



HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY
24 Loop Road, Building 1, White Plains, NY 10604-1218
(914) 683-1000, 683-1003, 683-1004



Memorandum for: NYW Group Commanders, ES Officers, Incident Commanders

30 Dec 2007

From: NYW/DOS

Subject: Guidance on ES Administrative procedures

NYW/DOS is providing this guidance document in order to assist members with procedures outlined in CAPR 60-3 regarding training or renewing specialty CAPF 101 qualifications. The intent is to provide members with direction in how to interface best with this directorate in paperwork procedures.

NYW will not use the eServices system for maintaining task level detail unless the member chooses to keep that for his/her own personal uses. NYW will continue to use paper copies of SQTR's for the foreseeable future.

Members who fail to follow the procedures below will find their requests rejected/denied. This is because NYW needs to maintain a certain level of documentation to guarantee that members are properly certified in the specialties that appear on their CAPF101 card. That requires that commanders at each level have the opportunity to review and approve/deny qualifications for causes listed in CAPR60-3 or because of lack of acceptable participation by the member.

CAPF 101 Cards

CAPF 101 cards will not be issued by NYWG. CAPF101 cards will be printed from the eServices system based on the latest available information in the system. These cards do not require any signatures.

Contact Information

Each member is responsible for maintaining contact information in eServices to the greatest extent possible. At the very least each member should have a "Primary Home Phone" number listed. The NYWG alert roster is based on this information and the member will not be contacted if their information is not available in this system. Additionally, an email address, cell phone, work phone, pager and means of contact can be added and will appear on the alert roster.

Initial GES Qualification

The initial GES qualification is completed when the member completes both parts of the CAPT116 online and has completed Level 1 (seniors) or the Curry achievement (cadets). Members must complete both parts (100 questions) of the CAPT116. Once these parts are completed the member is automatically qualified in GES by the eServices system. No action by NYWG is necessary.

If the member completes CAPT116 on paper (not recommended), a copy of the top of the CAPF23 along with a completed CAPF100 requesting GES must be completed and sent to NYWG/DOSA at the address

in this document.

Members are reminded that they must complete the CAPT116 within 180 days anytime it is re-issued or their qualifications will expire.

Training Status

In order for a member to train for a particular qualification (except Transport Mission Pilot), they must have an SQTR for that specialty. SQTR's are issued by the unit and signed by the unit commander with no notification to NYWG. The unit must ensure that the member has completed the necessary prerequisites in order to receive the SQTR. Members will then begin their Familiarization & Preparatory training and may begin advanced training, if applicable. Note that IC and AL training status require Wing Commander approval.

Once Familiarization & Preparatory training is complete the member must obtain the signature of the unit commander or emergency services officer on the SQTR and enter these two "tasks" in eServices. The unit commander or emergency services officer must approve these two items in eServices.

In accordance with CAPR60-3 2-2 (b and c), only members whose CAPF101 shows trainee status and have signed completion of Familiarization & Preparatory training on their SQTR will be allowed to participate in a mission in the specialty. Incident Commanders and their subordinates have been instructed to check these qualifications and we have had members who could not train because of improperly completed paperwork.

Initial Advanced Qualification

For initial qualification of any advanced specialty (not GES), the member is responsible for providing NYWG/DOSA, through their unit and group, with a CAPF100 listing only the NEWLY requested specialty and all supporting documentation. The CAPF100 must be signed by the member, and all intermediate commanders (or their designees) before being sent to NYWG/DOSA. Delivery in the form of an electronic copy (pdf or tiff preferred) is acceptable, but must include the signatures of the commanders (or their designees). Unreadable copies will be rejected.

Acceptable supporting documentation (to accompany the CAPF100) which **must** be included is listed below:

- For Mission Pilots
 - A copy of the initial CAPF91
 - A copy of the pilot's logbook (signed by the pilot) showing the necessary PIC hours
- For Transport Mission Pilots
 - A copy of the pilot's logbook (signed by the pilot) showing the necessary PIC hours
- For all other specialties
 - A copy of the SQTR with all necessary signatures and dates

Members are reminded that they cannot participate on a mission before completing Familiarization and Preparatory training. SQTR's which show participation in a mission prior to the Unit Commander's signature indicating completion of F&P training will be rejected.

Renewal of Existing Qualifications

Members requesting renewal of existing qualifications (or newly expired qualifications in accordance with CAPR60-3 2-5) must supply the following:

- The signature and CAPID of the qualified trainer who supervised and evaluated the member on at

least one actual or training mission. Note a copy of the CAPF91 satisfies this for mission pilots and will also serve to renew their observer and/or scanner rating if held.

- A statement that the current CAPF116 and appropriate CAPF117 tests have been complete.
- Signatures of all intermediate commanders (or designees).

The single page can be sent to NYWG/DOSA by paper or electronic means.

Requests for Group Level Training

Groups must submit monthly or quarterly requests for reimbursed local training missions to NYW/DOS to ensure that sufficient funds are allocated via the CAPF10's. At least tentative dates and anticipated reimbursement are to be submitted.

NYW/DOS submits a CAPF10 for each month to cover group level, reimbursed training missions. Groups desiring to do local training must provide date, location, nature of training, name of incident commander, and estimated funds no later than 30 days in advance of any reimbursed activity. A detailed training plan must be submitted no later than two weeks in advance of the activity. Any activity that will require more substantial funds (greater than six hours per aircraft assigned to the group) must be requested at least 45 days in advance of the activity.

Groups desiring a non-reimbursed Wing mission number for local training must request it at least two weeks in advance stating the date, location, name of incident commander, and a plan for the activity. Mission numbers will be formatted as: NYW-mm-yy-nn where mm is the month, yy is the last two digits of the year and nn is a sequential number for the calendar year.

Groups that desire to do local, non-reimbursed training under a local training number may do so by notifying NYW/DOS two weeks in advance of the date, location and name of the incident commander. Mission numbers will be formatted as: ggg-mm-yy-dd where ggg is the group designation (i.e. SEG, MEG, etc. or NY134 mm is the month, yy is the last two digits of the year, and dd is the day of the month of the training.

Incident Commanders

Mission packages are to be sent to NYW/DOS. This applies to all training missions and actual missions.

Incident Commanders will NOT submit CAPF108's. The responsibility and procedures for submission of CAPF108's is specified in other NYW procedures.

Members are responsible for submission of CAPF108's and NYWF80 for any out of pocket expense. CAPF108's and NYWF80's must be mailed directly to NYW/DO as soon after mission completion as possible to expedite reimbursement to NYW and in turn the member.

NYW Emergency Services Staff

NYW/DOS – Emergency Services Officer
Maj Dan Katz-Braunschweig

NYW/DOSA – Emergency Services Administrative Officer
Maj Stan Rothman

NYW/DOST – Emergency Services Training Officer
Capt John Trosie

NYW/DOSR – Emergency Services Disaster Relief Officer

Maj Liz Savery