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**Interim**

**Specialty Track Study Guide**

**For use by Health Service Officers, Commanders, and E&T Officers**

**January 2024**

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## Introduction to Interim Guidelines:

This pamphlet is being provided as a guide to the training of Health Service Officers. It is intended to guide the Health Service Officer (HSO), his/her Commander (at all levels), and the E&T Officer, as the HSO works to advance within the Health Services Specialty Track.

As of the time that this pamphlet has been published, the “official” Specialty Track Guidelines are still in final review. While it is likely that this pamphlet closely represents the final, approved guidelines, it is possible that some adjustments may be made in the interim. If you are using this pamphlet to guide your own or another HSO’s training after the final version of these guidelines has been approved, it would be recommended that you switch to that version before progressing further.

Since this is being published prior to the final approval of the draft, proposed re-written Health Services Program regulation, all references in this pamphlet are to the current version of the Health Services Program regulation, CAPR 160-1. With the final approval of the proposed and re-written regulation, this pamphlet will be revised in accordance with the new regulation.

**Special note to Commanders and E&T Officers:**

It is strongly recommended that commanders refrain from the all-to-frequent practice of promoting new CAP members with health services backgrounds to Senior or Master level in the Health Services Specialty Track without full participation in the training program outlined in this pamphlet. While this will no longer be approved with the final acceptance of the Health Service Specialty Track Guidelines, it is **STRONGLY** requested that promotions for Health Service Officers to the Master level be done, at a minimum, in consultation with the Wing Senior Health Service Officer, and preferably in consultation with and approval from the appropriate Region HSO and National CAP/HS Senior Program Manager. While outside health services training and experience are invaluable for CAP HSOs and will contribute to their service as HSO within CAP, the role and responsibilities of the CAP HSO are **NOT** the same as the role and responsibilities of health service providers outside of CAP.

There have been far too many unfortunate instances of CAP HSOs acting as if they were in a non-CAP setting, exceeding the necessary limitations under which CAP HSOs are required to act. While both the current and draft, proposed new HS Regulations allow appropriately trained and experienced HSOs under special circumstances to step out of the CAP HS role and utilize their training and skills for the purpose of caring for and saving the lives of CAP members, those special circumstances are limited to situations in which appropriate outside EMS and advanced medical care is not readily available within a reasonable period of time and could lead to significant deterioration of health condition or death.

It is the strong opinion of the CAP Health Services Program leadership that it is vitally important for CAP HSOs to fully participate in the CAP Professional Development / Education & Training program as they progress through the CAP Health Services Specialty track.

## PREFACE

This pamphlet is intended to prepare members for the responsibilities of a Civil Air Patrol (CAP) Health Service Officer (HSO). The contents of this pamphlet apply to all levels, including unit, group, wing, region, and national staff HSOs.

This specialty track study guide has three sections. The first section applies to the achievement of the technician rating, the second section applies to the achievement of the senior rating, and the third section applies to the achievement of the master rating. This progression should prepare members for positions of increasing responsibility as an HSO.

Study each section and apply the information to actual job situations. If possible, the unit will assign an on-the-job (OJT) mentor to assist members throughout the process. If the unit cannot assign an OJT mentor, the unit should consult other units for an OJT mentor to assist the HSO through self-study and performance. The Wing Health Service Officer should assist with the training of the group and unit HSOs, whenever possible. The Region HSO should be actively involved in the training of Wing Health Service Officers, whenever possible, and should also provide consultation to the National Senior Program Manager for Health Services. The National HSO and their staff will provide strategic program management, waivers and exceptions to policy, and consultation to the CAP National Staff.

The OJT mentor will determine the level of competence at each level. When the member reaches the desired level of competency for the completion of a level, the unit commander will then certify proficiency in the member’s personnel records and with National Headquarters through eServices. After the unit commander’s certification of a technician, senior, or master rating, the member may wear the Leadership Ribbon (technician rating) with bronze (senior rating) or silver (master rating) star. Completion of each rating is a requirement for promotion. Complete promotion criteria are listed in CAPR 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions.

Our members are the most crucial resource in Civil Air Patrol, and supporting their wellness allows CAP to pursue our missions. It is important to stay current on updated policy and requirements by visiting the Health Service section of the NHQ website, communicating with other HSOs, and attending CAP activities.

Specifically, the HSO will support the CAP missions and professional specialties by demonstrating competency and experience in:

a. Cadet Programs: Presenting standardized wellness briefs found on the NHQ Health Services webpage, which are based on the Centers for Disease Control and Prevention (CDC) and USAF Medical Services best practices. These briefs should include handwashing, physical fitness training, nutrition, dental health, and sleep hygiene tailored to the Cadet ages. The goal is to support Cadet Programs with reasonable accommodation recommendations for Cadets so they may be able to richly participate in activities.

b. Aerospace Education: Presenting standardized briefs found on the NHQ Health Services webpage based on the CAP text "Fit to Fly" and FAA Pilot Handbook of Aviation Knowledge lectures.

c. Emergency Services: Serving as the medical planning advisor for the ICS 206 in collaboration with the Mission Safety Officer to the Mission IC. Performing blood borne pathogen training, first-aid training in accordance with nationally recognized organizations (e.g. DoD TCCC, ARC, AHA, ECSI, NSC, ASHI), and being knowledgeable about first-aid kits. Further, the HSO serves the Commander as a subject matter expert advisor, available as needed during CAP activities and missions to advise on health services related issues.

d. Safety Specialty: Providing strong collaboration with the Safety Officer Specialty, the HSO will provide environmental health advice on sanitation, hearing protection, eye protection, and environmental health expertise to create a force multiplier for the Safety Officer Specialty.

e. Senior Member Education and Training Program: Presenting standardized health and wellness briefs found on the NHQ Health Services website based on the CDC and USAF best practices tailored to the Senior ages. Additionally, the HSO will be a relevant, well-rounded, and competent CAP officer, who fully participates in the CAP E&T professional development program.

