

THE NEXT STEP



NEW MEMBER GUIDE TO THE RENO COMPOSITE SQUADRON





United States Air Force Auxiliary-Civil Air Patrol

Reno Composite Squadron-27054

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Welcome!

On behalf of the members of the Reno Composite Squadron I would like to welcome you to the finest squadron in the Civil Air Patrol! It is our hope that your association with the Civil Air Patrol will be both productive and positive. If you have questions at any point, please feel free to ask either myself or any other member of the unit.

The Civil Air Patrol, commonly referred to simply as CAP, has been the Auxiliary of the United States Air Force for over half a century, proudly serving the nation from the days of World War Two to the present. The three basic missions of the Civil Air Patrol are Emergency Services, Aerospace Education, and the Cadet Program. Our training and activities are all related to one or more of these central missions. As a requirement of your initial indoctrination to the unit, you will undergo training that will explain the missions more in-depth.

Joining any organization is always somewhat confusing at first, with new names, faces, jargon, and ways of doing things to learn. To assist you in adjusting to CAP, the packet condenses some of the questions most often asked by new members. As always, please feel free to ask the squadron staff or myself if you need clarification on anything. A squadron newsletter is published quarterly and mailed to members, and is also available on-line at the squadron web site: <http://www.nvwcg.cap.gov/rcs>

Our meetings are the 2nd and 4th Wednesdays at 7:00 p.m. at 1980 Kleppe Lane in Sparks. Our unit relies on its members being active participants in the activities and training being held. Not only are these events informative and interesting, they are a vital component of effective, proficient squadrons. Whenever possible, please participate and if possible volunteer to help develop and run these exciting programs and activities.

Once your membership application and fees have been processed by National Headquarters, Civil Air Patrol, you will receive a membership card with your identification and CAPID. This number will be your primary means of identification so please memorize it for future use.

We look forward to having you as an active member of the Reno Composite Squadron. Welcome, and thank you for donating your time, energy, and enthusiasm!

Michael McMahon, CAPT
Squadron Commander
Reno Composite Squadron

CAP History

The Civil Air Patrol was formed on Dec. 1, 1941, on the eve of America's call to national service as we entered World War II after the attack on Pearl Harbor on Dec. 7, 1941. While logging more than 500,000 flying hours, CAP's original Everyday Heroes sunk two enemy submarines and rescued hundreds of crash victims. After the war, a thankful nation recognized CAP's value to local and national agencies dedicated to homeland security. On July 1, 1946, President Harry Truman signed Public Law 476 incorporating Civil Air Patrol as a benevolent, nonprofit organization. On May 26, 1948, Congress passed Public Law 557 permanently establishing Civil Air Patrol as the auxiliary of the new U.S. Air Force and provided for three primary missions — aerospace education, cadet programs and emergency services.



Civil Air Patrol Today

In addition to homeland security, today's CAP members conduct search and rescue, counterdrug reconnaissance, and disaster relief missions. Many of our 33,000 senior members also nurture the leadership skills of more than 22,000 youth enrolled in cadet programs. In addition, CAP broadens the horizons of hundreds of thousands of students and more than 1,000 teachers annually through our aerospace education programs.

Resources

CAP's assets and resources include, but are not limited to, over 500 corporate owned aircraft, almost 4,000 member-owned aircraft, 950 ground vehicles and the most extensive communications system in the world. However, CAP's most valuable assets are its volunteers. Including training, members log in excess of 100,000 flying hours each year.

Opportunities

As a member, a unique aspect of CAP is the training made available to you to help fuel our "Missions for America" in the following ways:

Administration

- Aerospace Education
- Cadet Programs
- Chaplain
- Communications
- Drug Demand Reduction
- Emergency Services

- Finance
- Flight Operations
- Historian
- Information Technology
- Inspections
- Logistics
- Moral Leadership
- Operations
- Personnel
- Professional Development
- Public Affairs
- Recruiting and Retention
- Safety
- School Enrichment Program
- Standardization/Evaluation

There is something to meet most every individual's needs and interests. If your area of interest is not listed, ask your mentor or commander, and you will probably find it.

Civil Air Patrol's Missions For America

Aerospace Education

CAP promotes and supports aerospace education, both to its own members and the general public. CAP educational programs help prepare American citizens to meet the challenges of a sophisticated aerospace society and understand its related issues. To fulfill the CAP mission of educating America's citizens about the importance of air and space power for our country, CAP offers a myriad of aerospace programs, products, and services to educators and aerospace enthusiasts.

CAP maintains integrated internal and external aerospace education programs. Internally, CAP members, both adults and cadets, follow a rigorous program to learn about aviation and aerospace principles. Aerospace Education Officers (AEOs) attend regional AEO workshops to learn how to promote aerospace education throughout their communities. CAP cadets have to pass aerospace tests and achievements to progress in rank and promotion. Externally, CAP reaches out to the general public through a special program for teachers of all grade levels. Through this program, CAP provides free classroom materials and lesson plans for aerospace education. CAP offers national standards-based educational products, including textbooks, workbooks, and hands-on



activity booklets. Teachers can get free classroom materials and lesson plans, awards programs, and opportunities to participate in workshops and the Fly-A-Teacher program by joining as a CAP Aerospace Education Member (AEM).

Cadet Programs



The Civil Air Patrol's Cadet Programs provide our nation's youth an opportunity that enhances their knowledge and leadership skills through an interest in aviation, and simultaneously provide services to the United States Air Force and the local community. CAP's cadet program allows youth 12-20 years old to progress at their own pace through a multi-step program that emphasizes aerospace education, leadership training, physical fitness and character development. Cadets may also compete for academic scholarships to further their studies in fields such as engineering, science, aircraft mechanics, meteorology and many others.

Cadets who earn cadet officer status may enter the Air Force as an E3 (airman first class). Approximately 8% of Air Force Academy appointees are former CAP cadets. In addition, both West Point and Annapolis admit many CAP cadets each year.

Also, cadets have the opportunity to participate in



special activities at the local, state, regional and national levels. Many will have the opportunity to fly

an airplane for the first time and some may even solo at special flight encampments or academies. Others will enjoy traveling abroad through the International Air Cadet Exchange Program. Still others assist at major air shows throughout the nation.

