# Welcome to Squadron 156

A How-To Guide and Checklist for new Civil Air Patrol Members

September 2019

# Introduction

Welcome to Civil Air Patrol. As a new senior member, information can sometimes be overwhelming and other times is very hard to find. The purpose of this document is to assist the new Civil Air Patrol member in getting started in our organization.

Although this document is written for the benefit of our new members, it is not a substitute for a mentor. Squadron 156's leadership will work with you to identify a mentor that can help you navigate our organization while you're still learning. Until that happens, you should feel confident that the Squadron Commander, the Deputy Commanders and all of the rest of our squadron are here to answer your questions and guide you.

Civil Air Patrol has three core missions. These are Emergency Services, the Cadet Program and Aerospace Education. Although you will learn about all three of these missions, most people volunteer in Civil Air Patrol primarily for one of them. This guide has sections describing steps that you can take to participate in each of them. We encourage our members to participate in all of these missions but understand that it's all a bit overwhelming. Therefore, you will find a separate checklist page for getting started in each of these programs. You should start with only the ones that you are most excited about and then move on to the others only when you feel you are able to do so.

As you are aware, Civil Air Patrol has many types of members. The most common membership types, and the ones you will typically see at our meetings, are cadets and senior members (seniors). Cadet members join from ages 12-18 and may continue as cadets after joining until they are 21 years old. Senior members are our adult leaders and join our organization after their 18th birthday. This guide is intended for senior members although much of the information in this guide is useful for both types of members.

This document can also be found at *(will create a URL later)*

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# Helpful Resources

Here are a few references that can help complete tasks in the checklists:

- New Member Welcome Booklet – This is a guide that is published by our national headquarters. The new member booklet is your first resource to get started as an active adult member of CAP. Here you can learn a little about the organization, get information on obtaining your user name and password; populate information in your personal eServices account, and learn about to take your first step as a CAP member: completing the Level I Orientation Course.
- AXIS Login Instructions – Axis is our new Learning Management System and is part of the eServices suite that is described in the New Member Welcome Booklet. Many of the courses that are described in the checklist can be found in AXIS. Civil Air Patrol is also transitioning to AXIS, so if you find a reference to a course that you can't find, you can check AXIS.
- Publications of the Civil Air Patrol – Civil Air Patrol documents our standard business practices in a series of documents that can be found on our National Headquarters website. Collectively, we call these the regulations but they consist of regulations, manuals, pamphlets and forms.
- National CAP Website – Our National Headquarters was recently consolidated from many supporting websites. Information on our programs are now much easier to find here.
- California Wing Website – A Wing is Civil Air Patrol's designation for a collection of units inside of a state. California Wing supports its units and publishes best practices and additional resources through its website.

## Things you can do now

Once your membership has been processed, you will receive a welcome email from our National Headquarters with the Subject "Congratulations and Welcome to the Civil Air Patrol". In this email, you will be given instructions for accessing our national self-service portal called "eServices". You will also receive an email from the California Wing email administrator with the Subject "Welcome to the CAWG Office 365 Email System". This email gives instructions for accessing your official Civil Air Patrol email account, provided by California Wing.

With the information in these emails, you should be able to take the following actions

☐ Create your eServices account

☐ Upload a photo for your membership card

☐ Print your temporary membership card

☐ Create your California Wing email account (this is the email address that CAP uses for all official communication)

☐ Take the online orientation course (known as "Level 1") – This is described briefly in the welcome email and the New Member Welcome Booklet, but our National Headquarters has more detailed instructions and a direct link on our national website: https://www.gocivilairpatrol.com/members/cap-university/level-1-orientation

☐ Schedule a time with the commander or the Professional Development officer to review the online orientation course materials.

