

Civil Air Patrol

Blue Grass Senior Squadron
United States Air Force Auxiliary
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Lexington, KY 40510



WHAT DO I DO NEXT?

Blue Grass Senior Squadron (221) is a squadron that is dedicated to serving Kentucky and America through precision flying and accurate search-and-rescue ability. We are volunteers, and our focus is always TRAINING, so that, when called upon, we can help in a professional and prompt manner. Formed in April 2005, 221 is fast becoming a leading squadron of Kentucky Wing Civil Air Patrol. Gaining recognition and capability, we began 221 with our first “find” on our first day chartered as a squadron. We intend to continue this development and claim our place as a leading squadron in the Civil Air Patrol. Being a good volunteer is usually more consuming of your energy and time than other areas of your life – but the rewards are greater. Your commitment to serve in CAP is an indication that you too are willing to be a good volunteer.

Once you join and obtain your member ID number, you can log into the Kentucky Wing website and the KY221 website at your earliest convenience. Both can be found through the KY Wing website at www.kywgcap.org. Our squadron link is on the home page just click on KY221 on the lefthand side. At this point, you should also log into e-services at the link below and assign your login and password and explore the site. This site is essential in monitoring your qualification achievements as you progress through CAP. Another great area to check for answers to your questions is the CAP knowledge base – check it out:
<http://capnhq.custhelp.com/cgi-bin/capnhq.cfg/php/enduser/home.php>

The National website also contains valuable and interesting information about the Civil Air Patrol. These sites, as well as the information in this document, will help guide you through the process of becoming an effective active member.

CAP National Website: <http://www.gocivilairpatrol.com/html/index.htm>

CAP e-services : <http://www.capnhq.gov>

CAP NTC site: <https://ntc.cap.af.mil/>

Throughout this guide, you will find reference to positions in the squadron such as ES Officer, Personnel Officer, Finance Officer, etc. These positions will change periodically. Simply ask someone, or check the KY221 website for an organizational chart of the current people assigned to these positions.

STEP ONE - JOINING

- Form 12 application (Obtain from Recruiting Officer)
- Fingerprint card (Obtain from Recruiting Officer)
- Your personal check for CAP National Dues. This amount may change, so check with the Recruiting Officer for current amount. These dues are annual.



The Recruiting Officer will mail all three of these to:
CAP National Headquarters
105 S Hansell Street
Bldg. 714
Maxwell AFB, AL. 36112-6332

Once processed, they will send back a membership card with your CAP ID number.

- Squadron local dues are also due. These are paid to the squadron Finance Officer. These are due annually, and they help with expenses at the local squadron level. Once these are paid, see the Personnel Officer, and he/she will give you a Kentucky Wing Sticker and ID holder. The Personnel Officer will also provide you with additional guidance with steps toward CAP development.
- The Recruiting Officer will assist with Cadet Protection and Orientation Programs required for the new member to complete Level I training (see below).

STEP TWO - UNIFORM

- All uniforms can be purchased through the Civil Air Patrol store of Vanguard: <http://vanguardmil.com/store>. You can also access this link from the National CAP website cited above or by logging into e-services. The uniform is required to take part in all official CAP activities.
- Refer questions about uniform options to the Personnel Officer, Recruiting Officer, Administrative Officer, or almost any active squadron member. We will be happy to help you learn the details of purchasing an approved uniform within virtually any member's budget. The simplest uniform to start is the Civil Air Patrol Distinctive Blue Polo, which can be purchased with or without name embroidered, grey pants, and black shoes. The Uniform Manual (CAPM-39-1) is http://members.gocivilairpatrol.com/media/cms/u_082203102943.pdf and includes pictures for further reference.

STEP 3 - LEVEL I TRAINING

- CAP Foundations Course – This class helps bring you up to date on how CAP became what it is today and how to address officers in the Air Force if you choose to wear an Air Force style uniform. Go to http://members.gocivilairpatrol.com/cap_university/level_i_foundations_course.cfm and print and complete the six module quizzes. All of the answers can be found in the accompanying articles.
- CPPT – Cadet Protection – This is a course about proper behavior in the presence of other CAP members and Cadets in particular. Go to http://members.gocivilairpatrol.com/cap_university/cadet_protection_program_training.cfm and complete steps 1-5.
- OPSEC – Operations Security is simply an agreement you enter into that deals primarily with protecting sensitive, but unclassified, information that may serve as indicators regarding our missions, operations, and capabilities. The agreement is posted online here: <https://tests.cap.af.mil/opsec/main.cfm>.
- Contact our Recruiting Officer, Billy Forsythe (bforsyth@att.com) to arrange a meeting. You need to give the Recruiting Officer your completed six module quizzes and your corrected Cadet Protection test.



