



# Glenn L. Martin Squadron

MISSION SCANNER Certification  
Walkthrough

MD-031



# GLENN L. MARTIN SQUADRON (MD-031)



## How to become a CAP Mission Scanner

Below is a step-by-step list of instructions explaining how to become a Mission Scanner in Civil Air Patrol.

### Prerequisites

You must have earned the [Senior Member Level 1](#), and have attained your [General ES \(GES\) Rating](#).

### Training Steps

**Review.** Click on Aircrew and Flightline Materials at the [NESA Aircrew Emergency Services Curriculum](#) web pages and read and review:

- Mission Scanner Task Guide
- Mission Aircrew Reference Text: Volume 1 - Mission Scanner (MART)

**Specialty Qualification Training (SQTR).** Each Emergency Services (ES) rating is composed of various Operations (O), Planning (P), and Logistics (L) tasks and tests, that must be completed prior to achieving that rating. These tasks and tests can be found in your Specialty Qualification Training (SQTR) that is online in eServices.

To view or print out the SQTR, login to [e-Services](#) , click on the following successive links > My Operations Qualifications > Emergency Services > SQTR Entry/Worksheet > Achievement = Mission Scanner -> Print SQTR Worksheet.



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**Obtaining Familiarization and Preparatory (F&P) Training Task Sign-offs.** Use the references above from the [NESA Aircrew Emergency Services Curriculum](#) web pages. Locate each of the required Operations (O) or Planning (P) tasks on your printed SQTR that are listed below and study them using at minimum the Mission Scanner Task Guide. You will be quizzed on the exact questions that are found at the end of each O and P task.

Work with a Mission Scanner skills evaluator and complete the following F&P tasks listed on your (SQTR) Worksheet - Mission Scanner tasks:

- O-2015 Demonstrate Ground Operations and Safety
- O-2017 Demonstrate Post-Crash Actions
- O-2019 Demonstrate Proper Number and Character Pronunciation
- O-2020 Use Prowords and Code Words
- O-2021 Interpret Emergency Signals and Demonstrate Air/Ground Team Coordination
- O-2024 Demonstrate Use of Sectional Charts
- P-2013 Discuss Mission Scanner Duties and Responsibilities
- P-2014 Discuss CAP Liability Coverage and Mishap Reporting
- P-2015 Enter Data into CAP Forms
- P-2016 Identify and Discuss major Aircraft Controls
- P-2017 Identify and Discuss Major Aircraft Instruments
- P-2018 Discuss Aircraft Weight and Balance
- P-2019 Identify Items Checked During an Aircraft Pre-Flight Inspection
- P-2020 Discuss the Dangers of Wake Turbulence
- P-2021 Discuss how Atmospheric and Lighting Conditions Affect Scanning Effectiveness
- P-2022 Identify Visual Clues and Wreckage Patterns
- P-2023 Discuss how Reduced Visibility and Turbulence Affect Search Operations
- P-2024 Discuss Strategies to Combat High Altitude Effects
- P-2025 Discuss Common Search Terms
- P-2026 Identify what to Look For and Record during Damage Assessment Missions
- P-2027 Describe CAP Search Patterns
- P-2028 Discuss Crew Resource Management

**Important Note:** *You cannot fly as an MS Trainee until you have completed all of the Pre-requisites and Familiarization and Preparatory training tasks on the SQTR-MS and the Commander has approved the "Commander approval" tasks for completion of both the "Prerequisite" and the "Familiarization and Preparatory" training sections of the SQTR.*



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**Enter completed F&P tasks into eServices.** Once you have completed all of the Prerequisites and the Familiarization and Preparatory tasks in the SQTR-MS you need to enter your completed tasks. Login to [eServices](#), click on the following successive links > My Operations Qualifications > Emergency Services > SQTR Entry/Worksheet > Achievement = Mission Scanner. Enter the CAP ID of your **qualified** skills evaluator (ask to see the black diamond beside MS on their 101 card) CAP ID, date of completion and mission number (if completed as part of an Air Force Mission). Then print out a new [CAPF 101](#) Operational Specialty Qualification Card with your trainee Mission Scanner rating listed on it (it will say \*MS on the card).

**Complete the current [CAPT 117](#) Emergency Services Continuing Education Examination.** CAPT 117 is conducted in three parts: one for aircrew members and flight line personnel; one for ground and urban direction finding teams; and one for mission base staff. Complete the aircrew exam.

**Complete the FEMA IS-100.a online course.** Take [FEMA IS-100.b](#) Introduction to Incident Command System, IS-100.a. Enter your completion of this online course using [eServices](#)->My Operations Qualifications->Single Person by clicking the check box to the left of IS100 - IS-100, entering the date of the exam and clicking submit at the bottom of the page. Upload the scanned copy of the IS-100.a using [eServices](#)->My Operations Qualifications->101 Card->View/Upload Documents->Emergency Services Tab and select IS100, and email the [Squadron Emergency Services Officer](#) (or provide a hardcopy) for validation.

**Complete the FEMA IS-700.a online course (if you haven't already done so).** Take [FEMA IS-700.a](#) National Incident Management System (NIMS), An Introduction. Enter your completion of this online course using [eServices](#)->My Operations Qualifications->Single Person by clicking the check box to the left of IS700 - IS-700, entering the date of the exam and clicking submit at the bottom of the page. Upload the scanned copy of the IS-700.a using [eServices](#)->My Operations Qualifications->101 Card->View/Upload Documents->Emergency Services Tab and select IS700, and email the [Squadron Emergency Services Officer](#) (or provide a hard copy) for validation.



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**Download and print the Mission Scanner Specialty Qualification Training Record (SQTR-MS).** Login to [e-Services](#) , click on the following successive links > My Operations Qualifications > Emergency Services > SQTR Entry/Worksheet > Achievement = Mission Scanner -> Print SQTR Worksheet. Bring this with you to all training and missions to obtain task sign-offs.

## **Advanced Training: Complete MS Tasks**

- O-0204: Locate a Point using Latitude and Longitude
- O-0205: Locate a Point on a Map using the CAP Grid System
- O-2016: Demonstrate Safety while Taxiing
- O-2018: Operate the Aircraft Communications Equipment
- O-2022: Demonstrate Scanning Patterns and Locate Targets
- O-2023: Demonstrate Techniques to Reduce Fatigue
- O-2025: Track and Record Position on Sectionals and Maps
- P-0101: Keep a Log

**Participate in a minimum of two sorties (exercises, actual mission or even on proficiency flights) and record your participation on the SQTR.** Request the Mission Pilot or Mission Observer that is a **qualified** skills evaluator (ask to see the black diamond beside MS on their 101 card) sign you off on those advanced training tasks you demonstrated proficiency in. Once all Advanced training tasks are completed, go back into e-Services and fill them in online using the steps above (add the Mission Number), and notify the Squadron Emergency Services Officer for validation. Keep a copy of the SQTR for yourself. Once approved by the Squadron and Group ES Officer online, you should then be approved as a qualified Mission Scanner.



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**Print out a new [CAPF 101](#) Operational Specialty Qualification Card.** This will show your qualified Mission Scanner rating listed on it. You will need to present this card during SAREX's or Real World Missions.

## **Uniform**

As a pilot or aircrew member, squadron members wear a Flight suit and black boots with the appropriate badges and name tag. For detailed purchase and wear instructions. See the Flight Suit guide in the Link "Members Only !!/Training Files (Downloadable)/Uniforms for Meetings-Trainings.