



# **Emergency Services Officer**

## Specialty Track Study Guide



CAP Pamphlet 70-3

NATIONAL HEADQUARTERS CIVIL AIR PATROL  
Maxwell Air Force Base, Alabama

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# Preface

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Welcome to the Civil Air Patrol Emergency Services Officer specialty track. As you become involved in one of the three charter missions of the Civil Air Patrol, this guide is designed to provide a means to shape your training to make you an effective staff officer and help you serve your community, state, and nation.

**NOTE:** Due to the publication reengineering taking place with the Civil Air Patrol, references to publications (Regulations, Pamphlets, and Forms), may be inaccurate depending on the status of the pubs at the implementation date of CAPP 70-3.

In today's Civil Air Patrol the Emergency Services Officer may manage staff, coordinate training and response programs, interface with other staff officers or representatives of other agencies, develop policies and procedures necessary to ensure mission safety and accomplishment, and be involved in the develop and implement operations plans, programs and directives.

An Emergency Services Officer must be able to develop standard operating procedures for the control and operation of CAP resources, in conjunction with officers from the communications, operations, logistics, and command disciplines at all echelons.

Final approval for each rating must be awarded by the trainee's commander through the Specialty Track module in eServices.

**NOTE:** Attaining the Senior and Master rating is contingent upon successful completion of the qualifications for the preceding ratings.

Senior members/cadets that have accomplished a rating prior to the release date of this pamphlet will retain their rating. All tasks required for a rating not yet achieved must be completed for the next rating in the specialty track.

This specialty track is governed by CAP 60 (to become CAP 70) series regulations. Feedback on the contents of this study guide should be directed to CAP National Headquarters Director of Operations (CAP/DO), [DO@capnhq.gov](mailto:DO@capnhq.gov), via the chain of command.

# Prerequisites

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The trainee must have completed Professional Development Level 1 and the General Emergency Services (GES) qualification, and should have a basic knowledge of CAP, and have and a working knowledge of CAP computer systems including: eServices, Operations Qualifications, Web Mission Information Reporting System (WMIRS) and be able to interpret data from these systems.

## Overview

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This pamphlet is divided into three sections related to attaining the Technician, Senior, and Master ratings in this specialty area.

An Emergency Services Officer must be able to supervise several staff members. In some units/wings the Emergency Services (ES) Officer, the Operations Officer, and the Standardization/Evaluation Officer are three separate functions all reporting directly to the Commander/Chief of Staff. Alternatively, the ES Officer, and other operations related specialty officers and assistants report to the Operations Officer/Director of Operations (DO).

You may have subordinates, such as Search and Rescue Officers, Training Officers, Homeland Security Officers, and so forth, reporting to you as a unit, group, or wing Emergency Services Officer. You and your commander may choose to begin your on-the-job training (OJT) in one of these positions, reporting to a primary Emergency Services Officer.

## Training Objectives & Requirements

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The objectives for the Emergency Services Officer specialty track are to develop a highly motivated and well trained cadre that:

- Learn using the “crawl, walk, run” method, where mentors lead junior Emergency Services Officers at the unit level, and responsibilities/scope of operations are gradually increased as competence and experience grow;
- Build effective training programs and support operations such as: search and rescue, disaster relief, homeland security, counterdrug, USAF support, and other response missions as required;
- Can establish and maintain a network of contacts with local and state authorities in order to stay aware of changing needs and to facilitate CAP integration;
- Can work effectively in preparing for and responding to emergencies throughout the Civil Air Patrol, working with other CAP Wings, CAP Regions, outside agencies, and so forth, should the need arise.

Each specialty track level contains Knowledge, Training, and Performance Requirements as well as Service Requirements that must be completed in order to attain each successive rating. These are completed through self-study, on-the-job training (OJT) experiences and agreement with your assigned OJT Mentor.

- **Knowledge Requirements** are objectives describing what each candidate is expected to know to attain the rating. An online test is the primary method by which candidates demonstrate their knowledge of the material. **The exams are open-book and the passing score is 80%.**
- **Training Requirements** are objectives that require the candidate to learn systems and processes.

- **Performance Requirements** are objectives describing what each candidate is expected to complete through active participation to attain the rating.
- **Service Requirements** require that candidates serve in a certain area for a specified amount of time to receive the rating. While not limiting the role that candidates may take as Emergency Services Officers, it is suggested that the level of responsibility begin modestly and increase as the candidate advances.

## Guidance for OJT Mentors and Commanders







Because of the volunteer nature of the Civil Air Patrol, on-the-job training (OJT) is a critical method of developing capable and effective officers. The OJT Mentor plays an important role in the success of the trainee. These senior members, in partnership with the unit's commander, guide the candidate through the knowledge, training, performance, and service requirements for the rating the candidate is pursuing.

Ideally the OJT Mentor for a new Emergency Services Officer is a Senior or Master rated Emergency Services Officer in the same unit. In many circumstances this is not available, so the trainee's Commander and Professional Development Officer may seek an Emergency Services Officer in another unit or higher echelon, an Operations Officer that is available to mentor, or use their discretion to find (or serve as) a suitable alternative OJT Mentor.

