



JOINING & FLYING with the CIVIL AIR PATROL
United States Air Force Auxiliary
Squadron 23 (CA-016), Marin Air Rescue, California Wing
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JOINING CAP

1. Attend a few meetings to learn more about CAP, get to know current members, allow them to get to know you. The Senior meetings take place the 2nd and 4th Monday night of each month, and the Cadet meetings take place every Monday night, at 7:00pm at Gness Field in the CAP headquarters just south of the main airport offices (Pilots' Lounge). For questions, see the local squadron/flight website (<http://sq23.cawg.cap.gov/>).
2. Apply online for a free information packet at the national CAP website (<http://www.cap.gov>). Click on "Join" then "Becoming a Member."
3. If you find that CAP is for you, submit the following package to the membership committee:
 - a. National application (Form 12 for Seniors and Form 15 for Cadets) which will be provided by our Squadron (or which can be found at the National site under "Members," "Forms and Publications," "Forms." For Cadets, this includes a free uniform order form! **(Supplied by Sq23)**
 - b. State Office of Emergency Services application form that will be provided by our Squadron (or which can be found at the California Wing website <http://cawg.cap.gov> then "Publications," "Forms," "OES 2000") to initiate disaster service worker insurance coverage. **(Supplied by Sq23)**
 - c. Names of three personal references with addresses and phone numbers. Referents should have known you for at least one year. Please indicate the type of relationship (e.g. friend, co-worker, business associate, teacher, etc).
 - d. Two checks (which will be returned if application is not approved locally or nationally):
 - i. "Civil Air Patrol, National Headquarters" annual membership: \$82 Seniors, \$49 Cadets
 - ii. "Civil Air Patrol, Marin Squadron 23" annual membership: \$25 Seniors, \$10 Cadets

Plus, for Seniors only:

 - e. Fingerprints on a card provided by CAP (police stations and some commercial establishments provide fingerprinting services for approximately \$5, but CAP's card must be used). **(Supplied by Sq23)**
 - f. Copy of DMV history (a 3-year history is enough, and this can be obtained on-demand by visiting a local DMV office and paying \$5).
 - g. Statement of occupation and employment for the last 3 years.

Note 1: Maintain personal copies of ALL documents provided to CAP for future reference.

Note 2: The organizational structure of CAP is as follows:

- National Headquarters (at Maxwell Air Force Base in Alabama)
- Region (we are part of the "Pacific" Region)
- Wing (California is considered a wing by itself and is managed from Van Nuys)
- Group (we are in Group 5, the "NorCal" group, which covers the following counties: El Dorado, Humboldt, Marin, Placer, Sacramento, Shasta, Solano, Sonoma, and Yuba)
- Squadron (we are a Squadron 23)

Note 3: Our "unit reference" (which you'll need for the application) is PCR-CA-016, often expressed as just CA-016 (which is Pacific Coast Region – California – Unit 016...yes, 16 though we're Sq. 23).

4. Meet with the membership committee that is chartered with reviewing suitability of prospective members and assisting you with your application process.
5. If the local membership committee recommends acceptance of the applicant, and the application is reviewed and accepted at the state and national levels, a temporary membership card will be provided by the national office. A permanent card will be provided after a complete background check is conducted.

6. Subsequent to receiving your national membership card, you will be provided with a photo ID card. These can be generated locally once we have a digital photo of you.
7. Take and pass Level One orientation and Cadet Protection course offered throughout the state (see <http://cawg.cap.gov/> to review the state calendar, or inquire at the local squadron).
8. Use CAP ID number provided on membership card to apply for web access (see <http://www.cap.gov> then Member, e-Services).

