



COLORADO SPRINGS CADET SQUADRON
 CIVIL AIR PATROL
 UNITED STATES AIR FORCE AUXILIARY
 PO Box 75532
 Colorado Springs, Colorado 80970-5532



CHECKLIST FOR CADET MEMBERSHIP (TRANSFER)

- Personnel Records Review (2d Lt Mia Ottesen) Verified: _____
- Placement review (DCC/Cadet Commander) Verified: _____
- Check for \$15 payable to: "Colorado Springs Cadet Squadron" Verified: _____
- Placed in Flight(Please circle): Alpha Bravo Tango Yankee Zulu
- Added to Recall Roster (Supervisor) Verified: _____
- Recall Roster issued (Supervisor) Verified: _____
- Quarterly Training Schedule (QTS) Issued (Supervisor) Verified: _____
- Cadet Mentor Assigned: Mentor: _____ Verified: _____
- Squadron Patches and T-Shirts 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 applicable)* Verified: _____
(Applicable if you would like a personalized @cscs.cowg.cap.gov e-mail address)
- CSCS Personnel File Created (2d Lt Mia Ottesen) Verified: _____
- All Region, Wing and Squadron Policy Letters Read Verified: _____
(Policy Letter's Website)
- [Cadet Physical Fitness Test Wavier Request](#) Completed *(if applicable)* Verified: _____
(Applicable if the cadet has a permanent or temporary physical restriction)
- Completed [Base Access Letter](#) with CAP ID number Verified: _____
(Required if you do not have a DoD ID Card for access to Peterson AFB)
- Emergency Notification Data with CAP ID number: [CAP Form 60](#) 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 Verified: _____
http://members.gocivilairpatrol.com/media/cms/ORM_Basic_Course_74EA61818E3F1.ppt
- Complete Equal Opportunity Training Verified: _____
https://tests.cap.af.mil/EO_Training/Index.cfm