



New Horizons

Guide for Cadet to Senior Member Transition



Table of Contents

Topic	Page
Preface.....	3
Foreword.....	4
Comparing Structures	5
Definitions and Professional Development Resources	7
Getting Started.....	10
Overview of the Professional Development Program	15
Conclusion	21

Preface

This pamphlet is designed to guide cadets as they transition from cadet to senior membership status.

Features for this pamphlet include:

A comparison of the cadet and senior professional development education structures.

Definitions and resources lists for publications and programs most frequently used by senior members.

Information on whom at the local unit, you should speak to when going through the transition process.

A description of the senior member professional development program levels I - III.

Foreword

CAP needs you...

Your training and experience as a cadet provide an excellent foundation for the opportunities of the future. You are valuable to CAP, your experience as a cadet makes you a role model to the younger cadets, and you are an important resource to the senior staff in your unit. Life as a senior member is full of new challenges and hard work but is very rewarding. This pamphlet will help you on your path to senior membership.

Purpose of This Guide

The purpose of this guide is simple: to give you, the 18 – 20 year old cadet, an outline of the activities, programs, and progression in the Senior Member Professional Development Program. Whether you have been in CAP for one year or five years, transition from cadet to senior membership represents a new beginning – an opportunity to move into a new role, with new responsibilities and new opportunities to grow.

The purpose of this guide is also to give you a place to start. It will describe the Senior Member Professional Development Program, its component parts, and how you fit into the “Total Civil Air Patrol”. It will list and briefly describe some of the most frequently used terms and resources so you will know where to find the answers to your questions ***It also outlines what eligible benefits cadet membership may entitle you to when you become a senior member.*** Finally, it will provide you with a few helpful tips to make the transition easier for you and your unit.

Questions You Should Ask

There is life in CAP after cadet membership, and it can be just as rewarding and fulfilling. However, there are some questions that nearly all cadets ask themselves as they become eligible to, “turn senior:”

What do senior members really do?

How does the training program work?

Will there be anyone to help me learn my job, or will I be on my own?

Comparing Structures

Introduction

A good starting point in understanding what the Senior Member Professional Development Program is all about is to compare its structure to that of the Cadet Program. Understanding the differences between the structures and understanding the reasons why the differences exist is key in charting your course of participation in Professional Development.

Cadet Program Structure

As you know, the Cadet Program is structured around mentoring, assigned readings, classroom discussion, self-study, structured activities, and periodic examinations. These materials and class structure are designed to provide guidance and conformance to a uniform program of learning and growth through all phases of the cadet career.

The subjects discussed in the cadet program, which include leadership education, character development, aerospace education, and physical fitness are the core of the cadet's learning experience and are uniform throughout the cadet program.

For the administrators of the program, (Leadership Officers and Deputy Commanders for Cadets) the structure provides a series of goals for the cadets to achieve within a defined structure. Therefore, an evaluation of the cadet's progress is simplified because the goals are already defined.

Professional Development Program Structure

The Senior Member Professional Development Program offers senior members more flexibility in setting their goals and how to achieve their goals. Like the Cadet Program there is a definite structure for progression, but unlike the Cadet Program, where the achievement structure is focused towards passing achievements, the Professional Development Program is focused towards building skills that make the unit work. Consequently, it will be your responsibility to seek out training opportunities and to grow as an officer as you progress in rank and responsibility.

Professional Development Resources

Additionally, unlike the cadet program, the professional development program relies heavily on, “on-the-job training”. Senior members help chart their own course for training. They set the pace of their own training and in conjunction with their squadron leadership select their specialty track.

To help senior members receive the training they need, the member has Specialty Track Study Guides which are pamphlets designed to provide the member with an overview of a particular staff position, list duty requirements, and the criteria to achieve a skill level. This way, members can learn their job while they do their job. Most of the study guides have no independent study or examination requirement (though there are exceptions). It is up to the senior member to learn about the job by reading the specified regulations, manuals, and other training aids to master the specialty chosen.

