

## CIVIL AIR PATROL NEW MEMBERS GUIDE

Welcome to Civil Air Patrol!

This Quick Start Guide will help you navigate the CAP Online System.  
Please contact your Squadron Mentor for any specific questions or concerns.

Feel free to start reviewing the CAP Online Information Materials for New Members:  
[http://www.capmembers.com/cap\\_university/new\\_member\\_kit/index.cfm](http://www.capmembers.com/cap_university/new_member_kit/index.cfm)

Essentially, as a new Member, you will be doing 3 major online accomplishments:

- Activate your eServices Account, where your personal and Squadron CAP data and qualifications resides.
- Complete the CAP Level I: Foundations Courses, containing basic CAP information.
- Complete the General Emergency Services/FEMA Courses required for CAP Ratings and Missions.

After these, you will be branching out into the many different areas that CAP has to offer.

Activate your eServices Account:

Go to:

<http://www.capnhq.gov>

Under “Need Help Logging On?”, click on the link in:

“First time eServices users [click here](#) to activate your account!” which takes you to:

<https://www.capnhq.gov/CAP.eServices.Web/NL/Register.aspx>

Input the required information:

Last Name, Last 4 of SSN, Email Address, Date of Birth, click on [Submit].

The system will verify the information and send you an e-mail with your login info.

Login into

<http://www.capnhq.gov>

with the e-mail information.

It would be better to use your CAPID instead of username to help you remember it. You will use your CAP ID a lot, so best if you memorize it.

Once you are in, you will need to update your personal information.

Under, “My Info”, click on “Change My Password”, input Current Password, New Password, Confirm New Password, and input a “Security Question” and “Answer”, click [Submit]

You can now use the links at the left to update all your personal information (hit [Submit] after each page or update).

- General Information
- Address Information
- Contact Information (Select \*Type, \*Priority, \*Contact, then [Submit])
- Personal Characteristics
- Security Clearance
- Upload a photo (just follow the instructions) and this will be used for your CAP identification card

If you ever need to get back to the main page, click on “eServices” link in the upper right.

Sign out with the “Sign Out” link all the way at the upper right of the page.

You have now Activated and Updated your CAP eServices Account.

For Level I:Foundations, you will need to follow the steps at the webpage:

[http://www.capmembers.com/cap\\_university/level\\_i\\_foundations.cfm](http://www.capmembers.com/cap_university/level_i_foundations.cfm)

Or from capmembers.com, go to the “CAP UNIVERSITY” link on the left, followed by the link on the left “Level I: Foundations”.

The topics you are to complete are:

1. eServices and OPSEC – “Setup your account and complete OPSEC”. You’ve already setup your eServices Account in Part A of this Guide. Now, complete OPSEC Training by clicking on the link “1. eServices & OPSEC”, which takes you to the link:  
<https://tests.cap.af.mil/opsec/main.cfm>

2. Intro to CAP Safety for New Members – clicking on that link will take you back to eServices, log in, then you will be at the page, “CAP Online Safety Education”. At the top, you will see, “Required Safety Courses”, under that, click on the link, “Introduction to CAP Safety”, and follow the instructions to complete that course.

3. Cadet Protection (for ages 17 and over only) – clicking on that link will take you to the page:  
[http://www.capmembers.com/cap\\_university/cadet\\_protection\\_restricted\\_program\\_training\\_cppt.cfm](http://www.capmembers.com/cap_university/cadet_protection_restricted_program_training_cppt.cfm)

Please carefully read and when ready, click on the link “Click here” to go to eServices to begin. It will take you to eServices, log in and the page:  
<https://www.capnhq.gov/CAP.CadetProtection.Web/Default.aspx>

4. Equal Opportunity – that link will take you to the page to complete the training:  
[https://tests.cap.af.mil/EO\\_Training/Index.cfm](https://tests.cap.af.mil/EO_Training/Index.cfm)

5. Foundations Module – link will take you to the page:  
[http://www.capmembers.com/cap\\_university/level\\_i\\_foundations\\_course.cfm](http://www.capmembers.com/cap_university/level_i_foundations_course.cfm)

There are 6 Modules to complete. All 6 module steps are required for successful completion.

