

Civil Air Patrol

Senior Member

Fast Start Handbook

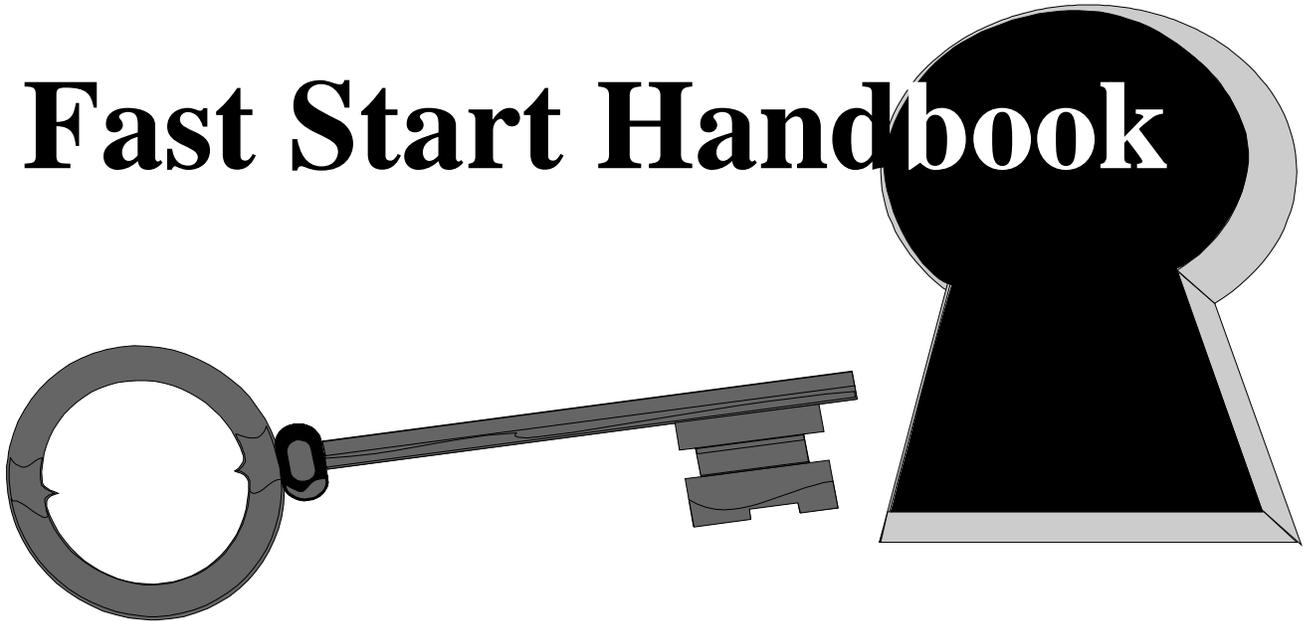


TABLE OF CONTENTS

Welcome Aboard!	1
Getting Started	1
Levels and Training.....	1
Finding a Meaningful Duty Assignment (or, as we call it, specialty track selection).....	1
Drill and Ceremonies	2
Rank/Grade.....	2
Flying in CAP	3
Becoming a CAP Pilot	3
Soaring	3
Ballooning	3
Scanner/Observer	3
Flying Safety	3
CAP Missions	3
Emergency Services	3
Aerospace Education.....	4
The Cadet Program.....	5
The Importance of Teamwork	5
A Final Word	6
Attachments:	
1. CAP Specialty Tracks.....	7
2. Progressing Through the Senior Member Program	9
3. CAP Organization Chart.....	10
4. Membership Benefits.....	11
5. Glossary	12
6. Forms, Pamphlets, Manuals, and Regulations.....	13

WELCOME ABOARD!

Civil Air Patrol (CAP) is a non-profit public service organization devoted to emergency services, cadet programs, and aerospace education. Since 1941, we have served America by providing these humanitarian services using volunteer members. CAP volunteers are unpaid, concerned citizens doing good works through local community activities.

GETTING STARTED

As a new member of the CAP, you're just starting on a most rewarding journey. However, you are probably a little confused and frustrated. You hear long-time members talking about "50-15," "SAR," and "qualification requirements."

The best thing you can do is ask a more experienced member – someone in a leadership position if possible—to take you by the hand and gently lead you through the terminology. Before you do that, read through this capsule treatment of CAP to start building a foundation of understanding.

Levels and Training

The Senior Member Training Program has five levels. You're in Level I now. As soon as you complete your orientation course, you'll be in Level II.

Level I is the basic introduction to CAP. It gives a brief overview of CAP, its missions, functions, and the command structure. It also describes the procedures and customs CAP embodies.

Not everyone has to take the orientation portion of Level I. Former cadets who have earned at least their Billy Mitchell Award, and whose membership has not lapsed more than 2 years, can receive a waiver. If you are not a cadet or one who has left CAP for at least 2 years, then you must take Level I. Former seniors who completed Level I training and return to CAP within 2 years of leaving can receive a waiver as well.

