



# Senior Member Welcome Booklet

Beginning Your Service



Published by  
Civil Air Patrol Professional Development  
Maxwell AFB, Alabama

# **WELCOME TO CIVIL AIR PATROL**

Welcome to Civil Air Patrol. Your membership shows your desire and willingness to give of yourself through volunteerism in CAP.

Although you may already know about the Civil Air Patrol, it's always good to review the history, organization, missions, and your role in any organization of which you're a part. In the first months of your membership, you will have the opportunity to learn about all facets of CAP.

This welcome booklet will provide some basic information on uniforms, member grades, awards, and the aircraft CAP uses. In depth information on these areas will be provided in greater detail during your orientation training.

The booklet goes into great detail about CAP's web sites where you can find information and conduct business. This is important because access to CAP's secure and unsecure sites is critical to your initial training and long-term success as a member. It's important that you read on and establish your unique CAP member eServices account as soon as possible. After you establish your eServices account, you can begin to learn about the organization through the Level I Orientation course as well as begin to take advantage of the benefits of membership.

We are very proud that you have chosen to serve our nation by becoming a member of Civil Air Patrol. Best Wishes and Good Luck.

# CIVIL AIR PATROL WEB SITES

## Attention CAP Senior Members

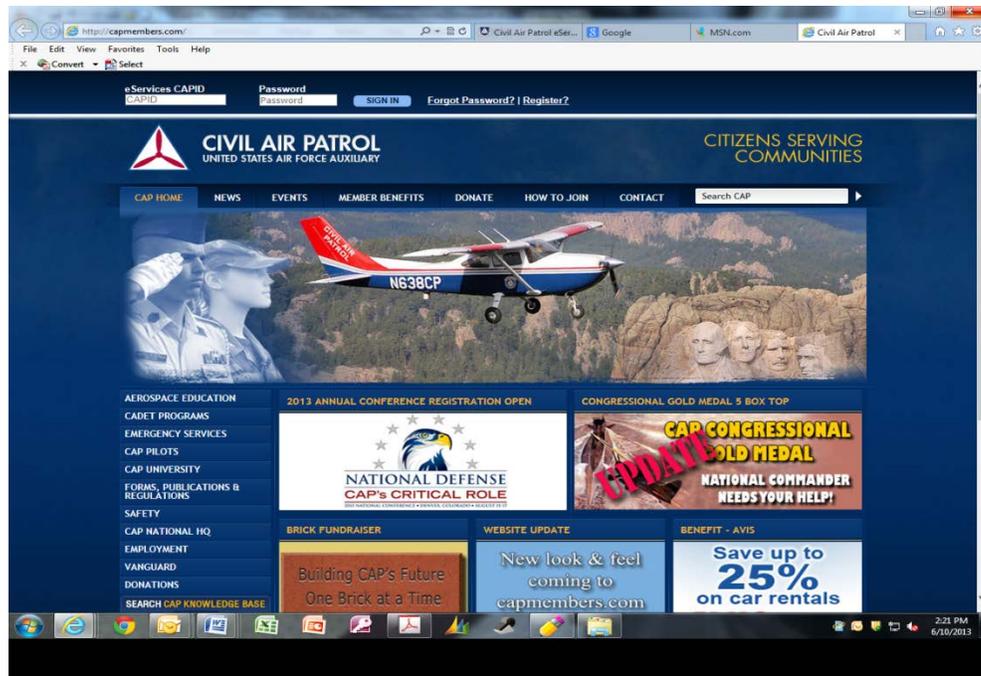
Once you have successfully cleared the FBI screening process, you will receive your CAP membership card. In the meantime, now would be the perfect time to register in our members-only section on the Internet called eServices. This is where you can update your contact information, complete online training, renew your membership and most importantly upload the photo that will be shown on your CAP membership card and Form 101 Specialty Qualification Card. Guidelines for the type of picture needed are listed later in this section along with complete instruction on how to login and upload the photo. After you upload your photo into eServices, it will be sent automatically to your commander for validation prior to use. If it is rejected for any reason, you will receive an e-mail notification explaining why that action was taken.

## Introduction

Civil Air Patrol uses an on-line program called eServices to manage every member's data and records. eServices is where members will keep all their personal, organizational and training records. CAP has three main Web addresses which lead to the different sections of its website. The first address, [www.gocivilairpatrol.com](http://www.gocivilairpatrol.com) lets you access information in which any individual of the public would be interested. This site will teach what CAP is about, how people can join and how we execute our missions.

