



CIVIL AIR PATROL
U.S. AIR FORCE AUXILIARY

CAPP 70-3

Emergency Services Officer

Specialty Track Guide

CIVIL AIR PATROL NATIONAL HEADQUARTERS
MAXWELL AIR FORCE BASE, ALABAMA

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Preface

This pamphlet is designed to prepare members for the responsibilities of serving as a Civil Air Patrol Emergency Services (ES) Officer. As you become involved in one of the three charter missions of the Civil Air Patrol, this guide should provide a means to shape your training, making you an effective staff officer and helping you serve your community, state, and nation.

In today's Civil Air Patrol, the Emergency Services Officer may manage staff, coordinate training and response programs, interface with other staff officers or representatives of other agencies, develop policies and procedures to ensure mission safety and accomplishment, and be involved in the development and implementation of operations plans, programs, and directives. Emergency Services Officers must also be able to develop standard operating procedures for the control and operation of CAP resources, working closely with communications, operations, logistics, and command at all organizational levels.

This specialty track has a structured progression across three levels: Technician, Senior, and Master. Each section of this guide outlines the competencies and qualifications needed for advancement, ensuring a gradual and comprehensive development path for members. Members must complete each rating level sequentially, and each subsequent rating is contingent upon successfully fulfilling the requirements of the preceding level.

Final approval for each rating will be submitted by the member's unit commander in eServices. Upon certification of a Technician, Senior, or Master rating, members will earn the privilege to wear the appropriate Emergency Services Officer Occupational Badge.

Where possible, units should assign an on-the-job training (OJT) supervisor to guide members through each level of the specialty track. If an OJT supervisor is not available, members must engage in self-study and apply the principles in practical settings. Region Directors of Emergency Services should provide active support and mentorship to Wing Emergency Services Officers. In turn, Wing Emergency Services Officers should assist in the training and development of Group and Squadron Emergency Services Officers.

This specialty track is governed by a number of CAP regulations which are provided later in this pamphlet. Feedback, recommendations and requests for waivers should be directed to CAP National Headquarters Director of Operations (CAP/DO) at do@capnhq.gov.

Overview

This pamphlet outlines the Emergency Services Officer specialty track, providing members with a comprehensive understanding of CAP's emergency services programs and detailing the path to advance in proficiency and achieve higher ratings. The specialty track is structured into three progressive levels: Technician, Senior, and Master. Each section of this pamphlet specifies the training, supervision, and operational requirements needed to attain each rating, ensuring a clear development path for members serving in this critical role.

An Emergency Services Officer must be able to supervise multiple staff members and coordinate various emergency response and training programs. Depending on the structure of the unit or wing, the Emergency Services Officer, Operations Officer, and Standardization/Evaluation Officer may function as separate roles, each reporting directly to the Commander or Chief of Staff. Alternatively, in some units or wings, the Emergency Services Officer and other operations-related specialty officers and assistants may report to the Operations Officer or Director of Operations. Subordinate roles such as Search and Rescue Officers, ES Training Officers, Small Unmanned Aerial Systems Officers, and Homeland Security Officers may also report to the Emergency Services Officer, depending on the unit's needs and structure.

Emergency Services Officers may begin their on-the-job training (OJT) in one of these supporting positions, reporting to a primary Emergency Services Officer. This pamphlet emphasizes the importance of understanding the operational aspects of CAP's emergency services mission. Whether working under the mentorship of a higher-rated Emergency Services Officer or independently, members must meet all outlined requirements to advance through the specialty track. Time requirements for each rating level must be adhered to, unless a rare waiver is requested by the Wing or Region Commander and approved by CAP/DO. Waivers are considered only for individuals with significant, documented prior experience in emergency services operations.

Prerequisites for Entry into Specialty Track

All candidates must have completed Professional Development Level 1 and the General Emergency Services (GES) qualification before being enrolled in the Emergency Services Officer specialty track. Members must also have a basic knowledge of CAP, along with the ability to use computers, eServices, Operations Qualifications (Ops Quals), CAPs Mission Management System (currently WMIRS) and effectively be able to interpret data from these systems.

