



HEADQUARTERS
APEX CADET SQUADRON
CIVIL AIR PATROL – NORTH CAROLINA WING
USAF AUXILIARY



30 Nov 2015

(thanks to the Nighthawk Composite Squadron in Denton, TX for initially creating this document)

Dear prospective or new CAP Senior Member,

I would like to welcome you to Civil Air Patrol's Apex Cadet Squadron. We are one of the largest units in the State of North Carolina. As a new or prospective member of our unit, there is lots to learn becoming a part of our program. This guide is designed to provide you the information you need to join CAP.

PROSPECTIVE MEMBERS

If you are considering whether to join CAP, we want to give you every opportunity to learn about our program before making a membership commitment. Prospective members must attend at least three meetings before being permitted to submit their membership application. We realize that because of the large commitment CAP requires, including the expectation that Senior Members attend most CAP meetings and some weekend and summer activities, CAP may not be right for everyone. Some individuals have high demands from work, family, or other extracurricular activities. Please carefully consider whether you have enough time for CAP.

Please visit the [CAP Frequently Asked Questions for Adults](#) for answers to common questions.

Type of adult membership

Senior Member – full membership in CAP. Authorized to wear the CAP uniforms, earn medals/ribbons, advance in rank, hold positions of authority within CAP.

Sponsor Member – Only authorized to wear the CAP Polo Shirt Uniform. May chaperone cadets at meetings and events. Cannot hold positions of authority or operate CAP vehicles.

More Information on CAP and the Apex Squadron

We meet at Resurrection Lutheran Church 100 W Lochmere Dr in Cary, NC on Thursday evenings from 7:00 pm to 9:00 pm. To get more information about CAP, go to www.gocivilairpatrol.com. Our members often get more specific information by going to www.capmembers.com. Information on our squadron can be found at www.apexcadetsquadron.com, <https://www.facebook.com/apexcadetcap>, and signing up for our newsletter at <http://www.apexcadetsquadron.com/newsletter>. There are many resources about CAP on the website under the Resources tab. Copies of the squadron's newsletter can be found at the squadron website.

New Members Guide

This guide focuses primarily on the operational specialty qualifications to participate in Emergency Services missions and thus, complements the information in the Great Start material referenced below concerning CAP Professional Development, etc. The things you need to accomplish are listed more or less in the order in which it is recommended that you complete them, but you can do most of them in whatever order you choose.

Familiarization with CAP e-Services

Once you receive your CAP ID number you can sign-on to the National HQ [e-Services](#) web site.

- If you are having trouble refer to the [Operations Qualifications WMIRS & e-Services User's Guide](#). Then contact the Personnel Officer for assistance.
- Update your personal and contact information in Review/Edit My Member Info
- **Upload your picture** (review the submissions [guidelines](#) first) for your ID card and CAPF 101 Operational Specialty Qualification Card using the “Photo Upload” link on the left side of eServices main page.

Getting Started — OpSec and Level 1

The first time you login to eServices, you will need to complete Operational Security (OpSec). The next step will be to complete Level I Orientation which includes, Cadet Protection Training (CPPT), Equal Opportunity & Nondiscrimination, Customs & Courtesies and Intro to CAP Safety. Go to [CAP University](#) to view all available courses or go directly to [Level 1](#) to complete these courses online. Once you have completed all sections and ‘signed’ the nondiscrimination agreement, contact the Professional Development Officer or the Commander to complete the in-person part of the course. You cannot do much more than participate in squadron meetings until you complete Level I so now is a good time to decide what you want to do! You should also look at the [Great Start](#) material and review it with your assigned mentor. If you don’t have a mentor assigned, ask the Personnel Officer to assign one to you.

By completing Level I you earn the Membership Ribbon.

Customs and Courtesies

Your decision to join Civil Air Patrol (CAP) reflects a dedication and commitment to support this charitable, benevolent, nonprofit corporation. As a member of the Auxiliary of the United States Air Force, you are expected to follow the traditions, standards, customs and courtesies agreed to and accepted by the Air Force and the Civil Air Patrol. These apply to all of us and reflect our pride and professionalism as members of the Civil Air Patrol. You will be required to

attend a short class to provide you with the minimums on uniform types, uniform wear, wearing of awards, saluting, and reporting to a senior officer.

