

## EMERGENCY SERVICES

### 8-1. APPLICATION PROCEDURE

- a. **Applicable Regulation.** Emergency services (ES) qualifications, training and procedures are governed by the criteria for various ES specialties described in CAPR 60-3. This chapter describes the documentation of training and requirements for initial and continuing qualification for each specialty rating.
- b. **Application for ES Ratings.** To obtain a CAPF 101, Specialty Qualification (ES) Card a member must complete specific training or other experience requirements and apply for one or more earned ratings by submitting an electronic CAPF 100 via the Wing Management Utility (WMU) on the Internet (<http://wmu.nat.cap.gov>). A WMU tutorial is available, and may be downloaded from the Wing web site (<http://www.cawg.cap.gov/>). New members may obtain a General Emergency Services (GES) rating by submitting a CAPF 100 after completing the initial training described below.
- c. **Disaster Service Worker Registration.** All CAWG members who participate in ES missions must be registered as Disaster Service Workers (DSW) by the California Office of Emergency Services (OES). DSW registration affords the member with worker's compensation insurance coverage in the event of a mishap while participating on a mission. DSW registration is accomplished by filing Form OES 2000 with CAWG/DOS. DSW registration may be handled in either of two ways:
  1. Complete OES 2000 at the time a new member completes a Level I/ES 1 class. File the original form in the member's personnel (201) file with other ES qualification records. Forward the OES 2000 to CAWG/DOS when applying for the initial ES card. Retain a copy in the 201 file, annotating on the form the date it was forwarded to HQ CAWG. Verify all information on OES 2000 is complete, including the correct name (same as it appears on the MML), address, telephone numbers, emergency contact information and 9 digit zip codes. **No photograph is necessary.**
  2. For CAP members who already have an ES card (CAPF 101) complete and mail an OES 2000 to CAWG/DOS.

NOTE: The OES 2000 need only be submitted once unless you let your membership or ES card lapse. An OES 2000 need NOT be submitted to replace an existing OES 99. These forms are held on file at CAWG HQ until needed. Either will suffice for making a claim.

- d. **Initial Training.** Personnel wishing to become qualified in one or more ES specialties must first apply for and receive a General Emergency Services (GES) rating. Prerequisites include completion of Level I (for senior members), Cadet Protection (for senior members and cadets over 18 years of age), Achievement One (for cadets) and the CAPT 116 Test. The test is taken online at (<https://data.ntc.cap.gov/ntc/ops/tests/default.cfm>) and a completion certificate is printed for the member's 201 file. The test consists of two parts, the 50 question *GES CAPT116*, and the 50 question *ICS 100 Training*. The parts may be taken separately or together, but both must be completed and entered into the WMU by your unit commander. Once the above items are completed, submit a CAPF 100 via the

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WMU at (<http://wmu.nat.cap.gov>) and present the supporting documents to the unit commander to certify completion of the requirements. You will receive an email notice when your CAPF 100 has been approved and your unit commander can then print your new ES Card (CAPF 101). The unit commander may issue up to three CAPF 101T cards in appropriate specialties, after issuing the initial ES card and as soon as the prerequisites for each advanced specialty are satisfied. See CAPR 60-4, for specific requirements for each advanced specialty. A separate CAPF 101T is used for each of the three training ratings. Upon completion of the required training and mission experience as a trainee, the member may apply for a standard rating in the specialty through the WMU. As the Wing ES Training section completes the CAWG home study courses for each specialty, they will be posted on the Operations/ES Training page of the Wing web site along with instructions on earning that specialty. In each case, the unit commander is supplied with the supporting documentation, and he certifies completion of the training on the WMU.

**Note:** It is very important that the unit commander make sure that all the supporting documentation is present and in order. If during unit inspections the personnel files are found to be lacking the appropriate documentation, the member and the unit commander may be subject to disciplinary action.

#### **e. General Information**

1. All ES specialty ratings expire at the end of the 24<sup>th</sup> month from the month of issuance. Apply for renewal through the WMU. The requirements for renewal of standard specialty ratings are described in CAPR 60-3, Paragraph 2-4. For renewal of standard ratings that have been expired see CAPR 60-3, Paragraph 2-5. For other than the mission pilot standard rating, the trainee experience listed for advancement to standard level shall be met. For renewal of the lapsed mission pilot standard rating, applicant will serve as mission pilot trainee on at least two SAR's or SAREX's.
2. It is the responsibility of the member, to provide his/her unit commander with information about any prerequisite qualification that is subject to expiration or renewal by CAP or another agency. This includes FAA medical updates, CAPF's 5 and 91 updates, BFR updates, CPR refresher courses, etc. Photocopies of updated medical certificates, CAPF's 5 or 91 and BFRs are required. The member's full name, grade and serial number must be shown on the photocopy.
3. If the applicant does not currently hold an OES registration, ensure that a completed OES 2000 is mailed to Wing HQ.
4. The only ratings requiring the member to send paper copies through channels to Wing level are the Incident Commander, Agency Liaison and Ground Team Leader ratings, see below.

