



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



### CHECKLIST FOR SENIOR MEMBERSHIP

- Completed Application for Senior Membership: CAP Form 12  
*(Social Security Number needed to complete application)* Verified: \_\_\_\_\_
- Two (2) completed Fingerprint Cards completed  
[Link for list of Local Fingerprinting sources](#) Verified: \_\_\_\_\_
- Check #1 for \$72 payable to: "National Headquarters, CAP" Verified: \_\_\_\_\_
- Check #2 for \$15 payable to: "Colorado Springs Cadet Squadron" Verified: \_\_\_\_\_
- Added to Recall Roster (Lt Col Toy/Maj Hailbronner) Verified: \_\_\_\_\_
- Recall Roster issued (Lt Col Toy/Maj Hailbronner) Verified: \_\_\_\_\_
- Determine interest in staff positions (Lt Col Toy/Maj Hailbronner) Verified: \_\_\_\_\_  
Staff Position(s) Desired: \_\_\_\_\_
- Senior Mentor Assigned: Mentor: \_\_\_\_\_ Verified: \_\_\_\_\_
- Level 1 Information Given (Lt Col Toy/Maj Hailbronner) Verified: \_\_\_\_\_  
[http://www.capmembers.com/cap\\_university/level\\_i\\_foundations.cfm](http://www.capmembers.com/cap_university/level_i_foundations.cfm)
- Does member have prior Military Service? If Yes: Verified: \_\_\_\_\_  
PME Credit for CAP Professional Development (CAPR 50-17) Verified: \_\_\_\_\_  
Promotions (O and E) due to military rank
- Squadron Patches, T-Shirts, PT gear, coin purchased (Capt Eva Hailbronner) Verified: \_\_\_\_\_
- IT officer notified of email address (Lt Col Bob Toy/Maj Hailbronner)  
Verified: \_\_\_\_\_
- IT officer notified if you would like a CSCS e-mail address *(if required)* Verified: \_\_\_\_\_  
*(required if you would like a @cscs.cowg.cap.gov e-mail address)*
- Personnel File Created (2d Lt Mia Ottesen) Verified: \_\_\_\_\_
- All Region, Wing and Squadron Policy Letters Read Verified: \_\_\_\_\_  
[\(Policy Letter's Website\)](#)

**Once CAPID number received, complete the following:**

- Completed Base Access Letter *with CAPID number (if required)* Verified: \_\_\_\_\_  
*(Required if you do not have a DoD ID Card for access to Peterson AFB)*
- Complete Level 1 Training (CAP Foundations, CPPT, Intro to Safety, EO and OPSEC) Verified: \_\_\_\_\_  
[http://www.capmembers.com/cap\\_university/level\\_i\\_foundations.cfm](http://www.capmembers.com/cap_university/level_i_foundations.cfm)
- Complete Ground Handling Video: *(eServices-->CAP Multimedia)* Verified: \_\_\_\_\_  
*(on left hand side)-->Video Courses (on left hand side) Watch the video (I suggest downloading it) then take the 10 question test.)*
- Complete Basic ORM Course Verified: \_\_\_\_\_  
[http://members.gocivilairpatrol.com/media/cms/ORM\\_Basic\\_Course\\_74EA61818E3F1.ppt](http://members.gocivilairpatrol.com/media/cms/ORM_Basic_Course_74EA61818E3F1.ppt)
- Once Level 1 is complete, review with Professional Development Officer Verified: \_\_\_\_\_  
and Squadron Commander (Lt Col Toy & Lt Col Mueller)
- Emergency Notification Data *with CAPID number*: CAP Form 60 Verified: \_\_\_\_\_

**Once Level 1 is completed and posted, complete the following:**

- Assign member to Specialty Track IAW desired staff position Verified: \_\_\_\_\_  
*(Lt Col Bob Toy/Maj Hailbronner)*
- Complete CAPF 2 for promotion due to military rank *(if necessary)* Verified: \_\_\_\_\_  
*(Lt Col Bob Toy/Capt Richard Jessop)*
- E-mail certificates of completion for military PME *(if necessary)* Verified: \_\_\_\_\_  
[jcarroll@capnhq.gov](mailto:jcarroll@capnhq.gov) *(Lt Col Bob Toy/Maj Hailbronner)*