As training is completed, it should be recorded on the checklists in this guide, then updated in the eServices Specialty Track module in eServices.

### Awards, Badges, & Ribbons

Upon earning a Technician rating, a CAP senior member qualifies to wear the basic specialty track badge and the Leadership Ribbon. At the completion of the Senior rating, a bronze star is added to the ribbon and the Senior Level specialty track badge (with a star) is worn. At the completion of the Master rating the bronze star is replaced by a silver star on the Leadership Ribbon and the Master Level specialty track badge (with a wreath around the star) is worn.

Rating	Technician	Senior	Master
Leadership Ribbon			
Emergency Services Specialty Badge			

# Achieving the Technician Rating

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## Objectives

The training objectives for trainees earning the Emergency Services Officer Technician rating include:

1. With your OJT Mentor, describe your understanding of the changing role the Civil Air Patrol plays in the Emergency Services arena;
2. Describe the differences between Tactical Control (TACON), Operational Control, (OPCON), and Administrative Control (ADCON), and describe what positions exercise these different types of authority;
3. Describe the functions of the different Emergency Services Officer positions in the specialty, such as Emergency Services Officer, Emergency Services Training Officer, Homeland Security Officer, Search and Rescue Officer, Disaster Preparedness Officer, and Counterdrug Officer;
4. Explain the how the duties and tasks associated with the positions listed in Objective 3 above differ at the squadron, group, wing, and region staff echelons;
5. Develop a working relationship with Group and/or Wing Emergency Services Officers, and use that relationship to keep your Commander informed on current events;
6. Use appropriate tools to manage resources such as personnel, equipment, vehicles, and aircraft (i.e., determine status, fulfill requests, provide data to colleagues and counterparts);
7. Know how the resources at your organizational level can be activated for missions.

## Position Description

In general, a Technician level Emergency Services Officer should be able to:

1. Develop a professional relationship with agencies responsible for search, domestic emergencies, and civil defense;
2. Develop and maintain members that can perform the requirements of emergency service mission;
3. Develop unit training programs to ensure that highly qualified ES personnel are available for search and rescue, disaster relief missions, etc.
4. Implement plans and standard operating procedures to support the Wing's emergency services program;
5. In cooperation with Logistics and Communications, maintain records to determine the status of resources (personnel, vehicles, aircraft, radios, and other emergency equipment) available for ES missions;
6. Work with their Commander and with other unit staff functions (Communications, Operations, Maintenance, Logistics, et cetera) to accomplish the administrative and maintenance functions essential for ES resources.

## Resources for Knowledge Requirements

A list of publications you should read can be found in [Attachment 1](#): ES Officer Reading List. Current versions for most of the items on this list may be found at the [CAP Publications Page](#) (on the [www.capmembers.com](http://www.capmembers.com) web site).

Your OJT Mentor will guide your studies to ensure that any gaps in your understanding can be addressed.

## Knowledge, Training, and Performance Requirements

- Complete ICS 100 (FEMA IS 100.b or equivalent).
- Complete ICS 200 (FEMA IS 200.b or equivalent).
- Complete ICS 700 (FEMA IS 700.b or equivalent).
- Complete ICS 800 (FEMA IS 800.b or equivalent).
- Complete selected readings from [Attachment 1](#) assigned by your OJT Mentor, and discuss what you learned.
- Read and discuss '[Attachment 2: ADCON, OPCON, & TACON for CAP](#)' with your OJT Mentor.
- Develop or update a list of training resources available to personnel in the local area that would provide additional capability or capacity for ES operations. These should include CAP and non-CAP resources, for example Red Cross certification, local SAR organization courses, and the like. This list may be a binder with information, a training calendar, a bulletin board, electronic media, or other deliverable that personnel can easily access.
- Describe notification and activation procedures for your unit with your OJT Mentor. Make 3 observations on aspects that work well, and 3 recommendations for improvement. Test these procedures during your OJT training, and plan to test them at least annually.
- Demonstrate how to use eServices to manage information regarding ES resources (personnel, equipment, and so forth).
- Correctly enter ES data, validate tasks, and approve achievements in the eServices Operations Qualifications utility.
- Demonstrate how to correctly create a training sortie in WMIRS.
- Correctly complete procedures to close out a mission (actual or training) in WMIRS, including uploading mission paperwork (logs, receipts, deliverables, and so forth).
- Correctly explain the rules for retaining mission paperwork at the unit level.
- Demonstrate how to use the NHQ website (including CAP Knowledgebase) to obtain needed information.

- Develop, have approved, and implement (or assist in the development, and implementation of) an annual emergency services training plan for the unit level or higher as applicable. Take training at other units and at higher echelons into account.
- Earn an aircrew or ground team qualification or a qualification in an aircraft or ground operations related incident staff position (see [Attachment 3](#)).
- Participate on 3 training or actual missions
- Serve at least 6 continuous months in an Emergency Services Officer staff position at the unit level or higher (see [Attachment 4](#))
- Demonstrate proficiency by performing assigned duties with minimal supervision (as determined by OJT Mentor)
- Pass the online [Emergency Services Officer Technician Test](#).



