

15 February 1998

## **Civil Air Patrol Senior Member Training Program Specialty Track Study Guide**

### **EMERGENCY SERVICES OFFICER**

#### **Foreword**

This pamphlet will prepare you for the responsibilities of a Civil Air Patrol (CAP) emergency services officer (ESO). The contents of this pamphlet apply to all levels, including the wing director of emergency services and the region deputy chief of staff/emergency services officer.

The ESO track has three sections. The first section applies to achievement of the technician rating, the second relates to attaining the senior rating, and the third section deals with skills and knowledge required of the master rating. This progression should prepare you for positions of increasing responsibility as an ESO. Review each part and apply the information to actual situations on the job. If possible, your unit will assign you an on-the-job (OJT) supervisor to assist you. If your unit cannot assign you an OJT supervisor, you should learn the job through self-study and performance, as certified by the squadron commander or designee.

You and your OJT supervisor will determine your competence at each level. When you have reached the desired level of competency for the completion of a level, consult your unit commander. Your unit commander will then certify your proficiency in your personnel records before awarding a rating. Upon your commander's certification of a technician, senior, or master rating, you may wear the Leadership Ribbon (technician rating) with bronze (senior rating) or silver (master rating) star. Completion of each level makes you eligible for promotion consideration to first lieutenant (technician rating), captain (senior rating), or major (master rating). You will find other promotion criteria listed in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*, and CAPM 50-17, *CAP Senior Member Training Program*.

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## EMERGENCY SERVICES (ES) OFFICER TRAINING GUIDE

### TECHNICIAN RATING

**Position Description.** The emergency services officer (ESO) at the technician level is expected to:

- Coordinate ES activities with unit staff officers (operations officer, communications officer, etc.).
- Develop working relationships with local agencies responsible for search and rescue, disaster relief, and other local emergencies.
- Develop and maintain an adequate emergency services force.
- Coordinate with unit staff officers to determine the status of resources (personnel, vehicles, aircraft, radios, etc.) available for ES missions.
- Develop and maintain a rapid alerting system to assemble emergency services (ES) resources as needed.
- Develop a working relationship with the wing ES officer.

**Objectives.** To complete the technician level of this specialty track, members must:

- Complete CAPF 116, Parts 1 and 2, of the *Emergency Services Questionnaire*.
- Complete ECI Course 02130D.
- Be continuously qualified in an Emergency Services specialty for at least 1 year after qualification as documented by initial issue and date of CAPF 101, *Civil Air Patrol Specialty Qualification Card*.
- Develop and/or maintain a unit level resource summary in accordance with guidance from the wing emergency services officer. The resource summary should include the status of personnel, vehicles, aircraft, radios, and other emergency equipment available for ES missions assigned to the unit, or available from the surrounding community.
- Develop and/or maintain a unit level rapid alerting system to assemble ES resources. This should be tested at least annually.
- Develop a unit level training plan to meet operational mission requirements. Take into account training provided by surrounding units and wing personnel.
- Review the unit training library to ensure that ES training material is current and available. At a minimum, the unit training library should include:
  - a. National Civil Air Patrol agreements with external agencies (Federal Emergency Management Agency, American Red Cross, Salvation Army, etc.)
  - b. State or local agreements with the CAP wing
  - c. Current emergency services related CAP regulations, manuals, pamphlets, and approved local supplements and operating instructions
- Review the unit administrative files to ensure that current emergency services related forms are available to meet current unit needs.
- Participate in a minimum of three missions after qualification in an ES specialty. These SAR/DR missions must be either actual (under an Air Force or state mission number) or Air Force authorized training/evaluated SAR/DR missions.
- Continuously serve as the unit ES officer or assistant for at least 1 year.

