

**BY ORDER OF THE COMMANDER  
CIVIL AIR PATROL-UNITED  
STATES AIR FORCE**



**AIR FORCE INSTRUCTION 10-2701**

**CIVIL AIR PATROL – UNITED  
STATES AIR FORCE  
Supplement**

**15 JANUARY 2016**

**Operations**

**ORGANIZATION AND FUNCTION  
OF THE CIVIL AIR PATROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 10-2701, *Organization and Function of the Civil Air Patrol*, and details the responsibilities and procedures of the Civil Air Patrol – United States Air Force (CAP-USAF) in supporting and employing the Civil Air Patrol (CAP). Users must read this supplement in conjunction with the implemented publication. It includes responsibilities and procedures for authorizing, overseeing, evaluating, and reporting Air Force-assigned missions of the CAP. It applies to all CAP-USAF offices coordinating, authorizing, and evaluating CAP operational and training missions. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. CAP-USAF/CC is the waiver authority to guidance contained in the publication. Submit waiver requests through the CAP-USAF/DO. Subordinate units may not issue additional implementing publications. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). A glossary of references and abbreviations is included at Attachment 1.

1.4.1. Liaison Region Commander (LR/CC) will notify Headquarters CAP-USAF Commander (CAP-USAF/CC) and the CAP Region Commander as soon as practical if a member of the Air Force in their region suspends Air Force Assigned Mission (AFAM) status for any reason. CAP-USAF/CC will notify CAP National Commander of suspension actions in a timely manner.

1.7.4. CAP-USAF Liaison Regions (LRs) are responsible for the review and coordination of CAP regulations and supplements generated within their regions. Forward reviewed documents to the CAP-USAF/DO for coordination with CAP NHQ.

1.7.5. CAP-USAF LRs are responsible for reviewing and coordinating state and local Memoranda of Understanding (MOUs) applicable to their region. LRs will have access to current copies of all Region/Wing MOUs.

2.2.2.2.1. (Added) AFAM approved Search and Rescue (SAR) mission activities may include missing/overdue aircraft search and search for activated emergency beacons, which may include aviation beacons (Emergency Locator Transmitters), Maritime Beacons (Emergency Position Indicating Radio Beacons) or Personal Beacons (Personal Locator Beacons). They may also include Search and Rescue Unit (SRU) transport, missing persons search, and Mercy (organ and tissue transport) missions. Additionally "Precautionary" missions may be opened in areas or for events where a high volume of SAR activity (overdue aircraft/emergency beacon activations) is expected (i.e. Oshkosh Fly In, Sun and Fun Fly In, Lake Havasu Memorial Weekend, etc.)

2.2.2.2.2. (Added) Aviation and emergency beacon search missions are normally the responsibility of the Rescue Coordination Centers (RCC) in that region. The other types of SAR activity are conducted when state or local capabilities have been exhausted and the responsible official/agency requests federal assistance from Air Force Rescue Coordination Center (AFRCC), Alaska RCC, or U.S. Coast Guard (USCG) as applicable.

2.2.2.2.3. (Added) If the request meets federal mission requirements and it has been properly validated, AFRCC will issue an Air Force mission number and contact the appropriate CAP wing/State Emergency Management Agency (EMA) and the CAP National Operations Center (NOC). AFRCC missions are always reimbursed AFAMs.

2.2.2.2.4. (Added) The designated CAP Incident Commander (IC) or Agency Liaison is required to forward a CAP Form 122, *Search and Rescue (SAR) Mission Report*, to AFRCC each day and at the completion of the SAR mission.

2.2.2.2.5. (Added) The lead agency responsible for Disaster Relief (DR) activity in the state should contact the CAP NOC and request CAP assistance. The CAP NOC will assist agencies by accomplishing a preliminary evaluation and advisement of CAP capabilities and limitations and request approval from appropriate approval authority. If the NOC cannot be reached, requestors should contact AFNORTH Combined Air Operations Center (CAOC) 24/7 Mission Requests in the CONUS and Puerto Rico, 11AF/CCE for AK, or PACAF/A3 for Hawaii. Verbal requests for CAP DR assistance will be followed up as soon as possible with a written request.

