



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 60-3

17 AUGUST 2009

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 60-5, *Critical Incident Stress Management*, CAPR 60-6, *CAP Counterdrug Operations*, 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 is revised in its entirety.**

SUMMARY OF CHANGES.

The entire regulation is completely revised, to eliminate information duplicated in other CAP regulations, improve readability, and incorporate interim change letters. Though significant changes have been incorporated, this regulation is only an interim measure to bridge the gap until CAPR 60-3 and CAPR 60-6 are combined into one regulation that encompasses guidance for all operational missions. This revised regulation is 14 pages shorter than the previous version. To accomplish that, some of the sections from the previous CAPR 60-3 are now posted online on the NHQ CAP/DOS website. We will continue to seek ways to shorten the combined 60-3/60-6 regulation as it is being drafted to follow the standard that was established with the latest revision to CAPR 60-1.

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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), Homeland Security (HLS) 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 unique situations may dictate variations in the procedures contained in this regulation. In these cases common sense and prudent judgment must be used to ensure effective management of CAP resources. Safety must always be a primary concern.

c. When the regulation states that wing commanders can approve various qualifications, it means wing commander or higher. Region commanders and the National Commander (or their designees) can respectively approve these qualifications for the members they supervise on the region and national staff.

1-2. Supplements and Waivers. Supplements to this regulation cannot be issued below the wing level (except Congressional Squadron) and require region commander, NHQ CAP/DO, and CAP-USAF/XO approval. Requests for waivers or supplements must be submitted via chain of command to the CAP and CAP-USAF region commanders and then to NHQ CAP/DO for further consideration.

1-3. Definition of Terms. Below is a list of terminology and general definitions commonly used in emergency services:

a. Air Force Assigned Mission (AFAM) – Any CAP activity authorized by the Air Force to use an “A” or “B” mission symbol. “A” missions are generally considered Air Force reimbursable missions that are funded and provide federal insurance coverage. “B” missions are generally considered Air Force non-reimbursable missions that are normally funded by a federal, state, or local agency, the CAP wing, or individual members and provide federal insurance coverage. “B” missions must have some level of federal interest in order for the mission to be authorized to receive federal insurance coverage. See AFI 10-2701 and CAP-USAFI 10-2701 for additional details.

b. CAP Corporate Mission – All authorized mission activities that are not AFAMs.

c. CATS – CAP Asset Tracking System; the CAP website used to track non-expendable property like computers available in eServices. CATS will be incorporated into the Operational Resource Management System (ORMS) when ORMS is finalized. Also see ORMS.

d. CEMS – Communications Equipment Management System; the CAP website used to track all land mobile radio supplies and equipment, accessible to approved members in eServices. CEMS will be incorporated into the ORMS when ORMS is finalized. Also see ORMS.

e. eServices – the CAP website accessible to all members that serves as the portal for most electronic services for CAP – (<https://www.caphq.gov/CAP.eServices.Web/Default.aspx>)

f. Incident Commander (IC); the CAP IC is the member responsible and in command of CAP resources supporting an incident. If CAP is not the lead agency, a CAP member qualified in the IC achievement will serve as the CAP agency representative to the lead agency IC, and ensure that all CAP resources are used in accordance with approved policies and procedures.

g. Memorandum of Understanding (MOU) – an approved agreement with another organization that may define CAP activities in support of that agency’s mission. MOUs may contain provisions and restrictions that supersede those found in this regulation. Each wing is encouraged to establish an MOU with their state and local agencies that they routinely support. Additional information on MOUs is available from NHQ CAP/GC.

h. NHQ CAP/DOS website – The CAP website where materials in support of CAP mission operations are located – (http://members.gocivilairpatrol.com/emergency_services/operations_support/index.cfm)

i. National Operations Center (NOC) – The single resource for coordinating mission approval for both Air Force Assigned Missions and CAP corporate missions. Additional information about the NOC is available in paragraph 1-5a.

j. Operations Qualifications (Ops Quals) – Ops Quals is the CAP website used to document all operations related training and qualifications for CAP members and is accessible to all members in eServices

k. Operational Resource Management System (ORMS) – Formerly referred to as CATS and CEMS, ORMS will be the CAP website used to track primary assignment of CAP equipment (including communications), vehicles, and aircraft, accessible to approved members in eServices.

l. Qualified – Meets all CAP requirements for assignment – qualified is defined in greater detail in CAPR 60-1 for pilots.

m. Web Mission Information Reporting System (WMIRS) – the CAP website accessible through eServices to all members as well as externally to customers. It is used to track mission sorties, approval and other critical mission information. Additional information is available in paragraph 1-15. WMIRS can be found on-line at: (<https://missions.cap.af.mil/wmirs/index.cfm>).

1-4. Priority for Support. As the 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. That does not prohibit CAP from supporting multiple agencies on the same incident, but CAP must be careful to make sure customers understand CAP’s priorities when requesting support.

1-5. Responsibilities. All commanders and members must strictly enforce and comply with the provisions of this regulation. Specific requirements and job descriptions for staff officers at all levels can be found in CAPR 20-1, *Organization of Civil Air Patrol*. Missions are primarily accomplished at the wing level and below. Summaries of key responsibilities at that level are provided below.

a. **NOC.** The NOC is the single resource for assisting customers in obtaining CAP support, coordinating mission approval and up-channeling reports for both Air Force Assigned Missions and CAP corporate missions.

(1) The responsibilities of the NOC include, but are not limited to the following:

(a) Coordinating with the local region to provide additional resources that are needed from other wings/regions.

(b) Consolidating and up-channeling mission reports through CAP and Air Force channels.

(c) For Air Force missions, the NOC acts as the conduit for mission guidance and approval from the Air Component Commander's staff (1st AF, 11th AF, 13th AF). CAP ICs should be aware that guidance and requests coming through the NOC are actually being made by the Air Force.

(d) For corporate missions, the NOC provides wing/region commanders (the Corporate Officers who will be approving the mission) guidance on the legality of performing the requested mission as well as advice on the best ways for CAP to support the mission request.

(e) Provide regions/wings/customers initial feedback on if/how CAP can provide support for various missions.

(2) AFAM guidance.

(a) The NOC is directly involved in coordinating all types of missions except SAR missions. Air Force Rescue Coordination Center (AFRCC) missions are tasked/worked directly between AFRCC and the wing involved. This includes requesting resources from other wings. The NOC does not usually get involved in SAR missions unless AFRCC requests NOC assistance or the wing/region requests NOC assistance.

(b) A verbal request for CAP assistance from a customer can be acted on initially in an emergency, but all requests for CAP support must be submitted in writing via surface mail, e-mail (preferred) or fax.

(c) To ensure CAP's ability to support mission requests or to meet potential wing/region additional resource requirements, it is always best for commanders or ICs to give the NOC as much advance notice as possible even if they are not sure CAP will be tasked or if additional resources will be needed.

(3) General information.

(a) The NOC normally operates from 7 AM to 5 PM Central Time, Monday – Friday (except federal holidays.)

(b) The NOC expands its hours to meet customer and CAP requirements during major contingencies.

(c) A duty officer can be reached 24/7 by calling 888-211-1812, Ext 300 at any time in case of emergency.

(d) The NOC e-mail address is opscenter@capnhq.gov and the fax number is 800-555-7902. E-mails or Faxes submitted to the NOC during non-duty hours for emergency requests should be followed up with a phone call to make sure the NOC has received it.

b. Wing. Wing commanders and their designees must ensure all CAP resources are used in an effective, safe, and efficient manner to support all authorized CAP operational missions. Each wing must:

(1) Maintain a current Wing alert roster and resource report in WMIRS.

(a) This will be updated at least annually or as directed by the National Operations Center, and should be reissued as major changes occur. All CAP personnel designated as Wing Alert Officers (WAO) to accept missions on the wing's WMIRS alert roster must be qualified ICs. WAOs will be tracked in Ops Quals as a specialty qualification.