☐ Submit your Civil Air Patrol Driver License Application – This is an optional step, but it allows you to operate our Civil Air Patrol vans and trucks when participating in Civil Air Patrol business. Your California driving record can be obtained from the California DMV here: https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome

☐ Purchase a uniform. – Although members are authorized many different types of uniform combinations, the most versatile uniform is our CAP corporate working uniform (also known as the "Golf" or "Polo" shirt). Most of the uniform items can be obtained from any source, e.g. amazon, Walmart, Macy's. Many of our members opt to purchase the polo shirt and pants at Vanguardmil (https://www.vanguardmil.com/collections/cap-uniform-items)

A particularly popular option for the polo shirt is the "Tactical Golf Shirt With Seal": https://www.vanguardmil.com/products/civil-air-patrol-uniform-tactical-golf-shirt-with-seal-male?variant=44698730319. You can add custom embroidery with this option for $9 (enter FIRST NAME and LAST NAME). If you intend to obtain a rating, you can select the rating (e.g. Pilot) now and then cover the rating with black electrical tape until you have earned the rating.

Although any medium gray pants are acceptable, many Group 2 and CAWG members wear either the Vanguard GREY TROUSER (TACTICAL) HEMMED: https://www.vanguardmil.com/products/civil-air-patrol-uniform-grey-trouser-tactical-hemmed?variant=1670728187919 or 5.11 Taclite Pro available on Amazon.

# Emergency Services Training

Once you have completed the Orientation Course ("Level 1"), you can start training working toward an Emergency Services rating. Ratings are the jobs we do during a mission. Examples of ratings are "Mission Pilot", "Airborne Photographer", "Mission Radio Operator", "Ground Team Member".

## CAP Online Learning

The following courses are on eServices in Online Learning and AXIS

☐ CAPT 116 General ES – This one should be completed first.

☐ Introductory Communications User Training

☐ CAPT 117 ES Continuing Education Part 1 – This training is for members that will be working on ground teams during missions

☐ CAPT 117 ES Continuing Education Part 2 – This training is for members that will be working on aircrew teams during missions

☐ CAPT 117 ES Continuing Education Part 3 – This training is for members that will be working at the mission base during missions

## FEMA Training

The following course are offered online for free through the Federal Emergency Management Agency (FEMA).  For FEMA courses, you will need to sign up for a free account on the FEMA website.

Once you complete these courses, you will be emailed a completion certificate that needs to be uploaded to eServices. Instructions for this process are here:
https://civilairpatrol.freshdesk.com/support/solutions/articles/33000211394-credit-for-nims-courses-in-eservices-ops-quals

☐ ICS 100 - https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c

☐ ICS 700 - https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b

## Train for an ES Rating

Once you have completed the CAPT 116 course (also called GES), you should contact your Emergency Services Officer, Operations Officer or the Commander to be assigned a mentor for one of the following "entry level" positions.

☐ Mission Scanner (required to become a Mission Pilot, Mission Observer or Airborne Photographer)

☐ Urban Direction Finder (required to become a Ground Team Member)

☐ Mission Staff Assistant (required to perform many Base Staff related positions)

☐ Mission Radio Operator

# Cadet Programs

To actively participate in our Cadet Programs mission as a senior member, you will need to complete a few of our cadet programs training courses. This training is not required for senior members who only work with cadets incidentally (e.g. supervising a cadet during an emergency services mission or conducting an orientation ride), but this training is always encouraged.

## The following courses are on eServices in Online Learning and AXIS

☐Take the Cadet Protection Advanced Course

☐Take the Basic Instructor Course

## The following courses are taught by our members in a classroom setting

☐Enroll in Training Leaders of Cadets – Basic

## Other actions that you can take to support the Cadet Program

☐Enroll in the Cadet Programs specialty track

☐Download and read the "Parent's Guide to the Civil Air Patrol Cadet Program"

☐Download and read "The Cadet Program Officer's Handbook & Specialty Track Guide"

☐Download and read the "Cadet Great Start" guide

☐Take the online learning course "Specialty Track 216 – Cadet Programs Officer, Technician Rating"

☐Find a mentor in cadet programs (speak with the Deputy Commander for Cadets)

## Aerospace Education

To actively participate in our Aerospace Education mission, there are a few training courses that will be helpful to you.