Cadet Protection Program (CPPT) is normally given as a part of Level I. Without it there is no way to be promoted and you will not be authorized to work with cadets. Participation in this course is for your safety, the cadets' safety, and for the safety of CAP.

CPPT is designed to heighten your awareness of inappropriate behavior toward other members of CAP, not just cadets. We believe you will find this course to be very constructive.

Your senior training officer should administer this training as soon as possible. The two courses consist of lectures and videos followed by written quizzes. They are not difficult and they are critical to your membership in CAP. Completion of Level I, CPPT, plus 6 months as a senior member, qualifies you for promotion to the grade of Second Lieutenant (2d Lt). Level II is really the beginning of your training. Your progress is up to you. To get more details on the Senior Member Training Program, talk to your senior training officer.

Finding a Meaningful Duty Assignment (or, as we call it, specialty track selection)

You joined CAP for a reason—to fly, work as a ground team member, work with cadets, become an aerospace education officer, or to take advantage of the many other opportunities in CAP. How do you get there from here? You pick a specialty track.

The specialty track selection process allows you to determine the CAP duty assignment you desire and figure out what training you need. You can choose whatever you want to study and change it later if you wish. CAP realizes that most senior members have little time for classroom tasks, so the program relies heavily on the "on-the-job" training concept utilizing specialty track study guides.

Specialty track study guides are pamphlets designed to acquaint the reader with what's expected in the duty assignment. The guides normally have a checklist in the back to mark progression. Most of these study guides have no written examination requirement and use CAP manuals and regulations as their primary study resource. Typically, each study guide directs the member's self-study and on-the-job training (OJT) through the three skill

ratings in the specialty: 1. Technician, 2. Senior, 3. Master. The guide will also identify appropriate schools, courses, and suggested readings.

Your senior training officer can tell you what jobs are available in the unit, how to request a course, and identify those requiring textbooks and examinations. Attachment 1 of this guide contains a short description of each specialty track. Attachment 2 describes progression through the Senior Training Program and lists promotion criteria. CAP Regulation (CAPR) 50-17, *CAP Senior Member Training Program*, Chapter 4, describes in detail how the specialty track program works. If you don't know what you want, that's fine. Take some time to find out what's available to you and work with your senior training officer to find a specialty that is right for the squadron and you.

Drill and Ceremonies

Military organizations have used drill and ceremonies for centuries. Drill was used as a way to build teamwork and to move masses of people from one place to another in an orderly fashion. Although specific movements in drill and ceremonies may vary from one country to another and one branch of the military to another, their basic purpose is the same.

CAP is the auxiliary of the United States Air Force. Because of our close ties to the Air Force, it is natural for drill and ceremonies to be included in our subculture. While drill and ceremonies are not emphasized in the Senior Program like they are in the Cadet Program, members are expected to perform some basic drill and to be familiar with basic customs and courtesies. These are commands such as "Attention," "Parade Rest," "Present Arms," etc. We do this not only to keep the tradition of drill alive, but to instill the concept of teamwork and build esprit de corps; which loosely translated means "team spirit."

You will be exposed to drill and ceremonies in many venues such as the opening formation at your unit meetings, your Level I orientation, leadership schools sponsored by your unit or other units, and special schools such as CAP's Region Staff Colleges.

Rank/Grade

The grade on a member's uniform is one of the first things to catch someone's eye. After completing Level I, an orientation outlining CAP history and philosophy, you will be eligible for consideration for promotion from senior member to second lieutenant. Promotion after that is basically up to you.

Sometimes, life or work experiences can give you a head start in the Senior Program. For instance, if you are a former cadet and you have been out of the program for less than 2 years, you may be exempt from Level I and may be awarded the grades of 2d Lt, 1st Lt, or Capt depending on how far you advanced in the program. This exemption does not include Cadet Protection Training.

If you are a current, former, or retired member of the armed forces – active duty, reserves, or National Guard, you may be able to transfer your grade in the military. You may also be able to get credit from some of the Professional Military Education courses you have taken.

You may be able to obtain a higher grade if you have a mission-related skill such as a pilot or a communicator. Other careers that may qualify you for advanced grade are clergy, educator, flight mechanic, attorney, and medical professional. CAPR 35-5, *CAP Officer & Noncommissioned Officer Appointments and Promotions*, lists the criteria for the above placements.

CAPR 50-17, *CAP Senior Member Training Program*, has a quick reference checklist of what's needed to complete the different training levels. It also provides a checklist of what is needed to be promoted.

Grade or Rank isn't everything, however. Often, the most responsible staff positions are held by members with little "brass" on their shoulders. They are less concerned with grade than with achieving satisfaction by showing initiative and working hard at their jobs.

FLYING IN CAP

CAP is an aviation-focused organization, **but you don't have to be a pilot to have a long, satisfying CAP career.** Most members are not pilots, they are aviation enthusiasts who wish to serve—on the ground or in the air.

Becoming a CAP Pilot. As a minimum, you must have at least a FAA private pilot certificate, a valid medical certificate, and be qualified in accordance with CAPR 60-1, *CAP Flight Management*, to obtain the CAP pilot rating.