CAP Directives

This brings up an important point. The primary source for research and guidance for senior members are CAP manuals and regulations, all located on CAP’s website. It is a good idea to download a current set of CAP publications so you can have continuous reference, even away from the unit. Check back often to make sure your references are current.

Online Options

In addition to the study guides, senior members also choose from a variety of online courses to develop their skills. New courses, designed to meet specific needs of the senior member, are added all the time.

Classroom

The classroom time that senior members do have is structured around seminar-type discussions at conferences and courses. There are also five primary courses, which senior members complete as requirements towards Senior Member Professional Development awards as well as several other optional courses for those in specific specialties. Both the awards and schools will be described in detail later in this guide.

Cadet and Professional Development Program Similarities

In a final comparison of the cadet and senior professional development programs; there are two areas the programs have in common: drill and ceremonies, and customs and courtesies. As the auxiliary of the United States Air Force, *all* members are required to be familiar with drill and ceremonies, and customs and courtesies. The good news is, as former cadets, you will have the advantage of already being proficient at this component of CAP life.

Definitions and Professional Development Resources

Definitions and Resources

It helps to know the language, so before going further it's useful to present a list of the most frequently heard and used acronyms and terms, with brief explanations.

PDR: Professional Development Report. This is CAP's **official** record of your progress (available online). It documents your participation in the Professional Development program. It also shows your grade, date of rank, and other information.

Specialty Track: This is a three-digit code that CAP uses to identify its different staff positions and jobs, for example: Logistics, Cadet Programs, Aerospace Education, etc. A listing of all current specialty tracks available is listed on page 17.

Specialty Track Ratings: Specialty tracks have three levels of achievement: Technician, Senior, and Master.

Professional Development Officer (PDO): This officer has the responsibility of planning, implementing, and tracking member progress through the Professional Development program within their unit. It's their job to help you get the training you need.

Level I is the initial entry training for all active seniors entering CAP. It consists of the following components:

Foundations Course: This is the introductory course describing the basic structure and functions of CAP. Depending on the level of a cadet's progression, this portion may be waived.

CPPT: Cadet Protection Program Training. This is a **mandatory** program for all active senior members, as well as cadets 18 years of age or older. This course heightens awareness of inappropriate behavior towards CAP members and is designed to help CAP protect all members, especially its youngest members, from all types of abuse, including sexual abuse.

EO: Equal Opportunity Training. This **mandatory** component of Level I provides a basic awareness of CAP's Equal Opportunity policy and procedures. It must be taken regardless of your level of achievement in the Cadet Program when one becomes a senior member.

OPSEC: Operations Security Awareness Training. This mandatory component of Level I provides basic awareness training concerning the use

of information, data, and capabilities of CAP and its missions. If you have an eServices account, you likely have had this training.

IST: Introduction to Safety Training for New Members. This mandatory component of Level I provides basic safety awareness. You will likely have already taken this training.

SLS: Squadron Leadership School. A requirement for Level II (Davis Award), this course is designed to provide an orientation to basic squadron operations, customs and courtesies, and verbal/written communications.

CLC: Corporate Learning Course. A requirement for Level III (Loening Award), this course provides an orientation to wing level operations and how those operations interact with squadron activities.

RSC: Region Staff College. A requirement for Level IV (Garber Award), These colleges (one annually per region) provide selected senior members with the ability to better execute the duties and responsibilities associated with CAP command and staff positions.

NSC: National Staff College. A requirement for Level V (Wilson Award). This is the capstone requirement for a CAP member's executive training. It is designed to meet the needs of those members who are, or will be, assuming wing, region or national positions within Civil Air Patrol.

IGC: Inspector General College. A national-level school for CAP Inspectors General. Note: The IG Senior Level Training Course is a prerequisite for the IGC.

NLOC: National Legal Officer College. A national-level school for CAP Legal Officers

OBC: Officer Basic Course: An in-depth online course covering CAP organization, small-unit leadership, and communications skills. A requirement for the Benjamin O. Davis Award.

