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CAP REGULATION 60-3 (E)

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Operations

CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

This regulation prescribes concepts, policies, and standards that govern all Civil Air Patrol (CAP) supervisory, ground, and flight personnel in the training, qualification, and execution of CAP operational missions. Practices, procedures, and standards prescribed in this regulation are mandatory and may not be supplemented or changed locally without the prior approval of NHQ CAP/DO. Additional guidance is found in CAPR 60-1, *CAP Flight Management;* CAPR 60-4, Volume I, Part I, *CAP Emergency Services Mission Forms;* CAPR 60-4, Volume I, Part II, *CAP Emergency Services Mission Forms-ICS;* CAPR 60-4,Volume II, *CAP Emergency Services Training Forms;* CAPR 60-5, *Critical Incident Stress Management;* and other directives governing specific CAP policies. Forward all suggestions for modification and improvement of the program through channels to NHQ CAP/DO. **Note: This regulation revises/consolidates CAPR 50-15 and CAPR 55-1 in their entirety.**

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CHAPTER 1 – GENERAL INFORMATION

SECTION A – GENERAL POLICIES

1-1. Scope.

a. This regulation provides direction for the Civil Air Patrol (CAP) operational mission training, qualification, and actual mission activities. CAP provides services to conduct search and rescue (SAR), disaster relief (DR), and other public assistance missions. Many missions are in support of persons in distress and should be conducted competently, expeditiously, and in a professional manner. Proper training, thoroughness, and timeliness cannot be overemphasized.

b. This regulation outlines the policies and procedures for execution of various CAP operational missions, and establishes a foundation for expansion into joint operations using the incident command system and other management tools. Some situations may dictate variations in the procedures contained in this regulation, in which common sense and prudent judgment shall be used to ensure effective management of CAP resources. **Safety must always be a primary concern**.

1-2. Priority for Support. As an auxiliary of the Air Force, CAP priority for employing CAP resources is first, the Air Force, then other DoD departments and agencies, other federal departments and agencies, state civil agencies, and finally, local agencies.

1-3. Supplements/Operating Instructions/Waivers. Supplements, waivers or operating instructions (OIs) may not be issued to this regulation by any unit below wing level except the Congressional Squadron. Any written supplement, letter, clarification, waiver, or OI of this regulation must have **prior** written approval of NHQ CAP/DO.

1-4. Responsibilities. All commanders and members must strictly enforce and comply with the provisions of this regulation.

a. Wing Commanders. Wing commanders shall ensure all CAP resources are used in an effective, safe, and efficient manner to support all authorized CAP operational missions. Each wing commander shall:

1) Publish a current equipment and personnel alert roster through which CAP can be contacted for assistance. The roster will be updated at least annually, and should be reissued as major changes occur. The roster will be sent to state and local emergency services agencies as determined by the wing and the state or local agency. For national notification, updates to wing rosters will be sent to NHQ CAP/DO for the CAP Operations Center. NHQ CAP/DO will, in turn, forward the rosters to AFRCC (for search and rescue), AFNSEP (for natural disasters), and other national organizations as specified by agreements. Commanders will also ensure a roster of operational mission qualified personnel and available resources are maintained at unit, wing, and region levels to assist in timely personnel notification and response. Qualified region personnel and resources available within a particular wing(s) should be included on the roster prepared by that wing.

2) Develop procedures for relaying required and pertinent operational information to the appropriate controlling agency, for example, state Office of Emergency Management.

3) Coordinate with state and local officials for training and equipment, and establish integrated plans and exercises that will satisfy state requirements. A sample OPLAN/EXPLAN is provided in attachment 2 to assist commanders in establishing joint training and operational plans with military units. Plans for support to other state and local agencies/organizations should be incorporated into a wing level memorandum of understanding as described in chapter 5. Ensure all commitments can be met. Do not over-obligate the wing. Review historical data to establish trends and be able to justify the wings' requirements for support. A quarterly meeting of all involved parties is suggested to maintain an active working relationship.

4) Ensure compliance with applicable regulatory guidance (such as CAPR 52-10, *CAP Cadet Protection Policy)* when working missions in support of or in cooperation with other agencies.

b. Wing Emergency Services Officer. The wing emergency services officer is responsible for accomplishment of the following:

1) Ensure sufficient qualified personnel are available for emergency services missions.

2) Monitor operational emergency services mission activities, both training and actual.

3) Coordinate emergency services mission requirements and activities with CAP staff agencies.

4) Maintain records on individual CAP personnel documenting:

a) Accomplishment of qualification training required by this regulation.

b) Current specialty qualification status.

c) CAPF 114 should be used to maintain emergency services personnel records.

Note: Wings may opt to only maintain records documenting current qualifications of members. Complete records of training history must be maintained for personnel at their unit of assignment.

5) Maintain records containing the status of vehicles, aircraft, radios, and other emergency equipment available for operational missions.

6) Coordinate with state and local agencies for training, joint exercises, etc.

7) Ensure adequate initial, upgrade, and currency training activities are conducted to maintain the qualification and proficiency of emergency services mission personnel.

8) Ensure proper documentation and retention of records for emergency services mission activities

9) Develop and provide an incident commander kit to all wing incident commanders. Periodic updates will be provided, but it is the responsibility of each incident commander to maintain this kit. This kit should contain required regulations, manuals, maps, forms, checklists, resource directives, etc., normally needed to conduct any operational mission.

c. Unit Commanders. Each unit commander shall:

1) Ensure individuals satisfy all applicable requirements before issuing or renewing CAPF 101T and maintain all documentation required for issuance. Documentation should be kept in a CAPF 114.

2) Ensure individuals satisfy all applicable requirements before recommending issuance or renewal of a CAPF 101, *Specialty Qualification Card*, and maintain all documentation for issuance. Documentation should be kept in a CAPF 114.

3) Ensure adequate coordination with local agencies for training, joint exercises, etc.

4) Coordinate with local agencies for training, equipment, joint exercises, plans, etc. Ensure all commitments can be met. Do not over-obligate your unit.

5) Track the status of all 101T cardholders within the unit.

d. Individual Members. Individual CAP members participating in operational missions shall:

1) Maintain proficiency in their specialty qualification areas.

2) Provide information concerning their qualifications, availability, and readiness to their unit commander (or designee).

3) Maintain individual equipment readiness and availability to support operational mission requests.

1-5. Wing Emergency Services Recognition. Each calendar year, HQ CAP-USAF/CC presents two emergency services awards within each region. One is presented to the wing demonstrating the best-sustained search and rescue performance/capability and the other to the wing demonstrating the best disaster relief performance/capability. The winning wings permanently retain these awards. Selection of the wings receiving these awards is accomplished by the respective CAP-USAF liaison region commander based upon the following:

a. Results of required evaluations.

b. Quality and quantity of emergency services training activities during the year.

c. Performance during actual emergency services missions.

d. Cooperation between the CAP wing and state and local disaster relief agencies (Red Cross, Salvation Army, FAA, etc.).

1-6. Training. Commanders must ensure that an adequate upgrade, currency, and standardization program is maintained to provide qualified and proficient personnel to conduct operational missions. A continuous training program fostering training at all operational levels must be conducted to ensure that all personnel thoroughly understand and apply the policies in this regulation. Training programs will clearly define responsibilities, stressing the knowledge of the capabilities and limitations of equipment and personnel.

1-7. Information Releases. Information that is releasable on CAP missions should be given promptly to news media representatives. All CAP incident commanders will coordinate press releases with the agency being supported (AFRCC, AFNSEP, FEMA, etc.). In addition to keeping the public informed, releasing certain information could lead to public assistance in reporting data that may assist in search or other CAP missions.

1-8. Mission Funding and Reimbursement. CAP members and units may be reimbursed for designated expenses incurred during USAF-assigned missions when that mission includes a specific mission number assigned by an Air Force agency/agent. State, Red Cross, or other agencies may provide reimbursement and/or funding for other missions according to prearranged agreements. Review CAPR 173-3, *Payment for Civil Air Patrol Support*, for current reimbursement policies and procedures.

SECTION B - MISSION COMMITMENT POLICIES

1-9. General. The determination to commit CAP resources during adverse conditions is a difficult decision. A calculated risk in the use of these forces may be justified during hazardous missions involving people in distress. attachment 3 provides some information on risk analysis that can be used in making the decision to commit to a mission or not. Unit commanders and CAP incident commanders should rely upon the judgment of the on-scene commander if unable to be there personally.

a. Before an incident commander (IC) commits CAP resources, known capabilities of personnel and equipment and the urgency of the situation must be weighed carefully against the chance of mission success. Prior planning and knowledge of the limited capabilities of resources is essential to doing this.

b. Upon locating survivors, all personnel must assume that immediate assistance is necessary and act accordingly. The condition of survivors cannot be determined accurately through aerial observation alone.

c. CAP resources may be deployed whenever they can be effectively used. They should not interfere with other activities being conducted to assist any person or property in distress.

d. All suitable and readily available CAP resources, whether corporate or member-owned/furnished, shall be used to ensure the most efficient and timely response to mission requests.

e. Only qualified CAP members, qualified members of other agencies with which CAP has an approved memorandum of understanding, and CAP mission trainees under the supervision of a qualified person may participate in CAP operational missions. There will be at a minimum a 1-to-3 ratio of supervisors to trainees when trainees are utilized.

f. Use of qualified CAP cadets is encouraged as much as possible on appropriate missions. Cadets should be trained in the various functions of mission operations and support as permitted. A qualified senior member must directly supervise cadets less than 18 years of age. Only cadets 18 years of age and older, who hold a valid CAPF 101, *Specialty Qualification Card*, or a valid CAPF 101T, *Specialty Qualification Training Card*, are authorized to fly on aircraft involved in the performance of emergency services operations. Any cadet may be flown directly to and from a mission base when needed to perform mission duties, provided the pilot-in-command is at least a qualified mission transport pilot. It should be noted that cadets can be qualified to serve as ground team leaders, mission pilots, and several other positions of authority, but cadet protection policies must be followed. If senior members are assigned to a team in a subordinate position to a cadet, the senior member may exercise command authority if necessary to avoid extreme risks endangering the team.

g. Basic policies of CAP directives remain in effect while acting under a joint agreement such as with the American Red Cross or state emergency response agency.

1-10. Operational Risk Management. The determination to employ CAP resources is a serious one, and should be made carefully, with all personnel fully aware of the associated risks. Operational Risk Management (ORM) is a process designed to detect, assess and control risk, and at the same time, enhance mission performance. Simply put, it's a methodical, six-step process to manage inherent risk. CAP has formally endorsed the use of ORM for all activities. Risk management can be accomplished on three levels. While it would be preferable to perform an in-depth application of risk management for every mission or task, time and resources may not always be available. One of the objectives of risk management training is to develop sufficient proficiency in applying the process so that risk management becomes an automatic part of the decision-making methodology during CAP activities and your personal time. The three ORM levels are deliberate, time-critical, and strategic.

a. Deliberate ORM is the application of the complete process. It primarily uses experience and brainstorming to identify hazards and develop controls and is therefore most effective when done in a group. Examples of deliberate applications include the planning for a flight clinic, cadet activity or disaster response planning. Deliberate ORM usually takes place well in advance of an activity - in the planning stages when there's plenty of time to methodically go through the steps and develop informed risk decisions. This is where we should try to get most ORM done. Early, deliberate ORM in the planning stages helps to fully integrate risk controls into activity plans.

b. On the other hand, time-critical ORM is just what the name implies. It's an "on-the-run" mental or verbal review of a situation using the basic risk management process without necessarily recording the information. Staff briefings and checklists are designed to help identify areas of risk in time-critical situations. This time-critical process of risk management is employed to consider risk while making decisions in a time-compressed situation. This level of ORM is used during the execution phase of an operation as well as crisis response situations. Time-critical ORM is particularly helpful for choosing the appropriate course of action when an unplanned event occurs during execution of a planned operation or daily routine.

c. Strategic (or in-depth) ORM is used to study the hazards and associated risks in a complex operation in which the hazards are not well understood. This level is a long-term application that involves research, various analysis tools and long-term tracking of the associated hazards. This level of ORM is typically used for high-visibility risks and requires a lot of time and resources. It is important to understand that not only should we be targeting our risk issues, we should use ORM to systematically target risk barriers in order to expand operational capabilities and increase training realism. As a general rule, about half the effort expended on ORM should be directed to expanding operational capabilities and effectiveness. The other half is directed at reducing various types of risk. If you would like to know more about ORM, talk with your safety officer or visit the CAP Safety Website.

1-11. Organizing Resources. The incident commander will organize the personnel and equipment under his/her control for maximum efficiency and economy of operations. Resource allocation is a critical function of the mission staff. Analyze the objective and the prevailing conditions and make prudent decisions concerning the suitability of air and/or ground resources.

1-12. Managing the Mission.

a. The importance of comprehensive briefings to all personnel cannot be overemphasized.

b. Debriefing air and ground search crews should be accomplished as soon as possible upon sortie completion. Results of each sortie are determined and immediately provided to the air/ground operations director and planning section.

c. All leads or objectives should be consolidated, posted on a situation map, and carefully investigated.

d. Evaluation of information requires intelligence, judgment, and experience in search operations. Information should be thoroughly studied and sorted according to its relative importance. Small pieces of information often fit together to form a more complete picture. The mission situation should be re-evaluated with each new bit of information. Assessment of gathered information is a never-ending cycle. It is an important function of the planning section.

e. Lay out the mission and plot it on a situation map (sectional aeronautical chart, topographical map, or other appropriate map of sufficient scale to show mission details).

f. Keep the following information current and posted on a mission status board where it may be viewed by all.

1) Critical briefing items. The incident action plan (ICS Forms 202-206 with attachments for larger missions, ICS Form 201 for less resource intensive missions) can facilitate this.

2) Hazards in the search area (terrain, weather, towers, etc.).

3) Weather (current and forecast) over the search area.

4) Base facilities and hazards (construction, congested areas, facilities available, communications, refueling, mission base telephone number, etc.).

5) Airfields in the search area (location, type, facilities available, communications, refueling, etc.).

6) Base parking and taxi plan (if applicable).

7) Communications procedures (frequencies, call signs, etc.).

8) Mission progress and status.

9) Status of restricted areas.

g. Monitor the activities of any non-CAP resources, particularly aircraft operating in the area. CAP does not restrict operations of non-CAP personnel; however, the incident commander should ensure they are aware of CAP operations and request they remain clear of these areas, and can request restrictions from the appropriate authorities. Conflicts should be avoided. When non-CAP volunteers insist on participating in operations, the incident commander should endeavor to cooperate with them to ensure the safety of operations. <u>If it appears safety will be jeopardized, the IC may wish to withdraw forces from the mission until these issues are resolved.</u>

h. Relatives and friends of a search target may visit the base of operations and should be treated with care. While they should be discouraged from visiting the base, they should be kept advised of the operation, its progress and results. Family members should be discouraged from actively participating in operations or offering rewards. Family members are not normally flown in CAP aircraft.

i. Keep the controlling agency updated on the mission. Periodic updates approximately every 4 hours are suggested, with a summary report of the day's activities submitted at the end of the day or at the close or suspension of the mission. This is normally accomplished by completing a CAPF 122. A sample CAPF 122 can be found in CAPR 60-4, Volume I, Part I.

j. Keep the public informed via periodic press releases approved by the SMC or IC as appropriate (see paragraph 1-7). Proper utilization of the press can generate many leads, reduce the search area, and provide a positive public image of CAP as a whole.

1-13. Air Operations.

a. Air search operations are broken into two phases, the preliminary search and the concentrated search.

1) A preliminary search is accomplished during the early part of a mission when it is desirable to cover rapidly all of the territory in which the objective might be located. Aircraft should be dispatched as quickly and safely as possible. Initial route searches should cover the likely route of flight, with emphasis on high mountain peaks, frozen lakes, and areas of severe weather at the time the objective was lost. Properly trained and equipped aircrews can accomplish a preliminary search at night.

2) If the objective is not located during the preliminary search, it is then necessary to conduct a concentrated search of the most probable areas. Determination of the concentrated search area requires careful analysis of all available information, including the flight plan, weather, terrain, pilot habits, etc.

b. Air operations in support of disasters shall be conducted as necessary to accomplish damage assessment, transport of equipment and supplies, monitoring of overall operations, etc., in accordance with requests of the overall IC.

c. The air operations branch director is responsible for ensuring the safety of all air operations. Aircraft and aircrew capabilities and limitations must be carefully reviewed to verify their suitability for mission assignments. Aircraft equipment

must be appropriate for the mission (DF, night or IFR equipped, VHF FM communications, etc.). CAPR 60-1 applies to all air operations.

1-14. Ground Operations. Ground teams may be used in virtually all phases of a mission. Ground operations are governed by state and local laws as well as by CAP regulations and policies.

a. Missions are frequently initiated during periods of adverse weather or other inopportune moments when air operations may be precluded or limited, for example, immediately following a storm or in the middle of the night. Ground teams can often be dispatched to gather information, search suspected high probability areas, search for missing persons, locate ELT transmissions, verify airborne sightings, etc.

b. The ground operations director is responsible for ensuring the safety of all ground operations. Team capabilities and limitations must be carefully reviewed to verify their suitability for mission assignments.

1) Team vehicles and equipment must be appropriate for the mission (VHF DF, VHF FM communications, first aid/rescue equipment, etc.).

2) Team training and experience must be appropriate for the mission (proficiency in DF use, ground rescue knowledge, concentrated area search procedures, missing person search, etc.).

3) Composition of the ground or urban DF team will vary depending upon the assignment. Ground teams will not be dispatched with fewer than four individuals, and urban DF teams with less than two.

4) Teams in the field should establish communications with the base of operations (directly or through a relay) at regular intervals.

5) Members qualified in accordance with CAPR 77-1, *Operation and Maintenance of CAP Owned Vehicles*, may only operate vehicles. All personnel operating vehicles will have a valid state driver's license and will operate all vehicles in accordance with applicable state and local laws.

c. Ground teams must follow proper procedures upon locating a search objective.

1) Verify the identity of the aircraft, person, etc.

2) Do not disturb anything at the site except as necessary to render aid to survivors.

3) Prepare survivors for evacuation.

4) Retain an aircraft in the area until certain it is no longer needed.

