



# Fullerton Composite Squadron 56

## Guide for New Cadets for Promotion to C/Airman

This step-by-step guide is intended to help you complete all of the requirements necessary to earn your promotion to Cadet Airman. By this point, you should have already submitted your CAP Form 15, Application for Cadet Membership, along with your initial membership dues.

### Step 1: Learn about CAP's Operational Security

- 1.1. Go to <https://tests.cap.af.mil/opsec/main.cfm>.
- 1.2. Enter your CAP ID (which is a six digit number that can be found on your membership card), your Last Name and the last four digits of your social security number in the corresponding fields.

A screenshot of a web browser displaying the 'Civil Air Patrol - Security Awareness Training' page. The browser's address bar shows the URL 'https://tests.cap.af.mil/opsec/main.cfm'. The page content includes a heading 'Civil Air Patrol - Security Awareness Training', a red notice about new OPSEC training requirements, and a section for user verification. The verification section contains three input fields: 'CAPID:', 'Last Name:', and 'SSN: (Enter ONLY the last 4 digits of your SSN)'. Below these fields are two buttons: 'Start the Training' and 'Clear Fields'. Further down, there are several blue links for downloading training materials, including 'Click to Download New OPSEC Training Package (2132 KB)', 'Download MS PowerPoint Viewer', 'Download Adobe Reader', and 'Download the optional Operations Security Video (18635 KB)'. At the bottom, there is a 'Security and Privacy Notice' link.

- 1.3. Click on the link to the "Security Awareness Training Presentation".

