NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 39-2

4 JUNE 2015

Personnel – General

CIVIL AIR PATROL MEMBERSHIP

This regulation defines CAP membership categories and prescribes proper administrative procedures for membership application and renewal.

SUMMARY OF CHANGES.
This revision requires all units to have a unit membership board to interview potential members.
Note: Shaded areas identify new or revised material.

Table of Contents **Page**

CHAPTER 1 - GENERAL INFORMATION 3
SECTION A - MEMBERSHIP INFORMATION 3
1-1. Policy 3
1-2. Membership Categories. 3
1-3. Membership Year. 3
1-4. Membership Conditions. 4
1-5. Unit Membership Board 4
SECTION B - PERSONNEL RECORDS 4
1-6. CAP Identification (CAPID) Numbers 4
1-7. Active Records. 4
1-8. Inactive Records. 5
1-9. National Headquarters Membership Units Records. 5
1-10. Correction of National Membership Records. 5
1-11. Transfer of Membership. 5
1-12. Assignment and Duty Status. 6
1-13. Address Changes. 6
1-14. Correspondence. 6
1-15. Membership and Identifications Cards. 7
CHAPTER 2 - CADET MEMBERSHIP 8
2-1. General 8
2-2. Requirements for Initial Membership. 8
2-3. Cadet Membership Dues 9
2-4. Application Procedures. 9
2-5. Upon Joining the Armed Forces. 11
2-6. Marriage 11
CHAPTER 3 - SENIOR MEMBERSHIP 12
3-1. General 12
3-2. Requirements for Membership. 14
3-3. Confidential Screening. 15

Supersedes: CAPR 39-2, 27 DECEMBER 2012. OPR: DP
Distribution: National CAP website. Pages: 30

Notice: CAP publications and forms are available digitally on the National CAP website at: http://www.capmembers.com/forms_publications__regulations/

3-4. Senior Membership Dues. 15
3-5. Application Procedures. 15
3-6. Procedures for Applying for Reserve/Patron Membership 17
3-7. Procedures for Cadets Transferring to Senior Status. 17
CHAPTER 4 - MEMBERSHIP RENEWALS 18
4-1. General 18
4-2. Renewal Period. 18
4-3. Renewal Procedures. 19
4-4. Changes to the Dues Structure 19
4-5. Rebate of Dues 19
CHAPTER 5 - CADET SPONSOR MEMBERS 20
5-1. General 20
5-2. Membership Eligibility. 20
5-3. Application Procedures 20
5-4. Membership Year. 21
5-5. Membership Renewal. 21
5-6. Transfer to Active Membership. 21
CHAPTER 6 - AEROSPACE EDUCATION MEMBERSHIP 22
6-1. General 22
6-2. Individual Membership Eligibility. 22
6-3. Organizational Membership Eligibility. 22
6-4. Privileges of Membership. 22
6-5. Restrictions. 22
6-6. Membership Dues. 23
6-7. Application Procedures 23
6-8. Membership Year. 23
6-9. Membership Renewal. 23
6-10. Transfer to Active Membership. 23
6-11. Membership Listings. 23
CHAPTER 7 - OTHER TYPES OF MEMBERS 24
7-1. Affiliate Members 24
7-2. Congressional Members. 24
7-3. State Legislative Members. 24
7-4. Fifty-Year Members. 24
7-5. Life Members. 24
7-6. Business Members. 24
7-7. Honorary Members. 25
ATTACHMENT 1 – Membership Dues 26
ATTACHMENT 2 – Acceptable Documents for Proof of Identity 27
ATTACHMENT 3 – Cadet Membership Checklist 28
ATTACHMENT 4 – Senior Membership Checklist 29
ATTACHMENT 5 – Sample Fingerprint card (FD Form 258) 30

CHAPTER 1 - GENERAL INFORMATION

SECTION A - MEMBERSHIP INFORMATION

1-1. Policy. Membership in Civil Air Patrol (CAP) is a privilege reserved for those individuals who desire to promote the objectives and purposes of CAP and who meet the eligibility requirements outlined herein. In the event an individual does not meet the prescribed criteria and is erroneously accepted, the membership is null and void and dues will be refunded. Additionally, in those cases where an applicant is accepted by a unit commander but not accepted by a higher headquarters, membership dues will be refunded and the membership is null and void. National Headquarters reserves the right to make final decisions on all membership cases and issues that arise under this directive.

a. Compensation. Civil Air Patrol members are not employees of the CAP; they are volunteers who provide their services for the public good without expectation or receipt of salary, pay, remuneration or compensation of any kind. **NOTE:** *Federal Employees Compensation Act (FECA) benefits and Federal Tort Claims Act (FTCA) liability coverage are only extended to mission qualified CAP senior and cadet members engaged in the scope of authorized missions for the DoD/Air Force. All other CAP membership categories are not authorized to participate in DoD or Air Force missions and will not be afforded federal coverage or benefits.*

b. Nondiscrimination. It is Civil Air Patrol policy that no member shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any CAP program or activity on the basis of age, sex, religion, race, color, national origin or disability (formerly handicap). It is Civil Air Patrol policy that no applicant meeting CAP's minimum age requirement will be denied membership in CAP on the basis of race, sex, age, color, religion, national origin or disability (formerly handicap).

1-2. Membership Categories. Civil Air Patrol membership is divided into the following categories:

- Cadets
- Seniors
  - Active
  - Reserve/Patron
  - Retired
- Cadet sponsor members
- Aerospace education members (AEM)
  - Student aerospace education members
  - Organizational aerospace education members
- Business members
- Affiliate members
- State Legislative members
- Congressional members
- Honorary members
- Life members
- Fifty year members

1-3. Membership Year. Membership is on an annual basis. Initial membership commences on the date the membership application is processed by National Headquarters and the individual's name appears on the official membership database. Membership terminates one year later on the last day of the month in which National Headquarters processed the application. The membership renewal term is for one year based on the membership anniversary date (regardless of when annual renewal dues are paid). For example, if membership expires in June and renewal dues are not submitted until September, the new membership expiration date will be one year

from the anniversary date in June rather than a year from the date the dues were received in September. **NOTE:** Even though members may submit renewal dues up to 180 days following the membership expiration date, this is designed as an administrative convenience only and is not considered a "grace" period. An individual is not a CAP member after the membership expiration date until renewal dues are accepted by National Headquarters for another membership year.

1-4. Membership Conditions. All persons agree by applying for initial, or membership renewal, to the following continuous conditions of membership:

a. To obey the decisions of those in authority and to follow and adhere to the appropriate regulations and the *Constitution and Bylaws of the Civil Air Patrol*.

b. Only corporate officers as defined by the Constitution and Bylaws are authorized to obligate the Corporation. This includes signing of contracts and commitments of corporate funds or corporate property.

c. The Corporation will not be liable for loss of, or damage to, personal property when utilized for, or on behalf of, CAP.

1-5. Unit Membership Board (Applicable to cadet sponsors, senior members and patron members assigned to local units). All unit commanders must appoint a unit membership board to assist the commander in determining the eligibility of new applicants. Membership Boards may consist of 1 to 3 members. Individuals related to the prospective member should not sit on the Board. CAP Pamphlet 52-26, *The CAP First Talk Guide*, is an excellent resource and its use is recommended when interviewing prospective members. Individuals in other membership categories that wish to transfer into active units must also meet with the Unit Membership Board.

