



**United States Air Force Auxiliary
Civil Air Patrol
78th. East Iowa Cadet Squadron**



WELCOME!

Thank you for considering joining one of the largest and most active Civil Air Patrol squadrons in Iowa, the **78th East Iowa Cadet Squadron (EICS)**. Civil Air Patrol has a rich history within our nation, and offers several excellent programs: Cadet Programs, Aerospace Education, and Emergency Services. EICS is very active in all these areas, and we know you won't be disappointed with what we have to offer you.

The information contained in this packet is designed specifically to assist you in becoming a member our squadron, and to get you started in your career as a Civil Air Patrol Member. Yes, we said career. The Iowa Wing has members that joined as cadets, and are still active after 50 years of service!!

Should you have any questions not answered by this packet, please ask your Cadet or Senior Member mentor. If you are unable to reach them, there are additional contacts listed in this packet.

PEOPLE TO CONTACT

1st Lt Jim Pitts, Squadron Commander
Phone: 319-631-4745 E-mail: jpitts.cap@gmail.com

2Lt Jim Scroggs, Deputy Commander
Phone: 319-551-2093 E-mail: jim.scroggs.cap@gmail.com

Or visit us at:

www.ncria078.org

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Letter from the National Commander



We celebrated CAP's 68th year of national service to America in 2009 and what better time than now to reflect on how much our volunteers have achieved since the organization's inception. The CAP members of 1941 were a heroic breed - men and women who served their country by sinking or chasing away German submarines off America's East and Gulf coasts. As a result of their bravery, patriotism and tenacity, CAP subchasers effectively thwarted German U-boat attacks and, in the process, saved countless lives.

Today, CAP handles 90 percent of inland search and rescue missions, with approximately 75 lives saved each year. Our members are generally the first on the scene transmitting satellite digital images of the damage within seconds around the world and providing disaster relief and emergency services following natural and manmade disasters, including such phenomena as 9/11, Hurricane Katrina, Texas and Oklahoma wildfires, tornadoes in the south and central U.S., North Dakota flash flooding and the October 2006 earthquake in Hawaii, as well as humanitarian missions along the U.S. and Mexican border.

In addition, CAP members are dedicated to counterdrug reconnaissance and to teaching a new generation about aerospace and its impact on our future. And our cadet programs ensure our youth receive some of the finest leadership training the nation has to offer.

Unlike our founding CAP fathers, many of whom flew their own airplanes and performed life-threatening missions without any formal training, our 56,000-plus members are now provided with top-notch, year-round professional development training opportunities and with aircraft equipped with the most advanced technologies available for search and rescue.

I congratulate all of our volunteers - both past and present - for their vision, commitment and sacrifices that made these missions possible. I salute each of you - the heart and soul of Civil Air Patrol!

Semper vigilans!

Maj. Gen. Amy Courter
CAP National Commander

Letter from East Iowa Cadet Squadron Commander



Dear Perspective Member

Allow me to thank you once again for considering joining our squadron. As Major General Couter noted, Civil Air Patrol has been a part of our nation's history since 1941.

While we no longer perform combat missions, such as those performed by the CAP subchasers, Civil Air Patrol continues to focus on its three primary missions, established into law in 1946 by the US Congress. These missions are Cadet Programs, Aerospace Education, and Emergency Services.

The Eastern Iowa Cadet Squadron currently consists of more than 40 members, of which more than half are cadets. Our cadets are comprised of both home and public school students, with ages ranging from 12 to 18. The cadets study leadership, aerospace, and participate in physical training and community service. The squadron is also comprised of senior members, which support the cadet program and participate in Emergency Services and a professional development program.

The squadron meets weekly for the cadets to receive both lecture and hands on learning. In addition, we have Emergency Services overnights that we affectionately call "Camp Rocky". During Camp Rocky, cadets and seniors receive classroom and hands on Emergency Services training. We also participate in CAP statewide activities, called SAREX (Search and Rescue Exercise). During a SAREX, we may travel to an airport a couple of hours away and be tasked to perform a practice mission. Both Camp Rocky and the SAREXs take place on a weekend. They help prepare us for when we are called to a real ES mission...and we have been called upon.

In June of 2008, the strength of our squadron and its members were tested as the Cedar River flooded and devastated the area. Several members experienced flooding of their homes. The squadron's headquarters and meeting location were lost due to the flooding. Despite the losses, the squadron worked with the Red Cross to hand out water at disaster relief centers, assisted in staffing the Emergency Operations Center at Kirkwood College, and participated on Air Force Missions. Several of our members had the privilege of meeting President Bush at the EOC when he visited Cedar Rapids after the flooding. As he was exiting the EOC, he noticed the cadet standing behind the security desk in her BDU's. He stopped, turned around, walked over to where she was standing, shook her hand and said, "Civil Air Patrol? Outstanding!"