Emergency Services Officer Position List

Where indicated throughout this publication, "serve in an Emergency Services Officer staff position", serving as a primary or assistant in any the following duty positions are considered to meet this requirement.

- Emergency Services Officer
- Emergency Services Training Officer
- Search and Rescue Officer
- Disaster Preparedness Officer
- Homeland Security Officer
- Counterdrug Officer
- Small Unmanned Aerial Systems Officer
- Operations Officer**
- Director of Emergency Services (Wing or Higher)
- Director of Operations (Wing or Higher)**
- Counterdrug Director (Region)
- Deputy Chief of Staff for Emergency Services (Region)
- Deputy Chief of Staff for Operations (Region)

***Staff in Operations Officer positions may find it more appropriate to pursue the Operations specialty. Time in these positions may count toward both tracks if approved by the commander, provided the experience meets the requirements for each specialty.*

Note: Commanders performing these roles should document their service in the eServices Duty Assignment utility to ensure credit toward specialty track advancement.

Training Objectives and Requirements

The objectives for the Emergency Services Officer specialty track are to develop highly motivated and well-trained ES Officers who will:

- Learn through a progressive "crawl, walk, run" approach, where mentors guide junior Emergency Services Officers at the unit level, gradually expanding their responsibilities and operational scope as their competence and experience grow.
- Build and support effective training and response programs for key CAP mission areas, including search and rescue, disaster relief, homeland security, counterdrug operations, USAF support, and other emergency response missions as needed.
- Establish and maintain a network of contacts with local, state, and federal authorities to stay informed about changing needs and to facilitate the integration of CAP resources into emergency response efforts.
- Work effectively in planning for and responding to emergencies across all echelons of CAP, collaborating with other Wings, Regions, and external agencies to achieve mission objectives.

Each level of the specialty track contains Knowledge, Training, Performance and Service Requirements, which must be completed to attain each successive rating. These requirements vary as the candidate advances through the levels and are fulfilled through a combination of self-study, OJT experiences, and coordination with an assigned OJT supervisor or higher-rated Emergency Services Officer.

- **Knowledge Requirements** are objectives detailing what candidates must know to achieve the rating. An online test serves as the method for demonstrating this knowledge. The exams are open-book, with a passing score of 80% and no time limit.
- **Training Requirements** are objectives require candidates to learn and understand various systems and processes associated with CAP Emergency Services.
- **Performance Requirements** describe the tasks and duties candidates must complete through active participation to achieve the rating.
- **Service Requirements** specify the duration and area of service required for candidates to receive the rating. While candidates are not limited in the roles they may take on as Emergency Services Officers, it is recommended that they start with modest responsibilities, increasing their level of involvement as they progress.

Guidance for OJT Supervisors and Unit Commanders

The on-the-job training (OJT) supervisor plays a crucial role in the success of the Emergency Services Officer in training. These senior member officers, in partnership with the unit's commander, guide the candidate through the knowledge, training, performance, and service requirements necessary to achieve the rating they are pursuing.

Once the OJT supervisor is satisfied that the candidate has met all the requirements for the desired rating, they and the candidate will notify the unit commander. The unit commander then reviews the candidate's qualifications. When the commander is confident that the candidate can perform at the level required and has fulfilled all service requirements, they will record the award of the rating in the candidate's master record by entering it through the specialty track administration module in eServices.

Awards, Badges, and Ribbons

Upon earning the Emergency Services Officer Technician rating, a CAP senior member qualifies to wear the basic Emergency Services Officer Occupational Badge and the Leadership Ribbon. At the completion of the Senior rating, a bronze star is added to the ribbon, and the member wears the Senior Level Emergency Services Officer Occupational Badge. Upon achieving the Master rating, the bronze star on the ribbon is replaced by a silver star, and the member may wear the Master Level Emergency Services Officer Occupational Badge.

| Rating Level | Leadership Ribbon | Occupational Badge |
|--------------|-------------------|--------------------|
| Technician | | |
| Senior | | |
| Master | | |

Publications for Emergency Services Officers

Certain publications should be read by all CAP members; others apply directly to the Emergency Services Officer. Emergency Services Officers should be familiar with those publications that have high relevance for all CAP members and should know those publications that are critical to the Emergency Services program.

