NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

4 December 2002

MEMORANDUM FOR NC/CC
ATTN: Lt Col Harold Schaffer, CAP

FROM: HQ CAP/DOS

SUBJECT: CAPR 60-3 Supplement 1 Approval

1. Per your request forwarded through the MER/DOS, the attached supplement 1 to CAPR 60-3 is approved.

2. If you have any questions, please feel free to give me a call. I can be reached via voice at (334) 953-4228 during duty hours or at jdesmarais@capnhq.gov via e-mail anytime.

JOHN W. DESMARAIS, Major, CAP
Chief of Emergency Services

cc
MER/DOS

Attachment
NC Wing Supplement 1, CAPR 60-3

CIVIL AIR PATROL
Headquarters
North Carolina Wing
Burlington, NC 27216-2082

NCWG Supplement 1
CAPR 60-3
4 December 2002

Operations

CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

CAPR 60-3, 10 May 2001, is supplemented as follows:

Chapter 1—GENERAL INFORMATION

Section A—General Policies

1-4. Responsibilities

b. Wing Director of Emergency Services.

10) Added. The Wing Commander delegates the authority to sign CAP Forms 101 for advanced specialties ratings (those above General Emergency Services) to the Wing Director of Emergency Services or Emergency Services Qualification Officer (if one is assigned).

11) Added. Maintain a list of Qualified Instructors authorized to evaluate and sign off tasks on CAP Forms 101T.

c. Unit Commanders.

6) Added. Appoint a unit Emergency Services Officer on a CAP Form 2a, with address, phone numbers, radio call sign, and E-mail address in the remarks section. This must be furnished to the Wing Director of Emergency Services upon member's assignment to the position, and on 1 January, each year to maintain current records.

7) Added. Submit a quarterly Unit Emergency Services Roster using North Carolina Wing Form 6. Reports are due to wing headquarters by the 5th day of the months of January, April, July and October.

8) Added. Forward supporting documentation for all CAP Forms 101 with General Emergency Services ratings issued in the unit within 30 days of issuance. Required supporting documentation is IAW paragraph 2-2.d. of CAPR 60-3 and this supplement.

1-8. Mission Funding and Reimbursement

a. Added. All requests for reimbursement will be submitted to NCWG HQ in accordance with CAPR 173-3, NC Wing Supplement 1, including all of its changes and additions.

b. Added. All aircrews operating corporate aircraft on reimbursable SAR/DR missions-will submit a CAP form 108, Request for Reimbursement along with the original fuel receipt.

OPR: DOS
Distribution: 1 each Wing Staff Member (1), Each Unit (1), MER-CAP (1)

Section B—Mission Commitment Policies

1-9. Operational Requirements.

h. Added. Use of Corporate Aircraft. All corporate aircraft are available to the Incident Commander for the duration of actual missions. When the custodial unit is unable to provide an aircrew, the aircraft may be picked up and ferried to the area in which it is needed. A qualified aircrew may then be assigned by the mission Air Operations Branch Director.

i. Added. Early Return of Aircrew. Should an aircrew decide it needs to return home early, the mission Air Operations Branch Director may arrange to return the crew home and retain the aircraft for the duration of the mission.

j. Added. Crew Assignments. Upon arrival at a mission base the aircrew will make the aircraft available to the mission Air Operations Branch Director. The Air Operations Branch Director may then assign the aircraft to any qualified aircrew.

k. Added. Special Equipment. Detailed instructions for all special equipment (GPS, LORAN, radios, etc.) will be readily available in all North Carolina Wing corporate aircraft.

l. Added. Continuous Monitoring of Channel 4. Corporate aircraft having more than one crew member on board should continuously monitor channel 4 (149.5375 MHZ) on the Civil Air Patrol radio. When pilots fly solo, they should monitor this frequency when it will not interfere with flying duties or communication with ATC.

1-12. Managing the Mission.

k. Added. To ensure situational awareness of wing emergency services activities, Incident Commanders will inform the Wing Director of Emergency Services of all missions conducted by wing personnel if the Wing Director of Emergency Services is not actively participating in the mission. The most efficient method for this is E-mail. For short-duration missions, this notification may take the form of a mission synopsis sent via E-mail at the completion of the mission. For longer duration missions (i.e. over 1 day in length), the Incident Commander will make an initial notification to the Wing Director of Emergency Services at the end of the first operational period and follow up with a mission synopsis at the completion of the mission.