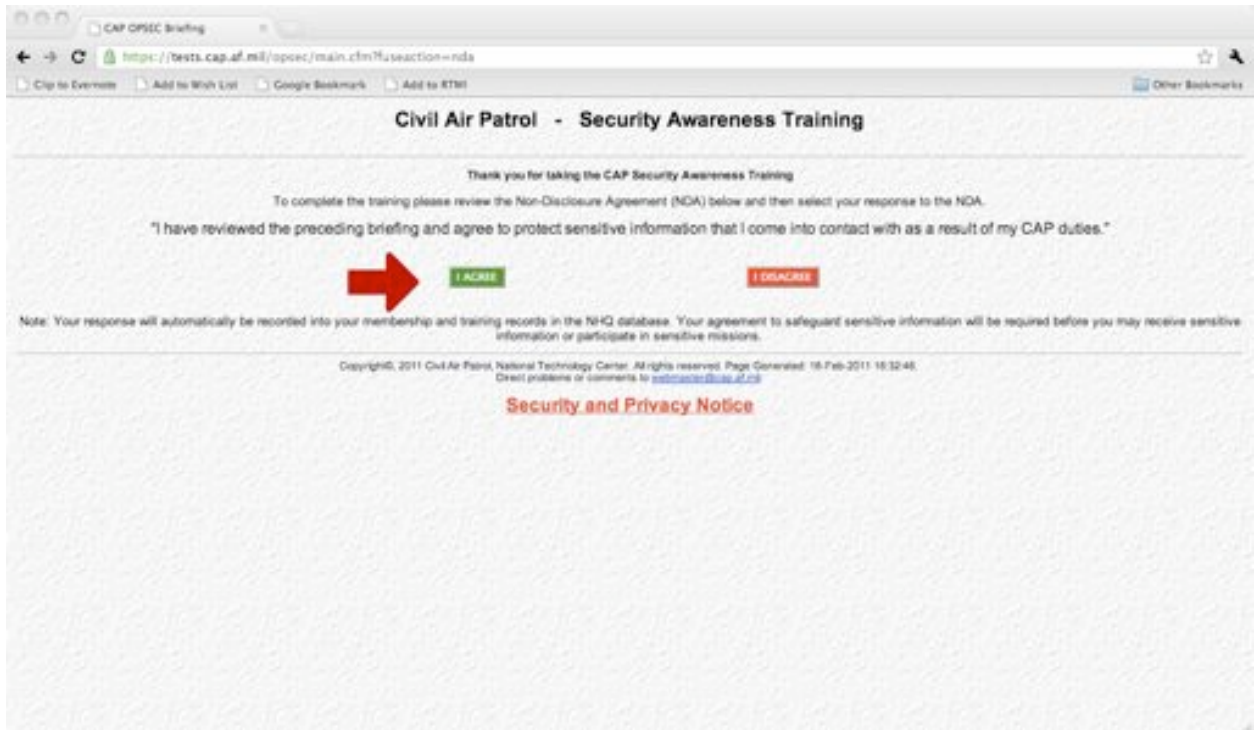


1.4. Read through the slides for the Security Awareness Training Presentation.

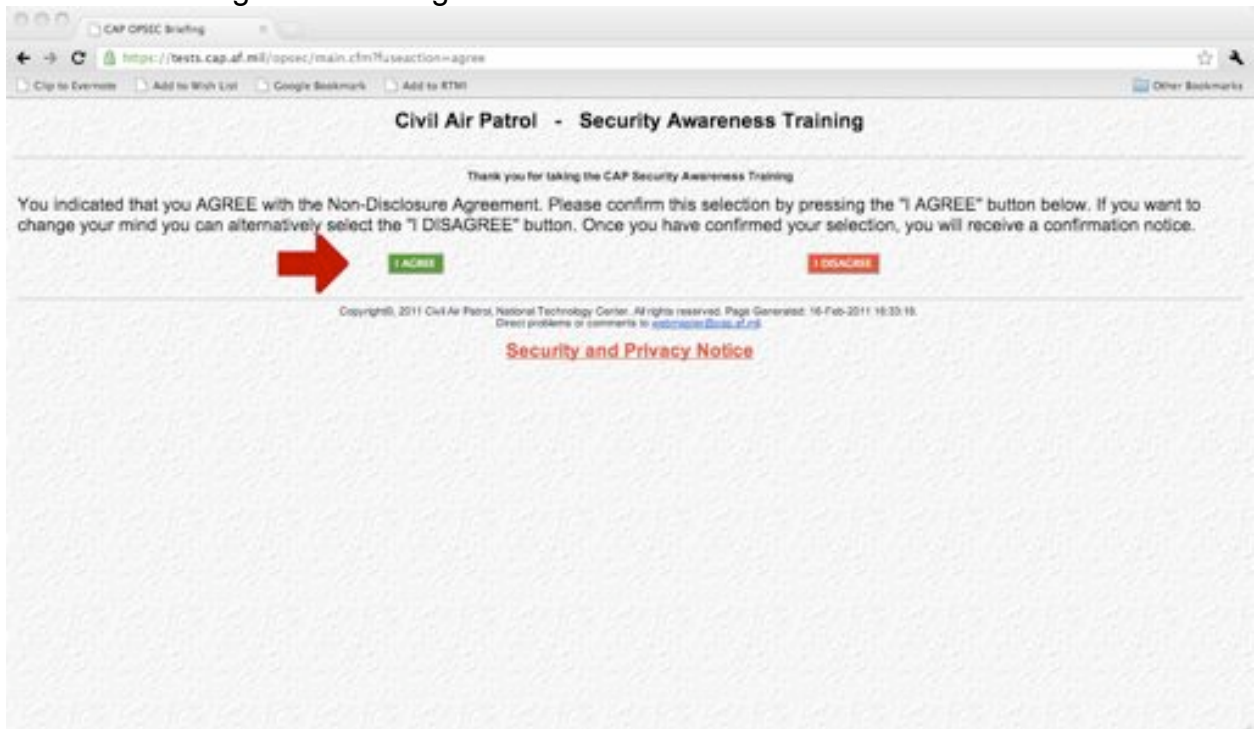
1.5. Click on the link to the “Non-Disclosure Agreement”.



1.6. Click on the “I Agree” button.



1.7. Click on the "I Agree" button again.



## Step 2: Create an eServices Account

2.1. Go to <http://www.caphq.gov>.

2.2. Click on the link that says, "First time eServices users click here to activate your account!"



- 2.3. Enter your last name, last four digits of your social security number, email address and date of birth in the appropriate input box. Each of these answers needs to match what you put on your membership application.



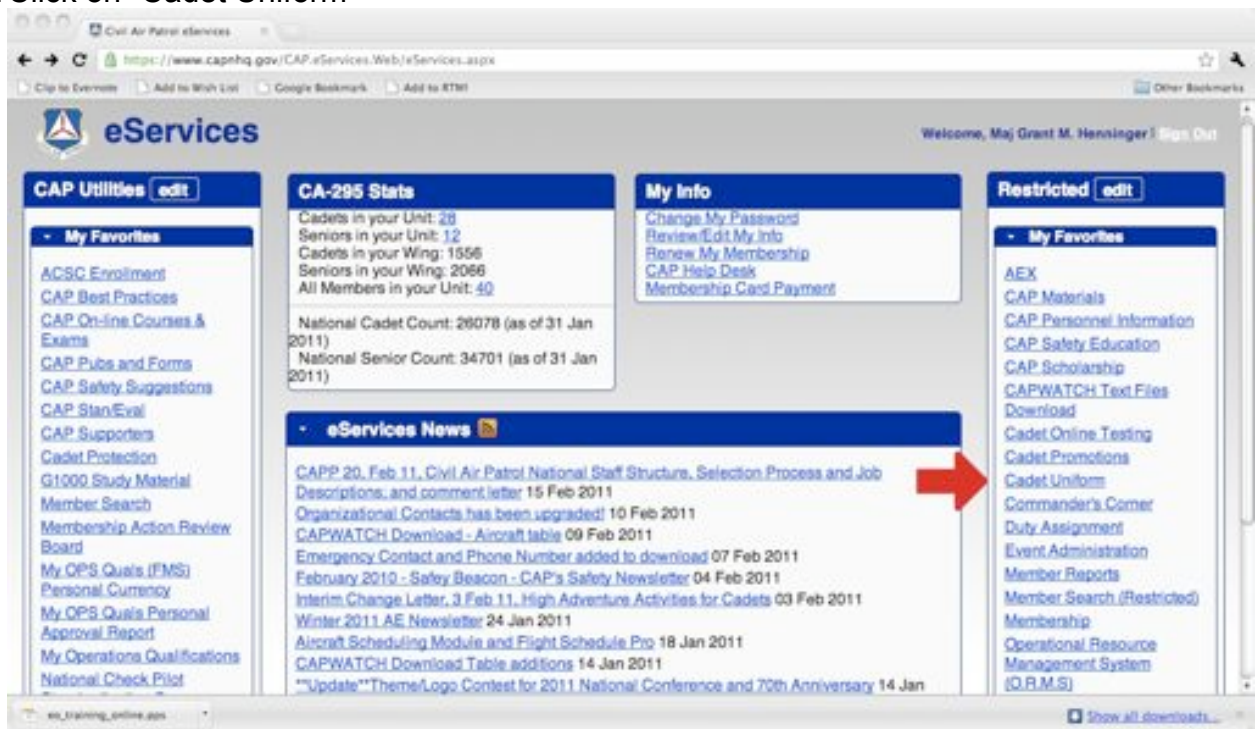
- 2.4. Check your email for your new eServices password. You will use this password to sign in to eServices at <http://www.caphq.gov>.

