



# *Wisconsin Wing Civil Air Patrol*

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*United States Air Force Auxiliary*

2400 Wright Street • Madison, Wisconsin 53704-2572  
608-242-3067 • Fax 608-242-3068 • [www.wiwgcap.org](http://www.wiwgcap.org)

28 August 2006

MEMORANDUM FOR HQ WIWG CAP/CC

FROM: WIWG/DOSA

SUBJECT: 2007 Wisconsin Wing Emergency Services Training Plan

1. After a meeting conducted 18 August 2006, the ES and Operations staff has compiled the following revised Emergency Services Training Plan for your review.

**2. Wisconsin Wing Emergency Services Mission Statement:**

*Wisconsin Wing will have the best trained and most capable ES force in the entire nation.*

**3. Goals of the Wisconsin Wing ES Program:**

- a. We will raise the bar, exceeding the expectations of our members and our customers.
- b. We will standardize our processes and conduct results-based training that will prepare our members to respond to any kind of emergent situation.
- c. We will provide an ES Program that our members will find both rewarding and enjoyable; at the same time, we will recognize our fellow members' participation and contributions.

**4. Performance Metrics.** We will use the following metrics to assess whether or not we have met or exceeded our stated goals.

- a. Wisconsin Wing will establish a master list of authorized ES Skills Examiners (similar to list of authorized CAPF 5 & 91 checkpilots); these individuals will be wholly responsible for ensuring members are qualified to accomplish the missions they perform.
- b. All new qualifications will meet all minimum standards for those qualifications; within three years (at the next recertification date), all extant qualifications will meet minimum standards or be decertified.
- c. Supervisors and senior incident staff will meet NIMS minimum training standards.
- d. All standard procedures will be followed on every mission, training or actual.
- e. Wisconsin Wing will increase by 50% the number of qualified UDF and Ground Teams over the course of the next three years.

**5. Training Programs.** We will carry out the following training programs in support of our stated goals.

- a. **ES Conference.** To be presented as a track annually at the Wisconsin Wing Conference. This will include 2-hour break-out sessions devoted to aircrews, ground teams, mission base staff and to senior incident

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command personnel. Topics will include program updates, related information (from FAA, WEM and the like) and finally emphasis items as selected by the wing ES staff (tasks and other areas where either improvement is required or skills that are not often exercised and must be recertified). Members who achieve higher ratings (ICS Command and General Staff) must attend an ES Conference at least once every three years (prior to recertification) to remain rated. For lower ratings, these presentations should be made available on the wing website for appropriate instructors (skills examiners chosen by the ES staff) to put on at the local level (for those that cannot make the Wing Conference).

- b. **Mission Aircrew/Ground Team Academy.** To be presented annually. This is a relatively intensive training program that will be presented over the course of two consecutive weekends. The Aircrew component will take individuals who are already Mission Scanners (or who have accomplished the majority of Mission Scanner training) and prepare them to become Mission Observers and/or Mission Pilots. The Ground Team component will likewise take individuals with Urban Direction Finding training and prepare them to become Ground Team Members. An “advanced” second-year program will provide additional training to advance individuals to GTM2 and GTM1 status. Likewise, current aircrew members will have the opportunity to take part in a wilderness survival course. (The Advanced portions are not scheduled for FY 07, but will likely become available in FY 08.)
- c. **Mission Base Staff/Communications Academy.** To be presented annually. This training will be presented over the course of a single weekend, but will include several different components. The Basic Mission Base Staff Academy will provide ICS 300-level training along with separate tracks for those interested in working within the Operations Section (Air or Ground Branch) and those interested in other Mission Base support functions. The Advanced Mission Base Staff Academy (not scheduled for FY 07) will provide ICS 400-level and IS-800 training, along with separate tracks for those interested in pursuing ratings as Operations Section Chief, Planning Section Chief or Command Staff/Logistics/Finance-Admin Section Chief. Both the Basic and Advanced courses will include a significant tabletop exercise program that will test students’ abilities to put their skills learned to immediate use. Finally, the Communications Academy will also include a basic and advanced school. The basic school will provide BCUT, ACUT and MRO training, with a significant practical component that will fully prepare students for the rigors of emergency communications operation. The advanced school will build upon this by introducing students to some of the more advanced equipment and concepts, such as setting up and operating the Communications Jump Kit, operating the MCP communications gear, assisting in the setup of the satellite internet kit, and operating a fully self-sufficient communications center in an emergency.
- d. **Tabletop/AFRCC Training.** To be presented annually. Every year, Wisconsin Wing will present a functional tabletop exercise that will test the ability of the Wing’s mission managers to successfully prosecute the variety of missions we are expected to accomplish. Approximately every three years, the AFRCC will be invited in to present their SAR Management Course (of which, a tabletop SAR is a key component).
- e. **Tabletop/ICS 200 Training.** To be presented as necessary (beginning in FY 07). This training will be presented over the course of a single weekend and will include ICS 200-level training as well as IS-700 (An Introduction to the NIMS) training along with a tabletop exercise that will put students’ knowledge of the Incident Command System to the test and prepare them to operate in a multi-agency incident.