SECTION B - PERSONNEL RECORDS

1-6. CAP Identification (CAPID) Numbers. National Headquarters assigns each member a six-digit CAP identification number. This number is used within CAP as necessary to conduct CAP business. The social security number is also required for each individual member, with the exception of aerospace education members, who are only required to provide the last four numbers. These numbers are used primarily for screening purposes and are not released outside CAP unless required for official purposes only. Any other use of the social security number must be with the member's consent.

1-7. Active Records. Personnel records should consist of training records (CAPF 66, *Cadet Master Record*, prescribed by CAPR 52-16, *CAP Cadet Program Management*, for cadets; CAPF 45, *Senior Member Master Record*), and other forms relating to member information such as a copy of the initial application form, CAPF 15, *Application for Cadet Membership in the Civil Air Patrol* for cadets, CAPF 12, *Application for Senior Membership in the Civil Air Patrol*, for senior members; and all personnel actions pertaining to the member in the form of published personnel actions, CAPF 2, *Request for Promotion Action*, CAPF 2A, *Request for and Approval of Personnel Actions*, and CAPF 120, *Recommendation for Decoration*. Any additional information pertaining to the member's service and performance should also be made a part of the personnel records. The member’s unit of assignment will maintain these records. The unit personnel officer normally maintains personnel records. However, this duty may be delegated to the unit administrative officer, or in the case of senior member records, to the professional

development officer, at the discretion of the unit commander. Regardless of who maintains the personnel file, the professional development officer remains responsible for recording professional development training as prescribed in CAPR 50-17. **NOTE:** *CAPF 25, Personnel Data Card, which is now obsolete and no longer available, may be filed with the CAPF 45 for senior members who were in the program prior to development of the Form 45. Previous editions of CAPF 45 may also continue to be used. Do not transcribe information from the older CAPFs 45/45a or 45b just for the sake of updating the newer CAPF 45*. Many achievements/training are recorded in the member's online membership record available for review through the eServices section of the CAP website. Units may use this information to supplement the information maintained in the physical file at the unit level. The online record cannot be used as the only personnel file since all information concerning the member is not currently tracked online. Personnel files should be protected and remain in the custody of CAP at all times. Members should be granted regular access to their records at reasonable times during normal unit meetings, in addition to such other times as may be agreed to between the member and the record's custodian.

1-8. Inactive Records. Members who transfer, resign, retire or fail to renew may request their membership records from the unit. The unit should keep a copy of the former member's personnel record in the inactive file. Members whose membership is not renewed or terminated may request a copy of their membership records from the unit; however, the unit will retain the official records. Records not requested by former members will be removed from the unit's active file and arranged alphabetically in an inactive file. The unit is required to maintain records of former members for 5 years unless otherwise directed by Personnel and Member Actions (NHQ/DP). If not requested after the 5th year, records will be destroyed.

1-9. National Headquarters Membership Units Records. Members of any of the National Headquarters Membership Units (NHQ000, NHQ007, NHQ999, etc.) are responsible for maintaining their own personnel records while assigned to the headquarters units.

1-10. Correction of National Membership Records. Membership data is updated frequently and displayed in the member's record on the eServices section of the CAP website. This information should be carefully reviewed monthly to ensure that correct and complete information is reflected for each member concerned. Changes to personal information such as address, contact information, etc., can be updated through the online application or submitted to NHQ/PMM for update of the National file.

1-11. Transfer of Membership. Members may transfer from one unit to another as long as they are members in good standing in their current unit of assignment. Members may not transfer to preclude an adverse action or when placed in suspended status. Individuals who misrepresent their status in order to transfer may be subject to membership termination action as outlined in CAPR 35-3, *Membership Termination*.

a. A member who moves from one locality to another may transfer to another unit in the new community. A member may also transfer from one unit to another in the same locality upon approval of the unit commanders concerned. If approved by one, but disapproved by the other, the request will be forwarded to the commander at the next higher echelon for decision. If disapproved by both unit commanders, the transfer will be denied.

b. Commanders may initiate transfers for those members under their command to other units under their command. In the event a member objects to such transfer, the request will be forwarded to the commander of the next higher echelon for final decision.

c. Members do not lose their membership by virtue of a unit deactivation. They may be transferred to another unit in their locality or, if they do not elect to join another unit, they will be transferred to the parent wing for the duration of their membership year.

d. Transfer Procedures:

(1) When a member transfers to another unit, the gaining unit will normally initiate the transfer through the online transfer application. Once the gaining commander has approved the transfer action the member's record will immediately be updated to reflect the new unit of assignment. A notification of the transfer action will then appear in the losing Unit Commander's online Commander's Corner. If there is any reason why the transfer is not acceptable to the losing unit, the commander may simply deny the transfer. Losing commanders must deny the transfer action within 2 months of the notification. Commanders not wishing to use the online application may submit a CAPF 2A, *Request for and Approval of Personnel Actions* (Section IV, Transfer). The personnel officer initiates the personnel action which is approved by the unit commander and forwards the form to NHQ/DP. If there is any reason why the transfer is not acceptable to the losing unit, the losing unit commander must notify NHQ/DP within 2 months. The transfer will then be declared void and the member returned to the losing unit until the problem can be resolved.

(2) When a member transfers, the transferring member will be responsible for ensuring his or her records are delivered to the gaining unit.

e. For guidance on the acceptance of former cadet members and transfer of achievement credits, refer to CAPR 52-16.

1-12. Assignment and Duty Status. A unit commander is authorized to assign personnel to specific duties and positions within his or her unit; remove personnel from specific duties and positions within his or her unit; and reassign personnel from one duty position to another within his or her unit. Any member who maintains current membership in the active senior member category is entitled to attend meetings, hold a duty position, participate in CAP activities, wear the CAP uniform and exercise other privileges of membership. Individuals who belong to CAP in other membership categories such as reserve/patron, cadet sponsor, aerospace education, retired, cadet, etc., are not eligible for duty assignments. In some instances, specific training must be completed prior to appointment to certain duty positions. Complete information on duty assignments is contained in CAPR 35-1, *Assignment and Duty Status*.

1-13. Address Changes. It is the responsibility of every member to notify National Headquarters, his or her unit and wing of any change of address. This is generally done online through the "My Account" section of eServices but may also be completed by notifying National Headquarters/PMM of the change.

1-14. Correspondence. A unit will type or print its correspondence pertaining to personnel matters when submitted to a higher headquarters. The CAPID Number will also be included when referring to any individual member. These numbers are for official use only and are necessary to provide efficient service.

1-15. Membership and Identifications Cards.

a. National Headquarters will issue membership cards to all new cadets and senior members. Senior members placed in temporary status until membership eligibility is validated by the screening process will not receive a membership card until their membership status has been approved. These members may download a temporary membership card from eServices for their use until the actual card is received. Senior members in this temporary status will have limited privileges until they have cleared the screening process. Individuals in temporary membership status are not eligible for liability coverage under the FECA. These individuals are eligible to accomplish academic training activities, observe mission base training and operations and assist in chaperoning cadet activities. They may not participate in Air Force assigned missions. Membership cards will be reissued annually upon renewal.

b. Active senior members, fifty year members, life members, legislative members and cadets 18 and over will receive a photo membership card. These members must upload a passport-style photo with a plain white or off white background into their member record through eServices. Once the photo has been validated by the unit commander, the initial membership card will be processed. All other membership categories will receive a similar membership card without a photo. CAP will provide one membership card free of charge each year upon joining/renewal. Replacements for lost or stolen cards may be ordered at any time for a $3 fee. These cards may be purchased through eServices or by sending the appropriate information (name, CAPID, unit of assignment) and a check or money order to CAP NHQ/PMM. Membership cards are not automatically reissued when members are promoted or transfer units; however, new cards will be provided when individuals change categories of membership, i.e., reserve/patron to active senior or cadet to senior or have a change in name.

