CIVIL AIR PATROL
DAN RIVER COMPOSITE SQUADRON

Senior Member Basic Training

CIVIL AIR PATROL
U.S. AIR FORCE AUXILIARY

Your ultimate guide to surviving your first six months as a senior member of Civil Air Patrol.

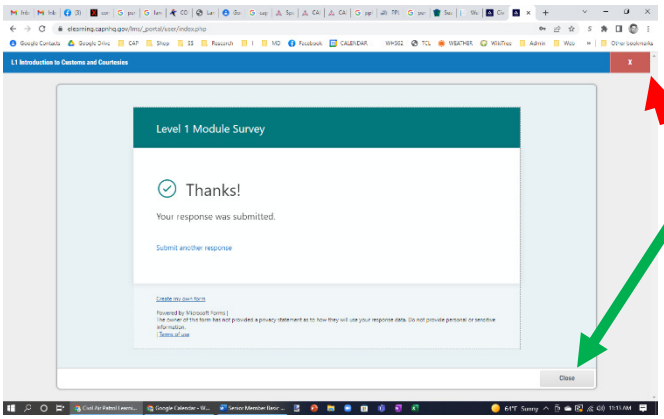
Senior Member Basic Training

Welcome to Civil Air Patrol. You are probably ready to get to work and we are anxious to have you. But first, take a month or two and learn what Civil Air Patrol is and how you make it work for you. Please review the videos located on the Senior Member tab of our webpage at https://rockinghamnc.cap.gov/senior-members

First (Level 1 can be done in 1 day and should be done within a month)

The very first thing you need to do is get registered in eServices. eServices is the site that houses all of the data we use in CAP for all members. Those instructions are one of the first communications you will receive as a member. Once logged in you should go to AXIS and take the Level 1 class "Introduction to eServices." For your convenience the main part of the Student Guide for that course is attached to this packet.

From the Main Menu on eServices go to "Online Learning" then "Learning Management System." From there go to the AXIS block in the top left corner and click on it. Within AXIS you will find courses marked "L1 Name of Subject". Open them one at a time by clicking "Start." Read the material, take the test, or answer the survey as directed.



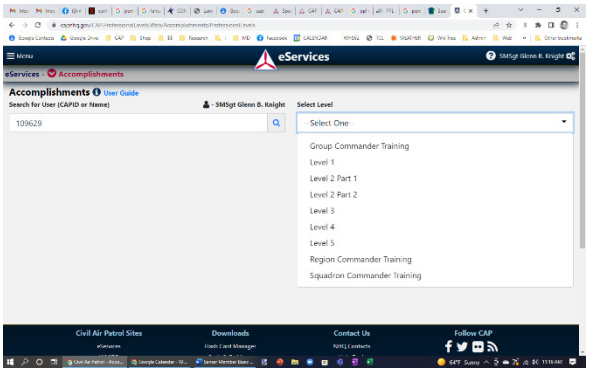
*When taking courses In AXIS you **MUST** complete the test or the survey which will produce ablue bar with "Thanks" or "Congratulations" below it. **DO NOT exit the page by clicking on the "X" within the red box in the upper right corner.** Click on "Close" in the lower right corner. Not doing this correctly will leave the course in limbo-finished but not recorded. Doing it correctly will get you to a page where the only option is to click on the "X" within the **red** box—at this point doing so is perfectly acceptable.*

Do this for every Level 1 (L1) course in your AXIS list. Also follow these instructions for every "Automated" course you take in all levels.The Level 1 courses are:

- ☐ L1 Introduction to the Core Values**(NOTE M)**
- ☐ L1 Expectations of Volunteers(NOTE M)
- ☐ L1 Introduction to the Chain of Command(NOTE M)
- ☐ L1 Introduction to Customs and Courtesies(NOTE M)
- ☐ L1 Uniforms and Where to Get Them(NOTE M)
- ☐ L1 Introduction to Civil Air Patrol's Missions(NOTE M)
- ☐ L1 Introduction to the Civil Air Patrol Safety Program(NOTE M)
- ☐ L1 The Squadron Meeting(NOTE M)
- ☐ L1 Introduction to eServices(NOTE M)
- ☐ L1 Cadet Protection Basic Course *
  - L1 Summary Conversation
- ☐ L1 OPSEC and Cybersecurity
- ☐ L1 My Learning Path
- ☐ L1 Introduction to Mentoring in Civil Air Patrol
- ☐ L1 Diversity, Equal Opportunity and Nondiscrimination
- ☐ L1 Choosing Your Path for Level 2 {will be explained soon)

Note M = Cadets who have earned their Mitchell or above are exempt from this course.

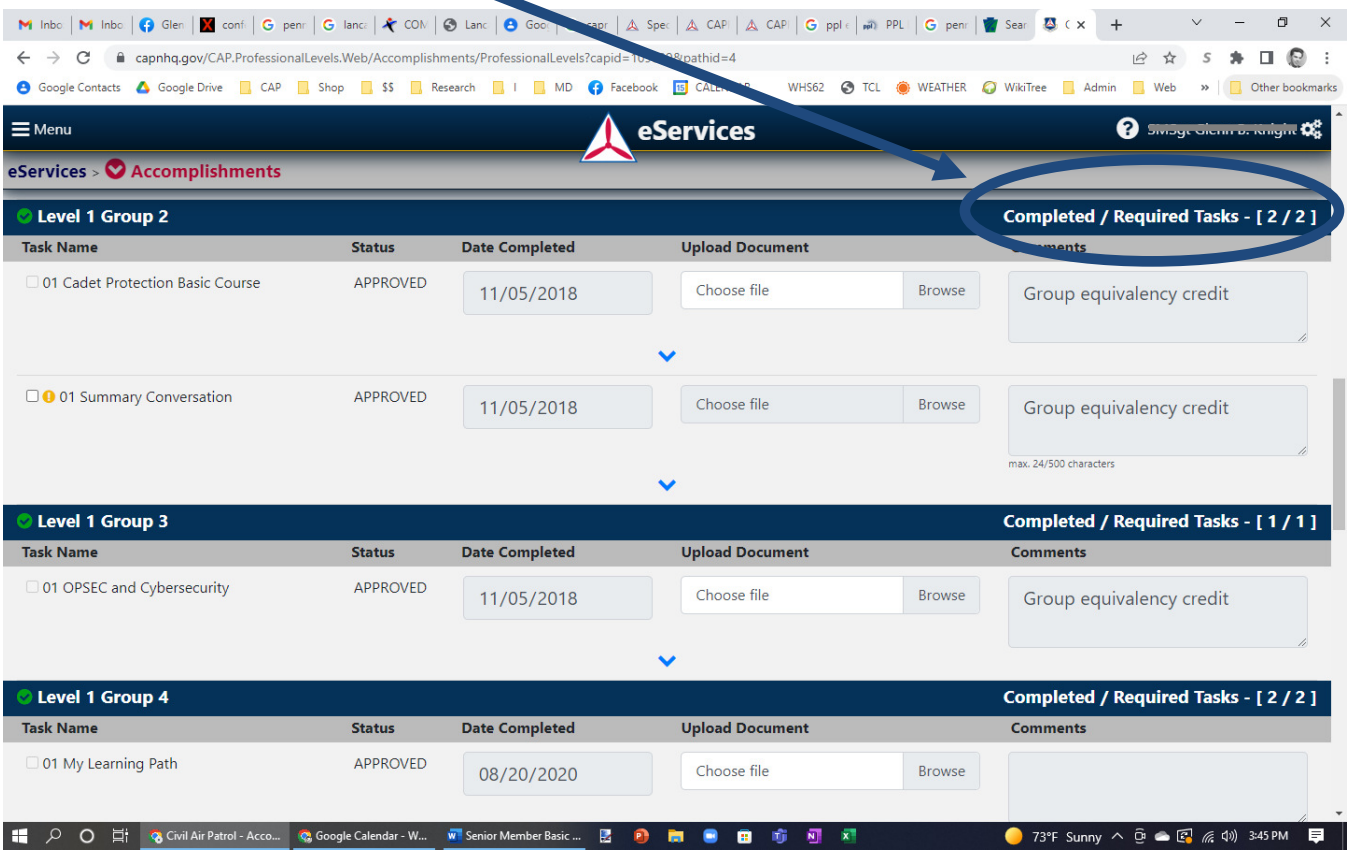
* After you have successfully completed "L1 Cadet Protection Basic Course" seek out your commander, deputy commander, education and training officer or personnel officer and ask them to conduct the "Cadet Protection Conversation." Once that is completed it will be recorded in your eServices training record which you will find by following these directions.