IF YOU WANT TO FLY

The current prerequisites, documented in regulation 60-1, to be a CAP pilot in CAP aircraft are:

- 1) Be an active CAP member at least 17 years of age (16 years of age for CAP glider pilots).
 - 2) Possess a valid FAA private, commercial or airline transport pilot certificate.
 - 3) Possess a class III or higher medical certificate (not required for gliders).
 - 4) Possess a current flight review IAW FAR 61.56.
 - 5) Complete a CAP Form 5 written exam (online) and aircraft questionnaire (attachments 3 and 4) for each aircraft.
 - 6) Satisfactorily complete a CAPF 5 flight check.
9. After studying the CAP Flight Management regulation 60-1 (see <http://www.cap.gov>, Members, Forms & Publications, Rules & Regulations), take the Form 5 test (basic CAP flight regulations) online at <http://www.cap.gov>, Members, e-Services).
 10. Prepare the following documents:
 - a. Statement of understanding (See Form 60-1).
 - b. Aircraft questionnaire (See Form 60-1).
 - c. CAP Form 118 pilot qualifications (minimum hours plus VFR and IFR currency)
 - d. Take flight test with CAP check pilot. Note that all CAP flights require a flight release, whether the flight is funded or not, and that the release officer must be called both before the flight (for release) and after the flight (to document the total flight time). In addition, any funded training flights or missions should be reported for refund on a CAP Form 108.
 11. Update pilot records online at <http://www.cap.gov>, Members, e-Services
 12. Generate a (paper) Form 2A requesting approval as a CAP pilot. The documentation requirements are listed in the California Wing (CAWG) administrative guide (11-1) which can be found on the CAWG website (<http://cawg.cap.gov>). This Form and backup documentation is routed to Group 5 then Wing for approval. Only when a signed copy of this doc is back in your file are you officially a pilot.
 13. Get checked out in the CAP Cessna 182 if your initial Form 5 flight test was not in that plane. Just as for the addition of any other aircraft to your CAP repertoire, this requires a Form 5, Aircraft Questionnaire, and flight test. The documentation of Form 5's (after your initial one) must be recorded in the CAP e-Services application but the paper is filed locally (no need to route via Group and Wing).
 14. Purchase uniform and associated materials from CAPMart by faxing a list with your CAP ID #, Name, Address, and Phone Number to 334-265-6381. Note that a CAP uniform must be worn whenever flying CAP aircraft, and some items can have long leadtimes (especially embroidered items which can take 4-6 weeks, and any time it may take for you locally to get Velcro sewn onto patches and your flight suit). Some of the non-CAP-specific materials (e.g. flight suits, boots, etc) can also be found through military surplus channels or other commercial channels. The following materials are suggested (in addition to a Marin Flight patch available from Sq23).

Required?	Qty	Item #	Catalog Page	Cost Each	Description
Yes (1)	2	637D	5	1.70	CA Patch
Yes (1)	2	????	??	????	National Patch (new as of May '04)
Yes (1)	2	836B	14	1.50	American Flag
Yes (1)	2	599G	17	4.95	Name Badge (GREG FELTON, PILOT, CAP)
Yes (or blue shirt without name or blazer)	1	963Q	11	29.50	Blue Golf Shirt (GREG FELTON, PILOT, size = ?)

uniform)					
No	1	????	??	????	Short sleeve White Aviator Shirt (formal uniform)
No	2	????	??	????	Grey shoulder boards for White Aviator Shirt (formal uniform)
No (to secure patches to flight suit)	2	599W	17	1.25	Velcro (dark green, loops), 1 foot
No (to secure patches to flight suit)	2	599X	17	1.25	Velcro (dark green, hooks), 1 foot
No	1		19	10.50	Pilot Hat
Yes	1			145.00	Flight Suit (dark green, NOMEX, size = ?)
Yes (or a personal blazer or one of the golf shirts)	1				Blazer (blue, size = ?)
Yes (or personal pair)	1pr				Slacks (gray, size = ?)
Yes (or personal pair)	1pr				Shoes (black, size = ?)
Yes	1pr				Boots (black, ALL LEATHER, size = ?) – also try www.lawboot.com
No	1pr				Nomex Gloves
No	1	599T	9	23.00	Pocket Device to turn blazer into uniform

15. Properly prepare yourself, your flight bag, and your flight suit with key items for survival (e.g. map, compass, flashlight/headlamp, signaling mirror, extra food and water, warm clothes, sunglasses, first-aid kit, pocketknife, waterproof matches, fire starter, emergency shelter). See CAPR 62-1 CAWG Supplement 1, Attachment 2 for mandatory items and additional suggested survival supplies. Also equip yourself with supplies which may be needed if landing in a remote area is possible due to Search and Rescue mission demands (e.g. coins for vending machines and telephones, pens, backup portable radio, portable GPS, backup batteries, etc). See "Quick Equipment Checklist" at the end of this document prior to each mission.

