

Indexes

Numerical Index of CAP Forms, Tests, and Certificates

This is an index of forms, tests, and certificates currently in effect by classification, date, title, and office of primary responsibility (OPR) at National Headquarters Civil Air Patrol. A pound-sign (#) denotes previous editions may be used. It is CAP's intention that all publications be written utilizing the concepts of gender neutrality. Therefore, except as required due to gender differences (such as in descriptions of CAP uniforms), all references to one gender should be interpreted to apply equally to both genders. The most up-to-date publications and forms are on the National CAP website. **Note: Shaded areas identify new or revised material.**

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1. Forms. Some forms are not intended to be transmitted, but are for record-keeping purposes. These forms, and copies of other forms, (or the data they contain) may now be stored on a computer, electronically, without the need for a paper copy. If this method is chosen as an alternative to paper, units should perform frequent backups of the data. The following describes forms that may be transmitted through multiple echelons, and to National Headquarters, via fax or e-mail:

a. Forms listed with an asterisk (*) may be transmitted without a person's actual signature via e-mail only. The electronic versions of forms in Microsoft® Word are available on the National CAP website.

(1) Complete the form and place the name, title and unit of the signing authority in the signature block of the form and save the file.

(2) Prepare e-mail and ensure the name, title and unit of the signing authority is in body of the e-mail and attach the file (form) to the e-mail.

b. Forms listed with a double asterisk (**) may be transmitted as a scanned document (to include the person's actual signature) via fax or e-mail. Either Microsoft® Word or Portable Document File® (PDF) forms available on the National CAP website may be used.

MS Word

(1) Complete the form, save, print, and obtain the person's actual signature.

(2) Scan the form and save as image/picture (e.g., jpeg, tif).

(3) Prepare e-mail and attach the file (form) to the e-mail.

PDF

(1) Print, complete the form and obtain the person's actual signature. (2) & (3) same as above.

Note 1: Forms listed without an asterisk are required to be "originals" and may not be transmitted via fax or e-mail.

Note 2: Unless specified below, forms are available on the National CAP website. A † symbol denotes you may requisition form from eServices, *CAP Materials*.

	Date	Title	Prescribing Directive
*F1	Jun 11	Organizational Excellence Candidate Biography	R 50-17
*F1A	Jun 11	Request for Award of Organizational Excellence Program Level	R 50-17
*F1B	Jun 11	Application for Organizational Excellence Mentor Appointment	R 50-17
*F2	Nov 01	Request for Promotion Action	R 35-5
*F2A	Oct 08	Request for and Approval of Personnel Action	R 35-1
*F2B	Oct 72	Personnel Action Request-Termination of CAP Membership	R 35-3
**F5	Mar 11	CAP Pilot Flight Evaluation	R 60-1
F9	Apr 08	Release (For Non CAP Members)	R 60-1
*F11	Jul 09	Senior Member Professional Development Program Director's Report	R 50-17
F12	Sep 11	Application for Senior Membership in the Civil Air Patrol	R 39-2
F12L	Oct 08	Application for Legislative Membership in the Civil Air Patrol	R 39-2
F13	Nov 10	CAP Aerospace Education Membership Application	R 39-2
F15	Aug 11	Application for Cadet Membership in the Civil Air Patrol	R 39-2
*F17	Jul 09	Application for Senior Member Activities	R 50-17
*F20	Dec 10	Encampment Report (Not distributed below wing level)	R 52-16
F23	#Oct 84	Civil Air Patrol General Purpose Answer Sheet	R 50-4

