*Guide for Cadet Officers Transitioning to Senior Membership*

*By Captain James J. Hockel, CAP*

**PART ONE: Become a Senior Member**

 1. Get Fingerprinted.

Fingerprinting must be done on an FBI form FD-258. You can find an image of this form at edo.cjis.gov/artifacts/standard-fingerprint-form-fd-258-1.pdf, but the actual fingerprinting must be done on an official cardstock version. You should get an official fingerprint card from your unit commander or personnel officer.

Once you have an official fingerprint card, use the internet to find a fingerprinting service near you. Most police stations offer fingerprinting services. Some squadrons also offer fingerprinting at the squadron. Ask your unit commander or personnel officer what the best option would be.

If you are doing this process remotely, either ask your unit commander or personnel officer to mail you a fingerprint card or purchase an official FD-258 on your own. Some fingerprinting locations, especially police stations, will offer FD-258s for sale.

 2. Fill Out a Membership Form.

Print, fill out, and sign the CAP form 12: gocivilairpatrol.com/​media/​cms/​F\_​12\_​FAAE032949645.pdf

 3. Meet with Your Unit Commander or Personnel Officer.

Bring your fingerprint card, membership application, two blank checks, acceptable identification documents, and a photocopy of the acceptable identification documents.

The full list of acceptable identification documents is listed on page 26 of CAPR 39-2, but typically this is satisfied with either: (1) a passport, (2) a driver’s license and a social security card, or (3) a driver’s license and a birth certificate.

In your meeting with the unit staff, you need to (1) have them look at and verify your identification documents, (2) give them photocopies of the documents if requested, (3) talk to them about member dues, (4) fill out one check for national dues, (5) fill out the second check for unit dues if applicable, (6) give them the checks, fingerprint card, and membership application. Your unit staff will submit your membership application if you are doing the process in person.

If you are doing this process remotely, meet on a zoom-type platform with the unit staff and have them look at and verify your identification documents, discuss member dues, and provide a mailing address for your unit. Then mail the squadron dues check and photocopies of the identification documents to the squadron. Email the unit commander a PDF of your membership application and get a signed version back. Print the signed version. If you are doing this process remotely, you will be responsible for submitting your own membership packet.

 4. Ensure that the Membership Application is Submitted.

The national dues check, fingerprint card, and membership application must be mailed to national headquarters (CAP/DP, 105 South Hansell Street, Maxwell AFB AL 36112).

You will receive an email when your application has been approved. Your membership change will be reflected in eServices when you receive this email.

**PART TWO: Complete Level One**

 5. Login to eServices and Navigate to AXIS.

From eServices home: Menu -> Online Learning -> Learning Management System ‑> Go to AXIS.

 6. Compete Level One’s Online Modules.

Within AXIS, navigate to the last tab, “Level 1 Training.” (“Main Portal” is the first tab, then “My Transcript,” and so on.) If you are on mobile, you may need to tap on the menu button (three horizontal bars) in order to find the tab list.

If you are a former cadet officer, you probably only need to complete two of the modules in the “Level 1 Training” tab: “Introduction to Mentoring” and “My Learning Path.”[[1]](#footnote-1)

Ensure that the applicable modules show 100% completion. Completion of the final quiz will not always suffice.

 7. Submit Level One for Approval.

Navigate to the Professional Levels module in eServices. From eServices home: Menu -> Professional Development -> Professional Levels. In the “Accomplishments” section of the page, select “Professional Levels.” Link: www.capnhq.gov/​CAP.ProfessionalLevels.Web/​Accomplishments/​ProfessionalLevels

Type in your CAPID and click the blue magnifying glass. Select “Level 1” from the dropdown menu.

This is your checklist for Level One. Go to the bottom of the checklist and find the section titled “Level 1 Group 6 Choosing Your Path for Level 2.” In that section, check the box next to “Progression to Path for Level 2 – CADET” and then hit submit at the bottom of the page. This will log that you are a former cadet, which alters your checklist for Level Two.

Then go to the top of the page and click the blue “Submit Path for Approval” button. If you do not see this button, check to see if you are missing “Cadet Protection Basic Course,” “Diversity, Equal Opportunity, and Nondiscrimination,” and “OPSEC and Cybersecurity.” If so, go back and take these courses. Cadet protection will require a summary conversation with your unit commander. If you still do not see the “Submit Path for Approval” button, contact your unit commander or education and training officer.

 8. Tell Your Unit Commander to Approve Your Level One.

Notify the unit commander via email or another appropriate communication method.

You will receive an email when your Level One has been approved.

**PART THREE: Complete Level Two, Part One.**

 9. Complete Level Two, Part One’s Online Modules.

Go to your Level Two, Part One checklist in the Professional Levels module of eServices. In the “Path to Progression” section, make sure that the box next to “Progression to Path for Level 2 – CADET” is checked. If not, check the box and press submit at the bottom of the page.

Note that some of the items in the Level Two, Part One checklist are already checked off. When you told eServices that you were a former cadet, it checked off the items that do not apply to you.

Go to AXIS. Your last tabs in AXIS should have changed from “Level 1 Training” to “Level 2, Part 1” and “Level 2, Part 2.” Go to the “Level 2, Part 1” tab.

Complete all modules shown in the “Level 2, Part 1” tab, except that former C/Lt Cols or C/Cols do not have to complete the “Unit Organization” module.