Emergency Services

CAP flies more than 95 percent of all federal inland search-and-rescue missions directed by the Air Force Rescue Coordination Center. Outside the continental United States, CAP supports the Joint Rescue Coordination Centers in Alaska, Hawaii and Puerto Rico. Just how effective are the CAP missions? CAP members rescue approximately 100 people each year!

Working under the U.S. Air Force's Homeland Security Directorate, Civil Air Patrol is uniquely positioned to conduct missions in support of the nation's homeland security initiatives. With decades of operational experience, CAP can provide low-cost airborne assets, all manned by mission-ready personnel who have the demonstrated capability to work with federal, military, state and local agencies across the nation.

CAP's disaster-relief missions encompass rapid assistance from the air and ground that is complemented by an extensive communications network. Volunteers work in partnership with the American Red Cross, the Federal Emergency Management Agency, the Federal Aviation Administration, the National Transportation Safety Board and the U.S. Coast Guard. CAP also flies humanitarian missions – usually in support of the Red Cross – to transport time-sensitive medical materials, including blood and human tissue, when other means of transportation are not available.

Missions performed in direct support of the U.S. Air Force include light transport, communications support and low-altitude route surveys. CAP also provides orientation flights for AFROTC cadets. Joint U.S. Air Force and CAP search-and-rescue exercises provide realistic training for missions. In addition, in 1986 CAP partnered with the U.S. Air Force and U.S. Customs Service to help stem the flow of drugs into and within the United States.



Membership Categories

Senior Membership

CAP senior membership is open to adults at least 18 years of age. To prepare adult members for CAP's special missions, extensive training and education in more than 20 different specialized fields is provided. In addition, technical training is offered in related areas, such as flight operations, emergency services and communications. Training in management and executive leadership is offered, as members progress in CAP's professional development.

If you are currently in Air Force Active Reserves, you may be able to earn points toward retirement in the CAP-RAP program. Please call 334.953.5225 (commercial) or 493.5225 (DSN) for more information.

A patron member is a financial supporter who maintains current membership through payment of annual membership dues and participates in a limited capacity.

A business member is any U.S. corporation, partnership, proprietorship, or organization which applies for CAP membership in the name of the corporation, partnership, proprietorship or organization. This category of membership is designed for members of the business community who demonstrate a desire to financially support CAP's missions and programs.

Cadet Membership

CAP cadet membership is open to youth 12 to 18 years old. Cadets can opt to change to adult membership at age 18, or stay in the cadet program until age 21. See www.cap.gov/cadets for more details.

Cadet Sponsor Membership

Cadet Sponsor is a special membership category that allows parents, grandparents and legal guardians to participate with their young relatives who are cadets. Cadet sponsors serve as chaperons and provide transportation during squadron activities. They are offered discounted membership dues and have a limited volunteer commitment. To become a Cadet Sponsor Member, write "Cadet Sponsor Member" at the top of your membership application.

Aerospace Education Membership

This membership category is designed for teachers and others who are interested in aerospace education. Aerospace Education members (AEMs) receive free educational products for grades K-12 including lesson plans, teaching strategies and a newsletter. See

Member Benefits

Life and Health Insurance

Members are eligible to participate in a guarantee issue 10-year level term life insurance with no rate increase due to health conditions. Pilots receive the same rates as non-pilots. Members are also eligible for a hospital indemnity plan, cancer policy and a supplemental health care program.

Training

All CAP members can take advantage of aerospace education, leadership and technical training, including Air Force correspondence courses. Special training is also conducted for those participating in search and rescue as mission pilots, observers or ground team members. Communications training is highly specialized and presents unique opportunities to network with other communicators throughout the country.

Meetings and Conferences

CAP members gather regularly at meetings and conferences around the country. A national convention is held in a different city each year.

Rental Car Discounts

The Hertz Corporation offers rental car discounts to CAP members for both business and pleasure travel. A special Hertz identification card is furnished to each member upon request. Rates and discounts may be obtained by calling Hertz at 800.654.3131.

Exxon Mobil

Members can purchase top of the line lubricants for their personal aircraft at a discount directly from Exxon Mobil.

Civil Air Patrol Credit Card

The CAP affinity credit card offers senior members and the parents of cadets a credit card that supports CAP. Each time the card is used in a transaction, a donation is made by the bank to support CAP. The CAP emblem and the member's grade are embossed on the front of this distinctive credit card. Contact Membership Development at 334.953.2828 for an application.

Tax Benefits

As a federally chartered nonprofit organization, Civil Air Patrol is tax exempt under Section 501 (c)(3) of the IRS Code. This entitles members to claim various expenses as charitable contributions to the extent allowed by the law. These include the following:

- Membership dues
- Expenses for uniforms and training materials
- Mileage on personal vehicles
- Travel, living and out of pocket expenses while participating in CAP activities.

Specialty Tracks

Job Opportunities for Senior Members

Administration Officer

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.

Aerospace Education Officer

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. Assists the commander in making aerospace education related policy decisions.



Cadet Programs Officer

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.

Chaplain

Provides worship, liturgies, rites and religious observations. Conducts pastoral counseling, spiritual nurture and ethics and values instruction. Provides group pastoral care and spiritual renewal. Gives advice on religious, ethical and quality of life concerns and maintains ecclesiastical and clergy relations.

Communications Officer

Maintains and operates radio equipment. Familiarizes communications trainees with the basic concept of CAP communications operations. Operates CAP radio stations. Develops and implements communications plans, programs and directives. Plans and conducts communications conferences, meetings and workshops.



Drug Demand Reduction Officer

Coordinates CAP's role in support of the President's National Drug Control Strategy under the guidance available through CAP's national headquarters. Implements and administers the DDR program at the unit level. Promotes drug awareness to CAP members through lesson plans, events, activities, educational materials, bulletins, newsletters and the web. Gives drug awareness presentations to outside organizations. Manages reporting requirements.

Emergency Services Officer

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.

Finance Officer

Assists the commander and finance committee in proper management of unit funds. Ensures approved bills and deposit details are forwarded to wing, finance committee meeting minutes are recorded and fundraising activities are conducted appropriately.

Flight Operations Officer



Is responsible for the management and control of unit aircrews, aircraft and flight operations. Understands CAP flight management policies and procedures and the administrative procedures governing flight operations. Assists in the preparation of plans, programs and directives to govern the unit.

Historian

Is responsible for unit historical program. Collects and preserves historically significant material. Publishes general and special histories, monographs and studies. Publishes material to inform the general public about CAP history. Attends meeting of historical and other learned societies.

