

**LOUISIANA WING CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY**

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<http://www.lawgcap.org>



## **NEW SENIOR MEMBER GUIDE**

Welcome to Civil Air Patrol—Louisiana Wing (LAWG)! We are glad to have you and look forward to working with you. CAP is a non-profit public service organization devoted to emergency services, cadet programs, and aerospace education.

Enclosed you will find directions to ease your entry into Civil Air Patrol. These are meant to be general in nature; your specific circumstances may require additional or slightly different actions. The staff and members of your local squadron will help you with the details.

Please remember: If you don't understand something, ask! Sometimes we assume you know something that you don't (or worse, we may assume that you are used to military paperwork).



## I. JOINING CAP

- A. Application: Complete CAP Form 12 (CAPF12), "Application for Senior Membership in Civil Air Patrol." Please read both sides of the form carefully and ensure that you PRINT CLEARLY. Answer everything that applies; if it doesn't apply, answer "NA." If you have *any* questions, ask a member to help you.
- B. Fingerprint Card: Have a law enforcement agency take your fingerprints (e.g., the local Sheriff or Louisiana State Police). Some Squadrons may have personnel who are trained to take your fingerprints, just ask. That said, we recommend that you get your fingerprints taken at a facility which uses a Live Scan Fingerprint System to ensure that your prints are clearly printed on the card. This eliminates delays with the FBI rejecting the old-style ink fingerprints done by hand as too smudged or illegible to be used. Ensure that the following is filled out on the card:
1. Your signature
  2. Your residence
  3. Ensure that the person taking your fingerprints signs & dates the form
  4. Print name: last, first, and middle (not just initial).
  5. Aliases, if applicable
  6. Citizenship: USA
  7. Armed Forces No., if applicable
  8. Social Security Number (One of the very few times CAP will ask for this!)
  9. Date of Birth
  10. Sex, Race, Height, Weight, Color Eyes & Hair, and Place of Birth
- C. Dues: Make out a check or money order for **\$63.00** to "**NHQ CAP**".
- D. Member File: Retain a copy of your membership application to serve as proof of membership until you receive a temporary card from National Headquarters (NHQ); your permanent card will be issued after your background check is completed and you have submitted a photo online through eServices. Once your membership appears online in eServices (your new Squadron mates can help you with this) you will need to sign up for eServices and submit a photo. Again, your new Squadron mates will assist you with taking this picture and uploading it. You need to do this within two weeks of your ID appearing in eServices for your Photo ID Card to be shipped properly and promptly.

*[NOTE: It is a good idea to keep copies of important papers and documents at home, even though we keep copies in your unit member file. A loss at the office without a backup would require recreating these documents.]*

- E. Unit File: The Personnel Officer will begin your *Senior Member Master Record* and may contact you for further information. This record is very important to you and the PO will go over what is contained in this record.

*[NOTE: Although the squadron staff will try very hard to keep everything correct and up-to-date, they are only human. YOU are ultimately responsible for the accuracy and completeness of your records, and it is in your best interests to review them periodically. Also, no one knows your goals better than you; if you want to ensure that you get your promotion, ribbon, or certificate in a timely manner, then back up the Admin and Personnel Officers by tracking/checking your record yourself.]*

### A Short Note Concerning Nomenclature in CAP

You will commonly see CAP documents referred to as CAPRxx-x or CAPFxx or CAPMxx. These abbreviations are shorthand for referencing the many CAP regulations, forms, manuals, and pamphlets which guide the CAP system. Here's a handy decoder guide:

CAPF = CAP Form

CAPR = CAP Regulation

CAPM = CAP Manual

CAPP = CAP Pamphlet

VA = Visual Aid (Posters)

ICL = Interim Change Letter – These are issued to effect a change in CAP guidance until a formally updated regulation or manual can be issued

xx-x= The numbers represent the particular manual or regulation, and the dashes are important. CAPR60-1 and CAPR60-3 are two entirely separate CAP Regulations. Similarly CAPF2, CAPF2a, and CAPF2b are also separate Forms which are completely distinct.

All of these CAP documents are available online at CAP's website:  
[http://members.gocivilairpatrol.com/forms\\_publications\\_regulations/](http://members.gocivilairpatrol.com/forms_publications_regulations/)

## II. YOUR FIRST FEW WEEKS

- A. Getting Started: You should be assigned a mentor to help you get started and answer any questions. Get with this member to obtain uniform items (see the Uniform Manual under CAPM39-1). LAWG has some AF-style uniforms, located at the Capitol City Squadron building, available through our Wing Logistics Officer. The squadron may have some of the grade insignia and patches that you will need. Other items can be ordered from Vanguard Industries: [www.civilairpatrolstore.com](http://www.civilairpatrolstore.com)

Keep in mind that Civil Air Patrol has a wide variety of uniforms to choose from, depending upon the expected duties on any given day, and also on your personal fitness and grooming. The best guide to which uniform(s) you should obtain first will be your local Squadron members.

