

TO: TNWG MEMBERS
FROM: WESS ACTIVITY DIRECTOR
SUBJECT: FY17 TNWG Emergency Services School

1. The following is to announce details of the upcoming FY17 TNWG Emergency Services School as well as to announce openings for staff and instructors to support the activity.
2. In general, WESS is a training activity geared toward members who have not yet completed initial training on certain CAP Emergency Services qualifications. Unlike the traditional wing level SAREX, the WESS focus is on the initial training of members who are working to achieve an ES qualification for the first time, as opposed to completing a mission level objective. Participation in WESS is also encouraged for currently qualified members who want a good refresher training experience or to otherwise pursue a more thorough, in-depth training in the applicable qualification. Task Based Training is conducted across multiple weekends in a modular format and is based on the requirements of the [CAP Specialty Qualification Training Record \[SQTR\]](#) & guidelines of the relevant [Task Guide and Reference Text](#). Thorough training on each task is conducted via any combination of actual training sorties, classroom discussion, tabletop/field demonstration, and/or small group exercises designed to teach and reinforce both the theory and practical "how to" of the task learning objective(s). **Only students who complete all SQTR tasks will graduate and become fully qualified. Due to the modular nature of this training, students should attend all training weekends for the best chance of completing all of the requirements for their training track, as only specific task training will be offered on any given weekend.**
3. The FY17 TNWG ES School will commence in October 2016 and conclude in March 2017. During the FY17 cycle, three separate, concurrent training courses will be conducted: a Mission Aircrew School [MAS], a Ground Search and Rescue School [GSAR], and a series of a-la-carte weekend short courses in various focused areas, initially to include Mission Base Staff Training, ICS 300/400, Volunteer Resource Management, and Airborne Photography/Full Motion Video Operator training.
4. Initial training in the Mission Scanner, Mission Observer, and Mission Pilot qualifications will be conducted in the Mission Aircrew School while the Ground Search and Rescue School will offer initial training in the Ground Team Member 3, 2, & 1 qualifications. The weekend long short courses are meant to serve as supplemental or ancillary training in areas outside the scope of the MAS or GSAR School but supportive of the overall goals of WESS.
5. Unlike last year, both MAS and GSAR will be conducted over the entire 5 weekend sequence. Also unlike last year, both tracks in both schools (MS/AP, MO/MP, GTM3, & GTM1/2) will be conducted concurrently over the entire 5 weekend training sequence. By way of example, the MS/AP track in the Mission Aircrew School will run in parallel to

the MO/MP track all 5 weekends. Similarly, the GTM3 track will run in parallel with the GTM2/1 track all 5 weekends. Students will not be able to complete any more than one track in one school during WESS FY17.

6. New for FY17, WESS has added a series of Short Courses, offering a different, two day training event on each WESS training weekend that is completely independent of the MAS and GSAR schools. These short courses are offered a-la-carte and intended to broaden the training opportunities offered at WESS while advancing the training and preparedness of TNWG and its members. Details on each short course are as follows:
 - The Mission Base Staff Training weekend Short Course will focus on initial and recurrent training in various mission base staff qualifications such as Mission Radio Operator, Communications Unit Leader, Air Operations Branch Director, and Incident Commander. The course will be tailored to the needs of the students participating, so early registration is very important to enable appropriate planning.
 - The ICS 300/400 short courses (1 per weekend) are required in-residence courses which cover the most advanced concepts of the Incident Command System. These courses are required for the higher level mission base qualifications such as branch directors, section chiefs, and incident commanders. Students are expected to have completed applicable ICS prerequisites prior to their enrolled course.
 - The Volunteer Resource Management Short Course will train the student in the establishment and execution of an Emergency Management Agency style Volunteer Reception Center [VRC], Multi Agency Reception Center [MARC], and Point of Distribution [POD]. TNWG's recent increase in participation with TEMA and other state and local agencies in times of natural disasters has shown a need to have more CAP members trained in these skill sets.
 - The Photographer/Full Motion Video short course is designed for those members who are already aircrew qualified (Mission Scanner minimum) and interested in obtaining the Airborne Photographer and GIIEP qualifications.

