

# **Civil Air Patrol, Texas Wing Skills Evaluation Trainer List Process**



**CIVIL AIR PATROL**

**TEXAS WING**

**SKILLS EVALUATOR TRAINER [SET]**

**LIST MAINTENANCE**

**Standard Processing Procedure**

# Civil Air Patrol, Texas Wing Skills Evaluation Trainer List Process

## 1. Purpose

The purpose of this document is to describe the format, actions and procedures for maintenance and distribution the Skills Evaluator Trainer (SET) list for the Texas Wing of the Civil Air Patrol.

To maintain the professional level of CAP members we must provide a list of experienced personnel whose skills have been proven. Those authorized as SET must have the proven capability of training, reviewing and evaluating the skills of trainees seeking recognition as qualified to perform the activities specified in the Specialty Qualification Training Record (SQTR) for the chosen specialty.

This process will assure that the command structure of the Texas Wing controls the quality of SET personnel.

To maintain the list of personnel authorized as SET we must: examine the experience of each candidate as recorded in CAP records; evaluate their ability to train, review and evaluate the ability of others; require their commitment to maintain the level of professionalism, and assure that each candidate meets the criteria established for becoming a SET for the specialty in which they are being considered.

Having established the qualifications of the SET, the Texas Wing must maintain a current list of all SET authorized personnel and make that list available to all Wing personnel.

Personnel applying for inclusion as a SET may be accepted or rejected based on their recorded qualifications or by the subjective consideration of Command at Unit, Group or Wing level.

## 2. Scope

This processing procedure is intended for and required of all Texas Wing, Civil Air Patrol members and Command structure.

Personnel who do not follow this procedure will have all subsequent approvals by those persons rendered null and void. Additional actions effecting persons not following this procedure may be taken by the Command structure.

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## 3. Prerequisites

Requests for changes to the SET List must be submitted by the end of February, May, August and November to be considered for inclusion in the next respective SET List publication. Delay or errors in submission, issues discovered during vetting, other inaccuracies or questionable information may delay approval and inclusion

Candidates for consideration as a SET must have:

- been qualified in the specialty for which they are being considered for one year or more;
- taken and passed the online SET Evaluation Test;
- taken and passed the online Operational Risk Management, Intermediate test
- submitted a signed SET "Statement Of Understanding" (SOU) with an attached form specifying the specialties for which SET authorization is being requested and endorsed by their Unit Commander.

To be considered as a SET for Mission Pilot (MP) the candidate must be listed on the current "Letter of X's" as an "SAR/DR MP". Any resulting SET authorization will only be valid while the candidate remains on the "Letter of X's".

To be considered as a SET for Mountain Flying Certification (MFC) the candidate must be listed on the current "Letter of X's" as an "SAR/DR MP", and have completed the CAP Mountain Flying Clinic Airborne Instruction task. Any resulting SET authorization will only be valid while the candidate remains on the "Letter of X's" and current in CAP Mountain Flying Airborne Instruction.

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## 4. Responsibilities

Each individual seeking SET authorization is responsible for acquiring the skills and experience required to attain a SET authorization, they are also responsible for assuring their online records are up-to-date and correct.

**Unit Commanders** are responsible for reviewing individual member credentials, training level and ability to train and evaluate other members in specific specialties. The Unit Commander is also responsible for initiating the authorization process.

**Group Commanders** receive, review, record authorization or rejection of the request(s) and forward approvals / rejections to Wing with copies to the requesting Unit. Any rejections must be accompanied by explanations and / or corrective actions to be taken to gain approval.

The **Wing Commander** or designee is the final authority. They will receive, review, record authorization or rejection of the request(s) and forward approvals / rejections to the SET List Maintenance team for inclusion in subsequent distributions with copies to the requesting Group and Unit. Any rejections are to be accompanied by explanations and / or corrective actions to be taken to gain approval.

The **Wing SET List team** is responsible for processing all requests and producing the SET List.

The **Wing PIO** is responsible for publishing the SET List to the Wing website.

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## 5. Procedure

**Unit Commanders** complete the “Skills Evaluator Trainer (SET) Approval or Revocation Request / Endorsement” form [Attachment II.] filling in the “Candidate Name”; “Candidate CAPID”; “Unit”, “Group” and “Wing” identifiers; and “First Time SOU Submission” check box.

Follow the instructions on the form to complete the appropriate specialty information, sign including CAPID and date.

