



## GETTING STARTED IN EMERGENCY SERVICES



This guide focuses on the operational specialty qualifications required to participate in Emergency Services missions. The tasks required are listed more or less in the recommended order of completion, but you can do most of them in which ever order you choose, provided the pre-requisites are met. We will cover how to achieve the General Emergency Services (GES) rating, qualify as an Urban Direction Finding Team member and, for pilots, how to qualify in CAP aircraft and progress from Mission Scanner to Mission Pilot.

### **LEVEL 1 ORIENTATION, CADET PROTECTION AND OpSEC**

The first step is completion of the Level 1 Orientation, Cadet Protection Training (CPPT) and Operational Security (OpSec) training. These courses are online at <http://www.cap.gov/one>. Once completed, bring your Level 1 quizzes to the squadron for review by the Commander or designate. You cannot participate in any activities, except squadron meetings, until you complete these courses. You should also review the Great Start material at [www.cap.gov/start](http://www.cap.gov/start) and discuss it with your assigned mentor. If you don't have a mentor assigned, ask the Personnel Officer or Commander to assign you one. The mentor will help you with any questions you have. Once you've completed Level 1 and CPPT, the Commander will generate a CAPF11 to document the training. The CAPF11 is forwarded to Wing HQ for approval and on to National HQ where the data is entered into your personnel records. Be sure to provide the Squadron Personnel Officer with a copy of all forms, certificates, forms or paperwork for your squadron records. It is also advisable to keep a shadow copy of all your records at home.

### **PICK A JOB TO DO**

Review the job descriptions in the Quick Start guide as well as [CAPM 20-1](#) and send the Commander a list of three duty assignments you are interested in. You will normally start you out assisting someone already performing that function, if possible, to mentor you. And don't

worry, you won't be stuck doing that assignment for your entire CAP career; people move around quite frequently.

### **GET CONNECTED**

Sign-up for the [New Jersey Wing email](#) list. This is the best way to keep abreast of the Wing activities; particularly training classes, SAREXs, missions etc. Also, bookmark the [squadron website](#). The NEWS page contains the most up to date information on all squadron events and activities.

### **CAP eSERVICES**

Sign-on to the National HQ [eServices](#) web site, request a password and ID (click on New first-time user link). Read the [eServices and Operations Qualifications manual](#). Update your personal and contact information in Review/Edit My Member Info. Be sure to enter your height and weight and verify your email address is correct! Upload your picture (review the [submissions guidelines](#)) for your ID card and CAPF 101 Operational Specialty Qualification Card, and email the [Commander](#) to request validation of the picture. Print your Emergency Services 101 Card by logging in to eServices, select My Operations Qualifications/National Reports, select Emergency Services from the ribbon bar at the top, then from the 101 Card tab, and click on the link to "*Click here to obtain your 101 card*".

### **GET A UNIFORM**

Get an appropriate CAP Uniform. The regular Senior Member duty uniform for attending squadron meetings is the blue CAP polo shirt and gray trouser combination. [Vanguard](#) or [The Hock Shop](#) are excellent sources for the polo shirt. Members are also authorized to wear the blue Air Force style uniform if they comply with the Weight and Grooming standards. Another option is the CAP Corporate Uniform. All the uniforms and the requirements for wearing the different types are listed in [CAP Uniform Manual CAPM39-1](#).

### **GENERAL EMERGENCY SERVICES RATING**

In order to obtain a General Emergency Services (GES) rating, you must complete CAP Test 116 and FEMA IS-100 online course. Cadets must achieve the Curry Award to participate in GES activities. Here are the recommended steps for completing these courses:

- Review [Emergency Services Curriculum](#) web page
- Download [CAPR 60-3 CAP Emergency Services Training and Operational Missions](#) from the [CAP Forms & Publications](#) web page.
- Review National HQ CAP [General ES](#) material.
- Take [CAP Test 116](#) General ES Questionnaire Part 1 - June 2004 - (25 Questions)
- Take [FEMA IS-100](#) Introduction to Incident Command System, I-100.
- Starting 31 Dec 2008, you will also need to complete the [FEMA IS-700](#) National Incident Management System (NIMS) course.
- It is advisable to complete the CAPT 117, Emergency Services Continuing Education Examinations. CAPT 117 is conducted in three parts: one for aircrew members and flight line personnel; one for ground and urban direction finding teams; and one for mission base staff. Complete the Ground and UDF Team exam – although it is recommended you complete all three, especially for those who are working towards an aircrew qualification.