If you are not sure, or don't think CAP is right for you, I invite you to come to several meetings before making a decision. You may miss out on opportunity that will change your life, or the life of a person that you might save.

Should you decide to join us, let me be the first to welcome you to our squadron.

Arue !

1st Lt Jim Pitts
Squadron Commander
East Iowa Cadet Squadron

The Core Values of Civil Air Patrol

By: Chris Oglesby, US Army ROTC (former EICS Cadet Commander)

The Civil Air Patrol is a team. It eats, plays, works, sleeps, and lives as a team. And because everyone must work together there must be a code among all its members. There must be values at their core that govern how each and every one of them live. These are called the Core Values. Integrity, Volunteer Service, Excellence, and Respect. Each is essential to the organization and to every one of its members.

Integrity is listed first and is the keystone of Military service. This core value is shown in CAP's Honor code:

*We will not lie, we will not cheat, and we will not steal.
We will not tolerate those among us who do!*

When someone has integrity, he can be counted on by others to keep his word, to answer honestly, and to do his duty. When given a task, he can be trusted to complete it. When given equipment, he can be trusted to use it properly, and return it when finished. Each activity in CAP is an opportunity to prove our trustworthiness and integrity. This principal must be the first and foremost part in every member's life. Without it, CAP falls apart.

Volunteer Service: Every CAP member is a volunteer. And the organization is rooted in this value. Volunteer service means donating your time, energy, and resources while expecting no reward in return. Other than the satisfaction that comes from helping others. When part of a ground team, much time and equipment is required for training and practice, so that when the time comes for action we will be ready, and will be in a position to possibly save someone's life. In CAP, we have the opportunity to assist in looking for missing people, downed aircraft, and help in times of disaster. Being part of CAP's missions is exciting and rewarding. It has helped me learn to work with others, manage my time, decide what's important, and to always think of others before myself.

Excellence. Striving to always do the best you can is an honorable goal. There is nothing more frustrating and unproductive than "half-hearted" efforts. When I was a young cadet I wanted to have the best looking uniform in the squadron. I strived for excellence in that area, learning everything I could about uniform wear and care. I was surprised to learn that doing a good job didn't take much more time than doing an "OK" job. This applies to every aspect of one's life. By striving to do the best you can, in all that you do, you can achieve more than you thought you could!

Respect, is the acknowledgement of your fellow members and those above you. CAP carries on the military tradition of customs and courtesies, a tradition that dates back to ancient times. You may know these as saluting and saying "yes sir and no sir". We also demonstrate the utmost respect to our nation's flag, and our country, through our Color Guard activities. I will always remember the Memorial Day parade in Waverly Iowa I participated in a couple of years ago. We were allowed the privilege to display the Flag in the front of the parade, and honor those who gave their life defending our country. We were able to talk with many Veterans afterwards and thank them for their service. We were a bit surprised when they shook our hands and showed *us* respect, thanking us for *our* commitment and service. If one wishes to receive respect, they must first show respect.

These four Core Values not only define how members in CAP should conduct themselves while in uniform, but also say how we should behave in civilian life. When one embraces these core values in their own life they will be a much wiser, trusted, more productive person, and will become a valuable asset to all those around them.

FOR CADETS AND THEIR PARENTS

The Cadet Oath

"I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program and that I will attend meetings regularly, participate actively in unit activities,
obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation."

The following pages contain the application for Cadet Membership, and Emergency Medical Release Information, as well as the medical release for a minor. Information regarding Membership Costs and Dues follows the "For Seniors" section.

