

SER-FL-370

ES NEWSEmergency
Services
Newsletter**CIVIL AIR PATROL****GROUP 5 - FLORIDA WING
U.S. AIR FORCE AUXILIARY****WELCOME 2009!**

Okay, the parties over, it is time to get back to work. Our snowbird members have returned and the squadrons, Groups, and Wing are stepping up the tempo on ES training. Now is the time to act on those New Year's resolutions to become a better and more active CAP member.

There are requirements to be able to participate in the planned training. Take time now to get your documents in order, make the needed adjustments to your uniforms, and get your calendar out and turn to page six of ES NEWS then jot down the training dates.

All ES personnel should venture to become dual-qualified in both aircrew and mission base, or ground team specialties. This way, if you can't get a seat on an



air sortie, you can still fill an important role on the event staff, or ground team. Call the event's project officer and see if the training you are looking for is available. Radio operators (MRO) and staff assistants (MSA) are always needed, also Safety Officers (MSO) and Information Officers (MIO). Seats on an aircrew can be limited, but virtually every other position can offer training or mission experience. Don't wait for the training to come to you.

Even with great planning there is always going to be a potential source of frustration.

Event cancellations and schedule adjustments, policy changes, and funding issues. Remember, the goal is to build capacity and capability. If approached with the most effective attitude, challenges or obstacles will help temper the metal and develop resiliency.

Our success will not be determined by how brilliantly we shine as individuals, it will be determined by how well we learn to integrate the diverse resources within the Group and Wing. It is a big challenge that requires a commitment from each member to work on developing team skill with members from different units.

Make plans to make progress in 2009. Find a way to share your skills to help improve your Unit, Group, Wing, Region, and National organization.

VOLUME 2, ISSUE 1

JANUARY 2009

Inside this issue:

<i>Welcome 2009</i>	1
<i>ICS 300 Course</i>	2
<i>Safety Brief</i>	3
RADIO CORNER	4
<i>GES</i>	5
<i>Calendar</i>	6
<i>Letter from ESO</i>	7
<i>GTM3</i>	8
<i>KUDOS</i>	9
<i>Ready, Set, Go</i>	10
<i>SQTR Tips</i>	11
<i>Acronyms</i>	12

All ES Personnel Should Print Out A New 101 Card**From: Bob Little, GRP5 ESO**

All ES qualified members should print-out a new 101 Card and verify achievements.

Any member who has not completed the required NIMS training will show trainee status in the effected positions. This is denoted by an asterisk.

The achievements will be restored upon completion of the required ICS courses.

Also effected, some member's achievement will be dropped from the system for lack of all tasks

being shown completed in the online SQTR portion of OPS QUAL.

From this point forward, it is required that the online SQTR be complete using current dating.

Current dating is as follows.

1. Advanced tasks must be updated if current dates listed in OPS Quals are longer than three years from the date of the re-current sign-off.

2. Mission experience must be within a two-year time frame from approval.

Group staff will not validate achievements with any incomplete tasks on the electronic SQTRs. No task can be blank, which means that no approvals will be made for requests using the *single-person achievements with paperwork* feature, you must enter all tasks in the SQTR Entry portion of OPS Qual.

If you have experience any problems or are compelled to complain, please forward these to me. I will try to resolve this with FLWG ES staff, or further explain the policy to you.

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ONLY

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DISTRIBUTED, AND DISPOSED
OF IN ACCORDANCE WITH CAP
POLICY RELATING TO FOUO
INFORMATION.



14-Dec 08-M-2250, Ft Myers, FL-051
Gerald Lewis MP, Charles Gerlach MO,
Jimmy Ware MRO,
James Bonello UDF, Carl Peltzer UDF

19-Dec 08-M-2284, Ft Myers, FL-816
James Spieth UDF, Nancy Spieth UDF

30-Dec 08-M-2340, Bradenton, FL-044
Brad Thomas UDF, Jeff Carlson UDF



THE CIVIL AIR PATROL MOTTO
ALWAYS VIGILANT

GROUP 5 DECEMBER MISSIONS

MONTH TOTAL: 3 MISSIONS
2008 YEAR TOTALS: 28 ELB, 3 REDCAP

WEEKEND Course ICS-300

DON'T MISS THIS OPPORTUNITY!