NOTE: You will be printing out the quizzes, circling the answers directly on them, then handing them into the Squadron for scoring and review.

Congratulations! You have completed Level I, which earns you The Membership Ribbon. Please contact your Mentor for any questions.

Complete the General Emergency Services (GES):

CAP 116 – General ES

CAP 117 Part 1 – Continuing Education

CAP 117 Part 2 – Continuing Education

CAP 117 Part 3 – Continuing Education

CAP 116 and 117 are available here:

<http://www.capmembers.com>

Go to “CAP UNIVERSITY” link on left, “ON-LINE COURSES & EXAMS” link near center-page, under “Operations Exams”, you will see links to CAP 116 and 117. You can also go directly there:

<https://tests.cap.af.mil/newtests/test.cfm?grp=dos>

Pick which test you want complete and enter your info. The materials and test will appear on the pages afterwards.

And the Federal Emergency Management Agency (FEMA) Courses:

FEMA IS-100

FEMA IS-700

Each of the FEMA Courses takes about 3 hours.

Take the FEMA IS-100 Course as specified on this page:

[http://www.capmembers.com/emergency\\_services/operations\\_support/national\\_incident\\_management\\_system\\_nims.cfm](http://www.capmembers.com/emergency_services/operations_support/national_incident_management_system_nims.cfm)

At the FEMA Website:

<http://training.fema.gov/emiweb/is/is100b.asp>

You will need to go through the Interactive Web-Based Course:

<http://emilms.fema.gov/IS100b/index.htm>

Then, take the exam:

<http://training.fema.gov/EMIWeb/IS/examnotice.asp?eid=is100b>

You will be e-mailed your Completion Certificate. If you do not get your certificate in about 3 days, you will need to contact their Call Center to have them e-mail you another one:

Website:

<https://training.fema.gov/IS/ISfeedback.asp>

Info: “The call center can be reached at 301-447-1200 or [Independent.Study@dhs.gov](mailto:Independent.Study@dhs.gov)”

Upload FEMA Certificate to eServices:

1. Log into CAP eServices at <http://capnhq.gov>
2. Click on left link, "My Operations Qualifications".
3. Click on left link, "ES Awards".
4. Under your name, click on the link "View/Upload Documents".
5. At "What document would you like to upload?", choose "ICS-100".
6. Click on button, "Choose File", and choose the document on your computer.
7. Click on button, "Upload ES Files".
8. Click on "x" in upper right corner when completed.

(You may also upload other documents in this area such as Pilot Certificates, etc., so keep this in mind)

Now update the SQTR Page:

1. At left, under "Emergency Services", "SQTRs", Click on link, "Entry/View Worksheet".
2. Under "Functional Area" choose, "OPS-Emergency Services", under "Achievement" choose, "IS100 IS-100".
3. Check mark "Complete Department of Homeland Security IS-100 Course", Click on Month Icon to enter completion date, click on Magnifying Glass under "Evaluator CAPID", click on the radial "Other Organization" and enter FEMA in the blank line and click "Submit" button.

When you are done with the FEMA updates, click "View Qualifications" under your name and "IS100 – IS-100" should appear in the "Emergency Services" tab. Click on "x" at upper right to exit window.

Now, do the same for the FEMA IS-700 Course:

<http://training.fema.gov/EMIWeb/IS/is700a.asp>

Then, upload your Certificate and update the SQTR page in eServices under "My Operations Qualifications" (same as above).

Aircraft Ground Handling:

If you plan on being a part of Air Crew, you will need to complete the "Aircraft Ground Handling" course at the following page:

In eServices, click on the link at the right "CAP Multimedia", then on the link "Video Courses". Under Video Title, "Aircraft Ground Handling", select the video based on your connecting. After watching the video, click on the button "Take Test".

Aerospace Education Yeager Award:

Information about that program is available here:

[http://capmembers.com/aerospace\\_education/awards/yeager\\_award.cfm](http://capmembers.com/aerospace_education/awards/yeager_award.cfm)

The study materials are at this link:

[http://www.capmembers.com/aerospace\\_education/general/aerospace\\_textbooks.cfm](http://www.capmembers.com/aerospace_education/general/aerospace_textbooks.cfm)

Namely, you will need the “Aerospace: The Journey of Flight” textbook, which is available via PDF on eServices, at the “AE Downloads and Resources” link at the left.

