

NCWG Emergency Services (ES) Qualification Guidelines

Purpose

Establish a standardized and high-quality process for qualifying members in Emergency Services (ES) roles.

Key Principles

- Focus on evaluation, rather than demonstration
- Accountability for our Evaluators
- Equal treatment and consistent results across the Wing
- Elimination of “pencil-whipping”

Background

As of the date of writing, NCWG has over 2200 volunteer members, and one of the most active Emergency Services programs in all of CAP. We are called to action on over 15 actual SAR missions each year, both air and ground, as well as regular Disaster Relief missions. The increase in our involvement requires a highly trained membership able to support these missions with professionalism and competence. It is a challenge to both provide adequate training opportunities at the local level, allowing our members to advance in their qualifications, while also maintaining a high standard and oversight for that training. This document aims to provide consistent expectations for our Trainers and Evaluators and establish a standard process by which aspiring members will be qualified in key ES positions.

General Emergency Services (GES) Training

Per CAPR 60-3, Para 2-3(e), prior to beginning training or participation in any subsequent ES qualification, a member must have completed GES training and have it reflected on their CAPF 101. **Therefore, no training tasks or participations may be signed off until a member has completed this achievement.** New members should work with local officers (particularly Professional Development and Education and Training) to progress in that direction. The completion of GES requires either the Curry award (Cadets) or Level 1 (Senior Members).

Initial Training / Specialty Qualification Training Record (SQTR)

The SQTR serves as a member’s record of training for a particular position. It is divided into sections, each with a particular purpose. These should not be viewed as simply boxes to check, but deliberate lessons meant to develop expertise in the member. Upon completion of the SQTR, and validation at the unit, group, and wing level, a member is considered fully qualified in that position. Given that every Incident Commander cannot personally know every member, it is therefore vitally important that a member not be fully signed off in a position until the Evaluator is confident that they can perform the duties of that position **in a real-world setting proficiently and without assistance.**

Initial training is logically divided into three phases: Familiarization/Preparation, Advanced Task Training, and Mission Participation.

Prerequisites

Each position has a set of prerequisites that must be met before a member can begin training. These may be related to a minimum age requirement, or the completion of other qualifications that logically precede it. These are typically auto-completed by eServices based on existing records. Before moving on to training, the member's unit leadership must verify the completion of these prerequisites, thus approving the member to begin familiarization training.

Commented [CBW1]: See my notes below on referencing the regulation regarding prerequisites.

Familiarization and Preparatory Training

Some, but not all, positions contain a section on Familiarization and Preparatory training. These can be thought of in the same way as a "ground school" and are a prerequisite for the Advanced Training to follow. The tasks contained in this section must be completed before the member goes into the field in a training role. Some of these tasks can and should be completed verbally, demonstrating a certain knowledge to the Evaluator, while some require demonstrating a task that is considered essential before beginning Advanced Training. Upon the completion of each task, an Evaluator should complete the box with their own CAPID and the date on which the task was completed. No mission number is required on most individual tasks in this section, as many can be completed in a classroom setting. Note: Some tasks which overlap with other ES qualifications may already be completed if the member has been trained in those other qualifications. Again, at the conclusion of this training, the member's commander must verify that the section has been completed satisfactorily. At that point, the member is placed in Trainee status, which will be reflected on their CAPF 101 and on Ops Quals reports. Only at this point may a member serve in that position, and only then while being supervised by a [qualified supervisor](#).

Non-CAP Training

Some of the training in this section may have to be completed outside of CAP, such as FEMA ICS courses. Some of these can be completed online, while more advanced positions may require training in a classroom setting outside of CAP. In any case, proof of completion of this training should be uploaded to eServices in the form of a completion certificate, which will then be verified internally.

Advanced Training

This section contains the practical skills that are required for a member to proficiently perform in the position in question. Similar to on-the-job training, an instructor should work with the trainee on each task, ensuring that the trainee becomes proficient in their performance. As in the Familiarization and Preparatory Training, some tasks in this section may have been previously completed in training for another position, and these will be reflected accordingly in the online SQTR. Likewise, as above, some of this training may have to be completed outside of

CAP. Since the SQTR serves as a training record for the member that can be referenced by anyone, **tasks should only be validated in this section when an Evaluator is confident that the member can perform the task fully without assistance or guidance.**

Individual advanced training tasks may sometimes be completed and validated even if the member is not in a trainee status for that particular position. For example, this may happen if a task is carried over from another qualification.

Exercise Participation

Each position requires the completion of at least two exercises and/or missions as a trainee before a member can become fully qualified. If all tasks have been validated, the completion of this section sends the SQTR through the member's ES chain of command for approval at multiple levels, and upon verification at the Wing level, Ops Quals and the member's CAPF 101 are updated to indicate that the member is fully qualified in that position. If a member's participation on an exercise can be verified through attendance rosters, WMIRS entries, or speaking with others present, an Evaluator need not be present at the exercise to validate this entry.

