

Member Training Matrix-3.doc

SENIOR	CADET	Training Task	Where do you get it??	Squadron Officer Contact	Date Completed	Certificate in Personnel File
		Name	•			
X	X	Complete membership application	<ul style="list-style-type: none"> • Obtain from the Squadron's Personnel officer and complete it • Attach dues check • Mail to National HQ. 	Personnel or Administrative		N/A
X	N/A	Fingerprinted at local law enforcement office	<ul style="list-style-type: none"> • Get the form from the Personnel Officer • Get your fingerprints • Mail in to National HQ 	Personnel or Administrative		N/A
X	X	CAP ID number issued	CAP National sends a membership card to you. (Temporary at first, permanent after your background check is complete)	Personnel or Administrative		N/A
N/A	X	Cadets order Cadet Uniforms	Fill out and send in Cadet Uniform Voucher	Personnel or Administrative		N/A
X	X	Purchase appropriate uniforms	http://www.civilairpatrolstore.com/store/link1.php	Personnel or Administrative		
X	X	Establish a CAP Member account online at CAP National HQ	https://www.capnhq.gov/default.aspx first time users registration	Personnel or Administrative		N/A
X	N/A	Review and test on Level 1 Foundations (Seniors only)	http://level2.cap.gov/index.cfm?nodeID=6564	Personnel or Administrative		
X	N/A	Review and Test on Cadet Protection Seniors only)	http://level2.cap.gov/index.cfm?nodeID=6564	Personnel or Administrative		
X	X	Review the Operations Security (OPSEC) briefing and print out the certificate	https://tests.cap.af.mil/opsec/main.cfm	Personnel or Administrative		
X	X	Review the General Emergency Services 1 briefing and take the CAPT 116 online test (Pt 1)	http://www.cap.gov/visitors/members/professional_development/?SID=249E6966-C07C-4490-BDE1-F73B42BE519D&AC=SELF&AppName=/eServices.aspx	Emergency Services (ES)		
X	X	Take the FEMA IS-100 Course and provide a copy of the course certificate to the Personnel Officer	http://training.fema.gov/EMIWeb/IS/is100.asp	Emergency Services (ES)		
X	X	Take the FEMA IS-200 Course and provide a copy of the course certificate to the Personnel Officer	http://training.fema.gov/EMIWeb/IS/is200.asp	Emergency Services (ES)		
X	X	Take the FEMA IS-700 Course and provide a copy of the course certificate to the Personnel Officer	http://training.fema.gov/EMIWeb/IS/is700.asp	Emergency Services (ES)		
X	X	Take the FEMA IS-800 Course and provide a copy of the course certificate to the Personnel Officer	http://training.fema.gov/EMIWeb/IS/IS800b.asp	Emergency Services (ES)		
X	X	CAP Picture upload	Go to CAP Photo Upload on the eServices home page and upload your picture that you want to show on your ID card and 101 Card.	Admin officer or ES Officer		N/A
X	X	Take the CAP 117 online tests (Pt 1, 2, and 3)	http://www.cap.gov/visitors/members/professional_development/?SID=249E6966-C07C-4490-BDE1-F73B42BE519D&AC=SELF&AppName=/eServices.aspx	Emergency Services (ES)		

Member Training Matrix-3.doc

X	X	Take the SET Evaluator training online	https://tests.cap.af.mil/ops/tests/default.cfm?grp=dos	Emergency Services (ES)		
X	X	Basic Communications User training (BCUT)	See the Communications Officer	Communications		ROA Card in file?
X	N/A	CAP Driver's License	See the Administrative Officer for the application	Administrative		CAP DL in file?
X	N/A	Squadron Dues	\$10 monthly or \$100/yr payment. This covers squadron expenses e.g. hangar rent.	Finance Officer Squadron Commander		N/A
X	N/A	Waco Regional airport access badge and car tag	To access the ramp at ACT you need a badge and car tag issued by the airport	Wing HQ		N/A

Emergency Services and Promotion Opportunities

You are now ready to train for your contributions to CAP and the Squadron. The following items are designed to be worked in parallel as some of them are mutually complimentary. The Waco Squadron performs Emergency Services work on a monthly basis in several frequently used qualification areas. For this reason we ask that all squadron members obtain 3 basic qualifications. These common ES items are Urban Direction Finding (UDF), Mission Radio Operator (MRO), and Mission Scanner (MS). Mission Scanner qualification is a prerequisite for Mission Pilot (MP). We will train these at the Squadron level. Other specialties exist but you may need to go to other training locations to get those qualifications.

