



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

23 August 2013

**CHANGE TO DEADLINE – MEMBERS MUST COMPLETE OLD LEVEL I
PROGRAM BY 30 SEPTEMBER 2013**

Dear CAP Commanders and Professional Development Officers-

Civil Air Patrol (CAP) is pleased to release a completely redesigned Level I Orientation Course (CAP Pamphlet 50-4, Volume 1 for instructors and Volume 2 for students), **effective 19 August 2013**. This course represents the full expression of an interactive, blended approach to new member orientation and training.

OVERVIEW

The new Level I is designed to provide the new member with a relevant, yet thorough introduction to Civil Air Patrol. It is also designed to encourage new member inclusion into the squadron through a series of structured experiences. In this way, new members feel more included in the unit from the beginning (research data indicated past problems in this area). How did this come about? First, a little history...

HISTORY AND DESIGN

In 2011, NHQ/PD and the National Professional Development Committee commissioned a poll to gauge commander and member feelings towards the 2006 iteration of the Level I Orientation and satellite modules. Data from the poll and from subsequent discussions with a variety of groups indicated the following:

- a. New members wanted a single course as their introduction, combining online and in-residence training.
- b. Unit commanders also preferred a blended online/in-residence approach.
- c. Both groups wanted *more* content about uniforms, customs and courtesies, the mission, the professional development program, and CAP/member expectations.
- d. New members wanted, as an outcome, to have a plan that they could follow for the first several months of their membership.

Written and field tested over the past year, the new Level I addresses the issues identified in the poll and creates a single course with all the information a new member needs. It is organized into three basic blocks of instruction, each containing three to six lessons. These online lessons take between 5-15 minutes to read and as mentioned above, have a short quiz at the end. It should take members about 2.5 – 3.0 hours to complete the online lessons (easily accomplished when spread over 3-5 weeks). The in-residence components should take about the same time to complete. Below is a listing of the lessons:

- a. BLOCK I: What We Value
 1. How We Got Here
 2. Core Values

3. Cadet Protection Program Training (CPPT)
 4. Equal Opportunity
 5. Our Heritage
 6. Who We Are Today
- b. BLOCK II: Our Culture
1. Safety
 2. Customs and Courtesies
 3. The CAP Uniform
 4. CAP Grade
 5. Organizational Structure and Chain of Command
- c. BLOCK III: Your Future
1. Expectations
 2. Professional Development
 3. What's Next?

Additionally, the final lesson asks the new member, the unit's Professional Development officer and unit's commander to complete a "Plan of Action" for the new member to follow over the first 18 months. It's not a contract; rather, it's a framework through which the member will blend into the unit and become a fully contributing member of the unit.

Notice that Operational Security Awareness Training (OPSEC) is not included in this course. OPSEC remains mandatory for all members at the time of eServices registration and is a condition of initial access to eServices.

ACCESSING THE COURSE

New members access the new Level I by signing into eServices and clicking on the Learning Management System (LMS) tab under CAP Utilities. Once in the LMS, choose "Level I Orientation." The pamphlets themselves (CAPP 50-4, Vol 1 and 2) can also be accessed at http://capmembers.com/forms_publications_regulations/pamphlets-1702/.

COMMANDER/PDO COURSE INPUTS AND VALIDATIONS

Commanders and PDOs will use the LMS to enter in-residence lesson component completions for members completing the new Level I. Commanders and PDOs access the system to validate in-residence lessons by signing into eServices and clicking on the Learning Management System (LMS) tab under CAP Utilities. Once in the LMS, choose, "Skills Evaluation" and follow these steps:

Step 1: Course Select: Level I.

Step 2: Select the specific lesson to validate from the drop down menu. (Note: you may only select one at a time; a way to select multiple lessons is being developed and will be released at a later date.)

Step 3: Select date lesson completed.

Step 4: Enter the CAPID of the new member, and then click on the search button (magnifying glass) to call up the member. (Note: you will not be able to validate a lesson unless the member has started the course in the LMS.)

When the new member has completed all the required lessons and the online-course evaluation, an e-mail will be automatically generated and sent to the commander in "Commander's Corner" with instructions on how to validate completion of the course. For the member to receive credit after course completion, the unit commander must validate completion, signifying that the new member has completed the course to the commander's satisfaction. Once the commander has validated completion online, the new member will receive credit for Level I and may begin further training.

RESPONSIBILITIES

What are the responsibilities of unit commanders and professional development officers? Unit commanders promote the value of Level I to new members and to the unit at-large. New members stay longer when they identify with the organization. It's also true that a new member's perception of how seriously CAP takes its programs, activities and rules is shaped by how seriously their first formal training in CAP, Level I, is addressed by the unit. When the unit commander validates completion of Level I in eServices, he/she is attesting to the new member's fitness to function at the level asked of a junior officer. Professional development officers deliver the training, and during the interaction becomes the new member's first mentor.

EFFECTIVE DATES

This course opens 19 August 2013. Members joining Civil Air Patrol on or after 1 September 2013 must take the new Level I. Members joining prior to 1 September may take the New Level I if they choose, or may finish the old version (they will have until **30 September 2013** to finish the old version). Members taking the old Level I will still use the old Form 11, *Director's Report* to show completion. Members taking the new Level I will report their completion using the online system in eServices.

For a complete understanding of the course design, content and unit roles and responsibilities, please review the Orientation Course Introduction in CAPP 50-4, *Level I Orientation*, Vol 1.

As always, please contact us with any questions or feedback regarding the new Level I. Thank you for your support of this most important program, and for your support of Civil Air Patrol.

Sincerely,


BOBBIE-JEAN TOURVILLE
Chief, Professional Development