

Operations

CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

CAPR 60-3, dated 26 MAY 2004, is supplemented as follows:

All references to CAPF 101T should be changed to reflect the new Specialty Qualification Training Record (SQTR) contained in the appropriate Specialty Task Book.

1-4 b 4) c) Changed. CAPF 114 will be used to maintain emergency services personnel records.

1-4 c 1) Changed. Ensure individuals satisfy all applicable requirements before issuing or renewing the Specialty Qualification Training Record (SQTR) and maintain all documentation required for issuance. Documentation will be kept in a CAPF 114.

1-4 c 2) Changed. 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 will be kept in a CAPF 114.

1-4 c 5) Changed. Track the status of all Specialty Qualification Training Record (SQTR) cardholders within the unit.

1-12 i Added. 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 1, Part 1. Mission reporting in Florida Wing will be accomplished through use of the online version of the CAPF 122 (IAW the approved Florida Wing Supplement to CAPR 60-4 dated 5 December 2001 => incorporated herein as Attachment 3).

1-14 b 3) Added. 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. To improve response time, two, or more, individual ground team members may be dispatched from their home locations directly to the search area. The Incident Commander will brief the Ground Team Leader prior to movement of personnel. The Ground Team Leader in turn will brief the direct dispatch members and provide the IC with the information to sign in the members. Upon arrival, teams will not prosecute the mission until at least the CAPR 60-3 required number of personnel have arrived on-scene and have been briefed by the Ground Team Leader.

2-2 a Changed. Personnel are authorized to train for the specialty rating qualifications listed in paragraph 2-3 by their unit commander (including approved emergency services school directors) except Finance/Administration Chief, Logistics Section Chief, Operations Section Chief, Planning Section Chief, and incident commander or agency liaison (see paragraph 2-2f). Training to qualify in a specialty is expected to be completed within 2 years. Members not completing training requirements within two years should expect to re-demonstrate expired portions of their training. All training must be certified as complete by a qualified evaluator, and members cannot certify their own training. Qualified evaluators must meet the requirements established in paragraph 1 or 2 below:

2-2 d Changed. The CAPF 101 identifies specialties or functions in which CAP members are authorized to participate during operational missions as trainees or fully qualified staff. The wing commander or his or her designee(s) (except for the General ES Rating) initially approves a CAPF 101, Specialty Qualification Card, to personnel who satisfactorily complete all training and evaluation requirements specified for the requested mission management specialty ratings; all other ratings are initially approved as stated, by the group commander (IAW HQ CAP/CAP-USAF waiver dated 15 October 2004). Mission management specialty ratings are as follows: Finance/Administration, Logistics, Operations, and Planning Section Chiefs and Air and Ground Branch Directors. CAPF 101 with the General ES rating will be approved by the unit commander or his or her designee(s) upon completion of the requirements for the specialty. Copies of documentation are no longer required to be kept at the wing level except for documentation for members assigned to 000 or 001 and in special circumstances (see paragraph 1-4c). Specialty ratings on CAPF 101 generally remain valid through the last day of the 36th month from the date issued. Subsequent CAPFs 101 will be approved at the group level except as outlined in the certain exceptions below. Once final approval for a CAPF 101 is granted, the member, unit commander or other designated staff officers can print the CAPF 101. It is recommended that the member or units laminate the printed 101 card for extended use by the member. There are certain exceptions to the above policies listed below:

2-2 d 1) Added. CAPFs 101s for incident commanders, agency liaisons, the Finance/Administration, Logistics, Operations, and Planning Section Chiefs and Air and Ground Branch Directors must be approved at the wing level or higher.

2-2 e 2) Added. If the unit, wing, region commander, or incident commander, has documented reason to believe that the member is not properly qualified, that member will not be allowed to participate in operational mission activities in the questioned specialty until qualifications have been verified. Subordinate unit commanders should notify their next higher echelon to be sure that key personnel are aware of actions being taken.

