Air Force Instruction (AFI) 33-360, *Publication and Forms Management* dated 01 December 2015 2013, Chapter 4 paragraph 4.1.2 reads publication managers may approve special or unique formation. Commands and field units may issue handbooks that are applicable to their subordinate units. Since this document is labeled as a national handbook, it will not be hosted on the e-Publishing website and its purpose is to assist Civil Air Patrol Reserve Assistance Program (CAPRAP) members to perform their day to day responsibilities.

The primary governing instructions for the CAPRAP program are as follows:
Air Force Policy Directive (AFPD) 10-27 *Civil Air Patrol* 16 October 2014
AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 31 July 2014
AFI 10-2702, *Board of Governors of the Civil Air Patrol* 27 February 2001

CAP-USAF Instruction 10-2701, *Civil Air Patrol Operations and Training* used to be the governing instruction for most of the operations of the CAPRAP program, however AFI 33-360, para 4, Table 4.1 reads all “Instructions” are certified and approved at the by HAF (Secretariat or Air Staff). Since the CAP-USAF Instruction 10-2701 was not approved at the HAF, it is no longer accessible on Air Force e-Publishing at www.e-Publishing.af.mil.

CAP-USAF Instruction 10-2701 dated 15 January 2016 is a supplement to AFI 10-2701 and can be found at: http://www.capmembers.com/media/cms/AFI_102701_20470E7786898.pdf
MEMORANDUM FOR ALL CAP-USAF RESERVISTS

FROM: CAP-USAF/CC
105 South Hansell Street, Bldg 714
Maxwell AFB AL 36112-5937

SUBJECT: Commander’s Intent Regarding Readiness and Participation

1. First and foremost, THANK YOU for all that you do to support this command. You continue to impress me every day with your passion and professionalism in how you conduct yourselves in this job. This Handbook is the result of much hard ongoing work from numerous individuals around our regions. It is designed as a toolbox for your reference and optimal performance in this challenging assignment. Keep in mind, you are often the only face of the Air Force many members of Civil Air Patrol, our official auxiliary, will ever see. Given this responsibility, I want to clarify my intent and expectations for your key role as a CAP-USAF Reservist.

2. Each Reservist is responsible for maintaining current readiness standards at all times. This includes ancillary training, medical as well as physical fitness requirements. We are all deployable assets and readiness indicators are high-visibility items at all levels. Reservists will support the CAP-USAF mission by performing at least the minimum participation requirements within their respective Retention/Retirement (R/R) year, but are HIGHLY encouraged to perform more than the minimum. This is especially true for those wishing to be competitive for special duty and promotion. It is your responsibility to know the program standards, schedule your time and execute your participation to meet the requirements for a “good” R/R year. I encourage you to use your talents and get involved within areas of special interest such as emergency services/disaster response operations, cadet programs or aerospace education. If you are new to our program and unsure of how to get involved – ASK! Engage with your Region Commander or Director of Reserve Forces and they will get you answers. Bottom Line: successful involvement by all of our Reservists is the only way we can meet our operational taskings.

3. Again, I want to personally thank you for accepting this assignment with Air Combat Command and CAP-USAF. I look forward to seeing you “out and about.”

MICHAEL D. TYYNISMAA, Colonel, USAF
Commander
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Chapter 1

CAP OVERVIEW AND ORGANIZATION

As a Civil Air Patrol Reserve Assistance Program (CAPRAP) Reserve Assistance Officer (RAO) or Reserve Assistance Non-Commissioned Officer (RANCO), you will need a broad understanding of how the Civil Air Patrol (CAP) is organized and how it operates. You must also understand what your role is with CAPRAP and how your work relates to the Civil Air Patrol. You must learn how Civil Air Patrol – United States Air Force (CAP-USAF) is organized, and you must understand your responsibilities to the Liaison Region, CAP-USAF, and the Air Force Reserve.

Civil Air Patrol is the voluntary auxiliary of the Air Force. CAP is headquartered at Maxwell AFB, Alabama, and is divided into eight geographical regions. Each region supervises 5-9 states, or CAP wings. All 50 states, plus the District of Columbia and Puerto Rico, comprise CAP’s 52 wings.

CAP has four distinct governing bodies at the National level: The Board of Governors, the CAP Senior Advisory Group, the CAP Command Council, and CAP National Headquarters.

- **Board of Governors (BoG):** The BoG is the primary governing body of Civil Air Patrol, and as such shall “govern, direct and manage the affairs of the Corporation.” Simply stated, the BoG write the rules, prioritize CAP’s myriad programs on a national scale and determine how to allocate CAP’s budget. The BoG consists of 11 members, 4 selected by the Secretary of the Air Force, 4 selected by Civil Air Patrol, and 4 selected jointly by the Secretary of the Air Force and the Civil Air Patrol National Commander. Additionally, the CAP National Commander serves as an advisor to the BoG.

- **CAP Senior Advisory Group (CSAG):** The CSAG advises the National Commander and recommends policy and proposes Constitution and Bylaws changes to the BoG. Additionally, the CSAG can be tasked by the BoG or National Commander to address issues. CSAG is comprised of the National Commander, the National Vice-Commander, the Chief of Staff, the eight region commanders, two non-voting members, the Chief Operating Officer and the Commander of CAP-USAF. Since this is an advisory body, it is not in the organizational chain or the chain of command.

- **CAP Command Council:** The Command Council advises the National Commander on operational issues. The council consists of the members of the CSAG as well as the CAP wing commanders. The council is an advisory body and not in the organizational structure or chain of command.

- **CAP National Headquarters (NHQ):** The National Headquarters consists of the National Commander (who functions as the Chief Executive Officer or CEO), the Chief Operating Officer or COO (who oversees the paid professional staff component located at Maxwell AFB, AL), the national staff (paid and volunteer member) and NHQ chartered
units. The CEO is responsible for the operational missions of CAP. The COO administers the day-to-day affairs of CAP. More information on how NHQ functions can be found in Civil Air Patrol Regulations (CAPR) 20-1, *Organization of Civil Air Patrol*.

Below the National level are eight CAP Regions. The eight CAP regions are:
- Northeast
- Middle East
- Great Lakes
- Southeast
- North Central
- Southwest
- Rocky Mountain
- Pacific

CAP has a volunteer command structure with a national commander in the CAP grade of Major General, and a Brigadier General vice-commander. Region and wing commanders are CAP Colonels. These are CAP grades only. All CAP grades are internal and are not commissioned by the U.S. or any state government.

Civil Air Patrol’s mission is three-fold: Aerospace Education, Emergency Services and Cadet Programs.

1. **Aerospace Education (AE)**
   CAP’s Aerospace Education program endeavors to educate both CAP members and the general public in matters relating to aerospace and its effects upon society. Internally, both CAP cadets and senior members study aerospace topics as part of their required training. Externally, CAP is the premier provider of aerospace education resources to teachers in any discipline on all levels.

2. **Emergency Services (ES)**
   The Emergency Services program encompasses the operational missions CAP performs for the Air Force and other government agencies. CAP members receive special qualification training to perform as aircrew members, ground team members, or mission support personnel. Emergency Services include such activities as Search and Rescue (SAR), Disaster Relief (DR), Counter Drug (CD), and Homeland Security (HLS). CAP volunteers also work with the American Red Cross, the Salvation Army, many local search and rescue agencies, law enforcement agencies and Federal and State Emergency Management Agencies (FEMA and SEMA). The Air Force provides light aircraft and other equipment to CAP, as well as an annual operating budget.

3. **Cadet Programs (CP)**
   Youth between 12 and 18 years of age are eligible to join the Civil Air Patrol in its cadet program. CAP cadets, upon reaching the age of 18, may elect to remain in their cadet status until their 21st birthday; however, a prospective member 18 years or older must join as an adult (senior member).
Cadets advance in rank through a 16-level achievement program and are tested in aerospace education, leadership, and physical fitness. There are four major milestones in the cadet program: the Wright Brothers Award (C/SSgt) at achievement 4, the Mitchell Award (C/2LT) at achievement 8, the Earhart Award (C/CPT) at achievement 11, and the Eaker Award (C/LTC) at achievement 16. Upon earning the Mitchell Award, a cadet is eligible to enlist in the grade of E-3 when joining the Air Force. The culmination of the entire cadet program may be attained following the Eaker Award by passing a battery of comprehensive exams, thus earning CAP’s highest cadet honor - the Gen Carl A. Spaatz Award (C/COL). Less than 1% of all CAP cadets earn the Spaatz Award.

CAP wings are further divided into squadrons and flights. Larger wings normally arrange their squadrons into subordinate groups. CAP classifies squadrons in three ways.

1. A Composite Squadron conducts programs for both cadet and senior members

2. A Cadet Squadron conducts the cadet program only, but has senior member (adult) leaders

3. A Senior Squadron is composed only of adults participating in CAP senior programs - these units commonly are made up primarily of aircrews
**USAF and CAP Similarities**

CAP Senior Members use a rank structure with grade and insignia similar to that of the Air Force. Cadet rank structure follows the Air Force’s system as well, but the insignia are distinctive in design.

CAP members meeting weight and grooming standards may wear the same style uniforms as the USAF, but with certain distinctive CAP insignia. There also are CAP specific uniforms (non-military) available for the use of all members.

Civil Air Patrol follows the same traditions, customs, and courtesies as the USAF. USAF personnel are not required to salute CAP officers, but out of courtesy may return salutes rendered to them by CAP personnel.

CAP members should aspire to the same fundamental core values as the USAF. The Air Force core values are *Integrity First, Service Before Self, and Excellence in All We Do*. The Civil Air Patrol core values are *Integrity, Volunteer Service, Excellence, and Respect*.

**Applicable AF Instruction and Policy Directives**

AFPD 10-27, *Civil Air Patrol*, 16 October 2014

AFI 10-2702, *Board of Governors of the Civil Air Patrol*, 27 February 2001

**CAP Regulations Applicable to the Reserves**

CAPR 20-1, *Organization of Civil Air Patrol*

Download from HQ CAP website

http://www.capnhq.gov
Chapter 2

CAP HISTORY

Near the end of the 1930’s war raged in Europe and caused civil aviation there to become non-existent. Aviation writer Gill Robb Wilson saw the same danger looming in the United States. Sensing that America would eventually become involved in the conflict, Wilson felt an organization like CAP could assist the U.S. war effort. He organized the New Jersey Civil Air Defense that later became the blueprint for CAP.

CAP contributed during World War II in many ways such as flying coastal surveillance and patrols along the Mexican border. CAP pilots flew cargo and courier missions, trained student pilots for future military service, towed aerial targets, flew in support of disaster relief, and mounted aerial search and rescue efforts. CAP pilots dropped bombs on German submarines along the Atlantic coast and were credited with sinking two.

CAP was initially chartered under the Office of Civilian Defense on December 1, 1941. Fiorello H. LaGuardia, Civilian Defense Director and the former mayor of New York City, signed CAP into existence. CAP transferred to the War Department and became the auxiliary of the Army Air Corps on April 29, 1943. The Army Air Corps became the U.S. Air Force with the enactment of the National Security Act of 1947. On May 16, 1948, Public Law 557 designated CAP as the official auxiliary of the U.S. Air Force.

**CAP Regulations Applicable to the Reserves**
CAP Pamphlet (CAPP) 50-5, *Introduction to Civil Air Patrol*
Download from HQ CAP website
http://www.capnhq.gov
Chapter 3

CAP-USAF ORGANIZATIONAL STRUCTURE

Civil Air Patrol-United States Air Force (CAP-USAF) is headquartered at Maxwell AFB. Headquarters (HQ) personnel consist of the CAP-USAF Commander (CC), active duty staff officers, Non-Commissioned Officers (NCOs), and civil servants.

Subordinate to HQ CAP-USAF are eight Liaison Regions (LRs), each typically with a LR/CC a Director of Operations (DO), the Director of Logistics (LG) which is an NCO; and four civil servants which include two Assistant Directors of Operations (ADOs), a Director of Information Management (IM) and a Liaison Region Secretary (Sec) or Administrative Assistant. The Liaison Region administers the CAPRAP for CAP-USAF. The LR/CC has one reservist assigned to assist him/her in this task, the Liaison Region Reserve Forces Director (LR/RF). The RF may appoint one or more LR reserve staff officers/NCOs to assist with assigned duties. Typically, an LR/RF appoints a Liaison Region Reserve Forces Deputy Director (LR/RFD) to assist with regional issues/duties.

Each state is termed a wing in the Civil Air Patrol (CAP). All CAP-USAF activity within a state is supervised by the LR. The LR is assisted with (CAPRAP) by a Wing Reserve Coordinator (WRC). The LR and WRC are jointly responsible for management and administration of CAPRAP at the state level. WRCs are appointed to supervise all Reserve Assistance Officers (RAOs) and Reserve Assistance NCOs (RANCOs) assigned to their state(s). Large states with more than seven reservists may assign a Deputy WRC to assist with supervision. RAOs and RANCOs are the LR’s and WRC’s primary instrument for the grass-roots interface between CAP-USAF and local CAP units. Ideally, LRs may have one reservist assigned for every four CAP squadrons within the region, based on reserve manning.

The chain of command runs from the CAP-USAF Commander at Maxwell AFB to the LR/CC, to the WRC then, RAOs/RANCOs. Although the RF and RFD are not directly in this chain of command, the LR/CC normally delegates management of the reserve program to the RF. Therefore, all coordination on reserve matters is routed through the RF to the LR/CC.

The individual reserve program is different from traditional United States Air Force (USAFR) unit programs. There are four types of individual reservists: the Individual Mobilization Augmentee (IMA), the Participating Individual Ready Reserve (PIRR), the Individual Ready Reserve (IRR), and the Standby Reserve. CAPRAP members fall under Category E (PIRR) status.

As a RAO or RANCO, your participation as a Cat E is normally unpaid Inactive Duty (IDT) for points only. IDT points are applied toward retirement credit without pay. Normally, no regular training periods or annual tours are required. However, each reservist must complete required annual training requirements to include medical and dental exams, fitness test and ancillary training. Contact your WRC or RF for assistance.

Another element of CAPRAP reservists are the additional duty members. They are assigned to other units but assist CAPRAP as an additional duty. These members fulfill their unit
requirements and earn unpaid IDT points working with CAPRAP. OPRs and administrative requirements are all performed by their regular unit.

The Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO) maintains oversight of Individual Reservists (IRs) in Category B (IMA) and Category E (PIRR) status. HQ RIO is located at Buckley AFB, CO. CAPRAP personnel are assigned to RIO/Det6 at MacDill AFB with the supporting operating location at Hurlburt Field, FL. DSN: 579-1543 /Comm 850-884-1543

HQ RIO is responsible for shared administrative control (ADCON) of Individual Reservists (IR). IR members are assigned or additional duty members who perform duty for CAP-USAF. RIO is responsible for training and equipping. The CAP-USAF commander is responsible for Operational Control (OPCON) and specified Administrative Control (ADCON) for Individual Reservists. Some CAP-USAF responsibilities include performance evaluations, organizational and deployment uniform requirements, and mobilization training. HQ RIO maintains responsibility for the mobilization readiness of all IRs.

**CAPRAP Administrative Flow**

All reserve paperwork and reservist communication should follow the path described below. (This may vary from region to region). This is a reserve administrative channel only. Work from your position in the chain to the top.

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<td>RAO/RANCO</td>
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Flow from your position to the top of the chart

--- Reporting Chain
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Any form or report of any type should flow in this manner. In geographically separated units, this enables each supervisor to remain informed as to what is occurring within the organization. Questions via e-mail, phone, etc., should follow the same path.

