

**CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
RAPID RESPONSE TRAINING OPERATIONS PLAN, _____ WING**

MISSION DATE _____

1. **SITUATION.** The Civil Air Patrol, the United States Air Force Auxiliary (CAP), is developing a capability to respond rapidly to emergency services requirements for aerial imagery during Disaster Relief (DR), Search and Rescue (SAR), Homeland Security (HS) or Counter Drug (CD) missions. The goal is to have every CAP wing staffed, trained and equipped with selected personnel/teams available 24/7 who are prepared to respond rapidly and safely to disaster relief efforts within two hours of activation.

2. **MISSION.** The primary purpose of the training is to develop and improve standardized skills in rapid response, mission airmanship, aircrew coordination, aerial and ground imagery, transmission of imagery results (both from the air and from the ground and overall staff), aircrew and ground team coordination and teamwork. Training will emphasize total mission capability and safe performance. The mission symbol is “A5” if SAR/DR training funds are used or “A3” if CD funds are used.

3. **AUTHORIZATION AND FUNDING.** Headquarters CAP and CAP-USAF authorize up to four hours of flight time monthly for each Wing’s Rapid Response team. Currently, funding will come out of each Wing’s SAREX/DR (or CD funds if the training has a CD nexus) budget. It is suggested that the initial training be incorporated as part of a regular SAREX/DR (or CD if crew is CD qualified and the training has a CD nexus) training mission. Once teams have been established with the basic skills to conduct an aerial/ground imaging mission, then special training missions should be established for the designated Rapid Response air/ground teams.

4. **NOTIFICATION.**

- a. Qualified personnel will be designated by the Wing Commander
- b. The Incident Commander (IC) will notify participating personnel of the training date and start time

5. **FORCES.**

- a. All personnel involved in this training must meet the required qualifications (See Annex B-2)
- b. Minimum Staff: IC (at least two other staff members required if more than a total combination of 3 ground teams/aircrews participate)
- c. Aerial crew(s): Mission Pilot plus two other qualified aircrew members
- d. Ground team(s): Minimum of two qualified ground team personnel
- e. Oversight by CAP-USAF personnel

6. **ORGANIZATION.**

- a. The Wing Project Officer is _____ Tel.# _____ E-Mail _____
- b. The Incident Commander is _____ Tel.# _____
- c. The Wing units participating are _____
- d. The mission base location is _____ Tel.# _____

e. The training, debriefing, and evaluation functions will be conducted by _____

7. **AIRCRAFT.** Only CAP corporate aircraft will participate in this training. Each Wing will provide mission capable aircraft. Any designated aircraft should have the required external power sources, communication equipment, imaging equipment, external antenna, window opening capability and any other mission requirements that develop.

8. **UNIFORMS AND ATTIRE.**

Crews and staff members may wear any approved CAP uniform per CAPR 39-1 suitable for mission requirements, personal safety and weather conditions.

9. **INCLEMENT WEATHER.**

The IC will suspend or cancel the training mission depending upon prevailing and forecast weather conditions.

10. **SAFETY.**

Safety of personnel and aircraft will be paramount. All FAA and CAP regulations and directives will be adhered to.

11. **DISASTER OR REDCAP.**

Actual emergencies may impact the training mission. The IC will determine if the training mission will be terminated and resources re-directed in support of the disaster/SAR.

12. **MISSION FUNDING.**

- a. Maximum \$ _____
- b. Estimated flight cost \$ _____ Estimated time _____
- c. Estimated Communications cost \$ _____
- d. Estimated Ground Vehicles cost \$ _____ Estimated miles _____

13. **AIR FORCE MISSION NUMBER.** A CAPF 10, accompanied by this plan will be submitted IAW CAP regulations.

ANNEX A – TASK ORGANIZATIONS

1. **Wing.**

The Wing Commander is responsible for overall operations, personnel, and support.