**Below is a list of important publications & programs that Emergency Services Officers should review and learn.
ALL CAP PUBLICATIONS CAN BE FOUND ON THE [CAP PUBLICATIONS LIBRARY](#)**

- The following Regulations are considered **PRIMARY** regulations for Operations Officers. All Appendices, Interim change letters (ICLs), and associated pamphlets and forms should be reviewed and understood:
 - CAPR 39-4, Operations Ratings, Awards and Badges
 - CAPR 60-3(I), CAP Emergency Services Training and Operational Missions
 - CAPR 60-6, CAP Counterdrug Operations
 - CAPR 70-1, Civil Air Patrol Flight Management
 - CAPR 70-4, Civil Air Patrol sUAS Flight Management
 - CAPR 103-1, Payment for Mission Support
 - CAPR 130-2, Civil Air Patrol Aircraft Maintenance Management
 - CAPR 900-3, Firearms and Assistance to Law Enforcement Officials
 - ***NOTE: All of these publications should be mastered throughout the course of an Operations Officers participation in this specialty track. Exams for this specialty track are derived from these publications and documents.***
- The following Regulations are primary regulations for other duty positions, however, can impact the Operations Officer role, and so Operations Officers should have a familiarity and understanding of the content of the regulation, as well as any associated ICLs, pamphlets and forms:
 - CAPR 20-3, Inspections
 - CAPR 30-1, Organization of Civil Air Patrol
 - CAPR 39-1, Civil Air Patrol Uniform Regulation
 - CAPR 40-1, Civil Air Patrol Senior Member Education & Training Program
 - CAPR 100-1, Radio Communications Management
 - CAPR 160-1, Civil Air Patrol Safety Program
 - CAPR 160-2, Safety Reporting and Review
- These are additional resources for the Operations Officer, to assist them with their roles:
 - [Civil Air Patrol Website Emergency Services Pages](#)
 - [WMIRS 2.0 Instructional Videos](#)
 - [ES Qualification Task Guides, Reference Texts, and Training Material](#)
 - [CAPabilities Content](#)
 - [AFI 10-2701, Organization and Function of the Civil Air Patrol, Air Force-Assigned Missions](#)

Achieving the Technician Rating

Objectives

The objectives for the Technician rating in the Emergency Services Officer specialty track are to:

- Describe the evolving role of CAP in Emergency Services, with guidance from an on-the-job training (OJT) mentor, to understand how CAP's mission and capabilities continue to change.
- Explain the differences between Tactical Control (TACON), Operational Control (OPCON), and Administrative Control (ADCON) and identify which positions exercise these different types of authority.
- Describe the functions of the various Emergency Services Officer roles within the specialty, including Emergency Services Officer, Emergency Services Training Officer, Homeland Security Officer, Search and Rescue Officer, Disaster Preparedness Officer, Counterdrug Officer, and Small Unmanned Aerial Systems Officer.
- Explain how duties and responsibilities vary across CAP echelons, including the squadron, group, wing, and region staff levels, for the positions listed above.
- Develop a working relationship with Group and/or Wing Emergency Services Officers, utilizing this relationship to keep your unit commander informed of relevant activities and events.
- Use tools and resources to manage personnel, equipment, vehicles, and aircraft, including determining resource status, fulfilling requests, and providing data to colleagues and counterparts.
- Demonstrate knowledge of resource activation procedures, including how resources at your organizational level are activated for CAP missions.

Position Description

The Emergency Services Officer trainee at the Technician Level is expected to:

- Develop professional relationships with agencies responsible for search and rescue, disaster relief, domestic emergencies, and civil defense, to foster collaboration and coordination in emergency services operations.
- Develop and maintain a cadre of qualified members capable of fulfilling emergency services mission requirements.
- Develop unit-level training programs to ensure that well-trained emergency services personnel are available for mission needs, including search and rescue, disaster relief, and other emergency operations.
- Implement plans and standard operating procedures that align with and support the Wing's emergency services program.
- Maintain resource status records in cooperation with Logistics and Communications, tracking personnel, vehicles, aircraft, radios, and other emergency equipment available for ES missions.
- Coordinate administrative and maintenance functions by working with the unit commander and other staff officers (e.g., Communications, Operations, Maintenance, and Logistics) to ensure the readiness and availability of emergency services resources for mission execution.