Soaring. Soaring is a growing CAP flight activity and members are encouraged to take part. To obtain a CAP glider pilot rating, you must have a FAA glider private pilot certificate.

Ballooning. CAP flies balloons too! If there is ballooning in your area, you can obtain a CAP balloon pilot rating if you hold a FAA balloon private pilot certificate.

Scanner/Observer. CAP pilots cannot fly aircraft and at the same time perform the most effective job of ground observation. Consequently, CAP has other members who fly with the pilot and do the main job of observing. These members are rated as scanners or observers. Like pilots, CAP scanners and observers have different ratings according to their qualifications and wear distinctive wings designed to display those qualifications. Members who are interested in pursuing duty as a scanner or observer should consult CAPR 50-15, *CAP Operational Missions*.

Flying Safety. Flying safety is highly emphasized during all CAP flying activities. CAP pursues an active accident prevention program to prevent loss of life and property damage, both in the air and on the ground. CAP's safety program is based on personal motivation and managing risk on a continuing basis. It is the responsibility of each CAP member to help make CAP activities as safe as possible.

CAP MISSIONS

Emergency Services

The Emergency Services mission includes search and rescue and disaster relief operations. CAP members' talents have augmented the Air Force in search and rescue and disaster relief since CAP's formation in 1941. CAP has assisted the nation in times of disaster and in emergency situations when its resources could be used.

The primary mission objective of Emergency Services is to save lives and relieve human suffering. To be effective, the lives of CAP personnel performing missions must be safeguarded. CAP demands professionalism in organization, training, and mission execution to accomplish this service. Only qualified members are allowed to participate in actual missions.

Search and Rescue (SAR)

All CAP personnel who participate in SAR operations are volunteers who have been specially trained. A SAR mission is always a serious and critical endeavor. Therefore, CAP units may not participate in a SAR mission unless they have people trained to quickly and successfully accomplish the mission. Life-saving techniques, attained through prior planning and practical exercises in performing the tasks required, must be carried out with speed and efficiency. SAR missions can be quite involved, with many functions and activities to be supervised and accomplished. A typical SAR mission will require people trained in the following areas: command, administration, planning, operations, media relations, and logistics. **NOTE:** Many of these task areas are similar to the specialty tracks described in Attachment 1, and they are governed by CAPR 50-15, *CAP Operational Missions*, and CAPR 55-1, *CAP Operational Mission Procedures*. **EXAMPLE:** You can choose a cadet program officer specialty track and also train to be a SAR mission coordinator.

Disaster Relief (DR) Operations

The Federal Emergency Management Agency (FEMA) is the single point of contact within the federal system for disaster relief planning and management. This includes civil defense, natural disasters, and man-made

emergencies. CAP has national-level agreements with many government and non-government relief agencies. Included are such organizations as FEMA, the American Red Cross, and the Salvation Army. CAP also has agreements with local agencies at wing levels and participates with the various state and local emergency management offices.

The organization of CAP DR efforts is very similar to the SAR mission. The main difference is the agency that controls the mission. CAP always retains command of CAP resources, but mission control is delegated, usually at the state level, to the agency primarily responsible for a particular DR operation.

Other Flight Missions

CAP flight activities are not limited to SAR and DR. There is a national-level agreement between CAP and the US Customs Service and the Drug Enforcement Agency. Under this agreement, CAP provides reconnaissance, transportation, and communications services to assist these agencies in the control of drug traffic. CAP has no law enforcement authority, it only provides “eyes.”

Another important mission for CAP pilots is orientation flights for CAP cadets and college Air Force ROTC cadets. These flights are often the first opportunities they have to fly and are great motivators.

The CAP Communications Network

Critical to the accomplishment of the Emergency Services mission is the CAP Communications Network, which is manned by thousands of CAP volunteers. The network is a system of fixed, mobile, and airborne radios. CAP radio nets are operated by qualified CAP personnel and afford the best medium for members to apply what they learn by performing actual radio communications.

Aerospace Education

Actually, aerospace education activities permeate most of CAP’s functions in one way or another. There are two distinct programs. One is for CAP members and follows a definite plan of participation and progression. The second program is for nonmembers of CAP—for teachers, classroom students, school administrators, and other interested individuals.

The program for senior and cadet CAP members is known as internal aerospace education. It is designed to provide a general knowledge of all aerospace activities, along with the resultant impact of aerospace activities upon our society. The aerospace education program is based on activities and study. Aerospace education is enriched by guest lecturers who are specialists in some phase of aerospace activity; visits to aerospace installations; participation in applied aerospace science activities; and practical experience with aerospace equipment, such as flights in contemporary aircraft.

All other aerospace education activities in which CAP is involved are considered external aerospace education. CAP furnishes aerospace education guidance and materials to educators throughout the nation. Each region is represented by an educator who is known as the regional director of aerospace education (RDAE) who assist educational institutions in planning aerospace education projects, generally referred to as “workshops.” Such assistance may come directly from the RDAE’s office or it may be provided by one of the CAP aerospace education officers located at wing or squadron level. This assistance is provided to schools, civic organizations, and community projects promoting aerospace awareness.

