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This instruction implements AFI 10-2701, *Organization and Function of the Civil Air Patrol*, and details the responsibilities and procedures of the Civil Air Patrol – United States Air Force (CAP-USAF) in supporting and employing the Civil Air Patrol (CAP). It includes responsibilities and procedures for authorizing, overseeing, evaluating, and reporting Air Force-assigned missions of the CAP. It applies to all CAP-USAF offices coordinating, authorizing, and evaluating CAP operational and training missions. Submit an AF Form 847, *Recommendation for Change of Publication* to the OPR to recommend changes to this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. A glossary of references and abbreviations is included at Attachment 1.

SUMMARY OF CHANGES:

This interim change updates and adds additional guidance, clarifies some areas in error and adds the approval of CAP's JROTC orientation flying program. A margin bar (|) indicates changed material.

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Chapter 1

CAP-USAF RESPONSIBILITIES

CAP-USAF is responsible for ensuring the CAP is organized, trained, and equipped to fulfill AFAMs. CAP-USAF provides day-to-day advice, liaison and assistance to the CAP, with particular emphasis on safety, mission validation, and programmatic oversight. CAP-USAF serves as the Program Office for the Air Force Cooperative Agreement with CAP. The CAP-USAF/CC is the Program Manager.

1.1. HQ CAP-USAF is responsible for the following:

1.1.1. Review and submit CAP's annual financial plan and program request to AETC through AU.

1.1.1.1. CAP-USAF/CC or his designee is the approval authority for release of all financial taskings.

1.1.1.2. Upon CAP-USAF/CC approval, CAP-USAF/FM will submit to AU/FM or AU/XP financial plan and program request in the format and within the timelines prescribed by AU each fiscal year.

1.1.2. Provide functional interface between federal agencies and the CAP, including assisting in development of MOU or MOA with those agencies. A list of the federal MOUs is available on the CAP national website (http://level2.cap.gov/general_counsel/mous).

1.1.3. Review and coordinate on all CAP regulations to ensure compliance with AFIs, the CA, and SOW.

1.1.4. Review and coordinate on all CAP Corporate MOUs, MOAs, or other formal agreements with state and local agencies which involve use of federally provided resources. CAP-USAF will ensure these agreements do not conflict with AFAM priority.

1.1.5. Approve the receipt of federally funded CAP property. All equipment/property purchased with appropriated funds valued at greater than \$5,000 will be approved prior to purchase.

1.1.6. Provide disposition instructions for all federally funded CAP equipment/property.

1.1.6.1. Provide disposition instructions for "replaced" and "excess" equipment/property with a fair market value of over \$2,000 IAW CAP-USAFI, 23-205.

1.1.6.2. Provide disposition instructions for "replaced" equipment/property with a fair market value of \$2,000 or less. Normally, it is not feasible to trade in or sell the equipment/property with a fair market value of \$2,000 or less; therefore, the Program Manager and Grants Officer have pre-approved the disposition. Equipment/property with a fair market value of \$2,000 or less will be turned in to a servicing DRMO IAW CAP-USAFI, 23-205.

1.1.6.3. Provide disposition instructions for “excess” equipment/property with a fair market value of \$2,000 or less. The Program Manager and Grants Office have pre-approved the disposition. Equipment/property with a fair market value of \$2,000 or less will be turned in to a servicing DRMO IAW CAP-USAFI 23-205.

1.1.7. Implement internal and external inspection programs which promote CAP-USAF and CAP operational readiness, efficiency, discipline, morale, and effectiveness. Inspection criteria for internal and external CAP inspections are contained in the *CAP Wing Inspection Guide*. CAP-USAF/XO, XO, and IG will review inspection reports submitted by the LRs and recommend appropriate changes to processes and procedures to the CAP national staff.

1.1.8. Provide the following support to CAP-USAF LRs, SDs, and reservists:

1.1.8.1. Military Personnel Management.

1.1.8.2. Financial and Budget Management.

1.1.8.3. Regulatory guidance IAW established Air Force guidelines.

1.1.8.4. Management of CAPRAP Forces.

1.1.8.5. Indoctrination/initial training for all newly assigned CAP-USAF personnel.

1.1.8.6. SAVs to the LRs.

1.1.8.7. Civilian personnel management/support.

1.1.8.8. Initial pilot qualification training for newly assigned CAP-USAF pilots.

1.1.8.9. Instructor pilot qualification training for selected CAP-USAF pilots.

1.1.9. **National Board Airlift.** CAP-USAF/XOO is responsible for approving, obtaining, and coordinating requested airlift for CAP national events. There must be at least 20 passengers per pick up point on any aircraft. CAP Form 72 for team travel must arrive at CAP-USAF/XOO not later than 6 months before date of travel.

1.2. CAP-USAF LRs are responsible for the following:

1.2.1. Familiarization with CAP regulations which are applicable to AFAMs. LR personnel should be familiar with, as a minimum, the CAP regulations referenced in Attachment 1, as related to their duty position.

1.2.2. LR operations personnel (LR pilots and State Directors) will complete the following training within 1 year of arrival on station:

1.2.2.1. The two-day SAR Management Course or the AFRCC Inland SAR Planning Course (both subject to availability). LR pilots and State Directors may attend both courses if scheduling and finances allow.

1.2.2.2. The CD orientation courses available on the CAP website (<http://www.cap.gov/visitors/members/operations/>). The CD course requires a CAPID logon with prior authorization from CAP-USAF/XO.

1.2.2.3. DELETED

1.2.2.4. Familiarization with the NIMS (<http://training.fema.gov/>).

1.2.2.5. Incident Command System (ICS) 100 and 700, 200 and 800 and 230 (available online through FEMA and HLS web sites). Although not mandatory, ICS 300 and 400 are highly recommended. These courses require in-residence attendance and take about 48 to 60 course hours to complete. It is taught at CAP NESA as well as at various local/state locations.

1.2.2.6. If LR operations personnel are unable to complete the courses listed above in the timeframe specified, they must receive a written waiver from CAP-USAF/XO to exceed the timeframe. Include a brief explanation of why and a timeline for completion at the earliest opportunity in the waiver request.

1.2.3. Coordinate and/or approve CAP mission requests by reviewing mission scenarios, operations plans, and training syllabi for achievable objectives, thoroughness of planning, safety considerations, and appropriate use of Federal funds. See Chapter 2 of this instruction.

1.2.3.1. All Air Force assigned training missions will be approved by the LR in WMIRS (<https://ntc.cap.af.mil/login.htm>). See [Chapter 2](#) of this instruction.

1.2.3.2. Coordinate on AFAMs approved at the HQ CAP-USAF or higher level, excluding AFRCC missions. See Chapter 2 of this instruction.

1.2.3.3. Approve "CAP-USAF Missions," which include, but are not limited to ferry flights to deliver aircraft to maintenance facilities in order to accomplish Air Force required maintenance, delivery of aircraft or vehicles to locations for Air Force mandated inspections, operational check flights following maintenance, movement of aircraft due to weather (hurricane repositioning prior to declaration of disaster area), or movement of aircraft for SD/CAP-USAF access. All flights must be flown by current and qualified CAP Mission Pilots (including CAP Transport Mission Pilots) and be released by CAP FRO. All "CAP-USAF Missions" missions must be pre-approved using the following procedures:

1.2.3.3.1. Maintenance flights for those wings participating in the Consolidated Aircraft Maintenance Program will be **A-9** missions (maintenance flights in support of aircraft delivery and pickup). The approval level is the LR after review by the SD. The preferred method of obtaining approval is thru WMIRS. If that is not possible, the CAP WG/CC, Mission IC, FRO, or CAP POC will send an e-mail to the SD, and copies to the appropriate LR/DO. In the event an e-mail is not practical, the most appropriate method may be used to allow the SD to review and forward to the LR for

approval to the CAP official originating the request. All **A-9** flight requests must be loaded into WMIRS as soon as possible.

1.2.3.3.2. Maintenance flights for those wings who are not participating in the Consolidated Aircraft Maintenance Program will be **B-9** missions. Air Force approval for these flights will be conveyed via the SD's monthly mission approval in WMIRS. PICs posted on the SD's authorized list of pilots will use the associated monthly mission number as authorization to fly these pre-approved flights.

1.2.3.3.3. Movement to support CAP NHQ/CAP-USAF IG Inspections will be **A-99** missions. The approval level is CAP-USAF/CC after review of the SD and LR. The method for obtaining approval is WMIRS. These **A-99** missions must be loaded into WMIRS at least one week prior to mission start date and closed out within 24 hours of mission completion.

1.2.3.3.4. Movement of aircraft for CAP-USAF access will be **A-99** missions funded by CAP-USAF. The approval level is the LR after review by the SD. The method for obtaining approval is WMIRS. These **A-99** missions must be loaded into WMIRS at least one week prior to mission start date and closed out within 24 hours of mission completion.

1.2.3.3.5. Movement of aircraft due to severe weather will be **A99** missions. The approval level is the LR after review by the SD. The preferred method for obtaining approval is WMIRS. If that is not possible, the CAP WG/CC, Mission IC, or CAP POC will send an e-mail to the appropriate SD. The SD will review the request and forward it to the LR/DO for approval. In the event an e-mail is not practical, the most appropriate method may be used to allow the SD to review and forward to the LR for approval to the CAP official originating the request. The SD may approve on his own if time/conditions prevent contacting the LR. These **A99** missions must be loaded into WMIRS as soon as possible.

Table 1.1. CAP-USAF Missions Approval Authority

Mission Type	CAP-USAF/CC	LR/CC	State Director ³
A4		X	Review
A5		X	Review
A6			X
A7		X	Review
A8			X
A9			X ¹
A15			X

Table 1.1. CAP-USAF Missions Approval Authority

Mission Type	CAP-USAF/CC	LR/CC	State Director ³
A20			X
A99 IG	X	Review	Review
A99SD/CAP-USAF Access		X	Review
A99 Severe Wx		X	Review
B9			X ²
B12			X
B15			X
B17			X
B20			X

Note 1: Only for CAP Wings participating in the consolidated maintenance program.

Note 2: For CAP Wings not participating in the consolidated maintenance program.

Note 3: SD and LR “Review” is defined as evaluating the purpose for the mission/sortie to ensure it is authorized per AFI 10-2701 and other current guidelines.

[For the purposes of **Table 1.1** above, the CAP-USAF/CC may delegate his/her approval authority in writing to the CAP-USAF/CV or XO. LR/CC may delegate his/her approval authority in writing to the LR/DO. The LR/CC or DO may approve missions for the SD when the SD is unavailable.]

1.2.3.4. Wings must use the WMIRS generated CAPF 108 when seeking reimbursement for all category “A” missions listed above. Also, for those missions with an **A99** mission symbol, CAP wings should clearly describe in the WMIRS remarks section the type mission they are seeking AFAM approval for so CAP NHQ can accurately track these types of missions.

1.2.3.5. If additional missions, not specifically addressed above, are requested as part of “CAP-USAF Missions” in support of AFAMs, the CAP WG/CC, or Mission IC should propose the mission thru the SD, in-turn to the LR/DO, for approval by CAP-USAF/XO.

1.2.4. Evaluate each CAP wing Operational Evaluation (OPS EVAL) biennially and participate in a GTE in the off year. Biennial GTEs and OPS EVALs are designed to exercise and evaluate CAP’s ability to operate under the NIMS. Scenarios, developed by the LR, will focus on CAP’s core missions (SAR, DR, HLS, and CD, if applicable) and CAP’s advanced technologies (satellite digital imaging and hyperspectral imaging).

1.2.4.1. The evaluation team will be composed of CAP-USAF active-duty, civilian, and reserve personnel. The team will be divided into a control group and an evaluation group, both under the direction of the LR/CC or LR/DO. Evaluation criteria are contained in Attachment 7, *Mission Employment Evaluation Guide (Pamphlet 12)*.

1.2.4.2. The control group may be directed by the SD or reservist. Control Staff Instructions (COSIN) will be developed which will include scripted messages to test the operational readiness of the CAP wing to carry out its composite mission of SAR, DR, HLS, and CD operations, if applicable. The control group develops control measures to ensure all evaluation objectives can be met.

1.2.4.3. The evaluation group is separate from the control group. The evaluation group is responsible for initiating and terminating the exercise. Evaluators will be present in and around the mission base and are authorized to accompany exercise participants on ground and air missions. Every effort will be made by the evaluators to conduct interviews on a non-interference basis. Evaluators will not provide assistance or feedback to exercise participants.

1.2.4.4. Prior to a scheduled evaluation, the LR will send an Evaluation Notice Letter at least 45 days in advance to the respective Wing, Region, and SD. This notice will provide special instructions and requirements for the evaluation. These instructions must be followed carefully as non-compliance could result in a lower overall rating. The Wing will be alerted 3-10 days prior to the evaluation providing initial scenario information which could include CD taskings. This may be done as a method of separating the CD evaluation from the SAR/DR/HLS evaluation. Cadets and Senior members not cleared for CD operations are not permitted to be present during the CD evaluation. Actual CD missions may be used in lieu of an exercise for the evaluation.

1.2.4.5. Training of CAP personnel during mission evaluations is permitted provided it is under the guidance of a qualified CAP member.

1.2.4.6. Evaluation criteria and rating definitions are contained in CAP-USAF Pamphlet 12 (Attachment 7). The evaluation team will make a subjective evaluation of each applicable functional area and award a corresponding rating. Functional areas determined to be applicable to the scenario should be manned by a qualified volunteer but will be evaluated regardless of personnel availability.

1.2.4.7. Following the evaluation, the evaluation team will prepare a report to include as a minimum: Mission Score Sheet, Wing Resource Information Sheet (if not posted on the web), Mission Staff Assignment Chart, and a summary of each functional area. A copy of the report will be sent to the evaluated CAP Wing Commander, the SD, CAP Region Commander, HQ CAP/DO/DOS/DOV, and CAP-USAF/XO/XOV not later than 30 days after the evaluation.

1.2.4.8. GTEs. The GTE is executed by CAP in close association with CAP-USAF in the off-year of their operations evaluation. It is characterized by significant CAP-USAF participation for the purpose of instruction and feedback. CAP members may serve on the exercise control or instruction groups. During GTEs, training of CAP personnel un-

der the guidance of a qualified CAP member is highly encouraged. The GTE may be conducted as a full scale SAR/DR/HLS exercise or a table-top exercise with emphasis on preparing the wing for their evaluation. An informal write-up will be provided to the CAP WG/CC identifying areas for improvement. A copy will be sent to the SD, HQ CAP/DO/DOS/DOV, and CAP-USAF/XO/XOV.

1.2.5. Staff Assistance Visits (SAVs) are used to help prepare a Wing for their joint CAP/CAP-USAF Compliance Inspection (CI). A SAV will be conducted IAW the SOW, CAPR 123-3, and *CAP Wing Inspection Guide*. The SAV should be timed to allow the CAP Wing the opportunity to correct areas needing improvement prior to the actual CI; typically six to nine months prior to the CI is the desired window. When feasible, SAVs should be conducted as a joint CAP and CAP-USAF effort.

1.2.6. Establish and maintain contact with FEMA Region EPLOs. The LR should maintain a roster of region and state EPLOs and invite them to as many CAP activities as practical. EPLOs may be used as evaluation team members during GTEs, SAR/EVALs, or LR directed training events.

1.2.7. The LR will conduct annual survey audits IAW CAP-USAFI 23-205. This is the USAF's primary method to ensure accountability of appropriated CAP assets. This is normally accomplished by the LR/LG. Reserve Assistance Officers (RAO) may conduct squadron-level survey audits in conjunction with Unit Visits. Survey Audit reports will be sent to HQ CAP-USAF/LG not later than 30 days after completion. Survey audits may be conducted in conjunction with SAVs in lieu of the supply and communications portions of the SAV. LR/LGs may also conduct Transportation and Aircraft Management inspections.

1.2.8. Withdrawal/Suspension of AFAM Status and other operations.

1.2.8.1. The LR/CC may remove a CAP Wing's AFAM status or suspend any other operation at any time based on safety concerns, fraud, or criminal activity. This includes the authority to suspend any CAP Corporate activity (ref AFI 10-2701, paragraph 1.9.3). This should only be a last resort following unsuccessful attempts to resolve major safety or regulatory concerns at the lowest level. LR/CC will notify CAP-USAF/CC and the CAP Region Commander as soon as practical.

1.2.8.2. Any LR personnel may temporarily suspend any specific AFAM activity based on safety concerns, fraud, or criminal activity.

1.2.9. The LR is responsible for ensuring each CAP wing reports check ride trends to the region semi-annually. The LR will forward this information to CAP-USAF/XOV. The LR will cross reference the Wing training plan with the trend analysis to ensure training events are targeting identified deficiency areas. Trend information reported via WMIRS satisfies this requirement. However, for Wings that fail to report this information via WMIRS, it is the LR responsibility to obtain the information from the Wing and forward to CAP-USAF/XOV.

1.2.10. The LR shall approve each CAP Wing's annual training plan by 31 July.

1.2.11. Approve new CAPRAP candidates and forward package to RMG Det 7/OL-A. LR is responsible for training and limited administration for RAOs to include, but not limited to: maintaining training records, writing EPRs/OPRs/PRFs, fitness testing, and drug testing during the period(s) the Reservist is performing duties for them. If while performing duties with the Unit of Attachment (ie LR), an RAO is placed in any program requiring remedial action, the LR will advise the RMG Detachment Program Manager, through CAP-USAF/IMR, of the required action.

1.2.12. The LR is designated as the primary airlift coordinator for all CAP airlift requests. LRs will designate a primary and alternate who is the single point of contact responsible for requesting military airlift. Submit name, rank, duty and home phone numbers of airlift coordinators to CAP-USAF/XOO at least annually or as changes occur. All airlift requests must go through the LR's for approval.

1.2.12.1. The SD will ensure all passengers are eligible.

1.2.12.2. The LR must submit a CAP Form 72, Military Airlift Request Worksheet to CAP-USAF/XOO at least 45 days prior to travel. LR must follow-up with a manifest to CAP-USAF/XOO at least 7 days prior to travel.

1.2.12.3. The LR/DO, or designated LR official, will approve all requests originating within the region. Further guidance is outlined in CAP-USAFI 24-101.

1.2.12.4. Arrangements at the host facility such as ground transportation or quarters are the responsibility of the CAP unit requesting support.

1.2.12.5. USAF aircraft may be utilized to airlift CAP cargo on a very limited basis. Submit DD Form 2768 to be routed through SD, LR, to CAP-USAF/XOO, who will validate the requirement and forward to USTRANSCOM for coordination. These requests usually need a sponsoring military unit and are flown as opportune airlift. Missions cannot be generated solely to fly the cargo but must be in conjunction with an already scheduled training sortie.

1.3. The SD is responsible for the following:

1.3.1. Organizing, administering, and managing the State Liaison Office. The SD will:

1.3.1.1. Serve as the primary USAF representative to the assigned CAP Wing. Serve as the CAP-USAF consultant to CAP personnel, state emergency services personnel, and local and state officials. Maintain a liaison with the State EPLO, state emergency management agencies, state-wide DoD, Guard, and Reserve installations, and other federal, state and local entities, as necessary. As a minimum, SDs should have current points of contact at AF installations within their state (IAW AFI 10-2701).

1.3.1.2. Assist the CAP wing in obtaining and processing state and local MOUs and MOAs. Monitor CAP mission responsibility tied to national MOUs (DEA, ICE, CBP, FEMA, etc). SDs will maintain current copies of all Wing MOUs (local, state and national). Electronic copies are acceptable. National MOUs are available at the CAP national website (http://www.cap.gov/general_counsel/national_mous). [Note: National

MOUs posted on the CAP website may not be current or valid, and therefore you should consult with the CAP-USAF/JA to ensure the MOU is still valid.]

1.3.1.3. Prepare and submit annual budget requirements/expenditures to the LR/CC for the operation of the SD Office to include supplies, equipment, IMPAC account (if available), aircraft rental, and TDY commitments.

1.3.1.4. Oversee CAP aircraft and ground vehicles through periodic inspections. Unit visits should include a check of the safety program to ensure compliance with regulations.

1.3.1.5. Assist the CAP wing in tracking and projecting expenditure of Air Force training funds and resources. Serve as a non-voting member of the CAP Wing Finance Committee. Process and submit paperwork for aircraft rental reimbursement for SD flights.

1.3.1.6. Ensure proper safety incident reporting procedures are followed IAW CAPR CAPR 62-1 and notify the LR of any incident involving the SD's office or CAP.

1.3.2. The SD will coordinate proper utilization of USAF Reservists to support the CAP. The SD will manage the recruitment and selection of qualified individuals for assignment to CAPRAP and forward qualified candidates to LR/CC for final approval. The SD will assist the LR in developing man-day utilization and TDY budgets for their state to ensure USAF coverage at key CAP activities and emergency service missions. In conjunction with the LR, SDs will manage the Officer and Enlisted Performance Evaluation Program for all Air Force Reserve personnel assigned to their particular state.