This specialty track is governed by CAP regulations. Feedback on the contents of this study guide should be directed to CAP National Senior Program Manager for Health Service Officer (CAP/HS).

Waivers or exceptions to this policy may be requested to the Senior Program Manager for Health Services through your Wing/Region Health Service Officer.

Welcome to the CAP Health Service Officer Specialty Track! Any time you have questions, please reach out to us at [OPR@capnhq.gov](mailto:OPR@capnhq.gov).

## OVERVIEW

This is the first time that the Health Service Specialty Track has had an approved Study Guide available. It is a major step in the effort underway to “professionalize” the Duty Position of Health Service Officer. The training may well be challenging, but the rewards may well prove equally valuable. All training materials referred to in this pamphlet will be available in the LMS / AXIS, or can be found on the National CAP website, on the Health Services webpage.

#### PLEASE NOTE: If you earned a Health Service Officer Specialty Track rating previously, you will not need to meet the requirements of these guidelines to retain that rating, however, it is strongly encouraged for all Health Service Officers that they review all of the material covered in these guidelines for their current and previous ratings. If you are in the process of pursuing a rating on or after the effective date of this pamphlet, you must comply with the new requirements for that rating as outlined in these guidelines. **Please email any questions about this exemption to CAP/HS** at National HQ**.**

[CAPR 160-1,](https://www.gocivilairpatrol.com/media/cms/R160_001_30_September_Corrected_Cop_DBD1E035A622E.pdf)*Civil Air Patrol Health Service Program* defines and explains the roles and responsibilities of CAP Health Service Officers at all levels.

Progressively mastering the material in each section of this pamphlet will help prepare you (with the assistance of a Mentor) for the corresponding rating and positions of increasing responsibility and knowledge within your unit and CAP.

## CAP EDUCATION AND TRAINING PROGRAM

The requirements outlined for each rating in the Health Service Officer Specialty Track provide the basis for the knowledge and skills needed to perform your HSO duties. The rating requirements may also assist you to progress through the five levels of the CAP Education and Training Program (including eligibility for promotion). See [CAPR 40-1,](https://www.gocivilairpatrol.com/media/cms/401_D0EBCA4333836.pdf) *CAP Senior Member Education and Training Program* for additional information.

## MENTOR SELECTION

A mentor with the right knowledge, skills, and experience can help you develop so you can perform your Health Service Officer duties. Selecting a mentor who is actively involved in the CAP Health Service Program, including all the current program requirements and processes, will ensure you have the best support possible along the way.

Your Education and Training Officer, Commander, Squadron or Group Health Service Officer, or Wing or Region Director of Health Services can help you in the selection of a suitable mentor. In addition, for those aspiring HSOs who are not able to identify a local OJT mentor, there is a national mentoring program available on the VolU webpage on the NHQ website.

Once selected, it is recommended that you work with your mentor to develop a written plan of training to ensure your chart remains up to date and your course stays on track.

## SPECIALTY TRACK REQUIREMENTS

The specific requirements for each rating in this specialty track are designed to support members progressing simultaneously through education and training levels and through the various Health Service Officer duties. However, members may accomplish certain tasks or requirements that are part of a different specialty track, or another training program and these tasks may count toward the requirements of this specialty track.

**Types of Requirements:** Each rating level contains Service, Training, Activities, and Knowledge (STAK) requirements that must be completed.

**Service Requirements** are the positions and qualifications you must fulfill to earn the rating. It includes the length of time you must serve in a position and in each level of the specialty track.

**Training Requirements** outline the courses in the eService’s Learning Management System or AXIS which you must complete at each level.

**Activities Requirements** are the activities and other tasks that you must complete at each level.

**Knowledge Requirements** are the regulations, pamphlets, and health service-related publications which you are expected to demonstrate understanding of and apply in your duty assignment as Health Service Officer.

**Testing:** As you progress in the Health Service Officer Specialty Track you will complete individual section knowledge quizzes and end-of level tests based on required readings. These will be available in the CAP Learning Management System and become active as you move to each new level. Quizzes and tests must be taken in the correct sequence, and you must receive a minimum passing score of 80% to progress.

Quizzes for future rating levels will not be available until you enter that level of training (i.e., senior level quizzes will not be available when you are pursuing your technician rating). The end-of-level final test is not available until you complete all the other quizzes for the level you are pursuing.

**Documentation:** Not all required tasks for this specialty track are recorded in eServices! It is your responsibility to ensure you document completion of all tasks and retain all documentation. Some tasks might be completed out of order and may count towards a higher rating or toward the requirements of different specialty track. Your commander will require your task completion documentation before certification in eServices.