Information Technology Officer

Manages and directs all information technology related activities. Serves as the unit Web Security Administrator (WSA) responsible for assigning and editing permissions for assigned members. Oversees the development and maintenance of the unit's website. Provides help desk support functions for the unit to include network administration, and hardware and software installations. Develops and implements training programs for unit members to ensure efficient use of all IT assets.

Inspection Officer

Performs inspections when required. Prepares inspection checklists for all areas of inspection and prepares written reports of inspection as required. Reviews publications, plans, policies and statistics to determine areas of special interest. Briefs commander and staff on inspections and recommendations.

Logistics Officer

The logistics officer is responsible for receipt, storage, distribution, recovery and proper disposal of all CAP property held by the unit. Recommends allocation of motor vehicle records. Responsible for vehicle maintenance, marking and painting. Ensures aircraft are painted and identified in accordance with current directives and makes sure aircraft are maintained in an airworthy condition in accordance with FAA requirements.

Moral Leadership Officer

Gives moral leadership classes and may assist a chaplain at their request (Talk to the senior program officer and wing chaplain if you are considering this specialty).

Operations Officer

Develops the operations policies and procedures to ensure mission accomplishment and provides 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.



Personnel Officer

Performs duties related to processing unit personnel actions such as membership applications, promotions and charter changes. Establishes and maintains up-to-date personnel files and ensures all regulations, policy letters and forms required to administer the unit's personnel program are available and up-to-date. Develops local unit personnel policies and procedures, provides assistance and guidance to the unit commander and other staff members on all personnel matters, and monitors the overall personnel program within his or her jurisdiction.

Professional Development Officer

Plans, coordinates and schedules professional development training activities. Maintains unit training records and training library, and operates audio-visual equipment. Prepares documentation in support of professional development awards for the commander's review. Coordinates member training accomplishments with other staff members. Instructs at training courses. Advises the commander on training required to meet unit staffing needs.



Public Affairs Officer

Assists the commander on all media relations and internal information matters. Plans, develops and implements a public affairs program based on media relations, community relations, and internal information activities. Acts as liaison with other organizations and agencies as required in the performance of these activities

Recruiting and Retention Officer

Is responsible for the membership development of the squadrons or wing by recruiting new members into CAP and working to retain the current members. Develops recruiting programs and activities and works with the public affairs officer to promote CAP. To encourage membership renewal, is also responsible for communicating with new members about their expectations.



Safety Officer

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.

Standardization/Evaluation Officer

Performs duties as a CAP instructor pilot and check pilot; responsible for flight and ground instruction as well as flight evaluation in CAP aircraft. Performs duties as a CAP check pilot; administers check flights and written examinations and maintains pilot training folders. Administers check flights and written examinations, and develops wing training and evaluation procedures.



Quick View New Member Checklist

Joining CAP

- _____ Complete CAP Form 12 and have Squadron Commander review & sign
- _____ Have fingerprint card completed (*on-site fingerprinting available*)
- _____ Make check payable to CAP for \$67.00

After Joining CAP (Level One Training)

- _____ Meet with your assigned mentor to review what you need to complete next
- _____ Take CAP Foundations Course Online (print sections) and bring in results for squadron commander to review with you
- _____ Complete Cadet Protection Quiz, view PowerPoint to self correct quiz, and bring in quiz results for squadron commander to review with you
- _____ Review the Cadet Protection Program Case Study and discuss solutions with squadron commander
- _____ Obtain the minimum required uniforms for participation in CAP events and missions

To Begin Emergency Services Work

- _____ View the Online Operational Security (OPSEC) training and make sure to click "I agree" to show you've completed the training
- _____ Complete the open-book online CAPT 116 Exam, selecting the 50 question exam
- _____ Complete the open-book online CAPT 117 Exam that applies to you
- _____ If interested in aircrew work, see the squadron commander about signing up for an aircrew course either on-line or if a local class is available
- _____ Pilots need to see the operations officer, Captain Randy Mclain, for questions on qualifying for CAP pilot status

For Promotions and Advancement

- _____ Review all possible specialty tracks to choose to pursue and sign up for one by seeing squadron commander
- _____ Although all seniors have to wait 6 months for their first promotion, review CAPR 50-17 to see if you have special qualifications that allow you to have an increased rank and let LTC Shyle Irigoien know about them
- _____ See the squadron commander for assignment into a staff position under a current staff officer for additional training. Your professional and personal experiences don't have the limit your assistance to any particular area; let us know how you'd like to help!

Mentoring and Working Towards Your Qualifications and Rank

Mentor Information:

Name of Your Mentor

Rank

Best Phone Number to Reach Your Mentor

Best E-mail to Use

Select a Senior Member Specialty Track

- | | |
|---|---|
| <input type="checkbox"/> 200 Personnel | <input type="checkbox"/> 214 Communications |
| <input type="checkbox"/> 201 Public Affairs | <input type="checkbox"/> 215 Aerospace Education |
| <input type="checkbox"/> 202 Finance | <input type="checkbox"/> 216 Cadet Programs |
| <input type="checkbox"/> 203 Inspector General | <input type="checkbox"/> 217 Safety |
| <input type="checkbox"/> 204 Professional Development | <input type="checkbox"/> 218 Plans and Programs |
| <input type="checkbox"/> 205 Administration | <input type="checkbox"/> 221 Chaplain |
| <input type="checkbox"/> 206 Logistics | <input type="checkbox"/> 223 Historian |
| <input type="checkbox"/> 210 Flight Operations | <input type="checkbox"/> 225 Moral Leadership |
| <input type="checkbox"/> 211 Operations | <input type="checkbox"/> 226 Recruiting and Retention |
| <input type="checkbox"/> 212 Standardization-Evaluation | <input type="checkbox"/> 227 Information Technology |
| <input type="checkbox"/> 213 Emergency Services | <input type="checkbox"/> 228 Drug Demand Reduction |

To view the specific requirements for your specialty track please go to E-Services and under the **Publications** section choose **Pamphlets** and view the specific requirements for your track. If your mentor is not rated in the specialty that you have chosen, an OJT advisor will likely be assigned as well to assist you with completing your technician rating requirements. Completing the technician rating in any of these specialty tracks earns you the leadership ribbon.

