

**Operations**

**CAP EMERGENCY SERVICES MISSION PROCEDURES**

This regulation contains Civil Air Patrol (CAP) operating concepts and policies which govern supervisory, ground, and flight personnel in the accomplishment of CAP operational missions. Additional guidance is found in CAPR 60-1, *CAP Flight Management*; CAPR 50-15, *CAP Operational Missions (Training)*; and other directives governing specific CAP policies. Forward all suggestions for modification and improvement of the program through channels to HQ CAP/DO.

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## Chapter 1

### CIVIL AIR PATROL POLICIES

#### SECTION A - GENERAL POLICIES

**1-1. General.** The Civil Air Patrol, Inc., (CAP) is the civilian volunteer, noncombatant auxiliary of the United States Air Force (USAF) (10 U.S.C. 9441) and a private, nonprofit corporation established under Federal Law by the United States Congress (36 U.S.C. 201-208, 1101). CAP provides services to conduct search and rescue (SAR), disaster relief (DR), and other public assistance missions. Many of the missions are in support of persons in distress and should be conducted competently, expeditiously, and in a professional manner. Proper organization, thoroughness, and timeliness cannot be over-emphasized.

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

**1-2. Memorandum of Understanding between USAF and CAP.** The USAF and CAP have a Memorandum of Understanding (MOU) to define the duties and responsibilities of CAP as a volunteer civilian auxiliary of the USAF, and to define and establish responsibilities and respective support between the USAF and CAP.

**1-3. Training.** Commanders must ensure that an adequate upgrade, currency, and standardization program is maintained to provide qualified and proficient personnel to conduct operational missions. A continuous training program must be conducted to ensure that all personnel thoroughly understand and apply the policies in this regulation. Training programs will clearly define responsibilities, stressing the need for thorough knowledge of the capabilities and limitations of equipment and personnel.

**1-4. Supplements/Operating Instructions.** No supplements or operating instructions (OIs) may be issued to this regulation by any unit below wing level. Supplements or OIs may be issued IAW paragraphs 2-2a and 2-9 of this regulation without prior approval of HQ CAP/DO. Supplements or OIs affecting any other aspect of this regulation may only be issued with the prior written approval of National Headquarters/DO. A copy of any supplement or OI to this regulation must be sent to HQ CAP/DO.

**1-5. Explanation of Terms.** Commonly used abbreviations found in this regulation are listed in Attachment

1. The following terms used throughout this regulation are defined as follows:

**a. AFRCC.** An Air Force Rescue Coordination Center which directs and coordinates Air Force assigned missions in search and rescue situations.

**b. AFNSEP.** The Air Force National Security Emergency Preparedness Agency was established as the Air Force Disaster Relief Mission Office.

**c. CAP Operational Mission.** Any activity, including search and rescue, disaster relief, counterdrug, Red Cross support, low-level survey, state/local survey, transport, cadet orientation, training and evaluation, etc., which uses CAP resources and is conducted in accordance with applicable CAP directives.

**d. FEMA.** Federal Emergency Management Agency which is the agency responsible for managing federal assets in presidentially declared disaster situations.

**e. CAP Corporate Mission.** Any mission performed by CAP that is not an Air Force assigned mission.

**f. CAPF 101.** *CAP Specialty Qualification Card* issued to CAP members who are qualified and authorized to perform emergency services specialty rating duties.

**g. CAPF 101CN.** *CAP Counter Narcotics Program Authorization Card* issued to CAP members who are qualified and authorized to participate in counterdrug mission operations.

**h. CAPF 101T.** *CAP Specialty Qualification Training Card* issued to CAP members who are training to become qualified in a specific operational specialty rating(s).

**1-6. Information Releases.** Information that is releasable on CAP missions should be given promptly to news media representatives. All CAP mission coordinators will coordinate all press releases with the agency being supported (AFRCC, AFNSEP, FEMA, etc.). In addition to keeping the public informed, releasing certain information could lead to public assistance in reporting data that may assist in search or other CAP missions.

**1-7. Mission Funding and Reimbursement.** CAP members and units may be reimbursed for expenses incurred during USAF assigned missions when that mission includes a specific mission number assigned by an Air Force agency/agent. State, Red Cross, or other agencies may provide reimbursement and/or funding for other missions according to prearranged agreements. Review CAPR 173-3, *Payment for Civil Air Patrol Support*, for current reimbursement policies and procedures.

#### SECTION B - MISSION COMMITMENT POLICIES

**1-8. General.** The determination to commit CAP resources during adverse conditions is a difficult decision. A calculated risk in the use of these forces may be

justified during hazardous missions involving people in distress. Attachment 9 provides some information on risk analysis that personnel can use to assist them in making the decision to commit to a mission or not. Unit commanders and CAP mission coordinators should rely upon the judgment of the on-scene commander if unable to be there personally.

a. Before a mission coordinator commits CAP resources, known capabilities of personnel and equipment, and the urgency of the situation must be weighed carefully against the chance of mission success.

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

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

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

e. Only qualified CAP members or supervised trainees will be allowed to participate in CAP operational missions.

f. Use of qualified CAP cadets is encouraged as much as possible on appropriate missions. Cadets should be trained in the various functions of mission operations and support as permitted in CAPR 50-15. Cadets should be assigned meaningful duties; however, cadets under 18 years of age must be directly supervised by a qualified senior member. Only cadets 18 years of age and older, who are operational mission qualified and possess a valid Specialty Qualification Card (CAPF 101) or who are training for a specialty qualification rating and possess a valid Specialty Qualification Training Card (CAPF 101T), are authorized to fly on aircraft involved in the performance of emergency services operations. Any cadet may be flown directly to and from a mission base when needed to perform mission duties, provided the pilot-in-command is qualified in accordance with CAPR 60-1.

g. When CAP resources are committed to a mission controlled by an agency with which a joint agreement exists, such as the American Red Cross or state emergency response agency, it will be performed in accordance with that agreement; however, the basic policies of CAP directives still apply.

**1-9. Operational Requirements.** The following restrictions will be adhered to by aircrews when flying missions:

a. Excluding en route legs, missions will be flown in visual meteorological conditions (VMC) only, and a CAPF 84, *CAP Counterdrug Flight/Mission Plan*, or CAPF 104, *Mission Flight Plan/Briefing Form* will be accomplished and filed with the FAA.

b. The minimum flight visibility will be 3 statute miles in uncontrolled airspace. In controlled airspace, FAR Part 91 applies.

c. Altimeter settings will be from a source within 50nm or the closest source available and updated hourly.

d. Airspeed will be no lower than 1.3 times aircraft stall speed at zero flaps and 30 degrees of bank.

e. Search altitudes are limited to no lower than 500 feet above the surface. Note the exception in Chapter 7 for counterdrug vessel identification.

f. Search aircraft on missions over water must plan to be over a suitable airfield with at least 90 minutes of fuel on board (at normal cruise speed).

**1-10. Mission Assistance.** Once a CAP mission coordinator (MC) is appointed, there should be no hesitation to request, through the controlling agency, any additional assistance needed.

a. In many instances, a mission will occur on or near the border of another CAP wing possessing the capability to give assistance. In these cases, the best course of action may be for the mission coordinator to

(1) request additional resources from an adjacent wing or

(2) request an assistant from an adjacent state be appointed to carry out a portion of the mission within a defined area.

b. In some instances where a mission involves several wings (states), it may be more effective for the controlling agency to designate an overall mission coordinator, with assistants representing other participating wings (see paragraph 4-3).

c. The CAP mission coordinator may be working a mission with other non-CAP agencies and, in fact, may not be the overall incident commander. In these instances, the CAP mission coordinator must work closely with the overall incident commander so that CAP resources are effectively used.

d. All CAP personnel, regardless of unit or rank, will give the mission coordinator complete support and cooperation.

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

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

**1-11. Imminently Serious Missions (911T).** The 911T Program permits CAP wing commanders to launch aircraft or disperse ground teams on actual SAR/DR missions using a SAR/DR training mission number. In order to activate a 911T mission, a responsible government official (federal, state, or local) must request and co-

ordinate CAP assistance. Any 911T mission must fall under an “imminently serious” mission criteria which is to save lives, relieve human suffering or mitigate great property damage. CAP members participating in 911T missions must be mission qualified IAW CAPR 50-15. Mission procedures are as follows:

a. The wing commander, in conjunction with the wing LO/LNCO (or higher CAP-USAF official), are the only individuals who may authorize a 911T mission. In the absence of the wing commander, this authority may be passed to another senior member of the wing staff such as the director of operations or director of emergency services. Whenever a 911T mission is activated, the wing should continue to make every effort to obtain an actual SAR or DR mission number from the AFRCC or AFNSEP. The mission coordinator must track the assets committed to the 911T mission since the mission is limited to a \$500 reimbursement or a 48-hour duration, whichever comes first.

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

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

**1-12. CAP Assistance in Transporting Dog Teams.** If the state requests CAP assistance in transporting SAR dog teams, and AFRCC is not able to issue a mission number, CAP-USAF liaison regions are authorized to issue Air Force assigned reimbursed mission numbers, if sufficient region SAR/DR training funds are available, or non-reimbursed mission numbers if funds are not available.

**1-13. Mission Records.** Wing commanders will ensure that records pertaining to each authorized mission are filed at wing headquarters. These records shall include at least the mission coordinator’s log; mission flight plans; personnel, vehicle, and aircraft registers; all CAP and wing forms used; message log; copies of news releases; reports to the controlling agency; and any related information that may be needed in answering future inquiries relating to the mission. Records shall be maintained at least 4 years after the mission is closed or suspended except where they are involved in actual or potential litigation and then they will be retained until that issue is resolved. No mission records will be released outside CAP without prior written approval of HQ CAP/GC and HQ CAP-USAF/JA.

**1-14. Patient Transfer and Medical Evacuation.** The CAP will not normally be used for routine patient transfers or medical evacuations; however, CAP may be used to transport persons seriously ill, injured, or in distress to locations where facilities are suitable, or when other suitable modes of patient transportation (commercial or public) are not readily available. Prior to dispatching an aircraft or vehicle on this type of mission, the best medical evaluation will be obtained to determine the need for assistance. This is not to be interpreted to mean that decisions of medical authorities are final in deciding whether a mission will be performed. This type of mission is normally categorized as a rescue mission, with authorization obtained through the AFRCC. If the requested activity cannot be accomplished as an Air Force assigned mission, prior approval as a CAP corporate mission must be obtained as stated in CAPR 60-1.

**1-15. Assistance to Law Enforcement Officials.** CAP units and members engaged in CAP activities may provide passive assistance to law enforcement officers and agencies. CAP members may not be deputized nor may they take an active part in arrest or detention activities and have no authority to restrict persons by means of force, actual or implied.

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

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

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

**1-16. Legal Issues of CAP Operational Missions.** There are certain legal issues and principles which CAP members should be aware of to protect themselves and the Corporation from legal liability. While it is impossible to have specific rules which will be valid in all the states and territories, several general principles of law might assist in the quality of CAP service and decrease the risk of individual and corporate liability. The legal officer of each wing should review the laws of the state and suggest to CAP members ways to avoid legal liability arising out of CAP activities.

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

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

**b. Workers Compensation Protection.** CAP members 18 years of age and older are eligible for Federal Employees Compensation Act (FECA) benefits if injured or killed while serving on an Air Force assigned mission (including 911T missions). Travel to and from such mission activity is also covered. Some states provide state workers compensation benefits for CAP members injured or killed while serving on state operational missions. For specifics consult the wing legal officer and CAPR 900-5.

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

**d. Crash/Disaster Site Surveillance.** CAP units may, upon proper request of local officials, provide site surveillance in crash and disaster situations in order to protect the scene or property. Such arrangements should be temporary in nature and should specify that CAP members have no powers to arrest or detain anyone but only to report to authorities those who decline to obey requests not to enter the area. Maximum coordination with local law enforcement is required.

**e. Emergency Locator Transmitters.** Emergency Locator Transmitters (ELTs) are frequently tracked to a locked vehicle, aircraft, or building. CAP mission personnel should contact the controlling agency (e.g., AFRCC) for further instructions. If entry is required, local law enforcement officials should be present prior to entry. (Note: Also, see paragraph 4-3h.)

**f. First Aid and Emergency Medical Care.** The only type of medical aid that should be administered by CAP personnel or by any other person at CAP's request is reasonable first aid deemed necessary to save a life and executed by a person qualified to attempt such medical care. CAP is not an emergency medical care or paramedic organization.

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

**1-17. Withdrawal of CAP Forces.** Once CAP resources have been committed to a mission controlled by another agency, they will not be withdrawn except upon authorization of the controlling agency or the decision of the CAP mission coordinator (or unit commander, if no mission coordinator is appointed). CAP commanders must have reasonable justification and use proper tact when withdrawing their resources. Notification will be given to the controlling agency prior to withdrawal.

**1-18. Prevention of Fatigue.** Commanders and mission coordinators will ensure that personnel performing operational mission activities, particularly flight operations, have had sufficient rest to enable them to safely complete the proposed assignment. Pilots will not exceed 10 hours flight time during a 14-hour crew duty day. The crew duty day begins when reporting for work or CAP duty (whichever occurred first) and ends upon engine shutdown at the completion of the mission. At least a 10-hour crew rest period should be provided between duty days. CAP aircrews will make a conscientious effort to avoid or reduce fatigue while flying by:

- a. Periodic separation from flight duty station
- b. Periodic light refreshments of moderate amounts of hot foods, soup, fruit juice, etc.
- c. Avoidance of excessive smoking
- d. Periodic sleep prior to flight
- e. No alcohol within 24 hours

**1-19. Criteria for SAVE Credit.** A SAVE is the preservation of a human life as a result of actions taken by emergency services (ES) forces. The determination as to whether or not a SAVE is made rests with the controlling agency (for example, AFRCC for SAR, AFNSEP for DR) based on the recommendation of the appropriate mission coordinator or participating emergency services element. In the case of a medical evacuation, the attending physician must attest to the SAVE. Normally, a SAVE will be credited to the element of the ES force making the recovery; however, a search force may be credited with a SAVE if it locates the SAR objective and directs the retrieval force to a successful recovery.

**1-20. Resource Protection.** CAP units located in high crime areas or units involved in the location and identification of persons connected with illegal activities may face the possibility of aircraft and equipment sabotage. Unit commanders must determine local needs for security precautions and establish procedures that are appropriate for their particular location.

**1-21. Prohibited Equipment.** Use of night vision devices by CAP personnel on USAF or CAP missions of any type is prohibited. Representatives of other agencies (DEA, USFS, etc.) may use their own equipment.

## Chapter 2

### ORGANIZATION, QUALIFICATION, ALERTING SYSTEMS, AND BRIEFING/DEBRIEFINGS

#### SECTION A - ORGANIZATION

**2-1. General.** One of the primary missions of CAP is to save lives and relieve human suffering while protecting the lives and equipment of those involved in providing these services. It is essential that all efforts be consistent with the capabilities of CAP personnel, equipment, facilities, climate conditions, etc. CAP forces must be organized, trained, and equipped to respond rapidly to emergency requirements. Rapid response to a mission request could mean the difference between life or death. Thoroughness in planning and executing the mission cannot be over emphasized.

**2-2. Responsibilities.** All commanders and members must strictly enforce and comply with the provisions of this regulation.

**a. Wing Commanders.** Each wing commander is responsible for proper use and control of all CAP personnel and equipment assigned to the wing. Wing commanders shall ensure all CAP resources are used in an effective, safe, and efficient manner to support all authorized CAP operational missions. Each wing commander shall:

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

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

(3) Coordinate with state and local officials for training and equipment, and establish integrated plans and exercises that will satisfy state requirements. A sample OPLAN/EXPLAN is provided in Attachment 4 to assist commanders in establishing joint training and operational plans with military units. Plans for support to other state and local agencies/organizations should be incorporated into a wing level memorandum of understanding as described in Chapter 3. Ensure all commitments can be met. Do not over obligate the wing. Review historical data to establish

trends and be able to justify the wings' requirements for support. A quarterly meeting of all involved parties is suggested to maintain an active working relationship.

**b. Wing Director of Operations.** The wing director of operations will accomplish the following:

(1) Monitor operational mission activities, including training and actual missions.

(2) Ensure sufficient trained personnel, including mission coordinators, are available to accomplish operational missions.

(3) Coordinate operational mission training requirements and training with other staff agencies.

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

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

**c. Unit Commanders.** Each unit commander shall:

(1) Ensure individuals satisfy all applicable training requirements stated in CAPR 50-15 before issuing a *CAP Specialty Qualification Training Card* (CAPF 101T), recommending initial issuance of a *CAP Specialty Qualification Card* (CAPF 101), or renewing a *CAP Specialty Qualification Card* (CAPF101).

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

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

(1) Maintain proficiency in their specialty qualification areas.

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

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

**2-3. Emergency Services Organization.** Emergency services missions will be conducted pursuant to this regulation. This regulation implements procedures contained in the *National Search and Rescue Manual*, and the guidelines of the Incident Command System developed by the Federal Emergency Management Agency (FEMA).

**a.** On missions where CAP is the lead agency, the CAP mission coordinator may be assigned as the overall incident commander. The incident commander is responsible for management of the overall mission and shall ensure all efforts are accomplished in accordance

with applicable agreements, regulations, etc., to ensure maximum efficiency, effectiveness, and economy of operations.

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

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

**2-4. Resume and Functional Checklist for Operational Mission Specialties.** Attachment 2 provides a basic resume of the various operational mission specialties. A general checklist to use in carrying out various operational mission function responsibilities is provided in Attachment 3. Personnel are encouraged to add additional items to these checklists as required to suit local situations.

## SECTION B - QUALIFICATION

**2-5. General.** Missions conducted by CAP personnel may, by nature, be hazardous and should be accomplished with a maximum degree of safety as well as proficiency. A life may depend on skillful performance of each individual. Because of this, sufficient training must have been completed before a member participates in emergency services mission operations. Training requirements for the various operational mission specialty areas are contained in CAPR 50-15.

**2-6. Operational Mission Specialty Qualification Cards (CAPFs 101 and 101CN).** A Specialty Qualification Card, CAPFs 101 or 101CN, is issued to personnel who have successfully completed the training required and satisfactorily demonstrated their ability to meet the performance standards for particular specialty ratings as stated in CAPR 50-15. Initial issuance of the Specialty Qualification Card, is accomplished by the wing commander for each specialty in which a member qualifies. This card identifies specialties or functions in which CAP members are qualified to participate during operational missions. Only members holding a current Specialty Qualification Card or *CAP Specialty Qualification Training Card* (CAPF 101T) are authorized to participate in operational mission activities.

**a.** A current Specialty Qualification Card must be accompanied by a current CAP membership card.

**b.** Wing or region commanders will recall a Specialty Qualification Card from CAP members assigned within their command for the following reasons:

**(1)** Serious or willful violation of federal, state, local, or CAP regulations.

**(2)** Committing actions or omissions which could bring discredit upon CAP while performing a CAP related function.

**c.** If a member's qualifications are doubted by the unit, wing, or region commander, that member will not be allowed to participate in operational mission activities in the questioned specialty until qualifications have been verified.

**2-7. Currency Requirements.** CAP personnel must perform their mission duties periodically to assure maintenance of skills required of that specialty. As a minimum, qualified personnel must participate in at least one mission (actual or evaluation/training) every 2 years in each specialty (or interchangeable specialty shown in CAPR 50-15, Attachment 1). Mission pilots and observers/scanners must maintain currency in accordance with CAPR 60-1, in addition to CAPR 50-15 requirements.

## SECTION C - ALERTING SYSTEM

**2-8. General.** Operational readiness is mandatory for the successful accomplishment of the CAP mission. Personnel and equipment must be available and ready at all times. Preparations and procedures will be established to ensure prompt and effective deployment. A CAP wing (region) alerting system to be used throughout the wing (region) will be published to provide immediate response on a limited basis at all times and full-scale operations as soon as possible.

**2-9. Alerting Procedures.** When a request for assistance has been received from an authorized agency and the decision has been made for CAP to participate, personnel will be alerted in accordance with established wing and unit alerting procedures. Individuals qualified to perform specific missions should be listed on a mission qualification roster.

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

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

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

## SECTION D - BRIEFINGS/DEBRIEFINGS

**2-10. General.** Formal and complete briefings and debriefings are extremely important for safe and effective mission accomplishment. They must be comprehensive, concise, and specific. Inadequate briefings may lead to complacency, incomplete mission accomplishment, and compromise of safety. Briefings and debriefings should be conducted in a formal atmosphere and in a suitable briefing room. Professionalism and compliance with directives will be stressed. Detailed checklists should be used to prevent omission of important data. Briefings also must be scheduled to allow crews ample time for pre-departure activities.

**2-11. Mission Briefings.** A general group briefing is normally accomplished at the beginning of the mission and updated as necessary. Actual time of the briefing will be established by the mission coordinator. The briefing should present important information and bring aircrews and ground teams up-to-date on developments in the mission. The CAPF 102, *Combined SAR and CD Alert/General Briefing Form*, can be used to assist MCs in preparing for mission briefings. A sample CAPF 102 is included in this regulation as Attachment 11. The briefer should also emphasize the importance of safety and the need to incorporate risk management in decision making. Participating personnel must be kept fully informed of operational plans and status of the mission so that individual aircrews and ground teams may make sound decisions and assist in providing information to the mission coordinator. Updates to briefings should be provided in the most appropriate manner to communicate mission essential information. Examples of update briefings could be verbal briefings by a clearance officer, or written orders posted to a status board in a common area of the mission base.

**2-12. Aircrew and Ground Team Briefings.** In addition to the requirement for a general mission briefing, an individual detailed briefing for each aircrew and ground team will be given prior to each sortie. This will include areas to be covered, type of mission, altitudes, search patterns, communications frequencies and procedures, actions to be taken, hazards to operations, and other information considered pertinent. Individual briefing folders including the above information should be prepared for each aircrew and ground team.

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

(1) CAPF 104, *Mission Flight Plan/Briefing Form*. The front side of this form must be complete prior to release of the flight. A sample CAPF 104 is included as Attachment 12 to this regulation.

(2) CAPR 55-1, *CAP Emergency Services Mission Procedures*.

(3) Appropriately gridded aeronautical sectional charts (should be prepared on a permanent basis). Current charts must be used for navigation and obstruc-

tion clearance. These current charts may, but need not, be gridded.

(4) Specialized briefing checklists (as applicable).

(5) Any other appropriate material considered necessary.

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

(1) CAPF 109, *Ground Team Clearance*. The front side of this form should be complete prior to release of the team. A sample CAPF 109 is provided as attachment 13 to this regulation.

(2) CAPF 106, *Ground Interrogation Form*.

(3) CAPR 55-1, *CAP Operational Mission Procedures*.

(4) Road maps.

(5) Gridded aeronautical sectional charts for the area.

