

SPECIALTY TRACKS

Specialty tracks were developed to allow senior members the opportunity to train and develop proficiency in areas of personal interest or in areas that are needed to support unit operations.

There are prerequisites before enrolling in a specialty track.

To enroll in a specialty track, you must:

- Be a CAP member in good standing,
- Have completed Level I of the Professional Development Program in accordance with CAPR 50-17,
- Be approved by your unit commander before enrollment.

After reviewing the information provided in CAPR 50-17, Senior Member Professional Development Program regarding specialty tracks and considering the list of available specialty tracks, it is time to select tracks that are of personal interest to you.

Generally, two questions arise: what your interests are related to your professional career experience or your specific hobbies or personal interests; and what is best for the unit. You should try to identify at least two tracks that are of interest to you.

Each specialty track is assigned a code. That code designates the specialty and also identifies which CAP pamphlet contains information about that track. For example, the Professional Development Specialty Track is assigned code 204. Therefore, information about the track and its ratings are found in CAP Pamphlet 204, Specialty Track Study Guide-Senior Program Officer.

The current specialty tracks (and codes) are:

Personnel (200)



Performs duties related to processing unit personnel actions such as membership applications, promotions, and charter changes. Provides assistance and guidance to the unit commander and other staff members on all personnel matters. Personnel technicians are responsible for a basic familiarity with all CAP personnel directives and the organization structure of CAP. They perform all duties related to processing unit personnel actions to include new membership applications, unit activations and deactivations, charter changes, assignments, reassignments, transfers, retirements, promotions, demotions, termination, actions, and awards and decorations. Establish and maintain up-to-date personnel files on individual members in coordination

with the emergency services officer and the senior program officer. Ensure that all regulations, policy letters, and forms required to administer the unit's personnel programs are available. Research regulations to provide assistance and guidance to the unit commander and other staff members on all personnel matters as required.

Public Affairs (201)



In order for Civil Air Patrol, or any nonprofit organization, to survive and grow, it must rely on the good will and understanding of the public. The public affairs program includes those activities designed to tell the CAP story to both the public and CAP members, as well as how CAP fits into the local community. Public affairs could very well be explained as covering tomorrow's history today. While every CAP member is charged with responsibility as a public affairs representative, appointed public affairs officers carry the additional responsibility of official spokesperson for the unit and commander.



Finance (202)

Prepares unit budget, controls monies, monitors transactions, and prepares monthly activity reports. Keeps commander advised in all financial matters



Inspector General (203)

The CAP IG program is modeled after Air Force Instructions (AFI) 90-201 and 301. The CAPR 123 series defines the scope and limitations of the CAP IG program. It also clearly defines the two distinct duties IGs perform for CAP and CAP commanders: assessments and complaint resolutions.



Education and Training (204)

Performs duties related to processing unit personnel actions such as membership applications, promotions, and charter changes. Provides assistance and guidance to the unit commander and other staff members on all personnel matters.



Administration (205)

Maintains master publications library. Prepares correspondence, reports, schedules, inventories, and requisitions.

Operates centralized correspondence and message distribution center. Reviews locally developed publications to ensure they are administratively correct prior to publication. Provides management assistance when required.



Logistics (206)

Although the logistics career field is very broad within the Air Force, it is relatively restrictive within Civil Air Patrol. The logistics field consists of aircraft maintenance, transportation, and supply. CAP maintenance officers are the managers of aircraft maintenance, not the doers. Although they may perform user-authorized maintenance, their primary duty is to supervise. To actually perform aircraft maintenance would require FAA certification. That certification is not within the scope of CAP. Although the transportation officer may more easily be the vehicle maintenance individual, the primary duty is, again, supervision. The supply officer is, again, a supervisor, but in many cases will actually administer as well as supervise the overall supply operation. The logistics officer may hold all three positions in small units while in larger units there may be several individuals within each area.



Operations (211)

Develops operations policies and procedures to ensure mission accomplishment and provide guidance to unit personnel. Requests transportation and mission authorizations.

Develops operations policies and procedures to ensure mission accomplishment and provide guidance to unit personnel. These activities include developing standing operating procedures, evaluation methods, and accident prevention programs and reporting procedures. Requests transportation and mission authorizations.