(b) Alert roster updates will automatically be sent from WMIRS to AFNORTH (including AFRCC) and other national organizations as specified by agreements.

(c) It is imperative that contact information and status of operational mission qualified personnel and resources are updated in a timely manner to assist in personnel notification and response. Additional guidance for alerting procedures can be found on the NHQ CAP/DOS website.

(2) Coordinate with state and local officials for training and equipment, and establish integrated plans and exercises that will satisfy state requirements.

(a) Sample operations and exercise plans are available from the National Operations Center to assist commanders in establishing joint training and operational plans with military units.

(b) Plans for support to other state and local agencies/organizations should be incorporated into a wing level memorandum of understanding or other approved agreement.

(c) Ensure all commitments can be met and correct any prior deficiencies that are known. Do not over-obligate the wing. Review historical data to establish trends and be able to justify the wing's requirements for support. Maintain regular contact with all involved parties so that Civil Air Patrol remains on agencies' active checklists. Develop and test procedures for relaying required and pertinent operational information to the appropriate controlling agency.

(d) Ensure compliance with applicable regulatory guidance when working missions in support of, or in cooperation with, other agencies.

(3) Mission requirements and activities must be coordinated with other CAP staff (Director of Logistics, Director of Communications, Finance Officer, etc.).

(a) Appropriate staff officers must maintain records containing the status of vehicles, aircraft, radios, and other emergency equipment available for operational missions in WMIRS, ORMS, CEMS and other applicable local databases when necessary.

(b) Ensure proper documentation and retention of records for emergency services mission activities. Electronic storage of mission documentation is acceptable including readable scans of original documentation and storage of logs in local mission databases. Electronic records must be backed up in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*. Electronic records within WMIRS do not need to be stored locally. Though electronic storage is authorized, this is not intended to authorize purely electronic flight or other mission release.

(4) Ensure adequate initial, upgrade, and currency training activities are conducted to maintain the qualification and proficiency of emergency services mission personnel, and the results are properly documented.

(a) Maintain electronic or paper records on individual CAP personnel documenting:

- 1 Accomplishment of qualification training required by this regulation.
- 2 Current specialty qualification status.

3 CAPFs 112 and/or 113 may be used to document training tasks completed. These forms are provided as a convenience are not mandatory.

4 CAPF 114, *CAP ES Qualification Record*, should be used to maintain hard copy emergency services personnel records. This is not required if electronic records are kept.

(b) Wings may opt to only maintain records documenting those members that are currently qualified.

(c) Though paper records of all members' emergency services qualifications are not required, Wings must have appropriate electronic access to qualification data when needed if not entirely stored within the National Headquarters Ops Quals system.

(d) Pilot files are still required to be kept in accordance with CAPR 60-1.

(e) All qualifications must be reflected in Ops Quals for a member to be considered qualified.

(f) It is not necessary to maintain paper or electronic Specialty Qualification Training Records (SQTR) once qualifications are approved in Ops Quals on-line. Members are encouraged to still maintain complete records of SQTRs and external training as many task requirements and courses overlap specialties and without proper documentation the member may need to re-demonstrate tasks when working towards other qualifications.

(5) Develop and provide an IC kit to all wing ICs. Periodic updates will be provided, but it is the responsibility of each IC to ensure the currency of this kit. This kit should contain required regulations, manuals, maps, forms, checklists, resource directives, etc., normally needed to conduct any operational mission. A downloadable electronic IC kit or CD-Rom of resources is acceptable; electronic resources must be reviewed and certified as current at least annually.

c. Units. Each unit must:

(1) Ensure individuals satisfy all applicable requirements before approving a member's SQTR, and maintain all documentation required for issuance either on paper or electronically. Documentation should be kept in a CAPF 114, if not stored electronically.

(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 either on paper or electronically. Documentation should be kept in a CAPF 114, if not stored electronically.

(3) In coordination with the Wing emergency services staff, 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 SQTR cardholders within the unit.

(6) Maintain a unit alert roster and resource lists, and designate Unit Alert Officers (UAO) to coordinate mission support for the unit. This will be updated at least annually or as directed by the chain of command, and should be reissued as major changes occur. All personnel assigned as UAOs must be General Emergency Services (GES) qualified senior members. UAOs will be tracked in Ops Quals as a specialty qualification.

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

(1) Maintain proficiency in and documentation of their specialty qualifications.

(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.

1-6. Wing Recognition. Each calendar year, HQ CAP-USAF/CC presents awards within each region for the wings with the best search and rescue, disaster relief, counterdrug, and homeland security programs as outlined in CAP-USAF Instruction 10-2701, *Civil Air Patrol Operations and Training*. 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 training activities during the year.
- c. Performance during actual missions.
- d. Cooperation between the CAP wing and state and local agencies.

1-7. 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. A comprehensive annual operations training plan will be developed for each wing, and will be submitted to the CAP Liaison Region via WMIRS by 31 July for the following fiscal year. This training plan must be the basis for all Air Force funded training for the next fiscal year, and should be based on the funding levels of the current year. Training plans should address wings needs for air, ground, and incident staff training. Commanders will need to be sure that all staff inputs are reflected in the plan, critical priorities are funded appropriately, and unfunded initiatives are identified should additional funding come available.

1-8. Information Releases. Information that is releasable to the public on CAP missions should be given promptly to news media representatives. All CAP ICs and information officers will coordinate press releases with the agency being supported (AFNORTH, AFRCC, FEMA, etc.) in advance. The NOC can assist with this. Press releases for all AFAMs must also be coordinated with NHQ CAP/PA with support from the NOC to ensure the appropriate Air Force agency provides approval prior to release. 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. Mission information will be safeguarded IAW CAPR 60-3 para 1-34 and 1-35, and DoD Guidance. Additional information on the role and responsibilities of the public information officer can be found in CAPR 190-1, *Civil Air Patrol Public Affairs Program*, and the Mission Base Staff Task Guide.

1-9. Mission Funding and Reimbursement. CAP members and units may be reimbursed for designated expenses incurred during Air Force-assigned missions. Other federal, state, and local agencies or organizations may provide reimbursement 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

1-10. 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. The NHQ CAP/DOS website provides some information on risk analysis that can be used in making the decision to commit to a mission or not. CAP ICs should rely upon the judgment of the on-scene commander if unable to be there personally. Before an 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.

a. Upon locating persons in distress, all personnel must assume that immediate assistance is necessary and act accordingly. The condition of these persons cannot be determined accurately through aerial observation alone.

b. 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.

c. It is possible to use all suitable and readily available CAP resources, whether corporate or member-owned/furnished, to ensure the most efficient and timely response to missions. The use of some privately owned resources is permitted if approved in advance. CAP regulations 173-3, 77-1, and 900-5 should be referred to in order to determine if the resource must be approved in advance, and who the approval authority is.

d. 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.

e. 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. Cadets qualify no differently than adult members in emergency services qualifications, and can be properly utilized in age-appropriate scenarios. Additional guidance for employing cadets on missions can be found on the NHQ CAP/DOS website.

f. Basic policies of CAP directives remain in effect while acting under a joint agreement such as with the Salvation Army or a state emergency response agency.

1-11. 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. All CAP members will apply the appropriate level of Operational Risk Management (ORM) and risk mitigation techniques to all events. Additional training and information on ORM is available on the NHQ Safety website.

1-12. Organizing Resources. The IC will organize the personnel and equipment under his/her control for maximum efficiency and economy of operations. Resource utilization and allocation are critical functions of the mission staff; only properly qualified personnel or supervised trainees may be utilized, and the supplies, equipment, vehicles and aircraft they need must be capable and available to meet mission requirements. Analyze the objective and the prevailing conditions and make prudent decisions concerning the suitability of air and/or ground resources. The final decision to use CAP resources remains within CAP at all times. The CAP IC exercises full authority over all CAP personnel for matters pertaining to the mission; the CAP IC is often not the overall IC, and often serves as an agency representative in the incident command structure. The CAP IC must exercise prudent judgment in prosecuting missions. A thorough assessment of all risks associated with the mission must be accomplished and appropriate controls put in place to ensure safe operations. More information is available on the NHQ CAP/DOS website to assist with risk assessments, and organizing resources.