(6) Specialized briefing checklists (as applicable).

(7) Any other appropriate material considered necessary.

**2-13. Crew and Passenger Briefings.** Prior to each flight, the pilot-in-command will brief the crew and passengers. This briefing will include essential information regarding the flight, such as route, weather, altitudes, and duties, and specific information concerning the aircraft, such as survival equipment, emergency exits, and in-flight emergency procedures. When more than one flight is accomplished by the same crew and passengers during the day, subsequent briefings are not required except to note changes from the previous briefing.

**2-14. Debriefings.** Debriefings are one of the most important functions accomplished during a mission. They permit the collection and recording of information which aids in determining successive activities. An aircrew or ground team cannot search and have "negative results." Even if the objective is not located, important information can be obtained, such as weather, turbulence, ground cover, etc.

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

**b.** Some of the most important information a search aircrew or ground team can provide is where they searched and how effective the search was. This should include weather, terrain, turbulence, shadows, ground coverage, visibility, primary search direction, etc. Debriefing results should be provided to the mission coordinator and operations staff periodically or whenever significant items are evident. At the end of each day, the mission coordinator and staff should review the appropriate debriefing forms for the complete search picture,

compute the probability of detection, and determine pri-

orities for the next day's activities.

## Chapter 3

### MEMORANDA OF UNDERSTANDING

**3-1. Background.** A Memorandum of Understanding (MOU) is a written agreement which establishes the basis for mutual cooperation and coordination between CAP and supported organizations and agencies. A MOU is appropriate when an organization or agency has a recurring need for CAP services and support. CAP units negotiating new or revised MOUs should utilize available legal officer services to the greatest extent possible. One of the most frequent concerns of state and local governments when they are negotiating the language of a MOU with CAP is properly identifying who will provide general liability and worker's compensation coverage for CAP activities performed pursuant to the MOU. CAPR 900-5, *The CAP Insurance/Benefits Program*, contains information regarding CAP liability and worker's compensation insurance issues. The language, incorporated into the sample MOU found at Attachment 5 to this regulation, is designed to clarify liability issues arising from CAP activities performed in accordance with a state/local MOU. The sample MOU contains standard missions which have been reviewed and pre-approved by HQ CAP-USAF and HQ CAP, and provides for liability (FTCA) and worker's compensation (FECA) coverage for CAP members. For reasons discussed later in this chapter, use of the sample MOU without adding non-standard missions is highly recommended. A simplified and more expeditious MOU approval process will obviously improve CAP's service to state and local governments, as well as to other organizations. However, a MOU with "non-standard" missions will be reviewed and possibly approved by HQ CAP-USAF and HQ CAP. **MOUs should not be signed and approved by supported governmental or non-governmental organizations until after HQ CAP-USAF and HQ CAP have approved them as provided for in this chapter.**

#### **3-2. Air Force Assigned Mission Status for National, Wing, and Local MOU Missions.**

**a. General.** It is important for CAP commanders and members to understand that Air Force assigned mission status may be extended to national, state, and local MOU missions. The basic USAF/CAP MOU provides that Air Force non-reimbursed assigned mission status will apply to:

*"support missions requested by a state/local government or private agencies which are specified in memoranda of understanding or letters of agreement that have been signed and approved by appropriate Air Force authority."*

**b. Implementation.** The most significant aspect of Air Force assigned mission status (regardless of whether it is reimbursed or non-reimbursed) is that it serves to extend CAP and its members protection under both the Federal Tort Claims Act (FTCA) for general liability coverage and the Federal Employee's Compen-

sation Act (FECA) for worker's compensation (for cadets 18 and older and senior members) while engaged in such missions.

#### **3-3. National, Wing, and Local MOUs.**

**a. National MOUs.** A MOU which involves CAP operations in more than a single state or with a federal agency or any national non-governmental organization is considered a national MOU. National MOUs such as those with DEA, Customs, FEMA, the Red Cross, and the Salvation Army, must be staffed by HQ CAP-USAF and HQ CAP, and approved by the CAP National Executive Committee (NEC) before being signed by the CAP National Commander and HQ CAP-USAF/CC. National MOUs may not be supplemented by any CAP unit without specific written approval of HQ CAP/EX and HQ CAP-USAF/CC. Copies of current national MOUs are maintained by HQ CAP/GC, HQ CAP/DO, and HQ CAP-USAF/JA.

##### **b. Wing MOUs.**

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

**(2) Sample MOU.** In order to ensure Air Force mission status for missions flown pursuant to a wing MOU, wings should use the sample MOU found at Attachment 5 to this regulation. The sample MOU describes those basic missions the wing may perform for the state which have been pre-authorized by HQ CAP-USAF/CC as Air Force designated non-reimbursed (Category B) missions. Accordingly, use of the sample MOU will simplify HQ CAP-USAF and HQ CAP review as well as expedite approval. The frequently difficult issue of state reimbursement and other support for CAP

is left open for the wing and state to negotiate. Adding non-standard missions into the MOU should be avoided unless absolutely necessary.

**(3) Corporate Missions.** If the wing incorporates non-standard missions into a wing MOU, they may be considered corporate missions upon approval of the MOU by HQ CAP. The most significant aspect of corporate mission status is that CAP's liability insurance, both aviation and general liability, provides protection for CAP's activities unless the state provides coverage. Importantly, corporate status means that no FECA or other worker's compensation coverage is available for CAP members (unless the state provides some). If the state insists on incorporating non-standard missions into a wing MOU, it should be highly encouraged to provide liability and worker's compensation for CAP and CAP members.

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

**c. Local MOUs.**

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

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

**3-4. Approval Process for Wing and Local MOUs.**

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

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

**3-5. Flight Release of MOU Missions.** Wing commanders ensure all wing flying personnel and flight release officers (FROs) are aware of which MOU missions have been approved as Air Force designated missions by HQ CAP-USAF/CC. Additionally, wing commanders must implement adequate procedures to ensure Air Force designated missions flown by wing personnel are appropriately flight released and flown in accordance with CAPR 60-1. Similarly, wing commanders must ensure that all wing flying personnel and FROs understand which MOU missions are considered corporate missions and that such missions are flight released and flown accordingly.

## Chapter 4

### SEARCH AND RESCUE OPERATIONS

**4-1. General.** The search and rescue (SAR) coordinator (SC) ensures SAR operations are coordinated efficiently through the use of available SAR resources and may make SAR agreements with federal, state, local, and private agencies, providing for the maximum practicable cooperation. The Air Force (AFRCC Commander, Langley AFB VA) is the responsible SC for search and rescue of the Inland Region of the Continental United States. The Coast Guard is the responsible SC for the Maritime Region (Atlantic Maritime Area, Portsmouth, VA/Pacific Maritime Area, Alameda CA). The Overseas Unified Command is the SC for the Overseas Region (Commander-in-Chief, US Air Force Pacific for Alaska). As an auxiliary of the USAF, the CAP provides much of the primary resources available to the USAF in fulfilling that responsibility.

**4-2. Liaison and Coordination.** Search and rescue (SAR) operations may require the cooperation and assistance of many agencies with various missions and widely dispersed facilities. Those organized and maintained for the primary purpose of conducting SAR operations are called primary SAR agencies. Those organized and maintained for a primary purpose other than SAR, but capable of assisting SAR operations with their facilities through prior indoctrination and coordination, are called secondary SAR agencies. CAP units must cooperate and coordinate closely with both primary and secondary agencies, whether military, civilian, or foreign. The purpose of liaison and coordination is to pre-plan mutual assistance and eliminate duplication and confusion through joint operating procedures and agreements.

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

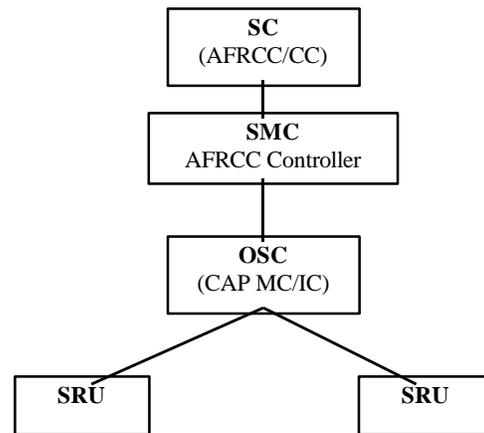
**b.** Area SAR plans should be established. If broad area plans are impractical, agreements and joint operating procedures with individual agencies should be formulated. By identifying SAR resources prior to a SAR incident, qualifications and methods of use problems will not have to be solved during the mission. The development of SAR plans and agreements is the responsibility of CAP wings and regions (refer to Chapter 3).

**4-3. Mission Execution.** Search and rescue missions will be executed pursuant to this regulation and the *National SAR Manual*. Because of the many variables encountered during SAR operations and the individuality of each SAR case, the guidance provided in the manual must be tempered with sound judgment, having due regard for the individual situation.

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

- (1) Mission number
- (2) Objective
- (3) General area of concern
- (4) Information gathered by the controlling agency
- (5) Specific instructions or considerations unique to the mission

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



**Figure 4-1. Typical SAR Mission Organization**

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

**c. Command and Control.** Command and control of CAP resources remains within the CAP at all times. The CAP mission coordinator exercises full authority over all CAP personnel for matters pertaining to the mission. The CAP mission coordinator must exercise prudent judgment in prosecuting the SAR mission. A thorough assessment of all risks associated with the mission must be accomplished and appropriate controls put in place to ensure safe operations. Refer to Attach-

ment 9 for risk assessment information useful to mission staff.

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

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

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

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

**e. Managing the Mission:**

(1) The importance of comprehensive briefings to all personnel cannot be overemphasized (see Chapter 2, paragraphs 2-10 through 2-13).

(2) Debriefing of air and ground search crews should be accomplished as soon as possible upon sortie completion. Results of each sortie are determined and immediately provided to the air/ground operations director and mission coordinator (see Chapter 2, paragraph 2-14).

(3) All leads should be consolidated, posted on a situation map, and carefully investigated. Areas in which there are a significant number of leads generally warrant a concentrated search.

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

(5) Lay out the mission and plot it on a situation map (sectional aeronautical chart).

(6) Keep the following information current and posted on a mission status board where it may be viewed by all:

(a) Copy of CAPF 102, *Combined SAR and CD Alert/General Briefing Form*

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

(c) Weather (current and forecast) over the search area

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

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

(f) Base parking and taxi plan (if applicable)

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

(h) Mission progress and status

(i) Status of restricted areas

(7) Monitor the activities of any non-CAP resources, particularly aircraft operating in the search area. The CAP restricts the operations (except when a search area has been declared a disaster area by the Federal Aviation Administration or as agreed upon in local MOUs) of non-CAP volunteers; however, the mission coordinator should ensure they are aware of CAP search operations and request they remain clear of these areas. Conflicts should be avoided. When non-CAP volunteers insist on participating in a search, the mission coordinator should endeavor to cooperate with them to ensure the safety of search operations. If it appears the safety will be jeopardized, the mission coordinator may wish to pull out of the mission until these issues are resolved.

(8) Relatives and friends of the SAR objective who visit the base of operations should be treated with care. While they should be discouraged from visiting the base, they should be kept advised of the search operation, its progress and results. Family members should be discouraged from actively participating in the search or offering a reward for locating the objective. Family members and relatives are not, in most cases, permitted to fly in CAP aircraft.

(9) Keep the controlling agency updated on the mission. Periodic updates approximately every 4 hours are suggested, with a summary report of the day's activities submitted at the end of the day or at the close or suspension of the mission. This is normally accomplished by completing a CAPF 122, *SAR Mission Report*. A sample CAPF 122 is included as attachment 14 to this regulation.

(10) Keep the public informed via periodic press releases approved by the SMC. Proper utilization of the press can generate many leads, reduce the search area, and provide a positive public image of CAP as a whole.

**f. Air Operations.** Aerial search operations are broken into two phases, the preliminary search and the concentrated search. CAPR 60-1 applies to all air operations.

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

trained and equipped aircrews can accomplish a preliminary search at night.

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

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

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

(b) Aircraft performance adequate for the assignment (general rule of thumb is 60 hp per person for density altitudes above 5,000 feet MSL).

(c) Aircrew training and experience must be appropriate for the mission (mountain experience, proficiency in DF use, etc.).

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

(1) SAR missions are frequently initiated during periods of adverse weather when air operations may be precluded. Ground teams can be dispatched to gather information, search suspected high probability areas, search for missing persons, locate ELT transmissions, verify airborne sightings, etc.

(2) The ground operations director is responsible for ensuring the safety of all ground operations. Ground team capabilities and limitations must be carefully reviewed to verify their suitability for mission assignments.

(a) Ground team vehicles and equipment must be appropriate for the mission (VHF-DF, VHF FM communications, first aid/rescue equipment, etc.).

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

(c) Composition of the ground team will vary depending upon the assignment. Teams should not be dispatched with less than two individuals.

(d) Ground teams in the field should maintain communications with the base of operations at all times (directly or through a relay).

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

(3) Ground teams must follow proper procedures upon locating a search objective.

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

(b) Render only lifesaving first aid immediately.

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

(d) Prepare survivors for evacuation.

(e) Retain a cover aircraft in the area until certain that the local rescue team no longer needs it.

**h. Silencing an Emergency Locator Transmitter (ELT).** An ELT emitting a signal should be deactivated as quickly as possible as it presents a serious problem to the emergency alert system. The ELT direction finding (DF) team (person) should maintain constant communications with the mission base on such missions. If the ELT is found on private property, or in a privately owned aircraft, boat, building etc., the ELT DF team leader must:

(1) Relay the circumstances through the mission coordinator to the AFRCC and request permission to disable or disconnect the ELT. If the AFRCC, as SMC, authorizes further action, every effort should be made to contact the owner or authorized agent and obtain permission to access and turn off or neutralize the ELT. Certain circumstances may result in the AFRCC granting authority to enter private property, but only with the assistance of local law enforcement. The AFRCC has no special authority for "forcible" entry to silence an ELT and thus, cannot grant this permission.

(2) With their prior authorization, the AFRCC considers "antenna wrapping" (laying aluminum foil over the ELT antenna and taping in place) an authorized silencing technique. If possible, pictures should be taken. A note should be left at the scene indicating that the ELT was silenced by CAP. Leave a telephone number and a name to contact should the owner have any questions. Prepare a written report of the matter including the names of all personnel involved, file it with the mission coordinator, and send one copy each to HQ CAP/GC, HQ CAP/DO, and HQ CAP-USAF/JA.

(3) If AFRCC officials decline to authorize entry into private property to silence the ELT, the DF team will take no further action, leave, and file a report on the incident with the mission coordinator.

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

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

(1) For aircraft, the mission will be suspended.

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

(3) For an ELT, the mission will be closed as "Ceased."

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

## Chapter 5

### PEACETIME DISASTER RELIEF OPERATIONS

**5-1. General.** This chapter outlines procedures applicable to peacetime civil disaster or emergency relief operations that are Air Force assigned missions, or CAP corporate missions.

**a.** DR operations are governed by federal statutes under Military Support to Civil Authorities (MSCA) rules. Overall responsibility for Air Force assigned mission approval is:

(1) Imminently serious conditions:

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

(b) Alaska - Alaskan Command (ALCOM)

(c) Hawaii - Pacific Command (PACOM)

(d) Puerto Rico - Atlantic Command (LANTCOM)

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

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

#### 5-2. Definition of Terms:

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

**b. Presidential Disaster Declaration.** Any peacetime disaster which:

(1) Occurs in any part of the United States.

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

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

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

**5-3. Basic Policies.** The primary responsibility of alleviating the conditions created by a peacetime disaster rests with individuals, families, private industry, local and state governments, the American Red Cross, and various nonmilitary federal agencies having resources available. However, when civil resources are inadequate, inappropriate, or unavailable to cope with the disaster, military resources may be used to assist local authorities

in their efforts to save lives, prevent starvation and extreme suffering, and to minimize damage and property loss.

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

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

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

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

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

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

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

cerned, adequate for anticipated situations, and can be supported by the resources available to the wing.

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

d. CAP participation in peacetime civil disaster or emergency relief operations under Air Force auspices, i.e., Air Force assigned mission, is authorized pursuant to DoD Directive 3025.1 and AFI 36-5001.

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

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

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

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

**(2) Presidential Declaration:**

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

(b) If the FCO, in coordination with the DCO, determines that CAP assistance under Air Force auspices is required, CAP receives both an Air Force MD

number and a FEMA Task Order number for USAF tracking and FEMA reimbursement purposes, respectively. CAP support is coordinated directly with the appropriate CAP wing by an AFNSEP representative at the DFO or AFNSEP Office. TEMPEST RAPID reporting is required the same as for imminently serious missions (paragraph 3f(1)(c), above).

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

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

**(4) Forest Fires.** The Department of the Army's Director of Military Support (DOMS) in the Pentagon may commit federal military resources to aid in combating forest fires. The CAP could conceivably be used to support this effort. If the CAP is needed, the coordination takes place between the Boise Interagency Fire Center (BIFC), DOMS, Forces Command (FORSCOM), the respective CONUSA, and the AFNSEP Office.

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

e. The CAP is not restricted from conducting peacetime civil disaster relief operations without an Air Force MD number. In such circumstances, federal benefits (e.g., FECA, FTCA, or USAF reimbursement) may not be provided to the CAP if there is no current MOU with the state that has been approved by CAP-USAF. Without an Air Force MD or an Air Force approved MOU with the state, the mission could be conducted without federal benefits as a corporate mission. The CAP wings should enter into agreements with their respective states for disaster/emergency relief. In accordance with Chapter 3 above, such agreements should specifically address: mission authorization procedures, reimbursement policies and procedures, civil liability and workmen's compensation coverage, and any other issues pertinent to state laws and CAP directives.

**f. Federal Emergency Management Agency (FEMA).** FEMA has the primary responsibility for coordinating and managing use of federal resources in Presidentially declared disaster operations. It coordinates the implementation of federal policies and programs for overall emergency management and federal assistance to state and local governments. FEMA SOP 9347.1-PR provides guidance for the use of CAP on FEMA missions. FEMA is organized into 10 regions. Attachment 8 shows the boundaries and areas of responsibility for each region.

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

**5-4. Liaison, Coordination, and Planning.** Accomplishment of disaster relief (DR) operations may require the cooperation and assistance of many agencies with various missions and widely dispersed facilities. CAP units must cooperate and coordinate closely with numerous agencies, whether military, civilian, or foreign. The purpose of liaison and coordination is to pre-plan mutual assistance and eliminate duplication and confusion through joint operating procedures and agreements. All CAP commanders and operations personnel should be thoroughly familiar with the responsibilities and capabilities of the disaster relief organizations and agencies within their area of operation. Direct liaison and coordination with these forces on DR matters are essential. Tact and courtesy will be exercised to the fullest extent when dealing with assisting agencies. If broad area plans are impractical, agreements and joint operating procedures with individual agencies should be formulated. By identifying necessary resources prior to a natural disaster situation, problems as to determining qualifications and methods of utilization will not have to be solved during the mission. The development of DR plans and agreements is the responsibility of CAP wings and regions (refer to Chapter 3).

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

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

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

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

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

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

(3) **Air Force Mission Authorization.** Whether imminently serious or presidentially declared, CAP must obtain authorization from the responsible authorizing agency (AFNSEP, ALCOM, PACOM, LANTCOM, DOMS, AFRCC) prior to committing resources when operations are to be conducted under Air Force assigned mission numbers. The requesting agency should provide the necessary information (situation and support/assistance requested, estimated duration of operations, and any specific instructions or considerations unique to the situation) to the appropriate authorizing agency with their request. Prior coordination with state and local agencies to ensure a clear understanding of the steps necessary to obtain CAP resources under an Air Force assigned disaster relief mission is essential to rapid activation (it is recommended that this be accomplished via regular meetings with all responsible agencies on at least a quarterly basis). Attachment 6 provides a checklist of information and requirements that should be ascertained prior to obtaining an Air Force disaster relief mission designator. The authorizing agency will contact the CAP alert officer to select the mission coordinator and open a mission. The authorizing agency will provide CAP with a mission number.

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

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

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

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

**(d) Mission Authorization Numbers.**

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

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

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

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

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

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

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

**c. Organizing Resources.** The mission coordinator will organize the personnel and equipment under his control for maximum efficiency and economy of operations.

**d. Managing the Mission:**

(1) The importance of comprehensive briefing and debriefing of all personnel cannot be overemphasized (see paragraphs 2-10 through 2-14). Debriefing of air and ground crews should be accomplished as soon as possible upon completion of each sortie. Results of each sortie are determined and provided to the air/ground operations director and mission coordinator (see paragraph 2-14).

(2) All information should be consolidated and posted on a situation map.

(3) To properly execute the mission, the mission coordinator must know at all times the resources that are available to him/her, their status, and capability. He/she must also coordinate with other authorities to keep them advised of CAP status and activities. The MC must keep abreast of current developments and any anticipated situations in order to effectively plan and control CAP resources to render maximum assistance.

(4) Keep the following information current and posted on a mission status board:

(a) Copy of CAPF 102, *Combined SAR and CD Alert/General Briefing Form*

(b) Hazards in operating area (terrain, weather, towers, etc.)

(c) Weather (current and forecast) over the search area

(d) Base facilities and hazards (construction, congested areas, facilities available, communications, refueling, etc.)

(e) Airfields in the operations area (location, type, facilities available, communications, refueling, etc.)

(f) Base parking and taxi plan (if applicable)

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

(h) Mission progress and status

(i) Restricted areas

(5) Monitor the activities of any non-CAP resources, particularly aircraft, operating in the operations area. The CAP cannot restrict the operations (except when a search area has been declared a disaster area by the Federal Aviation Administration, or as allowed by local MOUs) of non-CAP volunteers; however, the mission coordinator should ensure they are aware of CAP operations and request they remain clear of these areas. Conflicts should be avoided. When non-CAP volunteers insist on participating in an operation, the mission coordinator should endeavor to cooperate with them to ensure the safety of operations.

(6) Keep the controlling agency updated on the mission.

**e. Air Operations.** Aerial operations shall be conducted as necessary to accomplish damage assessment, transport equipment and supplies, monitor overall operations, etc., in accordance with requests of the overall incident commander.

(1) The air operations director is responsible for ensuring the safety of all air operations. Aircraft and aircrew capabilities and limitations must be carefully

reviewed to verify their suitability for mission assignments.

(2) Aircraft equipment must be appropriate for the mission (night or IFR, video camera capability, VHF FM communications, etc.).

(3) Aircraft performance adequate for the assignment (general rule of thumb is 60 hp per person for density altitudes above 5,000 feet MSL).

(4) Aircrew training and experience must be appropriate for the mission (mountain experience, proficiency, etc.).

**f. Ground Operations.** Ground teams may be used in a wide variety of situations. Ground operations are governed by state and local laws as well as by CAP regulations and policies. Disaster relief missions are frequently initiated during periods of adverse weather when air operations may be precluded. Ground teams can be dispatched to gather information, determine damage, search for missing persons, deliver equipment and supplies, verify airborne sightings, etc.