**Recording Ratings and Earning Awards:** Once you have completed the requirements for technician and senior ratings, your unit commander will enter the completion in the online Specialty Track Module in eServices. In the case of the Master rating, it is strongly recommended that the commander consult with the Wing and/or Regional HSO regarding entering the rating into e-services. Once a rating is recorded in eServices you are eligible to wear the Leadership Award ribbon (and applicable devices for senior and master levels) and the Health Service Officer badge (for the level achieved) in accordance with guidance in [CAPR 39-3](https://www.gocivilairpatrol.com/media/cms/R039_003_83459660D4F44.pdf) *Award of CAP Medals, Ribbons and Certificates*, and [CAPR 39-1](https://www.gocivilairpatrol.com/media/cms/CAPR_039_001_5_Mar_2020__6EA485E9593C8.pdf) *Civil Air Patrol Uniform Regulation*.

## INSTRUCTIONS FOR STUDENTS

Training in the Health Service Officer Specialty Track formally begins once you complete Level I of the Senior Member Education and Training Program, and you have been enrolled in the Health Service Officer Specialty Track by your Unit Commander or Education and Training Officer.

**Self-Study and OJT Procedures (Read, Discuss, Shadow, Perform, Review):** Training is generally self-paced. Please work with your mentor to ensure a full understanding of all the training requirements.

#### Follow the procedures listed below to ensure your training is successful:

1. Complete all the required reading for your level.
2. Discuss the readings with your mentor to ensure your general understanding is accurate then take the quiz on that reading.
3. If possible, shadow your mentor and watch how he/she performs the tasks required in your level.
4. Perform the same tasks under your mentor’s supervision.
5. Review the service, training, activities, and knowledge requirements with your mentor to ensure that you have fulfilled each requirement.
6. Once you have completed all the quizzes, complete the end-of-level online test for the level you are working on. Quizzes on the reading requirements at each level of the Health Services Specialty track will be available in the CAP Learning Management System. They must all be completed to progress through the level. The end-of- level test will be unlocked once all the quizzes are complete.
7. It is your responsibility to ensure that the completion of each requirement is properly documented and checked complete by your mentor as they are accomplished. Be sure to **provide these documents along with the completed checklist** for the appropriate level being sought.
8. When you have completed all the skills, training, activities, and knowledge requirements for a level in the specialty track, your mentor will sign the completed skill level checklist (Attachments 1, 2 or 3, as appropriate) and forward to your Commander for approval. **Be sure to include any required documents which show that you have completed all the required STAKs** (i.e., eServices printout of training completion, completed assignments, staff rosters, checklists, etc.).

**Additional Note for master level candidates:** Achieving the master level in the Health Service specialty track comes with certain responsibilities which include mentoring other CAP members through the technician and senior levels and potentially being asked to serve on national level Health Service committees or working groups, addressing Health Services related projects.

## INSTRUCTIONS FOR MENTORS

As a mentor, you are a teacher guiding your senior member student(s) through the duties of the position, reinforcing the knowledge requirements corresponding to the rating, and setting the example as you demonstrate the skills and dedication the health service specialty track requires[. CAPP](https://www.gocivilairpatrol.com/media/cms/P_407__1_Jan_2021_D651D5CBF83E0.pdf) [40-7](https://www.gocivilairpatrol.com/media/cms/P_407__1_Jan_2021_D651D5CBF83E0.pdf) *Civil Air Patrol Mentor's Guide* provides an excellent overview of being an effective mentor.

**The OJT Environment:** You should be familiar with the five-step (Read, Discuss, Shadow, Perform, Review) OJT methodology. Use the demonstration/performance method (described below) to teach students how to complete job duties.

While in-person mentoring is generally the most effective method of training, in some situations it may be difficult to meet with your student in person. It is acceptable to mentor electronically (phone, text, email, video conference, etc.) as conditions require.

During the demonstration phase, allow the student to shadow you or another qualified health service officer as you or they perform job duties related to the student’s knowledge requirements. Point out the task’s sequence of events and standards of performance.

During the performance phase, have the student complete job duties related to the knowledge and service requirements of the rating they are pursuing. Provide constructive feedback to let them know what they did correctly and what areas need improvement.

Students pursuing the senior and master ratings will likely hold staff positions of their own. In such instances, explain how the subject matter relates to the student’s current position as well as your own.

**Student / Trainer Ratio:** A student to trainer ratio of 3:1 or less is recommended to ensure students have adequate access to support in real time. Mentors may need to reach out to National Health Services for assistance if the number of potential health services students exceeds the number of available Wing or Regional HS mentors.

**Levels of Training:** Familiarize yourself with the service, training, activities, and knowledge requirements throughout this guide. This will help you provide the right training at the right time, versus overwhelming the student with knowledge that may be valuable but is not yet needed.

**Training Accuracy:** Avoid the tendency of always relying on your memory when explaining job procedures to students. By reviewing the applicable CAP publications before beginning an OJT program, you will be sure to teach the current policies and procedures. In the process, you will benefit from refreshing your own knowledge and your student will learn how to find where the information is located and develop the habit of referring to written guidance rather than relying on recall or word of mouth. Most importantly, you will be setting the example of referring to the “checklist” and performing the task “by the book.”

**Completion of Student Tasks:** As the mentor, it is your responsibility to ensure that a student can perform each task proficiently. This requires more than just performing a demonstration and signing the student off as knowledgeable and proficient at a task. Some tasks may require several attempts before a student is comfortable and able to perform the task without assistance. Remember, when you sign off the student’s completion checklist, you are certifying that they can function at an acceptable level of knowledge and ability.