**CRITERIA CHECKLIST**

**TECHNICIAN LEVEL**

To complete the technician level of this specialty track, members must:

OJT Initials/Date

- Complete CAPF 116, part A. \_\_\_\_\_
- Complete CAPF 116, part B. \_\_\_\_\_
- One year continuously qualified in an ES specialty. \_\_\_\_\_
- Complete unit level resource summary and ensure currency. \_\_\_\_\_
- Establish a unit level rapid alerting system for ES resources. \_\_\_\_\_
- Test the unit level rapid alerting system for ES resources. \_\_\_\_\_
- Establish a unit level training plan. \_\_\_\_\_
- Review the unit training library to ensure that ES training material is current and available. \_\_\_\_\_
- Review the unit administrative files to ensure that current ES related forms are available to meet current unit needs. \_\_\_\_\_
- Participate in a minimum of three missions after qualification in an ES specialty.
  - Mission #: \_\_\_\_\_
  - Mission #: \_\_\_\_\_
  - Mission #: \_\_\_\_\_
- Serve a minimum of 1 year continuously as an unit ES officer or assistant.
  - Dates of service from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
OJT Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Commander

\_\_\_\_\_  
Date

## EMERGENCY SERVICES (ES) OFFICER TRAINING GUIDE

### SENIOR RATING

**Position Description.** The emergency services officer (ESO) at the senior level is expected to:

- Assist the commander by managing and directing emergency services activities at the squadron, wing, or region level.
- Develop training programs to ensure that highly qualified ES personnel are available for SAR/DR missions.
- Develop plans and standard operating procedures to support local, wing, or region ES programs.

**Objectives.** To complete the senior level of this specialty track, members must:

- Be continuously qualified in an Emergency Services specialty for at least 3 years after qualification as documented by initial issue and date of CAPF 101, *Civil Air Patrol Specialty Qualification Card*.
- Implement a unit level training plan to meet operational mission requirements.
  - a. Arrange for one ES related class of instruction for all unit personnel at the unit level each month during the regular meeting time. Lesson plans and supporting documentation should be retained at the unit level for future use.
  - b. Arrange for unit participation in at least one ES training exercise or mission each quarter at the unit, wing, or region level. Each unit should plan and implement at least one training exercise or mission scenario that is open to other units within the wing and/or region per year.
  - c. Complete and forward qualification documentation for unit personnel applying for CAPFs 101 and CAPFs 101T, *Civil Air Patrol Specialty Qualification Training Card*.
  - d. Track results of all training provided and review training plans. Change or supplement training plans as necessary to meet unit operational objectives.
- Participate in a minimum of six missions after qualification in an ES specialty and completion of the ESO Technician Rating. These SAR/DR missions must be either actual (under an Air Force or state mission number) or Air Force authorized training/evaluated SAR/DR missions.
- Continuously serve as an ESO or assistant at the unit, wing, or region level for at least 1 additional year after completing the ESO Technician Rating level.

CRITERIA CHECKLIST

SENIOR LEVEL

To complete the senior level of this specialty track, members must:

OJT Initials/Date

- Three years continuously qualified in an ES specialty. \_\_\_\_\_
- Arrange for ES related classes of instruction to be provided each month throughout the year. (Lesson plans and supporting documentation should be on file with the unit.) \_\_\_\_\_
- Coordinate unit participation in at least one quarterly ES training exercise or mission. \_\_\_\_\_
- Plan at least one training exercise or mission scenario open to other units within the wing or region. \_\_\_\_\_
- Participate in a minimum of six missions after qualification in an ES specialty.
  - Mission #: \_\_\_\_\_
  - Mission #: \_\_\_\_\_
  - Mission #: \_\_\_\_\_
  - Mission #: \_\_\_\_\_
  - Mission #: \_\_\_\_\_
  - Mission #: \_\_\_\_\_
- Complete and forward unit documentation to apply for CAPFs 101, *Civil Air Patrol Specialty Qualification Card*, and CAPFs 101T, *Civil Air Patrol Specialty Qualification Training Card*. \_\_\_\_\_
- Review training plans, track results, and make changes or supplements so that unit operations objectives are met. \_\_\_\_\_
- Continuously serve a minimum of 1 additional year as a unit, wing, or region ESO or assistant after completing the ESO Technician Rating level.
 

