



Office of the Group 3 Deputy Commander

Headquarters Group 3 TN 153
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25 August 2007

MEMORANDUM FOR: Group 3 Unit Commanders
Group 3 Emergency Services Officer

SUBJECT: Emergency Services Specialty, Renewal Qualification
Validation Policy

1. The following policy is effective immediately.
2. Units and personnel requesting Group 3 validation to renew Emergency Services (ES) qualifications will comply with the following procedure:
 - a. The member will document the demonstration of all tasks, IAW CAPR 60-3, 2-4.b.2, using the correct, paper copy of the Specialty Qualification Training Record (SQTR). The SQTR document will be clearly marked "RENEWAL" across the top of all pages. SQTRs are available at <https://ntc.cap.af.mil/es/sqtrs/sqtrs.cfm>. The SQTR for current and qualified members, renewing a specialty, do not need to be issued by the Commander.
 - b. The member, under direct observation and supervision of the evaluator (SET), will complete each task listed in the SQTR using approved CAP training standards. See CAPR 60-3, 2-4.
 - c. The SET will attest to the successful demonstration of each task on the member's renewal SQTR with their initials, date, mission number and CAP ID. When completed, the SET will sign and date the renewal SQTR in the first "Exercise Participation" section.
 - d. The member will enter their qualification renewal request(s) into MIMS. All equivalent Specialty Qualifications renewals, applicable to the request, should be entered at the same time. See CAPR 60-3, Attachment 4.
 - e. The unit Commander or their designee will validate or reject the request at the unit level in MIMS. A member's request for the validation of an ES Specialty(s) must not be granted unless a copy of the member's renewal SQTR is in hand for review. The Commander or designee will sign and date the "Unit Certification and Recommendation" only if it is to be recommended for validation. Unit Commanders are responsible for the thorough review of all requests to validate ES specialty qualifications at the unit level. Those that do not meet accepted standards must be rejected.

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- f. The fully completed, renewal SQTR will be transmitted to the Group 3 Emergency Services Officer for review and validation with copies to the group CC, CV and DO. The preferred method of transmittal is a scanned PDF copy via email. Other formats or US Mail may be used if necessary. DO NOT send originals of any SQTR to Group 3 unless specifically requested. Group 3 does not guarantee the return of any original documents. It is the responsibility of the members to maintain and protect their own original documents.
 - g. Once validated by Group 3, the Group ES Officer will temporarily maintain an electronic or paper copy of the renewal SQTR until the request(s) has been validated, in MIMS, by TN Wing. After Wing validation, the document may be deleted or discarded from Group 3 records.
 - h. The member will secure their original SQTR renewal document. A copy will be maintained in the unit ES folder for as long as the member remains qualified in the specialty(s) plus two years. See CAPR 60-3, 2-7. The original "initial" and all "renewal" SQTRs will be maintained to create a continuous record of qualification in all ES specialties.
 - i. The unit ES folder will be available for inspection upon request by the Group CC, CV, IG, DO, DOS and higher command.
 - j. Graduates of the CAP National Emergency Services Academy will supply appropriate, alternate NESAs documentation in lieu of SQTRs where applicable.
3. Group 3 Officers will make every effort to expedite the validation process. Validation, if appropriate, will be granted within seven days of the receipt of the request and supporting documentation. If additional information and/or documentation are needed prior to Group validation, the DOS will make the request, via email, directly to the Unit Commander with copies to the member, the Group CC, CV and DO within seven days of the receipt of the original request. Simple questions for clarification may be made directly to either the requesting member or unit Commander by phone or email.
 4. Qualification validation requests pending additional documentation will be held open for thirty days from the request date. If documentation is not received within that time, the request will be rejected and must be resubmitted.
 5. Emergency Services qualification records may be inspected, upon request, by the Group 3 CC, IG, CV, DO, DOS or higher command at any time and without cause. Members and/or units who are unable satisfactorily document existing Emergency

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Services qualifications can expect those qualifications to be immediately suspended or revoked.

6. Notice of disqualification, suspension or revocation of any member's ES qualification will be sent immediately to the member, Group 3 Senior Staff, TN Wing ES Officer and TN Wing Commander by appropriate means.
7. This policy and procedure ensures the reliability and quality of our members' Emergency Services qualifications. Group 3 will hold itself to the highest possible standard of impeccable trust that our members are trained and qualified to perform their assigned duties.
8. All members are expected to verify the status of their ES Qualifications in MIMS periodically and before serving in an ES role on exercises or actual missions.
9. Mission Pilot Qualifications are handled separately and are not affected directly by this policy. CAPF 91 is used instead of the SQTR for Mission Pilot. The STAN/EVAL Officer is the final authority for CAP Mission Pilot qualifications. Any policy changes for Mission Pilots, if required, will be addressed by the DOV.
10. This Group 3 Policy is effective until rescinded or superseded.



Roger D Everson, Captain, CAP
TN Wing, Group 3, CV

CC: TN WING CC
TN WING DOV
GROUP 3 CC
GROUP 3 DO
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AS REQUIRED