1-18. Mission Records. Incident Commanders will forward all mission records to wing headquarters within 30 days after the close of the mission IAW CAPR 173-3, NC Wing Supplement 1.

Chapter 2—OPERATIONAL SPECIALTY RATINGS/PERFORMANCE STANDARDS

2-1. General.

d.3) Wing or unit training missions used for training, qualification and currency that are not USAF assigned must have a North Carolina State Approved Mission (NCSAM) number

2-2. Documenting Specialty Qualifications.

a.3a) Added. Skills Evaluator Training (SET) Course graduates must submit a copy of their course completion certificate to NCWG HQ to be added to the list of approved Wing Skills Evaluators.

2-3. Specialty Rating Requirements and Performance Standards. To ensure adequate tracking of wing emergency services personnel, a CAP Form 100 will be completed for all CAPF 101T's issued. All *Prerequisite* and *Familiarization* and *Preparatory Training* tasks outlined on the CAP Form 101T will be completed before the member participates in missions as a trainee. Unit commanders are authorized to verify and sign off *Prerequisite* tasks on the 101T whether or not the commander is qualified in that particular specialty. Members may be required to hold more than one CAPF 101 when they upgrade specialty ratings. This is done to ensure the expiration of original specialties is not overlooked when a new card is issued.

j. Search and Rescue (SAR)/ Disaster Relief (DR) Mission Pilot.

2.) Qualified. a. Added. All North Carolina Wing pilots requesting Mountain Qualified status must have completed the requisite Mountain Flying Clinic. Course completion will be verified by the Wing Director of Operations.

2-4. Renewal of Specialty Qualifications.

b.2) All missions listed for CAPF 101 currency requirements must be USAF authorized missions or North Carolina State Approved Missions (NCSAM).

b.4) For specialties that do not currently have Mission Essential Task Lists (METL) and Annual Recurring Tasks (ART), renewal requirements will remain participation in one mission for each specialty being renewed. This requirement will remain in effect until METLs and ARTs are developed for all specialties. As METLs and ARTs are developed, these will be added to the renewal requirements.

c. All renewals of CAP Forms 101 will be done at the wing level except for General Emergency Services. General Emergency Services will be renewed at the unit level with supporting documentation submitted to wing within 30 days of renewal. Unit commanders will forward requests (CAPF 100) for renewal to wing for processing at least 45 days prior to expiration.

1) Added. The 45 day mark is a target time frame which should allow sufficient time to process the renewal prior to expiration. Renewals submitted less that 45 days prior to expiration will still be accepted and processed if submitted prior to the expiration date.

2) Added. Renewals submitted less than 60 days after the expiration date will be processed if the member can show evidence of participation in all specialties being renewed within the previous year and all other requirements are met.

3.) Added. All renewals submitted beyond 60 days after expiration will be declined unless accompanied by the expressed written approval of the North Carolina Wing Director of Emergency Services. The member must requalify IAW CAPR 60-3 Chapter 2.

4) Added. CAPF 101 Cards expired less than 24 months will be considered as documentation of completion of the Familiarization and Preparatory Training tasks required for completion of a CAPF 101T for any specialty listed on the expired CAPF 101. Members attempting to renew a specialty after a lapse of more than 24 months must reaccomplish all of the training listed on the CAPF 101T.

2-5. Requalification Procedures for Expired Specialties.

a. For specialties that do not currently have Mission Essential Task Lists (METL) and Annual Recurring Tasks (ART), requalification requirements will remain participation in one mission as a trainee under the supervision of a qualified instructor for each specialty being renewed. This requirement will remain in effect until METLs and ARTs are developed for all specialties. As METLs and ARTs are developed, these will be added to the requalification requirements.

Chapter 3—USAF-ASSIGNED SAR/DR/CD TRAINING/EVALUATION MISSIONS

3-3. USAF-Assigned Reimbursable Training and Evaluation Missions.

f. Added. It is the duty of the Wing Director of Emergency Services to identify to the wing liaison personnel the specific training needs of wing personnel and to assist in coordinating training missions for the wing.

