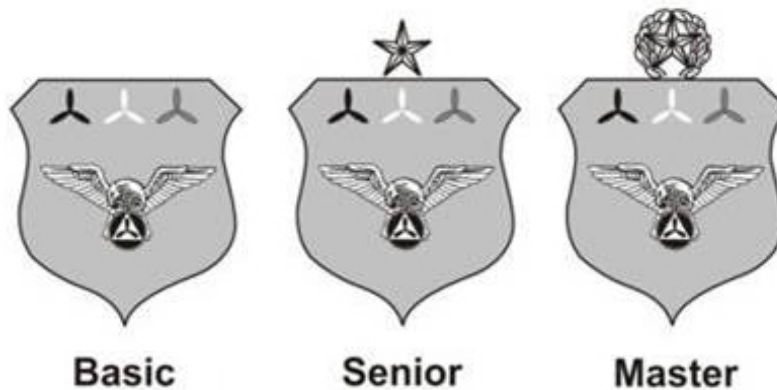




Operations Officer Specialty Track Study Guide



Operations Officer Badges

NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

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Preface

Welcome to the Civil Air Patrol Operations Officer specialty track.

With the tremendous changes in Civil Air Patrol over the past few years, the duties of the Operations Officer have changed.

In today's Civil Air Patrol the Operations Officer is a manager of staff, a coordinator of programs, liaison with other staff agencies or interested agencies and CAP-USAF counterparts, developer of policies and procedures necessary to ensure mission safety and accomplishment, and the developer and implementer of operations plans, programs and directives.

An Operations Officer must be able to develop standard operating procedures for the control and operation of CAP aircraft.

An Operations Officer does not have to be a Certified Flight Instructor or a Maintenance Officer to earn the specialty track rating even though it would be an advantage to have this experience.

An Operations Officer does not have to be a pilot but in many cases they will be. Operations Officers who are pilots do not need a current medical. The squadron, group, wing, or region commander may designate any person with an aviation background as an Operations Officer if they feel that person is capable of performing these duties.

Final approval for each rating must be awarded by the Operations Officers' commander in eServices

Note: Attaining the Senior and Master rating is contingent upon successful completion of the qualifications for the preceding ratings.

This specialty track is governed by CAP 60 series regulations. Feedback on the contents of this study guide should be directed to CAP National Headquarters Director of Operations (NHQ/DO), do@capnhq.gov.

Prerequisites for Entry into the Ops Officer Specialty Track

The candidate must have completed Professional Development Level 1 and must have a basic knowledge of CAP aircraft, along with the ability to use computers, eServices, Operations Qualifications, Web Mission Information Reporting System (WMIRS) and interpret data from these systems.

Overview

This pamphlet is divided into three sections related to attaining the Technician, Senior, and Master ratings in this specialty area.

An Operations Officer must be able to supervise several staff members. In some wings the Emergency Services (ES) Officer, the Operations Officer, and the Standardization/Evaluation Officer are three separate functions all reporting directly to Command. In other wings the ES Officer, Aircraft Maintenance Officer, Standardization/Evaluation Officer and other operations related specialty officers and assistants report to the Operations Officer.

Training Objectives and Requirements

The objectives for the Operations Officer specialty track are to develop highly motivated and well trained Operations Officers who will:

- Conduct and promote effective ES programs and Aircraft Operations.
- Perform the duties and tasks associated with CAP's squadron, group, wing and region Operations Officer positions.
- Have comprehensive knowledge of the Operations program.

Each specialty track level contains Knowledge, Training, and Performance Requirements as well as Service Requirements that must be completed in order to attain each successive rating. These requirements will vary as the candidate proceeds through the levels. These are completed through self-study, on-the-job training (OJT) experiences and agreement with your assigned OJT supervisor.