## TECHNICIAN RATING

The Health Service Officer (HSO) at the Technician Level is expected to provide a competent level of health service support to the Commander, Unit, Safety, Cadet Programs, Senior Program, Emergency Services, and Aerospace Education at the unit level with minimal supervision. A unit HSO may also be asked to support units and activities outside their primary unit of assignment as an additional duty.

A technician rating prepares a Health Service Officer for duty as a Health Service staff officer or support member at the squadron level. To enroll in the Health Service Officer Specialty Track, the student must have completed Level I of the Senior Member Education and Training Program.

Completion of the technician level requirements must be evaluated and certified by a senior or master rated Health Service Officer using Attachment 1, Health Service Officer Technician Level Checklist.

**TECHNICIAN LEVEL SERVICE**

1. Complete a minimum 6-month internship as a unit Health Service Officer or assistant Health Service Officer.
2. Serve as HSO assigned to a unit activity at least 2 days long.

**TECHNICIAN LEVEL TRAINING**

1. Complete CAP test 116 and be qualified in General Emergency Services.
2. Complete the on-line Introduction to CAP Health Service Officer course.
3. Complete the on-line CAP Medical Planner’s course.
4. Complete the on-line Fit for Flying program.
5. Complete the on-line Technician Level Safety Course.
6. Complete the CAP Basic Instructor’s Course or show equivalent experience in instructing.
7. Demonstrate an ability to teach a blood borne pathogen course, either through certification or by virtue of health service training.
8. Successfully complete ICS-100 Introduction to the Incident Command System at the FEMA Emergency Management Institute.
9. Successfully complete the Basic RM course in AXIS.
10. Successfully discuss cadet reasonable accommodations such as uniform adjustment, facilitated testing/examinations, alternate physical fitness training, waivers, and ensuring that activities are inclusive for all members, with a member of the Cadet Program staff and a Commander.
11. Discuss the current Health Services Regulation with your OJT mentor.

**TECHNICIAN LEVEL ACTIVITIES**

1. Complete at least 2 ICS 206 forms with a Mission Safety Officer / Operations Section Chief / or Incident Commander, ideally as part of a larger exercise or actual ES mission (may be done as a stand-alone exercise if no formal training or mission is available).
2. Successfully present at least one wellness/health promotion brief to a Cadet audience at a Unit Activity.
3. Successfully present at least one wellness/health promotion brief to a Senior member audience at a Unit Activity.
4. Discussion of public health topics with the OJM in at least 2 separate areas.
5. Brief an audience on how to complete the CAP Standardized Medical Forms.
6. Successfully complete two activity health assessments for two separate activities at the unit level or higher and brief those medical support recommendations to an activity director / incident commander / unit commander.

**TECHNICIAN LEVEL KNOWLEDGE:** Candidates for the Technician Rating will be required to read the following documents and complete quizzes in on the CAP Learning Management System, to demonstrate their knowledge of assigned readings.

1. Read CAPR 1-1: CAP Ethics Policy.
2. Read CAPR 79-1: Operation of the CAP Health Service Program.
3. Review CAPF 79-1, 2, 3, 4: Member health history forms, report of health service interaction and member certification of fitness level.
4. Read CAPR 1-2: Publications Management.
5. Read CAPR 1-2 (I): Personally Identifiable Information.
6. Read CAPR 1-3: Disclosure of Confidential Information by Volunteer Members.
7. Read CAPR 35-2: Notification Procedures in Case of Death, Injury or Serious Illness.
8. Read relevant portions of CAPR 60-1, Cadet Program Management, specifically section 3.2 (Physical Fitness Categories), and 5.4.2 (Cadet Physical Fitness Test).
9. Read CAPR 79-5: Critical Incident Stress Management.
10. Read [CAPR 160-2,](https://www.gocivilairpatrol.com/media/cms/CAPR1602__Final_for_publication__93_B671F42390B4F.pdf) *Safety Reporting and Review,* Chapters 1 through 5.
11. Read [CAPP 163,](https://www.gocivilairpatrol.com/media/cms/CAPP163__Final_for_publication__930_5F759E75D70B6.pdf) *Safety Assurance & Continuous Improvement,* pages 1 through 8.
12. Read and discuss with the OJM [CDC's "The 10 Essential Public Health Services"](https://www.cdc.gov/publichealthgateway/publichealthservices/essentialhealthservices.html).

# **SENIOR RATING**

The Health Service Officer at the Senior Level is expected to:

* Provide a competent level of health service support to the Commander, Unit, Safety, Cadet Programs, Senior Program, Emergency Services, and Aerospace Education at all echelons between unit and wing.
* Support and mentor new Health Service Officers and Health Service Officer Technicians.

Completion of the senior level requirements must be evaluated and approved using Attachment 2, Health Service Officer Senior Level Checklist, by a master rated health service officer or the wing director of health services.

**SENIOR LEVEL SERVICE**

1. Serve on squadron or higher-level staff as a technician rated HEALTH SERVICE officer for a minimum of 12 months.
2. Serve as Activity HEALTH SERVICE Officer for a unit activity lasting more than 2 days and including an overnight stay.

**SENIOR LEVEL TRAINING**

1. Successfully complete the on-line CAP Safety Senior level course in the CAP Learning Management System.
2. Be competent to teach First Aid (certified or functionally capable to teach by virtue of training).
3. Complete a psychological first aid training course.
4. Complete Level 2 of the CAP Education and Training program.