Aerospace education for the general public is provided as a public service using exhibits and demonstrations as well as cooperative programs with business, fraternal, civil, and service organizations. Through these programs, aerospace education fosters our nation’s commitment to the future. One of the most notable examples of CAP’s commitment to aerospace education is the National Congress on Aviation and Space Education, sponsored by CAP. National Congress is designed to promote an understanding of aviation and space education to teachers throughout the nation. This motivational program encourages teachers to incorporate aerospace education into their curricula and leaders to speak out on the aerospace issues facing our nation today.

The Cadet Program

The CAP Cadet Program is designed to motivate and develop well-rounded young people, who in turn will become model citizens and the future leaders of our nation. The program introduces thousands of young people between the ages of 12 and 20 to aviation, and offers outstanding programs, including some that provide flight instruction in a light airplane or glider at low cost.

The CAP Cadet Program is divided into five phases. The first is an introductory or motivational phase, during which the prospective cadet becomes acquainted with the procedures, requirements, and goals of CAP. Beyond the introductory or motivational phase, there are four numbered phases. Each of these phases emphasizes five areas of achievement—aerospace education, moral leadership, leadership laboratory, squadron activities, and physical fitness. The program is oriented toward activities held within the individual squadron setting. Activities selected by a squadron for its program are designed to meet the individual member's need. Squadron activities such as drill teams, model rocketry, and model airplane building have been adopted by many units who have enthusiasts in these areas.

A cadet advances through the program by accomplishing specific achievements. For each of the achievements that make up the program, there is an achievement form the cadet completes in consultation with his squadron commander. When the specifications of each achievement have been met, the cadet is eligible to progress to the next achievement and advance in grade. The number of achievements completed determines not only a cadet's grade, but his or her eligibility for activities and scholarships.

THE IMPORTANCE OF TEAMWORK

As a CAP member you are part of a team of thousands of volunteers. Teamwork is essential to the success of any mission. The following article on teamwork comes from "Understanding the Big Picture," from the November 1998 newsletter Group II, Washington Wing. As you can see, our volunteers say it best!

CIVIL AIR PATROL is organized onto five command levels - National, Region, Wing, Group and Squadron. Each level is directly responsible to the level above it and exerts authority over all levels below it. This responsibility/authority relationship is actually a teamwork relationship designed to maximize success of the individual units as well as the organization as a whole. Each breakdown in teamwork, whether within a level or between levels, limits our ability to rise to our highest potential.

Each command level in CIVIL AIR PATROL is tasked with specific duties. Generally though, higher command levels concentrate more on planning and facilitating while the lower levels are involved in the mechanics of serving our customers. It is of no matter at what level that we serve, when we volunteered by joining CIVIL AIR PATROL, we agreed to work within this teamwork concept that is so critical to our success.

Imagine, if you will, a squadron trying to do search and rescue, aerospace education and cadet programs without the activities and facilities provided by Groups, Wings and National. The squadron gets no airplanes unless they buy them; no training material, unless they design them; and no money, unless they earn it. It is not a pretty picture. Very little would get done and what did would be very difficult to accomplish and of a much lower quality than we now enjoy.

There is no more important concept for Group II staff members to understand than that of Teamwork. Everyone at every level must keep in mind the big picture. Our squadrons follow our leadership because of teamwork. Wing provides to us because of teamwork. We can work with each other because of teamwork. Teamwork is an important concept that we utilize in all our relationships. It is a concept which we must build upon and encourage others to use, for without it, we are doomed to failure.

A FINAL WORD

Hopefully, you can see that CAP has plenty of opportunity for service, self-improvement, and satisfaction. Don't be afraid to ask a question or volunteer for a job. Since 1941, we have served America with volunteer members. CAP people are unpaid, concerned citizens doing good works for their nation. We're glad to have you with us!

CAP Specialty Tracks (CAPR 50-17, CAP Senior Member Training Program)

This list contains short descriptions of each specialty track. For more details see your unit senior program officer.

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

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

202 Finance Officer. Responsible for posting ledgers and preparing vouchers, checks, and deposits for unit accounts. Prepares unit budget, controls monies, monitors transactions, and prepares monthly activity reports. Keeps commander advised in all financial matters.

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

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

205 Administration Officer. Maintains master publications library. Prepares correspondence, reports, schedules, inventories, and requisitions. Operates centralized correspondence and message distribution center. Reviews locally developed publications to ensure they are administratively correct prior to publication. Provides management assistance when required.

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

210 Flight Operations Officer. Responsible for the management and control of unit aircrews, aircraft, and flight operations. Understands CAP flight management policies and procedures and the administrative procedures governing flight operations. Assists in the preparation of plans, programs, and directives to govern the unit.

