

**Virginia Wing, Civil Air Patrol
Leesburg Composite Squadron #VA-117
New Senior Member Progression Checklist**

#	Month/ Week	Activity	Date	Reviewer Signature
1	1/1	Give completed Application and Fingerprint card to Squadron with Check 1 \$61 to CAP, Check 2 \$30 to Leesburg CAP		
2	1/2	eServices logon , OPSEC and CAP Senior Member foundations course (mandatory) and Order CAP uniform items		
3	1/3	Cadet Protection and Equal Opportunity (mandatory)		
4	1/4	General Emergency Services course (on-line) at www.caphq.gov/CAP.eServices		
5	2/1	Select specialty training track and order training materials at www.caphq.gov/CAP.eServices (mandatory)		
6	2/2	Obtain Virginia driver record history from Virginia Department of Motor Vehicles (DMV Form 93) and apply for CAP driver license (VA Form 18)		
7	2/3	FEMA IS-100 course (on-line) at http://training.fema.gov/IS/NIMS		
8	2/4	FEMA IS-700 course (on-line) at http://training.fema.gov/IS/NIMS		
9	3/1	Aircraft ground handling safety video (online) at www.caphq.gov/CAP.eServices (mandatory)		
10	3/2	CAP Radio Operator course (contact) and apply for CAP Radio Authorization Card (VA Form 22)		
11	3/3	Urban Direction Finder course and training exercise		
12	3/4	Urban Director Finder Specialty Qualification Training Record (SQTR) at www.caphq.gov/CAP.eServices		
13	4/1	Scanner Familiarization and Preparation		
14	4/2			
15	4/3	Scanner trainee flight #1		
16	4/4	Scanner trainee flight #2		
17	5/1	Scanner Specialty Qualification Training Record (SQTR) approval at www.caphq.gov/CAP.eServices		
18	5/2	Observer Familiarization and Preparation		
19	5/3	Observer Familiarization and Preparation		
20	5/4	Observer trainee flight #1		
21	6/1	Observer trainee flight #2		
22	6/2	Observer Specialty Qualification Training Record (SQTR) approval at www.caphq.gov/CAP.eServices		
23	6/3	Attend one Group 3 or Virginia Wing SARCAP exercise		
24	6/4	Squadron Commander promotion action to CAP 2LT		

Websites

eServices <https://www.caphq.gov/CAP.eServices.Web/eServices.aspx>

OPSEC <https://test.cap.af.mil/opsec>

Foundations http://members.gocivilairpatrol.com/cap_university/level_i_foundations.cfm

Vanguard www.gocivilairpatrol.com/vanguard

Contacts

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2. Communication Officer
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4. Air Crew Evaluators
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