OJT Advisor Information:

Name of Your Mentor

Rank

Best Phone Number to Reach Your Mentor

Best E-mail to Use

Promoting in Rank

All members must review CAPR 50-17, available at E-Services, for information on the Senior Member program as well as directions on how to promote. You promote through each rank by completing objectives. For example, to promote to 1st Lieutenant you must be a 2nd Lieutenant for 1 year and have received a Technician Rating in a Specialty Track. You can also receive promotions based on your background training and jobs held in the squadron, so please review CAPR 50-17 to see if you qualify.

CAP Mission Pilot and Aircrew Training Checklist

Welcome to CAP! We value your volunteering spirit and look forward to assisting you in training for CAP aircrew status. This checklist is designed to expedite the process of becoming an aircrew member, and for pilots the end results would be CAP Mission Pilot. Pilots need to have a valid and current private pilot's license and an up-to-date medical. See CAPR 60-1, chapter 3, for details about minimum pilot qualifications for CAP. This checklist assumes that you are currently flying and have joined CAP. Most of the training materials are available on line through E-Services. Because we operate high-performance aircraft in Nevada we require a minimum of 100 hours as PIC in order to qualify to be a CAP Pilot. Links to additional materials are listed below.

First Months in the Program

1. Set up your e-Services account at the national web-site and complete Level One in the senior member professional development program (see www.cap.gov/one).
2. Get General Emergency Services (GES) qualified. The GES test includes measuring your understanding of the Incident Command System (ICS), as well as CAP's role in emergencies. This training is normally conducted at the squadron. You can also study the GES materials and take the GES Test online at: <http://level2.cap.gov/index.cfm?nodeID=5785>. See CAPR 60-3 for details.
3. Work on completing the initial CAP Pilot requirements. See CAPR 60-1 for details. Set up a CAPF 5 check ride. Low time pilots should begin working towards CAP's Transport Pilot rating. Speak to Captain Randy McInain, the squadron Operations Officer, for the best way to begin this process.

Preparing for Aircrew Training

4. Start progressing towards Scanner qualification. A CAP Scanner is someone who is trained to look outside of the aircraft for various mission objectives. Those working towards mission pilot will need to go through this same training. This is done through a wing in-person course or through an on-line course available at <http://www.cawg.cap.gov/html/operations/es.htm>, through the generosity of California Wing CAP. See the Squadron Commander or LTC Shyle Irigoien for directions on completing the book training.
5. Complete the Radio Operator Authorization Basic course (ROA-B) As a CAP pilot, you will be using special radio frequencies that require specific training from CAP. This training is normally conducted at the squadron. You should also consider taking the advanced course as well. See CAPR 100-1 for details.
6. Complete Scanner training and participate in two Search and Rescue missions to get the signoffs for your SQTR card, which will make you a standard aircrew Scanner. All aircrew members operating on ES missions are required to wear a USAF or CAP NOMEX flight suit, so make sure to get the flight suit and boots.
7. Repeat the process you just underwent for Scanner training into the next phase of Aircrew work; the Mission Observer. In addition to looking for mission targets, the Mission Observer assists the Mission Pilot in navigation and radio operation. Just like the Scanner portion there is a course and training flights to participate in, and for potential mission pilots we ask that you complete this training as well.

Preparing for Aircrew Training

8. Start progressing towards the Mission Pilot Trainee requirements. These requirements are in CAPR 60-1 and CAPR 60-3. This training is normally conducted at the squadron. You can also study the materials online at: <http://level2.cap.gov/index.cfm?nodeID=5591>.
9. Complete the Mission Pilot Trainee requirements. These requirements are in CAPR 60-1 and CAPR 60-3. This training is normally conducted at the squadron. You can also study the materials online at: <http://level2.cap.gov/index.cfm?nodeID=5591>.

Getting Started with Level One and ES Exams

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 about Level One.

To complete Level One of Civil Air Patrol's professional development program, you will need to complete the following

- a. The CAP Foundations Course –
- b. Cadet Protection Program Training (CPPT) - Available online only at e-Services
- c. Online Operations Security (OPSEC) Awareness Training - Available online only at <https://tests.cap.af.mil/opsec>

1) Take the CAP Foundations Course

The CAP Foundations Course, available at www.cap.gov/one is self-paced and open book. There are a total of six modules for you to complete. Each module 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 by your squadron commander.

Each module should take less than 15 minutes to read, and each quiz should take less than 15 minutes to complete. You will need the free Adobe PDF Reader or a compatible PDF viewer to view these materials, dated May 07:

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. There is no pass or fail in this course. However, you are responsible for reviewing your new members' efforts, make any corrections and provide your new members with the guidance needed to succeed.

2) Take the Cadet Protection Program Training (CPPT)

Cadet Protection Program Training, available at www.cap.gov/one, is a required element of Level One and is designed to introduce new senior members, Cadet Sponsor Members and cadets 18 and older to CAP's Cadet Protection policies.

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 is mandatory for all senior members, Cadet Sponsor Members and cadets 18 and older. This training takes most people less than two hours to complete. To complete CPPT, you will need to establish an account with [E-services](#) (See the *E-services* section below for details) and go into the Cadet Protection section to complete the requirements.

Set up your e-Services account as soon as possible

Please visit e-Services at www.capnhq.gov. e-Services is the Internet gateway to CAP National Headquarters and is VITAL for your participation in and CAP Emergency Services

missions. 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 all the fields.

3) View the 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) and each member’s agreement will be recorded electronically in their membership records. This NDA will be required before a member can access sensitive information or participate in certain missions.

4) Completing the CAP Emergency Services Exam and Getting a 101 Card

In order to participate in any CAP Emergency Services missions you will need a 101 card, and this is obtainable by taking the CAP Emergency Services 50 question exam. To access it, go to [E-services](#) and select CAP Online Exams. Scroll down to Online Courses and click on CAPT 116. Select the 50 question exam and type in your CAPID. It is an open book exam (links to the online regulations are provided at the beginning of the exam) but can be taken only a limited number of times, so please devote at least an hour to completing it.