### Step 3: Order your Cadet Uniform

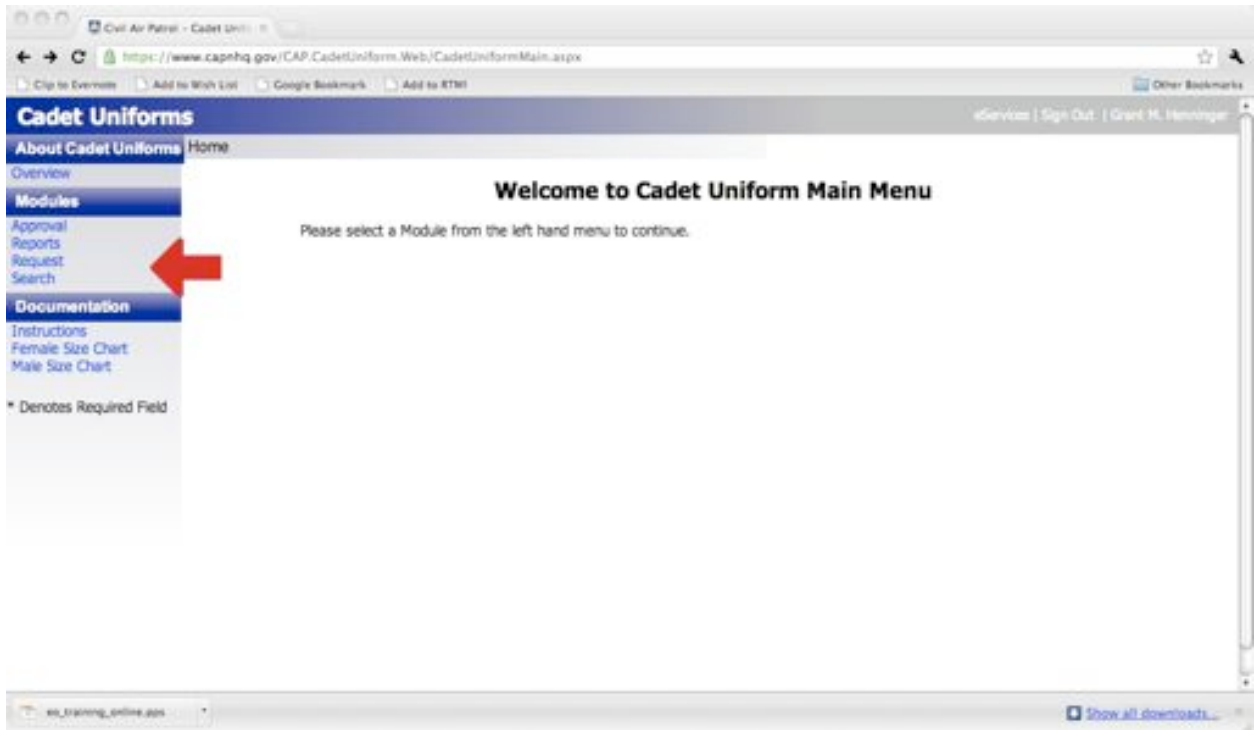
- 3.1. Login to eServices (<http://www.capnhq.gov>) with your CAP ID (which is a six digit number that can be found on your CAP membership card) and the password that was emailed to you.



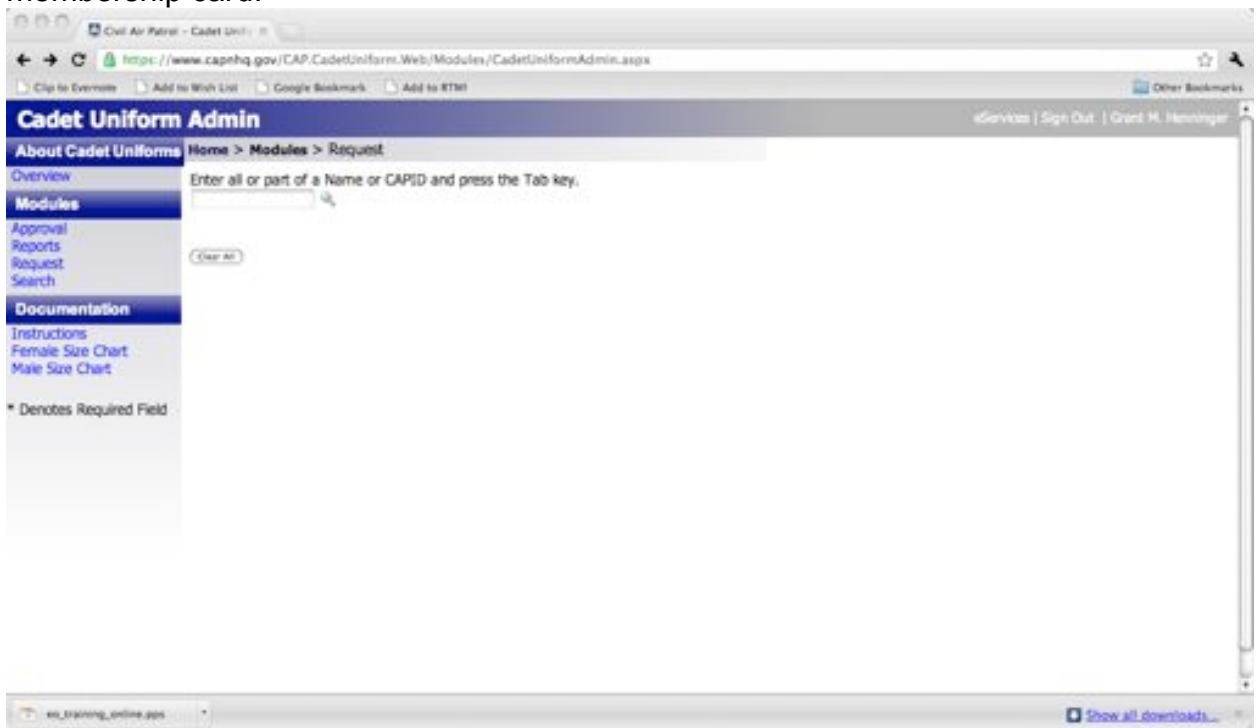
- 3.2. Click on "Cadet Uniform"