- **Knowledge Requirements** are objectives describing what each candidate is expected to know to attain the rating. An online test is the primary method by which candidates demonstrate their knowledge of the material. The exams are open-book and the passing score is 80%.
- **Training Requirements** are objectives that require the candidate to learn systems and processes.
- **Performance Requirements** are objectives describing what each candidate is expected to complete through active participation to attain the rating.
- **Service Requirements** require that candidates serve in a certain area for a specified amount of time to receive the rating. While not limiting the role that candidates may take as Operations Officers, it is suggested that the level of responsibility begin modestly and increase as the candidate advances.

Guidance for OJT Supervisors and Unit Commanders





The on-the-job (OJT) supervisor plays an important role in the success of the DO in training. These senior member officers, in partnership with the unit's commander, guide the candidate through the knowledge, training, performance, and service requirements for the rating the candidate is pursuing.

Once the OJT supervisor or the wing DO is satisfied that the candidate has met all the requirements for the rating, they and the candidate notify the unit commander.

When the commander is satisfied that the candidate can perform to the level applied for and has met the service requirements, the commander then records award of the rating in the student's master record and online in the specialty track administration module in E-Services.

Awards, Badges, & Ribbons

Upon earning a DO Technician rating, a CAP senior member qualifies to wear the basic Operations Officer Badge and the Leadership ribbon. At the completion of the Senior rating, a bronze star is added to the ribbon and the Senior Level Operations Officer Badge is worn; and at the completion of the Master rating, the bronze star is replaced by a silver star on the ribbon and the Master Level Operations Officer Badge is worn.

Rating	Leadership Ribbon	Operations Officer Badges
Technician		
Senior	add Bronze Star	
Master	add Silver Star	

Achieving the Technician Rating

Objectives

The objectives for the Technician Rating in the Operations Officer trainee specialty track are to:

1. Develop a highly motivated and trained DO who will conduct and promote effective ES programs and Aircraft Operations.
2. Explain the duties and tasks associated with CAP's squadron, group, wing, and region Operations officer positions.
3. Possess a working knowledge of the ES programs and Aircraft Operations.
4. Comprehend ES & flight training, as well as, Operations policies and procedures for CAP.

Position Description

The Operations Officer trainee (DO) at the Technician Level is expected to:

- Develop and implement operations plans, programs and directives.
- Establish reporting procedures to determine the success of operations programs.
- Coordinate operations matters with other staff agencies or interested agencies.
- Develop standard operating procedures for the control and operation of CAP aircraft.
- Develop necessary operations policies and procedures to ensure mission accomplishment and to provide adequate guidance to subordinate personnel and units.
- Request the issuance of transportation and mission authorizations as requested. Assist in the development and recommendation of unit ES and flying procedures.
- Assist in the establishment of continuing training programs to include, but not limited to, specific flight manual changes, review of FAA Regulations, safety, local operating procedures, aircraft systems and emergency procedures, survival, etc.

Knowledge, Training and Performance Requirements

Publications You Should Read

Certain publications should be read by all CAP members; others apply directly to the Operations Officer. DOs should be familiar with those publications that have high relevance for all CAP members and should know those publications that are critical to CAP operations.

Below is a list of important publications & programs that DOs should review and learn.

Number	Title	Notes
CAP Index 0-2	<i>Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids</i>	Good resource (be familiar with regulations, manuals, pamphlets with Operations)
CAP Index 0-9	<i>Numerical Index of CAP Forms, Test Materials, and Certificates</i>	Good resource (be familiar with regulations, manuals, pamphlets with Operations)
CAPR 20-1	<i>Organization of Civil Air Patrol</i>	Read job description for this function at the unit level and higher headquarters.
CAPR 35-6	<i>Aeronautical Ratings, Emergency Services Patch and Badges, and Ground Team Badges</i>	Good resource (be familiar with regulations, manuals, pamphlets with Operations)
CAPM 39-1	<i>CAP Uniform Manual</i>	<i>Good CAP Uniform Information</i>
CAPR 50-17 and all changes and interim change letters	<i>CAP Senior Member Professional Development Program</i>	Good resource (be familiar with regulations, manuals, pamphlets with Professional Development)
CAPR 60-1 and all changes and interim change letters	<i>CAP Flight Management</i>	A primary regulation for DO
CAPR 60-3 and all changes and interim change letters	<i>CAP Emergency Services Training and Operational Missions</i>	A primary regulation for DO
CAPR 60-5 all	<i>Critical Incident Stress</i>	Good resource (be familiar with