If you are looking to participate actively in any CAP missions you will need to also complete the CAPT 117 10-question exams. Complete the exams that apply to your fields of work in CAP:

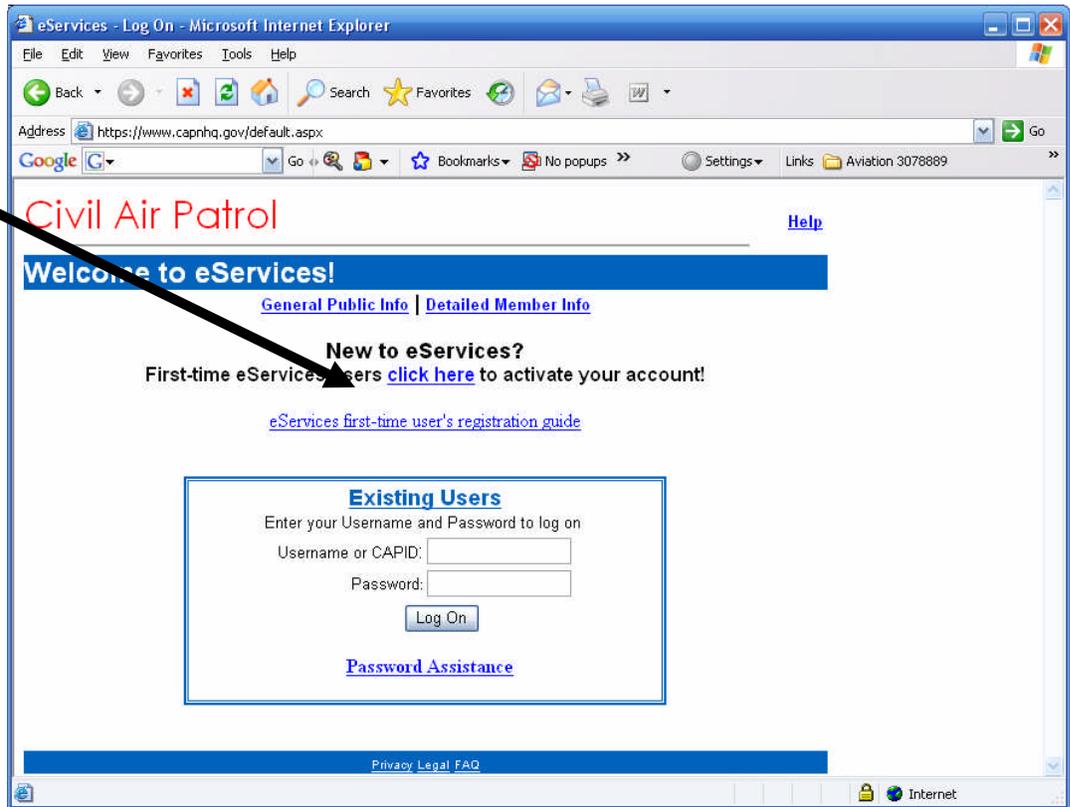
- a. **Part 1** applies to ground teams and critical stress management
- b. **Part 2** applies to all air crew personnel
- c. **Part 3** applies to mission base operations positions

Once you have completed your Level One Training and the Emergency Services Exams you are eligible to work on a mission specialty such as mission pilot, radio operator, observer, ground team member. Go to [E-services](#) and My Operations Qualifications/National Reports. Select the Emergency Services Option and at the bottom you will find your CAP 101 Card. This must be always be present when operating on CAP missions and it is your responsibility to ensure you remain current in each position you qualify to participate in.

New Member Guide to Getting a 101 Card to Participate in Emergency Services

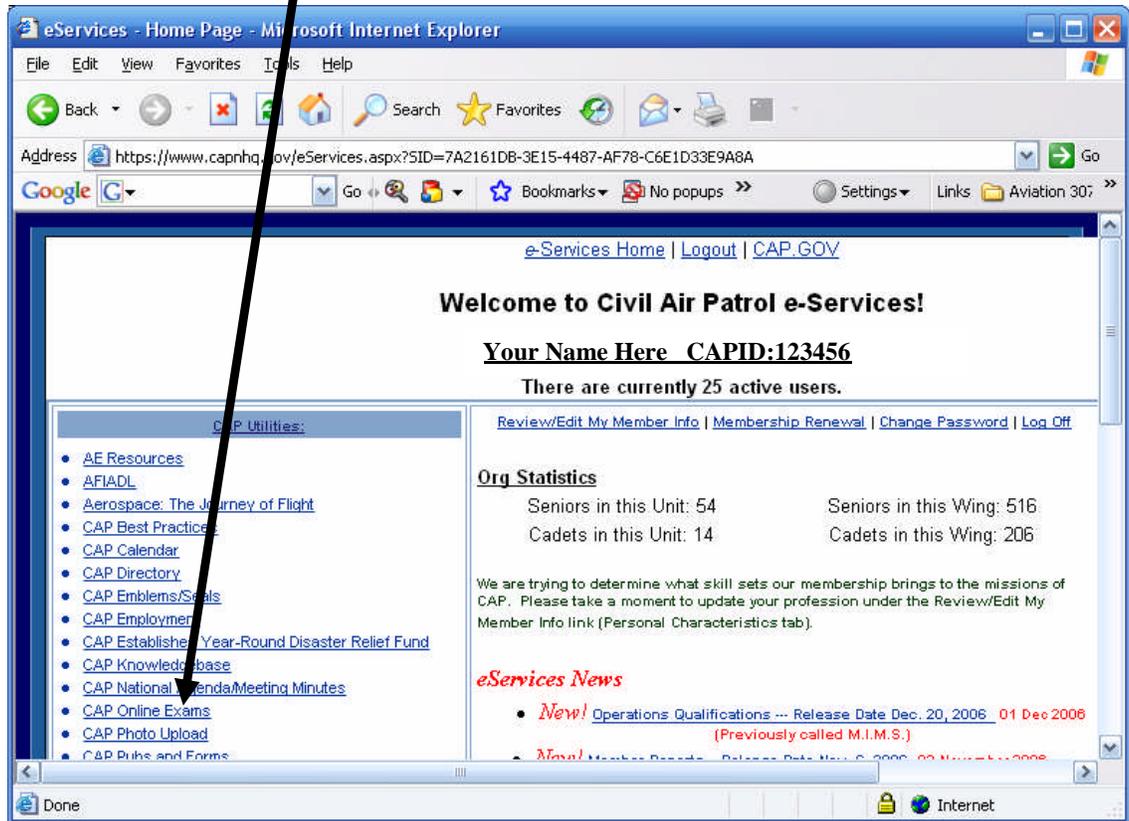
Once you've received your CAP membership card you should make every effort to take the CAPT 116 and CAPT 117 online exams. Here is the basic process to begin:

- 1) Log onto E-Services at <http://www.capnhq.gov> and click here to set up an account

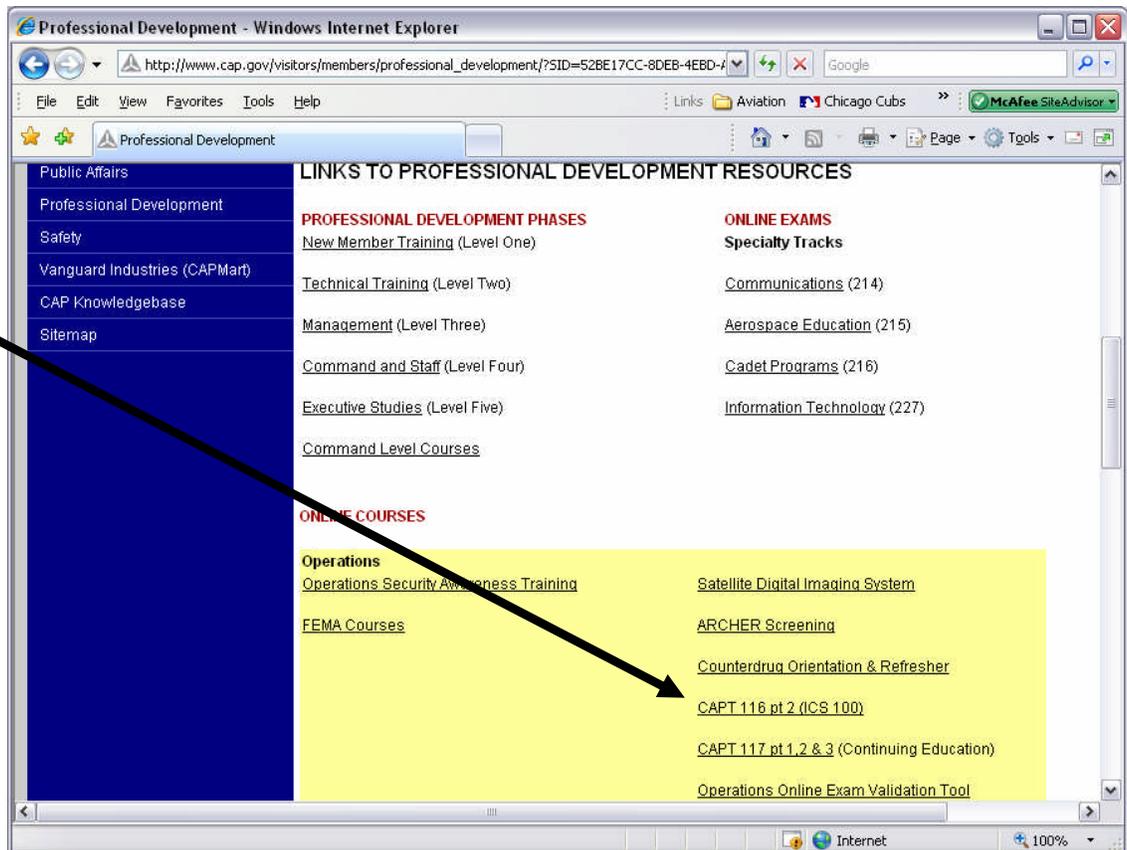


From now on, this page will be where you sign in to access CAP's online records system. When you have set up your access you will need to go into [Review/Edit My Member Info](#) and complete all sections. Your CAP 101 card, which is the document that will allow you to participate in any Emergency Services-related activities, won't print until all of your information is filled out.