From your eServices main page go to "Menu" then "Professional Development" then "Professional Levels." On this page click on "Professional Levels." Open the box on the right and click on "Level 1." Additional Levels will appear as you progress. On this page you can follow your progress as this is the "Official Record." DO NOT rely on what is in AXIS as AXIS is just a tool. This page in eServices is where your record is maintained.

After you have completed "L1 My Learning Path and Plan" go back to your record in eServices and, if it is not already selected, select one of the four options for Level 2 training: CADET; MILITARY; NEW or PROFESSIONAL. Then go to the bottom of the page and select "Submit."

As you complete your classes and tasks at each level you can check your status in eServices. Classes and tasks are grouped together. The fraction on the right indicates where you are at. In this case the first group shown (Level 1 Group 2) has 2 items, "Cadet Protection Basic Course" and "Summary Conversation." Both are done giving a 2/2 completion fraction.



When everything is done, go to the top of your Level 1 record where you will find a blue line asking you to submit your work to the squadron commander for approval. Do that and after your commander approves you will have completed Level 1 and the materials for Level 2-1 and 2-2 will appear both in AXIS and eServices.

Levels 2 (You should be able to complete Level 2 within 6 months)

As soon as possible, go to your eServices training record and open your Level 2 Part 1 page. Go down the page until you see Path to Progression. If one of the four paths is NOT marked "APPROVED", select the path you will be pursuing then go to the bottom and select "Submit."

When you have some time go to AXIS and find the "Yeager Award Test." Take the 100-question test and make note of the ones you got wrong and their correct answers. Take the test again, when you have the time, and do that until you pass. This test is REQUIRED for Level 2-2. (Study materials are available at: https://www.proprofsflashcards.com/story.php?title=test-1-aepsm)

MILITARY. If you have not already done so, email a copy of your DD 214 (current active duty, guard or reserve, send your current training record) to lmmeforms@capnhq.gov. It will be evaluated for training credit and you will be assigned a Professional Military Education (PME) credit of 1 through 5. That credit will exempt you from some of the courses in the same manner as Mitchell cadets were exempted from some of the Level 1 courses.

In Level 1, all the courses were "Automated" meaning that the member can do it without any help from a Volunteer University Instructor. Beginning with Level 2-1 (Level 2 Part 1) there will be some "Moderated" modules which DO require the involvement of a Volunteer University instructor and we have a Vol U instructor in house.

In Levels 2 you will be required to complete courses based upon the path that you have selected. Here is a list of the "Automated" courses in Level 2-1 along with the paths in which they will be required. (If you are a NEW member, you will be required to complete the courses marked with an N. CADET=C, MILITARY=M and PROFESSIONAL=P).

Civil Air Patrol Customs and Courtesies		M		
Customs and Courtesies			N	P
Advanced Grade and Expectations		M		P
Transitioning from Cadet Leadership to Senior Followership	C			
The Senior Member Education and Training Program	C	M	N	P
Unit Organization(Note E)	C	M	N	P
Uniform Wear in Civil Air Patrol			N	P
Civil Air Patrol Uniform Differences		M		
Uniform Differences	C			
Professionalism			N	
Transitions Best Practices for Former Cadets	C			
Serving With Volunteers		M	N	P
Working With Adult Volunteers	C			

NOTE E = Cadets who have earned their Eaker or above are exempt from this course.