*F24	Jul 09	Application for Senior Member Professional Development Awards	R 50-17
*F25	Jan 05	The Frank G. Brewer CAP Memorial Aerospace Award	R 280-2
*F26	Feb 72	Civil Air Patrol Safety Improvement or Hazard Report	R 62-1
*F27	Oct 03	Organizational Action	R 20-3
*F27B	Apr 79	Organization Action-Overseas Cadet Squadrons (†Requisition from DP)	R 35-4
**F30	Jan 11	Inspector General Personal and Fraud, Waste & Abuse Complaint Registration	R123-2
**F31	#Jun 07	Application for CAP Encampment or Special Activity	R 52-16
*F34	Oct 09	Chaplain Statistical Report	R 265-1
*F34A	Oct 09	Wing Chaplain Statistical Report	R 265-1
**F35	Oct 09	Chaplain Application	R 265-1
**F35A	Oct 09	Character Development Instructor Application	R 265-1
**F40	Jun 11	CAP Performance Feedback Form	R 50-17
F45	Aug 09	†Senior Member Master Record	R 39-2
*F46	Jul 07	Professional Development Course Materials Order Form	R50-17
*F48	Oct 09	Religious Interview Guide	R 265-1
*F50-1	#Oct 06	Cadet Leadership Feedback – Phase I	R 52-16
*F50-2	#Oct 06	Cadet Leadership Feedback – Phase II	R 52-16
*F50-3	#Oct 06	Cadet Leadership Feedback – Phase III	R 52-16
*F50-4	#Oct 06	Cadet Leadership Feedback – Phase IV	R 52-16
*F52-1	May 09	Cadet Programs Phase I Certification	R52-16
*F52-2	May 09	Cadet Programs Phase II Certification	R52-16
*F52-3	May 09	Cadet Programs Phase III Certification	R52-16
*F52-4	May 09	Cadet Programs Phase IV Certification	R52-16
*F54	Jun 11	Civil Air Patrol High Adventure Activity Request	R52-16
*F58	Dec 87	Nomination for Cadet of the Year	R 39-3
*F60	Dec 03	Emergency Notification Data	R 35-2
F62	Mar 11	Standard Operational Risk Safety Briefing Card	R 62-1
*F66	#Oct 06	†Cadet Master Record	R 52-16
**F70	Sep 03	Vehicle Reimbursement Request (Rehabilitation/Windshield Replacement)	R 77-1
F71	Jul 10	CAP Aircraft Inspection Checklist	R 66-1
F72	May 97	CAP Military Airlift (MILAIR) Request Form	R 76-1
F73	Sep 03	†Vehicle Inspection Guide and Usage Data	R 77-1
F75	Sep 03	†CAP Motor Vehicle Operator Identification Card	R 77-1
F76	Aug 96	†Civil Air Patrol Radio Operator Authorization	R 100-1 VI
**F80	Mar 02	Civil Air Patrol Death Benefit/Medical Expense Claim Form	R 900-5
F83	Feb 04	Civil Air Patrol Counterdrug Application	R 60-6
**F91	Jan 09	CAP Mission Pilot Checkout	R 60-1
**F95	Nov 07	Application for Civil Air Patrol Scholarships	R 52-16
**F99	Apr 09	CAP Flight Release Log	R 60-1

