



CAP REGULATION 60-3

4 JANUARY 2021

APPROVED/J.DESMARAIS/CAP/DO

Operations

CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

CAP Regulation 60-3, dated 26 December 2012, is supplemented as follows:

1-5.b.(4)(g) added. The wing commander or their designee will perform the same SET review as outlined in 1.5.e. for SET members assigned to wing staff.

1-5.d.(1)(a) added. It is incumbent on the individual member to keep their online SQTR current in regards to training received. The individual member will update training in their online SQTR within 15 calendar days of receiving the training.

1-5.d.(4) added. Have on their possession a current CAP ID card, most current CAPF 101, current CAPF 161, and most current hardcopy SQTR information if it is not updated online within eservices.

1-5.e. Added. Squadron Commanders. The squadron commander must:

1-5.e.(1) Ensure they have enough qualified members with the Skills Evaluator Training (SET) to fulfill their squadron training needs. In absence of SET members within their own squadron, access to other SET members from within the wing.

1-5.e.(2) Should conduct quarterly reviews of SET members in each qualification, and their performance as a SET member to ensure quality. The commander should use this review to remove unnecessary or deficient SET members.

1-5.e.(3) Will conduct an annual review with the Wing Director of Emergency Services (ES) of all assigned SET members to their squadron. The commander will endorse those already possessing the SET and review potential members who should receive SET.

1-5.e.(4) Ensure those SET members not performing to standards have their SET removed from eservices.

2-3.c.(1) added. All NIMS related training certificates will be scanned and uploaded into eservices by the trainee if the training is a requirement for qualification. Qualification will not be approved without this. It is encouraged, for NIMS courses, the trainee uses the independent study (IS) courses available at FEMA's Emergency Management Institute website located here: <https://training.fema.gov/is/>. Trainees may be able to receive training in some IS courses through their employer if they are employed by a Federal or State entity. These courses would be adequate if the completion certificate or course description states it is the equivalent to the requisite training. Some courses like ICS-300 and ICS- 400 will require classroom attendance.

2-3.c.(2) added. Training certificates from events such as First Aid/CPR will be scanned and uploaded into eservices by the trainee prior to final approval. Qualification will not be approved without this. Certain classes will not have a formal certificates, but a card instead. It is incumbent on the member to ensure the course and instructor information is prominently identified for verification.

2-4.b.(2)(a)(1) added. Training certificates from reoccurring and required events such as First Aid/CPR will be scanned and uploaded into eservices by the trainee prior to final approval. Certain classes will not have a formal certificates, but a card instead. It is incumbent on the member to ensure the course and instructor information is prominently identified for verification.

2-4.b.(6)(a) added. All NIMS related training certificates will be scanned and uploaded into eservices by the trainee unless those documents are already there. The renewal will not be approved unless all necessary certificates have been uploaded.

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Attachment 1
COMPLIANCE ELEMENTS

There are no compliance elements associated with this supplement.