Great Start

BOOKLET FOR ADULTS

for PROSPECTIVE and NEW ADULT MEMBERS of the CIVIL AIR PATROL

U.S. CIVIL AIR PATROL

INTEGRITY • VOLUNTEER SERVICE • EXCELLENCE • RESPECT

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 www.cap.gov/ae for more details.

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.

Frequently Asked Questions

Q ***How much does membership in CAP cost?***

A Annual membership dues are broken down in three levels: national, wing/region and squadron. The national dues are $35 for seniors and $25 for cadets. Wing/region dues as well as squadron dues may apply. The cost of Cadet Sponsor Membership is $25 per year. Total dues to join CAP are _____ (Your unit leader will fill in the total amount).

Q ***Do members have to wear a uniform?***

A Cadets must wear a uniform with special CAP insignia. The cadet membership application contains information on how to order one free uniform. As long as funds are available, the USAF provides a basic blue uniform for the cadets at no charge. Call 334-953-1501 for more information.

Senior members who meet the prescribed height/weight standard may wear the USAF style blue uniform. All senior members may wear one of the distinctive CAP uniforms. Some members choose to serve without wearing a uniform, although one of the CAP uniforms is required in certain instances such as flying in a CAP aircraft or working with cadets.

Q ***What will I get out of membership in CAP?***

A In addition to valuable experience and training in such areas as leadership, communications, aviation and aerospace education — that will be an asset to you throughout your life — you will receive the more tangible benefits listed under "Member Benefits" (page 3 sidebar).

Q ***Do CAP members have access to military installations?***

A You will only have access to military installations when participating in CAP events. You will be allowed to shop at the Exchange (BX or PX) only when on official orders and billeted on the base. Authorized uniform items can be purchased any time at the Military Clothing sales store.

Q ***Are non U.S. citizens allowed to join?***

A Aliens admitted for permanent residence are eligible. Other noncitizens — who are able to read, write and understand English — must request a waiver of the citizenship requirement through the wing and region commander.

Q ***I'm not a pilot. What am I going to do in CAP?***

A Whatever your talent or area of interest, there is a need for you. Please refer to the page titled "Specialty Tracks" to find a listing of duties necessary to help a squadron succeed. For a list of what is available at the unit, contact your commander or your mentor.

Q ***What criteria must a pilot meet to fly corporate (CAP) aircraft?***

A To be eligible to fly a corporate aircraft, the pilot must possess a valid FAA private, commercial or airline pilot certificate, be an active CAP member at least 17 years of age and possess a valid and current medical certificate. The member must have completed a flight check in the aircraft within the preceding 12 months as well as an annual written examination and an annual aircraft questionnaire for each aircraft authorized to fly. The pilot must have 200 PIC hours and 50 cross-country PIC hours to serve as a mission pilot.

Q ***How do a senior squadron, a cadet squadron, a composite squadron and a flight differ?***

A A senior squadron is open only to senior (adult) members. A cadet squadron is primarily for cadet members, but it must have at least three senior members. A composite squadron is one that is made up of both senior and cadet members. A flight is a smaller version of a squadron and may have its own charter or be part of a squadron. A group oversees and supports several squadrons in a given area. A wing is a state, commonwealth or district headquarters. There is a wing in each of the 50 states, Puerto Rico and the District of Columbia. CAP's eight regions are made up of several wings or states.

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.

New Senior Member Checklist (1st Quarter)

Prospective Member Name	Unit Charter Number	Unit Name
Unit Meeting Times	Unit Phone Number	Unit Web Site

❑ **Visited a Local Civil Air Patrol Unit**

❑ Welcomed by an informed greeter and introduced to the unit commander, specifically, as well as the entire unit, as feasible _____ Date

Greeter Information:

Name	Grade	Unit Duty Assignment
E-mail	Day Phone	Night Phone

❑ Observed one additional unit meeting _____ Date

❑ Assigned a mentor for membership introduction _____ Date

Mentor Information:

Name	Grade	Unit Duty Assignment
E-mail	Day Phone	Night Phone

❑ **Join Civil Air Patrol (See CAPR 39-2)**

❑ Membership Application Package Submitted to National Headquarters _____ Date

❑ Membership Card Received _____ Date

My CAPID _____ My Join Date _____

❑ Read CAPR 50-17, *Senior Member Professional Development Program* _____ Date

❑ **Complete Level One (See www.cap/one)**

❑ Complete Foundations Orientation Course _____ Date

❑ Complete Cadet Protection Policy Training _____ Date

❑ Complete OPSEC Awareness Training _____ Date

❑ CAPF 11 prepared and submitted to National Headquarters with copies to the unit Professional Development Officer and Wing Director of Professional Development.

❑ CAPF 45b updated _____ Date

- ❑ Membership Award Received _____ Date
  - ❑ CAPF 2a Prepared (Be sure to note Level One date in Block VII)
  - ❑ Professional Development Officer Signature
  - ❑ Unit Commander Signature
  - ❑ Membership ribbon presented

❑ **Obtain CAP Motor Vehicle Operator Identification Card – Optional (See CAPR 77-1)**

- ❑ Official copy of state driving record and a copy of state driver's license _____ Date
- ❑ Forward both items to the Wing Transportation Officer at the next higher echelon. Keep one copy of each in member's personnel file _____ Date
- ❑ CAPF 75 Received _____ Date

❑ **Obtain CAP Radio Operator's Authorization – Optional (See CAPR 100-1)**

- ❑ Complete Basic Communicator's User Training and forward documentation of completion to the communications officer at the next higher echelon _____ Date
- ❑ CAPF 76 Received _____ Date

❑ **Set up your e-Services account at the national web-site: www.capnhq.gov** _____ Date

❑ **Complete General Emergency Services Training – Optional (See CAPR 60-3)**

- ❑ Complete CAPT 116 with the local unit and provide documentation of completion to the unit emergency services officer _____ Date
- ❑ Input emergency notification data, current contact information and basic identification data (height, weight, eye color and hair color) into e-Services or provide the data to the unit emergency services officer or designee for input _____ Date
- ❑ Print personal CAPF 101 from e-Services _____ Date

❑ **Participate in one unit or higher echelon weekend training event such as an air-show, emergency services exercise, model rocket launch, wing conference, etc.**

_____ _____ Date

❑ **End of Quarter Progress Interview with Mentor and Unit Commander or designee** _____ Date

New Senior Member Checklist (2nd Quarter)

❑ **Assigned a mentor to assist with program selection and development**

Mentor Information:

Name	Grade	Unit Duty Assignment
E-mail	Day Phone	Night Phone

❑ **Select a Senior Member Specialty Track and Duty Position to Train in for your Technician's Rating** _____ Date

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

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	Grade	Unit Duty Assignment
E-mail	Day Phone	Night Phone

❑ **Participate in one unit or higher echelon weekend training event such as an airshow, emergency services exercise, model rocket launch, wing conference, etc.**

_____ Event Description _____ Date

❑ **Complete Squadron Leadership School (see www.cap.gov/sls)**

_____ Event Description _____ Date

❑ **End of Quarter Progress Interview with Mentor and Unit Commander or designee** _____ Date

New Senior Member Checklist (3rd and 4th Quarters)

- ❑ **Duty Performance Promotion (See CAPR 35-5)**

  Second Lieutenant – Must be 21 Years of Age

  - ❑ Six Months Time In Grade _____ Date
  - ❑ CAPF 2 Prepared and Submitted to National Headquarters by the Unit Commander _____ Date
  - ❑ New membership card reflecting promotion received _____ Date
  - ❑ Formally promoted at an appropriate unit event _____ Date

  Flight Officer – Senior Member Under 21 Years of Age

  - ❑ Three Months Time In Grade _____ Date
  - ❑ CAPF 2 Prepared and Submitted to National Headquarters by the Unit Commander _____ Date
  - ❑ Formally promoted at an appropriate unit event _____ Date

- ❑ **Serve as a greeter for three months to welcome and introduce potential members to the unit** _____ Date

