



**CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS**

CAP Regulation 60-3, dated 26 December 2012, is supplemented as follows:

**SUMMARY OF CHANGES:**

Supplement to CAPR 60-3, dated 26 December 2012 has been replaced in its entirety. The primary change to the previous supplement has been the incorporation of previously separated CAWG Forms and OMP's as now part of this supplement.

**1.11. Operational Risk Management**

**1.11.a. Added.** The California Governor's Office of Emergency Services (Cal OES) requires members of Civil Air Patrol to have a signed and executed Cal OES Disaster Service Worker (DSW) Registration Form completed and on file in order to be eligible to participate on any Cal OES mission that is not authorized as an Air Force Assigned Mission (AFAM). This applies to Cal OES missions that are being conducted under the auspices of a Corporate ("C") Mission Number.

**1.11.b. Added.** The California Governor's Office of Emergency Services (Cal OES) has recommended that CAP members participating in ground search activity wear a highly visible SAR uniform. This is accomplished by requiring all members participating in ground search activities to wear an ANSI-2 compliant orange safety vest as the outer most garment of the approved uniform of the day, for that mission (see below for uniform combinations).

**1.11.c. Added.** Wearing an ANSI-2 compliant orange safety vest while in the field is MANDATORY at all times. It is the policy of CAWG, that members participating in UDF/Ground Team operations shall wear any one of the following uniform combinations:

**1.11.c.1. Added.** CAP polo shirt/grey pants (CAP Corporate Uniform) – Seniors only

**1.11.c.2. Added.** CAP blue Corporate Field Uniform

**1.11.c.3. Added.** Battle Dress Uniform (BDU) - until phased out on 15 June 2021

**1.11.c.4. Added.** Airman Battle Uniform (ABU) – Effective 15 June 2016

**1.14. Managing the Mission**

**1.14.a. Added.** In order to properly manage the mission, CAP base staff shall not simultaneously be involved as field personnel on a mission. Field personnel includes: aircrew, ground team or UDF team members. The

base staff should operate from a fixed-point (ICP) where they can provide proper management and support to all personnel.

**1.14.b. Added.** An Incident Commander who has exhausted other resources and wishes to re-task resources assigned to a current CD mission MUST contact and receive authorization from the CAWG/DO or CAWG/DOS *prior* to these resources being re-tasked. Additionally, the California Wing Counter Drug Officer will be notified as soon as practical.

**1.17.b.3.(a). Added.** Two-person UDF teams MUST remain together throughout the assigned sortie unless the Incident Commander gives permission for the team to separate. The permission to separate must be given by the IC at the time they wish to separate, not as part of a pre-briefing. They must be able to maintain direct communication with 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 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.

**1.18.b. Added.** Mission Assistance. The authority to approve and coordinate any request for mission assistance from Pacific Region or adjoining wings or regions is delegated to the California Wing Director of Operations (DO). If the CAWG/DO is unavailable, the California Wing Director of Emergency Services (DOS) may assume that role. The CAWG/DO or CAWG/DOS will ensure the CAWG Commander is kept apprised of the situation.

#### **1.21. Mission Records**

**1.21.a. Added.** CAWG requires that all mission records shall be either initiated as an electronic log or uploaded into the appropriate document files with the mission in WMIRS. Paper files will no longer be maintained at the Wing level. It is recommended that all IC's maintain electronic copies of all mission paperwork for missions they are responsible for. This applies to both real-world missions as well as training exercises

**1.21.b. Added.** A CAWG Form 19, *California Wing Group WMAO Activity Report*, shall be completed by all Wing Mission Alerting Officers (WMAO's) documenting all alerts by AFRCC and then the subsequent contact made after locating an IC to accept the mission. The completed form shall be submitted to the CA Wing WMAO Coordinator for tracking purposes. The CAWG Form 19 can be found on the Wing website at: <http://cawgcap.org>.