Facilitator: CAP
Date: 10-11 January 2009
Location: Sarasota County Emergency
Operations Center, Sarasota, FL

Contact Bob Little, GRP5 ESO
to register for class

To receive your monthly personal notice that a new issue of ES NEWS is available, please make certain your email contact information listed on eServices is current. Our mail list is compiled directly from NHQ records. Remember, you have an email account on the FLWG server for your use. Using your FLWG account will eliminate CAP messages lost from SPAM blockers.

Welcome back snowbird CAP members! If you have not seen ES NEWS yet, we hope you are pleased with what you see. You can find prior issues in the newsletter archive on the GROUP5 ES web page. http://webmastersswfl.com/gp5/gp5staff/es/gp_es.htm

If you are listed on a CAP unit roster that is not located in GROUP5 FLWG and want to receive a monthly notice of the newsletter, just send us the email address you would like the notice sent to.

GROUP 5 ES STAFF

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The Group 5 emergency services staff is committed to helping you reach your ES objectives.

We invite you to submit ideas, comments, and best practices.



Human Fatigue Factors by Douglas Tindal, LTC/CAP

We continue to explore the physical side of safety this month with a reprint from the CAP Safety Officers Briefing Book.

The study of the various human factors which contribute to mishaps is not an exact science. If asked most people could explain what FATIGUE is. But they probably could not recognize many of its symptoms, because of its initial insidious nature. Also, since CAP members are frequently "go oriented" people who want to accomplish the mission, they often disregard the signs of fatigue (if recognized) and push on. Fatigue is also extremely difficult to pinpoint as a contributing factor in a given mishap.

A number of factors occur in a fatigued state and, although the order may not be exactly the same, the general trend is for the complex and voluntary functions to fail first.

This is often the first signal that the body is beginning its withdrawal into a dangerous condition.

FATIGUE FACTORS:

1. Complex voluntary actions deteriorate
2. Poor control of equipment/machinery
3. Poor hand-eye coordination
4. Less voluntary movement of the eyes
5. Falling behind in copying instructions
6. Reaction time slows
7. Economizing of energy expenditure
8. Writing begins to slope downward
9. Less eye movement
10. Eye blinks are longer
11. Use of simpler terms in speech
12. Silent periods increase
13. Slumping in seat
14. Withdrawal from external to internal world
15. Tunneling of vision

16. Putting off tasks that require monitoring
17. Micro-sleeps increase
18. Rationalizing that dozing for a minute is OK
19. Loss of directional control
20. Minimal voluntary movement
21. Mistaken locational awareness

Remember that bad judgment seems to accompany fatigue, and lead to mishaps.

Do not be too shy to suggest that your companion take a break, if you detect the above factors setting in.



Basic Safety Course Available Online

The push to offer online CAP training continues with the new Basic Safety Course. Until recently, a member had to complete an Air University correspondence course. Now the training and test is available conveniently online, anytime. Completion of this course is a requirement for all Safety Officers. Colonel Gleockler has made it a requirement for all command staff and Unit Commanders in Group 5. "I would like to see every member complete this training", said Commander Gleockler.



The training material is a good review of CAP's policies toward safety. All members can benefit from reviewing the Basic Safety Course PowerPoint Slide deck. You may as well take the exam and have it noted on your record. Completing the training will make you a better member. **In reality, each CAP member has the same responsibility as a Safety Officer to mitigate operational risks.**

http://level2.cap.gov/documents/Basic_Safety_Course.pps

<https://tests.cap.af.mil/newtests/test.cfm?grp=se>



Do You Want Become A First Aid/ CPR Instructor

First Aid Instructor Course or CPR Instructor Course

Course fee \$10
Teaching Materials \$80

Facilitator: Maj. Willard Garman, CAP
Date: 2009 TBA
Location: TBA

Contact: Bob Little, GRP5 ESO
For more information
or to register for class

Don't forget about the great ES information resources available from the Group 5 website. In addition to accessing the ES NEWS archive, members can access information about getting started in ES, specialty achievement training materials, and other mission related information. A big thanks to the Group 5 Webmaster, LTC Jim Spieth, for keeping the Group 5 emergency services web page current.