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- f. **Monitored/Evaluated Training Mission.** In alternating years, Wisconsin Wing will host either a Monitored Training Exercise or an Evaluated Training Mission, where personnel from the Great Lakes Liaison Region office come to evaluate the wing's ability to perform our Emergency Services Mission.
- g. **Wing Training SAR/DR.** Several times per year, Wisconsin Wing will exercise its ES capability by putting on a training exercise with both SAR and DR components. These exercises will be held at various locations throughout the wing. The goal of these exercises is to ensure that the wing's members are fully prepared to respond to any likely contingency. With that in mind, scenarios will be presented that will test more than our aircrews' abilities to find an ELT or a tarp in a field. Ground team scenarios will give existing and newly forming teams the chance to fully practice their skills while air scenarios will focus on the typical kinds of air missions CAP has been tasked with as well as providing the opportunity to participate in more advanced sorties.
- h. **"Multi-Group" Training SAR/DR.** At least once per year, Wisconsin Wing will host a SAR/DR training mission that will focus on local areas, utilizing the concepts of Area Command. Each group is encouraged to set up their own local incident command post (mission base), complete with IC and staff, and conduct a more localized training focused on the needs of the group and its units. This will also provide each group the opportunity to invite local emergency managers, first responders and other interested parties to observe and participate in the exercise.
- i. **"Large-Scale" Training SAR/DR.** Wisconsin Wing will offer to host a multi-state exercise that will bring ES forces from across the region together to test their abilities to prosecute a coordinated mission strategy. Moreover, it will give Wisconsin the opportunity to take the lead within Great Lakes Region and help foster the kind of cooperation that will be vital in the case of a New Madrid-type event. The budget for this mission will be entirely dependent upon additional monies being available at the end of the fiscal year.
- j. **Local Group-Level Training.** Wisconsin Wing will make available for download from the website all of the information necessary to conduct standardized weekend-long training in the following ES specialties: Mission Staff Assistant, Mission Radio Operator, Urban Direction Finding (UDF) Team and Mission Scanner. Groups can then conduct any or all of these training courses on an as-needed basis, at the times and in the locations that best serve their members. Groups may request Wisconsin Wing Training Mission numbers (WT numbers) for these training events.
- k. **National Check Pilot Standardization Course.** Wisconsin Wing will conduct a NCPSC on an as-needed basis to provide potential new check pilots and current check pilots the opportunity to become certified or recertified.
- l. **Pilot Proficiency Programs.** Wisconsin Wing will continue to support the various programs that will increase the proficiency and competency of our pilot rolls.

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## 5. Proposed Wisconsin Wing ES Training Plan

### Wisconsin Wing ES Training Calendar (Tentative) Fiscal Year 2007

Month	Activity	Location
October	Wing Training SAR/DR	TBA (Janesville?)
November	ICS 200/Tabletop Ex.	Madison/DMA
December	Christmas/New Years	
January	Mission Base Staff/Comm Academy	Madison/DMA
February	Tabletop Exercise	Madison/DMA
March	"Multi-group" Training SAR/DR	Various
April	Wing Conference ES Conference & Stan-Eval Brief	Eau Claire Eau Claire
May	Rockets for Schools Wing Training SAR/DR	Sheboygan TBA
June	Monitored Training Exercise	TBA
July	EAA Encampment	Oshkosh Volk Field
August	Mission Aircrew/Ground Team Academy	TBA
September	AE Weekend "Large Scale" Training SAR/DR	Oshkosh TBA (Houghton?)
<b>Other Funded Training</b>		
	SUI Program NCPSC Glass Cockpit and Others	

//Signed//  
 Christoffer M. Trossen, Lt Col, CAP  
 Assistant Emergency Services Officer

cc:  
 WIWG/CV  
 WIWG/CS-M  
 WIWG/DO  
 WIWG/DOS