

# Membership Categories

The purpose of this lesson is for students to identify the different membership categories used in Civil Air Patrol.

## Desired Learning Outcomes:

1. Identify the current membership categories used in CAP.
2. Describe the processes and procedures of personnel records and actions.
3. Explain the concepts of assignment and duty status.

**Scheduled Lesson Time:** 20 minutes

## Introduction

This lesson will provide an introduction to the various membership categories used in Civil Air Patrol. Important information detailing facts, processes and procedures about membership, membership renewal, and the concepts of assignment and duty status will be covered. The intervals for membership application and renewal is on an annual basis. There are specific requirements for renewal. These and additional points relating to the membership process and procedures will be explained.

## MEMBERSHIP INFORMATION

Membership in Civil Air Patrol is a privilege and not a right. Membership is reserved for those individuals who desire to promote the objectives and purposes of CAP and who meet the eligibility requirements outlined in CAPR 39-2. Membership is on an annual basis. Initial membership commences on the date the membership application is processed by National Headquarters and is not official until the individual's name appears in the official membership database. Initial membership terminates one year later on the last day of the month in which the application was processed at National Headquarters. Following the initial one year membership, subsequent membership for members may be renewed annually. CAP publications, regulations and forms may be found on the eServices web site at [www.members.gocivilairpatrol.com](http://www.members.gocivilairpatrol.com).

Adult members must reconfirm their Oath of Membership upon renewal. On the renewal date, or as close to it as possible, it would be appropriate for each adult member to review with the unit commander the Oath of Membership, as outlined on page 2 of CAPF 12. This reaffirms the member's commitment to his/her unit and Civil Air Patrol. This could/should be done at a unit's regularly scheduled meeting or as a group at a wing meeting or conference. The oath of membership affirms the following:

- The understanding that membership in CAP is a privilege, not a right, and that membership is on a year-to-year basis subject to the recurring renewal guidelines by CAP. Failure to meet the membership eligibility criteria can result in automatic termination at any time.
- Members voluntarily subscribe to the objectives and purpose of the Civil Air Patrol and agree to be guided by CAP Core Values\*, Ethics\* Policies, Constitution & Bylaws\*, Regulations and all applicable Federal, State, and Local Laws. (\*see other lessons in this course for more information on this topic)
- An understanding that only Civil Air Patrol corporate officers are authorized to obligate funds, equipment or services.
- An understanding that Civil Air Patrol is not liable for loss or damage to member's personal property when operated for or by the Civil Air Patrol. Further, an understanding that safety is critical for the protection of all members and protection of CAP resources. That members will at all times follow safe practices and take an active role in the safety of one's own self and others.
- An agreement to abide by the decisions of those in authority of Civil Air Patrol.
- A confirmation that all information on the initial application is presently correct and any false statement may be cause to deny continued membership. Also, an understanding that members are obligated to notify Civil Air Patrol if there are any changes pertaining to the information on the front of the CAPF 12 and that failure to report such changes may be grounds for membership termination.
- An understanding that the Oath of Membership is an integral part of senior membership in Civil Air Patrol and that one's signature or affirmation constitutes an agreement to comply with all the contents of this Oath of Membership.

Civil Air Patrol members are volunteers who provide their services for the public good without expectation of salary, pay, remuneration or expectation of compensation of any kind. *Federal Employees Compensation Act (FECA) and Federal Tort Claims Act (FTCA)* liability coverage are only extended to mission qualified CAP Senior or Cadet members engaged in the scope of authorized Air Force-assigned missions.

Cadets find it particularly motivational to "raise their right hand" and have the cadet first sergeant or cadet commander "administer the cadet oath" when they apply for membership or renew their membership.

All unit commanders should appoint a unit membership board comprised of a minimum of three members to assist the commander in determining the eligibility of new applicants (applicable to cadets, cadet sponsors, patrons and senior members only). The various membership categories are listed below.

### **1. Identify current membership categories used in CAP.**

Civil Air Patrol membership is divided into the following categories:

- Cadets
- Seniors
  - Active
  - Patron
  - Retired
- Cadet Sponsor Members
- Aerospace education members (AEMs)
  - Student aerospace education members
  - Organizational aerospace education members
- Business members
- Affiliate members
- State Legislative members
- Congressional members
- Honorary members
- Fifty year members
- Life members

## MEMBERSHIP CONDITIONS FOR ALL MEMBERSHIP CATEGORIES

People who wish to become members of Civil Air Patrol must abide by certain conditions in order to apply or renew their membership. These conditions are:

1. To obey the decisions of those in authority and to follow and adhere to the appropriate regulations and the *Constitution and Bylaws of the Civil Air Patrol*.
2. Only corporate officers as defined by the Constitution and Bylaws are authorized to obligate the corporation. This includes the signing of contracts and commitment of corporate funds or corporate property.
3. The corporation will not be liable for loss of or damages to personal property when utilized for, or on behalf of CAP.

