

Operations

**CAP EMERGENCY SERVICES/MISSION PROCEDURES**

CAPR 60-3, 25 May 2004 is supplemented as follows:

1-4.b.4.c Replace. "CAPF 114" with "CAPF 114 or MIMS." (With MIMS, there should be no need to retain paper files at Wing. The unit and individual are required to keep paper copies.)

1-4.c.7. Added. Ensure MIMS entries are synchronized with Unit maintained CAPF 114. The CAPF 114 must contain paper copies of SQTRs, Form 91s, and first aid credentials, as applicable. (The unit commander has to approve qualifications in MIMS and should ensure that the online and paper records match.)

1-4.c.8. Added. For IC, AL, and section chief qualifications, submit to Wing HQ the applicable paper SQTR.

1-4.d.4. Added. Ensure MIMS and other CAP NHQ electronic systems contain information that matches the information provided by the member to the unit commander (or designee).

1-18.a. Added. All records pertaining to each authorized SAR/DR/CD/Training mission will be sent to the Wing Director of Emergency Services (DOS) via the Incident Commander within 48 hours of mission closing. Delivery of the records will not be delayed for completion of CAP Form 108.

2-2.e.4. Added. Minnesota Wing will utilize the MIMS along with CAPF 101 cards to validate ES qualifications. Either means of validation will be considered sufficient proof of qualification. The database can be used either online (on the National web site or the Minnesota Wing web site) or offline (using a printed report) to provide an alternate means of verifying qualifications. Printed reports must be from the current month to insure that membership records are current, and expired members are not listed on the report.

2-3. Append. Trainees for section chief, agency liaison, and incident commander qualifications must obtain their mission experience toward qualification on either an Air Force assigned mission (actual or training) or a corporate mission with a wing-issued mission number. (Training activities with squadron-issued mission numbers may not be used for these qualifications.)

2-3. Append. For the purpose of this paragraph, a "sortie" will be defined as in other regulations, as a single operational flight for an aircrew, a 4 hour period for a ground team member or leader, and an 8 hour period for a mission staff position. Partial periods are rounded-up. For example, an operational period of 5 hours for a ground team would count as 2 sorties for its members.

2-3.af.1. Added. Training requirements for the ground radiological monitor qualification are documented in the Minnesota Wing Training and Operations Plan for Ground Radiological Monitoring, available on the wing web site. (This plan, which is developed in collaboration with state agencies and approved by National HQ CAP, will be updated by wing ES staff at least every four years.)

2-4.e. Added. Renewal requirements for the ground radiological monitor qualification are documented in the Minnesota Wing Training and Operations Plan for Ground Radiological Monitoring, available on the wing web site. (This plan, which is developed in collaboration with state agencies and approved by National HQ CAP, will be updated by wing ES staff at least every four years.)

2-4.f. Added. Aircrew qualifications for mission pilots, can be renewed all-together by accomplishing a CAPF 91. The CAPF should be submitted to the unit commander. The commander then enters the renewal (i.e. the "achievement") in MIMS and files the CAPF 91 in the member's CAPF 114.

2-4.g. Added. Except for aircrew qualifications of mission pilots and except for ground radiological monitor qualifications, all applications for renewal are to be accomplished using a paper SQTR form. When used for this purpose, the word "RENEWAL" should be written on the top of the form. Only those parts of the form applicable to renewal need be completed. Except for IC and AL renewals, which must be approved by wing, squadron commanders approve renewals by entering the "achievement" into MIMS. Renewal of IC and AL qualifications shall be done by submitting the SQTR to wing HQ for action.

2-7. Append. Members will retain copies of all supporting documentation for their qualifications including, but not limited to: SQTRs, old 101T series forms, CAPF 91, course attendance records, certificates, etc.

5-4.b. Added. Agreements between units and their local and county governments must comply with CAPR 60-3, Attachment 6 and the MOU between Minnesota Wing Civil Air Patrol and the State of Minnesota. They must be submitted to the Wing Commander for approval and forwarded to National Headquarters CAP.

/SIGNED/  
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/SIGNED/  
STEPHEN G MILLER, Col, CAP  
Commander

**SUMMARY OF CHANGES:**

Removed references to MNWG OPLAN. Added reference to Minnesota Wing Radiological Monitoring Training and Operations Plan. Added guidance for MIMS and SQTRs. Clarified and specified trainee experience requirements. Clarified renewal procedures.