

NEW MEMBER PLAN OF ACTION		
Member Name:	CAPID:	Charter #:
Education & Training Officer's Name:		
Date Joined CAP:	Level I Estimated Completion Date:	

SECTION I			
A. CURRENT OR FORMER OCCUPATION AND EDUCATION			
Current Occupation:		Highest Level of Education and Major Studied:	
Experiences: Identify special educational qualification or previous CAP or military experience, certain special skills and qualifications earned outside of CAP, but directly related to the CAP mission IAW CAPR 35-5; other professional credentials including chaplains IAW CAPR 80-1; health professional / technician IAW CAPR 160-1; licensed attorney IAW CAPR 111-1; professional educator and financial professional IAW CAPR 35-5, section 5.			
Former Cadet: Yes <input type="checkbox"/> No <input type="checkbox"/>	Highest Cadet Milestone Award	Award # and Date	ETO Verification in eServices
Current or Former Military Yes <input type="checkbox"/> No <input type="checkbox"/> DD214 Submitted Yes <input type="checkbox"/> No <input type="checkbox"/>	Armed Service: USA <input type="checkbox"/> USAF <input type="checkbox"/> USN <input type="checkbox"/> USMC <input type="checkbox"/> USSF <input type="checkbox"/> USCG <input type="checkbox"/> Other _____	Highest Grade Achieved	Highest PME Completed
Pilot (CAPR 35-5, para. 4.3) Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Private	<input type="checkbox"/> Instrument, <input type="checkbox"/> Commercial or <input type="checkbox"/> ATP	<input type="checkbox"/> CFI <input type="checkbox"/> CFII
Maintenance (CAPR 35-5, para. 4.3) Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> A&P Mechanic		
Communicator (CAPR 35-5, para. 4.3) Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/> General Radiotelephone Operator License	
Instructor (CAPR 35-5, para. 4.3) Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/> Ground Instructor	
Chaplain Yes <input type="checkbox"/> No <input type="checkbox"/>			
Health Services Personnel Yes <input type="checkbox"/> No <input type="checkbox"/>			
Legal Officers Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/> Licensed Attorney	
Professional Educator Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/> Teacher <input type="checkbox"/> Counselor <input type="checkbox"/> Administrator	
Financial Professional Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/> Licensed CPA	

B. GENERAL AREAS OF INTEREST FOR PARTICIPATION
Cadet Programs I would like to work with Cadets during Leadership development activities. Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> <input type="checkbox"/> Fitness <input type="checkbox"/> Nutrition <input type="checkbox"/> High Adventure Activities <input type="checkbox"/> Career Exploration
Emergency Services I would like to be assigned as an aircrew. Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> <input type="checkbox"/> Pilot <input type="checkbox"/> Mission Observer <input type="checkbox"/> Mission Scanner <input type="checkbox"/> Airborne Photographer I would like to be assigned to a ground team: Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> I would like to be assigned to mission staff: Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/>
Aerospace Education (AE) I am interested in Aerospace Education related activities (Cyber, STEM, Rocketry, etc.). Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/> <input type="checkbox"/> With Cadets <input type="checkbox"/> In Schools (External audiences)

Chaplain	
I would like to be a CAP Chaplain IAW CAPR 80-1. Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/>	
Legal	
I would like to be a CAP Legal Officer IAW CAPR 111-1. Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/>	
Health Services	
I would like to be a CAP Health Services Office IAW CAPR 160-1. Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/>	
Other Knowledge, Skills, Abilities and Experiences	
I like to work with: <input type="checkbox"/> Computers <input type="checkbox"/> Numbers <input type="checkbox"/> Paperwork <input type="checkbox"/> People (customer service) <input type="checkbox"/> Young adults <input type="checkbox"/> Adults <input type="checkbox"/> Machines, woodworking and or engines <input type="checkbox"/> 3D Printing <input type="checkbox"/> Cyber Security	I like: <input type="checkbox"/> Writing <input type="checkbox"/> Photography <input type="checkbox"/> History <input type="checkbox"/> Teaching / Instructing <input type="checkbox"/> Flying <input type="checkbox"/> Unmanned Systems drones <input type="checkbox"/> Robotics <input type="checkbox"/> Hiking <input type="checkbox"/> Astronomy <input type="checkbox"/> Organizing things <input type="checkbox"/> Communications (Ham Radio)