Your Professional Development is your progression through the CAP Senior Member training program. Your rank and promotions are based upon that progression.

Professional Development Tasks	Emergency Services Tasks	Pilot and Flying Qualifications Tasks
Meet with the Squadron Commander and the Professional Development Officer to define your interests and the Squadron's needs for officers. Select a training specialty to be pursued to the Technician level. This is a requirement for promotion to 1 st Lieutenant. Completion of the Technician Level qualifies you for the Leadership ribbon.	Go to eServices home page and click on "My Operations Qualifications/National Reports"	Pilot paperwork copies (give to Admin officer) <ul style="list-style-type: none"> • Pilots license • FAA Medical • Copies of logbook
Determine if you have special skills that qualify you for early promotion. (Commercial/Instrument/Flight Instructor, GROL, Chaplain, legal professional, medical professional, EMT etc)	Click on the "Emergency Services" link at the top menu	Read CAPR 60-1 Flight operations
Read CAPR 50-17 CAP Senior Member Professional Development Program to understand the training and promotion opportunities that CAP offers.	At the bottom of the page you should see your "101 Card". This is the most important document you have when doing Emergency Services. Your card should have your picture and show "GES (No Expire)" on it. If it does not then go get help from the Emergency	Complete and sign Memo of Understanding from the back of 60-1. Give to the Admin Officer and put a copy in your file.

Member Training Matrix-3.doc

	Services Officer. Print this card out and carry it with you.	
When ready, sign up for the Air Force correspondence course AFIADL 00013 CAP Senior Officer Course. See the Squadron PD Officer for instructions on how to do this. This is a requirement for Level II training.	Meet with the Squadron ES Officer to begin work and get training on the MIMS system and MS, MRO, and UDF qualifications. If you are a pilot investigate whether you are now qualified as a Transport Mission Pilot (TMP)	Go to eServices home page and click on “My Operations Qualifications/National Reports”. Click on the “Pilot” link at the top menu
Check the Texas Wing schedule for a weekend Squadron Leadership School (SLS). This is a requirement for Level II training. Apply to attend. For assistance see the PD Officer.	Using the MIMS system enter the prerequisites and Commander Approval for Pre-Requisites for MRO, MS, UDF, TMP as appropriate.	Click on the “What do I need?” link and enter your qualification data as appropriate <ul style="list-style-type: none"> • CAP Airplane Pilot • Cadet Orientation Pilot-Airplane • Cadet Orientation Pilot-AFROTC • Transport Mission Pilot
When all-the-above are completed apply for the Level II award. This award and 3 years time-in-service as a 1 st Lt are required for promotion to Captain.	Obtain familiarization training for UDF, MRO, MS, and TMP from other qualified Squadron members (evaluator qualified) and enter this in MIMS for Commander approval of Familiarization training	Click on “FAA Requirements” and enter all applicable certificates, medical dates, flight review dates etc. Be sure to click “Submit” when finished
Other training opportunities exist beyond this point. Please see the PD Officer for further information.	Participate in SAREXs and Missions to complete your training and get mission credit to complete your qualifications.	Go to online exams and take the CAPR 60-1 Exam
		Go to online exams and take the Cadet Orientation Flight Exam
		Go to Online Exams and take the AFROTC online exam.
		Complete the aircraft questionnaire for the type aircraft you are going to take your checkride in.
		Arrange with a CAP Form 5 Checkpilot to take a Form 5 checkride.
		Go back to the eServices Pilot page and click on “Checkride/Questionnaire”—Airplane. Enter the information as appropriate.
		Go to CAPR 35-6 CAP Aeronautical Ratings and request your Pilot rating according to the list.

General Rules For CAP Members:

- First thing---**ALWAYS** SIGN IN AT CAP FUNCTIONS!!!!
- **Always** carry your CAP ID (blue or photo card) and your 101 card.