

New Members Checklist

<http://www.leesburgcap.net/>

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Purpose: To speed up the process of becoming a productive CAP senior member. The first 6 steps are applicable to any senior member.

Note: This document is a work in progress. If you'd like to add, please feel free. The names mentioned below are applicable to the Leesburg Squadron only. Please send any updates or questions to jeffvanetten@yahoo.com

Overview: You will need a CAP Training Form called a Specialty Qualification Training Record (SQTR) before you can train for any fun crew positions or participate in any mission on the ground or in the air. You will need to get to Step 6 below before you qualify to get a SQTR. You can qualify to fly the airplane without being qualified to fly on CAP missions (You can fly in the airplane with a just a CAPID card and a uniform). If you are itching to fly, complete Steps 1 thru 4 and then go directly to Step 9.

General Training

1. Attend a few meetings, meet the Squadron members, and learn about our mission. Fill out the application form and fingerprint card. Write a \$54 check to CAP National HQ. Give them to the Squadron Commander (Jeff Van Etten) at one of the meetings. The dues for the Leesburg Composite Squadron are \$30/yr (prorated – based on when you start).
2. While you are waiting for your CAP membership number, download the following:
 - a. [CAPP-7 CAP Senior Member Fast Start Handbook](#)
 - b. [CAPR 50-17 Senior Member Professional Development Program](#)

Read Chapters 1-4 to understand the first 2 levels of training. Level 1 is a high-level orientation. Level 2 is the technical training required to participate in Search and Rescue.

3. The first thing to do after you have your CAP ID card is to take the Level One and OPSEC training. [CAP University/Level 1](#) It will take you a few hours to work your way down to the bottom of that webpage. Our Professional Development officer (Lt Col Bill Knight) will go over the Level 1 quiz and help you understand all the right answers. Don't forget to set up your eServices account and check all your personal information to make sure it is correct and complete. (Review/Edit My Member Info in the top center of the eServices page) Go to the Virginia Wing website www.vawg.cap.gov and sign up for the email list server (left menu, Member Services). Go to the [Squadron list server](#) and sign up. This is the primary way of getting information about Squadron events and updates.
4. Sooner or later, you'll want to order a uniform. The least expensive option for summer wear is the silkscreen blue polo shirt with CAP seal (CAP0964 - \$19.65), more expensive options are embroidered (CAP0968 \$29.65), and personalized (CAP0963 \$39.65). You wear it with gray pants and black shoes. The embroidered

CAP polo shirts may take longer to order. The cheaper, faster one is mentioned above. You can order uniform items online directly from [Vanguard \(CAPMART\)](#) or the [Hock Shop](#). Before ordering you may understand the regulation for uniforms by reading [CAPM 39-1, CAP Uniform Manual](#). Senior members have a choice between military if they meet Air Force grooming and weight standards (Chapter 2) and civilian style uniforms (Chapter 6). Wearing a uniform to the Squadron meetings is highly recommended, but not mandatory. You must have a uniform for any CAP event other than the meetings. The Squadron has a number of the Battlefield Dress Uniforms that you may borrow while you are in CAP. This uniform is traditionally worn by Ground Team members when going into the field.

5. Take the CAPT-116 General Emergency Services (GES) [test online](#). Start with the link near the bottom of the webpage that says **BEFORE TAKING THE GENERAL EMERGENCY SERVICES TEST**. It gives you an overview of how CAP participates in search missions and how it works with other agencies. You'll need to get your General Emergency Services rating prior to any other ES training. After reviewing the presentation, take the CAP116 test (50 questions). Print out the certificate at the end (or save it electronically). You can familiarize yourself with the course material by going to the Form and Publication website and reading these:
 - a. [CAPR 60-1, CAP Flight Management](#)
 - b. [CAPR 60-3, CAP Emergency Services Training & Operational Missions](#)
 - c. [CAPR 60-4 Volume I, Part 1 Emergency Services Mission Forms](#)
 - d. [CAPR 60-4 Volume I, Part 2 Emergency Services Mission Forms-Incident Command System \(ICS\)](#)
 - e. [CAPR 60-4 Volume II, CAP Emergency Services Training Forms](#)
 - f. [CAPR 60-5, Critical Incident Stress Management](#)
 - g. [CAPR 173-3, Payment for Civil Air Patrol Support](#)

After you pass the GES test, you log onto eServices and print a Form 101 card. Go to My Ops Qualifications, Emergency Services. This is a very important page; you will go back here to enter all your qualifications, which are then approved electronically by the Squadron Commander or Emergency Services Officer. Click on the link above your name that says "show achievements". Some things take overnight to update.

6. Now you are ready for Level II training. **You will need a SQTR signed by the Squadron Commander before you can participate in any flying training or participate in any ground or air missions.**

Even though it is not on the paper Specialty Qualification Training Record (SQTR), CAP has decreed that everyone needs to take some of the FEMA courses in the Incident Command System as well as the OPSEC course. There are 4 ICS courses online, ICS 100, 200, 700, and 800. We encourage you to take them all, but you definitely need to take 100 and 700 for aircrew, GTM and UDF.

You can look at your 101 card at [eServices](#)

First time Users will have to register. Then go to

My Operations Qualifications/National Reports on the left menu, then

Emergency Services on the top menu, then look at your 101 card (scroll down -the tab marked "101 card" is normally already selected).

As you scroll down, you will pass four boxes marked "Height (inches) Weight (pounds) Eyes Hair". If they are blank, your 101 card will say "VOID". When you fill them in and click on "submit changes", the "VOID" will go away.