1.3.3. Provide advice and oversight of the CAP flying programs.

1.3.3.1. For "Other AF mission" flying (AFROTC A6; JROTC A8; CAP Cadet Orientation Flights A15, A20, B15 and B20, Mission Pilot Proficiency B12; other unfunded training events/missions B17), the SDs will provide mission approval through WMIRS in conjunction with the wing's monthly PIC approval list. PICs posted on the list will use the associated WMIRS monthly mission number as authorization to fly these pre-approved flights.

1.3.3.1.1. SD should be familiar with the CAP cadet orientation flights syllabus in CAPP 52-7 and the CAP-USAF approved mission profiles for B12 and B17 training flights in CAPR 60-1. SD should periodically spot check CAP mission results to verify these sorties are conducted in accordance with this guidance.

1.3.3.1.2. These training missions will not be used to support non-CAP organizations or agencies nor for participation in exercises involving non-CAP organizations unless approved in advance by CAP-USAF/CC through the CAP NOC.]

1.3.3.2. Monitor and oversee the CAP execution of AFAMs (training/actual). Effective oversight may be exercised through any combination of event planning reviews, on-site monitoring, telephone check-ins, and random post-event paperwork reviews. Schedule reservists for on-site monitoring for major Wing flying events as required.

1.3.3.3. Periodically review flight releases (CAP Form 99) and aircraft flight logs (if available) for compliance with CAP regulations. Ensure mission numbers and FRO signatures are present. AFAM status may be retroactively withdrawn for inappropriately designated flights or misrepresentation of PIC eligibility/qualification.

1.3.3.4. Periodically review pilot records to ensure appropriate qualifications in accordance with CAP regulations.

1.3.3.5. Coordinate all CAP mission requests by reviewing mission scenarios, operations plans, and training syllabi for achievable objectives, thoroughness of planning, safety considerations, and appropriate use of federal funds. Provide recommendations for mission approval in the WMIRS available at <https://ntc.cap.af.mil/login.htm>. Authorize and approve/disapprove monthly "SD-approved" missions.

1.3.3.6. SDs maintain all current hold harmless agreements (HHAs) signed by the aircraft owner(s) and a copy of the aircraft airworthiness certificate on file for member-owned aircraft that may be used for AFAMs. Provide copies of these documents to the CAP NOC and/or 1 AF, on request. Member-owned or member-furnished aircraft should only be used on AFAMs when CAP corporate aircraft are not readily available or when mission requirements dictate the usage of non-corporate aircraft. LR/CC will maintain HHAs for A-5 missions.

[*Note:* The HHA **does not** waive FTCA coverage or FECA benefits for the CAP member, only property damage to the member-owned or furnished aircraft is waived. FECA and FTCA still apply when CAP members are executing AFAMs with member-owned aircraft.]

1.3.3.7. Monitor AFAMs to the maximum extent possible. Assist state and federal emergency management agencies to ensure proper interaction with the CAP Wing. Prepare reports or provide data, as requested, in support of NSEP operations.

1.3.3.8. The SD, as the assigned Air Force representative, may suspend or terminate AFAM participation at any time, based on safety concerns, fraud, or criminal activity. The SD may, after approval from the LR/CC, suspend any CAP Corporate activity for safety concerns (ref AFI 10-2701). Attempt to resolve safety or regulatory concerns at the lowest level before using this authority.

1.3.4. Provide advice and oversight of the CAP logistics program. The SD will:

1.3.4.1. Assist the CAP Wing in managing vehicle and aircraft fleet programs. Monitor the CAP aircraft maintenance program for compliance with FARs and CAP directives, through periodic inspections. (See Atchs 2 and 4, Aircraft and Vehicle Inspection Checklists).

1.3.4.2. Provide logistical advice, assistance, liaison, and oversight of their assigned CAP Wing(s).

1.3.4.3. Coordinates the annual survey/audit with the CAP Region or Wing Commander.

1.3.4.4. Assists wings prepare for annual survey/audit.

1.3.4.5. Assists the CAP-USAF LR/LG on the annual survey/audit when requested.

1.3.4.6. Performs CAP unit visits to include reviewing the Logistics and Communications Programs.

1.3.4.7. Provides guidance to CAP for DRMO withdrawal/turn-in process, and contact DRMO on issues that CAP can not resolve.

1.3.4.8. Coordinates and provides recommendations to the CAP-USAF LR/LG for all property receipt requests from CAP for donation (donations maintained with appropriated funds only).

1.3.4.9. Approve/disapprove CAP wing requests for electronic DRMO withdrawals and forward to CAP-USAF LR/LG.

1.3.4.10. Coordinates and provides recommendations for DRMO turn-in requests from CAP and forward to CAP-USAF LR/LG.

1.3.4.11. Coordinates and provides recommendations from ROS and forward to CAP-USAF LR/LG.

1.3.4.12. Assist CAP in receiving host-base support to include review of final document.

1.3.5. Support CAP-USAF Evaluations and GTEs. SDs will assist the LR in preparation and execution of Air Force Mission Evaluations and GTEs. Normally, the SDs will not be part of the evaluation group during the Mission Evaluation of their assigned CAP wings. The SD should be readily available during the entire time the Wing is being evaluated or exercising. The exact role played by the SD will vary depending on the exercise or evaluation scenario; in general they should play a role similar to their normal duties during a contingency. SDs are not graded during the evaluation.

1.3.6. Support CAP/CAP-USAF joint SAVs and Compliance Inspections.

1.3.6.1 During CIs, the SD should be readily available during the entire time the Wing is being evaluated. SDs will be considered "trusted agents" by the evaluators and provide support such as acting as a liaison between the CI team and the CAP wing members. With CI team chief concurrence, SDs should participate in the grade resolution process. The SD is not graded during the CI.

1.3.6.2. Monitor, assist, and advise CAP wings during the SAVs. During SAVs, SDs should play a more active role and provide training and instruction as required to aid their assigned CAP wing prepare for the CI.

1.3.7. Additional SD duties:

1.3.7.1. **MSA/TAs.** CAP Wings will write the authorizations at least 10 working days in advance IAW CAPR 10-3. The Authorization will then be forwarded to the SD elec-

tronically (MS Word format preferred). The SD will ensure only current wing CAP members are on the authorization and assign an authorization number in the following format: State (CO, ID, etc) FY (07, 08, etc) and a sequential number (01, 02, etc) ex: VA07-01. Once validated and a sequence number assigned, the SD will sign the authorization as the Air Force official and forward a completed copy to the LR and CAP wing, and retain a copy for seven years (current + 6 years). If the SD is unavailable to process an authorization, the wing may go directly to the CAP-USAF LR who will use the above format except inserting the region identification (ex. MELR07-02) for the state.

1.3.7.2. **Reimbursement Procedures.** All CAP reimbursements will be processed by the wing and forwarded directly to CAP NHQ for payment. SD's are required to review a minimum of 10% of completed packages (CAPFs 108) using the CAP-USAF CL-01 Finance Reimbursement Checklist (Atch 2). Additional reviews are encouraged and may be completed if time and circumstance permit. For any negative findings during the SD review, a copy of the completed checklist will be sent to the wing for appropriate documentation and/or clarification with 30-day suspense. If the wing fails to respond, a copy of the completed checklist will be forwarded to the CAP-USAF LR for appropriate action as determined by the LR/CC.

1.3.7.3. **Unit Visitations.** Unit Visitations, as accomplished by the SD's or reservists, are considered white-hat, informal, teaching events, as the SD's and reservists impart their advice and mentoring for units below-the-wing level. During these visitations at least one, or some combination, of following checklists should be accomplished: Aircraft Inspection Checklist (Atch 2), Unit Commander Safety Checklist (Atch 3), Vehicle Inspection Checklist (Atch 4), and Pilot Records Checklist (Atch 5). If Unit Supply Checklists are used, refer to CAP-USAFI 23-205. Only critical issues of an organizational or safety nature should be reported to the CAP wing commander, or LR/CC, as appropriate. Unit Visitations are mandatory and each unit should be visited biennially. Completed checklists should be used for review and discussion of the various areas during a unit visit, and the SD will maintain a record of the visit. Unit visits can also be an effective tool to prepare squadrons for CAP Wing/IG subordinate unit inspections.

1.3.7.4. **CAP Airlift Requests.** If requested by the LR, SDs will coordinate CAP airlift requests. They must also ensure all passengers listed on CAP Form 72 are eligible for Military transport. For more detailed information, see DoD 4515.13-R, paragraph 2.2.12 and CAP-USAFI 24-101.

CHAPTER 2

AFAM APPROVAL PROCEDURES

2.1. AFAM Approval Authorities. All CAP missions to be executed with AFAM status must be approved by a designated Air Force official. See AFI 10-2701, Table 2.1. In the CONUS, mission approval is determined by the AFRCC, the NSEP, the ACC, or CAP-USAF/CC. The CAP-USAF/CC delegates approval for some missions to the CAP-USAF LR/CC or SD. SAR missions within Alaska, Puerto Rico, and Hawaii are approved by or through the appropriate JRCC.

2.2. Support to Federal Agencies. All CAP missions for Federal Agencies or the DoD must be approved as AFAMs or they will not be conducted. Corporate mission status will not be used if AFAM is denied for these missions.

2.3. Support to Non-Federal Agencies. Under certain circumstances, the SECAF, or the designee, may assign CAP assets to provide assistance to state or local agencies and non-governmental organizations (see AFI 10-2701 Paragraph 2.5.2). These missions for state or local government agencies that have a “federal” interest (e.g. a disaster response scenario with CAP performing the same support functions as in a FEMA-led event) may be approved as AFAM. In the event CAP performs an AFAM for a state agency, the state will be required to reimburse the AF for the costs associated with the mission.

2.4. *Posse Comitatus* Act. Restrictions for CAP, when acting as an AF Auxiliary, are exactly the same as those restrictions for the AF. Unless otherwise authorized by law, the Civil Air Patrol may not directly participate in civilian law enforcement activities, including, but not limited to: arrest or detention procedures; interdiction of a vehicle, vessel, or aircraft; surveillance or pursuit of individuals or search or seizure. CAP can provide some assistance to LEAs and, typically, the LEA requests that can be approved are for either visual or communication support from a CAP aircraft. [For further guidance on these restrictions, contact the HQ CAP-USAF/JA.]

2.5. Customer Requests for Assistance. Non-emergency requests for AFAMs should be in writing (e-mail, fax, or letter) and submitted by the customer to the CAP NOC. Emergency requests may initially be submitted verbally to the CAP NOC but must be followed-up in writing. Verbal requests for emergency assistance typically are routed through the AFRCC.

2.6. Mission approval process for AFAM status. Missions approved by the First, Eleventh, Thirteenth Air Force Commanders, AFRCC, JRCC, and CAP-USAF, will be entered into WMIRS.

2.6.1. Most CONUS AFAM mission requests, except for Search and Rescue, missions should be submitted to the NOC. For immediate response missions (those necessary to prevent human suffering or to mitigate great property damage), contact the AFNORTH Combined Air Operations Center directly.

I Table 2.1. How to Request/Access CAP Capabilities

Mission Type	Contact Information
Search and Rescue (SAR)/Life-Saving Missions (Includes emergency blood, organ & tissue transport)	AFRCC (24/7/365) Toll Free: (800) 851-3051, DSN 523 Commercial: (850) 523-5955
All Other Mission Requests (Includes immediate response missions to prevent human suffering or to mitigate great property damage)	CAP-NOC (24/7/365) On call duty officer available. Toll Free: (888)-211-1812, Ext 300
	AFNORTH CAP Liaison Officer (CAPLNO) Normal Duty Hours Only Toll Free: (800) 896-8806 (Tyndall Operator) Commercial: (850) 283-5880, DSN 523
	CAOC Senior Operations Duty Officer (SODO) (24/7/365) Toll Free: (800) 896-8806 (Tyndall Operator) Commercial: (850) 283-5573, DSN 523

2.6.2. Training missions (A4, A5, A7, A99 SD/CAP-USAF access and Severe Wx) approved by the LR are coordinated and approved online through WMIRS. For A4 and A5 missions, the mission base will flight release all aircraft flown under the WMIRS assigned mission number. This includes pre-positioning, employment, and de-positioning aircraft.

2.6.3. SD-approved mission flying include AFROTC (A6), JROTC (A8), Maintenance Flights in support of Consolidated Maintenance Program (A9), CAP Cadet Orientation Flights (A15, A20, B9, B15 and B20), Mission Pilot Proficiency (B12), and unfunded Form 5/91 checkrides (B17). On a monthly basis (by the 5th calendar day of the month), CAP wing commanders, or their designees, will provide their SD with an updated list of CAP cadet orientation flight pilots (powered and gliders), glider tow plane pilots, AFROTC orientation flight pilots, JROTC orientation flight pilots, SAR/DR/CD mission pilots, transport mission pilots, instructor pilots, and standardization/evaluation pilots who are current and qualified to act as PIC of missions flown in AFAM status. The SDs will provide mission approval through WMIRS in conjunction with the wing's monthly PIC list.

[**Note:** It is the responsibility of the CAP wing to ensure that pilots on the list are current and qualified.]

2.6.4. Requests to transport members of the media on AFAMs will be requested in writing and approved by the appropriate AF approval authority. The commander utilizing the services of CAP is responsible for releasing information to the news media, if appropriate. AU/PA must coordinate on all CAP media releases involving AFAMs. The media agency will identify the intended purpose of the coverage, the individuals authorized to fly on CAP aircraft, and the dates or the time period they are available to participate. If the Air Force or CAP has requested media support, the media agency will provide a brief statement approving agency personnel to fly on CAP aircraft during designated missions. Public affairs support

may also be provided by the CAP. PA support flights will be approved in accordance with AFI 10-2701, **Table 2.1**.

[**Note:** It is the responsibility of the CAP wing to ensure that pilots on the list are current and qualified.]

2.6.5. DELETED

2.6.6. DELETED

CHAPTER 3

MISSION EMPLOYMENT

3.1. SAR.

3.1.1. The responsible agency for SAR activity in the state/territory contacts AFRCC (for CONUS), Alaska RCC (for inland Alaska), USCG District 14 Command Center (for Hawaii), or USCG Sector San Juan Command Center (for Puerto Rico) and requests CAP assistance.

3.1.2. AFAM approved SAR mission activities may include missing/overdue aircraft search and search for activated emergency beacons, which may include aviation beacons (Emergency Locator Transmitters), Maritime Beacons (Emergency Position Indicating Radio Beacons) or Personal beacons (Personal Locator Beacons). They may also include Search and Rescue Unit (SRU) transport, missing persons search, MEDEVAC (medical facility to medical facility transport), and Mercy (organ and tissue transport) missions. Additionally “Precautionary” missions may be opened in areas or for events where a high volume of SAR activity (overdue aircraft/emergency beacon activations) is expected (i.e. Oshkosh Fly In, Sun and Fun Fly In, Lake Havasu Memorial Weekend, etc.)

3.1.3. Aviation and emergency beacon search missions are normally the responsibility of the RCC in that region. The other types of SAR activity (i.e. missing persons, MEDEVAC, SRU transport, and Mercy missions) are conducted when state or local capabilities have been exhausted and the responsible official/agency requests federal assistance from AFRCC/Alaska RCC/USCG as applicable.

3.1.4. If the request meets federal mission requirements and it has been properly validated, AFRCC will issue an Air Force mission number and contact the appropriate CAP Wing and the CAP NOC (for missions of national interest or that garner national level media coverage). AFRCC missions are always reimbursed AFAMs.

3.1.5. The designated CAP IC/Agency Liaison is required to forward a mission report (CAP Form 122) to AFRCC each day and at the completion of the SAR mission.

3.2 DR.

3.2.1. The lead agency responsible for DR activity in the state should contact the CAP NOC and request CAP assistance. The CAP NOC will assist agencies by accomplishing a preliminary evaluation and advisement of CAP capabilities and limitations and request approval from appropriate ACC. If the NOC cannot be reached, requestors should contact AFNORTH CAOC 24/7 for approval of "Immediate Response" Mission Requests in the CONUS. For AK and HI, use approved 24/7 contact procedures with appropriate air component commander. Verbal requests for CAP disaster relief assistance will be followed up as soon as possible with a written request.

3.2.2. NSEP EPLOs can approve "Immediate Response" Missions requests for CAP assistance from federal, state or local officials when all attempts to contact AFNORTH have failed. For this reason, CAP-USAF LR staff, SDs, and CAPRAP reservists should make contact with all EPLOs in their regions and establish working relationships with meetings, briefing, or CAP exercises. In this way, EPLOs will develop awareness on whom to contact and appropriate mission request routing procedures.

3.2.3. In "Presidential declared" disasters, a FCO, usually a FEMA representative, is appointed to coordinate all federal assistance. The FCO sets up a JFO in the disaster area. A DCO, usually an Army colonel, is appointed to assist the FCO at the JFO. When assistance is needed from the Air Force, the DCO coordinates with the EPLO and/or the Air Component Coordination Element (ACCE).

3.2.4. Liaison Region Commanders will coordinate with HQ CAP-USAF on the best location to deploy CAP-USAF personnel performing liaison duties during a DR scenario. Normally, CAP-USAF SDs and CAPRAP personnel should be deployed to forward command centers or state-level Emergency Operations Centers (EOCs) to assist with the employment of CAP resources. Active-duty LR staff from non-impacted regions may be considered for deployment, also. LR staff of the impacted region should be forward deployed only if other personnel are not available. LR Commanders should use good judgment and be flexible, as the best location to deploy personnel will be dependent on the nature of the emergency, the size of the federal response, and the requested CAP support.

3.2.5. Liaison personnel should be prepared to assist the employed CAP wing and units with daily reporting requirements. Normally, reporting will be accomplished according to AFI 10-206, *Operational Reporting*, upon commitment of CAP resources until the end of all assistance. The exact reporting instructions may be adjusted based on the nature of the situation, so personnel must be prepared to be flexible.. Reports should be e-mailed to AFNORTHCONRCORA@TYNDALL.AF.MIL or faxed to DSN 523-5409 or Commercial 850-283-5409. An info copy of each report should be faxed/e-mailed to the CAP-USAF LR/CC, CAP-USAF/XO, HQ CAP/DO, and 1st AF CAP-USAF/LNO. SDs are not authorized overtime work hours or blanket travel without permission from HQ CAP-USAF.

3.2.6. If the DR request from a Federal Agency does meet the criteria to be an AFAM, the request may not be approved as a corporate mission. If the DR request from state or local governmental authorities (or from NGOs) does not meet the criteria to be an AFAM because no significant federal interest exists, the mission may be flown as corporate mission.

3.3. National Security Emergency and/or HLS.

3.3.1. The CAP will be an Air Force resource during a national security emergency. CAP tasking would come through the appropriate approval authority.

3.3.2. The duties of LR personnel will be similar to a large scale DR scenario. In general, LR personnel will provide liaison to assist employment of CAP resources. CAPRAP members or SDs will be forward deployed as required to coordinate CAP activities and missions.

3.4. CD Missions.

3.4.1. The CAP NOC will issue a mission number for CAP CD support requests (i.e. CBP, USCG, DEA, and USFS) after ACC approval. CD missions are reimbursed AFAMs.

3.4.2. All CAP CD missions will be reviewed by the appropriate SJA. Most CD missions are conducted IAW the appropriate MOU between CAP, CAP-USAF, and the Federal agency requesting support.

3.5. Other Support Missions.

3.5.1. These missions vary widely in scope and amount of CAP involvement, but generally fall into the categories of light cargo transport, courier service, personnel movement, reconnaissance, visual identification intercepts, military range support, military training route evaluations, radar antenna evaluations, and aerial communication platforms. LR personnel assist the CAP Wing in coordinating various support missions.

3.5.2. CAP-USAF provides support for the following additional missions:

3.5.2.1. Requests for CAP assistance from DoD, federal, or state agencies when criteria for SAR/DR/CD mission approval does not apply.

3.5.2.2. Requests for CAP assistance not covered by an approved federal, state, or local MOU.

3.5.2.3. Requests for special missions involving multi-region CAP assets not under an AFAM number.

3.5.2.4. Requests for special missions where CAP will be transporting/flying orientation flights for international officers/personnel or American general officer/civilian equivalents.

3.5.2.5. Requests for non-SAR CAP support from USCG or DoD military commanders (e.g., low level route surveys and transportation missions).

3.5.2.6. Requests for orientation flights for military base officials flown by CAP-USAF or CAP pilots on AFAMs. The purpose of these missions should be to educate military base leaders on CAP and encourage their support of CAP activities.

3.5.2.7. Non-CAP Passenger Approval. Non-CAP passengers or crew are authorized when essential to the mission and will be approved by the mission approval authority prior to flying on AFAMs. The risk of assuming federal liability should be weighed against the benefits gained in making a determination to approve the request. For CAP-

USAF personnel flying onboard to conduct SAR Eval or SAREx oversight, permission is automatically granted. See CAPR 60-1, paragraph 2.6 for more details.