*[NOTE: Start a record of your expenses, as most can be claimed as charitable contributions if you itemize your taxes.]*

- B. CAP NHQ: You will receive your new Senior Member Kit from CAP NHQ (National Headquarters). The Kit contains a few items, most notably a handy Blue CAP Binder for keeping your CAP information organized, and a copy of the Great Start Booklet. This Booklet contains a Checklist for your first year in CAP, complementing the document you are reading right now.

The CAP website offers the greatest amount of information: [www.gocivilairpatrol.com](http://www.gocivilairpatrol.com). Sign up under members/eServices for an account. Much of your membership information management will occur under CAP's online system (MIMS).

*[NOTE: In fact, almost all of your CAP records, forms, and management will occur online. If you do not have a computer and Internet access at home, your Squadron's Personnel and Admin Officers will assist you, but CAP has moved aggressively to an online presence, and it works best if you are also online.]*

- C. Orientation/Training: Arrange with your squadron Professional Development Officer to begin Level 1 and Cadet Protection training. This training may be conducted online, or at the squadron level. If necessary you may take the Level 1 course at the LAWG Training Academy, offered quarterly. The LAWG website has more information about the Academy as well as a section for new members: [www.lawgcap.org](http://www.lawgcap.org)

*[NOTE: You must take the Cadet Protection portion of Level I before you can actively work with the cadets. Additionally, your fingerprint screening must be complete, as signified by receipt of your permanent membership card or appearance of an 'A' next to your name on the Master Membership Listing.]*

### III. SENIOR MEMBER TRAINING PROGRAM

CAP offers many training opportunities for members in order for our units to be mission ready, as well as to develop leadership skills among our officers. There are three general areas of training: 1) Professional Development, 2) Specialty, and 3) Emergency Services.

#### A. PROFESSIONAL DEVELOPMENT TRAINING—LEVEL I (*You are here*)

1. Professional Courses: Level I of the CAP Professional Development Program consists of several courses and training modules. An overview of these is available online here:

[www.gocivilairpatrol.com/cap\\_university/level\\_i\\_foundations.cfm](http://www.gocivilairpatrol.com/cap_university/level_i_foundations.cfm)

- a. The Level I orientation course provides the new member with general information about CAP: our history, our organization, and our Service to our Communities. The material is presented online or through video, and is followed by discussion and quizzing. This course is available online here:

[www.gocivilairpatrol.com/cap\\_university/level\\_i\\_foundations\\_course.cfm](http://www.gocivilairpatrol.com/cap_university/level_i_foundations_course.cfm)

- b. The Cadet Protection Program training (CPPT) is similar in format and is required for the transition to active membership in the CAP unit. This training must be completed before a member may work with cadets AND before you may participate in any emergency services training, wear the AF-style uniform, request a promotion, etc. This training is available online through eServices.

- c. The Equal Opportunity Briefing educates you on CAP's commitment to equal opportunity and treatment for all. This briefing is available online here: [https://tests.cap.af.mil/EO\\_Training/Index.cfm](https://tests.cap.af.mil/EO_Training/Index.cfm)

- d. Introduction to the CAP Safety Program for New Members is a short but informative online module which introduces new members to the basic concepts of the safety program within CAP. This course is available to take online within eServices. Just look for CAP Online Safety Education, the Introduction course is listed within.

- e. The Operations Security (better known as OPSEC) training educates you on the responsibilities and methods for securing Civil Air Patrol information which may not be suitable for release to outside parties. This training is required before you can participate in many of CAP's missions. It is available online here: <https://tests.cap.af.mil/opsec/main.cfm>

