



# Senior Member Welcome Booklet

Beginning Your Service



Published by  
Civil Air Patrol Professional Development  
Maxwell AFB, Alabama

# **WELCOME TO CIVIL AIR PATROL**

Welcome to Civil Air Patrol. Your membership shows your desire and willingness to give of yourself through volunteerism in CAP.

Although you may already know about the Civil Air Patrol, it's always good to review the history, organization, missions, and your role in any organization of which you're a part. In the first months of your membership, you will have the opportunity to learn about all facets of CAP.

This welcome booklet will provide some basic information on uniforms, member grades, awards, and the aircraft CAP uses. In depth information on these areas will be provided in greater detail during your orientation training.

The booklet goes into great detail about CAP's web sites where you can find information and conduct business. This is important because access to CAP's secure and unsecure sites is critical to your initial training and long-term success as a member. It's important that you read on and establish your unique CAP member eServices account as soon as possible. After you establish your eServices account, you can begin to learn about the organization through the Level I Orientation course as well as begin to take advantage of the benefits of membership.

We are very proud that you have chosen to serve our nation by becoming a member of Civil Air Patrol. Best Wishes and Good Luck.

# CIVIL AIR PATROL WEB SITES

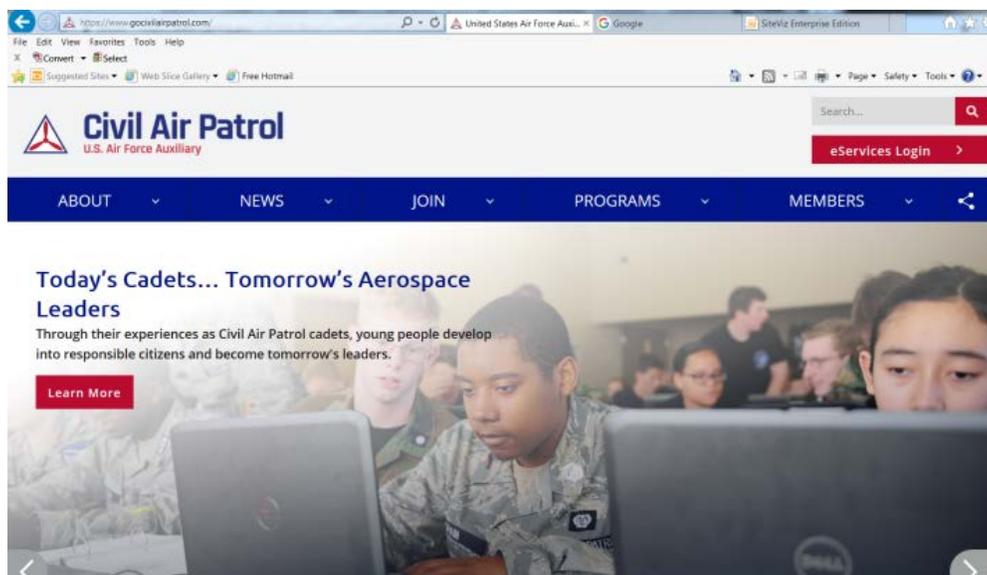
## Greetings New CAP Senior Members

Once you have successfully cleared the FBI screening process, you will receive your CAP membership card. In the meantime, now would be the perfect time to register in our members-only section on the Internet called eServices. This is where you can update your contact information, complete online training, renew your membership and most importantly upload the photo that will be shown on your CAP membership card and Form 101 Specialty Qualification Card. Guidelines for the type of picture needed are listed later in this section along with complete instruction on how to login and upload the photo. After you upload your photo into eServices, it will be sent automatically to your commander for validation prior to use. If it is rejected for any reason, you will receive an e-mail notification explaining why that action was taken.

## Introduction

Civil Air Patrol uses an on-line program called eServices to manage every member's data and records. eServices is where members will keep all their personal, organizational and training records. CAP has two main Web addresses which lead to the different sections of its website. The first address, [www.gocivilairpatrol.com](http://www.gocivilairpatrol.com) lets you access information in which any individual of the public would be interested. This site will teach what CAP is about, how people can join and how we execute our missions.