3.5.2.7.1. For ACC approved missions, as long as the type of individual (GS, Civilian, etc), number of individuals, organization and purpose stay the same, then the CAP Wing mission POC may make changes to the non-CAP pax personnel listed in WMIRS. The ACC approval is still considered valid.

3.5.2.7.2. For CAP-USAF approved missions, the approval authority (CAP-USAF/CC) grants non-CAP pax approval but allows a lower level at CAP-USAF to approve manifest changes before launch. CAP POCs should add a statement to the WMIRS request which states, "The name of the [law enforcement] passenger on this mission may change due to circumstances beyond the control of CAP. If this occurs, CAP will add the correct pax name to WMIRS. Additionally, CAP will advise both the SD and LR/DO via E-mail and/or telecon of any manifest changes BEFORE the sortie launches. Telecon with an E-mail follow up is preferred. The sortie will not be flown until CAP has completed either a WMIRS, E-mail or telecon update to the previously mentioned CAP-USAF members."

3.5.2.8. Requests for CAP support covered by state and local MOUs that have been specifically coordinated by HQ CAP-USAF. (Note: IAW CAPR 60-1, under most circumstances FROs can authorize these missions without further approval from the state liaison office. Liaison offices will intervene/provide interpretation/issue mission numbers on behalf of the Air Force if and when they deem it necessary.)

3.5.2.9. Wing aircraft ferry missions released under a "B99" mission symbol.

CHAPTER 4

AFAM TRAINING MISSION REIMBURSEMENT

4.1. CAP AFAM Checkrides.

4.1.1. SAR/DR training funds can only be used to pay for checkrides for pilots who are eligible to fly AFAMs. Reimbursement is not authorized for initial Form 5 checkride. However, some wings may choose to use corporate funds to reimburse.

4.1.2. Most CAP member checkrides are reimbursed from Wing SAR/DR training funds. The LR will work with the respective CAP Region Commander, Wing Commanders, and SDs to develop a complete wing SAR/DR training plan. Wing commanders are responsible for establishing policy and specifying which wing members receive reimbursed checkrides.

4.1.3. The actual number of reimbursed checkrides available within each region is dependent on the amount of training funds available and the desires of the commanders within the respective region to fund checkrides versus the need to fund emergency services training missions.

4.2. Initial SAR/DR Mission Training for Upgrading Aircrews. CAP wings may conduct initial aircrew SAR/DR mission qualification training on a reimbursable basis if sufficient SAR/DR training funds are available. The amount of funded initial training is dependent upon the amount of funds available and the desires of the CAP region and wing commanders to fund this training versus other types of SAR/DR training missions. The LR must approve the planned training syllabus to be used. The following training syllabi are pre-approved: CAP SQTR (Scanner, Observer, Mission Pilot, Airborne Photographer, SDIS Operator), Mountain Fury, National Check Pilot Standardization Course, ARCHER Qualification Course (by CAP NHQ approved instructors), and G1000 FITS Upgrade.

Chapter 5

CAP AWARDS

5.1. SAR/DR Awards. (NOTE: These are two separate awards.) Each calendar year, CAP recognizes a Wing in each region that exhibited superior service in SAR and DR operations. One award is given to the Wing with the best sustained SAR performance/capability and one to the Wing with the best DR performance/capability. The region award winners then compete for a national award. The CAP-USAF LR selects the winners based on the following (LRs submit award winners for the previous year to CAP-USAF/XO NLT 15 March):

- 5.1.1. Biennial evaluation results.
- 5.1.2. Quality and quantity of ES training during the year.
- 5.1.3. Wing performance during actual ES missions.
- 5.1.4. Cooperation between the CAP wing and state and local ES agencies.

5.2. HLS/CD Awards. (NOTE: This is one award only.) Each calendar year, the CAP NHQ recognizes a Wing in each region that exhibited superior service in HLS or CD operations. The region award winners then complete for a national award. The CAP-USAF LR selects the winners based on the following (LRs submit award winners for the previous year to CAP-USAF/XO NLT 15 March).

- 5.2.1. Biennial evaluation results.
- 5.2.2. Quality of CD training or HLS training during the year.
- 5.2.3. Wing performance during actual CD or HLS missions.
- 5.2.4. Cooperation between the wing and federal, state, and local CD or HLS agencies.
- 5.2.5. Overall effectiveness of the wing's CD or HLS program.
- 5.2.6. Overall dollar impact of drugs taken off the street. (CD program only).
- 5.2.7. Thoroughness of mission paperwork/documentation.
- 5.2.8. Customer feedback.

5.3. AFNORTH Commander's Award. Each calendar year the AFNORTH commander will present the AFNORTH Commander's Award for the Most Meritorious Civil Air Patrol Mission. The award will be given for the most meritorious flight of the year while executing an Air Force Assigned Mission by a Civil Air Patrol aircrew; for gallantry and intrepidity; for unusual initiative and resourcefulness; and for achievement of outstanding results with unusual presence of mind under stressful conditions. The CAP-USAF LR will select a nominee from their region and send to the CAP-USAF/XO NLT 15 March. HQ CAP-USAF will screen the nominees with

a board of three officers (CC, CV, and XO) and recommend top three nominees to AFNORTH by 1 June. Award will be presented at CAP Summer National Board by the AFNORTH Commander or his/her representative.

5.3.1. Nomination Packages will include:

5.3.1.1. Narrative of the event, including AF Mission Number. Limited to two pages, 12-pitch, Times New Roman, one-inch margins.

5.3.1.2. Draft Citation (landscape, 12 lines maximum).

5.3.2 The Award will go to the entire CAP Crew (pilot, scanner, observer, etc).

Chapter 6

FORMS

6.1. Required Forms. This instruction adopts and requires using the following forms:

- 6.1.1. AF Form 847, *Recommendation for Change of Publication.*
- 6.1.2. CAP Form 5, *CAP Pilot Flight Evaluation-Airplane.*
- 6.1.3. CAP Form 10, *Request, Authorization, and Report for Training/Evaluation Missions.*
- 6.1.4. CAP Form 37A, *Shipping and Receiving Document for Aircraft.*
- 6.1.5. CAP Form 71, *CAP Aircraft Inspection Checklist.*
- 6.1.6. CAP Form 72, *CAP Military Airlift (MILAIR) Request Form.*
- 6.1.7. CAP Form 73, *Vehicle Inspection Guide and Usage Data.*
- 6.1.8. CAP Form 78, *Mishap Report Form.*
- 6.1.9. CAP Form 84, *Counterdrug Mission Flight Plan/Briefing Form.*
- 6.1.10. CAP Form 91, *CAP Mission Pilot Checkout.*
- 6.1.11. CAP Form 99, *CAP Flight Release Log.*
- 6.1.12. CAP Form 101, *Civil Air Patrol Specialty Qualification Card.*
- 6.1.13. CAP Form 102, *Combined SAR and CD Alert/General Briefing Form.*
- 6.1.14. CAP Form 104, *Mission Flight Plan/Briefing.*
- 6.1.15. CAP Form 106, *Ground Interrogation Form.*
- 6.1.16. CAP Form 108, *Reimbursement for Individual CAP Member Expenses.*
- 6.1.17. CAP Form 109, *Ground Team Clearance.*
- 6.1.18. CAP Form 122, *Search and Rescue (SAR) Mission Report.*

RUSSELL D. HODGKINS, JR., Col, USAF
Commander, CAP-USAF

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

- DoD Directive 3025.1, *Military Support to Civil Authorities*, 15 Jan 93
- DoD Directive 3025.15, *Military Assistance to Civil Authorities*, 18 Feb 97
- DoD Directive 3025.16, *Military Emergency Preparedness Liaison Officer Program*, 18 Dec 00
- AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 29 Jul 05
- AFI 10-206, *Operational Reporting*, 04 Oct 2004
- AFI 11-215, *USAF Flight Manual Program (FMP)*, 06 Apr 2005
- CAP-USAFI, 24-101, *Travel of Civil Air Patrol Members Via Military Aircraft*, 30 Jan 97
- CAPR 10-3, *Administrative Authorizations*, 4 Nov 01
- CAPR 20-1, *Organization of Civil Air Patrol*, 29 May 00
- CAPR 52-10, *CAP Cadet Protection Policy*, 11 Jan 06
- CAPR 60-1, *CAP Flight Management*, 7 Dec 06
- CAPR 60-3, *CAP Emergency Services Training and Operational Missions*, 26 May 04
- CAPR 60-5, *Critical Incident Stress Management*, 3 Nov 06
- CAPR 60-6, *CAP Counterdrug Operations*, 1 Sep 03
- CAPR 60-11, *Pilot Continuation Training Program*, 4 Mar 05
- CAPR 76-1, *Travel of CAP Members via Military Aircraft and Use of Military Facilities and Vehicles*, 15 May 97
- CAPR 62-1, *CAP Safety Responsibilities and Procedures*, 14 Apr 06
- CAPR 62-2, *Mishap Reporting and Investigation*, 8 Nov 02
- CAPR 66-1, *CAP Aircraft Maintenance Management*, 1 Feb 00
- CAPR 67-1, *CAP Property Regulation*, 15 Nov 05
- CAPR 76-1, *Travel of CAP Members via Military Aircraft and Use of Military Facilities and Vehicles*, 15 May 97
- CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, 1 Sep 03
- CAPR 87-1, *Acquiring and Accounting for Real Estate and Facilities for CAP*, 8 Nov 02

CAPR 100-1, *Volume 1, Communications*, 1 Aug 1996

CAPR 100-2, *Communications Equipment Management*, 27 Mar 02

CAPR 100-3, *Radiotelephone Operations*, 3 November 2006

CAPR 123-1, *The Civil Air Patrol Inspector General Program*, 3 May 03

CAPR 123-3, *Civil Air Patrol Compliance Assessment Program*, 21 Aug 04

CAPR 173-3, *Payment for Civil Air Patrol Support*, 21 Feb 07

CAPR 190-1, *Civil Air Patrol Public Affairs Program*, 4 Jun 07

CAPR 900-5, *Civil Air Patrol Insurance/Benefits Program*, 1 Sep 03

Abbreviations and Acronyms

ACC—Air Component Commander

ACCE—Air Component Coordination Element

ADIZ—Air Defense Identification Zone

AETC—Air Education and Training Command

AF—United States Air Force

AFI—Air Force Instruction

AU—Air University

ANG—Air National Guard

EPLO—Emergency Preparedness Liaison Officer

AFRCC—Air Force Rescue Coordination Center

AFAM—Air Force-Assigned Mission

ARCHER—Airborne Real-Time Cueing Hyperspectral Enhanced Recon

C4—CAP Crisis Coordination Center

CAP—Civil Air Patrol

CAPRAP - Civil Air Patrol Reserve Assistance Program

CAP-USAF—Civil Air Patrol - United States Air Force

CA—Cooperative Agreement

CBP—US Customs and Border Protection

CD—Counterdrug

CI—Compliance Inspections

COSIN—Control Staff Instructions

DCO—Defense Coordinating Officer
DEA—Drug Enforcement Administration
DoD—Department of Defense
DRMO—Defense Reutilization and Marketing Service
DSCA—Defense Support to Civil Authorities
DR—Disaster Relief
EADS—Eastern Air Defense Sector
EOC—Emergency Operations Center
EOP—Emergency Operations Plan
ES—Emergency Services
EVAL—Evaluation
FAR—Federal Aviation Administration Regulation
FCO—Federal Coordinating Officer
FEMA—Federal Emergency Management Agency
FECA—Federal Employees Compensation Act
FRO—Flight Release Officers
FTCA—Federal Tort Claims Act
GTE—Guided Training Exercise
HQ—Headquarters
HHA—Hold Harmless Agreements
HLS—Homeland Security
HSI—Hyperspectral Imaging
IAW—In Accordance With
IC—Incident Commander
ICE—Immigration and Customs Enforcement
IG—Inspector General
IMPAC—International Merchant Purchase Authorization Card
JFO—Joint Field Office
LEA—Law Enforcement Agency
LR—Liaison Region
LLRS—Low-Level Route Survey
MOA—Memorandum of Agreement

MOU—Memorandum of Understanding
MSA—Military Support Agreement
NHQ—National Headquarters
NIMS—National Incident Management System
NLT—No Later Than
NOC—National Operations Center
NORTHCOM—United States Northern Command
NSEP—National Security and Emergency Preparedness Directorate
NORAD—North American Aerospace Defense Command
PCA—*Posse Comitatus* Act
PIC—Pilot In Command
POC—Point of Contact
PPA—Principal Planning Agent
RCC—Rescue Coordination Centers
RMG—Readiness Management Group
RPA—Regional Planning Agent
SDIS—Satellite Digital Imaging System
SAR—Search and Rescue
SAV—Staff Assistance Visit
SD—State Director
SDIS—Satellite-transmitted Digital Imaging System
SITREP—Situation Report
SoW—Statement of Work
TA—Travel Authorization
USAF/A3—USAF Deputy Chief of Staff for Plans and Operations
USCG—United States Coast Guard
USFS—US Forestry Service
VIDS—Visual Identification Support
WADS—Western Air Defense Sector
WMIRS—Web Mission Information and Reporting System

Defined Terms

AF EPLO—An Air Force Reserve officer, usually a Colonel, assigned to the NSEP. Each AF EPLO covers a state, FEMA region, or other assigned location to coordinate Air Force DR and national security emergency activities. The AF EPLO is a liaison from NSEP to facilitate the Air Force response to natural or manmade disasters or national special security events. He/she may work for the DCO who reports to the FCO during DSCA operations.

NSEP— (formally AFNSEP) Organizes, trains, equips and recruits AF EPLOs to facilitate Air Force responses to requests from civil authorities. NSEP conducts operations in CONUS, US Virgin Islands, Puerto Rico, Alaska, Hawaii, Guam and Northern Marianna Islands and directly supports three Geographic Combatant Commanders (USNORTHCOM, USPACOM, and USSOUTHCOM) for DSCA.

AFRCC—The single federal agency assigned overall responsibility for coordinating all federal SAR activities within the CONUS. For overseas SAR operations including Alaska, Hawaii and Puerto Rico, the specific RCC in those areas is responsible for coordinating federal SAR activities.

AFAM—Any mission activity approved by the Air Force and assigned to the CAP by appropriate authority. When performing an AFAM, the CAP is deemed to be an instrumentality of the United States. As an instrumentality, CAP and CAP members receives the benefits and protections similar to a U.S. government agency, such as FTCA coverage and FECA benefits for its members. FECA benefits are provided only for members age 18 and over.

ARCHER—See HSI

CAP Operations Evaluations—Sometimes called SAR/DR/HLS/CD EVALs. Required biennial evaluations directed by the CAP-USAF/CC and administered by the LRs to evaluate CAP SAR/DR/HLS/CD capabilities. These missions should be conducted as AFAMs.

CAP Training Missions as AFAM—SAR/DR/HLS/CD training and proficiency missions that are AFAMs, but may not be funded by the Air Force due to the nature of the mission and/or the availability of funds.

CD Mission—Any mission activity conducted in support of the nation's war on drugs. CD missions normally focus on airborne reconnaissance, airlift, and communications support.

DSCA—Those activities and measures taken by the Department of Defense (DoD) components to foster mutual assistance and support between the DoD and civil government agencies in planning or preparedness for, or in the application of resources for response to, the consequences of civil emergencies or attacks, including national security emergencies. Missions include, but are not limited to, aerial damage assessment (visual, photographic, HSI, or video) and light-load airlift of parts, personnel or packages. DSCA activities are usually performed on a cost reimbursement basis. The Air Force PPA for DSCA is AF/A3SHC and the RPA is 1AF (AFNORTH).

DR—ES mission conducted to alleviate adverse conditions caused by a natural or manmade disaster (e.g., hurricane, tornado, snowstorm, flood, earthquake, nuclear attack, etc.).

EADS—One of two air defense sectors responsible for the security and integrity of U.S. air space. EADS is specifically responsible for all air space east of the Mississippi River. EADS is staffed by members of the Air National Guard and the Canadian Forces Air Command. Operationally, EADS reports to the NORAD headquarters at Peterson AFB, Colorado.

ES—Services performed in support of efforts to aid persons in distress and minimize property damage. These services include, but are not limited to: mission coordination; airborne search; ground SAR; transportation of supplies, people, or parts; damage assessment flights; assistance to other disaster relief agencies and activities to reduce the effects of enemy attack.

FEMA—The federal agency charged with coordinating all federal civil emergency management activities nationally, both in peacetime and wartime. FEMA works with and provides training for the state offices of emergency management.

GTE—Exercise conducted by CAP in conjunction with CAP-USAF in the off-year of their Operations Evaluation. GTEs are characterized by significant CAP-USAF participation for the purpose of instruction and feedback.

HLS—Any mission activity conducted in support of the nation's homeland security and air defense training. HLS missions may include, but are not limited to, support of NORTHCOM, NORAD, the Air Defense Sectors, and DoD Installation Commanders. HLS missions normally focus on airborne reconnaissance, target profiles for simulated ADIZ penetrations, hijackings, terrorist threats, radar evaluations, airlift, and communications support.

HSI—Also referred to as "ARCHER". HSI is a passive sensor system that observes a target in multi-spectral bands. The system can look for a specific spectral signature of the object being sought. The HSI system can also look for abnormalities in the surrounding area or changes from previous recorded spectral signatures. The HSI is mounted aboard the GA8 Airvan.

Immediate Response—Imminently serious conditions resulting from any civil emergency or attack may require immediate action by military commanders, or by responsible officials of other DoD Agencies, to save lives, prevent human suffering, or mitigate great property damage. When such conditions exist and time does not permit prior approval from higher headquarters, local military commanders and responsible officials of other DoD Components are authorized to take necessary action to respond to requests of civil authorities.

LLRS—CAP missions accomplished in support of USAF or ANG installation commanders for the purpose of periodically reviewing and recertifying military training routes.

National Security Emergency—Any occurrence, including natural disaster, military attack, technological emergency, or other emergency, that seriously degrades or seriously threatens the national security of the United States.

Non-reimbursable AFAM—AFAMs with no Air Force financial reimbursement. CAP may be reimbursed by another federal, state, or local agency. The CAP normally codes these AFAMs as "B" series missions (e.g., B-17, or B-18).

PCA—A statutory limitation placed on federal military involvement in civil law enforcement. Air Force and other DoD personnel are generally not permitted to enforce civil laws.

Reimbursable Mission—A mission approved by the Air Force, covering a specific activity and time period, for which the CAP wing performing the mission is reimbursed in accordance with the CAPR 173-1 or as agreed to in other official documents. All such missions have an Air Force mission number assigned to authorize the specific activity. The CAP normally codes these AFAMs as “A” series missions (e.g., A-5, or A-7).

SDIS—A photographic system which allows the operator to transmit digital photos from an aircraft in flight to a ground station. The SDIS consists of a digital camera, laptop computer, and a satellite telephone.

SAR—Any ES mission which results in an effort to locate or recover a specific person(s) or vehicle(s) in distress.

SAV—Informal inspection conducted by the LR to prepare a CAP Wing for their Compliance Inspection, utilizing the *CAP Compliance Inspection Checklist*.

VIDS—CAP missions conducted in support of tactical air forces for the purpose of intercepting low and slow targets.

WADS—One of two air defense sectors responsible for the security and integrity of U.S. air space. WADS is specifically responsible for all air space west of the Mississippi River. WADS is staffed by members of the Washington Air National Guard and the Canadian Forces Air Command. Operationally, WADS reports to the NORAD.

WMIRS—An unclassified, Web-based information and reporting system that helps track CAP sorties, provides reports, tracks availability of operational resources, and is used as a source document for up-channel reporting. AFAM approvals are also conducted through WMIRS and CAPF 108 reimbursement packages are generated from data contained in this database. WMIRS accounts are authorized for CAP-USAF personnel and any other person/agency which has a need to access and view this database. For WMIRS account access, contact CAP-USAF/XO.

Attachment 2

**CAP FORM 108, REVIEW BY STATE DIRECTOR FINANCE REIMBURSEMENT
CHECKLIST**

CAP FORM 108, Review by CAP-USAF Liaison Office:	YES	NO	N/A
1. Was the aircraft, member, and/or vehicle actually present at the mission date as specified on the Form 108?			
2. Have you verified the flight time listed on the Form 108 with the aircraft flight logs?			
3. Was mission number, start/stop date recorded in block #1? List mission # _____			
4. Was type of mission identified in block #2?			
5. Is claimant name (Wing/Member) clearly recorded in block #3?			
6. Is the address and phone number clearly recorded in blocks #4A & B?			
7. Were all applicable parts in block #5 completely filled out?			
8. Are items claimed in accordance with CAPR 173-3 and any associated CAPF 10?			
9. Is the hourly (minor mx) rate claimed in block #5G correct, based on the type of aircraft in blocks #5A & B? (See allowance table CAPR 173-3)			
10. Is the cost for fuel/oil claimed in block #5I reasonable compared to the hours flown in block #5F?			
11. Is a copy of the fuel/oil receipt(s) attached to the claim? (Receipts for fuel/oil are mandatory)			
12. Are receipts attached for all other expenses? (Receipts are mandatory for other expenses)			
13. Did the CAP member and Wing Commander (or designated official) sign the form in the applicable block (#12A & B)?			
14. Do the calculations in blocks #6-10 coincide with the calculations in blocks #5H-L?			