1-15. Mission Assistance. Once a CAP incident commander is appointed, there should be no hesitation to request, through the controlling agency, any additional assistance needed.

a. In many instances, a mission will occur on or near the border of another CAP wing possessing the capability to give assistance. In these cases, the best course of action may be for the incident commander (with concurrence of the controlling agency) to

1) request additional resources from an adjacent wing or

2) request assistants from adjacent wings be appointed to carry out a portion of the mission within a defined area.

b. In some instances where a mission involves several wings (states), it may be more effective for the controlling agency to designate an overall IC, with assistants representing other participating wings.

c. CAP may be working a mission with non-CAP agencies and, in fact, may not be the lead agency. A point of contact capable of determining if CAP can perform missions requested by the IC must be assigned, but it is not required that this person be a qualified incident commander, but only an agency liaison. In these instances, this agency liaison must work closely with the lead agency's incident commander so that CAP resources are effectively used. Agency liaisons, like CAP ICs work with the authority of the wing commander, and thus must be appointed in writing ahead of time. There can only be an agency liaison or CAP IC, not both.

Note: Agency liaisons are different than liaison officers in the ICS structure, and the terms will not be used interchangeably.

d. All CAP personnel, regardless of unit or rank, will give the incident commander or agency liaison complete support and cooperation.

e. The CAP incident commander or agency liaison will coordinate with the controlling agency while any assistants appointed will coordinate with the incident commander. Unless relieved by the appointing authority, the designated incident commander or agency liaison will make the final decision on all matters pertaining to CAP participation in the mission.

f. In order to maximize CAP's capabilities, wing and region commanders should establish "Joint Agreements of Cooperation" between their wings and bordering regions. Formalized agreements of cooperation and assistance will reduce duplication of effort, enabling missions to be performed promptly and efficiently.

1-16. Imminently Serious Missions (911T). The 911T program permits CAP wing commanders to launch aircraft or disperse ground teams on actual SAR/DR missions using a SAR/DR training mission number. In order to activate a 911T mission, a responsible government official (federal, state, or local) must request and coordinate CAP assistance.

Imminently Serious Missions (911T) will only be used to save lives, relieve human suffering, or mitigate great property damage. CAP members participating in 911T missions must be mission qualified in accordance with this regulation. Mission procedures are as follows:

a. The wing commander, in conjunction with the wing LO/LNCO (or higher CAP-USAF official), is the only individual who may authorize a 911T mission. In the absence of the wing commander, the vice commander, the director of operations, or director of emergency services may exercise this authority. Whenever a 911T mission is activated, the wing should continue to make every effort to have responsible authorities obtain an actual SAR or DR mission number from the AFRCC or AFNSEP. The incident commander must track the assets committed to the 911T mission, given that the mission is limited to a $500 reimbursement or a 48-hour duration, whichever comes first.

b. Each wing will provide feedback to NHQ CAP/DO and the CAP-USAF liaison region by passing on the following information at the earliest opportunity whenever a 911T mission is activated: purpose of the mission, requesting agency, date/time activated, 911T mission number, AFRCC/AFNSEP mission number, mission results, and mission costs.

c. Money expended to fund these missions will result in a reduction in the wing's SAR/DR training budget if an actual AFRCC or AFNSEP mission is not approved. Mission funding should be sought from the state or local requesting official, under an approved MOU, to avoid depleting the wing's training account. 911T sorties have Air Force assigned mission status under CAPR 60-1.

1-17. CAP Assistance in Transporting Specialty Teams. If the state requests CAP assistance in transporting special SAR or DR assets like canine search teams or man trackers, and AFRCC or AFNSEP is not able to issue a mission number, CAP-USAF liaison regions are authorized to issue Air Force assigned reimbursed mission numbers, if sufficient region SAR/DR training funds are available, or non-reimbursed mission numbers if funds are not available. Wings should explore options of state or local funding for this type of mission or establish MOUs with known teams that might be supported in advance.

1-18. Mission Records. Wing commanders will ensure that records pertaining to each authorized mission are filed at wing headquarters. These records shall be kept in a CAPF 115, *Emergency Services Mission Folder*, and will include at least the incident commander's log; mission flight plans; personnel, vehicle, and aircraft registers; all CAP and wing forms used; message log; copies of news releases; reports to the controlling agency; and any related information that may be needed in answering future inquiries relating to the mission. Records shall be maintained at least 7 years after the mission is closed or suspended except where they are involved in actual or potential litigation and then they will be retained until that issue is resolved. No mission records will be released outside CAP without prior written approval of NHQ CAP/GC and HQ CAP-USAF/JA. Please refer to CAPR 60-4, Volume I, Part I, for sample forms and instructions.

1-19. Patient Transfer and Medical Evacuation. The CAP will not normally be used for routine patient transfers or medical evacuations; however, CAP may be used to transport persons seriously ill, injured, or in distress to locations where facilities are suitable, or when other suitable modes of patient transportation (commercial or public) are not readily available. Prior to dispatching an aircraft or vehicle on this type of mission, the AFRCC or other controlling agency will obtain the best medical evaluation to determine the need for assistance. This is not to be interpreted to mean that decisions of medical authorities are final in deciding whether a mission will be performed. This type of mission is normally categorized as a rescue mission, with authorization obtained through the AFRCC. If the requested activity cannot be accomplished as an Air Force assigned mission, prior approval as a CAP corporate mission must be obtained as stated in CAPR 60-1.

1-20 Assistance to Law Enforcement Officials. CAP units and members engaged in CAP activities may provide passive assistance to law enforcement officers and agencies. CAP members may not be deputized nor may they take an active part in arrest or detention activities and have no authority to restrict persons by means of force, actual or implied.

a. CAP assistance to law enforcement agencies that may lead to criminal prosecution is restricted to patrol, reconnaissance, and reporting only. Requests for such assistance, unless of an emergency nature, must be approved in advance by the wing and region commanders and coordinated with NHQ CAP/DO. All CAP flight activities will be in accordance with CAPR 60-1.

b. Assistance may also be a by-product of the normal conduct of a CAP mission. In some instances, such as during an airborne search, CAP members may observe suspicious activities and as concerned citizens, should report those observations to proper authorities.

c. When requested by the proper law enforcement authority, CAP members may provide crash site surveillance and/or crowd control duties during an emergency/disaster situation. When on such a mission, the senior CAP member present will ensure the above restrictions are understood and will contact the nearest law enforcement officer if assistance is required.

1-21. Legal Issues of CAP Operational Missions. There are certain legal issues and principles of which CAP members should be aware to protect themselves and the Corporation from legal liability. While it is impossible to have specific rules which will be valid in all the states and territories, several general principles of law might assist in the quality of CAP service and decrease the risk of individual and corporate liability. The legal officer of each wing should review state laws and suggest ways to avoid legal liability arising out of CAP activities.

a. Liability Protection. CAP members acting within the scope of their duties on CAP operational missions will be afforded liability protection by the United States Government under the Federal Torts Claims Act (FTCA) while serving

on Air Force assigned missions (including 911T missions) or by CAP's liability insurance policies (within limits) while on other CAP corporate missions (refer to CAPR 900-5, *The CAP Insurance/Benefits Program*).

b. Worker's Compensation Protection. CAP members 18 years of age and older are eligible for Federal Employees' Compensation Act (FECA) benefits if injured or killed while serving on an Air Force assigned mission (including 911T missions). Travel to and from such mission activity is also covered. Some states provide state worker's compensation benefits for CAP members injured or killed while serving on state operational missions. For specifics consult the wing legal officer and CAPR 900-5.

c. Entry on or Seizure of Private Property During Missions. As a general rule, CAP members are subject to the well-known rules that prohibit trespass on or seizure of private property. While entry upon private property may be justified if such an act is for the purpose of saving life, every effort should be made to obtain the controlling agency's approval and property owner's consent. Entry and activities on private property during training missions will always be arranged in advance with the owner. Under no circumstances may a CAP member seize property or engage in searches beyond the exceptions stated above.

d. Staging or Pre-Positioning Resources. CAP units often want to move or stage resources to best meet the needs of impending missions like hurricane support. Pre-positioning assets in advance are often warranted; however, until a mission has been approved, insurance protection is available only as a corporate mission. Additionally, local personnel need to be aware that just because you want to support your community, the primary resources of your community may not need or want your help and you can't force it upon them. State agencies that require your forces to be pre-positioned should fund this movement, and FEMA will request pre-position of CAP resources through AFNSEP if necessary for the mission.

e. Distress Beacons. Distress beacons are frequently tracked to a locked vehicle, aircraft, or building. CAP mission personnel should contact the controlling agency (e.g., AFRCC) for further instructions. If entry is required the owner/operator or local law enforcement officials will make it. CAP members WILL NOT enter private property and should not do anything that could cause harm or damage to the distress beacon or aircraft/boat. If the beacon is not readily silenced the IC should contact the controlling agency and plan to withdraw. (See paragraph 6-3e for additional guidance.)

f. First Aid and Emergency Medical Care. CAP is not an emergency medical care or paramedic organization and should not advertise itself as such. CAP will not be the primary provider of medical support on missions or training events though qualified personnel can be used to support such activities. The only type of medical aid that should be administered by CAP personnel or by any other person at CAP's request is reasonable first aid deemed necessary to save a life or prevent human suffering and executed by a person qualified to attempt such medical care within their skill level.

g. CAP Emergency Vehicles. The policies and procedures regarding the use of CAP vehicles are detailed in CAPR 77-1, *Operation and Maintenance of CAP Owned Vehicles*. Whether or not CAP emergency vehicles may use sirens or flashing lights will depend upon state and local ordinances and should be addressed in state and local agreements, but must also meet CAP regulatory requirements.

1-22. Withdrawal of CAP Resources. Once CAP resources have been committed to a mission controlled by another agency, they will not be withdrawn except upon authorization of the controlling agency or the decision of the CAP incident commander or agency liaison. CAP incident commanders and agency liaisons must have reasonable justification and use proper tact when withdrawing their resources. Notification will be given to the controlling agency prior to withdrawal.

1-23. Prevention of Fatigue. Incident commanders will ensure that personnel performing operational mission activities, particularly flight operations, have had sufficient rest to enable them to safely complete the proposed assignment. CAP mission managers and flight crews should refer to CAPR 60-1 for flight time and duty limitations. CAP flight crews and ground teams will make a conscientious effort to avoid or reduce fatigue by

a. periodic separation from duty station;

b. periodic light refreshments of moderate amounts of hot foods, soup, fruit juice, etc.;

c. avoidance of excessive smoking;

d. periodic sleep prior to sorties; and

e. refraining from alcohol within 24 hours of reporting for the mission.

1-24. Criteria for SAVE Credit. A SAVE is the preservation of a human life as a result of actions taken by emergency services (ES) forces. The determination as to whether or not a SAVE is made rests with the controlling agency (for example, AFRCC for SAR, AFNSEP for DR) based on the recommendation of the appropriate incident commander or participating emergency services element. In the case of a medical evacuation, the attending physician must attest to the SAVE. Normally, a SAVE will be credited to the element of the ES force making the recovery; however, a search force may be credited with a SAVE if it locates the SAR objective and directs the retrieval force to a successful recovery.

1-25. Criteria for FIND Credit. A FIND is awarded by the wing commander (or a subordinate commander if authority is delegated by the wing commander) to any CAP member of the wing, and is classified as distress or non-distress. A distress

find is defined as one involving downed aircraft or persons in distress. Normally a definite search objective must have been assigned, located, and positively identified. All other finds will be classified as non-distress, e.g., location of distress beacons accidentally activated. Credit towards find ribbons is only given to the aircrew and/or ground team that located the objective. More specific guidance for issuance of find ribbons can be found in CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificate*s.

1-26. Resource Protection. CAP units located in high crime areas or units involved in the location and identification of persons connected with illegal activities may face the possibility of aircraft and equipment sabotage. Unit commanders must determine local needs for security precautions and establish procedures that are appropriate for their particular location.

1-27. Prohibited Equipment. CAP is often offered equipment that is not appropriate to our mission, legal, or reasonable for our personnel to use because of the training time required for personnel to remain proficient.

a. Use of night vision devices by CAP personnel during any flight operations is prohibited. Representatives of other agencies (DEA, USFS, etc.) may use their own equipment. CAP ground resources may use night vision devices in support of SAR/DR operations while on foot. Use of night vision devices during motor vehicle operations is prohibited.

b. Firearms are prohibited for use or carry by CAP personnel during any emergency services operations. More specific guidance on CAP's firearms policy can be found in CAPR 900-3.

1-28. Technical or Specialized Operations. CAP often recruits personnel with specialized training or expertise that can be useful on emergency services missions. Though the training required to specialize in these areas is often too cost prohibitive or risky for most personnel to undertake, CAP can still utilize these resources.

a. CAP personnel with specialized training earned outside of CAP who would like to make these services available to CAP on missions will receive FTCA and FECA coverage just like any other member. Any additional liability coverage required to exercise these privileges is at the expense of the member. CAP personnel choosing to train to be useful in technical areas do so at their own risk.

b. Members wishing to utilize the training they have earned must have prior permission of the wing or region commander in writing outlining the limitations of its use. A copy of each letter of permission for these personnel will be faxed to the National Operations Center at (334) 953-4242 prior to these personnel being utilized operationally. Background training and documentation will be kept at the wing for each person given a letter of permission for these specialized operations.

c. Any special equipment or resources required for these personnel to exercise their privileges are furnished at their own expense and risk.

d. The following technical or specialized operations are considered acceptable and reasonable at present, but still require prior written approval:

1) High Angle or Mountain Rescue

2) Canine Search and Rescue

3) Mounted Search and Rescue

4) Radiological Monitoring

5) Urban Search and Rescue

Additional areas will be reviewed on a case-by-case basis. Questions on other areas should be addressed to the NHQ CAP/DOS at (334) 953-4225/4228.

e. Wing and region commanders should review the current letters of permission on file at least annually and revoke permissions as necessary. New wing and region commanders should review the current letters of permission as soon as is feasible after accepting command.

1-29. Critical Incident Stress. CAP personnel involved in SAR or DR missions can often be exposed to stressful situations.

a. Each Region will establish at least one Critical Incident Stress Team (CIST) as outlined in CAPR 60-5, *Critical Incident Stress Managemen*t.

b. Wings should establish contact with their local emergency response organizations before a mission requiring support arises to determine the availability of trained support personnel that can assist them.

c. Incident commanders requiring critical incident stress support for their personnel should coordinate with their wing or region commander. If a local resource can not be found then contact the CAP National Operations Center Duty Officer at

d. 1-888-211-1812, 24 hours a day to request support.

e. More specific guidance for the CAP CIS program can be found in CAPR 60-5.

CHAPTER 2 – OPERATIONAL SPECIALTY RATINGS/PERFORMANCE STANDARDS

2-1. General. This chapter defines authorized CAP operational specialty ratings, qualification and training requirements, and minimum performance standards.

a. A CAPF 101, *Specialty Qualification Car*d, or equivalent will not be issued to a member until the requirements specified in this regulation have been satisfied.

b. The training/qualification requirements of this chapter are the minimum required. Training should not stop with initial qualification since professional performance demands continuous training. Examples of continuation training programs available are: the AFRCC National SAR School Inland SAR Coordination Course, Federal Emergency Management Agency (FEMA) study courses, CAP and USAF training missions, National Association for Search and Rescue (NASAR) classes and training programs conducted by various state or local government agencies, etc.

c. Persons attaining a qualified status under this regulation who will be using CAP communications frequencies must obtain appropriate communications certification in accordance with CAPR 100-1, Volume I, *Communication*s. Trainees do not need this certification when using these frequencies under the direction of a properly certified communicator.

d. Missions creditable toward training, qualification, and currency include:

1) Air Force authorized reimbursed missions.

2) Air Force authorized non-reimbursed missions.

3) Wing or unit training activities not designated as a USAF-assigned mission. The wing commander or designee (normally a member of the wing emergency services staff) must approve missions of this type in advance to be sure that training objectives have been satisfactorily established to justify mission credit.

e. NHQ CAP/DO must approve waivers of the specialty qualification training requirements specified in paragraph 2-3. Such waivers must be based on equivalent training received from other agencies and substantiated by appropriate documentation. Broad waivers for known equivalent training will be posted on the National Headquarters Website.

2-2. Documenting Specialty Qualifications. Authorization for CAP members to perform in an emergency services specialty is limited to personnel who have successfully completed the required training and satisfactorily demonstrated their ability to meet the performance standards for the particular specialty rating.

a. A CAPF 101T, *Specialty Qualification Training Car*d, is issued by the unit commander (including approved emergency services school directors) to personnel training for the specialty rating qualifications listed in paragraph 2-3 except incident commander or agency liaison (see paragraph 2-2f). CAPFs 101T are only valid for a period of 2 years. After 2 years a new CAPF 101T must be issued. Personnel in training should retain CAPFs 101T with training certifications noted. Training to qualify in a specialty must be completed within 2 years. All training must be certified as complete by a qualified evaluator. Qualified evaluators are:

1) those who are current and qualified in the same operational specialty or higher, **and**

2) have completed emergency services Skills Evaluator Training (SET) and have been certified by their wing or region. Wing or region commanders or their designee(s) will be expected to note which qualifications an evaluator can certify, and how long they are allowed to do so. Wing and region commanders or their designee(s) will be required to re-certify evaluators and their specific qualifications every 2 years. Personnel having completed the Emergency Services Curriculum Project (ESCP) Train-The-Trainer (TTT) prior to 16 August 2002 have already completed SET training, and need only be certified by their wing or region to continue evaluating training. SET is available online at: http://www.capnhq.gov/nhq/es/tests.html as well as through local courses administered by the region/wing operations and emergency services staff. Graduates of this program and their specific qualifications are tracked at the national level, and graduate status can be checked online at: https://data.ntc.cap.gov/ntc/ops/dl/setgrads.cfm.

b. Personnel holding a valid CAPF 101T can still participate in training or actual missions as allowed on their CAPF 101T under qualified supervisors (those who are current and qualified in the same operational specialty or higher specialties). If the supervisor does not meet the requirements of paragraph 2-2a, the trainee WILL NOT receive credit for training towards qualification.

c. A copy of the CAPF(s) 101T should be retained and may be used for continued participation in a trainee status pending receipt of CAPF 101 showing addition of the appropriate specialty rating qualification.

d. The CAPF 101 card identifies specialties or functions in which CAP members are qualified to participate during operational missions. The wing commander or his/her designee(s) (except for the general ES rating) initially issues a CAPF 101, *Specialty Qualification Car*d, to personnel who satisfactorily complete all training and evaluation requirements specified for the requested specialty rating listed in this chapter. General ES 101 cards will be issued by the unit commander or his/her designee(s) upon completion of the requirements for the specialty and copies of the documentation forwarded to the wing. Specialty ratings on CAPF 101 remain valid through the last day of the 24th month from the date issued. Authority to issue

the **initial** CAPF 101 in each specialty above general ES may not be delegated below wing level. Subsequent CAPFs 101 will be issued at wing level unless the wing commander supplements this paragraph to establish procedures to delegate this authority to unit commanders to issue CAPFs 101 for re-qualification with notification to wing of this action.

a. Only members holding a current CAPF 101, *CAP Specialty Qualification Card* or CAPF 101T, *Specialty Qualification Training Card* or equivalent as approved by NHQ CAP/DO are authorized to participate in emergency services mission activities.