APPLICATION FOR CADET MEMBERSHIP IN CIVIL AIR PATROL (Type or print.)			CHARTER NUMBER		SOCIAL SECURITY NUMBER	
LAST NAME - FIRST NAME - MIDDLE INITIAL			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	HEIGHT	WEIGHT	BLOOD TYPE
						DATE OF BIRTH DAY MONTH YEAR
MAILING ADDRESS (Number and Street)		APT	CITY		STATE	ZIP CODE
						HOME PHONE ()
E-mail address (This address may be used to contact you concerning CAP events and other membership information)						CELL PHONE
Parent or Guardian (Name and address)					RELATIONSHIP:	
					PHONE: ()	
SCHOOL PRESENTLY ATTENDING (NAME AND ADDRESS) <input type="checkbox"/> Check here if Home Schooled						GRADE
MEMBER MOST RESPONSIBLE FOR YOUR JOINING CAP (OPTIONAL : For recruiting campaign purposes)						
NAME		CAPSN		CHARTER NUMBER		
To help us better serve our members, please tell us how you heard about Civil Air Patrol (check all that apply):						
<input type="checkbox"/> Air Show	<input type="checkbox"/> School	<input type="checkbox"/> CAP Member	<input type="checkbox"/> Radio	<input type="checkbox"/> Friend	<input type="checkbox"/> Television	<input type="checkbox"/> CAP Website
<input type="checkbox"/> Magazine	<input type="checkbox"/> CAP Volunteer Magazine	<input type="checkbox"/> Family Member	<input type="checkbox"/> Other (please name):	<input type="checkbox"/> CAP Exhibit		
BACKGROUND INFORMATION:						
A. CITIZENSHIP			B. IDENTIFICATION GROUP			
1) Are you a citizen of the United States? ___			<input type="checkbox"/> WHITE	<input type="checkbox"/> BLACK (NOT OF HISPANIC ORIGIN)		
2) Are you an alien admitted for permanent residence? ___			<input type="checkbox"/> HISPANIC	<input type="checkbox"/> ASIAN/PACIFIC ISLANDER		
(Must possess current alien registration receipt card [Form I-151 or I-551]).			<input type="checkbox"/> AMERICAN INDIAN/ALASKAN NATIVE			
C. PRIOR CAP MEMBERSHIP (WRITE "NONE" IF APPROPRIATE) ___						
Old Charter Number	Membership Date (From)	Membership Date (To)	Highest Cadet Award Earned			
I hereby make application for cadet membership in Civil Air Patrol. I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation.						
APPLICANT SIGNATURE						DATE
This application has my approval. I understand that my child may be flying in CAP aircraft and participating in vigorous outdoor activities. I agree to help support my child's efforts to attend official Civil Air Patrol functions and activities. I understand that if my child receives a free uniform and withdraws from the program during the first year that I assume responsibility for this uniform on behalf of my minor child. For information on how CAP supports parents see cap.gov/parents. I understand if my child receives a free uniform and withdraws from the program during the first year that I assume responsibility for this uniform on behalf of my minor child and the uniform must be returned or replaced.						
PRINT PARENT OR LEGAL GUARDIAN FULL NAME			SIGNATURE			DATE
To be completed by commander or designated representative: I certify that the applicant is accepted as a member of Civil Air Patrol subject to approval by higher headquarters with National Headquarters as the final approving authority. Membership becomes effective when this application is processed by National Headquarters and the individual's name appears on the National Headquarters database.						
UNIT NAME						
PRINT FULL NAME			SIGNATURE			DATE
A NOTE TO THE NEW CADET						
Congratulations on joining Civil Air Patrol! To fly in CAP aircraft and be credited for achievements in the Cadet Program, your application must be processed by CAP National Headquarters. So please rush this application and your check for dues to:						
NATIONAL HEADQUARTERS CAP/DP 105 S. HANSELL ST. MAXWELL AFB AL 36112-6332						

HEALTH CERTIFICATE PARENT'S EVALUATION

The activities in which your child will participate while a member of CAP are generally comparable to those experienced in high school, including physical education activities. To assure the fullest degree of pleasure and success in Civil Air Patrol, the cadet should be healthy, both physically and mentally. If you mark "NO" in all the boxes below, your cadet will be placed in a Physical Fitness Category I, and will not require a physical examination. If you mark "YES" in any box, an examination by a physician is required.

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | FREQUENT OR SEVERE HEADACHES |
| <input type="checkbox"/> | <input type="checkbox"/> | DIZZINESS OR FAINTING SPELLS |
| <input type="checkbox"/> | <input type="checkbox"/> | UNCONSCIOUSNESS FOR ANY REASON |
| <input type="checkbox"/> | <input type="checkbox"/> | EYE TROUBLE <i>(not correctable with glasses)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | HEART TROUBLE |
| <input type="checkbox"/> | <input type="checkbox"/> | CHRONIC OR RECENT EAR TROUBLE |
| <input type="checkbox"/> | <input type="checkbox"/> | HIGH OR LOW BLOOD PRESSURE |
| <input type="checkbox"/> | <input type="checkbox"/> | SIGNIFICANT ABDOMINAL TROUBLE (INCLUDING HERNIA) UNLESS CORRECTED |
| <input type="checkbox"/> | <input type="checkbox"/> | SUGAR OR ALBUMIN IN URINE |
| <input type="checkbox"/> | <input type="checkbox"/> | EPILEPSY |
| <input type="checkbox"/> | <input type="checkbox"/> | MENTAL OR NERVOUS DISORDER |
| <input type="checkbox"/> | <input type="checkbox"/> | DRUG OR NARCOTIC HABIT |
| <input type="checkbox"/> | <input type="checkbox"/> | EXCESSIVE DRINKING HABIT |
| <input type="checkbox"/> | <input type="checkbox"/> | REJECTION FOR LIFE INSURANCE |
| <input type="checkbox"/> | <input type="checkbox"/> | ASTHMA |
| <input type="checkbox"/> | <input type="checkbox"/> | ALLERGIES |
| <input type="checkbox"/> | <input type="checkbox"/> | OTHER LIMITATIONS |

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE HEALTH OF THE APPLICANT IS AS SHOWN ABOVE.

