BOCA RATON
COMPOSITE SQUADRON

NEW CADET GUIDE

Dated 1 June 2013

CHAPTER 1 – GENERAL

1-1. For General Help:
1. For General Help: http://www.capmembers.com/cadet_programs/new_cadet_help
2. For New Members Kit:
   http://www.capmembers.com/media/cms/New_Members_kit_2011_55724FC1E070D.pdf
3. For Promotion Help: http://capmembers.com/cadet_programs/stripes_to_diamonds/maj-gen-john-f-curry-achievement/

1-2. Bring to the Next Meeting:
1. A copy of your cadet application if you haven't provided a copy already.
2. A copy of your CAP ID card when you receive it. Always carry your ID card to all CAP activities. You can print out a temporary ID card until you receive you permanent copy.
3. A copy of your CAPF 60 Emergency Notification Data (see email attachment). Submit one copy and always carry the second copy on your person to all CAP activities.
4. Bring bottled water to every meeting. Bring extra on PT nights.
5. Bring a pen and notebook to every meeting.

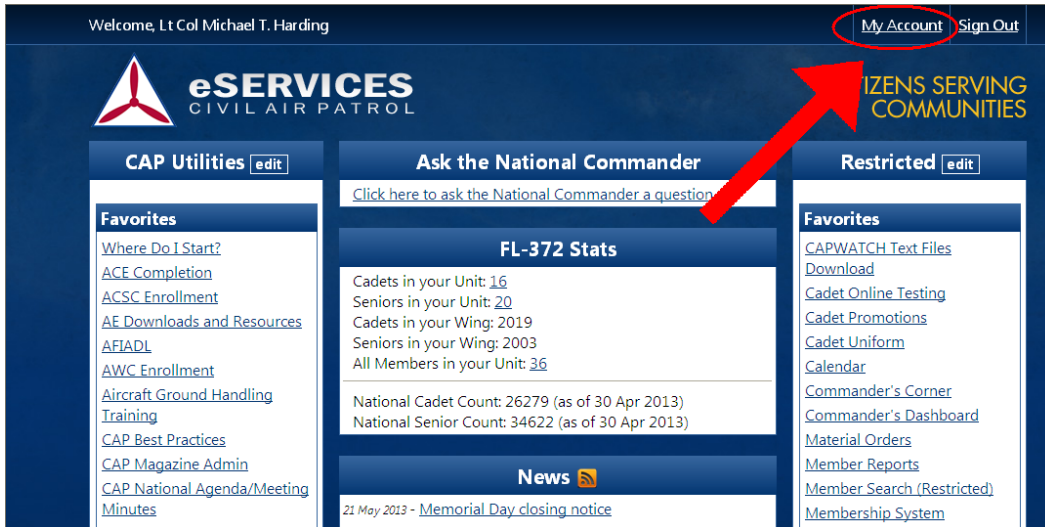# CHAPTER 2 – eSERVICES & INITIAL TRAINING

2-1. Create an eServices Account:

1. Go to www.capnhq.gov
2. On the right under "First Time User?", click "Click here to register "
3. Fill out the requested data and submit. An email will be sent to you with your login credentials.

2-2. Complete Operations Security Awareness Training (OpSec):

1. When you first create an eServices account and log in for the first time, you may be automatically prompted to complete this training. If not, continue below:
2. Log into eServices at www.capnhq.gov
3. On the left menu, click on "CAP On-line Courses & Exams"
4. Scroll down to "Operations" and select "Operations Security Awareness Training"
5. Enter the requested information and click "Start the Training"
6. You will be asked to view a Security Awareness Training Presentation and an optional video.
7. When you are complete, you will be required to read the Non-Disclosure Agreement and register your response.

2-3. Printing your Temporary ID Card:
1. Log into eServices.
2. From the main page, click on "My Account" in the upper right corner.