☐ Enroll in the Aerospace Education Specialty Track

☐ Find a mentor in the Aerospace Education Specialty Track (speak with the Aerospace Education Officer)

☐ Take the Basic Instructor Course

☐ Download and read the "[Aerospace Officer Handbook](#)" and the ["Aerospace Education Specialty Track Task Guide"](#)

☐ Enroll in an Aerospace Education Officer School – This class is taught by our members in a classroom setting.

☐ Explore the Aerospace Education online library on eServices: [https://www.capnhq.gov/CAP.AEDownloads.Web/Modules/DownloadFiles.aspx](https://www.capnhq.gov/CAP.AEDownloads.Web/Modules/DownloadFiles.aspx)

☐ Earn the Yeager Award: [https://www.gocivilairpatrol.com/programs/aerospace-education/programs/awards/yeagar-award](https://www.gocivilairpatrol.com/programs/aerospace-education/programs/awards/yeagar-award)

# Pilot Training

If you are a pilot and wish to fly Civil Air Patrol aircraft, you will need to complete our process to get checked out.

☐ Upload your pilot qualifications - https://www.gocivilairpatrol.com/media/cms/Ops_Quals_New_Pilot_Upload_Instruct_0F564DA67A404.pdf

The VFR Pilot page links will direct you to eServices-Operations Qualifications-Pilot-FAA Qualifications and other pages for the PIC hours and the one-time Statement of Understanding.

Be prepared to upload your pilot certificate(s), current medical, proof of applicable PIC Time via the last completed log book page or electronic logbook summary, and proof of current Flight Review (FYI, a successful completion of the initial and annual F5 flight evaluation will complete 95% of the FAA Wings Flight Review requirement). Complete the following sections in the redirected page FAA Requirements and fill out the applicable sections:

- FAA Medical

- FAA Flight Review

- FAA Instrument Rating (If Applicable)

- Statement of Understanding

- Orientation Pilot – Minimum Hours

At this time, you will not need to complete anything under Checkride/Questionnaires – Airplane

☐ Learn WMIRS

WMIRS is the web-based application that we use to schedule aircraft, create a sortie, upload our W&B, get a flight release from a Flight Release Officer (FRO), and close a sortie. You can access WMIRS either through the links at the bottom of eServices: https://www.capnhq.gov/ or directly at: https://www.capnhq.gov/WMIRS/Default.aspx

Here is the WMIRS training material: http://lms.cawgcap.org/course/view.php?id=26  In the LMS application, click the Log in using your account on CAWG Office 365 link and then complete the three modules.

☐ G1000 Training and Info (To Fly G1000 aircraft)

- Introduction to the G1000: http://capg1000.com/garmin/lesson01/player.html

- PFD: http://capg1000.com/garmin/lesson02/player.html

- MFD: http://capg1000.com/garmin/lesson03/player.html

- G1000 Simulator, if you have a Windows PC purchase from Garmin, if still available, or there may be an older version here: http://www.toddgamber.com/cap/g1000

☐Garmin NXi documentation (Squadron 156's aircraft is an NXi)

Group 2's web site: https://gp2.cawgcap.org/emergency-services/standardization-evaluations/

☐Get a mentor

The Squadron Standards and Eval Officer can introduce you to an available CAP instructor pilot to mentor you for your Form 5 Checkride. Your CAP instructor pilot and this great material will assist you to prepare for your CAP Flight Evaluation Form 5:

Group 2's web site: https://gp2.cawgcap.org/emergency-services/standardization-evaluations/ National Headquarters Standards and Evaluation web site: https://www.gocivilairpatrol.com/programs/emergency-services/aircraft-operations/standardization-and-evaluation

☐Review the Form 5 Flight Evaluation form:

https://www.gocivilairpatrol.com/media/cms/F005_307D79BCBF52D.pdf

## Continue your Professional Development

During the completion of Level 1, you were told about the different squadron jobs and specialty tracks. You should begin progression on your specialty track so that you can open up new possibilities to lead and contribute to Civil Air Patrol.

☐ Pick a squadron staff position

☐ Enroll in a specialty track

☐ Find a mentor for your specialty track (your Professional Development Officer can assist)

☐ Complete the Officer Basic Course in eServices Learning Management System (LMS)

☐ Complete Squadron Leadership School