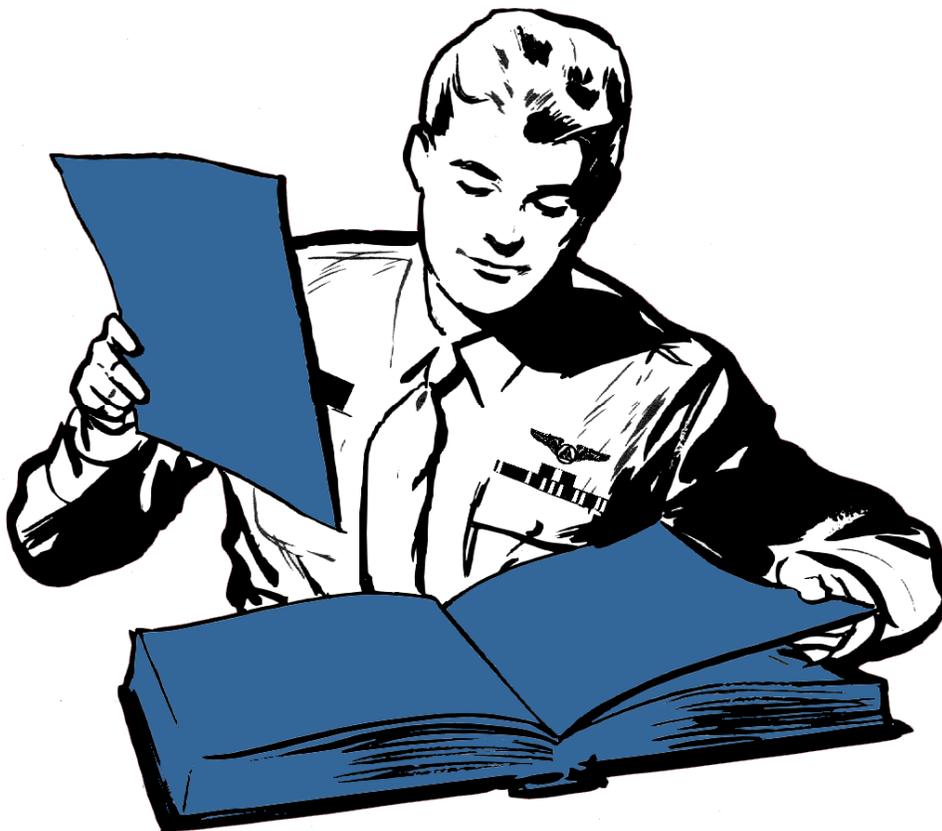


Chapter 5

INDIVIDUAL PROGRESSION



Just as we all took steps progressing from one level to the next in school and perhaps as well at work, Civil Air Patrol too has levels of progression. Each step in the process is designed to hone skills you have already learned and to teach you new ones. The cadet program and professional development program for senior members are slightly different from each other; however the goal is the same.

Officer Progression



Before you learn the steps of progression for an officer, you should clearly understand what an officer is and the ideals of officership. An officer is an individual who has agreed to a commitment to hold a rank of authority and take on the obligations and responsibilities set forth for the good of the public. This commitment begins when an officer is appointed either by grade or duty assignment and ends or changes only when the officer has been relieved of their current duties, resigns, retires or is demoted. General Bennie L Davis, former Commander in Chief Strategic Air Command, states "...Officership is a profound commitment that transcends personal gain....It is an attitude, concept, and philosophy." Officership means something different to each individual. But to each, the overriding concern should be service to one's country – service above all else.

R.H.I.P

Rank has its privileges...

But more importantly,

R.H.I.R

Rank has its responsibilities!

Officership is a step-by-step process in which you take time and care to learn and gain experience at each level taking full advantage of all the requirements. It is not a race to become "King of the Hill".

Although advance promotion can occur from time-to-time due to organizational situations, such promotion should be the very rare exception and avoided at all cost.

Officer progression is broken into five levels. Each level progresses on the previous level building a member's skills from a follower to a high level leader. It is important to remember that progression is not a race. Each officer should take care to absorb all the possible information, training and experience from each level. This will insure you won't find yourself in a position of leadership with no understanding of what is expected of you let alone how to do the job. Let's go over each level.