1-13. Common Responsibilities of all CAP Mission Personnel. There are certain common responsibilities or instructions associated with an incident assignment that everyone should follow. Following these simple guidelines will make your job easier and result in a more effective operation. Checklists, forms and training materials are provided on the NHQ CAP/DOS website, and evaluation guides are provided in CAP-USAFI 10-2701.

1-14. Managing the Mission. ICs are expected to support many types of missions utilizing a variety of resources. This requires significant training and experience. CAP ICs not only represent CAP, but also take on a variety of responsibilities for customer agencies and organizations. In general, CAP ICs are expected to make prudent decisions to safely execute mission assignments with available resources, to properly document objectives and work completed, to request additional support when necessary, and guide mission operations from start to finish. Detailed guidelines for how CAP ICs are expected to manage and support missions can be found on the NHQ CAP/DOS website.

1-15. Web Mission Information Reporting System (WMIRS). The IC is responsible for the accuracy and quality of the information in WMIRS. The IC may delegate WMIRS data entry as necessary but this delegation in no way releases the IC from the responsibility of ensuring data in WMIRS is current and correct.

a. The IC is responsible for ensuring all necessary WMIRS entries are completed and mission approvals are received prior to the launch of any sortie.

(1) All sorties for 1st AF, 11th AF and 13th AF missions must be approved in advance.

(2) An air sortie is one takeoff to one full stop landing. Additional sorties can be approved by the designated approval authorities for the mission on short notice for unexpected events. Additional information is also available on the NHQ CAP/DOS website.

(3) Ground sorties are generally considered to be from when a team is released until they return.

b. After the crew is released for their approved sortie, the IC will ensure sortie departure times are entered into WMIRS as soon as that information is received by mission base personnel.

c. Upon sortie completion, the IC will ensure sortie duration, effectiveness, and any requested photos are entered into WMIRS. This information will be entered without delay. Photos will be marked in accordance with the needs of Air Force and the customer, but will contain, at the very least, a detailed description of the target, the latitude/longitude of the target, and the direction toward which the photo was taken. Contact the NOC for clarification if needed.

d. Sorties which divert and thereby incur an extra sortie must have their new sortie entered into WMIRS prior to departure.

e. If circumstances prevent the IC from ensuring all required data is entered into WMIRS in a timely manner, the IC will immediately contact the NOC for assistance.

1-16. 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 must 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. Airborne reconnaissance and delivery of imagery to varied customers is a critical function of CAP aircrews. Though it is not required that all images taken be uploaded into WMIRS on all missions, aircrews must upload photos as required in the mission and sortie authorization to WMIRS in a timely manner in the format desired. AFNORTH's current requirements for mission photos and imagery can be found on the NHQ CAP/DOS website.

d. 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 prior to release.

(1) Aircraft equipment must be appropriate for the mission (DF, night or IFR equipped, VHF FM communications, etc.).

(2) Composition of the aircrew will vary in number and qualifications depending upon the assignment. A typical aircrew is made up of a mission pilot, mission observer, and mission scanner. Some missions may require a mission scanner or observer to also be a qualified airborne photographer, ADIS operator, or ARCHER operator. Even for purely relocation or transportation sorties it is recommended that aircraft be released with a mission observer, mission scanner, or a second mission pilot. Pilots only qualified as Transport Mission Pilots (TMP) are only allowed to fly certain sorties on authorized ES missions, and additional details of the below restrictions can be found in CAPR 60-1. TMPs can only:

(a) Transport Emergency Services qualified CAP members required for an authorized mission.

(b) Ferry aircraft required for an authorized ES mission.

(c) Fly “high bird” communications sorties on an authorized ES mission.

(d) Current and qualified FAA private pilots may transport parts and equipment owned by CAP or a CAP member to a mission base or staging area.

(e) Current and qualified FAA commercial pilots may transport parts and equipment not owned by CAP.

(3) Aircrews will not self-dispatch; they must be properly released, even remotely via phone or other means if necessary, and noted appropriately on a CAPF 104, *Mission Flight Plan/Briefing Form*; 107, *Flight Operations Log*; and other mission documents, as appropriate. Signatures are not required on the CAPF 104, but the CAPF 104 must note who briefed and released the crew accordingly.

(4) CAPR 60-1 and CAPR 66-1, *Civil Air Patrol Aircraft Maintenance Management*, apply to all air operations.

1-17. 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 branch 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 direction finding [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.). Ground Team Members – Level 1 should be prepared to conduct ground team operations within their limits of training up to 72 hours. Ground Team Members – Level 2 should be prepared to conduct ground team operations within their limits of training for up to 48 hours. Ground Team Members – Level 3 should be prepared to conduct ground team operations within their limits of training for up to 24 hours.

(a) A ground team may only conduct operations within the limits of training of its lowest qualified member. A member qualified at one level, and having supervised trainee status for a higher level may be used operationally at the higher level if the trainee is properly equipped and supervised.

(b) Team assignments must be carefully matched with team member qualifications before releasing a ground team on a sortie.

(3) Composition of the ground team, urban DF team, or Community Emergency Response Team (CERT) will vary depending upon the assignment. Ground teams will not be released without a qualified ground team leader and at least three qualified ground team members or supervised trainees. Urban DF teams will not be released with less than two personnel and CERTs will not be dispatched with less than three personnel. There is not a separate qualification for members and leaders on Urban Direction Finding Teams and CERTs, but one member will be placed in charge. All ground operations must still meet the requirements for cadet protection and vehicle usage. Ground resources will not self-dispatch; they must be properly released, even remotely via phone or other means if necessary, and noted appropriately on mission documents. Signatures are not required on the CAPF 109, *Ground Team Clearance*, but the CAPF 109 must note who briefed and released the crew accordingly.

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

(5) Ground teams should document interviews/interrogations conducted in the field using the CAPF 106, *Ground Interrogation Form*.

(6) Only members qualified in accordance with CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Vehicles*, may operate CAP 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) Assess and secure the scene.

(2) Render aid to survivors and prepare survivors for evacuation.

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

(4) Verify the identity of the aircraft, person, etc.

(5) Advise the IC of the situation and request appropriate authorities be notified.

(6) Retain aircraft or other resources in the area until certain they are not needed.

Note: Additional information is available in the Ground & Urban Direction Finding Team Task Guide.

1-18. Mission Assistance. Once a CAP IC 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 additional resources to come from an adjacent wing and use groups, divisions, branches, unified command and area command as needed for span-of-control and supervision of resources within the operational area. The NOC will work with the IC and the local CAP region to make sure all mission resource requirements are met. The NOC will coordinate approval from the designated mission approval authority to use resources from other regions/wings.

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, or to consider employing unified command or area command.

c. CAP may be working a mission with non-CAP agencies and, in fact, may not be the lead agency.

d. All CAP personnel, regardless of unit or rank, will give the IC complete support and cooperation. ICs are assigned based on their experience.

(1) There are a limited number of Level 1 ICs across the country. These personnel are normally the most experienced and can be utilized on all events.

(2) There are several subordinate levels of ICs. These personnel can be utilized to coordinate CAP's common missions like electronic searches for distress beacons, ramp checks, etc. at the lowest levels, to complex searches and local disaster response missions. They are not disqualified from coordinating other missions, but their experience must be considered before assigning them.

(3) ICs must recognize when incident complexity or scope approach the limits of their experience level, and request assistance from, or transfer command to, a more experienced IC in a timely manner.

e. Only the designated CAP IC or the IC's designee will coordinate with the controlling agency. Unless relieved by the appointing authority, the designated IC 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. These agreements do not change the responsibilities of the NOC and coordinating agencies to approve sorties and resource usage on missions, and does not automatically authorize the use of pre-arranged assets. However, it can significantly decrease the time required to arrange for support and should be considered.