2-6 a 1) Added. Mission pilots transferring from other wings must comply with Paragraph 3-5j of the Florida Wing Supplement to CAPR 60-1 prior to being issued a CAPF 101 in Florida Wing.

4-4 d Added. Each Group Commander is responsible for developing, maintaining, and updating as necessary, an alerting procedure for use within their command. This alerting procedure must be published at least annually NLT 1 May. This procedure will include the following:

1.) A roster of qualified Incident Commanders, one serving as a primary and one as an alternate, that are accessible by telephone or pager 24 hours a day to accept ES alerts from the Wing level. Any changes or modifications to the contact information for the primary and secondary group Incident Commanders will be reported immediately. In the event that neither group Incident Commanders are available, the Wing Duty Officer or Wing Alerting Officer will contact the Group Commander who will prosecute the mission.

2.) A roster of alerting officers who are accessible by telephone or pager 24 hours a day to accept ES alerts from an Incident Commander or the Group Commander.

3.) A roster of personnel qualified in various ES specialties that are accessible by telephone or pager 24 hours a day to accept ES alerts from an alerting officer. Trainees in the various required specialties may serve as outlined in CAPR 60-3. Groups are expected to field a fully functional team by not utilizing the same member in multiple categories.

a.) Rapid Response Roster (Two hour response time) => at a minimum, this roster of personnel will include: 1 UDF Team, 1 Mission Aircrew (1 pilot and 1 observer), and 1 Communications Unit Leader. In addition to the above, the inclusion of trainees along with qualified, SET certified trainers is encouraged.

b.) Regular Response Time Roster (One day response time) => this roster of personnel will include (in addition to the Rapid Response Time Roster): 2 Mission Aircrews (1 pilot and 1 observer), 2 Ground Teams, 1 full complement Mission Base Staff Team (1 IC, 1 PSC, 1 OSC, 1 FASC, 1 LSC, 1 IO, 1 MSO, 1 LO, 1 AOBD, 1 GBD, 1 CUL, 1 MRO, 2 MSA). In addition to the above, the inclusion of trainees along with qualified, SET certified trainers is encouraged.

4.) Groups are responsible for ensuring that at least one practice alert is accomplished semi-annually. These practice alerts may be accomplished as a part of Wing Sponsored SAR Training Events.

5.) All of the rosters noted in this section will be available online.

4-4 e Added. The alerting system for Florida Wing consists of a system of Wing Duty Officers (WDO) and Wing Alerting Officers (WAO). These personnel are selected and managed by the Wing DOS.

1) A Wing Duty Officer will be on-call 24 hours a day, 7 days a week. The Wing Duty Officer will accept missions from served agencies via pre-established alerting agreements. Once in possession of a mission tasking, the on-duty WDO will take command of the mission or delegate command to another Incident Commander.

2) Wing Duty Officers will have supervisory and advisory roles in the prosecution of missions in and for Florida Wing. A Wing Duty Officer may, with proper cause, remove a FLWG Incident Commander from command of a mission and assume command of that mission. Proper cause shall be defined as failure to follow established and published CAP regulations and Florida Wing policy, procedures, and supplements. If a Wing Duty Officer feels that a CAP IC is not performing IAW the above policy and that failure to relieve said Incident Commander could result in a substantial delay in effective prosecution of the mission the relief of said Incident Commander may be done. All reasonable attempts to have the Incident Commander take actions to improve their compliance with applicable regulations, policies, procedures, and supplements shall be taken prior to relief. A Wing Duty Officer who relieves an Incident Commander under this supplement will contact the Florida Wing DOS or the Florida Wing Commander as soon as possible to report the situation. A written report of the incident shall be forwarded to the FLWG DOS within 72 hours.

3) A Wing Alerting Officer is a member who has been specially trained to accept missions from served agencies. WAO may go on-call under the supervision of a WDO. When a WAO receives a mission for Florida Wing, with no associated missing or overdue aircraft, or other actual distress type situation (missing person, disaster response, etc.), he/she will attempt to locate an appropriate Incident Commander to take command of the mission. If an Incident Commander cannot be located or if the mission has a known distress component, the WAO shall turn the mission over to the on-duty WDO.