*If any of the answers above are "No," contact the CAP Wing for appropriate documentation and clarification. If no response is received within 30-days, forward the checklist and correspondence to the LR/CC for action. If the answers to all of the above questions are "Yes, or N/A" simply keep a copy of this checklist in your files as documentation of your oversight.

Additional Comments:

Printed/Typed Name, Office Symbol, Signature, Date Review

Attachment 3
AIRCRAFT INSPECTION CHECKLIST

CAP Aircraft Inspection Checklist			
Wing: _____	Date/Tach Time Last Mid-Cycle Insp/Oil Change: _____		
Tail #: _____	Date/Tach Time @ Last 100-Hour Insp: _____		
Make/Model/Year: _____	Date/Tach Time @ Last Annual Insp: _____		
Tach Time: _____			
Inspection Item (Installed/Serviceable/Current ==>)	Y	N	Remarks / Discrepancy
1. Aircraft Log Books / Records			
A. Mid Cycle Insp/Oil Change, 100-Hour Insp, Annual Insp, & Airworthiness Directives (AD) Compliance Listing Current (Ref: FAR 91.417 & CAPR 66-1)			
B. Equipment List (CAPF 37A) Matches Comm / Nav Equipment Installed			
C. ELT Battery Current – Entry in Log Book (Ref: FAR 91-207)			
D. IFR Requirements			
1) Altimeter System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
2) Pitot / Static System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
3) Transponder Current – Entry in Logbook (24 Mo. Ref: FAR 91.413)			
4) VOR Operational Check – IFR Only (30 Days Ref: FAR 91.171)			
2. Aircraft Interior			
A. Required Documents in Aircraft A-R-O-W			
1) Airworthiness Certificate (Ref: FAR 91.203)			
2) Registration (Ref: FAR 91.203)			
3) Operating Handbook (Airplane Flight Manual / POH) (Ref: FAR 91.9)			
4) Current Weight & Balance Data (Ref: Acft Flight Manual / POH)			
B. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Interior			
C. “Not for Hire” Placard Displayed (Ref: CAPR 66-1)			
D. “Max Crosswind” Placard Displayed (Ref: CAPR 66-1)			
E. “Cessna Seat Slippage Warning” Placard Displayed (CAPR 66-1)			
F. Operating Limits / Placards (Ref: FAR 91.9)			
G. Avionics or Control Lock Installed (Ref: CAPR 66-1)			
H. Serviceable Fire Extinguisher / with gauge Installed (Ref: CAPR 66-1)			
I. Carbon Monoxide Detector – Serviceability, Expiration Date (CAPR 66-1)			
J. Cessna Seat Rails for Obvious Cracks and Wear (Ref: AD 87-20-03, Rev 2)			
K. Cessna Secondary Seat Stop Installed (All Models Prior to 1997)			
L. Cargo Tie-Down or Net Installed (Ref: FAR 91.525) (N/A if cargo is stowed)			
M. Survival Kit. (Ref: CAPR 66-1)			
3. Aircraft Exterior			
A. Acft Properly Chocked, Tied Down, and Condition of Tie downs (CAPR 66-1)			
B. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Paint			
C. Condition of Prop – Nicks, Dents, Leaks, Corrosion, Evidence of Prop Strike			
D. External Aircraft Identification Plate (Ref: CAPR 66-1)			
E. Appropriate CAP decals on wings, doors and vertical stabilizer. (Ref: CAPR 66-1 and CAP Policy)			
F. Brakes for Leaks, Wear, Cracked Pads and Obvious Defects (Ref: Acft Service Manual)			
G. Tires for Proper Air Pressure and Serviceability (Ref: Acft Service Manual/STC)			
H. Engine Cowling for Proper Fit / Fasteners Serviceable and Secure			
I. Cessna Door Hinge Pins Installed			
4. Exterior And Interior Lighting For Proper Operation			
A. Landing / Taxi / Pulse-light			
B. Anti-Collision Strobe (Ref: FAR 91.209)			
C. Navigation / Position (Ref: FAR 91.209)			
D. Flashing Beacon			
E. Cabin / Panel			
F. Instrument			

Name Of Inspector: CAPF 71, JUN 05	Date: Previous Edition Will Not Be Used	OPR/ROUTING: LGM
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Instructions for use of the CAP Aircraft Inspection Checklist

The CAPF 71 is designed to assist the inspector in determining the overall condition of the aircraft, as well as ensuring compliance of FAA and CAP regulations and directives.

1. Aircraft Log Books / Records.

Item A. Ensure mid cycle, 100hr and annual inspections are current. FAR 91.417 requires the aircraft records (logbooks) to contain the current status of applicable airworthiness directives, the method of compliance, the AD number, revision date, and recurring action if required. The A&P / AI should have performed and documented all applicable ADs as part of the 100-hour or annual inspection and updated the compliance listing in the maintenance logs.

Item B. Equip List (CAPF 37A) Matches Installed Equipment: HQ CAP requires all wings to account for Comm / Nav equipment installed in aircraft on a CAPF 37A. Confirm the CAPF 37A is complete and matches the type Comm / Nav equipment installed in the aircraft. Verification of serial numbers is not required.

Item C. ELT Battery: FAR 91-207 requires the expiration date of the ELT battery be legibly marked on the outside of the transmitter and entered in the aircraft logbook. FAR 91-207 requires ELTs to be inspected during the aircraft annual inspection and this inspection annotated in the aircraft logbook.

Items D1), D2), and D3). IFR Requirements: FAR par 91.411 and 91.413 requires the altimeter, pitot static and transponder to be tested and inspected every 24 months. The inspection dates are annotated in the aircraft logbook.

Item D4). VOR Check: The VOR check is required by FAR 91.171 to be accomplished prior to the flight or within the preceding 30 days if the aircraft is to be operated under IFR. The pilot can accomplish this test by checking the VOR against a designated VOR checkpoint on the ground or by flying over a prominent ground point, or if the aircraft has dual VORs by checking them against each other. When performing the check, the pilot should record the date, place, bearing errors and sign the log or record. The aircraft cannot be flown IFR if this check has not been performed or logged!

2. Aircraft Interior.

Items A.1&2) Airworthiness Certificate and Registration: These items are normally kept together and mounted in a pouch attached to a sidewall of the aircraft. The Airworthiness Certificate is issued when the aircraft is manufactured, the registration is issued with a change in ownership (i.e., when HQ CAP purchased it). The Radio License is no longer required for operations inside the US.

Items A.3&4) Operating Handbook & Weight & Balance: FAR 91-9 requires each aircraft to have an operating handbook and displayed operating limits in the form of placards or instrument markings. Ensure a handbook matching the aircraft's make, model and year is in the aircraft and contains a current weight and balance sheet.

Item B. Check for obvious defects, leaks, corrosion, cleanliness, and condition of interior.

Items C, D, E and F. Placards: Not for Hire/Maximum Crosswind/ Cessna Seat Slippage Warning/Operating Limits. Ensure these placards are properly installed and visible. These placards can be ordered through NHQ / LGM.

Item G. Avionics and Control Locks Installed: Assure an avionics lock is installed if equipped. Aircraft comm / nav equipment is very expensive and can be easily stolen. The hole drilled in the control column for installation of the control lock should be centered to assure the flight controls are locked in the neutral position. For aircraft that are not equipped with an avionics lock, install flight control lock whenever aircraft is parked.

Item H. Fire Extinguisher: Ensure fire extinguisher has a gauge and is properly serviced.

Item I. Carbon Monoxide Detectors: For safety, disposable 12 month or greater carbon monoxide detectors will be installed in all CAP-owned aircraft. Inspect detectors for serviceability (change of indicator color) and valid expiration date. Detectors are provided by NHQ/LGM each December.

Item J. Cessna Seat Rail Condition: The Cessna seat rails must be checked for overall condition. Check specifically for any cracks in the rails or runners. If any cracks or questionable defects are found, have an A&P mechanic inspect it for serviceability. Also, check for elongation of the holes on the rails, seat locking pin rounding and roller washer wear.

Item K. Secondary Seat Stop Installed (All Cessna Aircraft, Prior to 1997 Models): The secondary seat stop requirement is required for all Cessna aircraft prior to 1997 models. Cessna redesigned the seat rails on later models, eliminating this requirement. The secondary seat stop is installed on the right side of the pilot's seat (left front seat) to prevent it from sliding if the seat pin fails. This is a HQ CAP mandatory equipment requirement.

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Reverse

Item L. Cargo Tie-down or Cargo Net: FAR 91.525 requires cargo to be properly secured by a safety belt or other tie-down method having enough strength to eliminate the possibility of shifting during operation. Cargo net is recommended for the cargo compartment.

Item M. Survival Kit. Assure a survival kit has been established and is available during every flight.

3. Aircraft Exterior.

Item A. Properly Chocked, Tied Down & Condition of Tie Downs: All aircraft, when not being operated, are required to be properly chocked and secured. The aircraft should also be tied down at 3 points. Chains may be used providing the chain is not directly attached to the ground anchor point. This configuration will damage the wing spars because there is no flexibility during wind gusts. Nylon rope with at least a 3,000 lbs. tensile strength is recommended.

Item B. Check for obvious defects, leaks, corrosion, cleanliness, and condition of paint. Exterior Corrosion: HQ CAP emphasizes an aggressive aircraft corrosion prevention program and provides ACF-50 corrosion prohibitor, free to CAP units, to be sprayed on the aircraft. Note any corrosion you find. It is expensive to repair; however, it is less expensive to repair if caught early. This is the most important item to check during your inspection. The primary purpose of paint is to prevent corrosion with a secondary purpose of enhancing appearance. Therefore, look closely for corrosion, and missing or chipped paint. Units need to do touchup painting on their aircraft and not just let them deteriorate. Corrosion can best be checked by removing an access panel on the leading edge area of the wing and visually looking for corrosion or by looking at exposed metal inside the aircraft such as under carpets. Check for cracks in the aircraft skin. If a crack is detected and has a hole drilled at the progressive end of the crack, this is OK. It is a previous repair called "stop drill" and is designed to stop the crack from progressing any further. If, however, the crack has not been stop drilled or the crack has progressed, it should be repaired.

Item C. Condition of Propeller. Inspect propeller for damage and leaks, paying particular attention to nicks and evidence of propeller strike. Also check for excessive rubbing marks between spinner and cowling.

Item D. External Identification Plate: FAR 45-11 requires a fireproof plate that is etched, stamped, or engraved with the builder's name, model designation, and serial number. It must be secured to the exterior of the aircraft near the tail surfaces or adjacent or just aft of the rear-most entrance door. If the aircraft was manufactured before March 7, 1988, the plate can be attached to an accessible interior or exterior location near an entrance; however, the model designation and serial number must also be displayed on the aircraft fuselage exterior.

Item E. Decals. Ensure appropriate decals are installed on wings, doors and vertical stabilizer.

Item F. Brakes. Check brakes and brake lines for leaks, wear, cracked pads and obvious defects.

Item G. Tires. Check tires for proper air pressure and serviceability.

Item H. Engine Cowling Fit & Fastener Condition: Check the cowling for proper fit and contour. Check the condition of the fasteners holding it in place. Loose, improper, or defective fasteners or nutplates could cause the cowling to separate during flight.

Item I. Door Hinge Pins (Cessna): Check the door hinges for proper hinge pins. Only authorized Cessna hinge pins will be installed in CAP aircraft. Cotter pins, quick release pins, nails, etc., will not be used and are easily identifiable. Check aircraft parts manual or call NHQ/LGM for proper hinge pin part numbers.

4. Exterior and Interior Lighting for Proper Operation

Items a, b, c, d, e, and f. Check all lights for operation. You may do this by turning on the master switch and all lights.

Most of the items on the checklist are self explanatory. The dates and times for the aircraft annual, 100-hour inspections, and oil changes should be in the aircraft logbooks. Tach times should be used to determine when maintenance actions are required and time change items are due replacement. POC for this checklist is NHQ/LGM, Maxwell AFB AL (334) 953-6032 or DSN 493-6032.

Attachment 4
SAFETY CHECKLIST

Item	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<i>Unless otherwise noted, all references are to CAPR 62-1</i>			
Does the unit commander:			
1. Implement safety program elements in the unit: (1b) <ul style="list-style-type: none"> a. By establishing an accident prevention program? (1c) b. By limiting additional duties of the unit safety officer? (1d) c. By appointing a unit safety officer in writing? (2a) d. By sending a copy of the safety officer appointment forward to the wing safety officer? (2a) e. By establishing a unit safety bulletin board? (2b(3)) f. By insuring an annual internal safety survey covering ground and flight areas, as applicable, is completed? (2f) g. By ensuring all unit-controllable open items on an annual safety survey are closed? (2f) 			
2. If the unit has an aircraft assigned does the safety officer have the following requirements: <ul style="list-style-type: none"> a. Pilot certificate? (2a(1)) (CC can waiver if "b" below met) b. Completed the ECI CAP Safety Officer track? (2a(2)) c. Brief the monthly HQ CAP Safety bulletin? (2b(1)) 			
3. Does the unit safety officer? <ul style="list-style-type: none"> a. Conduct monthly safety briefings? (2b(1)) b. Maintain a roster of personnel who receive the monthly safety briefing? (2b(1)) c. Develop and maintain a summary of the monthly safety briefing for review? (2b(1)) d. Require unit personnel who missed the monthly safety briefing to read and initial summary? (2b(1)) e. Maintain safety-briefing summaries, with attached rosters, for 12 months? (2b(1)) f. Know local safety personnel and work with them in promoting/conducting safety programs? (2e) g. Maintain a copy of the last unit safety inspection? (2f) h. Forward copies of the completed safety survey to the wing safety officer? (2f) i. Know/have the wing mishap-reporting procedures and understand the requirements for submitting a CAPF 78? (CAPR 62-2, para 4e & 5a) 			
4. Has the unit safety officer: <ul style="list-style-type: none"> a. Developed local procedures on accident reporting? (3c) b. Established a unit safety file/binder for lecture outlines, topics, resources & attendance records? (3d) c. Established a safety schedule of events for the unit? (3a) 			

Attachment 5

VEHICLE INSPECTION CHECKLIST

<i>CAP Vehicle Inspection Checklist</i>							
Date:		Wing:		Vehicle License:		CAP #:	
Unit Assigned To:				2wd or 4wd		Inspector:	
Make of Vehicle:		Model:		Color:		Year:	
Static Inspection				Under Hood Inspection			
Item	Sat	Unsat	Comment	Item	Sat	Unsat	Comment
Windshield Condition				Battery Condition			
Windows Cond/Oper				Brake Fluid			
CAP Seal/Markings				Exhaust System			
CAP Form 73				Oil Quantity			
Hi Beam Headlights				Coolant Quantity			
Low Beam Headlights				Belts / Hoses			
Tail Lights				Exterior Inspection			
Brake Lights							
Turn Signals				Item	Sat	Unsat	Comment
Emergency Flashers				Body Condition			
License Plate Light				Paint Condition			
Back Up Light				Door Operation			
Back Up Alarm				Window Condition			
Wiper Blades				Bumper Condition			
Wiper Operation				Tire Condition			
Foot / Hand Brake				Tire Wear (Min 1/16")			
Horn				Tire Inflation			
Seats				Driving Check (Observed Only)			
Seatbelts							
Shoulder Harness				Item	Sat	Unsat	Comment
Seat Latching				Steering			
Rearview Mirror				Braking			
Side Mirror(s)				Suspension			
Radio Mounts				Drive Train			

CAP Added Wiring				Alignment			
Fire Extinguisher							
First Aid Kit				Trailer Inspection			
Spare Tire							
Tire Tools				<i>Item</i>	Sa t	Un- sat	Comment
Proof of Insurance				Running Lights			
Comments:				Brake Lights			
				Brake Condition			
				Hitch Condition			
				Safety Chain			
				License Current			
				Tire Condition			
				Door Latches			

Attachment 6

PILOT FOLDER CHECKLIST

When you visit units with pilots assigned, ask to see their pilot records. Make sure the records contain at least the following information. When complete attach a copy to your trip report. Items 6-11 do not need to be maintained in the unit pilot records if they are loaded into MIMS. Use the pilot CAP ID number to validate qualifications in MIMS.

UNIT: _____ PILOT: _____ CAP ID#: _____

<i>UNIT FILE/FOLDER ITEMS</i>	YES	NO	N/A
1. Does the unit maintain a file or folder on each of its pilots?			
2. Is there a signed Statement of Understanding (most current form)?			
3. Is there a copy of the FAA pilot certificate?			
4. Is there a copy of the current FAA CFI certificate (if appropriate)?			
5. Is there a copy of the current FAA medical certificate?			
UNIT FILE/FOLDER OR MIMS ITEMS	Unit	MIMS	N/A
6. Documentation of current biennial flight review (copy of log entry or FAR 61.56 endorsement on CAPF 5)			
7. Copies of most recent CAPF 5's establishing aircraft qualifications			
8. Copy of current CAP Form 5 (checkride)			
9. Copy of current CAP Form 91 (mission checkride)			
10. Aircraft questionnaire for each aircraft qualified			
11. Copy of letter designating individual as:			
a. Cadet Orientation Pilot			
b. Wing Check Pilot			
c. Wing Instructor Pilot			
d. Wing mission Check Pilot			
e. Successfully completing National Check Pilot Course			

INSPECTOR: _____

DATE: _____

Attachment 7

CAP-USAF MISSION EMPLOYMENT EVALUATION GUIDE

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EVALUATION GUIDANCE

1. GENERAL. This evaluation guide has been coordinated with HQ CAP and HQ CAP-USAF. It will be used to conduct SAR/DR/HLS/CD, SDIS, and HSI Archer evaluations and is designed to measure the effectiveness of the wing's operational capabilities. This guide may be supplemented by the Liaison Region to meet region unique requirements. Supplements will be coordinated with HQ CAP-USAF/XO, HQ CAP/DO, and the appropriate CAP Region/CC prior to issuance or use. The guide encompasses direction found primarily in CAPR's 60-1, 60-3, and 60-6. Some evaluation items do not have a specific reference to a current publication, but are consistent with established policies, sound judgment, and evolving employment of CAP resources. The evaluated unit should be advised of any items that will be evaluated that are not specifically cited in this regulation.

2. TRAINING. CAP-USAF expects training to be conducted on a continuing basis. Training of personnel during annual operations evaluations is encouraged provided it is accomplished under the guidance of a qualified CAP member responsible for the evaluated functional area.

3. RATINGS. The evaluation team will make a subjective evaluation of each applicable functional area and award a corresponding rating. Functional areas determined to be applicable to the scenario should be manned by a qualified volunteer but will be evaluated regardless of personnel availability. The evaluation team will use the following definitions when determining these ratings:

- **OUTSTANDING (O):** Performance and operations far exceed mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few minor discrepancies may exist.
- **EXCELLENT (E):** Performance and operations exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed; however, minor deficiencies and discrepancies may exist which do not negatively impact mission execution or success.
- **SUCCESSFUL (S):** Performance and operations meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies and/or discrepancies may exist but do not impede or limit mission execution or success.
- **MARGINAL (M):** Performance and/or operations do not fully meet some mission requirements. Procedures and/or activities are not carried out in an efficient and/or effective manner. Resources and programs are not efficiently managed. Deficiencies and/or noted discrepancies impede or limit mission execution or success.
- **UNSATISFACTORY (U):** Performance and/or operations do not meet mission requirements. Procedures and/or activities are not carried out in an adequate manner. Resources and/or programs are not adequately managed. Significant deficiencies and/or discrepancies exist that preclude or seriously limit mission execution or success or endanger personnel or resources.

- **NOT EVALUATED (NE):** Areas not applicable to the specific exercise or functional areas that the evaluator could not adequately evaluate. Scenarios may be “table topped” to minimize “Not Evaluated” ratings. Evaluators will include comments when sections or major portions of individual sections in the evaluation are not evaluated.

INDIVIDUAL ITEM GRADES. Any item marked “O”, “M”, “U”, “NE”, or “NO” requires comments from the evaluator. Evaluators are highly encouraged to include remarks in all areas of the checklists. These remarks can be effective tools to assist the wing in identifying ways to improve performance and operations as well as provide “best practices” information to other wings. The wing/region or National HQ will provide written reply with corrective actions for functional areas receiving an unsatisfactory or marginal rating. These replies will be due to the Air Force Liaison Region Office no later than 45 days following receipt of the final report. National HQ will provide written replies to HQ CAP-USAF/XO no later than 45 days following the receipt of the final report.