- 3.3. Click on "Request"



3.4. Enter your CAP ID, which is a six digit number that can be found on your membership card.



3.5. Check your mailing and contact information to ensure it is correct.

3.6. Selection your shirt and waste size, hat size and pant length.

Civil Air Patrol - Cadet Uniform Administration

Request  
Request  
Search

Documentation  
Instructions  
Female Size Chart  
Male Size Chart

\* Denotes Required Field

**Mailing Address**  
Address Apt/Suite  
City State Zip

Yes, ship to the same address

**Shipping Address**  
\*Address Apt/Suite  
\*City \*State \*Zip

**Contact Information**  
Email \*Phone

\*Shirt \*Pant Waist \*Cap \*Pant Length

Comments

Submit

3.7. Click the “Submit” button.

## Step 4: Learn about CAP’s Equal Opportunity Requirements

- 4.1. Go to [https://tests.cap.af.mil/EO\\_Training/Index.cfm](https://tests.cap.af.mil/EO_Training/Index.cfm).
- 4.2. Enter your last name and CAP ID number (which is a six digit number that can be found on your CAP membership card).

Equal Opportunity Briefing

Civil Air Patrol

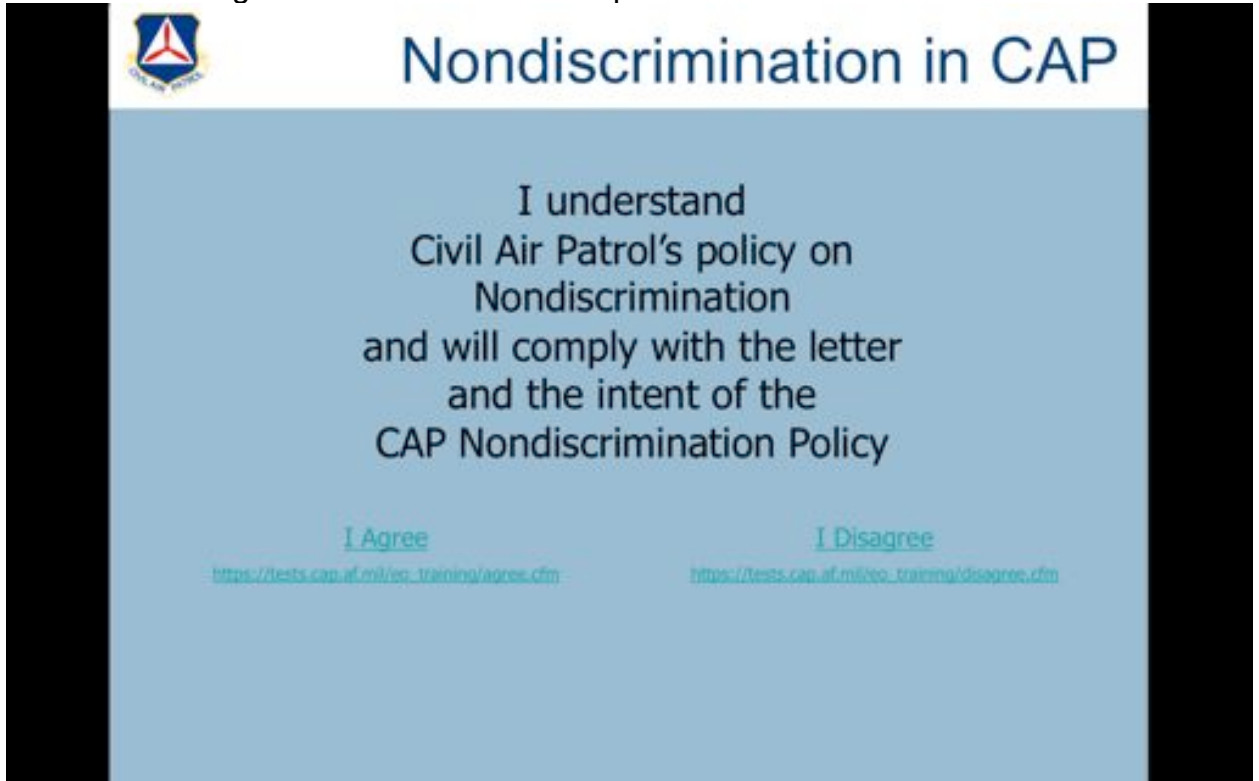
Equal Opportunity Briefing

Last Name:

CAPID:

Submit

- 4.3. Read through the PowerPoint presentation so you understand CAP's Equal Opportunity policy.
- 4.4. Click on the "I Agree" link at the end of the presentation.



**Step 5: Take the Introduction to CAP Safety Program for New Members Course**

- 5.1. Login to eServices (<http://www.capnhq.gov>) with your CAP ID (which is a six digit number that can be found on your CAP membership card) and the password that was emailed to you.



5.2. Click on "Online Safety Education".



5.3. Click on "Introduction to CAP Safety Program for New Members".

**Online Safety Education**

**CAP Online Safety Education**

\*\*Note: If you are using IE8 as your internet browser or Windows Vista, refer to Overview if you are experiencing difficulties.