- ❑ **Participate in one unit or higher echelon weekend training event such as an airshow, emergency services exercise, model rocket launch, wing conference, etc.**

  _____ _____
  Event Description Date

- ❑ **Serve as a mentor for three months to assist with new member introductions to the unit** _____ Date

- ❑ **Participate in another unit or higher echelon weekend training event such as an airshow, emergency services exercise model rocket launch, wing conference, etc.** _____ Date

  _____ _____
  Event Description Date

- ❑ **Renewal Interview with Mentor and Unit Commander or designee (Space is provided below for notes as necessary)**

  _____ _____
  Date

  _____

  _____

- ❑ **Renewed Membership** _____ Date

CAP Mission Pilot Checklist

Welcome to CAP! We value your experiences as a pilot. This checklist is designed to expedite the process of becoming a CAP Mission Pilot. Naturally, you need to start by having 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 at http://level2.cap.gov/index.cfm?nodeID=5312. Links to additional materials are listed below.

First Three Months

_____ 1. 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. Set up your e-Services account at the national web-site: www.capnhq.gov.

_____ 4. 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.

Second Three Months

_____ 4. Start progressing towards Scanner qualification. A CAP Scanner is someone who is trained to look outside of the aircraft for various mission objectives. As a pilot, you need to go through this same training. Since you will be flying these folks during missions, you need to know what they do! This training is normally conducted at the squadron. You can also study the scanner materials online at: http://level2.cap.gov/index.cfm?nodeID=5591. See CAPR 60-3 for details.

_____ 5. 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.

Next Six Months

_____ 6. Complete Basic Communications User Training (BCUT). 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. See CAPR 100-1 for details.

_____ 7. Complete Scanner training.

_____ 8. 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.

New Chaplain Checklist

This checklist is designed to assist you in your training and development as a Chaplain in the Civil Air Patrol. Your Wing Chaplain is available to answer any questions you may have.

First Three Months

- ❑ Join CAP. Since it takes some time to gather all of the required documents associated with your chaplain application, we recommend you join as a senior member, so you can begin your training and service right away.
- ❑ Complete Level One in the senior member professional development program.
- ❑ Request an ecclesiastical endorsement from your religious body (have the endorsing agency send endorsement and/or DD Form 2088 directly to National Headquarters)
- ❑ Request a copy of your academic transcripts
- ❑ Submit Chaplain Application (CAP Form 35) to your Wing Chaplain
  - -- Include a copy of academic transcripts
  - -- Include a copy of your ecclesiastical endorsement
- ❑ Obtain the General Emergency Services (GES) rating. Training materials are available at http://level2.cap.gov/index.cfm?nodeID=5785.
- ❑ Set up your e-Services account at the national web-site: www.capnhq.gov

Second Three Months (following your appointment as a CAP Chaplain)

- ❑ Conduct Religious Interview with Squadron Members and fill out CAP Form 48
- ❑ Complete CAP Pamphlet 221, "The CAP Chaplain"
- ❑ Complete and submit Chaplain Statistical Report (Form 34) to your Wing Chaplain – due no later than January 5 and July 5

Next Six Months

- ❑ Attend a Wing Conference or a Chaplain Service Conference
- ❑ Attend a Chaplain Service Region Staff College (CSRSC)
- ❑ Read CAPR 52-16, *Cadet Program Management*, and CAPR 50-17, *Senior Member Professional Development Program*
- ❑ Begin work on Mission Chaplain rating. The duties of the Mission Chaplain and the Specialty Qualification Training Record can be found in the Mission Base Staff Tasks pamphlet (see http://level2.cap.gov/index.cfm?nodeID=5312).
- ❑ Complete and submit Chaplain Statistical Report (Form 34) to Wing Chaplain – due no later than January 5 and July 5.

During the year, you are encouraged to attend several events. Some events are for training and others will involve "ministry of presence." You may be required to submit a CAP Form 17, *Application for Senior Member Activities*, to attend an event.

CIVIL AIR PATROL

To learn more, call 1-800-FLY-2338 or go to www.cap.gov/start