

STEPS FOR NEW SENIOR MEMBERS

This guide will provide you with a road map of steps to follow to become involved in CAP. If you have any questions please contact your squadron commander or wing headquarters. Keep CAP Form 24 with you as a guide.

Abbreviations: CAP =Civil Air Patrol, CAPF =CAP Form, CAPP =CAP Pamphlet, CAPT =CAP Test, CAPC =CAP Certificate, LAWG =Louisiana Wing, AFIADL =Air Force Institute for Advance Distributed Learning (formerly ECI), SM =Senior Member.

Step 1. Fill out CAPF 12, Application for Senior Membership in Civil Air Patrol.

Step 2. Complete Fingerprint Card.

Step 3. Attend Orientation Course, commonly referred to as "Level 1".

Step 4. Attend Cadet Protection Program Training, also known as "CPPT".

Step 5. Retain a copy of the CAP Form 11 Civil Air Patrol Senior Program Director's Report. This is your proof that you have completed the course.

Step 6. Complete CAPF 45 Senior Member Master Record and 45B Senior Member Training Record.

Send your E-mail address to MSgt. Fulgham (bfulg17812@aol.com). You will receive training and wing information.

Keep a copy of your records with you. Maintain a CAPF 24 at home to remind you of the steps that you have completed and the ones that still need to be finished.

Step 7. Read CAP Pamphlet 7. Choose a specialty track:

200 Personnel	214 Communications
201 Public Affairs	215 Aerospace Education
202 Finance	216 Cadet Programs
203 Inspector	217 Safety
204 Senior Program	218 Plans and Programs
205 Administration	219 Legal
206 Logistics	220 Medical
210 Flight Operations	221 Chaplain
211 Operations	223 Historian
212 Standardization-Evaluation	225 Moral Leadership
213 Emergency Services	

Step 8. If you are interested in Emergency Services:

- A. Attend General ES Orientation. Complete CAP Test 116.
- B. Attend Basic Communications User Training.
- C. It is recommended that you also attend Advanced Communications User Training.
- D. Complete LAWG Form 27. Request a General Emergency Services Card.
You will receive a LAWG Form 101 Specialty Qualification Card.
- E. Select an ES Specialty.
- F. Complete requirements in CAPF 101T for your specialty.
- G. Complete LAWG Form 27. Request your specialty qualification.
You will receive LAWG Form 101 Specialty Qualification Card.

Step 9. If you are interested in becoming a CAP Observer:

- A. Fill Out AFIADL Form 23 requesting AFIADL Scanner Course 02130A - CAP Scanner Course.
- B. Mail a copy of the AFIADL Form 23 to wing HQ.
- C. Complete AFIADL Scanner Course 02130A - Civil Air Patrol Scanner Course.
- D. Fill Out AFIADL Form 23 requesting ECI Observer School 02130B - CAP Observer Course.
- E. Mail a copy of the AFIADL Form 23 to wing HQ.
- F. Complete AFIADL Observer School 02130B - CAP Mission Observer Course.
- G. Attend an Aircrew School.

Step 10. If you are interested in becoming a CAP Pilot:

- A. Contact a CAP instructor pilot or check pilot.
- B. Meet with him to prove you are at least a private pilot with current medical.
- C. Schedule a flight with him to become familiar with the aircraft and the required paper work.
- D. Schedule a form 5 check ride with all paperwork completed.

Step 10. Attend Squadron Leadership School (SLS).

Complete CAPF 17 Application for Senior Member Activities.

Step 11. Complete AFIADL Form 23 requesting CAP Senior Officer Course 000013.

Also known as ECI 13.

Mail a copy of the AFIADL Form 23 to wing HQ.

Request course exam on AFIADL Form 17 immediately after receiving your materials.

Complete AFIADL (ECI) 13.

Step 12. Attend Corporate Learning Course (CLC).

Complete CAPF 17 Application for Senior Member Activities.

Senior Programs Training Progression

1. Attend Orientation Course commonly referred to as level 1.
2. Attend Cadet Protection Program Training. Also know as CPPT.
3. Choose a specialty track.
4. Attend Squadron Leadership School (SLS).
5. Complete AFIADL (ECI) 13: 000013 - CAP Senior Officer Course.
6. Attend Corporate Learning Course (CLC).
7. Attend Region Staff College (RSC).
8. Attend National Staff College (NSC).

Emergency Services Training Progression

1. Attend General ES Orientation. Complete CAPT 116.
2. Select an ES Specialty.
3. Complete requirements in CAPF 101T for your specialty.
4. ECI Scanner Course 02130A - Civil Air Patrol Scanner Course.
5. ECI Observer School 02130B - Civil Air Patrol Mission Observer Course.
6. Attend Search Management Course.
7. Attend National Search and Rescue School.

How to Complete AFIADL (ECI) Cards

Section Number:

1. Enter the AFIADL course number from the AFIADL Catalog. Information in CAPP 8.
2. Enter student's **SOCIAL SECURITY NUMBER**.
3. Enter "7" in this block.
4. Enter student's name.
5. Check the "voluntary" box.
6. Enter grade according to the following:

SENIOR MEMBER GRADE	Enter	CADET GRADE CODE	Enter
Basic Senior Member	E-1	Cadet 2nd Lieutenant	C-1
Noncommissioned Officer	N-1	Cadet 1st Lieutenant	C-2
Flight Officer	FO	Cadet Captain	C-3
Technical Flight Officer	FO-1	Cadet Major	C-4
Senior Flight Officer	FO-2	Cadet Lt Colonel	C-5
2nd Lieutenant	O-1	Cadet Colonel	C-6
1st Lieutenant	O-2		
Captain	O-3		
Major	O-4		
Lieutenant Colonel	O-5		
Colonel	O-6		

7. Enter student's address and zip code.
8. Insert "not applicable".
9. Enter testing shredout: 701268034-6
10. Enter the full title of the course from the AFIADL (ECI) Catalog.
11. The unit commander or designee must sign here and include the unit number.
12. Mail the form to:
Extension Course Institute
50 South Turner Blvd.
Maxwell AFB-Gunter Annex, AL 36118-5643
(Form can also be fax)
13. Fax or mail a copy of the AFIADL Form 23 to the wing test control officer. (The wing TCO must be aware of all AFIADL enrollments to expedite administration of the course exam. Failure to do so will delay completion).