changes and interim change letters	<i>Management</i>	regulations, manuals, pamphlets with Operations)
CAPR 62-1 and all changes and interim change letters	<i>CAP Safety Responsibilities and Procedures</i>	A primary regulation for DO
CAPR 62-2 all changes and interim change letters	<i>Mishap Reporting and Review</i>	A primary regulation for SE
CAPR 66-1 all changes and interim change letters	<i>Aircraft Maintenance Management</i>	A primary regulation for LGM
CAPR 100-1 all changes and interim change letters	<i>Communications</i>	A primary regulation for Communications
CAPR 173-3 all changes and interim change letters	<i>Payment for Civil Air Patrol Support</i>	A primary regulation for FM
CAPP 52-7	<i>Cadet Orientation Flight Syllabus</i>	Good resource (be familiar with regulations, manuals, pamphlets with Cadet Flying)
CAPP 212	<i>Specialty Track Study Guide-Standardization/Evaluation Officer</i>	Good resource (be familiar with regulations, manuals, pamphlets with Standardization/Evaluation)
CAPP 213	<i>Specialty Track Study Guide-Emergency Services Officer</i>	Good resource (be familiar with regulations, manuals, pamphlets with Emergency Services)
CAPF 5	<i>CAP Pilot Flight Evaluation</i>	CAP Flight Evaluation Form
CAPF 9	<i>Release (For Non CAP Members)</i>	CAP Release Form

CAPF 71	<i>CAP Aircraft Inspection Checklist</i>	CAP Aircraft Inspection Form
CAPF 91	<i>CAP Mission Pilot Checkout</i>	CAP Mission Evaluation Form
CAPF 99	<i>CAP Flight Release Log</i>	CAP Release Log
CAPF 104	<i>Mission Flight Plan/Briefing Form</i>	CAP Mission/Flight Plan Form
CAPF 107	<i>Flight Operations Log</i>	CAP Flight Operations Log
CAPF 108	<i>Reimbursement for individual CAP Member Expenses</i>	CAP Reimbursement Form
CAPabilities Handbook		CAP operational capabilities information
<i>Other Items and Resources</i>		
	WMIRS training manual	Found online at: http://www.capmembers.com/media/cms/WMIRS_Manual.pdf
	FAA Regulations parts 1, 43, 61, 91 and all changes	Found online at: http://www.faa.gov/regulations_policies/faa_regulations/
	NTSB part 830	Found online at: http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr830_main_02.tpl
	Aeronautical Information Manual	Found online at: http://www.faa.gov/regulations_policies/faa_regulations/

NOTE: These readings should be mastered throughout the course of students' participation in this specialty track and cover material from which the exams are made.