Knowledge, Training and Performance Requirements

Knowledge Requirements:

- Understand and explain CAP's Emergency Services missions, including search and rescue, disaster relief, homeland security, counterdrug, sUAS, and USAF support operations.
- Explain the roles and functions of Emergency Services staff positions and how they contribute to CAP's emergency services operations.
- Understand and explain ADCON, OPCON, and TACON for CAP Emergency Services missions.
- Describe notification and activation procedures for ES missions at your unit, including strengths and areas for improvement.
- Explain the procedures for retaining and managing mission paperwork at the unit level.
- Demonstrate knowledge of ES resource management by using eServices to maintain and update personnel, equipment, and mission data.
- Explain how to enter a Significant Safety Occurrence (SSO) in the CAP Safety Information System (CAPSIS), including the deadline for reporting.
- Demonstrate how to use the NHQ website to obtain necessary information.

Training Requirements:

- Complete Level I of the Senior Member Professional Development Program.
- Obtain the General Emergency Services qualification in Ops Quals.
- Complete ICS Courses:
 - ICS 100 (FEMA IS-100.b or equivalent)
 - ICS 200 (FEMA IS-200.b or equivalent)
 - ICS 700 (FEMA IS-700.b or equivalent)
 - ICS 800 (FEMA IS-800.b or equivalent)
- Earn an aircrew or ground team qualification or operations-related incident staff qualification from Attachment 1.
- Develop and implement (or assist with) an annual emergency services training plan for your unit or higher level, considering training from other units and higher echelons.
- Develop a resource list of local training opportunities that enhance ES operations, including both CAP and non-CAP resources (e.g., Red Cross certification, local SAR training courses).
- Participate in at least three training or actual mission.
- Successfully complete the online test for the Technician rating.

Performance Requirements:

- Demonstrate the ability to perform assigned duties with minimal supervision.
- Correctly enter ES data, validate tasks, and approve achievements in Ops Quals.
- Demonstrate correct data entry into CAPs Mission Management System and Ops Quals.
- Create training sorties in CAPs Mission Management System and demonstrate proper closeout procedures, including verification of all required documentation and data entry.
- Serve in a squadron (or higher) Emergency Services Officer staff position for a minimum of 6 months.

Technician Level Training Checklist

| Knowledge, Training and Performance Requirements | OJT/Member Initials and Date |
|--|------------------------------|
| Knowledge Requirements: | |
| Understand and explain CAP's Emergency Services missions, including search and rescue, disaster relief, homeland security, counterdrug, SUAS, and USAF support operations | |
| Explain the roles and functions of Emergency Services staff positions and how they contribute to CAP's emergency services operations | |
| Understand and explain ADCON, OPCON, and TACON for CAP Emergency Services missions | |
| Describe notification and activation procedures for ES missions at your unit, including strengths and areas for improvement | |
| Explain the procedures for retaining and managing mission paperwork at the unit level | |
| Demonstrate knowledge of ES resource management by using eServices to maintain and update personnel, equipment, and mission data | |
| Explain how to enter a Significant Safety Occurrence (SSO) in the CAP Safety Information System (CAPSIS), including the deadline for reporting | |
| Demonstrate how to use the NHQ website to obtain necessary information | |
| Training Requirements: | |
| Complete Level I of the Senior Member Professional Development Program | |
| Obtain the General Emergency Services qualification in Ops Quals | |
| Complete ICS Courses: | |
| <ul style="list-style-type: none"> • ICS 100 (FEMA IS-100.b or equivalent) • ICS 200 (FEMA IS-200.b or equivalent) • ICS 700 (FEMA IS-700.b or equivalent) • ICS 800 (FEMA IS-800.b or equivalent) | |
| Earn an aircrew or ground team qualification or operations-related incident staff qualification from Attachment 1 | |
| Develop and implement (or assist with) an annual emergency services training plan for your unit or higher level, considering training from other units and higher echelons | |
| Develop a resource list of local training opportunities that enhance ES operations, including both CAP and non-CAP resources (e.g., Red Cross certification, local SAR training courses) | |
| Participate in at least three training or actual mission. | |
| Mission Number: _____ Date: _____ | |
| Mission Number: _____ Date: _____ | |
| Mission Number: _____ Date: _____ | |
| Successfully complete the online test for the Technician rating | |
| Performance Requirements: | |
| Demonstrate the ability to perform assigned duties with minimal supervision | |
| Correctly enter ES data, validate tasks, and approve achievements in Ops Quals | |
| Demonstrate correct data entry into CAPs Mission Management System and Ops Quals | |
| Create training sorties in CAPs Mission Management System and demonstrate proper closeout procedures, including verification of all required documentation and data entry | |
| Serve in a squadron (or higher) Emergency Services Officer staff position for a minimum of 6 months | |