2.2.2.2.6. (Added) LR personnel should be prepared to provide advice to the employed CAP wing and units with daily DR reporting requirements. Normally, reporting will be accomplished according to AFI 10-206, *Operational Reporting*, upon commitment of CAP resources until the end of all assistance. The exact reporting instructions may be adjusted by the AF approval authority based on the nature of the situation. Reports should be e-mailed to OPSCENTER@capnhq.gov and AFNORTH.CAP.OMB@us.af.mil or faxed to Commercial 334-953-5944. An info copy of each report should be faxed/e-mailed to the CAP-USAF LR/CC, CAP-USAF/DO, HQ CAP/DO, and 1st AF CAP-USAF/LNO. CAP-USAF civilian personnel are not authorized overtime work hours or blanket travel without permission from CAP-USAF/CC.

2.2.2.2.7. (Added) National Security and Emergency Preparedness Directorate (NSEP) Emergency Preparedness Liaison Officers (EPLO) can approve “Immediate Response” Mission requests for CAP assistance from federal, state or local officials when all attempts to contact First Air Force (1AF) have failed. For this reason, CAP-USAF LR staff, and CAP-USAF reservists are responsible for contacting EPLOs in their regions to establish working relationships with meetings, briefings, or CAP exercises. In this way, EPLOs develop awareness of whom to contact and appropriate mission request routing procedures.

2.2.2.6. Orientation flights in Air Force aircraft are not to be confused with orientation flights in CAP aircraft. AFI 11-401, *Aviation Management*, rules for orientation flights do not apply to orientation flights in CAP aircraft, whether flown in AFAM or corporate status.

2.2.2.10.1. (Added) CAP-USAF LRs are responsible for the coordination/approval of CAP training mission requests to include reviewing mission scenarios, operations plans, and training syllabi for achievable objectives, thoroughness of planning, safety considerations, and appropriate use of Federal funds. The “Flight Mission Authorization and Coverage Summary” has been approved by CAP-USAF/CC and can be found on CAP e-Services. This document depicts approval authorities and mission symbols that have been authorized for CAP to use.

2.2.2.10.2. (Added) CAP may use SAR/DR training to fund checkrides for pilots who are eligible to fly AFAMs. Reimbursement is not authorized for a CAP member’s initial CAP Form 5, *CAP Pilot Flight Evaluation-Airplane*, checkride. However, some wings may choose to use corporate funds to reimburse.

2.2.2.10.3. (Added) CAP wings may use SAR/DR training funds to conduct initial mission training for upgrading aircrews.

2.5.2.4. (Added) State funding to reimburse CAP must be in place prior to CAP executing a state or local AFAM.

2.5.2.5. (Added) All CAP missions for Federal Agencies or the Department of Defense (DoD) must be approved as AFAMs or they will not be conducted. Corporate mission status will not be used if AFAM is denied for these missions.

2.5.4. Non-CAP Passenger Approval. For CAP-USAF approved missions, the CAP-USAF/CC is the non-CAP passenger approval authority. The following are pre-approved non-CAP passengers: ROTC/JROTC cadets participating in orientation flights, International Air Cadet Exchange (IACE) cadets and escorts participating in orientation flights, CAP-USAF personnel conducting official business, FAA Inspectors, and FAA designated pilot examiners during flight evaluations. The LR will review the CAP wing’s request in Web Mission Information and Reporting System (WMIRS) prior to final submission to HQ CAP-USAF/DO. The LR will weigh the risk of assuming federal liability against the benefits gained in making a determination to submit the request. HQ CAP-USAF requires a minimum of five working days prior to the flight to staff the request. The following information is required to be submitted at the time of request:

2.5.4.1. (Added) Name, rank, and associated agency of the passenger;

2.5.4.2. (Added) Mission symbol and flight profile;

2.5.4.3. (Added) Name of requesting agency;

2.5.4.4. (Added) Justification/purpose for the non-CAP passenger on the mission;

2.5.4.5. (Added) WMIRS mission number;

2.5.4.6. (Added) Number of sorties requested.

2.5.6. (Added) CAP-USAF LRs are responsible for monitoring CAP execution of AFAMs (training and actual) to verify missions are conducted IAW guidance. This may be exercised through any combination of reviews, on-site monitoring, random visits, spot checks and/or post-event analysis.

2.5.7. (Added) LRs will review a minimum of 10% of CAP wing's AFAM electronic CAP Form 108, *Reimbursement for Individual CAP Member Expenses*, reimbursement requests. Any concerns/issues that cannot be resolved between the LR and CAP wing should be forwarded to HQ CAP-USAF/IG for appropriate action.