*F100	May 01	Request for Operational Mission Specialty Qualification Card, CAPF 101 or Specialty Qualification Training Card (SQTC), CAPF 101T	R 60-3
F104	Aug 09	Mission Flight Plan/Briefing Form	R 60-3
F104A	Aug 09	SAR Results Worksheet	R 60-3
F104B	Aug 09	Reconnaissance Summary	R 60-3
*F105	Mar 00	CAP Radio Message Form	R 100-1 VIII
**F106	Sep 71	Ground Interrogation Form	R 60-3
**F107	#Feb 84	Flight Operations Log	R 60-3
**F108	Apr 07	Reimbursement for Individual CAP Member Expenses	R 173-3
*F109	Feb 96	Ground Team Clearance	R 60-3
*F110	#Aug 72	Air/Ground or Point to Point Log	R 100-1 VI
*F112	May 01	Single Task Evaluation	R 60-3
*F113	May 01	Field Expedient Team Task Book	R 60-3
**F114	May 01	†CAP ES Qualification Record	R 60-3
**F115	May 01	†CAP ES Mission Folder	R 60-3
*F120	Dec 08	Recommendation for Decoration	R 39-3
*F122	Mar 82	Search and Rescue (SAR) Mission Report	R 60-3
F124	Dec 89	AEPSM AE Examination Control Log	R 50-4
*F126	Jun 93	Unit AE Examination Administration Record and Report Form	R 280-2
*F127	#Aug 02	Monthly Certification Report (Not distributed below wing level)	R 280-2
F128	Jan 09	The Civil Air Patrol Aerospace Education Teacher of the Year Award	R 280-2
F129	Jan 09	The Civil Air Patrol Aerospace Education Officer of the Year Award	R 280-2
**F132	Apr 89	HSI Claim Form	R 66-1
F170	Dec 09	Business Meals and Entertainment Form	R 173-1
F171	Sep 10	Unit Commander's Financial Disclosure Statement	R 173-1
F172	Dec 09	Wing Authorization Letter	R 173-1
F175	Aug 10	Vehicle Justification	R 77-1
F176	Jan 06	Aircraft Major Maintenance Reimbursement Request	R 66-1

2. Tests: Available/requisition as indicated below.

	Date	Title	Prescribing Directive
T46	Mar 10	Examination for AEO 215 Specialty Track-Technician Rating (requisition from registrars@capnhq.gov or online at eServices, <i>CAP Utilities, CAP Online Courses & Exams</i>)	
T47	Mar 10	Examination for AEO 215 Specialty Track-Senior Rating (requisition from registrars@capnhq.gov or online at eServices, <i>CAP Utilities, CAP Online Courses & Exams</i>)	
T48	Mar 10	Examination for AEO 215 Specialty Track-Master Rating (requisition from registrars@capnhq.gov or online at eServices, <i>CAP Utilities, CAP Online Courses & Exams</i>)	
T49A	Dec 09	Aerospace Education Program for Senior Members– Yeager Test 1 (requisition from registrars@capnhq.gov or online at eServices, <i>CAP Utilities, CAP Online Courses & Exams</i>) (members need only take and pass one of the two choices for the Yeager test)	

T49B	Dec 09	Aerospace Education Program for Senior Members–Yeager Test 2 (requisition from registrars@capnhq.gov or online at eServices, <i>CAP Utilities</i> , <i>CAP Online Courses & Exams</i>) (members need only take and pass one of the two choices for the Yeager test)	
T50	Oct 03	Model Rocketry Program Written Examinations (Requisition from AE – jstone@capnhq.gov)	
T60	Apr 03	The Wright Brothers Award (Leadership for the 21st Century) Comprehensive Examination with Answer Key (requisition from registrars@capnhq.gov)	R52-16
T70	Jul 10	The Wright Brothers Award (Learn to Lead) Comprehensive Examination with Answer Key (requisition from registrars@capnhq.gov)	R52-16
T64-1	Oct 06	Billy Mitchell Award (Leadership for the 21st Century) Exam – Leadership Test with Answer Key (requisition from registrars@capnhq.gov)	R 52-16
T74-1	Aug 10	Billy Mitchell Award (Learn to Lead) Exam – Leadership Test with Answer Key (requisition from registrars@capnhq.gov)	R 52-16
T64-2	Oct 06	Billy Mitchell Award Exam – Aerospace Test with Answer Key (requisition from registrars@capnhq.gov)	R 52-16
T65-1	Oct 06	Amelia Earhart Award Exam – Leadership Test with Answer Key (requisition from registrars@capnhq.gov)	R 52-16
T65-2	Oct 06	Amelia Earhart Award Exam – Aerospace Test with Answer Key (requisition from registrars@capnhq.gov)	R 52-16
T117	Jun 04	Emergency Services Continuing Education Examinations with Answer Keys (requisition from dos@capnhq.gov or online at eServices, <i>CAP Utilities</i> , <i>CAP Online Courses & Exams</i>)	R 60-3