CHAPTER 2 - CADET MEMBERSHIP

2-1. General. Cadet membership in CAP is available to all young men and women who meet the eligibility requirements outlined in paragraph 2-2. Cadets who become members before their 19th birthday may retain their cadet status until they reach 21 years of age; however, senior membership is optional for all cadets at age 18 (see paragraph 3-5 for application procedures).

2-2. Requirements for Initial Membership. All applicants for cadet membership must meet the following prerequisites:

a. Twelve years of age through 18 years of age. **NOTE:** Individuals applying for membership in a squadron that is participating in CAP's middle school initiative may join if they are below age 12 as long as they are attending at least the sixth grade in the appropriate middle school. These squadrons are monitored by the Cadet Program office at National Headquarters and have a distinguishing charter number that identifies them as participants of this program.

b. Enrolled in or graduated from a private, public, home school or college program with a satisfactory record of academic achievement.

c. Single or married and under age 18.

d. Not a member of the active duty Armed Forces. National Guard and Reserve personnel are not considered active duty Armed Forces unless they are serving on extended active duty. For the purpose of this regulation, CAP does not consider Basic Military Training for Guard and Reserve personnel as extended active duty.

e. Citizenship. Be a citizen of the United States of America or an alien lawfully admitted for permanent residence to the United States of America and its territories and possessions or any lawfully admitted non-citizen residing in the United States specifically approved by the National Commander or his/her designee.

(1) Those persons in "admitted for permanent residence" status must possess and present a current Alien Registration Receipt Card (Form I-151 or I-551) when making application for CAP membership. If an alien's status changes from "admitted for permanent residence" other than by reason of acquiring citizenship, the alien is no longer eligible for membership.

(2) Requests for waiver of citizenship criteria for lawfully admitted non-citizens residing in the United States who were not admitted for permanent residence will be submitted through the wing and region commander along with a copy of the membership application to Membership Services (NHQ/PMM). The online application may not be used by those requesting a citizenship waiver. The waiver, if approved, will be only for the period of residence within the United States.

f. Good moral character.

g. If a former member of CAP, must not have been terminated for misconduct.

h. Prospective cadets visiting a traditional unit must participate in a trial period by attending three weekly squadron meetings before requesting membership. Unit commanders will not approve membership applications (online or in paper form) until the prospective cadet has attended his or her third squadron meeting. Commanders of school-sponsored units possessing

an 800-series charter number will set a trial period appropriate for that school unit's program environment, in coordination with the school principal. Prospective cadets may not explore CAP without joining for longer than 30 days.

(1) During the trial period, unit commanders will only permit prospective cadets to participate in cadet activities that are not physically rigorous, including classroom activities, drill and ceremonies and low-impact field activities such as rocketry, simple orienteering, volleyball, and similar endeavors, provided the young person reports to have no physical limitations or injuries.

(2) Prospective cadets are prohibited from participating in overnight activities, flying, riding in CAP vehicles, participating in physically-rigorous field activities such as hiking and obstacle course, and participating in any activity that would qualify as "high adventure" per CAPR 52-16, chapter 2.

i. Be accepted by the unit and higher headquarters.

2-3. Cadet Membership Dues. National Headquarters collects membership dues (including wing and region dues) for all new cadets (see attachment 1 and www.capmembers.com/dues for actual amounts). Individuals using the online application will automatically be billed the correct amount for the unit of assignment. Additional dues may be assessed with the approval of the region and wing commanders. Group and squadron dues may also be levied with the approval of the wing commander. Group and squadron dues are not forwarded to National Headquarters.

2-4. Application Procedures. Individuals may apply for cadet membership online at www.capmembers.com/cadetjoinonline or by submitting a CAPF 15, *Application for Cadet Membership in the Civil Air Patrol*.

a. Action by the applicant:

(1) Complete the online application or submit a CAPF 15 in at least three copies and provide proof of identity to the unit commander. Acceptable documents for proof of identity are the same documents required on the Form I-9 for employment eligibility verification. See attachment 2 for a list of these documents. If submitting a paper application, the applicant's parents or guardian must sign all copies of the application. If using the online application, the parent or guardian must meet with the unit commander (or designee) in person.

(2) Physical handicaps and disabilities do not bar membership cadets participate in vigorous, age-appropriate physical fitness activities. Common activities include: calisthenics (push-ups, sit-ups, toe-touching, etc.); running 1 mile; hiking; obstacle courses that require balance and flexibility; volleyball, flag football and low-impact team sports; and swimming. Basic questions concerning the applicant's health are included on the membership application and must be completed. The applicant's parents or guardian, a physician and the unit commander will determine the extent of the applicant's capabilities to participate in CAP activities (see CAPR 52-16, *CAP Cadet Program Management*).

(3) If submitting a paper application the individual must turn in the completed application form and membership dues to the unit commander or the commander's designated representative. A separate check or personal money order is required for dues submitted to National Headquarters. (Unit checks will be accepted as long as there is one check per

application.) The check or money order must be made payable to "National Headquarters CAP." If the applicant is using the online application, it will automatically be forwarded to the unit commander for approval. Dues will be submitted online by credit card at the time the application is completed.

(4) Mail the approved application form (CAPF 15) and check or money order to CAP-NHQ/PMM, 105 South Hansell Street, Maxwell AFB AL 36112. Any check returned for non-sufficient funds or on accounts that have been closed will be redeemed by money order or cashier's check only and will include a $20 processing fee.

b. Action by the unit:

(1) If an online application has been submitted, the unit commander (or designee) must meet with the prospective cadet and parent/guardian to review the information submitted and ensure the parent/guardian has agreed to the terms of membership. At this meeting the commander must also validate the individual's proof of identity. The commander must then decide whether to accept the individual for membership. They may request assistance from the unit membership board if they feel it necessary before approving the application. If accepting the applicant for membership, the unit commander will approve the application through the online validation process and the individual will immediately appear on the unit membership roster. If the commander declines to accept the individual for membership, or does not take any action within 30 days of completion of the application, the dues submitted will be refunded. A copy of the online application may be printed and filed in the cadet's personnel records at the unit.

(2) If a paper application has been submitted, the unit commander or the commander's representative will review the application for accuracy, completeness and eligibility of the applicant. Commanders may request assistance from the unit membership board in determining eligibility if they feel it necessary before approving the application. To ensure that applications are accepted by National Headquarters, each application must be screened against the checklist outlined in attachment 3. In the event higher headquarters does not accept the applicant, membership dues will be refunded and membership will be null and void. Commanders must also validate the individual's proof of identity and annotate the membership application accordingly. Acceptable documents for proof of identity are the same documents required on the Form I-9 for employment eligibility verification. See attachment 2 for a list of these documents.

(a) Return the original of the approved application form (CAPF 15) and check for the membership dues submitted to National Headquarters to the cadet for mailing to CAP-NHQ/PMM.