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature _____ Date _____

Achieving the Senior Rating

Objectives

The objectives for the Senior Rating in the Emergency Services Officer specialty track are to:

- Develop a highly motivated and capable Emergency Services Officer able to manage and oversee effective emergency services programs.
- Demonstrate a thorough understanding of the duties and tasks associated with Emergency Services Officer positions at the squadron, group, wing, and region levels.
- Actively participate in planning and executing emergency services operations.
- Develop and maintain a network of contacts with local and state emergency services agencies to enhance CAP's integration and coordination in ES operations.
- Enhance communication skills to effectively convey requirements and identify opportunities to improve the organization's emergency services capabilities and capacity.

Position Description

In addition to all of the items from the Technician rating, the Emergency Services Officer at the Senior Level is expected to:

- Assist the commander by managing and directing emergency services operations at the appropriate echelon (squadron, group, wing, or region).
- Develop and oversee training programs to ensure the availability of highly qualified ES personnel for search and rescue (SAR), disaster relief (DR), and other emergency services missions.
- Develop and implement plans and standard operating procedures to support ES programs at the local, group, wing, or region level.
- Coordinate with counterparts at various echelons (higher and lower) and external emergency services organizations to optimize resource use in planning and conducting training and operations.
- Mentor new Emergency Services Officers to build a pool of motivated and well-trained talent for future leadership and operational needs.
- Serve competently in both frontline and supervisory roles upon obtaining qualifications in aircraft, ground, or incident staff mission positions.
- Oversee safety initiatives by managing training, reporting, and compliance with CAP safety standards for ES operations.

Knowledge, Training and Performance Requirements

Knowledge Requirements:

- Demonstrate a comprehensive understanding of CAP's Emergency Services mission and functions.
- Explain the roles and responsibilities of the CAP National Operations Center (NOC).
- Understand the roles of Emergency Services staff at various organizational levels and describe how they interrelate with positions such as Operations Officer and Communications Officer.
- Explain documentation processing procedures at the local and wing levels, including mission files, requests for reimbursement, and receipts, as well as the consequences of errors or omissions.
- State the rules for mission paperwork retention at the group or wing level.
- Identify local and state emergency services organizations with which the unit has or could conduct operations.

Training Requirements:

- Complete Level II of the Senior Member Professional Development Program.
- Complete the online Flight Release Officer (FRO) course (need not be appointed as an FRO).
- Attend a CAP wing, region, or national-level conference and actively participate in emergency services-related seminars since achieving the Technician rating.
- Attend a professional development or broadening course as listed in Attachment 3 to supplement skills and expand your knowledge of ES operations. Provide supporting documentation to OJT Mentor.
- Currently hold, or have held, at least one aircrew or ground team qualification or operations-related incident staff qualification from Attachment 1 for a minimum of 18 months.
- Must be qualified in at least one operations-related incident staff qualification from Attachment 1 (must be a different qualification from the one used to qualify for the Technician Level, if applicable).
- Participate in at least six training or actual missions since achieving the Technician rating.
- Successfully complete the online test for the Senior rating.