1) A current CAP membership card must accompany a current specialty qualification card.

2) Wing or region commanders will recall a specialty qualification card from CAP members assigned within their command for the following reasons:

a) Serious or willful violation of federal, state, local, or CAP regulations.

b) Committing actions or omissions that could bring discredit upon CAP while performing a CAP related function.

3) If the unit, wing, or region commander doubts a member's qualifications, that member will not be allowed to participate in operational mission activities in the questioned specialty until qualifications have been verified.

4) Wings and regions may choose to utilize computer rosters in lieu of a CAPF 101 for validation of currency. Procedures for updating these resource rosters and use in lieu of CAPF 101 cards must be approved by HQ CAP/DO prior to implementation.

b. A CAPF 101T for the incident commander or agency liaison specialty ratings is issued by the wing (or region) commander to experienced personnel training for this specialty. The wing (or region) commander will renew the incident commander or agency liaison specialty rating. This will not be delegated to any other person.

c. Only personnel holding a valid CAPF 101 (or equivalent approved documentation) containing the applicable specialty rating(s) may be assigned to perform duties on CAP operational missions. Individuals in training for a specialty rating may perform mission duties under the supervision of fully qualified personnel provided the trainee has a valid CAPF 101T containing the particular specialty area and is otherwise authorized to participate in the specific mission activity involved.

2-3. Specialty Rating Requirements and Performance Standards. For each specialty rating, "Trainee" requirements must be completed prior to issuance of a CAPF 101T to initiate training requirements for "Qualified" status. Once trainees have met the requirements for issuance of a 101T, they will be required to complete training outlined on the 101T for the specialty before serving in that position on actual or training missions under supervision. This requirement avoids placing personnel not ready to perform certain jobs or those who work for them at risk. A CAPF 101 for each specialty rating is issued after completion of the "Qualified" requirements.

a. General Emergency Services (GES). To participate in emergency services training or operations, personnel must be current members having completed level one and cadet protection training (senior members) or achievement one (cadets). Other than these, there are no prerequisite requirements for GES. A CAPF 101T is not issued for GES. The general emergency services specialty rating is **required of all individuals qualifying in emergency services and will be completed prior to commencing training for any other specialty**. This training authorizes members to attend missions, observe activities and perform administrative and general operations support tasks under the direction of qualified staff personnel, essentially as a license to learn. Successful completion of the current CAPT 116, *General Emergency Services Questionnaire*, including correction to 100 percent qualifies the member in the general emergency services specialty rating. **To remain current in the GES specialty all current holders will complete new examinations within 180 days of issuance of a new examination.**

b. Incident Commander.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-IC:

a) Satisfactory participation in at least two events as an operations section chief.

b) Satisfactory participation in at least two events as a planning section chief.

c) Satisfactory participation in at least one event as a logistics section chief.

d) Satisfactory participation in at least one event as a finance/administration section chief.

e) Qualified operations section chief or planning section chief.

f) At least 21 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-IC.

c. Agency Liaison.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-AL (see note):

a) Qualified operations section chief or planning section chief.

b) At least 21 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-AL.

NOTE: As of the date of this regulation, personnel current and qualified as incident commanders are automatically qualified as agency liaisons.

d. Operations Section Chief.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-OSC:

a) Qualified air operations branch director or ground branch director. Personnel applying based on qualification as an air operations branch director requirement must at one time been qualified as a ground team or urban DF team member. Personnel applying based on qualification as a ground branch director must also be qualified as a mission scanner (need not be current).

b) Qualified planning section chief.

c) At least 21 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-OSC.

e. Planning Section Chief.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-PSC:

a) Qualified air operations branch director or ground branch director.

b) At least 21 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-PSC.

f. Logistics Section Chief.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-LSC:
At least 21 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-LSC.

g. Finance/Admin. Section Chief.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-FASC:
At least 21 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-FASC.

h. Air Operations Branch Director.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-AOBD:

a) At least 18 years of age.

b) Qualified SAR/DR mission pilot or mission observer (need not be current).

2) Qualified. Complete all requirements listed on CAPF 101T-AOBD.

i. Ground Branch Director.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-GBD:

a) At least 18 years of age.

b) Qualified ground team leader (need not be current).

2) Qualified. Complete all requirements listed on CAPF 101T-GBD.

j. Search and Rescue (SAR)/Disaster Relief (DR) Mission Pilot.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-MP:

a) At least 18 years of age.

b) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 175 hours pilot in command time including at least 50 hours of cross-country flying.

c) Qualified mission scanner.

2) Qualified. Complete all requirements listed on CAPF 101T-MP.

k. Transport Mission Pilot. Satisfy the following for issuance of a CAPF 101 (a training card shall not be issued for this specialty) (see notes 1 and 2):

1) At least 18 years of age.

2) Current and qualified CAP pilot in accordance with CAPR 60-1, with at least 100 hours pilot in command time including at least 50 hours of cross-country flying.

NOTE 1: Personnel presently current and qualified as a SAR/DR mission pilot are automatically qualified as a transport mission pilot**.**

NOTE 2: On authorized ES missions transport mission pilots can only:

- Transport emergency services qualified CAP members required for an authorized mission
- Ferry aircraft required for a authorized ES mission
- Transport parts and equipment owned by CAP or a CAP member to a mission base or staging area
- Fly “high bird” communications sorties on an authorized ES mission

l. Mission Observer.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-MO:

a) At least 18 years of age.

b) Qualified mission scanner.

2) Qualified. Complete all requirements listed on CAPF 101T-MO.

m. Mission Scanner.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-MS:

At least 18 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-MS.

n. Ground Team Leader.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-GTL:

a) At least 18 years of age.

b) Current and qualified ground team member.

c) Possess a current state driver’s license and CAP driver's license.

2) Qualified. Complete all requirements listed on CAPF 101T-GTL.

o. Ground Team Member.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-GTM:

Qualified general ES.

2) Qualified. Complete all requirements listed on CAPF 101T-GTM.

p. Urban Direction Finding Team:

1) Trainee. Satisfy the following for issuance of a CAPF 101T-UDF (see note):
Qualified general ES.

2) Qualified. Complete all requirements listed on CAPF 101T-UDF.

Note: There is not a separate qualification for members and leaders on urban direction finding teams, but one member will be placed in charge, and operations must still meet the requirements for cadet protection and vehicle usage.

q. Information Officer.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-IO:
At least 18 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-IO.

r. Flight Line Supervisor.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-FLS:
At least 18 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-FLS.

s. Flight Line Marshaller.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-FLM:
Qualified general ES.

2) Qualified. Complete all requirements listed on CAPF 101T-FLM.

t. Communications Unit Leader.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-CUL:
a) Complete Advanced Communications User Training.
b) Qualified mission radio operator.

2) Qualified. Complete all requirements listed on CAPF 101T-CUL.

u. Mission Radio Operator.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-MRO:
a) Complete Basic Communications User Training.
b) Qualified general ES.

2) Qualified. Complete all requirements listed on CAPF 101T-MRO.

v. Mission Safety Officer.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-MSO:
a) Qualified general ES.
b) At least 21 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-MSO.

w. Liaison Officer.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-LO:
a) Qualified general ES.
b) At least 18 years of age.

2) Qualified. Complete all requirements listed on CAPF 101T-LO.

x. Mission Chaplain.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-MC:

a) Qualified general ES.

b) Complete CAP Chaplain's Course (221).

2) Qualified. Complete all requirements listed on CAPF 101T-MC.

y. Mission Staff Assistant.

1) Trainee. Satisfy the following for issuance of a CAPF 101T-MSA:
Qualified general ES.

2) Qualified. Complete all requirements listed on CAPF 101T-MSA.

z. Radiological Monitor (Air/Ground). Wings will conduct a risk assessment and request approval from NHQ CAP/DO prior to training for or becoming qualified in this mission. Requests to participate in this mission will include: a detailed description of the mission, what training will occur, who will conduct the training, equipment to be used, and currency requirements. A training card shall not be issued for this specialty.

2-4. Renewal Of Specialty Qualification.

a. Specialty qualifications expire on the last day of the 24th month from the date the previous qualification was attained. If necessary to satisfy state requirements, wings may specify an earlier expiration time, but must coordinate this with NHQ CAP/DO in advance.

b. To renew an expiring specialty qualification, the member must:

1) Be a current CAP member.

2) Have participated in at least one mission (actual or training) in the previous 2 years in each specialty (or interchangeable specialty) for which renewal is requested. A matrix of interchangeable specialties is included as attachment 4 to this regulation.

3) Have completed the tasks required on the current Mission Essential Task List (METL) for the specialty qualification as applicable within the previous 2 years. The current METL can be found on the National Headquarters Website.

4) Have completed the tasks required on the list of Annual Recurrency Tasks (ART) since last qualifying in the specialty as applicable. The current ART can be found on the National Headquarters Website.

5) Have satisfactorily completed the current CAPT 116.

6) Have satisfactorily completed the continuing education requirements established for each specialty being renewed that can be found on the National Headquarters Website.

c. Application for renewal should be submitted to the appropriate unit commander on CAPF 100 at least 45 days prior to expiration of the member's CAPF 101 with copies of the required documentation. The unit will notify the wing of the renewal within 30 days of the renewal.

d. The wing commander will renew the incident commander and agency liaison specialty ratings.

2-5. Requalification Procedures for Expired Specialties.

a. Individuals previously qualified in various specialty qualification areas may be reissued a CAPF 101, *Specialty Qualification Card*, without re-accomplishing all initial training requirements provided the CAPF 101 expired less than 2 years prior to the date of the application for re-issuance of the card. This individual must demonstrate satisfactory knowledge of the specialty(ies) by completing the current METL and list of ART for each expired specialty, satisfactorily complete the current CAPT 116, and satisfactorily complete the continuing education requirements for the specialties being renewed as posted on the National Headquarters Website.

b. Specialty qualification cards expired for more than 2 years shall not be reissued until the individual re-accomplishes all initial training and qualification requirements.

c. Re-qualifications will be forwarded to wing for issuance of the CAPF 101.

2-6. Transfers From Other Wings. Specialty qualification ratings issued in one wing or region will usually be transferred to another wing (or region) without the need for the member to re-accomplish the entire initial training program for various specialty ratings.

a. The transferring member should submit an application for issuance of a specialty qualification card (CAPF 100) to the new wing (or region) including the current previously issued CAPF 101 and all supporting documentation. Pending completion of local familiarization training (which may include required participation in emergency services missions under the supervision of a qualified individual from the new wing (or region) and issuance of CAPF 101 by the new wing, the member may fully participate in emergency services missions.

b. Wing commanders shall establish procedures to provide familiarization training regarding state/local procedures including local hazards for transferring members.

2-7. Renewal and Transfer Equivalencies. New 101 cards have been developed corresponding to the new specialties. All current ES personnel will be issued new 101 cards by 1 November 2001. These 101 cards should be renewed using the equivalency chart found in attachment 5 to this regulation.

2-8. Documentation. The individual member is responsible to maintain copies of their qualifications. While wings are required to maintain documentation and this source may prove trustworthy, over time the demands and changes of a volunteer force often lead to loss.

CHAPTER 3 – USAF-ASSIGNED SAR/DR/CD TRAINING/EVALUATION MISSIONS

3-1. General. This chapter outlines responsibilities and procedures for planning and conducting USAF-assigned training and evaluation missions. State and local missions will be conducted in accordance with current CAP regulations and state or local MOUs and operating agreements.

3-2. Responsibilities.

a. The CAP-USAF liaison region and CAP wing liaison personnel are responsible for monitoring these missions. Liaison personnel may cancel, suspend, or alter the missions as necessary in the interest of safety, but will normally recommend changes to avoid this well in advance.

b. The CAP wing/region commander coordinates requested dates for USAF-assigned training/evaluation missions with the respective wing liaison office.

c. The CAP region commander monitors each wing's training program and coordinates region-wide training activities. Region commanders review the results of USAF-required evaluations within their region and ensure necessary actions are taken to correct any deficiencies identified.

3-3. USAF-Assigned Reimbursable Training and Evaluation Missions.

a. The goal of the CAP-USAF reimbursable training mission and evaluation program is to assist CAP in developing and maintaining effective, efficient, and safe mission operations. SAR, DR and CD evaluations provide the USAF and CAP with information concerning capabilities and limitations of each wing in the performance of CAP operational missions. Wing training missions are also used to identify and strengthen areas requiring additional emphasis and training.

b. Training missions should be designed to improve the wing's ability to perform mission commitments identified in approved agreements and memorandums of understanding. The responsible wing coordinates participation of state and local emergency services agencies. At the request of the wing/region commander, wing liaison personnel may assist in coordinating state and local agency involvement in training/evaluation activities.

c. USAF-assigned training missions are planned to accomplish specific training requirements. The specific training objectives must be reviewed and approved by the wing liaison office prior to requesting mission authorization.

d. USAF-required evaluations are administered under the control of the CAP-USAF liaison region. Wing liaison personnel and other active duty or reserve USAF personnel may assist liaison region personnel in forming the USAF evaluation team.

e. During USAF-required evaluation missions, training of operational mission personnel may only be conducted when not detrimental to accomplishment of the evaluation.

3-4. USAF-Assigned Non-Reimbursable Training Missions for CAP Resources. USAF-assigned non-reimbursable training missions should be designed to provide training to improve the wing's ability to perform mission commitments identified in approved agreements and memorandums of understanding. These missions are intended to permit a wing (or region) to conduct additional training activities beyond those authorized for USAF reimbursement. Non-reimbursable training missions will be planned to accomplish specific training requirements. Specific training objectives must be reviewed and approved by the wing (or region) commander prior to requesting mission authorization.

3-5. Scheduling and Requesting USAF-Assigned Reimbursable Training or Evaluation Missions.

a. General. Subject to availability of funds, each wing and region is authorized the following evaluation and training missions during the federal fiscal year to evaluate or prepare for the effectiveness of mission capabilities.

1) SAR and DR evaluations are required biennially. These evaluations may be combined into one evaluation and may be accomplished as part of a multi-wing evaluation.

2) Optional (as necessary):

a) SAR training missions

b) DR training missions

Note: Each wing is also authorized four counterdrug training missions annually.

b. Required Evaluation Scheduling. The responsible CAP-USAF liaison region will schedule each wing for one SAR and DR evaluation at least every other year (may be combined). The liaison region commander will coordinate with the respective wing liaison office and CAP wing commander to establish firm dates. Required evaluation dates will be selected well in advance to permit proper coordination of region events.

c. USAF-Assigned Training and Evaluation Mission Requesting Procedures. For required evaluations the liaison region commander will coordinate with the wing commander to establish an appropriate date(s) for the evaluation. For evaluations, and training missions the wing/region commander will plan and estimate the cost of the mission and, in each case will complete a copy of CAPF 10. A Sample CAPF 10 can be found in CAPR 60-4, Volume II.

1) The CAP wing/region commander prepares a CAPF 10 to include a detailed training scenario and forwards it to the wing liaison office. After approval by the wing liaison office, the request is forwarded to the CAP-USAF liaison region. The CAPF 10 must arrive at the CAP-USAF liaison region at least 30 days prior to the activity date.

2) If approved, the CAP-USAF liaison region will complete the appropriate blocks and return a copy of the form to the wing liaison office. This mission authorization includes a mission number and a fund cite for the estimated reimbursement authorized for the mission. Claimed expenditures will not be reimbursed above the estimated amount specified in block 2 on the CAPF 10 without specific approval of the CAP-USAF liaison region.

3) After completion of the mission, claimed reimbursement should be summarized on the CAPF 10 by the wing liaison office and returned to the CAP-USAF liaison region.

3-6. USAF Reimbursement. Reimbursement procedures will be in accordance with CAPR 173-3.

3-7. Mission Reports.

a. USAF evaluation team members use CAP-USAF Form 12, *Search and Rescue Evaluation and Disaster Relief Evaluation*, as a guide during required evaluations and optional training missions. Results of required evaluations are documented on CAP-USAF Form 12 and sent to the respective CAP wing/region commander and to HQ CAP-USAF/XO. Wing commanders shall review their copy of required evaluation reports and forward corrective actions for all items rated less than satisfactory (or "no" on a yes/no question) to the CAP region commander, with a copy to the CAP-USAF liaison region. The wing commander shall forward these responses not later than 30 days following receipt of the report from the USAF evaluation team.

b. Optional training mission reports are prepared by the wing liaison personnel and provided to the CAP wing commander. The CAP wing liaison office maintains a file copy. At the discretion of wing liaison personnel, mission results are reported using a simple narrative of activities and findings, or by use of CAP-USAF Form 12. The wing commander is not required to answer this report unless specifically requested by HQ CAP-USAF/XO or by the CAP-USAF liaison region office.

CHAPTER 4 – ORGANIZATION, ALERTING SYSTEMS, AND BRIEFING/DEBRIEFINGS

SECTION A – ORGANIZATION

4-1. General. One of the primary missions of CAP is to save lives and relieve human suffering while protecting the lives and equipment of those involved in providing these services. It is essential that all efforts be consistent with the capabilities of CAP personnel, equipment, facilities, climate conditions, etc. CAP forces must be organized, trained, and equipped to respond rapidly to emergency requirements. Rapid response to a mission request could mean the difference between life or death. Thoroughness in planning and executing the mission cannot be over emphasized.

4-2. Emergency Services Organization. Emergency services missions will be conducted pursuant to this regulation. This regulation implements procedures contained in the United States Supplement to the International Aeronautical and Maritime SAR Manual, and the guidelines of the incident command system.

a. On missions where CAP is the lead agency, the CAP incident commander may be assigned as the overall incident commander. The incident commander is responsible for management of the overall mission and shall ensure all efforts are accomplished in accordance with applicable agreements, regulations, etc., to ensure maximum efficiency, effectiveness, and economy of operations.

b. On missions where CAP is participating under the overall control of another agency, the CAP agency liaison is responsible for coordinating with the overall incident commander for the efficient and effective use of CAP resources.

c. The scope of the mission and availability of personnel and equipment are essential factors in determining the mission staff required. A complete mission staff may be required for extensive missions, while an abbreviated staff of one or two functions will do for smaller operations.

SECTION B - ALERTING SYSTEM

4-3. General. Operational readiness is mandatory for the successful accomplishment of the CAP mission. Personnel and equipment must be available and ready at all times. Preparations and procedures will be established to ensure prompt and effective deployment. A CAP wing (region) alerting system to be used throughout the wing (region) will be published to provide immediate response on a limited basis at all times and full-scale operations as soon as possible.