Group 5 Emergency Services webpage
http://webmastersswfl.com/gp5/gp5staff/es/gp_es.htm

Check out the new FLWG emergency services web pages here. <http://new.flwg.us>

Why is Continuing Education Necessary?

Developing the skills necessary to be a ground team member, leader or any other member of the mission team can be a extremely difficult. Though you may be qualified in a certain specialty already, there is always additional training that is necessary to remain current.

Technology has allowed us to provide many more resources to our ES team, but at the same time this requires team members to constantly be aware of innovations in the field, and go through additional upgrade training so that they may take advantage of all that these tools can offer. Never mind the fact that most team members want to become leaders, most team leaders want to become branch directors, and so on, and this all requires additional continuing education.

-Ground Team Member & Leader Reference Text

Radio Equipment

(see quiz page 6)

Communications tends to be one of the weak links in conducting a mission. The list of radio equipment that CAP employs is impressive and underlines the importance for the members to be competent using the equipment. This includes knowing the limitations of the equipment and available options when things are not going as planned. In many cases moving the transmitter or receiver just a couple of feet in either direction can effect the quality of transmission.

The electromagnetic waves generated by a radio transmission are subject to absorption, and reflection or refraction depending on the nature of the matter with which the waves interact. For instance, UHF signals can dissipate more quickly than a HF signal. The higher frequency sound waves tend to bounce off obstacles rather than bend around them, and tend to dissipate their energy sooner. This means the immediate environment has a direct influence on radio performance. Choose where you stand wisely.

Here is a few of the different types of radio equipment used by CAP ES personnel.

- VHF CAP Mobile/portable units.
- UHF portables (ISR)
- HF base stations
- Scanners
- Portable VHF (Air)
- GPS receivers
- Cell Phone
- L-Per
- '406' Beacon
- Satellite telephone
- Cell phone PCMIA card
- WI-FI
- Infrared data ports
- Bluetooth data links
- Aircrews
- VHF COM,
- VHF NAV
- DF
- DME
- GPS
- Transponders
- Becker DF
- ELT
- Other flight data uplinks
- ARCHER



RADIO CORNER

"We fight like we train..." get into the practice of using a standard format for mission reporting whether you are using a radio or a cell phone.

CAP members can:

- do reconnaissance. This is passive observation for general activity. An example is CAP's counterdrug mission where CAP aircraft perform a general search for marijuana over a large area. Reconnaissance is distinguished from surveillance in that surveillance involves continuous observation while reconnaissance involves momentary observation.
- engaged in CAP activities may provide passive assistance to law enforcement officers and agencies only.

GENERAL EMERGENCY SERVICES



What is the Posse Comitatus Act and how does it affect my duties in CAP?

The Posse Comitatus Act, which prohibits federal troops from acting in a police action, extends from the post-civil war era.

Currently, each state maintains its own militia, called the National Guard, which is activated in times of emergency.

A CAP member, while on an Air Force assigned mission, is prohibited from engaging in law enforcement activities other than reconnaissance of property or transport of personnel and equipment due to the Posse Comitatus Act.

CAP members cannot:

- carry firearms,
- participate in detention or arrest of persons or seizure of property or
- conduct surveillance of persons or property.
- do surveillance. Surveillance is looking for a specific objective. An example would be conducting a search for an orange van that has fugitives in it.
- may not be deputized nor may they take an active part in arrest or detention activities and have no authority to restrict persons by means of force, actual or implied.