SUPPLEMENTAL ITEMS TO BE APPENDED TO INDIVIDUAL ITEM GRADES:

- *Benchmark Candidate* - The best process observed to date by the evaluation team, to be considered for emulation by other units.
- *Commendable Item* - A highly effective concept, technique, or management practice that exceeds regulatory requirements or is significantly better than found elsewhere.
- *Observation* - A minor deficiency documented to place emphasis on the need for resolution before it develops into a more serious problem.
- *Finding* - A significant deficiency that requires specific answers to CAP-USAF on actions taken to correct the deficiency.

4. OVERALL RATINGS. After all individual grades are compiled; the evaluation team will determine an overall grade for the exercise. The overall grade is based on the combination of grades in each functional area as well as overall performance.

5. SPECIAL INSTRUCTIONS/REQUIREMENTS. At least 45 days prior to the scheduled evaluation, the Liaison Region will send an Evaluation Notice Letter to the respective wing, region, and State Director. This notice will provide any special instructions or requirements for the evaluation. These instructions must be carefully followed. Non-compliance could result in a lower overall rating. The wing will be alerted 3-10 days prior to the evaluation providing initial scenario information. This alert notice could include CD taskings as a means of separating the CD evaluation from the SAR/DR/HLS evaluation. Following the evaluation, the evaluation team shall prepare a report to include as a minimum: the EXPLAN (Exercise Plan), Mission Score Sheet, the Wing Resource Information Sheet, the Mission Staff Assignment Chart, and a summary of each functional area. A copy of the report will be sent to the evaluated CAP WG/CC, the State Director, CAP region commander, and HQ CAP-USAF/XO/XOV

6. WING/REGION/NATIONAL RESOURCE INFORMATION SHEET. The evaluated wing, region, and the National HQ will check their resource information sheets on the CAP Homeland Security Website (<https://ntc.cap.af.mil/ops/hls/resources.cfm>) and their aircraft status on Web-based Mission Information and Reporting System (WMIRS). The wing, region, and the NHQ will provide updates to the evaluation team chief within 12 hours of being alerted for the evaluation scenario. The evaluation team chief will assume the resources listed on the web-based

wing and region resource information sheet and WMIRS will be available for use during the evaluation unless an update is provided. If a wing is having difficulty updating this data online, the wing should contact the NOC duty officer at 1-888-211-1812 for assistance, during normal business hours if possible.

7. IN-BRIEFINGS.

A. The evaluation team will brief the IC/Wing Commander (or designated representative) before the exercise begins to clearly communicate the purpose of the evaluation and the actions of the evaluation team. At a minimum, the following items should be briefed:

- Grading philosophy
- Inspectors' roles
- What training may take place during the evaluation
- Short term plans in the event of a real-world tasking
- Anticipated outside agency participation
- Special Instructions (SPINS)
- Special or unique region procedures: if the Liaison Region adopts special procedures, they should be applied consistently across the region and discussed with the wing at this time.
- A review of the EXPLAN to include the exercise/simulation cell (SIM cell) communications plan. Identify the methods by which various agencies and personnel should be contacted. This review should include the level of simulation with AFRCC, NOC, state and local agencies, family members, etc. Evaluators who serve in simulated roles should be clearly identified by ID badges and appropriate uniform or clothing to avoid confusion and prevent misleading the mission staff and participants.

B. The IC will provide the evaluation team with an in-briefing at an agreed time after the team's arrival. At a minimum, the following items/issues should be briefed:

- The mission base staff and any applicable functional areas that that will be unmanned. The IC will brief how the vacant functional area will be managed. Normally a vacant functional area will be covered by another qualified member of the mission staff but it is the IC's responsibility to ensure the functional area requirements are accomplished in a safe and effective manner.
- Any updates to available resources.
- A local safety, risk assessment, and mitigation plan. This would include local hazards and how the mission base staff will mitigate the effects of those hazards.
- A medical response plan and information on other mission bases that may provide support during the evaluation.
- Communications Plan. Initially this will include contact numbers for the IC key staff members and emergency contact numbers. The communications plan should include

all mission callsigns and radio channels used as well as land lines, cell phones, computer-based messaging, and other mechanisms. The plan must be classified as For Official Use Only (FOUO) and handled accordingly.

8. OUT-BRIEFINGS.

A. The IC will conduct an interactive debrief with the mission staff. The IC will lead the discussion and allow each section to cover what went well and what areas need improvement.

B. The evaluation team chief will conduct a formal out-briefing providing a brief summary and a grade for each area and an overall grade for the wing. During guided exercises no grade shall be given. At the discretion of the evaluation or exercise control chief, individual members of the team should give highlights of the results from the areas reviewed.

9. **MEASURES OF SUCCESS.** The final report should include specific examples of success for each functional area. These might include: How effective was the wing at accomplishing the mission tasking requested by the customer (effective digital photos imaged and distributed, HSI targets analyzed, located and identified, etc)? Were risks identified and minimized to the maximum extent possible? What percentages of targets were found by exercise aircrews and ground teams? How long did it take to detect/find exercise ELT beacons? How effective were counterdrug and SDIS missions? The main focus should be:

A. Safety

B. Mission Accomplishment/Effectiveness

C. Mission Efficiency

If the first two are accomplished, the wing should be considered in the “successful” category. Mission efficiencies are those procedures, actions, and initiatives that improve safety, reduce the workload of the mission staff, improve communications, and optimize the use of available resources. Examples of actions that may move the wing from an overall “successful” to an overall “excellent” or “outstanding” grade are:

- Mission base staff that efficiently use the latest technologies such as interactive event logs to streamline and improve communications among staff sections, remote staging areas, customers, the NOC, etc.
- Updating and utilizing the full capabilities of e-Services and WMIRS in conjunction with other collaborative software tools and programs like Paperless wing and IMU.
- IC conducts timely staff updates or otherwise keeps the mission staff informed and focused.
- Mission staffs that set up operations centers that co-locate the primary decision makers and provide mission critical real-time mission information for those who need to make timely decisions.
- Administration/Finance and Logistics staff that work together to provide the planning and operations sections with a complete and updated picture of the available resources – aircraft, vehicles, and personnel lists. Personnel lists provide all individuals’ qualifications/specialties and not just desired participation specialty.

- Operations staff that keeps sorties updated in WMIRS and Administration/Finance staff that maintains up-to-date information on funds expended and available resources. They maintain this information in a format easily transformed into the IC's situation report (SITREP) or mission report (MISREP).
- Planning and Logistics staff that evaluate and "what-if" the situation to anticipate requirements and develop contingency plans.
- Logistics staff that monitors aircraft and vehicles to project inspection and maintenance actions; anticipates and arranges for aircraft/vehicle fuel, parking and servicing; and makes arrangements for meals, lodging, supplies, and facilities to support mission activities.
- Good Operational Risk Management (ORM) practices that effectively mitigate hazards.

These are only a few examples of initiative and innovative actions that will enhance the overall grade and improve the wing ability to accomplish its mission. The checklists provided in this pamphlet should be used as a guide, balancing an objective and subjective evaluation of each area.

10. COUNTERDRUG ASSESSMENT. The counterdrug evaluation may be conducted as part of the wing primary SAR/DR/HLS evaluation or as a separate evaluation. The evaluation team must be mindful of CD security and cadet non-involvement requirements. This will be an evaluation of the wing's ability and readiness to provide operational support to the designated counterdrug law enforcement agencies in accordance with CAP regulations and policies. Mission paperwork (e.g. CAPF 84s mission approvals, customer requested forms, or information management) and staff/crew credentials will be checked as part of the evaluation. However, this will not be a staff assistance visit or CI of the wing CD records and financial management. The wing will be provided a CD scenario and evaluated in the same manner as SAR/DR/HLS.

11. SATELLITE DIGITAL IMAGERY SYSTEM (SDIS) ASSESSMENT. The SDIS evaluation may be conducted as part of the wing primary SAR/DR/HLS evaluation. This will be an evaluation of the wing's ability and readiness to provide operational SDIS support to designated receivers in accordance with CAP regulations and policies. Mission paperwork and staff/crew credentials will be checked as part of this evaluation. Wings may be required to bring in other wing or region SDIS assets to accomplish the mission. This inter-wing coordination will be part of the evaluation process.

12. ARCHER HSI ASSESSMENT. The Archer HSI evaluation may be conducted as part of the wing primary SAR/DR/HLS evaluation. This will be an evaluation of the wing's ability and readiness to provide operational ARCHER HSI support to designated receivers in accordance with CAP regulations and policies. This also includes setting up an HSI ground station for analysis during/after sortie completion. Mission paperwork and staff/crew credentials will be checked as part of this evaluation. This assessment will normally only be given for wings that have Archer HSI aircraft and systems assigned to their individual wings. However, wings may be required to bring in another wing's Archer HSI asset to accomplish the mission. This inter-wing coordination will be part of the evaluation process.

13. MISSION STAFF ASSIGNMENT CHART. On the next page is a guide for filling staff positions. One person may cover more than one area if qualified. Areas that are not applicable to the scenario are not required to be manned. The wing is responsible for all applicable

functional areas and they will be evaluated whether manned or not. Individuals who are training for a position may be used provided they are supervised by an individual who is qualified in the position and they possess a SQTR for the specialty. The trainee's SQTR must indicate they have completed all prerequisites and preparatory activities and can appropriately participate in a training exercise as part of their progress towards qualification in that specialty. An individual that is in training cannot be used as a trainee in two areas but can supervise another trainee in a specialty for which they are qualified (this may dilute the overall effort and result in less than satisfactory performance and should be discouraged).

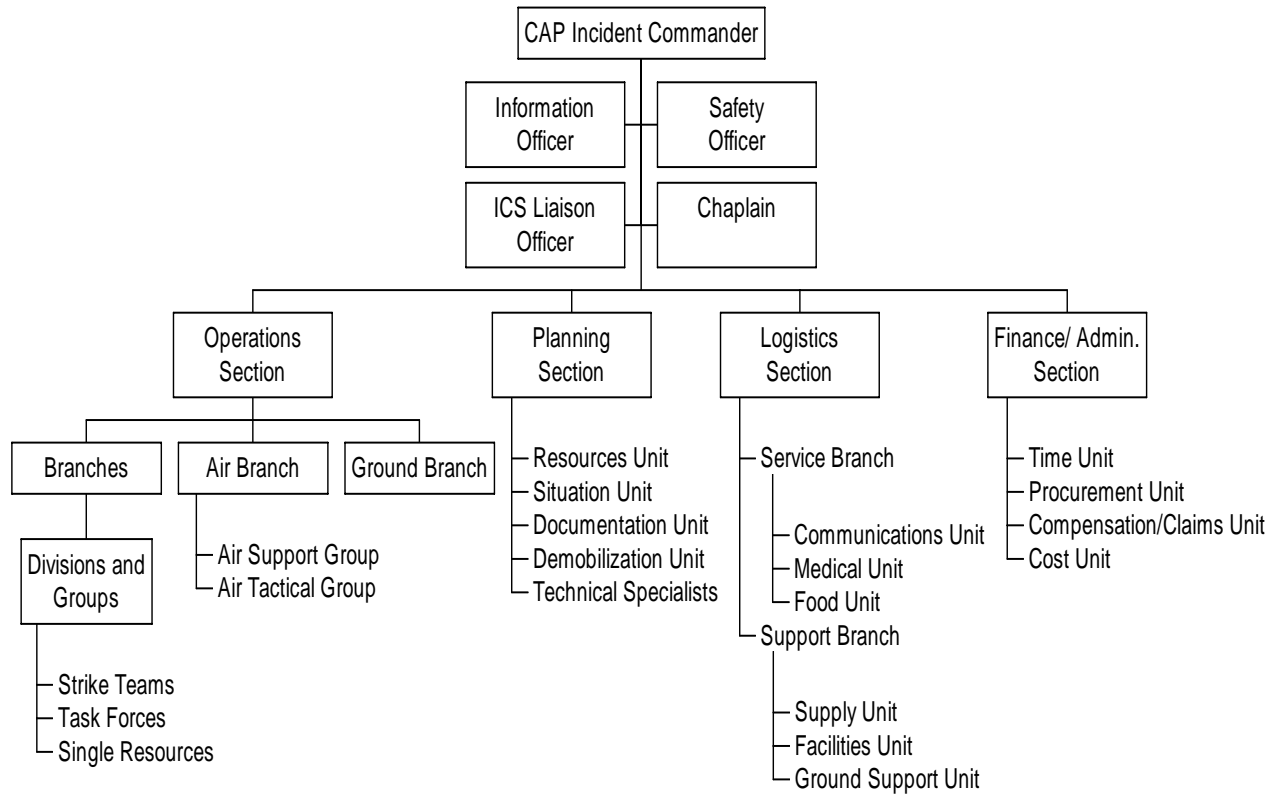
NOTE: The IC will brief the evaluation team when an ICS position will not be filled. Reasons for this may be that a qualified member is unavailable to fill the position or the incident does not require the functional area to be activated. However, if the situation changes, the IC should be prepared to make adjustments to the staff in order to meet mission requirements.

NOTE: The CAP-USAF State Director (SD) will function as an advisor to the wing/mission base staff. He will support the operation as he would during a real world event as directed by the LR/CC. The SD may be at the mission base or at a state or federal emergency operation center. The SD will not function as the IC or any functional area mission staff member.

NOTE: A CAP-USAF reservist, at the direction of the SD may function as an advisor to the wing/mission base staff. At the direction of the SD, the CAP-USAF reservist will support the operations as they would during a real world event. He/she may be at the mission base or at a state or federal emergency operation center. The CAP-USAF reservist will not function as the IC or any functional area mission staff member but may help with WMIRS and up-channel reporting to higher authorities.

Civil Air Patrol Incident Command System

Major Organizational Elements



MISSION SCORE SHEET

Wing: _____

Overall wing rating: _____
Select grade

Primary mission base location: _____

Date: _____

Staging area location(s): _____

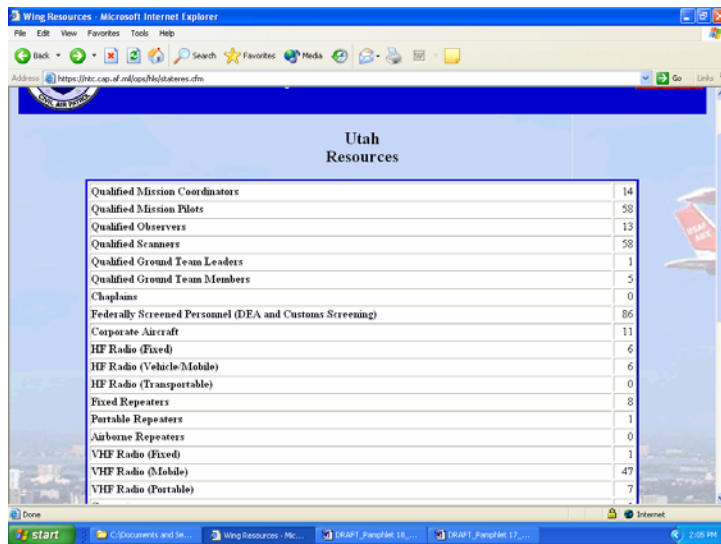
EVALUATION SCENARIO – Brief description:

Mission Position or Functional Area	Member Name	Grade
Incident Commander		
Agency Liaison		
Mission Safety Officer		
Mission Chaplain		
Public Information Officer		
Operations Section Chief		
Staging Area Manager (Optional)		
Air Operations Branch Director		
Flight Line Supervisor		
Ground Branch Director		
Aircrews		
Ground Teams		
Planning Section Chief		
Logistics Section Chief		
Communications Unit Leader		
Information Technology		
Finance/Administration Section Chief		
<i>Optional</i>		
Critical Incident Stress Management		
Satellite Digital Imaging System		
Archer/Hyperspectral Imaging		
Counterdrug Program		

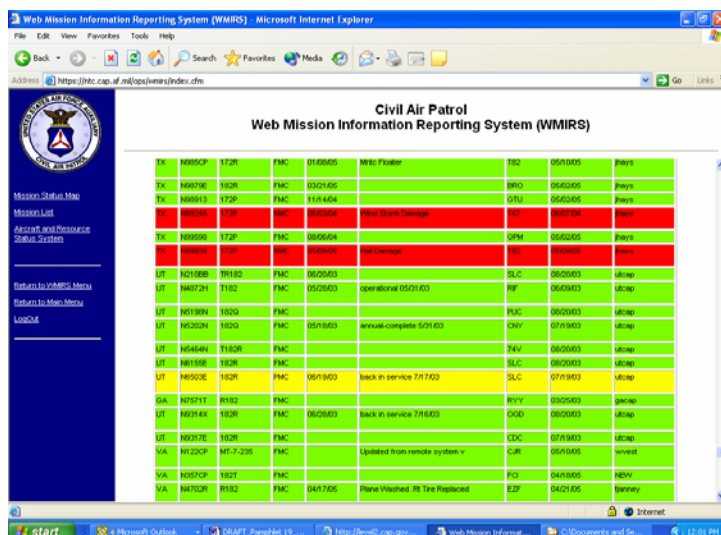
WING/REGION RESOURCE INFORMATION SHEET

PART A. This information will be obtained by the evaluation team and updated by the evaluated wing and region. A dated printout or electronic copy from the CAP Homeland Security website (<http://www.cap.gov/HLS>) and WMIRS will be used to documenting this information. The evaluation team should validate the accuracy of the wing/regions web-based resource sheets and aircraft status on WMIRS as part of the evaluation. This includes the currency of the wing/region alerting roster and or alerting procedures, i.e. pager numbers duty cell phones etc.

