

# Getting Started — Senior Members

## 1. Register for your Online eServices Account

eServices is CAP's online data system containing member data, online training and testing, qualifications records, etc., and is the go-to place for the initial training you need to complete.

Once HQ processes your application, you will receive an email with your Member ID number and conditional approval of your membership. At this point you can register for your eService account with last name, last four digits of social security number, date of birth, and email address. eServices can be accessed at <http://www.capnhq.gov>

After registering and receiving your password, you will be directed to the Operations Security Awareness (OPSEC) training module. Here, you will learn about CAP's commitment to securing its proprietary information, protecting information regarding our capabilities and operations, as well as securing member personally identifiable information. You must complete this module prior to accessing any information in eServices or accessing any online training.

It will take a couple of weeks for HQ to complete your background check and issue you your actual membership card. There's a place on the card for your photo, and if you upload a photo relatively quickly, there's a chance that it will make it onto the card.

## 2. Complete Initial Training

You can't do much more than participate in squadron meetings until you complete the online mini-courses listed below, which are in eServices under eServices>Online Learning>Learning Management System:

### Level 1 Orientation "Starting Your Journey"

- Equal Opportunity briefing
- Intro to CAP Safety
- Cadet Protection Basic Course

Once you've finished Level 1, including the in-person portion with the Commander or Deputy Commander of Seniors, we recommended that you also complete:

- General Emergency Services training class CAPT 116 found in eServices at eServices>Learning Management System>Emergency Services.
- Apply for you CAP driver's license in eServices at eServices>Operations>Operations Qualifications>Driver's License (in the left-hand menu, far down). More information is in step 5.

### **3. Select a Squadron Job**

Once you complete the initial training, you and the Squadron Commander (CC) or Deputy Commander of Seniors (CDS) will sit down to discuss and select a duty position within the squadron. Most duty positions have an associated "specialty track" and is similar to a career field. It is the field in which you will train, serve, and earn rank.

Specialty tracks are separate from operational mission qualifications such as radio operator, aerial photographer, search and rescue ground team member, etc.

Members can study in multiple specialty tracks, if desired, and can earn operational mission qualifications in any area, regardless of your assigned duty position and specialty track.

A list of CAP specialty tracks (and their study guides) can be found at <https://www.gocivilairpatrol.com/members/cap-university/level-ii-technical-training>

### **4. Get in Uniform**

Purchase a uniform. You can start out by purchasing just the blue polo shirt, which is worn with gray slacks and black shoes. [www.vanguardmil.com](http://www.vanguardmil.com)

**Shirt:** Dark blue knit shirt (long or short sleeves) with embroidered or screen printed CAP seal on the right breast. An embroidered name (first and last name) in white thread on the left breast is optional. Available only at Vanguard.

**Slacks:** Medium gray, wool, polyester/wool blend, polyester/cotton or cotton, with or without pleat or cuffs. Tactical or cargo pants are approved for wear with the polo shirt but not with the white aviator shirt.

**Belt and Buckle:** A plain black civilian belt with conservative non-decorative gold or silver buckle, or a black woven nylon tactical belt with buckle.

**Footwear:** Black socks and any plain black shoe, boot or combat boot.

**Headgear:** Headgear is not required, but the CAP baseball cap may be worn. Cap is available only at Vanguard. Note that no insignia is worn on the baseball cap.

### **5. CAP Drivers License**

You need a CAP drivers license to drive the squadron van and other CAP vehicles, and the more licensed drivers we have the better so there's always someone available to drive the van, even if it's only to move it from one parking spot to another. To apply for a license, you have to watch a training video and pass a test at the end, and obtain your DMV driving record and upload it to eServices.

To Access the Training Video: Go to NC Wing website, login (you will need to register for an account). Go to Site Map>Professional Development>ELearning. Click on ELearning and it will take you to the Vehicle Operator Training with the test at the end.

To Get Your North Carolina DMV Driving Record: Go to the DMV website and search for driving record. Order the downloadable Complete Extract Copy for \$10. They will email it to you almost immediately.

To Upload your Driving Record in eServices: Login to eServices and under the Menu go to Operations>Operations Qualifications. At the bottom left click Drivers License, and at the top click on Drivers License Instructions. Follow the instructions for uploading and submitting your driving record.

Once you completed all the steps, the Wing Transportation Officer will review your submission and approve it (assuming you meet all the requirements). You will be notified that your drivers license has been approved, and your 101 Card will show that you are a CAP qualified driver. The qualification on the 101 Card is your license, you will not receive a separate license to carry around.

## **6. Print out your 101 Card**

A 101 Card is your ticket into emergency services. The card shows mission staff at a glance what you are qualified to do when you sign in for a mission. You print out your 101 card in eServices at eServices>Operations>Operational Qualifications>Emergency Services>101 Card. You should bring your 101 Card (along with your membership card) to all CAP activities.