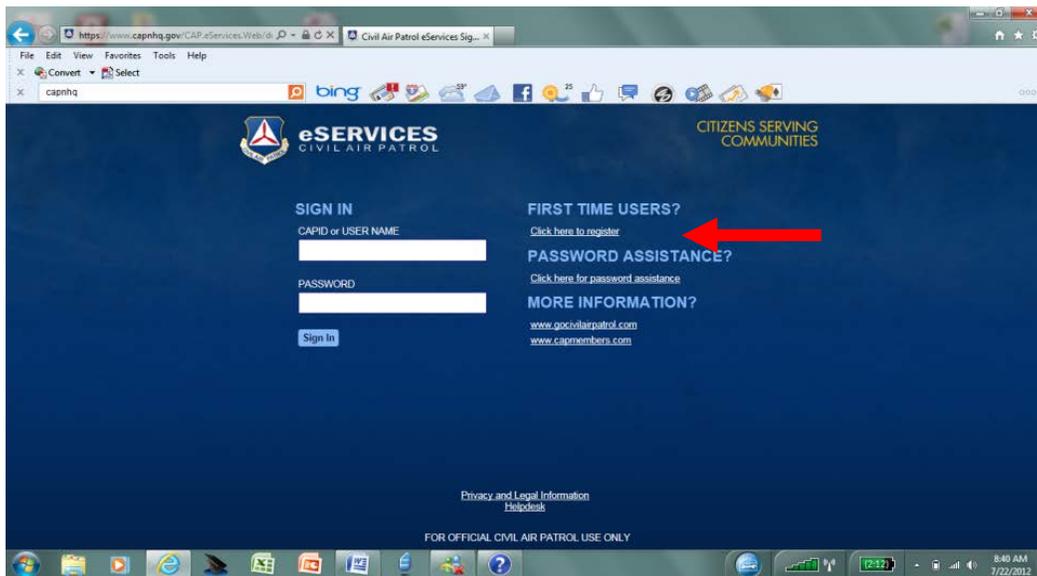
It is also where each member will find the information needed to perform our three-fold mission. It also allows access to the registration page where you will register for your eServices account. It is critical to set up your eServices account as soon as possible as it allows access to critical member functions.



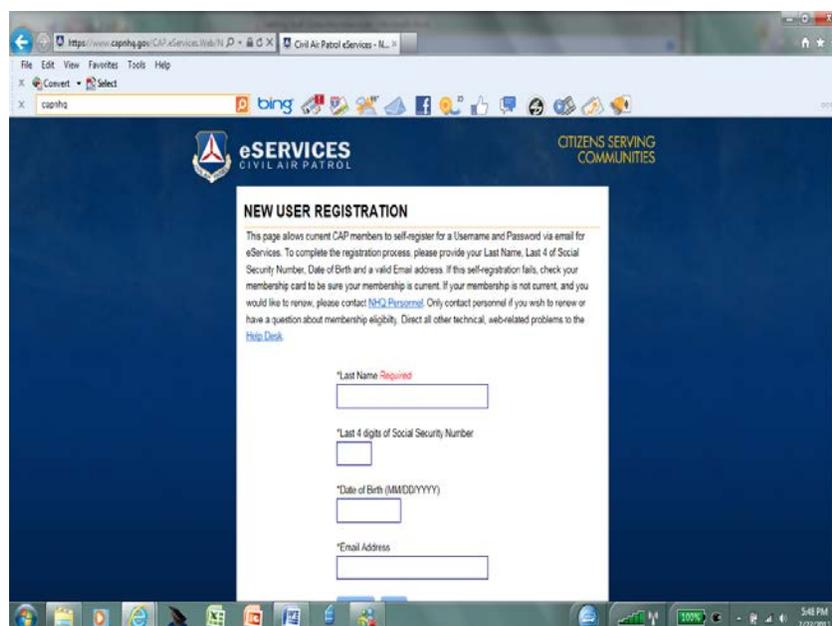
eServices is the second website where most membership information can be found. This is where members manage most of their personal data, training records and currency requirements.

## 1. Setting up an account

The first step in setting up an account is to log onto the website found at the eServices URL (<https://www.caphq.gov/CAP.eServices.Web>) (you can add it to your favorites list for future reference). At the top of this homepage you will find the link to the registration page. At the registration page (shown below) there is a link to register for an eServices account by selecting the section labeled 'click here to register'.



The New User Registration Page creates account access by validating membership through entry of last name, the last 4 digits of Social Security Number, date of birth and email address.