(1) The ground operations director is responsible for ensuring the safety of all ground operations. Ground team capabilities and limitations must be carefully reviewed to verify their suitability for mission assignments.

(a) Ground team vehicles and equipment must be appropriate for the mission (VHF-FM communications, first aid/rescue equipment, etc.).

(b) Ground team training and experience must be appropriate for the mission (ground rescue knowledge, concentrated area search procedures, missing person search, etc.).

(c) Composition of the ground team will vary depending upon the assignment. Teams should not be dispatched with less than two individuals.

(d) Ground teams in the field should maintain communications with the base of operations at all times (directly or through a relay).

(e) Vehicles may only be operated by members qualified in accordance with CAPR 77-1. All personnel operating vehicles will have a valid state driver's license and be qualified to operate the type of vehicle being used, and shall operate all vehicles in accordance with applicable state and local laws.

(2) Ground teams must follow proper procedures upon locating a search objective.

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

(b) Render only lifesaving first aid immediately.

(c) Prepare survivors for evacuation.

(d) Retain a cover aircraft in the area until certain that the local rescue team no longer needs it.

**5-6. Closing the Mission.** The mission coordinator may close a mission when:

a. Requested rescue/recovery operations have been completed.

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

**5-7. Reporting.** Accurate reporting of all CAP DR activities to HQ CAP//DO, and, for Air Force assigned missions, HQ CAP-USAF/XO, is essential if CAP is to receive deserved credit for its efforts. This includes missions performed under national (American Red Cross, Salvation Army, etc.), state, and local agreements in addition to those assigned by the Air Force. The designated mission coordinator is required to furnish the wing liaison office information necessary to accomplish TEMPEST RAPID I and III reports for Air Force assigned DR missions. A TEMPEST RAPID III report will be prepared for all DR missions.

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

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

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

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

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

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

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

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

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

(c) Ensure the information submitted conforms to the numbered paragraphs in Attachment 7.

(3) CAP mission coordinators must coordinate with the wing liaison office to ensure reports are complete and submitted in a timely manner.

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

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

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

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

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

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

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

## Chapter 6

### OPLAN 1000, CIVIL DEFENSE, AND WARTIME DISASTER RELIEF OPERATIONS

**6-1. General.** This chapter is a guide for CAP emergency wartime operations. It presents the concepts, principles, and policies that govern use of CAP resources and operations conducted pursuant to CAP OPLAN 1000 and other civil defense activities in accordance with Military Support to Civil Authorities (MSCA) and Joint Key Assets Protection (JKAP) during a national emergency (i.e., attack on the United States). It is expected that the CAP would be mobilized in the broad sense of "national mobilization" (JCS definition) during a national civil defense emergency.

**a.** The United States Congress has supplemented the military defense of the United States with a civil defense system for the protection of life and property in the event of an attack (national civil defense emergency). It has defined civil defense emergency to mean all those activities and measures designed or undertaken to:

(1) Minimize the effects of an attack on the civilian population of the United States.

(2) Deal with the immediate emergency conditions created by any such attack.

(3) Expedite the restoration of vital utilities and facilities destroyed or damaged by any such attack.

**b.** The term attack includes "any attack or series of attacks by an enemy of the United States causing, or which may cause, substantial damage or injury to civilian property or persons in the United States in any manner by sabotage or by the use of bombs, shellfire, or nuclear, radiological, chemical, bacteriological, or biological means or other weapons or processes."

**c.** One of the noncombatant duties of the Air Force during a national emergency is to assist civil government when requested by proper authority. In accordance with the Memorandum of Understanding between the USAF and CAP as well as AFI 36-5001, the USAF has requested CAP assistance in accomplishing this non-combatant mission. The prime objective of CAP civil defense operations is to assist the appropriate agencies in minimizing damage as a result of enemy attack, preserving the lives and welfare of the local populace, and establishing communications for the re-establishment of centralized government control.

**6-2. Basic Policies.** All CAP resources not pre-tasked by an Air Force/DoD operations plan agreed to by the individual CAP wing are expected to be made available to the State Area Command (STARC)/Joint State Area Command (JSAC). While the CAP will still maintain its volunteer status and may accept or decline any specific mission, CAP assets will be vital to national defense operations.

**a.** It is expected that CAP's noncombatant military support role would include missions under Military Support to Civil Authorities (MSCA). MSCA would be the primary mission for CAP.

**b.** The CAP would still be able to support civil missions for state/local authorities provided that support does not conflict with military defense needs.

**c. Military Support to Civil Authority (MSCA).** The national civil defense program is an integral part of national security and is an essential element of the deterrent posture of the United States. Accordingly, MSCA is an appropriate mission for Department of Defense (DoD) components. The Secretary of Defense has assigned the Joint Chiefs of Staff (JCS) with overall responsibility for providing MSCA. The JCS are authorized to call on the military services to make the resources available that are needed to perform the MSCA mission. Primary CAP activities in support of MSCA are to provide search, rescue, and emergency evacuation; movement control; damage assessment; airlift for critical personnel or package transport (courier service); and, interim communications for command and control. Figure 6-1 provides a schematic diagram of the civil and military MSCA process. All requests for MSCA are to be resolved at the lowest possible level.

**6-3. Command and Control.** Command and control of CAP resources remains within the CAP at all times. Although operational control of the particular mission may rest with another agency, CAP directives always apply to CAP resources.

**6-4. OPLAN 1000 and Civil Defense Assignments.** The CAP can be expected, in addition to its search and rescue missions, to support the following civil defense missions:

**a.** Provide available communications (fixed, mobile, and airborne) to support recovery operations.

**b.** Provide teams to accomplish radiological monitoring and decontamination of aircraft and surface support facilities (only when properly trained and equipped).

**c.** Assessment of damage to highways, facilities, power plants, etc.

**d.** Provide airlift of high priority resources.

**e.** Support state/regional SARDA plans which may include materials and supplies for CAP support of SARDA operations.

(1) Airlift of urgently needed personnel, equipment, and supplies.

(2) Disaster reconnaissance appraisal (visual and/or photographic) and aerial radiological monitoring (only when properly trained and equipped).

(3) Communications by courier flights and/or such non-governmental aeronautical radio facilities as are available.

(4) Air support to satisfy essential priority commercial, corporate, industrial, health, welfare, and agricultural requirements in military and civil defense survival and recovery actions.

**6-5. Mission Execution.** OPLAN 1000 and civil defense missions shall be executed in accordance with applicable agreements and instructions provided by the controlling authority.

a. CAP units participate in MSCA missions in accordance with CAP OPLAN 1000 and other governing federal directives as appropriate. For reimbursement purposes, an Air Force mission number is required prior to accomplishing MSCA missions.

(1) Missions will be assigned by the CAP wing to subordinate CAP units as appropriate. Local CAP units will normally respond to mission requests from local government only after approval by the wing commander or designee who will coordinate the request with the AF EPLO.

(2) Local CAP units may respond directly to local government needs if communication with the wing staff has been disrupted. Local CAP units may also be tasked directly by the AF EPLO/wing LO if the wing staff is unable to function or communicate because of the wartime situation. Local units must make every effort to reestablish contact with the parent wing and report all mission activity performed.

(3) If a situation is determined to be life threatening, and a CAP unit responds to a local request without an Air Force mission number authorization (i.e., to protect lives and property not within the civil authorities' capability), then CAP must keep in mind that there is no guarantee that a mission number will eventually be issued. For CAP to operate under Air Force auspices, the strict requirements for use of military resources in the area of civil authority must be met.

b. Military operational missions have first priority on national resources. Military and civil defense requests for CAP support should be routed through the AF EPLO at the STARC/JSAC, who would then pass tasking to CAP. In cases of extreme urgency, military commanders may contact local CAP units direct. In such cases, these units should inform the wing of actions taken as soon as possible.

c. The priority for using CAP resources is:

- (1) Air Force
- (2) Other DoD services/agencies
- (3) Other federal agencies
- (4) State agencies
- (5) Local government and emergency assistance groups

**6-6. OPLAN 1000.** CAP OPLAN 1000 provides for CAP support to National Command Authorities (NCA) in time of a declared national emergency operation. This plan supports Department of Defense (DoD) directives and various military OPLANS. It should be used to interface with state SARDA plans, state/CAP Memoranda of Understanding/Agreements, and CAP wing agreements with other agencies. It is a generic plan for any NCA mobilization of CAP, and provides specific guidelines and reporting procedures for CAP participation in military SAR, Continental US Airborne Reconnaissance for Damage Assessment (CARDA), and Military Support to Civil Authorities (MSCA).

a. In the event of a national emergency or major disaster relief operation, this plan may be implemented to provide CAP support to National Command Authorities. Upon activation of this plan, HQ CAP-USAF will issue an Air Force mission number and direct activation of appropriate resources.

b. All CAP commanders, operations, communications, logistics, and mission support personnel should be familiar with the contents of OPLAN 1000 as it relates to their duties.

c. Mission assignments and reporting will be in accordance with the procedures specified in the plan.

**6-7. State and Regional Disaster Airlift (SARDA):**

a. During a national emergency, general aviation aircraft (non air carrier) will become a vital national asset and have an important role in supporting both military and civil defense missions. Reconnaissance by air is faster and with good visibility, superior to surface reconnaissance since aircraft are not limited by ground conditions. To properly use this resource during an emergency, the FAA has developed, and all states have incorporated, the "State and Regional Disaster Airlift (SARDA)" plan into their emergency resource management plans.

b. The state director of aviation is usually the SARDA director. Managers of control and satellite airports have basic responsibility for SARDA operations at those levels. During a national emergency, however, their regular duties are expected to be more complex than normal and the addition of SARDA operational functions will require augmentation of their staffs. The CAP has been asked, and has agreed, to provide an operational staff at these airports. Therefore, CAP wing commanders should ensure that proper coordination has been made with the state SARDA director to incorporate CAP as an integral part of the SARDA organization.

c. Where CAP has accepted SARDA responsibilities, commanders should ensure proper coordination of the following:

(1) Development of emergency notification procedures for key CAP staff members.

(2) Assignment of CAP air and ground crews to appropriate locations.

(3) Assignment of special equipment required to support SARDA operations to appropriately designated locations.

(4) CAP liaison support at state Emergency Operations Centers (EOCs) and at other appropriate locations where CAP is expected to participate in SARDA operations.

(5) Assist in the identification of vital assets for pre-planned damage assessment.

(6) Ensure procedures are established for emergency contact with the appropriate FAA facility for filing of IFR and DVFR flight plans when SCATANA rules are in effect. Specific procedures for coordination of flight approvals through the responsible Air Route Traffic Control Center (ARTCC) and appropriate NORAD regional commander during Security Control of Air Traffic and Air Navigation Aids (SCATANA) activation must be established.

(7) Procedures for obtaining major items of equipment, materials, and supplies for CAP support of SARDA operations.

(8) CAP wing/state civil defense plans should establish definite procedures for tasking CAP to accomplish those missions within its capability.

(9) Any other special coordination which must be effected to provide smooth working relationships and operations with personnel and agencies who have a direct responsibility for the survival of the nation, state, and community.

d. Air missions conducted under SARDA procedures include:

(1) Surveying large areas to gain a general picture of the overall situation

(2) Surveying roads, bridges, reception areas, and other key facilities that may be required for emergency operations such as evacuation or transportation of vital supplies

(3) Surveying agricultural areas

(4) Damage assessment

(5) Transport of personnel, supplies, and equipment

(6) Airborne communications relay

(7) Aerial radiological monitoring (only when properly trained and equipped)

#### **6-8. Security Control of Air Traffic and Air Navigation Aids (SCATANA):**

a. The purpose of this plan is:

(1) To establish responsibilities, procedures, and general instructions for the security control of civil and military air traffic and air navigation aids during a Defense Emergency/Air Defense Emergency which would provide the most effective use of airspace by aircraft of military and civil agencies.

(2) To establish responsibilities, procedures, and general instructions for the security control of civil and military air traffic which will provide the most effective use of airspace in the affected area(s) when there is a serious threat to hemispheric and national security.

b. This plan prescribes the joint actions to be taken by appropriate military authorities, FAA, and the FCC in the interest of national security:

(1) To effect security control of civil and military aircraft entering, departing, or moving within the United States areas and coastal approaches thereto.

(2) To effect control of accurate air navigation systems defined as follows: VOR, VORTAC, TACAN, GPS, and LORAN-C.

c. The general provisions of this plan are:

(1) In carrying out the air defense mission, NORAD region commanders will, based on the requirements of the existing military situation, and in consonance with this plan, direct the extent of security control of air traffic and air navigation aids. Such directions will be issued to appropriate FAA ARTCCs for implementation. Unless operational requirements dictate otherwise, directed SCATANA actions will be consistent throughout an individual FAA ARTCC area.

(2) Active air defense interceptor missions, active antisubmarine warfare missions, and launch of the ACC alert force are military operations vital to national defense. These operations are to be given priority over all military and civil aircraft by procedural handling by the air traffic control systems for the particular operation as specified in coordinated agreements or authorizations.

(3) Under emergency SCATANA rules, the NORAD region commander may require a security control authorization for civil and military aircraft prior to takeoff. Such security control authorization is different from and not to be confused with an operational or air traffic control clearance; however, issuance of an air traffic control clearance constitutes issuance of a security control authorization.

(4) Minimum interference to normal air traffic will be effected consistent with the requirements for operation of the air defense system.

(5) The NORAD region commanders, in collaboration with the FAA Center managers, will supplement this plan, as required, with agreements to permit maximum allowable operations of essential military and civil air traffic within the NORAD area. In developing these agreements, they will take into consideration the special requirements of organized civil defense and disaster relief flights, agricultural and forest fire nights, border patrol flight operations, and other essential civil air operations to the end that maximum use of these flights consistent with air defense requirements, will be made.

(6) CAP wing commanders, in coordination with state civil defense officials, should ensure that appropriate agreements include CAP operational considerations. CAP wing commanders should also ensure that state civil defense officials are familiar with the provisions of the plan.

d. FAA Air Route Traffic Control Centers will:

(1) When SCATANA is implemented:

(a) Notify all VFR traffic that SCATANA has been implemented and to land at the nearest suitable airport and file an IFR/DVFR flight plan.

(b) Direct the landing, grounding, diversion, or dispersal of military and civil air traffic and the control of air navigation aids as specified by the NORAD region commander. Landing, diversion, or dispersal will be to airports outside of metropolitan areas or suspected target complexes whenever possible and will be accomplished as follows:

1 IFR Flights - By specific security control instructions to each aircraft, or leader of a formation night, over air/ground radio.

2 VFR Flights - By radio broadcast of security control instructions over air/ground radio.

(c) As directed by the NORAD region commander, direct the control of VOR, VORTAC, TACAN, GPS, and LORAN-C as follows:

1 Shut down the above navigation aids in accordance with the time(s) specified in NORAD region/FAA Center supplemental agreements which shall permit time to land/disperse airborne aircraft. Supple-

mental agreements shall provide for the extension of such time(s) when the air traffic situation dictates.

**2** Aids which require more than 5 minutes control time shall be shut down as soon as possible, except when directed otherwise by the NORAD region command and/or unless such aids are essential for the regulation and control of existing air traffic.

**3** Direct the control of air navigational aids to ensure that required aids, as indicated in flight plans, will be available for authorized aircraft flights.

**(2)** When directed to reduce or remove SCATANA restrictions, authorize resumption of air traffic and operation of air navigation aids as specified by the NORAD region commander.

**e.** Civil and military air traffic control facilities, flight service stations, and other appropriate aeronautical facilities shall:

**(1)** Maintain the current SCATANA ACTION Form for that facility at appropriate operating positions.

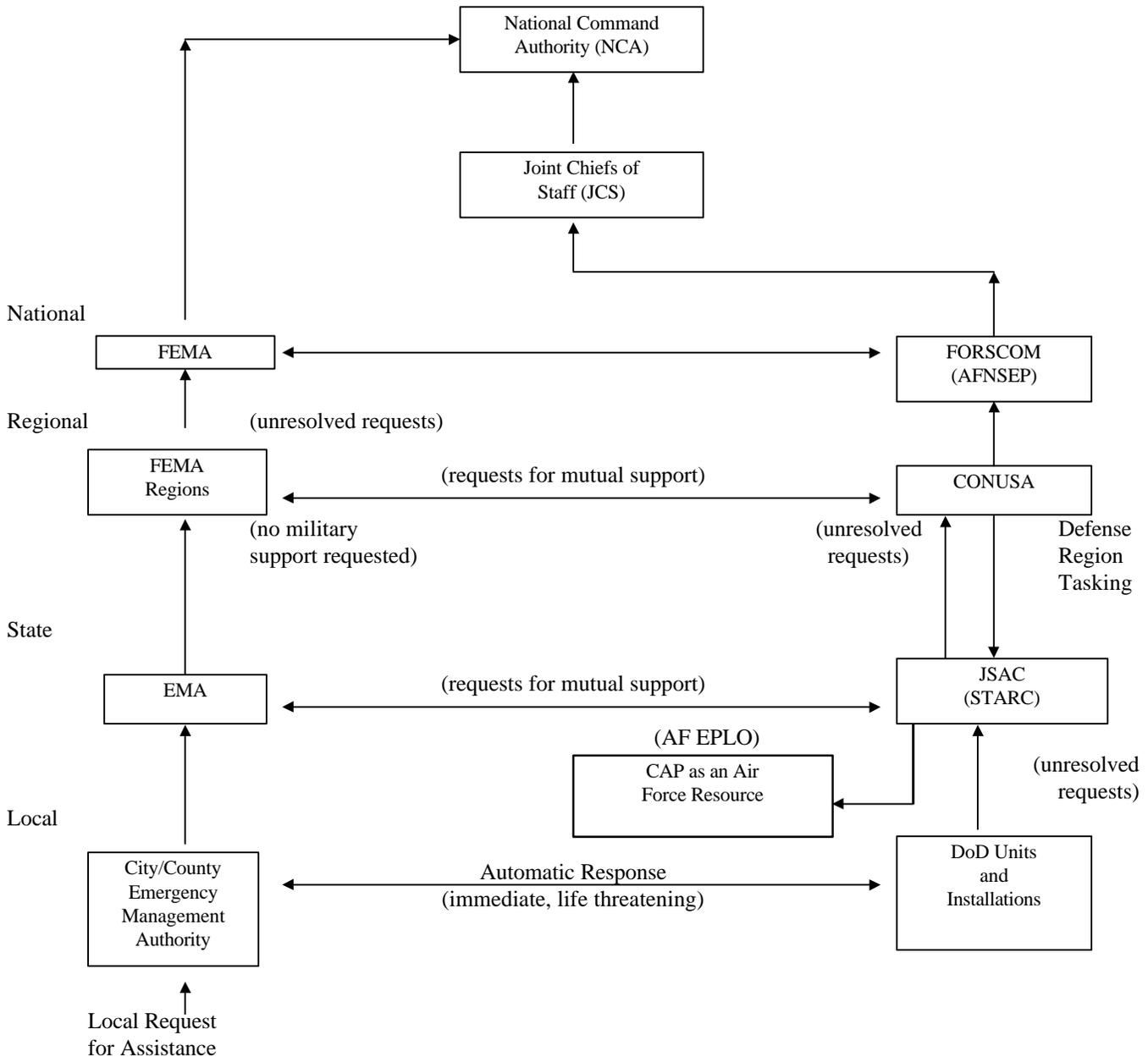
**(2)** When SCATANA is implemented or terminated, take the actions indicated on the facility's SCATANA ACTION Form.

**(3)** Maintain current information on the status of restrictions imposed on air traffic.

**(4)** Approve or disapprove filed flight plans in accordance with current instructions received from the ARTCC(s).

**(5)** Forward flight plans and approval requests to the ARTCC(s) as required.

**MSCA PROCESS**



**Figure 6-1. MSCA Process Schematic**

## Chapter 7

### COUNTERDRUG OPERATIONS

**7-1. General.** CAP, with the concurrence of the USAF, has established national agreements with the US Customs Service (USCS), Drug Enforcement Administration (DEA), and US Forest Service (USFS), Federal Aviation Administration (FAA) and other federal agencies to assist in locating illicit drug traffic and growing activities. The role of CAP in this program is specified in these agreements. Actual CAP emergency services missions have priority over counterdrug operations for use of available CAP resources.

**a.** CAP regions, wings, or other units may not supplement, add to, amend, restrict, or otherwise change in any way the program guidelines and procedures specified in the above referenced national agreements or this regulation. CAP participates in counterdrug operations as a federal resource. While cooperation with associated state and local agencies is encouraged, CAP functions under the operational control of federal agencies.

**b.** In isolated situations, Air Force assigned missions to support requests from state, county, and local law enforcement agencies for CAP counterdrug operations may be authorized by HQ CAP-USAF/XO.

**c.** Command and control of CAP resources remains with the CAP at all times. All flight operations are conducted in accordance with CAP directives. Missions are conducted under an Air Force mission number.

**d.** CAP's role in counterdrug operations is limited as follows:

(1) Assistance is restricted to aerial reconnaissance, transportation, and communications support. CAP ground teams will not participate in these missions. CAP cadets will not participate in these missions in any capacity.

(2) CAP members will not be deputized and no weapons of any nature may be possessed or used by CAP members while supporting this mission.

(3) CAP members may not physically participate in arrest, seizure, or detention operations.

(4) CAP resources will not be used to transport prisoners.

**e.** USCS, DEA, FAA, USFS, National Guard personnel and other US government employees are authorized to fly aboard CAP aircraft. State, county, and local law enforcement officials are authorized to fly aboard CAP aircraft in accordance with written agreements and when specifically approved in advance by the federal agency issuing the mission number.

**f.** Responsible officials of the CAP, US Customs Service, Drug Enforcement Administration, or the US Air Force may suspend a mission or missions in the event unsafe operating conditions exist. The CAP wing commander will be notified as soon as practicable in such an event.

**g.** HQ CAP/DOC is responsible for accomplishing the following:

(1) Monitor and coordinate the CAP counterdrug (CD) program.

(2) Coordinate with appropriate federal and state officials for training and equipment resources necessary to support the CD program.

(3) Receive periodic CD activity reports from each wing and provide activity summaries to National Headquarters and requesting federal authorities.

(4) Issue *CAP Counter Narcotics Program Authorization Cards* (CAPF 101CN) to qualified personnel in accordance with CAPR 50-15. Authority to issue CAPF 101CN may not be delegated.

**h.** CAP region counterdrug officers (CDO) are responsible for accomplishing the following:

(1) Managing and monitoring of the counterdrug program within their region.

(2) Coordinating training requests from wings within their region.

(3) Keeping the CAP-USAF liaison region informed about upcoming/ongoing CD mission activity.