Table 2.1.Note 10.A. (Added) The CAP-USAF/CC delegates mission approval authority to the LR/CC for CAP-USAF except for missions listed in note 10.B. below. LRs review and approve WMIRS missions that originate in their region. LRs will coordinate on AFAMs that require higher approval, excluding AFRCC missions. Photographs or other media generated during an Air Force assigned training mission requires CAP-USAF/CC approval prior to release to a non-CAP organization.

Table 2.1. Note 10.B. (Added) Aircraft and vehicle movement to support CAP Compliance Inspections will be approved by the CAP-USAF/CC. These missions must be loaded into WMIRS at least one week prior to mission start date and closed out within 24 hours of mission completion.

Table 2.1. Note 10.C. (Added) Movement of aircraft for CAP-USAF access is approved at the LR level and funded by CAP-USAF.

Table 2.1. Note 10.D. (Added) Movement of aircraft due to severe weather or other emergencies is approved by the LR. LRs should coordinate with the 1AF CAP-USAF Liaison Officer (CAPLNO) for CONUS missions or with the appropriate C2 agency for Alaska and Hawaii missions.

3.1.3.1. (Added) CAP-USAF LRs are responsible for the advice and oversight of the CAP logistics program. The LR will:

3.1.3.1.1. (Added) Assist the CAP wings in managing vehicle and aircraft fleet programs.

3.1.3.1.2. (Added) Conduct periodic inspections of CAP aircraft, vehicles, communications, and other equipment.

3.1.3.1.3. (Added) Conduct annual logistic audits of 100% of Wings and 10% of subordinate units (2 minimum). This is the USAF's primary method to ensure accountability of appropriated

CAP assets. This is normally accomplished by the LR/LG. Individual Reservists (IR) may conduct squadron-level logistic audits in conjunction with unit visits. Logistic audit reports will be sent to HQ CAP-USAF/LG not later than 30 days after completion. Logistic audits may also be conducted in conjunction with Staff Assistance Visits (SAV), which will count toward validating the audit requirements of supply and communications inspection areas. LR/LGs may also conduct transportation inspections.

3.1.3.1.4. (Added) Provide guidance to CAP for Defense Logistics Agency (DLA) withdrawal/turn-in processes and contact HQ CAP-USAF/LG on issues that CAP cannot resolve. Additionally, they approve/disapprove CAP wing requests for electronic DLA disposition service withdrawals.

3.1.3.1.5. (Added) Coordinate and provide recommendations for all property receipt requests from CAP for donations maintained with appropriated funds.

3.1.3.1.6. (Added) Assist CAP in receiving any host installation support to include review of final documentation.

3.1.3.1.7. (Added) Coordinate and provide recommendations from reports of survey.

3.1.4.1. (Added) In order to adequately administer training and certification, LR/CC, LR/DO, and LR/ADO will complete the following training within one year of arrival on station:

3.1.4.1.1. (Added) AFRCC Basic Inland SAR Course.

3.1.4.1.2. (Added) National Incident Management System (NIMS) Training, which includes Incident Command System (ICS) ICS-100, ICS-200, ICS-300, IS-700 and IS-800. ICS courses are available at <https://training.fema.gov/nims/>; however ICS-300 must be completed in residence.

3.1.4.1.3. (Added) CAP-Specific Training Courses available on e-Services.

3.1.4.1.3.1. (Added) Emergency Services Questionnaire (CAPT 116), which provides an introduction to CAP Emergency Services rules.

3.1.4.1.3.2. (Added) CAP National Check Pilot Standardization Course.

3.1.4.1.3.3. (Added) Cadet Protection Basic Course.

3.1.4.1.4. (Added) Defense Support of Civil Authorities (DSCA) Phase I and Phase II.

3.1.4.1.5. (Added) LR operations personnel unable to complete the courses listed above in the timeframe specified must receive a written waiver from HQ CAP-USAF/DO to exceed the timeframe. Include a brief explanation of why and a timeline for completion at the earliest opportunity in the waiver request.

3.1.4.1.6. (Added) The following courses are encouraged but not required:

3.1.4.1.6.1. (Added) Counter-Drug (CD) orientation courses available through the CAP website. The CD course requires a CAPID logon with prior authorization from HQ CAP-USAF/DO.

3.1.4.1.6.2. (Added) Federal Emergency Management Agency (FEMA) Exercise Training. IS-120, IS-130 and IS-139 are available online at <http://training.fema.gov/IS/crslst.asp>. The exercise training courses assist in the planning development of hazards within exercises.

