

ES QUALIFICATIONS REQUIREMENTS FOR APPROVALS 20Jan16

This is a step by step procedure and all documentation required for SQTR APPROVAL

All commander approvals must be done after the pre-requisites are completed

1. Cannot start training until member has met the prerequisites and commander has approved prerequisites.
2. All tasks must be done on advanced requirements after commanders approval of preparatory and familiarization training.
3. Member has two years to complete initial training status. Tasks that crossover from an **active** specialty rating cannot be more than 3 years old.
4. Renewals tasks cannot be more than 3 years old.
5. Correct mission numbers for all and sorties(if air or ground teams) must be entered with correct dates
6. Aircrew or **GT** and **UDF** members tasks(trainees) must have their tasks notated on the CAP104 or CAP109
7. All required ICS courses(IC100,200,300,400,700,800) certificates for the particular qualification must be uploaded with the correctly identified file name and entered into E-services.(FIRST AID/CPR QUALIFICATION CARD MUST BE UPLOADED FOR ALL **GTM** AND **FLM/FLS**). One Certificate per file name.
8. Communication logs must be notated with the MRO(trainee) name and CAPID
9. All participants and evaluator must be logged into the mission for the mission period or sortie (**AIRCREW**, **GROUND TEAM**, **UDF**). Each login must reflect a separate operational period for mission base staff.
10. Recommended that the sortie number is added next to the mission number on the SQTR. This will speed up the approval process.

FOR MISSION MANAGEMENT QUALIFICATIONS (**AOBD, GBD, CUL, PSC, OSC, LSC, LO, MSO, IC, PIO**)

These positions required a higher standard of documentation due to AF and legal requirements. In addition to the above:

1. Unit logs(ICS214) must be completed by ALL. (Completed by the trainee with their name and capid). This log must include their activities during the mission
2. For briefs or debriefs, trainee must log his CAPID on CAP104 or CAP109
3. All required ICS documents for your position must be uploaded with your name and CAPID)(trainees) Any documents completed on WMIRS are automatically uploaded.

REQUIRED DOCUMENTS FOR APPROVAL UPLOADED MANUALLY INTO MISSION FILES OR AUTOMATICALLY IF COMPLETED ON WMIRS

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| ALL POSITIONS + ICS211, ICS214 | AOBD CAP104, WT&BAL CAP107, ICS 218 | GBD CAP109 ICS 218 | MSO ICS206, ICS215A, CAP71, CAP73 | CUL ICS205, CAPF110 |
| PSC CS201, ICS202, ICS203,205 ICS221 | OSC ICS215, ICS204 | PIO PRESS RELEASE | LSC CAP73, ICS218 | |
| LO -- Documentation From Liaison Agency | | | | |