UCC: Unit Commanders Course. While not mandatory, this course prepares selected members for the rigors of squadron and group level command.

AEPSM: Aerospace Education Program for Senior Members (also called the Yeager Award). This training program is designed to provide senior members with a strong foundation in aerospace education and is very similar to the aerospace requirement of the cadet program. This self-study course, using the text, *Aerospace: the Journey of Flight*, can be taken either open book (correctable to 100%), or closed book (70% minimum passing grade, correctable to 100%).

ADL: Advanced Distributive Learning. An online network-based, learning on demand, method of training and education that takes place without requiring the physical presence of an instructor.

200 Series Pamphlets: These are CAP's specialty track training guides used to assist members in learning their specialty track.

CAPR 20-1: *Organization of Civil Air Patrol.* This regulation provides in-depth analysis of the various command structures within CAP as well as a list and explanation for every member duty position within CAP.

CAPM 39-1: *CAP Uniform Manual.*

CAPR 39-2: *Civil Air Patrol Membership.* This regulation defines CAP membership categories and prescribes proper administrative procedures for membership application and renewal.

CAPR 35-1: *Assignment and Duty Status.* This regulation provides guidance on assignment and duty status procedures.

CAPR 35-5: *CAP Officer and NCO Appointments and Promotions.* This regulation describes procedures on CAP promotions and demotions.

CAPR 50-17: *CAP Senior Member Professional Development Program.* This is the primary source of information pertaining to your development as a senior member.

CAPP 50-5: *Introduction to Civil Air Patrol.* This pamphlet is the companion to the Level I Foundations Course and discusses CAP's rich heritage, organization, resources, and missions.

Getting Started

It's important as you think about becoming a senior member that you understand why it's important to make the decision and begin the transition before your 21st birthday. It takes positive action on your part to start the transition. Otherwise, on your 21st birthday, you will automatically be placed in the Patron member rolls, until your annual membership expires.

Applying for Senior Membership

Becoming a senior member is not automatic. You begin by filling out a CAP Form 12, Application for Senior Membership, along with the accompanying fingerprint card. Be sure to write "CADET TO SENIOR" across the top of the CAPF 12 to clarify your status and avoid paying additional dues for the year.

What the Transition Means To You

Becoming a senior member signals your new future in Civil Air Patrol. It's an acknowledgement of what CAP has given you, and recognition that you have an obligation to give something back. While many former cadets report that being a senior member is great fun, they also say that being a senior means more responsibility and requires a change in mindset. As a cadet, you learned and practiced leadership. As a senior member you will be expected to demonstrate leadership. As a cadet you may have led other cadets, but you weren't responsible for them. As a senior member, you are responsible. It's a challenge to become a senior member, and master Civil Air Patrol again. More importantly, it's a chance to give back to the people who helped you succeed as a cadet, and provide that chance to cadets now entering the program.

What to Read

One of the best things you can do is to bookmark the CAP publications page from the website. Should you have any question, "the regs" will provide the answer, or at least steer you in the right direction. You can download most publications from CAP's web page at <http://www.capmembers.com> and click "Forms and Publications."

Whom to Talk To

It's a good idea to speak to your Professional Development Officer (PDO) a couple of months before you transition to senior membership. Introduce yourself and schedule a time when he or she can sit down and talk with you. The point here is to let the PDO know you are ready to start this new phase and have them help you to develop a plan to achieve your goals as well as learn what credit you'll keep with you.

Take time to figure out what you want to do, which areas interest you, and your availability in the immediate future. Write out a list of goals that you want to accomplish for yourself. Do you want to get into a ground team, become a scanner or observer, work with the unit's records, or continue to work with cadets? Do you have the extra time for weekend activities or are you only able to attend regular meetings?

When you are ready, go back to the PDO with the list. Ask for an overview of the different jobs available and how to train for those jobs. Remember that the unit may need to fill a position which is not your first choice; but might become a whole new area of interest for you. If you don't know what you want to do, that's fine. That's natural, as is changing your mind if a job is not what you expected it would be.

