



# CIVIL AIR PATROL SENIOR MEMBER TRAINING PROGRAM

## SPECIALTY TRACK STUDY GUIDE

### DRUG DEMAND REDUCTION

#### *Foreword*

The causes of drug abuse in any population are manifold and complex. The health and social consequences of drug abuse constitute a cause for global concern, since they affect not only the individual, who abuses, but also his or her family and friends and the wider community and society. Prevention and health promotion constitute important and valuable demand reduction approaches designed to address drug abuse issues before they become problematic. This is more cost-effective, and benefiting not only individuals, but also society as a whole in helping to generate positive health behaviors, lifestyles free from drug abuse. In order for Civil Air Patrol (CAP), or any nonprofit organization, to survive and grow, it must rely on the education of its members and the community in which they live against the hazards associated with drug abuse.

The Drug Demand Reduction (DDR) program includes education and training, school programs and community outreach activities designated to assist its members in making a difference in this world by helping communities understand the effects drugs can have in their lives and community. Committed and well qualified staff members are needed, and should be supported and all their activities monitored regularly. This requirement drives the need for CAP to develop DDR specialists for the organization.

The Drug Demand Reduction Officer Specialty Track Study Guide is for individuals to use in progressing from the entry level of technician to the intermediate level of senior and the highest rating of master. The technician level provides the individual with basic information to use in performing duty as a Drug Demand Reduction Officer at the unit level. The senior level prepares the Drug Demand Reduction Officer at the unit level to serve as a functional Drug Demand Reduction Officer and also is an expanded role as an advisor to the wing. Master level qualifies members to advance to the highest level through the provisions of extensive knowledge concerning all phases of the DDR program. A member who has achieved the Master rating might serve as the Drug Demand Reduction Coordinator at the region level, or in any capacity within the Drug Demand Reduction Program throughout CAP.

# DRUG DEMAND REDUCTION TRAINING GUIDE

## TECHNICIAN RATING

**Preface:** The “technician” rating is the entry level of the CAP Drug Demand Reduction Officer. The training associated with this rating is designed to encourage, promote, and develop the basic professional skills necessary to implement all of the following elements of the DDR program: (1) education and training, (2) school program, (3) community outreach activities.

**1. OBJECTIVES:** To develop a basic knowledge of the DDR program as it relates to the President’s *National Drug Control Strategy* under the guidance available through NHQ CAP/DDR. To provides a means by which the Drug Demand Reduction Officer can gain the professional skills necessary to promote drug demand reduction within CAP, the United States Air Force Auxiliary.

### 2. TRAINING REQUIREMENTS:

- a. Utilize CAPR 51-1, *CAP DDR Program*, and CAPR 50-17, *CAP Senior Member Professional Development Program*, to implement and administer the DDR program at the unit level.
- b. Explain CAP involvement in the DDR program, its current missions, the history and goals.
- c. Explain the fundamentals of being a successful Drug Demand Reduction Officer according to CAPR 51-1, supplements, interim change letters, and guidelines by NHQ, regions and wings.
- d. Describe the proper program implementation strategies.
- e. Understand and describe the current reporting system as it pertains to wing DDR policies and the requirements set forth by NHQ CAP/DDR.

### 3. PERFORMANCE REQUIREMENTS:

a. Serve in a DDR position for 12 months: \_\_\_\_\_  
(INCLUSIVE DATES)

b. Attend at least one CAP DDR workshop/seminar:

\_\_\_\_\_ (DATE) \_\_\_\_\_ (LOCATION/EVENT)

c. Demonstrate and document ability to perform tasks for DDR. (Please note date completed in blank space):

\_\_\_\_\_ **1)** Develop and implement plan with the unit commander and/or command staff to integrate the DDR program into unit activities.

\_\_\_\_\_ **2)** Give a presentation on drug awareness to a non-CAP group or organization.

\_\_\_\_\_ **3)** Implement a minimum of six (6) lessons, events or activities on drug awareness at unit level within a 12-month period. This includes senior activities and reporting completion on the After Event/Activity Form.

\_\_\_\_\_ **4)** Promote an internal awareness through the distribution of a professional quality bulletin, memo, newsletter or message, either in print or on unit web page. Completion of correspondence must be documented on an After Event/Activity Form.

\_\_\_\_\_ **5)** Complete and submit the DDR After Event/Activity Report in accordance with wing and NHQ CAP/DDR policies.

**CERTIFICATION:**

***I do hereby certify that*** \_\_\_\_\_  
(RANK, NAME)

***Has successfully completed the requirements and documentation to be awarded the Drug Demand Reduction “technician” rating.***

\_\_\_\_\_  
(UNIT COMMANDER) (DATE)

A copy of the certification should be sent to the wing Drug Demand Reduction Administrator and NHQ CAP/DDR with supporting documentation.

\*The Professional Development Officer should update this training on the member’s CAP Form 45B, Senior Member Training Record, and record the information in the online Senior Member Specialty Track module in e-Services.

# DRUG DEMAND REDUCTION TRAINING GUIDE

## SENIOR RATING

**Preface:** The “senior” rating is the intermediate level of progression in the CAP Drug Demand Reduction Officer program. This level is designed to build upon the skills previously learned, while continuing to expand high quality performance in: (1) education and training, (2) school programs, (3) community outreach activities, (4) internal relations, and (5) liaison with other organizations and agencies.

**1. OBJECTIVES:** To enhance and expand the professional skills of the Drug Demand Reduction Officer in all elements of the DDR program to provide capabilities to develop, manage, and implement a DDR program for CAP members, and to generate influential partnerships within the communities through the guidance available from NHQ CAP/DDR.