If a request is time-critical, it is the responsibility of the RAO or RANCO to call the WRC and ascertain if he or she is available. If the WRC is not available, the reservist may then contact the
RF. Only if the WRC and RF/DRF cannot be reached are RAOs and RANCOs authorized to contact REGION directly. Be sure to send information copies of forms and/or leave messages with anyone bypassed in this administrative chain.

Supervisors unable to answer specific questions should refer them to the next level up the reserve administrative chain until the answer can be found.

**Applicable AF and CAP-USAF Instructions**
AFPD 10-27, Civil Air Patrol, 16 October 2014
AFI 10-2701, Organization and Function of the Civil Air Patrol 31 Jul 14
AFI 10-2702 Board of Governors of the Civil Air Patrol 27 February 2001
AFI 36-2115, Assignments within the Reserve Components 08 April 2005
Chapter 4

CIVIL AIR PATROL RESERVE ASSISTANCE PROGRAM (CAPRAP)
DUTIES AND RESPONSIBILITIES

CAPRAP provides an opportunity for USAFR personnel without an Individual Mobilization Augmentee (IMA) or unit position to continue their careers. Although originally conceived as an interim position, individual reservists have made a career in CAPRAP as Reserve Assistance Officers (RAOs) or Reserve Assistance Non-Commissioned Officers (RANCOs).

As written in Chapter 3, the individual reserve program is different from traditional USAFR unit programs. There are four types of individual reservists: the IMA, the Participating Individual Ready Reserve (PIRR), the Individual Ready Reserve (IRR), and the Standby Reserve. CAPRAP members fall under Category E (PIRR) status.

Training Requirements
Once assigned to CAPRAP, you have training requirements. Please contact your WRC to schedule training. For the majority of new reservists, your mentor will be the WRC

- Within 30 days
  - Cadet Protection Program Training is required initial training (see Memorandum for CAP-USAF MEMBERS dated 157 June 2016). CAP Cadet Protection Program Training (CPPT) certification is required upon assignment to CAPRAP. Until you are certified, you cannot perform duties involving cadets. This certification should be accomplished during your orientation training. It is up to your supervisor to ensure you have completed the training. CPPT information is available through CAP E-Services. You must obtain a CAP ID number before access to E-Services will be issued.
    - Obtain CAP ID by completing the Cap ID Request Form in the appendix and submitting form to your Region CC. Do not send any PII via e-mail. Your CC will complete the form and forward to the CAP/IT department.
    - Once you have received the CAP ID, log into https://www.capnhq.gov.
    - Click on “Learning Management System”
    - Complete both the basic and advanced Cadet Protection courses
    - Submit the certification found in the Appendix to your supervisor

- Within 90 days
  - CAPRAP Orientation (Contact your WRC to schedule this training.)

- Within 12-18 months (recommended)
  - CAPT 117 ES Continuing Education Part 1 FEMA Course IS-100 Introduction to Incident Command System
  - Each of these courses is found on the FEMA website

- Reoccurring Annual Training requirements
  - Performance Feedback
  - Ancillary Training
  - Physical Health Assessment (PHA)
  - Dental Exam
  - Physical Fitness
  - Security Clearance at year 9.5
  - Virtual Record of Emergency Data (vRed).
Once you are fully trained, your role is to advise, assist, and oversee CAP personnel in the execution of Civil Air Patrol’s three missions. You must familiarize yourself with CAP and CAP-USAF regulations/instructions relating to CAPRAP activities. See Handbook appendix for list of regulations.

**Specific CAPRAP responsibilities**

- Adhere to all USAF and CAP-USAF Instructions, Manuals, and Policy Directives
- Comply with CAP regulations, policies, and rules when applicable to CAPRAP duties. Compliance with CAP Cadet Protection Policy is specifically emphasized.
- Follow all established procedures as directed by HQ RIO, HQ CAP-USAF, REGION, RF, WRCs or others in your chain of command
- Follow proper chain of command for routine correspondence and communications
- Report immediately to the proper command authority any unsafe activity or operation
- Meet all required HQ RIO/CAP-USAF/REGION training and participation requirements
- Maintain the highest standards of conduct in your dealings with CAP members

All CAPRAP reservists are required to comply with applicable Air Force standards. Members are required to have both the Blue Service Dress and the Airman Battle Dress Uniform (ABU) or flight suit. Flight suits and the leather-flying jacket are not issue items for CAPRAP but may be worn if obtained previously. Uniforms must be kept in good condition and replaced as needed.

Unless otherwise directed, flight suits or ABUs are permitted for squadron level meeting/function. Blues should always be worn when the nature of the function dictates that a utility uniform is inappropriate, particularly when you are in a formal meeting, an awards ceremony, or a conference.

The Physical Training (PT) uniform is a requirement for your Fitness Assessment. The Air Combat Command (ACC) unit patch must be worn on flight suits.

The following patches may be worn on flight suits at the described locations: left shoulder – American Flag patch; right shoulder - CAP-USAF patch; front right - ACC patch; front left - ACC standard color name tag (yellow border, dark blue background, white lettering). Flight suit patches may vary from region to region. These are not issue items, but may be obtained from various commercial sources including – Mardon Company at www.mardonco.com.

Ensure you are in compliance with the following:

- Uniform wear and grooming (AFI 36-2903)
- Physical fitness standards (AFI 36-2905)
- Physical Health Assessments (AF Web-Based Health Assessment) and Dental Exams
- Security Clearance Requirements
Ideally, you will be assigned multiple CAP squadrons for the purpose of making annual official visitations. You may also routinely attend meetings of these, or any other squadrons that you may choose. The number of squadrons assigned depends on manning and need.

You may be selected to attend CAP Operational Exercises (OPEX), commonly held at small airports. If you are assigned as an evaluator, there are checklists available for your use found in AFI 10-2701.

Your position in the CAPRAP program is unique. You will often perform your duties with minimal supervision. Additionally, the tone you set with CAP personnel is critical in your effectiveness. You are there to help CAP be more successful and effective. You are not there to run or perform operations. Maintain the highest standards of conduct in your dealings with CAP members. You should be seen as a welcome guest at every CAP event. Our oversight is not meant to be overbearing. However, your concerns and insight should be presented to the CAP squadron commander and deputy commander. In all matters, you must remember that CAP members are volunteers who pay dues for the honor to serve our country. They normally are not paid nor are they reimbursed for travel or personal expenses.

**CAPRAP Support to CAP**

It is critical that as an Air Force member you always maintain the highest standards of conduct. Know and live the Air Force Core Values: Integrity First, Service Before Self, and Excellence in All We Do.

The RAO/RANCO is responsible for providing guidance, advice and assistance to CAP and to the WRC in the administration, training and operation of CAP. As reservists working in the role of RAOs and RANCOs, you support CAP’s mission in a variety of ways:

- Provide advice, assistance, liaison and USAF oversight to CAP
- Promote and enhance safety in CAP (we are all safety officers!)
- Teach basic concepts of the Air Force organization, roles, and missions
- Serve as a resource for aerospace topics and the history of US airpower
- Exemplify the wear of the uniform, advise CAP on military customs/courtesies
- Be a professional role model and mentor to all CAP cadets and senior members
- Provide guidance on military careers, enlistment and admissions to officer programs
- Assist with training and evaluation of CAP in their congressionally mandated and assigned USAF support missions
- Provide WRC with a detailed list of specific accomplishments and suggested inputs for timely inclusion in performance reports
- Perform administrative functions
- Provide oversight of CAP operations and advise WRC of problem areas
- Coordinate matters of operational interest with WRC
- Provide advice and assistance to CAP units as appropriate
- Instruct in cadet or senior member training programs with prior approval from WRC
- Assist with Aerospace Education workshops
- Present programs to schools, civic groups and other interested parties with prior approval from WRC
• Assist CAP in recruiting and retention programs
• Assist with CAP-USAF staff assistance or inspection visits
• Assist with Operations training
• Assist with ground and flying safety programs
• Support DOD exercises and AF contingency mission in national emergencies

**Prohibited CAPRAP Activities**

• Become involved in CAP politics in any way. CAP-USAF personnel must always maintain their objectivity
• Occupy any CAP organizational position or exercise command over CAP units or personnel
• Perform duties as a CAP aircrew member
• Solicit funds for any CAP unit, program, or activity
• Hold any CAP membership other than Patron or Aerospace Education Member
• Wear CAP uniforms or insignia

**FEMA Courses**

Participation points (PNT) will be credited in accordance with the *Emergency Management Course Points for Participation Implementation Guidance* memo dated 04 May 2016 found in the Appendix. Approved courses are listed in attachment 1 of the memo. CAP-USAF approved for training FEMA courses are available online through FEMA’s Emergency Management Institute website. To enroll, go to [http://training.fema.gov/IS/crslist.asp](http://training.fema.gov/IS/crslist.asp). Defense Support of Civil Authorities (DSCA) Phase I training is available online at [http://www.arnorth.army.mil/dsca](http://www.arnorth.army.mil/dsca). Confirm through vMPF that points are credited. The point credit is determined by multiplying the CEUs (course credit) by 10 then dividing by 3 and rounding down. For example, an average course is worth 1.0 CEUs and is equals 3 IDT points. This is one occasion you can receive more than two points in one day. You will be credited the points on the date printed on your certificate of completion (the date your course test is graded).

**Applicable AF Instructions**

AFI 36-2115, *Assignments within the Reserve Component* 8 April 2005
AFI 36-2905, *Fitness Program* 21 October 2013
AF WEB HA (AF Web-Based Health Assessment)

**FEMA Courses Applicable to the Reserves**

CAP-USAF approved for training FEMA courses are available online through FEMA’s Emergency Management Institute website. To enroll, go to [http://training.fema.gov/IS/crslist.asp](http://training.fema.gov/IS/crslist.asp). FEMA Course IS-100 Introduction to Incident Command System

For additional FEMA Courses: See *Emergency Management Course Points for Participation Implementation Guidance* memo dated 04 May 2016

**CAP Regulations Applicable to the Reserves**
CAPR 52-10, *CAP Cadet Protection Policy*
Basic Emergency Services or Introduction to CAP Emergency Services (*ECI02130D*)
Chapter 5

IDT REQUIREMENTS

There is a variety of activities appropriate for Inactive Duty Training (IDT) in CAPRAP. Several of the most common are listed here:

- Squadron Meetings
- Special Activities
- Official “Blue Suit” Unit Visitations (formal Squadron Meeting)
- Staff Assistance
- Mission Evaluation
- Mission Assistance
- Class Preparation
- Internal Training
- Recruiting
- Administration
- Special Projects

Before you can perform any CAPRAP duty, it must be authorized via UTAPS. UTAPS can be accessed via AROWs at 1 Failure to obtain preapproval may result in not receiving point credit and more importantly may preclude line of duty protection in the event of an accident or injury. Appropriate AF uniform is required for all CAPRAP reserve duty and further validates your line of duty. Ensure your rater knows what you are planning each month and notify them of all changes.

A reserve orderly room or administrative section does not exist in this program. The individual reservist is responsible for managing required paperwork. You will not be successful in this program if you neglect the administrative work. Internet access and e-mail capability are essential. For the most part, members are geographically separated from their leadership, so time and distance can become an obstacle. Remember, many times the paperwork is the primary way your supervisor and others in leadership positions know what you are doing. If you have a problem meeting a suspense date, let the appropriate person know.

It is important to document your daily inactive duty time so that you can convert this information monthly into 4-hour blocks. A dedicated CAPRAP calendar works great for this. Log every hour and when you hit 4, mark down a point for that day. Details on your dedicated CAPRAP calendar will help you fill out the required Quarterly Report if your region requires one. Those details will help build your OPR/EPR and justify awards and decorations. Numbers are critical (21 students, 6 aircraft, etc.). Mission impact statements help (raised safety awareness, prevented flight safety hazard). Write down important things that happened so they are not forgotten.

**CAPRAP Personnel cannot claim points for the following IAW AFI36-2254 Volume 1:**

*Reserve Personnel Participation*

1. Social function (dining-in, military ball, etc.) unless you are the guest speaker

2. Attending sports events
3. Attending a meeting of the Air Force Association, the Reserve Officer Association or similar organizations.

4. Purchasing Air Force uniform items or getting an official photograph or identification card.

5. Taking part in Scout activities.

6. Health service officers in the AFRC on extended AD cannot be appointed to the Medical School Liaison Officer Program

7. For travel to and from IDT

8. For taking part in physical fitness exercise for the purpose of meeting and maintaining the Air Force physical fitness standards

**AF Form 40A - Record of Individual Inactive Duty Training**

An AF Form 40A is completed by the reservist to reflect each month’s work activity. This is accomplished via the Unit Training Assembly Participation System (UTAPS).

1. Telecommuting may be accomplished to accomplish assigned/required tasks as long as the duty is approved in UTAPS. A telecommute matrix is included in the appendix as Memorandum of Agreement for CAP-USAF Reservist and Supervisors dated 1 May 2014.

2. The minimum duty period for both “standard” and telecommute duty is two hours; however the member must accumulate a minimum of four hours for each point credit.

3. “Telecommute” and “Standard” duties are reported on separate Form 40As. The two types of duty are never combined on one 40A.

4. The requirement to log one activity per 40A.

**IDT Pre-authorization**

The IDT Pre-authorization is accomplished in UTAPS. All activity must be in UTAPS and approved by your supervisor prior to starting the activity.

If for some reason the date of an already approved unpaid IDT must be changed, make every attempt to change the duty period within UTAPs. If for any reason, this cannot be accomplished
prior to the new duty period, your supervisor may approve the change verbally, via text or e-mail. The modified IDT must be updated in UTAPS within 48 hours of completion of duty in accordance with the Authorization to Modify Unpaid Points-Only IDT Periods memo dated 14 June 2016.

**Telecommuting (non-standard duty)**
Telecommuting is a tool that allows the United States Air Force to authorize reservists to work away from their official duty location

**NOTE:** Fraudulent misrepresentation of points earned will be grounds for removal from CAPRAP without appeal and possible criminal prosecution. **It is not worth the loss of an Air Force reserve career and retirement to defraud the government over a few retirement points.**

**Standard duty (non-telecommute duty)**
Standard duties are usually squadron meetings and functions. These activities normally occur at the unit’s regular meeting place or operations facility.

**Aerospace Education (AE)**
- Cadet Aerospace Education Course Instruction/Presentation
- Assistance to AE staff or members at CAP squadron or wing level
- AE meeting, conference or workshop

**Cadet Programs (CP)**
- Special Topic Briefings/Presentations
- Moral leadership/Ethics briefings
- Cadet competition/practice
- Assistance to Civil Air Patrol staff members at CAP squadron, wing level civil Air Patrol meeting, conference or workshop

**Emergency Services & Operations (ES)**
- Commander’s call or Wing conference’
- Assistance to ES staff members at CAP squadron, wing level
- ES related training – ground team or air crew field/classroom training

**IDT Certification and Processing**
1. The reservist accesses UTAPS and signs in for duty for the monthly events after the duty periods have been accomplished. The reservist then notifies their supervisor of that action. Notification is normally done via automated e-mails. If that system is not functioning properly then send an e-mail to the supervisor to inform them to look at your inputs to UTAPS.

2. At the close of the event, the supervisor may ask to reviews the reservist’s Quarterly Report input for additional details to the duty performed on the electronic AF Form 40A. Once the supervisor is assured that the duty was performed, the supervisor then logs into UTAPS, and certifies the duty and sends it to “pay”, which means point credit for CAT E (PIRR) members.
**Medical Coverage on IDT Status**
The following information/guidance is obtained from the official Readiness Management Group Individual Reserve Guide, under the section 10.9 “Medical Entitlement”

When you are on active duty tours, you have the same medical care authorized as members of the Regular components for the period of duty specified in the orders. Optical and dental care is limited to emergencies on a space available basis. The medical facility commander is the final approval authority for this type of care. 41-210, Tricare Operations and Patient Administration Functions. If you are performing IDTs, you may receive emergency care.

