

Amendment Three

Summary of Changes: Added paragraph 2.j for facility and equipment demobilization support. Wording in paragraph 3 was changed to avoid confusion on what is needed prior to Grants Officer approval. Paragraph 11 was clarified to allow for TMPs and other qualified aircrew members to support air operations. References specific to 1AF/AFNORTH throughout the document were changed to the mission approval authority to make this OPLAN applicable across CAP.

1. **Purpose.** This plan establishes mission procedures and coordination responsibilities for support of COVID-19 response and recovery operations throughout Civil Air Patrol (CAP). Missions can be accomplished by CAP as Corporate “C” missions in support of non-profit partner organizations as well as state and local agencies when approved by the CAP National Operations Center (NOC), or as the Auxiliary of the United States Air Force (USAF) IAW AFI 10-2701 in response to a written request or endorsement from appropriate government officials when coordinated through the CAP NOC and approved by the designated USAF mission approval authority.
2. **Mission Objective.** CAP will provide air, ground, and incident staff to support emergency management requests from agencies at the Federal, State and Local level. The current expectation is that CAP could be requested to support the following:
 - a. Distributing or transporting COVID-19 viral test kits and critical personal protective equipment to health care workers and first responders at hospitals, points of distribution/dispensary (PODs) or other critical facilities. Cadets under the age of 18 may support these missions with parental approval using the CAPF 60-80.
 - b. Transporting completed COVID-19 test kits between collection sites and testing facilities. These missions will only be accomplished within approved guidance by CAP personnel at least 18 years of age (including cadets) that are properly equipped with the necessary personal protective equipment for the task.
 - c. Assisting agencies and organization in distributing food and other critical supplies to the public at PODs, blood drives or other appropriate locations at either a host facility or local CAP facility. As schools are closed for an extended period, there are critical needs for food to be made available to children in poor communities. Blood shortages are becoming a concern as many regular collection sites are currently closed and hosting or supporting blood drives will become more important. CAP members will not be put in the position of screening or direct contact with sick members of the community or

- patient care as part of these missions. Prior to hosting POD sites, blood drives or other distribution out of CAP units, written consent from the landlord or owner of the property (CAP units are normally tenants, not owners) must be provided for this purpose and be uploaded to the Web Mission Information Reporting System (WMIRS). Cadets under the age of 18 may support these missions with parental approval using the CAPF 60-80.
- d.** Surveying critical COVID-19 facilities and resources with air and ground reconnaissance. Agencies may require imagery to manage establishment of COVID-19 testing or eventually vaccination facilities. FEMA has also indicated that there may be a need for ground resources to assist with reporting of such things like numbers of people tested or vaccinated at rural sites. These missions must be conducted IAW an appropriate Domestic Imagery Legal Review (DILR) and the collection should not be targeting individually identifiable persons not affiliated with DoD. CAP members will not be put in the position of direct contact with sick members of the community as part of this process. Cadets under the age of 18 may support these missions with parental approval using the CAPF 60-80.
 - e.** Tactical communications support for remote testing and vaccination sites. CAP members will not be put in the position of direct contact with sick members of the community as part of this process. Cadets under the age of 18 may support these missions with parental approval using the CAPF 60-80.
 - f.** Augment emergency operations center staffing to assist with administrative and management responsibilities of the jurisdiction. CAP will not serve as the overall agency IC or lead for the COVID-19 response within a jurisdiction but can assist in a variety of capacities. Cadets under the age of 18 may support these missions with parental approval using the CAPF 60-80.
 - g.** Transportation of emergency services personnel for COVID-19 related issues. No personnel having direct contact with a person testing positive for COVID-19 in the preceding 14 days will be allowed to fly in CAP aircraft or ride in CAP vehicles at any time, and crews will also not transport people that are showing symptoms of being sick with COVID-19 or other sickness. Cadets under the age of 18 may support these missions with parental approval using the CAPF 60-80, assuming that some personnel may be transported with other critical equipment (see paragraph 2.a. above).
 - h.** Chaplain support to backfill critical vacancies on Air Force Bases or other military facilities, and chaplain teams to deploy in support of responding DoD

forces, CAP personnel and other military personnel. CAP/HC will approve personnel supporting this mission in coordination with the CAP NOC.