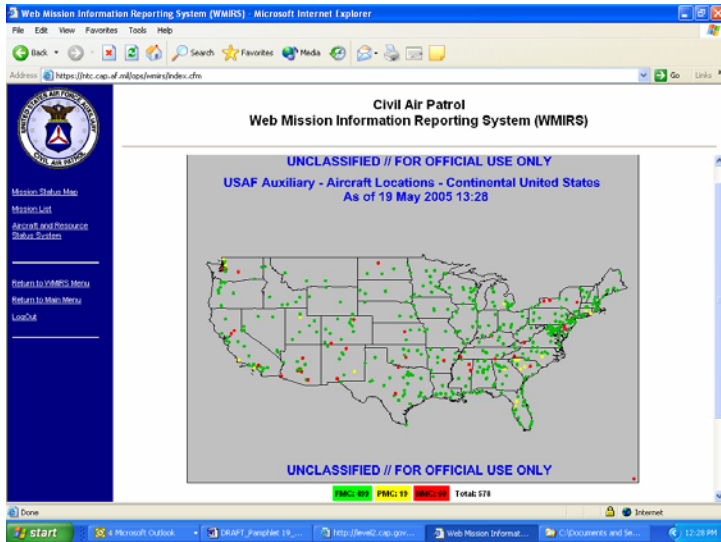
Sample information from WMIRS:



Resource	Count
Qualified Mission Coordinators	14
Qualified Mission Pilots	58
Qualified Observers	13
Qualified Scanners	58
Qualified Ground Team Leaders	1
Qualified Ground Team Members	5
Chaplains	0
Federally Screened Personnel (DEA and Customs Screening)	86
Corporate Aircraft	11
HF Radio (Fixed)	6
HF Radio (Vehicle/Mobile)	6
HF Radio (Transportable)	0
Fixed Repeaters	8
Portable Repeaters	1
Airborne Repeaters	0
VHF Radio (Fixed)	1
VHF Radio (Mobile)	47
VHF Radio (Portable)	7



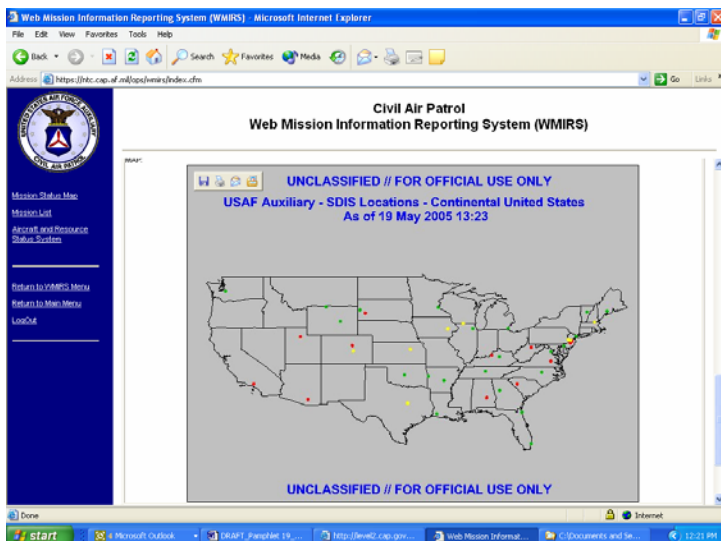
TX	182R	FAC	010005	Wing Number	02	050005	Phys	
TX	090706	182R	FAC	0321405		080	050005	Phys
TX	090913	172P	FAC	119406		070	050005	Phys
TX	090908	172P	FAC	080604	Wing Status Damage	010	050004	Phys
TX	090908	172P	FAC	080604	Wing Status Damage	020	050005	Phys
TX	090908	172P	FAC	080604	Wing Status Damage	030	050005	Phys
UT	021000	01002	FAC	050503		SLC	050503	Uchap
UT	040701	1102	FAC	050503	operational 050103	HF	050503	Uchap
UT	011004	0512	FAC			FAC	050503	Uchap
UT	022004	0210	FAC	050503	www-complete 510103	OHV	071903	Uchap
UT	050404	1102R	FAC			NEV	080503	Uchap
UT	061506	182R	FAC			SLC	080503	Uchap
UT	065002	182R	FAC	061503	back in service 71703	SLC	071903	Uchap
GA	070711	0102	FAC			RYV	030503	Uchap
UT	08014X	182R	FAC	050503	back in service 710103	OOD	080503	Uchap
UT	080710	182R	FAC			SLC	071903	Uchap
GA	07220P	017-230	FAC		Updated from remote system v	CAF	061005	Uchap
GA	08070P	1821	FAC			FD	041905	Uchap
GA	04070R	0102	FAC	041705	Plane Washed - RT Tire Replaced	ZZP	042105	Uchap



Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

System	IC	SR	NO	CF	IC	SR	NO	CF	IC	SR	NO	CF	IC	SR	NO	CF	IC	SR	NO	CF
SDS-SDIS System	26	NAE	NO	CF	26	NAE	NO	CF	26	NAE	NO	CF	26	NAE	NO	CF	26	NAE	NO	CF
SDS-SDIS System	26	PRN	NO	CF	26	PRN	NO	CF	26	PRN	NO	CF	26	PRN	NO	CF	26	PRN	NO	CF
SDS-SDIS System	26	128	NO	CF	26	128	NO	CF	26	128	NO	CF	26	128	NO	CF	26	128	NO	CF
SDS-SDIS System	26	180	NO	CF	26	180	NO	CF	26	180	NO	CF	26	180	NO	CF	26	180	NO	CF
SDS-SDIS System	26	181	NO	CF	26	181	NO	CF	26	181	NO	CF	26	181	NO	CF	26	181	NO	CF
SDS-SDIS System	26	182	NO	CF	26	182	NO	CF	26	182	NO	CF	26	182	NO	CF	26	182	NO	CF
SDS-SDIS System	26	183	NO	CF	26	183	NO	CF	26	183	NO	CF	26	183	NO	CF	26	183	NO	CF
SDS-SDIS System	26	184	NO	CF	26	184	NO	CF	26	184	NO	CF	26	184	NO	CF	26	184	NO	CF
SDS-SDIS System	26	185	NO	CF	26	185	NO	CF	26	185	NO	CF	26	185	NO	CF	26	185	NO	CF
SDS-SDIS System	26	186	NO	CF	26	186	NO	CF	26	186	NO	CF	26	186	NO	CF	26	186	NO	CF
SDS-SDIS System	26	187	NO	CF	26	187	NO	CF	26	187	NO	CF	26	187	NO	CF	26	187	NO	CF
SDS-SDIS System	26	188	NO	CF	26	188	NO	CF	26	188	NO	CF	26	188	NO	CF	26	188	NO	CF
SDS-SDIS System	26	189	NO	CF	26	189	NO	CF	26	189	NO	CF	26	189	NO	CF	26	189	NO	CF
SDS-SDIS System	26	190	NO	CF	26	190	NO	CF	26	190	NO	CF	26	190	NO	CF	26	190	NO	CF
SDS-SDIS System	26	191	NO	CF	26	191	NO	CF	26	191	NO	CF	26	191	NO	CF	26	191	NO	CF
SDS-SDIS System	26	192	NO	CF	26	192	NO	CF	26	192	NO	CF	26	192	NO	CF	26	192	NO	CF
SDS-SDIS System	26	193	NO	CF	26	193	NO	CF	26	193	NO	CF	26	193	NO	CF	26	193	NO	CF
SDS-SDIS System	26	194	NO	CF	26	194	NO	CF	26	194	NO	CF	26	194	NO	CF	26	194	NO	CF
SDS-SDIS System	26	195	NO	CF	26	195	NO	CF	26	195	NO	CF	26	195	NO	CF	26	195	NO	CF
SDS-SDIS System	26	196	NO	CF	26	196	NO	CF	26	196	NO	CF	26	196	NO	CF	26	196	NO	CF
SDS-SDIS System	26	197	NO	CF	26	197	NO	CF	26	197	NO	CF	26	197	NO	CF	26	197	NO	CF
SDS-SDIS System	26	198	NO	CF	26	198	NO	CF	26	198	NO	CF	26	198	NO	CF	26	198	NO	CF
SDS-SDIS System	26	199	NO	CF	26	199	NO	CF	26	199	NO	CF	26	199	NO	CF	26	199	NO	CF
SDS-SDIS System	26	200	NO	CF	26	200	NO	CF	26	200	NO	CF	26	200	NO	CF	26	200	NO	CF

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As of 19 May 2005 13:10



PART B.**MISSION BASE INFORMATION** (To be filled out **DURING** the evaluation)

Mission Base: _____

<u>Qualified Positions</u>	<u>Number Participating</u>
Incident Commanders	
Agency Liaison representatives	
Mission Pilots	
Mission Observers	
Mission Scanners	
Ground Teams Leaders	
Ground Teams Members	
SDIS crewmembers	
HSI crewmembers	

<u>Mission Base (MB) and Staging Base (SB) Numbers</u>	<u>MB</u>	<u>SB1</u>	<u>SB2</u>	<u>SB3</u>
Senior Members				
Cadets				
Aircraft				
Corporate				
Member-owned				
Corporate Vehicles				

Weather conditions: _____

Actual Media coverage: _____

EVALUATED FUNCTIONAL AREAS WORKSHEET

Functional Area	Evaluated (Y/N)
Command Section	
CAP Incident Commander	
Agency Liaison	
Mission Safety Officer	
Mission Chaplain	
Public Information Officer	
Operations Section	
Operations Section Chief	
Staging Area Manager - optional	
Air Operations Branch Director	
Flight Line Supervisor	
Ground Branch Director	
Aircrews	
Ground teams	
Planning Section	
Planning Section Chief	
Logistics Section	
Logistics Section Chief	
Communications Unit Leader	
Information Technology	
Finance/Administration Section	
Finance/Administration Section Chief	
Additional Evaluated Areas – (Optional)	
CISM	
SDIS	
ARCHER/HSI	
Counterdrug	

INCIDENT COMMANDER (IC)

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

The Incident Commander (IC) is the individual who has overall responsibility for the conduct of the mission. Depending on the size and stage of the mission the IC may or may not have individual staff for each subordinate position. In this checklist, reference to an action by the IC may be accomplished by a subordinate; however the IC has a responsibility for ensuring the action is completed and should review the results.

1. Was the IC qualified and did the IC possess a current Specialty Qualification Card (CAPF 101-IC)? (CAPR 60-3)
Remarks: YES NO NE

2. Did the IC assign adequate and qualified staff and adjust staffing as the incident evolved? (CAPR 60-3, para 8-2)
Remarks: YES NO NE

3. Did the IC have a mission kit available, containing regulations, manuals, maps, forms, checklists, resource directives, etc.? (CAPR 60-3, para 1 -4b9)
Remarks: YES NO NE

4. Was the mission kit effectively used during the evaluation?
Remarks: YES NO NE

5. Did the IC conduct the initial group briefing and were the following factors covered in the briefing? (CAPR 60-3, para 4-5, & 4-6) YES NO NE
 - a) Were the mission objective(s) clearly stated? YES NO NE

 - b) Were ground and flight safety emphasized during the briefing? YES NO NE

 - c) Did the briefing include communications frequencies or channels and call signs?
YES NO NE

 - d) Did the briefing include guidance to preface major/critical exercise messages, as “this is an exercise message”? YES NO NE

 - e) Did the briefing include unique information about the airfield and operating area?
YES NO NE

 - f) If marshalers were used on the flightline, were pilots directed to follow marshalers’ instructions? YES NO NE

g) Did the briefing provide information bringing all mission personnel up to date on developments in the mission? YES NO NE

h) Did the briefing include the plan on how to achieve the mission objectives? YES NO NE

Remarks

6. Did the IC effectively communicate with the CAP NOC or other appropriate entities such as AFRCC or state agencies to ensure proper mission approval and required reporting requirements?

Remarks: YES NO NE

7. Did the IC ensure that the mission was set up in WMIRS and enabled for SDIS when needed?

Remarks: YES NO NE

8. Did the IC effectively utilize his/her planning and operations staff to maximum efficiency and economy of operations? (CAPR 60-3, para 1-11 and 8-3)

Remarks: YES NO NE

9. Did the IC effectively utilize personnel awaiting assignments to provide mission support such as assistance in keeping logs, message delivery, status board updates, etc?

Remarks: YES NO NE

10. Did the IC ensure dispatch of aircraft and or ground teams as quickly and safely as possible to achieve preliminary SDIS or ARCHER sortie objectives, or other preliminary goals, such as a hasty search or rapid damage assessment? (CAPR 60-3, para 1-13a1)

Remarks: YES NO NE

11. Did the IC coordinate with the Safety Officer and the ICS General Staff on an Operational Risk Management assessment program?(CAPR 60-3, para 1-10 and 4-6 and Atach 3)

Remarks: YES NO NE

12. Was the IC able to effectively use the space chosen for the mission base to facilitate the flow of traffic and maximize efficiency of the operation?

Remarks: YES NO NE

13. Did the IC ensure a log of mission activity and significant events were maintained to convey a clear and accurate history of IC actions?

Remarks: YES NO NE

14. Was a mission status board available, kept current with up-to-date information, and visible to mission personnel? Did it contain the following information (as a minimum)? (CAPR 60-3, para 1-12f)

- a) Critical briefing items. (The incident action plan can facilitate this)
- b) Hazards in the search area (terrain, weather, towers, etc.)
- c) Weather (current and forecast)
- d) Base facilities and hazards (construction, congested areas, communications, refueling, etc.).
- e) Airfields in the search area.
- f) Base parking and taxi plan (if applicable).
- g) Communications procedures (channels, call signs, etc.).
- h) Mission progress and status.
- i) Status of restricted areas.
- j) Status of SDIS images uploaded to WMIRS or e-mailed to customer-requested addresses.

Remarks:

YES NO NE

15. Did the IC initiate mission reporting and provide updated situational reports (SITREPs) to the controlling agency? Periodic updates approximately every 4 hours are suggested, with a summary report of the day's activities submitted at the end of the day or at the close of the mission. This is normally accomplished by completing a CAPF 122 for SAR missions, and as specified or requested by the lead agency for DR, HLS, and CD missions. (CAPR 60-3 para 1-12i)

Remarks:

YES NO NE

16. Did the IC ensure that the Section Chiefs kept WMIRS data current to enable the CAP NOC to prepare situational reports (SITREPs) as requested or required (at least daily)?

Remarks:

YES NO NE

17. If WMIRS wasn't available, did the IC use some other means to provide pertinent information and/or SITREPs to the NOC and controlling/requesting agency? Were they effective?

Remarks:

YES NO NE

18. Did the IC ensure that releasable information from CAP missions was given promptly to news media representatives by the PAO or by the IC? Did the IC ensure coordination of press releases with the agency being supported (CAPR 60-3, para 1-7)

Remarks:

YES NO NE

19. Did the IC possess a current wing alert roster or have access to the electronic alert roster? (CAPR 60-3, para 1-9a)

Remarks:

YES NO NE

20. Was the IC familiar with the procedures for requesting additional resources to support the incident, when necessary? (CAPR 60-3, para 1-15a)

Remarks:

YES NO NE

21. Did the IC or the General Staff effectively request and then support, integrate and employ additional resources such as SDIS or ARCHER/HSI crews or crews from other wings?

Remarks:

YES NO NE

22. Did the IC ensure personnel performing mission activities had sufficient to safely complete their assignments? (CAPR 60-3, para 1-23; CAPR 60-1, para 2-15).

Remarks: YES NO NE

23. Did the IC effectively manage staging areas?

a) How did the IC ensure personnel at remote staging areas were signed in to the mission and qualified in the appropriate mission area?

b) How did the IC update and brief the remote staging area staff, aircrews, and ground teams?

c) How were remote aircrews and ground teams debriefed?

d) How were Admin and Finance tracked at staging areas?

Remarks: YES NO NE

24. Did the IC have a general understanding of the authority to assume mission requests from federal, state, or local agencies?

Remarks: YES NO NE

25. Were missions safe and effective in meeting scenario driven requirements?

Remarks: YES NO NE

26. Were they efficient at accomplishing these missions?

Remarks: YES NO NE

27. Did the IC utilize the State Director to the maximum extent possible?

Remarks: YES NO NE

28. What specific actions did you observe that exceeded the minimum requirements of this functional area?

Remarks:

29. How effective was the IC in performing assigned duties?

Remarks: O E S M U NE

AGENCY LIAISON (AL)

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

The Agency Liaison (AL) is the individual assigned to another organization's base, the lead agency, to provide coordination for CAP support. The AL in this position does not control CAP resources, however if there is no IC in the CAP command structure the AL may wear two hats and have CAP IC responsibility. This evaluation assumes that the AL and IC are different individuals. Effective evaluation of this position will place a burden on the evaluation planning team to construct a scenario where the AL is a viable position.

1. Was the AL qualified and did the AL possess a current Specialty Qualification Card (CAPF 101-AL)? (CAPR 60-3)

Remarks: YES NO NE

2. Did the AL have a mission kit available, containing regulations, manuals, maps, forms, checklists, resource directives, etc.? (CAPR 60-3, para 1 -4b9)

YES NO NE

Was the mission kit effectively used during the evaluation?

Remarks: YES NO NE

3. Did the AL conduct a briefing of the host agency and were the following factors covered in the briefing? (CAPR 60-3, para 4-5, & 4-6)

- Were CAP mission capabilities clearly stated? YES NO NE

- Were CAP mission assets that are initially available stated and a process to update the amount and type of assets covered? YES NO NE

- Did the briefing include methods to communicate with CAP assets? YES NO NE

- Were these methods covered in the CAP mission communication plan at mission base? YES NO NE

- Did the Communication plan include CAP terminology and include message protocols, such as "this is an exercise message" or similar terminology? YES NO NE

- Were the required operating areas communicated to CAP mission base and coverage (or lack thereof) communicated back to the host agency IC? YES NO NE

- Did the briefing provide a method so that information would be transferred back to the CAP mission base on mission progress from the lead agency YES NO NE

- Did the AL understand and communicate to the CAP mission base how CAP assets would be used in achieving the lead agency's mission objectives? YES NO NE

- Did the briefing include the plan on how to achieve the mission objectives? YES NO NE

Remarks:

4. Did the AL access and utilize the mission folder on WMIRS?
Remarks: YES NO NE
5. Did the AL effectively utilize the CAP Mission Base Planning and Operations Staff to maximum efficiency and economy of support operations? (CAPR 60-3, para 1-11 and 8-3) Was this planning information passed along to the lead agency Planning and Operations Staff as appropriate?
Remarks: YES NO NE
6. Did the AL coordinate dispatch of aircraft and or ground teams as quickly and safely as possible to accomplish immediate lead agency needs? (CAPR 60-3, para 1-13a1)
Remarks: YES NO NE
7. Was the AL able to effectively use the space delegated by the lead agency to maximize efficiency of the operation?
Remarks: YES NO NE
8. Did the AL maintain a thorough log of mission activity and significant events to convey a clear and accurate history of mission activity?
Remarks: YES NO NE
9. Was a situation map showing CAP involvement available and updated throughout the mission? (CAPR 60-3, para 1-1 2e)
Remarks: YES NO NE
10. Did the AL keep a mission status board available to lead agency Planning Staff and keep it current with up-to-date information? Did it contain the following information (as a minimum)? (CAPR 60-3, para 1-12f)
- Critical briefing items. YES NO NE
 - Hazards in the search area (terrain, weather, towers, etc.). YES NO NE
 - Weather (current and forecast). YES NO NE
 - Airfields in the search area. YES NO NE
 - Communications procedures (frequencies, call signs, etc.). YES NO NE
 - Mission progress and status. YES NO NE
 - Status of restricted areas. YES NO NE
 - Status of SDIS pictures sent to the lead agency. YES NO NE
- Remarks:
11. Did the AL provide periodic updates to the lead agency so that its status reports could be adequately prepared? Did the AL provide CAP mission base with information so that the CAPF 122 would reflect the following day's needs.(CAPR 60-3 para 1-12i)
Remarks: YES NO NE

12. Did the AL coordinate press release information with the PIO of the lead agency?
Remarks: YES NO NE
13. Did the AL possess a current wing alert roster or have access to the electronic alert roster?
(CAPR 60-3, para 1-9.a.)
Remarks: YES NO NE
14. Was the AL familiar with the procedures for requesting additional resources to support the incident, when necessary? (CAPR 60-3, para 1-15a)
Remarks: YES NO NE
15. Did the AL effectively support, integrate and employ additional resources such as SDIS/ Archer HSI crews or crews from other wings?
Remarks: YES NO NE
16. Was the AL efficient at coordinating accomplishment of the lead agency missions?
Remarks: YES NO NE
17. What specific actions did you observe that exceed the minimum requirements of this functional area?
Remarks: YES NO NE
18. How effective was the Agency Liaison in performing his/her assigned duties?
Remarks: O E S M U NE

MISSION SAFETY OFFICER (MSO)

NOTE: Most references are to CAPR 60-3. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Mission Safety Officer (MSO) current and did the MSO possess a current Specialty Qualification Card (CAPF 101-MSO)? (CAPR 60-3, para 2-3 v and 2-4).
Remarks: YES NO NE
2. Was the individual proficient and current? (Performed this function at a mission base within the past 2 years)? (CAPR 60-3)
Remarks: YES NO NE
3. Did the MSO, in conjunction with the IC, implement an Operational Risk Management program? (CAP 60-3, para 8-3, b 2, and attach 3) YES NO NE
Some factors to consider:
 - a. Mission staff experience
 - b. Communication systems adequately meet needs
 - c. Overall condition of personnel and resources
 - d. Weather conditions
 - e. Working environmentRemarks:
4. Did the MSO, in conjunction with the IC, ensure all participating members were briefed on the factors in question 3 above? (CAPR 60-3, para 4-6) YES NO NE
Remarks:
5. Did the MSO conduct and document random inspections of participating aircraft and vehicles prior to mission execution? (Note: This is not required of the mission safety officer, but is often done as time allows, without interfering with normal operations.)
Remarks: YES NO NE
6. Did the MSO seek out "safety critical" information and feedback in a timely manner from aircrew and ground team debriefs? (CAPR 60-3, para 4-10 d) YES NO NE
Remarks:
7. Was the MSO familiar with the mishap reporting and investigation procedures? (CAPR 62-1) YES NO NE
Remarks:
8. Were appropriate safety forms available in the event of an accident or incident during the mission? (CAPR 60-3, para 1-4 b 9) YES NO NE
Remarks:

9. Did the MSO regularly monitor safety conditions for ensuring the safety of all assigned personnel? (CAPR 60-3, para 8-3 b 2) YES NO NE

Remarks:

10. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

12. How effective was the Mission Safety Officer in performing assigned duties?

Remarks:

O E S M U NE

MISSION CHAPLAIN (MC)

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Mission Chaplain (MC) current and did the MC possess a current Specialty Qualification Card (CAPF 101-MC)? (CAPR 60-3)
Remarks: YES NO NE
2. Did the MC receive a mission briefing from the IC and maintain contact with him/her during the mission to keep up to date on mission status? (CAPR 60-3, para 1-12a)
Remarks: YES NO NE
3. Did the MC minister to the spiritual and emotional needs of all individuals, families, and mission staff, including planning, coordinating, or providing times and locations for religious services as appropriate? (CAPR 60-3, para 8-3 b 4)
Remarks: YES NO NE
4. Did the MC have a “private area” for family members or their representative that was away from the mission base operations and flight line areas to avoid interfering with ongoing search activities? Did the MC discourage other family members from visiting the mission base? (CAPR 60-3, para 1-12 h)
Remarks: YES NO NE
5. What specific actions did you observe that exceed the minimum requirements of this functional area?
Remarks:
6. How effective was the Mission Chaplain in performing his/her duties?
Remarks: O E S M U NE

PUBLIC INFORMATION OFFICER (PIO)