Illness or injuries incurred or aggravated in the line of duty are also treated at government expense. This treatment also includes any illness or injury incurred or aggravated while you are traveling directly to or from Reserve duty. You will not receive treatment if you incur or aggravate the injury as the result of your own gross negligence or misconduct. If you require treatment beyond expiration of orders, your orders may be extended until final disposition of your medical condition or upon completion of a Medical Evaluation Board.

In doubtful line of duty cases, the hospital commander or your commander immediately requests a line of duty investigation. Medical care is authorized after the expiration date of the training period until you are notified of the final line of duty determination under AFI 36-2910, Line of Duty and Misconduct Determination.

Medical care is not authorized at Air Force expense beyond the training period for injuries or disease incurred not in line of duty.

Surgical correction for conditions existing prior to military service may be performed only where it is immediately necessary to save your life, limb, or sight, to prevent undue suffering, or loss of body tissue. Entitlement, as in line of duty determination, must be established prior to any surgery.

**Applicable Instructions, Manuals, Guides and Memorandums**
AFI 36-2254, Vol I Reserve Personnel Participation 26 May 2010
AFI 36-2633, The AFR Pretrained Individual Manpower Programs-Management and Utilization 30 August 2004
AFI 36-2910, Line of Duty and Misconduct Determination, Medical Continuation and Incapacitation 08 October 2015
2014
Chapter 6

UNIT CLIMATE ASSESSMENT VISITS/ENCAMPMENTS

Unit Climate Assessment Visits
CAP unit climate assessment visits are a vital part of CAPRAP. It is important for CAP-USAF to remain visible and provide an Air Force presence to CAP members in the field. While we do some of this at exercises and activities, the greatest impact is made at regular CAP squadron meetings. CAP members appreciate when the Air Force visits their home squadron, and cadets, especially, will benefit from reservist presence. You have a responsibility to set the right tone to ensure every visit is a positive experience for the CAP members. Our primary purpose is to help CAP be more effective.

Some regions have established a “Blue Suit” visitation program, which has as its goal the visitation of every CAP squadron by a uniformed CAP-USAF member at least every 2 years. Official visits require the use of checklists for aircraft, vehicle, or program inspections, and may include observation of cadet programs, aerospace education, and other special interest items. Often a Unit Report to the WRC/RF is required for all official unit visits.

Routine visits are informal and typically occur when a reservist chooses to support the same CAP squadron on a regular basis. What is most important here is that CAP members in every squadron be made to feel part of the Air Force team through interaction with CAP-USAF at their local meetings.

The normal uniform for official CAP unit visitations will be either service dress or the short-sleeved blue shirt, depending upon the temperature. For regular or routine visits to the same squadron, it is desirable to wear the Air Force equivalent of the squadron’s uniform of the day. If in doubt, however, the short-sleeved blue shirt should be appropriate for most occasions. You are often the only uniformed Air Force personnel that will visit the unit. Professional appearance is critical. You cannot effectively comment on CAP uniform wear if your appearance does not meet standards.

Ideally, each RAO or RANCO will be assigned multiple CAP squadrons to monitor within close proximity to his or her home of record; however, this will vary due to manning, need and recency of visit. Each CAP squadron should be visited each quarter, but the reservist is encouraged to do so more frequently. Every CAP unit should see a uniformed officer or NCO at least once per year. RAOs and RANCOs may volunteer to perform additional annual visits for units left uncovered by the initial 4 for 1 assignment process. Expense funds for travel are available for units beyond the reservist’s local area (greater than 50 miles each way). Man-day authorization from your region is required. These visits are in addition to or in lieu of visits by the LR staff.

Each time a reservist, active duty staff member, or LR/Assistant Director of Operations (ADO) visits a unit for any reason, an attempt should be made to examine aircraft and review aircraft records. Reports of these findings will be provided to and retained by the LR/DO. These reports should include the completed CAP Aircraft Inspection Checklist (CAP Form 71). When time does not allow inspection of all aircraft, priority should be given to aircraft that have not received a recent inspection. If you are unable to examine an aircraft, a note to that effect should be included in your report so that the inspection may be rescheduled.
Vehicle inspections are similar to those of aircraft. They also include a checklist and a general examination of vehicle condition and maintenance history. Reports of these visits should be made in writing as dictated by your particular region. These reports should include the Vehicle Inspection Guide and Usage Data (CAP Form 73).

Safety monitoring should be accomplished during every visit. This does not necessarily mean an interview with the Safety Officer, but an overall assessment of how the unit conducts itself in relation to safety should be accomplished. Monitor the unit’s attention to both flight and ground safety and provide assistance when necessary. Whenever possible, check documentation to ensure that regular safety meetings take place, members receive information on missed meetings, and required safety documentation is updated in e-services.

Training should be provided for new CAPRAP reservists as to how to conduct aircraft and vehicle inspections properly. This is the primary responsibility of their immediate supervisor.

When planning to visit a CAP squadron, a reservist should call the CAP squadron commander first to verify if the meeting will be held as published, request directions as necessary, and ask what is the uniform of the day. He or she should explain the purpose of the visit, especially if it is of an official nature with checklists to accomplish.

RAOs and RANCOs should make an effort to introduce themselves to squadron members and learn their respective staff positions. The reservist’s approach must be positive, friendly, helpful, and professional. It should be made clear to CAP personnel the visit is not a graded evaluation, but instead a helpful observation.

Reservists should be prepared to say a few words to the squadron. Additionally, they might wish to prepare a class on a topic of interest. Cadets and leaders alike will enjoy most anything that relates to Air Force experiences. If a reservist has a class to teach, be sure he or she coordinates this with the squadron commander well in advance in order that it may be placed on the unit’s meeting schedule.

RAOs and RANCOs observe and note areas where units might need help. They should provide verbal positive feedback and areas for improvement to the squadron commander and deputy commander. Remember to praise in front of the entire squadron, and that suggestions for improvement should be reserved for the squadron staff only. Written reports on unit visits go up the AF chain only. No written reports from the RAO or RANCO go through the CAP chain of command; however, verbal information can and should be shared with those that will benefit from this information.

Reservists should ask the squadron commander if there are any areas in which he or she may require assistance. Care should be taken to make sure everyone knows that we appreciate the CAP member’s hard work and dedication and that we are proud to have them as a part of our Air Force Auxiliary.

Reservists must remember that running a CAP squadron is CAP’s responsibility. You are there to passively oversee, advise, and assist only. You are not to take charge or direct in any way.
Reservists must always remain clear of CAP politics. These internal difficulties can develop into a serious problem at times. If such a situation is detected, reservists report the situation to the WRC. Your WRC may advise you to take the issue to your region’s CAP-USAF/CC for further guidance. If necessary, mentoring on core values may help. In an organization struggling with politics, the Air Force core values of \textit{Integrity First, Service Before Self, and Excellence in all We Do} are being ignored. Politics of service before self and politics of personal gain are not compatible. The bottom line, reservists are not to take sides. Instead, they must observe and report as required. Most importantly, cadets should always be shielded from politics and any related implications.

**After Action Reports**

Upon completion of your climate assessment visit, write up your summary of the visit in your after action report. Complete and submit your report to your State WRC on the required due date.

An example of comments you may write up for a climate assessment visit: \textit{Explain Unit Activities/Training/Equipment (Overall status of unit)}

“Unit is in good shape and meets at the Gator Regional Airport. 12 members were in attendance. Capt Obvious (Ops Officer) was present. Conducted visit and presented 45 minute briefing about Haiti Flight Operations Coordination Center to membership. “Lt Col Wonderful has instituted a model airplane program ranging from rubber band wound to radio controlled aircraft to include training modules. Program is being adopted by National. Several units around the country have inquired about receiving “starter kits”.

**Encampments**

CAP encampments are a perennial favorite cadet activity. They are both required for advancement and fun. Most encampments last a week to ten days and normally are held on Air Force or other military installations. Cadets are organized into squadrons and flights and learn much about customs, courtesies, drill, and leadership. Additionally they tour and experience much of what the host base has to offer. Encampments are run by a staff of CAP senior members with a parallel cadet staff. CAP-USAF personnel act as advisors and assist in ways such as classroom instruction and base liaison. We always monitor for safety.

Each CAP wing will normally run an annual encampment or participate in a joint effort with other wing/wings. “Encampment credit” is a prerequisite for cadets to earn the Billy Mitchell Award and be promoted to C/2LT. Those earning the Mitchell Award are eligible to enlist in the Air Force at an advanced pay grade. CAP-USAF has oversight responsibility for cadet encampments and the LR must certify that all minimum curriculum requirements were met. CAPRAP personnel may assist the LR with encampment oversight.

What does oversight mean? Here are some guidelines to which your subordinates should adhere whenever they have the opportunity to participate.

1. Discuss expectations with the encampment commander before the encampment begins. Communicate before the encampment to layout expectations and meet regularly throughout the encampment to discuss concerns and feedback.
2. Reservists are present primarily to be a role model to cadets, provide support, and help coordination with the military host unit.

3. Forward concerns to the CAP leadership (the encampment Commander) if behavior, safety, or logistical concerns are present. Do not get involved in disciplinary issues while at encampment. Let the CAP leadership handle their own disciplinary problems.

4. Remember that CAP runs the encampment and the CAP senior and cadet leadership does not work for the reservist, nor does the reservist work for the encampment commander (reservists work for the Liaison Region Commander). The development of a positive and symbiotic relationship is required.

5. If the relationship is not cordial and professional then meet with encampment leadership to define the problem.

6. Direct involvement should never be needed except to prevent injury or correct an obviously dangerous situation. After any direct intervention, brief the encampment commander as soon as practical to ensure all circumstances are understood. CAP-USAF should have almost no corrective inputs to cadets. Appropriate CAP encampment leadership should administer corrective action.

7. Ask for feedback from the encampment commander.

8. Provide feedback to the encampment commander and the Liaison Region Commander.

Note: It is expected that you will interact a minimum of 8 hours per day, face to face with CAP encampment staff members as well as with the cadets in attendance. The CAP staff will commonly work 16 hours per day. You will find this interaction easy to accomplish and will often work longer hours yourself.

End of Tour Reports: CAP Activity Report Form

- Required upon completion of:
  - Cadet encampment
  - Special project/activity
  - Search and Rescue (SAR)/Disaster Relief (D) exercise
  - Completion of National activity

Applicable Instruction
AFPD 10-27, Civil Air Patrol 16 October 2014
AFI 10-2701, Organization and Function of the Civil Air Patrol 31 July 2014
AFI 10-2702, Board of Governors of the Civil Air Patrol 27 February 2001
Chapter 7

CAP OPERATIONAL EVALUATIONS and EXERCISES

Civil Air Patrol provides over 80% of the Air Force’s inland Search and Rescue (SAR) capability. CAP is also tasked in several other mission areas such as Disaster Relief (DR), and Homeland Security. The Air Force provides CAP with the equipment and funds to perform these missions. CAP-USAF oversees CAP training, readiness, equipment care and usage, and fiscal responsibility.

Each CAP Wing undergoes a CAP-USAF Liaison Region graded Operational (Ops) Evaluation bi-annually. Reservists are integral to the success of this program. HQ CAP-USAF supports the use of reservists to develop training and evaluation scenarios. Training will be provided as required.

**Graded Operational Evaluations**
Reservists coordinate their availability to assist in these exercises with the Liaison Region/DO or designated representative. The Liaison Region/DO selects the members of each evaluation team.

The LR team chief, commonly the LR/DO, will contact team members to verify contact information and to discuss pre-evaluation items such as location, lodging, arrival times, meeting locations, evaluation start times, etc.

The reservist is to assist the LR team chief as directed during the evaluation. He or she will commonly be assigned to observe a functional area and interview the CAP functional area chief. The LR team chief may also assign vehicle and aircraft inspections. The reservist should provide feedback on any issues relevant during the evaluation, particularly issues affecting safety.

The reservist must provide the LR team chief with a written report for each of the functional areas assigned. The team chief will establish a deadline for submission. Make certain your RAOs and RANCOs submit these reports promptly.

**Applicable AF Instructions and applicable CAPR**
AFPD 10-27, *Civil Air Patrol* 16 October 2014
AFI 10-2701, *Organization and Function of the Civil Air Patrol* 31 July 2014
AFI 10-2702, *Board of Governors of the Civil Air Patrol* 27 February 2001
CAPR 123-3, *Civil Air Patrol Compliance Inspection Program* 10 June 14
CAPRAP is primarily a program for retirement points without pay; however, you and your subordinates may have limited opportunities IAW AFI 36-2619 Military Personnel Appropriation (MPA) Man-day Program to perform days of active duty while serving with CAP-USAF.

When placed on active duty, reservists are to remain available 24 hours a day for the duration of the tour. It is expected that a minimum of 8 hours each day will be spent in direct support of CAP or CAP-USAF unless the total duration of available daily activities is less than 8 hours. At CAP activities, reservists should provide a visible Air Force presence throughout the workday. The first and last days of orders may be structured to allow reasonable travel arrangements in addition to any duty occurring on those days. A reservist’s late arrival on a first day and/or early departure on a last day must be pre-coordinated with and approved by the WRC or Team Lead so as not to impair the accomplishment of the mission. However, it is recommended that you complete all post-tour paperwork prior to departure on your last duty day/return to home so you complete no less than an 8-hour day.

MPA orders are at the discretion of the LR/CC, and RF. To request active duty man-days, fill out an AF Form 49, “Application for MPA Man-day Tour

AF Form 49, Application for MPA Man-Day Tour
AF Form 49 should be completed no later than 17 work days prior to the planned activity and submitted to your region’s resource manager or as directed by your region/CC. Once received at National HQ, the Reserve Affairs Coordinator at Maxwell AFB, AL will send the reservist and/or your regions resource advisor an M4S number. Even though your orders will not have been obligated, members are to go into AROWS-r and create an application for orders using this M4S. When performing duty on MPA days, do not enter these days in UTAPs.

Air Force Reserve Order Writing System (AROWS-R)
An IMA User Guide for the AROWS-R system can be found on the ARPC website at: http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-AROWS-R-user-guide.pdf. This overview should assist you with most of the items necessary to complete an AROWS-R application. If you need additional assistance, contact your LR/IM.

Typical transactions in AROWS-R will include establishing a password or using CAC access to input an application for orders, tracking the orders process, printing the approved order, and certifying completion of tour. Historical data will be maintained for six years, allowing members to print orders at a later date.

**ADVISORY NOTICE:** If AROWS-r is accessed via CAC, the user id/password login capability will no longer be available. Consider your personal situation carefully before utilizing CAC access. It is possible you will need to access AROWS, but do not have a CAC reader available.
You will input the information from your M4S-E49 Authorization for MPA Man-day into AROWS-R.

**AF Form 938 - Request and Authorization for Active Duty Training/Active Duty Tour**

Upon accurate completion of the AROWS-R application, each member should be able to print an approved AF Form 938 to take with her or him to the duty location. If these orders are not received by 5 days prior to the first day of duty, the reservist should notify the WRC. The member, WRC and/or Region/IM should contact the AROWS-R helpdesk to resolve any unresolved issues. The AROWS-R helpdesk contact information is contained in the AROWS-R Guide. In no case are reservists authorized to depart for duty without approved orders in hand.

VOCO (Voice of Commander Orders) are often used when responding to short notice taskings such as Hurricane center, DSCA, etc. VOCO orders will not be used because of the member’s failure to initiate orders processing timely.