Level I – Orientation

Level I training provide new senior members with information required for active membership in CAP. This level consists of the Orientation Course, Operational Security (OPSEC), and Cadet Protection Program Training (CPPT). Shortly after joining CAP, the member receives a collection of pamphlets and manuals. Members should study these materials prior to attending a Level I Orientation Course. The Level I Orientation Course provides basic information about the CAP program. CAP requires completion of Level I and time-in grade for promotion to the grade of second lieutenant.

Level II – Technical Training

In this level, the member acquires a technical skill and begins receiving basic training in leadership and management topics. CAP presents study material in pamphlets called Specialty Track Study Guides (more about this later). Each member, in coordination with the unit commander and unit Professional Development Officer, selects a specialty based on individual interests and the needs of the unit. Squadron Leadership School (SLS), a formal course, trains squadron-level members to perform their squadron jobs and introduces leadership and management techniques. Level II training also includes the Air Force Institute for Advanced Distributed Learning (AFIADL) CAP Senior Officer Course. CAP requires completion of Level II and time-in grade for duty performance promotion to the grade of captain.

Level III – Management

Officers desiring to serve in CAP management positions train at this level. Completion of Level III requires attending a Corporate Learning Course (CLC) and other specialized requirements. CAP requires completion of Level III and time-in-grade for duty performance promotion to the grade of major.

Level IV – Command and Staff

This level concentrates on officers desiring to become leaders in CAP. Every wing and region commander, and those members being groomed to replace them, should complete Level IV. CAP requires members to complete Region Staff College (RSC) at this level. Members unable to attend a region staff college may complete the USAF Squadron Officer School (SOS) by correspondence or any of the Professional Military Education (PME) equivalents. In order to receive a duty performance promotion to the grade of lieutenant colonel, members must complete Level IV and time-in-grade.

Level V – Executive

Those performing the duty as commanders or staff officers train at this level. This level concentrates on advanced leadership and

management subjects. To complete this level, officers attend the National Staff College (NSC). Members unable to attend the college may elect to complete the USAF Air Command and Staff College (ACSC) by correspondence or any of the Professional Military Education (PME) equivalents.

Specialty Tracks

Except for professionals in law or medicine who join specifically to perform these functions, members select specialty tracks based on their personal interests and the unit's need, as determined by the unit commander. There are three primary factors your unit commander should consider in making the initial selection include:

- Member's current duty position if any.
- The unit's manning requirements.
- Individual's capabilities, interests, and achievements.

After selecting a specialty, the member downloads the appropriate study guide from the <http://cap.gov> and/or training course from the Air Force Institute for Advanced Distributed Learning. Contact the unit or wing test control officer to enroll in the AFIADL course. Typically, the study guide directs the member's self-study and on-the-job training (OJT) through the three skill ratings in the specialty (i.e., Technician-1, Senior-2, or Master-3). Each specialty track identifies appropriate schools, courses, and suggested readings. Concurrently, the member should have a trainer assigned to assist in applying information learned to actual job performance.

Each specialty track has an assigned code number used for entering the data on the PDR. The code number usually relates directly to the number assigned to the training material for that particular track. Some specialties such as operations officer may require completion of training from a combination of several specialty tracks.

The professional fields of law and medicine (219 and 220) do not have study guides. These positions have only a position code number. Promotion criteria for these members are outlined in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*. Members of these professions may enter any of the other training tracks desired using the training guide for those specialties.

When a member achieves proficiency in all the requirements for the technician, senior, or master rating, the member and trainer coordinate with the Professional Development Officer and the unit commander to enter the appropriate rating on both the member's master record, CAPF 45b (Attachment 4), eServices, and the unit's PDR. The unit commander approves by initialing the CAPF 45b. Progression in the Senior Member Professional Development Program completes eligibility requirements for duty-performance promotion, provided the member has met all requirements of CAPR 35-5.

