

# Emergency Services: An Introduction for Cadets

Emergency Services is one of the three main missions of CAP. There are many different methods to become involved in Emergency Services. Emergency Services falls into three main categories: mission base staff, ground team, and aircrew/flight line marshalling. Mission base staff includes services like communications, logistics, finance/administration, planning, and many others. Ground team members do the physical searching in the field. Aircrew positions include both pilots and aerial searchers. Flight line marshallers direct aircraft from the ramp to the runway and back.

The best way to be successful in ES is to find what you are interested in and get as much training as possible in that specialty. Also, talk to other members in the squadron to learn about all of the different training opportunities that may be occurring. The key to succeeding and going far in the ES program is connecting with other members.

The first step to getting involved with ES is taking the **CAPT 116** to earn your **General Emergency Services** qualification.

1. Go to <https://www.capnhq.gov/CAP.eServices.Web/Default.aspx> and log in.
2. Click **Online Learning** then **Learning Management System** on the left side.
3. Click **CAPT 116 - General ES - September 2009**.
4. Use the references it gives you to help you on the test. The links to those materials are found in the "References/Reading Material" box. You will want to have these materials open in new tabs before starting the test.
5. Click **Start CAPT 116 - General ES - September 2009**.
6. Once you finish the test, you will receive your score. If you passed, inform C/CMSgt Farber.

Now that you have your first ES qualification, you can print a **101 Card**. The 101 Card is your ES identification, showing what skills you have acquired. Print this out and carry it with you.

1. Go to <https://www.capnhq.gov/CAP.eServices.Web/Default.aspx> and log in.
2. On the left side, click **My Operations Qualifications**
3. Under **Emergency Services** (on the left side), click on **101 Card**
4. On the last bullet point, click the link entitled **Click here to print** and print your 101 Card.
5. Print this webpage and cut out your 101 Card. Place this in your wallet with your CAP ID card.

Now that you have your GES, you can start working towards one (or all) of the following specialities.

**Ground Team Member Level 3 (GTM3):**

- GTM3s are expected to conduct missing persons and missing aircraft searches in the woods.
- To become a GTM3/T, you must have a full [24 hour pack](#) and pass a written/oral exam on GTM3 Familiarization and Preparatory topics. The study material is page 7-39, 43-48 of this [booklet](#).

**Urban Direction Finding Team Member (UDF):**

- UDFs are expected to conduct missing aircraft searches in urban areas, including ramp checks.
- To become a UDF/T, you must have a full [UDF pack](#) and pass a written/oral exam on UDF Familiarization and Preparatory topics. The study material is pages 46-48 of this [booklet](#).

**Mission Radio Operator (MRO):**

- MROs are expected to operate CAP radios in accordance with CAP regulations.
- To become a MRO/T, you must complete the ICUT training, as described below.

**Flight Line Marshaller (FLM):**

- FLMs are expected to marshall multiple CAP aircraft on an active ramp.
- To become a FLM/T, you must pass a written/oral exam on FLM Familiarization and Preparatory topics. The study material is pages 7-11 of this [booklet](#). You should also acquire the [necessary equipment](#).

**Mission Staff Assistant (MSA):**

- MSAs are expected to assist mission base staff members in status board updates, message handling, and other tasks as assigned.
- To become a MSA/T, you must pass a written/oral exam on MSA Familiarization and Preparatory topics. The study material is pages 11-12 of this [booklet](#).

You should now take a few more tests: ICUT, Aircraft Ground Handling, the CAPT 117 series, the IS-100, and the IS-700.

**Introductory Communications User Training (ICUT)** is required for most specialties. The majority of the course may be taken online.

1. Go to <https://www.capnhq.gov/CAP.eServices.Web/Default.aspx> and log in.
2. Click **Online Learning** then **Learning Management System** on the left side.
3. Click **Introductory Communications User Training (ICUT)** under **Communications**.
4. Watch all videos, and take all quizzes and tests in order (OP1, T1, and OP2). C/CMSgt Farber can arrange a practical evaluation for you.

**Aircraft Ground Handling** is required for all aircrew and flight line personnel.

1. Go to <https://www.capnhq.gov/CAP.eServices.Web/Default.aspx> and log in.
2. Click **Online Learning** then **Learning Management System** on the left side.

3. Click **Aircraft Ground Handling Training** under **Operations**.
4. Click **Start Aircraft Ground Handling Training**.
5. Watch the Aircraft Ground Handling Training Video then take the Aircraft Ground Handling Quiz.
6. E-mail C/CMSgt Farber letting her know you passed.

**CAPT 117** series:

1. Go to one of the following links, depending on which part you are taking, and log in with your CAPID and password. You should take all three parts.
  - a. Part 1: [https://www.capnhq.gov/CAP.LMS.Web/Quiz/quiz\\_start.aspx?qid=203](https://www.capnhq.gov/CAP.LMS.Web/Quiz/quiz_start.aspx?qid=203)
  - b. Part 2: [https://www.capnhq.gov/CAP.LMS.Web/Quiz/quiz\\_start.aspx?qid=204](https://www.capnhq.gov/CAP.LMS.Web/Quiz/quiz_start.aspx?qid=204)
  - c. Part 3: [https://www.capnhq.gov/CAP.LMS.Web/Quiz/quiz\\_start.aspx?qid=205](https://www.capnhq.gov/CAP.LMS.Web/Quiz/quiz_start.aspx?qid=205)
2. Read the passage linked in the **References/Reading Material** section. You can refer to this document during the test.
3. Click **Start CAPT 117 ES Continuing Education Part (1, 2, or 3)** and complete the test.
4. These tests will automatically be reflected in your records. Inform C/CMSgt Farber that you passed the 117 tests.

