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5 August 2020

MEMORANDUM FOR WAWG MEMBERS

FROM: WAWG/DOS

SUBJECT: Emergency Services Training and Specialties

1. During these exceptional times where many of us have minimized social interaction and travel due to the COVID-19 pandemic, members of Washington Wing have continued to train in Emergency Services (ES) when and where possible. While we are pleased to see this occur and encourage members to find opportunities to train, recent inquiries and submissions for ES specialties have prompted us to highlight portions of CAPR 60-3, CAP Emergency Services Training and Operational Missions, as it pertains to the training process and the qualification of members.

2. As detailed in Paragraph 2-3, training must be done in a specific order the first of which are the pre-requisites for a specialty. Following completion of the pre-requisites is Familiarization and Preparatory training. This training must be done prior to members participating on actual or training missions while under supervision. The reason for this is explained in Part B of the paragraph:

These tasks represent those skills that will keep the member safe and allow the member to function under supervision without jeopardizing the mission. This requirement avoids placing personnel not ready to perform certain jobs or those who work for them at risk.

3. Training events such as WAMA, FEST, and the Ground Search and Rescue Academy need to be mindful of this, and plan to conduct training missions once Familiarization and Preparatory training is completed.

4. After Familiarization and Preparatory training is completed, members continue with Advanced training and participating in two missions, which can be either training or real-world. Concerning the two missions, Part C has this to say:

These two "missions" do not have to be on different mission numbers, be AFAMs, or be completed after all other advanced training is complete, but personnel must have completed all

Familiarization and Preparatory training *in order to receive credit for these sorties* (emphasis added). These sorties must be complete sorties and / or operating periods where the member *participates in all aspects of their assigned mission specialty* (emphasis added).

5. We are aware that mission credit has been awarded to members simply because they were present on a mission, but not necessarily performing the specific mission specialty that credit was awarded for. After reaching out to the Pacific Region Director of Operations (DO) for clarification, we believe this practice is wrong and must be discontinued. For example, if a member arrives at the mission base hoping to receive Ground Team Member (GTM) training but ends up performing the role of a Mission Staff Assistant (MSA), they cannot receive mission credit towards their GTM training.

6. Another aspect of mission credit to consider is the nature of the mission. For example, a Point of Distribution (POD) mission is not the same as a Search and Rescue (SAR) mission. Similarly, a tabletop exercise is not the same as being out in the field. Before putting a mission down for a specific qualification ask yourself whether it makes sense. One recent example was a tabletop exercise used to renew a Ground Team Leader (GTL) qualification. We reached out to National HQ for their opinion, and their response was that, given the nature of the qualification, a tabletop exercise was not a suitable way to evaluate the member. The field was where this evaluation should have taken place.

7. As we train it is important that we document it. As stated in Paragraph 2-7:

The individual member is responsible to maintain copies of documentation of their qualifications. Members will likely need more than old 101 cards to prove completion of training, especially when requirements change and some grandfathering of qualifications may not be allowed in the future.

8. Examples of documentation include but are not limited to mission logs (e.g. communication logs), forms used (e.g. CAPF 109), and certificates (e.g. First Aid card). Where appropriate we highly encourage uploading these documents to eServices or the appropriate mission folder in WMIRS, so that they can be reviewed by approvers or other interested parties.

9. Skills evaluators, you are an important part of our training process. You were nominated by your commanders to train and evaluate our members so that they can be of service to our community, state, and nation. When you sign-off on a task or specialty you are attesting that a member has satisfactorily demonstrated their ability to meet the performance standards for a particular task or specialty under your supervision. You should not sign-off if you do not feel comfortable, in which case you should advise the member on what they need to work on, and that you were present when evaluating the member. Please do not delegate the latter responsibility to another member, particularly, one who is not a skills evaluator for the specialty.

10. The last item we would like to address are specialty renewals. There is a misunderstanding among members that participating in a mission automatically renews a specialty. This is not the case. Paragraphs 2-4 and 2-5 details what is involved with renewing a specialty. Similar to initial training, members are “evaluated by a qualified supervisor on at least one mission” the purpose of which is to check their proficiency. During this mission members must demonstrate the Advanced tasks on the specialty’s Specialty Qualification Training Record (SQTR). And like initial training the supervisor must be a skills evaluator as detailed in Paragraph 2-2, Part A, subparagraphs 1 and 2.

11. We hope this memo helps answer most, if not all, of your questions concerning ES training and qualifications. Please remember that CAP membership is a privilege and not a right, and that the same can be said of Emergency Services ratings. The utmost care of our members and the community we serve is imperative, and the reason why our regulations are to be followed. Remember our core values and use them to guide yours and our members training: Integrity, Service, Excellence, and Respect. If you have any questions or comments, please do not hesitate to reach out to any one of us.

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