- a. Project Officer (Wing). The project officer is responsible for directing, record keeping, scheduling, coordination and evaluation. The Project Officer will prepare the CAPF 10 for each training mission.
- b. Incident Commander (IC): The Wing Commander (or designee) will name an IC who will direct staff assignments, training, operations and oversee all CAP mission activities. The IC is responsible for ensuring the safe and efficient conduct of operations. The IC will work in coordination with the CAP-USAF State Liaison Office(LO) and the Wing Rapid Response Project Officer to prepare:
 - (1) Schedule

- (2) Departure and recovery procedures
 - (3) NOTAMS, and local area procedures
 - (4) Target location(s)
 - (5) Communications plan
 - (6) Safety concerns
 - (7) Provide an incident command post (room or communications vehicle with appropriate equipment)
 - (8) Provide reliable computer and VHS systems to receive and display slow scan images and copy VHS tapes at the Incident Command Post
- c. Safety Officer (IC may fill this position) will enforce flight and ground safety procedures including:
- (1) Accomplish Operational Risk Management Assessment
 - (2) Inspect airport facilities
 - (3) Brief aircrews on ground and flying safety topics as appropriate
 - (4) Continually monitor air and ground operations
 - (5) Report safety hazards/violations/incidents/accidents to proper authorities
- d. Planning Section Chief (or IC if no planning section chief) is responsible for:
- (1) Checking credentials at mission initialization
 - (2) Providing applicable CAP & ICS forms and maintaining incident documentation.
The IC should have a kit with forms to work from initially, but additional copies may need to be made.
 - (3) Coordinating the development of the Incident Action Plan
- e. Operations Section Chief (or IC if no operations section chief) is responsible for:
- (1) Managing operations outlined in guidance from the IC and the Incident Action Plan
 - (2) Maintain control of tactical resources
 - (3) Coordinate briefings and de-briefings of crews with other staff functions

ANNEX B – OPERATIONS

1. General.

- a. All operations for the aircrew will begin and end at _____ Airport (identifier) located at _____
- b. Basic aircraft servicing will be available.
- c. Transportation to the mission base shall be the individual's responsibility.

2. Staff, ground teams, and aircrews.

- a. Be selected by the Wing Commander (or designee) as fulfilling the following requirements :
 - (1) Team position needs and skill level
 - (2) Close proximity to other team members and airport/aircraft or ground vehicle
 - (3) Available to mobilize on a 24/7 schedule.
 - (4) Ability to be airborne or on the road within two hours.
- b. Be qualified in their respective positions (IAW CAP regulations).
- c. Have appropriate aeronautical charts, pertinent maps (including “Gazateers”), plotters, and flight computers to perform the mission.
- d. Have digital cameras and slow scan equipment (including video camera, VHS tape,

- modem, audio hookups, extra batteries, necessary computers, clipboards, recording forms, communication equipment, and landline for computer and phone.
- e. Personal overnight kits for up to 48 hours away from home.

3. **Arrival and Briefing.**

Personnel will sign-in, have available credentials and obtain mission briefing.

- a. Incident Commander: Roll call and time hack
- b. The aircrew briefing will include:
 - (1) Safety instructions
 - (2) Mission objectives
 - (3) Target description and location by sectional grids, latitude-longitude, and/or significant landmarks
 - (4) Routing to and from base
 - (5) Altitudes en route and target area
 - (6) En route flight precautions: obstructions, restrictions, traffic, weather, nearby airfields
 - (7) Flight Communications: frequencies for mission and required transmissions
 - (8) Navigational aids, current en route charts (VFR and IFR if anticipated), topographic and any other pertinent maps (“Gazateer”)
 - (9) NOTAMS
 - (10) Weather (including heat index/wind chill factors)
 - (11) Risk analysis and management for each specific mission
 - (12) Determining crew duty day limits/restrictions

4. **Times.**

- a. The flight crew shall record:
 - (1) Start time for crew duty day
 - (2) Initial call for the exercise opening
 - (3) Time of arrival at mission base
 - (4) End of briefing time/start of crew planning time
 - (4) Take off time
 - (5) Imagery mission times
 - (6) Landing time
 - (7) Debrief time.
- b. All times turned into the de-briefer.