Mission Base Staff Training

MISSION BASE STAFF TRAINING TABLE-TOP MISSION SIMULATION

MARCH 6-8, 2009

SARASOTA, FL., SRQ Airport, McClure Auditorium

HOSTED BY SRQ SER-FL-044 / FUNDED BY SER-FL-370 GROUP 5

Group 5 will be offering training for completing qualifications for Mission Base Specialties. FLWG staff will be available to provide training. Members must have trainee status noted on their 101 card. This means the Preparatory Task portion of the SQTR has been completed, entered into Ops Quals and approved by unit commander. You can only sign-off advanced tasks and for mission experience during this event.

You **MUST** have accomplished the required ICS courses for your SQTR other than ICS 300 which must be accomplished prior to being qualified in the position.

If there is any member wishing to participate in this training, CONTACT: 1Lt Robert Little, at rlittle@flwg.us or robertg.little@yahoo.com.

Group 5 currently has staff openings for IC, PSC, OSC, FASC, LSC, GBD, CUL and MSA.

Please indicate which achievement you would like to train on during this event. If all positions are not filled by Group 5 membership, they will be made available to members outside of this Group.

This is a FUNDED MISSION TRAINING event. **There will be no aircraft or Ground teams DEPLOYED.** This training will be SAR 1st priority with 2nd priority of DR.

Tentative Group 5 ES Training Schedule

Q2 FY'09 (Jan – Mar & beyond)

- Jan 10-11 SER-FL-370 Group 5 ICS 300 course, Sarasota
- Jan 9 - 11 SER-FL-376 Marco Island SAREX
For information contact: LtC Lee Henderson
- Jan 23 - 25 SER-FL-314 Aviation Expo, Sebring
Interest in helping with this contact: LtC Robert Curry
- Jan 30 - 31, Feb 1 FLWG Conference
- Feb 6 - 7 SER-FL-051 Charlotte County Aircrew training
For information contact: Maj. Jim Kaletta
- Feb 8 -12 Inland SAR course Lakeland, FL (Closed)
- Feb 14 -15 SER-FL-314 Highlands County Aircrew training
- Mar 6 - 8 SER-FL-370 Group 5 Mission Base Staff Tabletop—Sarasota
For information contact: 1Lt Robert Little
- Mar 7-8 SER-FL-023 Naples Senior Aircrew Training
- Mar 21 SER-FL-044 SRQ Composite Aircrew Training
Project Officer: 2d Lt Richard Gaylord
- Apr 3-5 SER-FL-376 Marco Island Composite Aircrew Training
- Apr 11-12 SER-FL-314 Highlands County Aircrew training
- Apr 17-19 SER-FL-370 Group 5 Ground Team training
- Apr 18 SER-FL-044 SRQ Composite Aircrew Training
Project Officer: 2d Lt Ryan Yahraus
- May 16-17 SER-FL-370 Group 5 Mission Base Staff Tabletop—TBA

Can You Match The Radio Equipment To The Listed Specifications?

ISR	.5 w, TX 850 MHz / RX 1900 MHz
CAP VHF mobile	.5 w, TX/RX 2400 MHz / 5000MHz
GPS	10 w, TX/RX 138-174 MHz
Cell Phone	50 w, TX/RX 136-174 MHz
L-per	2 w, TX 1,600 MHz / RX 2,490 MHz
406 Emergency Beacon	.5 w, TX/RX 397 – 400 MHz
CAP HF Base Station	.5 w, TX 850 MHz / RX 1900 MHz
Wi-Fi uplink	5 w, TX 406.025 MHz
Satellite Phone uplink	RX 121.5 MHz, 121.775 MHz
CAP VHF portable	5 w, TX/RX 136-174 MHz
Air Card for laptop	RX 1,575 MHz
CAP VHF Aircraft	100 w TX/RX 2-20 MHz



An Open Letter to Group 5 Emergency Services Personnel

I would like to thank all of the members who actively participated in the CAP emergency services mission this past year. Group 5 supported FLWG in over thirty missions in 2008. This couldn't have been done without the dedicated effort of our volunteers. Thank you for the professional manner in which each of you has approached your selected specialty. Thank you for the extra hours you willingly sacrifice to complete training and remain current in your specialty. Thank you for answering your phones at all hours of the day and night. Thank you for volunteering your time and energy to this organization, for all of the support you give the emergency services mission. I would also like to express my gratitude for the privilege to serve you as Group 5 ESO. We all have different motivations for being in Civil Air Patrol. There is a great personal satisfaction for me to have the privilege to make a positive impact on this organization.