3. Certificates (Requisition from eServices, *CAP Materials*):

	Title	OPR
C4	The Meritorious Service Award (Region level)	DP
C5	The Exceptional Service Award (Region level)	DP
C13	Level One Certificate of Achievement	PD
C18	Achievement Award (Region/Wing/Group)	DP
C19	Commander’s Commendation Award (Region/Wing level)	DP
C19A	National Commander’s Commendation Awards (Issued by NHQ)	DP
C20	Charles E. “Chuck” Yeager Aerospace Education Achievement Award (Region/Wing level)	AE
C29	Wright Brothers Award	CP
C35	Certificate of Appreciation (Unit level)	PA
C38	Certificate of Appreciation (Region/Wing level)	PA
C44	Certificate of Accomplishment (Region/Wing level)	PD
C53	Certificate of Recognition for Lifesaving	DP
C71	CAP Membership Certificate (20 Years) (Region/Wing level)	DP
C72	CAP Membership Certificate (30 Years) (Region/Wing level)	DP
C73	CAP Membership Certificate (40 Years) (Region/Wing level)	DP

C77	Certificate of First Flight	CP
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4. Certificates (Requisition from OPR):

	Title	OPR
C1	The Distinguished Service Medal	DP
C2	The Bronze Medal of Valor	DP
C3	The Silver Medal of Valor	DP
C4	Master Finance Officer	FM
C6	Certificate of Completion – Aerospace Education Workshop	AE
C7	Certificate of Retirement	DP
C10	Squadron of Distinction	CP
C11	Squadron of Merit	CP
C12	Certificate of Appointment – Chaplain Service	HCA
C14	Certificate of Partnership – Chaplain Service	HCA
C15	A. Scott Crossfield Award	AE
C16	Certificate of Completion – National Cadet Special Activities	CP
C17	General Benjamin O. Davis, Jr. Award	DP
C21	Chaplain Service Region Staff College	HCA
C22	Corporate Learning Course Diploma	PD
C24	Certificate of Appointment (Region or Wing Commander)	DP
C25	Frank G. Brewer CAP Memorial Aerospace Award – Regional	AE
C28	Carl A. Spaatz Award	CP
C30	Amelia Earhart Award	CP
C31	Billy Mitchell Award	CP
C32	Ira C. Eaker Award	CP
C33	Unit Citation Award	DP
C34	Squadron Leadership Award	PD
C36	Certificate of Appreciation	PA
C37	Honorary Member	PA
C45	Business Member	PA
C46	Congressional Member	DP
C48	Safety Mishap-Free Certificate (Issued by NHQ)	SE
C50	Gill Robb Wilson Award	PD
C51	National Staff College	PD
C52	Grover Loening Award	PD
C61	Paul E. Garber Award	PD
C62	IACE	CP
C64	Region Staff College	PD
C65	Commander's Course	PD
C215	Aerospace Education Specialist	AE

5. Other Agency (Requisition from eServices, CAP Materials):

	Date	Title
FD258		Fingerprint Card

6. Obsolete:

	Date	Remarks
F1	Feb 09	Superseded by CAPF 1, Jun 11
F1A	Feb 09	Superseded by CAPF 1A, Jun 11
F12	Oct 08	Superseded by CAPF 12, Aug 11
F12	Aug 11	Superseded by CAPF 12, Sep 11
F15	Dec 06	Superseded by CAPF 15, Aug 11
F19	May 81	Rescinded
F19A	May 81	Rescinded
F37		Available only through CAP Operational Resource Mgr System (ORMS)
F40	Feb 09	Superseded by CAPF 40, Jun 11
C8		Rescinded; online only
C221		Rescinded; online only
C221A		Rescinded; online only
C221B		Rescinded; online only