Once you completed these courses, provide a copy of the completion certificates to the squadron [Emergency Services Officer](#), Capt. Tom Woods.

### **URBAN DIRECTION FINDING TEAM (UDF) EMERGENCY SERVICES RATING**

Now that you've completed the General Emergency Services (GES) rating, it's time to concentrate on an Emergency Services qualification. The entry level qualification for both Cadets and Senior Members is Urban Direction Finding (UDF). UDF missions are by far the most common in CAP. UDF Teams locate Emergency Locator Transmitter (ELT) beacons carried in all aircraft and on many boats. These missions are an excellent training opportunity for the

experiencing the real thing. UDF can be accomplished either on the ground or in the air; the principles are identical in each case. In fact, is not unusual to locate an ELT in the air, land and use the portable direction finding (DF) gear to locate the target on the ground. New Jersey Wing offers UDF courses throughout the year. Check with the Emergency Services Officer or the [Wing Website](#) for the next available class. If you want to get a head start on the training, click on Ground and Urban DF Team under the Training section of the [Emergency Services Curriculum](#) web page and read/print/review the following:

- [Ground & Urban DF Team Task Guides](#)
- [Ground &Urban DF Team Reference Text](#)
- [Air/Ground Coordination Slides](#)
- [Electronic Direction Finding Slides](#)

Another great source of information is the [Urban Direction Finding Team](#) presentation from the [CAWG Operations Training website](#). The first thing you should do is download and print the UDF Team Specialty Qualification Training Record ([SQTR](#)) and bring this with you to all training and missions to obtain sign-offs when completing tasks.

***You cannot act as a UDF Team Trainee until you have completed all of the Pre-requisites and Familiarization and Preparatory training tasks on the SQTR-UDF and the Commander has approved the "Commander Approval" tasks for completion of the Prerequisite and Familiarization and Preparatory sections of the SQTR.***

Once you have completed all of the Pre-requisites and the Familiarization and Preparatory tasks in the SQTR-UDF, Login to [eServices](#) and click on the My Operations Qualifications/National Reports link on the left side and then select Emergency Services from the ribbon bar at the top of the page. Click on SQTR Entry tab, select OPS-Emergency Services under Functional Area and UDF under the Achievement pull down menu. Then enter all of the information for each task completed, the CAPID of the person who evaluated you, the date of completion and mission number (optional). Be

sure to click SUBMIT when done. Print out a new CAPF 101 Operational Specialty Qualification Card with your trainee UDF Team rating listed on it. Trainee status is shown with an asterisk in front to UDF (\*UDF).

The Advanced Training items can be accomplished at SAREXs as part of a UDF Team on an actual or simulated mission. Request the UDF Team Leader sign you off on those Advanced Training tasks you demonstrated proficiency in. When all those items are complete, participate in a minimum of two sorties (exercises or actual missions) and record your participation on the SQTR. Have the UDF/ Ground Team Leader or Incident Commander sign you off for each mission. Once all the tasks are completed, go back into e-Services and fill them in online, notify the squadron Emergency Services Officer and turn in your paper SQTR to them for the files. Keep a copy for yourself. Once approved by the Squadron and Group ES Officer online, you will be a qualified UDF Team Member. Print out a new CAPF 101 Operational Specialty Qualification Card with your qualified UDF rating listed on it. Congratulations!

### **CAP PILOT RATING**

The following steps are outlined for pilots who wish to fly CAP aircraft. Regardless of your ratings or flight time, you will need an initial checkout in each aircraft type you want to fly in CAP. The checkout is referred to as a Form 5 (CAPF 5). Form 5s are similar to a private or commercial check ride with additional items covering specific CAP operating procedures. To prepare for your Form 5, talk with one of the wing instructor pilots about the ground/flight training requirements are for a checkout in an aircraft (also see CAPR 60-1 para 3-3 a7). Schedule some time with the instructor pilot to fly the aircraft BEFORE taking your Form 5.

