

Indexes

Numerical Index of CAP Forms, Tests, and Certificates

This is an index of forms, tests, and certificates currently in effect by classification, date, title, and office of primary responsibility (OPR) at National Headquarters Civil Air Patrol. A pound-sign (#) denotes previous editions may be used. It is CAP's intention that all publications be written utilizing the concepts of gender neutrality. Therefore, except as required due to gender differences (such as in descriptions of CAP uniforms), all references to one gender should be interpreted to apply equally to both genders. The most up-to-date publications and forms are on the National CAP website. **Note: Shaded areas identify new or revised material.**

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OPR: DA

Distribution: National CAP website.

Notice: CAP publications and forms are available digitally on the National CAP website at:

http://www.capmembers.com/forms_publications_regulations/

1. Forms. Some forms are not intended to be transmitted, but are for record-keeping purposes. These forms, and copies of other forms, (or the data they contain) may now be stored on a computer, electronically, without the need for a paper copy. If this method is chosen as an alternative to paper, units should perform frequent backups of the data. The following describes forms that may be transmitted through multiple echelons, and to National Headquarters, via fax or e-mail:

a. Forms listed with an asterisk (*) may be transmitted without a person's actual signature via e-mail only. The electronic versions of forms in Microsoft® Word are available on the National CAP website.

(1) Complete the form and place the name, title and unit of the signing authority in the signature block of the form and save the file.

(2) Prepare e-mail and ensure the name, title and unit of the signing authority is in body of the e-mail and attach the file (form) to the e-mail.

b. Forms listed with a double asterisk (**) may be transmitted as a scanned document (to include the person's actual signature) via fax or e-mail. Either Microsoft® Word or Portable Document File® (PDF) forms available on the National CAP website may be used.

MS Word

(1) Complete the form, save, print, and obtain the person's actual signature.

(2) Scan the form and save as image/picture (e.g., jpeg, tif).

(3) Prepare e-mail and attach the file (form) to the e-mail.

PDF

(1) Print, complete the form and obtain the person's actual signature. (2) & (3) same as above.

Note 1: Forms listed without an asterisk are required to be "originals" and may not be transmitted via fax or e-mail.

Note 2: Unless specified below, forms are available on the National CAP website. A† symbol denotes you may requisition form from eServices, *Material Orders*.

	Date	Title	Prescribing Directive
*F1	Jun 11	Organizational Excellence Candidate Biography	R 50-17
*F1A	Jun 11	Request for Award of Organizational Excellence Program Level	R 50-17
*F1B	Jun 11	Application for Organizational Excellence Mentor Appointment	R 50-17
*F2	Aug 14	Request for Promotion Action	R 35-5
*F2A	Oct 08	Request for and Approval of Personnel Action	R 35-1
*F2B	Oct 72	Personnel Action Request-Termination of CAP Membership	R 35-3
**F5	Apr 14	CAP Pilot Flight Evaluation – Airplane/Glider	R 60-1
**F5B	Apr 14	CAP Pilot Flight Evaluation – Hot Air Balloon	R 60-1
F5Q-A	Apr 14	Airplane Questionnaire	R 60-1
F5Q-B	Apr 14	Hot Air Balloon Questionnaire	R 60-1
F5Q-G	Apr 14	Glider Questionnaire	R 60-1
F9	Apr 08	Release (For Non CAP Members)	R 60-1
*F11	Jul 09	Senior Member Professional Development Program Director's Report	R 50-17
F12	Feb 14	Application for Senior Membership in the Civil Air Patrol	R 39-2
F12L	Mar 14	Application for Legislative Membership in the Civil Air Patrol	R 39-2
F13	Nov 10	CAP Aerospace Education Membership Application	R 39-2
F15	Feb 14	Application for Cadet Membership in the Civil Air Patrol	R 39-2
*F17	Jul 09	Application for Senior Member Activities	R 50-17