Duty Performance Promotion Requirements

Progression from one grade to the next may be done by either a special appointment due to a particular set of skills that an individual may apply to the Civil Air Patrol such as a commercial pilot, doctor or

Here is a list of current specialties available

- 200 Personnel
- 201 Public Affairs
- 202 Finance
- 203 Inspector General
- 204 Professional Development
- 205 Administration
- 206 Logistics
- 210 Flight Operations
- 211 Operations
- 212 Standardization-Evaluation
- 213 Emergency Services
- 214 Communications
- 215 Aerospace Education
- 216 Cadet Programs
- 217 Safety
- 218 Plans and Programs
- 219 Legal
- 220 Health Services
- 221 Chaplain
- 223 Historian
- 225 Moral Leadership
- 226 Recruiting and Retention
- 227 Information Technology
- 228 Drug Demand Reduction

lawyer or by duty performance. In most cases, duty performance is the track of progression so we will focus on it.

As a new senior member you are eligible for promotion to second lieutenant in no less than six months. In that time you will be required to complete the Cadet Protection Policy, Level One instruction, select a specialty track and study any additional materials that may be provided to you. As you continue in the Civil Air Patrol, the time requirements and training will increase. Here is a chart outlining the requirements.

Duty Performance Requirements Chart

TO BE ELIGIBLE FOR PROMOTION TO:	MINIMUM SKILL LEVEL (SEE LEVEL PROGRESSION CHART)	PLUS TIME-IN-GRADE OF:
Second Lieutenant	Level I	6 months as a senior member
First Lieutenant	Technician in a Specialty Track	12 months as a 2d Lt or TFO (or combination thereof)
Captain	Level II	18 Months as a 1 st Lt or SFO (or combination thereof)
Major	Level III	3 years as Captain
Lieutenant Colonel	Level IV	4 Years as Major

Level Progression Chart

ACHIEVEMENT	LEVEL	PREREQUISITES	COMMAND OR STAFF ASSIGNMENT	PROF. COURSES	SPECIALTY TRACK	LEADERSHIP	ACTIVITY	AWARDS
Orientation	I	None	None	Orient., OPSEC, & CPPT	Select a Specialty Track	None	Study Senior Handbook Materials	Membership Ribbon
Technical Training	II	Complete Level I	None	SLS	Technician Rating	None	Complete CAP Senior Officer Correspondence Course	Certificate of Proficiency
Management	III	Complete Level II	Total of 1 Year	CLC	Senior Rating	Attend Two National, Region, or Wing Conferences		Grover Loening Award
Command and Staff	IV	Complete Level III	Total of 2 Years	RSC or Equiv.	Master Rating	Serve as a Staff Member for SLS, CLC, UCC, or National, Region, or Wing Conference	Public Presentation to a Non-CAP Group or An internal or External AE Presentation of Earn the Yeager Award	Paul E Garber Award
Executive	V	Complete Level IV	Total of 3 Years	NSC or Equiv.	None	Serve as a Staff Member for RSC/NSC or Director of SLS, CLC, or UCC	Conduct a Level I Orientation Course	Gill Rob Wilson Award

Flight Officer & Non-Commission Officer Progression

As with officer, we will begin by discussing what is a Flight Officer and Non-Commissioned Officer (NCO). Flight Officers are members between the ages of 18 and 21 years old. It is designed as means of transition for cadets or joining members who have entered the senior member program and are eligible to be an officer with the exception of being younger than 21 years old. Flight Officers do not hold the same responsibilities and privileges as officers, however they may hold a higher responsibility than Non-Commissioned Officers. Non-Commissioned Officers or NCOs in the Civil Air Patrol are for those senior members who are former or current military NCOs and do not wish to be considered for officer appointment.

Tradition: An Officer wears the grade on their shoulders as a reminder of the constant burden of responsibility that weighs on them.

The NCO wears the grade on the sleeve as a symbol of their strength that carries the force.

Flight Officer Progression

Flight Officer progression is similar to that of CAP Officers. They must follow and complete the first two levels of the officer program as identified earlier in this chapter. Flight Officers may, and are encouraged to, continue to complete additional officer levels. The focus however is on the first two levels primarily because the time a flight officer completes these level, they will have turned 21 years old and transferred to an officer status.