Performance Requirements:

- Ensure regular emergency services training opportunities are provided in your area for a minimum of 8 months within a 12-month period. Provide supporting documentation to OJT Mentor detailing the topics by month and number of attendees.
- Demonstrate proficiency in data entry and report generation within CAPs Mission Management System and eServices, including entering missions, viewing budget reports, and generating e108s.
- Effectively conduct or participate in a meeting with a representative of a local emergency services or disaster response agency to discuss CAP's capabilities and mission functions.
- Demonstrate the ability to perform assigned duties with minimal supervision.
- Serve in a group (or higher) Emergency Services Officer staff position for 12 months after attaining the Technician rating.

Senior Level Training Checklist

| Knowledge, Training and Performance Requirements | OJT/Member Initials and Date |
|--|------------------------------|
| Knowledge Requirements: | |
| Demonstrate a comprehensive understanding of CAP's Emergency Services mission and functions | |
| Explain the roles and responsibilities of the CAP National Operations Center (NOC) | |
| Understand the roles of Emergency Services staff at various organizational levels and describe how they interrelate with positions such as Operations Officer and Communications Officer | |
| Explain documentation processing procedures at the local and wing levels, including mission files, requests for reimbursement, and receipts, as well as the consequences of errors or omissions | |
| State the rules for mission paperwork retention at the group or wing level | |
| Identify local and state emergency services organizations with which the unit has or could conduct operations | |
| Training Requirements: | |
| Complete Level II of the Senior Member Professional Development Program | |
| Complete the online Flight Release Officer (FRO) course | |
| Attend a CAP wing, region, or national-level conference and actively participate in emergency services-related seminars since achieving the Technician rating | |
| Attend a professional development or broadening course as listed in Attachment 3 to supplement skills and expand your knowledge of Emergency Services | |
| Currently hold, or have held, at least one aircrew or ground team qualification or operations-related incident staff qualification from Attachment 1 for a minimum of 18 months | |
| Must be qualified in at least one operations-related incident staff qualification from Attachment 1 (must be a different qualification from the one used to qualify for the Technician Level, if applicable) | |
| Participate in at least six training or actual missions since achieving the Technician rating Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ Mission Number: _____ Date: _____ | |
| Successfully complete the online test for the Senior rating | |
| Performance Requirements: | |
| Ensure regular emergency services training opportunities are provided in your area for a minimum of 8 months within a 12-month period. Provide supporting documentation to OJT Mentor | |
| Demonstrate proficiency in data entry and report generation within CAPs Mission Management System and eServices, including entering missions, viewing budget reports, and generating e108s | |
| Effectively conduct or participate in a meeting with a representative of a local emergency services or disaster response agency to discuss CAP's capabilities and mission functions | |
| Demonstrate the ability to perform assigned duties with minimal supervision | |
| Serve in a group (or higher) Emergency Services Officer staff position for 12 months after attaining the Technician rating | |

Candidate's Name _____

(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature _____ Date _____

Achieving the Master Rating

Objectives

The objectives for the Master Rating in the Emergency Services Officer specialty track are to:

- Refine and articulate a comprehensive understanding of the duties and responsibilities associated with Emergency Services Officer positions at the squadron, group, wing, and region levels.
- Develop a highly motivated and capable Emergency Services Officer who can take an active leadership role in managing and promoting effective emergency services programs.
- Serve as a leader, administrator, and coordinator, effectively developing and refining policies, plans, and procedures to guide and support subordinate personnel and counterparts at other organizational levels.

Position Description

In addition to all of the items from the Technician and Senior ratings, the Emergency Services Officer at the Master Level is expected to:

- Assist the commander by managing and directing emergency services operations at the wing or region level and providing recommendations for improvements across all organizational levels.
- Leverage experience to help personnel at all levels develop and maintain an effective and capable emergency services force.
- Collaborate with external agencies to support interagency coordination, including developing Memorandums of Understanding (MOUs) and response plans for search and rescue (SAR), disaster relief, and other emergency operations.
- Develop and implement plans, programs, and directives to support emergency services operations across all levels of CAP.
- Establish and maintain reporting procedures to evaluate the success of emergency services programs.
- Coordinate emergency services operations with other staff offices and relevant external agencies to enhance mission effectiveness.
- Develop policies and procedures to provide guidance to subordinate units and ensure mission accomplishment.
- Assist with transportation and mission authorization requests and contribute to the development of unit-specific ES and operational procedures.
- Mentor Emergency Services Officers pursuing Technician and Senior ratings to support their development and professional growth.
- Organize or host external agency training to increase the capacity and capabilities of CAP personnel in your area.