**i.** CAP wing CDOs are responsible for accomplishing the following:

(1) Managing and monitoring of the counterdrug program within their wing.

(2) Provide monthly counterdrug reports (CAPF 82) to HQ CAP/DOC, region CDOs, CAP-USAF liaison region, wing commander, and the wing liaison office.

(3) Keeping the wing liaison office and region CDO informed about upcoming/ongoing CD mission activity.

**j.** CAP wing liaison office and CAP-USAF personnel are authorized to provide advice, liaison, and oversight on all CAP CD missions. Screening is not required for CAP-USAF personnel.

#### **7-2. Mission Coordination:**

**a.** CAP wing commanders must ensure close liaison with USCS, DEA, USFS, FAA, and other federal officials who request CAP counterdrug operations. CAP counterdrug officers will be designated by wing and region commanders and will be the point of contact between the USCS, DEA, FAA, and USFS officials and CAP resources for mission planning. CAP wing commanders will forward the names of CAP counterdrug officers to the appropriate USCS, DEA, FAA, USFS officials, CAP-USAF liaison regions, region CDO, and HQ CAP/DOC.

**b.** The wing counterdrug officer or designee will serve as mission coordinator for all counterdrug missions. The counterdrug officer need not be an ES qualified mission coordinator to serve in the position. All CD missions must be released by an approved flight release officer (FRO). The CAP counterdrug officer must exercise prudent judgment in prosecuting the counterdrug mission. A thorough assessment of all risks associated with the mission must be accomplished and appropriate controls put in place to ensure safe operations.

c. CAP members who participate in these missions must be approved by the respective agencies and complete orientation training as outlined in CAPR 50-15.

**7-3. Mission Execution.** The authorized USCS, DEA, USFS, FAA, or federal official will contact the CAP counterdrug officer to open the mission and provide the following information as applicable:

- a. Mission number
- b. Agency point of contact/phone #
- c. Objective
- d. Area to be investigated
- e. Duration of mission
- f. Reporting instructions (airborne and post mission)
- g. Name(s) of personnel who will be aboard the aircraft

**7-4. Mission Base Operations.** The need for a mission base will vary with the requirements of each mission.

a. In most cases, CAP counterdrug mission coordinators will be able to telephonically coordinate an entire mission. The CAP counterdrug mission coordinator may alert, brief, and debrief the mission by telephone. A CAPF 84, *CAP Counterdrug Flight/Mission Plan*, will be used to brief, monitor, and document the flight. If possible, radio contact should be maintained with the mission aircraft. This contact may be direct or through any ground station capable of establishing contact.

b. If a military installation becomes a potential operations base, the appropriate wing liaison officer will be notified. The liaison officer will perform all necessary coordination for CAP's use of the installation.

**7-5. Patrol/Reconnaissance.** CAP counterdrug missions may be divided into the search phase and, if over water, the identification phase.

a. **Search Phase.** The search phase will be flown no lower than 500 feet above the surface. Scanning techniques and procedures prescribed for CAP search and rescue missions will apply.

b. **Identification Phase (missions over water only).** The identification of a vessel at times may require a lower altitude. If a vessel's identification markings are not identifiable by line of sight at the search altitude, then the aircraft may descend no lower than 150 feet above the water and no closer than 500 feet horizontally from any vessel. Once identification is made, the aircraft will return to search altitude.

**7-6. Operational Requirements.** The following restrictions will be adhered to by aircrews when flying counterdrug missions:

a. Excluding en route legs, reconnaissance missions will be flown in visual meteorological conditions (VMC) only and either a CAPF 84 or flight plan filed with the FAA will be accomplished.

b. The minimum flight visibility will be 3 statute miles in uncontrolled airspace. In controlled airspace, FAR Part 91 applies.

c. Altimeter settings will be from a source within 50nm or the closest source available and updated hourly.

d. Airspeed will be no lower than 1.3 times aircraft stall speed at zero flaps and 30 degrees of bank.

e. Search altitudes are limited to no lower than 500 feet above the surface except for vessel identification on flights over water. If required to go lower for vessel identification, aircraft bank angles are limited to 30 degrees. The lowest altitude permissible is 150 feet above the surface.

f. When descending below 500 feet, the pilot in the left seat will fly the aircraft and closely monitor the altimeter. The right seat pilot (observer) will announce "300 feet," "200 feet," and "150 feet" upon arrival at these altitudes. Bank angle will also be cross-checked for a maximum of 30 degrees.

g. Search patrol aircraft on missions over water must plan to be over a suitable airfield with at least 90 minutes of fuel on board (at normal cruise speed).

*NOTE: When aircraft are flown below 500 feet over salt water (excluding takeoff and landing phase), they should be rinsed with fresh water after each flight.*

**7-7. Mission Reporting.** The success of a mission may be dependent upon the timely flow of information from the aircraft to the responsible agency. Establishing a communications link may involve both telephone and radio networks. In the case of a joint mission involving CAP and federal USCS/DEA/USFS/FAA resources, communications between the agencies is even more critical. Overall mission management also relies upon aircrew post mission reports, with documented results being analyzed for follow-on missions. Reporting is accomplished as follows:

a. The aircrew will report significant sightings and any occurrence affecting safety or effectiveness of the mission as soon as possible to the CAP counterdrug officer (or CD mission coordinator).

b. During a joint mission, the aircrew will report significant sightings and other pertinent information directly to the agency team involved.

c. At the completion of the mission, the aircrew will debrief the CAP counterdrug officer (or CD mission coordinator) and document the mission using a CAPF 84, *CAP Counterdrug Flight/Mission Plan*. (This documentation will be retained by the aircrew and attached to the CAPF 108, *CAP Payment/Reimbursement Document for Aviation/ Automotive/Miscellaneous Expenses*, when submitted to the LO. CAPFs 84 will be retained by the LO, and not sent to National Headquarters CAP.) A completed sample CAPF 84 is included as Attachment 10 to this regulation.

d. The CAP counterdrug officer will report mission effectiveness to the supported agency's official and document the name and date of contact on the CAPF 84.

e. By the 10th of the following month, the wing counterdrug officer submits a CAPF 82, *Counterdrug*

*Monthly Activity Report*, to HQ CAP/DOC, with a copy to the region counterdrug officer, CAP-USAF liaison region, wing liaison office, and wing commander.

**7-8. Reimbursement:**

**a.** Reimbursement for fuel and oil, limited maintenance, and communications will be in accordance with normal CAPR 173-3 procedures.

**b.** Travel and per diem expenses for CAP personnel required to travel and remain overnight are reimbursable in accordance with CAPR 173-3.

## Chapter 8

### INCIDENT COMMAND SYSTEM INTRODUCTION

**8-1. General.** The Incident Command System (ICS) is used to manage an emergency incident or a non-emergency event. It can be used equally well for both small and large situations. The system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a very cost-effective and efficient management system. The system can be applied to a wide variety of emergency and non-emergency situations. Listed below are some examples of the kinds of incidents and events that can use the ICS:

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

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

#### COMMAND

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

#### OPERATIONS

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

#### PLANNING

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

#### LOGISTICS

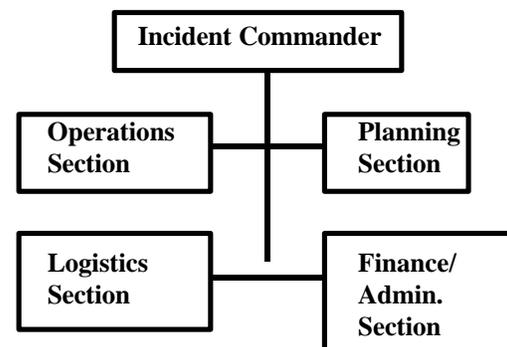
PROVIDES SUPPORT TO MEET INCIDENT NEEDS, PROVIDES RESOURCES AND ALL

OTHER SERVICES NEEDED TO SUPPORT THE INCIDENT

#### FINANCE/ADMINISTRATION

MONITORS COSTS RELATED TO INCIDENT, PROVIDES ACCOUNTING, PROCUREMENT, TIME RECORDING, AND COST ANALYSES

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



**Figure 8-1. ICS General Staff**

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

**8-3. ICS Functional Positions.** A general summary of ICS by functional areas is provided below. Functional resumes and checklists are provided in Attachments 2 and 3, respectively, to give guidance on performance expectations and requirements of mission personnel.

**a. Incident Commander (IC).** The IC is the person in charge at the incident, and must be fully qualified to manage the incident. As incidents grow in size or become more complex, a more highly qualified IC may be assigned by the responsible jurisdiction or agency. The IC may have one or more deputies from the same agency or from other agencies or jurisdictions. Deputies

must always be as qualified as the person for whom they work.

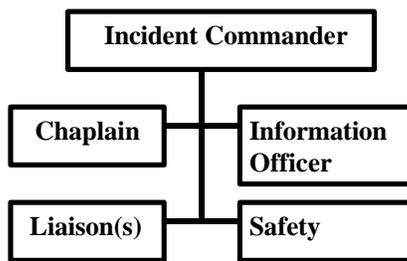
(1) The IC may assign personnel for both a command staff and a general staff. The command staff provides information, safety, and liaison services for the entire organization. The general staff are assigned major functional authority for operations, planning, logistics, and finance/administration.

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

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

(4) The CAP mission coordinator may or may not be the overall IC for a mission. Command and control guidance for CAP resources on SAR or DR missions is established in paragraphs 4-3c. and 5-5b, respectively.

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



**Figure 8-2. ICS Command Staff**

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

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

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

(4) **Chaplain Staff Officer** - The chaplain staff officer, commonly called the mission chaplain, is usually the highest ranking chaplain involved in the mission. The mission chaplain ministers to both spiritual and physical needs of all individuals, families, and mission staff alike. S/he arranges for religious services or observances on Sundays and other holy days of obligation. The mission chaplain provides pastoral care to victims, survivors, and their families especially where serious injury or loss of life has occurred.

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

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

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

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

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

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

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

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

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

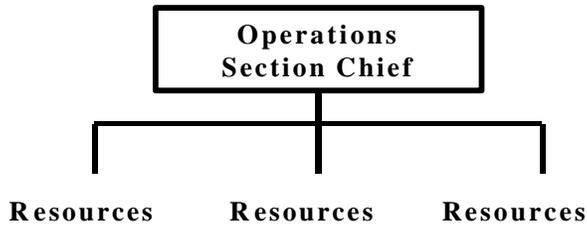


Figure 8-3. Single Resources in Operations

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

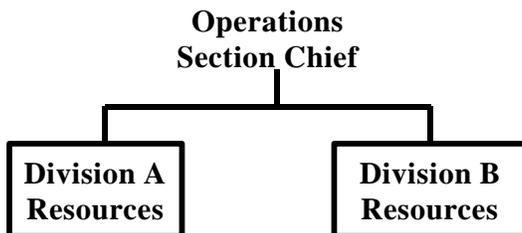


Figure 8-4. Example of Two Divisions Within the Operations Section

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

(2) **Groups.** Groups are established to describe functional areas of operation. The kind of group to be established will be determined by the needs of an incident. For example, in an earthquake incident with widespread structural damage, search and rescue activity would be organized geographically, using divisions. A specialized resource team, using dogs or electronic equipment in an earthquake, or a salvage group in a maritime incident may be designated as functional groups. Groups will work wherever they are needed and will not be assigned to any single division. Divisions and

groups can be used together on an incident. Divisions and groups are at an equal level in the organization. One does not supervise the other. When a functional group is working within a division on a special assignment, division and group supervisors must closely coordinate their activities. Division and group supervisors always report to the IC unless the operations section chief and/or branch director positions have been established. Deputies are not used at the division and group levels.

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

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

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

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

Various branch alignments are shown in Figure 8-5 below.

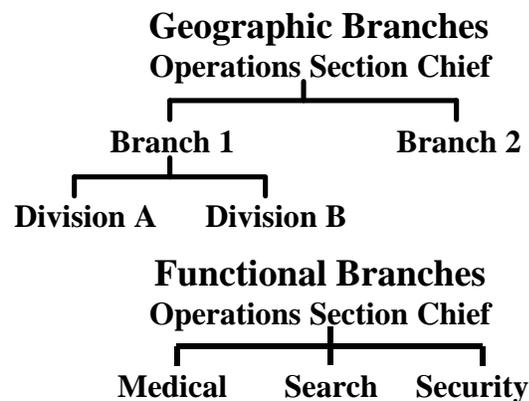


Figure 8-5. Options for Establishing Branches in ICS

d. **Air Operations.** If established separately at an incident, air operations will be activated at the branch level within the operations section. Usually this is done

on incidents which may have complex needs for the use of aircraft in both tactical and logistical operations.

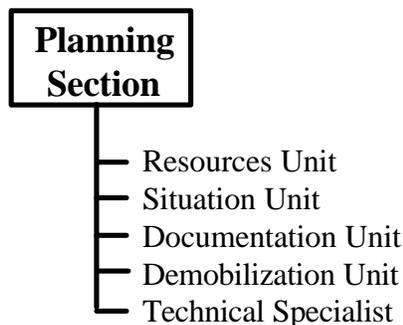
**e. Staging Areas.** Staging areas may be established wherever necessary to temporarily locate resources awaiting assignment. Staging areas and the resources within them will always be under the control of the operations section chief. Staging areas will be discussed later under incident facilities.

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

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

- Collect, evaluate, and display information about the incident
- Develop Incident Action Plans (IAPs) for each operational period, conduct long-range planning, and develop plans for demobilization at the end of the incident
- Maintain resource status information on all equipment and personnel assigned to the incident
- Maintain incident documentation

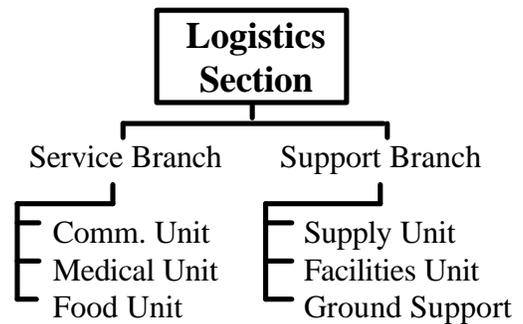
The planning section is also the initial place of check-in for any technical specialists assigned to the incident. Depending on their assignment, technical specialists may work within the planning section, or be reassigned to other incident areas. Several planning section units may be established. Not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



**Figure 8-6. Planning Section**

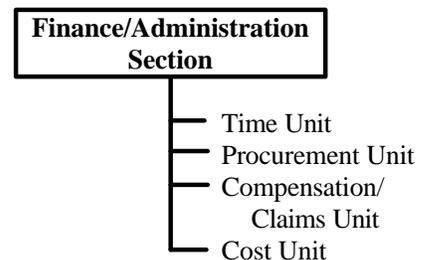
**8-6. Logistics Section.** The logistics section is responsible for all of the services and support needs of an incident, including obtaining and maintaining essential personnel, facilities, equipment, and supplies. The IC will determine the need to establish a logistics section on the incident. This is usually determined by the size of the incident, complexity of support, and how long the

incident may last. Once the IC determines that there is a need to establish a separate logistics function, an individual will be assigned as the logistics section chief. Six functional units can be established within the logistics section. If necessary, a two-branch structure can be used to facilitate span of control. The titles of the units are self-descriptive. Detailed duties of each unit are covered in other modules. Not all of the units may be required, and they will be established based upon need. Branches and units in the logistics section are shown in Figure 8-7.



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

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



**Figure 8-8. Finance/Administration Section Units**

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

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

**Figure 8-9. ICS Organizational Terminology**

Approximate correlation between CAP and ICS terminology is outlined in Figure 8-10 below:

CAP Position	ICS ~ Equivalent
Mission Coordinator	Incident Commander, Operations Section Chief, Branch Director, or Liaison to the IC
Air Operations	Operations Section Chief or Air Branch Director
Ground Operations	Operations Section Chief or Ground Branch Director
Clearance	Resource Status Unit
Briefing	Situation Status Unit
Debriefing	Situation Status Unit
Dispatch	Resource Status Unit
Intelligence	Situation Status Unit
Communications	Communication Unit
Flight Line	Air Support Group
Public Affairs Officer	Information Officer
Mission Chaplain	Chaplain or Family Liaison
Facilities	Facilities Unit
Commandant of Cadets	None

**Figure 8-10. CAP/ICS Terminology**

Positions and their titles under the Incident Command System are relatively flexible, depending upon the dynamics or personnel involved in an incident. For example, a CAP mission coordinator is often considered to be an air branch director working for the operations section chief of a state's emergency management agency.

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

**a. Incident Command Post (ICP) -** The location from which the incident commander oversees all incident operations. There is only one ICP for each inci-

dent or event. Every incident or event must have some form of an Incident Command Post.

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

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

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

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

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

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

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

**a.** Statement of Objectives - Appropriate to the overall incident.

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

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

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

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

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

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

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

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

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

(1) Incident command post (at the Resources Unit)

(2) Staging areas

(3) Base or camps

(4) Helibases

(5) Division or group supervisors (for direct assignments)

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

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

**f.** Acquire necessary work materials, locate, and setup your work station.

**g.** Organize and brief any subordinates assigned to you.

**h.** Brief your relief at the end of each operational period and, as necessary, at the time you are demobilized from the incident.

**i.** Complete required forms and reports and give them to your supervisor or to the Documentation Unit before you leave.

**j.** Demobilize according to plan.

**8-13. CAP ICS Perspective.** ICS has been and is being mandated for use in many states and agencies across the nation. It is hoped that ICS will be a standardized national program. However, with its promulgation among so many organizations, variations in ICS application will inevitably occur. Each wing must adapt to the procedures outlined by the agencies they serve. Flexibility is the key to air power.



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## SUMMARY OF CHANGES

NOTE: If a paragraph reference has “(Old)” after it, the 1992 edition should be consulted. This normally occurs where a paragraph was deleted.

### Chapter 1 - Civil Air Patrol Policies.

- Paragraph 1-5: Aligned several definitions with CAPR 60-1 and grammatically rearranged the definition of “CAP Operational Mission.”
- Paragraph 1-7: Standard statement about reimbursement at the end of several chapters was deleted and consolidated into Chapter 1.
- Paragraph 1-8b (Old): “all personnel are expected to fully and completely support that decision, “ at the end of the paragraph was deleted. It was felt that phrase was not really needed and could dampen an atmosphere in which reasonable questioning of the wisdom of a decision could occur.
- Paragraph 1-9: Guidance on mission coordination for assistance established.
- Paragraph 1-10: “911T/Imminently Serious Mission” was added.
- Paragraph 1-11: Guidance on transporting SAR dog teams added.
- Paragraph 1-13: Changed, “Only the best qualified person at the scene should attempt such medical care” to “...and accomplished by a person qualified to attempt such medical care.”
- Paragraph 1-17e: “No alcohol within 24 hours” added.
- Paragraph 1-20: Use of night vision equipment is prohibited by CAP personnel on CAP operational missions.

### Chapter 2 - Organization, Qualification, Alerting Systems, and Briefing/Debriefings.

- Paragraph 2-2a(1)(Old): Deleted. A compliance item with which no one complies (or will comply).
- Paragraph 2-2a(1): Incorporated paragraph 2-2a(6)(Old) and the first part of 2-9 all of which was repetitive. It also changes the flow of alert/resource rosters for all national level organizations from the wing to HQ CAP/DO and from there to the national agency. There will no longer be a requirement for the wing to send a roster to each national level organization. This will provide the CAP National Disaster Coordination Center (CNDCC) the information it needs to function. It will facilitate the direct contact between CNDCC and the national level organizations envisioned in the MOUs/agreements. AFRCC will get the alert rosters from CNDCC but continue to alert wings directly.
- Paragraph 2-2a(3)(Old): Deleted. Paragraph said nothing that was not intuitively obvious or stated elsewhere.
- Paragraph 2-2a(4): Added to reflect wing commander’s responsibility to review active mission coordinator’s performance.
- Paragraph 2-2a(7) and (8)(Old): Deleted. CAPR 50-15 now allows unit commanders to issue CAPF 101 renewals. Neither paragraph said anything that was not intuitively obvious or stated elsewhere.
- Paragraph 2-2b in old regulation titled “HQ CAP/DOC:” Moved to Chapter 7, paragraph 7-1g. Did not fit the flow of Chapter 2.
- Paragraph 2-2c(1): Included policy that unit commanders can renew CAPFs 101.
- Paragraph 2-2d(4)(Old): Deleted, “Follow instructions and directions of those in authority.” Individuals should intuitively understand this.

### Chapter 3 - Operational Mission Agreements.

- Complete revision by HQ CAP/GC.

### Chapter 4 - Search and Rescue Operations.

- Paragraph 4-3: Completely revised to incorporate more in-depth descriptions of SAR responsibilities at all levels, as well as requirements when silencing Emergency Locator Transmitters.

### Chapter 5 - Peacetime Disaster Relief Operations.

- Updated MSCD references to MSCA.
- Paragraphs 5-3a, 5-3b, 5-3f(1)(a), 5-3k, 5-3l, 5-3m, 5-4a, 5-4b and 5-5a(4) (Old): Removed to eliminate redundant paragraphs and instructions outlined under general policies currently in Chapter 1.
- Paragraph 5-7: Updated with current AFNSEP reporting procedures.

### Chapter 6 - OPLAN 1000, Civil Defense, and Wartime Disaster Relief Operations.

- Updated MSCD references to MSCA.
- References to agreements removed to eliminate repeating information provided in Chapter 3.

### Chapter 7 - Counterdrug Operations.

- Entire chapter revised to reflect current policy letters and other guidance.

**Chapter 8 - Incident Command System (ICS).**

- Chapter 8, “Helicopter Operations,” and associated attachments deleted to align with CAPR 60-1.
- Information on the Incident Command System added as Chapter 8.

**Chapter 9 - American Red Cross Support (Old).**

- Chapter 9 (Old), “American Red Cross Support,” was deleted. Current procedures and operations with ARC should be performed in accordance with general CAP regulations, manuals, and policies and the current ARC-CAP Memorandum of Understanding.

**Attachments:**

Attachment 1: Updated to reflect current acronyms.

Attachment 2 (Old): Aligned specialties under ICS management sections.

Attachment 2 (Old): Mission resumes and checklists added, deleted, or updated to align with ICS. Resumes are now separate from checklists in new Attachments 2 and 3.

Attachment 3 (Old): Updated paragraphs 2 and 6 to reflect current AFIs and reorganization changes and re-named Attachment 4.

Attachment 3 (Old): Sample OPLAN and MOU updated to reflect current HQ CAP/GC recommendations, separated, and renamed Attachments 4 and 5, respectively.

Attachment 4 (Old): Deleted to be moved into mission functional guides to be published as part of the end product of the ES curriculum working groups.

Attachment 5 (Old): FEMA map updated for currency.

Attachment 7 (New): TEMPEST RAPID report format made into a separate attachment.

Attachment 8 (Old): Helicopter operations deleted to align with CAPR 60-1.

