



**SCOTT COMPOSITE SQUADRON
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
Building 1930, 502 Ward Drive
Scott AFB, IL 62225**



Scott Composite Squadron In-processing Checklist				
Category	Action	OPR	Initials	Date
Cadet	Meet Deputy Commander for Cadets and Commander	DCC		
Senior	Meet Deputy Commander for Seniors and Commander	DCS		
All	Squadron Tour and Safety Brief	SE		
Cadet	Parent Orientation Brief	DCC		
All	Attend three squadron meetings	DA		
All	Meet squadron membership board	DP		
Cadet	Submit membership application for review (CAPF 15, ID, and check or money order) or submit online application at https://www.capnhq.gov/CAP.MembershipSystem.Web/CadetOnlineApp.aspx	DP		
Senior	Submit membership application for review (CAPF 12, ID, fingerprint card, and check or money order)	DP		
All	Mail squadron reviewed CAPF 12 or 15, fingerprint card (Senior Members), and membership dues to: CAP-NHQ/PMM, 105 South Hansell St, Maxwell AFB, AL 36112	DP		
Cadet	Complete Cadet Great Start	DCC		
Cadet	Complete Cadet Wingman Course	DCC		
All	Receive squadron organizational chart	DP		
All	Uniform issue	Supply		
Senior	Submit certificates to build personnel file: diplomas, DD214, military training certs, etc.	DP		
Senior	Complete Level 1 orientation CBTs	PD		
Senior	Complete Level 1 face-to-face discussions	PD		
Senior	Complete New Member Plan of Action	PD		
Senior	Get duty assignments	PD		
Cadet	Get flight assignment	C/1st Sgt		
All	Get official photographs	PA		
Cadet	Get scheduled for orientation flight	DO		
All	File completed checklist in Section 1 of personnel file	DP		

Scott Composite Squadron Out-processing Checklist				
Category	Action	OPR	Initials	Date
Cadet	Turn in issued uniform items if less than one year of membership	Supply		
All	Turn in issued equipment	Supply		
All	Turn in DBIDS card and parents/escort DBIDS card if issued	DCC / DCS		
All	Pick up personnel file	DP		

Key

- CC - Commander
- DA - Administration Officer
- DCC - Deputy Commander for Cadets
- DCS - Deputy Commander for Seniors
- DP - Personnel Officer
- DO - Director of Operations
- OPR - Office of Primary Responsibility
- PA - Public Affairs
- PD - Professional Development Officer
- SE – Safety Officer


New Cadet Member Checklist

- Attend three squadron meetings, then submit a membership application
 - Online at <https://www.capnhq.gov/CAP.MembershipSystem.Web/CadetOnlineApp.aspx>
 - Print a copy of the completed application and give it to the Personnel Officer for your file
 - Cadet parents or guardian must meet with the Squadron Commander or Personnel Officer if submitting an online application
 - Via paper CAPF 15
 - Both cadet and parent/guardian must sign all paper applications
 - Provide proof of identification
 - Passport; military dependent ID or driver's license and social security card or birth certificate. See CAPR 39-2 Attachment 2 for a full list of acceptable forms of identification
 - Provide a check or money order for \$35 payable to "National Headquarters CAP"
 - See <http://gocivilairpatrol.com/membership-dues> for current dues.
 - After the Personnel Officer reviews your completed membership application, the prospective member will mail the application and check or money order to: CAP-NHQ/PMM, 105 South Hansell Street, Maxwell AFB, AL 36112.
- You will receive an automated email once your membership is processed.
 - If you haven't heard anything within a week of mailing your package or submitting your online application, you can contact CAP membership services at membershipservices@capnhq.gov or call them at 1-877-227-9142.