# Technician Level Training Checklist

Trainee Name: \_\_\_\_\_

To complete the Technician level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials & Date
Complete ICS 100, show your certificate to your OJT Mentor.	
Complete ICS 200, show your certificate to your OJT Mentor.	
Complete ICS 700, show your certificate to your OJT Mentor.	
Complete ICS 800, show your certificate to your OJT Mentor.	
Discuss selected readings from <a href="#">Attachment 1</a> .	
Discuss ' <a href="#">Attachment 2: ADCON, OPCON, &amp; TACON for CAP</a> .'	
Develop or update a list of training resources.	
Describe notification and activation procedures for your unit.	
Test unit notification and activation procedures.	
Demonstrate using eServices to manage information on ES resources.	
Correctly enter ES data, validate tasks, and approve achievements in Operations Qualifications.	
Create a training mission in WMIRS.	
Close out a mission in WMIRS.	
Explain the rules for retaining mission paperwork at the unit level.	
Develop and implement an annual emergency services training plan.	
Demonstrate how to use the NHQ website to obtain information.	
Earn a qualification or position listed in <a href="#">Attachment 3</a> .	
Participate on 3 training or actual missions after being qualified: Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____	
Serve 6 continuous months in an ES Officer staff position ( <a href="#">Attach 4</a> ) Start Date: _____ End Date: _____	
Perform assigned duties with minimal supervision.	
Complete ES Specialty Track Technician Test.	

I certify that the trainee named above has completed all requirements to be awarded the Emergency Services specialty track Technician rating.

OJT Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

I accept this checklist, and will ensure the trainee's Technician rating is updated using the eServices Specialty Track utility.

Commander: \_\_\_\_\_ Date: \_\_\_\_\_

# Achieving the Senior Rating

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## Objectives

The training objectives for trainees earning the Emergency Services Officer Senior rating include:

1. Develop a highly motivated and trained ES officer that will manage effective Emergency Services programs.
2. Know the duties and tasks associated with CAP's squadron, group, wing and region Emergency Services Officer positions (see [Attachment 4](#)).
3. Actively participate in ES operations.
4. Develop a network of local and state Emergency Services contacts to enhance CAP integration with ES operations.
5. Cultivate an ability to communicate requirements and opportunities for the improvement of the organization's capabilities and capacity as they relate to ES operations.

## Position Description

In general, a Senior level Emergency Services Officer should be able to:

1. Assist the commander (at any level) by managing and directing emergency services at the appropriate echelon.
2. Develop training programs to ensure that highly qualified ES personnel are available for SAR/DR and other ES missions.
3. Develop plans and standards operating procedures to support local, group, wing, or region ES programs.
4. Coordinate with counterparts at other echelons (higher and lower) and local ES organization to ensure the most efficient use of ES resources when planning and conducting training and operations.
5. Mentor new ES Officers to build a pool of other highly motivated and trained talent.
6. Competently serve in both frontline and supervisory roles upon qualification in aircraft, ground, and incident staff mission positions.
7. Oversee the safety training and reporting aspects of ES operations.

## Knowledge, Training, and Performance Requirements

To complete the Senior level of this specialty track, the member must demonstrate a comprehensive understanding of the Civil Air Patrol's Emergency Services mission and how it functions. As a minimum, a Senior rated Emergency Services Officer will have completed the following:

- Currently hold, or have held, a total of 18 months in a qualification or combination of Emergency Services specialties listed on [Attachment 3](#).
- Participate in 6 Emergency Services missions after earning a Technician rating. These can be training or actual missions.
- Be qualified in at least one mission base staff position related to air or ground operations. (see [Attachment 5](#)).
- After earning your Technician rating, attend a CAP wing, region or national conference and participate in seminars related to ES.
- Demonstrate data entry and viewing reports in WMIRS and eServices, to include entering missions, viewing budget reports and generating Form 108's.
- Correctly explain the role and responsibilities of the CAP National Operations Center as stated in CAPR 60-3.
- Complete the online Flight Release Officer (FRO) training (you do not need to be appointed as a qualified FRO to complete this requirement).
- Correctly explain the roles of Emergency Services staff at different levels and the duties of positions that work closely with ES, such as the Operations Officer, and Communications Officer. Describe how these jobs interrelate.
- Correctly explain documentation processing procedures at the local and wing level and any ramifications that could result if not done properly. This includes mission files, requests for reimbursement, receipts, and similar items.
- Correctly state the rules for retaining mission paper work at the wing or group level.
- Identify the local and state ES organizations that the unit has/could conduct operations.
- Attend one of the broadening courses listed in [Attachment 6](#), to supplement your professional development & potentially expand your scope of thinking.
- Ensure that there is Emergency Services Training available for those who wish to take advantage of it at least monthly for CAP members in your area. This can include a training mission, table top exercise, training from an outside organization, etc. Training plans, lesson plans, and supporting documentation should be kept on file for successive training. To complete this requirement, you must show at least 8 months of topics and or training for a 12 month period. Review the annual training plan for the previous year and discuss successful components of the plan, and identify aspects of the plan that need to be improved. Incorporate these improvements into the next training plan.