Knowledge, Training and Performance Requirements

Knowledge Requirements:

- Explain documentation and award procedures, including the process for submitting Emergency Services Ribbons, awarding ES qualification badges, and nominating personnel for recognition awards.
- Describe the proper procedure for reporting a near-miss or other incidents during ES operations and training, including how categories and reporting requirements change based on the severity of the incident.
- Understand how to analyze operational data from CAPs Mission Management System and the CAP website to make strategic recommendations to the wing or region commander regarding ES operations. An email listing at least 2 recommendations, with supporting documentation, is sufficient to validate this requirement.
- Demonstrate knowledge of CAP's special technology and resources, including HF-capable vehicles, Advanced Digital Reconnaissance Systems (ADRS), and other mission tools used in your area.
- Demonstrate how to show new members the process for entering their ES training in the Ops Quals module on eServices.

Training Requirements:

- Complete Level III of the Senior Member Professional Development Program.
- Attend a CAP wing, region, or national-level conference and actively participate in emergency services-related seminars since achieving the Senior rating.
- Arrange for and host at least 8 hours of training provided by an external agency for CAP Emergency Services personnel. Provide supporting documentation to OJT Mentor.
- Attend a professional development or broadening course as listed in Attachment 3 that was not used to complete the Senior rating. Provide supporting documentation to OJT Mentor.
- Hold, or have held, at least one aircrew or ground team qualification or operations-related incident staff qualification from Attachment 1 for a minimum of 36 months.
- Must be qualified in at least one operations-related incident staff qualification from Attachment 2.
- Participate in at least six training or actual missions since achieving the Senior rating.
- Successfully complete the online test for the Master rating.

Performance Requirements:

- Serve as an OJT Mentor for a member pursuing the Emergency Services Officer Technician rating. Provide supporting documentation to OJT Mentor.
- Solicit input from commanders and stakeholders to develop or assist with the annual ES training plan, ensuring input is used to set priorities and improve training initiatives.
- Provide recommendations to the wing or region commander based on data from CAPs Mission Management System and CAP reports. Submit at least two recommendations with supporting documentation, ensuring your OJT Mentor is copied on the correspondence.
- Demonstrate the ability to advise a liaison from another agency on how CAP resources match mission requirements, including resource availability and technology capabilities.
- Demonstrate the ability to perform assigned duties with minimal supervision.
- Serve in a wing (or higher) Emergency Services Officer staff position for 18 months after attaining the Senior rating.

Master Level Training Checklist

| Knowledge, Training and Performance Requirements | OJT/Member Initials and Date |
|--|------------------------------|
| Knowledge Requirements: | |
| Explain documentation and award procedures, including the process for submitting Emergency Services Ribbons, awarding ES qualification badges, and nominating personnel for recognition awards | |
| Describe the proper procedure for reporting a near-miss or other incidents during ES operations and training, including how categories and reporting requirements change based on the severity of the incident | |
| Understand how to analyze operational data from CAPs Mission Management System and the CAP website to make strategic recommendations to the wing or region commander regarding ES operations | |
| Demonstrate knowledge of CAP's special technology and resources, including HF-capable vehicles, Advanced Digital Reconnaissance Systems (ADRS), and other mission tools used in your area | |
| Demonstrate how to show new members the process for entering their ES training in the Ops Quals module on eServices | |
| Training Requirements: | |
| Complete Level III of the Senior Member Professional Development Program. | |
| Attend a CAP wing, region, or national-level conference and actively participate in emergency services-related seminars since achieving the Senior rating | |
| Arrange for and host at least 8 hours of training provided by an external agency for CAP Emergency Services personnel | |
| Attend a professional development or broadening course as listed in Attachment 3 that was not used to complete the Senior rating | |
| Hold, or have held, at least one aircrew or ground team qualification or operations-related incident staff qualification from Attachment 1 for a minimum of 36 months | |
| Must be qualified in at least one operations-related incident staff qualification from Attachment 2 | |
| Participate in at least six training or actual missions since achieving the Senior rating | |
| Successfully complete the online test for the Master rating | |
| Performance Requirements: | |
| Serve as an OJT Mentor for a member pursuing the Emergency Services Officer Technician rating | |
| Solicit input from commanders and stakeholders to develop or assist with the annual ES training plan, ensuring input is used to set priorities and improve training initiatives | |
| Provide recommendations to the wing or region commander based on data from CAPs Mission Management System and CAP reports. Submit at least two recommendations with supporting documentation, ensuring your OJT Mentor is copied on the correspondence | |
| Demonstrate the ability to advise a liaison from another agency on how CAP resources match mission requirements, including resource availability and technology capabilities | |
| Demonstrate the ability to perform assigned duties with minimal supervision | |
| Serve in a wing (or higher) Emergency Services Officer staff position for 18 months after attaining the Technician rating | |