Know What You are Eligible For

Becoming a senior member doesn't necessarily mean beginning from scratch. Cadets who have been awarded the Mitchell, Earhart, or Spaatz awards may be exempt from the Foundations portion of Level I (but not CPPT, OPSEC, IST, or EO), may be awarded advanced grade, may keep their ES qualifications, and receive other consideration.

Special Considerations

In most cases, cadets will have taken CPPT within 6 months after their 18th birthday, so Cadet Protection completion will not be an issue. Those cadets who transfer to senior membership after their 18th birthday, but who didn't complete CPPT while they were eligible as a cadet, will be required to take Cadet Protection training.

Emergency Services Qualifications

As a cadet becoming a senior member, you can still keep your 101 card qualifications, radio permits, and your sorties count towards your Search and Rescue ribbon. This will enable you to continue to work ES missions without interruption. If you are a pilot, you may qualify to fly corporate aircraft. Consult CAPR 35-6, and CAPR 60-1 for further information.

Transfer of Awards and Ribbons

Many of your ribbons transfer over to senior membership. Encampment, National Cadet Special Activities, National Cadet Competition, International Air Cadet Exchange, Cadet Advisory Council, Disaster Relief, Find, Search and Rescue, Service, the highest cadet achievement ribbon you attained, and all ribbons you earned from Unit Citation and higher can be transferred

to your senior member uniform. See CAPM 39-1, and CAPR 39-3 for details.

Advanced Standing in the PD Program

Depending on your level of progression in the Cadet Program, as a new senior you may be eligible to receive credit through Level II of the Professional Development Program and credit for other awards such as the AEPSM (Yeager) Award. Cadets who have completed Phase II, III, IV, or the General Carl A. Spaatz Award are eligible for credit within the PD Program.

Advanced Promotion

Depending on your level of achievement in the Cadet Program and age when becoming a senior member, you may be eligible for an advanced promotion to a higher grade. Members between ages 18 and 20 enter into the grade structure of Flight Officer, and those age 21 would become regular officers.

While you should read the details concerning what's available and application procedures in CAPR 50-17, Chapter 9, the graph below shows what you might qualify for:

	Foundations Course Only	Eligible Grade	SLS	ADL 13 OR Officer Basic Course	Cadet Program Tech Level	Cadet Program Senior Level	Yeager (APSEM) Award	Level II Davis Award
Mitchell Award	X	Flight Officer or 2LT						
Earhart Award	X	Tech Flight Officer or 1LT			X			
Eaker Award	X		X	X	X			X
Spaatz Award	X	Senior Flight Officer or Capt	X	X	X	X	X	X

Additional Benefits

There are many benefits to becoming a senior member other than the opportunities for advancement as a senior member.

Air Force Officer PME Courses

You may enroll in many Air Force specific courses. Among these are the Squadron Officer School, Air Command and Staff College, and Air War College (some prerequisites apply, see CAPR 50-17 for details). Though these courses aren't required for CAP, they can be used to substitute for certain CAP courses, such as CAP's Officer Basic Course, Region Staff College or National Staff College.

Job Skills

The skills you learn and the jobs you perform while a senior member can serve you in the workforce. Administrative, interpersonal, and problem solving skills are essential in today's job market. What you learn as a senior member in CAP can serve you as well as all of us in the future.

Helpful Suggestions

These are just a few hints so you can make the transition to life as a senior member a little easier.

- Before you transition, look through your Cadet Master Record and qualification cards to ensure all are current.
- Ask for permission to spend time with different staff officers to see if there are any positions/specialties you find of particular interest.
- Scan through the regulations and manuals listed in the Definitions and Resources List for a more complete picture of the PD program.
- If you have some time before you become a senior member, set a goal of completing the Mitchell/Earhart /Eaker/Spatz requirements.
- It's hard to "be one of the cadets" one week and be the cadets' leader the next. Give yourself and the cadets time to adjust. Consider distancing yourself from the Cadet Program for a period of time by taking a job that does not have direct contact with cadets or by changing units after you turn senior while you learn a new job. This enables you, the cadets you have worked with, and the senior members around you to get a fresh start should you return to working with cadets as a senior member.