Participation in any Short Course is not available to MAS or GSAR students nor is participation in MAS or GSAR available to any Short Course student.

7. All participants must register for the activity here:
<https://goo.gl/forms/jxFMrU8ZqM3SHlag1>. A link to register is also found on the WESS page at <http://es.tncap.us/emergency-services/wess>. NOTE: Due to the nature of the information needed to register for WESS, the standard Event Registration system on www.tncap.us will NOT be used. All specific communications regarding WESS will be directed only to those who register.
8. The prerequisites to participate in WESS as a student are as follows:
 - Be a cadet or senior member in good standing
 - Have completed the General Emergency Services [GES] qualification

- Obtain unit commander's permission to attend and train in the chosen qualification
 - Trainees in the Advanced Mission Aircrew School MO/MP track must already be current and qualified Mission Scanner.
 - Trainees in the Advanced Ground Search & Rescue School track must already be current and qualified GTM3.
 - ALL participants, students and staff, must bring a completed WESS medical form to the first training weekend. This document is available for download at: <https://sites.google.com/a/tnicap.us/es/emergency-services/wess>
 - **Pre-registration is required for participation in the Mission Aircrew School and each desired Short Course** due to a limited number of slots available. While we hope and believe that all interested students can be accommodated, should the school fill to capacity, students will be accepted on a first come first served basis, with all others placed on a wait list.
9. The following staff positions are open with the prerequisites for each listed. All instructors and staff are needed at all WESS training weekends. While some flexibility may be available, and of course necessary in certain circumstances, instructor and staff participation in each WESS training weekend is critical for the continuity of the activity and excellence in training we are trying to provide the student. Applications for staff positions must be submitted separately here: <https://goo.gl/forms/5iukaVS0QK6tJA7n2>. A link to apply for a staff position is also on the WESS web page located at <http://es.tnicap.us/emergency-services/wess>.
- **Commandant, Mission Aircrew School** - Required: Intimately familiar with the CAP Mission Aircrew qualification requirements and standards. Possesses the ability to adeptly manage activity schedules and resources in a changing environment. Exhibits strong leadership and communication abilities. Can work well and effectively under the supervision of the Activity Director and with the WESS staff. Can effectively supervise the MAS instructors to ensure that activity goals and training requirements are met safely. Graduate of or a past staff at NESAs, WESS, or another similar, highly organized initial training activity. Highly Desired: Mission Check Pilot, MP & MO SET, highly experienced mission aircrew member.
 - **Commandant, Ground Search & Rescue School** - Required: Intimately familiar with the CAP Ground Team qualification requirements and standards. Possesses the ability to adeptly manage activity schedules and resources in a changing environment. Exhibits strong leadership and communication abilities. Can work well and effectively under the supervision of the Activity Director and with the WESS staff. Can effectively supervise the GSAR instructors to ensure that activity goals and training requirements are met safely. Graduate of or a past staff member at NESAs, WESS, or another similar, highly organized initial

training activity. Highly Desired: Qualified GBD GTL & GTM1 SET, Highly experienced ground team member.

- **MAS Airborne Instructor** - Mission Pilot & SET Qualified. Possesses the ability to safely operate a CAP aircraft while simultaneously instructing and evaluating initial aircrew students while also maintaining a constructive learning environment. Is able to stay on schedule and assist others with doing so as well.
- **MAS Ground Instructor** - MP or MO SET Qualified. Possesses the ability to patiently convey knowledge to initial students in a classroom setting while also maintaining a constructive learning environment. Is able to stay on schedule and assist others with doing so as well.
- **Advanced GSAR Instructor** - GTM1,2,&3 SET Qualified. Possesses the ability to patiently convey knowledge to initial students in a classroom or field setting while also maintaining a constructive learning environment. Is able to stay on schedule and assist others with doing so as well.
- **Basic GSAR Instructor** - GTM3 SET Qualified. Possesses the ability to patiently convey knowledge to initial students in a classroom or field setting while also maintaining a constructive learning environment. Is able to stay on schedule and assist others with doing so as well.

