MARYLAND WING
EMERGENCY   SERVICES (ES)
OFFICER
"HOW TO" PAMPHLET

1 FEB. 2005

CONGRATULATIONS!

So you've volunteered (or been volunteered) to be your Squadron's Emergency Services (ES) Officer. Congratulations! You're now responsible for one of CAP's three missions within your unit. The ES Officer is critical if a unit is going to have an ES Capability. This pamphlet is designed to help you get started, and give you instructions and hints on how to do the job.

GETTING READY

Make Contacts: The first thing you have to do is to introduce yourself to your Group ES Officer, if there is one. This is your primary point of contact, and the person you should ask when you don't know what to do. If you don't know who this is, ask your Squadron Commander to find out for you. The second thing is to introduce yourself to the Wing Director of Emergency Services. His phone number is in the Wing Directory.

Become ES Qualified: To administer the program, you've got to understand it. You need to be qualified in at least one ES specialty as soon as possible. If you haven't already done so, take the online CAPT 116 and get your CAPF 101 General ES Card. Then pick a specialty (like Ground Team Member or Scanner) and get yourself qualified. Talk to your Group ES Officer, or ask personnel in your squadron who have ES specialties, on how to do this.

Gather Your Materials: When you look at the list below, it may seem pretty big. Don't worry - you'll refer to them so often that they'll become second nature quickly. You can get the CAP Regulations and Forms through the bookstore (or your unit should already have them). You can also download most of the Regulations and forms from the National web site. You can get the MD Wing Supplements and Forms off the Wing Website, or from your Group ES Officer.

Publications. You should gather the current copies of the following publications into a binder. READ THEM! Carry them with you to squadron meetings.

CAPR 60-3 (CAP Emergency Services Training and Operational Missions)
CAPR 60-4 Vol.1 Part 1, CAP ES Mission Forms
CAPR 60-4 Vol.1 Part 2, CAP ES Mission Forms-ICS
CAPR 60-4 Vol.2, CAP ES Training Forms
CAPR 60-5 Critical Incident Stress Management
MD Wing Supplement to CAPR 60-3
MD Wing Supplement to CAPR 60-4
CAPP 213 Specialty Track Study Guide-Emergency Services Officer
Ground and Urban Direction Finding Team Tasks
Aircrew and Flight Line Tasks
Mission Staff Tasks

Forms. Insure you have enough copies of the following forms

SQTR (Specialty Qualification Training Record)(for each specialty)
CAPF 83 (CAP Counter drug Application)
CAPF 100 (Request for Operational Mission Specialty or Training Card)
CAPF 114 (CAP ES Qualification Record)
MWF-64 (Ground Team Resources Form-located in the MD Wing Sup. To 60-4)
MWF-90 (Medical Release Form)
MWF-103 (Mission Authorization/Personnel Register)
MWF-121 (Vehicle/Aircraft Sign in Form)

DOING THE JOB

Overview

As your squadron's ES officer, you have three main duties (these have been adapted from CAPR 20-1. These are:

1. *Develop and Maintain an Emergency Services force to support Wing ES operations.* This is your primary job - to make sure your unit can support CAP's ES mission. Every unit is different - some are primarily ground team oriented, some are aircrew, still others are flight line or mission staff oriented. Most units do more than one. But it's YOUR job to make sure your unit is trained to support MD Wing ES efforts. To accomplish this duty you must:

a. Process paperwork to get personnel their SQTRs, and 101 Cards

b. Become familiar with the National Website, eServices, and MIMS data system.

c. With your Squadron Commanders concurrence either enter all data (from SQTRs) in the MIMS data base or validate that data entered by your squadron members.

d. Plan and execute classes and training exercises.

e. Coordinate your squadron personnel's attendance at Group and Wing exercises.

2. ***Maintain records on the status of squadron ES personnel and equipment, and report this information to higher headquarters.*** This is done so that Wing knows what your squadron can do. If you don't report your capabilities, you'll never get called to use them! To perform this duty, you must:

a. Register your Ground Team with Wing (if your unit has one)

b. Report ES status to Wing Director of ES

3. ***Develop and maintain a rapid alerting system for assembling your ES personnel***. Emergency missions tend to come up at the most inopportune times. You need to come up with a way to reach your people when you need them. To perform this duty, you must:

a. Prepare alert rosters

b. Exercise alert rosters

How to Do It

Here's the "meat" of the job. Below are the specific steps needed to perform each task. The numbering system matches above. (So, for example, "Prepare Alert Rosters" is under para. 3.a).

1. Develop and Maintain an Emergency Services force to support Wing ES operations

a. Process paperwork to get personnel their 101 Cards and SQTRs.