PARENT OR LEGAL GUARDIAN SIGNATURE

DATE

PHYSICIAN'S CERTIFICATE

(Required if "YES" was marked in any box above)

I certify that I have examined the applicant whose name appears hereon and that he/she does not possess physical limitations that would preclude participation in Civil Air Patrol as explained in the above parent's evaluation.

_____ **UNRESTRICTED:** Physically capable of full participation.

_____ **TEMPORARILY RESTRICTED:** Medical condition or injury is temporary in nature.

_____ **PARTIALLY RESTRICTED:** Indefinitely or permanently restricted from a portion of the program.

_____ **PERMANENTLY RESTRICTED:** Medical condition or injury is chronic or permanent in nature and individual is restricted from all Civil Air Patrol physical activities.

PHYSICIAN'S SIGNATURE

DATE

PHYSICIAN'S ADDRESS

PHYSICIAN'S PHONE

CIVIL AIR PATROL CADET UNIFORM PROGRAM INSTRUCTIONS

This program provides an opportunity for a new cadet to receive, at no cost to the cadet, a basic blue Air Force uniform, provided the unit commander approves the request and funds continue to be available in the program.

Cadets are responsible for purchasing the CAP accessories (name tag, ribbons, grade insignia, hat device, etc.) required for proper wear of the uniform. For CAP accessories, contact Vanguard at 1.800.221.1264.

Free uniform items must be returned (or replaced, if lost or damaged) to the local CAP unit in the event the cadet withdraws from the cadet program within the first year of membership. The parent/guardian assumes the responsibility on behalf of the minor child. The unit commander will make every reasonable effort to retrieve these uniform items. Uniforms received under this program will not be sold, rented or given to anyone other than CAP cadets.

Ordering Instructions

You must use e-Services (www.capnhq.gov) to order your uniform under this Cadet Uniform Program. Once your membership application is processed, you will receive a membership card with your CAPID number. You should use the CAPID to log into e-Services, or you may use your Social Security Number. Click on the "First time users" link and follow the instructions. Once you have established your account, log into e-Services and look for the "Cadet Uniform" link on the left side.

Click the "Cadet Uniform" link and follow the instructions to order a cadet uniform under this program. If you need help with sizing information, click on the male or female sizing charts. Commanders and Deputy Commander are authorized to input orders on behalf of the cadet.

Important Numbers

To check the status of your Cadet Membership application, contact Membership and Development (**MDV**) at 1.877.227.9142.

To check the status of your uniform order, contact the Army Air Force Exchange Service (AAFES) at 1.210.674.0190. Be prepared to provide the batch number and your CAPID .

To exchange a uniform item(s), return to:
Lackland Military Clothing Sales Store
1520 Kirkland, Bldg 6659
San Antonio, TX 78236

Questions about your exchange? Call 1.210.674.0190. You will need to include CAPID, name, address, phone number, and the size(s) you need.

EMERGENCY NOTIFICATION INFORMATION

FOR PARENTS / GUARDIANS

Safety is of paramount importance with the Civil Air Patrol. We are diligent with safety precautions, meetings, briefings, and inspections. However, accidents can occur despite the most careful planning.

On the next page is a request for emergency contact information and a child care release for treatment. Please list those individuals we need to contact in an emergency situation. You may list not only home phone numbers, but work, cellular, pager, and all other numbers as well. Efforts to notify the listed individuals will be attempted before any action is taken. However, we request permission for emergency medical or dental treatment for your child in the case that immediate attention is required or the listed individuals are not available.

Please be certain to list all allergies, illnesses, restrictions, special health care needs (diabetes, epilepsy, etc.), and all medications. Medicines or prescriptions that are to be administered during Civil Air Patrol activities must be in the original container with written instructions attached and the senior officer in charge notified. Cadets may not have unmarked medications, drugs, or alcohol in their possession during any CAP related activity.

Prior to weekend activities or exercises a separate parental permission slip will be distributed for your acknowledgement and signature. If any information has temporarily changed (i.e.: prescriptions), please indicate that on the returned portion of the slip. If pertinent information has permanently changed, you should submit a revised parental release.

Please indicate on the returned portion of the permission slip if your cadet is to be released to someone else at the end of an activity (i.e.: other than parents). Be aware that you may be asked to retrieve you cadet if there is misbehavior or for any cause deemed sufficient by the senior officers.

We appreciate your cooperation, understanding, and assistance. Please return the completed Medical Release for a Minor as soon as possible. If you have a concern, please contact us. We agree to keep the provided information confidential and to release it only when necessary.