Submit this form (attach a SOU on first submission) to your Group Commander.

**Group Commanders** review the completed form and, if attached, the SOU. Follow the instructions on the form to complete the appropriate specialty information, sign including CAPID and date. Completed originals are to be maintained in Group records files. Scanned or email copies are to be sent to the Wing SET List team ([tx@dickhughes.com](mailto:tx@dickhughes.com)) and copies returned to the Unit Commander.

The Wing SET Maintenance team will produce the SET List incorporating the requested changes, when valid. The SET List will be presented to the Wing Commander for final review and approval. Following review by the Wing Commander any required actions will be incorporated in the final SET List for this scheduled release. A SET List actions report will be prepared and sent to each Group Commander with copies to the Wing Commander and file.

The **Wing Commander**, or designee, reviews a preliminary SET List and either approves or rejects the list. (This process will be repeated as required until an approved list is produced.)

## **PROCESS**

### **a. Initiation**

Qualified candidates, individually or by encouragement of their Unit Commander indicate they have read, agree and commit to the provisions of the “Texas Emergency Services Evaluator Statement of Understanding” (SOU) by printing their Name, CAPID and Date and signing the SOU.

Once completed, the SOU is presented to the Unit Commander.

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## b. Unit Endorsements

The Unit Commander, in discussion with the individual, completes the "Skills Evaluator Trainer (SET) Approval or Revocation Request / Endorsement" form.

Fill in the "Candidates Name", "CAPID", and the "Unit" designator. Enter a "Y" or "N" indicating if this form is associated with a first time submission of a completed SOU.

Enter an "A" or "D" for each specialty authorization change being requested. "A" indicates a request to approve this as an authorization. "D" indicates a request to drop authorization of this SET authorization.

Enter an "A" or "R" in the Unit Commanders' endorsement box. "A" indicates the Unit Commanders approval. "R" indicates the Unit Commander rejection of this request. If "rejected", a note enumerating the reason for rejection must be attached to this form.

The Unit Commander then initials to each requested specialty on the Unit Commander line, signs and adds their CAPID and date to the form.

When all forms are complete they are to be submitted to the appropriate Group Commander.

The Unit Commander is responsible for the vetting of all requests.

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## c. Group Endorsements

The Group Commander receives completed SET forms from their subordinate Unit Commanders.

The Group Commander reviews requests, applies their subjective judgment to each request and if necessary discusses the request(s) with the submitting Unit Commander (or in special circumstances with the individual) and makes their decision.

Once a decision is made the Group Commander enters an "A" or "R" in the Group Commanders' endorsement box. "A" indicates the Group Commanders approval. "R" indicates the group Commander rejection of this request. If "rejected", a note enumerating the reason for rejection must be attached to this form.

The Group Commander then adds their Group designator, initials to each requested specialty on the Group Commander line, signs and adds their CAPID and date to the form.

When all forms are complete they are to be submitted to the Wing SET List Maintenance team.

## d. SET List team

The SET List team processes the requested changes against existing CAP file data. Any discrepancies are noted and attached to the request. All requests and attachments are filed and a sent to the appropriate Group and Unit Commanders.

Working with the Wing Commander, a final SET List is produced until no discrepancy exists.

Each SET List is to be archived (archive title to indicate the first effective date of the SET List being filed) prior to it's' replacement. All requests and attachments are to be filed for future reference.

On the agreed schedule, a SET List is produced and sent to the Wing PIO to be published to the Wing website.

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## e. **Wing Endorsements**

The Wing Commander (or their designee) receives a preliminary SET List from the SET List Maintenance team.

The Wing Commander reviews requests, applies their subjective judgment to each request and if necessary discusses the request(s) with the submitting Group or Unit Commander (or in special circumstances with the individual) and makes their decision.

Once a decision is made the Wing Commander informs the SET List Maintenance team of any additional changes or corrections.

## f. **Wing PIO**

When received and per the agreed schedule, the Wing PIO publishes the SET List to the Wing website.

## g. **Exception Letters**

On limited occasions, a special list of evaluators may be approved by the Wing Commander for a particular event or a limited amount of time. This list may include out of state instructors teaching at a special event or individuals chosen because of their skills in a particular limited area. This list will be distributed to Group Commanders through the DOS and should be disseminated as necessary.