5. **Flight Operations.**

- a. Aircraft will be inspected using CAPF 71 prior to departure from home unit or first sortie
- b. Use strict checklist discipline and compliance with the sequence and actions contained in the POH. Aircrews will verbalize the checks.
- c. Landing lights, strobes, and pulse lights are required during all ground and flight operations to enhance recognition and collision avoidance.
- d. Target information may be assigned using grid, GPS or direct visual identification. Each sortie may conduct more than one imagery assignment.
- e. Flight time should not exceed two hours for each sortie.
- f. In flight, crews will monitor 121.5 and any practice/training ELT frequency used
- g. Special safety considerations

- (1) _____
- (2) _____
- (3) _____
- (4) _____

6. Vehicle Operations .

- a. All CAP drivers of CAP vehicles shall carry a current state driver's license and CAPF 75, CAP Motor Vehicle Operator ID Card.
- b. Minimum equipment, documents, and placards will be provided IAW CAPR 77-1, Operation and Maintenance of CAP Owned Vehicles.
- c. A Vehicle safety inspection IAW CAP regulations will be conducted by the operator of each vehicle prior to use on the mission.

7. Cadet Operations .

- a. Qualified cadets may participate in the exercise as long as CD funds are not being used. Cadets are prohibited from participating as aircrew members unless 18 years of age or older and properly qualified.
- b. Cadets may support the following ground staff positions:
 - (1) Administration
 - (2) Radio operations
 - (3) Computer operations
 - (4) General ES tasks as assigned

8. Mission Base .

- Airfield GPS coordinates: _____
- NAVAIDS: _____
- Airfield info: _____
- Elevation: _____
- Pattern altitude: _____
- Runways: _____
- Lighting: _____
- Approaches: _____
- FBO: _____
- Fuel: _____
- Credit Cards: _____
- Parking area: _____
- Telephone #: _____
- Special arrival instructions: _____

9. Mishap.

- a. In the event of a reportable mishap, the IC and Project Officer will ensure all reporting actions are taken IAW CAPR 62-2, including briefing all participants to refrain making any comments to the media. Refer media representatives to IC or public affairs/information officer if available. CAP Regulation 62-2 will be available and strictly followed in the event of a mishap.
- b. Locally available medical assistance:

ANNEX C - LOGISTICS

Fuel. All aircraft will generally be topped off with fuel (commensurate with Wing procedures, aircraft performance and weight and balance restrictions) prior to departing the mission base, and after return to home base. Purchase of fuel will be made in accordance with Wing policy.

ANNEX D - COMMUNICATIONS

1. Radio Procedures.

- a. Mission Base communications will activate and be deactivated as directed by the IC. Communications traffic handling is in accordance with CAPM 100-1.
- b. Aircrews will contact Mission Base prior to taxi and at previously briefed required times (takeoff, entering and exiting assigned grids, ops normal times, etc.).
- c. Aircrews will perform an operational slow scan check with Mission Base after engine start-up and prior to taxi.

2. CAP Frequencies.

- a. Primary _____
- b. Alternate _____
- c. Mission Base _____
- d. Slow Scan _____
- e. Air/Ground Coordination _____

3. Local Air Traffic Control Frequencies.

- a. ATIS _____ TWR _____ GND _____ UNICOM _____ CTAF _____
- b. APP/DEP Control _____
- d. FSS _____
- e. WX _____

ANNEX E - ADMINISTRATION

1. In-processing.

All personnel will in-process at mission base immediately with time of arrival noted:

- a. Check CAP Membership Card (all)
- b. Check CAPF 101, CAP Specialty Qualification Card (all)
- c. Check CAPF 76, CAP Radio Operator Authorization (all)
- d. Check FAA Pilot Certificate (pilots)
- e. Check FAA Medical Certificate (pilots)
- f. Check CAPF 75, CAP Motor Vehicle Operator ID Card (vehicle drivers)
- g. Check State Driver's License (vehicle drivers)
- h. If applicable, present in-bound CAPF 104 or 84, Mission Flight Plan (aircrews) or CAPF 109 (ground and UDF teams)
- i. Pilots will have a copy of their Form 5 and Form 91 available

2. **Reimbursement.** The unit or member requesting reimbursement will complete a CAPF 108 in accordance with wing directives. The individual, aircraft, and/or vehicle must be registered in applicable forms (usually ICS 201 or ICS 211 and ICS 218) to qualify. Processing of CAPF 108 will be in accordance with CAPR 173-3 and individual wing procedures for funded missions.