Training and Performance Requirements

- Attend a CAP wing, region or national level conference and participate in operations related seminars.
- Accurately state the purpose and duties of an Operations Officer.
- Correctly explain the role of the Operations staff at each level in organization (unit, group, wing, and region).
- Read and understand CAPRs 20-1, 60-1, 60-3, 60-5, 62-1, 62-2, 66-1, 173-3, CAPP 20, and FAR 91.
- Successfully complete the on-line flight release officer course.
- Demonstrate that you can correctly enter data into WMIRS and eServices.
- Perform a check ride trend analysis and make the pilots, operations staff and command staff aware of important trends.
- Accurately state all pilot requirements in CAPR 60-1 and Operations Qualifications.
- Demonstrate proper completion of squadron level paperwork for pilots.
- Correctly enter pilot and ES data, validate tasks, and approve achievements in Operations Qualifications.
- Demonstrate how to use the NHQ website (including CAP Knowledgebase) to obtain needed information.
- Demonstrate paperwork processing procedures for Squadron level operations.
- Accurately state the aircraft maintenance requirements
- Demonstrate how to properly manage the aircraft information file (AIF) and updates.
- Demonstrate how to correctly create training missions in WMIRS, including how to develop and upload operations plans.
- Develop, have approved, and implement an annual operations training plan for the squadron level or higher as applicable.
- Correctly explain the rules for retaining mission paperwork at the squadron level.
- Coordinate with the Safety Officer to develop and present three monthly safety briefings.
- Correctly explain how to enter a mishap report in the eServices Safety Management System and the deadline for entering it.
- Earn an aircrew or ground team qualification or a qualification in an aircraft or ground operations related incident staff position. See Attachment 1 for qualified positions

- Demonstrate the ability to perform assigned duties with minimal supervision. Demonstrate the ability to perform assigned duties with minimal supervision.
- Serve as a squadron (or higher) operations or assistant operations officer for a minimum of six months.
- Successfully complete the online CAPP 211 test for Technician rating.

Technician Level Training Checklist

To complete the Technician level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials & Date
Attend a CAP wing, region or national level conference and participate in operations related seminars.	
Accurately state the purpose and duties of an Operations Officer.	
Correctly explain the role of the Operations staff at each level in organization (unit, group, wing, and region).	
Complete assigned readings.	
Successfully complete the on-line flight release officer course.	
Demonstrate that you can correctly enter data into WMIRS and eServices.	
Perform a check ride trend analysis and make the pilots, operations staff and command staff aware of important trends.	
Accurately state all pilot requirements in CAPR 60-1 and Operations Qualifications.	
Demonstrate proper completion of squadron level paperwork for pilots.	
Correctly enter pilot and ES data, validate tasks, and approve achievements in Operations Qualifications.	
Demonstrate how to use the NHQ website (including CAP Knowledgebase) to obtain needed information.	
Demonstrate paperwork processing procedures for Squadron level operations.	
Accurately state the aircraft maintenance requirements	
Demonstrate how to properly manage the aircraft information file (AIF) and updates.	
Demonstrate how to correctly create training missions in WMIRS, including how to develop and upload operations plans.	

Develop, have approved, and implement an annual operations training plan for the squadron level or higher as applicable.	
Correctly explain the rules for retaining mission paperwork at the squadron level.	
Coordinate with the Safety Officer to develop and present three monthly safety briefings.	
Correctly explain how to enter a mishap report in the eServices Safety Management System and the deadline for entering it.	
Explain the rules for retaining mission paper work at the squadron level.	
Earn an aircrew or ground team qualification or a qualification in an aircraft or ground operations related incident staff position. See Attachment 1 for qualified positions	
Demonstrate the ability to perform assigned duties with minimal supervision. Demonstrate the ability to perform assigned duties with minimal supervision.	
Serve as a squadron (or higher) operations or assistant operations officer for a minimum of six months.	
Successfully complete the online CAPP 211 test for Technician rating.	

OJT Supervisor or Unit PDO

Date

Unit Commander

Date

Achieving the Senior Rating

Objectives

The objectives for the Senior Rating in the Operations Officer specialty track are:

1. Develop a highly motivated and trained DO who will conduct and promote effective ES programs and Aircraft Operations.
2. Know the duties and tasks associated with CAP's squadron, group, wing and region Operations Officer positions.
3. Actively participate in ES and flight operations.
4. Understand the ES & flight training, as well as, Operations policies and procedures for CAP. These include the initial qualification, currency and evaluation requirements for ES Instructors, CAP Instructor Pilots, Check Pilots and Check Pilot Examiners; ES & flight management policies as they relate to CAP policies provided in CAPR 60-1, *CAP Flight Management*, & CAPR 60-3, *Operations*; and the CAP safety program.