(b) A copy of the membership application will be forwarded to the wing headquarters. **NOTE:** *Some wings do not require duplicate applications. Check with your wing headquarters to determine the local wing policy.*

(c) The third copy of the application will be filed in the cadet's personnel records at the unit.

c. Action by National. If the application is completed online and approved by the unit commander, the individual's membership will be processed immediately and a membership card will be issued by National Headquarters. If a paper application is sent to National Headquarters,

it will be processed upon receipt, validated and a membership card issued. Membership cards will be mailed directly to the new member at the member's home address and the cadet's name will be reflected in the online membership records. Additionally, each new cadet will automatically receive study materials for Phase I of the cadet program when the membership application is processed.

***2-5.* Upon Joining the Armed Forces.** Cadets who join any branch of the active duty Armed Forces (this does not include military service academies) will furnish NHQ/PMM written notification along with a CAPF 12 and FD Form 258 (see sample at attachment 5), at which time they will be automatically transferred to senior membership status. Additional membership dues are not required for the duration of the current membership year; they will be billed as senior member renewals. **NOTE:** *Cadets who join the National Guard or Reserves are not required to become senior upon attending "basic training." Regardless of the wording of the orders, "basic training" is not interpreted by CAP as "extended active duty." However, National Guard or Reserve members who enter "extended active duty" are not eligible to be cadets and must become senior members. Individuals who join the Armed Forces under the delayed enlistment program are not required to become senior members until such time as they actually report for duty.*

2-6. Marriage. Married cadets who reach age 18 as well as cadets who marry after age 18, will furnish NHQ/PMM written notification along with a completed CAPF 12 and FD Form 258 fingerprint card at which time they will be transferred automatically to senior membership status. Additional membership dues are not required for the duration of the current membership year; however, upon expiration of the membership year, they will be billed as senior member renewals.

CHAPTER 3 - SENIOR MEMBERSHIP

3-1. General. Senior membership in CAP is a privilege reserved for those individuals who conscientiously desire to promote the objectives and purposes of CAP and who meet the eligibility requirements outlined in paragraph 3-2. This privilege may be enjoyed as long as the member observes and complies with the CAP Constitution and Bylaws and other governing directives. Categories of senior membership are listed below:

a. Active Member. A member who regularly attends meetings, performs a specific duty assignment, meets training requirements and participates in the activities of his or her unit. An active member may wear the CAP uniform and compete for grade advancement (see CAPR 35-1, *Assignment and Duty Status*).

b. Reserve/Patron Member. A reserve/patron member is a financial supporter who maintains current membership through payment of annual membership dues and participates in a limited capacity as outlined below. Such members may be assigned to a local unit or at the National level.

(1) Reserve/patron members may:

(a) Receive a specially annotated membership card.

(b) Receive the Volunteer magazine.

(c) Receive discounts associated with senior membership (car rental, etc.).

(d) Retain the last grade held prior to entering reserve/patron status.

(e) Attend wing and region conferences and the CAP Annual Conference sponsored by National Headquarters.

(f) Attend special unit social events upon invitation by the commander concerned, such as anniversary celebrations, awards banquets, holiday parties, etc.

(g) Use Civil Air Patrol ground transportation, but use of Civil Air Patrol air transportation is prohibited.

(h) Transfer to active member status upon meeting active member qualifications. (See paragraph 3 below.)

(2) Reserve/patron members may not:

(a) Wear the CAP uniform.

(b) Ride in or fly CAP aircraft. (This includes member-owned aircraft on CAP flight activity as defined in CAPR 60-1, *CAP Flight Management*.)

(c) Participate in CAP activities in any capacity except to attend specified conferences and social events as outlined in paragraphs 3-1b(1)e and f above.

(d) Be promoted while in reserve/patron status.

(3) Transfers to reserve/patron member status will be submitted to National Headquarters on CAPF 2A. Section II, Duty Assignment/Status Change, will be used, i.e., transfer from "Active Status" to "Reserve/Patron Status." The original copy of the CAPF 2A will be forwarded directly to National Headquarters and the file copy placed in the members' personnel file.

(a) Members transferred to reserve/patron status due to incomplete training requirements will be notified of the pending transfer by the initiating commander. If the member objects to the transfer, he/she will have 90 days to complete any outstanding mandatory training. If the training is not completed within the 90-day period the transfer will be completed.

(b) Members desiring to transfer back to active status will use the same procedure above; however, if not previously validated Commanders must also validate the individual's proof of identity and annotate the Form 2a accordingly. Acceptable documents for proof of identity are the same documents required on the Form I-9 for employment eligibility verification. See attachment 2 for a list of these documents. **NOTE:** *Reserve/patrons transferring to active status who have not previously completed the FBI screening procedures must include a FD Form 258 with the CAPF 2A.*

c. Retired Member. A member in good standing with a minimum of 20 years service as a senior member, not necessarily continuous, is eligible to retire from Civil Air Patrol. (**NOTE:** *Members having 10 years service as of 1 December 1994 may retire with 12 years service.*) Cadet service does not count toward the 20-year requirement; however, this service may be recognized on the retirement certificate if the dates of cadet membership are included in the remarks section of the CAPF 2A. Applications for retirement will not be considered if demotion or membership termination action is pending. Once retired, members will not actively participate. Retired individuals may attend wing or region conferences and the CAP Annual Conference when the general membership is allowed to attend, or when invited by the host commander. Attendance at other meetings, conferences, training sessions, or non-social activities conducted by CAP is not allowed unless the retiree is invited by the wing or region commander of the unit hosting the event. Attendance at social functions is authorized, but requires a formal or specific invitation and prior approval of the commander hosting the event. Retired members may purchase a subscription to the Volunteer magazine at half the regular price. Retired individuals will wear the current CAP blazer uniform (with the last grade earned as an active member) or appropriate civilian attire when attending social functions as a guest. Retired individuals will not be listed on Military Support Authorizations. Retired members may reapply for active membership with the approval of the National Commander. While retired, any individual who brings discredit to CAP may be barred from any event by the National Commander.

(1) Request for Retirement and Approval Authority. A senior member who is eligible and desires to retire should notify his unit commander. The request may be submitted through the online retirement application or on a CAPF 2A submitted to NHQ/DP. The CAPF 2A will include a statement of the member's total senior service in Section VI. If membership was not continuous, the online system may not be used and the inclusive dates of membership must be indicated on the CAPF 2A. Upon validation by National Headquarters, a retirement certificate and membership card will be issued and forwarded to the unit for presentation to the retiree.

(2) Return to Active Status. Retired members may reapply for active membership with the approval of the National Commander. The grade upon rejoining as an active member is the same grade held while in retirement status. Complete CAPF 12 and fingerprint card (FD Form 258). The application will be annotated across the top "RETIRED MEMBER RETURNING TO ACTIVE STATUS". Upon approval by the unit commander, the application and fingerprint card are submitted, along with senior member dues, to National Headquarters/DP. National Headquarters will obtain the National Commander's approval prior to processing. In order to reinstate the member at the last grade held as an active member, a copy of the CAPF 2A placing the member in retired status (or a copy of the retirement certificate) will be attached to the CAPF 12 and forwarded to National Headquarters.

3-2. Requirements for Membership. All applicants for senior membership in CAP must be accepted by the unit and higher headquarters and must meet the following criteria:

a. General. Possess the desire, willingness and capability to promote the objectives and purposes of CAP and must adhere to the Oath of Membership on the CAPF 12.

b. Age. Be at least 18 years of age or be a member of the Armed Forces on active duty at any age.

c. Citizenship. Be a citizen of the United States of America or an alien lawfully admitted for permanent residence to the United States of America and its territories and possessions or any lawfully admitted non-citizen residing in the United States specifically approved by the National Commander's designee (NHQ/PMM).