- Complete Level II of the Senior Member Professional Development program.
- Serve at least 12 months in an Emergency Services Officer staff position at the group level or higher (see [Attachment 4](#)) since earning your Technician rating. This position may be an additional duty (ADY), and at an echelon that is not where you hold your current membership...for instance serving as a Wing Assistant ES Training Officer while you are primarily assigned as a Squadron Homeland Security Officer.
- Demonstrate the ability to perform assigned duties with minimal supervision.
- Conduct a formal or informal briefing for (or meet with a representative from) a local emergency services or disaster response agency to discuss CAP capabilities and ES mission functions.
- Pass the online [Emergency Services Officer Senior Exam](#).

# Senior Level Training Checklist

Trainee Name: \_\_\_\_\_

To complete the Senior level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials & Date
18 months qualification in an ES specialty: Start Date: _____ End Date: _____	
Participate on 6 training or actual missions since your Technician rating: Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____	
Earn an incident staff qualification (see <a href="#">Attachment 5</a> ).	
Conference attendance & ES seminar.	
Demonstrate proficiency with WMIRS documentation.	
Describe the National Operations Center (NOC) & its role.	
Complete the online Flight Release Officer (FRO) course.	
Explain ES positions & interactions with other staff.	
Explain local/Wing documentation processing procedures.	
State the rules for retaining paper work at the wing or group level.	
Attend a broadening course listed in <a href="#">Attachment 6</a> .	
Serve 12 months in an ES Officer staff position since earning ES Technician rating ( <a href="#">Attach 4</a> )	
Ensure ES Training is available at least monthly for CAP members in your area for 12 months. Month 1 topic: _____ Month 2 topic: _____ Month 3 topic: _____ Month 4 topic: _____ Month 5 topic: _____ Month 6 topic: _____ Month 7 topic: _____ Month 8 topic: _____ Month 9 topic: _____ Month 10 topic: _____ Month 11 topic: _____ Month 12 topic: _____	

Use previous year's training plan to improve next year's training plan.	
Earn the Benjamin O. Davis Jr. award, Level II.	
Conduct a formal or informal meeting with local emergency services or disaster response agency to discuss CAP capabilities and ES mission functions.	
Serve 12 months in an ES Officer staff position at a group or higher: Start Date: _____ End Date: _____	
Perform assigned duties with minimal supervision.	
Complete Emergency Services Specialty Track Senior Test.	

I certify that the trainee named above has completed all requirements to be awarded the Emergency Services specialty track Senior rating.

OJT Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

I accept this checklist, and will ensure the trainee's Senior rating is updated using the eServices Specialty Track utility.

Commander: \_\_\_\_\_ Date: \_\_\_\_\_

# Achieving the Master Rating

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## Objectives

The training objectives for trainees earning the Emergency Services Officer Master rating include:

1. Refine the understanding of the duties and tasks associated with CAP's squadron, group, wing, and region Emergency Services Officer positions
2. Develop a highly motivated and trained ES Officer who will take an active leadership role in managing and promoting effective ES programs.
3. Be capable of serving as a leader/administrator/coordinator who can effectively develop the necessary policies, plans, and procedures for subordinate personnel and counterparts at other echelons.

## Position Description

In general, a Master level Emergency Services Officer should be able to:

1. Assist the commander by managing and directing emergency services at the wing or region level, and making recommendations for improvement at any level.
2. Use ES experience to assist personnel at all levels in developing and maintaining an adequate ES force.
3. Interface with other agencies outside of CAP and work with the wing commander to develop MOU's coordinating interagency training and response plans for search and rescue and disaster relief.
4. Develop and implement appropriate plans, programs and directives at all levels of operation.
5. Establish reporting procedures to determine the success of programs.
6. Coordinate operations matters with other staff offices or interested agencies.
7. Develop necessary policies and procedures to ensure mission accomplishment and to provide adequate guidance to subordinate personnel and units.
8. Request the issuance of transportation and mission authorizations as requested. Assist in the development and recommendation of unit ES and flying procedures.
9. Mentor Emergency Services Officers pursuing Technician and Senior ratings.
10. Invite/Host outside agency training to add appropriate capacity and capability for personnel in your area.