To complete these courses, go to your AXIS where they should be listed based upon the path that you have selected.If they are not listed, go to the bottom of the page and submit a trouble ticket.

In Level 2-1 you are introduced to "Moderated" courses which require a grade from a Volunteer University instructor. As a member of **the Dan River Comp. Sq**. you have four options to complete your Level 2-1 moderated courses:

1. Attend an "In Person" class which will be announced and for which you must register and then travel to the site to participate. (Recommended if available).
2. Virtual In-Person (VIP). In GoCivilAirPatrol.com go to "MEMBERS" then "Education and Training" and "Virtual In-Residence Program." On that page, go to the Calendar which shows when each of the classes will be offered. You will need to sign up for the classes you need then attend the on-line classes that you have signed up for. Sign up as early as possible as the class you need may only be available once or twice a month and they fill up quickly. (Recommended)
3. **DRCS** Virtual or In-Person scheduled classes. Talk to your squadron Education and Training Officer who has access to individual Volunteer University instructors who will arrange to come to your squadron or meet you online. (Recommended)
4. Register for the COHORT option. (Not recommended at this level due to the complexity).

FOR FUTURE REFERENCE: To take any module (course) by cohort the member must go to the eServices page "Professional Levels" and request assignment to a cohort. Those requests are closed at the end of each month and cohorts are assigned early in the next month if there are enough students and instructors available. Please be aware that it may take multiple months to be assigned to a cohort. Also, once assigned to a cohort it is still possible to participate in any of the other teaching methods if they become available.You will be told in AXIS that you must request to be in a cohort to complete the "moderated" modules. **That is WRONG**. You can use in-person or virtual in-person options to complete moderated modules as well as a cohort.

The Level 2-1 courses that are required to be done in a "Moderated" format are:

Accountability and Responsibility of the Adult Leader(Note P2)	C	M	N	P
Choosing Your Duty Assignment and Specialty Track	C	M	N	P
Bringing Your Service to Civil Air Patrol		M		
Cadet Protection from the Senior Perspective	C			

NOTE P2 = Former Military who are at PME level 2 or above are exempt from this course.

When you have completed all the courses you are required to take, based upon the path that you have selected, go to your eServices training record, and see the blue strip at the top of Level 2-1. Submit it to your squadron commander for approval.

Once approved you are eligible for initial promotion as defined in CAP Regulation 35-5. Promotion is not REQUIRED; you may serve as a Senior Member without rank if you wish.

Level 2-2 will complete your initial training and make you a trained member of your squadron's staff. It however is not the culmination of your training. From here on your training becomes more specialized and aimed toward your service in the higher echelons and ranks.

First, take and pass the **Yeager test**. It is required to complete Level 2-2.

In addition to the educational classes, Level 2-2 introduces "Tasks" that must be completed to finish the level. They are required in every path and in every level from here out. Your training staff will work with you on each specified task. In Level 2-2 these are:

- Choose a Specialty Track
- Technician Rating in a Specialty Track
- Choose a Duty Assignment

Now, the "Automated" courses with paths indicated:

Leveraging Diversity and Inclusion	C	M	N	P
Emergency Services Orientation	C	M	N	P
The Non-commissioned Officer Structure and Command Partnership	C	M	N	P
The Core Values and Ethical Decision Making(Notes M& P2)	C	M	N	P
Safety and Risk Management for Members	C	M	N	P
Followership			N	P
Cadet Programs Orientation	C	M	N	P
The History of the Civil Air Patrol Non-commissioned Officer	C	M	N	P
Introduction to Recruiting and Retention(Note E)	C	M	N	P
Unit Activities	C	M	N	P
Navigating eServices(Note M)	C	M	N	P
The Inspector General System	C	M	N	P
Aerospace Education Orientation(Note S)	C	M	N	P
Civil Air Patrol Missions(Note Et)	C	M	N	P

Note M = Cadets who have earned their Mitchell or above are exempt from this course.
Note Et= Cadets who have earned their Earhart of above are exempt from this course.
Note E = Cadets who have earned their Eaker or above are exempt from this course.
Note S = Cadets who have earned their Spaatz are exempt from this course.
Note P2 = Former Military who are at PME level 2 or above are exempt from this course.