Candidate's Name _____

(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature _____ Date _____

Attachments

Attachment 1: CAPP 70-3 Technician and Senior Level Emergency Services Qualifications

For the Technician Level, members must be qualified in one of the following qualifications from **either** the Aircraft and Ground Team Qualifications list or Operations-Related Incident Staff Qualifications list.

For the Senior Level, members must hold, or have held, at least one of the following qualifications from **either** list for a minimum of 18 months (need not be currently qualified) **and** must be qualified in at least one Operations-Related Incident Staff Qualification (must be a different qualification from the one used to qualify for the Technician Level, if applicable).

Aircrew and Ground Team Qualifications:

- Advanced Digital Imagery System Operator (ADIS)
- Airborne Photographer (AP)
- Community Emergency Response Team (CERT)
- Communications Unit Leader (CUL)
- Flight Line Marshaller (FLM)
- Flight Line Supervisor (FLS)
- Ground Team Member (GTM) – Any Level
- Ground Team Leader (GTL)
- Mission Observer (MO)
- Mission Radio Operator (MRO)
- Mission Safety Officer (MSO)
- Mission Scanner (MS)
- SAR/DR Mission Pilot (MP)
- sUAS Mission Pilot (UASMP)
- sUAS Technician (UAST)
- Transport Mission Pilot (TMP)
- Urban Direction Finding Team (UDF)

Operations-Related Incident Staff Qualifications:

- Air Operations Branch Director (AOBD)
- Finance/Admin Section Chief (FASC)
- Ground Branch Director (GBD)
- Incident Commander (IC) – Any Level
- Logistics Section Chief (LSC)
- Mission Safety Officer (MSO)
- Operations Section Chief (OSC)
- Planning Section Chief (PSC)

Attachment 2: CAPP 211 Master Level ES Qualification List

For the Master Level, members must hold at least one qualification as one of the following operations-related incident staff qualifications:

- Air Operations Branch Director (AOBD)
- Ground Branch Director (GBD)
- Incident Commander (IC) – Any Level
- Operations Section Chief (OSC)
- Planning Section Chief (PSC)

Attachment 3: Emergency Services Officer Broadening Course List

Members pursuing the Senior and Master levels of the Emergency Services Officer specialty track are required to attend an in-residence broadening course. The member may choose to attend one of the following courses:

- The Air Force Rescue Coordination Center (AFRCC) Basic Inland SAR Course (BISC)
- National Search And Rescue (SAR) School Inland SAR Planning Course
- CAP National Emergency Services Academy (NESA) Incident Command System School Intermediate and Advanced Courses
- National Association for Search and Rescue (NASAR) Managing the Inland Search Function.
- CAP Look, Listen, Link, Psychological First-Aid (PFA) Class
- International Critical Incident Stress Foundation Courses
- FEMA Master Exercise Practitioner Program Courses
- FEMA Foundations of Emergency Management Course
- FEMA Advanced I, II, III or IV Courses
- FEMA All Hazards IC, PIO, OSC, PSC, SUL, LSC, FUL or SO Courses or TTT Courses

A regional or wing emergency services training academy or similar broadening course organized by a state may be used to satisfy this requirement with written approval from CAP/DO. Request can be made through email to do@capnhq.gov.