Required Safety Course	Passing Score	Status
Introduction to CAP Safety Program for New Members	80	PASSED Certificate

Operational Risk Management Courses	Passing Score	Status
Basic Operational Risk Management	80	PASSED Certificate
Intermediate Operational Risk Management	80	PASSED Certificate
Advanced Operational Risk Management	80	NOT TAKEN Certificate

Elective Monthly Education Courses	Passing Score	Status
Downed Power Lines	80	NOT TAKEN Certificate
Hurricane Preparedness and Awareness	80	NOT TAKEN Certificate
Flooding	80	NOT TAKEN Certificate
Winter Driving Safety	80	NOT TAKEN Certificate
Wind Chill Index	80	NOT TAKEN Certificate
Spatial Disorientation	80	NOT TAKEN Certificate

Grant M. Henninger Safety Education Training Records

- 5.4. Read through the slide presentation for Introduction to CAP Safety Program for New Members.
- 5.5. Take the 10 question quiz at the end of the slide presentation. You need an 80% to pass.
- 5.6. Click the “Record Quiz Results” button at the end of the quiz.

**Introduction to CAP Safety Program for New Members**

**Introduction to CAP Safety Program for New Members**

Your Score: 80% (80 points)

Passing Score: 80% (80 points)

**Result:**

✓ Congratulations, you passed! You have successfully completed the Introduction to CAP Safety Course. Safety is our #1 priority. Always be willing to share and to learn. Thank you for participating in this first step to building a positive and safe environment for the entire Civil Air Patrol team.

You can click the 'Review Quiz' button for a play-by-play recap of your results.

Click the 'Record Quiz Results' button to complete the quiz.  
 \*\*Failure to do this will result in you having to retake the quiz.

Review Quiz Record Quiz Results Retry Quiz

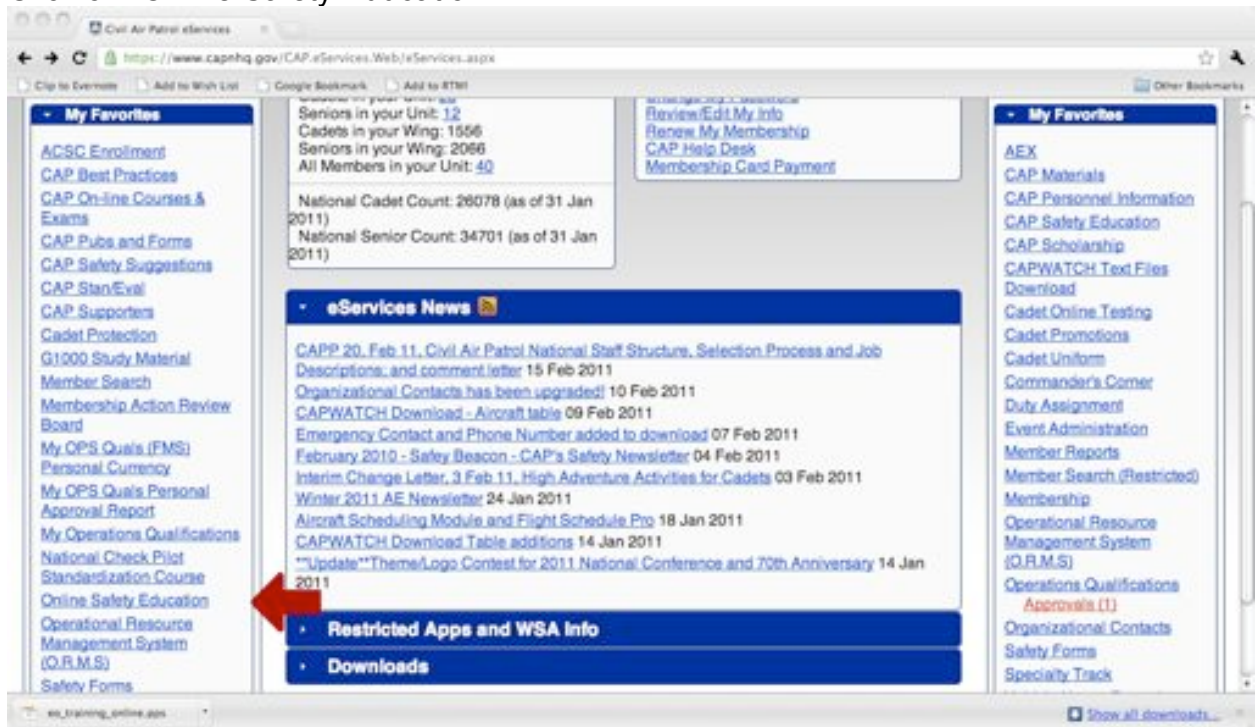
Grant M. Henninger Safety Education Training Records

**Step 6: Take the Basic Operational Risk Management Course**

6.1. Login to eServices (<http://www.capnhq.gov>) with your CAP ID (which is a six digit number that can be found on your CAP membership card) and the password that was emailed to you.



6.2. Click on "Online Safety Education".



6.3. Click on "Basic Operational Risk Management".

**Online Safety Education**

CAP Online Safety Education

Required Safety Course

Required Safety Course	Passing Score	Status
Introduction to CAP Safety Program for New Members	80	PASSED Certificate

Operational Risk Management Courses

Operational Risk Management Courses	Passing Score	Status
Basic Operational Risk Management	80	PASSED Certificate
Intermediate Operational Risk Management	80	PASSED Certificate
Advanced Operational Risk Management	80	NOT TAKEN Certificate

Elective Monthly Education Courses

Elective Monthly Education Courses	Passing Score	Status
Downed Power Lines	80	NOT TAKEN Certificate
Hurricane Preparedness and Awareness	80	NOT TAKEN Certificate
Flooding	80	NOT TAKEN Certificate
Winter Driving Safety	80	NOT TAKEN Certificate
Wind Chill Index	80	NOT TAKEN Certificate
Spatial Disorientation	80	NOT TAKEN Certificate

Grant M. Henninger Safety Education Training Records

- 6.4. Read through the slide presentation for Basic Operational Risk Management.
- 6.5. Take the 20 question quiz at the end of the slide presentation. You need an 80% to pass.
- 6.6. Click the "Record Quiz Results" button at the end of the quiz.