Final promotion authority for a Flight Officer is retained by their immediate commanding officer. Cadets who have completed the General "Billy" Mitchell milestone award or higher, may be eligible for advance appointment to the grade of Flight Officer.

Non-Commissioned Officer Progression

Non-Commissioned Officers progression is also similar to that of CAP Officers. They must follow and complete level one of the officer program. Additional level completion is encouraged, however is not mandated for promotion as it is for officers. Like Flight Officers the final promotion authority for NCOs is retained by their immediate commanding officer.

Duty Performance Requirements Chart

TO BE ELIGIBLE FOR PROMOTION TO:	MINIMUM SKILL LEVEL (SEE LEVEL PROGRESSION CHART)	PLUS TIME-IN-GRADE OF:
Flight Officer (FO)	Level I	3 months as a senior member
Senior Flight Officer (SFO)	Technician in a Specialty Track	6 months as a FO
Technical Flight Officer (TFO)	Level II	12 Months as a SFO
TO BE ELIGIBLE FOR PROMOTION TO:	MINIMUM SKILL LEVEL (SEE LEVEL PROGRESSION CHART)	ELIGIBILITY
CAP Non-Commissioned Officer Grade	Level I	Former or current military NCO grade

Cadet Progression



Cadet Progression is broken into five phases. The first is an optional phase called the motivation phase followed by phases one to four. Phases one to four are further separated into achievements. To progress from one grade to the next, cadets must pass each of the requirements per achievement.

Phase One

Phase One is the Learning Phase. The primary focus for cadets is followership. This phase has three achievements: a. John F Curry, b. Hap Arnold, and c. Mary Feik. In each achievement, cadets are required to pass a leadership test, aerospace test (except the first achievement), a physical fitness test, attend at least one squadron activity, participate in a moral leadership class, and pass a promotion review evaluation.

At the completion of the three achievements, cadets will then be eligible to take the phase test called the Wright Brothers test. Upon successful completion of this test, cadets can then progress to the next phase. Each phase test is considered a milestone in the cadet program.

Phase Two

Phase Two is the Leadership Phase. The primary focus for cadets is to learn how to lead small teams. This phase has five achievements: a. Eddie Rickenbacker, b. Charles Lindberg, c. Jimmy Doolittle, d. Dr Robert Goddard, and e. Neil Armstrong. In each achievement, cadets are required to pass a leadership test, aerospace test, a physical fitness test, attend at least one squadron activity, participate in a moral leadership class, and pass a promotion review evaluation.

At the completion of the five achievements, cadets will then be eligible to take the phase test called the Billy Mitchell test. Upon successful completion of this test, cadets can then progress to the next phase.

Phase Three

Phase Three is the Command Phase. The primary focus for cadets is to learn how to lead indirectly. This phase has three achievements: a. Flight Commander, b. Administrative Officer, and c. Public Affairs Officer. In each achievement, cadets are required to pass a leadership test, aerospace test, a physical fitness test, complete a staff duty analysis, attend at least one squadron activity, participate in a moral leadership class, and pass a promotion review evaluation.

At the completion of the three achievements, cadets will then be eligible to take the phase test called the Amelia Earhart test. Upon successful completion of this test, cadets can then progress to the next phase.

Phase Four

Phase Four is the Executive Phase. The primary focus for cadets is to learn how to lead multiple teams indirectly and set long term goals for their unit. This phase has five achievements: a.

Promotion Requirements

Cadets will be promoted at the completion of most achievements and phases. Below is a table outlining when a cadet is eligible for promotion and to what grade.

Leadership Officer, b. Aerospace Education Officer, c. Operations Officer, d. Logistics Officer, and e. Cadet Commander. In each achievement, cadets are required to pass a leadership test, aerospace test, a physical fitness test, complete a staff duty analysis, attend at least one squadron activity, participate in a moral leadership class, and pass a promotion review evaluation.

At the completion of the four achievements, cadets will then be eligible to take the phase test called the General Ira C. Eaker test. The General Ira C. Eaker Award marks completion of Phase IV of the Cadet Program, "The Executive Phase."

After receiving the Eaker Award, the cadet is eligible to take the comprehensive exams for the Spaatz Award. Upon successful completion of this test the cadet will have completed all objective in the cadet program.