***Note: The instructor pilot you fly with cannot administer your form 5 check ride.***

When you're comfortable in the aircraft, prepare for the ground portion of the Form 5 by: (links to these items are available on the squadron website from the [Pilot Stuff](#) page)

- Print the NJ Wing Pilot Data Summary page
- Review [CAPR 60-1](#) "CAP Flight Management" thoroughly
- Download and print the CAPF 5
- Complete the CAPR 60-1 Form 5 Annual Examination - Powered [online exam](#)
- Complete an [aircraft questionnaire](#)
- Sign the Statement of Understanding in CAPR 60-1 Attachment 1
- Compute a weight and balance for the flight

When you're ready for the Form 5, submit your Form 5 package to the squadron Operations Officer for approval. You are now ready to schedule a CAP Form 5 check ride with one of the wing check pilots. Contact a check pilot and pick a date/place to meet. Verify that the check pilot will schedule the aircraft, assign a mission number and obtain a flight release since you cannot act as Pilot in Command (PIC) in a CAP aircraft yet. Normally, the PIC will obtain a flight release from a unit FRO (flight release officer) before any CAP flight. Immediately after the flight, it is essential to close out the flight release by calling the FRO, contacting the scheduler with the final tach time and aircraft status and going to WIMRS on the eServices site and entering your Hobbs time, ending tach, oil and fuel (gallons and cost). Generally the check pilot will do this for your initial Form 5 but have him show you how to do it, if possible, since it must be completed for every CAP flight. Remember to bring all your paperwork with you, wear a proper uniform and bring your checkbook since the first Form 5 is on your dime. Once qualified, Form 5 check rides can be funded by the Air Force. After successfully completing the Form 5, provide the squadron Operations Officer with a copy your Form 5 package for the squadron pilot records. Once qualified, fly the airplane every chance you get!!

#### **MISSION SCANNER EMERGENCY SERVICES RATING**

The next step in the process for pilots is to obtain a Mission Scanner (MS) rating. As we did for the UDF qualification, download and print an [SQTR-MS](#). New Jersey Wing conducts

Scanner/Observer training classes periodically throughout the year. Contact your Emergency Services Officer for the date of the next class. To get a head start on the classroom section, go to the [Emergency Services Curriculum](#) web pages and print the following:

1. Scanner Training slides
2. Aircrew & Flightline Personnel Task Guides
3. Mission Aircrew Reference Text (MART)
4. Flight Guide

***You cannot act as a Scanner Trainee until you have completed all of the Pre-requisites and Familiarization and Preparatory training tasks on the SQTR-MS and the Commander has approved the "Commander approval" tasks for completion of both the "Prerequisite" and the "Familiarization and Preparatory" training sections of the SQTR.***

Once you have completed all of the Pre-requisites and the Familiarization and Preparatory tasks in the SQTR-MS, Login to [e-Services](#) and click on the My Operations Qualifications/National Reports link on the left side and then select Emergency Services from the ribbon bar at the top of the page. Click on SQTR Entry tab, select OPS-Emergency Services under Functional Area and MS under the Achievement pull down menu. Then enter all of the information for each task completed, the CAPID of the person who evaluated you, the date of completion and mission number (optional). Be sure to click SUBMIT when done. Print out a new CAPF 101 Operational Specialty Qualification Card with your trainee MS rating listed on it. Trainee status is shown with an asterisk in front to MS (\*MS).

The Advanced Training items can be accomplished at SAREXs as part of an aircrew on an actual or simulated mission. Request the Mission Pilot sign you off on those Advanced Training tasks you demonstrated proficiency in. When all those items are complete, participate in a minimum

of two sorties (exercises or actual missions) and record your participation on the SQTR. Have the Mission Pilot or Incident Commander sign you off for each mission. Once all the tasks are completed, go back into e-Services and fill them in online, notify the squadron Emergency Services Officer and turn in your paper SQTR to them for the files. Keep a copy for yourself. Once approved by the Squadron and Group ES Officer online, you will be a qualified Mission Scanner. Print out a new CAPF 101 Operational Specialty Qualification Card with your qualified Mission Scanner rating listed on it.

