

TX442 New Senior Member Checklist (First Six Months)

For an electronic version of this checklist email himebrookrl@totacc.com

Attend Meetings - Seniors normally meet the 1st Wed of the month at 6:30 PM at the Tierra Linda Airport

Mentor (if assigned): Name: _____ Email: _____ Ph: _____ Cell _____

Join Civil Air Patrol (CAPR 39-2)

Prepare Membership Application Package containing following items: (Application & Checklist attached)

Application (CAPF12), Finger print card (FD258), Dues check for \$68.00

Obtain Commanders signature and send package to National Headquarters: _____ Date

Provide SQ Personnel Officer with a copy of Form 12 himebrookrl@totacc.com _____ Date

Membership Card Received w/CAPID # _____ Date

With your ID# you can go to <https://www.capnhq.gov>

Set up your e-services account:

Go here to register: <https://www.capnhq.gov>, "First Time User" "Click Here to Register" _____ Date

Then, at <https://www.capnhq.gov> upload your photograph. On left side menu click "Administration" then "Photo Upload" (instructions are provided) _____ Date

To review or edit your account information, return to eServices and click on your name in the upper right corner.

Complete Level One

From <https://www.capnhq.gov>, on the home page left side, click "Online Learning", and then click "Learning Management System", "Level 1 Orientation Starting Your Journey" Complete this course. _____ Date

From the Learning Management System page, click "Cadet Protection Basic Course (Seniors)" and complete this course. _____ Date

To check your records, from eServices, click the "Loving Cup" (upper right) and select "LMS Results" from the dropdown menu.

Download Form 45 to your computer:

Go to <https://www.gocivilairpatrol.com/members/publications/forms>

[For use on forms "Unit Charter #" is "TX442" & "Unit Name" is "Kerrville Composite SQ"]

Select Form 45 – Senior Member Master Record

Save as a word document to your computer

Fill in as much as you can in the grey boxes

Email to Personnel Officer (himebrookrl@totacc.com) when first completed, annually, when changes are made, or when requested for squadron records

Select a Senior Member Specialty Track

Information on the CAP specialty tracks can be found here: <https://bit.ly/2NY3EIp>

200 Personnel	201 Public Affairs,
202 Finance	203 Inspector General
204 Professional Development	205 Administration
206 Logistics,	211 Operations
212 Standardization-Evaluation	213 Emergency Services
214 Communications,	215 Aerospace Education
216 Cadet Programs,	217 Safety
218 Plans and Programs	219 Legal
221 Chaplain	222 Commander
223 Historian	225 Character Development
226 Recruiting and Retention	227 Information Technology

To enroll in a specialty track, contact your squadron professional development officer, personnel officer, administrative officer, deputy commander, or commander (see https://www.gocivilairpatrol.com/media/cms/R050_017_AAC4BB3089BE0.pdf)

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Additional Items (Depending on Interest)

Obtain CAP Motor Vehicle Operator License - *Required for pilots/Observers (CAPR 77-1)*

Go to <https://www.capnhq.gov> On left side click "Operations" then "Operations Qualifications"
Left side click "Drivers license"
Upload scanned copy of driver's license and driving record. Instructions are provided.
(May get driving record at <https://txapps.texas.gov/tolapp/txldrcdr/TXDPSLicenseeManager>)

Obtain CAP Radio Operator's Authorization – *Required for Pilots/Observers (CAPR 100-1)*

Go to <https://www.capnhq.gov> On left side click "Online Learning"
Select "Learning Management System"
Select "Scroll down to "Introductory Communications User Training (ICUT)" and complete the course
Meet with Communications Officer

Complete General Emergency Services (ES) Training - *Required for all Squadron Members (CAPR 60-3)*

Review CAPR 60-3, [CAP Emergency Services Training and Operational Missions](#), CAPR 173-3, [Payment for Mission Support](#), and General Emergency Services training materials available online. (Control click the blue names takes you to the regulation)
Complete open book test on Emergency Services found at <https://www.capnhq.gov> - left side click "Online Learning," then click "Learning Management System" and scroll down to "CAPT 116 - General ES - September 2009" and take the 25 question test. Upon successful completion, Print CAPF 101 by going to <https://www.capnhq.gov>, on left side click "Operations," then "Operations Qualifications." click "101 card," "enter your CAPID number and print your 101 card.

Become a CAP Mission Pilot (for those with a valid Pilot's license and up-to-date medical)

Review [CAPR 70-1](#) for pilot requirements
After reviewing CAPR 70-1, follow this link and scroll to the [Standardization & Evaluation section](#).
Take the CAPF 5 Quiz - General and then the CAPF 5 Powered Exam. This must be accomplished
This must be completed within 60 days prior to a CAPF 5 Evaluation.

Other courses you will need if you are going to be around aircraft or working in ES

Aircraft Ground Handling Training. From <http://wwwcapnhq.gov> on left side. Is a video with test
FEMA Course (IS-100.b) at <http://wwwcapnhq.gov> on left side click "CAP On-Line Courses & Exams," then center right under Operations click "FEMA Courses". Under "FIND A COURSE" type "IS-100b"

New Senior Member Notes for after 6 and 18 months

After 6 Months Membership and Level I – Eligible for Promotion

(Our Squadron Commander likes to see involvement in the squadron)
If over 21 can become a 2d Lt
If under 21 can become a Flight Officer

After 18 months as a 2d Lt or Flight Officer, have Specialty Track Technician and Level II – Eligible for promotion to 1st Lt or Technical Flight Officer

NOTE: Squadron Leadership School (SLS) is a level II requirement, so if offered in area it is recommended that it be taken as soon as practical .