STEP 4 - EMERGENCY SERVICES TRAINING

Completing this step will make you eligible to take part in CAP Emergency Services and all Search-and-Rescue Exercise (SAREX) training. These exercises are the preparatory simulations for the real tasks that occur from time to time. You will soon find that, as a CAP member, your most important commitment to being effective is your willingness to spend time TRAINING.

To be eligible to take part in the SAREX or in the Air Force Assigned Mission (AFAM) “real thing” you must accomplish the following:

- Studying the Emergency Services Regulations (CAPR 60-3) found here: http://members.gocivilairpatrol.com/media/cms/R060_003_075A4369FBA8E.pdf
- Taking and passing the Emergency Services Test on the National Website. Go to the following site and click on the test for the Complete CAPT 116, Parts 1 and 2 – it is a 50-question test: <https://tests.cap.af.mil/newtests/test.cfm?grp=dos>. Before you take the test, there is a link that will take you through the training for this test. Please review it, as it will help you understand more about CAP.
- After completing the CAPT 116, continue on to complete the CAPT 117, Parts 1, 2, and 3.

Once you complete these, you need to present copies of your certificates to the Emergency Services Officer to place in your ES record (email attachment is sufficient). The test data is automatically entered into the Operations Qualifications System (OPS Quals) in e-services, and that reports to CAP that you are now qualified to take part in Emergency Services activities as long as you are in proper uniform.

You can see your OPS Quals information in the e-services web site: <http://www.capnhq.gov>. Upon logging into e-services, on the lefthand side, click on “My Operations Qualifications/ National Reports.” This takes you to an Agreement of Understanding that you read and click on “AGREE.” Then click on the “Emergency Services” tab at the top. This displays your Specialty Qualifications Card (101) that indicates completion of all Level 1 and GES (General Emergency Services) tasks. Follow the instructions to print this card with the bar code. **YOU MUST PRESENT THIS CARD ON ADMISSION TO ANY SAREX OR MISSION TO PROVE YOU HAVE COMPLETED LEVEL 1 AND ALL GES QUALIFICATIONS.**

After completion of the above four steps, you are qualified to participate and continue training in the emergency services we provide. At this point, you are also eligible for an airport access badge. See Attachment 1.

From here, to further your training, you need to become familiar with a form called a SQTR (Specialty Qualification Training Record), pronounced “squeeter” or “squirter” in CAP jargon. It can be printed from the OPS Qual module in e-services or found at the squadron office. **The squadron Commander must sign all SQTRs and approve your training before you begin.** The SQTR explains each step to attain the qualification on which you are working. Once you start this process, you must hang onto this form until the qualification training is completed, which may span several SAREX missions and/or courses of study. As you complete the steps, you will have each item signed off to prove your completion.



When the entire SQTR is completely signed off in all areas, you will then be awarded the position in which you have trained. This form is your proof – DO NOT LOSE IT. We recommend that you retain copies of all of your SQTR forms, certificates, training records, and qualifications for your personal files as a backup in case of data loss or misplacement. (THIS IS CRUCIAL.)

STEP 5 – MISSION SCANNER AND MISSION OBSERVER TRAINING

We conduct training regularly, and though we tend to focus primarily on the ES qualifications that deal with flying and aircrew functions in 221, it is through working with every aspect of CAP's functionality that we become a state-of-the-art squadron. This step takes you through aircrew training. If you prefer ground team training or mission base staff, see below for NON-FLYING SEARCH AND RESCUE TRAINING.

It is advisable at this point to log onto the website, print to keep for reference, and become familiar with CAP Regulations (CAPR 60-1) found here:

http://members.gocivilairpatrol.com/forms_publications_regulations/indexes_regulations_and_manuals.cfm The practices, procedures, and standards prescribed in this regulation are mandatory, and the objective of this regulation is to encourage safety, promote effective and efficient management, establish standardization, and provide effective supervision for CAP flying activities.

- Mission Scanner -> Mission Observer -> Mission Pilot.
NHQ requires that Mission Pilots are Mission Scanners first. However, at the local level, we insist that all pilots FIRST be qualified as both Mission Scanner and Mission Observer before becoming a Mission Pilot. It is important in any mission that we all be cross-trained. Being able to step up and fill any position is important, especially to the people in a downed aircraft or needing emergency services provided by CAP.
- As Mission Observer, you will need to learn radio communication. Periodically, classes are conducted to obtain a CAP Radio Operator's Permit. This is a requirement for any person planning to become a Mission Pilot or Mission Observer, and it is helpful for Mission Scanners as well to assist the Pilot or Observer as needed. This training may be completed at any time, but is not a prerequisite to becoming a Mission Scanner. Radio Operator classes will be announced at squadron meetings and/or via email.