New Cadet Member Checklist

- All active members, Cadets and Seniors, of ILWG can now have an xxx@ilwg.cap.gov email address. Follow the instructions located on the Illinois Wing website:
<https://ilwg.cap.gov/members/wing-staff/information-technology/email-address-for-ilwg-cap-members>
- Base Access for non-military members and dependents
 - Until you become a member, you must get a military member to sponsor you on base. There are several active duty members in the Scott Composite Squadron who can help you with passes.
 - Once you become a member, you need fill out the attached Defense Biometric Identification System (DBIDS) worksheet and return the form to the squadron commander or their designee. We will need a separate form for each person over 16 years old who needs to drive on base. We will submit your information to the Visitor Control Center (VCC) and update our existing Entry Access Letter with your information. The VCC will then issue the new CAP member, or their drivers, a DBIDS card that is good for one year from the date of issue. Just show your DBIDS card at the gate to get on base for CAP events.
 - **NOTE:** *Your DBIDS card allows access **Monday through Sunday 0600-2200.***

APPLICATION FOR CADET MEMBERSHIP IN CIVIL AIR PATROL

Section I: Applicant Information <i>(Please Type or Print)</i>				
Social Security #	Unit Charter #	Name (Last, First, MI, Suffix)		
Preferred Name	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Birth Date <i>(mm/dd/yy)</i>	Cadet Phone	
			Home	Cell
Cadet Primary Email				
Home Address 1 (Street address, P.O. box)				
Home Address 2 (Apartment, suite, unit, building, floor, etc)				
City			State	Zip
Parent or Guardian First and Last Name		Relationship	Parent Phone	
Parent Email				
Name of School or Indicate "Home Schooled"	Grade	Military Dependant	Prior CAP ID (If applicable)	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Citizenship				
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No*				
*If no, are you an alien admitted for permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No (*Must possess Form I-151 or I-551)				
Ethnicity (Optional and used for demographic purposes only.)				
Identification: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American				
<input type="checkbox"/> Hawaiian Native/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Two or more races				
How did you hear about CAP? (Optional)				
<input type="checkbox"/> Air Show <input type="checkbox"/> CAP Exhibit <input type="checkbox"/> CAP Member <input type="checkbox"/> School <input type="checkbox"/> Friend <input type="checkbox"/> Family <input type="checkbox"/> CAP Volunteer Magazine				
<input type="checkbox"/> Other (please name):				
CAP Recruiter First and Last Name				Recruiter ID
 * C A P F 1 5 *				

Section II: Health Status (Completion by Parent/Guardian)

CAP does NOT deny membership due to any health issues, so answer completely and honestly so we can keep your child safe. Cadets participate in vigorous, age-appropriate physical fitness activities. Some of the most common activities are listed below. Please tell us if your child is able to participate in each activity. For each activity please use the following legend to complete the form.

A. No health issues – my child can participate fully.

B. Some health issues – my child can participate with some modifications, or my child will be able to participate once he or she recovers from a temporary health issue.

C. Chronic conditions – my child cannot safely participate in this sort of activity due to long-term health issues.

A	B	C	ACTIVITY	A	B	C	ACTIVITY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calisthenics: push-ups, sit-ups, toe-touches, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hiking or tramping through the woods.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flying in a small aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Swimming.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obstacle courses requiring balance and flexibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volleyball, flag football and low impact sports.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participating in the above activities for a full day, with periodic rest breaks.				

If you answered B or C to one or more of the above, please explain why your child is unable to participate fully. Please tell us about his or her health condition.

Is your child doing something to manage this condition? (Medication, asthma inhaler, insulin, insulin injections, crutches, braces, etc.?) If yes, please explain.