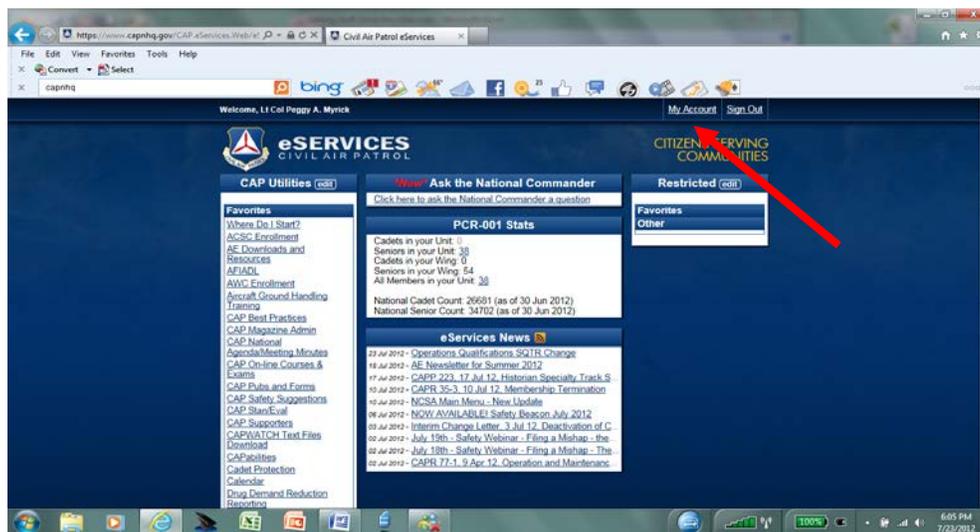


Once membership is validated it is necessary to create a username and password. This username and password is used each time when accessing eServices. Once the account is successfully created it is time to begin on-line training and currency documentation. Be sure your username and password can be remembered to avoid any future delays in accessing eServices.

After registering your account and receiving your password, you will be directed to the Operations Security Awareness (OPSEC) module. Here, you will learn about CAP's commitment to securing its proprietary information, protecting information regarding our capabilities and operations, as well as securing member personally identifiable information. You will be asked if you agree to adhere to CAP's policies regarding OPSEC. You must complete this module prior to accessing any information in eServices or accessing any online training.

## 2. Inputting personal information and photo

It is the responsibility of each member to ensure that their personal information and preferences are input into eServices and kept current. All members are required to access the area labeled 'My Account' to perform these updates. Your 'My Account' data can be found by accessing eServices and clicking on 'My Account' located at the top right of the page.



To be sure you receive all necessary communications from wing, region and national headquarters it's necessary to add the contact types and other personal information. Essential is a primary email address that will be utilized repeatedly in sending information that you will need throughout your career in CAP. It is critical that you keep all your communication information up to date. Please be reassured that all personal information collected in eServices is secured and can be accessed only by authorized users. But also realize that this information is only secure as long as passwords and user names are not shared.

The My Account section is also where to upload a current CAP photo. All members must have a current photo on file which is printed on their membership card and Form 101 Specialty Qualifications Card (used to participate in emergency services missions). Members are responsible for having their photo taken and uploading it to the website. Once it is uploaded it must be validated by the unit commander. Validation indicates that the commander agrees that the picture is of you.

There are specific requirements, as shown below, that the CAP photo must meet. These requirements are detailed in your My Account; General Info and Preferences section. They include:

CAP Photo Guidelines	
 <p><b>Example of a perfect photo for the CAP membership card and CAP Form 101</b></p>	<ul style="list-style-type: none"> <li>• Must be a color picture with full face and frontal view</li> <li>• Must have a white or off-white background</li> <li>• Photo should capture from just above the top of the head to the bottom of the neck line.</li> <li>• Photo should be in normal attire or appropriate CAP uniform</li> <li>• Photo must have been taken within the last 12 months</li> <li>• If you wear prescription glasses, wear them for the picture - if they are transition lenses, wait until they become transparent. If you have a problem with glare from your glasses tilt your head down slightly when taking the photo.</li> <li>• Head is centered in the picture and eyes open and looking at the camera</li> <li>• Preferred electronic file format is .jpg - though .png and .gif is acceptable</li> <li>• Photo needs to be replaced with a current one every five years</li> </ul>
	<div style="background-color: #1a3d54; color: white; text-align: center; padding: 5px;"><b>Reasons for Photo Rejection</b></div> <ul style="list-style-type: none"> <li>• Wear of Headgear, hat, etc. in photo</li> <li>• Dark or multi-colored background</li> <li>• Vertical or horizontal distortion</li> <li>• Wear of sunglasses in photo</li> <li>• Flag in background</li> <li>• Shot from waist up rather than neckline</li> </ul>