You are changing peer groups and roles. It may take a while until you feel like you fit in, but remember you are already a part of the squadron and soon the senior program will be familiar to you and the senior members will become comrades.

These suggestions have helped cadets in the past during their transitions. There may be things that you and your commander can think of that can also help smooth the transition.

It is important to transfer to senior membership with a plan for the future. It will make your transition a more enjoyable experience.

Overview of the Professional Development Program

Introduction

It helps if you know where you're going. This section provides an overview of the Senior Member Professional Development Program. While it won't examine every facet, it will provide a general review of the opportunities open to you and what is expected as you tackle this exciting challenge.

Mechanics of the Professional Development Program

Advancement in the professional development program is accomplished through completing a series of training levels. These levels are not unlike the training phases of the cadet program. To complete a training level, senior members take courses, and complete activities designed to make them more effective members and leaders. For the sake of brevity, we will only describe Levels I – III here, as these are the ones you are likely to complete over the next couple of years. Even if you receive credit due to your cadet achievements, it's important that you understand this section as you continue to progress in the program.

Level I

Level I is the introduction to Civil Air Patrol, consisting of five parts: the Foundations Course, Cadet Protection Policy Training (CPPT), Operations Security Awareness Training (OPSEC), Introduction to Safety Training for New Members (IST) and Equal Opportunity (EO).

Foundations Course (and Why)

The Foundations Course gives a brief look at CAP in general, its missions and functions, serves as an introduction to the command structure; and the military customs and procedures it embodies. Mitchell cadets (or higher) whose membership has not lapsed more than two years can waive Foundations. Those who have not received the Mitchell Award must take Foundations. Regardless of whether you may qualify for the waiver, consider completing the Foundations Course because it looks at CAP from a senior member's perspective. It is a great refresher.

Cadet Protection Policy Training (CPPT)

CPPT is normally taken online and discussed at the unit. But unlike Foundations, all active members 18 and older who work with cadets must take CPPT. If you took this course as a cadet, you need not take it again. If you are still a cadet and have reached the age of 18, you will be required

to take Cadet Protection within six months or before your next promotion. This course is designed to heighten your awareness of inappropriate behavior towards other members of CAP, particularly cadets.

Operational Security Awareness Course (OPSEC)

This mandatory component of Level I provides basic awareness training concerning the use of privileged information, data, and capabilities of CAP and its missions. If you have an eServices account, you likely have had this training. If not, you are required to take it regardless of level of cadet achievement.

Introduction to Safety Training for New Members (IST)

This mandatory component of Level I provides basic safety awareness. In it, you will learn about CAP's safety program as well as your personal and professional responsibilities in creating a safe environment and promoting safety culture. You will likely have already taken this training.

Equal Opportunity Training (EO)

CAP values the talents and contributions of every member, and finds value in all with whom it interacts. Our performance, individually and collectively should be the embodiment of our Core Values. To that end, Equal Opportunity training provides a basic awareness of CAP's Equal Opportunity policy and procedures, speaking to the performance expectations of our members. It must be taken regardless of level of achievement in the Cadet Program when one becomes a senior member.

Completion of these four components signifies completion of Level I and qualifies you to receive the Membership Ribbon. This, plus six months time in service as a senior member, makes you eligible for promotion to 2d Lt (or Flight Officer if you are aged 18-20).

Level II (Davis Award)

Level II is really the beginning of your technical training. It is in this phase that you begin to figure out where you belong in the unit, and where you begin to get some responsibility. One of the first things to do is to attain the Technician's Rating. This means completing the Technician's portion of the specialty track you've selected. It also means that you must be assigned to a staff position, as a primary or assistant for a period of time (6-12 months depending on the specialty).