## Knowledge, Training, and Performance Requirements

To complete the Master level of this specialty track, the member must demonstrate a comprehensive understanding of the Civil Air Patrol's Emergency Services mission and how it functions. As a minimum, a Master rated Emergency Services Officer should be able to:

- Maintain a total of 3 years in any combination of Emergency Services specialties listed on [Attachment 3](#).
- Participate in 6 Emergency Services missions since earning your Senior rating.
- Be qualified in an aircraft or ground related operations supervisory level ES mission position listed in [Attachment 7](#).
- Since earning your Senior rating, attend a CAP wing, region or national conference and teach at least one seminar related to ES, or serve as a director or instructor at a course listed in [Attachment 6](#).
- Identify and nominate deserving personnel from your Wing for one of the "of the Year" awards listed in [Attachment 8](#).
- Demonstrate how to process and submit the paperwork for the Emergency Services Ribbons listed in [Attachment 8](#).
- Describe how to award an ES qualification badge in eServices.
- Using data obtained from WMIRS and the CAP website, make pertinent recommendations to the wing or region commander concerning ES operations. An email listing at least two recommendations, with supporting documentation is sufficient for this requirement. Ensure your OJT Mentor is cc'd on this email.
- Given a fictional scenario, describe the proper procedure for reporting a near-miss during ES training. If circumstances change, how would this be upgraded to a more serious category? Describe the categories and which would be appropriate with your OJT Mentor.
- Show a new member how to enter their ES training into the eServices My Operations Qualifications utility.
- Solicit input from the Commander and subordinate stakeholders for training priorities in an upcoming year. Use this input for developing (or assisting with) the Wing's annual training plan.
- Attend a different broadening course listed in [Attachment 6](#), than the one you attended to complete your Senior Rating.
- Arrange for and host training from another agency for CAP ES personnel. This training should have at least 8 contact hours.
- Serve as an OJT Mentor for someone pursuing their ESO Technician rating. This will count towards your Level IV Activities requirement (see CAPR 50-17).

- Demonstrate the ability to advise a liaison from another agency on an appropriate match of CAP resources to mission requirements. Discuss the availability of HF-capable vehicles, Advanced Digital Reconnaissance System (ADRS), Domestic Operations (DOMOPS) Awareness and Assessment Response Tool (DAART), or similar technology used by CAP in your area.
- Complete Level III of the Senior Member Professional Development program.
- Serve at least 18 months in an Emergency Services Officer staff position at the Wing level or higher (see [Attachment 4](#)) since earning your Senior rating. This position may be an additional duty (ADY), and at an echelon that is not where you hold your current membership...for instance serving as a Region Assistant ES Officer while you are primarily assigned as a Group Counterdrug Officer.
- Demonstrate the ability to perform assigned duties with minimal supervision.
- Pass the online [Emergency Services Officer Master Exam](#).

# Master Level Training Checklist

Trainee Name: \_\_\_\_\_

To complete the Master level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials & Date
3 years qualification in an ES specialty: Start Date: _____ End Date: _____	
Participate on 6 training or actual missions since your Senior rating: Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____	
Earn an incident supervisor qualification (see <a href="#">Attachment 7</a> ).	
Conference attendance & hosting ES seminar, or instruct at a course listed in <a href="#">Attachment 6</a> of CAPP 70-3	
Submit "of the Year" Award nomination.	
Prepare ES Ribbon award documentation.	
Show how to submit ES Badge award in eServices	
Describe how to process safety response.	
Coordinate annual training plan input & integrate into plan.	
Attend a broadening course listed in <a href="#">Attachment 6</a> .	
Hold outside-agency training for CAP with at least 8 contact hours.	
Serve as OJT Mentor for member working on their ES Tech rating.	
Advise outside agency liaison on CAP mission capabilities.	
Earn the Grover Loening award (Level III).	
Serve 18 months in an ES Officer staff position at a wing or higher (see <a href="#">Attachment 4</a> ): Start Date: _____ End Date: _____	
Perform assigned duties with minimal supervision.	
Complete the Emergency Services Specialty Track Master Test.	

I certify that the trainee named above has completed all requirements to be awarded the Emergency Services specialty track Master rating.

OJT Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

I accept this checklist, and will ensure the trainee's Master rating is updated using the eServices Specialty Track utility.

Commander: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment 1: Emergency Services Officer Reading List

Below is a list of publications and resources that are especially relevant to Emergency Services Officers. You should take some time to familiarize yourself with as many of these items as possible in order to understand your role and duties.

There will be other publications that you will use for other Professional Development and Administrative functions as a CAP officer, but they have not been included on this list for brevity's sake.

You will find current versions for many of the listed items at [the CAP Publications Page](https://www.capmembers.com/forms_publications__regulations/). (https://www.capmembers.com/forms\_publications\_\_regulations/)

