



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



CHECKLIST FOR SENIOR MEMBERSHIP (TRANSFER)

- Initiate transfer in eServices (2d Lt Mis Ottesen): Verified: _____
- Check 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: _____
- Professional Development Review (Lt Col Toy/Maj Hailbronner) 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.](#)) (if required) Verified: _____
- Complete Basic ORM Course (if required) Verified: _____
 (http://members.gocivilairpatrol.com/media/cms/ORM_Basic_Course_74EA61818E3F1.ppt)
- Determine interest in staff positions (Lt Col Toy/Maj Hailbronner) Verified: _____
 Staff Position(s) Desired: _____
- Senior Mentor Assigned: Mentor: _____ Verified: _____
- Squadron Patches, T-Shirts, coin purchased (Capt Eva Hailbronner) Verified: _____
- IT officer notified of email address (Lt Col 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](#))
- 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 Emergency Notification Data Form: CAPF 60 Verified: _____