### **3. Accessing electronic personnel records**

The My Account page accessed through eServices is used to enter account preferences such as how members want to receive membership renewal notices. It is also where to edit mailing address, personal characteristics, password and security clearance information. It is important to keep this information current. The security clearance section must be verified by an outside agency before it is considered permanent. Instructions and tutorials are provided in each of the fields and functions found in your My Account section.

### **4. Accessing online training**

Civil Air Patrol is similar to other organizations in that it utilizes different methods of training to address its vast array of training requirements. In person, or in-residence, courses are still utilized when it is determined that this is the most effective means of transferring particular information or ideas. Many of our job duties require a practical demonstration of skills such as our emergency services mission. In some cases, we will utilize a combination of in-person and on-line training to meet CAP's and our members' needs. Each part of our three-fold mission in addition to our general professional development program is supported by numerous on-line training courses that are found in eServices.

Level 1 Orientation will be the first course you access on the Learning Management System (LMS) on eServices. The LMS contains a majority of the education and training courses you'll complete in CAP. The Level 1 Orientation course will expand on the material in this welcome booklet and provide an opportunity to interact with your unit commander and professional development officer (PDO). Your PDO will be your mentor while going through the Level 1 course providing guidance and answering questions. The Level 1 course will also give you the opportunity to develop a Plan of Action that will guide you through your years in CAP.

The following pages provide uniform guides that will help orient you on the types of uniforms, grade, and ribbons worn by senior members in the Civil Air Patrol. All of these areas will be expanded upon in the Level 1 course.

# SENIOR MEMBER UNIFORMS

*Air Force-style blue shirt combinations (male)*

Air Force long-sleeve combination with tie  
(tie mandatory with long sleeve)



Air Force short-sleeve combination without tie



Flight cap worn with AF-style uniform  
(company-grade configuration (silver/blue piping) shown)



A few notes for wearing the male version of this Air Force-style uniform:

- You must meet weight and grooming standards to wear this uniform.
- The name plate is the gray three-line, and worn centered over the right breast pocket flap.
- Don't worry about the ribbons and badges just yet. The paperwork authorizing you to wear them won't be done until you are finished with this level.
- The Air-Force blue tie is worn with the long-sleeve shirt and is optional with the short-sleeve shirt.
- A white, v-neck t-shirt is worn with this combination. Crew necks are not worn.
- The shoulder marks (incorrectly called epaulets) are the gray sleeves that slide over the epaulets (the blue tab on the shoulder) that display your grade (lieutenant, captain, etc.). The "CAP" goes closest to your neck. As a senior member without grade, your shoulder marks will simply have "CAP" on them.
- There is a correct length for trousers. It is not the same as the general public. See the poster for details.
- Wear polished (or corfam or patent leather), plain toed black dress shoes. Black socks are worn.
- The easiest hat to use is the flight cap. Officers wear one with the silver/blue edge braid and senior members without grade, NCOs and cadets wear the blue edge braid. There is a difference between the male and female flight caps. The male cap has a more rectangular appearance. Flight caps require a cap device (check the poster for placement).
- The belt is blue and has only one type of buckle: a polished chrome rectangular buckle. The metal tip on the belt has the edge facing the same direction as the material covering the zipper on your trousers.
- If this uniform is worn and an outer garment is required, it must be an approved Air Force outer garment as specified in CAP Manual 39-1 (you are not expected to be inspected wearing an outer garment).
- If you are not sure you are wearing the uniform correctly check the poster or arrive at your meeting a little early and ask an experienced (cadet) officer for help.