Attachment 9 (New): Risk Management guidance added.

Attachment 9 (Old): Deleted to be published as part of the end product of the ES curriculum working groups.

Attachment 10 (New): CAPF 84 added to clarify usage.

Attachment 11 (New): Completed CAPF 102 added to clarify usage and emphasize risk management principles.

Attachment 12 (New): Completed CAPF 104 added to clarify usage and emphasize risk management principles.

Attachment 13 (New): Completed CAPF 109 added to clarify usage and emphasize risk management principles.

Attachment 14 (New): Completed CAPF 122 added to clarify usage and emphasize risk management principles.

**NOTE: Bars in the margins identify updated information.**

## | ABBREVIATIONS/DEFINITIONS

ADA	Airborne Damage Assessment
AFNSEP	Air Force National Security Emergency Preparedness Division
AFRCC	Air Force Rescue Coordination Center
AFRES	Air Force Reserve
ALNOT	Alert Notice (FAA)
ARM	Aerial Radiological Monitoring
ATA	Actual Time of Arrival
ATC	Air Traffic Control
ATD	Actual Time of Departure
CAP	Civil Air Patrol
CAPF	Civil Air Patrol Form
CAPM	Civil Air Patrol Manual
CAPR	Civil Air Patrol Regulation
CARDA	CONUS Airborne Reconnaissance for Damage Assessment (Preplanned program for post attack reconnaissance)
CONUS	Continental United States (48 states plus DC)
CONUSA/RDC	Continental United States Army /Regional Defense Command
DIN	Disaster Identification Number
DOMS	Director of Military Support
DR	Disaster Relief
ELT	Emergency Locator Transmitter
EOC	Emergency Operations Center (control center for state/area emergency management)
EPLO	Emergency Preparedness Liaison Officer (USAF)
ES	Emergency Services
ESCAT	Emergency Security Control of Air Traffic
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETE	Estimated Time En Route
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency (absorbed DCPA)
FORSCOM	US Army Forces Command
FSS	Flight Service Station (FAA facility)
HC	Chaplain
IC	Incident Commander
ICS	Incident Command System
IFR	Instrument Flight Rules
MC	Mission Coordinator
MD	Mission Designator
MSCA	Military Support to Civil Authorities
NAF	Numbered Air Force (generally refers to 4th, 10 <sup>th</sup> , or 22d Air Force Headquarters)
NUDET	Nuclear Detonation
RADEF	Radiological Defense
RCC	Rescue Coordination Center
SAR	Search and Rescue
SARDA	State and Regional Disaster Airlift (preplanned emergency airlift)
SAREX	Search and Rescue Exercise
SCATANA	Security Control of Air Traffic and Air Navigational Aids
STARC/JSAC	State Area Command/Joint State Area Command
VFR	Visual Flight Rules
ZULU	Proword for Universal Coordinated Time (Also UTC)

## FUNCTIONAL RESUMES ORGANIZED BY ICS & CAP MISSION MANAGEMENT ACTIVITIES

### COMMAND

- **Mission Coordinator (ICS Incident Commander, Operations Section Chief, Branch Director, Liaison Officer...).** Directs and controls all operations of air and ground units for a specific mission, either training or actual, assigned by the wing commander. (May function as overall incident commander if requested by the coordinating agency.)
  - Responsible for the overall safety, efficiency, and effectiveness of the operation.
  - Maintains liaison with other participating agencies and keeps the appropriate authorities advised of progress and activity.

### COMMAND STAFF

- **Safety Officer.** Supervises all safety aspects of CAP activities.
  - Responsible for the overall safety of operational missions.
  - Advises the IC on risks associated with the mission and ways to reduce those risks.
  - Maintains a mission kit with CAP safety forms and emergency phone numbers for area hospitals, fire departments, paramedics, etc.
  - Conducts safety inspections of mission base facilities and grounds, flightline, aircraft, vehicles, and other equipment.
  - Assists the IC with safety briefings.
  - Monitors weather for hazardous conditions.
  - Makes timely notification of mishaps.
  - Investigates incidents and takes corrective action to prevent recurrence.
- **Information Officer.** Directs and monitors all media relations under the supervision of the IC.
  - Prepares and issues press releases concerning mission operations.
  - Advises the IC on press and media relations.
  - Provides appropriate media coverage for practice, training, and actual missions.
- **Mission Chaplain.** Attends to the spiritual and physical needs of both staff members and victims.
  - In larger incidents or events, coordinates the work of other chaplains assigned to the mission.
  - Accompanies the IC, or other appointed officer, in the event of notification of a casualty or serious injury.
  - Coordinates with IC a place where confidential counseling can be conducted in privacy and, when necessary, a place where religious observances can be held.
  - Provides pastoral care to victims and seriously injured persons and their families.
  - Serves as point of contact for non-CAP clergy who contact the mission site.

- Arranges for religious services or observances on Sundays and other Holy Days of obligation as needed.
- At the end of the mission, assists in providing for critical incident stress debriefing of personnel.

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

### GENERAL STAFF

- **Section Chiefs.** Each section chief (Operations, Planning, Logistics, and Administration/Finance) is selected by the incident commander from qualified mission coordinators, air branch directors, ground branch directors, and other varied experience as deemed appropriate by the incident commander to manage their sections.

### OPERATIONS SECTION

- **Operations Section Chief.** Manages Operations Section.
  - Manages all tactical operations at an incident.
  - Manages the following components: ground or surface-based tactical resources, aviation (air) resources, and staging areas.
- **Air Branch Director.** Coordinates all air activity under the supervision of the operations section chief.
  - Supervises all aircraft and airborne activities during training and actual missions.
  - Supervises/conducts briefing and debriefing of aircrews.
  - Coordinates with the Operations Section Chief and Ground Branch Director concerning mission operations.
  - Maintains familiarity with the status of personnel, aircraft, equipment, etc., normally available for operational missions.
  - Assures all personnel assigned to the air branch are adequately qualified and supervised.
  - Maintains a mission status board on which information can be posted rapidly and in an orderly manner.
- **Ground Branch Director.** Coordinates all ground activity under the supervision of the operations section chief.
  - Supervises all ground team activities during training and actual missions.

- Supervises/conducts briefing and debriefing of ground teams.
  - Coordinates with the Operations Section Chief and Air Branch Director concerning mission operations.
  - Maintains familiarity with the status of personnel and equipment normally available for operational missions.
  - Assures all personnel assigned to the ground branch are adequately qualified and supervised.
  - **Mission Pilot.** Pilots the assigned aircraft on CAP operational missions and is the aircraft commander.
    - Maintains skill and proficiency in all aspects of operational mission flight operations.
    - Flies missions as briefed.
    - Accomplishes assigned tasks and completes reports of completed assignments.
    - Supervises assigned aircrew members.
  - **Mission Observer/Scanner.** Participates as an observer/scanner in the assigned aircraft on CAP operational missions under the supervision of the mission pilot.
    - Maintains a chronological flight log of all observations of note, including precise locations, sketches, etc.
    - Reports observations upon completion of each assignment.
    - Employs effective scanning techniques.
  - **Air Radiological Monitor.** Accomplishes airborne radiological monitoring assignments under the supervision of the mission pilot.
    - Maintains proficiency in the setup and operation of radiological monitoring equipment.
    - Maintains state/FEMA certification as a radiological monitor.
    - Performs radiological monitoring.
    - Reports results of radiological monitoring missions.
  - **Ground Team Leader.** Supervises and directs ground team activities under the supervision of the ground branch director.
    - Maintains skills and proficiency in ground search and rescue procedures.
    - Ensures the safety of all assigned team members.
    - Accomplishes assigned tasks and completes reports of completed assignments.
    - Supervises assigned ground team members.
  - **Ground Team Member.** Conducts ground search and rescue operations under the supervision of the ground team leader.
    - Maintains skills and proficiency in ground search and rescue procedures.
  - Accomplishes assigned tasks and prepares reports of completed assignments.
  - **Ground Radiological Monitor.** Accomplishes ground radiological monitoring assignments under the supervision of the ground team leader.
    - Maintains proficiency in the set up and operation of radiological monitoring equipment.
    - Maintains state/FEMA certification as a radiological monitor.
    - Performs radiological monitoring.
    - Reports results of radiological monitoring missions.
- PLANNING SECTION**
- **Planning Section Chief.** Manages all information relevant to an incident.
    - Collects, evaluates, processes, and disseminates information for use at the incident.
    - Determines the necessity for resources, situation reports, documentation, and demobilization of units.
    - Determines the need for technical specialists.
- LOGISTICS SECTION**
- **Logistics Section Chief.**
    - Provides for facilities, transportation, communications, supplies, equipment maintenance and fueling, food services, medical services, and ordering resources.
    - Determines the need for a supply, facilities, ground support, communications, food, or medical unit.
  - **Air Support Group Supervisor.** Supervises flight line operations and exercises direct supervision of all personnel working in the flight line area.
    - Directs the taxiing, parking, securing, and refueling of aircraft.
    - Ensures the safety of all aircraft ground operations.
    - Supervises all personnel working in the flight line area.
  - **Communications Unit Leader.** Organizes, maintains, and manages the operation of mission communications activities under the supervision of the logistics section chief.
    - Establishes required communications facilities, both on the mission base and remote.
    - Establishes procedures to ensure adequate communications support to mission operations.
    - Maintains a log of communications activities.
    - Ensures timely delivery of all messages, etc.
    - Supervises radio operators.
  - **Radio Operator.** Operates communications equipment to support mission communications

activities under the supervision of the communications unit leader.

- Operates radio equipment.
- Maintains a log of communications operations.
- Transmits and receives messages.

**FINANCE/ADMINISTRATION SECTION**

- **Finance/Administration Section Chief.** Manages the administration and finance aspects of an incident.

- Determines the need for a time, procurement, claims or cost unit.
- **General Emergency Services Personnel.** Perform administrative (including sign in, maintaining records, status boards, etc.) and general operations support functions (flight line helper, runner, driver, recorder, fill sand bags, etc.) under the supervision of qualified staff personnel.

## | FUNCTIONAL AREA CHECKLISTS

### MISSION COORDINATOR

- Obtain as much information as possible about the SAR objective or mission. Correlate additional reports/information from other sources with that received from the controlling agency.
  - Initiate a Mission Coordinator's Log.
  - Lay out the problem and plot it on a situation map.
  - Complete CAP Form 102, *Combined SAR and CD Alert/General Briefing Form*.
  
- Analyze the mission and make preliminary estimates of requirements.
  - Determine the base of operations, number of aircraft, vehicles, personnel, ground equipment, communications, sub-bases, etc., needed from established resource listings.
  - Establish the duration of the first operational period, and follow-on periods as necessary.
  
- Select and contact required mission staff after determining the level of organization needed. Continuously monitor the operation and effectiveness of that organization so that changes can be implemented as necessary.
  - Select an assistant/replacement early.
  - Establish contact with a mission chaplain.
  
- Brief the mission staff and assign functions.
  - Emphasize risk management and highlight that **SAFE** mission accomplishment is a top priority!
  - Brief sub-base commanders/coordinators (simultaneously if possible).
    - Cover mission details and assign search areas.
    - Provide special instructions not covered in standard operating procedures.
    - Establish communications procedures.
  - Initiate the development of the Incident Action Plan and Demobilization Plan as necessary.
  - Approve news releases and have the information officer contact local media and wire services.
  
- Determine if other agencies or wings are involved or should be notified. After proper coordination, alert other agencies as required.
  - Advise affected sheriff, state Department of Emergency Preparedness Office, etc., of mission activation.
  - Advise FSS and FAA tower (if applicable) of operations to be conducted.
  - Notify FBO at selected base of operations and request cooperation and assistance as needed.
  - Notify all assisting agencies previously alerted when mission is closed.
  
- Send formal and informal reports to the controlling agency.
  - Provide informal reports on current status to the controlling agency (approximately every 4 hours).
  - Provide an informal daily mission report to the controlling agency no later than 2000 hours local.
  - Send a closing report within 48 hours after mission termination to the controlling agency.
  - Send courtesy copies of the closing report to support agencies after mission termination as necessary.
  - Send a supplemental report to the controlling agency if previous reports were incomplete.
  
- Periodically evaluate mission progress, considering the following:
  - Have all areas of high probability been covered?
    - How effective was the coverage?
  - Have all leads been checked out?
  - Are search areas and assignments properly assigned to assure best possible results?
    - Are sub-bases necessary? Should new sub-bases be opened or current sub-bases be closed?
  - Are adequate communications established?
  - Are resources being utilized efficiently?
  - Is the mission proceeding as an integrated effort amongst all agencies for all actions?
  - Has an informal verbal report of current activities and immediate plans been sent to the controlling agency?
  - Have the actions of mission staff personnel met objectives established in the Incident Action Plan?
  - Should CAP continue mission operations?
    - Are additional personnel available for duty?
    - Should their assistance be needed, what is their estimated response time?
  - Has a Demobilization Plan been established?
  
- Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.
  
- Review mission for "lessons learned."

**SAFETY OFFICER**

\_\_\_ Conduct initial and follow-on safety surveys of mission base using a standard CAP safety survey form (see sample in CAPR 62-1).

- \_\_\_ Spot check ground teams.
  - \_\_\_ Vehicles for proper safety equipment.
  - \_\_\_ One team member on each team trained in blood-borne bio-hazards.
  - \_\_\_ Blood-borne pathogen kits available.
  - \_\_\_ Members properly dressed for climatic conditions.
- \_\_\_ Spot check aircraft (fire extinguisher, tie downs, survival gear).
- \_\_\_ Check flight line operations for safe aircraft movement, parking, and refueling.
- \_\_\_ Correct or minimize any deficiencies or hazards noted and brief mission coordinator accordingly.

\_\_\_ Assist the mission coordinator in developing and implementing a risk management mechanism to identify risks and put in place controls to ensure safe operations.

\_\_\_ Coordinate with sub-base mission coordinators to ensure safety surveys are conducted.

\_\_\_ Know the location of the nearest medical facility.

\_\_\_ Assist mission coordinator in preparing for or personally present safety portion of the general mission briefing if requested by the Mission Coordinator.

\_\_\_ Ensure that appropriate personnel are notified for any mishaps IAW CAPR 62-2 within time constraints specified.

- \_\_\_ Gather data for CAPF 78, *Mishap Report Form*, and CAPR 79, *CAP Mishap Investigation Form*.
- \_\_\_ Monitor progress of investigations and ensure timely reporting.
- \_\_\_ Issue reminders when necessary.

\_\_\_ Monitor efforts to account for members throughout the mission.

\_\_\_ IMMEDIATELY NOTIFY THE MISSION COORDINATOR OF ANY UNSAFE CONDITIONS OR PRACTICES NOTED.

**LIAISON OFFICER**

- \_\_\_ Act as the point of contact for agency representatives.
- \_\_\_ Maintain a list of assisting and cooperating agencies and agency representatives.
- \_\_\_ Assist in setting up and coordinating interagency contacts.
- \_\_\_ Monitor incident operations to identify current or potential inter-organizational problems.
- \_\_\_ Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.
- \_\_\_ Provide agency-specific demobilization information and requirements.

**MISSION CHAPLAIN**

\_\_\_ Ensure you have a current *CAP Specialty Qualification Card* (CAPF 101) or a *CAP Specialty Qualification Training Card* (CAPF 101T) for your position.

\_\_\_ Receive a briefing from the incident commander or mission coordinator and maintain contact with him/her during the mission to keep up-to-date on mission status.

\_\_\_ Discuss with the Incident Commander or Mission Coordinator a place where you are able to do private counseling with families of victims or with distressed mission personnel.

\_\_\_ After checking with the incident commander or mission coordinator, coordinate, as needed, your pastoral concerns with clergy of the family(ies) who are the subject of the search.

\_\_\_ Be prepared to accompany the incident commander or mission coordinator, or his/her designated representative, to visit the family in the event of a casualty notification.

\_\_\_ Keep family members away from the mission base flight line and from interfering with ongoing search activities.

\_\_\_ Be alert to the spiritual/physical needs of mission personnel especially during long missions.

\_\_\_ Discuss with incident commander or mission coordinator, and arrange a time and place for religious services or observances on Sundays or other Holy Days of obligation.

\_\_\_ Notify other CAP chaplains and call them in to assist you or put them on telephone standby, especially during missions that last more than 1 day or missions that involve several victims. Ensure that proper briefings are given to all chaplain service personnel who assist you.

\_\_\_ Prepare an after action report of all pastoral ministry provided during the mission. A copy of this report is to be given to the incident commander or mission coordinator who will include it in his/her report on all staff functions. Send a separate copy of your report direct to the National Staff Chaplain, 105 South Hansell Street, Maxwell AFB AL 36112-6332 or fax a copy to 334-953-6002. (Appendix B of CAPP 221-A, *Chaplains Helping Chaplains*, contains a sample of an after action report.)

**OPERATIONS SECTION CHIEF**

- \_\_\_ Manage tactical operations.
- \_\_\_ Ensure interaction is taking place with other agencies.
- \_\_\_ Assist in the development of the operations portion of the Incident Action Plan.
- \_\_\_ Supervise the execution of the operations portion of the Incident Action Plan.
- \_\_\_ Maintain close contact with subordinate positions (ground and air operations directors).
- \_\_\_ Ensure safe tactical operations.
- \_\_\_ Request additional resources to support tactical operations as necessary.
- \_\_\_ Approve the release of resources from active assignments (not release from the incident).
- \_\_\_ Make or approve expedient changes to the operations portion of the Incident Action Plan.
- \_\_\_ Maintain close communication with the mission coordinator (incident commander).
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.

**PLANNING SECTION CHIEF**

- \_\_\_ Collect and manage all incident-relevant operational data.
- \_\_\_ Provide input to the incident commander and operations section chief for use in preparing the Incident Action Plan.
- \_\_\_ Supervise preparation of the Incident Action Plan.
- \_\_\_ Conduct and facilitate planning meetings.
- \_\_\_ Reassign personnel already on site to positions as needed and appropriate.
- \_\_\_ Establish information requirements and reporting schedules for planning section units.
- \_\_\_ Determine the need for specialized resources to support the incident.
- \_\_\_ Assemble and disassemble task forces and strike teams (under ICS) not assigned to operations.
- \_\_\_ Establish specialized data collection systems as necessary (e.g., weather).
- \_\_\_ Assemble information on alternative strategies and contingency plans.
- \_\_\_ Provide periodic predictions on incident potential.
- \_\_\_ Report any significant changes in incident status.
- \_\_\_ Compile and display incident status information.
- \_\_\_ Oversee preparation of the Demobilization Plan.
- \_\_\_ Incorporate traffic, medical, communications plans, and other supporting material into the Incident Action Plan.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.

**LOGISTICS SECTION CHIEF**

- \_\_\_ Manage all incident logistics.
- \_\_\_ Provide logistical input to the incident commander in preparing the Incident Action Plan.
- \_\_\_ Brief logistics branch directors and unit leaders as needed.
- \_\_\_ Identify anticipated and known incident service and support requirements.
- \_\_\_ Request additional resources as needed.
- \_\_\_ Develop as required, the Communications, Medical, and Traffic Plans.
- \_\_\_ Oversee demobilization of the Logistics Section.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.

**FINANCE/ADMINISTRATION SECTION CHIEF**

- \_\_\_ Manage all financial aspects of an incident.
- \_\_\_ Provide financial and cost analysis information as requested.
- \_\_\_ Ensure compensation and claims functions are being addressed relative to the incident.
- \_\_\_ Gather pertinent information from briefings with responsible agencies.
- \_\_\_ Develop an operating plan for the Finance/Administration Section; fill section supply and support needs.
- \_\_\_ Determine need to setup and operate an incident commissary.
- \_\_\_ Meet with assisting and cooperating agency representatives as needed.
- \_\_\_ Maintain daily contact with agency(s) administrative headquarters on finance matters.
- \_\_\_ Ensure that all personnel and equipment time records are accurately completed and transmitted to home agencies, according to policy.
- \_\_\_ Provide financial input for demobilization planning.
- \_\_\_ Ensure that all obligation documents initiated at the incident are properly prepared, completed, and provided to the mission coordinator/incident commander.
- \_\_\_ Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.

**AIR BRANCH DIRECTOR**

- \_\_\_ Receive briefing from operations section chief.
- \_\_\_ Assist in plotting the mission on the situation map.
- \_\_\_ Ensure adequate trained staff are available to conduct aircrew briefing and debriefing, night line operations, etc.
- \_\_\_ Coordinate with ground operations director for required air support.
- \_\_\_ Determine resource (aircraft, personnel, and equipment) needs and advise the operations section chief.
- \_\_\_ Prepare an aircrew briefing package including search area hazards, terrain, weather, information on other airfields in the search area (fuel, communications, etc.), other aircraft operations, high radiation areas (when applicable), etc. Post on the mission status board and provide a copy to the operations section chief.
- \_\_\_ Monitor current and forecast weather throughout the search area. Consider a weather reconnaissance flight or use of trained ground observers if necessary. Post weather information on the mission status board and advise the mission coordinator of adverse conditions.
- \_\_\_ Coordinate the assignments of appropriate aircraft and aircrews to search areas.
- \_\_\_ Monitor all air operations.
- \_\_\_ Monitor air search progress and keep the operations section chief advised. make recommendations to the operations section chief regarding prosecution of the mission, utilization of resources, etc.
- \_\_\_ Post mission progress on mission status board. Ensure data is current and correct.
- \_\_\_ Assist the planning section chief in planning for future efforts, as necessary.
- \_\_\_ Setup briefing/debriefing and night planning areas (adequate tables, chairs, etc.) in a quiet location.
- \_\_\_ Verify all aircrews are properly equipped (uniform, maps, paper, survival equipment, radio capability, outer clothing, etc.).
- \_\_\_ Verify accuracy and completeness of CAPF 104, *Mission Flight Plan/Briefing Form* (one form for each sortie). If non-CAP member passenger is aboard, complete CAPF 9, *Release (For Non CAP Members)*, and obtain concurrence of mission coordinator prior to releasing the aircraft.
- \_\_\_ Obtain information on search area hazards, communications procedures, airport operations, taxiing and parking procedures, etc.
- \_\_\_ Coordinate with operations section chief to determine search areas and priorities.
- \_\_\_ Brief aircrews for assigned missions (use CAPF 104 as a guide).
- \_\_\_ Approve flight plans.
- \_\_\_ Advise operations section chief of status.
- \_\_\_ Initiate and maintain CAPF 107, *Flight Operations Log*.
- \_\_\_ Post all flight plans, including flights to and from the mission base.
- \_\_\_ Enter total time flown on each flight.
- \_\_\_ Update briefing information as needed.

\_\_\_ Continually monitor status of all aircraft (use CAPF 107) to assure no aircraft is overdue. If any aircraft is found to be overdue for 10 or more minutes, immediately:

\_\_\_ Check with flight line officer to determine if the aircraft is on the ramp.