211 Operations Officer. Develops operations policies and procedures to ensure mission accomplishment and provide guidance to unit personnel. These activities include developing standing operating procedures, evaluation methods, and accident prevention programs and reporting procedures. Requests transportation and mission authorizations.

212 Standardization/Evaluation Officer. Technician: Performs duties as a CAP instructor pilot and check pilot, responsible for flight and ground instruction as well as flight evaluation in CAP aircraft. Senior: Performs duties as a CAP check pilot, administers check flights, written examinations, and maintains pilot training folders. Master: Wing pilot designated to administer check flights, written examinations, and develop wing training and evaluation procedures.

213 Emergency Services Officer. Assists the commander by managing and directing emergency service activities. Establishes working relationships with local agencies responsible for search and rescue, disaster relief, and other local emergencies. Develops emergency service plans, training programs, and standard operating procedures and maintains a rapid alerting system to assemble emergency service resources as needed.

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

215 Aerospace Education Officer. Implements aerospace education activities and duties involving cadets, seniors, aerospace education members, communities and schools. Develops materials and activities and promotes aerospace education programs for the local community. Assists the commander in making aerospace education related policy decisions.

216 Cadet Program Officer. Conducts cadet training in aerospace education, leadership, physical fitness, moral leadership, and other activities. As special assistant to the commander, implements and monitors programs in cadet personnel and administration, cadet activities, aerospace education, or leadership laboratory.

217 Safety Officer. Manages the safety program. Develops safety plans, programs, and directives. Coordinates with other staff agencies to develop accident prevention procedures and collects data to determine safety program effectiveness. Conducts accident investigations.

218 Plans and Programs Officer. Gets programs started and completed, and keeps the commander informed on the progress of each program. Develops plans and programs to accomplish assigned tasks. Coordinates activities of other staff sections and assigned units in accomplishing goals and objectives set out by the commander. Assigns personnel, establishes suspense dates, and follows up to ensure task completion.

219 Legal Officer. The professional fields of law and medicine (219 and 220) do not have study guides. These positions only have a code number. Promotion criteria for these members are outlined in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*. Members of these professions may enter any of the other training tracks using the training guide for those specialties.

220 Medical Officer. See (219) above.

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

222 Commanding Officer. Specialty code 222 is used only to designate personnel in command positions and is not a specialty training track.

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

225 Moral Leadership Officer. The MLO performs in a capacity similar to a chaplain, but is not required to meet the ecclesiastical endorsement and education level prerequisites for a chaplaincy. There is no MLO study guide at this time. Talk to your senior program officer and wing chaplain if you are considering this specialty.

PROGRESSING THROUGH THE SENIOR MEMBER PROGRAM

Training Progression & Awards

(See CAPR 50-17 for Details)

Achievement	Lvl	Prerequisite	Command or Staff Assignment	Professional Courses	Specialty Track	Leadership	Activities	Awards
Orientation	I			Orientation Course and Cadet Protection Program Training			Study Senior Member Handbook Materials	Membership Ribbon
Technical Training	II	Complete Level I		SLS (Squadron Leadership School)	Technician Rating (Leadership Ribbon)		Complete ECI 13 (CAP Senior Officer Course)	Certificate Of Proficiency
Management	III	Complete Level II	Total of 1 Year	CLC (Corporate Learning Course)	Senior Rating (Bronze Star on Leadership Ribbon)	Attend Two National, Region, or Wing Conferences (One of which may be National Congress, or a Wing/Region Aerospace Education Conference)		Grover Loening Aerospace Award
Command & Staff	IV	Complete Level III	Total of 2 Years	RSC (Region Staff College) or Equivalent Professional Military Education	Master Rating (Silver Star on Leadership Ribbon)	Serve as a Staff Member for SLS/CLC or National, Region, or Wing Conference	Public Presentation to a Non-CAP Group or Prepare an Aerospace Manuscript for Publication	Paul E. Garber Award
Executive	V	Complete Level IV	Total of 3 Years	NSC (National Staff College) or Equivalent Professional Military Education		Serve as a Staff Member for RSC/NSC or SLS/CLC Director	Conduct a Level I Orientation Course	Gill Robb Wilson Award