3.1.4.2 (Added) Review of CAP checkride trend analysis data available in Web Mission Information Reporting System (WMIRS). The HQ CAP-USAF Chief of Standardization and Evaluation (DOV) will review the information and ensure the LRs are aware of trends that may impact AFAM execution.

3.1.4.3. (Added) CAP-USAF LRs are responsible for conducting an operational evaluation (OPS EVAL) of each CAP wing biennially. OPS EVALs are designed to exercise and evaluate CAP's ability to operate under the NIMS. OPS EVALs that are developed by the LR will focus on CAP's core missions (SAR, DR, HLS, and CD, if applicable) and CAP's advanced technologies. At LR/CC discretion (evaluated by on-site CAP-USAF personnel), actual operational missions may be used to satisfy part or all of an exercise for the evaluation if the actual mission occurs within three months of the evaluation. Cadets and Senior members not cleared for CD operations are not permitted to be present during CD evaluations. For this reason, a LR may choose to treat the CD evaluation as a separate biennial event. CD evaluations may be conducted during exercise or real-world scenarios, the success of which will reset the CD evaluation timeline.

3.1.4.4. (Added) CAP-USAF LRs are responsible for flying annually with their respective CAP wing's Standardization/Evaluation Officer. These flights are not considered CAP checkrides, but provide the LR an opportunity to assess the CAP wing's flying culture and DOV program. HQ CAP-USAF evaluators may augment LRs in order ensure compliance.

3.1.6. (Added) Awards. The CAP-USAF LRs submit award winners for the previous year to CAP-USAF/DO no later than 15 March.

3.1.6.1. (Added) SAR and DR Awards. Each calendar year, CAP recognizes a Wing in each region that exhibited superior service in SAR and DR operations. One award is given to the CAP Wing with the best sustained SAR performance/capability and one to the CAP Wing with the best DR performance/capability. The region award winners then compete for a national award. Award winners are selected based on the following:

3.1.6.1.1. (Added) Biennial evaluation results.

3.1.6.1.2. (Added) Quality and quantity of Emergency Services (ES) training during the year.

3.1.6.1.3. (Added) Wing performance during actual ES missions.

3.1.6.1.4. (Added) Cooperation between the CAP wing and state and local ES agencies.

3.1.6.2. (Added) HLS/CD Awards. (**NOTE:** This is one award only.) Each calendar year, the CAP NHQ recognizes a Wing in each region that exhibited superior service in HLS or CD opera-

tions. The region award winners then compete for a national award. Award winners are selected based on the following:

3.1.6.2.1. (Added) Biennial evaluation results.

3.1.6.2.2. (Added) Quality of CD training or HLS training during the year.

3.1.6.2.3. (Added) Wing performance during actual CD or HLS missions.

3.1.6.2.4. (Added) Cooperation between the wing and federal, state, and local CD or HLS agencies.

3.1.6.2.5. (Added) Overall effectiveness of the wing's CD or HLS program.

3.1.6.2.6. (Added) Overall dollar impact of drugs taken off the street (CD program only).

3.1.6.2.7. (Added) Thoroughness of mission paperwork/documentation.

3.1.6.2.8. (Added) Customer feedback.

3.1.6.3. (Added) AFNORTH Commander's Award. Each calendar year the AFNORTH commander presents the AFNORTH Commander's Award for the Most Meritorious Civil Air Patrol Mission. The award is given for the most meritorious flight of the year while executing an Air Force Assigned Mission by a Civil Air Patrol aircrew; for gallantry and intrepidity; for unusual initiative and resourcefulness; and for achievement of outstanding results with unusual presence of mind under stressful conditions. HQ CAP-USAF screens the nominees with a board of three officers (CC, CV, and DO) and recommends the top three nominees to AFNORTH by 1 June. Award is presented at the CAP National Conference by the AFNORTH Commander or his/her representative. The Award typically goes to the entire CAP Crew (pilot, scanner, observer, etc). Nomination Packages include:

3.1.6.3.1. (Added) Narrative of the event, including AF Mission Number. Limited to two pages, 12-pitch, Times New Roman, one-inch margins.

3.1.6.3.2. (Added) Draft Citation (landscape, 12 lines maximum).