*Air Force-style blue shirt combination (female)*

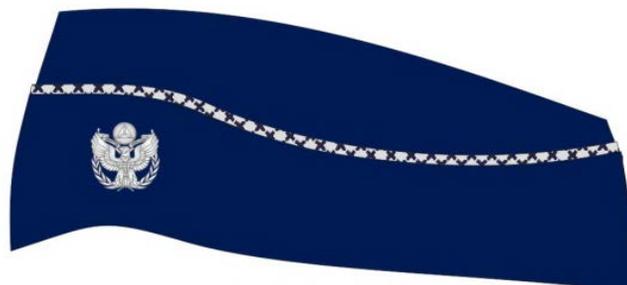
Air Force long-sleeve combination with tie tab  
(tie tab mandatory with long sleeve)



Air Force short-sleeve combination without tie tab



Flight cap worn with AF-style uniform  
(company-grade configuration (silver/blue piping) shown)



A few notes for wearing the female version of this Air Force-style uniform:

- You must meet weight and grooming standards to wear this uniform.
- The name plate is the gray three-line, centered on right side even with or up to 1 1/2 inches higher or lower than the first exposed button and parallel with ground.
- Don't worry about the ribbons and badges just yet. The paperwork authorizing you to wear them won't be done until you are finished with this level.
- The Air-Force blue tie-tab is worn with the long-sleeve shirt and is optional with the short-sleeve shirt.
- The shoulder marks (incorrectly called epaulets) are the gray sleeves that slide over the epaulets (the blue tab on the shoulder) that displays your grade (lieutenant, captain, etc.). The "CAP" goes closest to your neck. As a senior member without grade, your shoulder marks will simply have "CAP" on them.
- There is a correct length for slacks. It is not the same as the general public. See the poster for details.
- You may also wear the Air Force-blue skirt. Length must be anywhere between the top of the knee cap to the bottom of the knee cap.
- Nylon, sheer, non-patterned hose in shades of neutral, brown, navy blue or black may be worn with both the slacks and the skirt. Black socks may be worn with the slacks as well.
- Wear polished (or corfam or patent leather), plain toed black dress shoes or dress pumps with a heel not higher than 2 ½ inches (no platforms, please).
- The easiest hat to use is the flight cap. Officers wear one with the silver/blue edge braid and senior members without grade, NCOs and cadets wear the blue edge braid. There is a difference between the male and female flight caps. The female cap has a more curved and feminine appearance. Flight caps require a cap device (check the poster for an example and placement). Females may wear male or female flight cap.
- The belt is blue and has only one type of buckle: a polished chrome rectangular buckle. The metal tip on the belt has the edge facing the same direction as the material covering the zipper on your trousers.
- If this uniform is worn and an outer garment is required, it must be an approved Air Force outer garment as specified in CAP Manual 39-1 (you are not expected to be inspected wearing an outer garment).
- If you are not sure you are wearing the uniform correctly check the poster or arrive at your meeting a little early and ask an experienced (cadet) officer for help.

*The white aviator shirt combination (male and female) (Variations are not shown, see CAPM 39-1 for more information.)*

**Male short-sleeve aviator shirt**



**Female short-sleeve aviator shirt**



**Female white overblouse**



A few notes for wearing the male version of the aviator-shirt uniform:

- The name plate is the gray three-line, and worn centered over the right breast pocket flap.
- The shirt is an “aviator-style” white shirt with epaulets and breast pockets with button flaps.
- Don’t worry about the ribbons and badges just yet. The paperwork authorizing you to wear them won’t be done until you are finished with this level.
- The Air-Force blue tie is worn with the long-sleeve shirt and is optional with the short-sleeve shirt.
- A white, v-neck t-shirt or a crew-neck t-shirt is worn with this uniform.
- The shoulder marks (incorrectly called epaulets) are the gray sleeves that slide over the epaulets (the white tab on the shoulder) that display your grade (lieutenant, captain, etc.). The “CAP” goes closest to your neck. Right now as a senior member without grade, your shoulder marks will simply have “CAP” on them.
- The trousers are commercial dress trousers of medium gray flannel, tropical worsted, or similar commercial blend, full cut, straight hanging, with or without pleats, with or without cuffs. (No jeans or causal trousers made of cotton or twill fabric.) Front of trouser legs rests on the front of shoe or boot. No bunching at waist or sagging at seat. Trousers must be worn at natural waist.
- Wear black dress shoes or dress boots (plain, without ornamentation). Black or dark blue socks are worn.
- No hat is required with this uniform combination.
- The belt is black and of plain design with a silver or gold buckle. The Air Force-style belt is not worn.
- Any civilian outer garment may be worn with this uniform combination.
- If you are not sure you are wearing the uniform correctly check the poster or arrive at your meeting a little early and ask an experienced (cadet) officer for help.