Position Description

The Operations Officer (DO) at the Senior Level is expected to:

- Develop and implement operations plans, programs and directives.
- Establish reporting procedures to determine the success of operations programs.
- Coordinate operations matters with other staff agencies or interested agencies.
- Develop standard operating procedures for the control and operation of CAP aircraft.
- Develop necessary operations policies and procedures to ensure mission accomplishment and to provide adequate guidance to subordinate personnel and units.
- Request the issuance of transportation and mission authorizations as requested. Assist in the development and recommendation of unit ES and flying procedures.
- Assist in the establishment of continuing training programs to include, but not limited to, specific flight manual changes, review of FAA Regulations, safety, local operating procedures, aircraft systems and emergency procedures, survival, etc.

Knowledge, Training and Performance Requirements

To complete the Senior level of this specialty track, the member must demonstrate knowledge of CAP's ES & Aircraft operations functions. As a minimum, a Senior rated Operations Officer (specialty track 211) should know the following:

- Attend a CAP wing, region or national conference and participate in operations-related seminars since achieving your Technician level rating.
- Demonstrate data entry and viewing reports in WMIRS and eServices to include entering missions, viewing budget reports and generating e108's.
- Correctly explain the role and responsibilities of the CAP National Operations Center as stated in CAPR 60-3.
- Become a qualified Flight Release Officer (FRO).
- Correctly explain the roles of Operations staff at the varied levels and duties of those who work closely with Operations such as the Standardization/Evaluation Officer, Aircraft Maintenance Officer, and Emergency Services Officer. Describe how these jobs interrelate.
- Demonstrate how to correctly input, locate and interpret data in the WMIRS and Ops Quals systems.
- Correctly explain paperwork processing procedures at the local and wing level and any ramifications that could result if not done properly.
- Correctly state when aircraft maintenance inspections are due, including key items.
- Be able to correctly explain aircraft maintenance procedures.
- Demonstrate an adequate comprehension of selected readings in CAPR 20-1, 60-1, 60-3, 60-5, 62-1, 62-2, 66-1, 100-1, 173-3 and CAPP 20. (OJT Supervisor makes reading selections).
- Demonstrate how to correctly create training missions in WMIRS, including how to develop and upload operations plans.
- Assist in the development and implementation of an annual operations training plan for wing or group level.
- Correctly state the rules for retaining mission paper work at the wing or group level.
- Attend either the National Search And Rescue (SAR) School Basic Inland SAR Course or Inland SAR Planning Course, or the CAP National Emergency Services Academy (NESA) Incident Command System School Intermediate or Advanced Courses. **Note:** A regional or wing ES training academy or similar state organized course can be substituted for this requirement with written approval from NHQ/DO.

- Be a qualified aircrew or ground team member and be qualified in at least one aircraft or ground operations related mission base staff position. See Attachment 2 for qualified positions.
- Complete Level II Senior Member Professional Development.
- Demonstrate the ability to perform assigned duties minimal supervision.
- Serve as a group or wing DO or assistant for a minimum of one year after attaining the Senior level.
- Successfully complete the online CAPP 211 test for Senior rating.

Senior Level Training Checklist

To complete the Senior level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials & Date
Attend a CAP wing, region or national conference and participate in operations-related seminars since achieving your Technician level rating.	
Demonstrate data entry and viewing reports in WMIRS and eServices to include entering missions, viewing budget reports and generating e108's.	
Correctly explain the role and responsibilities of the CAP National Operations Center as stated in CAPR 60-3.	
Be current as a qualified FRO	
Correctly explain the roles of Operations staff at the varied levels and duties of those who work closely with Operations such as the Standardization/Evaluation Officer, Aircraft Maintenance Officer, and Emergency Services Officer. Describe how these jobs interrelate.	
Demonstrate how to correctly input, locate and interpret data in the WMIRS and Ops Quals systems.	
Correctly explain paperwork processing procedures at the local and wing level and any ramifications that could result if not done properly.	
Correctly State when aircraft maintenance inspections are due, including key items.	
Be able to correctly explain aircraft maintenance procedures.	
Demonstrate an adequate comprehension of selected readings in CAPR 20-1, 60-1, 60-3, 60-5, 62-1, 62-2, 66-1, 100-1, 173-3 and CAPP 20. (OJT Supervisor makes reading selections).	