**SENIOR LEVEL ACTIVITIES**

1. Complete two additional ICS 206 forms together with a Safety Officer.
2. Successfully complete two additional activity health assessments at the unit level or higher and brief those medical support recommendations to an activity director / incident commander / unit commander.
3. Brief a Commander or activity director on health risks, how to successfully evaluate an activity for health risk while carefully considering CAP’s nondiscrimination policy, and then develop several courses of action for the Commander to select from to ensure healthy and safe participation.
4. Successfully present two additional wellness/health promotion briefs to a Cadet audience at a Unit Activity or higher.
5. Successfully present two additional wellness/health promotion briefs to a Senior member audience at a Unit Activity or higher.
6. Prepare and disseminate a briefing appropriate for CAP type activities.
7. Complete five consultations to a CAP Safety Officer on health topics.
8. Write an article on a health or wellness topic for the Health & Safety Dispatch.

**SENIOR LEVEL KNOWLEDGE**

1. Basic Public Health Information: Identify at least 4 Public Health entities that you can contact and request information or assistance in your role as a Health Services Officer for CAP activities including but not limited to encampments and training exercises.

1. Basic epidemiology: Using the Centers for Disease Prevention and Control’s website, identify training opportunities in epidemiology and enroll in an introductory class.

(E.g., https://www.cdc.gov/training/publichealth101/e-learning/epidemiology/)

1. Overview of the current critical incident stress management program.
2. Overview of the work of the Chaplain Corp and chaplain support teams: A brief overview of what a chaplain is and does at the squadron level, at activities and encampments. The Chaplain Corps provides robust specialized training for Mission Chaplains and Chaplain Support Specialists to provide emotional and spiritual support to CAP missions, activities, and encampments. An advanced level of training prepares the Chaplain Support Team for work in disaster support. The Chaplain Corps is a value add in providing for the holistic care of our membership. Collaboration is dependent upon knowing how each of us functions.

# **MASTER RATING**

The Health Service Officer at the Master Level is expected to:

* Provide expert health service support to the Commander, Unit, Safety, Cadet Programs, Senior Program, Emergency Services, and Aerospace Education at any echelon in the Civil Air Patrol.
* Be able to oversee the health service support and the health service program provided by subordinate unit Health Service Officers.

Completion of the master level requirements must be evaluated and certified by a master-rated Health Service Officer at a higher echelon using Attachment 3, Health Service Officer Master Level Checklist.

After approval by the wing commander, the Health Service Officer Master Level Checklist will be forwarded to the Regional Health Service Officer, **with supporting documentation**, prior to being forwarded to CAP/HS (or designee) for final approval.

**MASTER LEVEL SERVICE**

1. Serve on squadron or higher-level staff as a Health Service Officer for a minimum of 18 months after having achieved the senior rating in the Health Service Specialty Track.
2. Serve as the activity Health Service Officer on staff at a group or higher-level activity spanning at least two overnight stays. To meet this requirement, the member must perform as the primary health service officer with no additional duties. This requirement may have been met at any time during the candidate’s CAP career. Provide documentation.

**MASTER LEVEL TRAINING**

1. Successfully complete the CAP Unit Commander’s Course or equivalent.
2. Successfully complete the Advanced RM course.
3. Successfully complete the on-line CAP Safety Master Course.
4. Hold certification from a nationally accredited First Aid organization and teach First Aid and CPR to a CAP audience.

**MASTER LEVEL ACTIVITIES**

1. Complete 5 additional ICS 206 forms with a Safety Officer.
2. Successfully complete 5 additional activity health assessments for 5 separate activities at the unit level or higher and brief those medical support recommendations to the activity director / incident commander.
3. Successfully completes two additional annual human factors aeromedical lectures to a CAP aircrew.
4. Successfully present 5 additional wellness/health promotion briefs to a Cadet audience at a Unit Activity or higher.
5. Successfully present 5 additional wellness/health promotion briefs to a Senior audience at a Unit Activity or higher.
6. Mentor a junior HSO on how to successfully advise and brief a commander.
7. Lead a Health Service Seminar at a Wing, Region, or National Activity.
8. Complete five additional consultations to a CAP Safety Officer on a health topic.
9. Successfully present 3 lectures on public health-related topics such as routine vaccine benefits, non-pharmaceutical methods to mitigate respiratory illnesses, the benefit of Automated External Defibrillators in congregate settings, evaluation of medical risks in at-risk populations.

**MASTER LEVEL KNOWLEDGE**

1. Read [CAPR 1-2,](https://www.gocivilairpatrol.com/media/cms/R001002_7_Nov_2016_Change_to_Att_1_DF320D8F3DF26.pdf) *CAP Publications Management,* Sections 1-4.
2. Read [CAPR 160-1,](https://www.gocivilairpatrol.com/media/cms/R160_001_30_September_Corrected_Cop_DBD1E035A622E.pdf) *Civil Air Patrol Safety Program.*
3. Read [CAPP 163,](https://www.gocivilairpatrol.com/media/cms/CAPP163__Final_for_publication__930_5F759E75D70B6.pdf) *Safety Assurance & Continuous Improvement*, pages 11-19.
4. Read [CAPR 35-2,](https://www.gocivilairpatrol.com/media/cms/R035_002_1DCAA138A96F9.pdf) *Notification Procedures in Case Of Death, Injury or Serious Illness*.
5. Read [CAPR 40-1,](https://www.gocivilairpatrol.com/media/cms/401_D0EBCA4333836.pdf) *Civil Air Patrol Senior Member Education & Training Program*.
6. Read [CAPR 60-3,](https://www.gocivilairpatrol.com/media/cms/R060_003_075A4369FBA8E.pdf) *CAP Emergency Services Training and Operational Missions*.