(1) Those persons in "admitted for permanent residence" status must possess and present a current Alien Registration Receipt Card (Form I-151 or I-551) when making application for CAP membership. If an alien's status changes from "admitted for permanent residence" other than by reason of acquiring citizenship, the alien is no longer eligible for membership.

(2) Requests for waiver of the citizenship criteria for lawfully admitted non-citizens residing in the United States who were not admitted for permanent residence will be submitted through the wing and region commander along with a copy of the membership application to NHQ/PMM. The waiver, if approved, will be only for the period of residence within the United States.

d. Suitability. Subject to being waived by the Chief Operating Officer and/or National Commander, as noted below, any one of the following may be the basis for rejection of membership.

(1) Conviction of a felony by any court of record whether federal, state or military. (Requires both Chief Operating Officer and National Commander concurrence to accept as member.)

(2) A pattern of arrests and/or convictions including but not limited to sex offenses, child abuse, DUIs, dishonesty and violence.

(3) Discharge from the armed services under other than honorable conditions.

(4) Falsification of information on the membership application.

(5) Previously terminated or non-renewed for cause from membership in CAP. (Requires both Chief Operating Officer and National Commander concurrence to accept as member.)

(6) Any other unfavorable information brought to the attention of CAP officials at any level.

3-3. Confidential Screening. All individuals applying for active senior membership must be screened and registered by National Headquarters. The screening process requires that the individual complete a FBI fingerprint card used by National Headquarters to request a FBI criminal records check to determine membership eligibility. Final decision as to each individual's eligibility rests with the National Commander and the Chief Operating Officer. This decision is final and is not subject to appeal or to the "complaints" procedure under CAPR 123-2, *Complaints*.

a. Reports received from the FBI are maintained in strict confidence by National Headquarters and reviewed by only a small group of officials charged with making recommendations to the National Commander or his or her designee as to the member's eligibility. National Headquarters will not release these reports or associated documentation. Such reports will be retained for at least 5 years after the individual is no longer a member of CAP.

b. Members may be re-screened periodically as required by National Headquarters or upon request of unit commander of assignment or commanders of higher echelons with reason to question a member's continued eligibility. Members late renewing 180 days after their renewal date must submit a new FBI fingerprint card (see paragraph 4-2). All senior members must notify the National Headquarters Screening Division (NHQ/PMM) of changes in the information originally submitted on their CAPF 12 within 30 days of any change that might make the individual ineligible for membership, (i.e., changes in residency status, military status, arrests, etc.). Upon receipt of the updated information, National Headquarters will follow the established procedures for reviewing background information to determine continued membership eligibility. National Headquarters will notify the wing commander concerned of the pending membership eligibility review. A new fingerprint card may be requested by National Headquarters if necessary to complete the review process. Failure to properly notify National Headquarters of any change in information shall be grounds for termination of membership.

3-4. Senior Membership Dues. National membership dues, region dues and wing dues are required for new members (see attachment 1 and the chart posted online at www.capmembers.com/dues for actual amounts). Group and squadron dues may also be levied with the approval of the wing commander. Group and squadron dues are not forwarded to National Headquarters. **NOTE:** *Cadets transferring to senior member status may do so without any additional charge for the duration their current membership year, after which time they will be billed as a senior member renewal (see paragraph 3-7 for application procedures).*

3-5. Application Procedures.

a. Action by Applicant:

(1) The applicant should complete CAPF 12 (the original to be forwarded to National Headquarters with sufficient copies to forward to intermediate headquarters as required) and an FBI fingerprint card. The completed application and fingerprint card are then turned in with

appropriate membership dues to the unit commander or the commander's designated representative along with proof of identity. Acceptable documents for proof of identity are the same documents required on the Form I-9 for employment eligibility verification. See attachment 2 for a list of these documents. A separate check or money order is required. (Unit checks will be accepted as long as there is one check per application). The check or money order should be made payable to "National Headquarters CAP." Any check returned for non-sufficient funds or on accounts that have been closed will be redeemed by money order or cashier's check only and will include a $20 processing fee.

(2) Mail the approved application form (CAPF 12) and check or money order to NHQ/PMM, 105 South Hansell Street, Maxwell AFB AL 36112-6332. (See attachment 1 and the chart posted online at www.capmembers.com/dues for actual dues amount required.)

b. Action by the Unit:

(1) The unit commander or the unit commander's designated representative will review the application and fingerprint card for accuracy, completeness and eligibility of applicant. All prospective members must meet the Unit Membership Board as outlined in paragraph 1-5 prior to the approval of the membership application by the commander. Commanders must also validate the individual's proof of identity and annotate the membership application accordingly. Acceptable documents for proof of identity are the same documents required on the Form I-9 for employment eligibility verification. See attachment 2 for a list of these documents.

(2) To ensure that NHQ/PMM accepts applications, each application should be screened against the checklist outlined in attachment 4. In the event higher headquarters does not accept the applicant, membership dues will be refunded and membership will be null and void.

(3) Return the original of the approved application (CAPF 12), fingerprint card and check for National dues to the applicant for mailing to National Headquarters.

(4) A copy of the application will be forwarded to the wing headquarters. **NOTE:** Some wings do not require duplicate applications. Check with your wing headquarters to determine the local wing policy.

(5) The remaining copy of the application will be filed in the member's unit personnel file.

c. Action by National Headquarters:

(1) Review CAPF 12 and fingerprint card for accuracy and completeness.

(2) Process membership application.

(3) Forward fingerprint card to FBI for processing. After screening, the FBI will return fingerprint cards to National Headquarters with a report of information on file.

(a) Upon receipt of FBI reports, National Headquarters will determine those individuals approved for membership and forward an approved membership card.

(b) In those cases where screening reveals questionable background information, the National Commander or the Chief Operating Officer will make the final decision as to the individual's membership eligibility. If it is determined that the individual is ineligible for

membership, National Headquarters will remove the individual's name from the membership rolls, notify the commanders concerned and refund the membership dues.

3-6. Procedures for Applying for Reserve/Patron Membership. Individuals applying for reserve/patron membership through a local squadron should complete a CAPF 12, annotated in red across the top "RESERVE/PATRON." All prospective members applying to a local unit must meet the Unit Membership Board as outlined in paragraph 1-5 prior to the approval of the membership application by the unit commander. Upon approval by the unit commander, the applicant will forward the CAPF 12 along with a personal check or money order to NHQ/PMM, 105 South Hansell Street, Maxwell AFB AL 36112-6332. (See attachment 1 and the chart posted online at www.capmembers.com/dues for actual dues amount required.) Commanders must validate the individual's proof of identity and annotate the Form 2a accordingly. Acceptable documents for proof of identity are the same documents required on the Form I-9 for employment eligibility verification. See attachment 2 for a list of these documents. Reserve/patron members are not required to submit a FBI fingerprint card; however, they must meet the membership criteria outlined in paragraph 3-2 above. Once the application is processed by National Headquarters, the member will receive a distinctive membership card. Individuals wishing to become financial supporters of Civil Air Patrol that do not choose to be attached to a local unit may apply for membership in the National Reserve/Patron Squadron. These applications are handled through the online application available on the CAP website, gocivilairpatrol.com. These members may transfer to active status in local membership units at any time by submitting a CAPF 2A and fingerprint card to National Headquarters. They must meet the Unit Membership Board and provide the unit commander with proof of identity. Acceptable documents for proof of identity are the same documents required on the Form I-9 for employment eligibility verification. See attachment 2 for a list of these documents.