- **Safety Officer** - Has a thorough understanding of CAP safety practices, the ORM process, and the ability to identify and mitigate risks associated with CAP aircrew and ground team training activities.
- **Logistics Officer** - Demonstrates great initiative in determining and obtaining logistical needs for activity operations. Possesses the ability to coordinate with local units and individual members on the acquisition of needed equipment.
- **Communications Officer** - Is able to coordinate the equipment for, mobilization, operation, and demobilization of a CAP comm unit that can support multi-day CAP mission activities.
- **Finance/Admin Officer** - Possesses great attention to detail in the recording and maintenance of activity documentation as well as training and financial records.
- **Operations Officer** - Is familiar with the operational requirements for sortie tracking in WMIRS. Understands the CAP sortie planning, tracking, and completion process.
- **Medical Officer** - Has knowledge of at least basic medical training. Understands the medical risks inherent in CAP aircrew and ground team training activities and knows how to respond appropriately in the event a medical incident occurs.

10. A required and prohibited equipment list of items to bring, or not bring, to the activity is found at the end of this memo for each school.

11. WESS FY17 is broken up into 5 weekends:

Wknd	Date	Short Course Offered
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17-01	8-9 OCT 16	Airborne Photographer/Full Motion Video Operator
17-02	12-13 NOV 16	Mission Base Staff Training
17-03	14-15 JAN 17	Volunteer Resource Management
17-04	18-19 FEB 17	ICS 300
17-05	25-26 MAR 17	ICS 400

MAS & GSAR School Students should attend all training weekends to maximize the chances of accomplishing all training objectives. Due to the modular nature of the training, only specific parts of the curriculum will be taught on specific weekends. Students will NOT be able to “pick and choose” what tasks they train on for a given weekend. Training will commence at 0800 each Saturday morning and go well into the evening. The activity will dismiss no later than 1600 on Sunday afternoon. All students and staff should plan for a full weekend’s participation.

12. WESS will be conducted at the Tennessee National Guard’s Volunteer Training Site [VTS] Tullahoma located at [400 Industrial Blvd, Tullahoma, TN](#).
13. Overnight lodging will be available on site free of charge both Friday and Saturday night. Those participants traveling to Tullahoma from out of town may arrive Friday evening after 1800 central time. Accommodations consist of temperature controlled, open bay style barracks with bunk beds and showers. The beds have a vinyl-coated mattress and pillow but everyone will need to bring their own linens and toiletries. Senior Members desiring alternate overnight accommodations are completely responsible for making and funding such alternate arrangements on their own. This option is only available to Senior Members - all cadets are required to stay on-site. **Due to the extremely busy training schedule planned with minimal off duty time available for Saturday night, ALL participants are strongly encouraged to stay on site.**
14. To help cover the cost of training materials, a one time \$20 activity fee will be assessed to all WESS students enrolling in MAS, GSAR or one or more courses of the Short Courses This activity fee is payable via check or cash and will be collected at sign-in. Correct change is appreciated. Checks should be made out to “Civil Air Patrol TNWG WESS.”
15. To help support WESS operations, some CAP issued equipment will be needed, specifically vans, DF units, projectors, CAP radios and other similar items. Corporate vans driven to the activity and available for activity use all weekend are eligible for fuel reimbursement. Other ancillary items such as tables, chairs, extension cords, printers, power strips are also needed. If you or your unit can provide such items, please coordinate with the WESS Logistics Officer.
16. Commanders, please promote this activity at your units and encourage your members to attend. Common feedback received by TNWG Emergency Services staff and Incident

Commanders is that our SAREX's are not good experiences for new members who are getting initial training in ES qualifications. WESS is completely designed around the concept of providing quality, worthwhile *initial* training and is in response to this feedback. Based on feedback from the inaugural year of WESS, and with continued good participation and support from TNWG members, this activity has the opportunity to continue to grow as one of the most worthwhile events in the wing.