4) For all missions that include an actual known distress component the WDO/WAO will notify the Wing Commander and the Wing DOS of the mission as soon as possible. If the Wing DOS is not available notification will be given to the Deputy DOS.

5) Whenever possible, WDO and WAO personnel will submit mission opening and update postings to the various CAP E-mail groups within the Wing.

6) Once per month, the Wing DOS will post a duty schedule for WDO and WAO personnel.



Margarita Mesones-Mori, Major, CAP
Director, Administration



Joseph J. Martin, Colonel, CAP
Florida Wing Commander

Attachment 1 to FLWG Supplement to CAPR 60-3

FLWG Training Mission Requests

FLWG training mission are to be requested using the EPLAN system. The EPLAN is available on the FLWG home page at <http://flwg.cap.gov/>. The EPLAN will be used to request non funded and funded training mission numbers. The EPLAN will have sections for types of USAF Reimbursable missions (ie – CAPF 5/91, SAR/DR Training, Inspections, etc.) as listed on the CAPF 10. Classroom training and task sign offs do not require a training mission number and should be an ongoing event at both the group and squadron levels. The EPLAN will contain information on the following:

- 1) General information: Project officer, phone numbers, dates of proposed training, type of training
- 2) Training instructors, instructors, key staff
- 3) Resources – aircraft to be used, corporate or member furnished, justifications, ground vehicles
- 4) Air operations – location, anticipated sorties, ORM, fuel
- 5) Ground Operations – locations, GSAR, DR, etc
- 6) Facilities – billeting, restrooms, computer support
- 7) Communications – communication assets available CAP or Commercial
- 8) Cadet Protection – Only if cadets are to participate in the exercise
- 9) Safety – Safety Officer, Medical Personnel/Facilities, and measure to lower ORM
- 10) Public Affairs – PA Officer, internal/external media sources
- 11) Proposed Budget
- 12) Remarks

Some areas of the EPLAN will not be applicable to some of the missions. These areas will be marked N/A on EPLAN format.

EPLANS will be submitted to the Wing DO/DOS NLT 45 days of the proposed training date. The EPLAN will be reviewed by the appropriate Operations Staff Officer (ie CAPF 5/91 will be reviewed by DOV, etc). Once approved, the CAPF 10 and the EPLAN will be forwarded to FLWG CC for signature and referral to FLWG USAF SD NLT 30 Days prior to the proposed training date IAW Para 3-5 c 1.

All mission closeout paperwork (ICS 211, 214, 218, CAPF 122[db], all CAPF 104's for sorties flown) will be sent to the DOSA Services Unit no later than 5 days after the mission is closed.

Funded and non-funded missions will have a primary and alternate date. Changes to either of these dates will be coordinated through the Florida Wing Operations staff.

Non-Funded (No Wing Mission Number Assigned): This can be used for task evaluations (CAPF 112/113) for which there will be no USAF funding and no assigned wing mission number. Group Commanders should maintain an awareness of this type of training with regard to content and frequency.

Non-Funded (Wing Mission Number Assigned): This can be used for SQTR mission sign offs and/or for task evaluations (CAPF 112/113) for which there will be no USAF funding.

Level I (USAF Funded): A training event that utilizes a budget of \$500.00 or less and is limited to no more than 30 personnel and no more than two aircraft. Wing DO/DOS may be present for oversight and training assistance. Examples of missions meeting Level I criteria are the training of two scanners with one aircraft and two trainers, or travel incurred by the IG inspection team when aircraft/pilot data is to be inspected pursuant to CAPR 123-3.

Level II (USAF Funded): Used for any training event or mission that requires a budget of more than \$500.00, will use more than 30 people or more than two aircraft, or meets ORM. This is wing sponsored training and requires FLWG DO/DOS oversight. Examples of missions meeting Level II criteria - CAPF 5/91 clinic, SDIS/Slow Scan training, transition of new aircraft approved by CAP-USAF/Nat HQ CAP, SAREX involving two aircraft and full mission base staff, night training, etc.