ANNEX F – STANDARD RAPID RESPONSE AIRCREW PROFICIENCY TRAINING FLIGHT PROFILE

This Annex provides a recommended crew-conducted proficiency flight profile to improve crew skills, confidence and currency in SAR and CD missions, DR assessment missions and Homeland Security missions. It is recommended that the procedures outlined below be accomplished at least once each 30 days to maintain proficiency. Crews should become capable of deploying and completing all objectives independently without expectation of assistance from ground or mission staff personnel. The goal is that the rapid response aircrew will be flexible, independent, efficient and capable of delivering a successful outcome to a variety of missions. If the unit/team does not have some of the equipment (GPS titling/slow scan) mentioned below, perform other parts of the profile. An ability to deliver quality information in a timely manner to our customers is the key to our success and overall mission goal.

1. General

- a. Crew is alerted by IC or leader through normal Wing/unit protocol – phone, pager, etc.
- b. Crew is briefed by IC or designee.
- c. Aircrews will train for two mission types:
 - (1) Digital photography
 - (2) Disaster Assessment – photo/video
- d. An optimal aircrew (3) should consist of at least two pilots with one pilot having an instrument rating. At least one crewmember should be competent in photo/video procedures. At least one crewmember must have computer skills sufficient to accomplish mission requirements.
- e. Rotation of team members is encouraged when feasible so each crewmember will be competent in each position. Instrument pilots should make practice instrument approaches whenever possible.
- f. Total flight time for the day should be at least one hour but usually not greater than 2 hours. Proper planning should ensure training objectives are met in an efficient manner. Total exercise time from sign in to sign out should range between four to six hours. As crews get more proficient, the entire exercise could be completed in less than four hours.
Safety WILL NEVER be compromised for speed.
- g. Mission Pilot, Observer and Scanner will use checklists for their respective positions.

- h. Missions should utilize standard grid search techniques for a small target. Key training concepts should be grid search, target location and identification, and a digital photo of target. Total flight time should not exceed 1 hour for this portion of training.
- i. After the SAR mission portion, aircrews can land and rotate positions if planned or proceed direct to the preplanned Disaster Assessment mission. As much as practical should be completed from the following Video/Photo Checklist (depending upon equipment availability and type). For example, the aircrew should practice capturing images onto a computer, and emailing the photos along with a detailed description of the target to other squadron or wing members for training purposes. Total flight time should not exceed 1 hour for this portion of training.
- j. Post flight debriefing and quality assurance is essential for all missions. The post flight photo/video editing, printing, storing and sharing will usually take at least one hour. This is an essential part of the exercise and the most important element for critiquing, learning, and improvement

2. Video/photo Checklist

a. PREFLIGHT

- (1) Battery – 60 minutes minimum
- (2) Video Tape – VHS in case for edit, MINI DV (or appropriate media) in camera
- (3) Memory Stick, CompactFlash, SmartMedia or appropriate storage media for Still Photo Digital Camera
- (4) Slow Scan Connections
 - (a) Camera video out – (YELLOW) to titler VIDEO IN
 - (b) Slow Scan – SELECT VHF proper frequency as appropriate
 - (c) Audio – Mic jack (RED) connected to aircraft intercom
 - (d) Titler – VIDEO OUT to SLOW SCAN (If GPS Titler is used)
- (5) Radio
 - (a) Channel Corresponds w/ Ground Receiving Gear
 - (b) NORMAL: VHF _____ or OTHER FREQ _____
- (6) Front seat photo – Seat back and Window Hinge removed (If necessary)
- (7) Back seat photo – Window clean
- (8) Think about objective and how you will communicate assessment to customer by radio

b. RUNUP

- (1) Titler, GPS & Radio ON
- (2) Proper frequency
- (3) SLOW SCAN transmittal test to base

c. ENROUTE

- (1) Double check intercom audio
- (2) Heads Up Call – Pilot/Observer announce ETA to target
- (3) Aircraft Panel GPS – LAT/LONG Display

d. ON TARGET - VIDEO

- (1) Target ID pass low enough to identify target
- (2) Check coordinates
- (3) Select “camera” setting
- (4) Slow aircraft with notch of flaps
- (5) 1 mile 1000’ AGL footprint facing north – Slow zoom in and out - 20 seconds
 - (a) Say - Local time
 - (b) Say - Altitude/airspeed
 - (c) Say - Looking north
 - (d) Provide Detailed Target Information
 - (e) Say latitude/longitude
 - (f) Observer reads name of structure, roadways, water level, size, color, etc.
 - (g) $\frac{1}{4}$ - $\frac{1}{2}$ NM 500’ Circle – start & finish looking north little zoom
Start wide – finish wide – slowly use $\frac{1}{2}$ zoom
- (6) Note any additional target details. Obtain lat/long.
- (7) Repeat as necessary. Film is cheap.