Click on the link, “Yeager and 215 tests are no on-line” to take you to:

<https://tests.cap.af.mil/newtests/test.cfm?grp=ae>

Complete the online test, “Aerospace Education Program for Senior Members: Yeager Award #1 (or #2 – just a slightly different set of questions)”

Successful completion gives you the Yeager Award.

Your New Uniform:

This can be one of the most challenging tasks to accomplish; download a copy of the CAP Uniform Manual and ask questions before ordering something.

The following are the uniform selections for wear on meeting nights, and where to get them. All of the options below and the CAP distinctive uniforms are acceptable as per the CAP Uniform Manual [CAPM 39-1](#).

For wear, instructions consult the [CAPM 39-1](#) Uniform Manual, and the [USAF Personnel Center](#).

1. Blue and Grey's (Polo Shirt) - Suggested for new members in rank of Senior Member (SM)

Note: It is suggested that new members either order the Screen Printed versions until they achieve their Form 5 or GMT 3 or order them with Aeronautical Wings or the Ground Team badge and put a piece of black tape over the badge.



Golf Shirt Suppliers:

Vanguard:

a. [Screen Printed](#) - \$22.00.

b. [Embroidered](#) - \$33.00.

c. [Embroidered and Personalized](#) - \$44.00.

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Medium Grey Pants – Suggest Ross for \$5-\$10.

2. USAF Class "B" - Suggested after achieving officer rank of Second Lieutenant (2d Lt).



Suppliers:

- a. AAFES/MCSS –
- b. Coast Guard Inland – Coast Guard Tropical Blue Short Sleeve (SS) shirt is identical to the Air Force SS shirt. Pants and belt are different color.
- c. Vanguardmil.com
  - i. Blues, Male, Shirt, Short Sleeve with epaulettes, Blue - \$44.00 - Click [Here](#).
  - ii. Blues, Male, Trousers, Shade 1625 - \$55.00 - Click [Here](#).
  - iii. Blues, Male, Shoes, Hi-Gloss (Sizes 5 - 15) - \$46.00 - Click [Here](#).
  - iv. Belt, AF Blue with SILVER TIP & BUCKLE, Mens, 54 inch (With Buckle) -\$3.50 - Click [Here](#).
  - v. Flight cap, senior sizes, male - \$16.50 - Click [Here](#).
  - vi. Senior flight cap device - \$4.60 - Click [Here](#).
  - vii. Nameplate, civil air patrol, 3 line, w/last name - Gray (for seniors) - \$3.20 - Click [Here](#).
  - viii. Senior grade epaulette loop, gray (pr) - \$6.60 - \$7.70 - Click [Here](#).
- d. Alameda Army Navy Surplus - A large amount of Surplus gear - Click [Here](#).

3. Flight Suit

- a. See this [Link](#).



4. Battle Dress Uniform - All-blue or the new Orange shirt (required for California CAP)  
a. Vanguard - [Click Here](#)



5. USAF Class "A"



- a. AAFES/MCSS – [Travis Air Force Base](#) - [Base Map](#).  
i. Blues, Male, Service Coat, Shade 1620, with Epauettes (Sizes 36 - 52) - \$195.00  
ii. Blues, Male, Shirt, Short Sleeve, with Epauettes, Blue - \$19.95  
iii. Blues, Male, Shoes, Dress, Leather Oxford, New Style (Size 5-15) - \$46.00 or  
iv. Blues, Male, Shoes, Hi-Gloss (Sizes 5 - 15) - \$46.00

6. CAP Distinctive uniforms (for those that choose to wear, or for those that do not meet the CAP weight and or grooming standards:

Each of the uniform options (Except the Blue's and Grey's) have a CAP Distinctive option for those that have broad shoulders or facial hair. For those options, see the CAP Uniform Manual [CAPM 39-1](#).

The CAP Distinctive uniforms can be purchased at [Vanguard](#). White aviator shirts can also be found at various pilot shops on the internet.