3.2.2. Officers in the grades of Captain through Lieutenant Colonels or enlisted in the grades of Staff Sergeant through Chief Master Sergeant who are fully qualified may apply as a Category E reservist. Colonels are eligible for selection on a case-by-case basis and when specifically approved by CAP-USAF/CC. An USAF Reserve officer that has been passed over for promotion twice is NOT eligible for assignment to CAP-USAF's Civil Air Patrol Reserve Assistance Program (CAPRAP). Members from other services are not eligible for assignment to CAPRAP.

3.2.2.1. Reserve members assigned or serving as an additional duty will not occupy any CAP organization position or exercise command over CAP units or personnel.

3.2.2.2. Each reservist must earn a minimum of 25 points per his/her R/R year that must be in direct support of CAP activities or as determined by the LR/CC.

3.2.2.5. (Added) CAP-USAF LRs are responsible for establishing and maintaining contact with Region and State EPLOs, liaising with state emergency management agencies, state-wide Department of Defense (DoD), Guard, and Reserve installations, and other federal, state and local entities, as necessary. EPLOs may be used as evaluation team members during exercises, SAR/EVALs, or any LR directed training events.

3.2.2.6. (Added) CAP-USAF LRs are responsible for recommending approval of new CAPRAP candidates and forwarding packages to the responsible HQ Individual Reservist Readiness and Integration Organization (RIO) Detachment via HQ CAP-USAF Reserve Affairs Section(IMR). LRs are responsible for training and limited administration for IRs to include, but not limited to: maintaining management records, writing EPRs/OPRs/PRFs, fitness testing, and drug testing during the period(s) the Reservist is performing duties for them.

3.2.2.7. (Added) The CAP-USAF LR will coordinate proper utilization of USAF reservists to support CAP.

3.2.2.8. (Added) The LR will manage the selection of qualified individuals for assignment to CAPRAP and forward qualified candidates to LR/CC for final approval recommendation.

3.2.2.9. (Added) The LR will develop man-day utilization requirements and TDY budgets for their LR to ensure USAF coverage at key CAP activities and emergency service missions.

3.4.4. (Added) CAP-USAF will assist CAP in developing and maintaining aircraft fleet requirement standards to substantiate acquisition, assignment, use, and disposal of aircraft to support AFAMs in accordance with the Statement of Work (SOW).

3.6.1. (Added) The use of member-owned or furnished aircraft and gliders requires LR/CC approval prior to use and will only be approved if the aircraft or glider provides a capability that existing CAP corporate assets do not possess. AFAM status will not be granted to member-owned or furnished aircraft that are performing proficiency training flights. Member-owned or furnished aircraft and gliders must have been inspected by CAP-USAF during the preceding 12 months.

3.6.2. (Added) Hold Harmless Agreement (HHA) and Aircraft Airworthiness Certificate. LRs will maintain all current HHAs signed by the aircraft owner(s); copies of the aircraft airworthiness certificate, aircraft registration, the most recent FAA annual condition inspection and proof of aircraft insurance must be provided for use on AFAMs. All documents must remain valid for the proposed AFAM use period. Provide copies of these documents to the CAP NOC and/or 1 AF, on request. [NOTE: The HHA **does not** waive Federal Tort Claims Act (FTCA) coverage or Federal Employees' Compensation Act (FECA) benefits for the CAP member, only property damage to the member-owned or furnished aircraft is waived. FECA and FTCA still apply when CAP members are executing AFAMs with member-owned aircraft.]

3.15. Orientation flights in Air Force aircraft are not to be confused with orientation flights in CAP aircraft. AFI 11-401 rules for orientation flights do not apply to orientation flights in CAP aircraft, whether flown in AFAM or corporate status. See AFI 10-2701 paragraph 2.2.2.6.



3.16.1. (Added) All CAP airlift will be approved and coordinated by the LR ADO and LR/CC. HQ CAP-USAF Airlift Validators (HQ CAP-USAF/DOO) are responsible for validating and submitting to USTRANSCOM for all approved Air University and CAP opportune and orientation airlift support. Missions cannot be generated solely to fly airlift request, but must be in conjunction with an already scheduled training mission.

3.16.2. (Added) All airlift requests will be routed through ADO, LR/CC, to HQ CAP-USAF/DOO. The ADO and LR/CC will ensure all airlift/passengers are eligible before submitting to HQ CAP-USAF/DOO.

3.16.2.1. (Added) Orientation airlift requests will be entered into WMIRS and or using CAP Form 72, *Military Airlift Request Worksheet*, at least 14 days prior to date of travel.

