



**HEADQUARTERS  
CIVIL AIR PATROL INDIANA WING  
UNITED STATES AIR FORCE AUXILIARY**  
38<sup>TH</sup> INFANTRY DIVISION ARMORY AT STOUT FIELD (RM 225)  
PO BOX 421102  
INDIANAPOLIS, IN 46242-1102



11 April 15

MEMORANDUM FOR ALL INWG PERSONNEL

FROM: CC

SUBJECT: Implementation of New Skills Evaluator Verification Module

Reference: NHQ/DO *Skills Evaluator Training Guidance* at <http://littleurl.info/setguidance>

1. NHQ released a new OPSQUAL module requiring wings to designate skills evaluators (SE). This new module changes our prior practice allowing all members with one-year specialty experience to automatically serve as SEs.

2. Indiana Wing will use the standards below to consider SEs in the various specialties in accordance with CAPR 60-3, para 2-2, a. (1). I reserve the right to grant exceptions to these standards in specific circumstances.

a) Tier 1: *To be appointed an SE in OPSQUAL for the following qualifications:* GTM (any level), UDF, MP, TMP, MO, MS, AP, FLM, MSA, MRO, and MC

*Members must:*

- Have completed SET training
- Be currently qualified in that specialty qualification for at least one year or be an IC
- Submit an OPSQUAL request through the SET module for approval by INWG/CC or designee

b) Tier 2: *To be appointed an SE in OPSQUAL for the following qualifications:* FASC, LSC, AOBD, GBD, LO, MSO, PIO, CUL, FLS, GTL

*Members must:*

- Have completed SET training
- Be currently qualified in that specialty qualification for at least one year or be an IC
- Be endorsed by memo or email to INWG/CC through INWG/ES by a qualified evaluator for that specialty qualification from another unit.
- Submit an OPSQUAL request through the SET module for approval by INWG/CC or designee

c) Tier 3: *To be appointed an SE in OPSQUAL for the following qualifications:* IC (any level), PSC, OSC, or any ES qualifications not otherwise listed

*Members must meet the prerequisites:*

- Have completed SET training
- Be currently qualified as an IC
- Submit an OPSQUAL request through the SET module for approval by INWG/CC or designee

3. Evaluators must remember CAPR 60-3, para 2-3 contains specific guidance for trainee

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evaluation. Specifically, SEs are required to strictly adhere to SQTRs and the NHQ-published task guides.

A handwritten signature in black ink that reads "Matthew R. Creed". The signature is written in a cursive style with a large, looped initial "M".

MATTHEW R. CREED, Colonel, CAP  
Commander, Indiana Wing