The Civil Air Patrol nondiscrimination policy is that no member shall be excluded from participation, be denied benefits, or be subject to discrimination in any CAP program or activity on the basis of age, sex, religion, race, color, national origin or disability.

## CADET MEMBERSHIP

Cadet membership in CAP is available to all young men and women who meet the eligibility requirements. The initial eligibility requirements are as follows:

1. Being between the ages of 12 years of age through 18 years of age. Cadets may serve until their 21<sup>st</sup> birthday.
2. Enrolled in or graduated from a private, public, home school, or college program with a satisfactory record of academic achievement.
3. Single, or married and under the age of 18 years.
4. Not a member of the active duty Armed Forces.
5. Be a citizen of the United States of America or an alien lawfully admitted for permanent residence to the United States of America and its territories and possessions or any lawfully admitted non-citizen residing in the United States specifically approved by the National Commander's designee (NHQ CAP/MDV).
6. Good moral character.
7. If a cadet was a former member of CAP, they must not have been terminated for misconduct.
8. Be accepted by the unit headquarters and higher headquarters.

## SENIOR MEMBERSHIP

Senior membership in CAP is a privilege for those individuals who are 18 years of age or older and conscientiously desire to promote the objectives and purposes of CAP and who meet the eligibility requirements. See CAPR 39-2 for specific eligibility requirements for senior member enrollment. The following describes the basic senior member categories:

1. An **active senior member** regularly attends meetings, performs a specific duty assignment, meets training requirements, and participates in the activities of his or her unit.
2. A **patron member** is a financial supporter and who maintains current membership through payment of annual membership dues and participates in a limited capacity.
3. A **retired member** is a member in good standing with a minimum of 20 years service as a senior member, not necessarily continuous, who has submitted a CAPF 2a requesting his or her status be changed to that of retired.

## CADET SPONSOR MEMBERSHIP

**Cadet Sponsor Member** (CSM) is a membership category established to allow parents, grandparents and guardians of current CAP cadets to assist their unit's cadet program by providing adult supervision, transportation, overnight chaperons, and any other cadet related tasks deemed necessary and proper by the unit commander. CSMs must complete all portions of Level I Training before participating in any activities. These members are a good source of manpower to small units. It is also a good way to get a parent involved before becoming an active member.

## AEROSPACE EDUCATION MEMBERSHIP

**Aerospace education (AE) membership** is a special category of membership for members of the educational community and any reputable individual or organization, that has a desire to promote the objectives and purpose of CAP, but who does not desire to participate in the active membership program. Typically these members are teachers that help with the external AE mission. They can help with the internal mission. It is also a good way to get them involved before they become active members.

## OTHER TYPES OF MEMBERSHIP

Other types of memberships are as follows:

1. **Affiliate Members.** Affiliate membership is a membership category for organizations or special groups of individuals who support CAP financially, but who are not required to attend regular meetings and have limited privileges.
2. **Congressional Members.** Members of the United States Congress and federally appointed officials are eligible to become Congressional Members of Civil Air Patrol. These members often assist Civil Air Patrol with funding, congressional oversight, dealing with the AF and other matters. If you know a member of Congress please go through channels and contact the Wing Legislative Officer to help them become a Congressional Member.
3. **State Legislative Members.** Membership in this category is open to state legislators and elected state officials as well as key staff members. These members often assist Civil Air Patrol with state funding for the wing, dealing with state agencies and other matters. If you know a member of the state legislature please go through channels and contact the Wing Legislative Officer to help them become a Legislative Member.
4. **Fifty-Year Members.** Individuals who have 50 years of service with Civil Air Patrol are eligible for membership without dues. A letter of request can be sent with the Fifty-Year Member's renewal through channels to NHQ. Fifty year members have the same benefits and privileges as active senior members.
5. **Life Members.** In recognition of outstanding contributions to CAP, and as one of its highest honors, the National Board may create a life membership for any CAP member.
6. **Business Member.** A business member is any US corporation, partnership, proprietorship, or organization that applies for CAP membership in the name of the corporation, partnership, proprietorship, or organization. This is typically organizations that provide support to CAP on the whole or to specific units, or to specific activities or would like to support CAP's missions.
7. **Honorary Members.** Honorary membership is a term of reference, not a category of membership. It is an effective means by which to enhance the image of CAP by associating the CAP with outstanding citizens. The Wing

Commander must recommend a person for Honorary Membership. No membership privileges or benefits are extended to these individuals.

## **2. Describe the processes and procedures used in upkeep of personnel records.**

National Headquarters assigns each member a unique CAP identification number. This number is used within CAP as necessary to conduct CAP business. The social security number is also required for each individual member. These numbers are used primarily for screening purposes and are not released outside CAP unless required for official or legal purposes. Any other use of the social security number must be with the members consent.

Personnel records consist of training records (CAPF 66, *Cadet Master Record*, prescribed by CAPR 52-16, *CAP Cadet Program Management* for cadets; CAPF 45, *Senior Member Master Record*, prescribed by CAPR 50-17, *CAP Senior Member Professional Development Program*) for seniors; a copy of the initial application form (CAPF 15, *Application for Cadet Membership in Civil Air Patrol*, for cadets, or CAPF 12, *Application for Senior Membership in Civil Air Patrol*); and all personnel actions pertaining to the member in the form of published personnel actions, CAPF 2, *Request for Promotion Action*, CAPF 2a, *Request for and Approval of Personnel Actions*, CAPF 120, *Recommendation for Decoration*, and CAPF 83, *CAP Counterdrug Application*. Any additional information pertaining to the member's service and performance should also be made a part of the personnel records. The member's unit of assignment will maintain these records. The unit personnel officer normally maintains personnel records. It is recommended that each member maintain their own copy of personnel records in the event there is a discrepancy in information maintained by the unit or the CAP National database.

Many achievements/training are recorded in the member's online membership record available for review through the e-services section of the CAP website. Units may use this information to supplement the information maintained in the physical file at the unit level. The online record cannot be used as the only personnel file since all information concerning the member is not currently tracked online. Personnel files should be protected and remain in the custody of CAP at all times. Members should be granted regular access to their records at reasonable times during normal unit meetings, in addition to such other times as may be agreed to between the member and the record's custodian.

## **MEMBERSHIP RENEWAL**

Starting about 60 days before your membership is due to expire you will receive an e-mail reminding you to renew. This assumes that the email you provided NHQ is correct and current. This will happen again at 30 days before your membership expires and 30 and 60 days after the expiration date if renewal dues have not been received. During this time your unit will also receive reminders. You can renew through the US mail with a check/money order or on line at eServices at <http://members.gocivilairpatrol.com> with

a credit card. This is a good time to check and see if your contact information, training record, photo and other data is up to date on the web page.

## TRANSFER OF MEMBERSHIP

Members may transfer from one unit to another as long as they are members in good standing in their current unit of assignment. Members may not transfer in order to preclude an adverse action or when placed in suspended status. Membership transfer must follow the requirements as stated below:

1. A member who moves from one locality to another may transfer to another unit in the new community. A member may also transfer from one unit to another in the same locality upon approval of the unit commander concerned.
2. Commanders may initiate transfers for those members under their command to another unit under their command.
3. Members do not lose their membership by virtue of a unit deactivation.

The following procedure explains the transfer process:

When a member transfers to another unit, the gaining unit will normally initiate the transfer through the online transfer application. Once the gaining commander has approved the transfer action the member's record will immediately be updated to reflect the new unit of assignment. A notification of the transfer action will then appear in the losing Unit Commander's online Commanders Corner. If there is any reason why the transfer is not acceptable to the losing unit, the commander may simply deny the transfer. Losing commanders must deny the transfer action within 2 months of the notification. Commanders not wishing to use the online application may submit a CAPF 2a, Request for and Approval of Personnel Actions (Section IV, Transfer). The personnel officer initiates the personnel action which is approved by the unit commander and forwards the form to NHQ CAP/DP. If there is any reason why the transfer is not acceptable to the losing unit, the losing unit commander must notify NHQ CAP/DP within 2 months. The transfer will then be declared void and the member returned to the losing unit until the problem can be resolved.

When a member transfers, the transferring member will hand carry his or her records to the gaining unit.

### **3. Explain the concepts of assignment and duty status.**

A unit commander is authorized to assign personnel to specific duties and positions within his or her unit. They may remove personnel from specific duties and positions within his or her unit, reassign personnel from one duty position to another within his or her unit, or appoint and remove commanders of subordinate units. Any member who maintains current membership in the active senior member, fifty year or life member category is entitled to attend meetings, hold a duty position, participate in CAP activities,

wear the CAP uniform, and exercise other privileges of membership. An individual who belongs to CAP in other membership categories such as patron, cadet sponsor, aerospace education, retired, etc., are not eligible for duty assignments.

## ELIGIBILITY FOR ASSIGNMENT

To be eligible for assignment to a CAP duty position, members must have completed Level I training. Senior members who are former cadets that completed the Billy Mitchell Award are exempt from most of Level I, but must still complete all other portions of the training. NOTE: This exemption does not apply if the member has had a break in service of 2 years or longer. Additionally, when assigned to an authorized duty position, the member will also enroll in the appropriate specialty track of the CAP Senior Member Professional Development Program unless he or she has already earned the master's rating in that specialty. When a member is assigned to more than one duty position, he or she will enroll in the specialty track for the primary duty. Training in remaining specialties is encouraged. NOTE: For promotion purposes, the highest skill rating earned, in any specialty, will be considered, regardless of the member's skill level in his or her primary duty.

## ASSIGNMENT ACTIONS

Duty positions are normally assigned by using the online duty assignment application available in eServices. Only the basic duty positions outlined in CAPR 20-1, Organization of Civil Air Patrol, are reflected in the online application. Duty assignments may be initiated by the Personnel Officer or any member designated by the unit commander and provided permission by the Web Security Administrator. The individual's record will be automatically updated to reflect the new position. An automatic email will be forwarded to both the individual assuming the new duty position and the individual leaving the position reminding them of the responsibility to properly account for the records, property and assets of this position. A copy of the online duty assignment screen may be printed to place in the member's personnel file.

Commanders not wishing to use the online application submit a CAPF 2a, Request for and Approval of Personnel Actions (Section II, Duty Assignment Change). The personnel officer initiates the personnel action which is approved by the unit commander and forwards the form to NHQ CAP/DP. Both the individual assuming the new duty position and the individual leaving the position must sign the Form 2a signifying that the records, property and assets for this position are properly accounted for. A copy will be filed in the individual member's personnel file and a copy retained by the personnel officer.

As an option to the preparation of separate CAPFs 2a for each duty position assigned, duty assignment changes may be reflected in published personnel authorizations in

accordance with CAPR 10-3, *Administrative Authorizations*. A copy of the personnel authorization should be filed in each individual's personnel file. Commanders choosing to use this option must ensure that the individuals concerned are aware of their responsibility to properly account for the records, property and assets of the position.

Members can also have something called an Additional Duty Assignment (ADY). This means that members have been given an extra assignment beyond their primary duty. Typically this is an appointment to a committee or board, such as the Membership Board (mentioned above) or when one person is filing two rolls such as Personnel Officer (primary duty) and Administration Officer (ADY).

### **Lesson Summary and Closure**

The current membership categories were discussed. All membership categories and membership conditions were identified. These conditions were reviewed and the nondiscrimination policy of Civil Air Patrol was presented. Member transfer processes and procedures were reviewed. Assignment and duty status were reviewed.

This should give the student a broad understanding of the membership categories, membership requirements, and common actions regarding membership. For specific details about specific membership categories, refer to the relevant CAP regulations and forms on eServices at <http://members.gocivilairpatrol.com>.

### **For more Information**

Additional and detailed information on Civil Air Patrol Membership, Membership Termination, and Membership Action Review Board can be found in the following CAP publications:

- CAPR 39-2 *Civil Air Patrol Membership*
- CAPF 12 *Application for Senior Membership in Civil Air Patrol*
- CAPF 66 *Cadet Master Record*
- CAPR 52-16 *CAP Cadet Program Management*
- CAPF 45 *Senior Member Master Record*
- CAPR 50-17 *CAP Senior Member Professional Development Program*
- CAPF 15 *Application for Cadet Membership in Civil Air Patrol*
- CAPF 2 *Request for Promotion Action*
- CAPF 2a *Request and Approval of Personnel Actions*
- CAPF 120 *Recommendation for Decoration*
- CAPF 83 *CAP Counterdrug Application*
- CAPR 20-1 *Organization of Civil Air Patrol*

- CAPR 10-3 *Administrative Authorizations*

**Works Cited**

No additional reference materials were used.