Section III. Honor Statement for the Prospective CAP Cadet	Section IV. Parent/Guardian Authorization
<p>As you apply for membership in the Civil Air Patrol Cadet Corps, please tell us you're serious about being a cadet by reading the statements below and signing the application to indicate that you agree.</p> <p><input type="checkbox"/> I want to be a CAP cadet. I think CAP's for me, and I'm willing to give it a try for one full year.</p> <p><input type="checkbox"/> I'll participate in most weekly squadron meetings and will try to attend one 'Saturday' event per month.</p> <p><input type="checkbox"/> I plan to attend the next 1-week, overnight summer encampment available in my state. <i>Most encampments are 1-week in duration and take place in the summer or during winter vacation. Tuition averages \$200 - \$300. Local leaders will tell you more about the encampment opportunities in your area.</i></p> <p><input type="checkbox"/> If family or school obligations come up, I'll let my local leaders know in advance that I'll be absent from CAP.</p> <p><input type="checkbox"/> I have been assigned a mentor, an experienced cadet who is my #1 source for information on how to succeed in CAP. Or, if I haven't been assigned one, I'm going to ask for one at my next meeting.</p> <p><input type="checkbox"/> I understand that what I get out of CAP depends on what I put into it.</p> <p><input type="checkbox"/> As a symbol of my readiness to enter the CAP Cadet Program, I make the following pledge:</p> <p style="text-align: center;">THE CADET OATH I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state and nation.</p>	<p>By signing this application, I agree to the following statements:</p> <p><input type="checkbox"/> I approve my child's membership application for the Civil Air Patrol.</p> <p><input type="checkbox"/> I have personally met with the local CAP leaders and received a basic introduction to CAP. I know CAP policies are available to me through the CAP website, especially the parents' home page, capmembers.com/parents.</p> <p><input type="checkbox"/> I understand my child may be flying in CAP aircraft and participating in vigorous outdoor activities, under the supervision of CAP adult leaders.</p> <p><input type="checkbox"/> I understand that by joining CAP, my child is expected to participate in CAP for a minimum of 1 year. He or she will attend weekly meetings at our local squadron and one special 'Saturday' event per month, on average, but of course school and family obligations take priority over CAP. If we can't participate in an activity, we'll try to let the local leaders know in advance.</p> <p><input type="checkbox"/> I understand that my child is tentatively scheduled to attend the next cadet encampment, which is typically a 7-day, overnight activity conducted in the summer or during school vacation. I will make an effort to support his or her participation at that program. (Information about the next encampment is posted at capmembers.com/encampment as it becomes available. Your local leaders will also be providing more information.)</p> <p><input type="checkbox"/> If CAP provides my child with a uniform, I promise to return that uniform when he or she outgrows it or decides to leave the CAP Program.</p> <p><input type="checkbox"/> If my child takes medication, I understand that CAP requires cadets to be able to self-administer their medicine. CAP's adult leaders will not administer any medications.</p> <p><input type="checkbox"/> I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE HEALTH OF THE APPLICANT IS AS INDICATED IN SECTION II.</p>
<p>_____ Prospective Cadet Signature</p> <p>_____ Date</p>	<p>_____ Parent/Legal Guardian Full Name (Please Print)</p> <p>_____ Parent/Legal Guardian Signature</p> <p>_____ Date</p>

Section V. CAP Commander or Designated Representative

I certify that the applicant is accepted as a member of Civil Air Patrol subject to approval by higher headquarters with National Headquarters as the final approving authority. Membership becomes effective when this application is processed by National Headquarters and the individual's name appears on the National Headquarters database.

I certify that that the individual in question has attended three meetings, I have reviewed valid proof of identity, and have met the parent/guardian to ensure the individual has permission to participate and discussed any physical limitations or concerns.

Signature

Date

Printed/Typed First and Last Name

CAP ID

Charter Number or Unit Name

1. You may be able to apply online. Find more information at www.capmembers.com/cadetjoinonline.
2. Please fill out the application completely. Social Security Numbers and Birth Dates are required. Ensure Sections III, IV and V are all signed. Missing information will delay processing.
3. CAP accepts checks (made payable to Civil Air Patrol), money orders and credit cards. Dues amount for your Wing can be found at www.capmembers.com/dues.

Credit cards must include the following information:
 Type of Card (Visa, MasterCard or Discover are all accepted)
 Card Number
 Expiration Date
 Security Code (three digit code on the back of the card)
 Name on Card

4. Send the completed application (**four pages total**) and dues to:

CAP/DP
 105 S. Hansell St. Bldg 714
 Maxwell AFB, AL 36112

If you choose to expedite mailing, FedEx and UPS are recommended. USPS priority mail is first delivered to the Maxwell AFB post office, which can result in delivery delays to NHQ.