The screenshot shows the Civil Air Patrol website homepage. At the top, the logo features a stylized aircraft and the text "CIVIL AIR PATROL UNITED STATES AIR FORCE AUXILIARY" and "CITIZENS SERVING COMMUNITIES". A navigation menu includes links for CAP HOME, HOW TO JOIN, ABOUT, NEWS, CONTACT, MEMBER BENEFITS, and DONATE. A search bar is located in the top right corner. The main banner area displays a photograph of three CAP members standing in front of a biplane, with the text "FIND A SQUADRON NEAR YOU" and a search form for postal code, city, and state. Below the banner, there are several content blocks: a sidebar with a list of categories (TEENS, ADULTS, PARENTS, PILOTS, CLERGY, EDUCATORS, FORMER MEMBER, NATIONAL PATRON, EMPLOYMENT); a "FROM THE NATIONAL COMMANDER" section featuring a photo of the commander and a "Read More" link; a "CIVIL AIR PATROL HISTORY" section with a "Read More" link; and an "I WANT TO JOIN!" section with a "Click here" link and a photo of a squadron. The bottom section is titled "WHAT WE DO" and includes links for "EMERGENCY SERVICES", "CADET PROGRAMS", and "AEROSPACE EDUCATION". The footer contains copyright information, social media links for Facebook, Flickr, and Twitter, and a SiteViz logo.

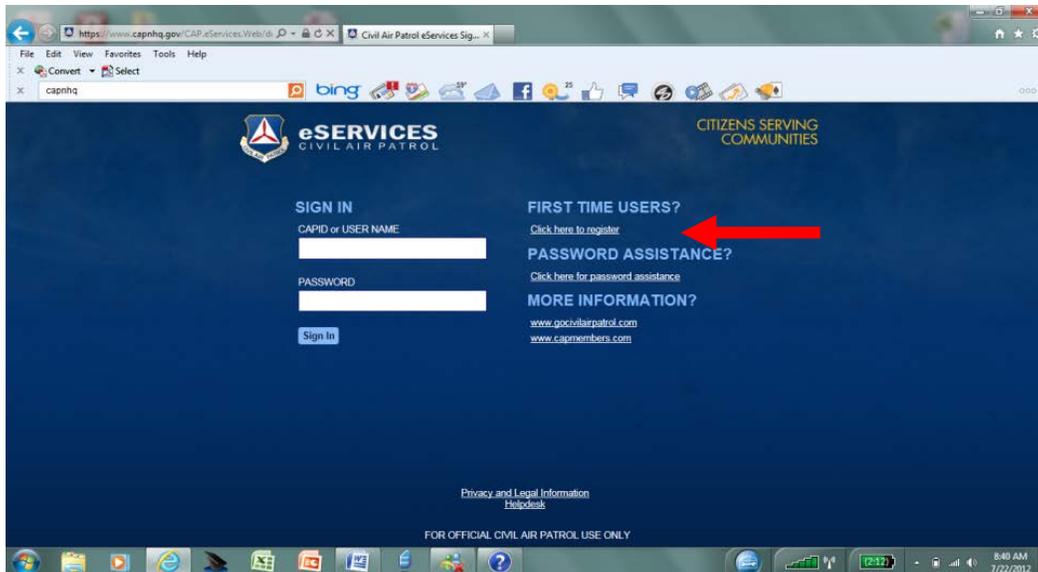
The site found at [www.capmembers.com](http://www.capmembers.com) is where each member will find the information needed to perform our three-fold mission. It also allows access to the registration page where you will register for your eServices account. It is critical to set up your eServices account as soon as possible as it allows access to critical member functions.



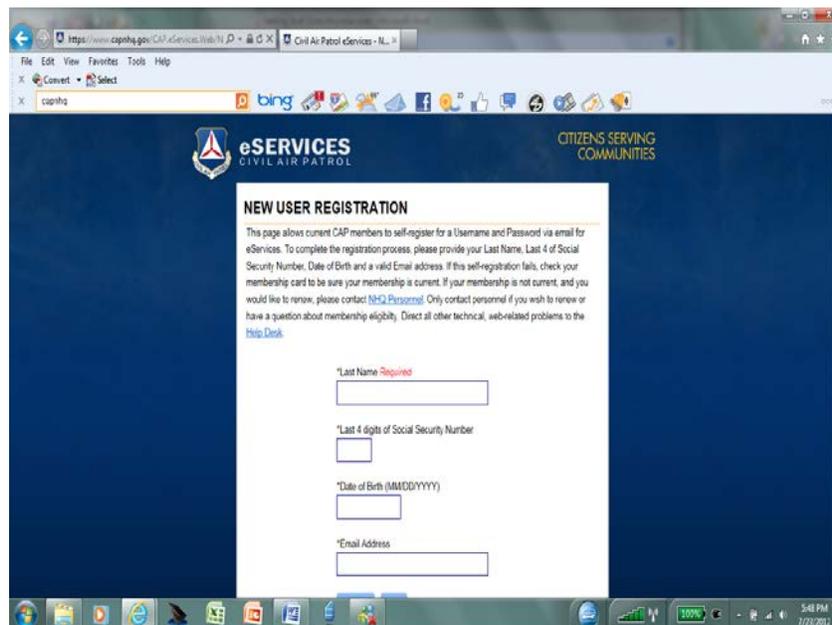
eServices is the program where most membership information can be found. This is where members manage most of their personal data, training records and currency requirements.