Specialty Track Selection

Soon after you transition you will have a chance to participate in selecting a specialty track of study. As explained before, your specialty track is related

to one of the many different jobs available to you. You can choose an area you want to study, based on the unit's needs. Each specialty has a pamphlet designed to acquaint the reader with what's expected in the job and has a checklist to record progression. Depending on the needs of the unit and your talents, you and your squadron commander will choose from among the following:

- 200: Personnel Officer
- 201: Public Affairs Officer
- 202: Finance Officer
- 203: Inspector General
- 204: Professional Development Officer
- 205: Administrative Officer
- 206: Logistics Officer
- 211: Operations Officer
- 212: Standardization/Evaluation Officer
- 213: Emergency Services Officer
- 214: Communications Officer
- 215: Aerospace Education Officer
- 216: Cadet Programs Officer
- 217: Safety Officer
- 218: Plans and Programs Officer
- 219: Legal Officer (no pamphlet)
- 220: Health Services (pamphlet pending)
- 221: Chaplain
- 222: Commander Specialty Code (no track, designation only)
- 223: Historian
- 225: Moral Leadership Officer
- 226: Recruiting and Retention Officer
- 227: Information Technology Officer
- 228: Drug Demand Reduction Officer
- 229: Organizational Excellence (not a primary track)

When you receive a Technician's Rating you qualify for the Leadership Ribbon. This, plus 12 months time in grade as a 2d Lt, makes you eligible for promotion to 1st Lt. Yet this is only half the story of Level II.

Courses and Schools

To qualify for Level II completion, you must complete the CAP Officer Basic Course or equivalent, discussed earlier (ask your PDO how to enroll). Depending on your level of cadet achievement, you may also need to attend the Squadron Leadership School. As discussed, the SLS provides insight into squadron operations. Case studies, discussion, and group assignments are integral parts of the program. This course, which lasts from 12 – 16 hours, is usually held over a weekend.

With all requirements completed you may be awarded the Benjamin O. Davis Award. This, with 18 months time-in-grade as a 1st Lt, qualifies you for promotion to Capt.

Level III (Loening Award)

Level III is designed to prepare members for management positions within CAP while at the same time continuing to master the specialty track selected during Level II.

You continue in your specialty track and attain a senior rating as explained in the track selected. When the rating is awarded, a bronze star attaches to the Leadership Ribbon.

Additionally, you must serve at least one year in a command or staff position. An assistant to a primary officer counts towards total staff time. This one year period does not need to be in the same job.

You must also attend two wing, region, or national conferences. These are rewarding and can be quite fun as you interact with other members from all over CAP. Finally, you must complete the Corporate Learning Course (CLC). As explained before, CLC is focused on wing-level operations and how wings and squadrons interact with each other. As with SLS, this school is normally conducted over the course of a weekend.

Once the requirements for Level III are completed, you are eligible for the Grover Loening Award, and after three years time-in-grade as a Captain you are eligible for promotion to Major.

How Promotions Work

Most promotions are duty-performance based and are tied to the awards described in the last section. That is, as you progress through the professional development program, complete the different training levels, the time-in-grade, and duty-performance requirements makes you eligible for promotion. In this respect it's really quite similar to the Cadet Program where you also had to complete certain tasks before being promoted.

In contrast to the cadet program, tests are not the primary requirement for promotion in the Professional Development program. Instead there are seminars, job performance, and projects which show your progression. Your commander must certify that you have performed all duties assigned and that you are ready for increased rank and responsibilities.

CAPR 50-17 has a quick reference checklist (Attachment 1, *CAP Senior Member Professional Development Program Progression and Awards*) showing what's needed to complete the different training levels, and also provides a checklist of what's needed to be promoted.

Documentation

The most important forms you will be using as a senior member are explained below. You may download most of them through CAP's website at www.capmembers.com. You may notice that some of these forms were mentioned in the Definitions and Resources section, but it's a good idea to give you another look in this context.

CAPF 2: *Request for Promotion Action.* All promotion requests are initiated on this form. The form is very simple to use, and its reference is CAPR 35-5.