Fax: Applications can also be faxed with credit card payment information to 334-953-7771.

5. An automated welcome email will be sent to the primary email address when the application is processed.

ATTACHMENT 2 – Acceptable Documents for Proof of Identity

For the purpose of providing positive identification of applicants for CAP membership, commanders must personally examine evidence of identity by reviewing one of the forms of identification listed in column A below or one each from column B and C.

Column A (one of the following documents is acceptable)	Column B (If one of the documents in Column A is not available the applicant may present one of the items from Column B as well as one from Column C)	Column C
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card of Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-04A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or laminations identified on the form 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 of Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI. 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 3. School ID Card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority 10. School record or report card 11. Clinic, doctor or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States 2. Certification of Birth Abroad issued by the Department of State (Form FS -545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Completing Level 1 Orientation

- Be a current member in e-Services
- Have a CAP uniform and wear it properly
- Be able to recite the cadet oath from memory
- Pass (80%) an open book test on “Learn to Lead” chapter 1
<https://www.caphq.gov/CAP.CadetTesting.Web/Modules/LeadershipTests.aspx>
- Pass the associated drill practical test. Review CAPP 60-34:
https://www.gocivilairpatrol.com/media/cms/CAPP_6034_Nov_19_Full_5F144B289BC03.pdf
- Complete the Cadet Wingman Course
- Participate actively in unit activities
- Take the Cadet Physical Fitness Test (CPFT)
- Phase 1 cadets take the CPFT to establish a fitness baseline but are not required to score in the Healthy Fitness Zone (HFZ) until testing for their Wright Brothers award.
- For cadets assigned to Physical Fitness Category I, the rule is “run plus two out of three.” These cadets must meet or surpass the standards for their age and gender in the mile run plus two of the three remaining events (within the last six months) to fulfill promotion requirements.

Standards for Healthy Fitness Zone

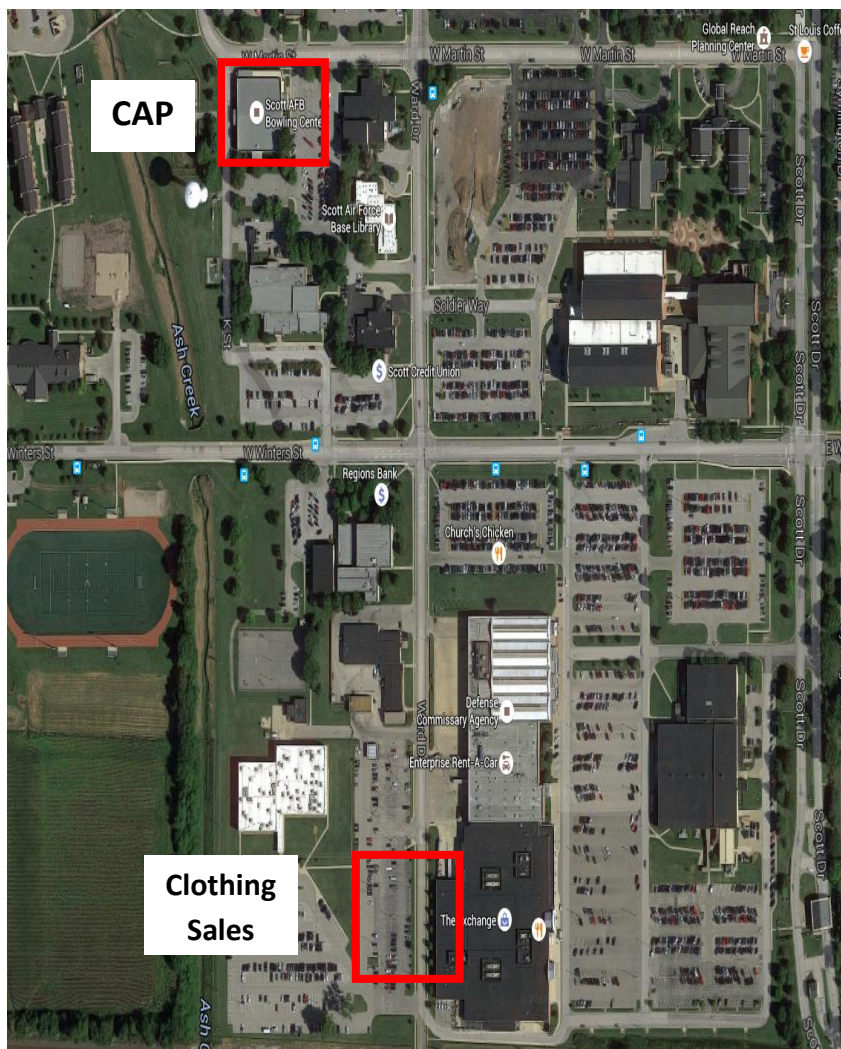
	RUN EITHER		PLUS 2 of 3			
	PACER (20m) (no. completed)	Mile run (min:sec)	Curl-ups (no. completed)	Push-ups (no. completed)	Sit & reach (avg. inches)	
Males	10	17	11:30	12	7	8
	11	20	11:10	15	8	8
	12	23	10:40	18	10	8
	13	29	9:46	21	12	8
	14	36	9:22	24	14	8
	15	42	9:04	24	16	8
	16	47	8:42	24	18	8
	17	50	8:22	24	18	8
	18+	54	8:04	24	18	8
Females	10	17	11:30	12	7	9
	11	20	11:10	15	7	10
	12	23	10:40	18	7	10
	13	25	10:20	18	7	10
	14	27	10:09	18	7	10
	15	30	9:58	18	7	12
	16	32	9:46	18	7	12
	17	35	9:34	18	7	12
	18+	38	9:22	18	7	12

