

Member Training Checklist

SENIOR	CADET SPONSOR	CADET	Training Task	Where do you get it??	Squadron Officer Contact	Certificate in Personnel File
X	X	X	Complete membership application	<ul style="list-style-type: none"> Obtain from the Squadron's Personnel officer and complete it Attach dues check Mail to National HQ. 	Personnel or Administrative	N/A
X	X	N/A	Fingerprinted at Texas Wing Headquarters or local law enforcement office	<ul style="list-style-type: none"> Get the form from the Personnel Officer Get your fingerprints Mail in to National HQ 	Personnel or Administrative	N/A
CAP	CAP	CAP	CAP ID number issued by CAP National	CAP National sends a membership card to you. (Temporary at first, permanent after your background check is complete)	Personnel or Administrative	N/A
N/A	N/A	X	Cadets order Cadet Uniforms	Fill out and send in Cadet Uniform Voucher	Personnel or Administrative	N/A
X	X	X	Purchase appropriate uniforms	http://www.vanguardmil.com/?main_page=index&page=civil-air-patrol-cap&cPath=6	Personnel or Administrative	
X	X	X	Establish a CAP Member account online at CAP National HQ	https://www.capnhq.gov/default.aspx first time users registration	Personnel or Administrative	N/A
X	X	N/A	Review and test on Level 1 Foundations (Seniors and Cadet Sponsors only)	http://members.gocivilairpatrol.com/cap_university/level_i_foundations.cfm Note: Bring the completed material to the Squadron Commander for the Level 1 Discussion	Personnel or Administrative	
X	X	N/A	Review and Test on Cadet Protection (Seniors and Cadet Sponsors only)	http://members.gocivilairpatrol.com/cap_university/level_i_foundations.cfm Note: Bring the completed material to the Squadron Commander for the Level 1 Discussion	Personnel or Administrative	
X	X	X	Review the Operations Security (OPSEC) briefing and print out the certificate	http://members.gocivilairpatrol.com/cap_university/level_i_foundations.cfm	Personnel or Administrative	
X	X	X	Take the Equal Opportunity Training Briefing	http://members.gocivilairpatrol.com/cap_university/level_i_foundations.cfm	Personnel or Administrative	
X	N/A	X	Take the Operational Risk Management-ORM Basic training	http://members.gocivilairpatrol.com/safety/orm_training.cfm	Safety Officer	
X	N/A	X	Review the General Emergency Services briefing and take the CAPT 116 online test (Pt 1)	http://www.cap.gov/visitors/members/professional_development/?SID=249E6966-C07C-4490-BDE1-F73B42BE519D&AC=SELF&AppName=/eServices.aspx	Emergency Services (ES)	
X	N/A	X	Take the CAP 117 online tests (Pt 1, 2, and 3)	http://www.cap.gov/visitors/members/professional_development/?SID=249E6966-C07C-4490-BDE1-F73B42BE519D&AC=SELF&AppName=/eServices.aspx	Emergency Services (ES)	
X		X	Take the FEMA IS-100, IS-200, IS-700, and IS-800 online courses	http://training.fema.gov/IS/NIMS.asp (Note- When you start a course-BE SURE TO FINISH IT or you will have to start that course over again. Print out the certificate and keep electronic copies of it for upload to the CAP computer.	Emergency Services (ES)	
X	N/A	X	Take the SET Evaluator training online	https://tests.cap.af.mil/ops/tests/default.cfm?grp=dos	Emergency Services (ES)	
X	N/A	X	Basic Communications User training (BCUT)	See the Communications Officer	Communications	ROA Card in file?
Opt	Opt	Opt	CAP Picture upload (optional)	Go to CAP Photo Upload on the eServices home page and upload your picture that you want to show on your ID card and 101 Card.	Admin officer or ES Officer	N/A

Member Training Checklist

X	X	N/A	CAP Driver's License	See the Administrative Officer for the application	Administrative	CAP DL in file?
X	N/A	N/A	Squadron Dues	For Flight crews only. \$10 monthly or \$100/yr payment. This covers squadron expenses e.g. hangar rent. Non flight crews are exempt.	Finance Officer Squadron CC	N/A
X	N/A	N/A	Waco Regional airport access badge and car tag	Flight Crews Only--To access the ramp at ACT you need a badge and car tag issued by the airport	Squadron Commander	N/A

Member Training Checklist

You are now ready to train for your contributions to CAP and the Squadron. The following items are designed to be **worked in parallel** as some of them are mutually complimentary. The Waco Squadron performs Emergency Services work on a monthly basis in several frequently used qualification areas. For this reason we ask that all squadron members obtain 3 basic qualifications. These common ES items are Urban Direction Finding (UDF), Mission Radio Operator (MRO), and Mission Scanner (MS). Mission Scanner qualification is a prerequisite for Mission Pilot (MP). We will train these at the Squadron level. Other specialties exist but you may need to go to other training locations to get those qualifications.

