



CIVIL AIR PATROL JEFFCO SQUADRON

11675 Airport Way
Broomfield, CO 80021



5 July 2011

Level 1 Interview

From Level 1 Interview to Next Steps

Session I: Introduction to Computer Systems, Squadron Structure, Regulations & Expectations

- [eServices](#)
 - Member Search
 - Operations Qualifications
- [NHQ Website](#)
 - Members
- Colorado Wing (COWG) Website, Set-up Account: <http://www.coloradowingcap.org>
- Jeffco Squadron Website: Log-in, www.coloradowingcap.org/jeffco
- [Jeffco Org Charts](#)
 - Org Chart
 - Dept Teams
 - Inactive in Specialty Track
 - Meetings
- Add to the Jeffco Email Distro List [COWG]
- Add to the Wing Email Distro List [JEFFCO]
- RMMA Gate 3 Access Application
- Maintain Jeffco Membership (90 day grace period).
 - Current on Level 1 Training
 - Foundations Course
 - Cadet Protection Program Training (CPPT)
 - Operation Security (OPSEC)
 - Equal Opportunity (EO)
 - Introduction to CAP Safety Program for New Members
 - Maintain monthly safety currency
 - Current on Annual Squadron Dues and No Out Standing Debts

Professional Development:

- Three Areas of Opportunity:
 - Aircrew Member (prerequisites; CAPT 116 pt 1 & ICS-100).
 - Mission Base Assistant (MSA), Scanner, Observer, Pilot
 - Mission Base Staff (prerequisites; MSA Training).
 - Specialty Track
 - Team Member and Duty/Staff Position
- Specialty Tracks: [Pamphlets P-200 through P-229](#)
- Promotions: [CAPR 35-5](#)
- Professional Development Program, Level 1-5: [CAPR 50-17](#)
- Awards: [CAPR 39-3](#)
- Senior Member Master Records: [CAPF 45](#)
 - [Professional Development Chart](#)

Session II: Level I Core Training & Select Specialty Track and/or Aircrew Training

Level I Core Training:

- Foundations Course, Review Modules 1-6
 - 1) History & Organization
 - 2) Policies
 - a. [Forms & Publications](#)
 - 3) Wear of the Uniform
 - a. [CAPM 39-1](#)
 - b. [Vanguard](#)
 - 4) Customs & Courtesies
 - 5) Core Values
 - 6) Leadership
- Cadet Protection (CPPT)
- Operations Security (OPSEC)
- Equal Opportunity (EO)
- Online Safety Briefing [eServices]
- Select Specialty Tracks: [Pamphlets P-200 through P-229](#)
- Emergency Services (ES) Training Prerequisites (Mission Staff Assistant & Aircrew Member):
 - [CAPT 116 pt 1](#) – General ES (automatic record to eServices record)
 - [Aircraft Ground Handling](#) – (automatic record to eServices record)
 - [IS-100](#) & [IS-700](#) – Intro to Incident Command System (email certificate to Commander or ES Officer)

Administrative Business:

- CAPF 11 – Completing the Foundations Course & CPPT Training

Jennifer Kauffman, Capt, CAP
Jeffco Squadron Commander