Pick a job to do

Please review the job descriptions in the [Great Start](#) guide as well as the [Specialty Track guides](#). Talk to the Professional Development Officer about duty assignments you would be interested in. We normally start you out assisting someone already performing that function, if possible, to mentor you. Don't worry, you won't be stuck doing that assignment for your entire CAP career — we like to move people around periodically.

Get in Uniform

Blue CAP Polo Uniform

Obtain an appropriate CAP Uniform. The regular Senior Member duty uniform for attending unit meetings at Apex Cadet Squadron is the blue CAP golf/polo shirt and gray slacks or tactical pants. [Vanguard Civil Air Patrol Store](#) is the source for the golf/polo shirt.

- Blue Golf Shirt/Polo Shirt ([Vanguard](#)) Blue Golf Shirt w/Screened CAP Seal -or- CAP Blue Polo Short with embroidered CAP Seal -or- Personalized CAP Blue Polo Shirt with embroidered CAP Seal (enter full name in order comments)
- Medium Gray Slacks (not denim), chinos or gray (charcoal) [tactical pants](#)
- Black shoes/black socks
- Black Belt

Blues Uniform

You will wear your Air Force blues uniform if you meet the grooming and weight standards in CAPM 39-1 on the 2nd and 4th week of each month and to certain CAP activities. Former and currently military members may wear most of their earned badges decorations with this uniform. See CAPM 39-1 for details.

Corporate Aviator Combination

For those that either can't or don't want to wear blues, you can wear the corporate Aviator Shirt uniform. You may wear the same pants, belt, and shoes as with the CAP Polo uniform. The shirt can be obtained online or the [Vanguard Civil Air Patrol Store](#). Please refer to CAPM 39-1 for details. You must wear a nametag which can only be purchased through Vanguard.

Battle Dress Uniform (BDUs) or Corporate-style Blue BDU (BBDU)

You are responsible for obtaining your BDU or BBDU uniform, either online, through a local surplus store, or through Vanguard. Vanguard is the most expensive option, so please see what is available at the squadron first. The uniform consists of a hat (called a “cover”), blouse, belt, pants and boots. There is a specific belt and hat you can check out www.vanguard.mil to see them but you can purchase them from anywhere.

Flightsuits

Only authorized for CAP air crew members. See CAPM 39-1 for details.

Putting Your Uniform Together

The official guide to wearing CAP uniforms can be found at www.capmembers.com. Click on the manuals section on the left side and then CAPM 39-1. There are some posters and guides you can use to help put your uniform together. A great link is www.capmembers.com/cap_university/new_member_kit/ and click on the new member kit bootlet link. There you will see tips for looking sharp in your uniform and pictures of how to put your uniform together. There are photos for male and female cadets wearing their blues and BDUs uniforms.

Apply for CAP Driver Permit

In order to operate a CAP corporate vehicle you need to have a Driver’s privileges on your CAPF 101. This allows you to drive one of the CAP owned vans or 4WD vehicles to transport cadets or on missions.

1. Copy both the front and back of your Driver’s License.
2. Obtain a copy of your driving record for the past three years.
 1. On-Line at <http://www.ncdot.gov/dmv/records/> (there is an \$8 fee)
 2. At your local DMV office (there is an \$8 fee)
 3. Some insurance companies will give you a copy for free if you ask.
3. Go to eServices, My Operations Qualifications, and in the left column click on Driver’s License. Click on the boxes and uploaded the copies of your state driver’s license and driving record.

Obtain Initial Emergency Services Qualifications

See <http://wp.me/P4dM0s-p5> for details

Frequently Asked Questions (FAQs)

- How much does Civil Air Patrol Cost?

\$67.00 a year covers national and state dues. At this time we do not charge squadron dues but that could change in the future. There is a cost for uniforms, which varies depending on the uniform you choose to wear. There is a cost to participate in many CAP activities. For example: Two week-long encampments are held each year at a typical cost of \$150. Throughout the year there are other single and multi-day events and training activities which may charge a fee as well.

-What do I bring to CAP meetings?

Wear the appropriate uniform and bring water, pen and a small notebook to write on and take notes.