SECTION II	
A. CHOOSE A PATH FOR LEVEL II	
<input type="checkbox"/> New Member	<input type="checkbox"/> Former Cadet
<input type="checkbox"/> Active/Former Military	<input type="checkbox"/> Professional (IAW CAPR 35-5)

B. SELECTION OF DUTY ASSIGNMENT AND SPECIALTY TRACK	
Specialty Track 1 (Primary Track): Assigned mentor: eServices enrollment date: Goal date for Technician Rating: Actual date of Technician Rating:	Specialty Track 2: Assigned mentor: eServices enrollment date: Goal date for Technician Rating: Actual date of Technician Rating:

C. LEVEL II COMPLETION ITEMS		
Goal date for Level II Part 1:	Goal date for Level II Part 2:	
Actual date for Level II Part 1:	Actual date for Level II Part 2:	
Brig. Gen. Charles E. "Chuck" Yeager Award	Goal date for Yeager Award:	Actual date of Yeager Award:

D. CONTINUING EDUCATION			
General Emergency Services (optional if not pursuing ES qualifications)	Goal date for GES Qualification:	Actual date GES Qualified:	Safety Commit to maintaining monthly safety currency by attending the monthly safety briefing OR completing the online safety briefing module in the CAP Safety Information System (CAPSIS).

E. PERSONAL PREFERENCE TRAINING	
(Plans for acquiring ES OPS QUALS, additional cadet programs training, or other specialized CAP courses that the new member desires to complete are entered here with goal dates for completion and points of contact for course directors, location of training, and other information.)	

New Member Plan of Action Instructions for the New Member

As a new member of Civil Air Patrol, it is important to identify areas of interest, skills, prior military experience, and professional credentials. The New Member Plan of Action will be used during your Summary Conversation as part of Level I.

Please complete as much of Section I as possible and be prepared to discuss the items with your unit's Education and Training Officer, Mentor, or Commander. They will assist you with Section II. This section includes a discussion about selecting a duty assignment and specialty track.

Specialty tracks have CAP Pamphlets (CAPP) that provide information on the Service, Training, Activities, and Knowledge (STAK) necessary to do the job well. Specialty track learning is designed for a member to work with a mentor with a higher specialty rating. Reviewing the Specialty Track Brief Descriptions and Specialty Track Quick Look Table attached to the Level I My Learning Path module is a good way to see where you may be interested in serving in a duty position. Share your interests during the Summary Conversation.

Instructions for Education and Training Officer, Commander, Mentor

The New Member Plan of Action will be used when the member's Summary Conversation, which is required in Level I, is conducted. In the member's My Learning Path module, the member is to complete as much as possible and bring it to the Summary Conversation.

Explain the different sections guiding the member to complete as much as possible so they can identify qualifications, skills, and areas they are interested in participating in.

Former or Current Military

If a new member has prior military experience, request their DD-214 to see if they are eligible for Professional Military Education credit based on schools completed and a special promotion based on their military grade.

Former Cadets, Mission Related Skills, and Professionals

These new members may be eligible for appointments to an officer grade based on their special skill or professional service as outlined in CAPR 35-5.

Discuss duty positions with the member. Review the Specialty Track Brief Descriptions and Specialty Track Quick Look Table located in the Level I My Learning Path. Introduce the member to the Level II Part 1 module Choosing Your Duty Assignment and Specialty Track. Balance the interest of the member with the needs of the squadron. Sometimes it may be necessary to assign more than one duty position.

Assist the member in finding a mentor if one has not been assigned yet.