4-4. Alerting Procedures. When a request for assistance has been received from an authorized agency and the decision has been made for CAP to participate, personnel will be alerted in accordance with established wing and unit alerting procedures. Individuals qualified to perform specific missions should be listed on a mission qualification roster.

a. The alert system will assure CAP personnel become operational as soon as possible. The safety of personnel and equipment will not be jeopardized. Inadequate preparations and unauthorized short cuts will not be tolerated. Alert system procedures should provide sufficient time for crew briefing, mission planning, and normal operation of all equipment.

b. If the controlling agency has reason to believe a mission may be opened subsequent to further investigation, they may exercise a pre-alert. A pre-alert will allow mission personnel time to begin an initial assessment and organize resources and personnel prior to actual operations taking place.

c. Rapid response requires use of the most readily available personnel and equipment appropriate to the mission and will not be delayed to secure a corporate aircraft or vehicle.

SECTION C - BRIEFINGS/DEBRIEFINGS

4-5. General. Formal and complete briefings and debriefings are extremely important for safe and effective mission accomplishment. They must be comprehensive, concise, and specific. Inadequate briefings may lead to complacency, incomplete mission accomplishment, and compromise of safety. Briefings and debriefings should be conducted in a formal atmosphere and in a suitable briefing room if possible. Professionalism and compliance with directives will be stressed. Detailed checklists should be used to prevent omission of important data. Briefings also must be scheduled to allow crews ample time for pre-departure activities.

4-6. Mission Briefings. A general group briefing is normally accomplished at the beginning of especially resource intensive missions and updated as necessary, though it is not required for all missions. The incident commander will establish the actual time of the briefing. The briefing should present important information and bring aircrews and ground teams up-to-date on developments in the mission. The incident action plan, ICS Forms 202 through 206 with attachments, can assist in this for more intensive missions and ICS Form 201 can be used for the typical short-duration and less manpower intensive missions, and samples are available in CAPR 60-4, Volume I, Part I. The briefer should also emphasize the importance of safety and the need to incorporate risk management in decision-making. Participating personnel must be kept fully informed of operational plans and status of the mission so that individual aircrews and ground teams may make sound

decisions and assist in providing information to the incident commander. Updates to briefings should be provided in the most appropriate manner to communicate mission essential information. Examples of update briefings could be verbal briefings by a clearance officer, or written orders posted to a status board in a common area of the mission base.

4-7. Aircrew and Ground Team Briefings. In addition to the general mission briefing, an individual detailed briefing for each aircrew and ground team will be given prior to each sortie. This will include areas to be covered, type of mission, altitudes, search patterns, communications frequencies and procedures, actions to be taken, hazards to operations, and other information considered pertinent. Individual briefing folders including the above information should be prepared for each aircrew and ground team.

a. Aircrew briefing kits, which are maintained by each mission pilot, should contain:

1) CAPF 104, *Mission Flight Plan/Briefing Form*. The front side of this form must be complete prior to release of the flight. A sample CAPF 104 can be found in CAPR 60-4, Volume I, Part I.

2) Appropriately gridded aeronautical sectional charts. Current charts must be used for navigation and obstruction clearance but these need not be gridded.

3) Specialized briefing checklists (as applicable).

4) Any other appropriate material considered necessary to successful accomplishment of the mission.

b. Ground team briefing kits, which are maintained by each ground team leader, should contain:

1) CAPF 109, *Ground Team Clearance*. The front side of this form should be complete prior to release of the team. A sample CAPF 109 can be found CAPR 60-4, Volume I, Part I.

2) CAPF 106, *Ground Interrogation Form*. A sample CAPF 106 can be found CAPR 60-4, Volume I, Part I.

3) Appropriate maps and charts.

4) Gridded aeronautical sectional charts for the area (need not be current).

5) Specialized briefing checklists (as applicable).

6) Any other appropriate material considered necessary to successful accomplishment of the mission.

4-8. Crew and Passenger Briefings. Prior to each flight, the pilot-in-command will brief the crew and passengers. This briefing will include essential information regarding the flight, such as route, weather, altitudes, and duties, and specific information concerning the aircraft, such as survival equipment, emergency exits, and in-flight emergency procedures. When the same crew and passengers accomplish more than one flight during the day, subsequent briefings are not required except to note changes from the previous briefing.

4-9. Media Briefings. Regularly scheduled media briefings should be planned, especially on highly visible missions like missing aircraft searches or when providing disaster support. The local news media can often support you and provide useful tools for information gathering if utilized properly, but personnel conducting press briefings should be careful not to release sensitive information until properly coordinated and approved.

4-10. Debriefings. Debriefings are one of the most important functions accomplished during a mission. They permit the collection and recording of information that aids in determining successive activities. An aircrew or ground team cannot search and have "negative results." Even if the objective is not located, important information can be obtained, such as weather, turbulence, ground cover, etc.

a. Aircrews and ground teams should prepare their own debriefing comments on the reverse of the CAPF 104 or CAPF 109 (as appropriate) between sorties. The debriefer from the planning section will then review this and interview the crew for additional information.

b. Some of the most important information a search aircrew or ground team can provide is where they searched and how effective the search was. This should include weather, terrain, turbulence, shadows, ground coverage, visibility, primary search direction, etc.

c. At the end of each operational period, the planning section should review the appropriate debriefing forms for the complete search picture, compute the probability of detection if necessary, and help determine priorities for the next period's activities.

d. Debriefing results will be provided to the incident commander and operations staff periodically or whenever significant items are evident that could impact real time operations or impact decisions to modify the incident action plan by the planning section.

CHAPTER 5 – MEMORANDA OF UNDERSTANDING

5-1. Background. A memorandum of understanding (MOU) is a written agreement that establishes the basis for mutual cooperation and coordination between CAP and supported organizations and agencies. A MOU is appropriate when an organization or agency has a recurring need for CAP services and support. CAP units negotiating new or revised MOUs should utilize available legal officer services to the greatest extent possible. One of the most frequent concerns of state and local governments when they are negotiating the language of a MOU with CAP is properly identifying who will provide general liability and worker's compensation coverage for CAP activities performed pursuant to the MOU. CAPR 900-5, *The CAP Insurance/Benefits Program*, contains information regarding CAP liability and worker's compensation insurance issues. The language, incorporated into the sample MOU found at attachment 6 to this regulation, is designed to clarify liability issues arising from CAP activities performed in accordance with a state/local MOU. The sample MOU contains standard missions that have been reviewed and pre-approved by HQ CAP-USAF and NHQ CAP, and provides for liability (FTCA) and worker's compensation (FECA) coverage for CAP members. For reasons discussed later in this chapter, use of the sample MOU without adding non-standard missions is highly recommended. A simplified and more expeditious MOU approval process will obviously improve CAP's service to state and local governments, as well as to other organizations. However, a MOU with "non-standard" missions will be reviewed and possibly approved by HQ CAP-USAF and NHQ CAP. **MOUs will not be signed and approved by supported governmental or non-governmental organizations until HQ CAP-USAF and NHQ CAP have approved them as provided for in this chapter.**

5-2. Air Force assigned Mission Status for National, Wing, and Local MOU Missions.

a. General. It is important for CAP commanders and members to understand that Air Force assigned mission status may be extended to national, state, and local MOU missions.

b. Implementation. The most significant aspect of Air Force assigned mission status (regardless of whether it is paid with federal appropriated money or not) is that it serves to extend CAP and its members protection under both the Federal Tort Claims Act (FTCA) for general liability coverage and the Federal Employees' Compensation Act (FECA) for worker's compensation (for all members age 18 and older) while engaged in such missions.

5-3. National, Wing, and Local MOUs.

a. National MOUs. An MOU that involves CAP operations in more than a single wing or single region is considered a national MOU. National MOUs such as those with DEA, Customs, FEMA, the Red Cross, and the Salvation Army, must be reviewed by HQ CAP-USAF and NHQ CAP, and approved by the CAP Board of Governors before being signed by the CAP National Commander and HQ CAP-USAF/CC. Any CAP unit without specific written approval of NHQ CAP/EX and HQ CAP-USAF/CC may not supplement national MOUs. NHQ CAP/GC, NHQ CAP/DO, and HQ CAP-USAF/JA maintain copies of current national MOUs. Copies may be requested from NHQ CAP/GC.

b. Wing MOUs.

1) General. An MOU that establishes a recurring operational and/or training relationship between a CAP wing and a state or state agency (including the District of Columbia and the Commonwealth of Puerto Rico), is considered a wing MOU. Every CAP wing is required to maintain a current MOU with the state in which it operates. To qualify as a current MOU, it must be processed and approved under the procedures provided in this chapter, and must be reviewed and certified as current by the wing commander every 3 years after initial approval. A copy of the MOU and all subsequent certifications must be on file with the National Headquarters CAP General Counsel (NHQ CAP/GC) and HQ CAP-USAF/JA. Wings that do not have a current MOU with the state must submit a statement of reasons through their region commander to the national commander with a copy to the NHQ CAP/GC. Normally, each CAP wing has only one wing MOU with its parent state, though sometimes it is necessary for a wing to negotiate separate agreements with several state agencies. A wing MOU should define the various services and support to be provided by the wing, as well as specifying what, if any, support the state will furnish to the wing. **Wing MOUs should be forwarded to NHQ CAP/GC for staffing and approval before they are signed on behalf of the state.** Electronic transmission of MOUs is recommended.

2) Sample MOU. In order to ensure Air Force mission status for missions flown pursuant to a wing MOU, wings should use the sample MOU found at attachment 6 to this regulation. The sample MOU describes those basic missions the wing may perform for the state which have been pre-authorized by HQ CAP-USAF/CC as Air Force designated non-reimbursed (Category B) missions. Accordingly, use of the sample MOU will simplify HQ CAP-USAF and NHQ CAP review as well as expedite approval. The frequently difficult issue of state reimbursement and other support for CAP is left open for the wing and state to negotiate. Adding non-standard missions into the MOU should be avoided unless absolutely necessary.

3) Corporate Missions. If the wing incorporates non-standard missions into a wing MOU, they may be considered corporate missions upon approval of the MOU by NHQ CAP. The most significant aspect of corporate mission status is that CAP's liability insurance, both aviation and general liability, provides protection for CAP's activities unless the state provides coverage. Importantly, corporate status means that no FECA or other worker's compensation coverage is

available for CAP members (unless the state provides some). If the state insists on incorporating non-standard missions into a wing MOU, it should be highly encouraged to provide liability and worker's compensation for CAP and CAP members.

4) Transportation of State Officials. Transportation of non-members in CAP aircraft is authorized only as specifically provided in CAPR 60-1. A wing MOU may provide for additional transportation support for state officials, but it must explicitly specify that pre-approval of every non-member transportation flight has to be obtained from NHQ CAP/DO and HQ CAP-USAF/XO.

c. Local MOUs.

1) General. An MOU that addresses a relationship between a CAP unit below wing level and a local government below the state level, or another organization, is considered a local MOU. Local MOUs frequently involve counties or other local governments that have recurring requirements for CAP support. Sundown patrols of coastal areas and lakes are common missions addressed in local MOUs.

2) Sample MOU. paragraphs 5-3b2), 3), and 4) of this chapter apply to local MOUs with respect to (1) using the sample MOU to the greatest extent possible, (2) obtaining Air Force designated non-reimbursed mission status for missions, and (3) attempting to not incorporate non-standard missions into the MOU. Restrictions on transporting non-CAP members also apply to local MOUs.

5-4. Approval Process for Wing and Local MOUs.

a. Wing MOUs. Wing MOUs must be approved by the wing commander and forwarded to NHQ CAP/GC for staffing; a copy must also be provided to the region commander. Since wing MOUs serve to confer Air Force designated mission status, they must be approved by both NHQ CAP/EX and by HQ CAP-USAF/CC. Following HQ CAP-USAF and NHQ CAP coordination and approval, the MOU will be returned to the wing commander so he/she may obtain the signature of an appropriate state official. Once all the parties have signed the MOU, it must be forwarded to NHQ CAP/GC. Both NHQ CAP/GC and HQ CAP-USAF/JA will maintain copies of current wing MOUs. **Do not have any wing MOU signed by a state official until after it has been approved by HQ CAP-USAF and NHQ CAP.**

b. Local MOUs. Local MOUs must be signed by the wing commander and then forwarded to NHQ CAP/GC for processing; a copy must also be provided to the region commander. NHQ CAP/EX must approve all local MOUs. If Air Force designated mission status is requested, HQ CAP-USAF/CC must also approve the MOU. Following HQ CAP-USAF and NHQ CAP action, the local MOU will be returned to the wing commander so he/she may obtain the signature of an appropriate representative of the supported agency, and maintain the completed memorandum in wing files.

5-5. Flight Release of MOU Missions. Wing commanders ensure all wing flying personnel and flight release officers (FROs) are aware of which MOU missions have been approved as Air Force designated missions by HQ CAP-USAF/CC. Additionally, wing commanders must implement adequate procedures to ensure Air Force designated missions flown by wing personnel are appropriately flight released and flown in accordance with CAPR 60-1. Similarly, wing commanders must ensure that all wing flying personnel and FROs understand which MOU missions are considered corporate missions and that such missions are flight released and flown accordingly.

CHAPTER 6 – SEARCH AND RESCUE OPERATIONS

6-1. General. The search and rescue coordinator (SC) ensures SAR operations are coordinated efficiently through the use of available SAR resources and may make SAR agreements with federal, state, local, and private agencies, providing for the maximum practicable cooperation. The Air Force (AFRCC Commander, Langley AFB VA) is the responsible SC for search and rescue of the Inland Region of the Continental United States. The Coast Guard is the responsible SC for the Maritime Region (Atlantic Maritime Area, Portsmouth, VA/Pacific Maritime Area, Alameda CA). The Overseas Unified Command is the SC for the Overseas Region (Commander in Chief, US Air Force Pacific for Alaska). As an auxiliary of the USAF, the CAP provides much of the primary resources available to the USAF in fulfilling that responsibility.

6-2. Liaison and Coordination. Search and rescue (SAR) operations may require the cooperation and assistance of many agencies with various missions and widely dispersed facilities. Those organized and maintained for the primary purpose of conducting SAR operations are called primary SAR agencies. Those organized and maintained for a primary purpose other than SAR, but capable of assisting SAR operations with their facilities through prior indoctrination and coordination, are called secondary SAR agencies. CAP units must cooperate and coordinate closely with both primary and secondary agencies, whether military, civilian, or foreign. The purpose of liaison and coordination is to pre-plan mutual assistance and eliminate duplication and confusion through joint operating procedures and agreements.

a. All CAP commanders and operations personnel should be thoroughly familiar with the responsibilities and capabilities of the primary and secondary SAR agencies within their area of operation. CAP units at all levels should strive to participate in or host combined training exercises with these agencies. Direct liaison and coordination with these forces on SAR matters are essential. Professionalism, tact, and courtesy will be exercised to the fullest extent when dealing with assisting agencies.

b. Area SAR plans should be established. If broad area plans are impractical, agreements and joint operating procedures with individual agencies should be formulated. By identifying SAR resources prior to a SAR incident, qualifications and methods of use problems will not have to be solved during the mission. The development of SAR plans and agreements is the responsibility of CAP wings and regions (refer to chapter 5).

6-3. Mission Execution. Search and rescue missions will be executed pursuant to this regulation and the United States Supplement to the International Aeronautical and Maritime SAR Manual. Because of the many variables encountered during SAR operations and the individuality of each SAR case, the guidance provided in the manual must be tempered with sound judgment, having due regard for the individual situation.

a. Activation. The AFRCC, JRCC, or Coast Guard RCC will contact the CAP alert officer to select the incident commander and open a mission. The following information will be provided, as applicable:

1) Mission number.

2) Objective.

3) General area of concern.

4) Information gathered by the controlling agency.

5) Specific instructions or considerations unique to the mission.

b. SAR Mission Coordination. The SC ensures SAR operations are coordinated efficiently through the use of available SAR resources. The SC mandates SAR mission organization (see figure 6-1), assigning the responsibilities and interrelationships of the SAR mission coordinator (SMC), on-scene commander, and search and rescue units (SRUs) for any mission.

A SMC is designated by the SC to manage a specific SAR mission, and has the full operational authority of the SC. A SMC is usually assigned for each SAR mission. For CAP, the SMC is most often the AFRCC mission controller. The SMC designates an on-scene commander (incident commander is used by most federal, state, and local agencies which employ the incident command system) to manage a SAR mission at the scene. For CAP, the on-scene commander is commonly the CAP incident commander (or IC). An on-scene commander conducts the SAR mission on scene using available resources and resources made available by the SIC.

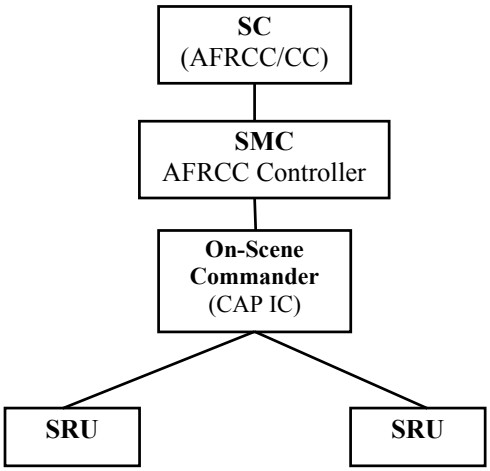

Figure 6-1. Typical SAR Mission Organization

c. Resource Utilization. The final decision to use CAP resources remains within the CAP at all times. The CAP incident commander or agency liaison exercises full authority over all CAP personnel for matters pertaining to the mission. The CAP incident commander or agency liaison must exercise prudent judgment in prosecuting the SAR mission. A thorough assessment of all risks associated with the mission must be accomplished and appropriate controls put in place to ensure safe operations. Refer to attachment 3 for risk assessment information useful to mission staff.

1) On missions where CAP is the lead agency, the CAP incident commander may be assigned as the overall incident commander. The incident commander is responsible for management of the overall mission and shall ensure all efforts are accomplished in accordance with applicable agreements, regulations, the United States Supplement to the International Aeronautical and Maritime SAR Manual, to ensure maximum efficiency, effectiveness, and economy of operations.

2) On missions where CAP is a participating agency under the overall operational control of another agency, the CAP agency liaison is responsible for coordinating with the overall incident commander, section chief, branch director, or division supervisor for the efficient and effective use of CAP resources (see chapter 8).