I have been studying the statistics surrounding the number of members that have accomplished the NIMS training. I admit I have wondered what I could have done differently to be more successful, though I believe that I was told that Group 5 has less loss of achievements than any other Group in FLWG. For this, I thank you. While I would have liked all members with ES qualifications to complete the NIMS requirements by the deadline, I realize that only the member can volunteer his or her time and effort, it can not be demanded. So, like it or not, I must accept the level of member participation at this time. Volunteerism is a personal thing, and we all have different schedules and amounts of time that we can devote to our passions. For the members that did not or have not completed these FEMA tests, you are still eligible to complete the training and have your achievements reinstated. However, if you have decided that you have completed all that interests you, please accept our sincerest thanks for your service.

It is obvious that this past decade has brought many changes to the CAP organization and that there are more changes guaranteed in the future. For some reason, policy changes seem to awaken those with the loudest voice who too often perceive change as a negative. Considering the value as a management tool, I have been surprised by the level of complaints over the require FEMA coursework. The typical argument heard is that the training is not warranted for the positions that we hold, and is too time consuming to accomplish versus the mission time where the knowledge is actually needed. I would counter that to be a pertinent player, the CAP member needs to be trained to the same standard as other Department of Homeland Security agencies' personnel, and when properly understood, the fundamentals of the Incident Command System can be effectively used on a regular basis for organizing resources. In fact, the ICS nomenclature needs to become second nature and take priority over traditional CAP-speak. For Emergency Services, training needs to be taken like a daily vitamin supplement. There is no such thing as unnecessary training, only candidates who participate in training without meaningful purpose.

Excellence, integrity, respect, and volunteer service are core values to live by, not just to give lip service. As trained ES personnel, it is our responsibility to be continually training and constantly working to polish or upgrade our level of proficiency. Any pilot knows the real meaning of "use it or lose it".

As we start off this new calendar year, I want to share one of my favorite quotes...

"Do not confuse "duty" with what other people expect of you; they are utterly different. Duty is a debt you owe yourself to fulfill obligations you have assumed voluntarily. Paying that debt can entail anything from years of patient work to instant willingness to die. Difficult it may be, but the reward is self-respect. But there is no reward at all for doing what other people expect of you, and to do so is not merely difficult, but impossible."

Let us be resolute to work together in 2009 toward improving Group 5 emergency services capability and capacity and fulfilling our duty. I wish each of you a healthy and prosperous New Year.

Respectfully,

Robert G. Little 1Lt. CAP
Group 5 SER-FL-370
Emergency Services Officer





Conduct Actions If Lost, Task #O-0601

S.U.R.V.I.V.A.L.