*F20	Dec 10	Encampment Report (Not distributed below wing level)	R 52-16
F23	#Oct 84	Civil Air Patrol General Purpose Answer Sheet	R 50-4
*F24	Mar 13	Application for Senior Member Professional Development Awards	R 50-17
*F25	Jan 05	The Frank G. Brewer CAP Memorial Aerospace Award	R 280-2
*F27	Oct 03	Organizational Action	R 20-3
*F27B	Apr 79	Organization Action-Overseas Cadet Squadrons (Requisition from DP)	R 35-4
**F30	Jan 11	Inspector General Personal and Fraud, Waste & Abuse Complaint Registration	R123-2
**F31	Oct 13	Application for CAP Encampment or Special Activity	R 52-16
F32	Oct 14	Civil Air Patrol Cadet Activity Permission Slip	R52-10
*F35	Feb 12	Application for CAP Chaplain Appointment	R 265-1
*F35A	Apr 15	Application for CAP Character Development Instructor Appointment	R 265-1
**F40	Apr 13	CAP Performance Feedback Form	R 50-17
F45	Aug 09	†Senior Member Master Record	R 39-2
*F46	Jul 07	Professional Development Course Materials Order Form	R50-17
*F48	Nov 14	Religious Interview Guide	R 265-1
*F50-1	#Oct 06	Cadet Leadership Feedback – Phase I	R 52-16
*F50-2	#Oct 06	Cadet Leadership Feedback – Phase II	R 52-16
*F50-3	#Oct 06	Cadet Leadership Feedback – Phase III	R 52-16
*F50-4	#Oct 06	Cadet Leadership Feedback – Phase IV	R 52-16
*F50-5	Jun 14	CAP Encampment Program, Leadership Feedback for Students	R 52-16
*F50-6	Mar 13	CAP Encampment Program, 360° Leadership Feedback for Cadre	R 52-16
*F52-1	May 09	Cadet Programs Phase I Certification	R52-16
*F52-2	May 09	Cadet Programs Phase II Certification	R52-16
*F52-3	May 09	Cadet Programs Phase III Certification	R52-16
*F52-4	May 09	Cadet Programs Phase IV Certification	R52-16
*F54	Jun 11	Civil Air Patrol High Adventure Activity Request	R52-16
*F56	Feb 13	Drug Demand Reduction Request	R52-22
*F58	Dec 87	Nomination for Cadet of the Year	R 39-3
F62	Mar 11	Standard Operational Risk Safety Briefing Card	R 62-1
F66	#Oct 11	†Cadet Master Record	R 52-16
*F70	Dec 14	Vehicle Reimbursement Request	R 77-1
F71	Feb 12	CAP Aircraft Inspection Checklist	R 66-1
F71G	Jul 14	CAP Glider Aircraft Inspection Checklist	R 66-1
F72	May 97	CAP Military Airlift (MILAIR) Request Form	R 76-1
F73	Dec 12	Vehicle Inspection Guide and Usage Data	R 77-1
F76		Civil Air Patrol Radio Operator Authorization (Issued by region or wing DCs only)	R 100-1
**F80	Feb 12	Civil Air Patrol Death Benefit/Medical Expense Claim Form	R 900-5
F83	Feb 04	Civil Air Patrol Counterdrug Application	R 60-6

