



PROFESSIONAL DEVELOPMENT CONNECTION July 2012

Helping your fellow senior member's progress through the Professional Development program within the Civil Air Patrol is one of the most fulfilling opportunities for any senior member, especially when you are a squadron Professional Development Officer (PDO).

As PDO's, we can help those senior members within our squadrons progress through the Professional Development program in variety of different ways. In this month's Professional Development Connection, I want to focus specifically on one way; which is tracking and understanding where each of your senior members are within the Professional Development program. By having this information readily available, not only will you be able to keep your senior members informed, but you will also be able to continuously motivate them to progress through the program.

In order to track the progress of those senior members in your squadron I would encourage you all to use the [Senior Member Super Chart](#) template that was created by former commander of the East Iowa Cadet Squadron, Capt Brian Mishmash (see attachment). This excel spreadsheet allows you as the squadron PDO, to know exactly where each of your senior members are in their PD progression and what they need to do next to complete their current level.

Of course, there will be some work on your part in order to fill in the information for those senior members in your squadron, however, this can be obtained through E-services or the respective senior member's personnel file in your squadron. Remember, having this information complete and up to date, will be an excellent resource that will help the senior members in your squadron continue to make progress through the Professional Development program.

As the IA-078 PDO (as well as the Assistant Wing PDO), I have used this template very successfully. For instance, one of the many benefits that I have seen from using this template is that I am able to send emails to the senior members in my squadron informing them of where they are and what they need to do next in order to advance. I find that fruitful discussions ensue and have motivated those senior members within my squadron to continue to advance. I encourage each of you to use it in your own squadrons.

If you decide to utilize this [Senior Member Super Chart](#) template, we can assist each and every one of you in compiling the information for the senior members in your squadron. It is our goal to continuously improve Professional Development within the Iowa Wing and we look forward to working with you all.

If you have any questions about the [Senior Member Super Chart](#) or other PD related questions, please contact:

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PROFESSIONAL DEVELOPMENT CONNECTION

September 2011

Change and Growth in Your Squadron

With the change of seasons, squadrons may see a redirection of focus within their units. Harvest draws many senior members to the fields instead of squadron meetings. School (and homework) takes priority in the cadets' lives. Squadrons adjust and adapt until the next season is upon them and the cycle begins again. However, some cadets move into a new season of CAP, never to return as "cadets". These are the cadets that move into Senior Membership. Perhaps they are going to college, turning 21, or entering the military. As PDO's we need to mentor these cadets as "new" senior members. Some may even need to be recruited back into CAP as a senior member because of college or work commitments. These former cadets are a wealth of experience that can help to develop a squadron. Below is a link to CAPP 50-10 – **New Horizons**, which can help your cadet and squadron through this transition.

http://members.gocivilairpatrol.com/media/cms/P050_010_14736E2A099A7.pdf

Squadron Commanders and Professional Development Officers- It is not too early to be thinking about the 2011 award nominations. Although, not due to the Awards Committee until January, now is a good time to review who in your squadron/wing you feel should be recognized.

CAPR 39-3 for information on all of the awards and due dates for nominations:

http://members.gocivilairpatrol.com/media/cms/R039_003_83459660D4F44.pdf

If you would like more information or have questions on these topics, please contact:

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<http://www.iawgcap.com/pd.html>



PROFESSIONAL DEVELOPMENT CONNECTION

April-May 2011

Recognizing Your Staff's Achievements

While the Civil Air Patrol is a volunteer organization, the majority of its senior members give countless hours to their squadron, CAP activities, and paperwork. And their reward is that great big fat paycheck every two weeks....oh wait....no paycheck.

In fact, CAP most likely costs its senior members more than a few dollars each month. How are we letting our senior members know that they are appreciated, valued, and needed? **Recognition!** It is the "reward" of senior members in the Civil Air Patrol.

Take a look at *CAPR 39-3 Award of Medals, Ribbons and Certificates*

http://members.gocivilairpatrol.com/media/cms/R039_003_83459660D4F44.pdf This regulation describes the medals, ribbons, and certificates that may be awarded to CAP members, establishes the requirements to qualify for them, explains the administrative procedures involved, and prescribes how the medals and ribbons are worn.

Know your Forms-

CAPF 11 - Director's Report- Used to update completion data for the Foundations Course, CPPT, SLS, CLC, RSC, UCC, and TLC (as well as region and national courses).

CAPF 17 - Application for Senior Member Activities- Necessary for Senior Members to participate in Wing, Region and National level activities. This is a "resume" type of form. It is recommended that once completed, members keep handy for updating (for future application needs).

CAPF 24 - Application for Senior Member Professional Development-Along with accompanying documentation, this form must be submitted for the Benjamin O. Davis, Jr Award-Level II, the Grover Loening Aerospace Award-Level III, the Paul E. Garber Award- Level IV and the Gill Robb Wilson Award- Level V.

CAPF 2a - Duty Assignment form. This can now be accomplished on-line in e-services.

CAPF 120 - Submitted for unit or individual recognition. The wing commander must approve this initially.

Squadron Commanders and Professional Development Officers- encourage your senior members to set a few professional development goals for this year. Iowa is offering a variety of professional development training courses- UCC, SLS, CLC and TLC this summer. Suggest enrolling in a course OR directing one of the events (location and billeting is already complete). When you have a Senior Member promote or advance in a level- **LET US KNOW!** We want to recognize your member's dedication to CAP on the Wing website.

If you would like more information or have questions on this topic, please contact:

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PROFESSIONAL DEVELOPMENT CONNECTION March 2011

To kick off our monthly PD Connection, let's review the purpose of the Senior Member Professional Development Program according to CAPR 50-17:

http://members.gocivilairpatrol.com/media/cms/R050_017_AAC4BB3089BE0.pdf

1-1. Purpose of the Senior Member Professional Development Program. *CAP is a federally chartered non-profit corporation. It is the official auxiliary of the United States Air Force when operating on authorized Air Force missions. Congress chartered CAP to perform certain duties for individual communities and for the nation. That charter helped establish CAP's three missions: Emergency Services, Aerospace Education, and Cadet Programs. To accomplish its mission, CAP requires an informed, active senior membership trained in leadership, management, and functional tasks. The CAP Senior Member Professional Development Program prepares members to serve their units, their communities, and their nation.*

Please note the bolded area- **active senior membership trained in leadership, management, and functional tasks**. This is the area that we'd like to focus on this month. For senior members who have completed their Level I Foundation requirements, the Iowa Wing provides several training opportunities by hosting a Squadron Leadership Course (SLS), Corporate Learning Course (CLC), Unit Commanders Course (UCC), and beginning this year, a Training Leaders of Cadets course (TLC). These 2-day courses not only fulfill requirements for progressing through the Senior Member PD Program, but equip members with skills that are useful not only in CAP but also in their work and communities. The 2011 Schedule of PD training (below) is also on the Iowa Wing Website calendar <http://www.iawgcap.com/>

UCC	21-22 May 2011	Director-1Lt Jessa Brace
SLS	TBD	
CLC	27-28 Aug 2011	
TLC	8-9 Oct 2011	Director-Capt Brian Mishmash

On-line courses are also available for senior members through CAP University. For a full list of courses available go to:

http://members.gocivilairpatrol.com/cap_university/online_courses_exams.cfm Officer Basic Course (OBC) has replaced the ECI-13 as a three month, self study/on-line testing course with a certificate upon completion. The OBC is available through pre-registration by contacting Ron Olienyk at rolienyk@capnhq.gov

If you would like more information or have questions on this topic, please contact:

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