1-19. Imminently Serious Missions (C911). The wing commander or designee cannot authorize an AFAM. The C911 program permits CAP wing commanders to launch aircraft or disperse ground teams on actual missions using a corporate mission number with the understanding that there is limited insurance coverage (members are not provided FTCA and FECA coverage). In order to activate a C911 mission, a responsible state or local government official must request CAP assistance. Imminently Serious Missions will only be used to save lives, relieve human suffering, or mitigate great property damage. CAP members participating in C911 missions must be mission qualified in accordance with this regulation. Mission procedures are as follows:

a. Only the wing commander or the commander's designee may authorize a C911 mission as a corporate mission for a wing. In the absence of the wing commander, the vice commander, the director of operations, or director of emergency services may exercise this authority.

b. The NOC must be informed ASAP for all C911 missions.

c. Whenever a C911 mission is activated, the wing (and the NOC once notified) will make every effort to have responsible authorities obtain an actual AFAM number from AFNORTH, AFRCC or other appropriate Air Force authority in order to improve the insurance coverage provided to our members.

d. The IC must track the assets committed to the C911 mission. C911 missions are funded by the wing or the customer agency within funding limits agreed to in advance; national funds are not available for corporate missions of this nature. Mission funding should be sought from the state or local requesting official under an approved MOU or other agreement to avoid depleting the wing's accounts.

1-20. CAP Assistance in Transporting Specialty Teams. If a state or other local agency requests CAP assistance in transporting special SAR or DR assets like canine search teams or man trackers, they should make the request to AFRCC (SAR missions) or the NOC (DR missions). In some limited situations, CAP-USAF liaison regions may be able to authorize Air Force-assigned reimbursed training missions if sufficient training funds are available, or non-reimbursed missions if funds are not available. In addition, the wing commander could authorize a wing-funded or unfunded corporate mission. FAA rules do not allow customer reimbursement for transportation missions flown as corporate missions.

1-21. Mission Records. Wing commanders will ensure that records pertaining to each authorized mission are filed at wing headquarters. These records must be kept in a CAPF 115, *Emergency Services Mission Folder*, or electronically (scanned copies to document proper release signatures and such) and will include at least the ICS 201 or full Incident Action Plan; IC's log; mission flight plans; personnel, vehicle, and aircraft registers; all CAP and wing forms used; sortie logs; interview/interrogations forms; message log; copies of news releases; reports to the controlling agency (CAPF 122, SITREPs, etc.); and any related information that may be needed in answering future inquiries relating to the mission. Detailed guidance for the use and retention of CAP and ICS forms and other mission documentation is available on the NHQ CAP/DOS website. Records must be maintained at least 4 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. Mission records kept in WMIRS do not need to be kept separately in either paper or electronic format. However, any mission records not contained in WMIRS must be kept in either paper or electronic format and be available for inspection. No mission records will be released outside CAP without prior written approval of NHQ CAP/GC and HQ CAP-USAF/JA. See paragraph 1-5b(3) for additional information.

1-22. 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 in an emergency. 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. In order for this to be flown as a corporate mission in support of organizations like Angel Flight or the Air Care Alliance, the following is required:

a. The CAP pilot would have to pay for all of the mission expenses. Ideally the pilot would have a commercial rating, but it is not required.

b. The patient would need to have a written statement from his or her doctor clearly indicating it is safe for the patient to travel via a small unpressurized aircraft.

- c. The patient or the patient's legal guardian would need to sign a CAPF 9, *Release (For Non CAP Members)*, (or other HQ CAP approved) release.
- d. The mission would need to be entered into WMIRS including attached copies of the doctor's statement and CAPF 9 (see above). Ideally, this would be done several days in advance of the requested mission.
- e. The NOC will review all documentation provided and then alert the wing commander or his/her designee that the mission is ready for approval in WMIRS.

1-23. Assistance to Law Enforcement Officials. CAP units and members engaged in CAP activities may provide passive assistance to law enforcement officers and agencies, subject to the restrictions outlined in AFI 10-2701. 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.

1-24. Legal Issues of CAP Operational Missions. Title 10, USC § 9442 identifies CAP as an auxiliary of the Air Force when carrying out a mission assigned by the Secretary of the Air Force. This happens when CAP provides services to any department or agency in any branch of the Federal government, including the Air Force. CAP is deemed to be an instrumentality of the United States while carrying out missions assigned by the Secretary. This provides both legal benefits and restrictions on what members can do on AFAMs. 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 can 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 or by CAP's liability insurance policies (within policy 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. Travel to and from such mission activity is also covered as long as there is a "causal relationship" between the injury/death and the AFAM activity. In addition, some states provide state worker's compensation benefits for CAP members injured or killed while serving on state operational missions (refer to CAPR 900-5, *The CAP Insurance/Benefits Program*).

c. Entry or Seizure of Private Property During Missions. As a general rule, CAP members are subject to well-known rules that prohibit trespass 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 must always be arranged in advance with the owner. Under no circumstances may a CAP member seize property or engage in searches beyond that noted above.

d. Distress Beacons. Distress beacons are frequently tracked to a locked vehicle, boat, aircraft, or building. CAP mission personnel should contact the IC who will contact the controlling agency (e.g., AFRCC) for further instructions. If entry is required, the owner/operator or local law enforcement officials must arrange access or CAP will not be able to silence the beacon. CAP members WILL NOT enter private property and should not do anything that could cause harm or damage to the distress beacon or other property. If the beacon cannot be silenced, the IC should contact the controlling agency and plan to withdraw CAP resources.

e. 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 by the Air Force, 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 resources to be pre-positioned should fund this movement just as FEMA or AFNORTH generally does when they request pre-positioning of CAP resources for a mission.

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 treatment deemed necessary to save a life or prevent human suffering. This treatment must be executed by a person qualified to attempt such medical care within their skill level. When first aid or higher medical training is required for qualification in a particular specialty, the expectation is that the qualification course includes both knowledge and practical skills training; first aid courses taken on-line only are not acceptable; though members are not considered employees when supporting operations, courses are expected to meet the *National Guidelines for First Aid in Occupational Settings* available at <http://www.ngfatos.net/> or ASTM F 2171-02, *Standard Guide for Defining the Performance of First Aid Providers in Occupational Settings*. CAP medical personnel are not provided supplemental malpractice insurance coverage, and any care provided is at the members own risk. Though medical supplies and equipment are not normally provided to responders, any reasonable supplies used on training or actual missions may be submitted for reimbursement as long as sufficient justification is provided.

g. CAP Emergency Vehicles. The policies and procedures regarding the use of CAP vehicles are detailed in CAPR 77-1. In general, CAP limits or prohibits the use of lights and sirens, and though some vehicle identification may be authorized, it does not give members permission to exceed posted speed limits or break any other federal, state, or local traffic laws.

1-25. Withdrawal of CAP Resources and Closing/Suspending the Mission. 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 IC. CAP ICs must have reasonable justification and use proper tact when withdrawing their resources. Notification will be given to the controlling agency prior to withdrawal. For SAR missions 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 mission number 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 cannot be located, AFRCC will work with the IC to determine if it makes sense to continue the mission. If a decision is made not to continue, 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 AFRCC does not concur with a CAP IC's recommendation to suspend a mission, the SAR mission will continue until additional circumstances arise which justify another recommendation 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.

1-26. Prevention of Fatigue. ICs 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. Other CAP personnel 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 8 hours of reporting for the mission.

1-27. 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 missions) based on the recommendation of the appropriate IC 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 including incident staff and other aircrews and teams involved may be credited with a SAVE if it locates the SAR objective and directs the retrieval force to a successful recovery.

1-28. Criteria for FIND Credit. A FIND is awarded by the wing commander or higher 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 normally given to the aircrew and/or ground team that located the objective; however, a search force including incident staff and other aircrews and teams involved may be credited with a FIND. More specific guidance for issuance of find ribbons can be found in CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*.