STEP 6 – MISSION PILOT TRAINING

Once you have completed the LEVEL I Training, you can start becoming familiar with the airplanes if you are already a private pilot. See the Operations Officer, and he can explain to you the exact steps you will need to take to become a CAP pilot. You can also check the KY Wing website under Stan/Eval about completing the Form 5, which is roughly the equivalent of an FAA Private Pilot Check Ride.

There is much more information available on the National Website under Emergency Services. At the link below, click on Aircrew & Flightline Personnel Training Materials where you can view Scanner, Observer, and Mission Pilot Training Slides.

http://members.gocivilairpatrol.com/emergency_services/operations_support/education_and_training/



In the URL above, you will also be able to download and print training materials from the CAP NHQ website. Specifically, once you select your preferred training area, you need to print any, or all, of these three guides pertaining to your area(s) of training.

- Aircrew and Flightline Task Guide
- Mission Base Staff Task Guide
- Ground and Urban DF Task Guide

Also from this site, click on “Aircrew and Flightline Materials” and print the “Reference” guides for the area in which you are training. For example, for flight operations, it is the following materials:

- Mission Aircrew Reference Text
- MART Attachment 2
- Flight Guide

The materials in these guides are developed at the National Emergency Services Academy in Indiana at Camp Atterbury and revised yearly. There is a wealth of knowledge and standardization in these to make you a professional CAP pilot.

Mission Qualification Quick Summary

General Emergency Services

- Must be 18 Years old
- Complete Level 1 Orientation and Cadet Protection Training
- Complete ES 116 Test online
 - Parts 1 and 2 must be completed initially
 - ES 117 must be completed annually to renew
- Enter SQTR data in e-services under My Operations Qualifications/National Reports, Emergency Services tab, SQTR Entry.

Mission Scanner

- Qualified General Emergency Services
- Complete requirements of SQTR-MS

Mission Observer

- Qualified General Emergency Services
- Qualified Mission Scanner
- Complete requirements of SQTR-MO

Transport Mission Pilot

- Qualified General Emergency Services
- Current CAP Airplane Pilot IAW CAPR 60-1
- 100 flight hours as PIC with 50 hours cross-country



SAR/DR Mission Pilot

- Qualified General Emergency Services
- Qualified Mission Scanner
- Current CAP Airplane Pilot IAW CAPR 60-1
- 175 flight hours as PIC, including 50 hours cross-country (to train)
- 200 flight hours as PIC, including 50 hours cross-country (to complete)
- Complete requirements of SQTR-MP

Cadet Orientation Pilot (Airplane)

- Must be 21 years old
- Must complete Level 1/CPPT training
- Current CAP Airplane Pilot CAPR 60-1, with Orientation Pilot annotated on CAP Form 5
- Must have 200 flight hours PIC in category and class to fly CAP Cadets
- Must have 300 flight hours PIC in category and class to fly AFROTC Cadets
- Must be designated, in writing, by the Wing Commander via the Wing Stan/Eval Officer

NON-FLYING SEARCH AND RESCUE TRAINING

Many other essential jobs exist in the mission effort. Missions require numerous trained and experienced personnel working on the ground to support the air search units. These include ground teams and mission base staff, i.e., planners, branch directors, radio operators, logistics officers, safety officers, operations and flight release officers, etc. We must have a pool of trained members to support our missions.

If weather conditions prohibit airplanes from being used in a search, we utilize ground vehicles with trained ground team members skilled in navigation and map reading, interrogation of locals and witnesses, locating ELT signals, and rugged terrain travel. This activity is very rewarding, and an amazing number of “finds” and “saves” are accomplished by these ground teams. The members of the CAP ground teams are always interested in training new people and are eager to train anyone who has the interest and dedication to become involved.

Ground team training materials can be found at this URL:

<http://www.nesa.cap.gov/gsarcurr.htm>

As with the aircrew positions, refer to the appropriate SQTR for specific training requirements. Because there are many different levels of ground team training, covering each specialty in this introduction guide is prohibitive.