\_\_\_ If aircraft is not on the ramp, immediately advise the operations section chief and mission coordinator.

\_\_\_ Continue to update operations section chief until the aircraft is located.

\_\_\_ Conduct debriefings of returning aircrews (use reverse of CAPF 104 as a guide). Verify accuracy and completeness of information.

\_\_\_ Interview entire team. Be as detailed as possible.

\_\_\_ Immediately advise operations section chief and mission coordinator of possible sightings or finds not already reported en route.

\_\_\_ Determine area actually searched--be realistic.

\_\_\_ Record time en route to and from search base.

\_\_\_ Record time actually in search area.

\_\_\_ Determine availability of aircrew for additional sorties.

\_\_\_ Update operations section chief on status of search results.

\_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.

\_\_\_ Verify pilots file flight plans for return to their home base.

**GROUND BRANCH DIRECTOR**

- \_\_\_ Receive briefing from operations section chief.
- \_\_\_ Assist in plotting the mission on the situation map.
- \_\_\_ Ensure adequate trained staff are available to conduct ground team briefing and debriefing.
- \_\_\_ Coordinate with the mission coordinator and other key staff personnel to identify the areas of highest probability (based on available information) and select tentative search areas. Plot these areas on the situation map.
- \_\_\_ Coordinate with the mission coordinator to determine search areas, interview needs, support for mobile communications teams, ground DF requirements, etc.
- \_\_\_ Coordinate with the communications unit director to ensure adequate communications with ground teams, other agencies, etc.
- \_\_\_ Coordinate fueling procedures.
- \_\_\_ Determine resource (vehicles, personnel, and equipment) needs and advise the operations section chief.
- \_\_\_ Prepare a ground team briefing package including search area hazards, terrain, weather, other ground teams operations, aircraft operating in search area, high radiation areas (when applicable), etc. Post on the mission status board and provide a copy to the mission coordinator and operations section chief.
- \_\_\_ Note coverage of search area on situation map overlay.
- \_\_\_ Coordinate the assignments of appropriate ground teams to search areas.
- \_\_\_ Monitor all ground operations.
- \_\_\_ Assist the planning section chief in planning for future efforts, as necessary.
- \_\_\_ Establish a status board for ground operations. Post mission progress on mission status board. Ensure data is current and correct.
- \_\_\_ Coordinate with operations section chief to determine search areas, other assignments, and priorities.
- \_\_\_ Setup briefing/debriefing and planning areas (adequate tables, chairs, etc.) in a quiet location.
- \_\_\_ Brief ground teams for assigned missions.
  - \_\_\_ Verify all ground teams are properly equipped (uniform, maps, paper, survival equipment, radio capability, outer clothing, etc.).
  - \_\_\_ Verify accuracy and completeness of CAPF 109, *Ground Team Clearance* (one form for each sortie).
  - \_\_\_ Obtain information on search area hazards, communications procedures, fueling, etc.
  - \_\_\_ Complete description of objective.
  - \_\_\_ Probable number and condition of survivors.
  - \_\_\_ Suggested search patterns and techniques of penetration.
  - \_\_\_ Expected terrain and weather conditions.
  - \_\_\_ Air coverage.
  - \_\_\_ Communications (frequencies, alternate methods, etc.).

- Legal requirements for entry, recovery, etc.
- Stress safety.
- Update briefing information as needed.
- Monitor ground search progress and keep the operations section chief advised. Make recommendations to the mission coordinator regarding prosecution of the mission, utilization of resources, etc.
- Advise operations section chief of status.
- Initiate and maintain a vehicle operations log.
- Post all sorties.
- Enter actual departure and arrival times when information is received from the team.
- Continually monitor status of all teams. If any team is found to be overdue for 1 hour and cannot be contacted by radio, immediately:
  - Check to determine if team is at the base.
  - If team is not at the base, immediately advise the operations section chief and mission coordinator.
  - Continue to update the operations section chief until the team is located.
- Conduct debriefings of returning ground teams. Verify accuracy and completeness of information.
  - Interview entire team. Be as detailed as possible.
  - Determine area actually searched--be realistic.
  - Immediately advise operations section chief and mission coordinator of possible sightings or finds.
  - Determine availability of ground team for additional sorties.
  - Update ground operations director on status of search results.
- Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.
- Verify all teams are released for return to their home base.

**MISSION PILOT**

- \_\_\_ Equipment needed for the mission.
  - \_\_\_ Appropriate dress for the mission (gloves, sunglasses, uniform appropriate for climate and terrain).
- \_\_\_ All credentials current and carried (pilot certificate, medical certificate, CAP membership card, CAPF 101, CAPF 76).
- \_\_\_ Complete mission kit (gridded charts, CAPFs 104 & 108, CAPRs 55-1 & 60-1, plotter, flight computer, local road maps, current IFR/VFR charts, flashlights, survival equipment, gasoline credit cards, etc.).
- \_\_\_ File FAA flight plan to mission base.
- \_\_\_ Complete sign in and reporting procedures upon arrival at mission base.
- \_\_\_ Determine observers/scanners that will be assigned to crew.
- \_\_\_ Complete CAPF 104 for inbound flight to mission base.
- \_\_\_ Complete as many items as possible on CAPF 104 for initial assignment and report to the Air Branch for assignment and briefing.
- \_\_\_ Complete planning for mission with entire crew.
- \_\_\_ Brief observers/scanners on mission and aircraft.
- \_\_\_ Accomplish a thorough pre-flight using the checklist provided in the *Pilot's Operating Handbook* as a minimum.
  - \_\_\_ Calculate the aircraft weight and balance.
  - \_\_\_ Check additional mission essential equipment (CAP radios, direction finding units, video imaging units, etc.) to ensure items are operating properly.
- \_\_\_ Fly the mission as briefed and planned.
- \_\_\_ Advise mission base of any problems, delays, etc., per procedures indicated in briefing. Return to mission base on time.
- \_\_\_ Report as a crew to the Air Branch for debriefing immediately upon return to mission base. Applicable portions on reverse of CAPF 104 should be completed when reporting for debriefing. Report availability for additional assignments.
- \_\_\_ Complete refueling and prepare aircraft for next assignment.
- \_\_\_ On completion of day's mission assignments, return borrowed or assigned equipment.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.
- \_\_\_ File FAA or CAP flight plan for return to home base upon completion of mission activities.
- \_\_\_ Service aircraft immediately upon return to home base.
- \_\_\_ Complete CAPF 108 and submit to wing headquarters.

**MISSION OBSERVER/SCANNER**

- \_\_\_ Appropriate dress for the mission (gloves, sunglasses, uniform appropriate for climate and terrain).
- \_\_\_ Equipment needed for the mission (binoculars, camera, clipboard, sunglasses, survival equipment, overnight kit, etc.).
- \_\_\_ All credentials current and carried (CAP membership card, CAPF 101, CAPF 76).
- \_\_\_ Complete mission kit (gridded charts, plotter, light, computer, local road maps, etc.).
- \_\_\_ Complete sign in and reporting procedures upon arrival at mission base.
- \_\_\_ Obtain crew assignment.
- \_\_\_ Report with mission pilot for briefing.
- \_\_\_ Assist mission pilot with planning for the mission.
- \_\_\_ Maintain an accurate flight log of all observations on your sortie. Record all sightings to include the time and geographical location. Include such things as other aircraft, ground parties, descriptive information concerning your search area, weather conditions (sun position, clouds, etc.), old wreckage, possible sightings, etc.
- \_\_\_ Conduct the mission as briefed and planned.
- \_\_\_ Advise mission base of any problems, delays, etc., per procedures indicated in briefing. Return to mission base on time.
- \_\_\_ Report with the mission pilot for debriefing immediately upon return to mission base. Applicable portions on reverse of CAPF 104 should be completed when reporting for debriefing.
- \_\_\_ Report availability for additional assignments.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.
- \_\_\_ On completion of day's mission assignments, return borrowed or assigned equipment.

**AIR SUPPORT GROUP SUPERVISOR**

- \_\_\_ Obtain briefing from logistics section chief.
- \_\_\_ Survey airport for hazards, unique procedures, etc., and report them to the safety officer and/or the air branch director or operations section chief to ensure hazards are briefed to crews.
- \_\_\_ Determine best parking areas and taxi routes. Use "follow me" vehicle if necessary.
- \_\_\_ Identify taxi routes and parking areas on a chart for use by the air branch director or operations section chief.
- \_\_\_ Obtain adequate wheel chocks and aircraft tie-downs.
- \_\_\_ Establish procedure for reporting departure and return times to the air branch director or operations section chief.
- \_\_\_ Brief flight line personnel on duties and responsibilities. Ensure all personnel are familiar with safety considerations.
- \_\_\_ Complete arrangements for fueling. Monitor fueling procedures (conducted by airport FBO personnel).
- \_\_\_ Supervise flight line assistants who may assist with parking aircraft and standing fire guard during starting (prior training of these personnel is required).
- \_\_\_ Report takeoff and landing times to logistics section chief.
- \_\_\_ Ensure aircraft are properly secured between sorties.
- \_\_\_ Monitor flight line operations.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.

**COMMUNICATIONS UNIT LEADER**

- \_\_\_ Obtain briefing from the logistics section chief.
- \_\_\_ Determine personnel and equipment (base station, mobile, portable, airborne repeater, extension cords, antennas, etc.) requirements for communications. Ensure adequate administrative supplies (message forms, paper, pencils, etc.) are available.
- \_\_\_ Coordinate with section chiefs and branch directors to establish the communications portion of the incident action plan for the mission. Publish frequencies and modes of communication to be used.
- \_\_\_ Establish telephone communications at the mission base.
- \_\_\_ Setup communications equipment and initiate operations at mission base. Ensure equipment is properly grounded.
- \_\_\_ Assure adequate standby power is available for radios and mission base lighting.
- \_\_\_ Coordinate communications requirements and procedures among participating agencies.
- \_\_\_ Establish and maintain a communications status board to show operational condition of all frequencies and base communications capability.
- \_\_\_ Establish advance and relay radio stations as required.
- \_\_\_ Monitor communications center operations.
- \_\_\_ Ensure messages are logged and delivered to the addressee immediately.
- \_\_\_ Dispatch reports as required.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.
- \_\_\_ On conclusion of mission, secure operations and restore facility to normal operation. Pack and store equipment and supplies as appropriate.

**RADIO OPERATOR**

\_\_\_ Obtain briefing from the communications unit leader.

\_\_\_ Assist in determining equipment (base station, mobile, portable, airborne repeater, extension cords, antennas, etc.) requirements for communications. Ensure adequate administrative supplies (message forms, paper, pencils, etc.) are available.

\_\_\_ Assist the communications unit leader in setting-up communications equipment and initiate operations at mission base.

\_\_\_ Update the communications status board to show operational condition of all frequencies and base communications capability.

\_\_\_ Log and deliver messages to the addressee immediately.

\_\_\_ Dispatch reports as required.

\_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.

\_\_\_ On conclusion of mission, assist the communications unit leader in securing operations and restoration of the facility to normal operation. Pack and store equipment and supplies as appropriate.

**INFORMATION OFFICER**

\_\_\_ Obtain briefing from the Incident commander or mission coordinator.

\_\_\_ Maintain a complete list of all news media contacts.

\_\_\_ Prepare news releases and disseminate information to news media. News releases may be phoned to the media, but should be written out first and read as written. Follow-up with a written story. Check all information to be released and ensure:

\_\_\_ There is no derogatory statements concerning aircraft, personnel, or ability of personnel (either participants or the objective).

\_\_\_ There are no derogatory statement toward other agencies or individuals participating in the mission.

\_\_\_ There are no personal opinions or theories expressed as to why the individual or persons became involved in the accident, crash, etc., nor as to how it could have been averted.

\_\_\_ The names of personnel aboard (in the case of a crash or other accident) are not released until the next of kin have been notified and such release has been authorized by the controlling agency.

\_\_\_ If appropriate, include in news releases a request that persons who might have information on the objective call the mission base. Include the base telephone number.

\_\_\_ Do not make excuses. If poor weather or the large size of the search area is hampering the mission, stress that fact.

\_\_\_ Assure all photographs, TV pictures, etc., are in good taste. Stress the work of rescue teams, not the wreckage or severely injured or deceased persons.

\_\_\_ If a CAP aircraft or vehicle is involved in an accident:

\_\_\_ Do not release any information or the cause of the accident.

\_\_\_ State "A board of qualified officers will investigate the accident."

\_\_\_ Release of names of those involved will be in accordance with CAPM 190-1, *CAP Public Affairs Program*.

\_\_\_ Assure all information to be released has been cleared by the mission coordinator.

\_\_\_ Copies of all news releases and photographs are retained for possible use by coordinating agency or HQ CAP/PA.

\_\_\_ A log is maintained as to what was released to whom. Work closely with members of the news media. Do not withhold information from one news medium and then release it to others. An explanation of why certain information cannot be released will be made.

\_\_\_ Follow-up releases giving credit where due to other agencies involved in the mission. Include information on the progress of the mission.

\_\_\_ Monitor news broadcasts. If erroneous information is being broadcast, correct it immediately. If a radio/TV station calls you to tape your words for rebroadcast, try to pick a quiet spot to speak the words, speaking clearly and distinctly.

\_\_\_ Coordinate visits of news media to the mission base. Accompany media visitors while on the base.

\_\_\_ Make arrangements with the incident commander or mission coordinator for news media personnel to accompany ground/air rescue teams if they so request, and it does not hamper the mission.

\_\_\_ Handle news media personnel in a friendly, cooperative manner, but ensure that they do not impede or interfere with the conduct of the mission.

\_\_\_ Report any hazards or unsafe practices to the Safety Officer for follow-up action and hazard abatement.

\_\_\_ Prepare a news summary as soon after the mission closes as possible (not later than 48 hours).

**GROUND TEAM LEADER**

- \_\_\_ Appropriate dress for the mission (gloves, sunglasses, uniform appropriate for climate and terrain).
- \_\_\_ Equipment needed for the mission (charts and maps, field equipment, gasoline credit cards, overnight kit, etc.).
- \_\_\_ All credentials current and carried (valid driver's license, first aid and CPR cards, CAP membership card, CAPF 101, and CAPF 76).
- \_\_\_ Complete sign in and reporting procedures upon arrival at mission base.
- \_\_\_ Determine ground team members that will be assigned to crew.
- \_\_\_ Complete CAPF 109, *Ground Team Clearance*, for inbound trip to mission base.
- \_\_\_ Complete as many items as possible on CAPF 109 for initial assignment and report to ground branch director for assignment and briefing.
- \_\_\_ Complete planning for mission with entire team.
- \_\_\_ Brief ground team members on mission and vehicle.
- \_\_\_ Complete the mission as briefed and planned.
- \_\_\_ Advise mission base of any problems, delays, etc., per procedures indicated in briefing. Return to mission base on time.
- \_\_\_ Report to ground branch director for debriefing immediately upon return to mission base. Have ground team members with you (applicable portions on reverse of CAPF 109 should be completed when reporting for debriefing).
- \_\_\_ Report availability for additional assignments.
- \_\_\_ Complete refueling (if necessary) and prepare vehicle for next assignment.
- \_\_\_ On completion of day's mission assignments, return borrowed or assigned equipment.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.
- \_\_\_ Service vehicle immediately upon return to home base.
- \_\_\_ Complete CAPF 108, *CAP Payment/Reimbursement Document for Aviation/Automotive/Miscellaneous Expenses*, and submit to wing headquarters.

**GROUND TEAM MEMBER**

- \_\_\_ Appropriate dress for the mission (gloves, sunglasses, uniform appropriate for climate and terrain).
- \_\_\_ Equipment needed for the mission (charts and maps, field equipment, gasoline credit cards, overnight kit, etc.).
- \_\_\_ All credentials current and carried (valid driver's license, first aid and CPR cards, CAP membership card, CAPF 101, and CAPF 76).
- \_\_\_ Complete sign in and reporting procedures upon arrival at mission base.
- \_\_\_ Obtain team assignment.
- \_\_\_ Report with ground team leader for briefing.
- \_\_\_ Assist ground team leader with planning for the mission.
- \_\_\_ Conduct the mission as briefed and planned.
- \_\_\_ Advise mission base of any problems, delays, etc., per procedures indicated in briefing. Return to mission base on time.
- \_\_\_ Report with the ground team leader for debriefing immediately upon return to mission base. Applicable portions on reverse of CAPF 109, *Ground Team Clearance*, should be completed when reporting for debriefing.
- \_\_\_ Report availability for additional assignments.
- \_\_\_ On completion of day's mission assignments, return borrowed or assigned equipment.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.

**GENERAL EMERGENCY SERVICES STAFF**

- \_\_\_ Appropriate dress for the mission (gloves, sunglasses, uniform appropriate for climate and terrain).
- \_\_\_ Equipment needed for the mission (charts and maps, food for the day, gasoline credit cards, overnight kit, etc.).
- \_\_\_ All credentials current and carried (driver's license, first aid and CPR cards, CAP membership card, CAPF 101T, and CAPF 76).
- \_\_\_ Complete sign in and report to assignment at mission base.
- \_\_\_ Receive briefing from assignment supervisor, and complete tasks according to supervisor's direction.
- \_\_\_ On completion of day's mission assignments, return borrowed or assigned equipment.
- \_\_\_ Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.

## EXAMPLE OPLAN/EXPLAN

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

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

**2. Related Directives/Plans:**

- a. DoD Directive No. 3025.1, *Use of Military Resources During Peacetime Civil Emergencies within the US*, its Territories, and Possessions.
- b. AFI 36-5001, *Organization and Function of the Civil Air Patrol*
- c. AFI 10-802, *Military Support to Civil Authorities*
- d. AFI 32-4001, *Disaster Preparedness Planning and Operations*
- e. (*Other appropriate directives*)

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

- a. *To support wartime emergencies*
- b. *To support peacetime emergencies*
- c. *To support exercises and evaluations*
- d. *To support daily operations*

The CAP has diverse capabilities which include:

- a. *Search and rescue for downed aircrews*
- b. *Damage assessment, both visual and photographic*
- c. *Aerial radiological monitoring*
- d. *Communications support (HF and VHF).*
- e. *Dispersal airfield support*
- f. *Courier flights for personnel, small parts, and documents*
- g. *CARDA, CONUS Air Reconnaissance for Damage Assessment*
- h. *Natural disaster response and support*
- i. *Command and control for air and ground movements*
- j. *Medical evacuation/transportation*
- k. *Target simulation*
- l. *Radar and/or communications systems evaluation*
- m. *Coastal area surveillance*
- n. *IR/VR route surveys*

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

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

**6. Coordination:***a. CAP Resources Pre-tasked by Established Plan:*

- (1) *Established OPLANS receive priority support.*
- (2) *Implement taskings IAW procedures in the OPLAN.*
- (3) *Notify AF wing liaison officer of OPLAN activation.*

*b. Tasking CAP Resources Without an Established Plan:*

(1) *In the event of a national emergency, direct requests for CAP assistance to the State Area Command (STARC). The AF EPLO at the STARC will prioritize and fill the request as CAP resources become available (Ref. AFI 32-4001).*

- (2) *In a peacetime emergency, CAP assistance will first support the agency responsible for managing that emergency.*
- (3) *Other peacetime operational requests by any agency must be negotiated based upon availability of CAP resources.*

*c. To Establish a Plan:*

(1) *Air Force liaison personnel (at each of the 52 CAP wings and the 8 CAP-USAF liaison regions) should be contacted at the appropriate level to initiate coordination with CAP (Ref. AFI 36-5001).*

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

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

**7. Reimbursement and Support.** *(Fund cites should be established by requesting agencies through local finance offices to provide reimbursement to CAP units for specific activities. The extent of reimbursement is outlined in AFI 36-5001. Liability protection for CAP personnel performing an Air Force directed (DoD) mission is afforded by public law. Use of military facilities, resources, and services by CAP personnel is authorized while on Air Force directed missions IAW AFR AFI 36-5001.)*

## SIGNATURES

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 Wing Commander

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 Installation Commander

## DISTRIBUTION:

**SAMPLE AGREEMENT - MOU**

This attachment consists of a sample standard MOU for CAP wings and subordinate units to use with states or other supported agencies. It is particularly important to accurately reference standard mission listings (see CAPR 60-1, Attachment 7) to expedite CAP-USAF's review and approval when Air Force assigned mission status is sought for missions referenced in the MOU. Although HQ CAP intends for subordinate organizations to utilize the standard MOU with as little modification as possible, if modifications are contemplated, wings should make maximum use of their wing legal officer when involved in negotiations. Wing legal officers should always be involved in the negotiation and drafting of any agreement or MOU where CAP will be a signatory. National Headquarters highly encourages direct contact with the HQ CAP/GC in matters involving insurance and liability coverage.

**MEMORANDUM OF UNDERSTANDING****BY AND BETWEEN****THE CIVIL AIR PATROL, INC., BY THE \_\_\_\_\_ WING AND****(STATE AGENCY)**

- 1. Purpose.** The purpose of this Memorandum of Understanding (MOU) is to set forth, define and establish mutual agreements, understandings, and obligations by and between the [State or State Agency Charged With Emergency Services Responsibilities (*State Agency*)] and the (*Wing*) of the Civil Air Patrol, Inc. (CAP).
- 2. The Civil Air Patrol, Inc.** The (*Wing*), Civil Air Patrol is a subordinate unit of CAP, a federally chartered Corporation under Title 36 U.S.C. 201-208, and the volunteer civilian auxiliary of the United States Air Force (USAF). One of CAP's principal functions is to assist state and local governments in responses to natural disasters and other emergencies. CAP's ability to quickly generate and organize large numbers of highly trained and motivated volunteers with ready access to up-to-date equipment results in extremely cost-effective support to government agencies.
- 3. The (*State Agency*).** The (*State Agency*) is responsible for coordination of all emergency operations within (*State*), including the selection and utilization of available resources and organizations capable of rendering assistance.
- 4. Air Force Authorized CAP Missions for (*State*).** The (*Wing*) agrees to provide the (*State Agency*) with volunteer personnel, equipment and other resources at its disposal to assist (*State*) and local political subdivisions respond to the following types of emergencies:

**a. Air and Ground Search and Rescue (SAR) Operations.**

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

(2) In the event Air Force authorities are not able to grant Air Force assigned reimbursed mission authorization, the (*Wing*) may nevertheless conduct SAR operations as an Air Force assigned non-reimbursed mission, if so requested by the (*State Agency*). Paragraph 6 of this MOU provides guidance regarding (*State Agency*) reimbursement to CAP when an Air Force assigned non-reimbursed mission is requested.

**b. Disaster Relief (DR) Operations.**

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

(2) In a natural disaster which has not been deemed “imminently serious” nor “Presidential Declared,” and for which the Air Force is not able to grant Air Force assigned reimbursed mission authorization, the (*Wing*) may nevertheless perform disaster relief operations when requested by the (*State Agency*) as an Air Force assigned non-reimbursed mission.