3. Click on "General Info & Preferences" on the left menu.

4. Click "Print Temporary Card" to print a copy of your temporary CAP ID card.

2-4. Entering Your Contact Information into eServices:

As a new cadet, it is very important that we have correct and complete contact information for you and your parents. Most of CAP communication is done through email and phone calls. Without this information, we will not be able to notify you of upcoming events, changes to schedules, or for Emergency Services alerting. It is also important that we have your parents contact information to notify them of important issues or in case there is an emergency. To enter or update your contact information, just follow the steps below:

1. Log into eServices.
2. From the main page, click on "My Account" in the upper right corner.
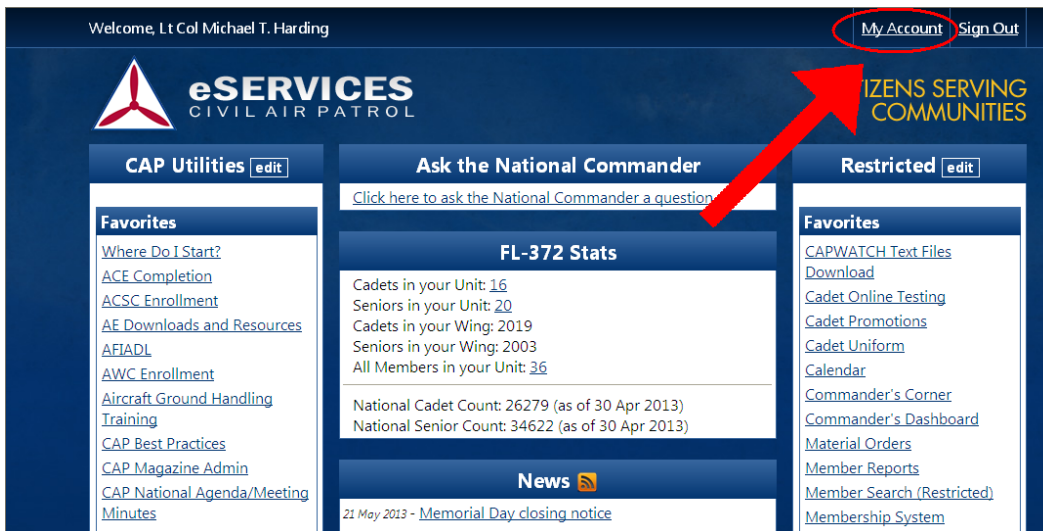
3. Click on "Contacts" on the left menu.

4.   Check you "Current Contacts" for accuracy. You see at least the following:
     a. **Email – Primary**: This is the cadet's primary email.
     b. **Home Phone – Primary**: This is the cadet's primary home phone number.
     c. **Cell Phone – Primary**: This is the cadet's primary cell phone number (optional).

d. **Cadet Parent Email – Primary**: This is the primary email for the cadet's parents.
e. **Cadet Parent Phone – Primary**: This is the primary phone contact for the cadet's parents.
f. You may add additional contact information as needed.
5. If a contact is incorrect, you may "Edit" or "Delete" it using the links at the right.
6. If a contact does not exist, you can create it using the "Add New Contact" area.
   a. Select the correct contact "Type" (Email, Home Phone, etc.)
   b. Select the "Priority" (Always use "Primary" unless this is a second number for the same contact type).
   c. Enter the "Contact" information (phone number with area code, email address, etc.).
   d. For Cadet Parent info, enter the parent's name in the "Contact Name" block else leave blank.
   e. Click "Save New Contact".
   f. Verify the new contact is now listed under "Current Contacts"

2-5. Complete Introduction to CAP Safety:
1. Log into eServices at www.capnhq.gov
2. On the left menu, click on "Safety Management System (SMS)"
3. Click on the "Online Safety Education" button:

4. At the top, click on "Introduction to CAP Safety"
5. Click on the "*Intro to CAP Safety " link to read the material.
6. Check the box next to "I verify that I have read the required material before taking this quiz."
7. Click on the "Start Introduction to CAP Safety" to take the quiz.
8. Once you've completed the quiz, click on "Finish"

2-6. Complete Equal Opportunity Training (EO):
1. Log into eServices at www.capnhq.gov
2. On the left menu, click on "CAP On-line Courses & Exams"
3. At the top under "Professional Development", select "Equal Opportunity Training"
4. Enter the requested information and click "Submit"
5. You have the option to view a PowerPoint Slideshow or a PDF document.
6. On the last page/slide of the training, you need to click on the "I Agree" link.