**Government Travel Cards - (GTC)**

It is mandatory that all personnel obtain and use a government travel card (GTC) for reimbursable expenses incurred while on orders.

All travel related expenses (airfare, lodging, car rental, etc.) must be placed on a Government Travel Card (GTC) in order to receive reimbursement with DD Form 1351-2. GTCs are not to be used for any unofficial purpose. With a split disbursement, a reservist’s GTC account is paid directly and the individual receives only the remaining balance due. Ensure that the split disbursement amount equals at least the total amount of items required to be charged to the GTC.

**Defense Travel System- DTS**

*At present, CAP-USAF personnel are to file travel vouchers using RTS (1351-2) but this is likely to change. Check your orders to determine if you are to file via DTS or RTS.*


**DTS walk through prior to travel: Authorization/Orders approval in DTS**

When your AROWS-R orders import into DTS you need to go in and “Edit” the authorization/order and “Sign” it through approval prior to your trip. If you do not, then you will have to do this before you can “Create” and submit your voucher.

Your AROWS orders direct you to use DTS on page 2, line ‘e’. DTS is a two-step process. You must complete an Authorization (which is intended to get you to your destination and should be completed prior to travel) before you can complete the voucher.

**Step 1.**
- Log in to DTS and click on Official Travel - Authorization Orders. You will see the imported document ready for you to ‘edit’.
• Verify your EFT (direct deposit) and government travel card (GOVCC) data under Additional Options-My Account Information. REFRESH ACCT DATA or add the info. Save to permanent profile and click UPDATE.

*If flying to TDY location:
• Click on Travel Tab-AIR and click on ‘Add New Flight’ (you will do this for going and returning)
• Put in appropriate date, airport codes and desired time of travel then SEARCH
• Select a flight and then a seat assignment opens up (don’t worry if it does not show seats available, some airlines do not forward their info to the system) You can select preference: AISLE/WINDOW
• SAVE

*If driving POV to TDY location:
• Click on Expenses Tab-Mileage and use PVT AUTO-TDY/TAD
• Change date to beginning date and click on DoD Table of Distances
• Enter City/Sate (HOR), click SEARCH for zip code and select, same for TDY location
• Click on calculate mileage
• Click on Save total and continue
• Put a check mark in small box that says ‘click here to create separate mileage expense for return’
• SAVE (you should see roundtrip mileage)

Step 1 Continued
• Click on REVIEW/SIGN-Preview (look over this page for accuracy)
• Save and proceed to Other Auths, Pre-Audit & Digital Signature
• Click on ‘Submit completed document’ to Digitally sign (will ask for CAC PIN)
• Screen will show SIGNED or CTO SUBMIT under the Sort by Status column

Once Authorization is approved by your Detachment Program Manager a can complete the Voucher for reimbursement.

DTS walk through after travel: completing Travel Voucher
You have already traveled and your orders direct you to use DTS on page 2 line ‘e’ you now need to complete your voucher.

If you have not had your orders authorized and signed (see Step 1), you cannot complete your voucher until this step is complete. If this has been completed, when you return, go into DTS and “Create” your voucher with any changes and “Sign” it through for approval. You should get notice of your payment within 4-5 days.

Step 2.
• Log in to DTS and click on Official Travel Vouchers.
• Click on ‘create voucher from approved authorization/orders to “create new voucher from authorization/order”
• Click on ‘create’.
• Click on Expenses Tab (Non-mileage, Mileage, Per Diem entitlements) and enter your other travel expenses. (since you know what they are) Ensure all expenses are correct, add/remove/ make changes as necessary.
• Verify payment to GOVCC and Personal are correct under Additional Options-Payment Totals Tab. If necessary, verify your EFT (direct deposit) and government travel card
(GOVCC) data under Additional Options-My Account Information. REFRESH ACCT DATA or add the info. Save to permanent profile and click UPDATE.

- Load your certified orders and required receipts (lodging, airfare showing itinerary, amount paid and form of payment used, etc.) under the Expenses-Substantiating Records tab
- Digitally sign.

The BEST thing about DTS is you now have visibility of every step it takes through-out the process. You can check the status any time by going back to the Document and following these steps:

- Log in to DTS and click on Official Travel - Document you wish to check (Authorization/orders or Vouchers)
- Click on 'view/edit' and stay in VIEW ONLY mode
- Click on Digital Signature tab - this shows you what actions are pending and steps already taken.

**Customer Service is available**
Phone: Comm: 1-800-808-5942  
DSN: 625-5800  
FAX: 678-655-5245
E-mail: dobbins.imattravel@us.af.mil  
DTS e-mail: imatravel.dts@us.af.mil

**Mailing address**
IMAT-OL/FMFT  
1392 Second Street  
Dobbins ARB, GA 30069-4823

**Defense Enterprise Accounting and Management System (DEAMS)**
DEAMS is a new accounting system being used by the Air Force. The interface to DTS for Reserve orders/vouchers is not working for “DEAMS” fund sites. Until the interface can be corrected, those bases using DEAMS will have to manually process their travel vouchers. See your local IM for instructions/procedures on how to process vouchers manually.

**RTS**
Complete 1351-2 and submit to Dobbins IMA travel along with certified orders and any appropriate receipts.

**Applicable AF Instructions**
AFI 65-109, *Preparation of AF Form 938* 1 September 1996
Chapter 9

WRC DUTIES, RESPONSIBILITIES, AND ACTIONS

You are to work with the RF to develop and execute an effective plan to provide CAPRAP support for your assigned wing(s), and associated CAP squadrons. The WRC is a key position and is critical to the success of CAPRAP. The WRC serves as primary point of contact to RF on reserve support of their CAP Wing. The WRC provides supervision, training and administrative support to reservists.

Your duties and responsibilities begin with the following job description (sample): “Provides technical advice to the Reserve Forces Director (RF) in administering the CAP Reserve Assistance Program (CAPRAP) in XXXX (State(s).) Supports the CAP XXXXX (State) Wing in accomplishing the threefold mission of the AF auxiliary: emergency services, cadet programs, and aerospace education. Trains and evaluates CAP ground and aircrews in accomplishing non-combat missions of the AF to include search and rescue (SAR), disaster relief (DR) and homeland security (HLS) operations. Assists the RF and LR with Defense Support to Civil Authorities (DSCA). Supervises XX reserve personnel assigned to (State, i.e., Georgia) CAPRAP”

As a WRC, you are expected to fulfill the duties and responsibilities listed above in conjunction with your RF. You must also maintain liaison with the CAP Wing Commander and wing staff. Regular contact with your RF and periodic attendance at CAP wing staff meetings or CAP Wing Commander’s Calls are essential. Open lines of communication are necessary for activity planning, coordination and execution. It is important to build a rapport with the CAP wing commander and staff.

You are responsible for supervising, mentoring and evaluating CAPRAP personnel assigned to you. You are required (AFI 36-2608) to maintain copies of all individual personnel information. Establish a file on each reservist assigned to you. See Chapter 13 of this handbook, WRC Administrative Files, for specific items.

Ensure personnel assigned to you comply with the following:

- Uniform wear and grooming (AFI 36-2903)
- Physical fitness standards (AFI 36-2905)
- Physical Health Assessments and Dental Exams
- Security Clearance Requirements
- R/R Year Points

Ensure personnel assigned to you receive the following training:

- CCPT (Cadet Protection Training)
- How to conduct aircraft and vehicle inspections properly.
- How to conduct and complete a REGION Unit Visit Report
- DSCA Phase 1 (recommended)

Provide the following administrative support to personnel assigned to you:

- Prepares performance reports on assigned reservists for CAP missions
Ensures each assigned reservist complies with equal opportunity policies and avoids conflicts of interest.
Ensures assigned reservists have training, information and guidance needed to be effective with CAP units.
Recruits additional reservists.
Nominates reservists for recognition in award programs (e.g. RAO/RANCO of the Year Award, etc.).
Provides Region/RF with quarterly wing CAPRAP activity report.

R/R Year Points
One of the factors that may be considered for promotion is member’s annual participation level as reflected by your points earned. A reservist may earn up to 130 IDT retirement points each R/R year that will be used for retirement pay calculations. **If you do not know your R/R date (day and month) contact ARPC immediately to avoid accidentally completing a bad or “unsatisfactory” year.** Many CAPRAP personnel achieve/exceed this amount. Your ANG/USAFR Point Credit Summary displays all points earned, including those in excess of 90. You may earn in excess of 130 points (up to 365 points) per year with the addition of mandays but 130 is the max IDTs you may claim. Many Category A (traditional Air National Guard/Air Force Reserve squadron) personnel will exceed 90 points per year as they perform 4 IDT periods each month as well as AFTPs, AT and other active duty. To remain competitive for promotion members must earn more than the minimum of 50 points per R/R year. Additionally, greater involvement should provide more substantive “impact” bullets for your OPR, which is critical in a competitive promotion environment. Most importantly, the greater number of points you earn, the more assistance you are providing to the CAP units that we support.

Members must earn a minimum of 35 points through any combination of inactive duty or active duty points. This equates to approximately three points per month. Fifteen membership points are automatically added at the end of your R/R year for maintaining active Reserve status. The 35 points and the 15 points make up the minimum 50 points for a good year. You need 20 good years for retirement. AF Form 526, ANG/USAFR Point Credit Summary is located on the vMPF website. It lists the inactive duty, active duty, and ECI points you earn. **REMEMBER:** It is very important that you review this summary on a regular basis to keep track of your R/R year progress.

Non-Participating Individual Ready Reserve Actions
Members who do not satisfactorily participate in CAPRAP by actively pursuing points gaining activities during their R/R year will be considered for involuntary reassignment to the non-participating Inactive Ready Reserve (IRR) IAW the current revision of AFI 36-2115. The WRC should review each member’s progress toward points gaining activities during the feedback session with the member. If the WRC feels that insufficient activity has been accomplished up to that date then s/he should annotate the feedback report accordingly and advise the member of the consequence of non-participation.

Reservists in CAPRAP must earn a minimum of 50 total retirement points (including 15 membership points) per R/R year. It is the WRC’s responsibility to monitor and to ensure that reservists under their jurisdiction are aware of the consequences of non-participation in the CAPRAP program. The WRC may excuse members for non-participation only once and must pursue actions to move the member to a non-participating IRR if the member does not
satisfactorily accomplish requirements during the next R/R year. AFI 36-2115, Assignments within the Reserve Component, para 1.2.2 and Table 4.3, unsatisfactory participation, is your source document on determining whether a member’s status should be changed based on non-participation.

**WRC Supervisor Responsibilities**

It is a requirement (AFI 36-2629) that you keep adequate records on the actions and accomplishments of your subordinates.

1. Ensure the IR is aware of his/her role in mobilization and receives the training necessary to remain current and proficient. Evaluate and certify accomplished training.

2. Utilize UTAPSWeb to document IDT per AFI 36-2254, Volume 1 and other systems as applicable to coordinate, approve and confirm IR participation

3. Counsel, recommend and monitor reservist’s participation in PME courses, schools and other developmental opportunities

4. Administer the officer and enlisted evaluation systems, to include conducting performance feedback sessions, accomplishing performance reports (OPRs/EPRs/LOEs) and preparing Promotion Recommendation Forms as directed per AFI 36-2406.

5. Develop a work center specific Job Safety Training (JST) guide based on Attachment 5, Job Safety Training Outline (JSTO) delineating safety, fire protection/prevention and health requirements. The supervisor will document and maintain completed work area training on the AF Form 55, *Employee Safety and Health Record*, or equivalent product as directed by AFI 91-202, *The US Air Force Mishap Prevention Program*.

**Applicable Instructions**

AFI 36-2115, *Assignments within the Reserve Component* 8 April 2005
AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components* 27 June 2011
AFI 36-2254, *Vol I, Reserve Personnel Participation* 26 May 2010
AFI 36-2905, *Fitness Program* 21 October 2013
Chapter 10

PERFORMANCE EVALUATIONS: OPRS/EPRS

Performance Evaluations are one of the most important factors in a reservist’s career. Every supervisor must take this responsibility seriously and work hard to develop each subordinate’s fullest potential, while documenting performance as fully and positively as possible.

**Officer Performance Reports/Enlisted Performance Reports**

Solicit input from the ratee for OPRs or EPRs eight weeks prior to the closeout date. (Additional inputs for activity late in the rating period may be added at any time). The ratee can provide inputs to the rater, however, the ratee does not write his or her own evaluation. This is the responsibility of the rater.

Complete AF 707_20080618, Officer Performance Report (Lt thru Col), AF 910_20080618, Enlisted Performance Report (AB thru TSgt), AF 911_20080618, Enlisted Performance Report (MSgt thru CMSGT) using bullet statements showing what was done and the impact made. Use active/action verbs. Use Reserve Assistance Quarterly Reports as source material.

1. Show impact - what happened as a result of your subordinate’s work - answer the question, “so what?”

2. Describe what the reservist did and how well it was done - use action statements and verbs and use the past tense; describe purpose, size, and impact of events supported - the person at the promotion board may not know what a SAREX is.

3. Show relevancy - link bullet statements to the reservist’s job description

4. Use numbers, percentages, ratios, and other quantifiable information

5. Use all available space and include a full complement of suggested bullets for the Additional Rater.

6. Submit draft performance report as directed six weeks prior to the closeout date

7. The RF must send the draft to the LR/SEC 30 days prior to the closeout date. (The LR must submit the OPR/EPR to HQ CAP-USAFLT two weeks prior to closeout.)

**A change of reporting official (CRO) may necessitate an OPR or EPR as follows**

1. **Officer**: If 12 or more points have been earned since the closeout date of the last OPR, a CRO report needs to be accomplished, with a closeout date one day before being assigned to the new rater.

2. **Enlisted**: If 16 or more points have been earned since the closeout date of the last EPR, a CRO report needs to be accomplished, with a closeout date one day before being assigned to the new rater.
**Performance Feedback Sessions**

Non-EAD USAFR Colonels require only initial feedback (within 60 days of assignment to rater). Non-EAD officers and enlisted require initial and midterm feedback. Refer to AFI 36-2406, *Officer and Enlisted Evaluation System*.

For non-EAD officers: If the ratee arrived at the initial duty assignment, or has a CRO, then the rater must conduct an initial feedback session within the first 60 days they initially begin supervision. Hold a midterm feedback session approximately 180 days after the initial session. Hold subsequent midterm feedback sessions annually, until there is a CRO. A Performance Feedback Worksheet (PFW) is not required if action is pending under AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*.

For non-EAD enlisted: The rater must conduct the initial feedback session within the first 60 days he or she initially begins supervision. This will be the ratee’s only initial feedback until a change of reporting official is complete. Conduct midterm feedback sessions annually, beginning 12 months after the initial feedback session.

Fill out AF 724-20140701, Performance Feedback Worksheet (LT thru Col), AF 931-20080618, Performance Feedback Worksheet (AB thru TSgt), AF 932_20140701 Performance Feedback Worksheet (MSgt thru CMSgt).

1. These forms may be handwritten or typed.
2. Give the ratee an accurate assessment of his/her performance and suggest steps for improvement, if appropriate.
3. Keep a copy in the reservist’s file - these forms stay with the immediate supervisor and are not submitted elsewhere.
4. Review the member’s participation to date to identify non-participation issues early in a member’s R/R year. See Non-Participating Individual Ready Reserve Actions in this handbook for further guidance.
5. When completing a performance evaluation for an enlisted member - the rater will provide face-to-face feedback to the rate in conjunction with issuing the evaluation. The EPR serves as the feedback form. Do not use a performance feedback worksheet. When face-to-face feedback is not feasible, rater will conduct feedback either electronically or via telephone. This feedback is not to be used as the last feedback accomplished as recorded in Section V of the evaluation form.