<u>Publication</u>	<u>OPR</u>
• CAPP 2: CAP ELT/EPIRB Search <ul style="list-style-type: none"><li>○ General information on electronic direction finding operations</li></ul>	DO
• CAPP 211: Operations Officer Specialty Track Study Guide <ul style="list-style-type: none"><li>○ A available resource</li></ul>	DO
• CAPR 10-2: Files Maintenance and Records Disposition	DA
• CAPR 20-1: Organization of the Civil Air Patrol <ul style="list-style-type: none"><li>○ Job descriptions for CAP offices, including ES Officers &amp; related positions</li></ul>	DP
• CAPR 35-6: Aeronautical Ratings, Emergency Services Patch and Badges, and Ground Team Badges <ul style="list-style-type: none"><li>○ Instructions for awarding mission-related patches and badges for wear.</li></ul>	DO
• CAPR 39-3: Award of CAP Medals, Ribbons and Certificates <ul style="list-style-type: none"><li>○ Includes ES-related awards and the procedures for awarding them.</li></ul>	DP
• CAPR 50-17: CAP Senior Member Professional Development Program <ul style="list-style-type: none"><li>○ Includes details on the Professional Development awards that are required to advance through the ES specialty track.</li></ul>	PD
• CAPR 70-1: CAP Flight Management <ul style="list-style-type: none"><li>○ CAP aircraft use &amp; pilot qualification</li></ul>	DO
• CAPR 60-2: Pilot Flight Clinics <ul style="list-style-type: none"><li>○ Organizing &amp; funding flight training</li><li>○ Important to be familiar with, since ES Officers may manage training budgets</li></ul>	DO
• CAPR 60-3: CAP Emergency Services Training and Operational Missions <ul style="list-style-type: none"><li>○ Primary regulation for ES Officers</li></ul>	DO

- CAPR: 60-5: Critical Incident Stress Management DO
    - Information on how CISM training and utilization is handled in CAP
  - CAPR 60-6: CAP Counterdrug Operations DO
    - Operational requirements, training, & evaluation information for CD
- Note:** Your wing may not participate in counterdrug operations, however as a qualified Emergency Services Officer it is important to understand how these missions are conducted.
- CAPR 62-1: CAP Safety Responsibilities and Procedures SE
    - Safety currency and ORM procedures are integrated into all training and operational missions
  - CAPR 62-2: Mishap Reporting and Review SE
    - Emergency Services Officers should be familiar with this regulation
  - CAPR 77-1: Operation and Maintenance of CAP Vehicles LGT
    - Requirements for using CAP vehicles, which is critical for effective ES programs
  - CAPR 100-1: Communications DOK
    - Be familiar with this regulation, since ES is closely integrated with communications.
  - CAPR 123-1: Civil Air Patrol Compliance Inspection Program IG
    - The Compliance Inspection Program is one way Emergency Services Officers are evaluated on their performance effectiveness
  - CAPR 900-3: Firearms and Assistance to Law Enforcement Officials GC
    - Restrictions on using firearms in CAP, including during ES operations
  - ES Qualification Task Guides, Reference Texts, & Training Materials DO
    - Available at: <http://www.nesa.cap.gov> and [http://capmembers.com/emergency\\_services/operations\\_support/](http://capmembers.com/emergency_services/operations_support/)
  - CAPabilities Handbook DO
    - Pocket guide for matching available CAP resources to mission requirements
    - Available on [eServices](#)
  - CAP-USAF Instruction 10-2701: Civil Air Patrol Operations and Training CAP-USAF/XO
    - Air Force assigned mission (AFAM) information

## **Attachment 2: ADCON, OPCON, & TACON for CAP**

### **BACKGROUND**

Military services use different terms for describing the various command and control (C2) exercised by different leadership positions. Without the ability to explain how different C2 relationships are affected by the situation at hand, responsibilities and communication during missions can easily become confused and prevent successful mission completion.

### **ISSUE**

The Civil Air Patrol (CAP) has a unique Corporate/Auxiliary structure. CAP officers need to understand what C2 relationships are being exercised at any given time. By clarifying how the concepts of Administrative Control (ADCON), Operational Control (OPCON), and Tactical Control (TACON) can be applied to CAP, we can expect to improve communications and mission effectiveness during Emergency Services (ES) operations and other activities where members may not be reporting to their usual chain of command.

### **DISCUSSION**

ADCON is the administrative and supportive C2 role that is exercised by a CAP Commander. ADCON is derived from the Board of Governors, through the National Commander, Region Commanders, Wing Commanders, Group Commanders, and local Unit Commanders. When a CAP member is assigned to a unit, such as a local Squadron or to a Wing Staff, their immediate commander exercises ADCON, and uses it to provide direction and support for the subordinate personnel of that command. This commander provides the staff at that level with the authority to carry out tasking, mentoring, training, equipping, and discipline responsibilities.

When a CAP member is participating in a meeting or activity with their unit of primary assignment, we can understand how their staff supervisor or unit commander supervises them. The member may be asked to adjust what they are doing to improve the efficiency or effectiveness of what the unit is doing at that time. When a member attends a National Special Activity, participates in a mission, attends a Region Conference, or otherwise operates in an official capacity away from their home unit, the home unit retains ADCON, and that member's unit commander is still responsible for that member. The authority corresponding to ADCON includes (but is not necessarily limited to):

1. A commander's decision to give or withhold permission to attend activities outside the unit,
2. A commander's decision to provide or deny approval for ES training or qualification,
3. A commander's latitude in using funds to procure or maintain equipment (in accordance with the CAPR 173-series), and so on.

