HEADQUARTERS MICHIGAN WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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Memorandum for All MIWG CAP Members

From: MIWG Director of Emergency Services

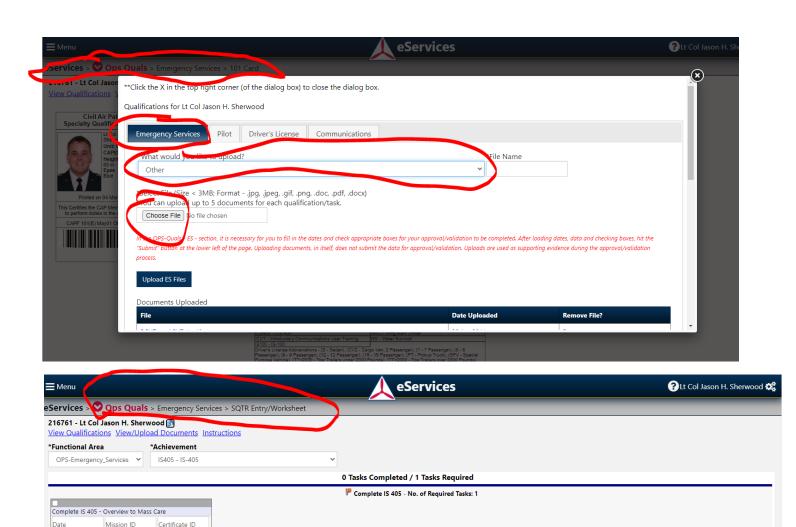**Subject: Getting involved in your personal training track in Operations Specialty Qualifications**

1. It is our hope that this memorandum may guide any Michigan Wing (MIWG) Civil Air Patrol (CAP) member as you begin (or revisit) their Emergency Services (ES) Training. We have attached several documents that we hope can help you along as you reach your desired (or recommended) level of Operations Specialty Qualifications (OPSQUALs).

2. The MIWG Emergency Services staff recommends that each member strive to achieve at minimum the OPSQUAL equivalent to their Squadron, Group, and/or Wing Duty Assignments. If you haven't already began your OPSQUALs training and/or need to refresh or restart the process we recommend the below steps:
    a. Complete [Level I (Senior Members)](#) or the [Curry Achievement (Cadets)](#)
        i. It is highly recommended to NOT start training in OPSQUALs until you complete the important first step of your overall CAP Training.
    b. [Complete General Emergency Services Training through National](#)
    c. [Complete FEMA ICS 100, 200, 700, and 800 training](#)
        i. Be sure to upload your course certificates to E-Services Operations Qualifications Module and submit data into any Specialty Qualification Training Record (SQTR) worksheet associated with these or other courses taken. See attached "Training Resources - Links of Importance to all MIWG Members for ES Training" document for screen shots of where these are.
    d. Work through a Skills Evaluator (SET) at Unit or Group level to achieve at least one initial tactical Level qualification. These "entry level" specialties would include either Urban Direction Finding Team Member (UDF), Ground Team Member Level 3 (GTM3), and/or Mission Scanner (MS). Cadets must be at least 18 years of age to become a Mission Scanner (MS).
    e. Work through a Skills Evaluator (SET) at Unit or Group level to achieve the Mission Staff Assistant (MSA) Qualification.
    f. Work through a Skills Evaluator (SET) at Unit, Group, or Wing level to achieve an operations qualification (OPSQUAL) that matches your assigned Job Duty(s).
        i. See attached "Job Duty to Operations Qualifications (OPSQUAL) Minimum Equivalency Training Goal"
        ii. Note: Being in a Job Duty at the Squadron, Group, or Wing level does NOT automatically make you qualified to serve on Air Force Assigned Missions (AFAMs) in that duty area. In order to serve in a job area on an AFAM, you must hold the qualification in at least a trainee level on your 101 Civil Air Patrol Specialty Qualification Card listed in e-services.
        iii. If needing assistance finding an SET, contact MIWG ES Training Officer (DOST).

