



Fairfax Composite Squadron  
Civil Air Patrol

**CHECKLIST FOR NEW SENIOR MEMBERS**



- \_\_\_\_\_ Download a Senior Member application form (CAPF 12) from [http://www.capmembers.com/forms\\_publications\\_regulations/forms.cfm](http://www.capmembers.com/forms_publications_regulations/forms.cfm) and obtain two fingerprint cards from the Squadron Commander or Personnel Officer.
- \_\_\_\_\_ Select a squadron duty position and specialty track you would be interested in assisting the squadron within. Discuss with the Squadron Professional Development Officer or Deputy Commander for Seniors. Available squadron positions can be found through the squadron website: <http://www.dc053.natcapwing.org/about-us/squadron-organization-chart/>
- \_\_\_\_\_ Attend and obtain recommendation to join from the Squadron Senior Member Applicant Review Board. Be prepared to answer questions about why you are joining and what you are interested in doing to assist the squadron. Be sure to bring your U.S. Citizen paperwork and completed fingerprint card with you. The board will review your U.S. Citizen paperwork and upon satisfactory proof of citizenship, the chair of the board will sign and approve your member application (CAPF 12).
- \_\_\_\_\_ Mail the signed application form, fingerprint cards, and a check for \$57 made out to “National Headquarters, CAP” to the address on the back of the form
- \_\_\_\_\_ Upon receiving your CAP membership card (or CAP ID number in advance of receiving the card), visit eServices at [www.capnhq.gov](http://www.capnhq.gov) and obtain an eServices account.
- \_\_\_\_\_ Complete Level I training by visiting [http://members.gocivilairpatrol.com/cap\\_university/level\\_i\\_foundations.cfm](http://members.gocivilairpatrol.com/cap_university/level_i_foundations.cfm) and complete the five sub-courses shown.
- \_\_\_\_\_ Bring your Level I test answers to your CAP supervisor or a designated senior member to discuss the material and tests and receive credit for the training. Upon completion of Level I training, you will be assigned a duty position within the squadron and enrolled in the corresponding Specialty Track training. You can find Specialty Track Training Pamphlets here: [http://www.capmembers.com/forms\\_publications\\_regulations/pamphlets-1702/](http://www.capmembers.com/forms_publications_regulations/pamphlets-1702/)
- \_\_\_\_\_ Purchase a uniform from the Vanguard CAP Store web site ([http://www.vanguardmil.com/?main\\_page=index&page=civil-air-patrol-cap&cPath=6](http://www.vanguardmil.com/?main_page=index&page=civil-air-patrol-cap&cPath=6) . It is recommended that new members start out by purchasing just the blue golf shirt, which is worn with gray slacks or trousers and black shoes
- \_\_\_\_\_ Complete General Emergency Services (GES) training: <https://www.capnhq.gov/CAP.LMS.Web/Default.aspx>. Also needed is FEMA Course IS100 at <http://training.fema.gov/EMIWeb/IS/IS100b.asp> (Note: save your certificate and then upload the PDF file on eServices in My Operations Qualifications, 101 Card, View/Upload Documents; check and submit IS-100 in Single Person).
- \_\_\_\_\_ Obtain a copy of your “101 Card” from eServices (follow the My Operations Qualifications link on the left side, then click the Emergency Services tab). Print a copy of your 101 Card and bring it with you to all CAP activities.
- \_\_\_\_\_ (Optional) Select one or more Emergency Services specialty qualifications and begin working toward attaining those qualifications. Lt Col Mike Strickland, Squadron ES Officer, can help you begin your training efforts.

**National Capital Wing, Civil Air Patrol**  
**CHECKLIST FOR PILOTS**  
**(upon completion of New Member Checklist above)**

\_\_\_\_\_ It is highly recommended that you become familiar with Aerospace Education by taking the “Yeager Test”; the link is <https://tests.cap.af.mil/newtests/test.cfm?grp=ae>

\_\_\_\_\_ Obtain a CAP Driver’s License. Contact the Squadron Deputy Commander, Capt Mike Blood, for instructions on how to request. Contact your state DMV to obtain a copy of your driving record which must be submitted electronically along with the request form.