**Basic Operational Risk Management**

Your Score: 40% (80 points)

Passing Score: 80% (160 points)

**Result:**

✘ You did not pass.

You can click the 'Review Quiz' button for a play-by-play recap of your results.

Click the 'Record Quiz Results' button to record your results.

\*\* Failure to do this will result in you having to retake this quiz.

Review Quiz Record Quiz Results Retry Quiz

Grant M. Henninger Safety Education Training Records

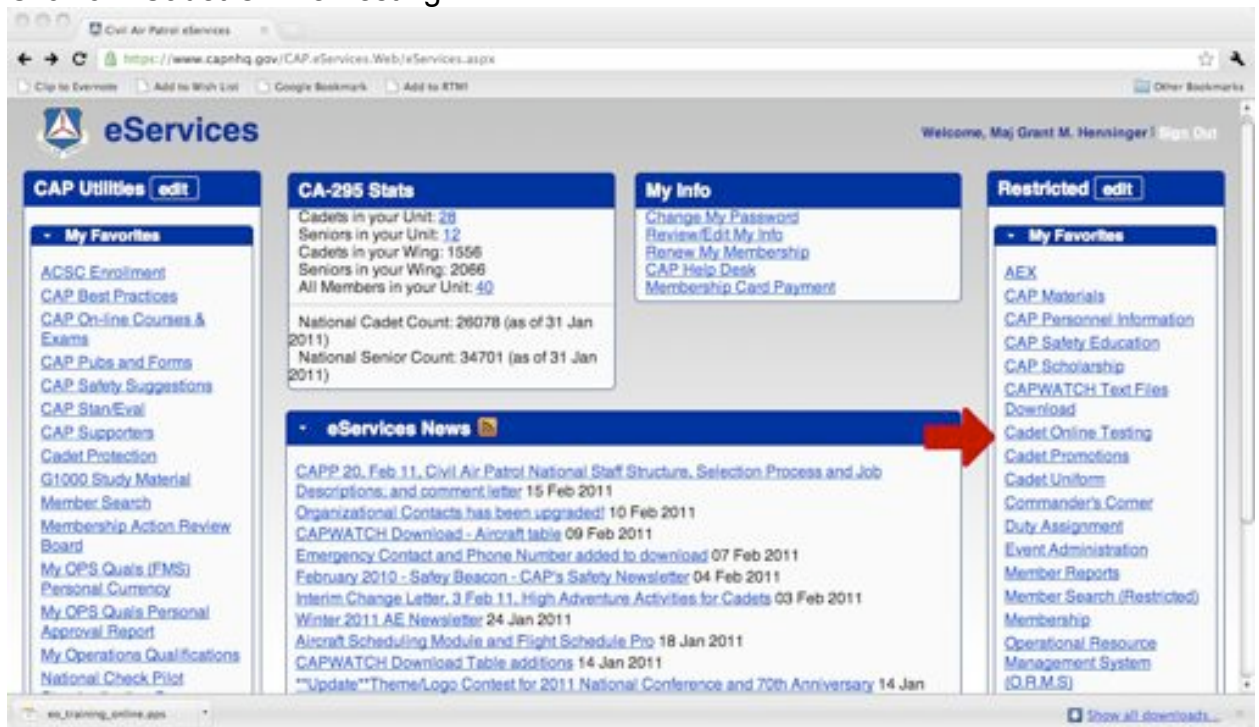
**Step 7: Take your leadership test**

7.1. Study the first chapter of Learn to Lead Volume 1

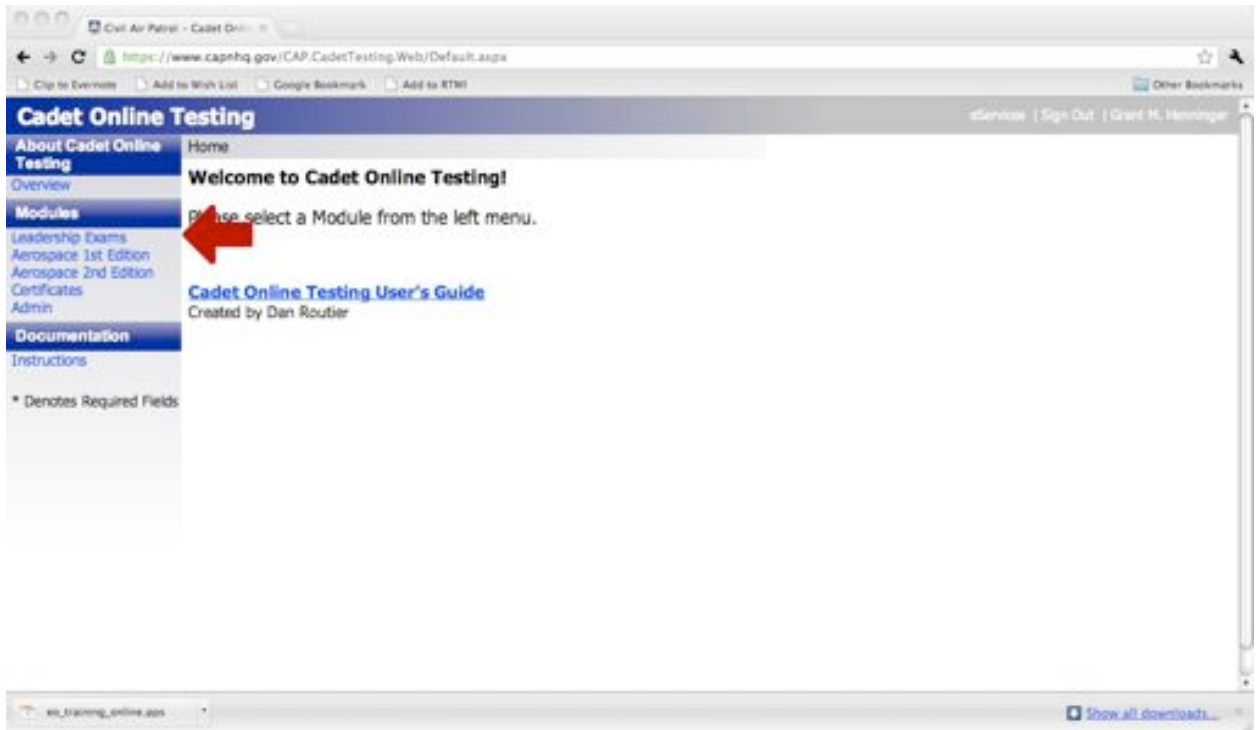
7.2. Login to eServices (<http://www.capnhq.gov>) with your CAP ID (which is a six digit number that can be found on your CAP membership card) and the password that was emailed to you.