3. If you need any assistance for anything that can not be resolved at the Unit/Group level, please do not hesitate to reach out to the Wing Level. All Wing Staff are here to serve you at the local unit levels at any point we can!
    a. Attached is the current roster of Operations and ES Staff at Wing Level.

Lt Col Jason H Sherwood, CAP
MIWG Director of Emergency Services (DOS)

Attachments:
1. Training Resources - Links of Importance to all MIWG Members for ES Training
2. Job Duty to Operations Qualifications (OPSQUAL) Minimum Equivalency Training Goal
3. MIWG IC, Ops, and ES Contact List

Training Resources - Links of Importance to all MIWG Members for OPSQUAL Training

NOTE: These are links to training and education resources. If you complete any Trainings included in these web resources, do not hesitate to take initiative to upload any completion documentation in e-services and if there is an SQTR that has the item(s) listed be sure to also update it after uploading course certificate(s):

Michigan Wing:
   Incident / Event IC Toolkit:
https://drive.google.com/drive/folders/1PXuhjhpZcCjJBDD2Tq75MxVPnVDx9_Nw?usp=sharing
   Wing Web Page: https://miwg.cap.gov/

CAPNHQ:
   Emergency Services: https://www.gocivilairpatrol.com/programs/emergency-services
      ES / Ops Training: https://www.gocivilairpatrol.com/programs/emergency-services/education-and-training
   National Staff Areas: https://www.gocivilairpatrol.com/members/cap-national-hq

Regulations/Forms:https://www.gocivilairpatrol.com/members/publications/indexes-regulations-and-manuals-1700
ES Personelle should be fully aware and studied on at least:
CAP Regulations: Each "Series" unless signified as an individual Reg with a "-#":
1, 35-6, 36-1, 60, 66, 70, 77, 100, 111-2, 160, 173-3, 900-5
CAP Pamphlets: 2, 70-3, 80-3, 211, 212
CAP Standards: 71-1, 71-7, 72-2, 73-1
Region / Wing Supplements: All GLR and MIWG Supplements
"Other" national Publications: AFI 10-2701, CAPabilities handbook and brochure
(Note MIWG has a brochure for handout to outside agencies in PIO folder of IC Toolkit)
SAR/HLS/DR related federal, state and local MOUs, and applicable FEMA publications
Critical Incident Stress Management:
https://www.gocivilairpatrol.com/programs/emergency-services/critical-incident-stress-management-cism--resiliency

NESA TRAINING CURRICULUM / CAP NATIONAL LEVEL TRAINING STANDARDS: https://nesa.cap.gov/

FEMA:
FORMS: https://training.fema.gov/icsresource/icsforms.aspx
FEMA Job Titles and Position Qualifications:
https://www.fema.gov/emergency-managers/nims/components/positions
FEMA TRAINING STANDARDS / CURRICULUM (Independant Study - (IS) take them
all as you can, be sure to upload to EServices even if not associated to a 101 card specific specialty):
https://training.fema.gov/is/crslist.aspx?all=true
FEMA ICS Resource Center: https://training.fema.gov/emiweb/is/icsresource/
ICS 100: https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c
ICS 200: https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c
ICS 700: https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b
ICS 800: https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d
Points of Distribution: https://training.fema.gov/is/courseoverview.aspx?code=IS-26
Once you have completed the POD course, upload your certificate in e-services and
enter the date of completion on the Point of Distribution Course SQTR.
FEMA Safety Orientation (IS 35.21): https://training.fema.gov/is/courseoverview.aspx?code=IS-35.21
FEMA Resource Typing Library:
https://rtlt.preptoolkit.fema.gov/Public/Combined?q=search%20and%20rescue&p=2
MITRAIN (Michigan State Police Training Site, courses open to CAP! Including ICS 300 and 400):
https://www.train.org/mi-train/welcome ;
https://www.train.org/mi-train/home