Standards and Eval (212)

Manages aircrew standardization and evaluation activities including the check pilot program. Evaluate aircrew techniques and ability using appropriate publications and checklists. Evaluate aircrew techniques in mission planning, briefings, mission execution, and critiques. Perform spot evaluation checks as appropriate. Continually evaluate aircrew training procedures and techniques..



Emergency Services (213)

Assists the commander by managing and directing emergency service activities. Establishes working relationships with local agencies responsible for search and rescue, disaster relief, and other local emergencies. Develops emergency service plans, training programs, and standard operating procedures and maintains a rapid alerting system to assemble emergency service resources as needed.



Communications (214)

Maintains and operates radio equipment. Familiarizes communications trainees with the basic concept of CAP communications operation. Operates CAP radio stations. Plans and conducts communications conferences, meetings and workshops.



Aerospace Education (215)

Implements aerospace education activities and duties involving cadets, seniors, aerospace education members, communities and schools.

Develops materials and activities and promotes aerospace education programs for the local community.



Cadet Program (216)

Conducts cadet training in aerospace education, leadership, physical fitness, moral leadership, and other activities. As special assistant to the commander, implements and monitors programs in cadet personnel and administration, cadet activities, aerospace education, or leadership laboratory.



Safety (217)

Manages the safety program. Develops safety plans, programs, and directives. Coordinates with other staff agencies to develop accident prevention procedures and collects data to determine safety program effectiveness. Conducts accident investigations.



Legal (219)

Advises on legal implications of CAP programs and activities (subject to the constraints imposed by local law on the unauthorized practice of law) to include: Interpretation of laws and regulations. Contracts and agreements. Insurance. Real Estate Taxation. Investigation. Corporate records and organizations.



Health Services (220)

Responsible for advising CAP commanders and units on the health, sanitation and hygiene of CAP members relevant to CAP activities. Assists the ES Officer in arranging or providing training in first aid and emergency lifesaving measures to include medically recognized cardiopulmonary resuscitation (CPR) techniques. Arrange for necessary medical training materials. Supplies and equipment for unit missions or special activities. Maintain first aid kits for medical emergencies. Generally advise commanders and unit personnel on preventive medicine matters relevant to CAP activities..



Chaplain (221)

The chaplain is a member of the commander's staff at all echelons of command, and as such is the advisor to the commander and his/her staff on matters of religion, morals, and the well-being of personnel under his/her command. Provides pastoral care of senior and cadet members, including counseling, visitation, encouragement, and other special assistance as the chaplain may be able to provide. Performs professional functions as necessary, for example, religious services, liturgies, pastoral counseling, etc..



Historian (223)

The recording of events is significant. Compilation of facts that tell of events combine to create a history. A comprehensive history is of considerable value for research purposes and to serve as a documentary. Since a history is objective and it describes in an accurate fashion activities that happened, it enables others to use the data for research, planning, and to portray activities of individuals and groups during specified times. Histories not only tell of success, they cover failure and defeat, explain problems encountered and solutions attempted. The historian is responsible for the unit historical program. Collects and preserves historically significant material.



Character Development (225)

The MLO performs in a capacity similar to a chaplain, but is not required to meet the ecclesiastical endorsement and education level prerequisites for a chaplaincy.



Recruitment and Retention (226)

In order for CAP, or any volunteer organization, to develop and maintain a strong membership base and a well qualified, trained, and experienced force of volunteers, it must rely on the good will and understanding of its prospective, active and inactive members, in addition to the public. The recruiting and retention program includes activities designed to make the Civil Air Patrol missions and activities attractive to the public and CAP's current

membership. The overall goal is to persuade and ensure that membership in CAP is worthy of the prospective, active, and inactive member's time and commitment. Recruiting and retentions could best be described as human resources, salesmanship, and career development counseling. While every member of CAP is charged with the responsibility as a recruiter, appointed recruiting and retention officers carry the additional responsibility of full-time active pursuit of finding and retraining qualified individuals to fill the needs of the unit and the organization.



Information Technology (227)

As technology becomes more and more important in the operation of CAP missions, this track is designed to train individuals on the specific needs of a Civil Air Patrol organization. Information Technology Officers will manage unit technology resources and ensure the right equipment is sought and applied properly.