Completing Level 1 Orientation

Uniforms and Supplies

- See CAPR 39-1 CAP Uniform Manual for the proper wear of your uniform
 - Order ribbons, nametags, CAP specific devices and the CAP corporate uniform (optional) from Vanguard
 - <https://www.vanguardmil.com>
Find “Vanguard Industries” on Facebook for 10% off codes. These change monthly.

CAPR147-1 AAFES Privileges of CAP Members a. Civil Air Patrol cadets and senior members are authorized to purchase at any time articles of uniform that are authorized for wear by Civil Air Patrol directives. When purchasing articles of uniform, members will be identified by the official Civil Air Patrol membership card which must be current.



Completing Level 1 Orientation

- You can purchase Blues from Clothing Sales and ABUs (including youth sizes) from Vanguard. You can also find many used uniform items online.
- The squadron has a large supply closet with uniform items and you may find something there first.
- If you must buy your uniform, there are many online options. I have found good deals for uniforms on e-Bay and any internet search engine will bring up multiple military surplus or new manufacture uniform options.
- The same goes for Emergency Services gear. We have more limited items in the supply closet, but again you can find multiple surplus options online. It is not necessary to fit yourself out with a full military surplus kit. You can do equally well with a standard water bottle and backpack to carry your gear.
- Here is a price comparison chart for some common uniform items current as of June 2021.

