



**HAWAI'I WING
CIVIL AIR PATROL**
UNITED STATES AIR FORCE AUXILIARY

20 February 2020

MEMORANDUM FOR ALL HAWAI'I WING MEMBERS

FROM: HI WING ESTO

SUBJECT: Operations Qualifications Guidelines for Hawai'i Wing

The below guidelines are intended to assist with the instruction and qualification of new and renewal ES Operations Qualifications in Hawai'i Wing. These guidelines adhere to the SET best practices and apply to all ES instruction.

Familiarization and Preparatory Training:

The familiarization and preparatory training should be done in a classroom or one-on-one setting before the start of an exercise or field training.

Advanced Training:

- Sign-offs need to be taught and then tested as a multi-step process:
 1. First demonstrate the skill
 2. Allow participants time to practice and master the skill
 3. Finally, test the participant on their ability to perform the skill without assistance
- Sign-offs for advanced training should only be given to participants who demonstrate operational proficiency, that is the ability to perform the task without instructor help.

Exercise Participation:

Most operational qualifications require 2 exercise participation sign-offs.

- The first exercise participation can be given for participation in any organized training, or SAREX.
- Exercise participation should only be logged for a single role, for a single mission or training, on a particular day. A member should have performed the full duties and responsibilities of that position for an entire operational period.
- The second mission participation should only be given when the participant has demonstrated full proficiency for the qualification being sought. This means that the participant was able to perform all the duties and responsibilities of the qualification, without assistance from an instructor, for the entire operational period.

Wing level approval of Operations Qualifications:

The Wing Emergency Service (ES) and Operations (OPS) staff have the responsibility of approving all ES Ratings for Hawai'i Wing. Wing ES and OPS staff may have questions for instructors or evaluators, such as when a single instructor signs off all the tasks on a single day. The person who signs off Exercise Participation #2 can expect to be contacted by ES or

OPS staff to discuss the readiness of the participant to perform the duties of the qualification. If an evaluator has reservations that a member may not be ready to perform all the duties of the rating without assistance, they should talk to the IC or commander about withholding the second Exercise Participation sign-off.

Advanced ES Ratings:

There are a handful of advanced ES ratings that warrant additional attention from ES and OPS staff. Either due to the nature of the position, or its exposure to the public or other agencies. The below ratings will require the participant to have an additional readiness interview with Wing ES or OPS Staff before the rating is approved.

- IC levels (all)
- Agency Liaison (AL)
- Operations Section Chief (OSC)
- Ground Team Leader (GTL)
- Communications Unit Leader (CUL)

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