#### **f. Incident Commander, Agency Liaison Ratings**

To receive a 101T for these ratings, submit a resume including the following items through channels to the Wing Director of Emergency Services (DOS) after completing the prerequisites for this specialty:

1. Name, rank, date joined CAP

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2. The dates of the last three missions that you worked and what your duty was in detail.
3. A letter of recommendation from two Incident Commanders.

To receive a Standard Rating in these specialties, submit a resume including the following items through channels to the Wing Director of Emergency Services (DOS) after completing the 101T worksheet for this specialty. Please understand that more mission experience may be required than just the two missions on the 101T.

1. Name, rank, and date that you became an Incident Commander Trainee (ICT)
2. The dates of the last three missions that you worked as an ICT and a description of the mission.
3. Letters of recommendation from two Incident Commanders

**g. Ground Team Leader Rating**

To receive a Standard Rating in this specialty, submit a resume including the following items through channels to the Wing Director of Emergency Services (DOS) after completing the 101T worksheet for this specialty. Please understand that more mission experience may be required than just the two missions on the 101T.

1. Name, rank, and date that you became a Ground Team Leader Trainee (GTLT).
2. The dates of the last three missions that you worked as a GTLT and a description of the mission.
3. Letters of recommendation from two Ground Team Leaders and one Incident Commander

**8-2. ACTION BY GROUP HEADQUARTERS**

Upon electronic approval by the Squadron commander, the Group commander will receive an email message stating that a CAPF 100 has been submitted and awaits his/her approval or disapproval. All supporting documentation will be retained at the squadron level and not mailed to the group level. Only the Incident Commander, Agency Liaison and Ground Team Leader ratings require the member to send CAPF 100 and supporting documentation through channels to CAWG for approval.

**8-3. ACTION BY CAWG HQ**

Upon electronic approval of the CAPF 100 by Group HQ, an email message is sent to CAWG/DOS requesting approval. Applications received at CAWG/DOS will be approved or disapproved within 15 days (average time for application processing at CAWG is 3 days). When action is taken by Wing an email will be sent to the member and the unit commander saying whether the application has been approved or rejected. The new ES Card can then be printed at the unit.

**8-4. FIRST AID EQUIVALENCY**

- a. Basic First Aid (Ground Team Members).** The minimum acceptable first aid training is a first aid course of at least 9 hours length not including CPR training, such as the

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American Red Cross Basic First Aid course. Contact the ES Training Director (DOT) at [dot@cawg.cap.gov](mailto:dot@cawg.cap.gov) for consideration of qualifying classes. Completion of a CPR only class does NOT meet the requirements for first aid training.

- b. Advanced First Aid (Ground Team Leaders).** The minimum acceptable first aid training is a first aid course of at least 22 hours in length not counting CPR or AED training. Courses such as the American Red Cross Advanced First Aid or Responding to Emergencies courses are acceptable. Other acceptable courses include the American Red Cross Emergency Responder (43 hour course), or California Title-22 certified first aid training, emergency first responder or emergency medical technician training given in a classroom environment. Training covering treatment in a delayed response situation such as backcountry or wilderness training is recommended. Classes such as these include wilderness advanced first aid, wilderness first responder or wilderness emergency medical technician training. Contact CAWG/DOT for consideration of equivalent classes. CAWG has a computer-based Title 22 course available for advanced first aid **refresher** training only. Contact CAWG/DOT for a copy.

#### 8-5. RENEWAL OF EXPIRING SPECIALITY QUALIFICATIONS CARDS

- a. Application Procedure.** Insure the unit commander has certified the member's completion of the most current CAPT 116 test and entered the member's mission participation over the last two years into the WMU. Once this is complete submit a CAPF 100 via the WMU. Any errors or problems in the submittal will be explained at the bottom of the CAPF 100.
- b. Counterdrug Renewal.** HQ CAP will do renewal of counterdrug qualifications automatically through a refresher orientation training every two years.