- 1) **Size up the situation.** Look at where you are. What resources (water, wood, etc.) are available nearby? What dangers are there? (see task O-0101 - Identify Natural Hazards.) Inventory your equipment to establish what tools you have to handle the situation. Are there people nearby who might be able to help you? For example, if you just became separated from your team, just blowing your whistle might rescue you. (See task O-0406 - Use Whistle Signals)
- 2) **Undue Haste Makes Waste. STOP.** Walking around aimlessly is a waste of energy. Take your time and think about your decisions. You could easily make the situation worse by moving farther from help, injuring yourself, or losing an important item.
- 3) **Remember Where You Are.** You may not be as lost as you think, just momentarily disoriented. Think about the last time you knew where you were, and what happened next. Mark your current location, and memorize it. That way, as you look around, you will not become more lost.
- 4) **Vanquish Fear and Panic..** These feelings are natural, but might lead you to do something that you have not thought through clearly. If you are tired, frustrated, or near panic, stop and rest. Provide your body and mind with a few minutes or hours of down time. This will help to calm anxieties and better prepare you to handle the situation. Keep a positive mental attitude -- believe you are going to be all right.
- 5) **Improve Your Situation.** Think about how to be found, safe from danger, and more comfortable.
 - a) Find a clear area. This will facilitate your being spotted from the air.
 - b) Establish shelter for your body. If you have to spend the night in the wilderness, spend the necessary time to build adequate shelter and a fire. Maintaining body warmth and protection is a high priority.
 - c) Establish signals. Place orange markers or vests in nearby location. Preferably where they can be seen from the air. Do not forget Ground to Air Signals (task O-0703). Build a large signal fire. Establish a schedule for blowing your whistle to attract anybody in the area. If you are moving at night, stay in the open. Tie your chem-lite to the end of a string and swing it in a circle over your head. This will make you easy to spot from the air, and make it easy for the pilots to tell the difference between you and the lights of the ground searchers looking for you.
 - d) Find water. If you are in a wilderness area, remember that downhill always leads to water. Do not drink standing water, build a fire and boil it at least one minute to remove bacteria. Rain water, melting snow or ice will provide adequate bacteria-free water.
 - e) If you have to move, remember that downhill and downstream leads to civilization. Moving uphill will rarely lead you to any help.
- 6) **Value Living.** Never stop trying. Giving up is the surest way to ensure failure. No matter how cold, wet, or tired you get, do not forget that positive mental attitude. Never give up!
- 7) **Act Like the Natives.** Observe animals in the area. They live here -- they know where the where food and water are, and what the dangers are. (be careful what you eat, though. Some plants are poisonous to people but harmless to animals.)
- 8) **Learn Basic Skills.** And use them. This book is full of them. Make sure you know how to build a fire, avoid hazards, build a shelter, signal for help, and find water.

S.T.O.P.

- 1) **Stay where you are.** Rather than wandering aimlessly, don't move unless it is more hazardous to stay where you are than to move.
- 2) **Think before acting rashly.** If something does not seem right, it probably isn't. If you take the time to stop and think, you may come up with a better solution.
- 3) **Observe your surrounding and its' inhabitants.** Animals survive on natural instinct experience in their surroundings. By observing their habits, and in many cases mimicking them, you will survive.
- 4) **Plan for the worst.** Most people who do not survive had the tools and the knowledge to survive, but got caught off guard and didn't do anything about it. If you plan for the worst using what you have, you will at least be ready, and kept your mind off of being lost and re-focused your energy on living.

If you ever end up in a survival situation, remember that a Positive Mental Attitude will save you. If you don't want to live, then most of what you do will be a waste of time, but if you really do want to live then you have a chance. There are many stories of people that should have died days earlier being rescued and returning to happy and healthy lives long after the normal person dies. And there are obviously many other of people who died that shouldn't have. Stay focused, and tell yourself you want to live!

-Ground Team Member & Leader Reference Text



Get Ready..., Get Set..., What Each Member Should Do Now

1. Complete IS-700 online, if you have not yet complied. Enter completion data into OPS QUAL (see #3). Place copy of completion certificate in squadron files and personal file. **Do this now!**
2. Keep records up-to-date. Please review your personal records at CAP eServices to determine which ES training you may need to renew or complete as prerequisite for additional ES achievement. Notify your unit ESO if you think there is a discrepancy in the data listed online. Establish a set of personal goals for skill development and then participate in as many ES training activities as you can. **Do This Now!**
3. Mark your Calendars for ES training - **Do This Now!**
4. To enter completed SQTR tasks into OPS QUAL online:

Logon to eServices.

Click on [My Operations Qualifications](#) in the left hand column.

Click on [Emergency Services](#) on the top navigation bar.

Click on [SQTR Entry](#).

