

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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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; *CAP Materials*.

	<u>Date</u>	<u>Title</u>	<u>Prescribing Directive</u>
F1	Feb 09	Application for Organizational Excellence Specialty Track	R 50-17
F1A	Feb 09	Completion of Organizational Excellence Specialty Track	R 50-17
*F2	Nov 01	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	Jan 09	CAP Pilot Flight Evaluation-Airplane	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	Oct 08	Application for Senior Membership in Civil Air Patrol	R 39-2
F12L	Oct 08	Application for Legislative Membership in Civil Air Patrol	R 39-2
F13	Mar 07	CAP Aerospace Education Membership Application	R 39-2
F15	Dec 06	Application for Cadet Membership in Civil Air Patrol	R 39-2

*F17	Jul 09	Application for Senior Member Activities	R 50-17
F19	May 81	†CAP Photo Identification Card (Not distributed below wing level)	R 39-2
*F19A	May 81	Request for CAP Photo Identification Card	R 39-2
*F20	Feb 82	Encampment Report (Not distributed below wing level)	R 52-16
F23	#Oct 84	Civil Air Patrol General Purpose Answer Sheet	R 50-4
*F24	Jul 09	Application for Senior Member Professional Development Awards	R 50-17
*F25	Jan 05	The Frank G. Brewer CAP Memorial Aerospace Award	R 280-2
*F26	Feb 72	Civil Air Patrol Safety Improvement or Hazard Report	R 62-1
*F27	Oct 03	Organizational Action	R 20-3
*F27B	Apr 79	Organization Action-Overseas Cadet Squadrons (†Requisition from DP)	R 35-4
**F30	Mar 08	Inspector General Personal and Fraud, Waste & Abuse Complaint Registration	R123-2
**F31	#Jun 07	Application for CAP Encampment or Special Activity	R 52-16
*F33	Oct 96	Civil Air Patrol Radio Discrepancy Notice (Not distributed below wing level)	R 100-1 VI
*F34	Feb 05	Chaplain Statistical Report	R 265-1
*F34A	Feb 05	Wing Chaplain Statistical Report (Not distributed below wing level)	R 265-1
**F35	May 07	Civil Air Patrol Chaplain Application	R 265-1
**F35A	May 07	Civil Air Patrol Moral Leadership Officer Application	R 265-1
F37A	Aug 00	Shipping and Receiving Document for Aircraft	R 67-1
F37C	Mar 02	Shipping and Receiving Document for Communications Equipment (Available only through the Communications Equipment Management System)	R 100-2
F37D	Mar 02	Disposal Document for Communications Equipment (Available only through the Communications Equipment Management System)	R 100-2
F37E	Nov 05	Receipt Document for Property	R 67-1
F37V	#Nov 01	Shipping and Receiving Document for Vehicles and Trailers	R 67-1
*F38	Nov 05	Property Document Register	R 67-1
F40	Feb 09	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	Sep 03	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
*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
*F58	Dec 87	Nomination for Cadet of the Year	R 39-3
*F60	Dec 03	Emergency Notification Data	R 35-2
*F66	#Oct 06	†Cadet Master Record	R 52-16
**F70	Sep 03	Vehicle Reimbursement Request (Rehabilitation/Windshield Replacement)	R 77-1
F71	Jun 05	CAP Aircraft Inspection Checklist	R 66-1
F72	May 97	CAP Military Airlift (MILAIR) Request Form	R 76-1
F73	Sep 03	†Vehicle Inspection Guide and Usage Data	R 77-1
F75	Sep 03	†CAP Motor Vehicle Operator Identification Card	R 77-1
F76	Aug 96	†Civil Air Patrol Radio Operator Authorization (Not distributed below wing level)	R 100-1 VI
**F80	Mar 02	Civil Air Patrol Death Benefit/Medical Expense Claim Form	R 900-5
F83	Feb 04	Civil Air Patrol Counterdrug Application	R 60-6
F84	Oct 01	Counterdrug Mission Flight Plan/Briefing Form	R 60-6
**F91	Jan 09	CAP Mission Pilot Checkout	R 60-1
**F95	Nov 07	Application for Civil Air Patrol Scholarships	R 52-16
**F99	Apr 09	CAP Flight Release Log	R 60-1
*F100	May 01	Request for Operational Mission Specialty Qualification Card, CAPF 101 or Specialty Qualification Training Card (SQTC), CAPF 101T	R 60-3
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	Mar 00	CAP Radio Message Form	R 100-1 VIII
**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	#Aug 72	Air/Ground or Point to Point Log	R 100-1 VI
**F111	Nov 05	Expendable Property Issue Sheet	R 67-1
*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
**F132	Apr 89	HSI Claim Form	R 77-1
**F133	Jul 05	Vehicle Self Insurance (VSI) Claim Form	R 77-1
**F173-2C	Feb 07	Wing Consolidation of Financial Records for Units Below Wing Level	R173-2
F175	Sep 03	Vehicle Justification	R 77-1
F176	Jan 06	Aircraft Major Maintenance Reimbursement Request	R 66-1

2. Tests: Available/requisition as indicated below.

	Date	Title	Prescribing Directive
T42		Master Level Communicator Test (on-line version only, see https://ntc.cap.af.mil/es/tests.html)	NTC
T43		Senior Level Communicator Test (on-line version only, see https://ntc.cap.af.mil/es/tests.html)	NTC
T44		Technician Level Communicator Test (on-line version only, see https://ntc.cap.af.mil/es/tests.html)	NTC
T46	15 Feb 02	Examination for AEO 215 Specialty Track-Technician Rating) with Answer Key (Requisition from registrars@capnhq.gov)	P 215
T47	15 Feb 02	Examination for AEO 215 Specialty Track-Senior Rating with Answer Key (Requisition from registrars@capnhq.gov)	P 215
T48	15 Feb 02	Examination for AEO 215 Specialty Track-Master Rating with Answer Key (Requisition from registrars@capnhq.gov)	P 215
T49A	1 Sep 01	Aerospace Education Program for Senior Members–Test A	R280-2

		With Answer Key (Requisition from registrars@capnhq.gov)	
T49B	1 Sep 01	Aerospace Education Program for Senior Members–Test B With Answer Key (Requisition from registrars@capnhq.gov)	R280-2
T50	Oct 03	Model Rocketry Program Written Examinations with Answer Keys (Requisition from AE)	R50-20
T60	Apr 03	The Wright Brothers Award Comprehensive Examination with Answer Key (Requisition from registrars@capnhq.gov)	R52-16
T61	Apr 03	Aerospace Dimensions Achievement Tests with Answer Key (Requisition from registrars@capnhq.gov)	R 52-16
T63	Jan 01	Aerospace: The Journey of Flight – Achievement Tests with Answer Key (Requisition from registrars@capnhq.gov)	R52-16
T64-1	Oct 06	Billy Mitchell Award Exam – Leadership Test with Answer Key (Requisition from registrars@capnhq.gov)	R 52-16
T64-2	Oct 06	Billy Mitchell Award Exam – Aerospace Test with Answer Key (Requisition from registrars@capnhq.gov)	R 52-16
T65-1	Oct 06	Amelia Earhart Award Exam – Leadership Test with Answer Key (Requisition from registrars@capnhq.gov)	R 52-16
T65-2	Oct 06	Amelia Earhart Award Exam – Aerospace Test with Answer Key (Requisition from registrars@capnhq.gov)	R 52-16
T 68	Jul 06	Leadership Achievement Tests – Master Booklet with Answer Key (Requisition from registrars@capnhq.gov)	R 52-16
T116	Jun 04	General Emergency Services Questionnaire with Answer Key (Requisition from eServices; <i>CAP Materials</i> .)	R 60-3
T117	Jun 04	Emergency Services Continuing Education Examinations with Answer Key (Requisition from eServices; <i>CAP Materials</i>)	R 60-3

3. Certificates (Requisition from eServices; *CAP Materials*):

	Title	OPR
C4	The Meritorious Service Award (Region level)	DP
C5	The Exceptional Service Award (Region level)	DP
C13	Level One Certificate of Achievement	PD
C18	Achievement Award (Region/Wing/Group)	DP
C19	Commander’s Commendation Award (Region/Wing level)	DP
C19A	National Commander’s Commendation Awards (Issued by NHQ)	DP
C20	Charles E. “Chuck” Yeager Aerospace Education Achievement Award (Region/Wing level)	AE
C29	Wright Brothers Award	CP
C35	Certificate of Appreciation (Unit level)	PA

C38	Certificate of Appreciation (Region/Wing level)	PA
C44	Certificate of Accomplishment (Region/Wing level)	PD
C53	Certificate of Recognition for Lifesaving	DP
C71	CAP Membership Certificate (20 Years) (Region/Wing level)	DP
C72	CAP Membership Certificate (30 Years) (Region/Wing level)	DP
C73	CAP Membership Certificate (40 Years) (Region/Wing level)	DP
C77	Certificate of First Flight	CP

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
C8	Check Pilot Certificate of Course Completion	DO
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
C21	Chaplain Service Region Staff College	HCA
C22	Corporate Learning Course Diploma	PD
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
C34	Squadron Leadership Award	PD
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
C221	Certificate of Completion – The CAP Chaplain	HCA
C221A	Certificate of Completion – Chaplains Helping Chaplains	HCA
C221B	Certificate of Completion – Senior Chaplain Leadership	HCA

5. Other Agency (requisition from eServices; *CAP Materials*):

	Date	Title
FD258		Fingerprint Card

6. Obsolete:

	Date	Title
F11	Mar 03	Superseded by CAPF 11, Jul 09
F17	Mar 03	Superseded by CAPF 17, Jul 09
F24	Jul 08	Superseded by CAPF 24, Jul 09
F45	Jan 08	Superseded by CAPF 45, Aug 09
F52-1	Mar 05	Superseded by CAPF 52-1, May 09
F52-2	Apr 04	Superseded by CAPF 52-2, May 09
F52-3	Apr 04	Superseded by CAPF 52-3, May 09

F52-4	Apr 04	Superseded by CAPF 52-4, May 09
F53	Dec 00	Rescinded. Signature Verification Card
F99	Jan 09	Superseded by CAPF 99, Apr 09
F101	May 01	Superseded by CAP Specialty Qualification Card at eServices; Ops Quals
F104	May 84	Superseded by CAPF 104, Aug 09
Test 119	Oct 96	Rescinded. Advanced Communications User Training Questionnaire. Replaced by DC-accountable A-CUT exam at National Technology Center website.