Path of Progression in the Civil Air Patrol Cadet Program

PHASE	ACHIEVEMENT	REQUIRMENTS					GRADE
		LEADERSHIP	AEROSPACE	FITNESS	MORAL LEADERSHIP	ACTIVITY	
I The Learning Phase	Optional Orientation	Orientation	Orientation	Orient.	Orientation	Orientation	C/AB
	1. John Curry	Chapter 1	None	CPFT	Foundation Module	Participate Actively	C/Amn
	2. Hap Arnold	Chapter 2	Any Module	CPFT	I Forum	Participate Actively	C/AIC
	3. Mary Feik	Chapter 3	Any Module	CPFT	I Forum	Participate Actively	C/SrA
	WRIGHT BROTHERS	Exam	None	CPFT	None	Participate Actively	C/SSgt
II The Leadership Phase	4. Eddie Rickenbacker	Chapter 4	Any Module	CPFT	I Forum	Participate Actively	C/TSgt
	5. Charles Lindberg	Chapter 5	Any Module	CPFT	I Forum	Participate Actively	C/MsGt
	6. Jimmy Doolittle	Chapter 6	Any Module	CPFT	I Forum	Participate Actively	C/SMSgt
	7. Robert Goddard	Chapter 7	Any Module	CPFT	I Forum	Participate Actively	C/CMSgt
	8. Neil Armstrong	Speech & Essay	None	CPFT	I Forum	Participate Actively	
	MITCHELL AWARD	Exam	Exam	CPFT	None	Participate Actively	C/2d Lt
III The Command Phase	9. Flight Commander	Chapter 8 & SDA	3-Chapter Block	CPFT	I Forum	Participate Actively	
	10. Administrative Officer	Chapter 9 & SDA	3-Chapter Block	CPFT	I Forum	Participate Actively	C/1 st Lt
	11. Public Affairs Officer	Chapter 10 & SDA	3-Chapter Block	CPFT	I Forum	Participate Actively	
	EARHART AWARD	Exam	Exam	CPFT	None	Participate Actively	C/Capt
IV The Executive Phase	12. Leadership Officer	Chapter 11 & SDA	None	CPFT	I Forum	Participate Actively	
	13. Aerospace Ed Officer	Chapter 12 & SDA	None	CPFT	I Forum	Participate Actively	
	14. Operations Officer	Chapter 13 & SDA	3-Chapter Block	CPFT	I Forum	Participate Actively	C/Maj
	15. Logistics Officer	Chapter 14 & SDA	3-Chapter Block	CPFT	I Forum	Participate Actively	
	16. Cadet Commander	Chapter 15 & SDA	3-Chapter Block	CPFT	I Forum	Participate Actively	
	EAKER AWARD	Speech & Essay	None	CPFT	None	SDA Staff Service & Leadership Academy	C/Lt Col
SPAATZ AWARD	-	Exam	Exam	CPFT	Essay Exam	Participate Actively	C/Col

SUMMARY EXERCISE

1. How many levels are there in the senior member program?

2. In which senior member level does a member acquire a technical skill and begins receiving basic training in leadership and management topics?

3. Name four senior member specialty tracks.

a. _____

b. _____

c. _____

d. _____

4. Who retains the final promotion authority for flight officers?

a. The national commander

b. The region commander

c. The member's Group commander

d. The member's immediate commander

5. Non-Commissioned Officers (NCOs) must complete Level One, however additional level completion is not mandated.

a. True

b. False

6. How many phases are in the cadet program?

7. What is the title of the first phase and the first achievement in the cadet program?

8. What is the first milestone in the cadet program?

a. The Wright Brothers Award

b. The Mitchell Award

c. The Earhart Award

d. The Spaatz Award

9. What is the highest award in the cadet program earning the cadet the grade of cadet colonel?

a. The Wright Brothers Award

b. The Mitchell Award

c. The Eaker Award

d. The Spaatz Award

10. Review the cadet progression chart on page 5-7. Cadets Basics who are working towards the first achievement must complete all requirements except _____.

a. Leadership

b. Aerospace

c. Moral Leadership

d. Fitness

NOTES
