



NEW YORK WING OPERATING INSTRUCTION 11-9

1 JUNE 2011

Emergency Services

CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

This instruction prescribes the procedures for Supplementing CAPR 60-3, dated 17 Aug 2009, as follows:

1-26. Crew rest and duty day restrictions in CAPR 60-1 apply to all aircrew members. Ground team members and mission base staff personnel are limited to a 16 hour duty day.

2-2.a.(1). Qualified Supervisors, and the specialties they are authorized to certify, must be identified in writing and approved by the Unit, Group, and Wing Commander or designees. Pending completion of the SET approval process in E-Services, completion of a NY Wing approved 'train the trainer' course, and having reached their 18th birthday; the New York Wing Emergency Services Evaluator List shall be used to designate qualified supervisors and evaluators. Qualified evaluators and supervisors must complete both the basic and intermediate ORM courses.

2-2.d. Subsequent CAP Forms 101 (renewals) will be approved at the wing level.

2-4.b.(2). ES Evaluators will document renewal evaluations on a Specialty Qualification Training Record (SQTR) for the applicable specialty. Record evaluator name, CAPID, date, and mission number. Annotate the words "RENEWAL EVALUATION" on the SQTR and indicate any equivalent specialties covered by the primary evaluation. The evaluator will sign the SQTR and provide a copy to the member for their individual CAPF 114 record. Upload a scanned copy of the SQTR into Ops Qual prior to initiating electronic approval of the renewal.

2-4.b.(2).d. Documentation of the SAR/DR Mission Pilot renewal evaluation must be accomplished on both the Form 91 and the MP SQTR. Complete the SQTR as specified in paragraph 2-4.b.(2) above. Upload both documents into ops qual: the Form 91 as a pilot document and the renewal SQTR as an emergency services document.

2-7. Uploading documentation of renewal evaluations into Ops Qual is mandatory. To the maximum extent possible, all emergency services qualification documentation should be uploaded into Ops Qual.