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| **Attachment 1: Technician Level Training Checklist** | |
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| **Knowledge, Training, and Performance Requirements** | **OJT Initials**  **and Date** |
| Complete CAP Test 116 and earn GES Qualification |  |
| Successfully complete CAP Medical Planners Course |  |
| Successfully complete CAP Risk Management Basic Course |  |
| Successfully complete “Fit For Flying” course |  |
| Successfully complete CAP Introduction to HSO Course |  |
| Successfully complete CAP Safety Technician Course |  |
| Successfully complete IS-100 Introduction to the Incident Command System at the FEMA Emergency Management Institute. |  |
| Complete CAP Instructors Course/Equivalent |  |
| Demonstrate ability to teach blood borne pathogens course |  |
| Complete two ICS Form 206 and review with MSO/OJT mentor:  Mission # (if applicable) Date  #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Complete 2 activity health assessments, and brief activity director, incident commander or unit commander:  Activity Date  #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Present a wellness/health promotion brief to a Cadet audience |  |
| Discuss Cadet reasonable accommodations and waivers with a member of the Cadet Program’s staff and Commander |  |
| Present a wellness/health promotion brief to a Senior audience |  |
| Brief a group on completing CAP Standardized Medical Forms |  |
| Discuss CAP Health Services Regulation with OJT mentor |  |
| Earn Membership Ribbon / Level 1 / 1st part of Level 2 |  |
| Discuss the current HS program regulation with your OJT mentor |  |
| Serve 6 months as an HSO or assistant HSO  Dates of Service \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Serve as Activity HEALTH SERVICE Officer for a Unit Activity, other than a regular unit meeting. |  |

Candidate’s Name

(Last, First, M.I.)

CAP Grade CAPID Unit Charter No.

Senior, Master HSO Endorsement

Endorser Printed Name

Endorser Signature Date

Commander’s Signature Date

**Technician Level Training Checklist (continued)**

**Service Requirements**: (mentor date and initial when complete)

Complete a minimum 6-month internship as a unit HEALTH SERVICE officer or assistant HEALTH SERVICE officer.

Serve as Activity HEALTH SERVICE Officer for a Unit Activity, other than a regular unit meeting.

**Training Requirements:** (mentor date and initial when complete)

\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete CAP test 116 and be qualified in General Emergency Services.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete the on-line CAP Medical Planner’s course

\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete the CAP Risk Management Basic course

\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete the on-line Fit for Flying program

\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete the on-line Introduction to CAP Health Service Officer course

\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete the on-line Technician Level Safety Course

\_\_\_\_\_\_\_\_\_\_\_\_\_ Successfully complete IS-100 Introduction to the Incident Command System at the FEMA Emergency Management Institute.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete the CAP Basic Instructor’s Course, or show equivalent experience in instructing

\_\_\_\_\_\_\_\_\_\_\_\_\_ Demonstrate an ability to teach a blood borne pathogen course, either through certification or by virtue of health service training.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Successfully discuss cadet reasonable accommodations such as uniform adjustment, facilitated testing/examinations, alternate physical fitness training, waivers, and ensuring that activities are inclusive for all members, with a member of the Cadet Program staff and a Commander.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Discuss the current health services regulation with your OJT mentor

**Activities Requirements:** (mentor date and initial when complete)

\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete at least 2 ICS 206 forms with a Mission Safety Officer / Operations Section Chief / or Incident Commander, ideally as part of a larger exercise or actual ES mission (may be done as a stand-alone exercise if no formal training or mission is available).

\_\_\_\_\_\_\_\_\_\_\_\_\_ Successfully complete two activity health assessments for two separate activities at the unit level or higher and brief those medical support recommendations to an activity director / incident commander / unit commander.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Discuss Cadet reasonable accommodations and waivers with a member of the Cadet Program’s staff and Commander

\_\_\_\_\_\_\_\_\_\_\_\_\_ Successfully present at least one wellness/health promotion brief to a Cadet audience at a Unit Activity.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Successfully present at least one wellness/health promotion brief to a Senior member audience at a Unit Activity.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Brief a CAP audience on how to complete the CAP Standardized Medical Forms.

**Knowledge Requirements:** (mentor date and initial when complete)

Verify completion of all required knowledge quizzes in eServices

Verify completion of HEALTH SERVICE Officer Technician end-of-level test in eServices

### Mentor’s Comments:

Mentor’s Grade, Name, Charter No. and date when this level complete.

### Certification of Completion of Technician Skill Level Rating:

Commander’s Grade, Name, Charter No. and date

**Save this checklist as a Word document to fill in as you progress, or you may print it, fill it out by hand, and scan it to save as a pdf**