CAPF 2A: *Request for and Approval of Personnel Action.* Its best description is, "It's a general purpose form." That's exactly what it is. Nearly every routine action, from appointments to service awards, is initiated on this form. The "Other" check in Section IV makes it truly multi-purpose. Each section refers to the guiding CAP regulation, making it very easy to complete.

CAPF 11: *Senior Member Professional Development Director's Report.* You will see this form often. It documents completion of certain professional development activities. HQ CAP will not recognize member completion of these activities if this form has not been completed. Refer to CAPR 50-17.

CAPF 12: *Application for Senior Membership in Civil Air Patrol.* When you are ready to submit this form, write, "Cadet to Senior, No Charge" across the top of the Form 12. You must also send in your fingerprint card. Refer to CAPR 39-2.

CAPF 17: *Application for Senior Member Activities.* This form is used to request permission to attend professional development training activities among others. Whether or not this form is required for application to an activity is dependent on the activity director. Think of it as the senior member version of the Form 31. Refer to CAPR 50-17.

CAPF 24: *Application for Senior Member Professional Development Awards.* This form is used to request awards at Levels II – V. Refer to CAPR 50-17.

CAPF 45: *Senior Member Master Record.* This form records your progress at the unit level. It should be continuously updated and documented as it serves to back up the Professional Development Report issued online by NHQ. Refer to CAPR 50-17.

CAPF 60: *Emergency Notification Data.* This form is used to record information regarding next of kin. Refer to CAPR 35-2.

Online Mishap Notification (Form 78): Mishap Report. This form is used anytime there is an accident resulting in bodily injury or property damage. (NOTE: This is only completed online through eServices). Refer to CAPR 62-2.

CAPF 120: *Recommendation for Decoration.* Anyone may submit another member for a decoration. Refer to CAPR 39-3.

FD 258: *Fingerprint Card.* This form must be submitted with the CAPF 12. Only this form may be used to record fingerprints.

Conclusion

The end of service in the Cadet Program can really be a new beginning in service to Civil Air Patrol. There are many exciting leadership, training, and growth opportunities that await you as you become a senior member.

Your experience as a cadet is very valuable to your unit and to CAP. CAP values your service and wants you to continue to contribute and grow. As a senior member you can teach a new generation of cadets what you learned. Please do not miss this chance to continue to serve. It can be extremely challenging and equally rewarding.

Key to your success as a senior member is a thorough understanding of the professional development program and the options it offers you. The more you explore those opportunities, the more you will find that you can use the experiences you gained as a cadet to help you as a senior member.

Take this pamphlet with you when you speak to the Professional Development Officer in your unit. Use it as a reference to ask questions throughout your transition, and use it as a resource when younger cadets come to you for advice about becoming a senior member when it is time for them to transition.

You're making an important decision to continue your valuable service to Civil Air Patrol. We hope you find it even more fulfilling than before and will last for many years to come. Best wishes for success in your transition from Cadet to Senior Member status!

Good Luck!

Transition Checklist

My Goals as a Senior Member

By (date) I will _____

By (date) I will _____

By (date) I will _____

Things to check on when I meet with the Professional Development Officer

- Do I need to take the Foundations Course? If so, how do I enroll?
- Have I completed and received credit for EO training? If not, how do I do that?
- Have I completed and received credit for CPPT training? If not, how do I do that?
- Have I completed and received credit for OPSEC training? If not, how do I do that?
- What Specialty Track am I interested in? _____
- With unit approval of my specialty track, has that enrollment been recorded in my online record and CAPF 45?
- Have I downloaded my specialty track study guide from the <http://www.capmembers.com> website?
- What training that I completed in the Cadet Program can be carried over into the Senior Program?

- Has completion of the above training been recorded in my online file and on my CAPF 45?

Things to check on when I meet with the Personnel Officer

- Has my CAPF 12 marked "Cadet to Senior" and fingerprint card been sent to NHQ?
- Have I been appointed to my Senior Member Staff Position in writing?
- What ribbons which I earned as a cadet can be worn as a senior?

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