

## Prospective Member Information Packet

Updated 26 January 2002

All forms that you will need can be found on the National Headquarters website at [www.capnhq.gov](http://www.capnhq.gov). These are fillable forms that you should begin to collect. A typed form has fewer problems because it is easier to read and with this function, is easy to do. Classroom training may be conducted at the squadron or elsewhere around the Wing for various courses. The Indiana Wing site is at <http://www.inwingcap.org>.

### **1. Initial Steps to Joining Civil Air Patrol and the Johnson County Senior Squadron, Unit # GL-IN-069.** Website: <http://glr.cap.gov/jccap/>

- A. Attend at least 2 meetings before you attempt to formally join. Do not expect to understand all that you see and hear right away. These are CAP business meetings. Speak with the squadron's Membership officer. This person is Mark Smith; phone number is 786-7192, or email at 7pm – 9pm or email at [mandcsmith1@netzero.net](mailto:mandcsmith1@netzero.net). Try to make sure that your motivations match the mission of CAP. It is a privilege to join, not a right. We need good people that are willing to contribute and not just to show up and get cheap flying or have selfish motivations. The decision to invite you to join will rest with the membership committee who will review your application. After approval, you may proceed as follows.
- B. Obtain the following materials from the squadron; see either the Commander Ed Lange or Mark C. Smith, Operations Officer for Membership application form and the FBI fingerprint card. Have yourself fingerprinted at a local law enforcement office. The prints must be clear, as National Headquarters will reject unclear prints. Fill out the application. Your Social Security number will be your CAP serial number and upon approval, you will be issued a six-digit CAPID number, which will be on your membership card. The unit charter number (above) is GL-IN-069. Present the application and the fingerprint card to Ed Lange the squadron commander. Have him review and sign the application. Sample attached.

**Initial Application.** Make a check to "National Headquarters, C.A.P. in the amount of \$55.00. Mail with the Fingerprint card original, application original to: Nat'l HQ CAP, 105 Hansell St., Maxwell AFB, AL 36112-6332. This will cover your first year's dues to National and Wing.

**Squadron Monthly Dues.** Make to "Johnson Co. Senior Squadron CAP" \$10.00 for pilots and \$5.00 for non-pilots. Give to the squadron **Finance Officer**, Bob Chance.

Provide the squadron commander with a copy of the application and fingerprint card. Start and maintain a file of your own with copies of the above and for all future records. In about 3 weeks you'll receive your membership card, CAP Bookstore catalog, CAP monthly newspaper and CAP Manual-Introduction to CAP (CAPM 50-1). National, Wing and Squadron dues are renewed annually, with National dues being \$50/yr.

### **2. Entering the CAP Training Program**

- A. **Complete Level One training.** This is an introductory course to CAP and it is covered in CAPM 50-1. This training is required prior to participating in any CAP activity or getting checked out and flying the aircraft. It consists of viewing video- tapes and includes an open book test on CAPM 50-1 and takes about 6 hours. After completion of this, you will be permitted to attend CAP functions and participate in responsibilities! Pilot or professional qualification may help you achieve higher rank more quickly, **contact Ed Lange** to schedule this training. Also review the Wing site, as there are numerous classes from time to time.

Possibly, there may be training at the Wing HQ at Grissom ARB or other locations. You will need to fill out a CAP Form 17 Senior Activities to attend. This is so the event coordinator knows how many people to count on. If you can, going to Wing is a worth while effort as it will expose you to the heart of the operations in Indiana, meet the leadership of our organization and complete your training more quickly. Announcements will be made at the squadron meetings and also check the Wing website.

- B. **Purchases to be made as soon as possible.** These can be obtained from the CAP bookstore. They can be done through the mail as well as online on the internet website if you choose to do so. Navigate there through the National Headquarters site at [www.capnhq.gov](http://www.capnhq.gov). The toll free number is 1/888-834-1781.



The Form 5 testing is required annually by the 30<sup>th</sup> of the month. Take the check ride well before to be sure the paperwork can be posted in the Wing records well before this date. The check ride is considered a FAA BFR-Biennial Flight Review. Pre-practice per CAPF 60-1 (E). The check pilots are volunteers and are not reimbursed for instruction. Please respect their time and be prepared. Contact the check pilot to schedule the checkride, using the attached list. Have the check pilot note the BFR in your logbook. CAPM 60-1 describes the check out procedures. If you pilot information changes, you must copy the individuals / files stated above, keeping in mind the insurance coverage. Participation in CAP flight clinics qualifies for the FAA Wings program.