The "Moderated" classes at Level 2-2 are:

Mentoring(Notes E & P2)	C	M	N	P
Basic Drill			N	P
Drill Differences in Civil Air Patrol		M		
Civil Air Patrol Communications Fundamentals		M		P
Communications Fundamentals (Note E)	C		N	
Leadership Fundamentals			N	P
Leading Volunteers		M		

Note E = Cadets who have earned their Eaker or above are exempt from this course.
Note P2 = Former military who are at PME level 2 or above are exempt from this course

What's next in training?

Your formal training will continue with Level 3, 4 and 5. These are for middle and senior managers, and each will take several years. You may want to consider signing up for a Cohort to complete some of this training. You

may want to wait for face-to-face training for you to attend. You may want to continue with Virtual In-Residence training that is offered through the calendar, or you may find another option that will work best for you. The bottom line is that this training is slower, more difficult and will take more of your time. But there is no rush—do it at your pace.

In the process of getting to this point you will have selected a specialty and will have been advanced to the Technician level within that specialty. You will want to continue learning and get a Senior or Master rating in your specialty. Your Education & Training staff is here to help you;however you wish to proceed.

You may also want to get involved in FEMA training and earn you Operations Qualifications (OpsQuals) which are maintained for you on your personalized CAP Form 101 that you should always carry with your CAPID card.

Glossary

Automated courses are modules available in AXIS that can be completed by the member without the need for a Volunteer University instructor. Level 1 is entirely automated while Level 5 has none.

AXIS is a commercial program purchased by CAP to provide the tools for its educational programs. It is NOT a record of training—your record is in eServices.

Basic Training is a term used here at JJCS304 to describe the early phases of senior member training. It is not a term used throughout CAP.

Cohort is a group of about 25 students and 3 instructors who work together online to complete the various modules at specific levels. A student must request assignment to a cohort through the eServices "Professional Levels" page. Requests are closed at the end of every month and if the requisite number of students and instructors is available it will be announced early in the next month. A cohort is NOT required to complete any module and if you are in a cohort you can also participate in any of the other training methods.

eServicesis the internet location for CAP individual records and training.

Levels 1-5 are written as cardinal numbers, not Roman numerals.

Moderated courses are modules which must be graded by a Volunteer University instructor. They can be completed in-person, virtually or as a member of a cohort.

Modules are the individual courses. The term is used in the regulations.

PME is Professional Military Education. Military personnel should submit their training record for evaluation. National staff assigns a PME score of 1 through 5 and that is used to exempt members from some courses.

Waiver of certain courses is granted to former cadets based upon their highest cadet award and to military personnel and veterans based upon their PME score.

Yeager Award test is a required task in Level 2.

Your Chain of Command

MajGen. Edward D. Phelka, CAP
National Commander, Civil Air Patrol

Col Eugene L. Egry III, CAP (MAR-001)
Commander, Mid-Atlantic Region

Col Dennis Bissell, CAP (NC-001)
Commander, North Carolina Wing

Major Phillip C. Hooper, CAP (NC-004)
Commander, Group 4

Captain Brent Wooters, CAP (NC-070)
Commander, Dan River Composite Squadron

Captain Ralph Newcomb, CAP (NC-070)
Deputy Commander for Seniors

YOU

Introduction to eServices

Civil Air Patrol's online membership/personnel system is called eServices. It is used for a variety of tasks in CAP, including tracking emergency services, pilot, and driver qualifications; processing duty assignments, specialty tracks, and certain awards; and several other tasks. At its core, it's your primary membership record and the source of your contact information for echelons of CAP from your unit to National Headquarters. It's also where you'll find much of the training you'll complete through your career. This module will introduce you to many of those tasks.