Dates of service from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
OJT Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Commander

\_\_\_\_\_  
Date

## EMERGENCY SERVICES (ES) OFFICER TRAINING GUIDE

### MASTER RATING

**Position Description.** The emergency services officer (ESO) at the master level is expected to:

- Assist the commander by managing and directing emergency services activities at the wing or region level.
- Use ES experience to assist personnel at all levels in developing and/or maintaining an adequate ES force.

**Objectives.** To complete the master level of this specialty track, members must:

- Be continuously qualified in an Emergency Services specialty for at least 5 years after qualification as documented by initial issue and date of CAPF 101, *Civil Air Patrol Specialty Qualification Card*.
- Implement a wing or region level training plan to meet operational mission requirements.
  - a. Coordinate classroom and field training for each ES specialty qualification to be provided by the wing to subordinate units annually.
  - b. Coordinate wing participation by all units in at least one ES training exercise or mission each quarter at the wing level. Region personnel may substitute the coordination of one ES training exercise or mission per year with participation of all wings within the region.
  - c. Complete qualification documentation for personnel applying for CAPFs 101 and CAPFs 101T, *Civil Air Patrol Specialty Qualification Training Card*, and return in a timely manner.
  - d. Track results of all ES training provided and review training plans. Change or supplement training plans as necessary to meet unit operational objectives.
- Manage an ES resource management system at the wing or region level. This system will track all resources available for ES missions within the wing or region. Policy letters, supplements, or operating instructions may need to be forwarded to subordinate units and staff counterparts to coordinate inputs in a timely and efficient manner, and standardize the system.
- Manage a rapid alerting system at the wing or region level to assemble ES resources. Wing and region rapid alerting systems should be tested at least once annually.
- Participate in a minimum of six missions after qualification in an ES specialty and completion of the ESO Senior Rating. These SAR/DR missions must be either actual (under an Air Force or state mission number) or Air Force authorized training/evaluated SAR/DR missions.
- Complete the Inland SAR Planner's Course conducted by the USCG Search and Rescue School and AFRCC, the SAR Management Course conducted by AFRCC, or an ES school conducted and/or approved by National HQ CAP/DO.
- Continuously serve as an ESO or assistant at the wing or region level for at least 3 additional years after completing the ESO Senior Rating level.

CRITERIA CHECKLIST

MASTER LEVEL

To complete the master level of this specialty track, members must:

OJT Initials/Date

- Five years continuously qualified in an ES specialty. \_\_\_\_\_
- Coordinate ES classroom and field training for each specialty qualification provided by wing(s) to subordinate units annually. \_\_\_\_\_
- Coordinate quarterly ES training exercises or missions at the wing level, or an annual ES training exercise or mission at the region level. \_\_\_\_\_
- Participate in a minimum of six additional missions after qualification in an ES specialty and completion of the ESO Senior Rating. \_\_\_\_\_  
 Mission #: \_\_\_\_\_  
 Mission #: \_\_\_\_\_  
 Mission #: \_\_\_\_\_  
 Mission #: \_\_\_\_\_  
 Mission #: \_\_\_\_\_  
 Mission #: \_\_\_\_\_
- Process and return CAPF 101, *Civil Air Patrol Specialty Qualification Card*, and CAPF 101T, *Civil Air Patrol Specialty Qualification Training Card*, applications in a timely manner. \_\_\_\_\_
- Review training plans, track results, and make changes or supplements so that operations objectives are met at the wing and/or region level. \_\_\_\_\_
- Manage the ES resource management system at the wing or region level. \_\_\_\_\_
- Manage a rapid alerting system at the wing or region level to assemble ES resources. This system should have been tested at least annually. \_\_\_\_\_
- Complete the Inland SAR Planner's Course conducted by the USCG Search and Rescue School and the AFRCC, the SAR Management Course conducted by the AFRCC, or an ES school conducted and/or approved by the National Headquarters CAP/DO. \_\_\_\_\_
- Continuously serve a minimum of 3 additional years as a wing or region ESO or assistant after completing the ESO Senior Rating level. \_\_\_\_\_  
 Dates of service from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
OJT Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Commander

\_\_\_\_\_  
Date