1-29. 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.

1-30. Prohibited Equipment. CAP is often offered equipment that is not appropriate to our mission or is not reasonable for our personnel to use because of the training time required for personnel to remain proficient.

a. Restrictions for the use of night vision devices by CAP personnel during any flight operations can be found in CAPR 60-1. Representatives of other agencies may use their own equipment. CAP ground resources may use night vision devices in support of SAR/DR operations while on foot or as passengers in vehicles. Use of night vision devices by drivers during motor vehicle operations is prohibited.

b. Firearms are prohibited for use or to be carried by CAP personnel during any emergency services operations unless required by state law. More specific guidance on CAP's firearms policy can be found in CAPR 900-3, *Firearms - Assistance to Law Enforcement Officials*.

1-31. 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. Members wishing to utilize the training they have earned must have prior permission to do so from NHQ CAP/DO, with written endorsement by the wing and/or region commander. The request must state the limitations proposed for use and how they propose to mitigate risk. If approved by the Air Force for use on an Air Force mission, these members 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. Background training and documentation will be kept at the wing or higher unit for each person given permission for these specialized operations.

b. Any special equipment or resources required for these personnel to exercise their privileges are furnished at the member's own expense and risk.

c. The following technical or specialized operations are considered acceptable but still require prior written approval:

- (1) Technical (Rope) Rescue or Mountain Rescue
- (2) Canine Search and Rescue
- (3) Mounted Search and Rescue
- (4) 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/DO.

d. Wing and region commanders should review the current letters of permission on file at least annually and coordinate revisions as necessary. New wing and region commanders should review the current letters of permission as soon as is feasible after accepting command. Commanders can contact NHQ CAP/DO to request copies of letters on file if necessary.

1-32. Critical Incident Stress. CAP personnel involved in operational 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.

b. Wings should establish contact with local emergency response organizations before a mission requiring support arises to determine the availability of trained support personnel that can assist them. It may be necessary for some wings to establish their own CIST as outlined in CAPR 60-5.

c. ICs requiring critical incident stress support for their personnel should coordinate with their wing or region commander. If a local resource cannot be found, then contact the CAP NOC Duty Officer to request support.

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

1-33. National Incident Management System (NIMS) Compliance. CAP is committed to being NIMS compliant like all other response agencies across the United States. Training and other NIMS requirements are posted on the NHQ CAP/DOS website.

1-34. Sensitive and Classified Programs. CAP does not traditionally conduct or support classified missions itself, but it does support sensitive missions regularly, and some mission results support classified missions and customer needs. Members need to be familiar with the classification definitions and their associated access and requirements when assigned these missions. Guidance for these programs is available on the NHQ CAP/DOS website.

1-35. Operational Security (OPSEC). OPSEC is the basis for the protection of information that regardless of the designation, the loss or compromise of sensitive information could pose a threat to the operations or missions of the agency designating the information to be sensitive. All CAP members must complete *OPSEC Awareness Training* and sign the non-disclosure agreement in order to become or remain emergency services qualified. Additional information is available on the NHQ CAP/DOS website including how to complete and document OPSEC Awareness training.

1-36. Standardization of Advanced Technology and Communications Assets. All of CAP's advanced technology equipment (ARCHER, ADIS, etc.) and communications equipment must be standardized to be able to maximize its use on missions across the country. In order to maintain this standardization the following must be adhered to:

a. CAP members will NOT alter, separate, or use for purposes other than as intended any advanced technology and communications equipment, or deviate from approved installation or maintenance procedures in any way. This includes both hardware and software.

b. Only fully qualified operators who have successfully completed standardized training are allowed to operate or install/uninstall any equipment. Trainees must be properly supervised by qualified operators.

c. Recommendations for upgrades/changes to any advanced technology or communications equipment must be submitted through the chain of command to NHQ CAP/DO for proper coordination with staff agencies.

d. Technical support is available from the National Technology Center (NTC) for all advanced technology and communications assets. The NTC is available during normal duty hours at (866) 600-2071. For emergency support after normal duty hours, contact the NOC Duty Officer.

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 Card*, 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) Emergency Management Institute (EMI) independent study courses; CAP and Air Force training missions; National Association for Search And Rescue (NASAR) classes and training programs conducted by various state or local government agencies; etc. CAP will not track all of the possible courses taken in Operations Qualifications; only those courses required for CAP emergency services specialty qualifications will be tracked.

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

d. Events creditable toward training, qualification, and currency include both Air Force and CAP Corporate training activities. For all events that are expected to be reimbursed with Air Force training funds, the wing commander or designee, must approve the activity in advance using WMIRS.

e. Waivers of the specialty qualification training requirements specified in paragraph 2-3 must be requested in accordance with paragraph 1-2 of this regulation, be based on equivalent training received from other agencies and substantiated by appropriate documentation, and must be coordinated with CAP-USAF prior to approval. NHQ CAP/DO must approve all such waivers. Broad waivers for known equivalent training will be posted on the NHQ CAP/DOS 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. 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) in Operations Qualifications except IC, CISM, ARCHER and NOC Augmentee qualifications. Training to qualify in a specialty is expected to be completed within 2 years from the time the member is authorized to begin familiarization and preparatory training in Operations Qualification on a Specialty Qualification Training Record (SQTR). 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 subparagraphs 1 or 2 below:

(1) Evaluators who are current and qualified supervisors as outlined on the NHQ CAP/DOS website must complete the current emergency services Skills Evaluator Training (SET) also outlined on the NHQ CAP/DOS website. SET will be reflected on the CAPF 101 with “NO EXPIRE”. The member must also have held the specialty achievement qualification in which they are to evaluate for at least one year. Exceptions to the one year requirement can be approved by the wing commander or their designees in cases where the member’s professional background meets the experience criteria. Evaluators must also be approved by their unit commander, group commander (if applicable) and wing commander or their designees to serve in each specialty they are authorized to evaluate. Commanders or their designees can limit or change what specialty qualifications a member is allowed to evaluate in Ops Quals at any time at their discretion. The “all” default authority for an evaluator being submitted for approval would allow them to evaluate in any area that they themselves have been current and qualified in for at least a year. Personnel currently SET qualified when this regulation is released will be qualified under the default authority noted above unless changed by a commander or their designee. If a commander or designee chooses to limit new specialties a member can evaluate rather than using the “all” default, then the commander will have to approve each individual specialty as it is added. Directors of wing, region, or national emergency services schools approved by NHQ CAP/DO can assign temporary SET approval to staff personnel as necessary for their specific events. NHQ CAP/DO will coordinate approval of these school directors with NHQ CAP/IT.

(2) Mission check pilots as outlined in CAPR 60-1 for the mission pilot, transport mission pilot, mission observer and mission scanner specialty qualifications.

Note: Certain tasks and the associated training are expected to be provided by external agencies. For example NIMS and First Aid training will normally be provided by another agency.

b. Trainees can still participate in training or actual missions as allowed on their CAPF 101 if working under qualified supervisors as outlined on the NHQ CAP/DOS website. If the supervisor does not meet the requirements of paragraph 2-2a, the trainee WILL NOT receive credit for training towards qualification. This is not meant to prevent experienced people, members or not, from teaching and educating members, only that formal task completion must be certified by qualified evaluators to receive credit.

c. A current CAPF 101 from Ops Quals reflecting the member’s trainee status should be retained and used for continued participation in a trainee status pending the validation and approval of a new CAPF 101 showing addition of the appropriate specialty rating qualification.

d. 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) approves the initial CAPF 101 to personnel who satisfactorily complete all training and evaluation requirements specified for the requested specialty rating listed in this chapter. A 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 in special circumstances (see paragraph 1-5b(4)). Specialty ratings on the CAPF 101 generally remain valid through the last day of the 36th month from the date issued. Authority to approve the initial CAPF 101 in each specialty above General ES may not be delegated below the group level. Delegation of this function must be coordinated with NHQ CAP/DO and NHQ CAP/IT to be sure changes are reflected properly in Ops Quals for the wing. Subsequent CAPFs 101 will be approved at the unit level

unless the wing commander limits this action via an approved supplement to this regulation. Once final approval for a CAPF 101 is granted in Ops Quals, it is considered valid, and 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:

(1) CAPFs 101 for level 1 ICs must be approved at the region level or higher, by the commander or the commander's designee. CAPFs 101 for all other IC levels must be approved at the wing level or higher, by the commander or the commander's designee. It is not necessary for formal review boards to be held to determine if a member should be qualified in any IC level, but commanders should exercise discretion and reasonable judgment in assigning these qualifications as they require great trust and levy great responsibility on the members being designated as ICs.