Level III (USAF Funded): Used for evaluation of a Squadron or Group response capability. This is primarily a diagnostic tool to assess unit ES capability. The training will be scenario driven and by the Wing DO/DOS. This is wing sponsored training and will be under direct Operational Control (OPCON) of Wing DO.

Attachment 2 to FLWG Supplement to CAPR 60-3**SAR Distress Beacon Report (FLWG Form 122 DB)**

- 1. Purpose of Form:** This form is designed to reduce the number of forms for incident commanders of routine AFRCC assigned distress beacon missions in Florida Wing. When used it replaces ICS 211, ICS 218, ICS 214, and CAPF 122. The form also allows FLWG ES to capture data regarding response and total mission time. This form will NOT be used for missions assigned with a KNOWN distress component.
- 2. Initiation of the Form:** The form is initiated by the incident commander or the planning section and then certified by the incident commander.
- 3. Distribution of Form:** This form will be distributed by FLWG via hard copy and electronic means. Ultimately completed forms are sent by US Postal service or electronic means to FLWG HQ ATTN: DOSA
- 4. Instructions for Completing the SAR Distress Beacon Report (FLWG Form 122 DB):**
- Mission Number:** Enter the AFRCC mission number
- Zulu Open:** Enter the Zulu Date Time Group (DTGZ) the mission was opened with AFRCC
- Actual Open:** Convert the DTGZ to local DTG
- IC: Enter :** Enter Incident Commanders name and CAPID
- Time Assigned:** Enter the time the IC received the mission from the alerting officer
- Base:** If mission is run from home , circle home. If other, enter location: Squadron, Work, field, etc.
- Personnel / Vehicles / Aircraft Resource Registration:** Enter the name, CAPID and unit of each person on the mission. Enter Type, owner and license number of each vehicle on the mission. Enter N number, CPF number, and unit of aircraft on mission. Include Duty / Alerting Officer. If more room is needed use back of form.
- Mission Statistics:** By using this portion of the form accurate data can be captured for not only "Mission Log" use, but also for statistical purposes.
- Alerted:** Is the time that the UDF team / Aircrew was called by the IC
- Responded:** Is the time that the UDF team / Aircrew left on their search
- AOS:** Is the time the UDF team / Aircrew acquired signal
- RTB:** Is the time the UDF team / Aircrew is enroute back to base
- DEMOB:** Is the time the UDF team / Aircrew has recovered to their homes
- RT:** Elapsed response time for UDF team / Aircrew from time called to time sortie is launched
- TT:** Is the total time the UDF team / Aircrew was on the mission.
- 122 Sections:** This portion of the form contains the data fields from the regular CAPF 122 that would pertain to distress beacons missions including those that ultimately encounter a distressed aircraft. It is set up and numbered like a standard 122 to allow for ease of telephonic reporting to AFRCC. Echo information is included for those beacons that turn out to have an actual distress component. Golf section can be used as a mission log and for recording beacon data.
- 5. Availability:** FLWGF 122 DB will be made available to all FLWG Duty Officers, Alerting Officers, and Incident Commanders via e-mail. It will also be available on the FLWG ES web site and via ES paperwork CD ROM. Local reproduction is required. A template version is available to encourage electronic filing.
- 6. Usage:** This form will be used for ALL routine distress beacon missions in FLWG where there is NO KNOWN distress component on initial dispatch. In the event that a routine distress beacon mission locates a distressed aircraft the form is still valid as it contains all required fields on the CAPF 122 for distress related finds. If the initial dispatch from AFRCC is accompanied by a KNOWN DISTRESS COMPONENT, this form will not be used. In the event that further information is developed after the initiation of the mission that this beacon may be connected to a known distress situation the IC shall use only the portion of the form that pertains to CAP activity. The 122 portion of the form will not be used as it does not contain all fields required during actual distress search conditions.