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| **Attachment 2: Senior Level Training Checklist** | |
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| **Knowledge, Training, and Performance Requirements** | **OJT Initials**  **and Date** |
| Successfully Complete on-line CAP Safety Senior level course |  |
| Be competent to teach First Aid (certified or functionally capable by virtue of training) |  |
| Successfully complete a psychological first aid training course |  |
| Successfully present two additional wellness/health promotion briefs to a Cadet audience at a Unit Activity or higher. |  |
| Successfully present two additional wellness/health promotion briefs to a Senior member audience at a Unit Activity or higher. |  |
| Brief a Commander or activity director on health risks, how to successfully evaluate an activity for health risk while carefully considering CAP’s nondiscrimination policy, and then develop several courses of action for the Commander to select from to ensure healthy and safe participation. |  |
| Complete five consultations to a CAP Safety Officer on a health topic. |  |
| Write at least one article on a health or wellness topic for the Dispatch |  |
| Complete two additional ICS Form 206 and review with MSO/OJT mentor:  Mission # (if applicable) Date  #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Complete 2 additional activity health assessments, and brief activity director, incident commander or unit commander:  Activity Date  #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Serve as Activity HEALTH SERVICE Officer for a unit activity lasting more than 2 days and including an overnight stay. |  |
| Complete at least level 2 of the CAP Education & Training program |  |

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| Serve on squadron or higher-level staff as a technician rated HEALTH SERVICE officer for a minimum of 12 months  Dates of Service \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Candidate’s Name

(Last, First, M.I.)

CAP Grade CAPID Unit Charter No.

Senior, Master HSO Endorsement

Endorser Printed Name

Endorser Signature Date

Commander’s Signature Date

**Senior Level Training Checklist (continued)**

### Member Information:

Name: CAP Grade:

CAPID: Unit Charter No.:

**Service Requirements**: (mentor date and initial when complete)

Serve on squadron or higher-level staff as a technician rated HEALTH SERVICE officer for a minimum of 12 months

Serve as Activity HEALTH SERVICE Officer for a unit activity lasting more than 2 days and including an overnight stay.

**Training Requirements:** (mentor date and initial when complete)

\_\_\_\_\_\_\_\_\_\_\_ Successfully complete the on-line CAP Safety Senior level course in the CAP Learning Management System.

\_\_\_\_\_\_\_\_\_\_\_ Be competent to teach First Aid (certified or functionally capable to teach by virtue of training).

\_\_\_\_\_\_\_\_\_\_\_ Complete a psychological first aid training course.

\_\_\_\_\_\_\_\_\_\_\_ Complete at least Level 2 of the CAP Education and Training program.

**Activities Requirements:** (mentor date and initial when complete)

\_\_\_\_\_\_\_\_\_\_\_ Complete two additional ICS 206 forms together with a Safety Officer.

\_\_\_\_\_\_\_\_\_\_\_ Successfully complete two additional activity health assessments at the unit level or higher and brief those medical support recommendations to an activity director / incident commander / unit commander.

\_\_\_\_\_\_\_\_\_\_\_ Brief a Commander or activity director on health risks, how to successfully evaluate an activity for health risk while carefully considering CAP’s nondiscrimination policy, and then develop several courses of action for the Commander to select from to ensure healthy and safe participation.

\_\_\_\_\_\_\_\_\_\_\_ Successfully present two additional wellness/health promotion briefs to a Cadet audience at a Unit Activity or higher.

\_\_\_\_\_\_\_\_\_ Successfully present two additional wellness/health promotion briefs to a Senior member audience at a Unit Activity or higher.

\_\_\_\_\_\_\_\_\_ Complete five consultations to a CAP Safety Officer on a health topic.

\_\_\_\_\_\_\_\_\_ Write at least one article on a health or wellness topic for the Dispatch

**Knowledge Requirements:** (mentor date and initial when complete)

\_\_\_\_\_\_\_\_\_\_\_ Basic Public Health Information: Identify at least 4 Public Health entities that you can contact and request information or assistance in your role as a Health Services Officer for CAP activities including but not limited to encampments, training exercises,

\_\_\_\_\_\_\_\_\_\_\_ Basic epidemiology: Using the Centers for Disease Prevention and Control’s website, identify training opportunities in epidemiology and enroll in an introductory class.

(E.g., https://www.cdc.gov/training/publichealth101/e-learning/epidemiology/)

\_\_\_\_\_\_\_\_\_\_\_ Overview of the current critical incident stress management program.

\_\_\_\_\_\_\_\_\_\_\_ Overview of the work of the Chaplain Corp and chaplain support teams: A brief overview of what a chaplain is and does at the squadron level, at activities and encampments. The Chaplain Corps provides robust specialized training for Mission Chaplains and Chaplain Support Specialists to provide emotional and spiritual support to CAP missions, activities, and encampments. An advanced level of training prepares the Chaplain Support Team for work in disaster support. The Chaplain Corps is a value add in providing for the holistic care of our membership. Collaboration is dependent upon knowing how each of us functions.

\_\_\_\_\_\_\_\_\_\_ Verify completion of Safety Senior end-of-level test in eServices

### Mentor’s Comments:

Mentor’s Grade, Name, Charter No. and date when this level complete.

### Certification of Completion of Senior Skill Level Rating:

Commander’s Grade, Name, Charter No. and date

**Save this checklist as a Word document to fill in as you progress, or you may print it, fill it out by hand, and scan it to save as a pdf.**