# Civil Air Patrol, Texas Wing Skills Evaluation Trainer List Process

## Attachment I

### Texas Emergency Services Evaluator Statement of Understanding

I understand that it is my responsibility to enforce the standards set in the task guides, train members to those standards, and not certify completion of task training until the member has demonstrated qualification in order to properly safeguard CAP from potential liability issues. I further understand that I am accountable to the chain of command and if I fail to enforce the standards, I may be removed from the evaluator list, decertified in my ES specialties, or terminated as a CAP member.

I have completed Intermediate ORM and will ensure safety is emphasized at every CAP event.

I understand that only qualified supervisors are permitted to sign off training tasks and perform periodic evaluations, and that a qualified supervisor must be appointed in writing by the Texas Wing Commander and be listed on the current Texas ES Evaluator list. I also understand that a qualified supervisor is only allowed to certify tasks and missions for specialties for which they are explicitly appointed as an evaluator and in which they are current (not expired).

I understand that CAPR 60-3 directs preparatory and familiarization training be completed before performing advanced training tasks on training or operational missions.

I understand that all training tasks for a specific specialty must be completed within a two year time period and that if there are older tasks on the SQTR, they must be re-demonstrated to the current standard for an initial qualification.

I understand that task and mission accomplishment should be documented on a paper SQTR and this paper document should be stored in the member's CAPF 114 ES Training record until training is complete and the tasks and certification are recorded, validated, and approved in E-Services. The paper SQTR is also to be used by the unit commander as verification of completion prior to validating tasks or qualifications in E-Services.

I understand that Emergency Services qualifications expire every three years and an evaluation (not just participation) is required in order to maintain/regain currency. I also understand that task accomplishment must meet the current standards or the member fails the evaluation. This failure must be reported through the member's chain of command and to the Wing ES Officer.

I know how to use the task guides, and the Sortie Equivalency and Qualified Supervisor Charts.

I know how to complete a renewal evaluation SQTR and where to send it.

I understand that Mission Pilots have to do a Form 91 check ride every two years and that their renewal evaluations must follow the exact same SQTR process as every other specialty renewal.

I understand that I must read both CAPR 60-3 and the Texas Wing Supplement to understand how the Texas Wing implements CAP's Emergency Services qualification/renewal processes.

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**Name**

**CAPID**

**Signature**

**Date**

# Civil Air Patrol, Texas Wing Skills Evaluation Trainer List Process

## ATTACHMENT II

### Skills Evaluator Trainer (SET) Approval or Revocation Request / Endorsement

[For first time Statement of Understanding (SOU) document submission, attach to the completed SOU]

	Unit	Group	Wing		Unit	Group	Wing
Candidate Name: _____	_____	_____	_____		_____	_____	_____
Candidate CAPID: _____	Unit	Group	Wing		Unit	Group	Wing
<input type="checkbox"/> (Y / N) First Time SOU submission	Cmdr	Cmdr	Cmdr		Cmdr	Cmdr	Cmdr
<input type="checkbox"/> AOBD - Air Operations Branch Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> CUL - Communications Unit Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FASC - Finance/Admin Section Chief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FLM - Flight Line Marshaller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FLS - Flight Line Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> GBD - Ground Branch Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> GTL - Ground Team Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> GTM1 - Ground Team Member Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> GTM2 - Ground Team Member Level 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> GTM3 - Ground Team Member Level 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IC1 - Incident Commander Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IC2 - Incident Commander Level 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IC3 - Incident Commander Level 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PIO - Public Information Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> LO - Liaison Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> LSC - Logistics Section Chief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MC - Mission Chaplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MFC - Mountain Flying Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MC - Mission Chaplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MO - Mission Observer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MP - SAR/DR Mission Pilot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MRO - Mission Radio Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MS - Mission Scanner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MSA - Mission Staff Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MSO - Mission Safety Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> OSC - Operations Section Chief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> PSC - Planning Section Chief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> UDF - Urban Direction Finding Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DO NOT REQUEST BOTH ENDORSEMENTS AND REVOCATIONS ON THE SAME FORM**

Requesting Officer: enter an "A" (add) in the box next to each qualification endorsement being requested; or enter a "D" (drop) in the box next to each qualification for which you are requesting revocation of endorsement.

Requesting / Endorsing Officers, sign below: enter an "A" (approved) or an "R" (rejected) and initial, under the appropriate command level, each qualification you are endorsing.

Unit Commander	Group Commander	Wing Commander
_____	_____	_____
CAPID: _____	_____	_____
Date: _____	_____	_____