



HEADQUARTERS
CIVIL AIR PATROL, TEXAS WING
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 154997
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17 May 2011

MEMORANDUM FOR TEXAS WING DOS

FROM: TXWG/CC

SUBJECT: Texas Wing Policy Letter on Emergency Services Training and Qualifications

1. Regarding the Texas Wing Evaluator List, we will continue to submit highly qualified individuals who are willing to perform the job of trainer and evaluator with the attention to detail that position deserves. Texas Wing Evaluators are no longer required to submit the Statement of Understanding but this does not mean that the Wing is lowering training standards. Evaluators whose students show a pattern of poor performance will be removed from the SET List.
2. SQTRS for initial qualifications will be signed by a current member of the SET list. The paper copy will be scanned and uploaded into Ops Quals. Although it is not required, we suggest maintaining a hard copy of the SQTR in the member's personnel file.
3. Care should be taken to assure that a full sortie is performed by a member training for Mission Staff, Flight Line or other positions that do not require a specific numbered sortie. A full sortie is no less than four hours but training should not be measured by the clock but by the content of the training experiences in that time period.
4. Renewals are to be signed by a current member of the SET list. Any additional renewals, as determined by the equivalency chart, should be listed at the top of the SQTR. Renewals must be uploaded into Ops Quals. Although it is not required, we suggest maintaining a hard copy of the SQTR in the member's personnel file.
5. Because of the nature of their positions, AOBD, GBD, Planning Section Chief, Fi/Ad Section Chief, and Operations Section Chief will be asked to demonstrate an understanding of WMIRS, IMU, CAPSTAR/MAPSTAR, ICS paperwork and other items of technology that are required by the mission. Members renewing IC2 and IC3 must demonstrate a thorough knowledge of the various types of SAREXs done by Texas Wing, the paperwork required to complete the mission and all items of technology listed above. NHQ has no procedure in place to renew IC1.

BROOKS CIMA, Col, CAP
Texas Wing Commander