Demonstrate how to correctly create training missions in WMIRS, including how to develop and upload operations plans.	
Assist in the development and implementation of an annual operations training plan for wing or group level.	
Correctly state the rules for retaining mission paper work at the wing or group level.	
Attend either the National Search And Rescue (SAR) School Basic Inland SAR Course or Inland SAR Planning Course, or the CAP National Emergency Services Academy (NESA) Incident Command System School Intermediate or Advanced Courses. Note: A regional or wing ES training academy or similar state organized course can be substituted for this requirement with written approval from NHQ/DO.	
Be a qualified aircrew or ground team member and be qualified in at least one aircraft or ground operations related mission base staff position See Attachment 2 for qualified positions.	
Complete Level II Senior Member Professional Development.	
Demonstrate the ability to perform assigned duties without supervision.	
Serve as a group/wing DO or assistant for a period of one year after attaining the Technician level.	
Successfully complete the online CAPP 211 test for Senior rating.	

OJT Supervisor or Unit PDO

Date

Unit Commander

Date

Achieving the Master Rating

Objectives

The objectives of the Master Rating in the Operations Officer specialty track are:

1. Explain the duties and tasks associated with CAP's squadron, group, wing, and region Operations officer positions
2. Manage and take an active leadership role in ES and Aircraft Ops programs.
3. Develop a highly motivated and trained DO who will conduct and promote effective ES and Aircraft Operations programs.
4. Describe the duties and tasks associated with CAP's squadron, group, wing, and region Operations officer positions.
5. Be capable of serving as a leader/administrator/coordinator who can effectively develop the necessary operations policies, plans and procedures for subordinate personnel.

Position Description

The Operations Officer (DO) at the Master Level is expected to:

- Develop and implement operations plans, programs and directives.
- Establish reporting procedures to determine the success of operations programs.
- Coordinate operations matters with other staff agencies or interested agencies.
- Develop standard operating procedures for the control and operation of CAP aircraft.
- Develop necessary operations policies and procedures to ensure mission accomplishment and to provide adequate guidance to subordinate personnel and units.
- Request the issuance of transportation and mission authorizations as requested. Assist in the development and recommendation of unit ES and flying procedures.
- Assist in the establishment of continuing training programs to include, but not limited to, specific flight manual changes, review of FAA Regulations, safety, local operating procedures, aircraft systems and emergency procedures, survival, etc.

Knowledge, Training and Performance Requirements

To complete the Master level of this specialty track, the member must have earned the 211 Senior rating, demonstrated in-depth knowledge of CAP's ES and Aircraft Operations programs, and be prepared to recommend operational policy to commanders. It prepares DOs for positions from the squadron to the region level. This master rating may fulfill one requirement for completing CAP Level IV, Senior Member Training Program.

- Attend a CAP region or national conference and participate in operations-related seminars after attaining the Senior level.
- Correctly describe the Operations staff function from the region level to the squadron level.
- Demonstrate the ability to correctly enter all required wing (or region if serving in that position) data in WMIRS and eServices.
- Demonstrate the ability to correctly use the data shown on all WMIRS and eServices reports to improve OPS performance at region or wing level.
- Maintain FRO qualification.
- Correctly state the requirements for all types of CAP different pilots, such as: transport, cadet O-ride, counterdrug, mission, etc.
- Using data obtained from WMIRS and the CAP website, make pertinent recommendations to the wing or region commander concerning any part of air or ground operations.
- Correctly explain consolidated maintenance procedures and the Operations Officer's role in the maintenance of aircraft and mission-capable status of the fleet.
- Demonstrate a thorough comprehension of all directives and instructions, (CAP, FAA, other) affecting operations.
- Given a fictional scenario, perform an accident investigation and recommendation per CAPR 62-2 (on-line Form 79).
- Demonstrate the ability to identify uses for and correctly utilize special mission capabilities such as Advanced Digital Reconnaissance System (ADRS), Geospatial Information Interoperability Exploitation - Portable (GIIEP) or similar technology used by CAP.
- Correctly explain how the ADRS and GIIEP Systems, or similar technologies used by CAP work, the locations of the closest systems, and the process for requesting them for mission use.