IF YOU WANT TO PARTICIPATE IN MISSIONS (either in the air or on the ground)

To participate in missions, you must be certified in each of the specific skills required for the role desired. To be a mission pilot, for example, one must first take radio procedures training, become a qualified scanner, then become a qualified mission pilot. Though this may seem bureaucratic, the skills learned are valuable and are not all intuitive. Each qualification will be documented on the e-Services website from which Training Records can be printed. Information contained in the system (or printed as a backup) will be used by mission incident commanders to validate the capabilities of each member of a mission response team.

16. To get qualified in "General Emergency Services," the foundation for all other qualifications, study the appropriate materials (60-1, 60-3, 60-4 (both parts), 60-5 located on the national website (<http://www.cap.gov> under Members, Forms and Publications, Regulations) and take the Form 116 test online (Members, E-Services, Online Tests, and you must take parts 1 & 2) then request the General Emergency Services rating. Once the unit commander approves this application, you will be issued an updated yellow Emergency Services card with the General ES rating properly reflected. As you are certified in additional areas (e.g. scanner, mission pilot, transport pilot, ground team member, urban direction finding team member, incident commander, etc), replacement cards will be printed with additional areas of qualification exposed. You will use this card to identify your qualifications on any missions in which you participate. Note that to participate in any mission or SAREX you should always have your current membership card with you as well!

17. Procure text pager (if one not already in possession). CAP can route messages, such as urgent mission alerts, to both pagers and email accounts but most people find that pagers are a more timely mechanism for becoming aware of incidents. In order to subscribe to any of the California Wing mailing lists, you must send an email to the Wing Mailing List Manager at maillists@cawg.cap.gov with the following information:

- a. Your full name
- b. Your Charter Number (the Marin Squadron is: PCR-CA-016)
- c. Your CAPSN or CAPID
- d. The email address that you want the email sent to
- e. The lists that you want to be subscribed to (**all, redcap or cawgtraffic**)
 - "Redcap" for high priority (e.g. search and rescue) messages – recommended for pager and/or cell phone
 - "CAWGTraffic" covers all California Wing communication – recommended for email
 - "All" for everything related to CAP (includes Redcap but not CAWGTraffic) – recommended for email

Refer to the CAWG website <http://cawg.cap.gov/> for a more complete description of the wing-wide mailing lists and their purposes.

18. Work through the basic requirements of the Urban Direction Finding rating with Sq23 personnel then start taking part in missions immediately by responding to calls for ground crews. You will learn a lot about how CAP works, how to most effectively operate the equipment, communications within the organization, key personnel, etc. To get checked out as an Urban Direction Finding Team Member, Ground Team Member, and/or Ground Team Leader, study the tasks on the national website under Operations/Emergency Services. Be advised that there are MANY skills that must be mastered in order to ensure your survival and effective operation in the field. Some may seem excessive, but this list is consistent with those used by Search and Rescue teams nationally and they are designed to keep you alive! As you accomplish individual tasks, update the e-Services site and your commander will certify that you've mastered these tasks.
19. Create a personal mission log. It's worthwhile to make sure you are properly reimbursed for your costs, and based on the frequency of your response and the outcome of missions, you can even receive awards! This is not mandatory, especially since there is a central Squadron 23 log kept on the website, but it's recommended that you track the following:
 - Mission number
 - Mission date
 - Location
 - Other responders
 - Incident Commander (IC)
 - Role played (whether in the air or on the ground, what role, etc)
 - Mission outcome (distress find, non-distress find, ELT signal disappeared, etc)
 - Expenses submitted on a Form 108 (and confirmation of reimbursement)
 - Lessons learned
 - Other personal notes
20. Review, for all additional emergency services ratings in which you are interested, the prerequisites, necessary training for a "trainee" card, and necessary additional training for the granting of the rating. Note that the steps below must also be followed over time to ensure that the e-Services system properly reflects the training you have accomplished as this is the "formal" repository to which Incident Commanders refer to ensure you have the ratings you claim before launching on a SAREX or actual mission.
21. Take radio communication training (Basic Communication User Training – BCUT or Advanced Communication User Training - ACUT), sometimes referred to as ROA (Radio Operator Authorization) and update the e-Services site to let it know that you have done so. The BCUT is a basic communications course that has a two-year renewal cycle. The ACUT is a more advanced course that results in the permanent ability to use CAP radios. If available, the ACUT course should be taken, not only to attain a higher level of skill but to eliminate the need to renew this qualification. If you have a personal radio (e.g. portable, car mounted, etc), you can, upon completion of the ACUT course, apply for and be issued a personal "Yosemite" (e.g. "Yosemite 123") call sign that you will use during all CAP communication.