**Promotion Recommendation Form (PRF) (AF Form 709)**

- Required only for promotion from Major to Lt. Colonel and above.
- Explains why the officer should or should not be promoted - limited to 9 lines.
- Covers the entire record of performance and provides key performance factors from the officer’s entire career, not just recent performance.
- Submit draft to rater 5 months prior to board date.
- Draft submitted by Region to CAP-USAF 100 days prior to promotion board date.
• NOTE: It is up to you to ensure your record correctly reflects all schools, awards, OPR, etc. to include correct dates.

**Applicable Instructions**

AFI 36-2406, *Officer and Enlisted Evaluation Systems* 2 January 2013

AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members* 14 April 2005

Chapter 11

AWARDS AND DECORATIONS

Recognition of your subordinates is of primary importance, both for motivation and in the furtherance of their careers. Several types of awards and decorations are available for consideration. **Reference:** AFI 36-2803, *The Air Force Awards and Decorations Program*

Well-rounded service is critical to your advancement potential and recognition opportunities. Most of our award submission rejections are due to single-track participation or the “one trick pony” syndrome. Look closely at your participation on a regular basis. At least annually, ensure you are participating in all areas and levels of CAP activity including ES, AE, and CP. While unit level participation is critical to CAP, expanding your participation to wing, region and national activities is critical to your career. *(Hint: Get involved in “joint” operations. Many CAP activities involve multiple DoD organizations, emergency management agencies and law enforcement.) We highly recommend involvement in a HQ tour like CENTCOM or other joint opportunities to remain competitive.*

**Decorations**

Reservists are eligible to be considered for decoration after serving in CAPRAP for a minimum of three years. Decorations must be earned through performance and are not automatic. It is not uncommon for the period of a significant award to encompass four or more years. Three of the principle decorations for which CAPRAP members may be considered are the Air Force Achievement Medal (AFAM), the Air Force Commendation Medal (AFCM) and the Air Force Meritorious Service Medal (MSM). The WRC and RF will initiate these award recommendations.

**Decoration Procedures**

1. Determine if your subordinate is eligible

2. Does his or her performance warrant recommendation?

3. Has the reservist been awarded any other decoration during the same period?

4. Request an RDP-DECOR-6 from HQ CAP-USAF, through the LR/IM when the draft citation is ready for submission.

5. Complete an *AF Form 642 - AFAM/AFCM Justification* for the AFAM and AFCM. Complete AF Form 2274 Citation for Air Force Achievement Medal

6. MSM recommendations are submitted as a citation accompanied by all OPRs/EPRs for the period in question on the appropriate AF Form

7. Route recommendations through normal administrative channels: WRC to RF to LR/IM - the LR/CC will complete and attach the appropriate documentation to each decoration package
Awards
In addition to several specific Reserve awards, there are a number of awards for which we as USAF members are eligible in the performance of CAPRAP duties. They include:
- Meritorious Service Medal
- Air Force Commendation Medal
- Air Force Achievement Medal
- Reserve Officer/NCO and IMA of the Year
- Junior Officer of the Year
- Additionally, there is the CAPRAP Officer/NCO of the Year.

Applicable Instructions
AFI 36-2803, The Air Force Awards and Decorations Program 18 December 2013
Chapter 12

PROMOTIONS

Officer Promotions
At intervals specified in the Reserve Officer Personnel Management Act (ROPMA), a promotion board will consider your subordinates. It is your responsibility to take care of all of your people. Mentor them and document their performance carefully. Make certain they are aware that they will be evaluated according to many of the following criteria.

1. Job performance - what was done, how well it was done, and its impact.
2. Breadth of experience – a wide range at various command levels
3. Job responsibility - commensurate with the next higher grade
4. Professional competence - knowledgeable, versatile, excellence
5. Professional Military Education – this is mandatory
6. Specific achievements, awards and decorations
7. Leadership
8. Military participation – should average more than 100 points per year
9. Relevant civilian accomplishments - how these enhance value to the Air Force

Note: Promotions are not thanks for a job well done, but are based on an evaluation of how well the reservist will perform at the next higher grade.

Officer Requirements
Officer promotions within CAPRAP are the same as for any other reserve unit. We are governed by AFI 36-2504. In addition to the point participation, completion of all required PME is an absolute must to obtain a favorable promotion recommendation. (Hint: Plan to complete your PME a minimum of several months before your board). Rankings and promotion recommendations are completed well before the board and you definitely want your current records to reflect PME completion.)

Promotion recommendations start with the REGION/CC before going to the CAP-USAF/CC. CAPRAP has generally done well in promoting active participants in leadership positions with appropriate PME completed. Strong records can offset lesser participation, but serious candidates should strive to increase participation at least two years prior to the board. (Hint: Participation in CAP national activities can also be a plus.) Selection boards evaluate records on the “whole person” concept. Factors for consideration include job performance, level of assignments, professional competence, breadth and depth of experience, responsibility, decorations, PME, and specific achievements.
Minimum levels (this is an estimate and no guarantee of promotion) of R/R year participation to be competitive for promotion are: (PME is broken out separately on the point report)

- Captain to Major 80 to 100 points + BDE (SOS)
- Major to Lt. Colonel 100 to 150 points + IDE (ACSC)
- Lt. Colonel-to-Colonel 150+ points + SDE (AWC)

Remember Category E reservists are not guaranteed man-days; therefore, you may only be able to earn inactive duty points. Any inactive duty points earned above the maximum 130 inactive duty points cannot be applied toward retirement points but will stand out for the promotion board. *(Hint: 100 points seems to be a magic number for promotion but is obviously no guarantee). Also, a masters degree for O-5 promotion is highly recommended as well as an AEF or a MAJCOM HQ tour).*

**Enlisted Promotions**

1. Professional Military Education

2. Your subordinate’s last R/R year must be a good year.

3. The reservist will be considered for promotion under PEP. PEP boards meet twice annually - you and the LR initiate the recommendation and the LR/IM prepares the package for submission

4. Many of the criteria listed above for officers also apply to NCOs.

**Enlisted Requirements**

Since CAPRAP is a non-paid program for enlisted personnel, normal rank progression does not exist. SrA through CMSgt are eligible to be in the program. There are only two methods of promotion for enlisted PIRR members, the commander’s Promotion Enhancement Program (PEP) and the Extended Promotion Program (EPP). Detailed promotion eligibility requirements are available in AFI 36-2502. PIRR members are eligible for EPP promotion through technical sergeant (at 20 years of satisfactory service) and must accrue 50 points in the preceding R/R year to be recommended for promotion.

PEP is a commander’s program designed to promote outstanding reservists who have clearly demonstrated the ability to serve in the next higher grade and meet AFI 36-2502 requirements. PIRR members are eligible for promotion through the grade of chief master sergeant IAW AFRC PEP guidelines.

**Applicable AF Instructions**

AFI 36-2501, Officer Promotions and Selective Continuation 16 June 2004
AFI 36-2502, Airman Promotion/Demotion System 12 December 2014
AFI 36-2504, Officer Promotion, Continuation and Selective Early Removal in The Reserve of the Air Force 9 January 2003
Chapter 13

PERSONNEL READINESS

Overview
The United States Air Force Reserve (USAFR) provides first-line operations to the Air Force in event of war, national emergency, or disaster. The mission in peacetime is Readiness. The individual reserve program is different from traditional USAFR unit programs. There are four types of individual reservists: the IMA, the Participating Individual Ready Reserve (PIRR), the Individual Ready Reserve (IRR), and the Standby Reserve. CAPRAP members fall under Category E (PIRR) status. As an Individual Ready Reservist, you are attached to an active duty unit for the purpose of being trained and equipped for their mobilization mission. IRs are assigned administratively to the Individual Reservist Readiness and Integration Organization (RIO) is located at Buckley AFB, CO serves as the MPF for CAPRAP personnel.

A reserve orderly room or administrative section does not exist in this program. In essence, the individual reservist is responsible for managing the personnel paperwork. You cannot be successful in this program if you neglect the administrative work.

Individual Reservist Readiness and Integration Organization (RIO)
The Individual Reservist Readiness and Integration Organization is the Air Combat Commands’ agency responsible for shared administrative control (ADCON) of Individual Reservists. IR members are assigned or attached to an organization that is responsible for training and equipping. The active duty commander is responsible for Operational Control (OPCON) and specified ADCON of Individual Reservists: such as performance evaluations, mobilization training, and skill training for in the members Air Force Specialty Code (AFSC)

Medical
CAPRAP members will be assessed through an annual Reserve Component Physical Health Assessment (RCPHA). The purpose of this program is to maintain Air Force warriors ready to meet the Air Force’s worldwide mission at any moment. IR members must maintain medical readiness for deployment and worldwide duty IAW AFI 48-123, Medical Examinations and Standards.

1. Access the “AF Web Health Assessment” from the AF Portal and complete the online form. It is best to do this about 60 days prior to your medical expiration. You can access via the “Life & Career” link and then select Health or use the direct link https://afwebha.afms.mil. If you need help you can contact the Health Assessment help desk at (800) 298-0230. Once you have submitted the assessment, you are supposed to receive a telephone call from the clinic you selected explaining what requirements you must complete. Remember the Military Treatment Facility (MTF)/clinic you chose so that you can follow up if they do not contact you within a few days.

2. The RCPHA must be accomplished annually. The IR must complete the AF Form 4321, Reserve Component Health Risk Assessment (RCPHA) each year. The SF 600, Chronological Record of Medical Care (RCPHA) must be completed by a military provider. Specific requirements vary according to age with complete physicals being administered every three years. However, this requirement is waived by Waiver for Base Operational Medicine Clinic (BOMC) implementation in the AFMS memo dated 26 Feb 2016 allowing you to be seen by a civilian doctor. If seen by a civilian doctor, it is your
responsibility to send all documentation to the 42 AMDS/SGPM to ensure your records are updated correctly. Usually, clinic notes from your civilian doctor are sufficient for records to be updated. Check with the 42 AMDS/SBPM PHA cell at Maxwell AFB (334-953-5616 or 953-7910) to verify what is needed when seeing your civilian doctor.

**NOTE:** HIV testing is required every two years and may not be accomplished by a civilian lab. The testing MUST be accomplished at a MTF so that a blood sample can be submitted to the DoD database. This is a 2016 change.

3. All IRs should obtain completed and signed copies of all medical and dental paperwork, including the PIMRS worksheet, and retain it for submission in the event of loss. (You may not have ever seen or held one of these, but if you are geographically separated, ask for a copy from the servicing MTF.) The PIMRS worksheet is submitted to the RIO, through the LR/IM, when ARCNet does not update in a timely manner. Prior to completing your visit at the DOD MTF, ensure the examining unit has input your examination PHA into PIMRS: Preventative (health assessment) Individual Medical Readiness. Your Dental exam needs to be entered into the DDS: Dental Data System. PIMRS and DDS are the primary programs used by AU and the RIO to determine whether your exams are current or not. Timely completion and PIMRS/DDS input is critical because ARPC will suspend you from all pay and points until your information has been updated.

4. In accordance with AFI41-210, Tricare Operations and Patient Administration Functions, the IMA and PIRR service member’s medical and dental records are maintained at the military treatment facility located at or near their unit of attachment. Due to the transition of RMG to RIO, as a CAP-USAF member you are attached to the Civil Air Patrol National HQ, Maxwell AFB, and your records reside at the 42 Medical Group there. Contact information is as follows:

42 Medical Group, 300 South Twining St. Maxwell AFB, Alabama 36112-6219. Base Hospital Automated Line: 334-953-3368. Medical Records: 334-953-0055 e-mail: 42MDSS.SGST.MedicalRecords@us.af.mil.

5. Individuals must notify their unit of assignment/attachment or Project Manager (PM) of any changes in their physical condition that may potentially affect their availability for worldwide duty or their ability to perform active/inactive duty in their specified AFSC.

6. Individuals who are not medically ready may be denied participation and be processed for separation IAW AFI 36-3209, Separation Procedures for Air National Guard and Air Force Reserve Members.

Follow up! You can check your detailed medical updates and currency requirements at https://asims.afms.mil/webapp/. This information is also available under the readiness tab in ARCNet.

**Dental Exams**

Dental exams are required annually and may be performed by a private dental provider or local DOD dental clinic. However, every 3rd year you must see a DOD dental provider. Private or
DOD dental provider conducts exam and completes blocks 6-11 or **DD Form 2813**. Present completed DD Form 2813 to local DOD dental clinic and ensure data is entered into your dental records.

Civilian Dental Form: DD Form 2813, Department of Defense Active Duty / Reserve Forces Dental Examination

Your 2813 should be sent to 42\textsuperscript{nd} Medical Group for placement in your medical/dental records. Personnel conducting your dental exam should update the DDS. If completed by a private dentist, there is no need to personally appear at a MTF. Simply FAX your DD Form 2813 to 42\textsuperscript{nd} Medical Group at 334-953-1606. If you need to contact the Dental Clinic at Maxwell, you can contact the clinic at 334-953-7822.

**Immunizations**

All reservists must keep current on all required immunizations. This should happen during the annual physical process. If your physical is accomplished at a civilian provider, you must contact the nearest military medical facility to determine which shots you need at the time. The only exception to this is the annual flu shot requirement, which generally needs to be accomplished in the October to December timeframe. Immunization records are sent to 42\textsuperscript{nd} Medical Group at Maxwell AFB. Contact information is as follows: 42 Medical Group, 300 South Twining St. Maxwell AFB, Alabama 36112-6219. Comm: 334-953-0055 E-mail: 42MDSS.SGST.MedicalRecords@us.af.mil. Immunizations Clinic: 334-953-5731

**Fitness testing**

All CAPRAP assigned reservists will complete the annual AF Fitness Test in accordance with AF Instruction 36-2905 Fitness Program.

1. PIRR Members are required to perform the fitness test once per year. Reservists must be on duty status (MPA, IDT, AF Form 40a) during the fitness test and will complete/submit the Fitness Screening Questionnaire (FSQ) prior to testing. Recommend that the FSQ be completed no earlier than 30 days and NLT 7 days. A medical provider prior to fitness assessment must clear members with a positive Fitness Screening Questionnaire. If medically cleared, the appropriate sub-maximal aerobic (i.e. walk) test can be substituted if member is medically exempted from the run.

2. CAPRAP members must be in the AF PT uniform to perform the PFT test.

3. Fitness testing will be conducted in-house and in masse to the maximum extent possible. Members absent or requiring retesting can test at a nearby AF unit or attend a make-up test as determined by the Unit Fitness Program Manager (UFPM). The fitness evaluation is comprised of four components – an abdominal measurement, a mile and a half run, push-ups, and crunches. All components of the fitness test must be completed on the same duty day. If extenuating circumstances occur, then all components must be completed within five duty days. All but the abdominal measurements have scales adjusted for age. Individuals must pass each component of the fitness testing and have a cumulative score of at least 75 to pass. Those not meeting standards will enter a reconditioning program and retest at the interval directed by the AFI. Administrative action may become necessary for those members failing to progress toward the acceptable conditioning range.
4. If your OPR or EPR is due the first of the month following fitness expiration and the fitness evaluation is not complete, you will likely receive a referral EPR/OPR.

**Security Clearance**
All CAPRAP assigned reservists must either have a current clearance, or the Periodic Reinvestigation (PR) must be in process to meet current renewal guidelines. Investigations and PR are required for renewal at the 4.5 year mark for IRs holding Top Secret clearance and every 9.5 years for those holding Secret Clearance. In order to verify your clearance status, contact your Unit Security Manager, the LR.