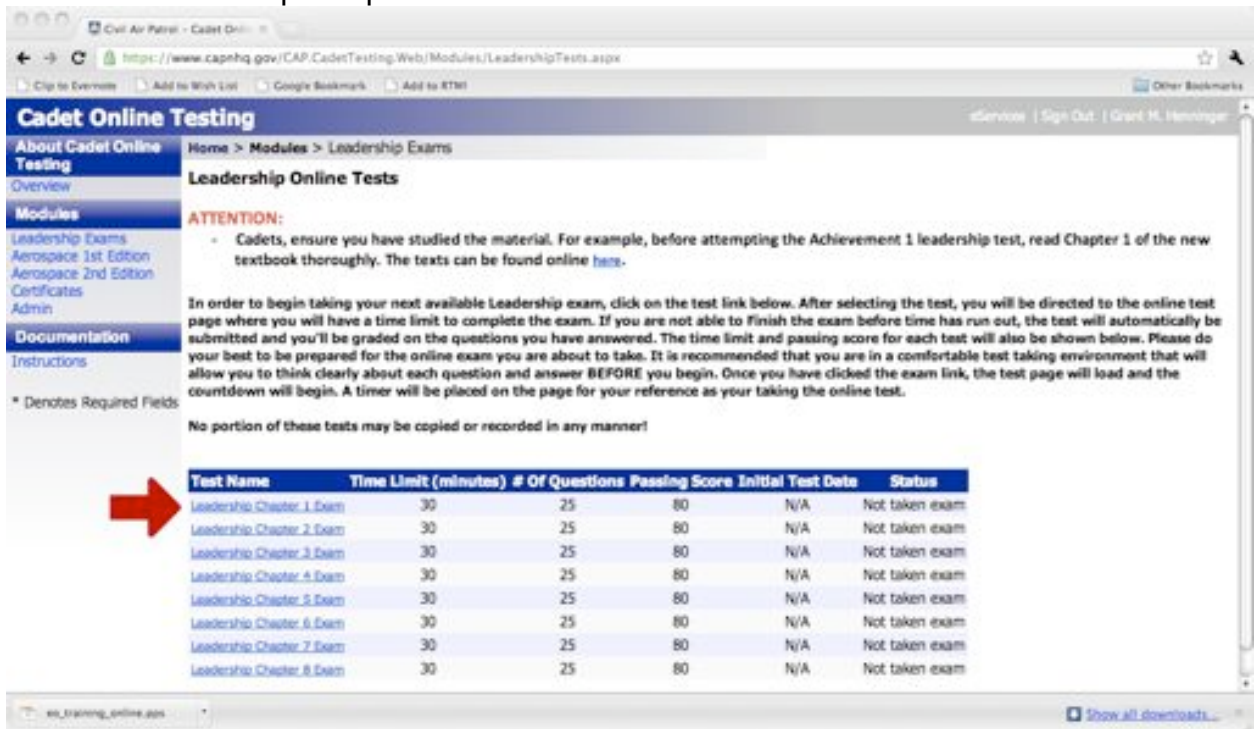
7.3. Click on "Cadet Online Testing".