e. STILL PHOTO RUN

- (1) Same as above
- (2) Wide angle shots – facing north
- (3) Close up shots – All directions including overhead
- (4) Take plenty
- (5) Make sure date-time on

f. SLOW SCAN IMAGES

- (1) Get altitude if necessary for line of sight - loiter over target
- (2) Select “VTR” – rewind video – playback
- (3) Date/time stamp should not appear in viewfinder unless GPS titler is not in use.
- (4) Pause best wide frame, capture, digitize, transmit
- (5) Pause best close-up & capture, digitize, transmit
- (6) Ask IC if need for additional images before leaving target

g. TWO CAMERA VIDEO OPS FOR LAT/LONG TITLING

- (1) Indicated for multiple damage assessment targets and slow scan not necessary – e.g. River, coastline surveys)
- (2) Shooting camera connected to GPS titler “VIDEO IN”
- (3) Shooting camera set to “CAMERA”
- (4) Record camera connected to GPS titler “VIDEO OUT”
- (5) Record camera set to “VTR”
- (6) Audio jack connected to record camera microphone (audio may not be available on some camera models)
- (7) GPS titling appears in record camera viewfinder
- (8) Press record as appropriate-Both cameras

- h. ENROUTE
 - (1) Playback and note best segments for editing
 - (2) Review photo logs
- i. LANDING
 - (1) GPS titling tape delivered to customer
 - (2) Shooting camera tape delivered to PAO
- j. AFTER LANDING - Stow gear in case
- k. EDITING
 - (1) Set camera to VTR for playback
 - (2) Date/time stamp ON.
 - (3) Capture best images and save as JPEG
 - (4) Save as "targetnamelat-long" e.g. Hwy90redrvr30155-93156
 - (5) Annotate images for printing – if impractical use pen
 - (6) Arrow pointing North in upper left hand corner
 - (7) Lat/long in upper right hand corner
 - (8) One-inch line w/ arrow pointing to target
 - (9) Label other noticeable landmarks - rivers, highways, railroads
 - (10) Copy best video segments to VHS or DVD
 - (11) Connect A/V RCA jacks to "VIDEO IN" of recorder
 - (12) Copy saved images to CD-ROM
- l. DELIVERY
 - (1) Label everything.
 - (2) Post images on WMIRS and email to Wing Project Officer.
 - (3) WMIRS post: <https://data.ntc.cap.gov/wmirs/login.htm>
 - (4) Hand deliver printed images to IC/Project Officer
 - (5) Hand deliver edited VHS tape, DVD to IC
 - (6) Hand deliver original tape w/ camera and brief IC.
- m. SHUTDOWN
 - (1) Recharge batteries and install fresh tape
 - (2) Return and store equipment in mission ready status per Wing procedure
- n. PUBLIC AFFAIRS
 - (1) Email still images to Wing PAO – Prefer 1megapixel or greater
 - (2) Insert WMIRS address and CAP Homepage address
- o. FINER POINTS
 - (1) Video CAP & Wing Patch on first & last 10 seconds of tape
 - (2) Video and Still Pictures of Road Map & Sectional of area
 - (3) Label everything – Tapes, CD-ROM, Photo Storage Media
 - (4) Scotch tape CAP Business Card to top of VHS Tape Include CAP & WMIRS address www.ntc.cap.gov/ops/wmirs & CAP Homepage

www.capnhq.gov on emails and CD ROMs

(5) Customers want date/time stamp.

p. WMIRS FINER POINTS

- (1) Have accurate GPS coordinates for all images
- (2) Put as much information as possible in “Comments”
- (3) If TEMPEST RAPID Reports used - put in comments
- (4) Use “copy and paste” tools if copying from other sources
- (5) Describe each photo as much as possible in one line caption
- (6) Don't close mission unless and until IC says so

ANNEX G - AFTER ACTION REPORT

Every training mission completed under this Operations Plan must be followed-up with an after action report. This report is prepared by the Incident Commander and is sent to both the Wing Project Officer/Director responsible for Rapid Response training and the CAP-USAF State Liaison Office within 30 days. Report on both favorable activity results as well as areas in need of improvement.