**F91	Apr 12	CAP Mission Pilot Checkout	R 60-1
**F99	Nov 13	CAP Flight Release Log	R 60-1
F101		Specialty Qualification Card (available through Ops Quals only)	R60-3
F104	Aug 09	†Mission Flight Plan/Briefing Form	R 60-3
F104A	Aug 09	†SAR Results Worksheet	R 60-3
F104B	Aug 09	†Reconnaissance Summary	R 60-3
*F105	Feb 14	CAP Radio Message Form	R 100-3
**F106	Sep 71	Ground Interrogation Form	R 60-3
**F107	#Feb 84	Flight Operations Log	R 60-3
**F108	Apr 07	Reimbursement for Individual CAP Member Expenses	R 173-3
*F109	Feb 96	Ground Team Clearance	R 60-3
*F110	Sep 14	Communications Log	R 100-1
*F112	May 01	Single Task Evaluation	R 60-3
*F113	May 01	Field Expedient Team Task Book	R 60-3
**F114	May 01	CAP ES Qualification Record	R 60-3
**F115	May 01	CAP ES Mission Folder	R 60-3
*F120	Dec 08	Recommendation for Decoration	R 39-3
*F122	Mar 82	Search and Rescue (SAR) Mission Report	R 60-3
F124	Dec 89	AEPSM AE Examination Control Log	R 50-4
*F126	Jun 93	Unit AE Examination Administration Record and Report Form	R 280-2
*F127	#Aug 02	Monthly Certification Report (Not distributed below wing level)	R 280-2
F128	Jan 09	The Civil Air Patrol Aerospace Education Teacher of the Year Award	R 280-2
F129	Jan 09	The Civil Air Patrol Aerospace Education Officer of the Year Award	R 280-2
**F160	Jun 13	CAP Member Health History Form	R 160-1
F161	Jun 13	Emergency Information	R 160-1
**F162	Jun 13	CAP Member Physical Exam Form	R 160-1
**F163	Jun 13	Permission for Provision of Minor Cadet Over-The-Counter Medication	R 160-1
F164	Dec 14	Donation Receipt	R 173-4
F170	Apr 12	Business Meals and Entertainment Form	R 173-1
F172	Jul 14	Consolidated Finance Authorizations	R 173-1
F173 Part I	May 13	Internal Financial Review Worksheet – Part I	R 173-1
*F173 Part II	Dec 11	Internal Financial Review Sample Checklist Part II	R 173-1
F175	Aug 10	Vehicle Justification	R 77-1
F176	Jan 06	Aircraft Major Maintenance Reimbursement Request	R 66-1
F177	Mar 13	Nondisclosure Declaration	R 1-3
F178	May 13	Conflict Of Interest Statement	R 1-4
F179	Jul 13	Direct Deposit Sign Up - CAP Members	R 173-3
F180	Jul 14	Civil Air Patrol Personal Property Deed of Gift	R 210-3
F181	Jul 14	Civil Air Patrol Non-Exclusive Copyright License	R 210-3
F182	Jul 14	Civil Air Patrol Transfer of Historical Materials	R 210-3

2. Tests: Available/requisition as indicated below.

	Date	Title	Prescribing Directive
T46	Mar 10	Examination for AEO 215 Specialty Track-Technician Rating (requisition from AE – ddahl@capnhq.gov or test can be taken online at eServices, <i>CAP Utilities, CAP Online Courses & Exams</i>)	P 215
T47	Mar 10	Examination for AEO 215 Specialty Track-Senior Rating (requisition from AE – ddahl@capnhq.gov or test can be taken online at eServices, <i>CAP Utilities, CAP Online Courses & Exams</i>)	P 215
T48	Mar 10	Examination for AEO 215 Specialty Track-Master Rating (requisition from AE – ddahl@capnhq.gov or test can be taken online at eServices, <i>CAP Utilities, CAP Online Courses & Exams</i>)	P 215
T49A	Dec 09	Aerospace Education Program for Senior Members– Yeager Test 1 (requisition from AE – ddahl@capnhq.gov or test can be taken online at eServices, <i>CAP Utilities, CAP Online Courses & Exams</i>)	R 280-2
T49B	Dec 09	Aerospace Education Program for Senior Members–Yeager Test 2 (requisition from AE – ddahl@capnhq.gov or test can be taken online at eServices, <i>CAP Utilities, CAP Online Courses & Exams</i>)	R 280-2
T50	Oct 03	Model Rocketry Program Written Examinations (requisition from AE – ddahl@capnhq.gov or can be taken online at eServices, <i>CAP Utilities, CAP Online Courses & Exams</i>)	P 15
T60	Apr 03	The Wright Brothers Award (Leadership for the 21st Century) Comprehensive Examination with Answer Key (requisition from registrars@capnhq.gov)	R 52-16
T61	Jan 05	Aerospace Dimensions Achievement Tests (requisition from registrars@capnhq.gov or can be taken online at eServices, <i>Cadet Online Testing, Admin</i>)	R52-16
T63	Oct 08	Aerospace: The Journey of Flight Achievement Tests (requisition from registrars@capnhq.gov or can be taken online at eServices, <i>Cadet Online Testing, Admin</i>)	R 52-16
T65-3A	Mar 12	Earhart Award (Learn to Lead) Exam – Leadership Test A with Answer Key (requisition from registrars@capnhq.gov) (cadets need only take and pass one of the two choices for the Earhart exam)	R 52-16
T65-3B	Mar 12	Earhart Award (Learn to Lead) Exam – Leadership Test B with Answer Key (requisition from registrars@capnhq.gov) (cadets need only take and pass one of the two choices for the Earhart exam)	R 52-16
T69-1	Mar 12	Leadership (Learn to Lead) Achievement Tests for Chapters 1-8 (requisition online at eServices, <i>Cadet Online Testing, Admin</i>)	R 52-16
T70	Jul 10	The Wright Brothers Award (Learn to Lead) Comprehensive Examination with Answer Key (requisition from registrars@capnhq.gov)	R 52-16
T74-1	Aug 10	Billy Mitchell Award (Learn to Lead) Exam – Leadership Test with Answer Key (requisition from registrars@capnhq.gov)	R 52-16
T78-2	Feb 11	Drill and Ceremonies (Learn to Lead) Achievement Tests for Chapters 1-8 with Answer Key (requisition online at <i>Cadet Programs Library</i>)	R 52-16

