



BEXAR COUNTY SENIOR SQUADRON
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
8810 Spanish Moss
Windcrest, Texas 78239

August 20, 2010

MEMORANDUM FOR NEW MEMBERS

FROM: TX424/PAR

SUBJECT: New Member Training Checklist

1. Over the years, BCSS has found that new members are confused with the many training requirements demanded of new members. Since most of this training must be accomplished before any flying training or qualifications can be started, many new members languish for long periods without any flying participation, and without knowing why they can't participate. In an attempt to keep our new members informed of the training requirements that lead up to flying participation, we've put together this checklist that applies to new CAP BCSS members.
2. This document can be found under the Recruiting section of the Bexar County Senior Squadron website: <http://www.tx424.com>.

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STEVEN RICE, Capt, CAP
Deputy Commander
Recruiting and Retention Officer

Level 1 (Initial CAP Member Level) Completion

TRAINING	DESCRIPTION	WHERE IS IT FOUND	RESULTS
eServices Account	CAP electronic record system	https://www.capnhq.gov/CAP.eServices.Web/Default.aspx	Create an Account
Foundations	Background/History of CAP	In New Member's Kit, or found at: http://members.gocivilairpatrol.com/cap_university/level_i_foundations.cfm	Turn in test
CPPT	Cadet Protection Program Training	In New Member's Kit, or found at: http://members.gocivilairpatrol.com/cap_university/level_i_foundations.cfm	Turn in test
E.O.	Equal Opportunity Training	https://tests.capnhq.gov/EO_Training/Index.cfm	Recorded automatically
Basic ORM	Basic Operational Risk Management	http://members.gocivilairpatrol.com/safety/orm_worksheets.cfm	Recorded automatically
Ground Handling Video	Teaches safe ground movement of aircraft	https://www.capnhq.gov/CAP.MultiMedia.Web/Video.aspx	Recorded automatically
Commander's Initial Interview	Completion of Level 1	Schedule with BCSS Commander at next Squadron Meeting	CC sends CAPF11 to CAP National

GES – General Emergency Services Training

TRAINING	DESCRIPTION	WHERE IS IT FOUND	RESULTS
CAPT 116 – Part 1	General Emergency Services Information	https://tests.capnhq.gov/newtests/test.cfm?grp=dos	Turn in certificate
CAPT 117	CAP Test 117, parts 1,2,3 – ES Continuing Education Exams	https://tests.capnhq.gov/newtests/test.cfm?grp=dos	Recorded automatically
ICS-100	Introduction to the National Incident Command System	http://training.fema.gov/EMIWeb/IS/is100b.asp	Turn in or upload emailed certificate
ICS-700	In introduction to NIMS	http://training.fema.gov/EMIWeb/IS/IS700A.asp	Turn in or upload emailed certificate

Aircrew Specialties' Training

TRAINING	DESCRIPTION	WHERE IS IT FOUND	RESULTS
Basic Comm User	Basic Radio Communications	Schedule with BCSS as needed	Sign CAPF11 at class
PILOTS ALSO HAVE TO DO			
ICS-200	ICS for Initial Action Incidents	http://training.fema.gov/emiweb/is/is200b.asp	Turn in or upload emailed certificate
CAP Form5	CAP Pilot Check Out	See additional sheet for CAP Pilot check out procedures	Submit all paperwork