IF YOU WANT TO PARTICIPATE IN MISSIONS (in the air)

22. As a pilot with 100 hours PIC and 50 hours Cross Country, you can immediately become qualified to fly missions as a "Transport Pilot." You will be able to move personnel and equipment (such as deputies, dogs, blood, etc) in support of Search and Rescue and other missions, though you will not be able to fly on the missions themselves (e.g. conducting grid searches looking for wrecks, chasing ELTs, etc) until you become a Mission Pilot. Also note that you will only be able to fly planes in this capacity if you have had a Form 5 checkout in the aircraft you are proposing to use for the mission! See the e-Services site.
23. Take scanner training. This is a critical prerequisite to become a mission pilot. You must take ground training and participate acceptably in two separate missions or SAREXs before you will be signed off as a Scanner. For this rating, **AS WITH ALL OTHERS**, go to the e-Services site, select the rating in which you are interested, and print out a copy so that you can see the list of qualifications that you must meet. As you complete elements of the training, instructors will sign this printed form. It is your responsibility to then inform the e-Services application that you have completed these elements. You can take a good deal of the ground training online (see CAWG and National sites).

Once you have completed all of the education and testing requirements, then participate in two missions during which you demonstrate your skills, you'll see that all items on the e-Services site are checked off and it will indicate, "The above listed member has completed the required tasks and training requirements for the Mission Scanner specialty qualification. The member must generate a CAPF 100 to request approval of the specialty qualification. The member may participate in actual or training missions in the specialty under supervision until the CAPF 100 is approved." So, request the CAPF 100!

24. Take mission pilot (sometimes referred to as SAR Pilot) training. Like Scanner training, you must accomplish a significant amount of ground training, followed by airborne training and participating in several real or simulated missions with a mentor already certified as a Mission Pilot. In addition, you must pass a Form 91 Mission Pilot flight test which demands the demonstration of all necessary SAR planning and flight management skills; grid identification and navigation; search patterns such as grid, creeping line, and route; ELT tracking; etc. And don't forget to keep the e-Services application informed of your progress!
25. Purchase additional materials from the CAP bookstore by faxing a list with your CAP ID #, Name, Address, and Phone Number to 334-265-6381. Again, some of the non-CAP-specific materials can also be found through military surplus channels or other commercial channels.
 - a. Gridded Sectionals: These will soon be generated on a printer by Squadron 23, or they can be created manually, with a bit of time and patience, using a standard sectional chart. Note that the standard numbering of the grids can be found for any U.S. sectional by referring to the guide on the Squadron 23 website BUT always confirm that your grid numbering matches the IC's when assigned a specific grid on a mission so that you go where the IC expects you to.
 - b. Safety kit
 - c. Personal radio (portable or car mounted) – this is purely optional, but if you utilize a personal radio it must meet CAP specifications and member must have appropriate radio license after ACUT class to utilize unique call sign/station.
26. Fly successful missions, save lives, and help others to appreciate the joy of flight! Remember to take along all supplies mentioned above PLUS prescription glasses (dark and clear), ELT tracking equipment, book just in case you are waylaid (while, for instance, waiting for the next satellite pass to refine an ELT beacon location or confirm it is no longer transmitting), a lapboard for recording progress, cell phone, pager, headset, current IFR/VFR charts, current approach plates, and current Airport Facility Directory.