 10. Complete Level Two, Part One’s Virtual/Hybrid/In-Person Modules.

There are three virtual/hybrid/in-person modules for Level 2, Part 1: “Accountability and Responsibility of the Adult Leader,” “Cadet Protection from the Senior Perspective,” and “Choosing Your Duty Assignment and Specialty Track.”

These modules cannot be completed in AXIS. You have three options for completing these modules, all of which involve some interaction with a CAP member certified as a Volunteer University instructor:

1. Online, by enrolling in a “cohort” of other junior officers. You will be asked to submit written responses and participate in discussions, and your work will be graded by a remote evaluator. Getting assigned to a cohort, going through the training and evaluations, and waiting for grades to be entered can take several months.

2. As part of an in-person, hybrid, or virtual class, typically offered by the wing or group education and training team. These classes are held with a group of students either in a live format, a zoom-style format, or a mix of both. Waiting for a class to be organized can take some time, but when it does occur, the training is typically completed in one day.

3. By personally talking to a Volunteer University instructor about the topics. This can take as short as a few hours, depending on the instructor’s availability.

Contact your unit commander or education and training officer to see which options are available to you.

11. Submit Level Two, Part One for Approval.

Go to your Level Two, Part One checklist in the Professional Levels module of eServices. At the top of the page, click the blue “Submit Path for Approval” button. If you do not see this button, contact your unit commander or education and training officer.

 12. Tell Your Unit Commander to Approve Your Level Two, Part One.

**PART FOUR: Get Promoted.**

 13. Ensure that All Promotion Requirements Are Complete.

To be eligible for a senior member promotion, your Level Two, Part One must be approved in eServices.

 14. Fill Out a Promotion Request Form.

Most senior member promotions are processed through eServices. However, promotions based on prior cadet officership are not. You must fill out the CAP Form 2 (www.gocivilairpatrol.com/media/cms/F002\_F6DCA8184C671.pdf). Note that there is also a CAP Form 2A and a CAP Form 2B. You should not use either of those forms.

Fill out Sections I and II of the form. In Section II, check the box for “Orientation Course” and enter the month and year that you completed Level One. Check the box for Cadet Protection Program training and enter the month and year that you completed that training.

In Section III of the form, check the box for Second Lieutenant if you earned your Mitchell Award, First Lieutenant if you earned your Earhart Award, and Captain if you earned your Spaatz Award.

Check the box next to “SPECIAL APPOINTMENT/PROMOTION” and check either the Mitchell, Earhart, or Spaatz boxes as appropriate.

In the remarks section, state that you have completed Level Two, Part One and list the month and year that you completed Level Two, Part One.

 15. Send the Promotion Request Form to Your Unit Commander.

It is typically best to send by email.

If you are requesting a promotion to Captain, your email should request that the promotion form be sent to the group commander when approved. If your unit commander signs the form but only sends it back to you, make sure that the form is forwarded to the group commander and personnel officer for Captain promotions.

Your promotion is official, and you may begin wearing the appropriate insignia, when the promoting authority signs the promotion request form. For promotions to Second Lieutenant and First Lieutenant, the promoting authority is the unit commander. For promotions to Captain, the promoting authority is the group commander.

You will get an email when the promotion is entered into eServices. Note that the date in eServices typically will not match the date that the promoting authority signed the form.

**PART FIVE: Miscellaneous.** (These two items can be done earlier in the process, but in any event should be completed soon after you transition.)

 16. Get Your Equivalency Credits Entered into eServices (only for C/Capts and above).

If you earned your Earhart Award, you need to send the following email to lmmeforms@capnhq.gov.

 Hello,

My name is \_\_\_\_ \_\_\_\_. I am a former cadet who is now a senior member. I earned my Earhart Award when I was a cadet. Per paragraph 11.2 of CAPR 40-1, could you enter a Technician Rating in the Cadet Programs Specialty Track into my member record in eServices? My CAPID is \_\_\_. Thank you!

Sincerely, \_\_\_\_ \_\_\_\_

If you earned your Spaatz Award, you need to send the following email instead:

Hello,

My name is \_\_\_\_ \_\_\_\_. I am a former cadet who is now a senior member. I earned my Spaatz Award when I was a cadet. Per paragraph 11.2 of CAPR 40-1, could you enter the Yeager Award and a Senior Rating in the Cadet Programs Specialty Track into my member record in eServices? My CAPID is \_\_\_. Thank you!

Sincerely, \_\_\_\_ \_\_\_\_

Verify that the correct information was entered and follow up if needed. You will get an email when the information is entered.

 17. Get Assigned to a Duty Position.

You should be assigned to a duty position in eServices as soon as possible because your specialty track progression (and therefore your entire senior member progression) will depend on the amount of time you have been in a duty position. You should be assigned to a duty position even if you will not be regularly attending meetings.

Discuss the appropriate duty position with your unit commander. Assuming you want to stay involved on the cadet program side, an appropriate initial duty position could be Assistant Testing Officer and/or Assistant Leadership Officer.

Make sure the appointment is entered into eServices. You will get an email when the appointment is made.

Primary References:

CAP Regulation 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*

CAP Regulation 39-2, *Civil Air Patrol Membership*

CAP Regulation 40-1, *Civil Air Patrol Senior Member Education & Training Program*

1. You may need to complete “Cadet Protection Basic Course,” “Diversity, Equal Opportunity, and Nondiscrimination,” and “OPSEC and Cybersecurity” if you did not complete the alternative versions of these as a cadet. If possible, it is better to take these through Learning Management System instead of AXIS. [↑](#footnote-ref-1)