Item	Price	Source	Price	Source
Black Boots	101.10	Vanguard	109.00 +	AAFES
ABU pants male/female	33.75- 42.80	Vanguard		
ABU shirt male/female	33.75- 42.80	Vanguard		
ABU cap	11.15	Vanguard		
ABU tan belt	8.35-9.90	Vanguard		
Sand T-shirt-cotton	8.35	Vanguard		
Men's Blue Pants	66.25	Vanguard	51.93	AAFES
Women's Slacks/Skirt	60.25	Vanguard	30/45	AAFES
Blue belt-crome tip male/female	17.30/18.00	Vanguard	12	AAFES
Men's Short-Sleeve Blue Shirt	52.90	Vanguard	15.53	AAFES
Men's Long-Sleeve Blue Shirt	58.90	Vanguard	44.95	AAFES
Men's blue tie	20.50	Vanguard	6.17	AAFES
Women's Short-Sleeve Princess Cut Shirt	52.9	Vanguard	26.95	AAFES
Women's Long-Sleeve Princess Cut Shirt			18.97	AAFES
Women's Short-Sleeve Tuck in Shirt				
Women's Long-Sleeve Tuck in Shirt			17.19	AAFES
Women's blue tie tab			12	AAFES
Enlisted Service Dress Coat male/female			115.16/99.86	AAFES
Officer Service Dress Coat male/female			192	AAFES
Blue Flight Cap-Cadet male/female	20.25/21.70	Vanguard	12.62/10.6	AAFES
Blue Flight Cap-Senior male/female	21.70	Vanguard	14.5/14.20	AAFES
Men's Black Oxford Dress Shoes	44.95	Vanguard	49.77	AAFES
Black Dress Pumps			53	AAFES
Corporate Blue Polo Shirt	37.10 +	Vanguard		
Corporate Grey Tactical Pants	53.50	Vanguard		
Short-Sleeve Corporate Aviator Shirt	30.35	Vanguard		
Long-Sleeve Corporate Aviator Shirt	33.35	Vanguard		
Short-Sleeve Corporate Aviator Princess Cut Shirt	46.8	Vanguard		
Corporate Blue Blazer male/female	69.70/74.60	Vanguard		
Corporate Grey Trouser	59.10	Vanguard		
Corporate Blue Field pants	32.10-43.35	Vanguard		
Corporate Blue Field shirt	30.00-43.35	Vanguard		
Corporate Blue Field cap	13.25	Vanguard		

CAO Jun21 Check websites for current prices: civilairpatrolstore.com, aafes.com

Scott Composite Squadron DBIDS Card Worksheet

This worksheet is for the purpose of applying for a DBIDS card, which, upon approval, will provide the cardholder access to Scott Air Force Base during designated days and times each week for the exclusive purpose of 1) attending official CAP meetings, training, and events, or 2) providing transportation for and to accompany minor cadets to, from, & during official CAP meetings, training, and events.

Eligible applicants are 1) Scott Composite Squadron members who are 16 years of age or older and do not otherwise have access to Scott AFB and 2) parents, guardians, or chaperones of minor cadets who do not otherwise have access to Scott AFB.

DBIDS card applicants, upon receipt of card, will use the card only for intended purposes as stated above. Misuse or abuse of card and the access to Scott AFB that it provides will not be tolerated. Misuse or abuse of card will be reported to the Scott Composite Squadron commander and 375th Security Forces Squadron (Air Force/DoD police) and/or Air Force Office of Special Investigation. Misuse or abuse of DBIDS card may result in revocation of card and administrative and/or legal action may follow.

In the event that a DBIDS card is lost or stolen, report the loss or theft to a senior member of the Scott Composite Squadron within 24 hours of discovering the loss or theft. The Visitor Control Center (VCC) may also require the cardholder to report loss or theft, in which case, report loss or theft to both the VCC and a senior member of the Scott Composite Squadron.

Check One [Adult cadet or senior member] [Parent/guardian/chaperone of a minor cadet]

Applicant Information

Full Name:	
Last 4 digits of SSAN:	
Street Address:	
City, State, ZIP Code:	
Telephone Number:	
Driver's License Number:	
Issuing State of Driver's License:	

For Senior Members & Adult Cadets

CAP ID number:	
CAP ID expiration date:	

For Parents/Guardians/Chaperones

Full name of minor cadet:	
Cadet's CAP ID number:	
Cadet's CAP ID expiration date:	

NOTE: DBIDS card applicants are to hand deliver completed, printed forms to the CAP senior member responsible for submitting long term visitor passes to Scott AFB Security Forces. Do not transmit this form via unencrypted email. For the protection of your information, delete this form's stored/cached memory on computers. The Scott Composite Squadron will protect this information in accordance with CAP Regulation 1-2.