Flight Uniform: If you meet the CAP Weight and Grooming Standards in [CAPM 39-1](#), you may wear the USAF sage green Nomex flight suit. If not, then you may wear the CAP Blue Flight Suit. In addition to the flight suit you will need the following:

- American Flag patch (not reversed) for the left shoulder
- New Jersey Wing patch for the right shoulder
- CAP Command Patch for the right breast
- Leather Name Tag for the left breast. If no CAP aeronautical rating has been awarded, then use the text "Mission Scanner" along with your name and grade. Cloth name tags like USAF uses are not authorized.
- Order the plastic encased grade insignia (cloth insignia is not authorized for the Air Force sage green flight suit)
- Flight Cap (with officer braid) and small CAP hat device or CAP Blue baseball cap
- Black Combat Boots
- Black boot socks
- Black or White T-shirt with no writing or logo visible
- NOMEX gloves (recommended)



- Sage Green Flight Jacket (MA-1 flight jacket or CWU-45/P or CWU-36/P NOMEX flight jackets). The brown leather jacket is not authorized with any Air Force uniform. The black leather may be worn only with the CAP Blue Flight suit.

### **MISSION PILOT EMERGENCY SERVICES RATING**

Armed with your UDF and Mission Scanner rating, you are ready to progress towards your Mission Pilot qualification. While not explicitly stated in the requirements, it is strongly recommended that pilots obtain a Mission Observer qualification prior to Mission Pilot. The reason is the Mission Pilot rating, in addition to responsibility for safety of flight, requires a high level of knowledge operating the avionics and aircraft search and rescue systems. The Mission Observer rating provides specific training in these areas. In addition, Crew Resource Management is increased when aircrew members are cross trained in other positions. Thus Mission Scanners are encouraged to be Observers and Mission Pilots qualified as Observers and Scanners as well. Depending on the mission, it is not unusual to have three qualified Mission Pilots in an aircrew; one as pilot, one as observer and one as scanner.

As we did for the MS qualification, download and print an [SQTR-MP](#). New Jersey Wing conducts Mission Pilot training classes periodically throughout the year. Contact your Emergency Services Officer for the date of the next class. To get a head start on the classroom section, go to the [Emergency Services Curriculum](#) web pages and print the following:

1. Mission Pilot Training slides
2. Aircrew & Flightline Personnel Task Guides
3. Mission Aircrew Reference Text (MART)
4. Flight Guide

***You cannot act as a Mission Pilot Trainee until you have completed all of the Pre-requisites and Familiarization and Preparatory training tasks on the SQTR-MP and the Commander has approved the "Commander approval" tasks for completion of both the "Prerequisite" and the "Familiarization and Preparatory" training sections of the SQTR.***

Once you have completed all of the Pre-requisites and the Familiarization and Preparatory tasks in the SQTR-MP, Login to [e-Services](#) and click on the My Operations Qualifications/National Reports link on the left side and then select Emergency Services from the ribbon bar at the top of the page. Click on SQTR Entry tab, select OPS-Emergency Services under Functional Area and MP under the Achievement pull down menu. Then enter all of the information for each task completed, the CAPID of the person who evaluated you, the date of completion and mission number (optional). Be sure to click SUBMIT when done. Print out a new CAPF 101 Operational Specialty Qualification Card with your trainee MP rating listed on it. Trainee status is shown with an asterisk in front to MP (\*MP).

The Advanced Training items can be accomplished at SAREXs as part of an aircrew on an actual or simulated mission. Request the Mission Pilot sign you off on those Advanced Training tasks you demonstrated proficiency in. When all those items are complete, participate in a minimum of two sorties (exercises or actual missions) and record your participation on the SQTR. Have the Mission Pilot or Incident Commander sign you off for each mission. Once all the tasks are completed, update the SQTR online in e-Services then schedule your [CAPF 91](#) check ride with a Mission Check Pilot. A Form 91 is similar to the Form 5 but concentrated on the specific tasks required of a Mission Pilot (grid search, ELT search, etc). When you complete the Form 91 check ride, go back into e-Services, select My Operations Qualifications/National Reports link and click on the Pilot section. Select check rides/questionnaires CAPF 91 on the left side and enter the data for your CAPF 91 check ride. This will automatically transfer to complete that task on your SQTR. Assuming all the other tasks are complete, then it will go to the unit Commander for

approval. Group and Wing will have to approve as well. Notify the Emergency Services Officer provide a paper copy of the SQTR for the files. Keep a copy for yourself. Once Wing approves, only then will you be a qualified Mission Pilot. Print out a new CAPF 101 Operational Specialty Qualification Card with your qualified Mission Pilot rating listed on it. Congratulations!

Now that you are qualified, maintain your proficiency by participating in the wing SAREXs and monthly training missions. Take advantage of every opportunity the wing provides to sharpen and enhance your skills. One day someone's life might depend on it!