### 2. TRAINING REQUIREMENTS:

- a. Summarize of the role DDR plays in CAP missions.
- b. Successfully complete a non-CAP Drug Awareness/Prevention class or seminar.
- c. Implement two (2) special or routine public events that highlight CAP’s commitment to the DDR program.
- d. Use audio and visual aids to enhance DDR presentations to multiple audiences.
- e. Promote the success of DDR activities thru news releases in CAP “On-Line News” or the “*Volunteer*” magazine.

### 3. PERFORMANCE REQUIREMENTS:

- a. Have earned the Technician Rating in a DDR position with the appropriate duty assignment:

\_\_\_\_\_

(DATE)

- b. Have served in a DDR position with the appropriate duty assignment for a total of 24 months:

\_\_\_\_\_

(INCLUSIVE DATES)

- c. Successfully complete a minimum of two (2) workshops/seminars at wing, region or national level, or community/external organizations:

\_\_\_\_\_

(DATE)

\_\_\_\_\_

(LOCATION/EVENT)

\_\_\_\_\_

(DATE)

\_\_\_\_\_

(LOCATION/EVENT)

- d. Submit at least two news releases (at least one with photos) to local or CAP media:

\_\_\_\_\_

(DATE)

\_\_\_\_\_

(SUBJECT)

\_\_\_\_\_

(DATE)

\_\_\_\_\_

(SUBJECT)

- e. Plan and implement at least one (1) workshop/seminar at a wing level (This includes but is not limited to: wing conferences, encampments, squadron leadership school, cadet leadership school, unit commander course and flight training. Completion of event must be documented on an After Event/Activity Form):

\_\_\_\_\_

(DATE)

\_\_\_\_\_

(LOCATION/EVENT)

- f. Complete and submit a minimum of six (6) activity reports in accordance with established wing policy.

**CERTIFICATION:**

*I do hereby certify that* \_\_\_\_\_  
(RANK, NAME)

***Has successfully completed the requirements and documentation to be awarded the Drug Demand Reduction “senior” rating.***

\_\_\_\_\_  
(UNIT COMMANDER) (DATE)

A copy of the certification should be sent to the wing Drug Demand Reduction Administrator and NHQ CAP/DDR with supporting documentation.

\*The Professional Development Officer should update this training on the member’s CAPF 45B, Senior Member Training Record, and record the information in the online Senior Member Specialty Track module in e-Services.

# DRUG DEMAND REDUCTION TRAINING GUIDE

## MASTER RATING

**Preface:** The “master” rating is the highest level of achievement for the CAP Drug Demand Reduction Officer. This level is the culmination of the professional development sequence based upon skills learned and demonstrated in furtherance of CAP’s DDR program strategies relating to: (1) education and training, (2) school program (3) community outreach activities (4) internal relations (5) liaison to other organizations and agencies.

**1. OBJECTIVES:** To promote DDR, its mission, goals, and objectives and personnel in a professional manner as related to and under the guidance of NHQ CAP/DDR. To act as a primary consultant to the unit/group/wing/ region commander on CAP DDR matters. Be able to develop, manage, and implement a solid program targeting all elements of the DDR program. Become a leader and mentor for other members within CAP by demonstrating knowledge, professionalism, and performance.

### 2. TRAINING REQUIREMENTS:

- a. Conduct a DDR seminar at a national conference, region conference, region staff college, region Chaplains college or other region senior activities.
- b. Demonstrate advanced skills in DDR responsibilities as they relate to promoting CAP’s DDR program.
- c. Interpret CAP’s DDR policies, procedures, and regulations and apply them to a given situation.
- d. Analyze environmental trends as they relate to CAP and advise the commander on appropriate drug awareness action.
- e. Instruct others in DDR program strategies by conducting workshops, seminars, or other related training and/or actual events.
- f. Mentor other CAP members, (seniors, cadets, and junior DDR personnel), to enhance their understanding of the Drug Demand Reduction Program and how it builds a positive lifestyle within the communities and the nation.

### 3. PERFORMANCE REQUIREMENTS:

- a. Have earned the Senior Rating in a DDR position with the appropriate duty assignment:  
\_\_\_\_\_  
(DATE)
- b. Have served in a DDR position with the appropriate duty assignment for a total of 36 months:  
\_\_\_\_\_  
(INCLUSIVE DATES)
- c. Conduct a minimum of two (2) workshops, seminars or official DDR events at the region level:

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(LOCATION/EVENT)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(LOCATION/EVENT)

d. Implement a minimum of three (3) drug awareness events to the public (i.e., open house, fair, and exhibition):

_____	_____
(DATE)	(LOCATION/EVENT)
_____	_____
(DATE)	(LOCATION/EVENT)
_____	_____
(DATE)	(LOCATION/EVENT)

e. Distribute at least one (1) professional quality drug awareness message monthly.

<p><b>CERTIFICATION:</b></p> <p><i>I do hereby certify that</i> _____</p> <p>(RANK, NAME)</p> <p><b><i>Has successfully completed the requirements and documentation to be awarded the Drug Demand Reduction “master” rating.</i></b></p> <p>_____</p> <p>(UNIT COMMANDER) (DATE)</p> <p>A copy of the certification should be sent to the wing Drug Demand Reduction Administrator and NHQ CAP/DDR with supporting documentation.</p> <p>*The Professional Development Officer should update this training on the member’s CAP Form 45B, Senior Member Training Record, and record the information in the online Senior Member Specialty Track module in e-Services.</p>
---