3) On missions where several CAP wings are involved in a mission, the appropriate rescue coordination center (RCC) will often designate a primary incident commander to whom the other wings will report. The designated incident commander will be the only point of contact with the RCC for CAP.

d. Mission Management. Guidelines for managing missions can be found in chapter 1 of this regulation.

e. Silencing a Distress Beacon. Most of CAP's search missions are searches for distress beacons. A distress beacon emitting a signal should be deactivated as quickly as possible as it presents a serious problem to the emergency alert system. The urban direction finding (DF) team (person) should maintain communications with the mission base on such missions. If the distress beacon is found on private property, or in a privately owned aircraft, boat, building, etc. (See paragraph 1-21e for additional guidance.)

6-4. Closing/Suspending the Mission. All reasonable actions will be taken to locate the search objective, determine the status, and effect rescue or recovery of survivors or victims. The decision to conduct extended operations will be based upon the probability of finding survivors. After all reasonable probability of locating survivors has been exhausted; extended operations become uneconomical and unwarranted.

a. When the CAP operates under an AFRCC SAR incident commander for either an aircraft or a non-aircraft search and the objective is located, the AFRCC will close the mission at the completion of rescue/recovery or when continued use of the federalized resource would be of no value. When the objective is not located and a specific status of neither distress nor non-distress is evident, the AFRCC will classify the mission as follows:

1) For aircraft, the mission will be suspended.

2) For non-aircraft, the mission will be closed as “Remains Missing.”

3) For a distress beacon, the mission will be closed as “Ceased.”

b. If a controlling agency does not concur with a CAP recommendation to suspend a mission, active SAR coverage will continue until the mission is closed or until circumstances arise which justify another recommendation for authority to suspend the mission.

c. Missions will not be closed until all CAP resources have returned to their home bases or other points of origin, until another mission number has been assigned or personnel are officially released from the mission.

CHAPTER 7 – DISASTER RELIEF (DR) OPERATIONS

7-1. General. This chapter outlines procedures applicable to civil disaster or emergency relief operations that are Air Force assigned missions, or CAP corporate missions.

a. Federal statutes under Military Support to Civil Authorities (MSCA) rules govern DR operations. Overall responsibility for Air Force assigned mission approval is:

1) Imminently serious conditions.

a) Continental United States (CONUS) - Air Force National Security Emergency Preparedness (AFNSEP) office

b) Alaska - Alaskan Command (ALCOM)

c) Hawaii - Pacific Command (PACOM)

d) Puerto Rico - Atlantic Command (LANTCOM)

2) Presidential declaration: the same respective office or command in coordination with the Army Director of Military Support (DOMS).

b. When the CAP performs DR operations on a "corporate mission" basis, such operations are governed by applicable CAP regulations.

7-2. Definition of Terms.

a. Peacetime Disaster. A peacetime disaster is defined as emergencies resulting from manmade or natural conditions including floods, storms, tornadoes, drought, fire, earthquakes, loss of control over radioactive or hazardous materials, oil spills, toxic release of materials, or similar catastrophes. As used here, the term does not include emergencies resulting from enemy attack or unlawful violence by civilians.

b. Presidential Disaster Declaration. Any peacetime disaster which:

1) Occurs in any part of the United States.

2) Is or threatens to be, in the determination of the President, of sufficient severity and magnitude as to warrant federal disaster assistance, under the Disaster Relief Act of 1970, PL 91-606, as amended, to supplement local government efforts and available resources in alleviating resultant damage, hardship, or suffering.

c. Local Disaster. Any peacetime disaster which has not received a presidential disaster declaration but in which assistance is provided to civil authorities.

d. Imminently Serious Condition. Conditions requiring immediate action to save lives, prevent human suffering, and/or mitigate great property damage.

7-3. Basic Policies. The primary responsibility of alleviating the conditions created by a peacetime disaster rests with individuals, families, private industry, local and state governments, the American Red Cross, and various nonmilitary federal agencies having resources available. However, when civil resources are inadequate, inappropriate, or unavailable to cope with the disaster, military resources may be used to assist local authorities in their efforts to save lives, prevent starvation and extreme suffering, and to minimize damage and property loss.

a. Military Support to Civil Authorities (MSCA). DoD Directive 3025.1 assigns the primary responsibility for MSCA within the CONUS to the Department of the Army. It states that the Departments of the Navy and Air Force will coordinate with the Department of the Army in disaster relief operations. Assistance is normally provided to civil authorities on a cost reimbursable basis. However, assistance will not be delayed or denied due to lack of a reimbursement commitment. Requests for CAP assistance must come from a local/state government official with authority to obligate local/state funds.

1) The Department of the Army has delegated the authority to plan and implement MSCA to the Commander, Forces Command (FORSCOM). FORSCOM has further delegated MSCA operations to the two CONUS Armies (CONUSA).

2) The Secretary of the Air Force has assigned the Air Force Security Emergency Preparedness Agency as the office of primary responsibility for all Air Force related National Security Emergency Preparedness functions as outlined in Executive Order 12656, dated November 1988, to include national security emergency Military Support to Civilian Authorities (MSCA), Military Support to Law Enforcement Agencies (MSCLEA), Continuity of Operations (COOP) and several related national security preparedness programs. The overall responsibility for planning and coordinating Air Force participation in DR operations is the Air Force National Security Emergency Preparedness (AFNSEP) office located at Ft. McPherson GA. The AFNSEP office is responsible for:

a) Serving as the point of contact with the CONUSAs on matters related to Air Force resource employment in DR operations.

b) Providing or designating, as required, on-scene commanders to exercise operational control over Air Force resources employed in a disaster area.

c) Establishing procedures required for authorizing and coordinating CAP employment (under Air Force auspices) in DR operations. CAP participation in peacetime civil disaster or emergency relief operations under Air Force auspices, i.e., Air Force assigned missions, are governed by federal statutes under MSCA.

b. In order for CAP to adequately carry out its mission in disaster relief operations, plans must be made for all possible situations that could occur within their area of responsibility. Confusion and chaos normally follow natural disasters. An adequate plan of action is an invaluable tool for the proper execution of any mission involving CAP resources. Wing commanders should ensure that these plans are current, available to all concerned, adequate for anticipated situations, and can be supported by the resources available to the wing.

c. Geographic locations, terrain, weather, etc., will determine to a large degree the type of plans required. In many situations, especially in preparation for hurricanes, floods, etc., it may be necessary to deploy resources prior to the disaster in order to react with speed and efficiency or to protect the resources from initial damage.

d. CAP participation in peacetime civil disaster or emergency relief operations under Air Force auspices, i.e., Air Force assigned mission, is authorized pursuant to DoD Directive 3025.1, *Military Support to Civil Authorities (MSCA)* and AFI 10-2701, *Organization and Function of the Civil Air Patrol*.

1) Imminently Serious Conditions. An Air Force mission designator (MD) number may be issued to CAP by AFNSEP for support of peacetime civil disaster/emergency relief operations under imminently serious conditions.

a) A request for CAP assistance must come from a local or state government official who has the authority to obligate local or state funds, respectively. Such assistance is provided civil authorities on a cost reimbursable basis. Local government officials should seek assistance through state emergency management agency channels first, unless the situation is of such imminent seriousness that any delay while awaiting state assistance is unacceptable.

b) The AFNSEP office issues Air Force MD numbers under imminently serious conditions for specific mission activities and dates. Such missions shall not be expanded to include other activities/dates without the prior concurrence of the AFNSEP office. The CAP may be asked to perform such things as: pre-damage assessment, post-event aerial damage assessment, general area search for survivors, emergency communications support, transport of emergency essential personnel/equipment, etc. Operations such as post disaster damage assessment, after the immediate response and not life threatening, are generally not considered imminently serious.

c) When a MD number is issued, AFM 10-206, *Operational Reporting*, Chapter 13, requires TEMPEST RAPID reporting. TEMPEST RAPID reports continue through mission termination. The CAP wing liaison office is responsible for this reporting. Incident commanders should coordinate with the liaison office to ensure information is accurate and forwarded in a timely manner.

2) Presidential Declaration.

a) A federal coordinating officer (FCO), usually a Federal Emergency Management Agency (FEMA) representative, is appointed to coordinate all federal assistance to local/state governments in a presidentially declared disaster/emergency. A defense coordinating officer (DCO) is appointed by the appropriate CONUSA to assist the FCO in coordinating DoD assistance required. The FCO and DCO are normally located at the Disaster Field Office (DFO) setup in the disaster area.

b) If the FCO, in coordination with the DCO, determines that CAP assistance under Air Force auspices is required, CAP receives both an Air Force MD number and a FEMA task order number for USAF tracking and FEMA reimbursement purposes, respectively. CAP support is coordinated directly with the appropriate CAP wing by an AFNSEP representative at the DFO or AFNSEP office. TEMPEST RAPID reporting is required the same as for imminently serious missions (see paragraph 3d1)c)).

c) Requests for assistance received directly from civil authorities, while a presidential declaration is in effect, must be referred to local/state emergency management agency officials for routing to the state coordinating officer (SCO) appointed by the governor. The only exception is a request for assistance under "imminently serious conditions" criteria, outlined above. "Imminently serious" requests should be extremely rare during a presidentially declared disaster when a DFO has been established.

3) Search and Rescue. The criteria for opening a SAR mission to assist persons in distress as a result of a civil disaster or emergency do not differ from the criteria for opening a SAR mission under any other circumstance. An AFRCC mission number may, under certain circumstances, be issued to the CAP for "target specific" lifesaving SAR operations in disaster situations. An AFRCC SAR mission for an isolated recovery or search within a disaster area may be appropriate, while a general search for disaster victims should be handled as a disaster relief operation under an Air Force MD number (imminently serious) or an Air Force MD number and a FEMA task order number (presidential declaration). The appropriate local/state official must contact the AFRCC for a mission number following normal SAR request procedures.

4) If the CAP is needed, the coordination takes place between the Boise Interagency Fire Center (BIFC), DOMS, Forces Command (FORSCOM), the respective CONUSA, and the AFNSEP office.

NOTE: Alaska, Hawaii, and Puerto Rico comply with policy and procedures coordinated through CAP-USAF with the responsible approval authority.

e. The CAP may conduct peacetime civil disaster relief operations without an Air Force MD number. In such circumstances, federal benefits (e.g., FECA, FTCA, or USAF reimbursement) may not be provided to the CAP if there is no current MOU with the state that has been approved by CAP-USAF. Without an Air Force MD or an Air Force approved MOU with the state, the mission could be conducted without federal benefits as a corporate mission. The CAP wings should enter into agreements with their respective states for disaster/emergency relief. In accordance with chapter 5, such agreements should specifically address: mission authorization procedures, reimbursement policies and procedures, civil liability and worker's compensation coverage, and any other issues pertinent to state laws and CAP directives.

f. Federal Emergency Management Agency (FEMA). FEMA has the primary responsibility for coordinating and managing use of federal resources in presidentially declared disaster operations. It coordinates the implementation of federal policies and programs for overall emergency management and federal assistance to state and local governments. FEMA SOP 9347.1-PR provides guidance for the use of CAP on FEMA missions. FEMA is organized into 10 regions.

g. State and Local Emergency Management Agencies. CAP, when operating either as an Air Force resource or CAP corporate resource, works with states and their political subdivisions through channels established in emergency management plans. The state and local emergency management agencies coordinate DR planning and develop emergency operations plans.

7-4. Liaison, Coordination, and Planning. Accomplishment of disaster relief (DR) operations may require the cooperation and assistance of many agencies with various missions and widely dispersed facilities. CAP units must cooperate and coordinate closely with numerous agencies, whether military, civilian, or foreign. The purpose of liaison and coordination is to pre-plan mutual assistance and eliminate duplication and confusion through joint operating procedures and agreements. All CAP commanders and operations personnel should be thoroughly familiar with the responsibilities and capabilities of the disaster relief organizations and agencies within their area of operation. Direct liaison and coordination with these forces on DR matters are essential. Tact and courtesy will be exercised to the fullest extent when dealing with assisting agencies. If broad area plans are impractical, agreements and joint operating procedures with individual agencies should be formulated. By identifying necessary resources prior to a natural disaster situation, problems as to determining qualifications and methods of utilization will not have to be solved during the mission. The development of DR plans and agreements is the responsibility of CAP wings and regions (refer to chapter 5).

a. State and Regional Disaster Airlift (SARDA) Plan. Each state should have incorporated the FAA developed SARDA plan guidance into its Emergency Resource Management plan. The intent of this plan is the efficient usage of all available "air" resources including CAP aircraft. It is a plan for the state to use all available general aviation (non air carrier) resources, including pilots, aircraft, and airports, in meeting disaster airlift requirements. FAA Advisory Circulars 00-7C and 00-32A describe the SARDA plan concept.

b. Local Planning. At least one USAF emergency preparedness liaison officer (EPLO) is assigned to each state to coordinate DR matters with state agency officials. LOs, wing commanders, and wing emergency services staff should coordinate with their state EPLO so that plans include CAP, and reflect missions capabilities CAP can provide as necessary.

7-5. Mission Execution. Disaster relief missions will be executed pursuant to established agreements, sound judgment, and in accordance with the guidelines of this regulation.

a. Activation. The CAP often receives requests for disaster relief assistance from state and local authorities.

1) When operating pursuant to an approved agreement, mission authorization and activation is as stated in the agreement.

2) CAP Participation Without an Air Force Assigned Mission Number. A CAP wing commander, after obtaining approval from the region commander, may authorize use of CAP resources in a state or local disaster situation when no Air Force mission number is available or an existing Air Force authorization has expired. These missions will be authorized/released as Category “C” corporate missions.

Air Force Mission Authorization. Whether imminently serious or presidentially declared, CAP must obtain authorization from the responsible authorizing agency (AFNSEP, ALCOM, PACOM, LANTCOM, DOMS, AFRCC) prior to committing resources when operations are to be conducted under Air Force assigned mission numbers. The requesting agency should provide the necessary information (situation and support/assistance requested, estimated duration of operations, and any specific instructions or considerations unique to the situation) to the appropriate authorizing agency with their request. Prior coordination with state and local agencies to ensure a clear understanding of the steps necessary to obtain CAP resources under an Air Force assigned disaster relief mission is essential to rapid activation (it is recommended that this be accomplished via regular meetings with all responsible agencies on at least a quarterly basis). The authorizing agency will contact the CAP alert officer to select the incident commander and open a mission. The authorizing agency will provide CAP with a mission number.

a) Local authorities (city, county, etc.) should direct their initial request for assistance to the appropriate state civil authority (emergency management office). For imminently serious conditions, the state authority then contacts AFNSEP to request Air Force mission authorization. For presidentially declared disasters, the request for military assistance goes to the FEMA Regional Office (or designated federal control officer), who will pass the request to the CONUSA and AFNSEP office. Using any other procedures to request military assistance will probably result in unnecessary delay. This procedure does not preclude local authorities from requesting military assistance directly from the CONUSA or AFNSEP office in disaster situations when communications cannot be established with the state emergency management office.

NOTE: A direct request from CAP to the AFNSEP office will not be accepted.

b) If a disaster strikes without warning or if the conditions in a disaster situation rapidly deteriorate, the state may make a request directly to the AFNSEP office.

c) For lifesaving or individual search and rescue operations within a disaster area, responsible local authorities should direct their request for assistance through the state emergency management office to the AFRCC in the same manner as other SAR operations.

d) Mission Authorization Numbers.

1 AFNSEP will issue one of two types of mission numbers. Under "imminently serious" conditions, the number will be an AFNSEP mission designator. If the disaster is presidentially declared, FEMA will establish a FEMA number for the disaster and AFNSEP will issue CAP an AFNSEP mission designator with the FEMA number attached. CAP must use the appropriate number for the appropriate days of their operation when requesting reimbursement.

2 If the AFRCC issues a "life saving" or SAR mission number, it will be the same as what is normally used for SAR missions.

e) The wing commander will ensure the wing liaison office is advised promptly of all missions authorized and completed. The CAP incident commander must work closely with the wing liaison office to provide the information necessary to submit the required TEMPEST RAPID reports.

f) Upon completion of an Air Force authorized mission, the requesting agency must inform the AFNSEP office of the date and time of mission termination. If the information is passed by telephone, written confirmation should follow immediately.

b. Resource Utilization. The decision to use CAP resources remains within the CAP at all times. The CAP incident commander must exercise prudent judgment in prosecuting the DR mission. A thorough assessment of all risks associated with the mission must be accomplished and appropriate controls put in place to ensure safe operations. The CAP incident commander exercises full authority over all CAP personnel for matters pertaining to the mission, but this does not preclude CAP from working for another agency.

1) On missions where CAP is the lead agency, the CAP incident commander may be assigned as the overall incident commander. The incident commander is responsible for management of the overall mission and shall ensure all efforts are accomplished in accordance with applicable agreements, regulations, etc., to ensure maximum efficiency, effectiveness, and economy of operations.

2) On missions where CAP is a participating agency under the overall operational control of another agency, the CAP incident commander is responsible for coordinating with the overall incident commander, section chief, branch director, or division supervisor for the efficient and effective use of CAP resources.

c. Mission Management. Guidelines for managing missions can be found in chapter 1 of this regulation.

7-6. Closing the Mission. Missions will not be closed until all CAP resources have returned to their home bases or other points of origin, until another mission number has been assigned or personnel are officially released from the mission. The incident commander may close a mission when:

a. Requested rescue/recovery operations have been completed.

b. Continued use of CAP resources would be of no value.

7-7. Reporting. Accurate reporting of all CAP DR activities to NHQ CAP//DO and, for Air Force assigned missions, HQ CAP-USAF/XO, is essential if CAP is to receive deserved credit for its efforts. This includes missions performed under national (American Red Cross, Salvation Army, etc.), state, and local agreements in addition to those assigned by the Air Force. The designated incident commander is required to furnish the wing liaison office information necessary to accomplish TEMPEST RAPID I and III reports for Air Force assigned DR missions. A TEMPEST RAPID III report will be prepared for all DR missions.

a. Natural Disaster Resource Employment Report (TEMPEST RAPID I) (AFM 10-206). A TEMPEST RAPID I report is submitted by the wing liaison office upon mission initiation and subsequently as noted below for Air Force assigned missions.

1) Reports are submitted by telephone or radio with written confirmation following:

a) Initial Report - Immediately upon employment of CAP resources.

b) Daily Report - As of 2100Z, dispatched to reach the wing liaison office no later than 2400Z. (The wing liaison office may vary the time of this report if authorized by the AFNSEP office.)

c) Interim Report - Any time the situation changes substantially and warrants immediate action.

d) Termination Report - When CAP resources support is terminated.

2) The TEMPEST RAPID I report is completed in narrative format with each paragraph containing information relating to the topics specified. The following general instructions pertain to completing TEMPEST RAPID reports:

a) TEMPEST RAPID I reports will be submitted at least daily for as long as CAP resources are being used.

b) The first daily report will reflect pertinent facts, figures, or other data. Subsequent daily reports will reflect cumulative figures.