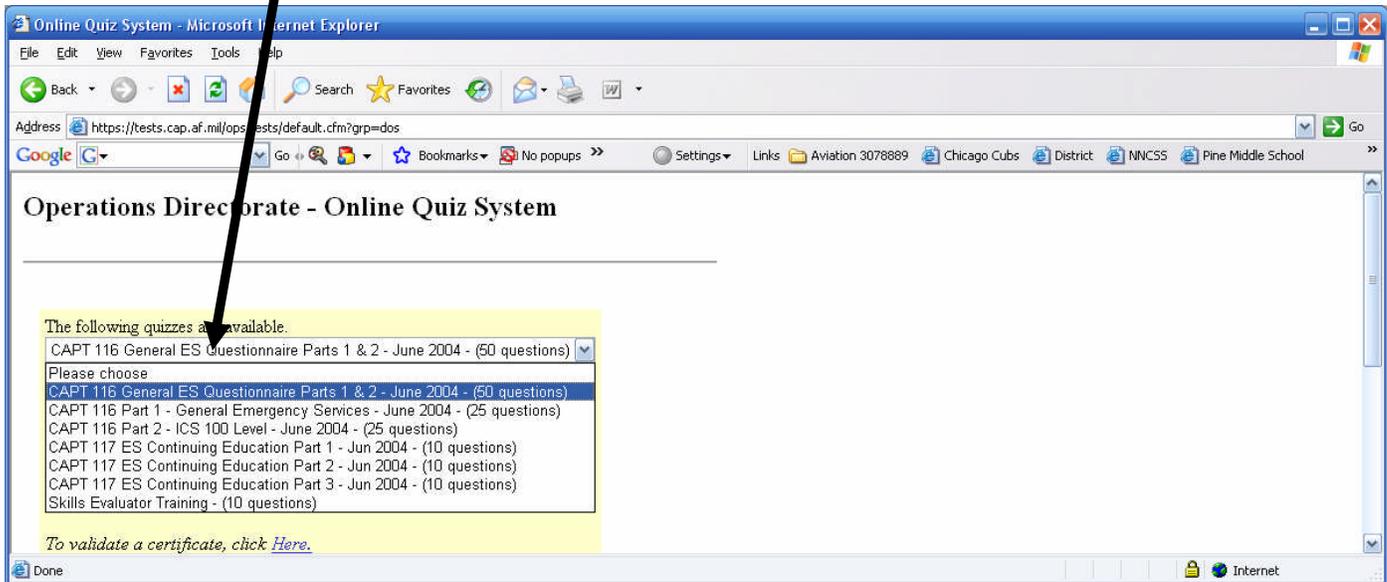
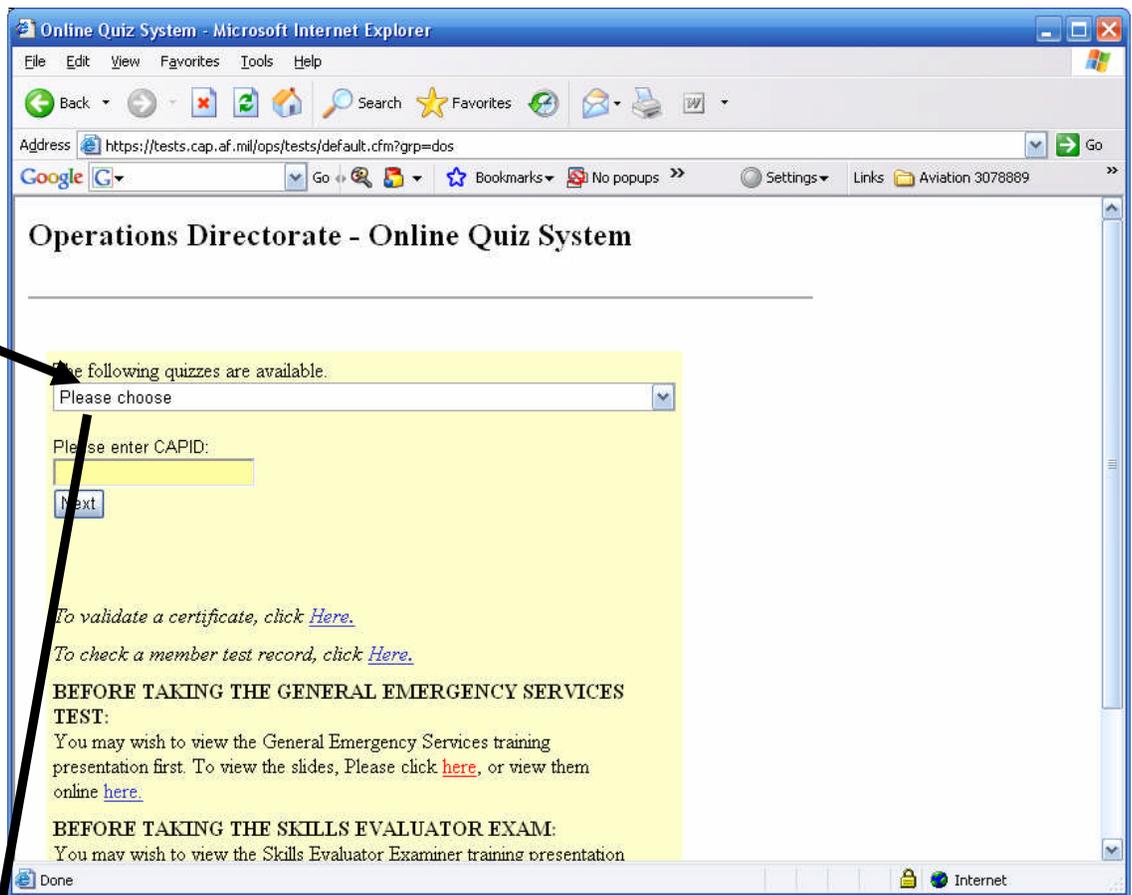
2) The following screen is what you will see every time you sign into E-Services (you won't have as many options to choose from). To take the on-line exams, click on [CAP On-line Exams](#).



3) The CAP Operations Courses and Exams Page will appear. To access the exams you need to take, click on the [CAPT 116 Exam](#)



4) The Operations Directorate-Online Quiz System page will appear. This page uses a drop down menu, which you need to click and select **CAPT 116 General ES Questionnaire Parts I & 2 (50 questions)** and then make sure to enter your CAPID, the 6-digit membership number on your CAP card.



5) The exam will appear. The first paragraph lists the CAP publications you need to use to complete the exam. Each of the blue highlighted items is also a link that will open a separate page with the directives, so you only need to click on each one to access the CAP regulations.

To save time, use the Search feature in Adobe Acrobat and type in a phrase from a question to help you find the answers you seek.

6) When you complete this exam please print the certificate for your records. You may now print your 101 card to participate in ES activities. It is also a good idea to take the CAPT 117 exams, each of which are focused on a specific aspect of CAP's Emergency Services. Some ES positions also require completion of the CAPT 117.

CAP Online Tests - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Mail

Address <https://tests.cap.af.mil/ops/tests/html/newtest.cfm> Go

Google G Go Bookmarks Settings Links

 **Civil Air Patrol
Online Test System**

**CAPT 116 General ES Questionnaire
Parts 1 & 2 - June 2004 Test**

GENERAL EMERGENCY SERVICES QUESTIONNAIRE

1. This open book questionnaire is based on [CAPR 60-3, CAP Emergency Services Training and Operational Missions](#), [CAPR 173-3, Payment for Civil Air Patrol Support](#), and [General Emergency Services training materials available online at: <http://level2.cap.gov/index.cfm?nodeID=5312>](#).

a. Questions 1 through 25, Part 1, cover general emergency services (ES) operational mission procedures and is accomplished by all CAP members prior to initial issuance of CAPF 101, Civil Air Patrol Specialty Qualification Card, and all personnel currently holding valid CAPF 101 cards within 180 days of issuance of a new examination to remain current.

Question 1. CAPR 60-3 outlines the policies and procedures for execution of various CAP operational missions and establishes a foundation for expansion into joint operations using the incident command system and other management tools. Some situations may dictate variations in the procedures contained in this regulation, in which common sense and prudent judgment shall be used to ensure effective management of CAP resources. Safety should always be a primary concern.

a. True.

b. False.

DO NOT PRINT OR COPY! *Tests are controlled items. Test questions and answers may not be printed or copied in any way from the online system.* **DO NOT PRINT OR COPY!**

Done Internet

New Member Uniform Guide

CAP members have a choice between USAF uniforms or CAP Corporate uniforms. Members are required to wear a uniform when participating in or conducting the cadet program or when flying in CAP aircraft (corporate and member-owned aircraft used CAP flight activity), but not necessarily the AF style service uniform. Members equip themselves with the basic uniform, either the Minimum Basic Service Uniform or the CAP Distinctive Basic Uniform. The minimum basic uniforms for male and female cadets and senior members, which will satisfy most occasions, are listed below and in Paragraph 1-5, and Tables 1-1 and 1-2 of CAPM 39-1 CIVIL AIR PATROL UNIFORM MANUAL, available at E-services. The individual member can choose between the two options, but if a member chooses to wear the Air Force style uniforms they **MUST MEET ALL WEIGHT AND GROOMING STANDARDS**. This is non-negotiable; if a member does not meet the requirement listed in CAP Regulation 39-1 they cannot wear the USAF uniform for any reason.