- i. Transporting used COVID-19-related PPE between collection sites and cleaning facilities. These missions will only be accomplished within approved guidance by CAP personnel at least 18 years of age (including cadets) that are properly equipped with the necessary personal protective equipment for the task. All used PPE will be pre-packaged in approved containers prior to handling by CAP members. At no time will CAP members handle unpackaged used COVID-19 items nor participate in the cleaning of the PPE.
 - j. Assisting agencies and organization in relocating or breaking down (demobilizing) facilities and equipment used to support testing, medical care, or distribution of critical supplies to the public. No demobilization activities will take place at medical care or testing facilities until all patients have been discharged and the vacant facilities are fully disinfected. CAP members will not be put in the position of handling contaminated materials, screening or direct contact with sick members of the community or providing patient care as part of these missions. Cadets under the age of 18 may support these missions with parental approval using the CAPF 60-80.
- 3. Funding.** CAP expects that requests will either be funded by the Federal, State or Local agency, or out of Wing funds (dues or State appropriations) at the Wing Commander's discretion. Please note the following:
- a. Reimbursement procedures as appropriate will be IAW CAPR 173-3.
 - b. Civil Air Patrol corporate funds at the national level will not be used to support Federal, State or Local requests.
 - c. Air Force appropriated funds from the CAP baseline are not expected to be used but can be in an emergency for Air Force Units only with CAP/DO approval after additional coordination at CAP NHQ. Air Force Units should plan to use a Military Interdepartmental Purchase Request (MIPR) to fund support needed unless funds are made available from a higher headquarters such as a MAJCOM or Numbered Air Force to support multiple units.
 - d. CAP expects that requests from other Department of Defense (DoD) entities will have to be funded via separate MIPR at this time.
 - e. Requests from Federal Agencies like Health and Human Services and the Federal Emergency Management Agency must be accomplished as Air Force

Assigned Missions, and funding routed through CAP-USAF to be added to the CAP Cooperative Agreement with the Air Force for execution.

Missions being funded at the federal level with external funds via MIPR or other funding mechanisms IAW paragraphs c through e above can only be executed once approval is received from the Grants Officer which cannot be granted until a written request is received, and this OPLAN, an approved funding document and a cost estimate are completed and attached to the request.

- 4. Request.** Mission requests must be in writing to the CAP NOC; email from a recognizable agency email address is acceptable. A mission request memo or email from the requesting agency outlining what is being requested of CAP, and this Ops Plan will be loaded into the CAP WMIRS with sufficient time for NOC coordination and approval by the CAP or Air Force approval authority.
- 5. CAP Responsibilities.** CAP Incident Commanders (IC) are responsible for the scheduling and control of CAP resources to complete approved missions. Close coordination between the designated IC and customers is essential. ICs will ensure the missions are accomplished IAW all applicable CAP, Air Force and FAA regulations. All mission information and documentation will be loaded to WMIRS. Offline documentation should be uploaded by the end of the next business day for each 24-hour operating period. Operating periods will be no longer than 24 hours in duration and start at midnight of each day. Extensions may be authorized by the CAP/DO in unusual circumstances.
- 6. Legal Restrictions.** There are several areas of restriction for these missions:
 - a.** Transportation of biohazard (e.g. used kits) is only authorized IAW CAP NHQ approved procedures.
 - b.** Aerial and ground reconnaissance of ground targets from public airspace or other public property is part of this mission purpose; CAP personnel collecting imagery will make effort to avoid collecting unnecessary personally identifiable information on US persons. These missions must be conducted IAW an appropriate DILR and the collection should not be targeting individually identifiable persons not affiliated with DoD.
 - c.** CAP personnel will not be responsible for collecting or maintaining detailed health information on specific members of the community being tested when assisting at testing and vaccination facilities; assisting in transmitting summary information for emergency planning purposes is authorized.
 - d.** sUAS operations are not authorized through this OPLAN. A separate OPLAN will be outlined to support sUAS operations if needed.