3) CAP incident commanders must coordinate with the wing liaison office to ensure reports are complete and submitted in a timely manner. The following information should be provided in numbered paragraphs in the following order:

a) Narrative statement covering the type of natural disaster, its location extent of damage, and estimated duration of CAP operations.

b) Source and time of request(s) for CAP assistance. Provide the full name, official position, and address of the requester.

c) Casualties and fatalities of CAP personnel involved in disaster relief operations.

d) Type(s) of mission(s) being conducted.

e) Peak number of CAP members committed.

f) Number of CAP aircraft committed. Identify whether member-owned or corporate-owned aircraft.

g) Number of sorties and hours flown by member-owned and corporate-owned aircraft.

h) Number of CAP fixed communications stations committed.

i) Other CAP equipment committed by type and amount.

j) Assigned Air Force mission number

k) Remarks. In final daily report, show the termination date and time of CAP assistance.

b. Natural Disaster Relief Final Report (TEMPEST RAPID III) (AFM 10-206). This final written report will be submitted for DR missions accomplished by CAP. It consolidates all information concerning CAP activity in the operation. Resources used, total cost involved, pictures and news releases depicting CAP activity, letters of appreciation, and any other significant data should be included. The incident commander must complete a written report that must reach the wing liaison office within 6-working days following termination of CAP activity, and should include the following so that the liaison office can compile all pertinent information for the TEMPEST RAPID III report:

1) Indicate the location, cause, and duration of the disaster.

2) Include the name of the requester, time and date of initial request for CAP assistance. If requested from a civil official, state their position in the government.

3) Provide a chronological summary of principal CAP actions beginning from the initial operation. This summary should contain the type of personnel, resources, equipment, and supplies used.

4) Describe the highlights of the operation, outstanding support given, and unusual actions or occurrences that would assist in promoting the image of CAP.

5) State whether any damage to CAP facilities or equipment or casualties resulted from the disaster itself or in the disaster relief operation.

6) Include a discussion of problem areas encountered and actions recommended to avoid future occurrences and improve procedures used in DR operations. Enclosures should include photographs of CAP operations that should be captioned, dated, and identified as to location and activity.

CHAPTER 8 – INCIDENT COMMAND SYSTEM INTRODUCTION

8-1. General. The incident command system (ICS) is used to manage an emergency incident or a non-emergency event. It can be used equally well for both small and large situations. The system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a very cost-effective and efficient management system.

a. The system can be applied to a wide variety of emergency and non-emergency situations. Listed below are some examples of the kinds of incidents and events that can use the ICS:

- Wide-area search and rescue missions
- State or local major natural hazards management
- Multi-jurisdiction and multi-agency disaster response
- Fires, hazardous materials (HAZMAT) and multi-casualty incidents
- Pest eradication programs
- Oil spill response and recovery incidents
- Single and multi-agency law enforcement incidents
- Air, rail, water, or ground transportation accidents
- Planned events, e.g., celebrations, parades, concerts
- Private sector emergency management programs

b. ICS has a number of features that will be covered in this chapter. Listed below are major areas to be covered:

- ICS organization
- Incident facilities
- Incident action plan
- Span of control
- Common responsibilities
- Applications

8-2. ICS Organization. Every incident or event has certain major management activities or actions that must be performed. Even if the event is very small, and only one or two people are involved, these activities will still always apply to some degree. The organization of the incident command system is built around five major management activities:

a. COMMAND SETS OBJECTIVES AND PRIORITIES, HAS OVERALL RESPONSIBILITY AT THE INCIDENT OR EVENT.

b. OPERATIONS CONDUCTS TACTICAL OPERATIONS TO CARRY OUT THE PLAN; DEVELOPS THE TACTICAL OBJECTIVES, ORGANIZATION, AND DIRECTS ALL RESOURCES.

c. PLANNING DEVELOPS THE ACTION PLAN TO ACCOMPLISH THE OBJECTIVES, COLLECTS AND EVALUATES INFORMATION, MAINTAINS RESOURCE STATUS.

d. LOGISTICS PROVIDES SUPPORT TO MEET INCIDENT NEEDS, PROVIDES RESOURCES AND ALL OTHER SERVICES NEEDED TO SUPPORT THE INCIDENT.

e. FINANCE/ADMINISTRATION MONITORS COSTS RELATED TO INCIDENT, PROVIDES ACCOUNTING, PROCUREMENT, TIME RECORDING, AND COST ANALYSES.

These five major management activities are the foundation upon which the ICS organization develops. This is shown in figure 8-1. They apply whether you are handling a routine emergency, organizing for a major event, or managing a major response to a disaster. On small incidents, these major activities may all be managed by one person, the incident commander (IC). Large incidents usually require that they be setup as separate sections within the organization as shown below:

Each of the primary ICS sections may be sub-divided as needed. The ICS organization has the capability to expand or contract to meet the needs of the incident. A basic ICS operating guideline is that the person at the top of the organization is responsible until the authority is delegated to another person. Thus, on smaller situations where additional persons are not required, the incident commander will directly manage all aspects of the incident organization.

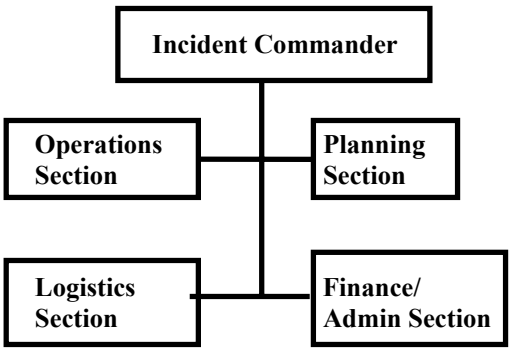

Figure 8-1. ICS General Staff

8-3. ICS Functional Positions. A general summary of ICS by functional areas is provided below:

a. Incident Commander (IC). The IC is the person in charge at the incident, and must be fully qualified to manage the incident. As incidents grow in size or become more complex, a more highly qualified IC may be assigned by the responsible jurisdiction or agency. The IC may have one or more deputies from the same agency or from other agencies or jurisdictions. A deputy must be qualified as though expected to serve in the absence of his or her superior.

1) The IC may assign personnel for both a command staff and a general staff. The command staff provides information, safety, and liaison services for the entire organization. The general staff are assigned major functional authority for operations, planning, logistics, and finance/administration.

2) Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC. As incidents grow, the IC may delegate authority for performance of certain activities to others as required.

3) Taking over command at an incident always requires that there be a full briefing for the incoming IC, and notification that a change in command is taking place.

4) The CAP incident commander may or may not be the overall IC for a mission.

b. Command Staff. In addition to the primary incident response activities of operations, planning, logistics, and finance/administration, the IC has responsibility for several other important services. Depending on the size and type of an incident or event, it may be necessary to designate personnel to handle these additional activities. Persons filling these positions are designated as the command staff and are called officers. The command staff is shown in figure 8-2. There is only one command staff position for each of these functions. The command staff does not have deputies. However, each of these positions may have one or more assistants if necessary. On large incidents or events, it's common to see several assistants working under command staff officers.

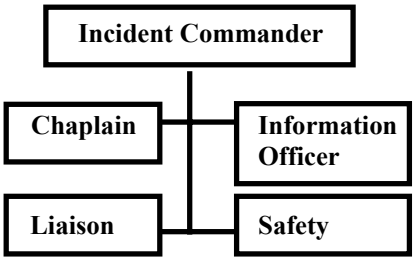

Figure 8-2. ICS Command Staff

1) Information Officer - The information officer will be the point of contact for the media or other organizations seeking information directly from the incident or event. Although several agencies may assign personnel to an incident or event as information officers, there will only be one incident information officer. Others will serve as assistants.

2) Safety Officer - This individual monitors safety conditions and develops measures for insuring the safety of all assigned personnel.

3) Liaison Officer - On larger incidents or events, representatives from other agencies (usually called agency representatives) may be assigned to the incident to coordinate their agency's involvement. The liaison officer will be their primary contact.

4) Chaplain Staff Officer – The chaplain staff officer, commonly called the mission chaplain, is usually the highest-ranking chaplain involved in the mission. The mission chaplain ministers to both spiritual and emotional needs of all individuals, families, and mission staff alike. The chaplain arranges for religious services or observances on Sundays and other holy days of obligation. During the mission, the chaplain may serve as a liaison for victims' families, providing information on the progress of the mission and coordinating the families' needs with the logistics chief or other mission personnel and agencies as necessary. When serious injury or loss of life has occurred, the mission chaplain may provide pastoral care to the mission staff, victims, survivors, and their families.

c. The General Staff. The people who perform the four major activities of operations, logistics, planning, and finance/administration are called section chiefs and designated as the general staff. Each of the general staff may have a deputy, or more than one if necessary. The role of the deputy position is flexible. The deputy can work with the primary position, work in a relief capacity, or be assigned specific tasks. Deputies should always be as qualified as the person for whom they work.

1) In large events, especially where multiple agencies or jurisdictions are involved, the use of deputies from other agencies can greatly increase interagency coordination.

2) At the section level, the person in charge will be designated as a chief. For example, in the logistics section, the person in charge will always be called the logistics section chief.

3) Within the ICS organization, there are a number of organizational elements that can be activated, as necessary. Each of the major sections has the ability to expand internally to meet the needs of the situation.

8-4. Operations Section. The IC will determine the need for a separate operations section at an incident or event. Until the operations section is established as a separate section, the IC will have direct control of tactical resources.

a. When activating an operations section, the IC will assign an individual as the operations section chief. The operations section chief will develop and manage the operations section to accomplish the incident objectives.

b. There is only one operations section chief for each operational period. That person is normally (but not always) from the jurisdiction or agency that has the greatest involvement either in terms of resources assigned or area of concern. The operations section chief may have deputies from the same agency, or from other agencies or jurisdictions. Using deputies from other agencies often helps in the coordination of actions.

c. Within the operations section, two additional levels of organization can be used as necessary. These are divisions and/or groups, and branches.

1) Divisions. The operations organization usually develops from the top down. This is due to the need to expand supervision as more and more resources are applied. For example, the IC or the operations section chief on an incident may initially work with only a few single resources. This is shown in figure 8-3.

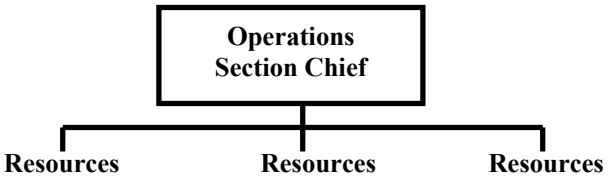

Figure 8-3. Single Resources in Operations

As more resources are added to the incident, another layer of organization may be needed within the operations section to maintain proper span of control (see paragraph 8-11). Normally, this will be done at the division or group level as shown in figure 8-4.

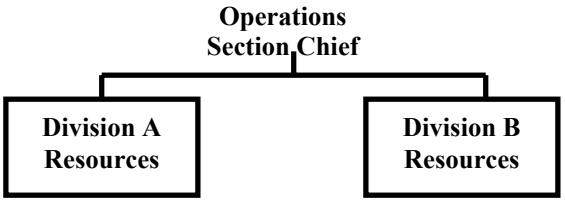

Figure 8-4. Example of Two Divisions Within the Operations Section

The goal is to keep the organization as simple and as streamlined as possible, and not to overextend the span of control. A division is established to divide an incident geographically. How that will be done will be determined by the needs of the incident. Divisions covering an area on the ground are usually labeled by letters of the alphabet. Within a building, divisions are often designated by floor numbers. The important thing to remember about ICS **divisions** is that they **describe some geographical area** related to incident operations.

2) Groups. Groups are established to describe functional areas of operation. The kind of group to be established will be determined by the needs of an incident. For example, in an earthquake incident with widespread structural damage, search and rescue activity would be organized geographically, using divisions. A specialized resource team, using dogs or electronic equipment in an earthquake, or a salvage group in a maritime incident may be designated as functional groups. Groups will work wherever they are needed and will not be assigned to any single division. Divisions and groups can be used together on an incident. Divisions and groups are at an equal level in the organization. One does not supervise the other. When a functional group is working within a division on a special assignment, division and group supervisors must closely coordinate their activities. Division and group supervisors always report to the IC unless the operations section chief or branch director positions have been established. Deputies aren't used at the division or group levels.

3) Branches. On some incidents, it may be necessary to establish another level of organization within the operations section called branches. Each branch that is activated will have a branch director. Deputies may be used at the branch level. There are generally three reasons to use branches on an incident or an event.

a) Span of Control (see paragraph 8-11). If the number of divisions and groups exceeds the recommended span of control, another level of management is necessary. Span of control will be discussed in more detail later in this module.

b) Need for a Functional Branch Structure. Some kinds of incidents have multiple disciplines involved, e.g., police, fire, search and rescue, and medical that may create the need to setup incident operations around a functional branch structure.

c) Multi-jurisdictional Incidents. In some incidents it may be better to organize the incident around jurisdictional lines. In these situations, branches may be setup to reflect differences in the agencies involved. For example, in flooding, earthquake, or wildfire incidents, federal, county, and city property all could be simultaneously affected. One way of organizing operations in these kinds of incidents is to designate a separate branch for each of the agencies involved.

Various branch alignments are shown in figure 8-5.

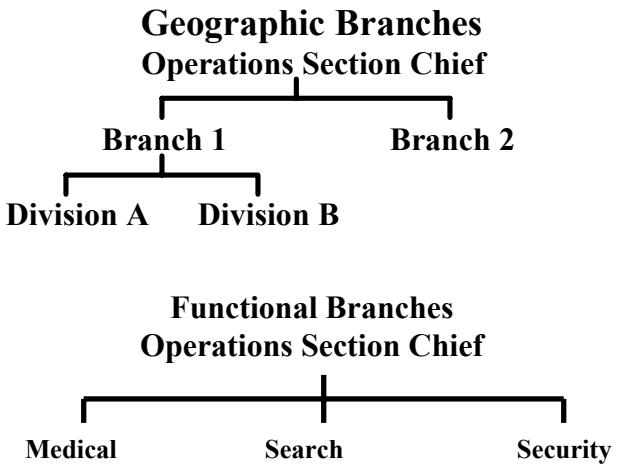

Figure 8-5. Options for Establishing Branches in ICS

d. Air Operations. If established separately at an incident, air operations will be activated at the branch level within the operations section. Usually this is done on incidents that may have complex needs for the use of aircraft in both tactical and logistical operations.

e. Staging Areas. Staging areas may be established wherever necessary to temporarily locate resources awaiting assignment. Staging areas and the resources within them will always be under the control of the operations section chief. Staging areas will be discussed later under incident facilities.

f. Summary. There is no one "best" way to organize for an incident. The organization should develop to meet the functions required. The characteristics of the incident and the management needs of the IC will determine what organization elements should be established. The incident organization may change over time to reflect the various phases of the incident.

8-5. Planning Section. Briefly stated, the major activities of the planning section are to:

a. Collect, evaluate, and display incident information.

b. Develop incident action plans (IAPs) for each operational period, conduct long-range planning, and develop plans for demobilization at the end of the incident.

c. Maintain resource status information on all equipment and personnel assigned to the incident.

d. Maintain incident documentation.

The planning section is also the initial place of check-in for any technical specialists assigned to the incident. Depending on their assignment, technical specialists may work within the planning section, or be reassigned to other incident areas. Several planning section units may be established. Not all of the units may be required, and they will be activated based upon need. Planning section units are shown in figure 8-6.

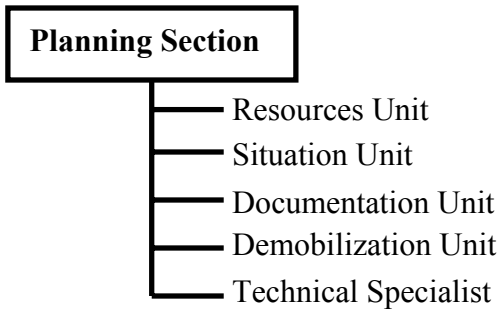

Figure 8-6. Planning Section

8-6. Logistics Section. The logistics section is responsible for all of the services and support needs of an incident, including obtaining and maintaining essential personnel, facilities, equipment, and supplies. The IC will determine the need to establish a logistics section on the incident. This is usually determined by the size of the incident, complexity of support, and how long the incident may last. Once the IC determines that there is a need to establish a separate logistics function, an individual will be assigned as the logistics section chief. Six functional units can be established within the logistics section. If necessary, a two-branch structure can be used to facilitate span of control. The titles of the units are self-descriptive. Detailed duties of each unit are covered in their training packages. Not all of the units may be required, and they will be established based upon need. Branches and units in the logistics section are shown in figure 8-7.

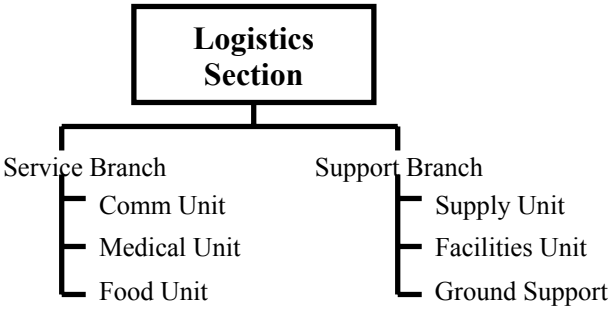

Figure 8-7. Branches and Units in the Logistics Section

Note: Though a unit may be assigned functionally under a branch or the overall logistics section, personnel assigned to these units may be assigned to operate supporting other sections in their operating areas. For example, though the communications unit may be assigned to the service branch of the logistics section, individual mission radio operators may be assigned to each section to facilitate the command net and the decision makers having ready access to the communications tools to reach their personnel.

8-7. Finance/Administration Section. The IC will determine if there is a need for a finance/administration section, and designate an individual to perform that role. If no finance section is established, the IC will perform all finance functions. The finance/administration section is setup for any incident that may require on-site financial management. More and more, larger incidents are using a finance/administration section to monitor costs. Smaller incidents may also require certain finance/administration functions. For example, the IC may establish one or more units of the finance/administration section for such things as procuring special equipment, contracting with a vendor, or for making cost estimates of alternative strategies. The finance section may establish four units as necessary. Duties of each unit are covered in other modules. Not all of the units may be required, and they will be established based upon need. Finance/administration section units are shown in figure 8-8.

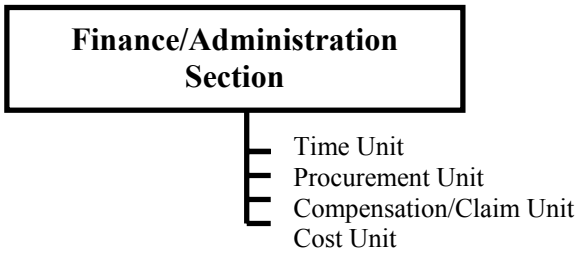

Figure 8-8. Finance/Administration Section Units

8-8. Organization Terminology. At each level in the ICS organization, individuals with primary responsibility positions have distinctive titles, as shown in figure 8-9.

