



HEADQUARTERS NEW JERSEY WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 16099
Joint Base McGuire-Dix-Lakehurst NJ 08641-6099



15 March 2014

MEMORANDUM FOR: NEW JERSEY WING MEMBERS
ATTENTION: SQUADRON & GROUP COMMANDERS

FROM: NJ-001/DO

SUBJECT: Approvals process for Emergency Services tasks effective at 2400 hours, 17 March 2014.

1. Members must print out a blank or recertification Specialty Qualifications Training Record (SQTR) for the specialty the member wishes to train or complete training for with the Unit Commander's signature for Preliminary Training. All tasks in the preliminary training section must be completed before the member can move to the Familiarization and Preparatory training section of the SQTR.
2. As you complete the tasks in each section, the member shall enter online via the My Operations tab located in e-Services, the appropriate online SQTR for that specialty, and enter the date the task was completed and the Skills Evaluator's CAP ID Number in the space provided. Once the information is completed, the member shall click the submit button and the SQTR will go to the Skills Evaluator to verify that they did perform the task(s) submitted and forward the request up the chain of command.
3. Once the member has completed all the task in the Preliminary section of the SQTR, the member shall go to their Unit Commander, who will verify that all task have been completed and signed off by the Skills Evaluator, then the Unit Commander shall go into Operations Qualifications and sign the Familiarization and Preparatory section for Unit Commander's approvals to begin their advanced training.
4. As you complete the tasks in the Familiarization and Preparatory section of the SQTR, use the same process of entering online those tasks completed as mention in paragraph 2, above. The Skills Evaluator will verify that these tasks were completed and sent it up the chain of command for approvals.
5. Once the member has completed all the tasks on the SQTR and participated in two (2) Missions, or one (1) Mission with two (2) separate sorties, the member shall upload the signed copy of the SQTR into My Operations Qualifications in e-Services and upload their SQTR into the Upload section. After uploading the documents, the member shall then go into their online SQTR and verify that ALL the information is entered with the Date, Skills Evaluators CAP ID Number and the Mission Number(s) for the Mission participation section and then click submit, this will forward the request up the chain of command for approvals.
6. Please ensure you have all the tasks signed off and have taken the correct CAPT-117 Test online and entered your personal characteristics onto your CAPF-101 Card and you should be done with the process.
7. As of 17 March 2014, National Headquarters has amended the online Skills Evaluator's module in e-Services, with this change; the Skills Evaluators will be the first in the chain of command to approve the tasks submitted for approvals and to verify that they did perform those tasks submitted, the Skills Evaluators will have 2 weeks to approve the tasks pending approvals in Operations Qualifications. Once the pending approvals are validated by the Skills Evaluators, the tasks are then sent up the chain of

command, first being the Unit Commander, then to the Group Commander and finally to Wing for approvals. Squadron and Group Commanders shall actually verify the information submitted is complete and either not approve or approve the tasks before sending those tasks up the chain. If the tasks are being forwarded up the chain that are not complete or need uploads to verify, the tasks will be denied at the Wing Level and the member will suffer because you did not do your job to assist them to get this done in a timely and accurate manner.

8. The following members shall be the authorized Validating Officers for the New Jersey Wing until such time that they are either removed or rescinded by the NJ Wing Director of Operations or the NJ Wing Commander.

a. Emergency Services Approvals:

Lt Col Michael Carter, NJWG/DOS

Maj George Tudder, NJWG/DOT

SSgt. Paul Casalese, NJWG/DOA

b. Operations Approvals.

Maj Kevin Barstow, NJWG/DO

Maj Tom Woods, NJWG/DOA

Maj William Doyle, NJWG/DOV

9. This procedure is effective at 2400 hours on 17 March 2014 and until rescinded by proper authority.

//SIGNED//

KEVIN L. BARSTOW, Major, CAP
Director of Operations

Distribution:

Unit Commanders and Staff

Group Commanders and Staff

Wing Staff Members

DragonNET Forms and Supplements