

**CIVIL AIR PATROL  
Headquarters New Hampshire Wing  
51 Airport Road  
Concord, New Hampshire 03301-5322**

**CAPR 60-3  
POLICY LETTER # 1  
01 October 2008**

## **EMERGENCY SERVICES**

### **TRAINING AND OPERATIONAL MISSION REQUIREMENTS**

**CAPR 60-3, 26 MAY 2004, is supplemented with this Policy Letter as follows:**

- 1. ES Members at all Levels will ensure that all Emergency Contact information is correctly recorded in eServices and the Wing Management Utility (WMU). The WMU application can be located using any browser @ <http://wmu.nat.cap.gov>.**
- 2. Members will utilize the member tab within WMU to verify and update Phone and General Info and Emergency Contact information. Unit Commanders must ensure that this is maintained. Failure to comply may result in a member not being allowed to participate in a given activity.**
- 3. Members who are qualified, or are training in any ES specialty which requires First Aid certification, will maintain their current certification period using WMU. Members will input current certifications using the First Aid tab within the WMU members menu. Failure to comply with this could result in a member not receiving Wing approval for specific ES Qualifications, such as Ground Team member.**

**All members of NH Wing are encouraged to keep these areas updated even if their particular ES Specialty does not require certification.**

- 4. Any member who utilizes a POV on missions or any official CAP activity will enter all pertinent Vehicle Information in WMU under the member pages using POV Maintenance. When updated, the system will submit a request for approval. An e-mail must also be sent to the Unit Commander and to the Wing DOS asking for approval of said vehicle. Final Approval will be made by the Wing Commander and the DOS and a list of approved vehicles will be maintained by the Wing DOS. Failure to enter this data may result in your POV not being authorized for missions. If a POV is not authorized, reimbursement requests will not be accepted.**

**5. For Flight Crew training requests:**

All requests for the monthly Funded Flight SAR training will be submitted at least 72 hours before the requested date. When making a request, the PIC should select an alternate date and if for some reason you can't complete your mission then it can be canceled. These requests can be made via e-mail or phone but the DOS or designee must have all the pertinent information for approval of the request. Initial form 104s will be submitted to the DOS or designee via e-mail or fax prior to any flight.

Upon completion of the Sortie/ training the DOS or designee must receive the completed form 104, ATD, total fuel cost and elapsed time. The actual forms and receipts must be sent to the DOS or designee's address within 72 hours by ground mail or can be delivered personally.

**6. For Ground Team training requests:**

All requests must be made at least 7 days prior to the event. All proper paperwork is required if requesting a Wing Mission Number or a vehicle reimbursement. Specific details may be worked out when the request is submitted through a Ground Operations officer. Without proper coordination with Ground Operations for approval, the request will be denied.

**7. Any situation that results in a request for times shorter than outlined in this policy letter, will be reviewed as an emergency and will be handled with appropriate criteria.**

//signed//

**PAUL E. MONDOUX, Maj, CAP**  
Director of Emergency Services

//signed//

**DONALD C. DAVIDSON, Sr., CAP**  
Commander

---

**Policy Letter #1 01 October, 2008**  
**OPR: DOS**

**DISTRIBUTION: 2 Ea. NHW Squadron, 1 Ea. Ind. Listed, 1 ea - PIF, NH/SD,  
NER-CAP/CC, DOS**