T117 Jun 04 Emergency Services Continuing Education Examinations with Answer Keys R 60-3
(requisition from dos@capnhq.gov or can be taken online at eServices, *CAP Utilities*, *CAP Online Courses & Exams*)

3. Certificates (Only available at eServices, CAP Certificates module). Permissions automatically granted based on duty assignment and level of authority required to issue certificate:

Title

C4	Meritorious Service Award (Region)
C5	The Exceptional Service Award (Region)
C13	Level One Certificate of Achievement (Region/Wing/Group/Unit)
C18	Achievement Award (Region/Wing/Group)
C19	Commander's Commendation Award (Region/Wing)
C20	Charles E. "Chuck" Yeager Aerospace Education Achievement Award AE (Region/Wing/Group/Unit)
C22	Corporate Learning Course Diploma (Region/Wing)
C23	Unit Commanders Course Certificate (Region/Wing)
C29	Wright Brothers Award (Region/Wing/Group/Unit)
C34	Squadron Leadership Award (Region/Wing)
C35	Certificate of Appreciation (Region/Wing/Group/Unit)
C44	Certificate of Accomplishment (Region/Wing level)
C53	Certificate of Recognition for Lifesaving (Region/Wing)
C71	CAP Membership Certificate (20 Years) (Region/Wing/Group/Unit)
C72	CAP Membership Certificate (30 Years) (Region/Wing/Group/Unit)
C73	CAP Membership Certificate (40 Years) (Region/Wing/Group/Unit)
C77	Certificate of First Flight (Region/Wing/Group/Unit)

4. Certificates (Requisition from OPR):

Title

OPR

C1	The Distinguished Service Medal	DP
C2	The Bronze Medal of Valor	DP
C3	The Silver Medal of Valor	DP
C4	Master Finance Officer	FM
C6	Certificate of Completion – Aerospace Education Workshop	AE
C7	Certificate of Retirement	DP
C9	Mentoring Award	PD
C10	Squadron of Distinction	CP
C11	Squadron of Merit	CP
C12	Certificate of Appointment – Chaplain Service	HCA
C14	Certificate of Partnership – Chaplain Service	HCA
C15	A. Scott Crossfield Award	AE
C16	Certificate of Completion – National Cadet Special Activities	CP
C17	General Benjamin O. Davis, Jr. Award	DP
C19A	National Commander's Commendation Awards (Issued by NHQ)	DP
C21	Chaplain Service Region Staff College	HCA
C24	Certificate of Appointment (Region or Wing Commander)	DP
C25	Frank G. Brewer CAP Memorial Aerospace Award – Regional	AE

C28	Carl A. Spaatz Award	CP
C30	Amelia Earhart Award	CP
C31	Billy Mitchell Award	CP
C32	Ira C. Eaker Award	CP
C33	Unit Citation Award	DP
C36	Certificate of Appreciation	PA
C37	Honorary Member	PA
C45	Business Member	PA
C46	Congressional Member	DP
C48	Safety Mishap-Free Certificate (Issued by NHQ)	SE
C50	Gill Robb Wilson Award	PD
C51	National Staff College	PD
C52	Grover Loening Award	PD
C61	Paul E. Garber Award	PD
C62	IACE	CP
C64	Region Staff College	PD
C65	Commander's Course	PD
C215	Aerospace Education Specialist	AE

5. Other Agency (Requisition from eServices, *Material Orders*):

	Date	Title
FD258		Fingerprint Card

6. Obsolete:

	Date	Remarks
Remove		
F35A	Feb 13	Superseded by CAPF 35A, Apr 15
F48	Oct 09	Superseded by CAPF 48, Nov 14
F70	Mar 12	Superseded by CAPF 79, Dec 14