2-7. Complete Aircraft Ground Handling Training:
1. Log into eServices at www.capnhq.gov
2. On the left menu, click on "Aircraft Ground Handling Training"
3. On the left under "Modules", select either "View Low-Quality Video" or "View High-Quality Video" depending on your internet connection speed.
4. Once you have viewed the video, click the "Take Training" button below the video.

5. Select your answers to the quiz and click "Submit" at the bottom of the page.
6. You may then click the "Return to Home Screen" button.

2-8. Sign Up for Group 6 Emails (optional):

1. This will put you on the Group 6 email list which will inform you of local CAP activities.
2. Follow this link http://group6cap.org/groupemail.html
3. Fill in all information:
    a. Grade is "Cadet"
    b. Unit is "FL372 – Boca Raton"
    c. Select the "General List" and optionally select the "Operations" list if you are interested in Emergency Services.
4. Click Submit.

2-9. What do I do Now?

1. While you are waiting for your supplies to arrive from National HQ and are in the process of obtaining your uniforms, you can start your self guided study for your first promotion. Visit http://capmembers.com/cadet_programs/stripes_to_diamonds/maj-gen-john-f-curry-achievement/ for downloadable study materials.
2. When you're ready you can take your Learn to Lead, Chapter 1 exam in eServices:
    a. Log into eServices at www.capnhq.gov
    b. On the left menu, click on "Cadet Online Testing"
    c. On the left menu, click on "Leadership Tests"
    d. On the center of the screen, select "Leadership Chapter 1 Test"
3. If you're interested in Emergency Services, you can start your self guided study to prepare for Emergency Services training (see Chapter 4).

CHAPTER 3 - UNIFORMS

3-1. UNIFORMS:

1. For new members without uniforms, the following may be worn:
    a. For the service uniform (Blues), members may wear dark blue or black dress slacks with a black belt, black dress shoes and black socks, a white or light blue button down dress shirt with a plain white t-shirt underneath.
    b. For the utility uniform (BDUs), members may wear blue jeans in good repair with a black belt, plain sneakers and plain black socks and a plain white t-shirt with appropriate undergarments.
    c. These uniforms may not be worn on CAP aircraft. Only CAP authorized uniforms may be worn for flying.
2. The two primary uniforms for cadets is the service uniform (Blues) and Utility uniform (BDUs). For more information and illustrations, see New Members Kit.
    a. The service uniform (Blues) consists of:
        i. Hat – Air Force Enlisted Flight Cap
        ii. Shirt - Blue Short Sleeve Shirt or Blouse
        iii. Pants - Blue Trousers or Skirt
        iv. Belt - Blue belt with matching silver-color metal tip and buckle
        v. Low Quarter Shoes - Black oxford; lace-up style with a plain rounded toe or a plain rounded capped toe; without perforation or design.
        vi. Socks – Plain black without design.
        vii. Undershirt - White V-neck style
        viii. CAP Devices:
        ix. Flight Cap Device
            1. CAP Cutouts (2) (May be reused with BDU uniform)
            2. 3-Line CAP Nametag
            3. Unit Citation ribbon
            4. 1-Ribbon Holder
    b. The utility uniform (BDU) consists of:
        i. Hat – AF or Army-style Woodland BDU cap
        ii. Shirt – Woodland BDU Long Sleeve Shirt
        iii. Pants - Woodland BDU Trousers
        iv. Belt - Dark blue elastic belt with black metal tip end and plain (open faced) black buckle
        v. Combat Boots- Black, plain rounded toe or rounded capped toe with or without perforated seam.
        vi. Socks – Plain black without design.
        vii. Safety Vest - Orange plastic, mesh, or cloth. Will be worn when participating in ground team activities.
        viii. Undershirt - Brown crew neck without pockets.
        ix. CAP Devices:
            1. CAP Cutouts (2) (May be reused with service uniform)
            2. Name Tape
            3. CAP Tape
            4. Reverse American Flag

3-2. WHERE TO GET UNIFORMS:

1. The squadron may have some surplus uniform items that can be issued free of charge.
2. Items may be purchased through Vanguard at http://www.vanguardmil.com/civil-air-patrol-c-6.html
3. Items may be purchased at any military clothing sales (AAFES) on a military base (Homestead ARB).
4. Purchases from AAFES (http://shop.aafes.com) by phone at 1-800-527-2345.
5. Local Army/Navy or Military Surplus stores.
   a. Boca Army Navy 23269 SR 7, Boca Raton, FL (561) 451-1881. They give 10% discount with CAP ID card.
   b. Army Navy Outdoors 1701 SR 7, North Lauderdale, FL (954) 973-6289
6. Online Army/Navy or Military Surplus stores.
   a. Old Yankee trader http://www.olcnet.com/ Great site, very knowledgeable on CAP items – offer new & used. Used items are in good shape at great prices.
7. Apply for an additional free service uniform (Blues):
   a. If Air Force funds are available, an additional free service uniform may be shipped to cadets.
   b. This uniform consists of:
      i. Hat – Air Force Enlisted Flight Cap
      ii. Shirt - Blue Short Sleeve Shirt or Blouse
      iii. Pants - Blue Trousers or Skirt
      iv. Belt - Blue belt with matching silver-color metal tip and buckle
   c. To apply, log into eServices at www.capnhq.gov
      i. On the left menu, click on "Cadet Uniforms"
      ii. Fill out the request information. Be certain to check the sizing charts to insure the uniform items will fit properly.
   d. If Air Force funds are available, a free uniform will ship in approximately 2-3 weeks.
   e. If received, this uniform can be used as the second required uniform for encampments and other overnight activities.
8. CAP devices may be purchased through Vanguard (http://www.vanguardmil.com/civil-air-patrol-c-6.html) using below item numbers or the squadron supply officer.

DESCRIPTION	ITEM NUMBER	PRICE
CAP Embroidered Name Tape: Your Last Name Only	CAP0599HA	$4.00
Civil Air Patrol Name Plate: Cadet Last Name	CAP0599M	$3.50
Civil Air Patrol Cap Device: Cadet Enlisted - Flight	CAP0748A	$6.00
Civil Air Patrol Collar Device: CAP - mirror finish	CAP0820	$4.30
Civil Air Patrol Unit Citation: Senior and Cadet	CAP0705A	$1.10
Vanmount Metal 1	7712525	$1.60
Civil Air Patrol Tape: Embroidered Civil Air Patrol	CAP0599K	$1.70
Flag Patch: United States of America - gold edges reversed	4432430	$5.65

CHAPTER 4 – EMERGENCY SERVICES TRAINING

4-1. Complete General Emergency Services Training:

1. Log into eServices at www.capnhq.gov
2. On the left menu, click on "Learning Management System"
3. Scroll down to Emergency Services (or you may Filter by Functional Area and select Emergency Services)
4. Click on "CAPT 116 - General ES - September 2009"
5. Click on CAP REGULATION 60-3 and CAP REGULATION 173-3 links to read the material for the quiz.
6. Click the "Start CAPT 116 - General ES - September 2009" button to take the quiz.
7. Once you've completed the quiz, click on "Finish"

4-2. Complete FEMA Course IS-100:

1. IS-100 is available online at:http://training.fema.gov/emiweb/is/is100b.asp
2. In the upper right under "Take This Course", click on "Interactive Web Based Course"
3. When finished, under "Take Final Exam", click on "Take Final Exam Online"
4. Once you've answered all the questions, you will be prompted to enter your Student information. Under "Business Information", select "M – Military".
5. FEMA will email you your course completion certificate. Save this certificate to your hard drive.
6. To get credit for your training, you'll need to enter and upload your certificate to eServices as follows:
    a. Log into eServices at www.capnhq.gov
    b. On the left menu, click on "My Operations Qualifications"
    c. On the left menu, select "Entry/View Worksheet"
    d. Click on "View/Upload Documents" near the top under your name.
    e. Make sure the "Emergency Services" tab is selected.
    f. Under "*What would you like to upload?", select "IS100 - IS-100"
    g. Click "Browse" and browse to the location on your hard drive where you saved your FEMA certificate in step 5.
    h. Click "Upload ES Files"
    i. Click the "X" in the upper right corner to close the pop up window.
    j. Under "Achievement", scroll down and select "IS100 - IS-100"
    k. Under "Complete Department of Homeland Security IS-100 Course", in the first block, enter the Date on your completion certificate.
    l. Click on the "Submit" button at the bottom of the page.
    m. There should now be a yellow box at the top of the test that says "Pending". Once approved, it will show as "Active" in green. Allow a week or two for approval. If it has not turned green in a week, contact your commander.