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Public Information Officer (PIO) current and did the PIO possess a current Specialty Qualification Card (CAPF 101-IO)? (CAPR 60-3)
Remarks: YES NO NE
2. Was the PIO the point of contact for the media and other organizations seeking information directly from the incident or event? (CAPR 60-3, para 8-3 b 1)
Remarks: YES NO NE
3. Did the PIO prepare an accurate and effective initial news release based on information from the mission in-briefing in a timely manner? Was the PIO aware of the media's news cycle so that subsequent update releases were timely and accurate? (CAPR 60-3, para 1-7)
Remarks: YES NO NE
4. Did the PIO coordinate all news releases with the IC and the supported agency prior to release? (CAPR 60-3, para 1-1 2j)
Remarks: YES NO NE
5. Did the PIO have a list of all news media contacts made during the mission? (CAPP 190-1, Page 9-2)
Remarks: YES NO NE
6. Were mission participants briefed on the proper way to handle the media and to escort media to the Public Information Officer or Incident Commander? Were participants briefed to keep the media clear of sensitive mission base areas while being polite, helpful, and tactfully uninformative?
Remarks: YES NO NE
7. Did the PIO proactively establish contacts with local media outlets in the event their assistance and cooperation may be needed for prolonged missions?
Remarks: YES NO NE
8. What specific actions did you observe that exceeded the minimum requirements of this functional area?
Remarks:
9. How effective was the Public Information Officer in performing his/her duties?
Remarks: O E S M U NE

OPERATIONS SECTION CHIEF

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Operations Section Chief (OSC) current and did the OSC possess a current Specialty Qualification Card (CAPF 101-OSC)? (CAPR 60-3, para 2-3d and 2-4)
Remarks: YES NO NE
2. Did the OSC ensure comprehensive briefings were conducted and contained all information considered pertinent? (CAPR 60-3, para 1-12)
Remarks: YES NO NE
3. Did the OSC keep the air and ground branch directors fully informed of operational plans and status of the mission so individual aircrews and ground teams could make sound decisions? (CAPR 60-3, para 4-6)
Remarks: YES NO NE
4. Did the OSC maintain direct control of all available mission resources throughout the incident? (CAPR 60-3, para 8-2c and 8-4)
Remarks: YES NO NE
5. Did the OSC maintain a macro-level approach to managing both air and ground branches?
Remarks: YES NO NE
6. What specific actions did you observe that exceed the minimum requirements of this functional area?
Remarks:
7. How effective was the Operations Section Chief in performing assigned duties?
Remarks: O E S M U NE

STAGING AREA MANAGER

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Did the individual possess a current specialty qualification card (CAPF 101) for general ES or a specialty qualification training card for mission staff assistant? (CAPR 60-3)?
Remarks: YES NO NE
2. Was a functional area checklist available and used?
Remarks: YES NO NE
3. Did the Staging Area Manager ensure that strike teams were formed in anticipation of mission needs and that the teams were prepared with required mission paperwork prepared to the extent possible with information available? Examples include preparation of ORM or weight and balance forms, etc.
Remarks: YES NO NE
4. Was the Staging Area Manager able to keep personnel apprised of the status of the mission so they could maintain a sense of the overall objectives and progress of the mission?
Remarks: YES NO NE
5. Did the Staging Area Manager provide pertinent information concerning briefing items provided by the IC such as ground and flight safety items, communications plan, operating area information, etc.?
Remarks: YES NO NE
6. Was the Staging Area Manager able to effectively use the space chosen for the mission base in order to facilitate the flow of traffic and maximize efficiency of the operation?
Remarks: YES NO NE
7. Were the Staging Area Manager's actions effective in ensuring the overall safety of mission operations?
Remarks: YES NO NE
8. Were all mission personnel current and qualified or supervised by a fully current/qualified person?
Remarks: YES NO NE
9. Was a situation map available and were the basic SAR and/or DR objectives posted on the maps?
Remarks: YES NO NE
10. Applicable for large staging areas: Was a mission status board available, kept current with up-to-date information, and visible to mission personnel? Did it contain the following information (as a minimum)?

- Copy of CAP Form 102 YES NO NE
 - Hazards at the airfield, enroute, and search area (terrain, weather, towers, etc.) YES NO NE
 - Weather (current and forecast) YES NO NE
 - Base facilities and hazards (construction, congested areas, communications refueling, etc.) YES NO NE
 - Airfields in the search area YES NO NE
 - Base parking and taxi plan (if applicable) YES NO NE
 - Communications procedures (channels, call signs, etc.) YES NO NE
 - Mission progress and status YES NO NE
 - Restricted areas, warning areas, low-level training areas and routes/etc. YES NO NE
11. Did the Staging Area Manager establish contact with and effectively utilize a Mission Chaplain, if necessary, at the staging area?
Remarks: YES NO NE
12. Did the Staging Area Manager ensure that timely updates of the staging area's status and information were forwarded to the mission base?
Remarks: YES NO NE
13. Were personnel and agencies at the staging area notified of mission termination?
Remarks: YES NO NE
14. Did the Staging Area Manager ensure that staging area personnel performing mission activities had sufficient rest to safely complete their assignments? (CAPR 60-1 para 2-14)
Remarks: YES NO NE
15. Did the Staging Area Manager integrate risk management into all operations at the staging area?
Remarks: YES NO NE
16. What specific actions did you observe that exceed the minimum requirements of this functional area?
Remarks:
17. How effective was the Staging Area Manager in performing required duties?
Remarks: O E S M U NE

AIR OPERATIONS BRANCH DIRECTOR (AOBD)

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Did the Air Branch Director (AOBD) possess a current Specialty Qualification Card (CAPF 101-AOBD)? (CAPR 60-3, para 2-3h and 2-4).
Remarks: YES NO NE
2. Did the AOBD request or receive debriefing information from the Planning Section after debrief of the returning aircrews? (CAPR 60-3, para 1-12b)
Remarks: YES NO NE
3. Did the AOBD ensure safe air operations at all times and employ proper risk management procedures? (CAPR 60-3, para 1-13c and Atach 3)
Remarks: YES NO NE
4. Did the AOBD ensure aircraft equipment was appropriate for the mission (DF, night or IFR equipped, VHF FM Communications, etc.)? (CAPR 60-3, para 1-13c and Atch 3)
Remarks: YES NO NE
5. Did the AOBD ensure an aircraft was retained to support the ground team(s) until it was no longer needed? (CAPR 60-3, para 1-14c)
Remarks: YES NO NE
6. Did the air branch have access to the planning section's list of all available aircrews and aircraft? (CAPR 60-3, para 8-5c).
Remarks: YES NO NE
7. Did the AOBD ensure the mission tracking board was kept up to date with all assigned missions posted, including takeoff times, ETEs, ETAs, and check-ins? (CAPR 60-3, para 1-12 f 8)
Remarks: YES NO NE
8. Was the AOBD aware of any flights that missed check-ins and take appropriate action?
Remarks: YES NO NE
9. Did the AOBD establish a procedure so that flights were airborne in a timely manner?
Remarks: YES NO NE
10. Was weather monitored for adverse or changing conditions? (CAPR 60-3, para 1-12f3)
Remarks: YES NO NE

11. Did the AOBD coordinate with the Logistics Section Chief (LSC) to ensure that suitable briefing areas were set up for the aircrews and that briefings were scheduled to allow crews ample time for pre-departure activities? (CAPR 60-3, para 4-5)
Remarks: YES NO NE
12. Were all flights released by appropriate mission staff using a CAPF 104? (CAPR 60-1, para 4-2 and 4-6)
Remarks: YES NO NE
13. Were aircrews adequately briefed prior to the mission and were the CAPFs 104, weight and balance, and ORM sheets (when utilized) reviewed for accuracy and completeness?
Remarks: YES NO NE
14. Did the AOBD ensure an effective process was in place to release the aircrews with sufficient, current, and accurate information as to the PIC's (Pilot in Command's) AFAM (Air Force Assigned Mission) authorization status, or the PIC's qualifications to fly specific corporate missions if applicable?
Remarks: YES NO NE
15. Did the AOBD have a contingency plan in event of unexpected equipment failure, e.g. aircraft maintenance, communications, photo/sensing, illness of crew, etc?
Remarks: YES NO NE
16. Did the AOBD ensure all air sorties were entered into WMIRS and properly closed at sortie completion?
Remarks: YES NO NE
17. What specific actions did you observe that exceed the minimum requirements of this position?
Remarks:
18. How effective was the Air Operations Branch Director in performing his/her duties?
Remarks: O E S M U NE

FLIGHT LINE SUPERVISOR (FLS)

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Flight Line Supervisor (FLS) current and did the FLS possess a current Specialty Qualification Card (CAPF 101-FLS/FLM)? (CAPR 60-3, para 2-3 r, s and para 2-4)
Remarks: YES NO NE
2. Did the FLS survey the airport for hazards, unique procedures, etc., to include a ramp check and was the information made available to aircrews?
Remarks: YES NO NE
3. Did the FLS monitor activities of non-CAP aircraft and vehicles in the flightline area? (CAPR 60-3, para 1-12g)
Remarks: YES NO NE
4. Was a taxi/parking plan developed, and if so, was it briefed and posted for all aircrews? Also, was the plan executed and/or modified to suit changing conditions.
Remarks: YES NO NE
5. Were flightline personnel briefed on duties and responsibilities, especially safety considerations?
Remarks: YES NO NE
6. Were flightline operations properly monitored and under the supervision of adequate numbers of senior members at all times?
Remarks: YES NO NE
7. Did the marshallers wear safety vests?
Remarks: YES NO NE
8. Did flightline personnel know, understand, and use standard marshalling signals? (CAPR 60-3, para 2-3 s)
Remarks: YES NO NE
9. Did the FLS coordinate mission activities such as parking operations, fire guard duties, flightline security, fueling, and maintenance with the local fixed base operator?
Remarks: YES NO NE
10. Were wheel chocks and tie downs available and used? (CAPR 66-1, para 15)
Remarks: YES NO NE

11. Did the FLS ensure appropriate personal protection equipment/clothing was provided for flightline personnel? (e.g. sunscreen and insect repellent in hot climates, warm clothing for cold climates, and rain gear for inclement weather?)

Remarks: YES NO NE

12. Were regular breaks provided and was drinking water readily available?

Remarks: YES NO NE

13. Were usable fire extinguishers available and did all flightline personnel know their locations and how to use them??

Remarks: YES NO NE

14. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

15. How effective was the FLS in performing assigned duties?

Remarks: O E S M U NE

GROUND BRANCH DIRECTOR (GBD)

NOTE: Most references are from CAPR 60-3 unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Ground Branch Director (GBD) current and did the GBD possess a current Specialty Qualification Card (CAPF 101-GBD)? (CAPR 60-3, para 2-3j and 2-4)
Remarks: YES NO NE
2. Did the GBD ensure the safety of all ground operations? (CAPR 60-3, para 1-14 b)
Remarks: YES NO NE
3. Were the team vehicles and equipment appropriate for the assigned sortie (VHF, DF, VHF FM communications, first aid/rescue equipment, etc.)? (CAPR 60-3, para 1-14 b 1)
Remarks: YES NO NE
4. Was team training and experience appropriate for the assigned sortie (proficiency in DF use, ground rescue knowledge, concentrated area search procedures, missing person search, etc.) (CAPR 60-3, para 1-14b2)
Remarks: YES NO NE
5. Did the GBD coordinate with the Communications Unit to ensure the ground teams in the field could maintain contact the base of operations (directly or through a relay) at regular intervals? (CAPR 60-3, para 1-14 b 4)
Remarks: YES NO NE
6. Did the GBD ensure only qualified members (IAW CAPR 77-1) operated CAP vehicles? (CAPR 60-3, para 1-14 b 5)
Remarks: YES NO NE
7. Was information passed to the Operations and Planning Sections to allow them to update status boards and maps? (CAPR 60-3, para 1-12b)
Remarks: YES NO NE
8. Did the GBD request or receive debriefing information from the Planning Section after debrief of the returning ground teams?
Remarks: YES NO NE
9. If cadets were used, were they properly trained and monitored by a senior member at all times? (CAPR 60-3, para 1-9f)
Remarks: YES NO NE
10. Did the Ground Branch have access to the Planning Section's list of all available ground teams and vehicles? (CAPR 60-3, para 8-5c)?
Remarks: YES NO NE

11. Did the GBD ensure all ground sorties were entered into WMIRS and properly closed at sortie completion?

Remarks:

YES NO NE

12. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

13. How effective was the Ground Branch Director in performing assigned duties?

Remarks:

O E S M U NE

AIRCREWS

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources. Some items below require an evaluator to fly with a CAP mission crew during a sortie for effective evaluation. The evaluator may place a handheld or portable GPS on an aircraft to monitor aircraft ground track.

1. Were the aircrew members current and did they possess a current Specialty Qualification Cards (CAPF 101-MP/MO/MS)? (CAPR 60-3)
Remarks: YES NO NE

2. Were pilots qualified according to missions assigned (SAR, aerial work operations, transportation)? (CAPR 60-1, Attachment 2)
Remarks: YES NO NE

3. Did the crew accomplish a complete preflight inspection including any tests of radio, computer, and satellite communication equipment as required by the communications plan, mission briefing, sortie briefing, or Standard Operating Procedures (SOP)? (CAPR 60-1, 2-1m)
Remarks: YES NO NE

4. Did aircrews use and follow checklists, including crew briefing (see also item 6 below), passenger briefing, and preflight checklists? (CAPR 60-3, para 4-7 & 4-8; CAPR 60-1, para 2-6 m)
Remarks: YES NO NE

5. Did each mission pilot have an aircrew mission kit containing at least CAP Form 104s, briefing checklists, and charts with grids if needed? Were current charts used for navigation or obstacle clearance? (CAPR 60-3, para 4-7)
Remarks: YES NO NE

6. Did mission pilots provide a crew briefing on essential mission information (weather, duties, passenger briefing, and terrain) prior to flight? (CAPR 60-3, para 4-8)
Remarks: YES NO NE

7. Did the crew complete the Operational Risk Management assessment as part of the mission's ORM program? (CAPR 60-3, para 1-10)
Remarks: YES NO NE

8. Did the crew compute weight and balance data for this sortie in a timely manner?
Remarks: YES NO NE

9. Did all aircraft occupants wear seatbelts at all times? (CAPR 60-1, para 2-1e)
Remarks: YES NO NE

10. Did the occupants wear shoulder harnesses whenever the aircraft was at or below 1000' AGL? (CAPR 60-1, para 2-1f)
Remarks: YES NO NE
11. Did aircrews complete a CAPF 104? Did they remain in their designated search area?
Remarks: YES NO NE
12. Did the aircrew demonstrate the ability to find an ELT or locate a target? Were they aware of alternate techniques using other equipment in the aircraft? (wing or terrain shadowing, Becker DF, or other homing DF radios)
Remarks: YES NO NE
13. Was the communications plan followed as briefed? Were all calls made according to the plan? (CAPR 60-3 (E) Atach 3, Mission Base Staff/Air Operations)
Remarks: YES NO NE
14. Were crews qualified, prepared, and properly equipped for the sortie tasking (DF equipment, SDIS or digital cameras, appropriate maps, etc)?
Remarks: YES NO NE
15. Were wheel chocks and tie downs available? (CAPR 66-1, para 15)
Remarks: YES NO NE
16. Did the aircrews demonstrate a sense of urgency in order to meet a scheduled take-off time or on-station time? (Note: Training planned during the sortie is not an excuse for a lack of urgency. The sortie should be executed as if it were a real-world tasking.)
Remarks: YES NO NE
17. Did the crew return with accurate information required for Form 104 debrief including all information (this would include either the presence of targets or the absence of targets, any other item seen, visibility conditions, terrain limiting factors, and other specific information)?
Remarks: YES NO NE
18. Was the crew timely in providing debrief information to mission base?
Remarks: YES NO NE
19. Did the aircrew properly secure the aircraft at the conclusion of the sortie including coordination concerning the possible reuse of the aircraft? Did the PIC or assigned crew member oversee refueling?
Remarks: YES NO NE
20. Did the aircrew follow good Crew Resource Management (CRM) practices?
Remarks: YES NO NE

21. Do all aircraft have the required survival kit containing the wing mandated items? Are there any expired items in the survival kit?

Remarks:

YES NO NE

22. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

23. How effective were the aircrews at overall sortie accomplishment?

Remarks:

O E S M U NE

GROUND TEAMS

NOTE: Most references are from CAPR 60-3 unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Were the members participating in emergency services mission activities current and did they possess a current Specialty Qualification Card (CAPF 101-GTL/GTM/UDF)? (CAPR 60-3, para 2-3j and 2-4)
Remarks: YES NO NE

2. Did qualified senior members, at all times, directly supervise cadets under 18 years of age? (CAPR 60-3, para 1-9f)
Remarks: YES NO NE

3. Were there a minimum of four individuals dispatched on the ground team? (CAPR 60-3, para 1-1 4b3)
Remarks: YES NO NE

4. Were there a minimum of two individuals dispatched on the urban DF team? (CAPR 60-3, para 1-14b3)
Remarks: YES NO NE

5. Was permission obtained prior to entering on private property during exercises? (CAPR 60-3,)
Remarks: YES NO NE

6. Did the Ground Team follow proper procedures upon locating a search objective? (CAPR 60-3, para 1-14c)
Remarks: YES NO NE

7. Was written approval obtained prior to utilizing approved technical or specialized operations (high angle or mountain rescue, urban, canine, or mounted search and rescue)? (CAPR 60-3, para 1-28.d)
Remarks: YES NO NE

8. Did the ground teams receive a detailed brief covering the type of mission, search patterns, current mission status, communication plan, hazards, weather, and other pertinent information prior to each sortie? (CAPR 60-3, para 4-7)
Remarks: YES NO NE

9. Did the Ground Team Leader have a ground team briefing kit IAW CAPR 60-3, para 4-7 containing the following?
 - CAPF 109, Ground Team Clearance (front side completed prior to release of the team)
YES NO NE

- CAPF 106, Ground Interrogation Form YES NO NE
- Appropriate maps and charts YES NO NE
- Aeronautical sectional charts with grids for the area (need not be current)
YES NO NE
- Specialized briefing checklists (as applicable) YES NO NE
- Any other appropriate material necessary to successfully accomplish mission
YES NO NE

Remarks:

10. Did the Ground Team Leader interface effectively with the aircraft operating in conjunction with the search team?

Remarks: YES NO NE

11. Did the Ground Team Leader prepare their debriefing comments on the reverse of the CAPF 109 as appropriate between sorties? (CAPR 60-3, para 4-10a)

Remarks: YES NO NE

12. Did the Ground Team debriefing include weather, terrain, shadows, ground coverage, visibility, primary search pattern, and other pertinent information? (CAPR 60-3, para 4-10b)

Remarks: YES NO NE

13. Did the Ground Team Leader make regular communication check-in calls to mission base while in the field? (CAPR 60-3, Attachment 3)

Remarks: YES NO NE

14. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

15. How effective were the Ground Teams in performing their duties?

Remarks: O E S M U NE

PLANNING SECTION CHIEF (PSC)

NOTE: Most references are from CAPR 60-3 unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Planning Section Chief (PSC) current and did the PSC possess a current Specialty Qualification Card (CAPF 101- PSC)? (CAPR 60-3)
Remarks: YES NO NE
2. Did the PSC develop the Incident Action Plan (IAP)? (CAPR 60-3, para 8-5b)
Remarks: YES NO NE
3. Was a situation map available and updated throughout the mission? (CAPR 60-3, para 1-12e)
Remarks: YES NO NE
4. Were traffic, medical, and communications plans incorporated into the overall IAP?
Remarks: YES NO NE
5. Did the PSC plan or recommend a preliminary search or flight to rapidly cover the territory in which the objective might be located or the area most directly affected by the event? (CAPR 60-3, para 1-13)
Remarks: YES NO NE
6. After the preliminary search or flight, did the PSC plan or recommend either concentrated searches of the most probable areas in which the objective might be located or air sorties needed to accomplish customer requests for damage assessment, transport of equipment, and supplies, or communications assistance? (CAPR 60-3, para 1-13)
Remarks: YES NO NE
7. Were the debriefing forms reviewed at the end of each operational period to gain a complete picture in order to determine priorities for the next period's activities? (CAPR 60-3, para 4-10d)
Remarks: YES NO NE
8. Did the PSC help ensure that participating personnel were fully informed of operational plans and the status of the mission so individual aircrews and ground teams may make sound decisions? (CAPR 60-3, para 4-6)
Remarks: YES NO NE
9. Did the PSC update and display incident information? (CAPR 60-3, para 8-5a)
Remarks: YES NO NE
10. Did the PSC develop plans for demobilization at the end of the incident? (CAPR 60-3, para 8-5b)
Remarks: YES NO NE

11. Was the PSC immediately available to the IC to take action on each new task or redirection at the judgment of the IC?