Before taking any FEMA course, you must register for a FEMA SID at  
<https://cdp.dhs.gov/femasid/register>

**IS-100:**

1. Go to <http://training.fema.gov/emiweb/is/is100b.asp>.
2. There are two ways to take this course. You can go through the slideshow or download the materials and review them yourself.
  - a. To view their slideshows, in the box entitled **Take This Course**, click on the first link **Interactive Web-based Course**. This will take you to the course map for the course.
  - b. You can download the course materials from the **Downloads Classroom Materials** link. Open the files under **Student Manual**.
3. Once you have completed the course in either way, go back to the main page and click on the **Take Final Exam Online** link. Log in with your FEMA SID and last name and click **Agree** if you agree with the statement on this page.
4. Follow the instructions and take the test. After you have submitted the test for scoring you will get an email saying whether you passed or failed.
5. Once you pass, FEMA will email you your certificate.
6. Now you must validate the completion of the test.
  - a. Go to <https://www.capnhq.gov/CAP.eServices.Web/Default.aspx> (this is eServices) and log in.
  - b. Click on **My Operations Qualifications** on the left-hand side of the page.

- c. Under the **Emergency Services** header on the left, click **Entry/View Worksheet**.
- d. In the drop-down menu entitled **Achievement**, find **IS100 – IS-100**.
- e. Check the check box under **Complete Department of Homeland Security IS-100 Course** and type in the date that you passed the test in the **Date** field. The format for the date is 01 Jan 2010.
- f. Click **Submit** at the bottom.
- g. Click **OK** on the popup.
- h. Click on **View/Upload Documents** at the top of the page.
- i. Select **IS100 – IS-100** in **What you would like to upload?**
- j. Click **Choose File** and upload the file containing the certificate. Make sure that the file is the correct certificate.
- k. Click **Upload ES Files**.
- l. You can now exit eServices.
- m. Inform C/CMSgt Farber that you passed IS-100.

#### IS-700:

1. Go to <http://training.fema.gov/emiweb/is/is700a.asp>.
2. There are two ways to take this course. You can go through the slideshow or download the materials and review them yourself.
  - a. To view their slideshows, in the box entitled **Take This Course**, click on the first link **Interactive Web-based Course**. This will take you to the course map for the course.
  - b. You can download the course materials from the **Downloads Classroom Materials** link. Open the files under **Student Manual**.
3. Once you have completed the course in either way, go back to the main page and click on the **Take Final Exam Online** link. Log in with your FEMA SID and last name and click **Agree** if you agree with the statement on this page.
4. Follow the instructions and take the test. After you have submitted the test for scoring you will get an email saying whether you passed or failed.
5. Once you pass, FEMA will email you your certificate.
6. Now you must validate the completion of the test.
  - a. Go to <https://www.capnhq.gov/CAP.eServices.Web/Default.aspx> (this is eServices) and log in.
  - b. Click on **My Operations Qualifications** on the left-hand side of the page.
  - c. Under the **Emergency Services** header on the left, click **Entry/View Worksheet**.
  - d. In the drop-down menu entitled **Achievement**, find **IS700 – IS-700**.
  - e. Check the check box under **Complete Department of Homeland Security IS-700 Course** and type in the date that you passed the test in the **Date** field. The format for the date is 01 Jan 2010.
  - f. Click **Submit** at the bottom.
  - g. Click **OK** on the popup.
  - h. Click on **View/Upload Documents** at the top of the page.
  - i. Select **IS700 – IS-700** in **What you would like to upload?**

- j. Click **Choose File** and upload the file containing the certificate. Make sure that the file is the correct certificate.
  - k. Click **Upload ES Files**.
  - l. You can now exit eServices.
7. Inform C/CMSgt Farber that you passed IS-700.

Now you can begin ES training. Navigating back to **Entry/View Worksheet** in **My Operations Qualifications**, you can see the comprehensive list of all ES specialties in the Achievement drop-down menu. Each SQTR is divided into a series of sections. **“Prerequisites”** and **“Familiarization and Preparatory Training”** must be completed to become a trainee in any specialty. Becoming a trainee in a specialty is the first step to learning the skills necessary to succeed in that position. Once you are a trainee, you can obtain **“Exercise Participation”** credits as you finish the **“Advanced Training”**.

A few other tests you can take to get ahead are the Skills Evaluation Training Test (SET), IS-200, and IS-800.

- SET allows you to sign off other member after you have been qualified for one year. It can be accessed at <https://tests.capnhq.gov/newtests/test.cfm?grp=dos>.
- IS-200 can be accessed here: <http://training.fema.gov/emiweb/is/is200b.asp>.
- IS-800 can be accessed here: <http://training.fema.gov/emiweb/is/is800b.asp>.

IS-200 and IS-800 are required for certain advanced ES specialties. IS-200 and IS-800 must be validated through eServices in the same way as IS-100 and IS-700. Inform C/CMSgt Farber when you pass IS-200 or IS-800.