4-3. Complete FEMA Course IS-700:

1. IS-700 is available online at: http://training.fema.gov/EMIWeb/IS/is700a.asp

2. In the upper right under "Take This Course", click on "Interactive Web Based Course"

3. When finished, under "Take Final Exam", click on "Take Final Exam Online"
4. Once you've answered all the questions, you will be prompted to enter your Student information. Under "Business Information", select "M – Military".
5. FEMA will email you your course completion certificate. Save this certificate to your hard drive.
6. To get credit for your training, you'll need to enter and upload your certificate to eServices as follows:
    a. Log into eServices at www.capnhq.gov
    b. On the left menu, click on "My Operations Qualifications"
    c. On the left menu, select "Entry/View Worksheet"
    d. Click on "View/Upload Documents" near the top under your name.
    e. Make sure the "Emergency Services" tab is selected.
    f. Under "*What would you like to upload?", select "IS700 - IS-700"
    g. Click "Browse" and browse to the location on your hard drive where you saved your FEMA certificate in step 5.
    h. Click "Upload ES Files"
    i. Click the "X" in the upper right corner to close the pop up window.
    j. Under "Achievement", scroll down and select "IS700 - IS-700"
    k. Under "Complete Department of Homeland Security IS-700 Course", in the first block, enter the Date on your completion certificate.
    l. Click on the "Submit" button at the bottom of the page.
    m. There should now be a yellow box at the top of the test that says "Pending". Once approved, it will show as "Active" in green. Allow a week or two for approval. If it has not turned green in a week, contact your commander.

4-4. Complete Introductory Communications User Training (ICUT):

1. Log into eServices at www.capnhq.gov
2. On the left menu, click on "Learning Management System"
3. Scroll down to Communications (or you may Filter by Functional Area and select Communications)
4. Click on "Introductory Communications User Training (ICUT)"
5. Complete the videos, quizzes, and tests for OP1, T1, and OP2.

4-5. Complete Emergency Services Ground Team Training:

1. Log into eServices at www.capnhq.gov
2. On the left menu, click on "Learning Management System"
3. Scroll down to Emergency Services (or you may Filter by Functional Area and select Emergency Services)
4. Click on "CAPT 117 ES Continuing Education Part 1"
5. Click on the Critical Incident Stress Management (CAPT 117, Part 1) link to read the material for the quiz.
6. Click the "Start CAPT 117 ES Continuing Education Part 1" button to take the quiz.
7. Once you've completed the quiz, click on "Finish"

4-6. Complete Emergency Services Flight Line Marshaller Training:

1. Log into eServices at www.capnhq.gov
2. On the left menu, click on "Learning Management System"
3. Scroll down to Emergency Services (or you may Filter by Functional Area and select Emergency Services)
4. Click on "CAPT 117 ES Continuing Education Part 2"
5. Click on the Crew Resource Management (CAPT 117, Part 2) link to read the material for the quiz.
6. Click the "Start CAPT 117 ES Continuing Education Part 2" button to take the quiz.
7. Once you've completed the quiz, click on "Finish"

4-7. Complete Emergency Services Radio Operator/Staff Assistant Training:

1. Log into eServices at www.capnhq.gov
2. On the left menu, click on "Learning Management System"
3. Scroll down to Emergency Services (or you may Filter by Functional Area and select Emergency Services)
4. Click on "CAPT 117 ES Continuing Education Part 3"
5. Click on the Common Incident Staff Responsibilities (CAPT 117, Part 3) link to read the material for the quiz.
6. Click the "Start CAPT 117 ES Continuing Education Part 3" button to take the quiz.
7. Once you've completed the quiz, click on "Finish"