(2) Approved directors of wing, region, or national emergency services schools can issue CAPFs 101 for all specialties except IC, CISM, ARCHER or NOC Augmentees. Tasks may be entered when training is provided by an authorized instructor. Approved directors may issue CAPFs 101 for IC, CISM or ARCHER Operator when granted authority by the appropriate wing or region commander, their designees, or NHQ CAP/DO in advance. NHQ CAP/DO will coordinate approval of these school directors receiving appropriate access to Ops Quals to enter qualification data.

(3) Only NHQ CAP/DO or designees will issue CAPFs 101 for the CISM, ARCHER or NOC Augmentee specialties, or designate personnel in a trainee status pending full qualification.

e. Only personnel holding a valid CAPF 101 (or authorized on equivalent computer rosters noted below) containing the applicable specialty rating(s) may be assigned to perform duties on CAP operational missions. Properly documented individuals in training for a specialty rating may only perform mission duties under the supervision of fully qualified personnel.

(1) A current CAP membership card must accompany a current specialty qualification card. Commanders may recall a specialty qualification card from CAP members assigned within their command for violation of CAP directives.

(2) If the unit, wing, region, or National Commander has documented reason to believe that the member is not properly qualified, the specialty(s) in question will be suspended in Ops Quals until resolved and 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.

(3) Computerized rosters using data from Ops Quals may be used in lieu of a CAPF 101 for validation of currency.

f. Authorization for experienced personnel to train for the IC specialty rating is approved by a wing or higher commander or their designees. The wing or higher commander or their designees will renew the IC specialty rating.

g. National Incident Management System (NIMS) training must be provided by appropriately trained and qualified instructors in accordance with established Department of Homeland Security policies and objectives when training is not completed on-line. Instructor requirements can be found on the NHQ CAP/DOS website.

2-3. Specialty Rating Requirements and Performance Standards. For each specialty rating, SQTRs have been developed to train and qualify members in stages. The most current versions of the task guides for all specialties are found on the NHQ CAP/DOS website.

a. First, prerequisites must be completed prior to initiating training requirements.

b. Once trainees have met the prerequisites, they will be required to complete familiarization and preparatory training for the specialty before serving in that position on actual or training missions under supervision. Familiarization and preparatory training is the minimum set of tasks that the member must master prior to acting as a supervised trainee on practice or actual missions. These tasks represent those skills that will keep the member safe and allow the member to function under supervision without jeopardizing the mission. This requirement avoids placing personnel not ready to perform certain jobs or those who work for them at risk.

c. Finally, after completing familiarization and preparatory training, supervised trainees must complete advanced training and participate satisfactorily in two missions before a CAPF 101 is approved and a member is considered "Qualified." Advanced training covers the remainder of the tasks required for specialty qualification. On actual missions, it is expected that these tasks could be accomplished by the trainee's supervisor or other fully trained members if they became critical. These tasks do not have to be completed in a mission setting though. It is acceptable for these tasks to be accomplished with similar familiarization and preparatory tasks during routine unit training or in a formal school like the National Emergency Services Academy. Prior approval and additional risk mitigation measures will be required by the mission approval authority in order for these personnel to participate in a mission. Because all trainees are properly supervised at all times, trainees are allowed to learn these "on the job." These two "missions" do not have to be on different mission numbers, be AFAMs, or be completed after all other advanced training is complete, but personnel must have completed all familiarization and preparatory training in order to receive credit for these sorties. These sorties must be complete sorties and/or operating periods where the member participates in all aspects of their assigned mission specialty. It is possible to participate in more than one specialty on a given mission or day.

d. All personnel will conduct training using the standardized National task guides. Evaluators must ensure that trainees satisfactorily pass all requirements of a task contained in the task guide before certifying completion for the SQTR. Recommended changes to task guides for all specialties will be submitted through the chain of command to the region commander. If the region commander concurs with the proposed change, he/she will forward the recommendation to NHQ CAP/DO for national coordination and to be considered for approval.

e. **General Emergency Services (GES).** To participate in emergency services training or operations, personnel must be current traditional members (not patrons, cadet sponsors, AEMs, or legislative members) having completed level one and cadet protection training (senior members) or achievement one (cadets). Individuals in temporary membership are not eligible for liability coverage under the FECA or FTCA. Individuals in temporary membership status are eligible to accomplish academic training activities, but are not authorized to observe mission base training and operations due to liability issues. In addition, they may not participate in any flight activities (including flight line activities) or ground, urban direction finding team, or CERT field activities. Other than these, there are no prerequisite requirements 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 and *OPSEC Training*, qualifies the member in the General Emergency Services Specialty Rating. To remain current in the GES specialty all current holders will complete new CAPTs 116 and *OPSEC Training* within 180 days of issuance of new examinations. Personnel can complete the latest CAPT 116 exam on-line at: <https://tests.cap.af.mil/ops/tests/default.cfm?grp=dos>, and OPSEC Training at: <https://tests.cap.af.mil/opsec>.

f. The following are the approved emergency services specialty qualifications above the GES level. The requirements to train or qualify in the below specialties can be found on the appropriate SQTRs in Ops Quals, and additional information can be found in the appropriate task guide or in other training materials available on-line on the NHQ CAP/DOS website:

- Aerial Digital Imaging System Operator (ADIS). See notes 2 and 3.
- Airborne Photographer (AP). See See notes 2 and 3.
- Air Operations Branch Director (AOBD).
- ARCHER Operator (ARCHOPR). See note 1.
- ARCHER Trac Technician (ARCHTRK). See note 1.
- ARCHER Ground Station Operator (ARCHGSO). See notes 1 and 4.
- ARCHER Field Spectrometer Operator (ARCHSPEC) See note 1.
- Communications Unit Leader (CUL) – Any Level. See note 4.
- Community Emergency Response Team (CERT). See note 4.
- Cost Unit Leader (FCUL). See note 4.
- Critical Incident Stress Management (CISM) – Any Level. See note 1.
- Finance/Administration Section Chief (FASC).
- Flight Line Marshaller (FLM).
- Flight Line Supervisor (FLS).
- Ground Branch Director (GBD).
- Ground Team Leader (GTL) – Any Level. See note 4.
- Ground Team Member (GTM) – Any Level. See note 4.
- Highbird Radio Operator (HRO). See note 4.
- Incident Commander (IC) – Any Level. See note 4.
- Liaison Officer (LO)
- Logistics Section Chief (LSC).
- Mission Chaplain (MC).
- Mission Information Technology (MIT). See note 4.
- Mission Observer (MO).
- Mission Radio Operator (MRO) – Any Level. See note 4 below.
- Mission Safety Officer (MSO).
- Mission Scanner (MS).
- Mission Staff Assistant (MSA).
- Mountain Flying Certification (MFC). See note 3.
- NOC Augmentee (NOCAUG). See note 1.