## 1. Setting up an account

The first step in setting up an account is to log onto the website found at the eServices URL (<https://www.capnhq.gov/CAP.eServices.Web>) (you can add it to your favorites list for future reference). At the top of this homepage you will find the link to the registration page. At the registration page (shown below) there is a link to register for an eServices account by selecting the section labeled 'click here to register'.



The New User Registration Page creates account access by validating membership through entry of last name, the last 4 digits of Social Security Number, date of birth and email address.



Once membership is validated it is necessary to create a username and password. This username and password is used each time when accessing eServices. Once the account is successfully created it is time to begin on-line training and currency documentation. Be sure your username and password can be remembered to avoid any future delays in accessing eServices.

After registering your account and receiving your password, you will be directed to the Operations Security Awareness (OPSEC) module. Here, you will learn about CAP's commitment to securing its proprietary information, protecting information regarding our capabilities and operations, as well as securing member personally identifiable information. You will be asked if you agree to adhere to CAP's policies regarding OPSEC. You must complete this module prior to accessing any information in eServices or accessing any online training.

## 2. Inputting personal information and photo

It is the responsibility of each member to ensure that their personal information and preferences are input into eServices and kept current. All members are required to access the area labeled 'My Account' to perform these updates. Your 'My Account' data can be found by accessing eServices and clicking on 'My Account' located at the top right of the page.



To be sure you receive all necessary communications from wing, region and national headquarters it's necessary to add the contact types and other personal information. Essential is a primary email address that will be utilized repeatedly in sending information that you will need throughout your career in CAP. It is critical that you keep all your communication information up to date. Please be reassured that all personal information collected in eServices is secured and can be accessed only by authorized users. But also realize that this information is only secure as long as passwords and user names are not shared.

The My Account section is also where to upload a current CAP photo. All members must have a current photo on file which is printed on their membership card and Form 101 Specialty Qualifications Card (used to participate in emergency services missions). Members are responsible for having their photo taken and uploading it to the website. Once it is uploaded it must be validated by the unit commander. Validation indicates that the commander agrees that the picture is of you.

There are specific requirements, as shown below, that the CAP photo must meet. These requirements are detailed in your My Account; General Info and Preferences section. They include:

CAP Photo Guidelines	
 <p><b>Example of a perfect photo for the CAP membership card and CAP Form 101</b></p>	<ul style="list-style-type: none"> <li>• Must be a color picture with full face and frontal view</li> <li>• Must have a white or off-white background</li> <li>• Photo should capture from just above the top of the head to the bottom of the neck line.</li> <li>• Photo should be in normal attire or appropriate CAP uniform</li> <li>• Photo must have been taken within the last 12 months</li> <li>• If you wear prescription glasses, wear them for the picture - if they are transition lenses, wait until they become transparent. If you have a problem with glare from your glasses tilt your head down slightly when taking the photo.</li> <li>• Head is centered in the picture and eyes open and looking at the camera</li> <li>• Preferred electronic file format is .jpg - though .png and .gif is acceptable</li> <li>• Photo needs to be replaced with a current one every five years</li> </ul>
	<div style="background-color: #1a3d54; color: white; text-align: center; padding: 5px;"><b>Reasons for Photo Rejection</b></div> <ul style="list-style-type: none"> <li>• Wear of Headgear, hat, etc. in photo</li> <li>• Dark or multi-colored background</li> <li>• Vertical or horizontal distortion</li> <li>• Wear of sunglasses in photo</li> <li>• Flag in background</li> <li>• Shot from waist up rather than neckline</li> </ul>

### **3. Accessing electronic personnel records**

The My Account page accessed through eServices is used to enter account preferences such as how members want to receive membership renewal notices. It is also where to edit mailing address, personal characteristics, password and security clearance information. It is important to keep this information current. The security clearance section must be verified by an outside agency before it is considered permanent. Instructions and tutorials are provided in each of the fields and functions found in your My Account section.