CORRECTED OR LATEST ENROLLMENT DATA

w Items marked with " w " MUST be filled in. Request cannot be processed or responded to if these items are not completed.

1. THE REQUEST CONCERNS COURSE NO.	2. TODAY'S DATE	3. ENROLLMENT DATE	4. DSN PHONE NUMBER
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w 5. SOCIAL SECURITY NUMBER (SSN)	6. GRADE / RANK	w 7. NAME (Last name)	First Name	MI
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w 8. ADDRESS NOTE: OJT Enrollees -- Enter address of unit training office with zip code. ALL OTHERS -- Enter current mailing address with zip code. NAME _____ STREET / UNIT TRAINING OFFICE _____ CITY / BASE, STATE, ZIP CODE _____	/// FOR AFIADL USE ONLY ///

9. EMAIL ADDRESS AND FAX NUMBER	
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10. TEST CONTROL OFFICE ZIP CODE / SHRED	
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11. REQUEST FOR MATERIALS, RECORDS, OR SERVICE	
X Place an "X" through number in box to left of service requested.	

1	Request address change as indicated in item 8 above. See Note 1.	
2	Request Test Control Office change as indicated in Item 10 above. See Note 1.	
3	Extend course completion date. (Justify in "Remarks" on reverse.) See Note 1.	
4	Request enrollment cancellation. Confirmation required. <input type="checkbox"/> See Note 1.	
5	Send course exam. Automatic request on _____ (date) Answer sheet request on _____ (date). See Note 1.	
X	Request name change / correction to that as shown in Item 7 above. (Provide old or incorrect data here.) _____	
7	Send course materials. (Specify in "Remarks" on reverse.) <input type="checkbox"/> Not received <input type="checkbox"/> Lost <input type="checkbox"/> Damaged	
8	Correct SSN (List incorrect SSN here.) _____ (Correct SSN should be shown in Item 5 above.)	
9	Request Grade / Rank change / correction.	
10	CE results not received. Answer sheet submitted to AFIADL on _____ (date).	
11	Give instructional assistance as requested on reverse.	
12	Other (Explain fully in "Remarks" on reverse.)	

● NOTE 1. Submit this form for automatic transmittal to AFIADL if capability is available.

OJT STUDENTS must have their OJT Administrator certify this record. ALL OTHER STUDENTS may certify their own requests	I certify that the information on this form is accurate and that THIS REQUEST CANNOT BE ANSWERED AT THIS STATION. SIGNATURE _____
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Fold Here

Fold

REQUEST FOR INSTRUCTOR ASSISTANCE

NOTE: Questions or comments relating to the accuracy or currency of subject matter should be forwarded directly to preparing agency. For an immediate response to these questions, call or write the course author directly, using the DSN number or address in the preface of each volume. All other inquiries concerning the course should be forwarded

URE/CE ITEM QUESTIONED :

COURSE NO _____
VOLUME NO _____
URE FORM NO _____
CE FORM NO _____
QUESTION NUMBER _____
ANSWER YOU CHOSE _____
(Letter)

HAS CE ANSWER SHEET BEEN
SUBMITTED FOR GRADING?

YES NO

REFERENCE

(Textual reference for the answer I chose can be found as shown below.)

IN VOLUME NO _____

ON PAGE NO _____

IN LEFT RIGHT COLUMN

LINES _____ THROUGH _____

MY QUESTION IS:

REMARKS

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8012. PRINCIPAL PURPOSE: To provide assistance as requested by individual students.

ROUTINE USES: This form is shipped with AFIADL course packages and used by the student, as needed, to place an inquiry with AFIADL.

DISCLOSURE: Voluntary. Requested information is needed for expeditious handling of the student's inquiry. Failure to provide all information would result in slower action or inability to provide assistance to the student.

ADDITIONAL FORMS 17 are available from trainers, OJT and Education Offices, AFIADL/DMS, and Internet.
Course workbooks have a Form 17 printed on the last page.

Promotions (See CAPR 35-5 for other criteria and promotions categories)

Duty Performance Promotion Requirements

Promotion to	Minimum Skill Level	Time-In-Grade
2LT	Level I	6 months as SM
1LT	Tech Rating in a Specialty Track	12 months as 2LT
Captain	Level II	18 months as 1LT
Major	Level III	3 years as Captain
Lt Col	Level IV	4 years as Major

Medical Personnel

Practical or vocational nurse,
paramedic, or emergency medical technician. 2LT

Registered nurse/physician assistant 1LT

Physician/Dentist CAPT

Aerospace Education Officers

Professional Educator 1LT
Five years experience as educator. CAPT
Three years AND masters degree CAPT

Legal Officer CAPT

FAA/FCC Rating

Pilots
Private 2LT
Instrument or Commercial 1LT
CFI/CFII or ATP CAPT

Maintenance
A or P Mechanic 2LT
A&P Mechanic 1LT
A&P Mechanic w/Inspection Authorization CAPT

Communicators
General Radiotelephone Operators License 1LT

Ground Instructors
Basic Instructor 2LT
Advanced Instructor 1LT
Instrument Instructor CAPT