-What do we do at weekly meetings?

- a. Week 1 – PT Night (Squadron T-Shirt and black shorts or pants)
- b. Week 2 – Character Development/ Leadership (Blues Dress Uniform)
- c. Week 3 – Emergency Services (BDU's)
- d. Week 4 – Aerospace Education and safety (Blues Dress Uniform)
- e. Week 5 – Cadet's Choice Night (sporting events, ice cream social, tours, etc.)

Senior member are at meetings and other events to provide supervision and mentorship to the cadets. The cadet staff is responsible for scheduling and running meetings. Senior members may be asked to teach classes on occasion based on their background and experience.

- Aside from Vanguard, are there other places I can go to get uniforms and supplies?

Yes. While no specialized items exist (name plates), you can purchase the "Civil Air Patrol" tape for BDUs, ranks, ribbons, ribbon bars, CAP cutouts, etc. Google military surplus stores in the area.

-What activities are there in Civil Air Patrol?

Activities vary throughout the year and depend on the interests of cadets and Senior Members. Activities are hosted by CAP at the National, Region, Wing (North Carolina), Group (several squadrons in a geographical area), and squadron level. Many examples can be found at www.capmembers.com, www.gocivilairpatrol.com, www.apexcadetsquadron.com, www.ncwgcap.org. Here are a few examples: International Air Cadet Exchange program for senior cadet officers (trip to another

country and Washington, D.C.), Cadet Officer School (Alabama), summer and winter encampments (week-long introduction to CAP in North Carolina or another state), glider flying (Senior Member must pay a tow fee of around \$25 per flight), fundraisers, air shows, search and rescue missions, disaster relief missions, community service, professional development and leadership training, and much more.

-I want to get my pilot's license. Can I do that through CAP?

The simple answer is "maybe." However, it will take some initiative on your part. Currently there is a shortage of glider pilots in the North Carolina Wing. In order to reduce this shortfall, Senior Members can receive glider training and only pay the tow fee for each flight lesson. You are responsible for any other costs such as log books, ground school etc. Once you become a glider-rated pilot, you can pursue a powered rating through CAP at no cost. CAP instructor pilots do not charge for their time, and the aircraft can be used by Senior Members at rates typically much cheaper than those of commercial operators.

-Can I attend cadet activities?

Yes. Civil Air Patrol requires supervision of cadets at meetings and all activities. Adults working with cadets are required to complete a Cadet Protection Course and submit their fingerprints to CAP Headquarters as part of a background investigation. Two senior members are required for all overnight activities. Parents are strongly encouraged to join as a sponsor member and help work with cadets, even if they have no background in CAP or aviation.

-Do parents or guardians have to be involved in CAP?

All parents or guardians are asked to assist with the program in some way and are required to attend the Parents' Club meetings, which are typically held for 30 minutes during a meeting every two or three months. Parents are encouraged to join as Parent Sponsor Members, which is about \$30 for the first year and \$20 after that. All of the adults who work with our cadets are unpaid volunteers. Our squadron does not allow a parent to simply drop their child off for 2 ½ hours a week and on some weekends, without an obligation to assist in some way. Assistance may be in the form of supervising cadets at an activity, helping with special events (fundraising, ice cream socials, annual banquet, etc) or teaching cadets in areas which they are knowledgeable. We can always use extra help and no prior experience is required.

-In general, what are the main areas of focus of CAP

Leadership - CAP introduces members to Air Force Perspectives on Leadership through classroom instruction, mentoring and hands on learning.

Aerospace - CAP inspires in youth a love of aviation, space, and technology. Cadets study the fundamentals of aerospace science in the classroom, and experience flight first hand in CAP aircraft. Summer activities allow cadets to explore aerospace career opportunities.

Emergency services – You have the opportunity to train for and participate in search and rescue, and disaster relief operations. We are working to build a program where cadets are called out to work as part of a ground team or mission support team to help locate missing aircraft and people, and to help our community following disasters.

-I have a family, work commitments, and other responsibilities. Can I still be in CAP?

Senior Members are expected to attend at least 50% of all meetings and some weekend activities throughout the year. We understand that everyone is busy and that you may not be able to participate in everything but whatever time you can devote to CAP can be used.