



# New Senior Member Checklist

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New Member Name

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Greeter Name & Contact

## Prior to Joining

### ☐ **Attend First Weekly Meeting**

- ☐ Talk with other Senior Members

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Completion Date

### ☐ **Attend Second Weekly Meeting**

- ☐ Talk with Unit Membership Board
- ☐ Review CAP First Talk Guide
- ☐ Check for Special Appointments (CAPR 35-5)
- ☐ Take home CAPF 12 - Application for Membership

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Completion Date

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Appointment

### ☐ **Attend Third Weekly Meeting**

- ☐ Talk with Unit Commander
- ☐ Get Fingerprinted by Personnel Officer
- ☐ Get Unit Commander to approve & sign application

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Completion Date

### ☐ **Submit Application Package to National Headquarters**

- ☐ Mail CAPF12, Fingerprint Card, and Initial Dues

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Completion Date



# New Senior Member Checklist

## First 30 Days of Membership

### ☐ **Work with the Education and Training Officer (ETO)**

- ☐ Review potential Speciality Tracks
- ☐ Review potential Duty Assignments
- ☐ Create a Senior Member Plan of Action
- ☐ Get assigned a Level 1 mentor

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Completion Date

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Level 1 Mentor

### ☐ **Take the First Step into Volunteer University**

- ☐ Complete Level 1 in AXIS Learning Management System

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Completion Date

### ☐ **Work with a Member of the Unit Leadership Team\***

- ☐ Complete Cadet Protection Summary Conversation
- ☐ Choose a Level 2 Path: New, Cadet, Military, Professional

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Completion Date

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Path

### ☐ **Presentation of Awards**

- ☐ Awarded Membership Ribbon (CAPF 2A)
- ☐ Presented Level One Certificate (CAPC-13)

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Completion Date

\*Unit Leadership Team

Commander, Deputy Commander, Deputy Commander for Cadets, Deputy Commander for Seniors, Director of Cadet Programs, Director of Personnel, Director of Education and Training, Personnel Officer, Education and Training Officer & Vice Commander



# New Senior Member Checklist

## 2nd and 3rd Month of Membership

### ☐ **Work with the Information Technology Officer (ITO)**

- ☐ Get access to Michigan Wing account
- ☐ Update contact information in eServices
- ☐ Take and Submit Photo for CAPF 101

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Completion Date

### ☐ **Obtain a Basic CAP Uniform: Polo or ABUs**

- ☐ Review Height, Weight, & Grooming Standards (CAPR 39-1)

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Completion Date

### ☐ **Begin the Learning Phase Online or On-site**

- ☐ Complete Level 2 Part 1 with a VoIU Instructor
- ☐ Optional - Have Personnel Officer submit Special Appointment
- ☐ Have ETO assign Specialty Track in eServices
- ☐ Have Personnel Officer assign Duty Position in eServices
- ☐ Have ETO assign On-The-Job (OJT) Instructor

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Completion Date

### ☐ **Presentation of Awards**

- ☐ Awarded Squadron Patch

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Completion Date

### ☐ **Participate in Activity Outside of Weekly Meeting**

- ☐ Check out unit and wing calendar for upcoming events

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Completion Date

### ☐ **Meet with Mentor to Review Progress at End of Month 3**

- ☐ Update Senior Member Plan of Action

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Completion Date



# New Senior Member Checklist

## 2nd Quarter of Membership (Months 4-6)

### ☐ **Work with your Specialty Track OJT Instructor**

- ☐ Review the Technician Rating for your Specialty Track
- ☐ Set a goal to achieve a Technician rating before month 9

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Completion Date

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Technician Date

### ☐ **Dive Deep into Aerospace Education**

- ☐ Earn the Brig Gen Charles E. "Chuck" Yeager Award

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Completion Date

### ☐ **Complete the Learning Phase Online or On-site**

- ☐ Finish Level 2 Part 2 with a VolU Instructor

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Completion Date

### ☐ **Get A Formal Service Dress Uniform:**

- ☐ Look into Air Force Blues vs Corporate Whites

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Completion Date

### ☐ **Participate in Activity Outside of Weekly Meeting**

- ☐ Check out unit and wing calendar for upcoming events

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Completion Date

### ☐ **Work with Personnel Officer for Duty Performance Promotion**

- ☐ Second Lieutenant - Must be 21 Years of Age
- ☐ Flight Officer - Senior Member Under 21 Years of Age
- ☐ Minimum 6 Months as Senior Member
- ☐ Submitted in eServices and approved by Unit Commander
- ☐ Prepare family for formal promotion at unit meeting

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Completion Date



# New Senior Member Checklist

## 3rd Quarter of Membership (Months 7-9)

### ☐ **Participate in Activity Outside of Weekly Meeting**

- ☐ Check out unit and wing calendar for upcoming events

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Completion Date

### ☐ **Finish Gathering Uniforms: Utility, Dress, Polo**

- ☐ Evaluate if you should get a Flight Duty Uniform

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Completion Date

### ☐ **Complete Your First Technician Rating**

- ☐ Work with OJT Instructor to sign off on your tasks
- ☐ Work with ETO to submit technician rating in eServices
- ☐ Work with ETO to submit Level 2 completion in eServices

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Completion Date

### ☐ **Meet with Mentor to Review Progress at Completion of Rating**

- ☐ Evaluate moving on to Senior Rating or choosing another track

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Completion Date

### ☐ **Presentation of Awards**

- ☐ Awarded Leadership Ribbon
- ☐ Awarded General Benjamin O. Davis Jr. Award
- ☐ Prepare family for formal promotion at unit meeting

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Completion Date



# New Senior Member Checklist

## 4th Quarter of Membership (Months 10-12)

### ☐ **Get an Introduction to Emergency Services (CAPT 116)**

- ☐ Complete General Emergency Services Training in AXIS

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Completion Date

### ☐ **Get an Introduction to Flight Line Operations**

- ☐ Complete Aircraft Ground Handling Training in AXIS

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Completion Date

### ☐ **Get an Introduction to CAP Communications**

- ☐ Complete Intro to Communication User Training in AXIS
- ☐ Work with Communications Officer for hands-on evaluation

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Completion Date

### ☐ **Obtain a CAP Driver's License**

- ☐ Submit photo of State Driver's License in Ops Quals
- ☐ MI Residents - Submit photo of waiver for Driving Record
- ☐ Other Residents - Submit official copy of State Driving Record

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Completion Date

### ☐ **Work with OJT Instructor on Next Specialty Track Rating**

- ☐ Reach out to Group and Wing counterparts

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Completion Date

### ☐ **Participate in Activity Outside of Weekly Meeting**

- ☐ Check out unit and wing calendar for upcoming events

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Completion Date

### ☐ **Renew Your Membership!**

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Completion Date