- Operations Section Chief (OSC).
- Planning Section Chief (PSC).
- Public Information Officer (PIO) – Any Level. See notes 4 and 5.
- Resources Unit Leader (RUL). See note 4.
- Search and Rescue/Disaster Relief Mission Pilot (MP).
- Situation Unit Leader (SUL). See note 4.
- Transport Mission Pilot (TMP).
- Unit Alert Officer (UAO)
- Urban Direction Finding Team (UDF). See note 4.
- Water Survival (WS). See note 3.
- Wing Alert Officer (WAO)

Note 1: The CISM, ARCHER and NOC Augmentee specialties can only be entered or updated in Ops Quals by NHQ personnel at this time.

Note 2: Personnel current and qualified as an ADIS Operator are automatically qualified as an AP. Personnel that are considered current and qualified Airborne Photographers are NOT automatically qualified as ADIS Operators, but they have already completed many of the tasks that are required for qualification.

Note 3: Training for Airborne Photographers, ADIS Operators, Mountain Flying Certification, and Water Survival has been available, but has not been consistently recorded in Ops Quals. Wing commanders (or higher) or their designees will need to determine who of their current personnel meet the published requirements, and authorize these qualifications in Ops Quals.

Note 4: New training programs and levels in certain specialties are currently in development. In order to allow enough time for proper testing and fielding of new curricula and to avoid delaying the release of this regulation, these new specialties were included in the regulation even though CAP is not ready to implement all of these specialties at this time. As these new or revised specialties are implemented, transition guidance including grandfathering, equivalency, and currency procedures will be posted on the NHQ CAP/DOS website and personnel will be notified via the chain of command.

Note 5: The specialty qualification of Information Officer is initially being changed in name only to coincide with NIMS guidance to Public Information Officer (PIO). All personnel holding the current specialty or in training for the specialty will automatically have this designation changed in Ops Quals. Transition guidance will be provided as levels are added.

g. There are some duty positions that CAP does not have specific specialty qualifications identified. Any CAP IC can appoint any GES qualified member to fill these gaps in order to meet the needs of the mission, but must use good judgment to select personnel who have the appropriate training and backgrounds to be able to successfully complete their assignment.

2-4. Renewal of Specialty Qualification.

a. Most specialty qualifications generally expire 3 years from the date the qualification was attained. Exceptions are listed in table 2-1. Wings will develop plans to ensure that the majority of their qualified members will not expire at the same time.

Table 2-1. Specialty Qualification Expiration Exceptions

Specialty Exceptions	Reason for Exception
General Emergency Services	Specialty expires 180 days after a new CAPT 116 is issued if the member does not successfully complete the new CAPT 116 or the member has not completed OPSEC training by 1 April 2008. The member's electronic CAPF 101 will note "NO EXPIRE" as long as the member has completed the current CAPT 116 and OPSEC.
Transport Mission Pilot	Specialty expires when the member's CAP pilot status lapses, is suspended or is revoked, or if the member's GES specialty expires. The member's electronic CAPF 101 will note "NO EXPIRE" as long as he/she is GES qualified and remains a current CAP pilot.
SAR/DR Mission Pilot	Specialty expires if CAP pilot status lapses, is suspended or is revoked, or the pilot's CAPF 91 lapses. The expiration date on the CAPF 101 is set to two years from the current CAPF 91.
Critical Incident Stress Management – Any Level	Specialties expire if the member's GES specialty expires or when the member is removed from a CAP CISM Team. The member's electronic CAPF 101 will note "NO EXPIRE" as long as the member remains current.
CERT	Specialty expires if the member's GES specialty expires. The member's electronic CAPF 101 will note "NO EXPIRE" as long as the member remains current.
ARCHER Operator	Specialty expires if the member's GES specialty expires or if the member's operator status is revoked. The member's electronic CAPF 101 will note "NO EXPIRE" as long as the member remains current.
NOC Augmentee	Specialty expires if the member's GES specialty expires or is removed by NHQ. The member's electronic CAPF 101 will note "NO EXPIRE" as long as the member remains current.
All Specialties	Members failing to complete CAPT 117, OPSEC or NIMS Training as required will not be allowed to renew a qualification until the appropriate requirements are met.

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

- (1) Be a current CAP member.
- (2) Be evaluated on at least one mission (actual or training) every 3 years by a qualified evaluator as outlined in paragraph 2-2a in each specialty (or equivalent higher specialty) for which renewal is requested. A matrix of equivalent specialties is available on the NHQ CAP/DOS website.

(a) During the evaluation, candidates will be required to demonstrate their ability to perform and/or evaluate annotated tasks on the SQTR required to qualify in that specialty. Not all tasks are required to be demonstrated; generally only advanced level tasks are required to be re-demonstrated. Most formal courses do not have to be re-accomplished though some are recommended like first aid training.

(b) This evaluation does not have to be completed on an Air Force approved training mission, and courses that must be re-accomplished need not be completed at the same time as the evaluation.

(c) The evaluation is meant to be a practical check of a member's currency and proficiency to serve in a specialty on a mission.

(d) CAPF 91, *CAP Mission Pilot Checkout*, check rides will be considered equivalent to this evaluation for all aircrew positions for mission pilots. A separate evaluation is not required.

(3) Have satisfactorily completed applicable parts (see paragraph 2-3e) of the current CAPT 116, *General Emergency Services Questionnaire*.

(4) Have satisfactorily completed the current CAPT 117, *Emergency Services Continuing Education Examinations*. CAPT 117 is conducted in three parts: one for aircrew members and flight line personnel; one for ground and urban direction finding teams; and one for mission base staff.

(5) Have satisfactorily completed current OPSEC Training.

(6) Have satisfactorily completed current NIMS training as applicable.

c. Members should periodically review their electronic records in Ops Quals to be sure they will complete requirements to remain qualified in a specialty.

d. The wing commander (or higher commander) or their designee will renew the IC specialty rating. Since the wing commander is required to review documentation to renew these specialties, members must be prepared to send the required documentation to the wing commander in a timely manner prior to the expiration of these rating(s).

2-5. Re-qualification Procedures for Expired Specialties.

a. Individuals previously qualified in various specialty qualification areas may re-qualify without re-accomplishing all initial training requirements. These personnel must demonstrate proficiency in the specialty to re-earn their expired qualification by:

(1) Accomplishing any tasks not previously completed on the current SQTR,

(2) Being evaluated by a qualified supervisor on at least one mission (training or actual) in each specialty (or equivalent specialty as outlined on the NHQ CAP/DOS website), and

(3) Satisfactorily completing applicable parts of the current CAPTs 116, 117, OPSEC Training, and NIMS Training.

b. The wing commander or his or her designee will approve re-qualifications.

2-6. Transfers From Other Wings. Specialty qualification ratings issued in one wing or region will normally 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 must contact the new wing (or higher unit) and provide copies of his or her emergency services records to the member's unit of assignment. Electronic records will automatically be transferred once a member's transfer request is processed by national headquarters. When a member transfers to a new wing he or she may have to accomplish additional training to remain qualified based on approved supplements to this regulation in the new wing.

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

c. Personnel requesting transfer of IC qualification may be required to demonstrate proficiency through participation in emergency services missions under the supervision of a qualified IC from the new wing (or higher unit). IC qualifications will not directly transfer from one wing to another. The new wing or higher unit commander or designee must approve the transfer before it will be reflected in Ops Quals.

2-7. Documentation. The individual member is responsible to maintain copies of documentation of their qualifications. Members will likely need more than old 101 cards to prove completion of training, especially when requirements change and some grandfathering of qualifications may not be allowed in the future.

CHAPTER 3 – AIR FORCE-ASSIGNED TRAINING/EVALUATION MISSIONS

3-1. General. This chapter outlines responsibilities and procedures for planning and conducting Air Force-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. CAP-USAF 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 Air Force-assigned training/evaluation missions with the respective wing's state director (SD).