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| **Attachment 3: Master Level Training Checklist** | |
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| **Knowledge, Training, and Performance Requirements** | **OJT Initials**  **and Date** |
| Successfully complete the CAP Unit Commander’s course or equivalent |  |
| Successfully complete on-line CAP Safety Master level course |  |
| Successfully complete the Advanced Risk Management course |  |
| Hold certification from a nationally accredited First Aid organization and teach First Aid and CPR to a CAP audience. |  |
| Successfully present five additional wellness/health promotion briefs to a Cadet audience at a Unit Activity or higher. |  |
| Successfully present five additional wellness/health promotion briefs to a Senior member audience at a Unit Activity or higher. |  |
| Successfully complete 2 annual human factors aeromedical lectures to a CAP aircrew:  Topic Date  #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Mentor a junior HSO on how to successfully advise and brief a commander, activity director or IC. |  |
| Lead a Health Services Seminar at a Wing, Region or National Activity or conference. |  |
| Complete five additional consultations to a CAP Safety Officer on a health topic. |  |
| Complete five additional ICS Form 206 and review with MSO/OJT mentor:  Mission # (if applicable) Date  #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  #3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  #4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  #5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Successfully complete the on-line Safety CAPSIS training |  |
| Serve as the HEALTH SERVICE officer on staff at a group or higher-level activity spanning at least two overnight stays. To meet this requirement, the member must perform as the primary activity health service officer with no additional duties. This requirement may have been met at any time during the candidate’s CAP career. |  |
| Complete at least level 3 of the CAP Education & Training program |  |
| Serve on squadron or higher-level staff as a senior rated HEALTH SERVICE officer for a minimum of 18 months.  Dates of Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Candidate’s Name

(Last, First, M.I.)

CAP Grade CAPID Unit Charter No.

Senior, Master HSO Endorsement

Endorser Printed Name

Endorser Signature Date

Commander’s Signature Date

**Master Level Training Checklist (continued)**

### Member Information:

Name: CAP Grade:

CAPID: Unit Charter No.:

**Service Requirements**: (mentor date and initial when complete)

Serve on squadron or higher-level staff as a senior rated HEALTH SERVICE officer for a minimum of 18 months.

Serve as the HEALTH SERVICE officer on staff at a group or higher-level activity spanning at least two overnight stays. To meet this requirement, the member must perform as the primary activity health service officer with no additional duties. This requirement may have been met at any time during the candidate’s CAP career.

**Training Requirements:** (mentor date and initial when complete)

\_\_\_\_\_\_\_\_\_ Successfully complete the CAP Unit Commander’s Course or equivalent.

\_\_\_\_\_\_\_\_\_ Successfully complete the on-line CAP Safety Master Course.

\_\_\_\_\_\_\_\_\_ Successfully complete the Advanced Risk Management course.

\_\_\_\_\_\_\_\_\_ Successfully complete the on-line Safety CAPSIS training.

\_\_\_\_\_\_\_\_\_ Hold certification from a nationally accredited First Aid organization and teach First Aid and CPR to a CAP audience.

\_\_\_\_\_\_\_\_\_ Complete at least level 3 of the CAP Education & Training program

**Activities Requirements:** (mentor date and initial when complete)

\_\_\_\_\_\_\_\_\_ Complete 5 additional ICS 206 forms with a MSO/OJT.

\_\_\_\_\_\_\_\_\_ Successfully complete 5 additional activity health assessments for 5 separate activities at the unit level or higher and brief those medical support recommendations to the activity director / incident commander.

\_\_\_\_\_\_\_\_\_ Successfully completes two annual human factors aeromedical lecture to a CAP aircrew.

\_\_\_\_\_\_\_\_\_ Successfully present 5 additional wellness/health promotion briefs to a Cadet audience at a Unit Activity or higher.

\_\_\_\_\_\_\_\_\_ Successfully present 5 additional wellness/health promotion briefs to a Senior audience at a Unit Activity or higher.

\_\_\_\_\_\_\_\_\_ Mentor a junior HSO on how to successfully advise and brief a commander, activity director or IC.

\_\_\_\_\_\_\_\_\_ Lead a Health Services Seminar at a Wing, Region or National Activity or conference.

\_\_\_\_\_\_\_\_\_ Complete five additional consultations to a CAP Safety Officer on a health topic.

**Knowledge Requirements:** (mentor date and initial when complete)

\_\_\_\_\_\_\_\_\_ Read [CAPR 1-2,](https://www.gocivilairpatrol.com/media/cms/R001002_7_Nov_2016_Change_to_Att_1_DF320D8F3DF26.pdf) CAP Publications Management, Sections 1-4

\_\_\_\_\_\_\_\_\_ Read [CAPR 160-1,](https://www.gocivilairpatrol.com/media/cms/R160_001_30_September_Corrected_Cop_DBD1E035A622E.pdf) Civil Air Patrol Safety Program

\_\_\_\_\_\_\_\_\_ Read [CAPP 163,](https://www.gocivilairpatrol.com/media/cms/CAPP163__Final_for_publication__930_5F759E75D70B6.pdf) Safety Assurance & Continuous Improvement, pages 11-19

\_\_\_\_\_\_\_\_\_ Read [CAPR 35-2,](https://www.gocivilairpatrol.com/media/cms/R035_002_1DCAA138A96F9.pdf) Notification Procedures in Case Of Death, Injury or Serious Illness

\_\_\_\_\_\_\_\_\_ Read [CAPR 40-1,](https://www.gocivilairpatrol.com/media/cms/401_D0EBCA4333836.pdf) Civil Air Patrol Senior Member Education & Training Program

\_\_\_\_\_\_\_\_\_ Read [CAPR 60-3,](https://www.gocivilairpatrol.com/media/cms/R060_003_075A4369FBA8E.pdf) CAP Emergency Services Training and Operational Missions

### Mentor’s Comments:

Mentor’s Grade, Name, Charter No. and date when this level complete.

### Certification of Completion of Master Skill Level Rating:

Wing Commander’s Grade, Name, and date

CAP/Region HSO Approval and date

CAP/HS Approval and date

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