

Commanders, OPS Officers, ES Officers and Incident Commanders,

NOTICE**NOTICE****NOTICE****NOTICE******

This is a reminder to everyone to make sure that all folks signing in to a mission are either CURRENT AND QUALIFIED (CQ) or are serving in OPERATIONAL TRAINEE STATUS (OTS).

CQ is defined as such:

- Current CAP Membership Card
- CAPT 116 must be current. (June 04)
- CAPT 117 must be current
- Complete OPSEC Training
- Current First Aid Card appropriate to level of functionality (GTM, GTL)
- 101 Card Specialty shows as current without and asterisk (*) and is on the member's person.
- Current CAP Transport/Mission Pilot and listed on monthly report.

OTS is defined as such:

- Current CAP Membership Card.
- Completed CAPT 116 (June 04)
- Completed appropriate CAPT 117
- Complete OPSEC Training
- Member has satisfied all Prerequisites on the appropriate SQTRs
- Member has satisfied all Familiarization and Preparatory Training on the appropriate SQTRs
- Member has an asterisk (*) on their 101 Card next to the qualification being trained in and on their person. Or, appropriate SQTR with all above completed, signed, and on their person.

Note: GES Does Not Qualify A Member To Serve As An Operational Trainee In Anything!

See OTS Section Above.

This reminder has become necessary because it has been noticed that some unqualified personnel have been showing up at missions and at times, been allowed to participate. This practice must be stopped due to potential liability issues involving AF Mission Status.

If you do not meet one of the above standards, it's time to get moving... There are numerous exercises being planned and we will need folks to participate. Getting the OTS tasks done will allow members to show up and work at training mission bases and get qualified...

There are opportunities available for CQ members to show their stuff at TNCAT 07, the TN Wing Practice Eval, and the TN Wing SAR Eval in May and June of this year... We need CQ folks to run these missions... A very limited number of OTS folks will be permitted at these exercises... Needs for these folks will be communicated soon...

Members that show up at a mission base without meeting either the CQ or the OTS requirements, **WILL BE SENT HOME.**

Reference CAPR 60-3...

2-3. Specialty Rating Requirements and Performance Standards. For each specialty rating, standards have been developed to train and qualify members in stages. The most current versions of the task guides for all specialties are found at the National HQ Operations website. Prerequisites must be completed prior to initiating training requirements. Once trainees have met the prerequisites, they will be required to complete familiarization and preparatory training for the specialty before serving in that position on actual or training missions under supervision. Familiarization and preparatory training is the minimum set of tasks that the member must master prior to acting as a supervised trainee on practice or actual missions. These tasks represent those skills that will keep the member safe and allow the member to function under supervision without jeopardizing the mission. This requirement avoids placing personnel not ready to perform certain jobs or those who work for them at risk. Once familiarization and preparatory training is completed, trainees must complete advanced training and participate satisfactorily in two missions before a CAPF 101 is approved and a member is considered "Qualified." Advanced training covers the remainder of the tasks required for specialty qualification. On actual missions, it is expected that these tasks could be accomplished by the trainee's supervisor or other fully trained members if they became critical. Because of this, trainees are allowed to learn these "on the job." These two "missions" do not have to be on different mission numbers, be Air Force assigned or approved, or be completed after advanced training. These sorties must be complete sorties and/or operating periods where the member participates in all aspects of their assigned mission specialty. It is possible to participate in more than one specialty on a given mission or day.

Note: All personnel will conduct training using the standardized National task guides. Recommended changes to task guides for all specialties will be submitted through the chain of command to the Region Commander. If the Region Commander concurs with the proposed change, he/she will forward the recommendation to NHQ CAP/DO. NHQ will forward the recommendation to all Region Commanders for their consideration. Proposals that are approved by a majority of the Region Commanders will be incorporated into the standardized National task guides.

We must exercise due diligence in making sure our members are appropriately trained and operate in a safe manner. The OTS standards are the minimum standards required to keep a member safe when conducting CAP Operational Missions. We must adhere to these standards to the letter...

Thanks in advance for your support...

Maj. Fred R. Koenig, Jr., CAP
Emergency Services Director
TN Wing Civil Air Patrol
United States Air Force Auxiliary
Phone: 865-660-2220
CAP Call: TN CAP 9
Performing Missions For America!