



SENIOR OFFICER COURSE OUTLINE

AIR FORCE INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING
COURSE 13

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VOLUME I
HISTORY, MISSION AND ORGANIZATION

I. AIR FORCE HISTORY, MISSION AND ORGANIZATION

A. HISTORY

1. Before World War I

Ability to carry two people, fly 40 MPH, for one hour
1916 - National Defense Act passed

2. World War I

Brig Gen Squier - "regiments of winged cavalry on gas driven
horses"
Douglas Campbell and Eddie Rickenbacker - first aces

3. Between World War I and World War II

1920 Army Reorganization Act - air service as separate branch
1926 Army Air Service becomes Army Air Corps
1930 three advances in aircraft design
Monoplane, all-metal construction, retractable gear

4. World War II

18 April 1942 - Doolittle Raid
Operation OVERLORD

5. After World War II

14 Oct 1947 Yeager broke sound barrier
B-50 Lucky Lady flew nonstop around the world

6. Korean War

First use of jet fighters in aerial combat

7. Evolution in the Atomic Age

8. Emergence of a new aerospace concept

Alan Shepherd - first man in suborbital flight

9. War in Vietnam

Rolling Thunder
Linebacker I and II

10. Early Post-Vietnam Years

Retirement of C-119 and C-124 in 1970
Oct 1975 - women in military academies
1976 - introduction of F-16

11. Air Force 1978 to present

GPS - Global Positioning System
F-117 Stealth Fighter introduced - Desert Storm

B. VISION AND MISSION

1. Mission and Vision of the Air Force

Vision - global power, global reach

Mission - defend the U. S. through control and exploitation of air and space

C. ORGANIZATION

1. Organization

2. Total Force

II. CIVIL AIR PATROL HISTORY, MISSION AND ORGANIZATION

A. HISTORY

1. The need for a Civil Air Patrol

2. The realization of a national Civil Air Patrol

3. CAP World War II activities

Coastal patrols

Towing targets

4. Other wartime missions
Border patrols

5. Change in command jurisdiction
1943 - transferred from Office of Civilian Defense to War Dept.

6. The future of postwar CAP uncertain
Public Law 476
Public Law 557

7. Incorporation of Civil Air Patrol

8. Permanent status of USAF auxiliary

B. ORGANIZATION AND MISSION

1. Organization of Civil Air Patrol

Board of Governors, Nat'l Board, Nat'l Executive Committee

2. Mission of Civil Air Patrol

Emergency Services, Aerospace Education, Cadet Training

3. The USAF-CAP relationship

Voluntary, benevolent, noncombatant

VOLUME II
PROFESSIONAL KNOWLEDGE

I. NATIONAL CUSTOMS

A. The Great Seal and National Anthem

1. History and use of the Great Seal

2. Origin of the National Anthem

3 March 1931 - adopted by act of Congress

B. The American Flag

1. Early American Flags

Culpepper, Moutrie, Bunker Hill

2. History of the American Flag

3. Laws and regulations pertaining to the US Flag

4. Ways to display and pay respect to the flag

II. AIR FORCE CUSTOMS AND COURTESIES

A. Symbol of Discipline - Discipline and the observance of military customs and courtesies

B. Military Customs and Courtesies

1. Observing military customs

2. Military courtesy; practice and response

III. THE AIR FORCE UNIFORM

A. Wearing the Uniform

1. Proper wear of the Air Force-style uniform

2. Restrictions on wear of the Air Force-style uniforms

3. Service uniform combinations

4. Accessories and outergarments

5. Standards of dress and personal appearance

B. Civil Air Patrol Awards and Decorations - wear of CAP awards and decorations

IV. HEALTH AND FITNESS

A. Exercise and Nutrition

1. Different types of exercises and their benefits

2. The importance of nutrition to a healthy lifestyle

B. Stress, Tobacco and Alcohol

1. Causes of stress and the importance of stress management

2.. Tobacco and smoking

3. Alcohol use and abuse

VOLUME III
COMMUNICATION SKILLS

A. Communication Fundamentals

1. The Basics of Communications

Professional, social, governmental environments
Self-action, interaction, transaction

2. The Six-Step Process

Analyze purpose and audience, conduct research, support ideas, get organized
draft and edit with English that's alive, fight for feedback

B. Barriers to Effective Communication

1. Identifying Communication Barriers

Organizational, language, psychological, managerial

2. Overcoming Barriers

Get ready to listen, take responsibility for comprehending, listen to
understand rather than to refute, control emotions, listen for main ideas
be mentally agile, take notes

C. Speaking and Writing

1. Speaking

2. Writing

D. Civil Air Patrol and the Information Age - Modern Information Systems

VOLUME IV
LEADERSHIP

A. The Concept of Leadership

1. Leadership Defined

The art of influencing and directing people in a way that will win their obedience respect and loyal cooperation in achieving a common goal.
(ref: AF 35-49)

2. Leadership Preparation

Think, observe, study and practice

B. Leadership Qualities and Principles

1. Responsibilities to Yourself

Qualities - integrity, selflessness, courage, energy

Principles - know the job, know yourself, set the example

2. Responsibilities to Your People

Team leader qualities - loyalty, commitment, decisiveness

Individual principles - care for people, educate, equip

Team principles - communicate, motivate, discipline, develop teamwork

C. Leadership Techniques

1. Counseling

Sincerity, good listening skills, integrity

Techniques - questioning, encouragement, nonverbal behavior

2. Motivation

Maslow's hierarchy of needs - physiological, safety, belonging,
esteem, self-actualization

3. Problem Solving

Recognize, gather data, list possible solutions, test possible solutions,
select best solution, implement problem solution

Decision-making techniques - directive, vote, compromise, consensus

D. Leadership Style

1. Dynamic Followership

2. Situational Leadership

E. The Leader and the Group

1. Quality and the Leader

2. Organizational Effectiveness

3. Group Dynamics

Forming, storming, norming, performing

Supervisory skills - recognize coworker standards, provide training,
provide feedback, encourage professional
development

4. Learning Leader

F. Officership and the Leader

1. What it Means to be an Officer

2. Integrity and Ethics

3. Professionalism