Note: Because exercise participation requires someone to hold at least a trainee status in that position, this box CANNOT be checked until the member has completed all F&P training and obtained the commander's approval which will put them into trainee status.

Out-of-wing Training

This process is not universal throughout CAP, and many of our members may receive training from trainers and Evaluators outside the wing at regional/national training events, multi-wing exercises, etc. Nothing in the system allows us to oversee out-of-wing validations, so we must be vigilant for our people that obtain qualifications elsewhere and ensure that they have received quality training. While any Evaluator in CAP may validate training, the finalized SQTR must still be routed through a member's own chain-of-approval, and this serves as our opportunity to check that the training was of good quality.

Recurrent/Renewal Training

Emergency services qualifications are valid for a period of 36 months from completion and expire at the end of the 36th month. Upon expiration, the member will revert to Expired status, or Trainee if the appropriate prerequisites remain valid. To renew a qualification requires the completion of an abbreviated SQTR, comprised of a subset of the advanced tasks from the initial qualification, as well as a single mission/exercise participation. These can be completed at any time following the initial qualification, by any qualified Evaluator in that position, and will reset the valid period for the qualification for an additional 36 months. Because the nature of ES positions changes over time, it is important that renewals be taken as seriously as initial qualifications, to ensure that the member is up to date with the latest procedures and information pertinent to that position.

Commented [CBW2]: this presents an unusual dichotomy: 60-3 says that prerequisites "must be completed prior to initiating training requirements." We also reference it above and state basically what the 60-3 says. However, this statement is saying that the prerequisites do NOT have to be met before training on a task. If someone is not a GTM-3, they would not have met the prerequisites for a GTM-2 and shouldn't be training on GTM-2 tasks.
My comment is more related to this document contradicting itself rather than the fact that the regulation is screwy. Since eServices allows it to happen, we shouldn't reference the prerequisites in the paragraph above.

Commented [CBW3]: I am not really in agreement with this unless we ensure detailed documentation in WMIRS 109 on tasks to be trained and the debrief details which persons SUCCESSFULLY accomplished specific tasks. This is where so many people are pencil whipped in our Wing.

Commented [MS4R3]: Note, this sentence (and section) refer ONLY to the "Exercise Participation" entry on a SQTR, not any of the specific tasks to be completed. An evaluator would simply be verifying that the person did in fact participate that day in this capacity. Much the same way that your check pilot looks at your logbook and validates that you've done your minimum hours, even if they weren't there.

Commented [CBW5]: I haven't seen where anyone revert back to anything except a trainee or expired.

Skills Evaluator

The backbone of our training program is the Skills Evaluator, analogous to a check pilot in the aviation world. The trust placed in this position therefore comes with responsibility and an expectation of integrity. Much like a check pilot, an Evaluator should consider themselves personally accountable for the performance of those that they endorse. The gravity of this charge becomes greater as a member progresses through their ES career into positions of higher impact and responsibility.

Minimum Qualification

As stated in [CAPR 60-3](#), Sect 2.2.a(1), an Evaluator must have held the respective qualification for at least one year, and complete the online Skill Evaluator Training (SET) available from CAP NHQ. However, meeting these minimum criteria does not imply an automatic appointment as an Evaluator. Those wishing to be appointed as an Evaluator for a given position must be nominated through the process detailed below.

Skills Evaluator Appointments

Each group in NCWG is allotted a fixed number of Evaluator positions for each ES specialty, based on qualification numbers in the group. Through consultation with group and squadron staff and commanders, Group Commanders will nominate Evaluators within their group. In selecting Evaluators, commanders should consider the following points:

- Recency of training
- Real-world mission experience
- Ability to teach others
- Integrity
- Availability

Skills Evaluator appointments are documented in Ops Quals and are denoted next to each appropriate position on a member's CAPF 101. A prospective Evaluator should be considered a subject matter expert on the position for which they are seeking the appointment.

These nominations will be reviewed by the NCWG ES Team on a regular basis.

Evaluator appointments can be granted or revoked at any time, at the discretion of the Wing CC or their designee, as detailed in [CAPR 60-3](#), Sect 2.2.a(1). Reasons for which an Evaluator appointment may be removed include:

- Lack of currency in the position
 - Evaluator appointments will be removed by default for any position in which the member's own qualification has lapsed by at least 90 days.
- A pattern of poor judgment in evaluations

Validation of Completed SQTRs

When an initial SQTR is completed, it is automatically routed through a chain of approval that includes the member's unit and group before finally passing to the wing ES department. Because of the nature of eServices, numerous individuals at each of these levels have the permissions in the system to approve these SQTRs. These include commanders, Ops officers, and ES officers both primary and assistant. However, each commander should work with their respective ES officer to appoint specific people to approve these, who have been trained in what criteria to look for, and others should disregard them.

Renewal SQTRs are not routed for approval but become active when a qualified Evaluator has validated all of the tasks and the single renewal mission/exercise.