



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

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20 April 2011

MEMORANDUM FOR ALL REGION AND WING CC AND SE

FROM: CAP/SE

SUBJECT: Deadline Extension and One-Time Exception for Intro to CAP Safety Testing

1. Despite the herculean efforts of many local and wing safety officers, CAP is experiencing a significant hurdle in getting its remaining members who joined CAP prior to 1 October 2010 trained in the *Introduction to CAP Safety* course. Since it is such a large undertaking to get all current members through the pipeline in a short period of time, CAP implemented two initiatives to assist units in reaching compliance with this policy. First, the deadline was extended to 31 May 2011 when CAPR 62-1 was published several weeks ago; second, the *Introduction to CAP Safety* course will now be available for classroom presentation as follows:

a. The one-time period for senior members to complete the course in a classroom setting, with paper testing, is 20 April 2011 through 31 May 2011. There will be no extensions beyond the 31 May 2011 deadline. After 31 May, this course, the exam, and documentation of completion for senior members will be electronic-only using the online safety education program in eServices. Members who do not complete the training by the deadline will not be allowed to participate in organizational activities and missions.

b. This course can be taught by the unit commander, safety officer or cadet programs staff; however, the paper test for this course must be presented to the senior members by the unit commander or testing officer following the same protocols already established for this course under cadet programs. Testing for cadets will follow the same protocols as other cadet program testing. The slides for the course are available for download at the following url: [www.capmembers.com/safety/safety\\_education/](http://www.capmembers.com/safety/safety_education/).

c. The tests are available only to unit commanders and properly-appointed testing officers at: <https://www.capnhq.gov/CAP.CadetTesting.Web/Modules/Admin.aspx>.

d. These tests are controlled items and shall be handled IAW CAPR 50-4, *Test Administration and Security*. The passing score is 80%, corrected to 100%. Failure to attain a passing score will require a re-test using a different test version after retraining has been

provided. Tests cannot be challenged and will only be administered after the member has participated in the class/briefing.

e. Successful completion of the course test will be documented on a CAP Form 11, certified by the authorized commander or testing officer and faxed to NHQ Safety: 334-953-5674. NHQ will then manually input this data into senior member records to facilitate compliance with the policy requirement.

2. This Intro to CAP Safety course has two purposes: One is to teach new members about CAP safety; the second is to standardize the message so that ALL members, regardless of length of service, receive the same message and they, in turn, reinforce that message to the new members. Please approach this learning with that perspective in mind.

3. If you have any questions, please contact [safety@capnhq.gov](mailto:safety@capnhq.gov). Remember to courtesy-copy your chain of command so that they are aware of your questions. Your continued support of the CAP safety program is appreciated.

//SIGNED//

ROBERT DIDUCH, Col, CAP  
National Safety Officer

cc:  
CAP/CC/CV/CS/EX/EXA/ED/CP/SE/GC/JA  
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