



UNITED STATES AIR FORCE AUXILIARY
CIVIL AIR PATROL

HEADQUARTERS
PENNSYLVANIA WING
BLDG 3-108, FT INDIANTOWN GAP, ANNVILLE PA 17003

15 March 2011

MEMORANDUM FOR PA WING

FROM: CS

SUBJECT: Communication training, validations, and approvals

1. National Headquarters recently activated a new module in the eServices Operations Qualifications module to allow members to input their Radio Operators Authorizations (ROA) cards.
2. While CAPR 100-1 does not require members to produce a CAPF-76 ROA card to operate a radio, it does require each Wing to maintain their own list of trained members and stations. (CAPR 100-1, Chapter 5, §5-4) The Pennsylvania Wing official list is the online ROA database where members may download or print their ROA cards. The ROA database is available to members from the communications section of the Wing Website.
3. Like all mission qualifications and training, members must upload supporting documentation for both ACUT or BCUT validation and approval in the Ops Quals system. The supporting documentation for ACUT or BCUT validation is the members ROA card.
4. To receive credit on your 101 card for ACUT / BCUT training, members must upload their ROA card into eServices. Submissions without proper documentation will be disapproved.
5. Basic Communications User Training (BCUT) qualifications for PA Wing Members expire 2 years after issue date. Members with expired BCUT qualifications will need to attend a BCUT training or upgrade to ACUT.
6. To aid in the communications training and proficiency of our members, 1 person from each squadron will be appointed to teach BCUT training at the unit level as part of regular squadron meetings or emergency services training. This person must hold an ACUT ROA, but does not need to be the unit communications officer.
7. Group communications officers will appoint the squadron level BCUT trainers, and the approved list of instructors will be posted on the Wing ROA database Website.
8. Unit commanders should contact their respective Group communications officers to recommend or suggest BCUT instructors within their units.

ROY. A. LONG, Major, CAP
Chief of Staff