



MONTICELLO COMPOSITE SQUADRON
CIVIL AIR PATROL VIRGINIA WING
UNITED STATES AIR FORCE AUXILIARY
763 Westwood Road
Stanardsville, Virginia 22973



Level I Professional Development (January, 2008)

Welcome to your first step in professional development as a CAP member! Level One provides you with the foundations of Civil Air Patrol missions, policies and opportunities for service. Talk with your mentor or commander if you have any questions. Go to <http://www.cap.gov/one> to complete Level One of Civil Air Patrol's professional development program which consists of: (i) The Cap Foundations Course. (ii) Cadet Protection Program Training (CPPT). (iii) Online Operation Security (OPSEC)

Set up your e-Services account now Please visit e-Services at www.capnhq.gov. e-Services is the Internet gateway to CAP National Headquarters. From the e-Services homepage, follow the on-screen instructions to establish a user name and password. Then use the e-Services Interactive Personnel System to view your personnel record, and update it if necessary.

The CAP Foundations Course The CAP Foundations Course is self-paced and open book. There are a total of six modules for you to complete. (1) History & Organization. (2) Policies. (3) Uniforms. (4) Customs & Courtesies. (5) Core Values. (6) Leadership. Each module contains a three to five page article for you to read, along with a brief quiz. CAP's professional development is designed around your integrity, one of CAP's Core Values. You are on your honor to read the articles and to take the open book quizzes on your own. Please **print out** each quiz and circle the most correct answer. Then **take the completed quizzes to your squadron** for scoring and review. Each module should take less than 15 minutes to read, and each quiz should take less than 15 minutes to complete. Your leaders have a "Summary Conversation" guide designed to help you put the topics you studied into perspective. Your leaders will help you to understand the reason why CAP has core values, why CAP members wear a uniform and why CAP emphasizes safety. In the process, you have an opportunity to ask questions in an informal, no-pressure setting. If you are assigned to a group, wing or higher headquarters, then take your materials to the leaders at your echelon for scoring and validation.

Cadet Protection Program Training (CPPT) Cadet Protection Program Training is a required element of Level One. CPPT helps ensure a healthy and safe environment for cadets while providing the foundation for a professional climate and the highest standards of behavior of all our members in leadership positions. This training takes most people less than two hours to complete. To complete CPPT, you will need to have first established an account with e-Services. Go to e-Services: www.capnhq.gov/ and select the "Cadet Protection" link to begin. **Only those 18 years of age or older will see the "Cadet Protection" link in e-Services.**

Online Operations Security (OPSEC) Awareness Training One of the key aspects of mission preparedness is training. By completing the online Operations Security (OPSEC) Awareness Training, you will know how to handle sensitive information concerning our missions, our capabilities and our partner agencies. The OPSEC awareness training also allows CAP to validate to our partner agencies that members whom we entrust with sensitive information have the necessary training and have agreed to protect that information. This training is mandatory for all CAP senior members and Cadet Sponsor Members. It is an online only course that members can access at <https://tests.cap.af.mil/opsec>. This is a secure website and the initial screen will ask some questions to verify your identity. This training takes most people less than 20 minutes and concludes with an opportunity to agree to protect sensitive information. This is called a "Non Disclosure Agreement" (NDA). Each member's agreement will be recorded electronically in their membership record. This NDA will be required before a member can access sensitive information or participate in certain missions. Click <https://tests.cap.af.mil/opsec> to begin.

The Next Step Once you have completed Level One, take your quizzes and pre-test to your unit for validation and credit. Talk with your mentor or commander to explore Level Two professional development opportunities that will assist you as you advance as a CAP member. You should also become familiar with the governing regulation on professional development, CAPR 50-17. Be sure to visit CAP's professional development website at: www.cap.gov/visitors/members/professional_development to discover the wealth of courses available to you.