General Emergency Services test (also known as CAPT 116) and CAPT 117 Part 1 can be found here: <https://tests.cap.af.mil/newtests/test.cfm?grp=dos> When you open the test, it will give you the links to the information they want you to study.

OPSEC can be found here: <https://tests.cap.af.mil/opsec/main.cfm>

If you have any problems with the websites, please let me know

ICS courses are here: <http://training.fema.gov/IS/NIMS.asp>

Take the first 100 course marked "introduction". (Feel free to take the ones marked Healthcare, Law Enforcement, Public Works, and Schools, but they don't count for CAP) Same for 200. There is only one choice for 700 and 800.

GTM-3 requires a first aid course and up to date CPR cert. If you took one somewhere, please bring us the card and we'll update your SQTR. If not, let Lt Col Knight know and when he gets enough interest and time, he'll schedule a course.

Observer, UDF and GTM-3 also require Basic Communications User Training. Lt Irey keeps records of BCUT completion, so please let him know.

Once you complete GES, OPSEC, and you email the certificates for the ICS courses to the ES officer or Squadron Commander, they will confirm that you have completed the first portion and you will see a *UDF or a *GTM3 and the ICS courses appear on your 101. Print out your 101, you are then qualified to go on real missions or training missions. Virginia Wing (VAWG) asked us to make entries in eServices only after the SQTR is fully complete and signed by the Squadron Commander.

You should keep the paper copy of the SQTRs in your personal CAP files at home. This is your backup to global meltdown of the National CAP record system (for those of you who worry about such things).

Flying Training

7. The three flying positions are Mission Pilot (front left seat), Observer (front right seat) and Scanner (rear left seat). **To qualify as a Mission Pilot or Observer, you must first complete Scanner training.** That doesn't mean you can't prepare for all three while you wait. The steps for each are similar:
 - a. Get a SQTR signed by the Squadron Commander. See note 6 above.
 - b. Demonstrate the skills required on the Familiarization and Preparatory Training part of the SQTR to a designated examiner. The Squadron gives a

Scanner/Observer course every few months. Once you have the Familiarization and Preparatory Training completed, you can participate in training missions and even real missions. During those missions, you will demonstrate the Advanced Training skills shown on the SQTR and gain experience.

- c. Log onto eServices, Ops Qualifications (just like Step 5 above) and enter your achievements on the appropriate SQTR to get your rating. You must use the CAPID of an Evaluator where it says Trainer CAPID.

For Mission Pilot, there is also a Form 91 check ride.

8. Take the Basic Radio Operators course (see Lt Nelson Irej for details). You'll need this for Observer and Mission Pilot
9. You can fly the airplane without Steps 5 thru 8. To fly the airplane, you need to do a few more things (including Steps 1-4).
 - a. Get proficient. Practice!
 - b. You'll need to prove current medical, BFR, and 3 T/O & landings in 90 days.
 - c. Take the CAPR 60-1 Annual Examination (also known as the Form 5 exam).
You can [download the exam](#), look up the answers (they tell you where to look) and then take the exam on line. [Reprint any certificates](#)
 - d. Complete the [Aircraft Questionnaire](#) also available at [Stan/Eval](#)
 - e. Sign a [Statement of Understanding](#) (give to Squadron Commander)
 - f. Watch the [Ground Handling Video](#)
 - g. If you have 200 hours PIC and want to be considered for the Cadet O'ride program, read [CAPP 52-7](#) and take the [Cadet Powered O'ride Exam](#)
 - g. Schedule a Form 5 Check ride with your CAP Check Pilot. [VA Paperless Wing](#)
 - h. Take the Form 5 Check ride. (Show up in uniform – did you skip step 4?)
 - i. Make copies of your paperwork for personal reference.

j. After the checkride:

Enter the results of your checkride into eServices.

<https://www.capnhq.gov/default.aspx>

New members will have to register and get a password

Once you get to the main eServices page (you can also get to it from the Members page):

Personal Pilot Data (lower left part of the screen)

at the bottom of the next screen it says "Click here to proceed to new pilot form"

On the left side you will find several choices. You will need to go through each one to put in all the data

1. FAA Requirements

Medical, BFR, Pilot Qualifications (SEL, Instrument)

2. Checkride/Questionnaires -> Airplane

CAPR 5, 60-1 test, Mountain Flying, Cadet O-Ride Qualification, Statement of Understanding

3. Checkride/Questionnaires -> Form 91

For Mission Pilots only

4. Appointments -> Prerequisites

Cadet Oride, CAP Tow Pilot, Check Pilot

5. CAPR 35-6 Aeronautical Ratings

Should match the wings on your uniform - Pilot, Senior Pilot, Command Pilot

Your Squadron Ops officer needs to sign the bottom of the Form 5. Recommend scanning the Form 5 and 6 into Word and emailing for fastest results. I can scan it for you if you give me copies.

UNDER NO CIRCUMSTANCES SHOULD YOU GIVE YOUR LAST COPY OF ANY OF YOUR PAPERWORK TO ANYONE. ALWAYS MAINTAIN A COPY FOR YOUR RECORDS.

Send a copy of your CAP Form 5 paperwork to your Squadron Commander, who will validate the information you entered online.

The Form 5 signatures by your check pilot verify that you completed your Airplane Questionnaires correctly. The questionnaires do not have to be scanned or sent to anyone. Keep them for next year.