A few notes for wearing the female version of the aviator-shirt uniform:

- The name plate is the gray three-line, and worn centered over the right breast pocket flap.
- The shirt is an “aviator-style” white shirt with epaulets and breast pockets with button flaps.
- Don’t worry about the ribbons and badges just yet. The paperwork authorizing you to wear them won’t be done until you are finished with this level.
- The Air-Force blue tie-tab or CAP floppy bow is worn with the long-sleeve shirt and is optional with the short-sleeve shirt.
- The shoulder marks (incorrectly called epaulets) are the gray sleeves that slide over the epaulets (the white tab on the shoulder) that display your grade (lieutenant, captain, etc.). The “CAP” goes closest to your neck. As a senior member without grade, your shoulder marks will simply have “CAP” on them.

- The slacks are commercial dress slacks of medium gray flannel, tropical worsted, or similar commercial blend, full cut, straight hanging, with or without pleats, with or without cuffs. (No jeans or casual slacks made of cotton or twill fabric.) Front of slack legs rests on the front of shoe or boot. No bunching at waist or sagging at seat. Slacks must be worn at natural waist.
- The skirt is a commercial dress skirt of gray flannel, tropical worsted, or similar commercial blend. The length of skirt is anywhere from the top of the knee cap to the bottom of the knee cap,
- Nylon, sheer, non-patterned hose in shades of neutral, brown, navy blue or black may be worn with both the slacks and the skirt. Black socks may be worn with the slacks as well.
- Wear plain toed black dress shoes (oxford, loafer or boot with a heel not higher than 2 ½ inches) or dress pumps (no platforms, please). Pumps or shoes are worn with the skirt.
- No hat is required with this uniform combination.
- The belt is black and of plain design with a silver or gold buckle. The Air Force-style belt is not worn. Belt is worn only if slacks or skirt have belt loops.
- Any civilian outer garment may be worn with this uniform combination.
- If you are not sure you are wearing the uniform correctly check the poster or arrive at your meeting a little early and ask an experienced (cadet) officer for help.

A few notes for wearing the female white overblouse uniform:

- The name plate is the gray three-line, centered on right side even with or up to 1 1/2 inches higher or lower than the first exposed button and parallel with ground.
- Don't worry about the ribbons and badges just yet. The paperwork authorizing you to wear them won't be done until you are finished with this level.
- The Air-Force blue tie-tab is worn with the long-sleeve shirt and is optional with the short-sleeve shirt.
- The shoulder marks (incorrectly called epaulets) are the gray sleeves that slide over the epaulets (the blue tab on the shoulder) that displays your grade (lieutenant, captain, etc.). The "CAP" goes closest to your neck. As a senior member without grade, your shoulder marks will simply have "CAP" on them.
- The slacks are commercial dress slacks of medium gray flannel, tropical worsted, or similar commercial blend, full cut, straight hanging, with or without pleats, with or without cuffs. (No jeans or casual slacks made of cotton or twill fabric.) Front of slack legs rests on the front of shoe or boot. No bunching at waist or sagging at seat. Slacks must be worn at natural waist.
- The skirt is a commercial dress skirt of gray flannel, tropical worsted, or similar commercial blend. The length of skirt is anywhere from the top of the knee cap to the bottom of the knee cap,
- Nylon, sheer, non-patterned hose in shades of neutral, brown, navy blue or black may be worn with both the slacks and the skirt. Black socks may be worn with the slacks as well.

- Wear plain toed black dress shoes (oxford, loafer or boot with a heel not higher than 2 ½ inches) or dress pumps (no platforms, please). Pumps or shoes are worn with the skirt.
- No hat is required with this uniform combination.
- The belt is black and of plain design with a silver or gold buckle. The Air Force-style belt is not worn. Belt is worn only if slacks or skirt have belt loops.
- Any civilian outer garment may be worn with this uniform combination.
- If you are not sure you are wearing the uniform correctly check the poster or arrive at your meeting a little early and ask an experienced (cadet) officer for help.