Your Professional Development is your progression through the CAP Senior Member training program. Your rank and promotions are based upon that progression.

Professional Development Tasks	Emergency Services Tasks	Pilot and Flying Qualifications Tasks
<p>Meet with the Squadron Commander and the Professional Development Officer to define your interests and the Squadron's needs for officers. Select a training specialty to be pursued to the Technician level. This is a requirement for promotion to 1st Lieutenant. Completion of the Technician Level qualifies you for the Leadership ribbon.</p>	<p>Go to eServices home page and click on "My Operations Qualifications/National Reports"</p>	<p>Go to eServices home page and click on "My Operations Qualifications"</p> <p>On left side- FAA Requirements and enter all certificates, medicals, signoffs etc. Also scan your certificates and upload them where it says "view/upload documents"</p>
<p>Determine if you have special skills that qualify you for early promotion. (Commercial/Instrument/Flight Instructor, GROL, Chaplain, legal professional, medical professional, EMT etc)</p>	<p>Click on the "Emergency Services" link at the top menu</p>	<p>Review CAPR 60-1 Flight Operations and Go to online exams and take the CAPR 60-1 Exam</p>
<p>Read CAPR 50-17 CAP Senior Member Professional Development Program to understand the training and promotion opportunities that CAP offers.</p>	<p>At the bottom of the page you should see your "101 Card". This is the most important document you have when doing Emergency Services. Your card should have your picture and show "GES (No Expire)" on it. If it does not then go get help from the Emergency Services Officer. Print this card out and carry it with you.</p>	<p>Complete and sign Memo of Understanding from the back of 60-1. Give to the Admin Officer and put a copy in your file. Upload it to the eServices site.</p>
<p>When ready, sign up for the CAP Senior Officer Course online at eServices. See the Squadron PD Officer for instructions on how to do this. This is a requirement for Level II training.</p>	<p>Meet with the Squadron ES Officer to begin work and get training on the MIMS system and MS, MRO, and UDF qualifications. If you are a pilot investigate whether you are now qualified as a Transport Mission Pilot (TMP)</p>	<p>Go to eServices home page and click on "My Operations Qualifications/National Reports". Click on the "Pilot" link at the top menu</p> <p>Click on the "What do I need?" link and enter your qualification data as appropriate</p> <ul style="list-style-type: none"> • CAP Airplane Pilot • Cadet Orientation Pilot-Airplane • Cadet Orientation Pilot-AFROTC • Transport Mission Pilot
<p>Check the Texas Wing schedule for a weekend Squadron Leadership School (SLS). This is a requirement for Level II training. Apply to attend. For assistance see the PD Officer.</p>	<p>Using the MIMS system enter the prerequisites and Commander Approval for Pre-Requisites for MRO, MS, UDF, TMP as appropriate.</p>	<p>Complete the aircraft questionnaire for the type aircraft you are going to take your checkride in. Have the checkpilot review it and accept it.</p> <p>Go back to the eServices Pilot page and click on "Checkride/Questionnaire"—Airplane. Enter the</p>

Member Training Checklist

		information as appropriate. Then upload it to the eServices site.
When all-the-above are completed apply for the Level II award. This award and 3 years time-in-service as a 1 st Lt are required for promotion to Captain.	Obtain familiarization training for UDF, MRO, MS, and TMP from other qualified Squadron members (evaluator qualified) and enter this in MIMs for Commander approval of Familiarization training	Go to online exams and take the Cadet Orientation Flight Exam
Other training opportunities exist beyond this point. Please see the PD Officer for further information.	Participate in SAREXs and Missions to complete your training and get mission credit to complete your qualifications.	Go to Online Exams and take the AFROTC online exam.
		Log onto CAPERs the aircraft scheduling utility. http://capersqm.dnsalias.net/ Set up an account to schedule the aircraft.
		Arrange with a CAP Form 5 Checkpilot to take a Form 5 checkride. Upon successful completion of the checkride enter the form 5 data into the eServices site and upload the signed form.
		Go to CAPR 35-6 CAP Aeronautical Ratings and request your Pilot rating according to the list.
		Ensure that you pilot ratings are added to the Texas Wing Pilot List. This goes for Orientation Pilot, AFROTC Orientation Pilot, and Mission Pilot.

General Rules For CAP Members:

- First thing---**ALWAYS** SIGN IN AT CAP FUNCTIONS!!!!
- **Always** carry your CAP ID (blue or photo card) and your 101 card.