**CIVIL AIR PATROL SENIOR MEMBER PROFESSIONAL DEVELOPMENT PROGRAM  
PROGRESSION & AWARDS (See CAPR 50-17 for Details)**

ACHIEVEMENT	LEVEL	PREREQUISITES	COMMAND OR STAFF ASSIGNMENT	PROFESSIONAL COURSES	SPECIALTY TRACK	LEADERSHIP	ACTIVITIES	AWARDS
ORIENTATION	I			ORIENTATION COURSE & CADET PROTECTION PROGRAM TRAINING	SELECT A SPECIALTY TRACK (See CAPR 50-17 Para 4-2b)		STUDY SENIOR MEMBER HANDBOOK MATERIALS	MEMBERSHIP RIBBON
TECHNICAL TRAINING	II	COMPLETE LEVEL I		SLS (SQUADRON LEADERSHIP SCHOOL)	TECHNICIAN RATING (LEADERSHIP RIBBON) (See Specialty Track Pamphlets on website)		COMPLETE 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) (See Specialty Track Pamphlets on website)	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 (See CAPR 50-17 Atch 2)	MASTER RATING (SILVER STAR ON LEADERSHIP RIBBON) (See Specialty Track Pamphlets on website)	SERVE AS A DIRECTOR OR STAFF MEMBER OF A CAP COURSE OR EDUCATIONAL ACTIVITY OR NATIONAL, REGION, OR WING CONFERENCE (See CAPR 50-17 para 6-1)	PUBLIC PRESENTATION TO A NON-CAP GROUP OR AN INTERNAL OR EXTERNAL AE PRESENTATION	PAUL E. GARBER AWARD
EXECUTIVE	V	COMPLETE LEVEL IV	TOTAL OF 3 YEARS	NSC (NATIONAL STAFF COLLEGE) OR EQUIVALENT PROFESSIONAL MILITARY EDUCATION (See CAPR 50-17 Atch 2)		SERVE AS A DIRECTOR OR STAFF MEMBER OF A CAP COURSE OR EDUCATIONAL ACTIVITY. (See CAPR 50-17 para 7-1)	CONDUCT A LEVEL I ORIENTATION COURSE	GILL ROBB WILSON AWARD

DUTY PERFORMANCE PROMOTION REQUIREMENTS (See CAPR 35-5 for Other Criteria and Promotion Categories)		
TO BE ELIGIBLE FOR PROMOTION TO:	MINIMUM SKILL LEVEL	PLUS TIME-IN-GRADE OF:
SECOND LIEUTENANT	LEVEL I	6 MONTHS AS A SENIOR MEMBER
FIRST LIEUTENANT	TECHNICIAN RATING IN A SPECIALTY TRACK	12 MONTHS AS 2d LT OR TFO (Or Combination Thereof)
CAPTAIN	LEVEL II	18 MONTHS AS 1st LT OR SFO (Or Combination Thereof)
MAJOR	LEVEL III	3 YEARS AS CAPTAIN
LIEUTENANT COLONEL	LEVEL IV	4 YEARS AS MAJOR

2. Awards/Promotions: Successful completion of the Level I Orientation, Cadet Protection, Equal Opportunity, and OPSEC courses makes you eligible for the CAP "Membership" award ribbon. Completion of Level I and six months as a Senior Member satisfies the promotion requirements for the rank of Second Lieutenant (see CAPR50-17 for complete program details).

**B. SPECIALTY TRAINING**

1. Specialty Tracks: Specialty training enables senior members to acquire technical skills and begin training in leadership and management skills. The specialty tracks are associated with duty positions or offices that you may hold within the squadron (e.g., Personnel is associated with Personnel Officer) and are listed below:

200	Personnel	216	Cadet Programs
201	Public Affairs	217	Safety
202	Finance	218	Plans and Programs
203	Inspector	219	Medical
204	Senior Programs	220	Legal
205	Administration	221	Chaplain
206	Logistics	222	Commander (designation)
210	Flight Operations	223	Historian

211	Operations	225	Moral Leadership
212	Standardization-Evaluation	226	Recruiting and Retention
213	Emergency Services	227	Information Technology
214	Communications	228	Drug Demand Reduction
215	Aerospace Education	229	Organizational Excellence

Each member, together with the commander and the senior program or professional development officer (PDO), will select a particular specialty based on individual interests and the needs of the unit. You may be asked to fill a specific duty position immediately, or you may choose to train as an assistant to another senior member in an area that interests you. When you have chosen a specialty track, the commander or PDO can enroll you in the track, and you can start familiarizing yourself with its specific requirements for progression.

2. CAP Pamphlets: CAP pamphlets describing the specialty tracks are available online. Obtain the pamphlet associated with your specialty track and begin study. Typically, the pamphlet directs your self-study and On-the-Job Training (OJT) through three skill ratings in your specialty: technician, senior, and master. Appropriate schools, courses, and suggested readings are also identified. See the senior program officer or PDO for assistance.

*[NOTE: You are also encouraged to select a secondary specialty in order to broaden your knowledge base and allow you to act as a backup to members who are out of town or otherwise unavailable.]*

### C. EMERGENCY SERVICES (ES) TRAINING

Emergency Services positions are jobs you train for and qualify to perform *in addition* to your specialty track position (e.g., you may be the Personnel Officer and a Mission Pilot). The ES training program requires that members first complete **General Emergency Services (GES)** and **Communications (COMMS)** training. Also, there is an online training module you must complete: Incident Command System (ICS) Training, IS-700a available from FEMA.