- Properly coordinate any operations related item, using proper channels, with NHQ operations and the CAP volunteer national operations staff to improve communications within the region and wings.
- Attend another National Search And Rescue (SAR) School Basic Inland SAR Course or Inland SAR Planning Course, or the CAP National Emergency Services Academy Incident Command System School Intermediate or Advanced Courses not previously attended. The same course can't count for both levels. **Note:** A regional or wing ES training academy or similar state organized course can be substituted for this requirement with written approval from NHQ/DO.
- Be qualified in an aircraft or ground related operations supervisory level ES mission position. See Attachment 3 for qualified positions.
- Complete Level III Senior Member Professional Development.
- Successfully demonstrate the ability to perform assigned duties with minimal supervision.
- Serve as a wing/region DO or assistant for a period of one year after attaining the Senior level.
- Successfully complete the online CAPP 211 test for Master rating.

Master Level Training Checklist

To complete the Master level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials & Date
Attend a CAP region or national conference and participate in operations-related seminars after attaining the Senior level.	
Correctly describe the Operations staff function from the region level to the squadron level.	
Demonstrate the ability to correctly enter all required wing (or region if serving in that position) data in WMIRS and eServices.	
Demonstrate the ability to correctly use the data shown on all WMIRS and eServices reports to improve OPS performance at region or wing level.	
Maintain FRO qualification.	
Correctly state the requirements for all types of CAP different pilots, such as: transport, cadet O-ride, counterdrug, mission, etc.	
Using data obtained from WMIRS and the CAP website, make pertinent recommendations to the wing or region commander concerning any part of air or ground operations.	
Correctly explain consolidated maintenance procedures and the Operations Officer's role in the maintenance of aircraft and mission-capable status of the fleet.	
Demonstrate a thorough comprehension of all directives and instructions, (CAP, FAA, other) affecting operations.	
Given a fictional scenario, perform an accident investigation and recommendation per CAPR 62-2 (on-line Form 79).	
Demonstrate the ability to identify uses for and correctly utilize special mission capabilities such as Advanced Digital Reconnaissance System (ADRS), Geospatial Information Interoperability Exploitation - Portable (GIIEP) or similar technology used by CAP.	
Correctly explain how the ADRS and GIIEP Systems, or similar technologies used by CAP work, the locations of the closest systems, and the process for requesting them for mission use.	

Properly coordinate any operations related item, using proper channels, with NHQ operations and the CAP volunteer national operations staff to improve communications within the region and wings.	
Attend another National Search And Rescue (SAR) School Basic Inland SAR Course or Inland SAR Planning Course, or the CAP National Emergency Services Academy Incident Command System School Intermediate or Advanced Courses not previously attended. The same course can't count for both levels. Note: A regional or wing ES training academy or similar state organized course can be substituted for this requirement with written approval from NHQ/DO.	
Be qualified in an aircraft or ground related operations supervisory level ES mission position. See Attachment 3 for qualified positions.	
Complete Level III Senior Member Professional Development.	
Successfully demonstrate the ability to perform assigned duties with minimal supervision.	
Serve as a wing/region DO or assistant for a period of one year after attaining the Senior level.	
Successfully complete the online CAPP 211 test for Master rating.	