**Ancillary Training**
Required ancillary training is listed on ARCNet and can be accomplished via the ARCNet web site or the ADLS website. Ancillary training is accessed via the Computer Based Training link on the Readiness tab. There are currently 7 ancillary training modules: Force Protection, Human Relations, Information Protection, Suicide Prevention, Freedom of Exercise Religion, and DOD Cyber awareness and sexual assault prevention. Each module must be completed once each FY. Freedom of Exercise Religion is the only training that is accomplished every 2 years rather than annually. The Suicide Prevention training is no longer on ADLS and is accomplished in face-to-face small groups; however, online methods may exist for geographically separated reservists, so your LR will provide guidance as to how this training can be accomplished. The My Training Details link will list the most recent completion date for each of the three modules. To receive credit for ancillary training, complete a form 40a via UTAPS.

Some training can only be accomplished on the ADLS website. Currently, users can only access training modules from a .mil network and limited access to training modules from a home network. Contact your region commander for guidance on completing training you are unable to access.

**ARCNet**
ARCNet is an on-line tool, in the AF Portal, used to evaluate the “readiness” of the IRs. Individual Reservists each have a personal account so that the member can monitor his or her own readiness and training requirements. Look under “My Readiness Details” in the AF Portal to review your records and determine any actions needed to update your records.

The ARCNet desk is staffed from 0800 – 1700 EST Monday-Friday. If workloads do not permit your call to be answered, please leave a detailed message, to include a commercial contact telephone number. You can also e-mail the ARCNet staff at the e-mail address listed below.

Toll-free: 800-223-1784 EXT 4972387  
Commercial: (478) 327-2387  
DSN: 497-2387  
E-mail: ARCNet@us.af.mil

**Applicable AF Instructions and Web-based assessment**
AFI 36-2905, *Fitness Program* 21 October 2013
AFI 36-3209, *Separation procedures for Air National Guard and Air Force Reserve Members* 14 April 2005
AFI 48-123, *Medical Examinations and Standards* 5 Nov 13
AF WEB HA (AF Web-Based Health Assessment)
Chapter 14

RECRUITING

Recruiting is essential to the vitality of many organizations. This certainly is the case with CAPRAP. Everyone should be looking continually for opportunities to recruit new members. Care should be taken to give the prospect an accurate portrayal of the nature of duty in CAP-USAF. Ours is a program that is geographically separated with duty that is very independent. We require self-starters with impeccable integrity who can function responsibly alone. CAPRAP is very rewarding for those who desire this type of duty.

At one time CAPRAP was advertised as a “holding pattern” for reservists in-between other assignments. This is no longer true. We are looking for reservists who feel they can make an impact on the success of the Civil Air Patrol and are willing to give a committed effort to this important program. This can be the perfect solution for someone who needs flexibility, but still wants to contribute to the Air Force while continuing to earn a military retirement.

New Applicant Checklist

The following checklist will help guide you when someone contacts you regarding joining CAPRAP. Interview the applicant. Face to face is preferred, but telephonic interviews are acceptable. Suggested questions/statements:

Questions:
1. Why do you want to join CAPRAP?
2. How did you learn about us?
3. Are you presently assigned to a component of the Air Force, AFRES, or ANG?
4. Do you have a UIF/PIF?
5. Do you meet weight and appearance standards?
6. Have you been twice passed over for promotion?
7. Do you want to transfer over completely or be an “Additional Duty” Reservist?

Statements:
1. You will work independently and must be a self-starter.
2. You will be assigned to visit and monitor four CAP squadrons.
3. This is a points-only program. Man-Days may become available, but are never guaranteed and should not be counted on to complete a “good year”
4. You cannot have been twice passed over for promotion
5. You must have time enough remaining to meet all conditions for a reserve retirement
6. You will need to earn a minimum of 50 points for a good retirement year. This is truly a bare minimum and you will likely perform much more. Of the 50 points required to obtain a “good” year the reservist is automatically given 15 membership points. Of the
remaining 35 points, after the membership points have been accounted for, the member must complete at least 25 of the remaining 35 points must be CAPRAP duties with direct CAP contact. There are opportunities to earn additional points by completing approved FEMA courses for ECI credit. “Good” years are determined by your Retirement/Retention (R/R) date. This date is unique to each individual; check your personnel records to determine your effective R/R date.

7. Uniforms are not issued to officers
8. Pay may be available for some travel, but is not guaranteed
9. You may continue to compete for promotion while in CAPRAP. PME and performance are key elements of success
10. It is helpful to be a people-person who would like to work with cadets as well as adult senior members.
11. It will be your responsibility to accomplish much of your own administrative work
12. You will be provided training on how to become actively engaged in the CAPRAP program and also on how to perform formal unit visits
13. No CAP aircraft flying (except as a passenger).
14. CAP-USAF reservists may only be patron members or aerospace education members of the Civil Air Patrol - most CAPRAP personnel have no CAP membership affiliation.

Required Information
1. AF Form 1288 with military resume (if applicable).
2. Copies of last three OPR’s/EPR’s
3. Last military medical exam. Current PHA and Dental exam (within last 12 months)
4. Compliance with Physical Fitness Test (PFT)
5. UIF/PIF statement if coming from another organization

New Member Applications General Information
The individual’s 1288 is processed through RIO and Maxwell before the 1288 arrives at the LR for CC approval/acceptance. The 1288 may need to be processed through a recruiter. For simplicity purposes, if the member is currently in the AF Reserve, they do not need to go through a recruiter. Recruiter assist is required for those who are Air National Guard, IRR.

Applicable AF Instructions
AFI 36-2115, Assignments within the Reserve Component 8 April 2005
Chapter 15

RETIREMENT

A member of a reserve component of the U.S. Armed Forces is eligible to retire upon completion of 20 satisfactory or "good" years of service. Cols and Lt Cols must serve three years in grade to retain that rank upon retirement.

Colonels may serve up to 30 years from their date of commission or five years in grade, whichever comes first. Lt Cols must retire on the 28th anniversary of their commissioning. Majors, Captains, and Lieutenants twice passed over for promotion will be retired if 20 good years have not been achieved. If the officer has fewer than 20, but more than 18 years of satisfactory service, he or she will be placed in "sanctuary" until completion of the 20th good year. With fewer than 18 good years, the officer twice failing promotion may be discharged from the Air Force Reserve. Officers who were prior enlisted may elect to return to that status until earning 20 good years. In such a case, the reservist will retire in the highest grade previously held. Enlisted reservists may serve up to 33 years or age 60, whichever comes first.

Voluntary Retirement

1. To be eligible for voluntary retirement a reservist must have earned a minimum of 20 good retirement years.

2. Reservist must contact the Region/IM so that the correct notification can be made for Décor 6 process to begin. A Décor 6 is a recommendation for decoration printout (Ref: AFI 36-2803 Air Force Awards and Decorations Program for more information).

3. Reservists should notify their WRC and RF of their requested retirement date so they can assist you in monitoring the retirement process.

4. Applying for retirement is done electronically. Fill out the requested documents no earlier than one year prior to retirement and no later than 6 months prior to your desired retirement date. This 6-month requirement is a minimum requirement for ARPC. Ignore the “60 day minimum and no earlier than 90 days prior” statement on the website, these are recommended values and the 6 month minimum timeline should be adhered to. The electronic retirement application must be timed to reach ARPC at least six months prior to the requested retirement date.

5. WRCs/RF may contact the REGION/IM to request an Award and Decoration RIP for retirement medal consideration, if warranted. WRCs and RF will write any award recommendation / citation

Mandatory Separation Date (MSD)/High Year Tenure Date (HYT)

1. Reservist will receive a letter from HQ ARPC notifying them of their MSD or HYT date
2. Reservists must contact the LR/IM so that the correct notification can be made for Awards and Decorations.

3. Reservists should notify their WRC and RF of their requested retirement date so they can assist you in monitoring the retirement process.

4. If you have received a letter from HQ ARPC advising that you will be automatically transferred to the Retired Reserve on your mandatory separation date (MSD) or high year tenure date (HYT), you need to apply for retirement. If your retirement effective date is the same as your MSD or HYT, please go to the website, as listed above in Voluntary Separation section, to provide information for your retirement ceremony and certificate. The electronic retirement application must be timed to reach ARPC at least six months prior to the requested retirement date.

5. WRCs/RF will write any award recommendation / citation.

NOTE: The Reserve Affairs Coordinator at Maxwell AFB, AL handles all retirement actions. Contact information can be obtained from your region/CC.

**Applicable AF Instructions**
AFI 36-3203, Service Retirements 18 September 2015
AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members 14 April 2005
APPENDICES
The following pages contain documents and forms you may find beneficial. The actual form or document is embedded as an icon.

- Common CAPRAP Terms and Definitions
- E-Services CAP ID Request Form
- Emergency Management Course Points for Participation Implementation Guidance Memo
- AF 49 V3
- Authorization to Modify Unpaid Points Only IDT Periods Memo
- BOMC Waiver Memo
- DD2813 Dental Form
- Contact with Cadets Memo
- Cadet Protection Policy Training Certification
- CAPRAP CAT E New Applicant Checklist and Theatre Indoc Checklist
- Reserve Out-processing Checklist
- Retirement Checklist
Common CAPRAP Terms and Definitions
(As of 2 Aug 15)

ADO (Assistant Director of Operations): Typically, retired Air Force members working as civilian assistants to the active duty region commander and director of operations. Works directly with assigned states in an administrative, advisory, and evaluator role.

ARCNet (Air Reserve Component Network): Provides information on mission ready status, duty plan calendar, training, CBT access and more.

AROWS-R (Air Force Reserve Orders Writing System-Reserve): The automated system by which reservists can build, check status, and certify orders from any computer. This includes MPA, RPA, and TDY orders.

ASIMS (Aeromedical Services Information Management System): Provides information on current medical currencies/status.

BIMMA (Base Individual Mobilization Augmentee Administrator): The base-level personnel contact for Individual Reservists. BIMAAs are assigned to provide guidance and assistance to commanders, IMA unit managers, IMAs, military personnel flights and the commander support staffs in accordance with AFI 36-2629, para 1.17 and MPFM 07-04.

CAPRAP (Civil Air Patrol Reserve Assistance Program): Air Force Reserve Program that focuses on advising, assisting and overseeing the operations of the Civil Air Patrol (the USAF-funded auxiliary).

CAV (Climate Assessment Visit): white-hat, informal, teaching event, as ADOs and reservists impart their advice and mentoring for units below-the-wing level. The SWLR CAV Checklist will be used to complete the CAV. Guidance on conducting CAVs is found in the SWLR CAV Guide.

CBT (Computer Based Training): self-explanatory.

CI (Compliance Inspection): is a joint Civil Air Patrol-United States Air Force (CAP-USAF) inspection conducted every 48 months to evaluate organizational readiness, efficiency and effectiveness as well as mission areas identified by Civil Air Patrol National Headquarters and U.S. Air Force leadership as critical or important to the performance of a Wing at the state organizational level.

DRF (Deputy Region Forces Director): Works under the direction of the ADOs in their respective states to coordinate reserve personnel requirements for state and region events. Disseminates administrative duties as required from RF.
**FALCON VIRGO**: A high visibility, joint program with the Army that focuses on the training of Army National Guard members primarily for defense of the nation's capital. Accomplished every year at Biggs AAF in El Paso, TX.

**GREEN FLAG**: A high visibility, joint program with the Army that focuses on training military personnel using a modified CAP C-182 acting as a surrogate predator. Accomplished throughout the year in Las Vegas, NV and Alexandria, LA.

**IDT (Inactive Duty Training)**: Authorized training performed by a reservist while not on EAD or an AD tour.

**IMR (Individual Medical Readiness)**: Works in conjunction with ASIMS to provide up-to-date medical currency information.

**MPA (Military Personnel Appropriation Man-day Tours)**: Tours of active duty authorized to support short-term needs of the active force.

**NCSA (National Cadet Special Activities)**: Cadet programs conducted by the Civil Air Patrol in conjunction with CAP-USAF. NCSAs are designed to give cadets direct hands on experience with various aspects of the Civil Air Patrol program and provide meaningful insight into several aviation-related careers. Currently there are 46 NCSAs across the country conducted primarily in the summer.

**OPEX (Operational Exercise); also referred to as SAREX)**: CAP Wing exercise focusing on the operational execution of assets to aid in search and rescue operations, as well as other state, local, and AFAM missions. Helps to prepare for biennial Operations Evaluation (OPEval) and Wing Led Exercise (WLE).

**Point(s)**: One point of participation credit for retirement purposes is credited for each 4-hour IDT period and for each day of active duty. Membership points (15) are credited for a full year of active status Reserve membership. Membership points are prorated for periods of less than 1 year. The maximum number of points creditable for retirement is 365 (366 in a leap year) in 1 retention/retirement year. Of the maximum allowable points of 365 (366), a joint total of no more than 90 points may be inactive duty training, Extension Course Institute courses, and membership points. The number of paid days may not exceed 365 in a year. This limitation includes the cumulative total of all paid ADS, ADT, AT, IDT, MPA, IADT, and EAD. There is no limit on the number of points that may be earned for purposes other than retirement.

**RAO (Reserve Assistance Officer)**: Air Force reserve officer assigned to advise, assist, and oversee the Civil Air Patrol program under the direction of CAP-USAF (also known as CAPRAPer).

**RANCO (Reserve Assistance Non Commissioned Officer)**: Air Force reserve NCO assigned to advise, assist, and oversee the Civil Air Patrol program under the direction of CAP-USAF (also known as CAPRAPer).
**RF** (Region Forces Director): Officer in charge administratively of reservists throughout the region. Falls under the direction of the active duty region commander. Disseminates important administrative requirements from SWLR HQ and assists in state and region events as required.

**RPA** (Reserve Personnel Appropriation) Tours: used to support a training program for the Reserve mission. Special tours of ADT or ADS and school tours are funded and allocated by RPA man-days. RPA man-days will not be used in conjunction with MPA tours to augment active forces.

**R/R** (Retention and Retirement): The period of 12 consecutive months in which a reservist in active status is required to earn 50 points (includes membership points) through participation in an accredited training program for credit as a satisfactory year. Members should know their exact R/R date, the date of entry or reentry into active Reserve status. The date is the start date of the R/R year annotated by day/month.

**SAREX** (Search and Rescue Exercise; also known as OPEX): see OPEX definition.

**Satisfactory Year**: A period of 12 months in which the member earns a minimum of 50 points through required training (including membership points) between the R/R date of 1 year and the R/R date of the following year (often referred to as a "good year"). A "good year" also refers to having earned the required number of paid points in the fiscal year for each category. The number of points earned is based on the position the IR occupies.

**SAV** (Staff Assistance Visit): used to help prepare a Wing for their joint CAP/CAP-USAF Compliance Inspection (CI). A SAV will be conducted IAW the SOW, CAPR 123-3, and CAP Wing Inspection Guide. The SAV should be timed to allow the CAP Wing the opportunity to correct areas needing improvement prior to the actual CI.

**SUPT-FC** (Specialized Undergraduate Pilot Training Familiarization Course): A NCSA that focuses cadets on the experience of USAF pilot training. Accomplished for one week at Laughlin AFB, TX and Columbus AFB, MS.

**UTAPS** (Unit Training Assembly Participation System): Main system that builds, approves, and “pays” IDT points to reservists.

**WMIRS** (Web Mission Information and Reporting System): An unclassified, Web-based information and reporting system that helps track CAP sorties, provides reports, tracks availability of operational resources, and is used as a source document for up-channel reporting.