3-7. Procedures for Cadets Transferring to Senior Status. After reaching age 18, cadets desiring to transfer to senior member status may do so by simply forwarding a CAPF 12 and a FBI fingerprint card to National Headquarters (a copy of the CAPF 12 should also be forwarded to the wing headquarters). The form will be annotated across the top as follows: "Cadet to Senior No Charge." When the application is received by National Headquarters, the cadet will be transferred to senior member status for the duration of his or her current membership year, after which time the member will be billed as a senior membership renewal. **NOTE 1**: If the cadet's membership is due for renewal at approximately the same time the application for senior membership is made (within 2 months), than the applicant should include new senior membership dues with the application to ensure continuous service. (*See attachment 1 and the chart posted online at www.capmembers.com/dues for actual dues amount required.) In this case, wing dues will be forwarded directly to the wing.* ***NOTE 2****: Within two months of their 21st birthday, cadets will receive an invitation to transfer to senior membership along with a CAPF 12 and fingerprint card. Cadets who have not transferred to senior member status prior to their 21st birthday, will have their membership transferred to reserve/patron status for the duration of the member year or until they complete the transfer to senior member.*

CHAPTER 4 - MEMBERSHIP RENEWALS

4-1. General. The term of membership is for one year and membership renewal is the responsibility of each individual member. Late renewals are subject to approval of the unit commander and higher headquarters.

4-2. Renewal Period. The membership renewal period is 60 days prior and 180 days following the membership expiration date. Additionally, upon acceptance by the unit and higher headquarters, senior members may late renew at any time within 2 years of the membership expiration date by paying retroactive dues. The renewal period following the membership expiration date is an administrative convenience only. This is not a "grace" period. An individual is not a CAP member and is not authorized to participate in CAP activities after the membership expiration date until renewal dues are accepted by National Headquarters for another membership year. Senior, reserve/patron and cadet sponsor members must reconfirm their adherence to the Oath of Membership in order to renew.

a. Cadets not renewing within 90 days following their membership expiration date have the option of rejoining (through their unit of assignment providing they still meet the initial membership eligibility criteria) or late renewing. Late renewals will be accepted up to 180 days from the expiration date and are subject to acceptance by the unit and higher headquarters and payment of retroactive membership dues.

(1) Cadets rejoining after a break in service will be credited with previous accomplishments as evidenced in their personnel files.

(2) In those cases where National Headquarters accepts a late membership renewal that is not acceptable to the member's unit or intermediate headquarters, the unit concerned will notify National Headquarters and the membership will be declared null and void and membership dues refunded.

b. Senior members not renewing within 90 days following their membership expiration date have the option of rejoining at any time or late renewing within 2 years of their membership expiration date. Membership renewals over 90 days from the expiration date are subject to acceptance by the unit and higher headquarters and payment of retroactive membership dues. A new fingerprint card must also accompany any renewal over 180 days late.

(1) Members electing to rejoin must reapply (CAPF 12 and fingerprint card) and be accepted by the unit and higher headquarters (see Chapter 3). Upon acceptance, members will be credited with previous achievements, but their records will reflect a break in service. **NOTE:** Reinstatement of grade of former members is neither automatic nor mandatory, but is at the discretion of the unit commander. Commanders must request grade reinstatement through channels in accordance with CAPR 35-5, *CAP Officer & Noncommissioned Officer Appointments and Promotions*.

(2) Members renewing within 2 years of their membership expiration date will send dues along with a new fingerprint card directly to NHQ/PMM.

(a) Dues are retroactive to the membership expiration date and must be paid in full upon renewing. The next membership renewal date will be the anniversary of the original

expiration date, regardless of when back dues are paid. If there is any question about the amount due, the member should contact NHQ/PMM prior to forwarding a remittance.

(b) In those cases where National Headquarters accepts a late membership renewal, which is not acceptable to the member's unit or intermediate headquarters, the unit concerned will notify National Headquarters and the membership will be declared null and void and membership dues refunded.

(c) Members renewing within 2 years retain their CAP grade and their records reflect continuous service.

(3) CAP members who are also active duty service members, federal civilian employees or individuals under direct contract to the federal government deployed overseas to a combat zone are authorized to have their membership extended at no charge for the period of their deployment plus 90 days. The member concerned must request the extension and submit a copy of the official deployment orders to NHQ/PMM.

4-3. Renewal Procedures.

a. National Headquarters will notify the member that he or she is due to renew 60 days in advance of the membership expiration date. Members may renew online through eServices or by returning the renewal notice with the member's check, personal money order or credit card information to National Headquarters.

b. The amount of dues to be remitted will be indicated on the renewal notice. National Headquarters will collect renewal dues to be paid by each member to include national, region and wing dues. Squadron and group dues will be paid directly to the unit.

4-4. Changes to the Dues Structure. Any changes to CAP unit dues become effective with the new fiscal year (October) renewals. Since renewal notices are sent out by National Headquarters 60 days in advance, the October renewal notices will be sent on/about 1 August. Therefore, in order to modify the mechanized renewal system to reflect a dues change, NHQ/DP must receive the requested change not later than 15 July of each year. The region commander is responsible for notifying National Headquarters of the amount of unit dues to be collected from members of the region headquarters staff. Upon approval by the region commander, the wing commander is responsible for notifying National of the amount of wing dues to be collected from members of the wing.

4-5. Rebate of Dues. Each month, National Headquarters rebates to each region and wing renewal dues collected from members processed during the preceding accounting period. The rebate EFT notice is accompanied by a listing (by CAPID number) of those members.

CHAPTER 5 - CADET SPONSOR MEMBERS

5-1. General. Cadet sponsor member (CSM) is a membership category established to allow parents, grandparents and guardians of current CAP cadets to assist their unit's cadet program by providing adult supervision, transportation, overnight chaperons and any other **CADET** related tasks deemed necessary and proper by the unit commander. A cadet sponsor member is a financial supporter who maintains current membership through payment of annual dues, but does not participate in any capacity except as outlined below.

a. CSMs will pay annual national membership dues (see attachment 1 for actual amount required). They are exempt from paying region, wing or squadron dues.

b. They receive a specially annotated membership card.

c. They must be assigned to the same unit as their cadet child, grandchild or ward.

d. They must complete Level I and Cadet Protection Program training prior to associating in any way with CAP cadets.

e. They may ride in or drive a corporate vehicle after receiving a CAP motor vehicle operator identification card in accordance with CAPR 77-1 and in support of their approved tasks.

f. They may ride (as a passenger only) on CAP air transportation if available.

g. CSMs may not act as crew members of CAP or privately owned aircraft in support of CAP events or missions.

h. They may wear any of the CAP distinctive uniforms if desired (and approved by unit commander). However, CSMs may not wear the Air Force-style uniform. If they do not wear a uniform, they will wear clothing appropriate for the circumstances and the distinctive nametag.

i. CSMs will not earn CAP rank, awards or decorations.

j. Their membership stays in effect until their cadet leaves the CAP program for any reason.

