



COLORADO SPRINGS CADET SQUADRON
 CIVIL AIR PATROL
 UNITED STATES AIR FORCE AUXILIARY
 PO Box 14205
 Colorado Springs, CO 80914



CHECKLIST FOR CADET MEMBERSHIP

- Completed Application for Cadet Membership: [CAP Form 15](#)
(Social Security Number needed to complete application) Verified: _____
- [Cadet Physical Fitness Test Wavier Request](#) Completed (if applicable)
(Applicable if the cadet has a permanent or temporary physical restriction) Verified: _____
- Check #1 for \$38 payable to: "National Headquarters, CAP" Verified: _____
- Check #2 for \$15 payable to: "Colorado Springs Cadet Squadron" Verified: _____
- Placed in a Flight (please circle): Yankee Zulu
- Element assigned (Y Flt/CC) Verified: _____
- Added to Recall Roster (Yankee Flight Commander (Y Flt/CC) Verified: _____
- Recall Roster issued (Y Flt/CC) Verified: _____
- Quarterly Training Schedule (QTS) Issued (Y Flt/CC) Verified: _____
- Cadet Mentor Assigned: Mentor: _____ Verified: _____
- Fitted for Uniforms (Capt Eva Hailbronner) Verified: _____
- Squadron Patches, T-Shirt and coin purchased (Capt Eva Hailbronner) Verified: _____
- IT officer notified of cadet's email address (Lt Col Toy/Maj Hailbronner) Verified: _____
- IT officer notified if you would like a CSCS e-mail address (if required)
(required if you would like a @cscs.cowg.cap.gov e-mail address) Verified: _____
- Personnel File Created (2d Lt Mia Ottesen) Verified: _____
- All Region, Wing and Squadron Policy Letters Read
([Policy Letter's Website](#)) Verified: _____

Once CAP ID number received, complete the following:

- Completed [Base Access Letter](#) with CAP ID number (if required)
(Required if you do not have a DoD ID Card for access to Peterson AFB) Verified: _____
- Emergency Notification Data with CAP ID number: [CAP Form 60](#) Verified: _____
- OPSEC Training Completed (<https://tests.cap.af.mil/opsec>) Verified: _____
- Complete Ground Handling Video: (eServices → CAP Multimedia
(on left hand side) → Video Courses (on left hand side) Watch the video
(I suggest downloading it) then take the 10 question test.) Verified: _____
- Complete Basic ORM Course
(http://members.gocivilairpatrol.com/media/cms/ORM_Basic_Course_74EA61818E3F1.ppt) Verified: _____
- Complete Equal Opportunity Training
(https://tests.cap.af.mil/EO_Training/Index.cfm) Verified: _____
- Uniform Voucher Completed online with CAP ID number
(see [Uniform Program Instructions](#) in your packet) Verified: _____