Primary Position	Title	Support Position
Incident Cmdr	Incident Cmdr	Assistant
Command Staff	Officer	Assistant
Section	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Strike Team/ Task Force	Leader	N/A
Unit	Leader	Manager
Single Resource	Unit	N/A

Figure 8-9. ICS Organizational Terminology

Positions and their titles under the incident command system are relatively flexible, depending upon the dynamics or personnel involved in an incident.

8-9. Incident Facilities. Facilities will be established depending on the kind and complexity of the incident or event. It is important to know and understand the names and functions of the principal ICS facilities. Not all of those listed below will necessarily be used. Each of the facilities is briefly described below:

a. Incident Command Post (ICP) - The location from which the incident commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event must have some form of an incident command post.

b. Staging Areas - Locations at which resources are kept while awaiting incident assignment. Most large incidents will have a staging area, and some incidents may have several. Staging areas will be managed by a staging area manager who reports to the operations section chief or to the IC if an operations section has not been established.

c. Base - The location at the incident at which primary service and support activities are performed. Not all incidents will have a base. There will only be one base for each incident.

d. Camps - Incident locations where resources may be kept to support incident operations. Camps differ from staging areas in that essential support operations are done at camps, and resources at camps are not always immediately available for use. Not all incidents will have camps.

e. Helibase - A location in and around an incident area at which helicopters may be parked, maintained, fueled, and equipped for incident operations. Very large incidents may require more than one helibase.

f. Helispots - Helispots are temporary locations where helicopters can land and load and off-load personnel, equipment, and supplies. Large incidents may have several helispots.

NOTE: Though CAP does not operate helicopters as part of its missions, CAP could end up supporting or utilizing helicopters from other organizations and should understand the basic terminology associated with helicopter operations.

8-10. Incident Action Plan. Every incident must have an oral or written action plan. The purpose of the plan is to provide all incident supervisory personnel with direction for future actions. Action plans that include the measurable tactical operations to be achieved are always prepared around a timeframe called an operational period. Operational periods can be of various lengths, but should be no longer than 24 hours. Twelve-hour operational periods are common on many large incidents. It is not unusual, however, to have much shorter operational periods covering, for example, 2 or 4 hour time periods. The length of an operational period will be based on the needs of the incident, and these can change over the course of the incident. The planning for an operational period must be done far enough in advance to ensure that requested resources are available when the operational period begins. Large incidents, which involve a partial or full activation of the ICS organization, should have a written incident action plan. Incidents extending through an operational period should also have a written incident action plan to ensure continuity due to personnel changes. The decision to have a written action plan will be made by the incident commander.

a. Essential elements in any written or oral incident action plan are:

1) Statement of Objectives - Appropriate to the overall incident.

2) Organization - Describes what parts of the ICS organization will be in place for each operational period.

3) Assignments to Accomplish the Objectives - These are normally prepared for each division or group and include the strategy, tactics, and resources to be used.

4) Supporting Materials - Examples can include a map of the incident, communications plan, medical plan, traffic plan, etc.

b. The incident action plan must be made known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the operational period, or by both methods.

c. As a matter of policy missions where CAP is the lead agency, a written plan of some sort will be published. For missions of short duration the ICS Form 201 will be used as the plan for the missions. Missions of longer duration, anything over one operational period which will not be greater than 24 hours, will require the use of a formal incident action plan utilizing ICS Forms 202 through 206 with appropriate attachments.

8-11. Span of Control. Span of control means how many organizational elements another person may directly manage. Maintaining adequate span of control throughout the ICS organization is very important. Effective span of control may vary from 3-to-7, and a ratio of 1-to-5 reporting elements is recommended. If the number of reporting elements falls outside of those ranges, expansion or consolidation of the organization may be necessary. There will be exceptions. For example, in some applications specially trained crews may utilize a larger span of control.

8-12. Common Responsibilities. There are certain common responsibilities or instructions associated with an incident assignment that everyone assigned to an incident should follow. Following these simple guidelines will make your job easier and result in a more effective operation.

a. Receive your incident assignment from your organization. This should include, at a minimum, a reporting location and time, likely length of assignment, brief description of assignment, route information, and a designated communications link if necessary. Different agencies may have additional requirements.

b. Bring any specialized supplies or equipment required for your job. Be sure you have adequate personal supplies to last you for the expected stay.

c. Upon arrival, follow the check-in procedures for the incident. Check-in locations may be found at:

1) Incident command post (at the resources unit)

2) Staging areas

3) Base or camps

4) Helibases

5) Division or group supervisors (for direct assignments)

d. Radio communications on an incident should use clear text, that is, no radio codes. Refer to incident facilities by the incident name, for example, Rossmoor Command Post or 42nd Street Staging Area. Refer to personnel by ICS title, for example, Division C not numeric code or name.

e. Obtain a briefing from your immediate supervisor. Be sure you understand your assignment.

f. Acquire necessary work materials, locate, and setup your workstation.

g. Organize and brief any subordinates assigned to you.

h. Brief your relief at the end of each operational period and, as necessary, at the time you are demobilized from the incident. Shift changes can make or break the continuity of operations. Smooth transitions from one operational period to the next can often only be accomplished easily if personnel are organized, consistently maintain detailed unit logs, and thorough briefing and debriefings occur between the departing and oncoming staff. This will also reduce the fatigue and frustration of the mission staff that can easily be overwhelmed during transition periods.

i. Complete required forms and reports and give them to your supervisor or to the documentation unit before you leave.

j. Demobilize according to plan.

ATTACHMENT 1 – ABBREVIATIONS/DEFINITIONS

AFRCC. Air Force Rescue Coordination Center that directs and coordinates Air Force authorized missions in search and rescue situations.
AFNSEP. Air Force National Security Emergency Preparedness Office that is responsible for issuing Air Force mission authorization for disaster relief situations.
AL. Agency Liaison.
ALCOM. Alaskan Command.
AOBD. Air Operations Branch Director.
ART. Annual Recurrency Tasks.
BIFC. Boise Interagency Fire Center.
CAP Corporate Mission. Any CAP operational mission, which is not an Air Force assigned mission, and is flown in accordance with CAPR 60-1.
CAP Operational Mission. Any mission where CAP provides a service or activity for another agency. These missions require the specialty ratings delineated in this regulation.
CAPF 10. *Request, Authorization, and Report for Training/Evaluation Missions*
CAPF 100. *Request for Operational Mission Specialty Qualification Card, CAPF 101, or Specialty Qualification Training Card, CAPF 101T*
CAPF 101. *Specialty Qualification Card*, issued to CAP members who are qualified and authorized to perform emergency services specialty rating duties.
CAPF 101T. *Specialty Qualification Training Card*, issued to CAP members who are training to become qualified in a specific operational specialty rating(s).
CAPF 102. *Combined SAR and CD Alert/Briefing Form*
CAPF 104. *Mission Flight Plan/Briefing Form*
CAPF 106. *Ground Interrogation For.*
CAPF 109. *Ground Team Clearance Form*
CAPF 114. *CAP Emergency Services Qualification Record*, used to store and track emergency services personnel records.
CAPF 115. *CAP Emergency Services Mission Folder*, used to store mission records for all emergency services missions.
CAPF 122. *SAR Mission Report*
CAPR 60-1. *CAP Flight Management*
CAPR 60-4, Volume I, Part I. *CAP ES Mission Forms*
CAPR 60-4, Volume I, Part II. *CAP ES Mission Forms-ICS*
CAPR 60-4, Volume II. *CAP ES Training Forms*
CAPR 60-5. *Critical Incident Stress Management*
CAPR 77-1. *Operation and Maintenance of CAP Owned Vehicles*
CAPR 100-1, Vol I. *Communications*
CAPR 173-3. *Payment for Civil Air Patrol Support*
CAPR 900-3. *Firearms-Assistance to Law Enforcement Officials*
CAPR 900-5. *The CAP Insurance/Benefits Program*
CAPT 116. *General Emergency Services Questionnaire*, used as an introductory and refresher test for materials needed in all emergency services specialties.
CAP-USAF Form 12. *Combined SAR/DR Evaluation Guide*
CARDA. CONUS Air Reconnaissance for Damage Assessment
CD. Counterdrug
CIS. Critical Incident Stress
CIST. Critical Incident Stress Team
CONUS. Continental United States
CONUSA. Continental United States Armies
COOP. Continuity of Operations
Current (currency). The periodic performance or accomplishment of designated tasks to maintain qualification to perform in a specialty rating.
CUL. Communications Unit Leader
DCO. Defense Coordinating Officer
DEA. Drug Enforcement Agency
DF. Direction Finder or Direction Finding
DOMS. Director of Military Support
DR. Disaster Relief
ELT. Emergency Locator Transmitter
EPLO. Emergency Preparedness Liaison Officer
EXPLAN. Exercise Plan
FAA. Federal Aviation Administration
FASC. Finance Administration Section Chief
FCO. Federal Coordinating Officer
FECA. Federal Employees' Compensation Act
FEMA. Federal Emergency Management Agency that is the agency responsible for managing federal assets in presidentially declared disaster situations.
FLM. Flight Line Marshaller
FLS. Flight Line Supervisor
FORSCOM. Forces Command
FRO. Flight Release Officer
FTCA. Federal Torts Claims Act
GBD. Ground Branch Director
GES. General Emergency Services
GTL. Ground Team Leader
GTM. Ground Team Member.
HAZMAT. Hazardous Materials
HQ CAP-USAF/CC. Commander of CAP-USAF, Senior Air Force advisor to CAP
HQ CAP-USAF/JA. CAP-USAF Staff Judge Advocate
HQ CAP-USAF/XO. CAP-USAF Director of Operations
IAMSAR Manual. International Aeronautical and Maritime SAR Manual, provides guidance for signatory countries in conducting SAR operations.
IAP. Incident Action Plan
IC. Incident Commander
ICP. Incident Command Post
ICS. Incident Command System
ICSF 201. *Incident Briefing Form*
ICSF 202. *Incident Objectives Form*
ICSF 203. *Organization Assignment List*
ICSF 204. *Assignment List*
ICSF 205. *Incident Radio Communications Plan*
ICSF 206. *Medical Plan*
IFR. Instrument Flight Rules
IO. Information Officer
JRCC. Joint Rescue Coordination Center
LANTCOM. Atlantic Command
LNCO. Liaison Noncommissioned Officer
LO. Liaison Officer

LSC. Logistics Section Chief
MC. Mission Chaplain
MD. Mission Designator
METL. Mission Essential Task List
MO. Mission Observer
MOU. Memorandum of Understanding
MP. Mission Pilot
MRO. Mission Radio Operator
MS. Mission Scanner
MSA. Mission Staff Assistant
MSCA. Military Support to Civil Authorities
MSCLEA. Military Support to Law Enforcement Agencies
MSO. Mission Safety Officer
NASAR. National Association for Search and Rescue
NHQ CAP/DO. Civil Air Patrol National Headquarters Director of Operations
NHQ CAP/DOS. Civil Air Patrol National Headquarters Emergency Services staff
NHQ CAP/GC. Civil Air Patrol National Headquarters General Council**OI.** Operating Instruction
OPLAN. Operations Plan
ORM. Operational Risk Management
OSC. Operations Section Chief
PACOM. Pacific Command
PSC. Planning Section Chief
Qualification (qualified). The condition of having satisfactorily completed the initial training or recurrency requirements for a specialty rating and having not exceeded the re-currency time period. If you are not current, you are not qualified.
RCC. Rescue Coordination Center
SAR. Search and Rescue
SARDA. State and Regional Disaster Airlift
SC. SAR Coordinator
SCO. State Coordinating Officer
SMC. SAR Mission Coordinator
SOP. Standard Operating Procedure
SRU. SAR Units
STARC. State Area Command
TEMPEST RAPID. Report filed to AFNSEP by Wing Liaison Staff on CAP disaster operations.
UDF. Urban Direction Finding
USFS. United States Forest Service
USAF-Assigned Reimbursable Mission and USAF-Assigned Non-reimbursable Mission. See CAPR 60-1
VHF. Very High Frequency

ATTACHMENT 2 – EXAMPLE OPLAN/EXPLAN

APPENDIX (#) TO ANNEX (LETTER) (BASE OR DoD AGENCY)(NUMBER)
Civil Air Patrol Employment in Support of (Agency) Operations

1. Purpose. This appendix provides guidelines for employment of Civil Air Patrol (CAP) personnel and equipment resources in support of (DoD base or DoD Agency).

2. Related Directives/Plans:

a. DoD Directive 3025.1, *Military Support to Civil Authorities (MSCA)*
b. AFI 10-2701, *Organization and Function of the Civil Air Patrol*
c. AFI 10-802, *Military Support to Civil Authorities*
d. AFI 32-4001*, Disaster Preparedness Planning and Operations*
e. Other appropriate directives

3. Mission Definition. DoD bases and other DoD agencies are encouraged to establish individually tailored OPLANS with CAP regions, wings, and/or squadrons in order to ensure the best possible use of available resources.

a. CAP resources are available for employment under the following conditions:
   (1) To support wartime emergencies
   (2) To support peacetime emergencies
   (3) To support exercises and evaluations
   (4) To support daily operations

b. The CAP has diverse capabilities that include:
   (1) Search and rescue for downed aircrews
   (2) Damage assessment, both visual and photographic
   (3) Aerial radiological monitoring
   (4) Communications support (HF and VHF).
   (5) Dispersal airfield support
   (6) Courier flights for personnel, small parts, and documents
   (7) CARDA, CONUS Air Reconnaissance for Damage Assessment
   (8) Natural disaster response and support
   (9) Command and control for air and ground movements
   (10) Medical evacuation/transportation
   (11) Target simulation
   (12) Radar and/or communications systems evaluation
   (13) Coastal area surveillance
   (14) IR/VR route surveys

4. Limitations. CAP resources will be employed in support roles as noncombatants. CAP personnel are volunteers and respond to military taskings and requirements on a voluntary basis. Most do not have security clearances and some are active duty, National Guard, Reserve, or public safety officials who would possibly not be available during actual emergencies.

5. Command and Control. Command of CAP resources remains with the CAP at all times. Operations will be conducted in accordance with CAP directives. Once committed, operational control of CAP resources is exercised by (supported agency).

6. Coordination:

a. CAP Resources Pre-tasked by Established Plan:
   (1) Established OPLANS receive priority support.
   (2) Implement taskings IAW procedures in the OPLAN.
   (3) Notify the wing liaison office of OPLAN activation.

b. Tasking CAP Resources Without an Established Plan:
   (1) In the event of a national emergency, direct requests for CAP assistance to the State Area Command (STARC). The AF EPLO at the STARC will prioritize and fill the request as CAP resources become available (Ref. AFI 32-4001).
   (2) In a peacetime emergency, CAP assistance will first support the agency responsible for managing that emergency.

(3) Other peacetime operational requests by any agency must be negotiated based upon availability of CAP resources.

c. To Establish a Plan:

(1) Air Force liaison personnel (at each of the 52 CAP wings and the 8 CAP-USAF liaison regions) should be contacted at the appropriate level to initiate coordination with CAP (Ref. AFI 10-2701).

(2) Details of specific support should be incorporated in an OPLAN written by the appropriate base or DoD agency. HQ CAP-USAF/XO will issue an Air Force mission number on a fiscal year basis.

(3) Send copy of CAP related portion of completed plan to NHQ CAP/DO, Maxwell AFB AL 36112-6332.

7. Reimbursement and Support. Fund cites should be established by requesting agencies through local finance offices to provide reimbursement to CAP units for specific activities. The extent of reimbursement is outlined in AFI 10-2701. Liability protection for CAP personnel performing an Air Force directed (DoD) mission is afforded by public law. Use of military facilities, resources, and services by CAP personnel is authorized while on Air Force directed missions IAW AFI 10-2701.

SIGNATURES

_____	_____
Wing Commander	Installation Commander

DISTRIBUTION:

ATTACHMENT 3 – RISK MANAGEMENT

CAP Specific Questions

Incident Commanders and other personnel need to be aware of the risks associated with the performance of each mission. In determining if the benefits of doing the mission outweigh the risks to CAP personnel, mission personnel should ask themselves many questions. Below are some sample questions that mission personnel may wish to refer to when determining the risk level of tasks being performed on a mission. There are many possible questions that could be asked based on the operations in which local personnel are involved. Considering these and/or other questions will make personnel aware of the risks that they could encounter on a mission, and allow them to plan for and avoid the associated hazards. If mission personnel are completing CAP and ICS forms as appropriate, many of these questions will be answered and should make crew members aware of the risks involved in the performance of their assigned tasks. Additionally, by answering these questions and others, personnel are forced to analyze risks and then can effectively decide how to handle problems.

Mission Base Staff

How much experience does the mission staff have?
- How many missions have the mission base staff run?
- Of those missions, is this mission of a common type, or is the staff unfamiliar with the current operations?
- When was the last time the mission staff ran this type of mission?
- Is this mission more complex than your normal operations?
- What is your current operations tempo?
- Are you coordinating a small mission with only a few field crews or are you operating a major mission with many ground and aircrews?
- How many missions of this type have they run?

Does the current communications system in place adequately meet your needs?
- Are regular check-ins planned/accomplished from both aircrews and ground teams? What is the plan should an aircrew or ground team not check-in?
- Have you been able to adequately communicate with higher headquarters or coordinating agency (AFRCC, AFNSEP, FEMA, etc.)?
- Are backup plans in place to communicate with your staff should problems develop?
- Are messages being received and passed on in a reasonable amount of time? Are the messages received accurate?

What is the overall condition of the mission staff?
- Has your staff had adequate crew rest?
- Is your staff showing signs of fatigue or sickness?
- Have you established a firm operational period for your staff?
- When was the last time your staff was relieved?
- Have you planned for possible replacements to be brought in for the next operational period?
- If you are running an extended mission, have adequate meals and other adequate creature comforts been arranged for your personnel?
- Have church services been coordinated with the chaplain for those who wish to attend?
- If personnel have been exposed to dangerous working conditions, victims, or other trauma, have personnel been offered counseling or other forms of critical incident stress management?

What is the overall condition of the equipment (aircraft, vehicles, radios, etc.) being used on the mission?
- Is all equipment fully functional?
- Is a mechanism in place to report and correct discrepancies?
- What condition is equipment being operated?
- Is equipment being operated in ideal/optimal conditions or in a poor environment?

