

## HOW TO BECOME A SKILLS EVALUATOR

1. Be qualified in mission skill for at least a year (waiverable for professional background)
2. Complete the Skills Evaluator Training  
[www.capmembers.com](http://www.capmembers.com) > Emergency Services > Operations Support > Education and Training > Skills Evaluator Training  
[http://www.capmembers.com/emergency\\_services/operations\\_support/education\\_and\\_training/skills\\_evaluator\\_training/](http://www.capmembers.com/emergency_services/operations_support/education_and_training/skills_evaluator_training/)

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UNITED STATES AIR FORCE AUXILIARY

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OPERATIONS SUPPORT

EDUCATION AND TRAINING

- Education and Training
- Counterdrug Orientation & Refresher Courses
- ESO Training
- General Emergency Services Training Materials
- Grid Area Reference System
- Ground and Urban Direction Finding Team Training Materials
- Incident Command & Mission Base Staff Training Materials
- Mission Aircrew Training Materials
- Operational Risk Management
- Operations Training Webinars
- Qualified Supervisors
- Skills Evaluator Training
- Sortie Equivalency
- Water Survival Training

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### SKILLS EVALUATOR TRAINING

CAPR 60-3 states: Evaluators who are current and qualified supervisors as outlined on the NHQ CAP/DOS website must complete the current emergency services Skills Evaluator Training (SET) also outlined on the NHQ CAP/DOS website. SET will be reflected on the CAPF 101 with "NO EXPIRE". The member must also have held the specialty achievement qualification in which they are to evaluate for at least one year. Exceptions to the one year requirement can be approved by the wing commander or their designees in cases where the member's professional background meets the experience criteria. Evaluators must also be approved by their unit commander, group commander (if applicable) and wing commander or their designees to serve in each specialty they are authorized to evaluate. Commanders or their designees can limit or change what specialty qualifications a member is allowed to evaluate in Ops Quals at any time at their discretion. The "all" default authority for an evaluator being submitted for approval would allow them to evaluate in any area that they themselves have been current and qualified in for at least a year. Personnel currently SET qualified when this regulation is released will be qualified under the default authority noted above unless changed by a commander or their designee. If a commander or designee chooses to limit new specialties a member can evaluate rather than using the "all" default, then the commander will have to approve each individual specialty as it is added. Directors of wing, region, or national emergency services schools approved by NHQ CAP/DO can assign temporary SET approval to staff personnel as necessary for their specific events. NHQ CAP/DO will coordinate approval of these school directors with NHQ CAP/IT.

**Related Documents**

- Skills Evaluator Training - April 2012

3. Request appointment under Operations Qualifications > Emergency Services > Skill Evaluator
  - a. Enter member name or CAPID.
  - b. System shows all qualifications held by the member and requirements status for skills evaluation area. If already a skills evaluator, will list "Active" under Status.
  - c. Check box for skills evaluator area being requested.
  - d. Select radio button if this is a temporary assignment (e.g. for a bivouac/SAREX).
  - e. Submit.

**Emergency Services**

101 Card  
SQTRs  
Entry/View Worksheet  
Print Blank Worksheets  
Multi Entry  
Skill Evaluator

**Pilot**

FAA Requirements  
Checkride/Questionnaires  
Airplane  
Glider  
Balloon  
CAPF 91

Qualification	Status	Temporary	Specialty Status
GTM2 - Ground Team Member Level 2	ACTIVE	<input type="radio"/> No <input type="radio"/> Yes	Completed Skill Evaluator Training
GTM3 - Ground Team Member Level 3	ACTIVE	<input type="radio"/> No <input type="radio"/> Yes	Current in Specialty Qualified for one year --Current Qualification: 05 Jun 2015 --Initial Qualification: 02 Jun 2008
MFC - Mountain Flying Certification	NOT Qualified for one year	<input type="radio"/> No <input type="radio"/> Yes	Completed Skill Evaluator Training --Current Qualification: 15 Sep 2015

4. If requesting a waiver of the one year requirement, send an email to the squadron and group commanders and the wing ES officer justifying the waiver.
5. Approved skills evaluator qualifications will show up on the 101 card with a diamond.