Duty Performance Promotion Requirements

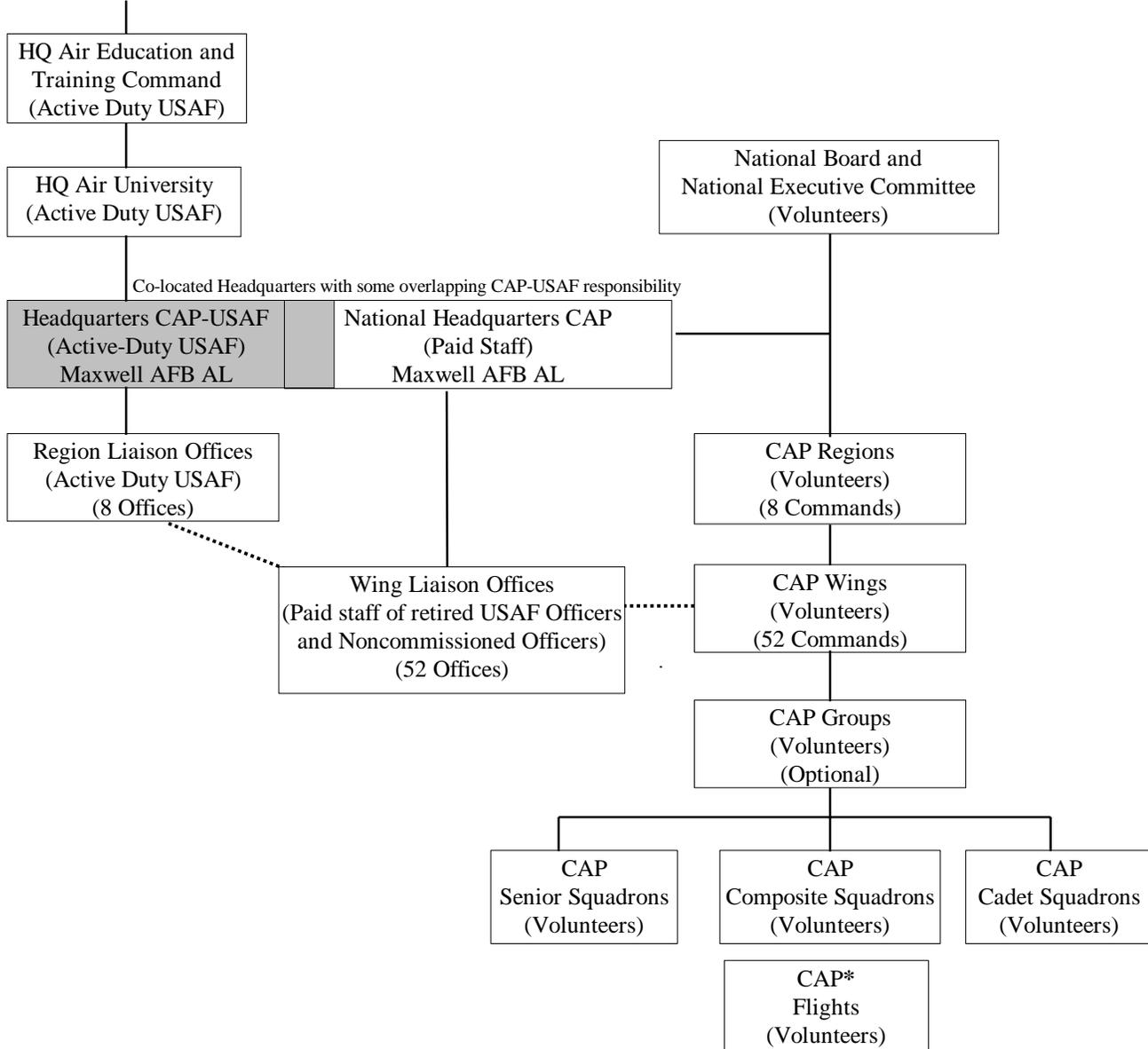
(See CAPR 35-5 for Other Criteria and Promotion Categories)

Promotion Eligibility to:	Minimum Skill Level	Plus Time-in-Grade of:
2d Lt	Level I	6 Months as a Senior Member
1st Lt	Technician Rating in a Specialty Track	12 Months as 2d Lt or TFO (or Combination Thereof)
Capt	Level II	18 Months as 1st Lt or SFO (or Combination Thereof)
Maj	Level III	3 Years as Capt
Lt Col	Level IV	4 Years as Maj

CAP Organization Chart

Air Force personnel operate the organization on the left, CAP volunteers operate the organization on the right. Located in the middle is a paid, professional staff that runs the National Headquarters under Air Force oversight at Maxwell AFB AL. Two Air Force directorates in the headquarters perform in a dual capacity—serving CAP-USAF and Headquarters, CAP.

United States Air Force



*Flights may be assigned to squadrons,

MEMBERSHIP BENEFITS

Rewards and Recognition. As a CAP volunteer, your rewards are not monetary, but they are as tangible as money in the bank. Nothing compares to the sense of satisfaction that comes with a job well done, particularly if that job is saving lives or aiding communities. As a CAP member, you will be recognized as a vital member of a national team with a tremendous heritage of serving those in need—and doing it well! Advancement in CAP is clearly visible to your friends, family, and business associates by the distinctive CAP uniforms with their military-style grade insignia, ribbons, and badges. Some members choose to quietly serve and not wear a uniform.

Training. As you have already seen, CAP offers aerospace education and a wide variety of leadership and technical training opportunities for all CAP members, including Air Force correspondence courses through the Extension Course Institute such as Squadron Officer School, Air Command and Staff College, and Air War College. The skills you learn and the jobs you perform can serve you in the workforce. Clerical, interpersonal, and problem-solving skills are essential in today's job market. What you learn as a CAP member now will serve you well in the future.

Scholarships. Some senior members are eligible for undergraduate and graduate scholarships.