Headquarters, East Iowa Cadet Squadron
 Iowa Wing, Civil Air Patrol
 United States Air Force Auxiliary
 Post Office Box 10481, Cedar Rapids, Iowa 52401-0481



MEDICAL RELEASE FOR A MINOR

Name _____ CAPID _____

Address _____ Phone # _____

Parent / Guardian Names _____

Physician Name _____ Phone # _____

Blood Type _____ Religion (Optional) _____

Insurance Carrier _____

Insurance Plan or Group # _____

List any special health care concerns, restrictions, medical conditions, allergies, diseases, or medicines / prescriptions used (i.e. allergic reactions, insulin dependent, food sensitivities)

List individuals to contact in case of an emergency & alternate contact points

Name ____ Relationship Phone # _____

I / We hereby authorize the Civil Air Patrol to provide transport and care for my son or daughter to any medical or dental facility or hospital for emergency or necessary care. I accept the financial responsibility for this treatment. This authorization continues in effect until cancelled in writing, an updated form is submitted, or CAP membership is terminated.

 Parent / Guardian Signature Date Parent / Guardian Signature Date

For Senior Members

The following pages contain the application for Senior Membership, and instructions how to complete the fingerprint card. Information regarding Membership Costs and Dues follows this section.

SENIOR

APPLICATION FOR SENIOR MEMBERSHIP IN CIVIL AIR PATROL <i>(Type or print. Chaplains must use CAPF 35.)</i>		CHARTER NUMBER			SOCIAL SECURITY NUMBER		
LAST NAME - FIRST NAME - MIDDLE INITIAL		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	HEIGHT	WEIGHT	BLOOD TYPE	DATE OF BIRTH DAY MONTH YEAR	
MAILING ADDRESS (Number and Street)	APT	CITY			STATE	ZIP CODE	HOME PHONE
Email address (This address may be used to contact you concerning CAP events, special interest items and other membership information)							
NEXT OF KIN (Name and address)						RELATIONSHIP:	
						PHONE: ()	
MEMBER MOST RESPONSIBLE FOR YOUR JOINING CAP (OPTIONAL : For recruiting purposes)							
NAME		CAPSN			CHARTER #		
EMPLOYED BY		POSITION HELD			WORK PHONE: ()		
					MAY WE CALL YOU AT WORK?		
EDUCATION (ENTER NUMBER INDICATING YEAR COMPLETED: 9 - 20 or OTHER) GRADE COMPLETED				DEGREE RECEIVED		PROFESSION / TEACHING CERTIFICATE	
To help us better serve our members, please tell us how you heard about Civil Air Patrol (check all that apply):							
<input type="checkbox"/> Air Show		<input type="checkbox"/> CAP Exhibit		<input type="checkbox"/> School			
<input type="checkbox"/> CAP Member		<input type="checkbox"/> Radio		<input type="checkbox"/> Television			
<input type="checkbox"/> Friend		<input type="checkbox"/> Other (please name):					
<input type="checkbox"/> Magazine							
<input type="checkbox"/> Family Member							
VOLUNTARY STATISTICAL INFORMATION (FOR DEMOGRAPHIC RESEARCH ONLY -- NOT REQUIRED FOR MEMBERSHIP)							
A: IDENTIFICATION: <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK (NOT OF HISPANIC ORIGIN) <input type="checkbox"/> HISPANIC <input type="checkbox"/> ASIAN/PACIFIC ISLANDER							
<input type="checkbox"/> AMERICAN INDIAN/ALASKAN NATIVE							
B: INCOME <input type="checkbox"/> \$0-\$25,000 <input type="checkbox"/> \$25,001-\$50,000 <input type="checkbox"/> \$50,001-\$75,000 <input type="checkbox"/> \$75,001-\$100,000 <input type="checkbox"/> OVER \$100,000							
BACKGROUND INFORMATION							
A. CITIZENSHIP							
1. Are you a citizen of the United States? _____				2. Are you an alien admitted for permanent residence? _____			
(Must possess current alien registration receipt card (Form I-151 or I-551).)							
B. ARRESTS/CHARGES (WRITE "NONE" IF APPROPRIATE) _____							
List on a separate sheet, all arrests or charges regardless of age or whether the record in your case has been sealed, expunged, or otherwise stricken from the court records. You must also include all military courts-martial or non-judicial punishment (Article 15, UCMJ or Captain's Mast). Failure to provide all required information may result in your membership application being denied. (Note: You may exclude minor traffic violations unless drugs, alcohol or injury were involved.)							
C. PRIOR MILITARY SERVICE (WRITE "NONE" IF APPROPRIATE) _____							
		Branch of Service		Grade		Discharge Date	
						Discharge Type	
D. PRIOR CAP MEMBERSHIP (WRITE "NONE" IF APPROPRIATE)							
from		to		<input type="checkbox"/> CADET HIGHEST CADET AWARD EARNED _____			
				<input type="checkbox"/> SENIOR HIGHEST GRADE EARNED _____			
Old Charter #							
Was your membership nonrenewed or terminated for cause? _____ If yes, provide details on a separate sheet of paper.							
<i>In applying for membership in Civil Air Patrol, I hereby execute the oath on the reverse side and understand and agree as follows:</i>							
(a) To permit CAP to use my Social Security Number in my membership records as an identification number and to obtain background information from any person, corporation, or government agency (local, state, or federal) to be used to determine membership eligibility;							
(b) that if my membership eligibility is questioned, I will be notified and provided the reasons; (c) that prior to a final decision on my eligibility, I will have an opportunity to submit documentary evidence on my behalf; and (d) that CAP membership is a privilege and not a right and CAP's decision on my membership eligibility is final.							
APPLICANT SIGNATURE (Must be accompanied by FBI fingerprint card, FD-258)						DATE	
To be completed by commander or designated representative: I certify that the applicant has been introduced to the Core Values, Ethics Policies, and Safety Policies, and that I have fully reviewed the OATH OF MEMBERSHIP (on reverse) with the potential new member. I further certify that a mentor has been assigned to assist this member in their orientation and training. Membership becomes effective when this application is approved and processed by National Headquarters.							
CHARTER, UNIT NAME, AND ADDRESS							
TYPE OR PRINT FULL NAME				SIGNATURE		DATE	