5-2. Membership Eligibility. CSMs must be a parent, grandparent or legal guardian of an active CAP cadet and meet all the regular senior member eligibility criteria outlined in paragraph 3-2. All prospective members must meet the Unit Membership Board as outlined in paragraph 1-5.

5-3. Application Procedures. Individuals applying for CSM must complete a CAPF 12, annotated in red across the top "CADET SPONSOR." They must also indicate the full name and serial number of the cadet member he or she is supporting on the CAPF 12. The unit commander must submit a FD Form 258, *FBI Applicant Fingerprint Card*, and check for membership dues to National Headquarters with the application after approval. Commanders must also validate the individual's proof of identity and annotate the membership application accordingly. Acceptable documents for proof of identity are the same documents required on the Form I-9 for employment eligibility verification. See attachment 2 for a list of these documents. Applicants for cadet sponsor membership must also agree to adhere to the Oath of Membership contained on the CAPF 12. Once the application is processed by National Headquarters, the

sponsor member will receive a specially annotated membership card and a special blazer-style nametag.

5-4. Membership Year. The membership year commences on the date the individual's application is processed by National Headquarters and terminates 1 year later on the last day of the month in which the membership application is processed by National Headquarters. In the event the applicant is not accepted by National Headquarters, membership dues will be refunded and membership will become null and void.

5-5. Membership Renewal. National Headquarters will automatically contact each member 60 days in advance of the membership expiration date. The member may renew online through eServices or forward renewal dues directly to National Headquarters. The membership renewal policy outlined for senior members in Chapter 4 of this regulation also applies to CSM members.

5-6. Transfer to Active Membership. Cadet sponsor members may transfer to active membership status (at no additional cost for the remaining membership year) by submitting a CAPF 2A. Section II, Duty Assignment/Status Change, will be used, i.e., transfer from "Cadet Sponsor" to "Active Status." The original copy will be forwarded directly to National Headquarters and the file copy placed in the individual's personnel file.

CHAPTER 6 - AEROSPACE EDUCATION MEMBERSHIP

6-1. General. Aerospace education (AE) membership is a special category of membership for members of the educational community and any reputable individual or organization that has a desire to promote the objectives and purposes of CAP, but who do not desire to participate in the active membership program. There are two subcategories of aerospace education membership: Student aerospace education members and organization aerospace education members.

6-2. Individual Membership Eligibility.

a. Must be a citizen of the United States or an alien admitted for permanent residence.

b. Must never have been convicted of or pled guilty to any felony (federal, state or military) or be currently charged with a felony.

c. Must have been discharged under honorable conditions if served in the Armed Forces.

d. Must have an interest in supporting CAP's aerospace education program.

e. Individuals applying for Student AEM membership must be college students majoring in education or an aerospace related field of study. Individuals may only continue in this subcategory until they receive their undergraduate degree.

6-3. Organizational Membership Eligibility. Organizational membership is open to any company, school system or other organization that wishes to support the CAP aerospace education program. A point of contact for the organization should be annotated on the membership application so mailings and other information can be directed to the proper individuals. Individuals associated with the organization do not have any of the individual rights of membership.

6-4. Privileges of Membership. Aerospace education and student aerospace education members receive a CAP membership card, the Volunteer magazine and are authorized military airlift (if available) for approved aerospace education projects and activities when official CAP transportation authorizations are provided in accordance with CAPR 10-3. Organizational aerospace education members do not receive individual membership cards and employees/members of the organization are not eligible to receive military airlift. The organization will receive a copy of the Volunteer magazine and other aerospace education mailings.

6-5. Restrictions.

a. Aerospace education members are not authorized to wear the CAP uniform, hold CAP grade, nor receive any awards or benefits provided in the regular active membership program.

b. Aerospace education members will not serve in authorized senior member positions in the CAP unit at any level. (Individuals desiring to serve in this capacity must apply for active membership.)

c. Aerospace education membership is not creditable toward retirement in CAP.

d. Aerospace education members are not authorized to fly in CAP corporate aircraft unless participating in the CAP Teacher Orientation Program (TOP).

6-6. Membership Dues. Aerospace education members pay National dues only (see attachment 1 for amount). No region, wing or unit dues are required.

6-7. Application Procedures.

a. Individuals interested in joining as aerospace education members may join online through the Aerospace Education portion of the gocivilairpatrol.com website. Those not wishing to apply online should complete a CAPF 13, *CAP Aerospace Education Membership Application*, and return the form, along with a check or money order for initial membership dues (made payable to "National Headquarters CAP"), to NHQ/AE, 105 South Hansell Street, Maxwell AFB AL 36112-6332. Completed applications will be screened for eligibility and approved by the Deputy Director of Aerospace Education as the National Commander's designee. Then the membership application will be processed. Any check returned for non-sufficient funds or on accounts that have been closed will be redeemed by money order or cashier's check only and will include a $20 processing fee.

b. A membership card will be mailed directly to individual member.

6-8. Membership Year. The membership year commences on the date the individual's application is processed by National Headquarters and terminates 1 year later on the last day of the month in which the membership application is processed by National Headquarters. In the event the applicant is not accepted by National Headquarters, membership dues will be returned. The National Commander or his or her designee may terminate any aerospace education membership at any time.

6-9. Membership Renewal. National Headquarters will automatically contact each member 60 days in advance of the membership expiration date. The member may renew online or forward renewal dues directly to National Headquarters.

6-10. Transfer to Active Membership. Aerospace education members and student aerospace education members may transfer to active membership status (at no additional cost for the membership year) by submitting a CAPF 12, with "AEM to Senior - No Charge" annotated across the top, along with an FBI fingerprint card, through the gaining unit. They must meet the Unit Membership Board as outlined in paragraph 1-5, and provide the unit commander with proof of identity. Acceptable documents for proof of identity are the same documents required on the Form I-9 for employment eligibility verification. See attachment 2 for a list of these documents.

6-11. Membership Listings. NHQ/AE will provide a listing of aerospace education members to the appropriate wing on an as required basis.

CHAPTER 7 - OTHER TYPES OF MEMBERS

7-1. Affiliate Members. Affiliate membership is a membership category for organization members or special groups of individuals who desire to support CAP financially or through special services, but who are not required to attend regular meetings, wear a uniform or participate in the active program. Privileges and restrictions vary from group to group and will be contained in individual Memorandums of Agreement between Civil Air Patrol and the organization concerned.

7-2. Congressional Members. Members of the United States Congress and federally appointed officials are eligible to become Congressional members of Civil Air Patrol. These members do not pay membership dues or submit fingerprint cards. Wing commanders wishing to induct members into the Congressional Squadron should contact the General Counsel's office at National Headquarters first. A membership certificate is available from National Headquarters for presentation to the individual. These members are authorized to fly in CAP aircraft, visit CAP unit meetings/social events and receive the honorary grade of lieutenant colonel.

7-3. State Legislative Members. Membership in this category is open to state legislators and elected state officials as well as key staff members. Membership dues and fingerprint cards are waived. A CAPF 12L is required and should be submitted to National Headquarters/DP. The charter number for all state legislative squadrons is the wing identifier plus 999 (XX999). Membership cards are issued by calendar year (December) and reviewed and validated annually by the wing commander prior to issuance of new cards. These members are authorized to fly in CAP aircraft, visit CAP unit meetings/social events upon invitation and receive the honorary grade of major.