Education Materials. A wide variety of aerospace education materials are available on request.

Meetings and Conventions. CAP members gather regularly at meetings and conventions around the country. There is also a national convention held in a different city every year. Air travel to and from the convention may be provided by the Air Force if available.

International Cadet Exchange Program (IACE). Each year a limited number of cadets and senior member escorts travel to a variety of foreign countries as part of an aviation cadet exchange program to further international goodwill and understanding.

CAP Supply Depot. CAP operates a depot in Amarillo, Texas, which carries a large stock of aircraft parts and equipment at discount to members. Communications equipment of all kinds is also available.

Rental Car Discounts. The Hertz Corporation offers rental car discounts to CAP members for both business and pleasure travel. A special Hertz identification card is furnished to each member upon request. Rates and discounts may be obtained by calling Hertz at 1-800-654-3131. Mention CPD# 73086 for your discount.

CAP Visa Credit Card. The CAP affinity VISA card offers senior members and the parents of cadets an opportunity to apply for a credit card that actually supports CAP. Each time the card is used in a transaction, a donation is made by the bank to support CAP. The CAP emblem and the member's grade are embossed on the front of this distinctive credit card.

Tax Benefits. As a federally chartered nonprofit organization, CAP is tax exempt under Section 501(c)(3) of the IRS Code. This entitles members to claim various expenses as charitable contributions. These include:

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

CAP Senior Member Compensation, Hospitalization, and Insurance. There is no requirement for you to participate in any CAP activity, particularly one that you fear may endanger your health or life. However, if you elect to participate in an Air Force assigned CAP activity and are injured as a direct result of your participation, you may be entitled to Federal Employees' Compensation Act compensation for your injuries. In the event you die as a direct result of your participation in an Air Force assigned CAP activity, your survivor may be eligible for Federal Employees' Compensation Act survivor benefits. The U.S. Department of Labor administers the Federal Employee's Compensation Act. Review CAPR 900-5, *The CAP Insurance/Benefits Program*, and see your unit safety officer for details.

GLOSSARY

The following is a list of acronyms, definitions, and resources of the most frequently heard and used terms.

Cadet Protection Program Training (CPPT). This course, usually taken as part of Level I, will familiarize you with CAP's efforts to protect its cadet membership from abuse and harassment.

Corporate Learning Course (CLC). A 2-day course designed to teach members about wing operations and functions. A requirement for Level III completion.

Extension Course Institute (ECI). An armed forces correspondence school for professional development. CAP members are authorized to enroll in selected courses.

Level I Orientation. Introductory course which describes the basic structure of CAP.

Liaison Officer/Noncommissioned Officer (LO/LNCO). HQ CAP corporate employees who advise CAP wings and regions in the areas of organization, administration, operations, training, aerospace education, supply, and similar activities. They also provide Air Force oversight and maintain an interchange of information between HQ CAP and the CAP wings and regions. Each wing has at least a LO (officer) or LNCO (enlisted person) who is a retired Air Force member.

Monthly Membership Listing (MML). Shows your membership status in CAP—when you joined, whether you are due for renewal, aeronautical rating, etc. National Headquarters sends a copy to your squadron.

National Staff College (NSC). The capstone CAP course for professional development. NSC gives senior CAP officers advanced training in leadership and management and discusses issues of interest to CAP on a national scale. A requirement for Level V completion.

Region Staff College (RSC). A 1-week, in-residence course designed to teach members about management at the command level. A requirement for Level IV completion.

Senior Training Officer. Officer responsible for planning, implementing, and tracking his/her unit's Senior Training Program.

Senior Training Report (STR). This is CAP's *official* record of your progress. It documents your participation in the Senior Member Training Program. It also shows your grade, date of rank, and other information. National Headquarters sends a copy to your squadron.

Specialty Track. A three-digit code used to differentiate between staff positions and jobs (i.e., logistics, cadet programs, supply, etc).

Specialty Track Ratings. Specialty tracks have three levels of achievement: Technician, Senior, and Master.

Squadron Leadership School (SLS). A 2-day course designed to teach members about squadron functions and basic CAP-related skills. A requirement for Certificate of Proficiency.

Wing Commander. Wing commanders are appointed by the region commander to supervise and direct operations and activities within the state.

FORMS, PAMPHLETS, MANUALS, AND REGULATIONS

This is not a listing of all CAP forms, regulations, and pamphlets (that's found in CAPR 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*, or CAPR 0-9, *Numerical Index of CAP Forms, Test Materials, and Certificates*). We feel these are of immediate use to a new member.

CAP Forms (CAPFs)

CAPF 2, Request for Promotion Action. All promotion requests, whether it be duty performance, special appointment, or mission-related skills are initiated on this form. It is also used as a demotion request form. Refer to CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*.

CAPF 2a, Request for and Approval of Personnel Actions. Its best description has to be, "It's a general purpose form." Nearly every routine action is initiated on this form. The "Other" check in Section IV makes it multipurpose. Refer to CAPR 35-1, *Assignment and Duty Status*.