### **4. Accessing online training**

Civil Air Patrol is similar to other organizations in that it utilizes different methods of training to address its vast array of training requirements. In person, or in-residence, courses are still utilized when it is determined that this is the most effective means of transferring particular information or ideas. Many of our job duties require a practical demonstration of skills such as our emergency services mission. In some cases, we will utilize a combination of in-person and on-line training to meet CAP's and our members' needs. Each part of our three-fold mission in addition to our general professional development program is supported by numerous on-line training courses that are found in eServices.

Level 1 Orientation will be the first course you access on the Learning Management System (LMS) on eServices. The LMS contains a majority of the education and training courses you'll complete in CAP. The Level 1 Orientation course will expand on the material in this welcome booklet and provide an opportunity to interact with your unit commander and professional development officer (PDO). Your PDO will be your mentor while going through the Level 1 course providing guidance and answering questions. The Level 1 course will also give you the opportunity to develop a Plan of Action that will guide you through your years in CAP.

The following pages provide uniform guides that will help orient you on the types of uniforms, grade, and ribbons worn by senior members in the Civil Air Patrol. All of these areas will be expanded upon in the Level 1 course.

# UNIFORMS

## SENIOR MEMBER “AIR FORCE STYLE” MALE UNIFORM

Below are some of the uniform combinations available for wear which include: the Male and Female Air Force style uniforms, the Battle Dress Uniform (BDU), and one of the CAP distinctive uniforms. You will learn more about the various uniform combinations in the Level 1 Orientation course.

VARIATIONS ARE NOT SHOWN. FOR DETAILS ABOUT UNIFORMS, USE THE UNIFORM MANUAL (CAPM 39-1).



### CAP Insignia

Seniors without grade wear centered 1" from edge on both collars.



### Grade Insignia

Senior Member Officers wear embroidered gray epaulet.



### Name Tag

Gray 3-line centered on right breast, resting on but not over, top edge of pocket.



### Badges and Ribbons

Specialty badges are worn centered below left pocket flap; aviation badges and specialty insignia are worn 1/2" above ribbons or pocket; ribbons are worn 3 or 4 across, resting on, but not over pocket.



### Flight Cap/Hat Device

Senior Member Officers wear flight cap with blue and silver braid, with hat device centered on left side 1 1/2" from edge.



### Belt Buckle

Silver tip of belt extends to the wearer's left; no blue fabric should show.



### Pants

Front of pant leg should rest on front of shoe; slight break in crease, 7/8" longer on back side; do not blouse.

# SENIOR MEMBER “AIR FORCE STYLE” FEMALE UNIFORM

VARIATIONS ARE NOT SHOWN. FOR DETAILS ABOUT UNIFORMS, USE THE UNIFORM MANUAL (CAPM 39-1).



## CAP Insignia

Seniors without grade wear centered 1" from edge on both collars.



## Grade Insignia

Senior Member Officers wear embroidered gray epaulet.



## Name Tag

Gray 3-line for senior members. Centered on right breast even with or up to 1 1/2" higher or lower than first exposed button, parallel to ground and even with bottom row of ribbons.



## Badges and Ribbons

Aviation badges, specialty insignia and specialty badges are worn 1/2" above the ribbons. Ribbons are worn centered on left side, parallel to ground. Align bottom row of ribbons with name tag.



## Flight Cap/Hat Device

Senior Member Officers wear flight cap with blue and silver braid, with hat device centered on left side 1 1/2" from edge.



## skirt

AF blue skirt. Skirt length will be no longer than bottom of kneecap or shorter than top of kneecap.



## Belt Buckle

Silver tip of belt extends to the wearer's right; no blue fabric should show.



## Pants

Front of pant leg should rest on front of shoe; slight break in crease, 7/8" longer on back side; do not blouse.

# SENIOR MEMBER BATTLE DRESS UNIFORM

MALES AND FEMALES WEAR THE UNIFORM IN THE SAME MANNER. FOR DETAILS ABOUT UNIFORMS, USE THE UNIFORM MANUAL (CAPM 39-1).



**CAP Insignia**

Senior Members without grade wear embroidered ultramarine blue and white CAP centered on both collars.



