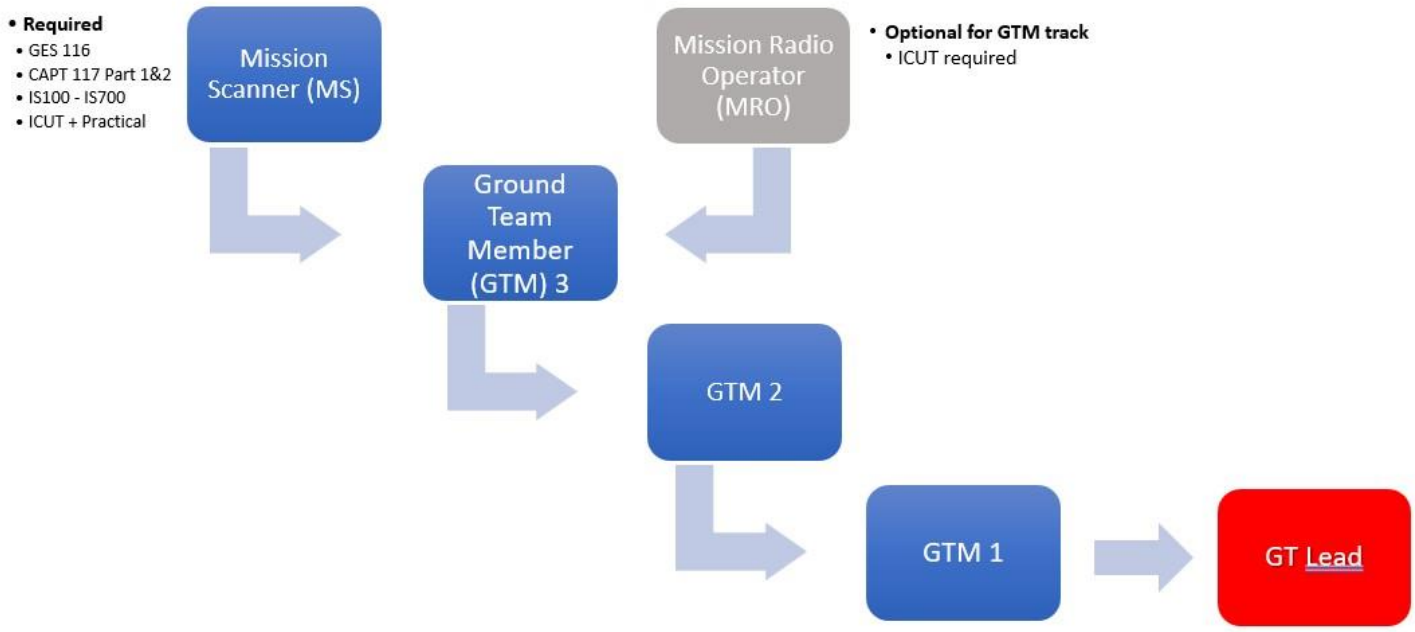
3.1.6. The regulation that prescribes the program that provides senior members with the skills required for Civil Air Patrol (CAP) mission accomplishment is the *CAPR 40-1 CAP Senior Member Education and Training Program* and can be found here: https://www.gocivilairpatrol.com/members/publications/indexes-regulations-and-manuals-1700

3.2. Senior Member grades start at Staff Sargent and continue through Major General. In addition, there are some Flight Officer ranks. These ranks and the promotion criteria are described in *CAPR 35-5 CAP Officer and NCO Appointments and Promotions* and can be found here: https://www.gocivilairpatrol.com/members/publications/indexes-regulations-and-manuals-1700

EMERGENCY SERVICES (ES)
TRACK - AIRCREW



EMERGENCY SERVICES (ES)
TRACK – GROUND TEAM MEMBER



4. **Mission Qualifications Advancement (Emergency Services)** Focus: Participate in Emergency Services Missions
CAP provides services to conduct search and rescue (SAR), disaster relief (DR), Homeland Security (HLS) and other public assistance missions. Many missions are in support of persons in distress and need to be conducted competently, expeditiously, and in a professional manner. These missions may consist of air or ground operations and there are specific qualifications that must be obtained to participate in these missions.

4.1. Air Operations

Air operations can be broken down into pilot and non-pilot qualifications.

4.1.1. Pilot Qualifications

Pilot qualifications within CAP consist of the following:

- VFR Pilot
- Transport Mission Pilot
- Orientation Pilot
- Mission Pilot
- Glider Pilot
- Glider Orientation Pilot

Each qualification is described in the pamphlet *CAPP 70-12 Pilot Onboarding* which can be found here: https://www.gocivilairpatrol.com/members/publications/pamphlets-1702

4.1.2. Non-Pilot Qualifications

Non-Pilot qualifications consist of right seat or back seat roles of:

- Mission Scanner
https://www.gocivilairpatrol.com/media/cms/CAP_Scanner_Ref_Text_Rev_Dec_2017_730583A89CEDE.pdf
- Mission Observer
https://nesa.cap.gov/media/cms/CAP_MO_MP_Ref_Text_Rev_July_2021_D75F15F22944D.pdf
- Airborne Photographer
https://www.gocivilairpatrol.com/media/cms/MAS_Airborne_Photographer_Task_Guid_0488CA72461EE.pdf

4.2. Ground Operations

Ground operations are also a critical function to CAP's mission operations. Without ground teams, there can be no rescue in SAR. A ground team may consist of a host of specialties to complete the mission. Ground teams are governed by the following regulation, *CAPR 60-3(I) CAP Emergency Services Training and Operational Missions* which can be found here:
https://www.gocivilairpatrol.com/members/publications/indexes-regulations-and-manuals-1700