



CALIFORNIA WING SUPPLEMENT

CAPR 60-3

24 August 2012

CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

SUMMARY: This supplement primarily incorporates numerous existing California Wing Operating Instructions (OIs). These OIs will be rescinded following approval of this supplement.

CAPR 60-3, dated 17 August 2009, is supplemented as follows:

1-5 b. Responsibilities.

(4) (e) 1 Added. The ES Single-Person Specialty Entry (Achievement Level) and the restricted ES Multi-Person Specialty Entry (Achievement Level) modules will not be used for recording initial ES specialties. Individual tasks must be entered into the appropriate SQTR record in Ops Quals

(4) (e) 2 Added. The ES Single-Person Specialty Entry (Achievement Level) shall only be used to enter renewal dates for ES specialties after the appropriate re-evaluation of the required tasks IAW CAPR 60-3. The actual entry of these renewal dates may be done by the member, subject to the Unit Commander or ES Officer's approval.

1-11. Operational Risk Management.

a. Added. The California Emergency Management Agency (CalEMA) has recommended that CAP members participating in ground search activity wear a highly visible SAR uniform. The CAWG Ground Team (GT) uniform (as defined in the CAWG supplement to CAPM 39-1) shall be worn by all members actively participating as a member of a Ground Team on a training or actual mission.

b. Added. It is the policy of CAWG that members participating in UDF team operations shall wear one of the following uniform combinations:

- (1)** CAWG Ground Team Uniform
- (2)** CAP polo shirt/grey pants corporate uniform
- (3)** CAP blue field uniform
- (4)** BDU uniform (cadets only)

Wearing an orange safety vest while in the field is MANDATORY at all times unless wearing the CAWG Ground Team Uniform.

c. Added. All members participating as aircrew on training or actual missions will wear a CAP approved flight suit in accordance with CAPM 39-1. Wear of NOMEX gloves is also strongly recommended.

1-14. Managing the Mission.

a. Added. In order to properly manage the mission, CAP ICs shall not be actively involved as field personnel on a mission. Field personnel includes aircrew, ground team or UDF team members. ICs should operate from a fixed-point (ICP) where they can provide proper management and support to all personnel.

b. Added. An Incident Commander who has exhausted other resources and wishes to re-task resources assigned to a CD mission MUST contact and receive authorization from the California Wing Director of Operations (DO) or Director of Operational Missions (DOM) *prior* to these resources being re-tasked.

1-16 Air Operations

e (1). Added. Only the Liaison Region Commander (CAP-USAF/PLR CC) can approve the use of Member Owned Aircraft (MOA) on AFAMs. When all available corporate assets in the area have been exhausted, Incident Commanders will request approval through their chain of command and then via the NOC for Liaison Region approval. Only member owned aircraft compliant with processes specified in CAPR 60-1 (i.e. Hold Harmless Agreement, Aircraft Inspection etc.) shall be used. All use of member owned aircraft must be approved in advance by the responsible Incident Commander, as well as wing or higher commander approval for corporate missions and CAP-USAF Liaison Region commander or higher approval for each AFAM in which the aircraft's use is requested (as specified in CAPR 60-1).

e (2). Added. When deemed necessary, member owned aircraft shall be utilized in the following order:

(a). Aircraft equipped* with DF equipment and an approved FM radio programmed with CAP frequencies.

(b). Aircraft equipped* with an approved FM radio programmed with CAP frequencies.

(c). When absolutely necessary to complete the mission, aircraft with no DF or approved FM radio equipment shall be used only for transport missions.

* For the purpose of this section, "equipped" is defined as having the FM radio audio wired to the headset, and having an external antenna for that radio mounted on the aircraft.

1-17 b. Ground Operations.

(3) (a) Added. Two person UDF teams composed of only senior members MUST remain together throughout the mission if either member is in training status. If both senior members hold appropriate standard ratings and prudent operational considerations dictate separation of the members, they must remain within simplex VHF communication distance and true contact of each other to meet the definition of a team. Before separating, members must determine a common rally point to return to should communications fail. The actual distance will vary depending on terrain and physical features of the search area. The Incident Commander and designated team leader will consider safety of the team as the primary and controlling factor in any decision to separate. If at all possible personnel should remain in buddy teams, and only separate if absolutely necessary.

(3) (b) Added. If any of the team members is a cadet, except for a two-person UDF team composed of parent and child, the team will be comprised of at least one senior and two other members. Without exception, requirements of the CAP Cadet Protection Policy will be followed. The team will remain together throughout the mission.

1-18 Mission Assistance.

b. The authority to approve and coordinate any request for mission assistance from adjoining wings is delegated to the California Wing Director of Operations (DO) or the California Wing Director of Operational Missions (DOM).

2-2 Documenting Specialty Qualifications

a (1). To increase the level of professionalism in the Wing, it is the policy of CAWG that neither persons with entry level ES ratings, trainee ratings in higher specialties, nor cadets shall be authorized as evaluators for those specialties. CAWG has established the following specific requirements as to who shall be considered a qualified evaluator:

For This Rating	The Evaluator Must Be
Air Operations Branch Director Ground Branch Director	Only an Operations Section Chief or Incident Commander may sign the AOBD or GBD SQTR tasks or participation
Communications Unit Leader	Only a Communications Unit Leader, Operations Section Chief, Logistics Section Chief, or Incident Commander may sign the CUL SQTR tasks or participation
Flight Line Marshaller	Flight Line Supervisor
Ground Team Member-3	Ground Team Member -1 or -2 Ground Team Leader
Ground Team Leader	Ground Team Leader, Ground Branch Director, Operations Section Chief, or Incident Commander
Incident Commander -1	Only another Incident Commander -1 may sign IC-1 SQTR tasks or participation
Incident Commander -3 Incident Commander -2 Operations Section Chief Planning Section Chief Logistics Section Chief Finance Administration Section Chief	Only an Incident Commander -2 or Incident Commander -1 may sign the OSC, PSC, LSC, FASC, IC-3 or IC-2 SQTR tasks or participation
Mission Radio Operator	Communications Unit Leader
Mission Scanner	Mission Observer or Mission Pilot
Mission Staff Assistant	Incident Commander, Operations Section Chief, Finance Administration Section Chief, Logistics Section Chief, or Planning Section Chief
Urban DF Team Member	Designated Senior Member UDF or Ground Team Leader

d (4) Added. The authority to issue and renew the Emergency Services specialty of Ground Team Leader is delegated to the California Wing Director of Operations (DO) or California Wing Director of Operational Missions (DOM).

2-3c. Specialty Rating Requirements and Performance Standards

(1). **Added.** Many items on a SQTR task list require the demonstration of the ability to complete a task. Successful “demonstration” requires the trainee to possess and exercise the skills and knowledge required to perform the task unsupervised in the future; merely performing the task while being guided through it does not meet this requirement.

Evaluators are responsible for compliance with this section and must use the nationally-published or wing-published task guides/curriculum (as applicable – California Wing requirements do not replace national requirements) for training and evaluating SQTR tasks.

(2). **Added.** While it is common for training and participation to occur simultaneously, it is important that members are familiar with all aspects of a given specialty and are able to operate autonomously in their role. It is the policy of CAWG that evaluators may only sign the second mission participation line on any SQTR if the member is able to perform in the specialty without supervision. This rule does not apply to the first mission participation line where it is permissible for training and participation to occur simultaneously. In addition, to receive mission participation credit, a trainee must participate in all aspects of their assignment. This is further defined as:

- (a). Field positions: a single sortie, including planning, briefing, and debriefing.
- (b). MRO and MSA: four hours in the same role.
- (c). All other base staff positions: an entire operational period in the same role.

(3) **Added.** Further, a trainee may not receive more than one mission participation credit for the same specialty on the same day. To ensure that the mission participation is performed during a realistic scenario, credit for mission participation may only be given by an evaluator under ONE of the following circumstances:

(a). On authorized training missions (A5 or B5 mission symbols) with an operating mission base, provided that the trainee is physically present at the mission base at least once during the operational period.

(b). On other training missions specifically approved by California Wing Director of Operations or his designee.

(c). On actual search and rescue, disaster relief, or homeland security missions, regardless of the size or existence of the mission base and regardless of the trainee’s presence at the base.

(4). **Added.** Waivers to these additional California Wing requirements in paragraphs (1) through (3) above may be authorized by the California Wing Director of Operations (DO) or his designee on a case-by-case basis.

2-3 f. Additions underlined.

- Ground Team Leader – See notes 4 and 6.
- Incident Commander (IC) – Any Level. See notes 4 and 6.

Note 6 Added: Incident Commanders (IC) and Ground Team Leaders (GTL) often represent the California Wing with outside agencies such as CalEMA and local authorities. To ensure that

members in these specialties are well qualified to represent the Wing Commander, additional requirements are placed on these specialties.

a. The following additional requirements are placed on members applying for or transferring a GTL standard rating:

(1) Ground team leaders will be 21 years of age or older in order to qualify. California Wing will manually track this additional age requirement separately from Ops Quals in e-services.

(2) The member must hold at least a Ground Team Member III standard rating

(3) The member must complete an interview with the CAWG/DO or his representative and secure a written recommendation. The DO or representative may contact the candidate or any evaluators listed on the SQTR.

b. The following additional requirements are placed on members applying for or transferring an IC standard rating:

(1) The member must be at least 21 years of age

(2) The member must successfully complete the IC "ELT Mission Manager" program and have successfully completed all prerequisite ratings (i.e. PSC, OSC); or have been an Incident Commander in another wing for at least one year.

(3) The member must complete an interview with the CAWG/DO or his representative and secure a written recommendation. The DO or representative may contact the candidate or any evaluators listed on the SQTR.

(4) Final approval of all Incident Commander ratings rests with the Wing Commander, who may approve or reject the request at his/her discretion.

2-6 b. Transfers from Other Wings.

(1) **Added.** The California Wing recognizes the training and achievements of members that have been demonstrated in other wings, but deems it necessary that members have experience in California operations before exercising any advanced specialties. It is the policy of CAWG that personnel holding the following advanced specialties when transferring to CAWG may be required to complete local familiarization training prior to being used in these specialties, at the discretion of the CAWG/DO: IC, OSC, PSC, CUL, MP, and GTL. This requirement applies to all ratings earned outside of California Wing, and personnel may not be used until this is completed, though their ratings will not be suspended in Ops Quals.

(2) **Added.** Before submitting for re-issuance of a standard rating in these specialties, members must have participated as a supervised trainee in at least one mission, subject to the mission participation restrictions above. Members transferring who hold multiple such specialty ratings may participate as a trainee in their highest held rating within each rating type (base, air, and ground) and then apply to CAWG/DOR for the issuance of lower ratings of the same type.

(3) **Added.** In addition to the additional participation requirements above, members who desire to transfer an MP rating earned outside California Wing must participate in at least one SAR exercise under the supervision of a Mission Pilot Examiner and complete a Form 91 Check Ride with a California Wing Check Pilot before being allowed to participate as a MP standard.