



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

10 December 08

MEMORANDUM FOR ALL CAP COMMANDERS

FROM: CAP/CC

SUBJECT: Call for Volunteers

1. A great many heads nod in agreement when I announce at meetings and conferences that it's time for a total overhaul of "The CAP Senior Officer Course," most often referred to as "ECI-13." The present course is 12 years old, has a high attrition rate, and has become an impediment to many of our senior members in completing Level II of the Senior Member Professional Development Program. More importantly, even when completed, the course contributes less than we need for the present-day professional development of our senior members.
2. I have attached an outline of an ECI-13 replacement course entitled, "The CAP Officer Basic Course (COBC)." This course was approved for development and implementation by the National Executive Committee. The course content is divided into 3 major modules with a total of 41 subordinate topic areas. Average time for students to complete each topic is anticipated to be 30 minutes. Total contact time for the course is targeted at 20 hours. The course will be implemented via the "Blackboard" learning management system recently acquired by CAP. When completed, CAP will host the course online and make it available 24/7.
3. CAP National Headquarters has two staff positions to manage all professional development programs for our 34,500+ senior members. So, they are in dire need of assistance if this new course is to become a reality. Accordingly, I am issuing a "Call for Volunteers" from across the nation to assist in developing one or more of the topic areas. If you would like to nominate one of your volunteers or subordinate commanders to help, please send an email to bjtourville@capnhq.gov. A response by 15 January, 2009 would be most appreciated. CAP members who are selected to develop a topic(s), and who successfully complete that task, will receive appropriate recognition from my office.
4. As your National Commander, I intend to keep my promise to you that the professional development of our senior members is a top priority. With your help, I can fulfill that promise. Please volunteer to assist in this very worthwhile project to enhance the professional development of the finest corps of humanitarian volunteers in America. THANK YOU!

AMY S. COURTER
Major General, CAP
National Commander

Attachment:
COBC Outline

cc:
CAP National Board and National Staff
CAP NHQ Directors



CAP Officer Basic Course

**A Concept Paper Proposed By:
HQ Civil Air Patrol
Educational Programs Directorate**

**Approved For Development By:
CAP National Executive Committee**

CAP OFFICER BASIC COURSE

Concept:

This paper proposes a “straw man” for development of a course to replace AFIADL Course 13 (commonly referred to as ECI-13). The course will provide a comprehensive transition from Level I and culminate in completion of Level II of the Civil Air Patrol Professional Development Program. (Ideally, this course would be completed prior to the Squadron Leadership School to compliment the content of that course.)

Scope:

The course will be divided into three major learning modules:

A. THE PERSONAL/INTERPERSONAL DIMENSION OF LEADERSHIP

B. THE PROFESSIONAL DIMENSION OF LEADERSHIP

C. THE ORGANIZATIONAL DIMENSION OF LEADERSHIP

Assumptions:

1. This course would be completed via independent study, online, and available 24/7.
2. The evaluation instruments would be periodic multiple-choice, online examinations, which would be open-book, and correctable to 100%.

3. TARGET DURATION FOR EACH INSTRUCTIONAL TOPIC WILL BE 30 MINUTES OR LESS!! CONTACT HOURS: 20

MODULE 1: PERSONAL/INTERPERSONAL DIMENSION OF LEADERSHIP

- I. Followership
- II. Leadership Traits and Leadership Styles
- III. Group Dynamics
- IV. Team Building
- V. Counseling
- VI. Conflict Management
- VII. Problem Solving
- VIII. Implementing Change
- IX. Effective Decision-Making
- X. Effective Communication
 - a. Written
 - b. Oral
 - c. Nonverbal
 - d. Cross-generational Communication
 - e. Barriers to Communication
- XI. Mentoring

MODULE 2: PROFESSIONAL DIMENSION OF LEADERSHIP

- I. Professionalism
- II. CAP Core Values
- III. CAP Ethics
- IV. Concept of Chain of Command
- V. Basic Drill
- VI. Uniform Wear
- VII. Rank, Promotions, Awards, and Decorations
- VIII. Standards, Customs, Courtesies, Flag Protocol, Emblems and Seals
- IX. Professional Development Programs
 - a. CAP (Senior Member) Officers (CAPR 50-17)

- b. CAP Cadets (CAPR 52-16)
- X. Understanding the Specialty Training Tracks (Basic SQ Structure)
- XI. Air Force-style Correspondence
- XII. Air Force-style Briefing
- XIII. The CAP Chaplain Corps
- XIV. Diversity
- XV. CAP Nondiscrimination Policy
- XVI. Discipline Versus Abuse
- XVII. Cadet Protection
- XVIII. Adverse Member Actions
- XIX. Resource Accountability (Funds and Assets)
- XX. Safety

MODULE 3: ORGANIZATIONAL DIMENSION OF LEADERSHIP

- I. CAP Vision
- II. Highlights of CAP and USAF History
- III. Legal Basis for CAP
 - a. Public Law
 - b. Constitution and By-Laws
- IV. Organization of CAP (The Sq/Wing/Region Org, NEC, Nat Bd and Board of Governors)
- V. Membership Categories
- VI. Accomplishing the Mission Elements (AE, CP, ES)
- VII. Support to Civil and Military Authorities
- VIII. IG System
 - a. Compliance Inspections and SAVs
 - b. Complaints Program
- IX. CAP Insurance/Benefits Program
- X. Recruiting and Retention