**WLE** (Wing Led Exercise): exercise conducted by individual CAP Wings in conjunction with CAP-USAF in the off year of their Operations Evaluation. WLEs are characterized by CAP-USAF participation for the purpose of instruction and feedback, but conducted by the wing itself.

**WRC** (pronounced W-R-C or “rack”; Wing Reserve Coordinator): Works as the head CAPRAP state liaison under the direction of their respective DRF. Works closely with the CAP Wing leadership in their state for coordination of events.
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MEMORANDUM TO CAP-USAF/ALL

FROM: CAP-USAF/CC

SUBJECT: Emergency Management Course Points for Participation Implementation Guidance


1. Individual Reservists (IRs) may earn participation points (PNT) for completing individual study program courses in emergency management (EM). IRs will use FEMA’s “CEU” construct as the standard unit of measurement for determining the number of hours of work required to complete the telecommuting project. IRs must complete EM courses in 4-hour increments to earn one PNT. Each 0.1 CEU equals 1 hour. Attachment 1 lists the approved EM courses and CEU. For example, completing IS-100b (0.3 CEU) and IS-101c (0.1 CEU) equals 4 hours, which earns one PNT. Time credit in excess of those listed must be pre-authorized by the Liaison Region (LR) commander or designee.

2. The usual and customary practice for IRs should be to complete their annual 35 point participation requirements before earning additional points for completing EM courses; however, LR commanders have the discretion to approve up to seven points of their IR’s annual 35 point participation requirement.

3. IRs are authorized to use privately-owned computers, computer software, and telecommunications equipment to complete courses. This is an economical option to having the individual work in the office.

4. Travel or per diem for telecommuting is not authorized, nor are incidental and minor out-of-pocket expenses, (e.g., postage, long distance telephone calls, consumable supplies).

5. IRs will comply with Chapter 1 of AFI 36-2254 Volume 3 for the purpose of accomplishing online EM courses in a telecommute status as follows:

5.1. To satisfy Paragraphs 1.9 and 1.15 requirements:
   5.1.1. Reservists will first obtain telecommuting authorization.
   5.1.2. Reservists will propose the telecommute work to their LR approval authority by entering a PNT in UTAPS with the applicable identifying comment:
           FEMA Crs, 4.0HRS, $0 Reimbursable Expenses
           DSCA Crs, 4.0HRS, $0 Reimbursable Expenses

6. IRs may begin the course after their LR official approves the PNT in UTAPS.
7. LR approval of each PNT in UTAPS satisfies the requirement that the scope of work and deliverable is mutually agreed upon, and is a separate assignment report acknowledging receipt and understanding of project details, and serves as a copy of the agreement to the reservist and supervisor.

8. Upon course completion, the IR verifies the project time by submitting proof of course completion such as a certificate or email from the EM course manager to the LR.

9. The LR certifying authority indicates agreement by signing the PNT in UTAPS, which serves as an auditable record of course completion and the date accomplished.

Michael D. Tyynismaa, Colonel, USAF
Commander
## ATTACHMENT I

### Authorized FEMA ISP Courses

<table>
<thead>
<tr>
<th>Course Title (course code, course name)</th>
<th>CEUs (10 study hrs to 1.0 CEU point ratio)</th>
<th>AF ECP CREDIT (3 study hrs to 1 ECI point ratio)</th>
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<tr>
<td>DSCA Phase I (DL)</td>
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<td>IS-1 Emergency Manager</td>
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<td>IS-3 Radiological Emergency Management</td>
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<td>IS-5.a An Introduction to Hazardous Materials</td>
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<td>IS-7 A Citizen's Guide to Disaster Assistance</td>
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<td>IS-15.b Special Events Contingency Planning for Public Safety Agencies</td>
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<td>IS-22 Are You Ready? An In-depth Guide to Citizen Preparedness</td>
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<td>IS-55 Household Hazardous Materials - A Guide for Citizens</td>
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<td>IS-100.b Introduction to Incident Command System</td>
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<td>IS-102.a Deployment Basics for FEMA Response Partners</td>
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<td>IS-120.a An Introduction to Exercises</td>
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<td>IS-130 Exercise Evaluation and Improvement Planning</td>
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<td>IS-139 Exercise Design</td>
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<td>IS-200.b ICS for Single Resources and Initial Action Incidents</td>
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<td>IS-208.a State Disaster Management</td>
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<td>IS-230.b Fundamentals of Emergency Management</td>
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<td>IS-241.a Decision Making and Problem Solving</td>
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<td>IS-244.a Developing and Managing Volunteers</td>
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<td>IS-277c Anticipating Hazardous Weather &amp; Community Risk</td>
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<td>IS-301 Radiological Emergency Response</td>
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<td>IS-324.a Community Hurricane Preparedness</td>
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<td>IS-393.a Introduction to Hazard Mitigation</td>
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<td>IS-701.a NIMS Multiagency Coordination System (MACS)</td>
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<td>IS-702.a National Incident Management Systems (NIMS) Public Information systems</td>
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<td>IS-703.a NIMS Resource Management</td>
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<td>IS-775 EOC Management and Operations</td>
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<td>IS-800.b National Response Framework (NRF), An Introduction</td>
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<td>IS-809 Emergency Support Function (ESF) #9 – Search and Rescue</td>
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<td>IS-820 Introduction to NRF Support Annexes</td>
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**NOTE:** Courses are available via the following website: [http://training.fema.gov/ivceus.asp](http://training.fema.gov/ivceus.asp)
MEMORANDUM FOR COMMANDER, CAP-USAF

FROM: HQ READINESS INTEGRATION ORGANIZATION (RIO)/DETACHMENT 4


1. This guidance supersedes the guidance dated 1 May 2014 and affects IR’s in the Civil Air Patrol Reserve Assistance Program regarding performance of IDT to complete Federal Emergency Management Agency (FEMA) and Defense Support of Civil Authorities (DSCA) individual study program (ISP) courses.

2. Emergency management (EM) ISP courses are IR participation requirements for the purpose of improving and updating their knowledge of their EM duties. Therefore, CAP-USAF IR members are authorized participation points for completing EM ISP courses in their approved training plan.

3. Participation points for completing EM ISP courses are earned in accordance with the telecommuting rules set forth in Chapter1 of AFI 36-2245V3, Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guidelines. The ADL requirements of Chapter 2 do not apply to EM ISP courses because these courses do not meet the definition of ADL.

4. HQ RIO/Det 4 Program Manager delegates telecommuting duty approval authority to CAP-USAF/CC or CV for CAP-USAF personnel. HQ CAP-USAF will create an auditable telecommute process for certifying that IRs have earned the participation points for completing EM ISP courses. After which, CAP-USAF Liaison Region commanders may approve IDTs when their IR submits proof of course completion such as a certificate or email from the EM course manager.

5. The usual and customary practice for IRs should be to complete their annual 35 point participation requirements before earning additional points for completing EM ISP courses; however, CAP-USAF Liaison Region commanders have the discretion to approve up to seven points of their IR’s annual 35 point participation requirement.

6. HQ CAP-USAF should use FEMA’s “CEU” construct as the standard unit of measurement for determining the number of hours of work required to complete the telecommuting project. Time credit in excess of those listed should be pre-authorized by the Liaison Region commander or designee.
7. This memorandum remains in effect until rescinded or superseded.

8. Address questions to RIO DET 4 Program Manager, SMSgt Robert Crum at robert.crum.1@us.af.mil and 618-229-7919 (DSN 779).

DAREL L. LONGYEAR, Colonel, USAF
Commander
APPLICATION FOR MPA MAN-DAY TOUR

AUTHORITY: 10 U.S.C. 6720 and 6813; 44 U.S.C. 3101; and ED 9397
PRINCIPAL PURPOSE: To make application for MPA Man-day tours. ROUTINE USES: Information furnished may be disclosed to any DoD component, other Federal, state and local governmental agencies in the pursuit of their official duties. DISCLOSURE IS VOLUNTARY. Failure to provide the information will preclude the processing of orders and member will not perform tour of duty. If marital status information is not disclosed, dependents will be denied the use of authorized facilities and services during period of duty by member.

I. PERSONAL INFORMATION (To be completed by Individual)

TO (Unit of Assignment) NAME (Last, First, M) AND GRADE SSN

CURRENT ADDRESS (Include ZIP Code) HOME TELEPHONE (Inc area code) NO. OF MAN-DAYS PERFORMED CURRENT FY YEAR MPA RPA OR NGB SPECIAL

WORK TELEPHONE (DSN)

MARITAL STATUS NAMES OF FAMILY MEMBERS

Single Married

II. MPA TOUR INFORMATION

MPA TOUR TITLE CODE (To be completed by MAJCOM/FOA/Single Mgr IMTs) DUTY AFSC AFO (Where payment made)

NO. OF DAYS (Including travel) REPORT TO (Complete organization and address including ZIP code)

INCLUSIVE DATE (Including travel)

TRAVEL ARRANGEMENTS (Will not commute tours only) (Check One) I understand the ticket will be sent to me with my orders.

I will travel by personal conveyance. I understand I will be paid for the mileage according to official distance tables at current rates. I further understand that the official travel time is determined by commercial air (Travel less than 90 days) and travel in excess of that is at personal risk. Note: Your reimbursement for mileage may be limited to the Government's cost for travel.

I will travel by commercial air and request a ticket be obtained in my behalf. I wish to depart from/to:

AIRPORT I am available for travel after HOURS

NOTE: You will normally be scheduled to arrive and depart at regularly scheduled times. Your pay and travel allowance will be based upon this schedule even though you may travel at other dates or times for personal convenience, whether by personal conveyance (private auto) or commercial air. If you want to vary your travel schedule for personal reasons, indicate your desired schedule in the remarks section.

I will arrange my own transportation thru the local SATO.

DATE

III. COMMAND INFORMATION (To be completed by commander or authorized representative where performing duty)

Reporting/Departure Time Complete only if mission requires specific times

REPORT ALT - TIME REPORT ALT - DATE DEPART ALT - TIME DEPART ALT - DATE

ACTIVE DUTY IS

Approval has been obtained from unit with which active duty is to be performed. Explain in remarks, tours with holidays and tours that do not conform with the local work week.

Disapproved

Approved

THE INSTALLATION COMMANDER HAS DETERMINED THAT THE MEMBER'S HOME OR PLACE FROM WHICH ORDERED TO DUTY AND DUTY STATION:

Are within the corporate limits of the same municipality.

Are not within the same corporate limits and are not within commuting distance.

Are not within the same corporate limits but are within commuting distance and the nature of duty

Does

Does not prevent member from commuting.

DATE

NAME, GRADE, AND TITLE (Type or Print)

IV. MAN-DAY MANAGER ACCOUNTABILITY

CHANGE MPA MAN-DAYS TO ACCOUNT NUMBER: (For MAJCOM/FOA/Single Manager use only)

DATE

TITLE OF MAJCOM/FOA/SINGLE MANAGER

SIGNATURE

WAIVER (If required, fill in when individual will exceed 139 days, when approved by HQ USAF/DPMRE. Example of authority: HQ USAF/DPMRE Letter 19950110)

Approved

Disapproved

TRAVEL, TDY, AND PER DIEM FUND STATION (Provide by using activity when applicable)

REMARKS (If more space is needed, continue on reverse and identify item)
MEMORANDUM FOR CAP-USAF LR/CCs and RFs

FROM: CAP-USAF/CC  
105 South Hansell Street, Bldg 714  
Maxwell AFB AL 36112-5937

SUBJECT: Authorization to Modify Unpaid Points-Only IDT Periods

1. CAP-USAF Category E Reservists provide extensive operational support to our organization. They are a critical part of CAP-USAF’s oversight mission and serve as the interface between the Air Force and the 1500 Civil Air Patrol (CAP) units spread throughout the United States. Our Reservists often perform their duties in an unpaid Inactive Duty Training (IDT) status. AFI 36-2254, Volume 1, Reserve Personnel Participation (26 May 2010), paras. 4.2.1 and 4.2.1.2 require that Reservists gain advance written approval (documented within the UTAPs system) from their supervisor for all planned IDT activities.

2. Given the nature of the volunteer organization that CAP-USAF is tasked to oversee, there are occasions when a pre-approved unit meeting, exercise or event gets re-scheduled by local CAP volunteers. This may be due to weather, aircraft maintenance or personnel availability. Even though the IDT activity itself has already been approved in UTAPs, the Reservist may be unable to have a modification approved prior to the re-scheduled activity. Our Reservists need a mechanism which allows them the flexibility to adapt to such external changes.

3. Therefore, effective immediately, CAP-USAF Reservists who need to modify the date or time period of an unpaid points-only IDT activity already pre-approved in UTAPs, may do so with the verbal, email or text authorization of their supervisor. This need to modify applies when either the Reservist or their supervisor is unable to access UTAPs in time to have the modification approved in the system prior to the re-scheduled activity. Proper documentation within UTAPs is paramount and Reservists will update the modified IDT in UTAPs within 48 hours of completion of duty and supervisors will formally approve the UTAPs modification in a timely manner once access is available to them.

4. Reservists are expected to maintain current pre-approved IDT schedules within UTAPs and supervisors should provide timely review and approval. The above authorization allows for continued oversight of CAP when a short-notice change to an event has been initiated outside of the member’s control. It will not be used for routine operations nor is it a substitute for advanced planning and proper scheduling. This authorization is intended to help our Reservists provide optimal oversight to CAP as well as allow for modifications due to unforeseen circumstances.

MICHAEL D. TYYNISMÄÄ, Colonel, USAF  
Commander
MEMORANDUM FOR ALL MAJCOM SG, ALL MTF CC

FROM: HQ USAF/SG3/5
7700 Arlington Blvd
Alexandria, VA 22042

SUBJECT: Waivers for Base Operational Medicine Clinic (BOMC) implementation in the AFMS

The waiver request for the removal of the mandatory 3 year face to face PHA for every Airman has been approved. This replaces the requirements listed in paragraph 2.1.6.1. in AFI 44-170.

The waiver request for the use of configuration packages and other documents developed by the 711th Human Performance Wing in the implementation of BOMC has been approved. This replaces the requirement in paragraph 2.2.17.1. in AFI 44-170 mandating the use of AFMOA-approved templates.

The AF/SG3/5 point of contact is Col David Cunningham, (703) 681-7242, DSN 761-7242 or via email at david.l.cunningham.mil@mail.mil.

ROOSEVELT ALLEN, JR.
Major General, USAF, DC
Director, Medical Operations & Research
Office of the Surgeon General
# DEPARTMENT OF DEFENSE
## ACTIVE DUTY/RESERVE FORCES DENTAL EXAMINATION

The public reporting burden for this collection of information is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to The Department of Defense, Handbook Management Office, 1215 Jefferson Davis Highway, Suite 600, Arlington, VA 22202-4302, and to OMB Office of Information and Regulatory Affairs, New Executive Office Building, Washington, DC 20503-0001. Do not send your comments to the address listed above for submitting your Form if it does not already have a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.**

<table>
<thead>
<tr>
<th>PRIVACY ACT STATEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORITY: Public Law 105-85, Sec. 765; DoD Directive 6420.2, E.O. 6397.</td>
</tr>
<tr>
<td>PRINCIPAL PURPOSE(S): An assessment by a dentist of the state of your dental health for the next 12 months is needed to determine your fitness for prolonged duty without ready access to dental care.</td>
</tr>
<tr>
<td>ROUTINE USE(S): None.</td>
</tr>
<tr>
<td>DISCLOSURE: Voluntary; however, failure to provide the information may result in delays in assessing your dental health needs for military service.</td>
</tr>
</tbody>
</table>

| 1. SERVICE MEMBER'S NAME (Last, First, Middle Initial) |
| 2. SOCIAL SECURITY NUMBER |
| 3. BRANCH OF SERVICE |
| 4. UNIT OF ASSIGNMENT |
| 5. UNIT ADDRESS |

## EXAMINATION RESULTS

Dear Doctor,

The individual you are examining is an Active Duty/Reserve member of the United States Armed Forces. This member needs your assessment of his/her dental health for worldwide duty. Please mark (X) the block that best describes the condition of the member using as a suggested minimum a clinical examination with mirror and probe, and blowing radiographs. This form is intended to determine fitness for prolonged duty without ready access to dental care and is not intended to address the member's comprehensive dental needs.