(3) Both the (*Wing*) and (*State Agency*) agree to maintain continual and effective liaison with the Air Force Emergency Preparedness Liaison Officer (EPLO) assigned to (*The State's*) Adjutant General's Office and with the CAP liaison officer assigned to the (*Wing*) in order to ensure the training necessary for effective CAP participation in disaster relief missions is made available to, and is fully utilized by, both the (*Wing*) and the (*State Agency*).

**c. Other Authorized (*Wing*) Missions (Non-Air Force Reimbursed).**

(1) **Environmental Protection Operations.** The (*Wing*) may assist (*The State*) through the (*State Agency*) and appropriate federal agencies, to respond to environmental disasters. In addition, at the request of the (*State Agency*) or federal agencies, the (*Wing*) may conduct environmental surveys of rivers, forests and/or wildlife.

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

(3) **Organ and Tissue Transportation Operations.** At the request of the (*State Agency*), the (*Wing*) may fly missions to transport human organs and/or tissue, including organs, bone marrow, blood, and serum, as humanitarian missions. Such missions shall only be conducted by CAP in situations where alternative commercial means of transportation are not capable of satisfying the underlying requirement necessitating the organ/tissue transportation request.

(4) **Aerial Reconnaissance.** At the request of the (*State Agency*), the (*Wing*) may conduct aerial reconnaissance of ground conditions and surface traffic. CAP members may not however, engage in surveillance or other law enforcement activities.

(5) **Transportation of Emergency Equipment and Supplies.** At the request of the (*State Agency*), the (*Wing*) may provide light air and ground transport of medical supplies, personnel, shelters, etc., in response to a state emergency.

(6) **Aerial Radiological Monitoring.** At the request of the (*State Agency*), the (*Wing*) may conduct aerial sampling of radiation levels surrounding nuclear power plants/reactors.

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

(7) **Transportation of (*State Agency*) Officials and Other Non-CAP Members.** The (*Wing*) may carry (*State Agency*) officials as passengers on CAP aircraft as authorized by CAPR 60-1. Pre-approval to carry any other non-CAP passenger aboard a CAP flight must be obtained from HQ CAP-USAF/XO and HQ CAP/DO.

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

**5. Command and Control.** Immediate command and control over all CAP resources and personnel employed in accordance with this MOU, shall rest with CAP at all times. Any party to this MOU may suspend or terminate CAP missions conducted pursuant to it, at any time and for any reason, to include but not limited to, unsafe operating conditions. All CAP operations conducted pursuant to this MOU shall be conducted in strict accordance with applicable CAP directives.

**6. Reimbursement.** If the Air Force authorizes a reimbursed mission, the (*Wing*) shall not seek any additional reimbursement from the (*State Agency*).

**[NOTE: FOR AIR FORCE NON-REIMBURSED MISSIONS, INCLUDE LANGUAGE IN THE MOU WHICH SETS FORTH THE AGREEMENT IF ANY, REGARDING STATE REIMBURSEMENT TO CAP.]**

**7. Air Force Assigned Missions.** Approval of this MOU by the CAP-USAF commander serves to confer Air Force assigned (reimbursed or non-reimbursed) mission status upon missions listed in paragraph 4 above. Air Force assigned mission status serves to confer Federal Tort Claims Act (FTCA) and Federal Employees Compensation Act (FECA) coverage on eligible CAP members. FTCA and FECA coverage applies to both Air Force assigned reimbursable missions and Air Force assigned non-reimbursable missions.

**8. Corporate Missions.** Any CAP mission not approved by HQ CAP-USAF either directly, or through this MOU, is considered a "Corporate Mission." All such corporate missions authorized by this MOU shall be listed and described separately at Attachment \_\_\_\_\_ to this MOU. CAP corporate missions are not covered by either the FTCA nor the FECA. CAP's aviation and general liability insurance policies cover CAP corporate missions.

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

**9. Effective Date.** This Memorandum of Understanding is not effective unless approved by HQ CAP and HQ CAP-USAF. It must be signed by an authorized representative of (*The State*), and shall remain in effect for a period of 3 years from its effective date. It may be extended for additional 3-year periods with the approval of the (*Wing*) and the (*State Agency*). Any signatory may terminate this agreement by delivering a 60-day written notice of termination, signed by its designated representative, to the designated representatives of each of the other signatories.

**(WING)**

**(STATE AGENCY)**

By: \_\_\_\_\_  
(Name)  
Commander, (*Wing*)

By: \_\_\_\_\_  
(Name)  
(Position Title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CAP NATIONAL HEADQUARTERS**

**CAP-USAF**

By: \_\_\_\_\_  
(Name)  
Executive Director, CAP

By: \_\_\_\_\_  
(Name)  
Commander, CAP-USAF

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## AFNSEP CHECKLIST AND REQUEST PROCEDURE FOR CAP RESOURCES

This is a procedural checklist for requesting Civil Air Patrol (CAP) assistance under Air Force auspices during peacetime natural disasters and other civil emergencies. Please ensure both the conditions and criteria for imminently serious conditions or presidential declaration have been met before requesting CAP assistance under Air Force auspices. When requesting assistance, follow the appropriate request procedure outlined below. (NOTE: An authorized individual from the agency requesting CAP support must contact AFNSEP.)

### 1. Request for Assistance Under Imminently Serious Conditions Criteria:

- a. Ensure the need for CAP assistance has been validated by appropriate civil authority within the disaster area.
- b. Ensure all available local and/or state resources (including National Guard assets), as appropriate, are used first before requesting CAP assistance unless such assets are fully employed, exhausted, unavailable, or cannot be employed in an expeditious manner due to time and/or distance constraints.
- c. Contact the state CAP wing and verify that the wing has the capability to provide the necessary assistance.
- d. Contact the Air Force National Security Emergency Preparedness (AFNSEP) office duty officer at 1-800-366-0051, (404) 464-4221, or DSN 367-2384 to request CAP assistance and be prepared to provide the following information:
  - (1) The caller's name, official job title, organization, mailing address, and telephone number.
  - (2) The requester's name, official job title, organization, mailing address, and telephone number. The requester must be a local or state government official who has the authority to obligate local or state funds, as appropriate.
  - (3) The type and location of the disaster.
  - (4) Extent of damage.
  - (5) The extent to which local and/or state resources have been committed.
  - (6) The specific type of CAP assistance requested.
  - (7) The date and time CAP participation is requested to begin and the estimated duration of CAP participation.

NOTE: If the request for CAP assistance is approved, the caller will be asked to patch the AFNSEP duty officer through to the CAP wing mission coordinator or to have the mission coordinator call the duty officer. The AFNSEP duty officer will issue an Air Force mission designator (MD) number to the CAP mission coordinator authorizing the wing to provide the specific assistance requested under Air Force auspices. Any CAP participation in civil disaster or emergency relief operations under imminently serious conditions prior to AFNSEP approval and issuance of an Air Force MD number is not considered to have been performed on behalf of the Air Force.

### 2. Request for Assistance Under a Presidential Declaration:

- a. All civil requests for CAP assistance under Air Force auspices during presidentially declared disasters and emergencies, with the exception of requests for assistance under imminently serious conditions, must be routed through local and/or state emergency management agency channels to the state coordinating officer (SCO) appointed by the governor. The SCO will validate the need for CAP assistance and, if appropriate, seek such assistance through the federal coordinating officer (FCO).
- b. Requests for CAP assistance under imminently serious conditions criteria should be extremely rare once there has been a presidential declaration and a Disaster Field Office (DFO) has been established within the disaster area. Bona fide requests for assistance under imminently serious conditions criteria during a presidential declaration, however, should be processed following the procedures outlined in paragraph 1 above.

## **TEMPEST RAPID I REPORT FORMAT**

PART ONE - (Not applicable to CAP)

### **PART TWO - NATURAL DISASTER RESOURCE EMPLOYMENT REPORT**

1. Narrative statement covering type of natural disaster, its location, extent of damage, and estimated duration of CAP operations.
2. Source and time of request for CAP assistance. Provide full name, official position, and address of requester.
3. Casualties and fatalities of CAP personnel involved in disaster relief operations.
4. Types of missions being conducted.
5. Peak number of CAP members committed.
6. Number of CAP aircraft committed. Identify whether member-owned or corporate-owned aircraft.
7. Number of sorties and hours flown by member-owned and corporate-owned aircraft.
8. Number of CAP fixed communications stations committed.
9. Other CAP equipment committed by type and amount.
10. Assigned Air Force mission number.
11. Remarks. In final daily report, show the termination date/time of CAP assistance.

## **TEMPEST RAPID III REPORT FORMAT (Summary of CAP Support)**

1. This report is a narrative format which includes, as a minimum, comments on the following topics. If photographs of Air Force assistance are available, include them with the report. Include captions, dates, identity of locations, and activity taking place on each photograph.
2. Indicate location, cause, and duration of the disaster. If applicable, provide an estimate of damages to civil and military properties. Include the Air Force mission designator (MD) and FEMA disaster identification number (DIN), as appropriate.
3. Include the name of individual and the exact time and date of the initial request for assistance. If the request was from a civil official, state official's position.
4. Provide a chronological summary of principal Air Force or CAP actions, beginning with the employment of the initial force in relief operations. This summary should show the type forces, equipment, and supplies used, together with aircraft operations including number/type aircraft, the number of sorties, and hours flown.
5. Include highlight of the operation, outstanding support rendered, unusual actions or occurrences, or other events of interest.
6. State whether any damage to CAP facilities or any CAP casualties resulting from either the disaster or emergency, or participation in the relief operations.
7. Include a discussion of specific problem areas encountered and actions recommended to preclude their occurrence in the future. Include any recommendations as to ways of improving the procedures or systems used in relief operations.

8. Preliminary cost estimate.

**Preliminary Estimate of Expenses Incurred in Disaster Relief Operations**

by \_\_\_\_\_  
Unit

Air Force mission designator (MD) and/or FEMA disaster identification number (DIN): \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

AIR FORCE (ACTIVE AND RESERVE) AND CIVIL AIR PATROL

<u>Expenses</u>	<u>Reimbursable</u>	<u>Non-reimbursable</u>	<u>TOTAL</u>
Non-Airlift Resource:			
DBOF-T (Not used by CAP):	N/A	N/A	N/A
Non-DBOF-T (Use for CAP):			

**NOTE:** The above format is required as part of the TEMPEST RAPID III report. It does not apply to the TEMPEST RAPID I report.

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
Regional Boundaries and Offices**



Region I (Boston)  
442 J.W. McCormack, POCH  
Boston MA 02109  
(617) 223-9540

Region II (New York)  
26 Federal Plaza  
New York NY 10278  
(212) 225-7209

Region III (Philadelphia)  
Liberty Square Bldg.  
105 South Seventh St.  
Philadelphia PA 19106-3316  
(215) 931-5757

Region IV (Atlanta)  
3003 Chamblee-Tucker Road  
Atlanta GA 30341  
(770) 220-5200

Region V (Chicago)  
175 W. Jackson Blvd.  
Fourth Floor  
Chicago IL 60604  
(312) 408-5500

Region VI (Dallas)  
Federal Regional Center  
800 North Loop 288  
Denton TX 76201  
(940) 898-5399

Region VII (Kansas City)  
2323 Grand Blvd.  
Suite 900  
Kansas City MO 64108-2670  
(816) 283-7061

Region VIII (Denver)  
Federal Regional Center  
Bldg. 710, Box 25267  
Denver CO 80225-0267  
(303) 235-4800

Region IX (San Francisco)  
Bldg. 105  
PO Box 29998  
Presidio of San Francisco  
San Francisco CA 94129  
(415) 923-7100

Region X (Seattle)  
Federal Regional Center  
130 228th St., S.W.  
Bothell WA 98201-9796  
(425) 481-8800

## | RISK MANAGEMENT

### CAP Specific Questions

Mission coordinators and other personnel need to be aware of the risks associated with the performance of each mission. In determining if the benefits of doing the mission outweigh the risks to CAP personnel, mission personnel should ask themselves many questions. Below are some sample questions that mission personnel may wish to refer to when determining the risk level of tasks being performed on a mission. There are many possible questions that could be asked based on the operations in which local personnel are involved. Considering these and/or other questions will make personnel aware of the risks that they could encounter on a mission, and allow them to plan for and avoid the associated hazards. If mission personnel are completing CAPFs 102, 104, and 109 as appropriate, many of these questions will be answered and should make crew members aware of the risks involved in the performance of their assigned tasks.

#### **Mission Coordination Staff**

How much experience does the mission staff have?

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

Does the current communications system in place adequately meet your needs?

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

What is the overall condition of the mission staff?

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

What is the overall condition of the equipment (aircraft, vehicles, radios, etc.) being used on the mission?

- Is all equipment fully functional?
- Is a mechanism in place to report and correct discrepancies?
- What condition is equipment being operated?
- Is equipment being operated in ideal/optimal conditions or in a poor environment?

What kind of weather is the mission staff operating in?

- Are crews working in extreme cold or heat, or is the temperature comfortable for work?
- What kind of visibility do aircrews have?
- What kind of visibility do ground teams have?
- What kind of terrain are personnel operating in?
- Is there any precipitation where crews are operating, and if so, is it light or heavy?

Have all personnel been adequately briefed so that they can effectively and safely complete their assigned tasks?

- Are briefers adequately trained to do so?
- Do briefers have all the necessary information available to brief ?
- Are aircrews completing all appropriate sections of the CAPFs 104/84 before launching?
- Are ground teams completing all appropriate sections of the CAPF 109 before departure from mission base?
- Are aircrews and ground teams being adequately debriefed so that future sorties can avoid encountering similar problems?

### **Air Operations**

How much experience do aircrews have?

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

Do you have adequate communications with aircrews?

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

What is the overall condition of mission aircrews?

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

What is the overall condition of the aircraft being used on the mission?

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

What kind of weather are aircrews operating in?

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

Have aircrews been adequately briefed so that they can effectively and safely complete their assigned tasks?

- Are briefers adequately trained to do so?
- Do briefers have all the necessary information available to brief?
- Are aircrews completing all appropriate sections of the CAPFs 104/84 before launching?
- Are aircrews being adequately debriefed so that future sorties can avoid encountering similar problems?

### **Ground Operations**

How much experience do the ground teams have?

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

Do you have adequate communications with ground teams?

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

What is the overall condition of ground teams?

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

What is the overall condition of the vehicles being used on the mission?

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

What kind of weather are ground teams operating in?

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

Have all ground teams been adequately briefed so that they can effectively and safely complete their assigned tasks?

- Are briefers adequately trained to do so?
- Do briefers have all the necessary information available to brief?
- Are ground teams completing all appropriate sections of the CAPF 109 before departure from mission base?
- Are ground teams being adequately debriefed so that future sorties can avoid encountering similar problems?

### CAP COUNTERDRUG FLIGHT/MISSION PLAN

USCS     DEA     FAA     USFS     JTF6     OTHER (DESCRIBE BELOW)

MISSION # FAL0032-98    TAIL # N1234Z    TYPE C-172    DATE 04/22/98

REQUESTOR/CUSTOMER NAME: Jim Smith, FAA    PHONE #: 334-345-4567

FLIGHT PLAN INFO:     FAA FILED     CAP FILED     VFR     IFR

PILOT: Capt Joe Kool    CAP ID#: 123-12-1234

PIC QUAL:     NIGHT     INSTRUMENT     MOUNTAIN

PIC OVER WATER QUALIFIED: Y/N Y

CO-PILOT: Capt John Jones

CP QUAL:     NIGHT     INSTRUMENT     MOUNTAIN

OBSERVER: \_\_\_\_\_

OBSERVER: \_\_\_\_\_

**TYPE OF SUPPORT (TYP)**

- E MARIJUANA ERADICATION RECON (DEA ONLY)
- W WORKING WITH ERADICATION TEAMS
- T TRANSPORTATION
- M RECON MARINE ACTIVITY
- R RADAR EVALUATION
- A AIRPORT RECON
- X TRAINING
- C RECON LAND / PHOTO
- O OTHER (DESCRIBE)

SORTIE	FROM	TO	TIME	TYP	RESULTS
1	MGM	DHN	1.1	T	Transporting customs agent to training.
2	DHN	MGM	2.9	T	Transported agent to home location after conducting airport recon demos at ETP and OZR
3					
4					

PIC SIGNATURE: Capt Joe Kool

FRO NAME Lt Col Frank James

(PRINT NAME)

SIGNATURE Lt Col Frank James

(IF RELEASED BY PHONE, SIGNATURE NOT REQUIRED)

TELEPHONIC RELEASE Y/N N

HOBBS END: 1233.5 (ROUND ALL TIMES TO TENTHS)

HOBBS START: 1229.5

TOTAL: 4.0

AIRCRAFT:     CORPORATE OWNED     MEMBER OWNED

Fuel: 22 Gal    ETE: 4 + 00    ATD: 1200z    ETA: 1600z

Counties Flown	Plots	Plants Estimated

AIRCRAFT HOBBS HOURS: 4.0 x \$ 47.00    TOTAL = \$ 188.00  
(REIMBURSEMENT RATE)

RESULTS / COMMENTS:

Customs agent was notably impressed with the flight, and future flight requests are planned.

Mission Results Passed to: Jim Smith, FAA    Date 4/23/98

(USE BACK OF THIS FORM IF ADDITIONAL SPACE IS REQUIRED)  
 PREVIOUS EDITIONS WILL NOT BE USED

COMBINED SAR AND CD ALERT/GENERAL BRIEFING FORM			
<b>A. SAR ALERT AND GENERAL BRIEFING</b>		MISSION NUMBER 98XM-0001	DATE AND TIME 1 JAN 98 0200L
AGENCY AUTHORIZING SEARCH AFRCC		NAME OF AUTHORIZING OFFICIAL Captain J. Troller, USAF	
MISSING AIRCRAFT			
AIRCRAFT TYPE Cessna Skyhawk II, F172	AIRCRAFT NUMBER N12345	CRUISING SPEED/MPH 110 K	NORMALLY BASED AT AAL (Anywhere AL)
COLOR	BODY White	TRIM Blue	
TRANSMITTERS ON BOARD <input type="checkbox"/> UHF <input checked="" type="checkbox"/> VHF <input checked="" type="checkbox"/> ELT <input checked="" type="checkbox"/> TRANSPONDER		RECEIVERS ON BOARD <input type="checkbox"/> LOW FREQUENCY <input type="checkbox"/> UHF <input checked="" type="checkbox"/> VHF <input type="checkbox"/> OMNI <input type="checkbox"/> ADF <input type="checkbox"/> LOC <input type="checkbox"/> ILS <input type="checkbox"/> OTHERS:	
SURVIVAL EQUIPMENT ON BOARD Unknown			
MISSING PILOT INFORMATION (NOTE: List passenger's name and related data on reverse)			
NAME Joseph J. Smith		NAME AND ADDRESS OF NEXT OF KIN Jane A. Smith Address is the same as the pilot	
AGE 42	TOTAL FLYING TIME 250 Hours PIC	RATING HELD Private Pilot	NAME, ADDRESS, AND BUSINESS OF AIRCRAFT OWNER James B. Jones, 2 Lost Place, Anywhere AL 36000
ADDRESS 1 Lost Place, Anywhere AL 36000		PHONE 334-111-1111	FLYING HABITS OF PILOT Flies once or twice a month to remain proficient. Typically stays in the local area. Occasionally flies to Nowhere TN to visit his family. Does not normally file a flight plan.
DESCRIPTION OF PILOT 5' 11" tall, approximately 165 lbs, dirty blonde hair, clean shaven. Last seen wearing blue jeans, white Nike running shoes, white T-shirt w/ Dilbert cartoon, and carrying a black wind breaker.			
FLIGHT DATA			
POINT OF DEPARTURE AAL (Anywhere AL)	DATE & TIME OF DEPARTURE 31 DEC 97 1900L	POINT OF FIRST INTENDED LANDING NTN (Nowhere TN)	
FUEL ON BOARD Hours: 3 Minutes: 30	PLANE FUELED BEFORE TAKE-OFF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ETE 1.5 hours	ETAS
ROUTE AAL direct to NTN			
FLIGHT PLAN FILED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> VFR <input type="checkbox"/> IFR		WHERE FILED N/A	NAVIGATION TO BE BY
PLACE AND TIME OF RADIO CONTACTS Unknown			
LAST KNOWN POSITION AAL	AS REPORTED TO (Name) AAL Ground Control	AT (Time) 1902L	CRUISING ALTITUDE 1000 AGL
WEATHER			
	POINT OF DEPARTURE	AT DESTINATION	ENROUTE
SKY CONDITION	100 Broken	025 Overcast	050 Overcast
VISIBILITY	10+ miles	3+ miles	5+ miles
WIND DIR AND VELOCITY	340/5	080/2	360/15
TEMPERATURE	50°F	46°F	46°F
DEW POINT	34°F	45°F	45°F
OTHER	N/A	N/A	N/A

<b>B. CD/DISASTER ALERT AND GENERAL BRIEFING</b>		<b>MISSION NUMBER</b>	<b>DATE</b>
<b>AUTHORIZING AGENCY</b>		<b>NAME OF AUTHORIZING OFFICIAL</b>	<b>TIME</b>
<b>MISSION</b>			
<b>TYPE</b>			
<b>AREA</b>			
<b>ROUTE</b>		<b>SUITABLE ALTERNATE AIRFIELDS</b>	
<b>ALTITUDE</b>			
<b>RADIOLOGICAL DATA</b>			
<b>CURRENT LOCAL RADIATION</b>		<b>FORECAST LOCAL RADIATION</b>	
<b>CURRENT RADIATION AT MISSION AREA</b>		<b>FORECAST RADIATION AT MISSION AREA</b>	
<b>COMMUNICATIONS</b>			
<b>CIVIL DEFENSE CONTROL FREQUENCIES</b>			
<b>CAP MOBILE/FIXED RADIO FREQUENCIES</b>			
<b>OTHER STANDBY FREQUENCIES</b>			
<b>WEATHER</b>			
	<b>LOCAL</b>	<b>ENROUTE</b>	<b>MISSION AREA</b>
<b>SKY CONDITIONS</b>			
<b>VISIBILITY</b>			
<b>WIND DIRECTION AND VELOCITY</b>			
<b>OTHER</b>			
<b>REMARKS</b>			
No known additional passengers or related data.			