WHAT CAP ACTIVITIES ARE YOU MOST INTERESTED IN?

AEROSPACE EDUCATION PROGRAM

- AEROSPACE EDUCATION OFFICER
- AEROSPACE EDUCATION INSTRUCTOR
- CADET AEROSPACE OPPORTUNITIES COUNSELOR
- SPEAKER

CADET PROGRAM

- DRILL AND CEREMONIES
- DRIVER
- ENCAMPMENT STAFF
- FLIGHT ENCAMPMENT STAFF
- INSTRUCTOR
- LEADERSHIP POSITION
- ORIENTATION PILOT
- SPECIAL ACTIVITIES STAFF

EMERGENCY SERVICES

- CHECK PILOT
- COUNTERDRUG PILOT
- DISASTER RELIEF
- INSTRUCTOR PILOT
- SEARCH AND RESCUE
 - GROUND TEAM
 - PILOT
 - OBSERVER/SCANNER
- RADIO COMMUNICATIONS

PLEASE LIST ANY OTHER SKILLS OR INTERESTS YOU HAVE WHICH MIGHT BE HELPFUL TO YOUR CAP UNIT.

OATH OF MEMBERSHIP (READ CAREFULLY BEFORE SIGNING)

I do solemnly swear (or affirm) that:

I understand membership in the Civil Air Patrol is a privilege, not a right, and that membership is on a year-to-year basis subject to recurring renewal by CAP. I further understand failure to meet membership eligibility criteria will result in automatic termination at any time.

I voluntarily subscribe to the objectives and purposes of the Civil Air Patrol and agree to be guided by CAP Core Values, Ethics Policies, Constitution & Bylaws, Regulations and all applicable Federal, State, and Local Laws.

I understand only the Civil Air Patrol corporate officers are authorized to obligate funds, equipment, or services.

I understand the Civil Air Patrol is not liable for loss or damage to my personal property when operated for or by the Civil Air Patrol. I further understand that safety is critical for the protection of all members and protection of CAP resources. I will at all times follow safe practices and take an active role in safety for myself and others.

I agree to abide by the decisions of those in authority of the Civil Air Patrol.

I certify that all information on this application is presently correct and any false statement may be cause to deny membership. I understand I am obligated to notify the Civil Air Patrol if there are any changes pertaining to the information on the front of this form and further understand that failure to report such changes may be grounds for membership termination.

I fully understand that this Oath of Membership is an integral part of this application for senior membership in the Civil Air Patrol and that my signature on the form constitutes evidence of that understanding and agreement to comply with all contents of this Oath of Membership.

Signature of Applicant: _____ Date: _____

Witness Signature: _____ Date: _____

FINGERPRINT CARD INSTRUCTIONS AND LOCATIONS

Civil Air Patrol requires that FBI background checks be performed for all new Senior Members as part of the application process. To complete the application process for Senior Members, the applicant is required to submit a finger print card. If you haven't already done so, see your mentor to obtain the card.