7-4. Fifty-Year Members. Individuals who have 50 years of service (not necessarily continuous) in Civil Air Patrol are eligible for free membership. Individuals reaching this milestone must have their service verified by the wing commander and a letter sent to National Headquarters. At that time the individual's membership record will be annotated to show an indefinite renewal date and a new membership card will be issued. These members continue to receive all the benefits of regular active senior membership and are entitled to all rights and privileges.

7-5. Life Members. In recognition of outstanding contributions to CAP, and as one of its highest honors, the Civil Air Patrol Senior Advisory Group (CSAG) may create a life membership for any member of CAP. However, this honor is usually reserved for past national commanders, past executive directors, past chief operating officers and past CAP-USAF commanders. Life members are afforded all the rights and privileges of active senior membership. Spouses of life members are also afforded all the rights and privileges of the life member. Life members and life member spouses do not pay membership dues, but are issued membership cards appropriately designated.

7-6. Business Members. A business member is any US corporation, partnership, proprietorship or organization that 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 desire to financially support the CAP missions and associated programs. The Public Awareness and Membership Development Directorate is responsible for this category of membership.

7-7. Honorary Members. Honorary membership is a term of reference, not a category of membership. It is an effective means by which to enhance the image of CAP by associating the Corporation with outstanding citizens. Individuals in this category are members in name only. They do not participate in CAP activities, pay dues or enjoy the privileges reserved for active CAP members. Honorary membership is limited to distinguished citizens such as members of Congress, state governors, mayors of large communities, high-ranking military officers, etc., and is used as a public relations medium rather than a token of appreciation. A certificate of appreciation would more appropriately recognize citizens of lesser community stature who support CAP.

a. National Headquarters must approve all recommendations for honorary memberships. Letters of recommendation will be forwarded through channels to the wing commander, who will endorse those in which he or she concurs directly to NHQ/PA for approval. The recommendation should include the individual's name and position, the reason the individual is being recommended as an honorary member of CAP, who will make the presentation, the date and occasion of the presentation.

b. National Headquarters will review the recommendation and if approved forward the honorary membership certification to the requesting unit (with an information copy to wing concerned) for appropriate presentation. If the recommendation is disapproved, it will be returned through channels to the originating unit with a statement indicating the reason for disapproval. Units requesting honorary membership for individuals should use care in revealing this request to the prospective honorary member until final approval is received.

JOSPEH R. VAZQUEZ
Major General, CAP
Commander

ATTACHMENT 1 – Membership Dues

Senior Members:

*New, rejoining/renewing seniors or reserve/patron members assigned to local units	($35 National dues plus Region/Wing dues) (See the chart online at www.capmembers.com/dues for total amounts due.

Cadet Members:

*New/rejoining/renewing cadets	($25 National dues, plus wing/region dues) (See the chart online at www.capmembers.com/dues for total amounts due)

OTHER MEMBERSHIP CATEGORIES

Aerospace Education Members	$35	
Organizational AEM	$35	
Student AEM	$20	
(New and renewals)		
Cadet Sponsor (new)	$30	($20 National dues plus $10 for special nametag)
Cadet Sponsor (renewal)	$20	
National Patron (new/renewal)	$35	
(NHQ 996)		

ATTACHMENT 2 – Acceptable Documents for Proof of Identity

For the purpose of providing positive identification of applicants for CAP membership, commanders must personally examine evidence of identity by reviewing one of the forms of identification listed in column A below or one each from column B and C.

Column A **(one of the following documents is acceptable)**	**Column B** **(If one of the documents in Column A is not available the applicant may present one of the items from Column B as well as one from Column C)**	**Column C**
1. U.S. Passport of U.S. Passport Card **2.** Permanent Resident Card of Alien Registration Receipt Card (Form 1-551) **3.** Foreign passport that contains a temporary I-551 stamp or temporary 1-551 printed notation on a machine-readable immigrant visa **4.** Employment Authorization Document that contains a photograph (Form I-766) **5.** In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-04A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or laminations identified on the form **6.** Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 of Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.	**1.** Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address **2.** ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address **3.** School ID Card with a photograph **4.** Voter's registration card **5.** U.S. Military card or draft record **6.** Military dependent's ID card **7.** U.S. Coast Guard Merchant Mariner Card **8.** Native American tribal document **9.** Driver's license issued by a Canadian government authority **10.** School record or report card **11.** Clinic, doctor or hospital record **12.** Day-care or nursery school record	**1.** Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States **2.** Certification of Birth Abroad issued by the Department of State (Form FS -545) **3.** Certification of Report of Birth issued by the Department of State (Form DS-1350) **4.** Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal **5.** Native American tribal document **6.** U.S. Citizen ID Card (Form I-197) **7.** Identification Card for Use of Resident Citizen in the United States (Form I-179) **8.** Employment authorization document issued by the Department of Homeland Security

ATTACHMENT 3 – Cadet Membership Checklist

1. Correct charter number? ..... ☐

2. Social Security Number included? ..... ☐

3. Complete date of birth (month, day and year)? ..... ☐
(At least 12 years old, but not yet 19)

NOTE: Be sure that year entered for the DOB is not the current year.

4. Mailing address:

Complete home address? ..... ☐

City and state? ..... ☐

Zip code? ..... ☐

5. Next of kin? ..... ☐

6. Signed and dated by applicant? ..... ☐

7. Signed and dated by mother and father (or guardian)? ..... ☐

8. Signed and dated by unit commander? ..... ☐

9. Is applicant's personal check or money order enclosed? ..... ☐

10. Applicant’s proof of identity? ..... ☐

ATTACHMENT 4 – Senior Membership Checklist

1. Correct charter number? ..... ☐

2. Social Security Number included?..... ☐

3. Complete date of birth (month, day and year)? ..... ☐
(At least 18 years old)

NOTE: *Be sure that year entered .for the DOB is not the current year*.

4. Mailing address:

Complete home address? ..... ☐

City and state?..... ☐

Zip code?..... ☐

5. Next of kin? Including complete mailing address?..... ☐

6. Military service:

Date of discharge?..... ☐

Type of Discharge? (Must have been under honorable conditions) ..... ☐

7. Background: If any question other than number 1 is answered yes, ... ☐
are complete details furnished?

8. Signed and dated by applicant?..... ☐

9. Oath of Membership signed and witnessed? ..... ☐

10. Signed and dated by unit commander? ..... ☐

11. Is the check or money order enclosed with the application? ..... ☐

12. Is completed FBI fingerprint card included? ..... ☐

13. Applicant's proof of identity? ..... ☐

ATTACHMENT 5 – Sample Fingerprint card (FD Form 258)

APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

ORI ALAFCAP0Z
CIVIL AIR PATROL
MAXWELL AFB, AL

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB Month Day Year

CITIZENSHIP CTZ

SEX RACE HGT WGT EYES HAIR PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

EMPLOYER AND ADDRESS
Civil Air Patrol
Maxwell AFB AL 36112

FBI NO. FBI

LEAVE BLANK

CLASS

CHARTER NUMBER

ARMED FORCES NO. MNU

REF.

REASON FINGERPRINTED

SOCIAL SECURITY NO. SOC

VOLUNTEER

MISCELLANEOUS NO. MNU

1. R. THUMB | 2. R. INDEX | 3. R. MIDDLE | 4. R. RING | 5. R. LITTLE

6. L. THUMB | 7. L. INDEX | 8. L. MIDDLE | 9. L. RING | 10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY | L. THUMB | R. THUMB | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY