PROFESSIONAL DEVELOPMENT

I. The Senior Member Training Program. CAPR 50-17. The purpose of CAP Senior Member Training, now called Professional Development, is to ensure that all CAP senior members meets the highest possible standards. To ensure a quality force, as the needs of the Civil Air Patrol are changing, additional or upgraded training requirements are continually being added. This section is concerned with the training that is required to enhance this quality and to establish criteria for promotion. These programs prepare our members to serve their units, their communities, and their nation.

NOTE: It has been said, by a Deputy Secretary of Air Force for Training that, "Training is a Force Multiplier"

II. The Level I Program. This level consists of the Orientation Course and the Cadet Protection Program Training (CPPT). The intent of Level I training is to provide new members with information they need to successfully begin their service to CAP.

a. **The CAP Orientation Course.** The CAP orientation course is an introduction to the CAP Program consisting of videotape and instructor presentations during classroom instruction. Instruction includes the CAP Orientation Course, and Cadet Protection Program Training (CPPT), The orientation course and CPPT completion is documented on CAP Form 11, "CAP Senior Program Director's Report". Certified Level I instructors can sign as the authorized official.

1. **Basic Policies.**

(a) CAP requires senior members to complete Level ! training prior to receiving an assigned duty position in a unit.

(b) All members must complete Level I prior to being eligible for promotion to any grade. This includes Officers of the Armed Forces, Mission Skills, Profession, or Exceptional Qualifications promotion.

(c) Completion of this course is also required for participation in Emergency Services missions or training experiences.

(b) CAP orientation courses are conducted by Wing, Group, or Squadron certified Level I course instructors. Unit Commanders without an authorized instructor, should submit a request for an instructor to the Wing Director of Professional Development at least 60 days in advance of the proposed course date. Courses being conducted at military facilities, except in assigned unit facilities, and requiring facilities from the base must be submitted 90 days in advance of the proposed course date, to provide sufficient time for Wing Liaison Officer (LO) administration. The unit will be notified when approved by the Professional Development Office. The following information is required in the letter of request.

(1) A proposed primary and alternate date for the course.
(2) The location the course will be conducted.
(3) The name and phone numbers of project officer.
(4) If conducted on a military base comply with all requirements outlined in the administrative section.

(c) Presentation of material and topical coverage will be in accordance with CAP Regulation 50-17 and the instructions to the **CERTIFIED** instructor. Updates of material and policy changes will be distributed to certified instructors by Wing Director of Professional Development.

(d) Course time limits shall be a minimum of one day of instruction. The Level I orientation portion of the course shall last a minimum of four hours and shall include all objectives included in the current CAPR 50-17, paragraph 3-3. The second half of the first day of training shall consist of the Cadet Protection Program Training. Instructors are encouraged to utilize the services of other wing personnel in all portions of these courses.

(e) New members are not authorized to wear uniforms until they complete Level I. Instructors will be in proper uniform.

(f) To participate in any portion of the CAP orientation course, the attendee must present a current CAP membership card or unit commander's certification of membership application.

b. **CAP Orientation Course Reporting Procedures.** At orientation classes, attendees may be from other units within the area where the course is being conducted. Therefore, the following procedures will be utilized. (See Figure 1)

1. The course instructor will complete, sign and mail directly to CAPNHQ/ETS the, “Senior Program Director's Report” (CAP Form 11). CAPNHQ will then post the information to the CAPNHQ database. The course instructor will provide copies to the Wing Professional Development Office and each member's unit commander. If possible, a Participation Letter identifying the attendees and instructors will be provided. The purpose of the participation letter, especially for the instructors is to provide documentation for Level V. The Director’s Report must contain the following information (typed or legibly printed):

(a) Name of the member as it appears on his/her membership card.
(b) Member's CAPID from ID Card (Used in place of the Social Security Number).
(c) Member's Unit Charter number from ID Card. Use complete number (Region/Wing/Unit)
(d) Member's signature.

2. The member's unit commander will ensure that completion is annotated on the member's CAPF 45/45b (master record) showing the date and location of completion of Level I training.

3. The course Instructor/unit commander will prepare and present each member with a CAPC 13, “Civil Air Patrol Orientation Program Certificate” when the orientation and CPPT are completed.

CIVIL AIR PATROL
SENIOR PROGRAM DIRECTOR'S REPORT

Submit this form immediately after completion of the school or course in accordance with reporting instructions in CAPR 50-17, *CAP Senior Member Training Program.* **This form provides information for training record updates and for training awards and promotions. Forward this form through the wing commander for signature (see** *NOTE 1)* **or mail or fax the 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

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 _____ CLC
____Orientation course ONLY _____ RSC
____Cadet Protection ONLY _____ NSC
____SLS _____ Other

Date(s) of training : _____

Wing: _____ Location: _____

PLEASE PRINT CLEARLY. SOCIAL SECURITY NUMBER AND MEMBER'S 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
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

_____ DIRECTOR'S SIGNATURE

_____ WING COMMANDER'S SIGNATURE

NOTE : Wing commander's (or designee's) signature is required for processing SLS and CLC completion and credit.
NOTE 2: For all courses, send a copy of the CAPF 11 to the wing/region senior program officer (if required by wing/region policy).
Local reproduction of this form is authorized.

CAP FORM 11, JUL 98 **PREVIOUS EDITIONS ARE OBSOLETE.** *(If needed, continue on reverse.)*

Figure 1 - CAPF 11 "SENIOR PROGRAM DIRECTOR'S REPORT "

c. **CAP Orientation Course Instructor Requirements.** The CAP orientation course will be conducted by course Instructors who have been certified as CAP Level I orientation instructors by the wing professional development officer and are assigned as instructors on a wing personnel authorization.

1. To receive certification, the instructor must complete the following requirements:

(a) Must have completed the CAP Level I orientation course (or be exempt).
(b) Must be a current member of Civil Air Patrol and maintain that membership for a minimum of two years.
(c) Have completed Level II of the Senior Training Program.
(d) Have a working knowledge of all staff positions.
(e) Under the guidance of a certified Level I Instructor, participate in a minimum of two CAP Level I orientation courses conducted by the certified instructor. During the first course, the trainee will be an observer. During the second and any necessary subsequent course, the trainee will provide the instruction to the students. The certified instructor will act as an evaluator.

2. When the unit commander is satisfied that an instructor trainee has performed in a satisfactory manner, he/she will notify the Wing Professional Development Office in writing of the satisfactory performance and recommend the trainee for certification. The group commander must concur on all squadron commander recommendations. An example of this type of letter can be seen in Figure 2.
3. To maintain currency, each certified instructor must perform at least one CAP Level I Orientation course each calendar year. Failure to do so shall be cause for withdrawal of the instructor certification. Unit and group commanders may recommend renewal of instructor certification at any time by telephone or email to the Wing Director of Professional Development.
4. The Wing Director of Professional Development will forward a list of current orientation course instructors to the Wing Director of Administration so that a Personnel Authorization can be initiated or updated.

Note: Completion documentation reaching CAPNHQ/ ETS is critical and must be on the CAPF 11 "Director's Report". No other list will be accepted by CAPNHQ/ETS

III. Extension Course Institute (ECI) Applications. ECI is the correspondence school of the United States Air Force. Its services are available without cost to eligible CAP members. Refer to CAPR 50-17 for general eligibility requirements and the USAF ECI Catalog and Guide for specific eligibility requirements. ECI has designated wing headquarters as an official ECI testing office. Wing, in accordance with CAPR 50-17, has designated a test control officer (TCO) who serves as a point of contact for ECI.

(UNIT LETTERHEAD)

DATE:

MEMORANDUM FOR GROUP CC / COWG/TTN
(IN TURN)

FROM: CC

SUBJECT: Level One Instructor Recommendation

1. I recommend that (Rank. First, MI, Last Name, CAPSN, Unit, Charter Number) be certified as a Colorado Wing Level One Instructor.

2. I certify that the nominee has been a CAP senior member in good standing for the last two consecutive years, has been trained and evaluated by a certified Colorado Wing Level One Instructor during a minimum of two Level One Orientation Courses, and is familiar with course content, presentation techniques and documentation requirements.

(Signature)
(FIRST MI. LAST, Rank, CAP)
Commander

Endorsement (DATE)

I concur in the proposed nomination.

(Signature)
(FIRST MI. LAST, Rank, CAP)
Group Commander

Figure 3-2 SAMPLE LETTER TO RECOMMEND TRAINEE CERTIFICATION

a. **Who may take ECI Courses.**

1. Senior Members in good standing who have completed Level I orientation as well as Cadets who have earned the Billy Mitchell Award may enroll in ECI courses.
2. Cadets may only enroll in specialized courses relating to the cadet's CAP duty.
3. All Senior members are encouraged to enroll in any course they believe will enhance their efficiency in any specialty.

b. **Course Recommendations.**

1. The following courses are especially relevant to senior member promotion.

(a) CAP Senior Officer Course – 00013. Part of Level II Training.
(b) Squadron Officer School (SOS) - 00024A-D. Available to senior members in the grade of captain and above as an optional portion of Level IV.

2. The following are advanced command and staff courses also available to CAP senior members.

(a) Air Command and Staff College – 00035A-C. This is an advanced level Air Force Program for senior members in the grade of major and above.
(b) Air War College (AWC) – 0042A-C. This is an advanced level Air Force Program for senior members in the grade of Lt. Col. and above.

3. The following are specialized courses that are available, designed for training in some CAP functional Areas.

(a) CAP Public Affairs Officer – 02010
(b) CAP Scanner Course – 02130A
(c) CAP Mission Observer Course – 02130B
(d) CAP Emergency Services Course – 02130D
(e) CAP Safety Officer Course – 02170

c. **Enrollment**

1. Application for ECI courses are made on ECI Form 23, "ECI Enrollment Application" (See Figure 3).
2. ECI Form 23 can be ordered from NHQ/ETS or copied from CAPR 50-17, Attachment 10B.
3. An ECI Form 23 must be submitted for each course requested and must be signed by the unit commander.
4 The ECI Form 23 is completed with an original and one copy. The original is sent directly to ECI and the copy is sent to the wing TCO. The original can be faxed to the phone number listed at the top of the form. See Figure 3a for instructions for filling out the form.

d. **ECI Services.** Once enrolled, a student requests assistance, end of course exams, address changes, or other information by submitting an ECI Form 17, "Corrected or Latest Enrollment Data", by Fax or mail. To order an ECI exam, use only the current ECI Form 17 and send it directly to ECI. If a problem cannot be resolved, contact the wing TCO. The wing TCO is the only person authorized to contact ECI directly.

e. **Course Examinations (CE).** Once the CE is ordered, the package is sent to the wing TCO. The wing TCO will forward the Course Examination to the member's unit TCO. Upon completion, the test will be returned to the wing TCO, who will forward it to ECI for grading.

1. If student passes CE.

(a) ECI sends report directly to student.
(b) The student then notifies the unit TCO of the CE results.
(c) The unit TCO notifies the wing TCO of CE results to clear wing suspense.
(d) The student is responsible for ensuring that the Professional Development Officer records the results of the CE on the student's CAPF 45. The student should retain the original and a copy is placed in the CAPF 45 Master Record.

2 If student fails the CE.

(a) A retake is mailed to the Wing TCO.
(b) The student must retake the test within the original 12 month period.

IV. Senior Training Report (STR). This is the computerized record of an individual's training progress. It is published quarterly by CAPNHQ and is intended to serve as a management tool for unit professional development officers and Commanders (CAPR 50-17). It is the responsibility of the unit professional development officer and personnel officer to review this document each time it is received. The STR information represents what is on the national database which is used to validate promotion at all levels.

a. **Processing of Senior Training Report (STR) .** The unit professional development officer must ensure that all information on the STR is correct. If not update the data as indicated below.

1. **Completion of senior member training (i.e. SLS, CLC, ECI 13, RSC, NSC, SOS, etc).** Entries to the STR are made by CAPNHQ when a CAPF 11 "Director's Report" is received. If the data is not already in the database, follow the instructions below.

(a) Each unit's professional development officer makes corrections **IN RED** to all three copies of the STR.
(b) Attach a copy of the Director's Report or other proof of course completion .
(b) Forwards one copy of the STR directly to CAPNHQ/ETS with all attachments
(c) Retains a file copy.

FAX COVER SHEET

TO: ECI (334)416-4679 DSN 596-4679

FROM: _____

Name/CAP Grades

_____

Address

_____

City, State, Zip

REGISTRAR: Please process the attached ECI Form 23

ECI ENROLLMENT APPLICATION

(TYPE or PRINT clearly. Fill out in accordance with instructions in the ECI Catalog.)

PRIVACY ACT STATEMENT

1. AUTHORITY: 44 USC 3101; 3101; 10 USC 6012; 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	2. SOCIAL SECURITY ACCOUNT NUMBER	3. IDENTITY CODE/ CATEGORY
4. NAME (Last, First Middle Initial)	5. PAY GRADE	6. REASON FOR ENROLLMENT - CODES L ☐ MANDATORY N ☐ VOLUNTARY
7. ADDRESS (OJT enrollee use address of Unit Training office) ZIP CODE	8. TCO PHONE (DSN)	
	9. COURSE TITLE	
	10. SIGNATURE AND TITLE OF APPROVING OFFICIAL SIGNATURE TITLE	
11. ZIP CODE/SHRED OF TEST CONTROL FACILITY		

ECI FORM 23, MAR 95 PREVIOUS EDITIONS WILL BE USED

Figure 3 SAMPLE ECI FORM 23

Block 1. Enter the ECI Course number from the ECI Catalog.
Block 2. Enter student's social security number
Block 3. Enter "7" in this block
Block 4. Enter student's name
Block 5. Check the "voluntary" box N
Block 6. Enter grade according to the following:

SENIOR MEMBER GRADE	**CODE**
Neither NCO nor Officer	E-I
Noncommissioned Officer	N-1
Flight Officer	FO
Technical Flight Officer	FO-1
Senior Flight Officer	FO-2
2nd Lieutenant	0-1
1st Lieutenant	0-2
Captain	0-3
Major	0-4
Lieutenant Colonel	0-5
Colonel	0-6

CADET GRADE	**CODE**
Cadet Flight Officer	CFO
Cadet 2nd Lieutenant	C-1
Cadet 1st Lieutenant	C-2
Cadet Captain	C-3
Cadet Major	C-4
Cadet Lieutenant Colonel	C-5
Cadet Colonel	C-6

Block 7. Insert “N/A”.
Block 8. Student's address and zip code.
Block 9. Enter "802206991-6” .
Block 10. Enter full title of the course from the ECI Catalog.
Block 11. The unit commander or designee must sign here and include unit number.

Figure 3a ECI FORM 23 – COMPLETING INSTRUCTIONS

2. **Completion of a Training Level (i.e. Level II, Level III, Level IV, or Level V).** If the completion date is not entered into the database, follow the instructions below.

(a) Each unit's professional development officer makes corrections **IN RED** to all three copies.
(b) Attach a copy of the CAPF 24, signed by the proper approving authorities. If this is not already on the STR, it probably was not forwarded to CAPNHQ/ETS.
(c) Forwards one copy of the STR directly to CAPNHQ/ETS
(d) Retains a file copy.

3. **Completion of a Specialty Track Rating.** If the rating is not entered into the database, follow the instructions below.

(a) Each unit's professional development officer makes corrections **IN RED** to all three copies. The entry is made by entering the rating followed by the last two digits of the CAPP (i.e. Master 04 to represent a master professional development officer).
(b) No documentation is required, but the professional development officer is required to validate any upgrades using the CAP Pamphlet for the specialty track. Many have time limits and specific criteria that must be met.
(c) Forwards one copy of the STR directly to CAPNHQ/ETS
(d) Retains a file copy.

V. Application to attend Corporate Learning Course (CLC) or Squadron Leadership School (SLS). Wing is tasked by CAPNHQ to provide quality Squadron Leadership Schools and Corporate Learning Courses. These courses must meet the standards established by CAPR 50-17. These training activities are conducted by various units in the wing. The use of lower level units to conduct these activities provides a means for increasing the number of activities conducted each year and increasing the number of trained and experienced individuals to conduct them.

a. **Requests to Host a Training Activity.** Groups may petition the Wing Professional Development Officer for permission to host/conduct a CLC or SLS. This petition is made in letter format to the Wing Professional Development Officer, no later than 60 days prior to the proposed date of the activity. Any combination of these activities may be hosted on the same dates. Courses conducted on military facilities must be submitted 90 days prior to the activity to provide sufficient time for the Liaison Officer and Liaison Region to procure authorizations.

1. The type of activity or activities requested.
2. The proposed location for the activity.
3. Name, grade, CAPID, telephone numbers (both home and work) for the Project Officer for each activity requested.

	STUDENT SLS	CLC	STAFF SLS	CLS
Member of CAP a minimum of:	**6 MO**	**6MO**	**12 MO**	**12 MO**
Level II Specialty Track of at least	**N/A**	**Tech**	**Master**	**Master**
Have Previously Attended:	**Level I**	**SLS**	**SLS**	**CLC**
Completed Level			**II**	**II**

Figure 4 - Student and Staff Prerequisites for SLS and CLC

4. Upon receipt and review of the petition, the Wing Professional Development Officer will notify the requester of any problems and make arrangement to change/ reschedule part or all of the request. When satisfied with the preliminary arrangements, the requesting unit will be notified in writing and provided further instructions and guidance if requested.

5. Group/CC approval is mandatory for all squadron petitions to host either a CLC or SLS.

NOTE: <u>NO CAP UNIT MAY CORRESPOND DIRECTLY WITH ANY MILITARY ACTIVITY</u>. ONLY HQ CAP-USAF, USAF-CAP Logistics Region, and Wing Liaison Offices may correspond directly with a military activity, It would be preferred that all correspondence requiring Liaison Officer action be submitted through channels, for the Wing/Region Commander's approval, prior to submission to the Liaison Officer. Delay will be encountered when correspondence sent directly to the Liaison Officer is returned to Wing/Region Commander's for review and approval. Once the Liaison Officer arranges for use of military facilities, the POC or approved representatives may continue to communicate with arranged contacts.

b. **Prerequisites for Student and Staff.** Figure 4 lists the student and staff prerequisites for CLC and SLS activities.

c. **Application to Attend as Student or Staff.**

1. **Student Applications:**

(a) Prepare CAPF 17 in three copies.
(b) Be sure the following items are entered in the appropriate spaces on the application.
(1) Unit of assignment Charier Number
(2) Unit Commander's signature.
(3) Date of Level I completion.
(4) Date of attendance as needed.
(5) Level II specialty track and skill rating.

(c) Follow the direction in the announcement referring to the remittance and where to forward the original and first copy of the CAPF 17. Retain the third copy for unit files.

2. **Instructor/Staff Application Procedure.**

(a) Prepare CAPF 17 in three copies.
(b) Be sure that the following items are entered in the appropriate spaces on the application:

(1) Unit of assignment Charter Number.
(2) Unit Commander's signature.
(3) Date of Level I completion.
(4) Date of attendance (as appropriate).
(5) Level II specialty track and skill rating.
(6) Level III completion date (for CCS only).

(c) Across the top margin of the CAPF 17 write either **"Instructor"** or **"Staff'** in large, bold letters.
(d) Forward the original and first copy as directed in the announcement. Retain the third copy for unit files.
(e) Applications must be received on or before the application deadline.
(f) It will be the responsibility of the course director and/or his/her staff to provide a letter of acceptance to each student and staff member.
(g) No later than 30 days prior to the school start, the director of the school will provide a listing of proposed instructors and their subjects to the Director of Professional Development for final approval.
(h) The CLS/SLS course director must contact CAPNHQ/ETS a minimum of 30 days in advance and request course materials.

	Minimum Grade	Organizational Position	Completion of
Region Staff College	CAP Officer	Command or Staff Position	Level III
National Staff College	Major	Wing and Region personnel, staff officers and commanders who have attended Region Staff College are given preference	Level III

Figure 5 - Student Prerequisites for RSC and NSC

VI. REGION AND NATIONAL STAFF COLLEGES APPLICATIONS. All applications for the Region and National Staff Colleges must be sent to the Wing Professional Development Officer, in an original and two copies for the Wing Commander's signature and forwarding to CAPNHQ/ETS. See Figure 5 for the prerequisites established by CAPNHQ for attendance at each of these activities.

a. Application to attend as student.

1. Prepare CAPF 17 in three copies.
2. Be sure that the following items are entered in the appropriate spaces on the application:
   (a) Unit of assignment Charter Number.
   (b) Unit Commander's signature.
   (c) Date of Level I completion.
   (d) Date of Level II completion.
   (e) Date of Level III completion.
   (f) Current Command or Staff Position.

3-7. TESTING OFFICERS. Each unit is required to assign a Unit Testing Officer. Documentation of this assignment is accomplished by completing CAPF 53, "Signature Verification Card". Submit the original to CAPNHQ/ETS and copies to the Group/ Professional Development Officer and the Wing Professional Development Officer. Refer to CAPR 50-4, "Test Administration and Security", for specific details about this requirement. The following are special emphasis items of which all unit personnel officers should be aware.

a. The CAPF 53, See Figure 6, is to contain the name and signature of the following individuals:
   1. The Unit Commander.
   2. The Deputy Commander for Cadets (Composite Squadrons only).
   3. The Unit Testing Officer.
   4. The Unit Alternate Testing Officer.

b. The Unit Commander may not serve as testing officer or alternate testing officer.

c. Individuals serving in a dual capacity should sign only for the highest position.

d. A new CAPF 53, with all names and signatures must be immediately prepared and forwarded by the unit whenever there is a change in any of the listed individuals or positions.

e. Original CAPF 53's must be submitted to CAPNHQ/ETS. Photo copies may be provided to Group and Wing.

3-8. APPLICATION FOR SENIOR MEMBER TRAINING PROGRAM AWARDS. The Senior Member Training Program has four awards associated with completion of various levels of training. Although it is the members responsibility to manage his/her own training, the Professional Development Officer should be aware of the training needs of the members of his/her unit. The Professional Development Officer in conjunction with the Personnel Officer should be aware of the qualifying equivalents for prior military personnel, in attachment 2 of CAPR 50-17, which will give credit toward some of the training level requirements. It is important for promotion criteria that training levels are updated in a timely manner. The following information should be utilized when preparing applications for these awards:

NOTE: Remember that the requisite classes such as SLS, CLS, RSC, and NSC are not the only requirements for achieving one of these critical levels of training. Review the CAPF 24 criteria.

NOTE: The Senior Member Training requirements are not required for many of the professional members and many of the prior officers of the armed forces. But, they should be encouraged to accomplish these activities. Greater knowledge of the actual operation of the CAP programs will be an asset if they are ever selected for command.

a. **Form Required.** All applications for a training award must be on the latest version of CAPF 24, "Application for Senior Program Awards". Complete and submit applications in accordance with the instructions on the back of the form.

b. **Level II, Senior Member Certificate of Proficiency.**

1. The Professional Development Officer initiates the CAPF 24 for signatures and ensures that the following criteria have been met.
   (a) Completed Level I
   (b) Completed SLS or qualifying equivalent.
   (c) Completed ECI 13 or qualifying equivalent.
   (d) Qualified for a Specialty Track Rating of at least Technician.
2. The unit commander forwards the approved application for award of the Senior Member Certificate of Proficiency, Level II, direct to CAPNHQ/ETS.

NOTE: If member is eligible for a qualifying equivalent, CAPR 50-17, Attachment 2, it should be identified early in the members membership and reported to CAPNHQ/ETS for credit on the database. Equivalents must be no older than 20 years from time of CAPF 24 application.

c. **Level III, Grover Loening Aerospace Award.**

1. The Professional Development Officer initiates the CAPF 24 for signatures and ensures that the following criteria have been met.

(a) Completed Level II
(b) Be assigned to a command or staff position.
(c) Completed RSC or qualifying equivalent.
(d) Qualified for a Specialty Track Rating of at least Master.
(e) Attend two national, region, or wing conferences

2. The unit commander forwards the approved application for award of the Grover Loening Aerospace Award, Level III, through Wing Headquarters to CAPNHQ/ETS.

d. **Level IV, Paul E. Garber Award.**

1. The Professional Development Officer initiates the CAPF 24 for signatures
(a) Completed Level III
(b) Be assigned to a command or staff position.
(c) Completed CLC or qualifying equivalent.
(d) Qualified for a Specialty Track Rating of at least Senior.
(e) Staff member at a national, region, or wing conferences **or** as a staff member at SLS or CLC.
(f) Presentation to a non-CAP group on a CAP related subject **or** prepare an aerospace manuscript for publication.

2. The unit commander forwards the approved application for award of the Paul E. Garber Award, Level III, through Wing Headquarters to CAPNHQ/ETS.
.

e. **Level V, Gill Robb Wilson Award.**

1. The Professional Development Officer initiates the CAPF 24 for signatures and ensures that the following criteria have been met.

(a) Completed Level IV
(b) Be assigned to a command or staff position.
(c) Completed NSC or qualifying equivalent.
(d) Conduct a Level I orientation course **and one** of the following
(1) SLS or CLC director
(2) Staff member at an RSC or NSC

2. The unit commander forwards the approved application for award of the Gill Robb Wilson Award, Level III, through Wing and Region Headquarters to CAPNHQ/ETS.

Note: Be sure all information required for the specific award requested is either listed on the Senior Training Report (STR) or on the CAPNHQ database. Or attach support documentation of the required information to the award application.