#### 8-6. TRANSFERS FROM OTHER WINGS

- a. General Qualification Procedure.** Transfer of specialties from other wings is described in CAPR 60-3, Paragraph 2-6. Members transferring from other wings should use the procedures described above for the specialty ratings requested, and should detail their participation on missions in their previous wing.
- b. Training Standardization.** Applicants may be required to complete additional training before issuance of a CAWG standard ES rating. The usual procedure is for CAWG/DOS to request participation in two missions in trainee status for the ratings requested. Upgrade to standard ratings will be considered upon completion of the two missions.
- c. Review Process.** All transfers are reviewed on an individual basis by CAWG/DOS. The following items should be mailed to the CAWG/DOS.
1. Copy of the member's ES card from the previous wing.
  2. A list of missions and the member's assignment on that mission for the last two years.
  3. A paper CAPF 100 (no signatures required).
  4. A copy of the Certificate showing the member has taken the most current CAPT 116.
  5. OES Form 2000 to register the member as a Disaster Service Worker.

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6. Email address of unit commander or member (not required but would be very helpful).
7. Proof of two missions as a trainee in the specialties requested (refer to (e) below).

- d. Approval.** If CAWG/DOS approves the application the unit commander will receive an email (if provided) or the original CAPF 100 that was mailed stating that it has been approved. The unit commander will then update the WMU ES Specialties Page with the ratings that were approved by the CAWG/DOS and print a CAPF 101 for the member via the WMU.
- e. Additional Training.** Additional training may be required for some specialties. The unit commander is encouraged to contact CAWG/DOS prior to mailing the member's application. This will save time if additional requirements are needed.

### **8-7. INTERCHANGEABILITY OF EMERGENCY SERVICES SPECIALITIES**

Attachment 4 of CAPR 60-3 shows additional assignments that ES personnel may perform, at the discretion of the IC, when they hold a particular ES rating. This interchangeability pertains **ONLY TO STANDARD** emergency services ratings. It allows cross-utilization of personnel at lightly staffed mission bases. Reassignment of personnel at a mission base is the responsibility of the IC.

### **8-8. APPROVAL PROCEDURE FOR FUNDED/UNFUNDED ES TRAINING**

- a. General Requirement.** All ES training activities require coordination and approval by CAWG ES Training Director ([dot@cawg.cap.gov](mailto:dot@cawg.cap.gov)) to ensure that emergency services training meets the standards established by CAPR 60-3, and that the requester has made sufficient preparations to ensure that the training will be conducted safely and in concert with CAWG training goals.
- b. Submission of Operations Plan.** The activity project officer will prepare an Operations Plan (OPLAN) by filling out the OPLAN form on the Operations/ES Training page of the CAWG web site. The OPLAN is emailed to CAWG ES Training Director at [dot@cawg.cap.gov](mailto:dot@cawg.cap.gov). This plan should be submitted not less than 45 days prior to the start of the planned training exercise. Lead-time required may vary with size and complexity of the exercise. For funded training exercises, CAWG/DOT will inform the project officer about the activity budget allocation and any funding restrictions.
- c. Budget Estimates.** Refer to the OPLAN form on the CAWG website
- d. Approval Process.** CAWG/DOT will review the plan with the activity project officer and obtain State OES and CAP-USAF (funded exercises only) training numbers for approved exercises. The project officer will normally be provided the exercise training number one to four weeks in advance of the activity start date. If sufficient advance notice is provided for the planning of training exercises, they should be publicized in the wing calendar. All training exercises should be announced to other units through weekly radio traffic starting at least four weeks prior to the exercise.

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**e. Piggybacking Training Events.** If for whatever reason you need to piggyback onto an already approved training event you need to seek PRIOR approval from the DOT. These events will ONLY be approved for unusual circumstances. An Operation Plan shall be submitted including which event you are requesting to Piggyback onto and how operations will be tied to the main event. You must receive prior approval from the main event IC that he/she is willing to take on the additional paperwork. The CAPFs108, along with all other mission paperwork, will go to the main event IC and not directly to wing. The paperwork from the piggyback event must be in the main event IC's hands no later than 14 days after the event; otherwise you risk your participants not getting reimbursed.

#### **8-9. APPROVAL PROCEDURE FOR REIMBURSTMENT OF MISSIONS**

Reimbursement for funded missions is described in CAPR 173-3. It is the policy of California Wing that members must complete and mail their CAPF108 to the Incident Commander within 7 days of the close of a mission. This includes, but is not limited to, SAREX, CD, and actual missions. If the CAPF108 is not postmarked within 7 days it will not be accepted. In the case the member flies a CAP corporate aircraft, but fails to submit a timely CAPF108, the Incident Commander will prepare the CAPF108 to insure Wing receives proper reimbursement. Wing policy further states the IC shall forward completed mission paperwork for processing within 14 days of the close of the mission.