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

3-3. Air Force-assigned Reimbursable Training and Evaluation Missions.

a. The goal of Air Force reimbursable training missions and the evaluation program is to assist CAP in developing and maintaining effective, efficient, and safe mission operations. Operational evaluations provide the Air Force 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 MOUs. 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. Training funds and missions can be used to fund CAPF 5, *CAP Pilot Flight Evaluation-Airplane*, and CAPF 91, *CAP Mission Pilot Checkout*, checkrides as well as other proficiency training for emergency services qualified personnel and trainees. A full mission staff is not required, but proper overhead staffing should be provided to maintain a safe operating environment for all participants:

(1) For checkrides and other approved flying clinics, a properly documented flight release officer or IC must release all flights.

(2) For all other Air Force approved training, the proper staffing will be approved and agreed to during the planning of the mission, prior to commencing operations. Some training missions do not require a full complement of mission staff.

d. Air Force-assigned training missions are planned to accomplish specific training requirements. The specific training objectives must be reviewed and approved by the CAP-USAF SD through the WMIRS training mission request process. CAP-USAF may utilize CAP personnel as trusted agents or expert advisors on monitored training missions, and fund that support on invitational orders in accordance with current CAP-USAF policy.

e. Air Force-required evaluations are administered under the control of the CAP-USAF liaison region. Wing liaison personnel and other active duty or reserve Air Force personnel may assist liaison region personnel in forming the Air Force evaluation team. CAP personnel may be used as trusted agents on evaluation missions in order to provide a fair and independent evaluation, and also prevent any appearance of impropriety on a wing's evaluation.

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

3-4. Air Force-assigned Non-Reimbursable Training Missions for CAP Resources. Air Force-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 to conduct additional training activities beyond those authorized for Air Force reimbursement, while still providing FTCA and FECA coverage. Non-reimbursable training missions will be planned to accomplish specific training requirements. Specific training objectives must be reviewed and approved by the wing commander prior to requesting mission authorization.

3-5. Scheduling and Requesting Air Force-assigned Training or Evaluation Missions.

a. **General.** Subject to availability of funds and other necessary resources, each wing and region is authorized the following evaluation and training missions during the federal fiscal year:

(1) 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 (wing/region commanders will prioritize available training funds to meet the wing/region's most critical training requirements):

(a) Emergency Services and other Operations training missions; this training is expected to prepare members to meet AFAM requirements and earn emergency services specialty qualifications; any training for tasks required to become qualified may be included in this category. For example, communications user training for personnel that will operate radio equipment on missions would be acceptable as well as water survival training for aircrew members in coastal states, or first aid training for ground teams. A full mission staff to provide selective task training is generally not required but certain staffing or other safety requirements may be required by the mission approval authorities.

(b) Administrative/training missions in support of Subordinate Unit Inspections (SUI) as prescribed by CAPR 123-3, *CAP Compliance Assessment Program*,

(c) National Check Pilot Standardization Courses

(d) Mountain flying Clinics and Mountain Fury Courses

(e) ARCHER Training by NHQ approved instructors

(f) Administrative/training missions in support of SET training

(g) Flight clinics or training flights where training supports any Air Force-Assigned Mission conducted under an approved training syllabus (See CAPR 60-1). Training cannot lead to a higher airman rating or certificate

(h) CAPF 5 and 91 checkrides for personnel eligible to fly AFAMs. Only one CAPF 5 and one CAPF 91 is normally funded for mission pilots and trainees annually. Multiple checkrides may be reimbursed as funds are available. Initial CAPF 5 checkrides and checkrides conducted to reinstate a pilot following a mishap may not be funded with Air Force training funds, but wings may choose to fund them with corporate funds. Wing commanders are responsible for establishing policy and specifying which wing members receive reimbursed checkrides. Priority should be placed on checkrides in the following order: mission check pilots, SAR/DR mission pilots, check pilots, instructor pilots, transport mission pilots, and then cadet orientation pilots.

b. Required Evaluation Scheduling. The responsible CAP-USAF liaison region will schedule each wing for one evaluation at least every other year (may be combined). The liaison region commander will coordinate with the respective CAP-USAF SD 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. Air Force-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 or designee will plan and estimate the cost of the mission and, in each case will input the mission request into WMIRS.

(1) The CAP wing/region commander or designee prepares a WMIRS mission request to include a detailed training scenario. Once approved by the wing or region commander, the request is automatically forwarded to the CAP-USAF SD. After approval by the SD, the request is forwarded to the CAP-USAF liaison region. The WMIRS mission request should be provided to the CAP-USAF liaison region as soon as feasible prior to the activity date to allow the liaison region to find staff to attend and support the training as necessary. WMIRS training mission requests must be available in WMIRS for the state director's approval at least three weeks in advance of the mission start date. Waiver authority rests with the CAP-USAF liaison region director of operations or commander, and requires concurrence of the CAP wing commander and the CAP-USAF SD. Training scenarios and requests should contain at the least the following:

- (a) List in sentence form the achievable objectives of the training mission.
- (b) Give detailed information on how the training scenario will support and enhance the wing's ability to perform these missions.
- (c) Attach an example of any specific mission tasking that will be assigned. (Example – details of a specific photo mission assignment for the aircrew to photograph).
- (d) List unique training areas such as water survival training, soft field landings and take offs, or tactical communications – provide specific details.
- (e) List the approximate number of members expected to attend the training, and resources required for the training.
- (f) List in sentence form, what safety areas will be emphasized in the training.
- (g) If classroom (non-flying) training will be conducted – provide detailed listing of training and what areas will be emphasized.
- (h) List approximately how many total ground and air sorties will be conducted by this training mission, and if any member owned or furnished equipment will be utilized.
- (i) Provide the following areas if needed:

1 If non-CAP personnel will participate in the training mission, list their name, connection to CAP's missions, and purpose at the training mission.

2 For multi-wing training missions, list the wings that will participate. If each wing participating will fund its own training, then a separate mission number will need to be assigned for each wing. Note: the "duplicate mission" function in WMIRS may be utilized to avoid having to retype the same information for multiple wings.

3 If you request reimbursement of expenses for a guest instructor, list instructor's name, arrival date, expected RON costs and costs of any other additional expenses.

4 If you expect personnel to remain overnight for training, training will require commercial travel, or meals will be provided on site, and you plan to request reimbursement costs for any CAP personnel attending, outline expected costs and expenses and provide adequate justification.

5 If the training required has known miscellaneous costs for things like printing or copies, first aid training instructor or other course fees, equipment rental or other necessary supplies to make training successful, and you plan to request reimbursement, outline expected costs and expenses and provide adequate justification.

(2) If approved, the CAP-USAF liaison region will authorize the mission in WMIRS.

(3) WMIRS will not allow users to claim expenditures in excess of the funds requested and approved by the CAP-USAF liaison region. Should the mission go over budget, the wing may be responsible for the additional expense and/or will need to shift funds from other areas of the wing's appropriated training budget to cover the additional expenses. CAP-USAF liaison regions must approve any budget increases requested.

3-6. Monthly Missions. Some routine missions following established plans like mission pilot proficiency flying are approved on a monthly basis for eligible members. By the 5th calendar day of each month, CAP wing commanders, or their designees, will provide their SD with an updated list of CAP pilots who are current and qualified to act as PIC of missions flown in AFAM status. The SD will provide mission approval through WMIRS in conjunction with the wing's monthly PIC list. It is the responsibility of the CAP wing to ensure that pilots on the list are current and qualified. Detailed mission directives are also available in WMIRS.

3-7. Air Force Reimbursement. Reimbursement procedures will be in accordance with CAPR 173-3.

3-8. Mission Reports.

a. Air Force evaluation team members use CAP-USAFI 10-2701, attachment 7, as a guide during required evaluations and optional training missions. Results of required evaluations are documented and sent to the respective CAP wing commander and to HQ CAP-USAF/XO. Wing commanders must 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 must forward these responses not later than 30 days following receipt of the report from the Air Force evaluation team.

b. Optional training mission reports are prepared by the CAP-USAF SD or his/her designee and provided to the CAP wing commander. The CAP-USAF SD maintains a file copy. At the discretion of CAP-USAF state director, mission results are reported using a simple narrative of activities and findings. 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.