WESS Minimum Required Equipment and Prohibited Items List

Ground Search & Rescue School

- 1 complete utility uniform (BDUs, Blue Utility Uniform), including all required name tapes and patches, cutouts, and grade insignia in accordance with CAPM 39-1
- Uniform cap
- Combat boots, at least one pair (well broken in)
- Blue belt w/subdued tip and buckle for wear w/ BDUs
- Coat appropriate for climate
- Underclothes and socks sufficient for three days
- Toilet kit, including: soap & toothbrush (in cases), toothpaste, razor and shaving cream (as necessary), comb or brush (as necessary), items of feminine hygiene (as necessary), deodorant or antiperspirant, shampoo, bath linens, other personal care items as necessary (enough to last you for your entire stay).
- At least two quarts of water
- International orange reflective vest
- Pocket knife and whistle
- Flashlight (With Red Lens)
- Pocket note pad (3" x 5"), pen and pencil.
- Inexpensive wristwatch.
- Shelter material, preferably 8'x 10' (spare military poncho meets the need).
- Food for two days
- Sleeping bag, bedroll, or linens for twin size bed
- Compass
- One pair clear plastic safety glasses
- All items required for the "24 Hour Pack" as described in Task O-0001 in the Ground Team Task Guide located here:
<http://nesa.cap.gov/s/GUDFTG.pdf>

Mission Aircrew School

- 1 complete uniform including, as applicable, all required name tapes and patches, cutouts, and grade insignia in accordance with CAPM 39-1
- Underclothes and socks sufficient for 3 days
- Outerwear clothing and footwear appropriate for spending many hours outdoors in prevailing seasonal weather conditions
- Bed linens or Sleeping bag
- Toiletry/Shower Kit: Toothbrush (in cases), Toothpaste, Razor and Shaving Cream (as necessary), Comb or Brush (as necessary), items of feminine hygiene (as necessary), Deodorant or antiperspirant, Soap, Shampoo, Towel, other personal care items as necessary (enough to last you for your entire stay).
- Pens, Pencil, Notebook/pad, laptop, tablet computer, calculator, etc., as needed. (with power cords/charging devices)
- Flashlight (preferably hands free & head mounted)
- Refillable water bottle
- ATL VFR Sectional (MEM, STL, & CVG sectionals should all be acquired but only ATL is required for WESS) Need not be current.
- Aviation Plotter
- General Aviation Headset
- Wristwatch
- Sunglasses (as desired)

All Short Courses

- 1 complete uniform including all required name tapes and patches, cutouts, and grade insignia in accordance with CAPM 39-1
- Underclothes and socks sufficient for three days
- Bed linens or Sleeping bag
- Toiletry/Shower Kit: Toothbrush (in cases), Toothpaste, Razor and Shaving Cream (as necessary), Comb or Brush (as necessary), items of feminine hygiene (as necessary), Deodorant or antiperspirant, Soap, Shampoo, Towel, other personal care items as necessary (enough to last you for your entire stay).
- Pens, Pencil, Notebook/pad, laptop, tablet computer, calculator, etc as needed. (with power cords/charging devices)
- Other items as appropriate for the particular course, as applicable

PROHIBITED ITEMS

- Firearms
- Weapons of any kind, including swords, daggers, "Rambo" knives, tasers, blowguns, throwing stars, lightsabers, or anything made of Valyrian steel or built by Stark Industries. Note: Knives appropriate to Ground Team use are tools, not weapons.
- Illegal drugs (including undocumented prescription drugs)
- Personal electronic devices not appropriate to a training environment i.e. Nintendo DS, PS Vita, etc.

Members bringing any item that presents a threat to the health and safety of the activity will be sent home immediately and the appropriate commander(s) notified!