7.4. Click on "Leadership Exams".

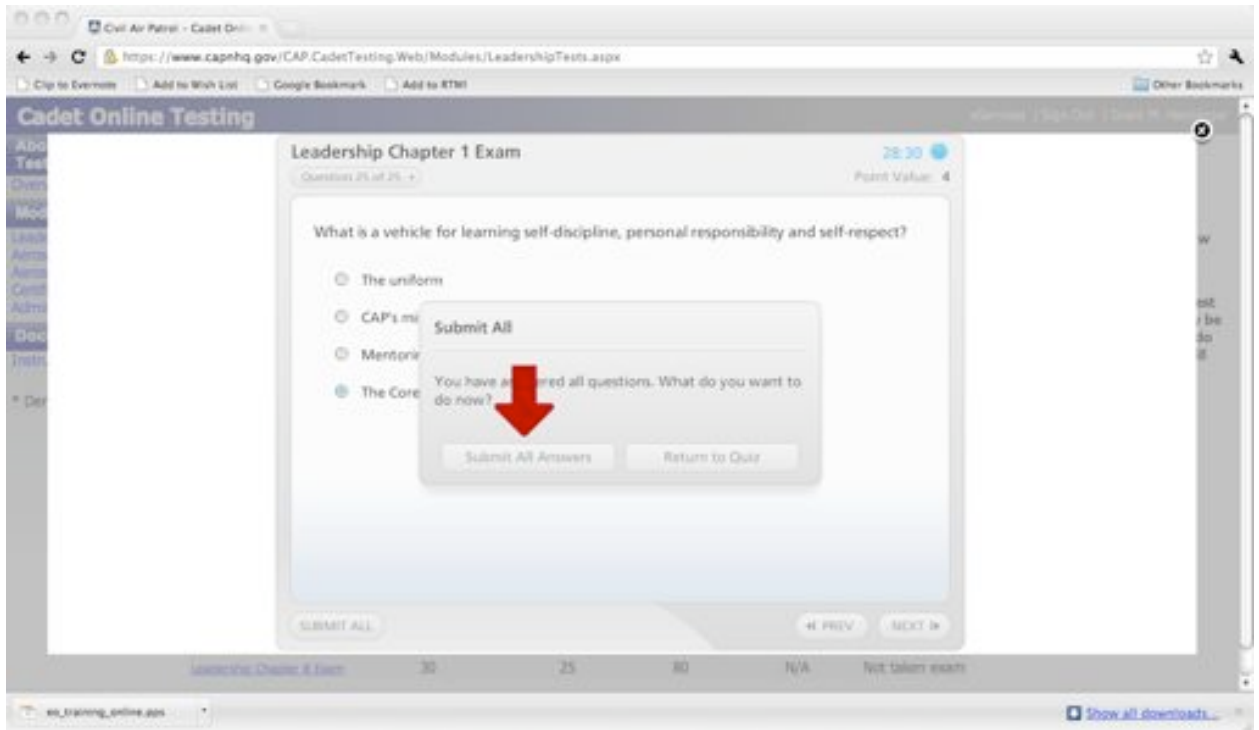


7.5. Click on “Leadership Chapter 1 Exam”.

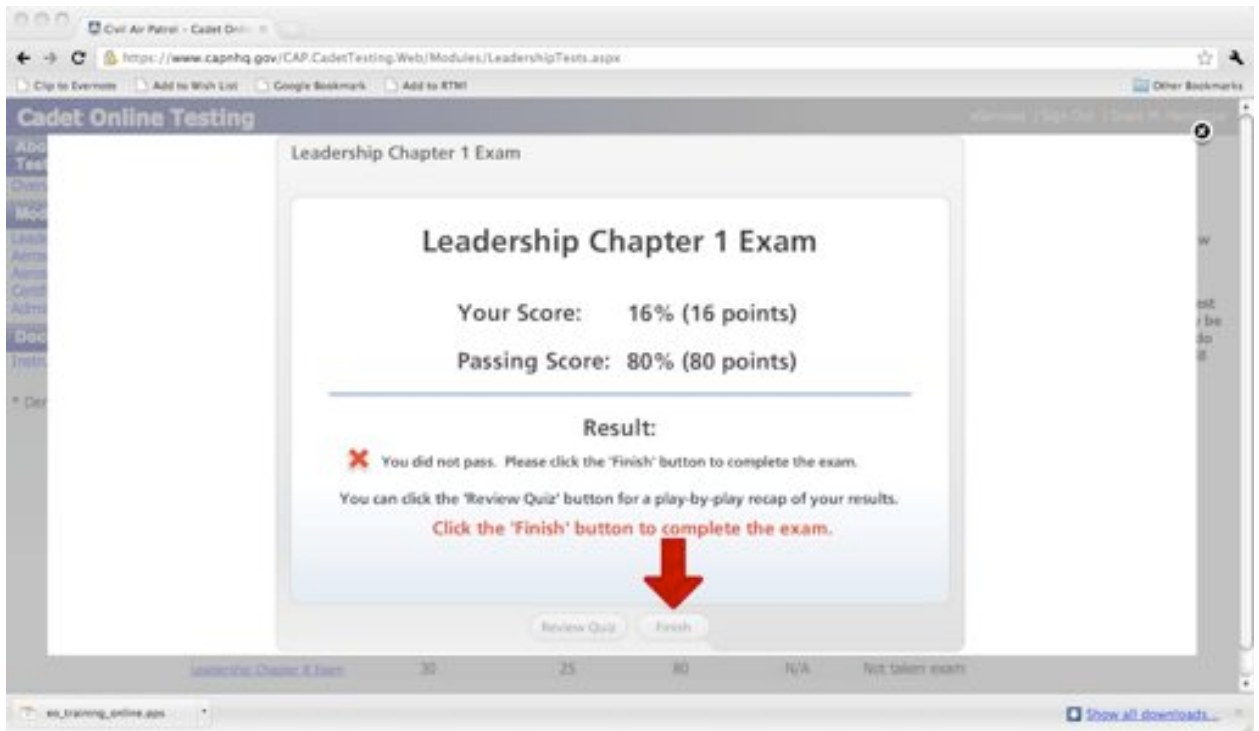


7.6. Take the 25 question test. You need an 80% to pass.

7.7. At the end of the test, click the “Submit All Answers” button.



7.8. Click the “Finish” button.



## Step 8: Take the Cadet Physical Fitness Test

8.1. Squadron 56 holds the Cadet Physical Fitness Test (CPFT) once a month at Buena Park High School. The test is held on the second Tuesday of the month at 5:45 pm prior to the meeting.

- 8.2. The CPFT will consist of a running event (either a mile run or shuttle run), push-ups, sit-ups and sit & reach.
- 8.3. Ask your flight sergeant what you need to do for each event to pass this test.
- 8.4. Show up to the school for the test and good luck!

### **Step 9: Take Your Review Board**

- 9.1. You're almost ready, now all you need is a review board.
- 9.2. Tell your flight sergeant that you have everything completed for your first promotion and that you would like to have a review board.
- 9.3. The next time review boards are held, you'll have a chance to have yours and earn your first promotion!