You can access the eServices login screen from the Dan River Composite Squadron homepage **rockinghamnc.cap.gov** (click on "eServices Login" in the lower right part of the page). You can also access the eServices login screen at www.capnhq.gov. Your first step in this lesson is to set up your account; once you've done that, you can log into eServices by going to the login screen and entering your username (or CAPID) and your password.

Setting Up Your Account

1. Go to the eServices login screen.
2. Click on "Click here to register" under "FIRST TIME USERS?".
3. This will take you to a self-registration page. Fill in the requested information and click Register.

Updating Contact Information

1. To update your contact information, you first log into eServices.
2. Once logged in, click on your name in the upper right corner to bring up a menu.
3. Click on Contacts. This takes you to a screen listing your current contact information.
4. You can modify your contact information
5. To edit or delete your current contacts, click the appropriate links at the top of the screen.
6. To add new contact information, use the "Add new contact" section at the bottom of the screen and click "Save New Contact" when you're finished.
7. Note that the Priority field is to sort contacts that are the same type. For example, you can have a "Primary" contact for Cell Phone, Work Phone, and Email.

Uploading Your Photo

Your photo is needed for your CAP ID card as well as your 101 Card (which is used for Emergency Services missions).

1. To upload your photo, you first need a photo that conforms to CAP requirements. These requirements are found at https://www.gocivilairpatrol.com/members/cap-nationalhq/member-services/membership-card-guide
2. Once that photo is taken, you'll need to save it on a computer. Take note of the storage location and file name so you can find it later.
3. Log into eServices.
4. Click on General Info. This will show a screen with your name and some other demographic information.
5. Near the middle of the page is a section entitled "Membership Card". One of the links here is "Click here to upload a photo for your membership card, 101 card, etc.". Click that link to bring up the photo upload page.
6. Click Browse, and navigate to the photo on your computer.
7. Click the Continue to Crop button. Click and drag the diagonal corners to expand the highlighted box to full size, then continue to click and drag to center your face in the photo.
8. Click "Crop photo" to save the photo.

NOTE: Your photo won't show up immediately; your commander must validate it first.

Training

You can find a variety of training in CAP's Learning Management System (LMS), such as information on how to use CAP Radios, training for your specialty track, training for other assignments you may have in CAP, and much more. There are currently two Learning Management Systems available, the older LMS and the new AXIS LMS Portal. Content is being migrated to the AXIS LMS Portal.

1. To access either LMS, log into eServices.
2. Click on Menu in the upper left part of the screen.
3. Click on Online Learning in the menu that comes up.
4. There are many links on this menu; however, the important one for now is "Learning
5. Management System", so click on that.
6. You're now on the main page for the older LMS.
7. Available courses are listed on the screen.
8. To enroll/take one of these classes, click on the Title. This will bring up a course
9. summary which will have a link to start the course at the bottom of the screen.
10. To access the AXIS LMS Portal, click the link at the top of the LMS page.
11. When you click on "Go To AXIS", you'll come to an introductory screen that
12. describes how to navigate the new system. You must agree to the Terms and
13. Conditions by clicking the link at the bottom of the page to continue.
14. You'll see a list of courses on the main AXIS page. To enroll in a course, simply
15. find that course and click "Start".
16. You should now see a screen describing the course, as well as a link to start the
17. course. Follow the on-screen instructions to work through the course.

Reviewing Information

It's important to review your information occasionally. Your Wing, Region, and CAP National Headquarters all use eServices as a source of contact information to inform you of important events. You may move, change email addresses, change phone numbers, etc., and none of those echelons will know about this unless you update your information. If you don't routinely check your information, you may not realize you need to update it unless you see that the information CAP has is out of date.

You can review your contact information by logging into eServices, clicking your name in the upper right corner andselecting one of the links on that menu. The most important ones for keeping your information up to date are **General Info**, **Addresses**, **Contacts**, and **Characteristics**.