



**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