



HEADQUARTERS
NORTH DAKOTA WING CIVIL AIR PATROL

Auxiliary of the United States Air Force
P.O. Box 608
Bismarck, ND 58502-0608



ND WING SUPPLEMENT 1

CAPR 50-17

21 Jan. 2010

CAP Senior Member Professional Development Program

2-4a.(1). Added. The ND Wing Director of Professional Development (ND/DPD) will maintain and certify the Professional Development Record found on CAPF 45 for personnel assigned to Wing Headquarters (ND-001).

2-4a.(2). Added. Squadron Commanders should delegate the authority of maintaining and certifying the entries on the Professional Development Record found on CAPF 45 to the Unit Professional Development Officer (PDO). If delegated, it will be accomplished in writing, and forwarded to the ND Wing Director of Professional Development. Unit Commander's not delegating the authority to the Unit PDO will ensure instructions are prepared in writing, and forwarded to the ND Wing Director of Professional Development, who is responsible for maintain and certifying entries on CAPF 45.

2-5g. Added. ND Wing Commander approval of CAPF 24 for completion of Level III, Level IV, and Level V, should be forwarded to the ND Wing Director of Professional Development for review. After the review is complete, the request will be forwarded to the Wing/Region Commander for approval.

2-9. Added. If not serving as a Course Director of a Squadron Leadership School (SLS), Corporate Learning Course (CLC), or a Unit Commanders Course (UCC), the ND Wing Director of Professional Development may sign CAPF 11s in lieu of the Wing Commander.

2-10. Added. Units or Wing Staff personnel that use CAPF 11 to document training of the below listed courses will prepare and forward a copy of the completed CAPF 11, using the instructions and example in attachment 1, to the ND Wing Director of Professional Development. Courses that should be documented on CAPF 11 include:

- a. The CAP Foundations Course.
- b. Cadet Protection Training.
- c. Training Leaders of Cadets Course.
- d. Squadron Leadership School.
- e. Corporate Learning Course.
- f. Unit Commander Course.
- g. Courses listed in CAPR 50-17, attachment 4.

ND Wing Supplement 50-17
DISTRIBUTION: F;X

OPR: DPD
Approved by ND/CC

2-11. Added. Unit Reports to Wing. The Unit Commander or the Unit Professional Development Officer will prepare and send a semi-annual Unit Professional Development report to the ND Wing Director of Professional Development, no later than the 10th day of the month following each semi-annual period. Reports may either be mailed or emailed using a format similar to the example found in attachment 2 of this supplement. As a minimum, reports will include:

a. A review of each member's CAPF 45 to ensure that the requirements of the different professional development levels have been met, and awards are submitted in a timely manner.

b. A verification that members who have not completed the Cadet Protection Policy Training (CPPT) are not assigned a duty position working with Cadets, or have been promoted.

2-12. Added. After completion of a Unit Commander Course (UCC), the Course Director will prepare and complete a CAPF 11 using the example and instructions found in attachment 1 of this supplement. The Course director will forward the completed CAPF 11 and course critiques to the ND Wing Director of Professional Development for signature within 7 days of the course completion date. The ND Wing Director of Professional Development will forward the signed CAPF 11 and course critiques to NHQ CAP/PD no later than 14 days after the course completion date. Additionally the ND/DPD will forward a copy of the CAPF 11 to the North Central Region Deputy Chief of Staff for Professional Development.

4-6d. Added. The Course Director will prepare and complete a CAPF 11 using the example and instructions found in attachment 1 of this supplement. The completed CAPF 11 and course critiques will be forwarded to the ND Wing Director of Professional Development within 7 days of the course completion date.

5-3e. Added. The Course Director will prepare and complete a CAPF 11 using the example and instructions found in attachment 1 of this supplement. The completed CAPF 11 and course critiques will be forwarded to the ND Wing Director of Professional Development within 7 days of the course completion date.

ND WING SUPPLEMENT 1 to CAPR 50-17, ATTACHMENT 1

Making Entries on CAPF 11. To ensure standardization of completing the CAPF 11 throughout the wing, use the procedures listed below. These procedures were developed using the information found at the CAP Forms website for transmitting a form without a person's actual signature. Course Directors wishing to obtain the student's signature will have the students sign the form in lieu of entering the persons First Name, Middle Initial and Last Name under the signature entry. NOTE: If students are required to sign the form the Course Director will sign the form also.

1.1. Check ("X") the course that applies to the training given.

1.2. For Date(s) of Training: Enter the Date AND type of training if "Other" is checked above.

1.3. For Wing: Enter North Dakota, or approved postal abbreviation "ND".

1.4. For Location: Enter the City where the training was given.

1.5. Line entries 1 through 9:

1.5.a. Under Name: enter the students Last Name, First Name and Middle Initial

1.5.b. Under CAPID: enter the students CAP ID number

1.5.c. Under Charter NO: Enter the student's unit charter (i.e., NCR-ND-010)

1.5.d. Under the Signature: Enter the members First Name, Middle Initial and Last Name,

1.6. Last Entry Marker: This is a series of dashes or slants followed by the words "Last Entry" followed by another series of more dashes or slants. This entry is used after the last student's information/signature has been entered to signify that no one else attended the course.

1.7. For line entry 10:

If the class is large enough that the reverse side of the form is needed to enter more student information, the following statement should be entered on line 10: CONTINUED ON REVERSE SIDE:

1.8. The DIRECTOR'S SIGNATURE: Enter the Full name, title, and unit of the signing authority in the signature block.

1.9. WING COMMANDER'S SIGNATURE, leave blank for all courses except SLS, CLC, UCC and TLC.

1.10. For SLS, CLC, UCC, and TLC courses: After all the student's information has been entered, also enter the name, grade, CAPID, and the staff position held for the Course Director, instructors, presenters, and staff).

ND WING SUPPLEMENT 1 to CAPR 50-17, ATTACHMENT 2

ND Wing Quarterly Unit Professional Development Report for January-June 2010.

6 July 2010

Each member's Professional Development Record found on CAPF 45 was reviewed and updated this quarter. Member records were also checked to determine if members are eligible for Professional Development awards or higher Specialty Track Ratings.

Unit personnel that have not completed the Cadet Protection Policy Training (CPPT) are not assigned to a duty position that works with, or supervises cadets. Additionally, unit members are not submitted for promotion unless they have completed all of the Level One requirements, including CPPT.

Thomas Helms, LtCol CAP
ND Wing, Professional Development Officer