Remarks: YES NO NE

12. Did the PSC adequately plan for each task assignment then pass that to the Operations Section Chief for implementation?

Remarks: YES NO NE

13. Did the PSC establish a procedure to receive debriefings from air search/SDIS/ARCHER crews as soon as possible upon sortie completion and ensure the information was integrated into the next operational period?

Remarks: YES NO NE

14. Did the PSC ensure that every mission assigned to the crew was successfully completed according to specific customer requirements? If not, were sorties requested during the current operational period to cover the deficiency?

Remarks: YES NO NE

15. Did the debriefers ensure the flight and ground mission planning and debriefing forms were complete and that sufficient information was provided? If not, were air or ground operations directors informed so that crews would be adequately briefed concerning information to collect and report?

Remarks: YES NO NE

16. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

17. How effective was the Planning Section Chief in performing assigned duties?

Remarks: O E S M U NE

LOGISTICS SECTION CHIEF (LSC)

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Logistics Section Chief (LSC) current and did the LSC possess a current Specialty Qualification Card (CAPF 101-LSC)? (CAPR 60-3, para 2-3j and 2-4)
Remarks: YES NO NE
2. Did the LSC identify all the service and support needs for the Incident Action Plan to include the obtaining and maintaining of essential personnel, facilities, equipment, and supplies? (CAPR 60-3, para 8-6 and 8-10)
Remarks: YES NO NE
3. Did the LSC develop the communications, medical, and traffic plans as part of the Incident Action Plan? (CAPR 60-3, para 8-10a4)
Remarks: YES NO NE
4. Overall, does the general condition of the CAP corporate aircraft meet or exceed requirements? (Attach completed CAPF 71, Aircraft Inspection Checklist for each aircraft inspected.) (CAPR 66-1, para 8 and 11)
Remarks: YES NO NE
5. Did the LSC maintain a current listing of all wing assets, their status, and location and adequately brief relief personnel at the end of the operational period? (CAPR 60-3, para 8-12h)
Remarks: YES NO NE
6. What specific actions did you observe that exceed the minimum requirements of this functional area?
Remarks:
7. How effective was the Logistics Section Chief in performing assigned duties?
Remarks: O E S M U NE

COMMUNICATIONS UNIT LEADER (CUL)

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Communications Unit Leader (CUL) current and did the CUL possess a current Specialty Qualification Card (CAPF 101-CUL)? (CAPR 60-3, para 2-3t and 2-4)
 Remarks: YES NO NE

2. Do members using CAP communications frequencies have appropriate communication certification IAW CAPR 100-1, Vol 1? (CAPR 60-3, para 2-1c)
 Remarks: YES NO NE

3. Are current communications procedures posted on a mission status board where all may view it? (CAPR 60-3, para 1-12f)
 Remarks: YES NO NE

4. Are regular check-ins planned/accomplished from aircrews/ground teams? (CAPR 60-3, Atach 3) YES NO NE
 - Is there a contingency plan if an aircrew or ground team does not check in at designated time? YES NO NE
 - Are there backup plans prepared to communicate with aircrews or ground teams should problems develop? YES NO NE
 - Is there a recall protocol prepared and briefed for all air and ground resources? YES NO NE
 Remarks: =

5. Is adequate equipment available to communicate with higher headquarters or coordinating agency (AFRCC, FEMA, etc.)? (CAPR 60-3, attach 3)
 Remarks: YES NO NE

6. Did communication personnel maintain a master station log? (CAPR 100-1, Vol 1, 7-3) (CAPR 60-3, Atach 3) YES NO NE
 - Are messages being received and passed on in a reasonable amount of time? YES NO NE
 - Are all messages delivered to the addressee immediately? YES NO NE
 Remarks:

7. Are the messages received accurate and legible? (CAPR 60-3, attach 3)
 Remarks: YES NO NE

8. Does the emergency communication plan provide for the basic requirements IAW CAPR 100-1, Vol 1 para. 2-3?
Remarks: YES NO NE
9. If applicable, was prior arrangement made with affiliated agencies to share frequencies? (CAPR 100-1, Vol 1, 9-7)
Remarks: YES NO NE
10. Are key stations equipped with adequate auxiliary power and are operators properly trained in safety procedures (especially concerning starting/stopping and refueling generators, if used)? (CAPR 100-1, Vol 1, para 7-2)
Remarks: YES NO NE
11. Are all electrical safety precautions briefed and observed, especially at the mission base radio facility?
Remarks: YES NO NE
12. What specific actions did you observe that exceed the minimum requirements of this functional area?
Remarks:
13. How effective was the Communications Unit Leader in performing assigned duties?
Remarks: O E S M U NE

INFORMATION TECHNOLOGY (IT)

NOTE: Most items relating to IT do not have a specific CAPR reference. However, since most wings have extensive investments in computers and use them to support Mission Base operations, evaluators should observe and evaluate how these assets are employed if they are used. Evaluators should use good judgment to ensure IT assets are being employed in such a way to aid mission accomplishment. Evaluators should also note if IT use is detracting from operations.

1. Were computers and other IT assets used to support mission base operations?
Remarks: YES NO NE
2. Was IT organized as a separate section, or under the communications branch?
Remarks: Separate Section Comm Branch Other
3. Were IT assets used to directly support flying or ground team operations? (Examples: flight following, mission reporting, or aircraft weight and balance calculations)
Remarks: YES NO NE
4. Were IT assets used to support administrative and logistics functions? (Examples: sign-in rosters, press releases, or expense tracking)
Remarks: YES NO NE
5. Were IT assets connected to the internet in a timely manner to access WMIRS?
Remarks: YES NO NE
6. Were all IT assets fully functional? If not, were mechanisms in place to report and correct discrepancies? (ref CAPR 60-3, Attachment 3)
Remarks: YES NO NE
7. Were IT assets properly secured from theft?
Remarks: YES NO NE
8. Were reasonable steps taken to protect CAP member's identity by IT personnel?
Remarks: YES NO NE
9. Was Operational Security (OPSEC) and Informational Security (INFOSEC) effective? (ref CAPP 227).
Remarks: YES NO NE

10. What specific actions did you observe in this functional area?

Remarks:

11. Was IT effective supporting the mission?

Remarks:

YES NO NE

FINANCE/ADMINISTRATION SECTION CHIEF (FASC)

NOTE: Most references are to CAPR 60-3 unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the FASC current and did the FASC possess a current Specialty Qualification Card (CAPF 101-FASC)? (CAPR 60-3)
Remarks: YES NO NE
2. Were all personnel signed in and a method established to ensure that all personnel could be accounted for? Were the qualifications and credentials of all personnel checked and verified?
Remarks: YES NO NE
3. Were all aircraft and vehicles signed in?
Remarks: YES NO NE
4. Did FASC adequately monitor costs related to the incident and advise the IC when the operational expenses approached mission-spending limits? (CAPR 60-3, para 8-2e)
Remarks: YES NO NE
5. Did the FASC use some method to track which members had signed into the mission base?
Remarks: YES NO NE
6. Did the Finance/Administration officer provide regular updates to the IC and other staff on Finance/Administration information that would affect the mission?
Remarks: YES NO NE
7. Did the Finance/Administration officer ensure WMIRS was updated to reflect sorties?
Remarks: YES NO NE
8. What specific actions did you observe that exceed the minimum requirements of this functional area?
Remarks:
9. How effective was the Finance/Administration Section Chief in performing assigned duties?
Remarks: O E S M U NE

CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

NOTE: Most references are to CAPR 60-3 unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the critical incident stress management (CISM) officer current and did the CISM officer have a current Specialty Qualification Card (CAPF 101-CISM)?
Remarks: YES NO NE
2. Did the CISM officer attend the general briefing or get a personal mission brief?
Remarks: YES NO NE
3. Did the CISM officer identify a location that could be used for CISM interventions?
Remarks: YES NO NE
4. Did the CISM officer ensure there is at least one dedicated phone for CISM within the Incident Command Post (ICP) (this could be the CISM officer's cellular phone)?
Remarks: YES NO NE
5. If required, did the senior CISM officer identify CISM teams and members (CAP, USAF, and/or third-party-provider) who could provide support?
Remarks: YES NO NE
6. If applicable, did the senior CISM officer make staff assignments based on scope of incident?
Remarks: YES NO NE
7. Did the CISM officer visit the various operational departments of the mission to assess the level of stress present and the degree to which personnel appear to be coping with same?
Remarks: YES NO NE
8. Did the CISM officer communicate with the Mission Safety Officer with reference to Operational Risk Management?
Remarks: YES NO NE
9. Did the CISM officer assess and reassess the situation for the need for CISM interventions?
Remarks: YES NO NE
10. Did the CISM officer provide or arrange for pre-exposure preparation training, demobilizations, defusings, ("outbriefings"), on-scene support services and/or one-on-one interventions in accordance with the ICISF model and CAPR 60-5?
Remarks: YES NO NE
11. Did the CISM officer provide brochures/handouts as appropriate?
Remarks: YES NO NE

12. Was an accurate daily log of all activities, including dates, times and places where CISM activities occurred maintained on a unit/activity log (ICS Form 214)?

Remarks:

YES NO NE

13. If applicable, was a detailed end-of-shift briefing to the relief CISM officer or team accomplished?

Remarks:

YES NO NE

14. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

15. How effective was the Critical Incident Stress Management officer or team in performing their duties?

Remarks:

O E S M U NE

SATELLITE DIGITAL IMAGING SYSTEM (SDIS) OPERATIONS

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Is there an equipment list and was the equipment available? If not, was the minimum equipment available to successfully accomplish the tasking?

Remarks:

YES NO NE

Minimum Equipment List:

Camera (Nikon 5700 or Nikon D100) Camera
Image download cable to computer
Computer (Tablet PC or Panasonic Tough book)
Computer data cable to satellite telephone
Charged batteries for camera and computer

2. Did the computer have the current version of the SDIS software installed? The current SDIS software version and other SDIS updates are on the CAP website <http://www.video.cap.gov/>. Is the SDIS operator aware of this website?

Remarks:

YES NO NE

3. Was a Web Mission Information Reporting System (WMIRS) mission number already set up? If not, did the SDIS operator set one up from the mission base or coordinate with the mission base staff to have one set up?

Remarks:

YES NO NE

4. Was the customer e-mail address for image delivery set up in the Outlook Express address book? Was a mission address group set up in the address book? Could the SDIS operator add an additional e-mail address to the address book (the evaluator should provide one to be added, preferably one that can be received at the mission base if possible)? (NOTE: It is acceptable to do these items as part of preflight preparation.)

Remarks:

YES NO NE

5. Did the SDIS operator conduct a full system check during preflight preparation, including downloading the WMIRS mission list, selecting the correct mission number, taking a picture, downloading the image to the computer, and transmitting the image using the satellite telephone?

Remarks:

YES NO NE

6. If there were problems with the system check, either in functionality or communications, did the SDIS operator contact the IC and customer for approval to provide alternative methods of image delivery?

Remarks:

YES NO NE

7. Did the mission base staff get the SDIS telephone number and e-mail address before the aircraft departed?

Remarks: YES NO NE

8. Was the mission base staff able to communicate with the aircraft in flight either by e-mail, telephone or VHF radio?

Remarks: YES NO NE

9. Did the SDIS operator use the standard camera settings (see Note 1)?

Standard camera settings:	Nikon 5700	Nikon D100
Image type and size:	"FINE"	"FINE" and "L"
Focus:	Infinity (mountain icon)	Infinity
Aperture/Shutter:	"P"	"P"

Remarks: YES NO NE

10. Did the SDIS operator transmit reduced size images (normally between 60 and 150 KB - whichever file size provides a useable image size for the target)?

Remarks: YES NO NE

11. Did the SDIS operator include the correct data in the subject line of the transmitted e-mail messages that adequately described the target (e.g., target ID, lat/long, altitude, direction looking, etc.) IAW published guidance? (Evaluate by looking at caption in WMIRS if possible. See Note 2.)

Remarks: YES NO NE

12. Did the SDIS operator return with additional target images that were not transmitted but were stored in the computer?

Remarks: YES NO NE

13. Did the SDIS operator write all mission images to a CD-ROM and deliver that CD-ROM to the mission staff after returning to base?

Remarks: YES NO NE

14. Did the mission staff receive transmitted images directly by e-mail at the mission base or access WMIRS from the mission base to insure that transmitted images were received?

Remarks: YES NO NE

15. Were the transmitted images of usable quality (reasonably framed, in focus, meaningful caption, adequately depict the assigned target, etc.)?

Remarks: YES NO NE

16. Were the mission staff and aircrew aware of time constraints on image reception and did the staff ensure that customer requirements and needs were met?

Remarks: YES NO NE

17. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

YES NO NE

18. Overall mission effectiveness and management of the Satellite Digital Imaging System operations?

Remarks:

O E S M U NE

NOTES TO EVALUATOR:

1. Use of non-standard image type and size settings is not acceptable. Use of non-standard focus settings may be acceptable if the operator obtains properly focused images. Use of non-standard aperture/shutter settings is not acceptable unless the SDIS operator has exceptional camera knowledge and skills.

2. If the mission base has no means for receiving e-mail or accessing WMIRS but a telephone line is available, you can use the SDIS computer and its installed Earthlink dial-up account to access WMIRS to evaluate images and captions.

ARCHER (HSI) OPERATIONS

NOTE: Most questions are from the approved ARCHER Concept of Employment and ARCHER Operators Checklist unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources. Be advised, for questions 3, 4, and 5 there are only 8 CAP Field spectrometers nationwide. Even if a wing has an Archer system, they may not have ready access to one of the 8 Field Spectrometers.

1. Did the ARCHER crew consist of:
 - a. MP
 - b. MO
 - c. ARCHER TRAC Operator
 - d. ARCHER Operator
 - e. SDIS Photographer (optional)Remarks: YES NO NE
2. Was an ARCHER ground station set up in the Mission Base area?
Remarks: YES NO NE
3. Was an ARCHER Field Spectrometer kit used for the mission?
Remarks: YES NO NE
4. If so, was the Field Spectrometer properly calibrated per checklist guidelines?
Remarks: YES NO NE
5. Was the Field Spectrometer effectively utilized to enhance the collection of airborne data?
Remarks: YES NO NE
6. Was the IC or Operations Section aware of ARCHER capabilities/limitations and was the ARCHER tasked appropriately?
Remarks: YES NO NE
7. Upon mission assignment, did the ARCHER crew utilize current ARCHER mission planning forms?
Remarks: YES NO NE
8. Did the ARCHER TRAC operator properly set up and save mission profile information in ARCHER TRAC during the mission planning process?
Remarks: YES NO NE

9. Did the ARCHER operator configure the mission data drive using the ground system (if available)?
Remarks: YES NO NE
10. Did the ARCHER TRAC and ARCHER operators work together to perform ARCHER pre-operation checks IAW checklist and resolve non-compliant items prior to engine start? Does the ARCHER TRAC operator assist the ARCHER operator to accomplish/verify checklist items during entire mission?
Remarks: YES NO NE
11. Did the ARCHER operator follow all checklist procedures for system startup, system initialization, and functional verification?
Remarks: YES NO NE
12. Did the ARCHER operator load one to four spectral signatures and enable matched filter detections?
Remarks: YES NO NE
13. Do the aircraft GPS coordinates and ARCHER coordinates agree before proceeding?
Remarks: YES NO NE
14. Did the ARCHER operator verify HSI and HRI waterfall windows are active?
Remarks: YES NO NE
15. If data archive is started before reaching mission altitude, is the HSI sensor recalibrated when at mission altitude and over terrain representative of the search area?
Remarks: YES NO NE
16. When archiving data, did the ARCHER operator utilize the checklist?
Remarks: YES NO NE
17. Was the data archive started and stopped IAW mission requirements?
Remarks: YES NO NE
18. Did the ARCHER operator adjust HRI exposure and perform HSI recalibration as needed to maintain optimal data and image chip quality during the mission?
Remarks: YES NO NE
19. Did the ARCHER TRAC operator monitor position/airspeed/altitude data and effectively communicate with Mission Pilot to keep the aircraft within mission parameters?
Remarks: YES NO NE
20. Did the ARCHER operator target chips of interest?
Remarks: YES NO NE
21. Were target chips of interest e-mailed per mission requirements?
Remarks: YES NO NE

22. After exiting search area, did the ARCHER operator stop archiving data?
Remarks: YES NO NE
23. Did the ARCHER operator follow ARCHER shutdown procedures before engine is stopped?
Remarks: YES NO NE
24. Upon RTB, did the ARCHER operator attempt to review archived data and target chips as needed if objective is not found?
Remarks: YES NO NE
25. Were ARCHER data drives removed from the aircraft?
Remarks: YES NO NE
26. Did the aircrew effectively utilize the ground station IAW ARCHER operations manual procedures to replay/analyze mission data?
Remarks: YES NO NE
27. Was information derived from ARCHER missions effectively used by IC, the Operations Section, and other mission base staff?
Remarks: YES NO NE
28. What specific actions did you observe that exceed the minimum requirements of this functional area?
Remarks:
29. How effective was the ARCHER crew in performing assigned duties?
Remarks: O E S M U NE

COUNTERDRUG (CD) PROGRAM

NOTES: CD evaluations are required biennially and may be conducted in conjunction with the SAR/DR evaluation. If conducted in conjunction with the SAR/DR evaluation, care must be exercised to ensure cadets are not involved in any of the CD activities to include marshalling CD aircraft, signing in CD members, handing out keys for CD aircraft, performing any administrative or communication duties associated with CD activities, etc. It is highly recommended that the CD activities be conducted at a separate location on the airfield from the SAR/DR activities. The Liaison Region commander has the option of conducting CD evaluation during an actual CD mission or during a separately scheduled flying event.

A separate overall rating will be assigned for CD. In addition to performing typical CD mission taskings the wing's CD program will be evaluated by a review of its operations plan and mission records.

1. Was the wing's overall CD operations plan complete? Was the guidance the wing has put out to its CD mission aircrews thorough on how to plan, execute, and document missions?
Remarks: YES NO NE

2. Are sufficient records kept and is a specific plan in place to ensure the wing's aerial marijuana search, clandestine airfield, and airport survey CD missions are productive and not simply flown to/over the same areas time and time again?
Remarks: YES NO NE

REFER TO THE CAPF 84s AND OTHER MISSION DOCUMENTATION WHEN ANSWERING ITEMS 3 -14.

3. Were the CD aircrew members current and qualified in their specialties and did they possess current specialty qualification cards (CAPF 101-MP{/MO/MS)? (CAPR 60-3)
Remarks: YES NO NE

4. Were only CD certified mission aircrew members and authorized passengers allowed to fly on CD missions? (CAPR 60-6)
Remarks: YES NO NE

5. Are all CD missions only flown at the direction of the responsible Customs, DEA, or other Federal authorizing agency?
Remarks: YES NO NE

6. Were the CAPF 84s, counterdrug flight/mission plans filled out properly?
Remarks: YES NO NE

7. Were specific mission results passed to the appropriate customer (identified at the top of the form) and the name/date entered on the bottom of the CAPF 84 where applicable?
Remarks: YES NO NE

8. Did a qualified flight release officer properly release the CD sorties?
Remarks: YES NO NE
9. Are training missions only flown after proper request and approval via WMIRS IAW CAPR 60-6 procedures?
Remarks: YES NO NE
10. Do CD transportation missions adhere to the 500 mile maximum HQ CAP/DOC restriction?
Remarks: YES NO NE
11. Are only CD certified mission aircrew members and authorized passengers allowed to fly on CD missions? Have prisoners been specifically prohibited from flying in CAP aircraft?
Remarks: YES NO NE
12. Does the wing CD officer ensure search and survey CD missions adhere to HQ CAP/DOC guidance by requiring a crew compliment of at least a pilot and observer?
Remarks: YES NO NE
13. Does the wing use twin-engine aircraft for h CD missions when mission requirements dictate and when approved by NHQ? Does the pilot meets the CAPR 60-6 requirements?
Remarks: YES NO NE
14. Does the CDO ensure that a large pool of crews are available to fly CD missions to prevent the same individuals from flying the majority of the CD missions?
Remarks: YES NO NE
15. Did mission documentation support the fact that the wing is cognizant or and complying with *Posse Comitatus* restrictions?
Remarks: YES NO NE
16. Did a Counterdrug Mission Director supervise and manage the assigned CD mission taskings as part of this evaluation?
Remarks: YES NO NE
17. Did the aircrews accomplish the objectives of the CD mission taskings?
Remarks: YES NO NE
18. Was the CD aircrew appropriately equipped for the type of mission tasked – e.g. communications relay, photo mission, transport, etc?
Remarks: YES NO NE
19. Did the CDO ensure all CD sorties were entered into WMIRS and properly closed at sortie completion?
Remarks: YES NO NE
20. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

21. What is the overall readiness or effectiveness of the wing's counterdrug program?

Remarks:

O E S M U NE