1) Make sure all members of your Squadron have a CAPF 114 Specialty Qualification Training folder. This is a folder to record and maintain all records and documentation of qualifications. Keep these secure, either with their master records or in a separate secure ES drawer.

2) For all SQTR's -

a) The individual will prepare a CAPF 100 requesting a SQTR in a specialty. With your Squadron Commanders approval, you will issue the requested SQTR.

b) Develop a method to track outstanding SQTRs. You will need to make a report, at least quarterly, to the Group ES officer on what SQTR are outstanding in your unit and what progress is being made toward qualification.

c) Determine with your Squadron Commander what system you will use to enter data into the MIMS system. The easiest method is to make the individual member responsible to enter all data when each specialty task is complete and signed off by a qualified supervisor. The Squadron Commanders responsibility is to then verify, in the computer that these tasks are correct. (He/she needs to see the SQTR to do this). The Squadron commander can delegate this to you, the ES officer. Discuss this with him/her.

d) Request the authority to verify data in the MIMS system. You can receive this authority from your Squadron Commander, as he/she is the Squadron Web Security Administrator.

3) For 101 General Emergency Services (GES) Cards.

a) The Squadron is the issuing authority for Basic GES 101 Cards.

b) After you validate the Basic GES requirements, you, the Squadron Commander, or the individual can download the 101card from the MIMS system. It is recommended that this card be laminated to increase wear.

c) REMEMBER - you can't issue a 101 GES Card until the member has completed Level 1 (for seniors) or Achievement 1 (Curry) and completed the CAPT 116, both parts.

d) Keep a copy of all CAPF-100's, all SQTRs, 101Cards and any other special training, such as BCUT or First Aid, etc., in the individuals CAPF 114. (Required by CAPR 60-3, 1-4.c.1)

4) For all other 101 Cards

a) Once the SQTR is completely signed off, and all data has been verified in the MIMS database, by you, or your Squadron Commander, forward a copy of the SQTR and supporting documentation to the Wing ES Officer.
1) Example, BCUT, First Aid, etc. You need only send the supporting documentation once to the Wing ES Office

b) KEEP A COPY of the SQTR and place it in the individuals CAPF 114. Give the original back to the individual. Check in a week or so to make sure the Wing ES Officer received his copy and has approved the specialty in MIMS.

c) As in (3.b) above, download the 101 card.

b. Renew 101 Cards:

1) Keep records of when cards expire, and notify the member a few months out so he/she can perform the training needed to renew.

2) Individuals can periodically check their information in MIMS. This will alert them of when a qualification is close to expiring.

3) Before the individual expires, the member or you the ES officer need to go into MIMS and enter re-qualification data. Then they need to give you a verification of that data to give to the squadron commander to approve in MIMS. Then it needs to be forwarded to Wing for final approval in MIMS.

4) CAPR 60-3 Chapter 2 Paragraph 4, explains "Renewal of Specialty Qualifications". Become familiar with it so you can help your Squadron members. Basically, every three years a person needs to be supervised and evaluated during a mission in each specialty or equivalent specialty in which they are qualified. Refer to the appendix of 60-3 for the equivalency chart.

c. Plan and execute classes and training exercises -Training comes in two types, mandatory classes required by Wing for certain specialties, and additional training that your unit decides it needs. For all training you must PLAN, PREPARE, and EXECUTE the training.

1) PLAN:

a) Decide what to train

(1) See para. 2-8 of MD Wing Supplement to 60-3 for a list of the standard ES Classes. This lists all the classes, who needs them, what the prerequisites are and who may teach them.
(2) Talk to your squadron personnel about other training they may need. This could include communications classes, first aid classes, weekend ground team training, flight line training, etc.

b) Arrange for a qualified instructor. If you don't have a qualified instructor in your unit, talk to your group ES officer.

c) Choose a project officer. This is the person who will be in charge of the training, and will make sure things go well. The project officer might be the instructor, but might be a student (especially if the instructor is not a CAP member - someone from CAP must be in charge).

d) Pick a date and location. Check the Wing and unit calendars to make sure you're not conflicting with other events.

e) Let your Group ES Officer know what you're planning - he/she might know of personnel in other units who need the same training, and would want to come to your class. Invite nearby units.

2) PREPARE (the Project Officer should do this - often it will be you!)

a) Ensure the instructor has the necessary visual aids and training materials needed.

b) Ensure that your personnel meet the prerequisites for the class.

c) Issue an Operations Order. This can be written or verbal, depending on how big your activity is. There are five paragraphs in an operations order, and if you use all five, you'll be sure to have thought through how to run the activity. The five paragraphs of an operations order are:

(1) **SITUATION** - this paragraph is very short, and concerns itself with the situation surrounding the training, for example what the weather should be like, what outside units are participating with you, etc.