Select desired specialty from Achievement drop-down box.

Scroll down to **enter Trainer information** from signed SQTR.

Choose task, enter Trainer CAPID and Date, enter mission number if applicable, click on [check to save](#) box. Repeat for each completed task.

Click on [Submit](#).

If Preparatory tasks have been completed the specialty will be added to your 101 card with an asterisk (*) to denote trainee status.

If 101 card qualifications change after task entry, print out new card.

5. When signing-in to a mission, you may be required to produce certain personal documents. This same procedure will be used for all training missions as well. To prepare for training, please insure you have the required documents ready to present at sign-in.

These documents include:

Your CAP ID card,

A current 101 card,

A current CAPF 60, (2 copies)

If trainee, signed copy of SQTR.

If you do not have this documentation, and are uncertain how to get it, contact your unit ESO. This documentation is mandatory.

6. Upload an appropriate photograph into OPS QUAL for ID / 101 badge. **Do This Now!**
 7. Complete other appropriate NIMS training IS 200, IS 300, IS 400, IS 800 online training.
 8. Complete appropriate portion of Continuing ES education (CAPT 117).
 9. Complete BCUT or ACUT communication training for Radio Operator Authorization (ROA) card.
 10. Keep First Aid / CPR qualifications current. Look for CERT training.
-



Keeping SQTR Approval and Sign-off Dates Sequential

The CAP core value of excellence dictates that emergency services personnel strive to provide a professional-level of service. The quality of training remains a critical factor in the success of the program and must be balanced with the goal of deeper ES resources through a strict training standard.

You become qualified for a CAP ES specialty achievement by completing all of the requirements listed on the SQTR for each specialty. The five sections on the Specialty Qualifications Training Record (SQTR) are meant to be completed sequentially.

In the first section, the candidate must complete the prerequisites and received the Commander's Approval prior to being checked-off on any Preparation and Familiarization tasks found in the second section.

Once the candidate completes the tasks in section two, she should seek the commander's approval for advanced training, prior to being checked off of any advanced tasks in the third section. The advanced tasks should be signed-off on or before the date of the first mission experience listed.

The fourth section is mission experience. Each mission experience should be based on one operational period, this varies from one hour in grid for aircrews to an eight-hour shift for section chiefs. The fifth section is the commander's final of three approvals.

When completing your SQTRs for new specialties or renewals. Make certain the task sign-off date is on or after the commander's approval date for starting the training in that section. Make certain the first mission experience is on or after the completion of the advanced tasks. The second mission experience can be on or after the date of the first mission provided the on-duty operation periods correspond to regulations.

When conducting training, each member should be afforded the opportunity to learn each task in its traditional sense. Many specialties share-skills which must be refreshed in each learning cycle. This means that just because the task is shown as completed in OPS Quals from a previous qualification, the candidate still needs to demonstrate proficiency as part of the qualification process for the new specialty. This 're-check' date is the date that should appear on the SQTR.

Members should enter form 60 emergency contact info into WMU

The Incident Management Utilities (IMU) system is a primary tool used by Incident Commanders to manage personnel, resources, and complete required reports.

The database is updated from the NHQ OPS QUAL database. Unfortunately this does not include emergency contact information for individual members. This adds additional steps to complete during the check-in process. The emergency contact information must then be entered manually for each person. Members can help eliminate this issue by logging onto the WMU website and entering your contact information into the web database. That's right!!! You would no longer have to spend ten minutes standing in a line to check-in.

All qualified ES personnel should complete this simple procedure ASAP.