- (1) Patient has good oral health and is not expected to require dental treatment or reevaluation for 12 months.
- (2) Patient has some oral conditions, but you do not expect these conditions to result in dental emergencies within 12 months if not treated (i.e., requires prophylaxis, asymptomatic caries with minimal extension into dentin, edentulous areas not requiring immediate prosthetic treatment).
- (3) Patient has oral conditions that you do expect to result in dental emergencies within 12 months if not treated. Examples of such conditions are: (X) the applicable block or specify in the space provided
  - (a) Infections: Acute oral infections, pulpitis or peridental pathology, chronic oral infections, or other pathologic lesions and lesions requiring biopsy or awaiting biopsy report.
  - (b) Caries/Restorations: Dental caries or fractures with moderate or advanced extension into dentin; defective restorations or temporary restorations that patients cannot maintain for 12 months.
  - (c) Missing Teeth: Edentulous areas requiring immediate prosthodontic treatment for adequate mastication, communication, or acceptable esthetics.
  - (d) Periodontal Conditions: Acute gingivitis or peridental, active moderate to advanced periodontitis, periodontal abscesses, progressive mucogingival condition, moderate to heavy subgingival calculus, or periodontal manifestations of systemic disease or hormonal disturbances.
  - (e) Oral Surgery: Unerupted, partially erupted, or malposed teeth with historical, clinical, or radiographic signs or symptoms of pathology that are recommended for removal.
  - (f) Other: Temporomandibular disorders or myofascial pain dysfunction requiring active treatment.

If you selected Block (3) above, please circle the condition(s) you identified in this patient if they appear above, or briefly describe the condition(s) below.

- (5) Were X-rays consulted? YES NO
- (6) IF YES, DATE X-RAY WAS TAKEN (YYYYMMDD)

7. DENTIST'S NAME (Last, First, Middle Initial)
8. DENTIST'S ADDRESS (Street, City, State, 9-digit ZIP Code)
9. DENTIST'S TELEPHONE NUMBER (Include Area Code)
10. DENTIST'S SIGNATURE/STATE LICENSE NUMBER
11. DATE OF EXAMINATION (YYYYMMDD)

DD FORM 2813, SEP 2006  PREVIOUS EDITION MAY BE USED
MEMORANDUM FOR ALL CAP-USAF MEMBERS

FROM: CAP-USAF/CC

SUBJECT: Contact with Civil Air Patrol Cadets

1. In order to protect the safety of both CAP cadets and CAP-USAF members, all CAP-USAF members are required to accomplish CAP’s “Cadet Protection Basic Course (CAP-USAF).” Incoming CAP-USAF reservists will complete the course during their initial CAPRAP Training. In addition, those individuals who will participate as instructors or trainers at cadet activities must take the “Cadet Protection Advanced Course (CAP-USAF)” as well. Both courses are available on CAP’s eServices website. Although CAP-USAF does not fall under recruiting or training guidelines with respect to the current DoD or AF instructions, it is clear that we must prepare our Airman with appropriate training prior to performing our mission with CAP and their cadets. Ultimately, the goal is to continue a professional relationship with our CAP partners, provide the maximum amount of support and do so by protecting all involved.

2. To keep it easy, my guidance is that no CAP-USAF member will be alone with any CAP cadet, period. Any time a CAP-USAF member needs to interact one-on-one with a CAP cadet, the CAP-USAF member must have another CAP-USAF member, a Cadet Protection Program trained CAP member (senior member or cadet), or the cadet’s parent/guardian present at all times. This order pertains to any time a CAP-USAF member, on or off duty and regardless of status, could be one-on-one with a CAP cadet.

3. All CAP-USAF members are expected to exercise good judgment and make every effort to avoid a situation where they are alone with a CAP cadet. If a situation arises where a CAP-USAF member is left alone with any cadet and there was not sufficient time to obtain prior approval, the CAP-USAF member must immediately report the incident to either his/her Liaison Region commander or to me.

4. Additionally, no CAP-USAF member will allow entry of any CAP cadet into their privately owned vehicle with the exception of official business when the safety or welfare of a CAP cadet is at risk. Finally, no CAP-USAF member will provide alcohol to, or consume alcohol with, a CAP cadet on a personal social basis. CAP-USAF members are expected to exercise good judgment and common sense when choosing whether to consume alcohol at official events at which CAP cadets are in attendance.

5. This order does not apply if the CAP cadet is the biological, adopted, or step-child of the CAP-USAF member. Any request to waive this order will be addressed to the appropriate Liaison Commander or CAP-USAF/CC or CV. This memorandum supersedes any previous CAP-USAF policy on the subject. If you have any questions, please contact your Liaison Region commander for further guidance or clarification.

MICHAEL D. TYYNISMAA, Colonel, USAF
Commander
CADET PROTECTION POLICY TRAINING PROGRAM

Memorandum for all CAP-USAF Member dated 157 June 2016 requires all CAP-USAF reservists to complete the Civil Air Patrol Cadet Protection Program Training (CPPT). This program is part of the newcomer’s orientation conducted by the Region. CAP Cadet Protection Program Training (CPPT) certification is required upon assignment to CAPRAP. Until you are certified, you cannot perform duties involving cadets. This certification should be accomplished during your orientation training. At the latest, you are required to complete this certification within six months of being assigned to CAPRAP. It is up to your supervisor to ensure you have completed the training. CPPT information is available through CAP E-services.

Upon completion of the CAP CPPT, fill out the certification (below) and return it to your supervisor.

________________________________________

CADET PROTECTION PROGRAM TRAINING (CPPT)
CERTIFICATION

I certify that I have reviewed the CAP Cadet Protection Policy Training Program on __________ (date) and understand that I will immediately report all instances of cadet abuse to appropriate CAP officials and my WRC. The WRC will then relay this information to the Liaison Region Commander (LR/CC).

________________________________________

(Signature)

________________________________________

(Printed Name / grade)

*NOTE: IF YOU ARE AN APPLICANT TO OUR PROGRAM, BUT HAVE NOT BEEN OFFICIALLY ASSIGNED, PLEASE COMPLETE THIS CERTIFICATION ONCE YOU RECEIVE ASSIGNMENT ORDERS.
**CAPRAP CAT E AND ADDITIONAL DUTY INPROCESSING AND THEATRE INDOC CHECKLIST**

**Inprocessing Checklist** should be completed NLT **90 days** from assignment notification (CAT E) or Letter of Additional Duty date (Addt’l Duty)

**Theatre Indoc Checklist** should be completed NLT **120 days** from assignment notification (CAT E) or Letter of Additional Duty date (Addt’l Duty)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meeting with assigned ADO and DRF/WRC (phone or in-person)</td>
<td></td>
</tr>
<tr>
<td>2. Obtain Common Access Card (CAC) reader and software†</td>
<td></td>
</tr>
<tr>
<td>3. Initial performance feedback completed with assigned supervisor ①†</td>
<td></td>
</tr>
<tr>
<td>4. Preventative Health Assessment (PHA) ②*</td>
<td></td>
</tr>
<tr>
<td>5. OPR/EPR from losing unit is completed and forwarded to SWLR (if required)†</td>
<td></td>
</tr>
<tr>
<td>6. Dental*</td>
<td></td>
</tr>
<tr>
<td>7. Fitness test*</td>
<td></td>
</tr>
<tr>
<td>8. Security clearance updated (if required)*</td>
<td></td>
</tr>
<tr>
<td>9. Government Credit Card application and direct deposit†</td>
<td></td>
</tr>
<tr>
<td>10. Establish .mil email account (DD Form 2875)†</td>
<td></td>
</tr>
<tr>
<td>11. Defense Travel System (DTS) account established and training complete†</td>
<td></td>
</tr>
<tr>
<td>12. Civilian Employment Information (CEI) updated</td>
<td></td>
</tr>
<tr>
<td>13. Web Mission Information Reporting System (WMIRS) account established†</td>
<td></td>
</tr>
<tr>
<td>14. Review M4S/E49 and AROWS-R input procedures with CAPRAP/CAP-USAF member†</td>
<td></td>
</tr>
<tr>
<td>15. Emergency Data (vRED) updated†</td>
<td></td>
</tr>
<tr>
<td>16. CAP eServices account established</td>
<td></td>
</tr>
<tr>
<td>17. Telecommute Agreement completed**†</td>
<td></td>
</tr>
<tr>
<td>18. High Risk Activities Worksheet (Form 410) if required ③†</td>
<td></td>
</tr>
<tr>
<td>19. Review Air Force and CAP regulations ④</td>
<td></td>
</tr>
<tr>
<td>20. Complete initial and annual online training*</td>
<td></td>
</tr>
<tr>
<td>--Cadet Protection Policy Training (CPPT) Basic and Advanced Course (eServices slides)</td>
<td></td>
</tr>
<tr>
<td>--NATO Security Clearance training (slides from SWLR) and signed memo</td>
<td></td>
</tr>
<tr>
<td>--Sexual Assault Prevention and Response (SAPR) training (ARPC site)</td>
<td></td>
</tr>
<tr>
<td>--Free Exercise of Religion (ARCNet CBT)</td>
<td></td>
</tr>
<tr>
<td>--Suicide Prevention (face-to-A171) training</td>
<td></td>
</tr>
<tr>
<td>--Security Administration Training (ARCNet CBT)</td>
<td></td>
</tr>
<tr>
<td>--Human Relations (ARCNet CBT)</td>
<td></td>
</tr>
<tr>
<td>--Force Protection (ARCNet CBT)</td>
<td></td>
</tr>
<tr>
<td>--DoD IAA CyberAwareness Challenge (ARCNet CBT)</td>
<td></td>
</tr>
</tbody>
</table>

**Theatre Indoc Checklist**
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>21. Observe CAP squadron meeting with CAPRAP/CAP-USAF member</td>
<td></td>
</tr>
<tr>
<td>22. Observe Climate Assessment Visit (formerly Unit Visit) w/CAPRAP/CAP-USAF member</td>
<td></td>
</tr>
<tr>
<td></td>
<td>--Observe aircraft inspection</td>
</tr>
<tr>
<td></td>
<td>--Observe vehicle inspection</td>
</tr>
<tr>
<td>23. Observe Operational Exercise (OPEX) or Search and Rescue Exercise (SAREX)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>--WMIRS review</td>
</tr>
<tr>
<td>①</td>
<td>Must be completed within the first 30 days of supervision</td>
</tr>
<tr>
<td>②</td>
<td>Includes all required immunizations, HIV test, and flu shot (if required)</td>
</tr>
<tr>
<td>③</td>
<td>Flying Civil Aircraft, Hand Gliding, Sky Diving, Parasailing, White Water Rafting, Motorcycle Riding, Auto Racing, Scuba Diving, Bungee Jumping, Bronco and/or Bull Riding</td>
</tr>
<tr>
<td>*</td>
<td>Readiness items that must be completed prior to performing official duties</td>
</tr>
<tr>
<td>†</td>
<td>Assigned CAT E Reservists Only</td>
</tr>
</tbody>
</table>

"The information herein is for Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties."
# RESERVE OUTPROCESSING

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>ACTION</th>
<th>POC</th>
<th>INITIALS/DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Before any retirement request, make sure you have contacted &quot;points&quot; section at RIO to ensure sufficient points/years have been recorded</td>
<td>Individual</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Apply for retirement on line, minimum of 6 months in advance, no sooner than 1 year in advance</td>
<td>On Line/use HQ IMR Program Manager</td>
<td>Also inform LR/IM</td>
</tr>
<tr>
<td>3</td>
<td>If transferring, submit AF Form 1288 6 months in advance (out of CAPRAP to another organization)</td>
<td>Chain of command to LR/IM</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>If transferring to another wing, submit letter of request to transfer</td>
<td>Chain of command to LR/IM</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>CRO OPRs/EPRS need to be written for:</td>
<td>IM or SEC NAME CLOSEOUT DATE</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Personnel action letters for new rater assigned</td>
<td>IM or SEC</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Government Travel Card or CSA - Transfer or close</td>
<td>Cardholder and IM</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Submit retirement award package to HQ 90 days in advance (Recommend 6 months in advance) (If supervisor is going to submit--request Décor 6)</td>
<td>Supervisor through REGION</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Return any equipment signed out (WRCs and RF)</td>
<td>LG</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Ensure REGION has forwarding address/phone and e-mail</td>
<td>IM and SEC</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Send e-mail to WRC/ADO/RF with transfer date when received from HQ</td>
<td>IM</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>RF/DRF - return office keys to REGION</td>
<td>IM</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Update REGION reserve roster</td>
<td>Sec</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Update REGION Recall List</td>
<td>IM</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Send update to RF for Reserve Status Board</td>
<td>IM</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Once all reports are final, forward PIF (see disposition)</td>
<td>IM</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>WRCs and RF: Return reserve files to REGION/IM or new WRC/RF</td>
<td>WRC/RF</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Notify all REGION personnel to ensure the e-mail address is removed from their distribution lists</td>
<td>IM</td>
<td></td>
</tr>
</tbody>
</table>
RETIREMENT CHECKLIST

APPLICATION REQUIREMENTS:

1. 12 MONTHS TO 6 MONTHS Prior to Retirement: All eligible members of the Air Force Reserves will submit retirement applications electronically via the virtual Personnel Center Guard and Reserve. Log on to the vPC-GR at https://arpc.afrc.af.mil/support/default.asp https://gum-crm.csd.disa.mil/ to begin the process. Once you put in your retirement application you are assigned a Retirement Technician. Call 1-800-525-0102 (ARPC) to speak with your assigned technician.

2. 12 MONTHS TO 6 MONTHS Prior to Retirement: Contact Department of Veterans Affairs @ 1-800-827-1000 or visit VA website: www.va.gov regarding eligibility and benefits that are available.

NOTE: If you have not registered with the VA, it is highly recommended that you do so.

REGISTERING WITH THE VA:

1. Get a copy of your medical records. Step

2. Schedule an appointment with the VA, and come with a DD Form 2697 in hand to do a thorough review of your medical records.


Schedule and appointment. Your local Veteran Service Organizations will help determine any medical issues. If you do not feel as if you have any medical issues, still contact them. In the long term this visit can be beneficial for medical issues one may develop in the future.

3. BASE AGENCIES YOU NEED TO OUTPROCESS WITH:

   a. Force Support Squadron (FSS)/Customer Support
      --ID Card/DEERS (update address, obtain new ID card, if applicable)
      --SGLI Action (if terminating SGLI coverage). DO NOT CANCEL SGLI IF YOU WANT TO TRANSFER TO VGLI. Contact Veteran’s Group Life Insurance@1-800-419-1473 within 120 days of separation/retirement to apply for VGLI without additional medical paperwork, if desired.

   b. Military Treatment Facility (MTF)
      --Provide copy of retirement orders
      --Request a copy of medical records

   c. Contact Reserve Pay Office: Dobbins ARB Georgia. Email: dobbs.imatravel@us.af.mil. Mailing address: IMA Travel, 1392 Second Street, Dobbins ARB GA 30069-4823. Customer Svc: 1-800-808-5942