Members MUST equip themselves with the basic uniform. Members may obtain and wear the additional uniform items authorized in CAPR 39-1 on an optional basis. Uniform clothing may be altered to improve fit. However, alterations must not change the intended appearance of garment as designed. It is the member's personal responsibility to equip himself/herself with a proper uniform.

Minimum USAF Style Basic Service Uniform

Male: Short-sleeve, light blue shirt; Dark blue trousers; Blue belt/silver buckle, Blue flight cap; Black shoes and socks. Insignia: CAP nameplate, shoulder patch, collar/lapel insignia, embroidered epaulet sleeve and flight cap emblem.

Female: Short-sleeve light blue blouse; Dark blue skirt or slacks; Flight cap; Neutral nylon hose; Black shoes; Black Handbag. Insignia: CAP nameplate, shoulder patch, collar/lapel insignia, embroidered epaulet sleeve and flight cap emblem.

Minimum CAP Distinctive Basic Uniform

Male: Short-sleeve, white aviator shirt; gray trousers; black belt; black shoes and socks. Insignia: CAP nameplate, embroidered epaulet sleeve.

Female: Short-sleeve, white aviator shirt; gray slacks or skirt; plain black shoes. Insignia: CAP nameplate, embroidered epaulet sleeve.

USAF (Green) or CAP (Blue) Nomex Flight Suit

Correctly fitting flight suit in good condition with Grade Insignia (regular size plastic encased grade insignia centered horizontally on top of each shoulder); Leather Name Patch on left pocket: (name, grade, and aeronautical rating); CAP Command Patch on right breast; Shoulder Patch: A cloth American Flag Emblem with gold border, 2" x 3 1/2", on left shoulder, 1/2-inch below the shoulder seam. Additional patches may be worn in accordance with CAPR 39-1; Black military style boots that cover the ankles.

What Uniform to Wear

CAP Basic Uniform: Squadron and wing meetings and training sessions; Participating as an aircrew on a Non Emergency Services flight; Ground base staff of a SAR/DR mission

NOMEX Flight Suit: Participating as an aircrew member of an Emergency Services Mission

Keep in Mind

1. Please look at CAPR 39-1 for uniform wear and device placement. A PowerPoint that quickly explains and shows you the uniforms is available at http://level2.cap.gov/visitors/member_services/uniform_information
2. If you are buying either the green USAF style flight suit or the CAP blue version of the flight suit, make absolutely sure you are getting a genuine suit that is made of NOMEX. If you are planning to participate as an aircrew member in a SAR function, you **are required to wear a flight suit**. Before spending a lot of money on USAF flight suits check to see if the squadron or wing has decommissioned suits for free.
3. Simply because the regulations don't ban an item from being worn does not mean that it's okay; always ask beforehand.

Where to Purchase Uniforms

Vanguard

Both USAF and CAP uniforms are available here. Distinctive CAP insignia and devices such as the CAP nameplate, CAP aeronautical and specialty badges, and other items prescribed herein may be purchased from CAPMart/Vanguard or from approved commercial sources. A list of available articles from CAPMart/Vanguard, together with prices and ordering instructions, is at <http://www.vanguardmil.com/store/>

The Hock Shop

This is an alternative to the Vanguard website and is available at <http://www.thehock.com/shop/index.php?cat=36&shop=1&>

Army and Air Force Exchange Service (AAFES)

These should be the primary sources of uniform clothing for CAP members. To be eligible to purchase from a clothing sales store, a member must present a current CAP membership card. Purchases will be for cash or credit card only.

AAFES AFMCSS Mail-Order Outlets.

In the event a clothing sales store is not convenient to the member, purchases may be made by mail order. Mail orders should be submitted on an individual basis using AAFES Form 4150-134, if available. A supply of mail order requisition forms, a current price list, and pertinent information concerning mail order sales are contained in the Army and Air Force Exchange Service Military Clothing Mail Order Catalog. Commanders of remotely located units not having access to an Air Force clothing store may request limited quantities of the catalog for use at unit level from Headquarters AAFES (PD-U), PO Box 660202, Dallas TX 75266-0202, indicating appropriate unit mailing address and number of catalogs needed. Catalogs will be distributed to units only, not to individuals. A letter request or improvised form may be used in lieu of AAFES Form 4150-134 reflecting the following information: Name, grade, social security number, and unit of purchaser with statement of duty status (CAP senior/cadet member); Shipping address of purchaser; Amount of payment enclosed; Type of payment, that is, postal money order, cashiers check, etc.; and Thirteen Digit Stock Number and Item Description. The requisition must be accompanied by a money order, certified check, or cashiers check made payable to Wright Patterson AFB Exchange. Payment must be for the full amount of the requested purchase. The shipper will prepay shipping charges. Refunds will automatically be made for overpayments of one dollar or more. Mail orders should be addressed to: AAFES Military Clothing Sales Store, Wright-Patterson AFB Exchange, Wright-Patterson AFB OH 45433

AAFES Catalog

CAP members may also order by phone, using a credit card, from the AAFES catalog; however, the member must first contact AAFES customer service and provide a copy of their CAP membership card in order to be entered into the AAFES system. Only uniform items may be ordered from the catalog. AAFES Customer Service can be reached by calling 1 800 527-2345.

Excess/Surplus Sources.

The Air Force makes certain excess/surplus supplies available to CAP, and in some cases this includes uniform clothing. Articles made available normally consist of odd sizes or discontinued items. Members should always check with the unit logistics officer to determine if surplus items are available prior to purchasing uniform items.

Acknowledgements

This packet is based upon the following materials:

Great Start Program 1 May 07 available at <http://level2.cap.gov/documents/BookletHighRes.pdf>

CAP Knowledgebase- <http://capnhq.custhelp.com/cgi-bin/capnhq.cfg/php/enduser/home.php>

CAP Level One Training Page- <http://www.cap.gov/one>

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