1. GES & COMMS Training: GES and COMMS training can be performed at the squadron level or as part of Level 1 training at the Academy. GES is also available online, and every member must pass the online exam in order to be GES certified. This certification on your qualifications ID card (101 card, available through MIMS) is necessary to participate in any ES training exercises.
2. ICS Training: ICS training is available online and required for all senior members. This module is available on the national CAP website, along with the online exam. It can also be taken directly from FEMA online here: <http://training.fema.gov/emiweb/is/is100a.asp>

3. Advanced Training: Beyond basic ES training, you may choose to further train in various Search and Rescue (SAR)/Disaster Relief (DR), aircrew/ground team, or mission staff positions. The training is structured so that prerequisites are required for advanced positions. Some of the initial or entry-level options are:

- Transport Pilot
- Scanner (followed by Observer or Mission Pilot)
- Ground Team member (followed by Ground Team Leader)
- Urban DF team member
- Radio Operator
- Mission Staff Assistant (followed by various staff leadership positions)

Details about ES training and the various positions can be found in CAPR 60-3. Also, LAWG has developed training guidelines specifically for ES air crew, ground team, and mission staff functional areas (check the LAWG/ES website).

#### **IV. GRADE (RANK)**

- A. Purpose: Rank in CAP is more to recognize skills and experience than it is a command function. CAP is an Auxiliary of the U.S. Air Force; we wear a similar uniform, and we observe military customs and courtesies. However, as a voluntary civilian organization we do not use rank to automatically convey authority like the military does. It isn't uncommon for a Captain (Capt) to be in charge of a squadron or group that contains Lieutenant Colonels (Lt Col).
- B. Initial Rank: When you join, your rank is usually that of "Senior Member" (SM), sometimes called "Senior Member Without Grade" (SMWOG). You will not normally be assigned a duty position for several months. After you have been in CAP for six months and complete Level I training, you will be eligible for promotion to Second Lieutenant (2d Lt).
- C. Promotions: Some members will attain higher rank immediately or prior to the completion of the six-month waiting period. This is done to recognize special skills or experience, including grade from prior military service, that the member brings to CAP. After considering entry-level skills, further promotions are achieved by meeting time-in-rank requirements, completion of required professional development program training, and proficiency demonstrations.

#### **V. CADETS**

- A. Cadet Program: One of our three primary missions is to provide a program to motivate American youth to develop leadership abilities and to become responsible citizens through aviation-centered activities. Our cadets are an

integral part of our squadrons, and all seniors will be working with them in one capacity or another. The cadet program is highly structured, and the cadets more closely adhere to military customs and courtesies than do most seniors. You are urged to read CAPR 50-16, "Cadet Program Management," in order to become familiar with the program.

- B. Forms of Address: It is important that all seniors know how to address a cadet properly. Cadets treat all seniors as officers, and will address you according to your rank (seniors without rank are addressed as "ma'am" or "sir"). In turn, you should address them as "Cadet Friendly." You may address a First Sergeant as "Cadet Sergeant Friendly" and cadet officers by their rank (e.g., Cadet Captain).
- C. Chain of Command: Use the cadet chain of command whenever possible. If you see something that needs correction, point it out to the senior who is supervising the activity (e.g., the deputy commander for cadets or an assistant). NEVER correct a cadet in front of others unless that cadet is attempting an unsafe act. If you see another senior treating one of our cadets in a disrespectful manner, take that senior aside and refer him/her to our chain of command. If the cadets are in formation, you must address yourself to the cadet NCO or officer in charge. Do not try to speak with an individual cadet who is in formation.
- D. Training: Cadets often receive the same training as seniors, and they will qualify as communicators, flight line personnel, and ground team members. Therefore, cadets deserve the same respect and consideration as does a senior. DO NOT treat the cadets as "gophers" (e.g., if you want the trash emptied, do it yourself or ask a cadet to help you).

In order for cadets to progress they must take on greater responsibilities, which include working with seniors in specific job areas such as administration or emergency services. If you are asked to work with a cadet, remember that the cadet is there to learn and give them as much responsibility as they can comfortably handle. NEVER ask a cadet to perform a task that you feel is potentially unsafe.

*[NOTE: Don't be intimidated by the cadets' military bearing and manners. If they are not in formation or involved in a structured activity, please take the time to get to know them. We're all on the same team.]*