#### **1.27. Criteria for Save Credit**

**1.27.a. Added.** Upon determination by the controlling agency of a Save Credit, the Save Credit will be authorized to each member actively participating in the mission during the operational period of the recovery.

**1.27.b. Added.** Authorization of the Save Credit will be issued only by CAWG/DO at the direction of the CAWG CC.

**1.27.c. Added.** IC's will recommend Save Credit and forward that recommendation to the CAWG Director of Operations for final approval and award.

#### **1.28. Criteria for Find Credit**

**1.28.a. Added.** Find Credits will be authorized to each member of Aircrews, Ground Teams or UDF Teams that directly contributed to the location and identification of a search target.

**1.28.b. Added.** For non-distress and distress finds, recommendation of the Find Credit will be issued by the IC to the CAWG/CC and CAWG/DO

**1.28.c. Added.** The CAWG/DO, or designee, will consult with the CAWG/CC and publish the members receiving Find Credit as awarded by the CAWG/CC.

**2.2.a.1.(a). Added.** An evaluator must be currently qualified in the ES rating being evaluated. Evaluators are expected to remain active in the areas that they are appointed to be able to evaluate. Evaluators must be familiar with all applicable regulations, including CAWG supplements. They need to demonstrate the ability to train others, have demonstrated a maturity level appropriate for the specialty and have a thorough knowledge of the ES rating being taught. SET qualifications are not lifetime appointments.

**2.2.a.1.(b). Added.** The procedure to request a member to be evaluator (SET) qualified in a particular specialty will be as follows: First, evaluators shall be recommended by their Commanders, approved through the chain of command, and appointed by the Wing Commander or designee. An evaluator appointment is then processed through eServices. Any documentation needed to support the approval and appointment should be uploaded to e-Services in the Operations Qualification module for the Specialty Rating the member desires to be considered as an evaluator for. The unit shall ensure evaluator requests meet National CAP regulations and California Wing requirements. Appropriate commanders should provide a second level of review prior to Wing approval. Becoming an evaluator (SET) qualified is a privilege, not a right. No one is guaranteed to become SET qualified. Exceptions to these procedures require the approval of the California Wing Director of Operations.

**2.2.d.(1)(a). Added.** The authority to issue and renew the Emergency Services specialty qualification of Incident Commander (2 and 3) is reserved for the Wing Commander or his designee, the CAWG Director of Operations (DO). Because GTLs, LOs and ICs interface and represent the Wing Commander with sheriff and Cal OES personnel, they must be interviewed by the Wing Commander before receiving their appointments. All other ES Operation Qualifications are delegated to California Wing Director of Operations (DO) and Operations staff.

### **2.3.c. Specialty Rating Requirements and Performance Standards**

**2.3.c.(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.

**2.3.c.(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.

**2.3.c.(4). Added.** 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: Either

on training missions specifically approved by California Wing Director of Operations or his designee, or on actual search and rescue (SAR), disaster relief (DR), or homeland security (HLS) missions, regardless of the size or existence of the mission base and regardless of the trainee's presence at the base.

**2.3.c.(5) Added.** The California Wing recognizes the training and achievements of members that have already been demonstrated at National and Regional schools. Those achievements will be treated the same as transfers from other wings. **See 2.6.b.**

**2.6.b. Transfers from Other Wings.** The California Wing recognizes the training and achievements of members that have already been demonstrated in other wings, but deems it necessary that members have experience in California Wing's unique operational environment (working with the local sheriff and Cal OES) before exercising the IC, LO, and GTL specialties. It is the policy of CAWG that personnel holding these specialties when transferring into CAWG may be required to complete local familiarization training prior to functioning independently in these specialties. These requirements do not apply to members of other wings that come into CAWG under mutual aid assistance requests or to attend local training activities. Some restrictions may be placed on members of other wings, with certain specialty ratings, based on the requirements of the mission. The incident commander (IC) of the exercises or actual mission shall make that determination. The CAWG/DO or his/her designee will review such actions when they occur.