Some locations charge, others do not. Below is a list of locations collected from our senior members, noting times and fee. (Please check for updated times and fees at the appropriate location)

Location	Times	Fee
<i>Benton Co Sheriff</i> (319) 472-2337 if providing own 113 E 3 St fingerprint card Vinton, IA (North of the Courthouse)	24/7 – Call for Appt	None for Residents
<i>Cedar Rapids PD</i> (319) 286-5378 505 1st Ave SW Cedar Rapids, IA	Th: 9:00-12:00PM	\$10/card
<i>Marion PD</i> (319) 377-1511 3911 Katz Dr Marion, IA	TH: 8:00 – 4:30	\$10 – 2 cards
<i>Hiawatha PD</i> (319) 393-1212 Not During Lunch 350 W. Clark St Hiawatha, IA	M-F: 9:00 – 5:00	\$10 – 2 cards
<i>North Liberty PD</i> (319) 626 - 5724 25 W. Cherry St North Liberty, IA	24/7 – Call for Appt	\$10 – 2 cards

Note: Times and fees may change. It is strongly recommended that you call for an to verify times and fees. Most locations required exact change; no checks or credit cards.

MEMBERSHIP AND DUES

One of the confusing parts of joining is submitting the applications and paying the dues.

Each new member must make out two checks, one to the CAP National Headquarters, and one to the East Iowa Cadet Squadron (EICS).

The dues amounts are different for Seniors and Cadets. After the first year, National dues are paid by mail or over the Internet. The first years National Cadet dues are higher than renewal dues to pay for the cadet's initial training materials.

When you turn in your application, please make out your checks to the Payee indicated and give your application and checks to the Squadron Finance Officer, Major Bob Benson.

New Senior Members are required to submit a fingerprint card when turning in their application and payment.

The squadron will mail your applications to National Headquarters and the Iowa Wing Headquarters for you so we will have a record of the date of mailing.

Make Check Out To:	Cadets	Seniors	Cadet Sponsor
National Headquarters, CAP	\$37.00*	\$70.00*	\$25.00*
East Iowa Cadet Squadron, CAP	\$17.00	\$12.00	-

Following Years	Cadets	Seniors	Cadet Sponsor
National Headquarters, CAP	\$37.00*	\$60.00*	\$20.00*
East Iowa Cadet Squadron, CAP \$ - \$ - \$ -			

*subject to changes

WHAT'S NEXT ??

Now that hopefully all the paperwork is out of the way, here are several sections to help get you started. The best way to find out “what’s next” is to attend the weekly squadron meetings and continue discussions with your mentor.

MEETING LOCATIONS & MAPS

Our regular meeting locations vary between the American Legion in Cedar Rapids and Marion, the Marion Airport, and Coe College. Every week, our cadet commander e-mails a briefing to the squadron members. Contained within the briefing is the location on where we will be meeting (along with the uniform of the day, abbreviated UOD). In addition, each member receives an invite from Google Calendar that they use as a reminder for the meeting.

If you miss the briefing (or the invite), the location of the squadron’s meeting location and time can always be found on our website using the *agenda* link:

www.ncria078.org

Meeting time is 6:30 PM (1830 hrs) to 9:00 PM (2100 hrs). Cadets – please ensure your parents are on time as some locations require us to be out of the building by 2100 hrs

UNIFORM & GROOMING STANDARDS

Because the Civil Air Patrol wears the Air Force uniform with distinctive CAP insignia, the organization must maintain high standards and present a clean and professional image. We are representatives of the Air Force. Uniform and grooming standards are necessary to ensure these high standards. This section is designed only as a quick reference for new members; Civil Air Patrol Manual 39-1 is the national standard.

Which Uniform?

CAP has many uniforms. The uniform that you wear primarily depends on your physical size and weight. In CAPR 39-1 (found by going to: <http://members.gocivilairpatrol.com/> , forms and regulations), a table can be found towards the end of the regulation. Simply look up your height and allowed weight. If your weight is below the listed weight, you can wear the US Air Force style uniforms. If not, you must wear the CAP uniform. It should be noted that senior members not wishing to meet the grooming standards but fall within the weight guidelines can also opt to wear the CAP uniform. Cadets must meet grooming standards, regardless of the uniform they wear.

Cadet Sponsors are limited to which uniforms they can wear. They are not permitted to wear any of the Air Force uniforms. However, they are only required to wear "appropriate clothing" per the regulations, so a uniform is not required. The Blue BDU's and Blue Polo Shirt (Summer Uniform) are recommended for Cadet Sponsors.

UNIFORM STANDARDS

The Battle Dress Uniform (BDUs), sometimes known as fatigues, is the first uniform new members need to wear. BDUs consist of a blouse and pants, along with a cover (hat), boots, and a black t-shirt. Cadets and senior members are responsible for their own uniforms, but the squadron will outfit when possible.