**Grade Insignia**

Senior Member Officers wear embroidered ultramarine blue and white grade insignia centered on both collars, 1" from bottom edge.



**Name Tag**

Centered on right breast, resting on, but not over, top edge of pocket.



**CAP Tape**

Centered on left breast, resting on, but not over, top edge of pocket.



**Hat Insignia**

Senior members without grade do not wear any device on the BDU hat. Officers wear grade insignia centered 1/2" above visor. Hat will not be worn rolled or crushed.



**American Flag**

Reverse American Flag is worn on right shoulder, 1/2" below sleeve seam, centered.



**Sleeves**

When up, sleeve material must touch or come within 1" of forearm when bent at 90-degree angle.



**Pants**

Pants must be bloused over combat boots.

# SENIOR MEMBER “CAP DISTINCTIVE” UNIFORM

VARIATIONS ARE NOT SHOWN. FOR DETAILS ABOUT UNIFORMS, USE THE UNIFORM MANUAL (CAPM 39-1).



## Grade Insignia

Senior member officers wear embroidered grade insignia. Senior members without grade do not wear epaulets.



## Name Tag

Gray name tag centered on right side, resting on, but not over, top edge of pocket.



## Badges and Ribbons

Aviation badges are worn 1/2" above pocket or ribbons if worn; bottom row of ribbons rest on, but not over top of pocket. Only CAP ribbons may be worn.



## Belt

Any type black belt with conservative buckle.



## Pants and Shoes

Any type medium gray dress pants or slacks may be worn with any type plain black shoe.



## Skirt

Any type medium gray skirt may be worn. Skirt length will be no longer than bottom of kneecap or shorter than top of kneecap.



## Female Floppy Bow

Required with long-sleeve aviator shirt for females. Men must wear AF blue tie with long-sleeved shirt.

# SENIOR MEMBER GRADE

Below are the insignia, title and abbreviation for Civil Air Patrol senior member officer and noncommissioned officer (NCO) grades. You will learn more about the grade structure in the Level 1 Orientation course.

## Officer

Insignia								
Title	Second Lieutenant	First Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General
Abbreviation	2d Lt	1st Lt	Capt	Maj	Lt Col	Col	Brig Gen	Maj Gen

## Noncommissioned Officer (NCO)

Insignia					
Title	Staff Sergeant	Technical Sergeant	Master Sergeant	Senior Master Sergeant	Chief Master Sergeant
Abbreviation	SSgt	TSgt	MSgt	SMSgt	CMSgt

# SENIOR AWARDS AND ACHIEVEMENTS

Below is a sample of the ribbons you can earn for achievements while in Civil Air Patrol.

## Ribbons



Silver Medal of Valor



Bronze Medal of Valor



Distinguished Service Medal



Exceptional Service Award



Meritorious Service Award



Commander's Commendation



Achievement Award



Certificate of Recognition for Lifesaving



National Commander's Unit Citation



Unit Citation



Gill Robb Wilson Award



Paul E. Garber Award



Gover Loening Award



Leadership Award



Membership Award



A. Scott Crossfield



General Yeager Award



Command Service



Red Service Ribbon



"Find" Ribbon



Search & Rescue Ribbon



Counter Drug



Disaster Relief Ribbon



Homeland Security



Cadet Orientation Pilot



Community Service Ribbon



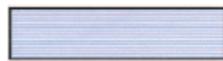
IACE Ribbon



National Cadet Competition Ribbon



National Color Guard Competition Ribbon



Cadet Advisory Council Ribbon



NCSA Ribbon



Encampment Ribbon



Senior Recruiter Ribbon



Wartime Service Ribbon

# COMMON CIVIL AIR PATROL AIRCRAFT

Civil Air Patrol operates and maintains fixed-wing aircraft, training gliders, ground vehicles, and a national radio communications network. Below are some of the most common aircraft used by Civil Air Patrol to perform its congressionally chartered missions.

## C-172



Gross Weight: 2550 lbs  
Speed: 110K  
Range: 500NM  
Number of Crew and Passengers: 4  
Manufacturer: Cessna

## GA8



Gross Weight: 4000 lbs  
Speed: 120K  
Range: 600NM  
Number of Crew and Passengers: 8  
Manufacturer: Gippsland

## C-182



Gross Weight: 2550 lbs  
Speed: 135K  
Range: 700NM  
Number of Crew and Passengers: 4  
Manufacturer: Cessna

## Glider



Gross Weight: 1150 lbs  
Speed: 60K  
Number of Crew and Passengers: 2  
Manufacturer: Blanik