In the Civil Air Patrol, OPCON is the C2 relationship that members primarily wield carrying out missions like Emergency Services or Cadet activities. When an Incident Commander (IC) accepts responsibility for a mission, or an activity director (e.g., an Encampment Commander) accepts their assignment, they are also given authority commensurate with their responsibilities. IC's have discretion for utilizing CAP personnel, equipment, and other resources that are made available by the ADCON chain of command. This can be done for CAP personnel by qualifying them via the eServices Operations Qualifications utility, and can be done by making sure aircraft, ground vehicles, communications equipment, and so forth are serviceable and available with a proper request. An Encampment Commander is provided with staff, equipment, and a budget by the Wing Commander. The Encampment Commander then plans and executes an encampment by directing the use of the personnel and resources assigned for the duration of that activity. Being able to mobilize, assign, reassign, and demobilize personnel and other resources is a defining characteristic of how OPCON is used in CAP.

TACON is what line-supervisors are provided to complete their missions. Ground Team Leaders and Aircraft Commanders are tasked to complete a mission objective, and they exercise TACON when they choose which way that objective is reached. TACON relies on the judgment and discretion of the individual in charge. For instance, if a mission observer plots an approach to an airborne photography target, the Mission Pilot may override this course for safety reasons, a more effective course that allows better photographs, or personal preference based on experience. This ability to change to a different tactic as the situation changes, while still pursuing the same mission goal, is the hallmark of TACON.

### **APPLICATION TO EMERGENCY SERVICES OFFICERS**

As staff officers, Emergency Services Officers (ESOs) (as well as their assistants and subordinates) support the ADCON of their chain of command. ESO's support their Commander for day-to-day (non-mission) operations, and exercise program management authority for the ES Program.

At every level of command in CAP, commanders exercise ADCON to ensure their respective unit is properly trained, qualified, equipped, and mission ready. Once those resources (i.e., those operators and their equipment) are made available to the IC on a mission, they are then under the OPCON of that IC, but remain ADCON to their "home" Commander.



### **Attachment 3: ES Specialty Track Technician Level Qualification List**

In reference to the requirements in CAPP 70-3 for the sections requiring a member to “Earn an aircrew or ground team qualification or a qualification in an aircraft or ground operations related incident staff position,” a member would need to currently hold one of the following qualifications:

- Advanced Digital Imagery System Operator (ADIS)
- Airborne Photographer (AP)
- Air Operations Branch Director (AOBD)
- ARCHER Operator (ARCHOPR)
- ARCHER Trac Technician (ARCHTRK)
- Community Emergency Response Team (CERT)
- Communications Unit Leader (CUL)
- Disaster Relief Team Member (DRM)\*
- Disaster Relief Team Leader (DRL)\*
- DOMOPS Awareness and Assessment Response Tool (DAART) Suite \*
- Flight Line Marshaller (FLM)
- Flight Line Supervisor (FLS)
- Ground Branch Director (GBD)
- Ground Team Member (GTM) – Any Level
- Ground Team Leader
- Highbird Radio Operator (HRO)\*
- Incident Commander (IC) – Any Level
- Mission Observer (MO)
- Mission Radio Officer (MRO)
- Mission Safety Officer (MSO)
- Mission Scanner (MS)
- Operations Section Chief (OSC)
- Planning Section Chief (PSC)
- Search and Rescue/Disaster Relief Mission Pilot (MP)
- Surrogate Unmanned Aerial System Green Flag Mission Coordinator (GFMC)
- Surrogate Unmanned Aerial System Green Flag Mission Pilot (GFMP)
- Surrogate Unmanned Aerial System Green Flag Sensor Operator (GFSO)
- Transport Mission Pilot (TMP)
- Urban Direction Finding Team (UDF)

Qualifications annotated with an asterisk (\*) are under development, and would be appropriate in this category when completed.

## Attachment 4: Emergency Services Officer Position List<sup>1</sup>

In reference to the requirement in CAPP 70-3 for the sections requiring a member to “serve in an Emergency Services Officer staff position,” a member would need to be appointed<sup>3</sup> to one of the following positions:

- Emergency Services Officer or Assistant
- Emergency Services Training Officer or Assistant
- Search and Rescue Officer or Assistant
- Disaster Preparedness Officer or Assistant
- Homeland Security Officer or Assistant
- Counterdrug Officer or Assistant
- Operations Officer<sup>2</sup> or Assistant
- Director of Emergency Services or Assistant (Wing Level or Higher)
- Director of Operations<sup>2</sup> or Assistant (Wing Level or Higher)
- Counterdrug Director or Assistant (Region Level Position)
- Deputy Chief of Staff for Emergency Services or Assistant (Region Level Position)
- Deputy Chief of Staff for Operations<sup>2</sup> or Assistant (Region Level Position)

**NOTE 1:** Refer to CAPR 20-1: Organization of the Civil Air Patrol for more information about these duty positions and their respective job descriptions.

**NOTE 2:** It may be more fitting for staff in these duty positions to pursue a specialty track rating in Operations instead of Emergency Services. See CAPP 211 for details about this specialty. If the trainee chooses to pursue both tracks, they may count the time in these positions for each of these specialties simultaneously at the discretion of their commander. Commanders should consider if this service provides the trainee to the appropriate amount of exposure and on-the-job experience for both specialties.

