

## 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, *Material Orders*.

	<b>Date</b>	<b>Title</b>	<b>Prescribing Directive</b>
*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	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	Apr 12	CAP Pilot Flight Evaluation	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	Sep 11	Application for Senior Membership in the Civil Air Patrol	R 39-2
F12L	Oct 08	Application for Legislative Membership in the Civil Air Patrol	R 39-2
F13	Nov 10	CAP Aerospace Education Membership Application	R 39-2
F15	Aug 11	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	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
*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	#Jun 07	Application for CAP Encampment or Special Activity	R 52-16
*F34	Oct 09	Chaplain Statistical Report	R 265-1
*F34A	Oct 09	Wing Chaplain Statistical Report	R 265-1
*F35	Feb 12	Application for CAP Chaplain Appointment	R 265-1
*F35A	Feb 12	Application for CAP Character Development Instructor Appointment	R 265-1
**F40	Jun 11	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	Oct 09	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
*F54	Jun 11	Civil Air Patrol High Adventure Activity Request	R52-16
*F58	Dec 87	Nomination for Cadet of the Year	R 39-3
*F60	Dec 03	Emergency Notification Data	R 35-2
F62	Mar 11	Standard Operational Risk Safety Briefing Card	R 62-1
F66	#Oct 11	†Cadet Master Record	R 52-16
*F70	Mar 12	Vehicle Reimbursement Request	R 77-1
F71	Feb 12	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
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	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

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	Aug 12	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	Aug 12	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
**F132	Apr 89	HSI Claim Form	R 66-1
F170	Apr 12	Business Meals and Entertainment Form	R 173-1
F171	Dec 11	Unit Commander's Financial Disclosure Statement	R 173-1
F173 Part I	Dec 11	Internal Financial Review Worksheet – Part I	R 173-1
*F173 Part II	Dec 11	Internal Financial Review Sample Checklist Part II	R 173-1
*F174	Dec 11	Contributed Facilities Worksheet	R 173-1
F175	Aug 10	Vehicle Justification	R 77-1
F176	Jan 06	Aircraft Major Maintenance Reimbursement Request	R 66-1
F177	May 12	Nondisclosure Declaration	R 1-3

**2. Tests:** Available/requisition as indicated below.

	<b>Date</b>	<b>Title</b>	<b>Prescribing Directive</b>
T46	Mar 10	Examination for AEO 215 Specialty Track-Technician Rating (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> or online at eServices, <i>CAP Utilities</i> , <i>CAP Online Courses &amp; Exams</i> )	
T47	Mar 10	Examination for AEO 215 Specialty Track-Senior Rating (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> or online at eServices, <i>CAP Utilities</i> , <i>CAP Online Courses &amp; Exams</i> )	
T48	Mar 10	Examination for AEO 215 Specialty Track-Master Rating (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> or online at eServices, <i>CAP Utilities</i> , <i>CAP Online Courses &amp; Exams</i> )	

T49A	Dec 09	Aerospace Education Program for Senior Members– Yeager Test 3(requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> or online at eServices, <i>CAP Utilities, CAP Online Courses &amp; Exams</i> ) (members need only take and pass one of the two choices for the Yeager test)	
T49B	Dec 09	Aerospace Education Program for Senior Members–Yeager Test 4 (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> or online at eServices, <i>CAP Utilities, CAP Online Courses &amp; Exams</i> ) (members need only take and pass one of the two choices for the Yeager test)	
T50	Oct 03	Model Rocketry Program Written Examinations (Requisition from AE – <a href="mailto:jstone@capnhq.gov">jstone@capnhq.gov</a> )	
T60	Apr 03	The Wright Brothers Award (Leadership for the 21st Century) Comprehensive Examination with Answer Key (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> )	R 52-16
T61	Jan 05	Aerospace Dimensions Achievement Tests (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> or online at eServices, <i>Cadet Online Testing, Admin</i> )	R52-16
T63	Oct 08	Aerospace: The Journey of Flight Achievement Tests (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> or online at eServices, <i>Cadet Online Testing, Admin</i> )	R 52-16
T64-1	Oct 06	Billy Mitchell Award (Leadership for the 21st Century) Exam – Leadership Test with Answer Key (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> )	R 52-16
T64-2	Oct 06	Billy Mitchell Award Exam – Aerospace Test with Answer Key (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> )	R 52-16
T65-1	Oct 06	Amelia Earhart Award Exam – Leadership Test with Answer Key (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> )	R 52-16
T65-2	Oct 06	Amelia Earhart Award Exam – Aerospace Test with Answer Key (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> )	R 52-16
T65-3A	Mar 12	Earhart Award (Learn to Lead) Exam – Leadership Test A with Answer Key (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> ) (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 <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> ) (cadets need only take and pass one of the two choices for the Earhart exam)	R 52-16
T68	Jul 06	Leadership (Leadership for the 21 <sup>st</sup> Century) Achievement Tests (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> )	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 <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> )	R 52-16
T74-1	Aug 10	Billy Mitchell Award (Learn to Lead) Exam – Leadership Test with Answer Key (requisition from <a href="mailto:registrars@capnhq.gov">registrars@capnhq.gov</a> )	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 (requisition from <a href="mailto:dos@capnhq.gov">dos@capnhq.gov</a> or online at eServices, <i>CAP Utilities, CAP Online Courses &amp; Exams</i> )	R 60-3

**3. Certificates (Requisition from eServices, *Material Orders*):**

	<b>Title</b>	<b>OPR</b>
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
C22	Corporate Learning Course Diploma	PD
C23	Unit Commanders Course Certificate	PD
C29	Wright Brothers Award	CP
C34	Squadron Leadership Award	PD
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):**

	<b>Title</b>	<b>OPR</b>
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
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*):**

	<b>Date</b>	<b>Title</b>
FD258		Fingerprint Card

**6. Obsolete:**

	<b>Date</b>	<b>Remarks</b>
F5	Mar 11	Superseded by CAPF 5, Apr 12
F26	Feb 72	Rescinded; online only at eServices
F75	Sep 03	Rescinded; online only at eServices
F91	Jan 09	Superseded by CAPF 91, Apr 12
F105	Mar 00	Superseded by CAPF 105, Aug 12
F110	Aug 72	Superseded by CAPF 110, Aug 12
F170	Dec 09	Superseded by CAPF 170, Apr 12