PROFESSIONAL DEVELOPMENT SPECIALTY TRACKS TRAINING

At the same time you are training in your ES specialty, we also suggest you begin to get familiar with all specialty tracks available. You can speak with the Personnel Officer or the Professional Development Officer to help you get started on these tracks, but they are also described here:

http://members.gocivilairpatrol.com/cap_university/level_ii_technical_training.cfm They are CAP Pamphlets (CAPP) and the Specialty Tracks start at CAPP 200. You can work on more than one specialty at a time, and the SQTR is also used to complete requirements for all Specialty Tracks.

EMERGENCY SERVICE ACRONYMS

As you sit in on your first few CAP meetings, you will hear many acronyms that will seem confusing to say the least. Do not get discouraged. We all experience a lost feeling at the beginning, and maybe this list will help. If you have questions, do not hesitate to ask. We are glad to help.

- CAP: Civil Air Patrol
- CAP ID: Civil Air Patrol Identification number (six digits)
- CAP Flight: A CAP aircraft call sign. Kentucky is the 15th state to join the union, so we are always "CAP Flight 15xx." The last two digits are different for each aircraft, e.g., CAP Flight 1521 is assigned to N815CP.
- FORM 5: Aircraft check ride using the CAP form 5
- FORM 91: Mission Pilot check ride using the CAP form 91
- GES: General Emergency Services (qualification)
- ES: Emergency Services
- ES Officer: The member in charge of Emergency Services
- PAO: Public Affairs Officer
- ROA: Radio Operator Authorization Card
- SAR: Search And Rescue
- SAREX: Search And Rescue Exercise - funded training
- REDCAP: Actual Mission
- DF: Direction Finding
- ELT: Emergency Locator Transmitter
- FEMA: Federal Emergency Management Agency
- DEEM: Division of Environmental and Emergency Management
- GTM: Ground Team Member
- GTL: Ground Team Leader
- UDF: Urban Direction Finding
- IC: Incident Commander
- ICS: Incident Command System
- AFIADL: Air Force Institute for Advanced Distributed Learning – CAP Testing Agency for continuing education examinations.
- CD: Counter drug
- NHQ: CAP National Headquarters



You will also hear people talking about Headquarters, Wings, and Squadrons. Simply put, the chain is as follows:

- CAP Headquarters – Located in Alabama – The top of the chain of command.
- Regional Headquarters – There are several Regions that are made up of multiple states. We are in the Great Lakes Region (GLR).
- Wing Headquarters – Every state is a CAP Wing. We are, of course, the Kentucky Wing, and our current Commander is Col. Robert Koob.
- Squadrons – We are squadron 221. The full moniker is GLR-KY-221 for Great Lakes Region, Kentucky Wing, Squadron 221. Squadrons may be chartered as senior squadrons (adult only), composite squadrons (both adult and cadet) or cadet only. Squadron 221 is a senior squadron.

IN CLOSING...

Starting your training and accomplishing the tasks required to move you toward participating in a mission may seem really slow-going at first. We are all volunteers, and we must rely on ourselves to accomplish each step. However, with a little patience and motivation, you will get to the point of being an accomplished, active member, and this is what is driving Squadron 221 to be one of the leading squadrons in the Kentucky Wing.

We hope this guide is helpful in your quest to become an active volunteer with the Civil Air Patrol. Remember, the more you give, the more personally rewarding the experience. It is very encouraging to become acquainted with others who are willing to give their time and skills to serve others. We at the Bluegrass Squadron 221 sincerely appreciate you all.

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© Sections of this document were adopted from the Bowman Senior Squadron's "Ladder of Success" and the Orange County Senior Squadron's welcome to new members.

Blue Grass Senior Squadron – "First Day. First Find. Ever Ready!"

ATTACHMENT 1



After completing STEP 4 - EMERGENCY SERVICES TRAINING, you are eligible for an airport access badge. It is a good idea to check with the squadron Personnel Officer to make sure you are on the approved list that is sent to the Airport Security Administrative Office before calling to make an appointment.

The following link details the requirements: <http://www.bluegrassairport.com/badge.html>

After reviewing these requirements, call for an appointment at 859-425-3113. Take your passport or two forms of ID, and go to the Security Administrative Office in the main terminal building to apply for your badge and be fingerprinted. You can park in short-term parking for 30 minutes at no charge. After you are notified of fingerprint approval, you should allow 45-60 minutes for them to take your badge picture and to watch a video on security procedures and rules and responsibilities of having an airport badge.

Directions to the Security Office: Enter through the front doors of the terminal, go to the right of the airlines counter, heading toward Security check-in. Right before Security and to the left, go up the stairs and then down a very long hallway to the end. The last door on the right is where you enter the Airport Security Administrative Office.