*CAP corporate working uniforms, also known as the “golf” or “polo” shirt ( See CAP CAPM 39-1 for more information)*

Male corporate working uniform



Female corporate working uniform



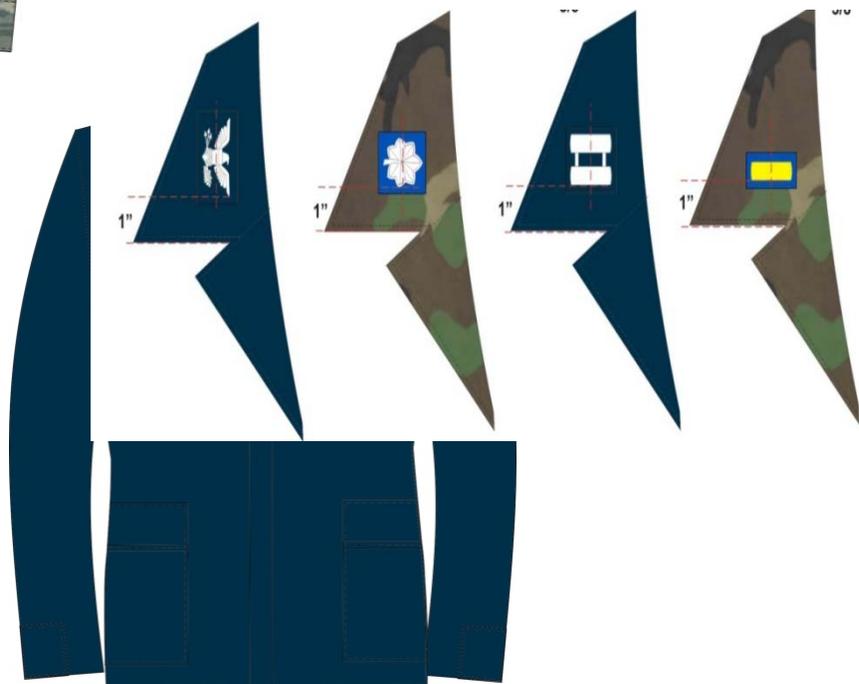
A few notes for wearing the corporate working uniform:

- Uniform consists of a blue knit (golf-style) shirt (long or short-sleeve). CAP seal may be embroidered or screen printed and will be worn on the right breast. An embroidered name (first and last name) in white thread, and one service badge, aviation badge, occupational badge, specialty track badge or duty title on the left breast is optional. If worn, the badge or title is embroidered ½” above and centered over the name.
- Grade insignia: No grade insignia is authorized on this uniform.
- Men will wear the shirt tucked in unless heat conditions on the flight line or while participating in actual flight activities require additional air circulation. Women may routinely wear the shirt un-tucked but the shirt length must not fall below mid-hips.
- The slacks are medium gray colored cargo pants or commercial dress slacks of medium gray flannel, tropical worsted, or similar commercial blend, full cut, straight hanging, with

or without pleats, with or without cuffs. Front of slack legs rests on the front of shoe or boot. No bunching at waist or sagging at seat. Slacks must be worn at natural waist.

- Wear black dress shoes or dress boots (plain, without ornamentation). Black or dark blue socks are worn.
- No hat is required with this uniform combination, but a CAP ball cap would be appropriate.
- The belt is black and of plain design with a silver or gold buckle.
- An appropriate civilian outer garment may be worn with this uniform combination as well as the black leather jacket, light blue windbreaker, blue flight jacket, black fleece and the USAF-style cardigan sweater.

*CAP field uniforms (Airman Battle Uniform, also known as "ABU" or navy blue field uniform. See CAP CAPM 39-1 for more information)*



A few more notes for wearing the CAP field uniform:

- This uniform is common to both male and female members.
- This uniform is normally worn when executing field duties where dress uniforms can be easily soiled.
- Senior members opting to wear the Air Force-style ABU must meet CAP weight and grooming standards. Any senior member can wear the navy blue field uniform.
- In general, patches, badges and grade are worn in the same way on each uniform pattern.
- Head gear. Members wearing the ABU will wear the ABU cap only. Members wearing the navy blue field uniform will wear the navy blue BDU cap or the CAP baseball cap. Embroidered CAP grade is only worn on the ABU-type caps, and either embroidered or metal grade may be worn on the navy blue BDU cap and is worn ½ inch up and centered. Grade is not worn on baseball caps.
- Embroidered nametapes listing last name only is worn over the right breast pocket. The edges of the nametape must meet but not exceed the edge of the pocket (hint: the nametapes will be longer than the width of the pocket, fold the edges back, DON'T cut them back, as they will fray).
- Embroidered "CIVIL AIR PATROL" tape is worn over the left breast pocket. The edges of the tape must meet but not exceed the edge of the pocket (hint: the tapes will be longer than the width of the pocket, fold the edges back, DON'T cut them back, as they will fray).
- Grade is worn 1" from the edge and centered on each collar (see photo). Members without grade will wear the embroidered CAP cutouts.
- Black leather field or "combat" boots are worn with the ABU. Trousers will be bloused inside of the boots with the ABU. Any black shoe or boot may be worn with the Navy blue field uniform and boots do not have to be bloused. Tan or green field boots ARE NOT AUTHORIZED with any uniform.
- A blue web field belt with black field buckle is worn with both uniform patterns.
- A standard desert-tan short- or long-sleeve T-shirt is worn with the ABU. Black crew-neck t-shirts are worn with the navy blue field uniform.
- If you are not sure you are wearing the uniform correctly check the poster or arrive at your meeting a little early and ask an experienced (cadet) officer for help.

***Task: Choose which uniform combination that you and the unit plan for you to wear regularly. Concentrate on obtaining the required items and learning proper wear.***

The CAP uniform performs basic and important functions. It identifies who we are: among ourselves in a group and to the public we serve. It provides comfort and protection as we perform our many and specialized tasks. It promotes teamwork and spirit. Wearing our uniform well is as important, perhaps even more important, than the uniform itself. It signals our professionalism, our commitment, our attention to detail. It is our résumé. It is our symbol. It reflects our organization. Wear it with pride.

# SENIOR MEMBER GRADE

Below are the insignia, title and abbreviation for Civil Air Patrol senior member officer and noncommissioned officer (NCO) grades. You will learn more about the grade structure in the Level 1 Orientation course.

## Officer

Insignia								
Title	Second Lieutenant	First Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier General	Major General
Abbreviation	2d Lt	1st Lt	Capt	Maj	Lt Col	Col	Brig Gen	Maj Gen

## Noncommissioned Officer (NCO)

Insignia					
Title	Staff Sergeant	Technical Sergeant	Master Sergeant	Senior Master Sergeant	Chief Master Sergeant
Abbreviation	SSgt	TSgt	MSgt	SMSgt	CMSgt

# SENIOR AWARDS AND ACHIEVEMENTS

Below is a sample of the ribbons you can earn for achievements while in Civil Air Patrol.

## Ribbons



Silver Medal of Valor



Bronze Medal of Valor



Distinguished Service Medal



Exceptional Service Award



Meritorious Service Award



Commander's Commendation



Achievement Award



Certificate of Recognition for Lifesaving



National Commander's Unit Citation



Unit Citation



Gill Robb Wilson Award



Paul E. Garber Award



Gover Loening Award



Leadership Award



Membership Award



A. Scott Crossfield



General Yeager Award



Command Service



Red Service Ribbon



"Find" Ribbon



Search & Rescue Ribbon



Counter Drug



Disaster Relief Ribbon



Homeland Security



Cadet Orientation Pilot



Community Service Ribbon



IACE Ribbon



National Cadet Competition Ribbon



National Color Guard Competition Ribbon



Cadet Advisory Council Ribbon



NCSA Ribbon



Encampment Ribbon



Senior Recruiter Ribbon



Wartime Service Ribbon

# COMMON CIVIL AIR PATROL AIRCRAFT

Civil Air Patrol operates and maintains fixed-wing aircraft, training gliders, ground vehicles, and a national radio communications network. Below are some of the most common aircraft used by Civil Air Patrol to perform its congressionally chartered missions.

## C-172



Gross Weight: 2550 lbs  
Speed: 110K  
Range: 500NM  
Number of Crew and Passengers: 4  
Manufacturer: Cessna

## GA8



Gross Weight: 4000 lbs  
Speed: 120K  
Range: 600NM  
Number of Crew and Passengers: 8  
Manufacturer: Gippsland

## C-182



Gross Weight: 2550 lbs  
Speed: 135K  
Range: 700NM  
Number of Crew and Passengers: 4  
Manufacturer: Cessna

## Glider



Gross Weight: 1150 lbs  
Speed: 60K  
Number of Crew and Passengers: 2  
Manufacturer: Blanik