Unfortunately, due to a extremely limited supply, the squadron may not always have uniforms that fit. Please check with the squadron supply officer before purchasing items, as they may be available from our stockroom. Most rank and insignia items are available for purchase/exchange from the squadron's supply. That said, here are other good sources for uniforms and supplies:

Vanguard (www.civilairpatrolstore.com/store/link1.php) is the official source for CAP insignia and uniforms.

Uncle Stan's Military Surplus, 900 7th Ave, Marion, IA (phone # 319-377-3456), is a good resource for uniforms, both new and used. In fact, the store gives CAP members a 10% discount when buying items to be used for CAP. Please do not abuse this charity by requesting a discount on items that will not be used for CAP.

Brigade Quartermasters (www.actiongear.com) is a good source for boots and other military related items. CAP also get a discount – type in "code 2, CAP" in the remarks section of the on-line checkout page. Other surplus stores are located around the state and on the internet. For help with uniforms, talk to your mentor.

GROOMING STANDARDS

- All cadet members are required to meet grooming standards.
- Senior Members wishing to wear the Air Force Style Uniform or CAP Distinctive Uniform are required to meet grooming standards.

One of the most important and perhaps surprising aspects is the haircut standard. Hair should not be too long, artificially colored, or touching the ear for male cadets. For female cadets, hair must be shoulder length or shorter.

Other standards include keeping the uniform clean and pressed, and keeping good personal hygiene.

Refer to CAPM 39-1 and your mentor for more information.

E-Mail Accounts

All new Cadets and Senior Members are asked to create a **g-mail** account through Google. The e-mail account name should be in the format of either:

[{FirstName}.{LastName}.CAP@gmail.com](#)

Or

[{First Name Initial}.{LastName}.CAP@gmail.com](#)

Example:

[John.Smith.CAP@gmail.com](#)

Or

[J.Smith.CAP@gmail.com](#)

Account settings allow for copies of all e-mails to be forwarded to another account for parental monitoring. This option also allows a new member not to have to change an existing e-mail address. Lastly, if used properly, it allows only CAP mail to be delivered to the g-mail account.

The purpose of setting up a new g-mail account is to make communication easier between members of the squadron. E-mail addresses such as [fishheads@yahoo.com](#), or [ilovebigmacs@msn.com](#) give no indication of who the account belongs to, and makes it difficult for members to contact one another.

PEOPLE TO CONTACT

1st Lt Jim Pitts, Squadron Commander
Phone: 319-631-4745 E-mail: [jpitts.cap@gmail.com](#)

2Lt Jim Scroggs, Deputy Commander
Phone: 319-551-2093 E-mail: [jim.scroggs.cap@gmail.com](#)

FURTHER RESOURCES

Your mentor will be happy to answer any questions you may have about the Civil Air Patrol Programs or our squadron.

Cadets –

Several weeks after sending in your membership application, CAP National Headquarters will send you a blue binder containing materials such as a leadership book, drill & ceremonies manual, and a uniform manual. Consulting these resources first may save you time in asking your mentor a question. The leadership book is especially important, as self-study is necessary for advancement in the program.

While you are waiting, visit the Cadet Programs section on the National Web site. Contained there is a library that holds the same manuals in the binder you will receive (Leadership and Aerospace), as well as Drill and Ceremony manuals. You can start reading the 1st chapter of the Leadership manual immediately to help orientate yourself to CAP.

http://members.gocivilairpatrol.com/cadet_programs/library/

Seniors -

Several weeks after sending in your membership application, CAP National Headquarters will send you a blue binder containing materials on a CD. Consulting these resources first may save you time in asking your mentor a question.

Also, while you are waiting, go to this link: http://www.capmembers.com/cap_university/level_i_foundations_course.cfm and start working on the 6 modules. Each module takes 15-20 minutes to complete. These modules are designed to help you orientate yourself to CAP. In about 1-2 weeks after submitting, your commander will be able to provide you with your CAPID.

All new members need to login to e-services and complete OPSEC training (<https://www.capnhq.gov/CAP.eServices.Web/Default.aspx>). Senior members need to complete Cadet Protection Policy Training, also available through e-services. Each course takes about 15-20 minutes to complete.

Other resources are available as well, such as the national, wing, and squadron websites. The web addresses to these sites are given below:

NATIONAL: <http://members.gocivilairpatrol.com>

IOWA WING: <http://www.iawg.cap.gov>

OUR SQUADRON: <http://www.ncria078.or>

Lastly, we all understand what you are going through as new members. If you have questions, ask. Senior Members should ask your mentor, Professional Development Officer or the Commander. Cadets should ask their mentor. If your mentor is not available, ask your Element Leader, or Flight Sergeant, staying within the Chain of Command. There is a lot of information to learn as you first start, so don't get discouraged or frustrated. Remember, we all started in CAP the same way you are now.

Congratulations and welcome to our squadron!