- a. **Go to <http://wmu.nat.cap.gov>**
- b. **Create account for yourself if you have not already done so.**
- c. **Log in and select Member as the functional level.**
- d. **Click Emergency Contact Info button.**
- e. **Enter all the fields for Person to notify in case of emergency.**
- f. **Click Update Contact Info button.**
- g. **Fill in the medical info and click Update Medical Info button.**
- h. **Print a hard copy of CAPF60 (bring it along in case of SNAFU).**



Acronyms used in this issue

ARCHER	<i>Airborne Real-time Cueing Hyperspectral Enhanced Recon</i>
CAP	<i>Civil Air Patrol</i>
COM	<i>Communication Radio</i>
DF	<i>Direction Finding</i>
DME	<i>Distance Measuring Equipment</i>
DR	<i>Disaster Relief</i>
ELB	<i>Emergency Locator Beacon</i>
ELT	<i>Emergency Locator Transmitter</i>
ES	<i>Emergency Services</i>
ESO	<i>Emergency Services Officer</i>
FASC	<i>Financial/Administrative Section Chief</i>
FEMA	<i>Federal Emergency Management Agency</i>
FLWG	<i>Florida Wing</i>
GBD	<i>Ground Branch director</i>
GPS	<i>Global Positioning System</i>
ICS	<i>Incident Command System</i>
LSC	<i>Logistics Section Chief</i>
MSA	<i>Middion Staff Assistant</i>
NAV	<i>Navigation Radio</i>
NHQ	<i>National Headquarters</i>
NIMS	<i>National Incident Management System</i>
OPS QUAL	<i>Operations Qualifications</i>
OSC	<i>Operation Section Chief</i>
PSC	<i>Planning Section Chief</i>
SAR	<i>Search and Rescue</i>
SAREX	<i>SAR Exercise</i>
SQTR	<i>Specialty Qualifications Training Record</i>
TBA	<i>To Be Announced</i>
UHF	<i>Ultra-High Frequency</i>
VHF	<i>Very-High Frequency</i>
Wi Fi	<i>a trademark name for wireless network</i>

ES Members Should Upload Photo Into OPS QUAL

The uploaded personal photo will be printed on your 101 card with your complete emergency services and NIMS qualifications listed on back. This card can be then used as a photo ID required under NIMS.

The photo must meet certain criteria (see list below) and once you upload the photo, it must first be validated by the unit commander.

Photo Specifications

- ◇ Photo must have been taken within the last 12 months.
- ◇ Must be a color picture, full face, front view with a white or off white background.
- ◇ Photo should capture from slightly above the top of your hair to the middle of your chest.
- ◇ Head should be centered within the picture and looking at the camera with eyes open.
- ◇ Photo should be in normal street attire or appropriate CAP uniform.
- ◇ Headgear should not be worn.
- ◇ If you normally wear prescription glasses, they should be worn for the picture.
- ◇ You can also try taking your picture vertically instead of horizontally.
- ◇ Flags in background not permitted due to recent NEC decision.
- ◇ Photo size should be around 60 k.
- ◇ Photo should be in .jpg, .gif or .png format.

Uploading a CAP Photo

1. Logon to eServices, select CAP Photo Upload on left
2. Select the Photo (format should be a .jpg, .gif, or .png) from your computer by clicking the "Browse" button.
3. Click "Continue to Crop" button.
4. Resize and drag the box to highlight your head and shoulders, the portion that is saved for your photo.
5. Click "Crop Photo" button.
6. Make sure you are satisfied with your new CAP photo.

ES Members Should Apply For A FLWG Driver's License

FLWG Form 3, used to apply for a Wing Drivers License was changed as of the beginning of October. The changed form may be accessed from the logistics web page, or from the main page link, "Publications". Here is a direct link to the new form. <http://flwg.us/publications/FLWG%20FORM%203%20OCTOBER%202008.pdf>
Any form published prior to Oct 08 cannot be used to obtain a license.

Here's how to get a Florida Wing Drivers License.

1. Complete and print the [FLWG Form 3](#), sign it and have it signed by your Commander.
2. Attach a copy of the front and back of your drivers license.
3. Email, Fax or Mail to: Major Bruce Sage, bsage@flwg.us, Fax (954) 341-4807, 12404 NW 52nd Court, Coral Springs, FL 33076

We encourage you to apply for a Wing Drivers License. Thank You,
Bruce Sage, Maj, CAP
Director, Florida Wing Logistics