Once the above is accomplished, you will be a squadron flying program participant and will pay a basic monthly rate for the privilege. Pay at the meetings on an honor system basis. Make checks payable to "Johnson County Senior Squadron, CAP" or "JCSS, CAP". Hand or mail the checks to the squadron Finance Officer, Robert Chance. The rates are:

Basic monthly fee: \$10.00 Pilots, \$5.00 non-pilots.

Hourly wet rate: Direct fuel expense plus \$20/hour to cover minor maintenance. Obtain your own fuel card from the Greenwood airport from the FBO. It is used in the pump when you self fuel. You then take the receipt to the desk to pay your bill BEFORE you leave the airport. The squadron will bill you for the monthly fee.

On CAP-USAF assigned missions there is no flight cost involved.

#### **4. Becoming a CAP Mission Pilot Trainee & Mission Pilot**

##### **Mission Pilot Trainee**

Reserve a place in the Emergency Services course and complete it. Manuals you will need were listed above.

Upon completion you will receive an Emergency Services card that you will carry with you at CAP functions. See the Wing web site for time and locations of scheduled classes.

- A. Reserve a place in the Communications course. Try contacting Bob Dehner; 812-376-3738 in the squadron first. If he isn't available, go to Ed Lange. You will need CAPM 100-1 Communications. Upon completion you will receive an ROP – Radio Operators Permit card allowing you to operate the CAP frequency radio. See the Wing web site for times and locations of scheduled classes.
  
- B. For Mission Pilot Trainee status, once you have 175 hours PIC (after completion of the private pilot license) and 50 hours of cross country time, you can request from the squadron a 101 T card from Ed Lange the Commander. You will keep record on this card of your participation at practice or actual missions of which you will need 3 that must be witnessed by a Mission Pilot or Mission Coordinator on the card. Upon completion of this and all Mission Pilot training requirements, you will turn in the card as part of your application for mission pilot. The 101T card is also used in this manner for other mission specialties such as the Air Operations Director specialty, which you should also eventually aspire to.

#### **5. Mission Pilot Requirements**

- A. 200 hours PIC.
- B. Have attended 3 practice or actual SAR – Search and Rescue Missions. Times / locations will be announced at the meetings and on the Web Site-Calendar link. Your Training 101T card must be noted and endorsed on the back by the mission coordinator or other section head at the meets to get credit for your participation.
- C. Attend the required Mission Pilot classroom training as outlined (to be determined). This is administered at the squadron level usually. Contact Mark Smith, email, mandcsmith1@netzero.net. Also, check on the Wing web site.
- D. Attend the Observer course. See CAPM\_\_\_\_\_ Check the Wing web site for classes.
- E. Take and pass the Form 91 Mission Pilot written exam. CAPM 60-1.
- F. Take and pass the Form 91 Mission pilot checkride. CAPM 60-1. See initial pilot check ride instructions on the Wing Site, STAN/EVAL link.
- G. Assemble a Mission Pilot Binder. This should be discussed in the class
- H. Receive a new 101 Mission card denoting your Mission Pilot specialty. To get the card, submit CAP Form 100 and copies of all FAA and CAP licenses, medical, membership cards to Karen Winkel, 9205 Charles Davis Rd., Ramsey, IN 47186, include your phone number in case she has questions.

Distribute copies as follows: 1 set or results to your personal file, 1 set to the unit file-give to Mark Smith and one set to Wing, attention of Dave Pfeifer Steps E & F are done biannually and you must attend a minimum of one practice mission in that 2 years.

## **6. Becoming a Observer Trainee and Mission Observer – Non Pilot Position**

### **Observer Trainee Requirements**

- A. Complete both parts of the emergency services course. See Mission Pilot trainee info. for contacts.
- B. Complete the Communications Course.
- C. Complete the ECI Observer Scanner course. This is 2 days long and is usually given in Terre Haute
- D. Be issued a 101 T card with the Observer Trainee denoted on the card.

### **Mission Observer Requirements**

The best initial step is to enroll in a school, again, check the websites. The schools are usually take a Sat and most of Sunday. Terre Haute offers an excellent program. There is more to looking out of an airplane than you think.

- A. Attend 3 practice or actual SAR missions with the card endorsed for each.
  - B. Pass an Observer written test.
  - C. Pass an Observer flight check ride
  - D. Copy the results of your tests as follows: 1 copy to your personal files, 1 copy to the unit files and 1 copy to Wing.
  - E. Receive a new 101 card denoting your Mission Observer specialty.
- Steps B – E are done biannually.