### **3.5.c. Air Force-Assigned Training and Evaluation Mission Requesting Procedures**

**3.5.c.(1).** CAWG members will complete and upload the CAWG Form 21, *Training Mission Request/Parameters*, and CAWG Form 21W, *Fuel Burn Calculation Worksheet*, into WMIRS when requesting an Air Force Assigned Mission Number. The Project Officer (PO) of the requested exercise or evaluation, will be responsible for completing and uploading the CAWG Form 21 and CAWG Form 21W, once approved by the Incident Commander for the exercise. These forms can be found on the CAWG website at: <http://cawgcap.org>.

**3.5.c.(1).(i).6. Added.** Every exercise will have the IC and exercise staff required to complete a ICS Form 200, *IAP Cover*, and ICS Form 201, *Incident-Exercise Briefing Report*, as part of the exercise Incident/Exercise Plan (IEP). A ICSF 221, *Incident Demobilization Plan*, is optional, depending on the scope of the exercise and the requirement of travel for those attending the event. The IC will determine if the ICS Form 221 is required. Additional ICS forms may be used to supplement the ICS Forms as deemed necessary and appropriate by the IC of record.

**3.5.c.(4). Added.** If a training exercise is requesting the use of RON (remain overnight) reimbursement, the following guidelines shall be followed. This applies only to RON on training activities (such as A5 and A7 missions). RON will only be approved for selected Wing Level Exercises for selected staff. The minimum travel distance/time to be considered is 100 miles or 2 hours. It does not apply to actual missions (such as A1 and A3 missions). Further information on reimbursement for overnight stays can be found in CAPR 173-3, *Payment for Mission Support*. Exceptions to procedures below require the approval of the California Wing Commander or California Wing Director of Operations.

**3.5.c.(4).(a). Added.** Overnight stays must be requested as part of the exercise approval process using the NOC pre-approval process specified in WMIRS. Following mission and RON approval, all overnight stays must additionally be preauthorized in writing by the CAWG/DO, CAWG/DOT, or activity IC (or designee). The authorization shall specify the number of nights authorized. The total number of nights shall not exceed the number of nights authorized in the operational plan.

**3.5.c.(4).(b). Added.** Reimbursement is based upon single occupancy at the authorized room rate, which is defined as the actual room rate charged for the room but not more than the GSA rate for the area. The GSA specified rate can be found at <http://www.gsa.gov/portal/category/21287>.

**3.5.c.(4).(c). Added.** If the member fails to provide the required information on the receipt the reimbursement request may be rejected.

**3.5.c.(4).(d). Added.** Taxes will not be reimbursed. The member should submit the CAP Form ST-129 (Sales Tax Exemption Certificate) to the hotel for tax exemption.

**3.5.c.(4).(e). Added.** The IC/Project Officer should advise members authorized for overnight stays of recommended lodging in the area, and specify a target rate to be paid. Members shall make their best effort to stay at or below the target rate.

**3.5.c.(4).(f). Added.** No per diem will be paid for food or other expenses (only lodging is authorized). When entering the training mission request into WMIRS, the IC should determine the target number of room nights desired (X) based upon the mission needs and budget. The IC shall include the following in the Mission Scenario: "X room nights are requested for this exercise."

**3.5.c.(4).(g). Added.** In addition, the IC shall submit to the National Operations Center (NOC), with a copy to CAWG HQ (Attn: Senior Wing Administrator and DO), a listing of members authorized for overnight lodging and how many nights were authorized for each. If possible, this listing should indicate the actual rate paid. This will normally be the responsibility of the Finance/Admin Section Chief (FASC) to collect and provide to the IC. This listing will be sent no later than 2 days after the activity.

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**Attachment 1**  
**COMPLIANCE ELEMENTS**

No additional compliance elements to this supplement.