AND THERE ARE FURTHER WAYS YOU CAN CONTRIBUTE

27. Teach Others: You can teach then certify the skills of others if you take the Skills Examiner Training, which takes a total of about 10 minutes. You can find the 10-question online quiz, and the 13 slides containing the background material (answers), on the National website.
28. Become a Tow Pilot and Wing Runner: You can find the courses and online tests at <http://soaringsafety.org/dl.asp>. Even if you are not planning to tow gliders any time soon, you might enjoy reading this (or at least looking at the pictures). It's a whole different world. To qualify to be a tow pilot you must also:
 - Be at least a Private Pilot, active CAP pilot, 21 years old, and have a 3rd class medical
 - Have min. 200 hrs PIC in SE aircraft plus min. 50 hrs and 25 take-offs/landings in high performance
 - Current Form 5 in writing on a Form 2A with Wing HQ/DOV approval
 - Meet requirements of CFR 61.69 and understand CFR 91.309

For more information, see the Squadron 23 website at <http://sq23.cawg.cap.gov> or contact the CAP unit at 415-897-2777 (messages will be checked at every meeting, if not more frequently) or pcrca016@earthlink.net (which should be checked at least every couple of days).

USEFUL ACRONYMS:

- ACUT – Advanced Communications Training, necessary to have unique radio station issued. No renewal required. See also ROA.
- ADA - Assistant Admin Officer
- AEO - Aerospace Education Officer
- ART - Annual Recurrency Training
- BCUT – Basic Communications Training, necessary to use CAP radios. Annual renewal required. See also ROA.
- CAPT – Captain, one level above 1st LT
- CAWG - California Wing (most wings consist of several states, but CA is a wing unto itself)
- CC - Commander
- CD – Counter Drug (sometimes referred to as CN for Counter Narcotics, and sometimes referred to as DOC)
- CD - Deputy Commander
- CLC – Corporate Leadership Course
- CP - Cadet Programs
- DA - Administrative Officer
- DF – Direction Finding
- DO - Operations Officer
- DOA - Assistant Operations Officer
- DOG - Glider Program Officer
- DOOR - Flight Release Officer (see also FRO)
- DOS - Emergency Services
- DP - Personnel
- Eagle Call - Name of California Wing's newspaper
- ELT – Emergency Locator Transmitter
- ES – Emergency Services
- ETS - Senior Program Officer
- ET - Aerospace Education
- ETST - Test Control Officer
- FM - Finance Officer
- FRO – Flight Release Officer (gives authorization for CAP flights). Note that in some contexts "FRO" means Fuel Reimbursement Officer who is a CAWG employee responsible for managing member reimbursements for mission expenses so the official abbreviation is DOOR.
- HC - Chaplain
- IC - Incident Commander, the coordinator of all elements of a specific mission
- IG - Inspector
- JA - Legal Officer
- LG - Logistics Officer
- LGM - Maintenance Officer
- LGMA - Aircraft Maintenance Officer
- LGS - Supply Officer
- LT – Lieutenant, Either 2nd (one level above Senior Member) or 1st (two levels above SM)
- LTCOL – Lieutenant Colonel, one level above Captain
- METL - Mission Essential Task List
- MIMS – Mission Information Management System (application on the National e-Services website that is used to track the progress of all members toward achieving specific qualifications and ratings)
- MIS - Management Information Systems
- MS – Mission Scanner
- MP – Mission Pilot
- NCPSC - National Check Pilot Standardization Course (to ensure all check pilots maintain similar and high standards when conducting flight reviews with other pilots)

- PAO - Public Affairs Officer
- PCR - Pacific Coast Region
- POH – Pilot’s Operating Handbook
- ROA – Radio Operator Authorization (another title for ACUT/BCUT)
- SAREX – Search and Rescue Exercise, training missions
- SE - Safety Officer
- SLS - Squadron Leadership School
- SM – Senior Member, first level of adult membership in CAP
- WMU – Now obsolete but still widely discussed Web Management Unit (National Headquarters website for updating personnel and training records)
- 60 HP Rule – An airplane flying on a CAP mission may carry no more than the number of people who, times 60HP, total to less than the rated HP of the powerplant