# National Capital Wing, Civil Air Patrol CHECKLIST FOR PILOTS

(upon completion of New Member Checklist above)

- \_\_\_\_\_ Once you have completed above checklist, contact the Wing Standardization/Evaluation Officer ([dov@natcapwg.cap.gov](mailto:dov@natcapwg.cap.gov)) and supply your CAPID to obtain an AircraftClubs.com account for aircraft scheduling. This step also gets you added to the Stan/Eval Officer's NATCAP Pilots email list.
  
- \_\_\_\_\_ Contact the Wing Director of Operations to be added to the FRZ Waiver ([do@natcapwg.cap.gov](mailto:do@natcapwg.cap.gov)).
  
- \_\_\_\_\_ Complete Level I training and General Emergency Services (GES) and IS100 Training. See your squadron for assistance on how to do this. \*
  
- \_\_\_\_\_ Purchase a CAP Uniform \*
  
- \_\_\_\_\_ Contact a CAP Instructor Pilot (IP) and schedule a familiarization flight (two or more will usually be required, depending upon a member's proficiency). See the IP Roster in the Files section of [www.AircraftClubs.com](http://www.AircraftClubs.com) for a list of CAP IPs and their contact info.  
\* NOTE: Previous checklist items marked with an asterisk must be complete prior to your first flight.
  
- \_\_\_\_\_ Obtain a copy of CAP Regulation 60-1, *Flight Management*, and become thoroughly familiar with it. This document can be obtained by following the CAP Pubs and Forms link on eServices.
  
- \_\_\_\_\_ Obtain a copy of the NATCAP Supplement to CAP Regulation 60-1, *Flight Management*, and become thoroughly familiar with it. This document can be obtained from the Files section of [www.AircraftClubs.com](http://www.AircraftClubs.com).
  
- \_\_\_\_\_ Obtain a copy of the Form 5 Package from [www.AircraftClubs.com](http://www.AircraftClubs.com) (follow the Files link). Review the package and ensure required documentation is assembled.
  
- \_\_\_\_\_ Complete the required FAA training for our area: Washington DC Special Flight Rules Area (SFRA) at [http://faasafety.gov/gslac/ALC/course\\_catalog.aspx](http://faasafety.gov/gslac/ALC/course_catalog.aspx)
  
- \_\_\_\_\_ Complete the CAP Ground Handling Safety training. From eServices, click on Online Safety Education -> Aircraft Ground Handling.
  
- \_\_\_\_\_ Sign the CAP Statement of Understanding. From eServices, click on My Operations Qualifications, then in the Pilot section click on Prerequisites. Electronically sign the Statement of Understanding in the first section.

# **National Capital Wing, Civil Air Patrol**

## **CHECKLIST FOR PILOTS**

**(upon completion of New Member Checklist above)**

- \_\_\_\_\_ Upload electronic copies (in PDF format) of your pilot certificate(s) (both sides), current medical certificate, logbook endorsement for last Flight Review or dated Wings certificate, and the DC SFRA Online Course Completion Certificate to Operations Qualifications. From eServices, click on My Operations Qualifications, then in the Pilot section click on Airplane, then View/Upload Documents at the top. Click on the Pilot tab on the popup window. The rest is fairly intuitive.
  
- \_\_\_\_\_ Complete a questionnaire for the aircraft to be flown. This can be obtained from the Form 5 Package or from the National Headquarters Stan/Eval website (from eServices click CAP Stan/Eval, then click on Airplane Questionnaire).
  
- \_\_\_\_\_ Complete the “CAPR 60-1 Annual Examination – Powered” (accessed through the National Headquarters Stan/Eval website, click on “60-1 Annual Exam for Pilots”). This must be completed within 60 days prior to the Form 5 flight check.
  
- \_\_\_\_\_ If you want to be a CAP and/or ROTC Cadet Orientation Pilot (see CAPR 60-1 for prerequisites), complete the Orientation Pilot Exam – Powered and Orientation Pilot Exam – Powered for ROTC found on the CAP Stan/Eval Page (click on Cadet Orientation Pilot and ROTC Orientation Pilot).
  
- \_\_\_\_\_ Once your CAP IP has recommended you for your Form 5 flight check, contact a CAP Check Pilot and schedule the flight check.

**NOTE: All the above items must be complete** before you arrive for your Form 5 flight check.

*Updated 10/13/2011*