MISSION FLIGHT PLAN/BRIEFING FORM		MISSION NO. 98XM-0001	DATE 1 JAN 98	SORTIE NO. A-1
INSTRUCTIONS: Pilot completes section pertaining to aircraft and crew (Items above double line), then gives form to Briefing Officer. Remaining items will be completed as required prior to flight. Complete reverse side after mission.				
<b>CREW QUALIFICATION</b> PILOT: Acft Type <u>X Night X</u>  Instrument <u>X Mountain</u>  CO-PILOT: Mission <u>X Trainee</u>  OBSERVER: Mission <u>X Trainee</u>  OBSERVER: Mission <u>Trainee</u>		<b>Aircraft Equipment</b> <input checked="" type="checkbox"/> CAP RADIO FREQ <input checked="" type="checkbox"/> SIGNAL PANELS <input type="checkbox"/> POLICE RADIO FREQ <input type="checkbox"/> FLARES <input checked="" type="checkbox"/> VOR <input type="checkbox"/> MESSAGE DROPS <input checked="" type="checkbox"/> ADF <input checked="" type="checkbox"/> SURVIVAL KIT <input checked="" type="checkbox"/> ELT <input checked="" type="checkbox"/> TRANSPONDER <input checked="" type="checkbox"/> NIGHT FLIGHT <input checked="" type="checkbox"/> DIRECTION FINDER <input checked="" type="checkbox"/> INSTRUMENT FLT <input type="checkbox"/> <input checked="" type="checkbox"/> FIRE EXTINGUISHER <input checked="" type="checkbox"/> FIRST AID KIT		<b>FLIGHT PLAN INFO</b> CAP <input checked="" type="checkbox"/> FILED FAA <input type="checkbox"/> IFR <input type="checkbox"/> VFR <input checked="" type="checkbox"/>
MISSION OBJECTIVES: Conduct a route search from AAL to NTN.		AIRCRAFT NUMBER N103CP	AIRCRAFT TYPE Cessna 172	TRUE AIRSPEED 110 K
SEARCH AREA/ROUTE (DESCRIPTION) Low traffic area through some mountainous terrain following the anticipated route of flight of the missing aircraft, AAL VFR direct to NTN.		POINT OF DEPARTURE AAL	ETD/ATD 0600 L	0612 L
TERRAIN/GROUND COVER Moderate/Hilly		OUTBOUND/INBOUND ALTITUDE 4500/3500 MSL	ROUTE OF FLIGHT AAL VFR Direct to NTN	
TYPE OF SEARCH PATTERN(S) Route Search		DESTINATION AIRPORT NTN	CITY Nowhere TN	
DIRECTION OF TRACKS 340	TRACK SPACING N/A	ESTIMATED TIME ENROUTE HRS. 1      MIN. 30	FUEL ON BOARD HRS. 4      MIN. 30	ALTERNATE AIRPORT    MNW
SEARCH ALTITUDE 1000 AGL	SEARCH AIRSPEED 80 K	PILOT'S NAME Captain Frank T. Montgomery, CAP	PILOT'S ADDRESS 10 Airline Drive, Anywhere AL 36000	PILOT'S PHONE NO. 334-111-0123
HAZARDS TO FLIGHT Radio tower 35 miles NNW of AAL; Mountainous terrain.		NO. OF PERSONS ABOARD 3	COLOR OF AIRCRAFT White with Blue and Red Stripes	PROPOSED LDG TIME 0730 L
MILITARY LOW ALTITUDE TRAINING ROUTES N/A		AIRCRAFT SEPARATION (ADJOINING AREAS) No other search aircraft launched at this time.	ACTUAL LDG TIME 0742 L	FAA FLT PLAN CLOSED <input checked="" type="checkbox"/> CAP Flight Plan
EMERGENCY FIELDS MNW (Middle Nowhere AL)		WEATHER CURRENT LOCAL NE Winds 10K; G15; 4000 Overcast	FORECAST LOCAL NE Winds 10K; Clear	RECALL      FIND
WEATHER CURRENT SEARCH AREA NE Winds 15K; 5000 Broken		FORECAST SEARCH AREA NE Winds 10K; Clear	MISSION BASE CALL SIGN Goldenrod 100	FREQUENCIES FM - VHF - HF 148.15
MOBILE CALL SIGN Goldenrod 101		FREQUENCIES FM - VHF 148.15	MOBILE LOCATIONS AAL, awaiting results of this sortie. Contact mission base for coordination.	WHO TO CONTACT AND WHEN Goldenrod 100 every half hour
CODEWORDS N/A		PILOT'S SIGNATURE Frank T. Montgomery	BRIEFING OFFICER'S SIGNATURE Joseph K. Ledge	OPS/CLEARANCE/DISPATCH SIGNATURE Edward M. Sea

MISSION FLIGHT PLAN/BRIEFING FORM		MISSION NO. 98XM-0001	DATE 1 JAN 98	SORTIE NO. A-1
INSTRUCTIONS: Pilot completes section pertaining to aircraft and crew (Items above double line), then gives form to Briefing Officer. Remaining items will be completed as required prior to flight. Complete reverse side after mission.				
<b>CREW QUALIFICATION</b> PILOT: Acft Type <u>X Night X</u>  Instrument <u>X Mountain</u>  CO-PILOT: Mission <u>X Trainee</u>  OBSERVER: Mission <u>X Trainee</u>  OBSERVER: Mission <u>Trainee</u>		<b>Aircraft Equipment</b> <input checked="" type="checkbox"/> CAP RADIO FREQ <input checked="" type="checkbox"/> SIGNAL PANELS <input type="checkbox"/> POLICE RADIO FREQ <input type="checkbox"/> FLARES <input checked="" type="checkbox"/> VOR <input type="checkbox"/> MESSAGE DROPS <input checked="" type="checkbox"/> ADF <input checked="" type="checkbox"/> SURVIVAL KIT <input checked="" type="checkbox"/> ELT <input checked="" type="checkbox"/> TRANSPONDER <input checked="" type="checkbox"/> NIGHT FLIGHT <input checked="" type="checkbox"/> DIRECTION FINDER <input checked="" type="checkbox"/> INSTRUMENT FLT <input type="checkbox"/> <input checked="" type="checkbox"/> FIRE EXTINGUISHER <input type="checkbox"/> <input checked="" type="checkbox"/> FIRST AID KIT <input type="checkbox"/>		<b>FLIGHT PLAN INFO</b> CAP <input checked="" type="checkbox"/> FILED FAA <input type="checkbox"/> IFR <input type="checkbox"/> VFR <input checked="" type="checkbox"/>
MISSION OBJECTIVES: Conduct a route search from AAL to NTN.		AIRCRAFT NUMBER N103CP	AIRCRAFT TYPE Cessna 172	TRUE AIRSPEED 110 K
SEARCH AREA/ROUTE (DESCRIPTION) Low traffic area through some mountainous terrain following the anticipated route of flight of the missing aircraft, AAL VFR direct to NTN.		POINT OF DEPARTURE AAL	ETD/ATD 0600 L	0612 L
TERRAIN/GROUND COVER Moderate/Hilly		OUTBOUND/INBOUND ALTITUDE 4500/3500 MSL	ROUTE OF FLIGHT AAL VFR Direct to NTN	
TYPE OF SEARCH PATTERN(S) Route Search		DESTINATION AIRPORT NTN	CITY Nowhere TN	
DIRECTION OF TRACKS 340	TRACK SPACING N/A	ESTIMATED TIME ENROUTE HRS. 1      MIN. 30	FUEL ON BOARD HRS. 4      MIN. 30	ALTERNATE AIRPORT    MNW
SEARCH ALTITUDE 1000 AGL	SEARCH AIRSPEED 80 K	PILOT'S NAME Captain Frank T. Montgomery, CAP	PILOT'S ADDRESS 10 Airline Drive, Anywhere AL 36000	PILOT'S PHONE NO. 334-111-0123
HAZARDS TO FLIGHT Radio tower 35 miles NNW of AAL; Mountainous terrain.		NO. OF PERSONS ABOARD 3	COLOR OF AIRCRAFT White with Blue and Red Stripes	PROPOSED LDG TIME 0730 L
MILITARY LOW ALTITUDE TRAINING ROUTES N/A		AIRCRAFT SEPARATION (ADJOINING AREAS) No other search aircraft launched at this time.	ACTUAL LDG TIME 0742 L	FAA FLT PLAN CLOSED <input checked="" type="checkbox"/> CAP Flight Plan
EMERGENCY FIELDS MNW (Middle Nowhere AL)		WEATHER CURRENT LOCAL NE Winds 10K; G15; 4000 Overcast	FORECAST LOCAL NE Winds 10K; Clear	CODEWORDS N/A
WEATHER CURRENT SEARCH AREA NE Winds 15K; 5000 Broken		FORECAST SEARCH AREA NE Winds 10K; Clear	MISSION BASE CALL SIGN Goldenrod 100	FREQUENCIES FM - VHF - HF 148.15
MOBILE CALL SIGN Goldenrod 101		FREQUENCIES FM - VHF 148.15	MOBILE LOCATIONS AAL, awaiting results of this sortie. Contact mission base for coordination.	WHO TO CONTACT AND WHEN Goldenrod 100 every half hour
ACTIONS TO BE TAKEN IF SAR OBJECTIVE IS LOCATED Contact mission base via radio		PILOT'S SIGNATURE Frank T. Montgomery	BRIEFING OFFICER'S SIGNATURE Joseph K. Ledge	OPS/CLEARANCE/DISPATCH SIGNATURE Edward M. Sea

MISSION DEBRIEFING FORM					
TYPE OF SEARCH: Visual <input checked="" type="checkbox"/> Electronic <input type="checkbox"/>		SEARCH PATTERNS USED: Route Search			
SEARCH VISIBILITY: (Distance you can see an auto clearly) <u>2</u> NM		SEARCH ALTITUDE: (Above ground) <u>1000</u> AGL		SEARCH SPEED: <u>80</u> Kts	TRACK SPACING: <u>      </u> NM
SECTIONAL GRIDS SEARCHED: (Numbers) # <u>1</u> A B C <u>D</u>		# <u>2</u> A B C <u>D</u>		# <u>29</u> A B C <u>D</u>	# <u>30</u> A B C <u>D</u>
SEARCHED: Route/ Electronically <u>N/A</u> to <u>      </u> to <u>      </u>					
TIME OF DAY: <u>0612</u> to <u>0742</u>		Crew Comments about Effectiveness Exec <input checked="" type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>			
OBSERVERS/ SCANNERS: Number <u>2</u>		Crew Remarks of SAR Effectiveness <u>Excellent, but crew could have used more air to ground coordination practice.</u>			
TERRAIN: Flat <input type="checkbox"/>	Rolling Hills <input checked="" type="checkbox"/>	Rugged Hills <input type="checkbox"/>	Mtns <input type="checkbox"/>	TURBULENCE: Light <input checked="" type="checkbox"/>	Mod <input type="checkbox"/> Heavy <input type="checkbox"/>
COVER: Open <input type="checkbox"/>	Moderate <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Light Snow <input type="checkbox"/>	Deep Snow <input type="checkbox"/>	
COORDINATES OF SIGHTINGS: (Lat/Long) <u>87.8° W x 35.75° N</u>				VOR Radials <u>      </u>	
FLYING TIME: Enroute (To/From Grid) <u>6</u> Hrs			Search Time (In Grid) <u>9</u> Hrs	Total <u>1.5</u> Hrs	

NOTE: If part of a grid was searched, draw area covered below in relation to landmarks. Indicate sightings.

Missing aircraft was located approximately 30 miles along the intended route of flight. The aircrew then spent most of the remaining time circling the target waiting for confirmation by the ground team of the find.

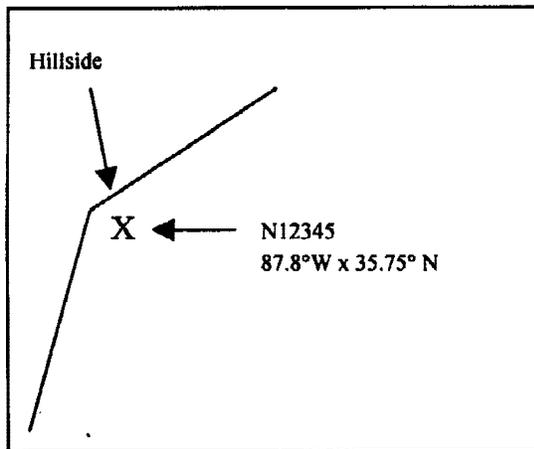
OPEN, FLAT TERRAIN		MODERATE TREE COVER AND/OR HILLY				HEAVY TREE COVER AND OR VERY HILLY			
SEARCH ALTITUDE (AGL)	SEARCH VISIBILITY	SEARCH ALTITUDE (AGL)	SEARCH VISIBILITY			SEARCH ALTITUDE (AGL)	SEARCH VISIBILITY		
Track Spacing	1 mi 2 mi 3 mi 4+mi	Track Spacing	1 mi 2 mi 3 mi 4+mi	Track Spacing	1 mi 2 mi 3 mi 4+mi	Track Spacing	1 mi 2 mi 3 mi 4+mi	Track Spacing	1 mi 2 mi 3 mi 4+mi
500 Ft		500 Ft		500 Ft		500 Ft		500 Ft	
.5 mi	35% 60% 75% 75%	.5 mi	20% 35% 50% 50%	.5 mi	10% 20% 30% 30%	.5 mi	10% 20% 30% 30%	.5 mi	10% 20% 30% 30%
1.0	20 35 50 50	1.0	10 20 30 30	1.0	5 10 15 15	1.0	5 10 15 15	1.0	5 10 15 15
1.5	15 25 35 40	1.5	5 15 20 20	1.5	5 5 10 10	1.5	5 5 10 10	1.5	5 5 10 10
2.0	10 20 30 30	2.0	5 10 15 15	2.0	5 5 10 10	2.0	5 5 10 10	2.0	5 5 10 10
700 Ft		700 Ft		700 Ft		700 Ft		700 Ft	
.5 mi	40% 60% 75% 80%	.5 mi	20% 35% 50% 55%	.5 mi	10% 20% 30% 35%	.5 mi	10% 20% 30% 35%	.5 mi	10% 20% 30% 35%
1.0	20 35 50 55	1.0	10 20 30 35	1.0	5 10 15 20	1.0	5 10 15 20	1.0	5 10 15 20
1.5	15 25 40 40	1.5	10 15 20 25	1.5	5 5 10 10	1.5	5 5 10 10	1.5	5 5 10 10
2.0	10 20 30 35	2.0	5 10 15 20	2.0	5 5 10 10	2.0	5 5 10 10	2.0	5 5 10 10
1000 Ft		1000 Ft		1000 Ft		1000 Ft		1000 Ft	
.5 mi	40% 65% 80% 85%	.5 mi	25% 40% 55% 60%	.5 mi	15% 20% 30% 35%	.5 mi	15% 20% 30% 35%	.5 mi	15% 20% 30% 35%
1.0	25 40 55 60	1.0	15 20 30 35	1.0	5 10 15 20	1.0	5 10 15 20	1.0	5 10 15 20
1.5	15 30 40 45	1.5	10 15 20 25	1.5	5 5 10 10	1.5	5 5 10 10	1.5	5 5 10 10
2.0	15 20 30 35	2.0	5 10 15 20	2.0	5 5 10 10	2.0	5 5 10 10	2.0	5 5 10 10

<b>GROUND TEAM CLEARANCE</b>		Mission Number 98XM-0001	Mission Base AAL	Team Leader's Name (Last, First) Stone, Michael		
		Date 1 JAN 98	Tm Ldr Radio Call GR 101	Destination Grid 1 D	Sortie Number G-1	
<b>VEHICLE</b>						
Make	Type	License	Radio Call	Start Mileage	Ending Mileage	Freq. Available
Ford	Bronco	AL-123	GR 101	12001.2	12094.5	148.15
Wing Assigned Veh. ID No. 01001		Other Equipment Portable DF Unit, Medic Kit, Cellular Phone (334-313-1001), Air to Ground Signal Panels				
<b>TEAM MEMBERS</b>						
PRINT Last Name, First Initial		ES Qualification		Personal Equipment		
King, R.		GTM		24 Hour Pack		
Moore, D.		GTM		24 Hour Pack		
Jameson, J.		GTM		24 Hour Pack		
Morin, G.		GTM		24 Hour Pack		
Stone, M.		GTL		24 Hour Pack, VHF/FM Handheld		
<b>BRIEFING</b>						
Primary Assignment (describe in detail)			Time Team Reached Area		Grid Numbers/Area 1 D	
Report to intersection of state roads 105 and 109. Contact the aircrew (CAPflight 103) on 148.15. The aircrew will lead the team to the target for identification.					BRIEFING CHECKLIST	
Check in via radio or landline every half hour, and/or when target is confirmed.					Base Radio Capability, VHF Freq. <u>148.15</u>	
					UHF Freq. <u>N/A</u>	
					Base Call Sign <u>Goldenrod 100</u>	
					Base Phone Number(s) <u>334-111-1212</u>	
					Restricted Areas <u>As noted on map</u>	
					Search Aircraft/Grid <u>CAPflight 103 / 1D</u>	
					Radio Call Sign <u>CAPflight 103</u>	
					Target Sighting Actions <u>Call mission base ASAP, cell phone if possible.</u>	
In Field Reassignment Instructions			Time Team Reached Area		Other Agencies <u>Sherrif's Department</u>	
Remain on site until relieved by county sherrif's deputy on site.					Weather Current <u>Overcast, 60° F</u>	
					Expected 24 hrs <u>Overcast, 60° F</u>	
					Other _____	
Code words						
ETD 0645 L	ATD 0635 L	ETA 0720 L	ATA 0718 L			
Signature of Briefing Officer <i>Joseph K. Ledge</i>			Signature of Team Leader <i>Michael J. Stone</i>			

DEBRIEFING					Debriefing Checklist <input type="checkbox"/> ELT Signals <input type="checkbox"/> Landmarks <input type="checkbox"/> Old Wreckage <input type="checkbox"/> Possible Targets <input type="checkbox"/> Ground Activity <input type="checkbox"/> Search Hazards <input type="checkbox"/> Aircraft <input type="checkbox"/> Communications <input type="checkbox"/> Other Ground Teams <input type="checkbox"/> Recommendations for Further Coverage <input type="checkbox"/> Probability that Target was in Area  Time Debriefed <u>0930 L</u>
Clouds	Clear	Scattered	Broken	Overcast X	
Precipitation	None X	Rain	Scattered	Snow	
Light Conditions	Bright X	Dull	Near Dark	Night (%moon)	
Visibility	> 10 mile	> 5 mile	> 1 mile	< 1 mile X	
Terrain	Flat	Rolling Hills	Rugged Hills X	Mtns	
Ground Cover	Open	Moderate X	Heavy	Other	
Wind Speed	Calm	≤ 10 mph X	≤ 20 mph	≤ 30 mph	

**REMARKS AND SKETCH OF AREA COVERED. Show location of significant findings**

The team was lead to the crash site by CAP Flight 103 at around 0715 this morning. The team confirmed the wreckage of the missing aircraft located at the base of a steep hillside in Grid 1 D. A perimeter was established approximately 100 meters around the four corners of the crash site. The team leader confirmed that the pilot did survive the crash. The team was relieved by the sheriff's office at about 0900, at which time we were told by Goldenrod 100 to RTB.



Grid 1D Sketch

Debriefing Officer <i>Joseph K. Ledge</i>	Team Leader Signature <i>Michael J. Stone</i>
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SEARCH AND RESCUE (SAR) MISSION REPORT										
MISSION NUMBER: 98XM-0001			ACTIVITY FOR DATE OF: 1 JAN 98			REPORTED BY: (NAME/ORGANIZATION) Edward M. Sea / AL CAP			DATE/TIME (Z) 1 JAN 98 / 1500	
ITEM				COLUMN 1		COLUMN 2		COLUMN 3		
ALPHA	NAME OF SEARCH ORGANIZATION/AGENCY				AL CAP					
BRAVO	TODAY'S MISSION ACTIVITY									
1	TIME FIRST AIRCRAFT LAUNCHED OR GROUND TEAM DISPATCHED				1112 Z		Z		Z	
2	TIME ELT FIRST HEARD BY A SEARCH PARTY (IF KNOWN)				N/A Z		Z		Z	
3	FLIGHT DATA	NUMBER OF AIRCRAFT				1				
4		NUMBER OF SORTIES				1				
5		HOURS IN SEARCH AREA				.9				
6		HOURS ENROUTE TO SEARCH AREA AND SEARCH BASE				.6				
7		TOTAL FLIGHT HOURS				1.5				
8	TOTAL PERSONNEL (AIRCREW AND OTHER)				10					
9	AREA(S) SEARCHED: GRID/POD									
	GRID	POD	GRID	POD	GRID	POD	GRID	POD	GRID	POD
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<b>DELTA</b>	<b>LOCATING DATA</b>			
	1	NAME OF ORGANIZATION/AGENCY LOCATING THE OBJECTIVE: AL CAP		
	2	ACTUAL LOCATION: Grid ID	COORDINATES 35.75° N 87.8° W	
	3	TIME OBJECTIVE (ELT) LOCATED (DTGZ): 1128	ELT BY: N/A SILENCED (DTGZ):	
	4	TERRAIN AND GROUND COVER: Moderate Cover; Hilly		
5	NUMBER OF SUBJECTS INVOLVED: 1	NUMBER LOCATED ALIVE: 0	NUMBER LOCATED DECEASED: 1	NUMBER MISSING: 0
<b>ECHO</b>	<b>RECOVERY DATA</b>			
	1	ORGANIZATION/AGENCY MAKING RECOVERY: Anywhere, AL Sheriff's Department		
	2	TIME RECOVERY BEGAN: 1400 Z		
	3	SUBJECT(S) DELIVERED TO: (SAFE LOCATION, HOSPITAL, ETC)	COORDINATES N W	
	4	TIME RECOVERY (DELIVERY) COMPLETED: Z		
	5	RECOVERY METHODS: (GND TM, HELICOPTER/LITTER OR PENETRATOR, LANDING, BOAT, ETC.)		
6	NUMBER RECOVERED ALIVE	NUMBER RECOVERED DECEASED	NUMBER SELF RECOVERED	
<b>FOXTROT</b>	<b>MISSION CLOSING/SUSPENDING DATA</b>			
	1	NUMBER OF SUBJECTS SAVED (DETERMINED WITH APRCC DURING CLOSING): 0		
	2	NUMBER OF SUBJECTS ASSISTED: 0		
	3	ORGANIZATION/AGENCY SAVES CREDITED TO: N/A		
4	(CIRCLE ONE) MISSION CLOSING SUSPENDING TIME: 1520Z			
<b>GOLF</b>	<b>REMARKS: (ADDITIONAL INFORMATION, LEADS, LIMITING, FACTORS, PROBLEMS, ELT MFG/MOD NO., ETC)</b>			
The aircrew located the missing aircraft quickly and safely, and the ground team confirmed the wreckage in the same manner.				
Teams were relieved earlier this morning by the Anywhere AL Sheriff's deputies who are now responsible for the recovery of Mr. Smith. If there are any questions for our mission personnel, please forward them to me at (334) 111-2121.				
<i>Edward M. Sea, Captain, CAP</i>				