(2) **MISSION** -This is normally one sentence, answering the questions Who, What, Where, When, and Why. For example "Podunk Squadron will conduct a Basic ES Course on 11 November from 1900 to 2100 to allow new members to gain their GES 101 Card"

(3) **EXECUTION** - This is where you spell out exactly what's going to happen at the activity; including the schedule of events, what time personnel need to arrive, what they need to do before the training begins, etc.

(4) **SERVICE SUPPORT** - This is where you discuss how you're going to support the operations logistically. For example, are meals included, or should personnel bring their own? What is the plan if someone gets hurt during the activity? How much does the activity cost? For classroom training, this is very short. For field training, it could be longer.

(5) **COMMAND AND SIGNAL** - In this paragraph you answer the questions of who's in charge, where will that person be located, and how can you get ahold of them. This could include the phone numbers and email address of

the project officer, the instructors, and the classroom/training area. Include any information on radios to be used (frequencies, callsigns, etc.)

        d) Ensure the Cadet Protection Policy rules are met (at least one senior present, two for overnight activities)

        3) EXECUTE (definitely the project officer's job)

        a) Make sure all personnel sign in on a MWF 103. Put the Activity number on the form. (If used)

        b) Keep accountability of personnel. Know where everyone is.

        c) Enforce safety and discipline.

        d) Make sure all attendees who complete the training get proof of their completion. If there is no certificate, make up a memorandum and have the instructor sign it. Keep copies of the personnel files.

        e) Ensure all personnel get home safely.

d. Coordinate your squadron personnel's attendance at Wing exercises. When Wing (or Group) plans an ES Training activity, it is your job to:

        1) Make sure everyone knows about the training. Announce it at squadron meetings, put out e-mail, and put it in the unit newsletter. Often training opportunities come up with little notice - you'll have to use your alert roster to make phone notifications.

        2) Find out who plans on attending. Ensure they meet the prerequisites for the course (coordinate with your Group ES officer if you're not sure what the prerequisites are). Don't send personnel to training that they're not qualified for.

        3) Help ensure everyone attending has transportation. Coordinate with other members of the squadron staff as necessary to use the unit van (if available) or arrange carpooling.

        4) Provide the Group ES Officer with a list of attendees at least 3 days prior to the event (two weeks is better, when possible). This lets the instructors know how many trainees they're going to have.

        5) Assign a project officer from your unit. This is someone who's attending who will be responsible for making sure your personnel are taken care of.

        6) Make sure you get proof of attendance for each attendee's files. You might do this by having the project officer collect the certificates and give them to you.

You then copy them, file them, and give a copy back to each attendee. For an event with no certificate or memorandum (like a SAR), prepare a memorandum listing who went, and have your commander sign it. Put copies in every attendee's personnel file.

　　　　e. Ensure all personnel have a MWF-90 on file and on their person. The MWF 90 is a form listing the medical problems of the member, who to notify in case of emergency, etc. Inspect personnel from time to time to make sure they have one whenever participating in a training SAR. Keep a copy in a binder so the project officer for your unit can take it along with them on the SAR. At least quarterly, review the binder to make sure it's up to date. Make personnel fill out a new one yearly.

2. Maintain records on the status of squadron ES personnel and equipment, and report this information to higher headquarters

　　　　a. Register your Ground Team with Wing. Follow the procedures in MD Wing Supplement to 60-3, Chapter 9. Re-register every January and July, or when there is a change to your team.

　　　　b. Report status of all SQTR holders to your Group ES Officer. At least once a quarter, by the 20th day of the first month of each quarter, send in a report that documents what SQTRs have been issued in your squadron and what progress is being made toward qualification.

3. Develop and maintain a rapid alerting system for assembling your ES personnel

　　　　a. Prepare alert rosters. This should be a list of ES Personnel with their phone numbers, arranged so each person knows who to call. This way, you only call two or three people, and they call down from there. Arrange your list so that all the Ground Team personnel are together, all the Air Crew are together, etc. This way, if you only need to alert one type of ES specialty, it's easy to do. Task P0102 in the Ground and Urban Direction Finding Team Tasks gives a good example of how to set this up. Update it at least quarterly. Make sure Group and Wing get a copy (they won't call you if they don't know who to call)

　　　　b. Exercise alert rosters. At least monthly, call down the roster to make sure it still works. For example, you could call down on a night before your squadron meeting and tell everyone to bring something to the meeting. When you see who brings the thing, you know who got the word. You can also use the alert roster to notify personnel about training activities and other normal squadron business. If you don't exercise your alert roster, it won't work when you need it.

QUESTIONS?

If you have any questions about this pamphlet (or suggestions on making it better), contact the MD Wing Director of Emergency Services. Phone number and email address will be in the Wing Directory.