CAPF 5, CAP Pilot Flight Evaluation--Airplane. Used to document CAP pilot flight checks and written examinations. The form is governed by CAPR 60-1, *CAP Flight Management*.

CAPF 8, Requisition for Publications and Blank Forms. Refer to CAPR 5-4, *Publications and Blank Forms Management*.

CAPF 9, Release (For Non-CAP Members). Release form signed by non-CAP members prior to flight in a CAP aircraft. Refer to CAPR 60-1, *CAP Flight Management*.

CAPF 11, CAP Senior Program Director's Report Form. Documents that senior member training activities have been completed. It's one of the most important CAP forms. National Headquarters will not recognize completion of activities if this form is not filled out. Refer to CAPR 50-17, *CAP Senior Member Training Program*.

CAPF 12, Application for Senior Membership in CAP. Refer to CAPM 39-2, *Civil Air Patrol Membership*.

CAPF 15, Application for Cadet Membership in CAP. Refer to CAPM 39-2, *Civil Air Patrol Membership*.

CAPF 17, Application for Senior Member Activities. Used to request permission to attend senior training and other activities. Refer to CAPR 50-17, *CAP Senior Member Training Program*.

CAPF 24, Application for Senior Program Awards. Refer to CAPR 50-17, *CAP Senior Member Training Program*.

CAPFs 45 & 45b, Senior Member Master Record and Senior Member Training Record. Used to record progress at unit level. They should be continuously updated and documented since they serve as a back-up to the Senior Training Report issued by National Headquarters. Refer to CAPM 39-2, *Civil Air Patrol Membership*.

CAPF 55a, Request for Examination. Used to request an examination. See CAPR 50-4, *Test Administration and Security*.

CAPF 60, Emergency Notification Data. Used to record next of kin and emergency medical information. Refer to CAPR 35-2, *Notification Procedures in Case of Death, Injury, or Serious Illness*.

CAPF 78, Mishap Report Form. Used anytime there is an accident. Refer to CAPR 62-2, *Mishap Reporting and Investigation*.

CAPF 82, Counterdrug Monthly Activity Report. Refer to CAPR 55-1, *CAP Operational Mission Procedures*.

CAPF 91, CAP Mission Pilot Checkout. Used to document CAP mission pilot flight checks. Refer to CAPR 60-1, *CAP Flight Management*.

CAPF 100, Request for Operational Mission Specialty Qualification Card (CAPF 101), or Specialty Qualification Training Card (CAPF 101T). Refer to CAPR 50-15, *CAP Operational Missions*.

CAPF 101, CAP Specialty Qualification Card. Refer to CAPR 50-15, *CAP Operational Missions*.

CAPF 101T, CAP Specialty Qualification Training Card. Refer to CAPR 50-15, *CAP Operational Missions*.

CAPF 103, *Mission Authorization/Personnel Register*. It is used to record attendance at a variety of occasions. Refer to CAPR 50-15, *CAP Operational Missions*.

CAPF 108, *CAP Payment/Reimbursement Document for Aviation/Automotive/Miscellaneous Expenses*. Used to file claims for reimbursement of expenses incurred while participating in Air Force assigned reimbursable missions. Refer to CAPR 173-3, *Payment for Civil Air Patrol Support*.

CAPF 120, *Recommendation for Decoration*. Anyone may submit another member's name for a decoration. Refer to CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*.

FD-258, *FBI Applicant Fingerprint Card*. Must be submitted with the CAPF 12 described above.

CAP Pamphlets (CAPPs)

CAPP 4, *How to Start a Civil Air Patrol Unit*. This guide describes the actions needed to start a new unit. It also provides helpful hints and advice on fund raising, recruiting, and retention.

200 Series Pamphlets. These are CAP's Specialty Track training guides to assist members in learning the specialty of their choice.

CAP Manuals (CAPMs)

CAPM 20-1, *Organization of Civil Air Patrol*

CAPM 39-1, *Civil Air Patrol Uniform Manual*

CAPM 39-2, *Civil Air Patrol Membership*

CAPM 190-1, *Civil Air Patrol Public Affairs Program*

CAP Regulations (CAPRs)

CAPR 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*

CAPR 0-9, *Numerical Index of CAP Forms, Test Materials, and Certificates*

CAPR 5-4, *Publications and Blank Forms Management*

CAPR 35-1, *Assignment and Duty Status*. Provides guidance on assignment and duty status procedures.

CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*

CAPR 35-6, *Aeronautical Ratings, Emergency Services, and Ground Team Badges*

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*

CAPR 50-4, *Test Administration and Security*

CAPR 50-15, *CAP Operational Missions*

CAPR 52-16, *Cadet Program Management*

CAPR 50-17, *CAP Senior Member Training Program*. This is your primary source of information pertaining to your training.

CAPR 55-1, *CAP Operational Mission Procedures*

CAPR 60-1, *CAP Flight Management*

CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*

CAPR 62-2, *Mishap Reporting and Investigation*

CAPR 100-1, *Communications*

CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*