**NOTE 3:** Commanders that perform the functions of the above positions should still document such service using the eServices Duty Assignment utility for crediting time toward specialty track advancement.

## **Attachment 5: Senior Level Emergency Services Qualification List**

In reference to the requirements in CAPP 70-3 for the sections requiring a member to be a qualified aircrew or ground team member and be qualified in at least one aircraft or ground operations related incident staff position, a member would need to currently hold at least one qualification from each of the lists below:

### **Aircrew and Ground Team Qualifications**

- Advanced Digital Imagery System Operator (ADIS)
- Airborne Photographer (AP)
- ARCHER Operator (ARCHOPR)
- ARCHER Trac Technician (ARCHTRK)
- Community Emergency Response Team (CERT)
- Communications Unit Leader (CUL)
- Disaster Relief Team Member (DRM)\*
- Disaster Relief Team Leader (DRL)\*
- Geospatial Information Interoperability Exploitation Portable Operator (GIIEP)
- Ground Team Member – Any Level (GTM)
- Ground Team Leader (GTL)
- Highbird Radio Operator (HRO)\*
- Mission Observer (MO)
- Mission Radio Operator (MRO)
- Mission Scanner (MS)
- Search and Rescue/Disaster Relief Mission Pilot (MP)
- Surrogate Unmanned Aerial System Green Flag Mission Coordinator (GFMC)
- Surrogate Unmanned Aerial System Green Flag Mission Pilot (GFMP)
- Surrogate Unmanned Aerial System Green Flag Sensor Operator (GFSO)
- Transport Mission Pilot (TMP)
- Urban Direction Finding Team (UDF)

### **Aircraft and Ground Operations Related Incident Staff Positions**

- Air Operations Branch Director (AOBD)
- Flight Line Marshaller (FLM)
- Flight Line Supervisor (FLS)
- Ground Branch Director (GBD)
- Incident Commander (IC) – Any Level
- Mission Safety Officer (MSO)
- Operations Section Chief (OSC)
- Planning Section Chief (PSC)

Qualifications annotated with an asterisk (\*) are under development, and would be appropriate in this category when completed.

## **Attachment 6: Emergency Services Officer Broadening Course List**

Trainees pursuing the Senior and Master ratings of the Emergency Services Officer specialty track are required to attend an in-residence broadening course. The trainee may choose to attend:

- The Air Force Rescue Coordination Center Basic Inland SAR Course
- National Search And Rescue (SAR) School Inland SAR Planning Course
- CAP National Emergency Services Academy (NESA) Incident Command System School Intermediate and Advanced Courses
- National Association for Search and Rescue (NASAR) Managing the Inland Search Function.
- CAP Look, Listen, Link, Psychological First-Aid (PFA) Class.
- International Critical Incident Stress Foundation Courses.
- FEMA Master Exercise Practitioner Program Courses.
- FEMA Foundations of Emergency Management Course
- FEMA Advanced I, II, III or IV Courses
- FEMA All Hazards IC, PIO, OSC, PSC, SUL, LSC, FUL or SO Courses or TTT Courses,

**NOTE:** A regional or wing ES training academy or similar broadening course organized by a state may be substituted for this requirement with written approval from CAP/DO.

## **Attachment 7: Master Level Emergency Services Qualification List**

In reference to the requirement in CAPP 70-3 for the sections requiring a member to “be qualified in an aircraft or ground related operations supervisory level ES mission position,” a member would need to currently hold at least one of these qualifications:

- Air Operations Branch Director (AOBD)
- Ground Branch Director (GBD)
- Incident Commander (IC) – Any Level
- Logistics Section Chief (LSC)
- Operations Section Chief (OSC)
- Planning Section Chief (PSC)

## **Attachment 8: Emergency Services Awards List**

Trainees pursuing the Master rating of the Emergency Services Officer specialty track must know how to award and/or nominate personnel the awards listed below.

Information about these awards may be found in CAPR 35-6, CAPR 39-3, and CAPR 60-3.

### **“of the Year” Awards**

- Colonel Edwin W. Lewis, Jr. Incident Staff Member of the Year Award
- Colonel Dion E. DeCamp Ground Team of the Year Award
- Norm Edwards Counterdrug Officer of the Year Award

### **Emergency Services Ribbons**

- Search “Find” Ribbon
- Air Search and Rescue Ribbon
- Counterdrug Ribbon
- Disaster Relief Ribbon
- Homeland Security Ribbon

### **Qualification Insignia**

- CAP Emergency Services Patch
- ARCHER Patch
- Critical Incident Stress Management (CISM) Patch
- Cardiopulmonary Resuscitation (CPR) Patch
- Incident Commander Badge (including Senior and Master)
- Observer Wings (including Senior and Master Wings)
- Aircrew Wings (including Senior and Master Wings)
- Ground Team Badge (including Ground Team Leader and Branch Director)

**NOTE:** The categories listed above (i.e., “of the Year” Awards, “ES Ribbons,” and “Qualification Insignia”) are provided here as convenient distinctions, and do not appear in any regulation or guiding document. These are not bona fide names or descriptions of CAP award categories.