Chapter 4—ORGANIZATION, ALERTING SYSTEMS, AND BRIEFING/DEBRIEFINGS

Section B—Alerting System

4-4. Alerting Procedures

d. Added. When North Carolina Wing alert roster personnel have accepted a mission, an Incident Commander will be appointed. The alert procedure for the Incident Commander will be by phone or page. Once assigned the Incident Commander will alert personnel for the mission by use of the wing pager system. Each unit is responsible for establishing it's own alerting procedure. When each unit alerting officer is contacted via pager, they will contact the members within their unit and then notify the Incident Commander if they are available to respond. If a response is not received in a reasonable amount of time, the Incident Commander should attempt to contact emergency services resources in the vicinity of the target location via telephone

e. Added. The North Carolina Wing pager system is an alphanumeric system. Detailed messages concerning the mission may be sent directly to pagers. If the assigned Incident Commander does not have the ability to send alphanumeric pages he or she shall contact wing communications personnel or the wing administration office who will send the messages for them. The paging system will be used during actual and training missions for mission notification, mission alerting, mission information, mission recall, and mission termination. Pages can be sent to the entire wing, each group or individual personnel.

f. Added. Any member of the wing with a valid CAPF 101 with a General Emergency Services rating or greater is authorized to obtain a wing emergency services pager. The expense of obtaining a pager is the member's responsibility. However, the Incident Commander does not have time to piece together individual personnel to form search resources. When possible only the leader of a complete SAR "*resource*" will contact the Incident Commander in response to a page. IAW the Incident Command System (ICS) a resource is defined as the number of persons required and assigned to perform and operational task. In this instance, a resource would be defined as a complete ground team, urban direction finding team or aircrew as applicable. Members with only a General Emergency Services rating or members who are still in training status will NOT contact the Incident Commander in response to pages.

g. Added. On missions with the duration of more than 2 days, the Incident Commander should appoint a Planning Section Chief to obtain availabilities for the remainder of the mission. This person shall report the availabilities of personnel and equipment to the Incident Commander on a daily basis.

Chapter 9. Added. NORTH CAROLINA STATE APPROVED MISSIONS

9-1. General. Missions that are not covered by the Federal Tort Claims Act and clearly fulfill a Civil Air Patrol and State purpose shall be designated as a NORTH CAROLINA STATE APPROVED MISSION (NCSAM). This type of mission will provide extended state workers compensation and governmental immunity to Civil Air Patrol Seniors and Cadets a prescribed in NCGS 143B-492 State Liability and NCGS NCGS 143B-491 Personnel and benefits, while they are involved in the active mission. A NCSAM is not intended for regularly scheduled CAP events, or other missions that are outlined in CAP Regulations and MOU's with similar coverage.

9-2 Authorization.

a. NCSAM's shall be authorized only by a NORTH CAROLINA MISSION AUTHORIZATION OFFICER (NCMAO) whose name shall appear on the current published listing signed by the NC Wing Commander. Mission approval will be evidenced by the assignment of mission numbers as follows: the State mission status, (NCSAM), a hyphen, type (C, D, P, N, R, T, O), issuer (001), a hyphen, month (01 thru 12), day (01 thru 31), year (02), a hyphen and sequence number (01) of mission issued by NCMAO during the calendar year.

EXAMPLE: **NCSAM-D001-010902-01**

TYPE CODES:
Communications
Disaster
Maintenance
Other
Personnel, material transport or courier
Reconnaissance
Training

b. Upon issuance and closing of a NCSAM number the NCMAO shall immediately notify NCWG HQ by the most expedient means possible. The NCMAO shall make an entry on NCWGF #8 upon issuance of the NCSAM mission number and upon closing of the NCSAM. The NCMAO shall continue to log missions on the same NCWGF 8 through the end of the NCWG Calendar Year and forward same to NCWG/DA at the beginning of the next Calendar Year.

c. Upon opening a NCSAM, the Incident Commander (IC) shall utilize standard CAPF's for administration. Upon closing, the Incident Commander (IC) shall complete a NCWGF 122 and forward a copy of ICS Form 211, ICS Form 218, NCWGF 122 and other pertinent paperwork to NCWG/HQ. The IC shall notify the NCMAO of the mission closing as soon as feasible by the most expedient means available.

9-3 Reimbursement

a. In the event a NCSAM is reimbursable, the CAP member shall complete and forward the CAPF 108 to the NCWG/DA.

\SIGNED\

LUCY H. DAVIS, Major, CAP
Director of Administration

\SIGNED\

HAROLD SCHAFFER, Lieutenant Colonel, CAP
Commander