Training Materials and other great library additions:

NASAR:
https://netforum.avectra.com/eweb/shopping/shopping.aspx?site=nasar&webcode=shopping&cart=0&shopsearchCat=Merchandise&productCat=NASAR+Educational+Books

Informed ICS Field Guide Third Edition:
https://smile.amazon.com/gp/product/1284038408/ref=crt_ewc_img_huc_2?ie=UTF8&psc=1&smid=ATVPDKIKX0DER

Lost Person Behavior by Robert J. Koester:
https://smile.amazon.com/Lost-Person-Behavior-search-rescue/dp/1879471396/ref=sr_1_3?dchild=1&keywords=robert+koester&qid=1616292990&sr=8-3

ICS Field Operations Guide for Search and Rescue by Robert J. Koester:

https://smile.amazon.com/Incident-Command-System-Operations-Search/dp/1879471329/ref=sr_1_1?dchild=1&keywords=field+operations+guide+robert+koester&qid=1633201918&sr=8-1

LInks to Recommended Sites to Purchase Gear you may need:

INCIDENT MANAGEMENT TEAM:

AIRCREWS:

Sporty's Pilot Ship: https://www.sportys.com/

GROUND TEAMS:

Job Duty to Operations Qualifications (OPSQUAL) Minimum Equivalency Training Goals

(For a full list of OPSQUALs you may choose for a personal goal, see your current 101 Card in e-services)

CAP JOB DUTY(s)	OPSQUAL RECOMMENDED MINIMUM GOAL(s)
FOR ALL CAP MEMBERS	**Mission Staff Assistant (MSA) and Point of Distribution Course (PODC)**
All CAP Cadets	**Urban Direction Finding Team Member (UDF), Ground Team Member Level 3 (GTM3), and Mission Radio Operator (MRO).. Also consider Flight Line Marshaller (FLM)**
ALL CAP Senior Members	**Urban Direction Finding Team (UDF) and Mission Radio Operator (MRO).**
ALL CAP Senior Members assigned to a Unit with a CAP Aircraft (or near an aircraft)	**Mission Scanner (MS), Aerial Photographer (AP), Domestic Operations Awareness and Assessment Response Tool User and/or Operator (DAARTU and/or DAARTO), and Flight Line Supervisor (FLS)**
Director of Cadet Programs, Leadership Officer, Testing Officer	Urban Direction Finding Team Member (UDF) and Ground Team Member Level 3
Operations Officer, Maintenance Officer, Deputy Commander of Seniors	Air Operations Branch Director (AOBD) and Flight Release Officer (FRO)
Emergency Services Officer, Deputy Commander of Cadets, Transportation Officer	Ground Team Leader (GTL) and Ground Branch Director (GBD)
Drug Demand Reduction Officer	Counterdrug (CD)
Chaplain, Character Development Officer	Mission Chaplain (MC), Critical Incident Stress Management Team (CISM), or Chaplain Support Specialists (CSSCS and/or CSSDS)
Administrative Officer, Finance Officer, Director of Finance	Finance And Administration Section Chief (FASC)
Health Services Officer, Safety Officer	Mission Safety Officer (Also Consider Flight Line Marshaller (FLM) and/or Flight Line Supervisor (FLS)
Legal Officer, Inspector General, Unit or Group Commander	Operations Section Chief (OSC)
Homeland Security (HLS) Officer, Disaster Relief (DR) Officer, Search and Rescue (SAR) Officer, Government Relations Officer	Liaison Officer (LO)
Logistics Officer, Supply Officer, Personnel Officer	Logistics Section Chief (LSC)
Communications Officer	Communications Unit Leader (CUL)
Recruiting Officer, Public Affairs Officer, Historian	Public Information Officer (PIO)
Professional Development Officer, Activities Officer, Plans and Programs Officer	Planning Section Chief (PSC)
Aerospace Education Officer	Unmanned Aerial System Technician (UAST) and MIssion Scanner (MS)