What kind of weather is the mission staff operating in?
- Are crews working in extreme cold or heat, or is the temperature comfortable for work?
- What kind of visibility do aircrews have?

- What kind of visibility do ground teams have?
- What kind of terrain are personnel operating in?
- Is there any precipitation where crews are operating, and if so, is it light or heavy?

Have all personnel been adequately briefed so that they can effectively and safely complete their assigned tasks?
- Are briefers adequately trained to do so?
- Do briefers have all the necessary information available to brief ?
- Are aircrews completing all appropriate sections of the CAPFs 104 before launching?
- Are ground teams completing all appropriate sections of the CAPF 109 before departure from mission base?
- Are aircrews and ground teams being adequately debriefed so that future sorties can avoid encountering similar problems?

Air Operations

How much experience do aircrews have?
- How many missions of this type have the aircrews worked?
- Of those missions, is this mission of a common type, or is the staff unfamiliar with the current operations?
- When was the last time aircrews worked this type of mission?
- Is this mission more complex than the typical aircrew mission?
- What is your current operations tempo? Are many aircraft operating at the same time?

Do you have adequate communications with aircrews?
- Are regular check-ins planned/accomplished for aircrews? What is the plan should an aircrew not check-in at the designated time?
- Are backup plans in place to communicate with aircrews should problems develop?

What is the overall condition of mission aircrews?
- Have aircrews had adequate crew rest?
- Are aircrews showing signs of fatigue or sickness?
- How many sorties are aircrews flying on average?
- Have replacement aircrews been requested for the next operational period?

What is the overall condition of the aircraft being used on the mission?
- Are all aircraft fully functional?
- Is a mechanism in place to report and correct discrepancies? Is it being used?
- What conditions are aircraft being operated?
- Are aircraft being operated in ideal/optimal conditions or in a poor environment?

What kind of weather are aircrews operating in?
- Are crews working in extreme cold or heat, or is the temperature comfortable for work?
- What kind of visibility do aircrews have?
- What kind of terrain are personnel operating in?
- What level of precipitation is in the operational area, if any?

Have aircrews been adequately briefed so that they can effectively and safely complete their assigned tasks?
- Are briefers adequately trained to do so?
- Do briefers have all the necessary information available to brief?
- Are aircrews completing all appropriate sections of the CAPFs 104 before launching?
- Are aircrews being adequately debriefed so that future sorties can avoid encountering similar problems?

Ground Operations

How much experience do the ground teams have?
- How many missions have the ground teams worked?
- Of those missions, is this mission of a common type, or are ground teams unfamiliar with the current operations?
- When was the last time the ground teams worked this type of mission?
- Is this mission more complex than the typical ground operations?
- What is your current operations tempo? Are many ground teams in the field at this time?

Do you have adequate communications with ground teams?
- Are regular check-ins planned/accomplished for ground teams? What is the plan should a ground team not check-in?
- Are backup plans in place to communicate with ground teams should problems develop (pagers, packet radio, cellular phones, etc.)?

What is the overall condition of ground teams?
- Have ground teams had adequate crew rest?
- Are the ground teams showing signs of fatigue or sickness?
- When was the last time ground teams were relieved?
- Have you planned for possible replacement ground teams to be brought in for the next operational period?
- If team members have been exposed to dangerous working conditions, victims, or other trauma, have personnel been offered counseling or other forms of critical incident stress management?

What is the overall condition of the vehicles being used on the mission?
- Are all vehicles fully functional?
- Is a mechanism in place to report and correct discrepancies?
- What condition is equipment being operated?
- Is equipment being operated in ideal/optimal conditions or in a poor environment?

What kind of weather are ground teams operating in?
- Are ground teams working in extreme cold or heat, or is the temperature comfortable for work?
- What kind of travel conditions are ground teams working in?
- What level of precipitation are ground teams being exposed to?

Have all ground teams been adequately briefed so that they can effectively and safely complete their assigned tasks?
- Are briefers adequately trained to do so?
- Do briefers have all the necessary information available to brief?
- Are ground teams completing all appropriate sections of the CAPF 109 before departure from mission base?
- Are ground teams being adequately debriefed so that future sorties can avoid encountering similar problems?

ATTACHMENT 4 – SORTIE EQUIVALENCY CHART

Personnel serving in certain duty positions on training or actual missions may be given credit for participation in other areas towards renewal of their specialty qualifications. The following chart outlines the specialties that may be accepted as equivalent for renewal of specialty qualifications.

Equivalent Mission Sortie(s)

Specialty Served in on Mission Sortie(s)	Incident Commander	Agency Liaison	Operations Section Chief	Planning Section Chief	Logistics Section Chief	Finance / Administration Section Chief	Air Operations Branch Director	Ground Branch Director	SAR/DR Mission Pilot	Transport Mission Pilot	Mission Observer	Mission Scanner	Ground Team Leader	Ground Team Member	Urban Direction Finding Team	Information Officer	Flight Line Supervisor	Flight Line Marshaller	Communications Unit Leader	Mission Radio Operator	Mission Safety Officer	Liaison Officer	Mission Chaplain	Mission Staff Assistant	Aerial Radiological Monitor	Ground Radiological Monitor	General Emergency Services
Incident Commander	■	■	■	■	■	■	■	■								■			■	■	■	■		■			■
Agency Liaison	■	■	■	■	■	■	■	■								■			■	■	■	■		■			■
Operations Section Chief			■				■	■																■			■
Planning Section Chief				■																				■			■
Logistics Section Chief					■														■	■				■			■
Finance / Administration Section Chief						■																		■			■
Air Operations Branch Director							■										■							■			■
Ground Branch Director								■																■			■
SAR/DR Mission Pilot									■	■																	■
Transport Mission Pilot										■																	■
Mission Observer											■	■															■
Mission Scanner												■															■
Ground Team Leader													■	■	■												■
Ground Team Member														■	■												■
Urban Direction Finding Team															■												■
Information Officer																■								■			■
Flight Line Supervisor																	■	■									■
Flight Line Marshaller																		■									■
Communications Unit Leader																			■	■				■			■
Mission Radio Operator																				■				■			■
Mission Safety Officer																					■			■			■
Liaison Officer																						■		■			■
Mission Chaplain																							■	■			■
Mission Staff Assistant																								■			■
Aerial Radiological Monitor																									■		■
Ground Radiological Monitor																										■	■
General Emergency Services																											■

ATTACHMENT 5 – 101 CARD TRANSITION CHART

All personnel holding emergency services specialty qualifications will be issued a new 101 card by 1 November 2001. Old specialties that remain current will be transitioned in accordance with the following chart to new specialties.

New Emergency Services Specialties

Old Emergency Services Specialties	Incident Commander	Agency Liaison	Operations Section Chief	Planning Section Chief	Logistics Section Chief	Finance / Administration Section Chief	Air Operations Branch Director	Ground Branch Director	SAR/DR Mission Pilot	Transport Mission Pilot	Mission Observer	Mission Scanner	Ground Team Leader	Ground Team Member	Urban Direction Finding Team	Information Officer	Flight Line Supervisor	Flight Line Marshaller	Communications Unit Leader	Mission Radio Operator	Mission Safety Officer	Liaison Officer	Mission Chaplain	Mission Staff Assistant	Aerial Radiological Monitor	Ground Radiological Monitor	General Emergency Services
Mission Coordinator	■	■	■	■	■	■	■	■								■			■	■	■	■		■			■
Air Operations Director							■																				■
Ground Operations Director								■																			■
Air Search Coordinator							■																				■
Ground Search Coordinator								■																			■
Communications Unit Director																			■								■
Radio Operator																				■							■
Information Officer																■											■
Flight Line Officer																	■	■									■
SAR/DR Mission Pilot									■	■																	■
Transport Mission Pilot										■																	■
Mission Observer											■	■															■
Mission Scanner												■															■
Ground Team Leader													■	■	■												■
Ground Team Member														■	■												■
Aerial Radiological Monitor																									■		■
Ground Radiological Monitor																										■	■
General Emergency Services																											■

ATTACHMENT 6 – SAMPLE AGREEMENT - MOU

This attachment consists of a sample standard MOU for CAP wings and subordinate units to use with states or other supported agencies. It is particularly important to accurately reference standard mission listings (see CAPR 60-1) to expedite HQ CAP-USAF's review and approval when Air Force assigned mission status is sought for missions referenced in the MOU. Although NHQ CAP intends for subordinate organizations to utilize the standard MOU with as little modification as possible, if modifications are contemplated, wings should make maximum use of their wing legal officer when involved in negotiations. Wing legal officers should always be involved in the negotiation and drafting of any agreement or MOU where CAP will be a signatory. National Headquarters highly encourages direct contact with the NHQ CAP/GC in matters involving insurance and liability coverage.

MEMORANDUM OF UNDERSTANDING
BY AND AMONG
THE CIVIL AIR PATROL,
THE SECRETARY OF THE AIR FORCE, AND
ANYSTATE POLICE

1. Purpose. The purposes of this memorandum of understanding (MOU) are to set forth, define and establish mutual agreements, understandings, and obligations by and between the **Anystate State Police (ASSP)** and **Anystate Wing** of the Civil Air Patrol (**AS Wing**); and to confer Air Force assigned mission status to certain missions performed by **Anystate Wing** for **ASSP**.

2. CAP-USAF. CAP-USAF is a component of the United States Air Force and is the agent of the Secretary of the Air Force authorized to confer Air Force assigned mission status to certain missions performed by Civil Air Patrol. Approval of this MOU by the CAP-USAF Commander serves to confer Air Force assigned mission status upon missions listed in paragraphs 5 and 6 when conducted in accordance with regulations issued pursuant to 10 U.S.C. 9448. Air Force assigned mission status serves to make the mission subject to the Cooperative Agreement Between the United States Air Force and the Civil Air Patrol and to provide Federal Tort Claims Act (FTCA) and Federal Employees' Compensation Act (FECA) coverage to eligible CAP members.

3. The Civil Air Patrol. Civil Air Patrol (CAP) is a federally chartered corporation under 36 U.S.C. §§40301- 40307, and the volunteer civilian auxiliary of the United States Air Force (USAF) when used to fulfill the noncombatant programs and missions of the Department of the Air Force under 10 U.S.C. §9442. **Anystate Wing** is a subordinate unit of Civil Air Patrol. One of CAP's principal functions is to provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies (36 U.S.C. §40302(4)). CAP's ability to quickly generate and organize large numbers of highly trained and motivated volunteers with ready access to up-to-date equipment results in extremely cost effective support to government agencies. **Anystate Wing** agrees to provide **ASSP** with volunteer personnel, equipment and other resources at its disposal to assist **Anystate** and local political subdivisions respond to the missions described in paragraphs 5, 6 and 7.

4. ASSP. **ASSP** is responsible for coordinating all emergency operations within **Anystate**, including the selection and utilization of available resources and organizations capable of rendering assistance.

5. Air Force Assigned CAP Missions Paid For With Federal Appropriated Funds:

a. Air and Ground Search and Rescue (SAR) Operations. When CAP assistance for search and rescue operations is needed, the **ASSP** Director, or his/her designated agent, shall immediately contact the Air Force Rescue Coordination Center (AFRCC), at 1-800-851-3051, or DSN 574-8119, and request Air Force reimbursed mission authorization for **Anystate Wing** to initiate emergency support operations. AFRCC may issue Air Force mission numbers in support of life saving efforts only when **ASSP** has no other adequate resources readily available.

b. Disaster Relief (DR) Operations. When CAP assistance is desired in major disasters **ASSP** should immediately contact the Air Force National Security Emergency Preparedness (AFNSEP) duty officer, at 1-800-366-0051, or DSN 367-4342, to request authorization for **Anystate Wing** to initiate emergency response operations. AFNSEP may grant such authorization in "imminently serious" situations requiring immediate action in order to save human lives, prevent human suffering, and/or mitigate great property damage, or in "Presidential Declared" disasters. A verbal request for CAP disaster relief assistance must be followed as soon as possible by a written request to AFNSEP.

6. Air Force Assigned CAP Missions Not Paid For With Federal Appropriated Funds:

a. Air and Ground Search and Rescue (SAR) Operations. In the event AFRCC declines to grant authorization under paragraph 5a above, **Anystate Wing** may nevertheless conduct SAR operations as an Air Force assigned mission if so requested by **ASSP**.

b. Disaster Relief (DR) Operations. In the event AFNSEP declines to grant authorization under paragraph 5b, **Anystate Wing** may nevertheless perform disaster relief operations as an Air Force assigned mission, when requested by **ASSP**

c. Environmental Protection Operations. Anystate Wing may assist **Anystate** through **ASSP**, to respond to environmental disasters. In addition, at the request of **ASSP**, **Anystate Wing** may conduct environmental surveys of rivers, forests and/or wildlife.

d. State and Regional Disaster Airlift (SARDA) Operations. Anystate Wing may conduct appropriate training and may engage in SARDA missions in support of governing FAA programs.

e. Organ and Tissue Transportation Operations. At the request of **ASSP**, **Anystate Wing** may fly missions to transport human organs and/or tissue, including organs, bone marrow, blood, and serum, as humanitarian missions. CAP shall only conduct such missions in situations where alternative commercial means of transportation are not readily available.

f. Aerial Reconnaissance. At the request of **ASSP**, **Anystate Wing** may conduct aerial reconnaissance of ground conditions and surface traffic. CAP members may not however, engage in surveillance or other law enforcement activities.

g. Transportation of Emergency Equipment and Supplies. At the request of **ASSP**, **Anystate Wing** may provide light air and ground transport of medical supplies, shelters, etc., in response to a state emergency.

h. Aerial Radiological Monitoring. At the request of **ASSP**, **Anystate Wing** may conduct aerial sampling of radiation levels surrounding nuclear power plants/reactors.

[NOTE: DO NOT INCORPORATE THIS PROVISION INTO THE MOU UNLESS ANYSTATE WING IS ADEQUATELY MANNED, EQUIPPED, AND TRAINED TO SAFELY PERFORM AERIAL RADIOLOGICAL MONITORING]

i. Transportation of ASSP Officials and Other Non-CAP Members. Anystate Wing may carry **ASSP** officials as passengers on CAP Aircraft. To carry any other non-CAP passenger aboard a CAP flight approval must be obtained from HQ CAP-USAF/XO (CAPR 60-1 A or B missions) or NHQ CAP/DO (CAPR 60-1 C missions).

[NOTE: DO NOT INCORPORATE ANY PROVISION IN THE MOU THAT PURPORTS TO AUTHORIZE CAP TO PERFORM "SUCH OTHER MISSIONS AS AGREED UPON"]

7. Corporate Missions. Anystate Wing , at the request of **ASSP**, may perform the Corporate Missions described at attachment 1 to this MOU. When performing a Corporate Mission, CAP functions as a federally chartered nonprofit corporation under 10 U.S.C. §9443 and not as the volunteer civilian auxiliary of the Air Force. Corporate Missions are not covered by either the FTCA nor the FECA. Payment or reimbursement by **ASSP** for these missions does not result

in "Program Income" for purposes of the Federal Grants and Cooperative Agreement Act, 31 U.S.C. §6301 - 6308. CAP's aviation and general liability insurance policies cover CAP corporate missions.

[NOTE: IF THE STATE WILL PROVIDE ANY LIABILITY OR WORKER'S COMPENSATION COVERAGE FOR CAP ACTIVITIES CONDUCTED PURSUANT TO THIS MOU, DESCRIBE SUCH COVERAGE HERE]

8. Command and Control:

a. Immediate command and control over all CAP resources and personnel employed in accordance with this MOU, shall rest with CAP at all times. CAP, **Anystate Wing**, **ASSP**, or, if an Air Force assigned mission, CAP-USAF may suspend or terminate CAP missions conducted pursuant to this MOU, at any time and for any reason, including but not limited to, unsafe operating conditions. All CAP operations conducted pursuant to this MOU shall be conducted in strict accordance with applicable CAP directives.

b. Both **Anystate Wing** and **ASSP** agree to maintain continual and effective liaison with the Air Force emergency preparedness liaison officer (EPLO) assigned to **Anystate's** Adjutant General's Office and with the wing liaison officer at **Anystate Wing** in order to ensure the training necessary for effective CAP participation in disaster relief missions is made available to, and is fully utilized by, both **Anystate Wing** and **ASSP**.

9. Pilot and Aircraft Requirements. If **Anystate Wing** seeks payment or reimbursement from **ASSP** the pilot in command (PIC) must hold a commercial pilot certificate with appropriate category and class ratings for the aircraft to be used in the operation and a valid second-class medical certificate. The PIC must also hold an instrument rating except when conducting day VFR flights within 50 nautical miles of the departure airport. The aircraft must be maintained and have 100-hour and annual inspections performed in accordance with FAR parts 43 and 91.

10. Payment or Reimbursement for Air Force Assigned Missions. Payment or reimbursement by **ASSP** for an Air Force assigned mission shall not be considered "Program Income" for purposes of the Federal Grants and Cooperative Agreement Act, Title 31 U.S.C. §6301 - 6308. If AFRCC or AFNSEP authorizes a mission paid for with Federal appropriated funds, **Anystate Wing** shall not seek any additional payment or reimbursement from **ASSP**; dual payment or compensation may not be requested.

[NOTE: FOR AGENCY PAID OR REIMBURSED MISSIONS, INCLUDE LANGUAGE IN THE MOU WHICH SETS FORTH THE AGREEMENT IF ANY, REGARDING STATE REIMBURSEMENT TO CAP.]

11. Effective Date This memorandum of understanding is not effective unless approved by NHQ CAP and, for Air Force assigned missions, by HQ CAP-USAF. It must be signed by an authorized representative of **Anystate**, and shall remain in effect for a period of three years from its effective date. It may be extended for additional three-year periods with the approval of **Anystate Wing** and **ASSP**. Any signatory may terminate this agreement by delivering by ordinary mail to the address below a sixty-day written notice of termination, signed by its designated representative, to the designated representatives of each of the other the signatories.

CIVIL AIR PATROL, ANYSTATE WING
By: _____
[Name,] Colonel, CAP
Commander, Anystate Wing, CAP
Date: _____

ANYSTATE STATE POLICE
By: _____
[Name]
[Title]
Date: _____

CAP EXECUTIVE DIRECTOR
By: _____
[Name]
Executive Director, CAP
Date: _____

HEADQUARTERS CAP-USAF
By: _____
[Name]
Commander, CAP-USAF
Date: _____

CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

CHANGE 1
CAP REGULATION 60-3 (E)
17 AUGUST 2002

Operations

CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

CAP Regulation 60-3, 10 May 2001, is changed as follows:

Page-Insert Change.

Remove	**Insert**
9/10	**9/10**

Note: Shaded areas identify new or revised material.