OJT Supervisor or Unit PDO

Date

Unit Commander

Date

Attachment 1: CAPP 211 Technician Level ES Qualification List

In reference to the requirements in CAPP 211 for the sections requiring a member to “Earn an aircrew or ground team qualification or a qualification in an aircraft or ground operations related incident staff position”, a member would need to currently hold one of the following qualifications:

- Advanced Digital Imagery System Operator (ADIS).
- Airborne Photographer (AP).
- Air Operations Branch Director (AOBD).
- ARCHER Operator (ARCHOPR).
- ARCHER Trac Technician (ARCHTRK).
- Community Emergency Response Team (CERT).
- Communications Unit Leader (CUL).
- Geospatial Information Interoperability Exploitation Portable Operator (GIIEP).
- Flight Line Marshaller (FLM).
- Flight Line Supervisor (FLS).
- Ground Branch Director (GBD).
- Ground Team Member (GTM) – Any Level.
- Ground Team Leader.
- Highbird Radio Operator (HRO)*.
- Incident Commander (IC) – Any Level.
- Mission Observer (MO).
- Mission Safety Officer (MSO).
- Mission Scanner (MS).
- Operations Section Chief (OSC).
- Planning Section Chief (PSC).
- Search and Rescue/Disaster Relief Mission Pilot (MP).
- Surrogate Unmanned Aerial System Green Flag Mission Coordinator (GFMC)
- Surrogate Unmanned Aerial System Green Flag Mission Pilot (GFMP)
- Surrogate Unmanned Aerial System Green Flag Sensor Operator (GFSO)
- Transport Mission Pilot (TMP).
- Urban Direction Finding Team (UDF).

Qualifications annotated with an asterisk (*) are under development, and would be appropriate in this category when completed.

Attachment 2: CAPP 211 Senior Level ES Qualification List

In reference to the requirements in CAPP 211 for the sections requiring a member to be a qualified aircrew or ground team member and be qualified in at least one aircraft or ground operations related incident staff position, a member would need to currently hold at least one qualification from each of the lists below:

Aircrew and Ground Team Qualifications

- Advanced Digital Imagery System Operator (ADIS).
- Airborne Photographer (AP).
- ARCHER Operator (ARCHOPR).
- ARCHER Trac Technician (ARCHTRK).
- Community Emergency Response Team (CERT)
- Communications Unit Leader (CUL).
- Geospatial Information Interoperability Exploitation Portable Operator (GIIEP)
- Ground Team Member – Any Level (GTM)
- Ground Team Leader (GTL)
- Highbird Radio Operator (HRO)*.
- Mission Observer (MO).
- Mission Scanner (MS).
- Search and Rescue/Disaster Relief Mission Pilot (MP).
- Surrogate Unmanned Aerial System Green Flag Mission Coordinator (GFMC)
- Surrogate Unmanned Aerial System Green Flag Mission Pilot (GFMP)
- Surrogate Unmanned Aerial System Green Flag Sensor Operator (GFSO)
- Transport Mission Pilot (TMP).
- Urban Direction Finding Team (UDF)

Aircraft and Ground Operations Related Incident Staff Positions

- Air Operations Branch Director (AOBD).
- Flight Line Marshaller (FLM).
- Flight Line Supervisor (FLS).
- Ground Branch Director (GBD).
- Incident Commander (IC) – Any Level.
- Mission Safety Officer (MSO).
- Operations Section Chief (OSC).
- Planning Section Chief (PSC).

Qualifications annotated with an asterisk (*) are under development, and would be appropriate in this category when completed.

Attachment 3: CAPP 211 Master Level ES Qualification List

In reference to the requirements in CAPP 211 for the sections requiring a member to “be qualified in an aircraft or ground-related operations supervisory level ES mission position”, a member would need to currently hold at least one of these qualifications:

- Air Operations Branch Director (AOBD).
- Ground Branch Director (GBD).
- Incident Commander (IC) – Any Level.
- Logistics Section Chief (LSC).
- Operations Section Chief (OSC).
- Planning Section Chief (PSC).