- 7. Non-CAP Passengers and Crewmembers.** Non-CAP passengers and crewmembers will only be approved when their presence is essential to the mission. Justification for flying non-CAP passengers or crewmembers on board will be included in the customer request. The passenger names and agency information must be entered into WMIRS. CAPFs 9 will be uploaded into WMIRS as required by CAPR 70-1. CAP/DO is responsible for approving all non-CAP passengers and crewmembers on Corporate missions and will review all requests for non-CAP passengers and crewmembers prior to approval by the mission approval authority for missions operating under this OPLAN.
- 8. Command and Control.** All Air Force assigned missions will be flown under military command and control, generally at the operational level. Overall control of CAP resources remains with CAP at all times.
- 9. Aircrew Pre-flight Requirements.** CAP uniforms must be worn in accordance with CAPR 39-1. Prior to each flight the PIC is required to complete a weight/balance computation and a risk management survey.
- 10. Personal Equipment.** Each CAP pilot must carry current credentials as required by CAP and FAA regulations, such as current CAP membership card, pilot certificate, medical certificate, CAPF 101 card and appropriate current navigation charts. Mission observers and scanners must carry a current CAP membership card and a CAP 101 card.
- 11. Aircrew Composition.** One CAP Mission Pilot (MP) or Transport Mission Pilot (TMP) is the minimum aircrew. Crews of two to three qualified aircrew personnel or supervised trainees are authorized for maximum effectiveness when necessary. CAP eServices Operations Qualifications shall be the primary method for checking crew qualifications. The PIC shall fly from the left seat and is the ultimate authority in mission/crew management.
- 12. Safety.** Safety supersedes mission objectives. All CAP aircrew members must comply with CAP Wing and National safety policies. There is no CAP mission that requires a compromise of safety.

 - a.** Any mishaps will be reported IAW CAPR 160-2, *Safety Reporting and Review*.
 - b.** Known hazards will be briefed to aircrews, teams and individual responders prior to sorties being released or tasks being taken on; hazards should also be highlighted in regular safety briefings conducted at least daily for each mission.

- 13. Crew Duty Day.** Length of duty day will be IAW CAPR 70-1, CAP Flight Management. If a CAP aircrew is required to Remain Overnight (RON) due to distance from home station, the RON must be approved in advance through WMIRS. If safety issues arise requiring to RON without prior approval (weather, mechanical problems, etc.), the RON must be coordinated through the NOC. RONs are generally not anticipated for missions operating under this OPLAN due to current travel restrictions across the country, and ICs will plan to avoid RONs if reasonably possible.
- 14. International Borders.** Some Wings may have missions with units and aircrews operating near International borders. Should any air sorties need to move through international airspace to support missions under this OPLAN, the IC must provide justification to the NOC for coordination with the mission approval authority and insurance carriers if necessary.
- 15. Altitude and Weather Minimums.** Sorties will be flown no lower than 1,000 ft. AGL. CAP aircraft may fly under Instrument Flight Rules (IFR) IAW CAPR 70-1. Flights are never authorized to descend below Minimum Safe Altitudes as defined by FAR 91.199. Sorties must be terminated if weather and altitude minimums cannot be met.
- 16. Situation Reports (SITREP).** Daily SITREPs are required for each Wing authorized mission under this OPLAN. They will be provided via email to the CAP NOC at opscenter@capnhq.gov by 2200 Central Daylight Time with at least the following information:
- a. IC's name, Rank/Grade, CAPID, cell phone number and email address
 - b. Narrative summary of activities within the last 24 hours, identifying objectives met and remaining.
 - c. Counts of CAP personnel, aircraft, and ground vehicles that supported the mission within the last 24 hours.
 - d. Number of air sorties flown and hours flown.
 - e. Number of ground sorties accomplished.
 - f. Narrative summary of any issues impacting mission accomplishment.
 - g. Resource status summary of critical resources to the mission; anticipate providing table(s) of specific aircraft, vehicles, and sensor with their current location and status (Fully Mission Capable (FMC), Partially Mission Capable (PMC) or Not Mission Capable (NMC) with explanatory notes as necessary.
 - h. Narrative summary of activities planned for the next 48 hours.

Wings may provide one consolidated local SITREP for multiple missions within one Wing but are not required to if they would prefer each mission's IC to report separately. SITREPs must indicate the mission numbers they support.

Wings anticipating one or more days with no activity can email the NOC and not report on those days unless activity does occur. SITREPs are required on all days with activity.

JOHN W. DESMARAIS, Sr.
Director of Operations
Civil Air Patrol

DAVID J. REICHERT, GS-13, USAF
Director of Training
Civil Air Patrol – United States Air Force