3.16.2.2. (Added) Opportune airlift and/or regional/national events will submit a DD Form 2768, *Military Air Passenger and/or Cargo Request*, at least 14 days prior to travel date.

MICHAEL TYYNISMAA, Col, USAF  
Commander, CAP-USAF

**Attachment 1*****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION******References***

AFI 10-2701, *Organization and Function of the Civil Air Patrol*, 31 July 2014

AFI 10-206, *Operational Reporting*, 11 June 2014

AFI 11-401, *Aviation Management*, 10 December 2010

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

DD Form 2768, *Military Air Passenger / Cargo Request*

CAP Form 5, *CAP Pilot Flight Evaluation-Airplane*.

CAP Form 72, *CAP Military Airlift (MILAIR) Request Form*.

CAP Form 108, *Reimbursement for Individual CAP Member Expenses*

CAP Form 122, *Search and Rescue (SAR) Mission Report*.

***Abbreviations and Acronyms***

**ADIZ**—Air Defense Identification Zone

**ADO---**Assistant Director of Operations

**AF**—United States Air Force

**AFI**—Air Force Instruction

**AFNORTH**—Air Forces Northern Command

**ANG**—Air National Guard

**EPLO**—Emergency Preparedness Liaison Officer

**AFRCC**—Air Force Rescue Coordination Center

**AFAM**—Air Force-Assigned Mission

**C4**—CAP Crisis Coordination Center

**CAOC**—Combined Air Operations Center

**CAP**—Civil Air Patrol

**CAPRAP** - Civil Air Patrol Reserve Assistance Program

**CAP-USAF**—Civil Air Patrol - United States Air Force

**CA**—Cooperative Agreement

**CBP**—US Customs and Border Protection

**CD**—Counterdrug

**CI**—Compliance Inspections

**CONUS**—Continental United States  
**COSIN**—Control Staff Instructions  
**DCO**—Defense Coordinating Officer  
**DEA**—Drug Enforcement Administration  
**DoD**—Department of Defense  
**DRMO**—Defense Reutilization and Marketing Service  
**DSCA**—Defense Support to Civil Authorities  
**DR**—Disaster Relief  
**EADS**—Eastern Air Defense Sector  
**EOC**—Emergency Operations Center  
**EMA**—Emergency Management Agency  
**EOP**—Emergency Operations Plan  
**EPLO**—Emergency Preparedness Liaison Officer  
**ES**—Emergency Services  
**EVAL**—Evaluation  
**FAR**—Federal Aviation Administration Regulation  
**FCO**—Federal Coordinating Officer  
**FEMA**—Federal Emergency Management Agency  
**FECA**—Federal Employees Compensation Act  
**FRO**—Flight Release Officers  
**FTCA**—Federal Tort Claims Act  
**HQ**—Headquarters  
**HHA**—Hold Harmless Agreements  
**HLS**—Homeland Security  
**IAW**—In Accordance With  
**IC**—Incident Commander  
**ICE**—Immigration and Customs Enforcement  
**IG**—Inspector General  
**IMPAC**—International Merchant Purchase Authorization Card  
**JFO**—Joint Field Office  
**LEA**—Law Enforcement Agency  
**LR**—Liaison Region  
**LLRS**—Low-Level Route Survey

**MOA**—Memorandum of Agreement  
**MOU**—Memorandum of Understanding  
**MSA**—Military Support Agreement  
**NHQ**—National Headquarters  
**NIMS**—National Incident Management System  
**NOC**—National Operations Center  
**NORTHCOM**—United States Northern Command  
**NSEP**—National Security and Emergency Preparedness Directorate  
**NORAD**—North American Aerospace Defense Command  
**PCA**—*Posse Comitatus* Act  
**PIC**—Pilot In Command  
**POC**—Point of Contact  
**PPA**—Principal Planning Agent  
**RCC**—Rescue Coordination Centers  
**RPA**—Regional Planning Agent  
**SDIS**—Satellite Digital Imaging System  
**SAR**—Search and Rescue  
**SAV**—Staff Assistance Visit  
**SDIS**—Satellite-transmitted Digital Imaging System  
**SRU**—Search and Rescue Unit  
**SITREP**—Situation Report  
**SOW**—Statement of Work  
**TA**—Travel Authorization  
**USCG**—United States Coast Guard  
**USFS**—US Forestry Service  
**VIDS**—Visual Identification Support  
**WADS**—Western Air Defense Sector  
**WLE**—Wing Level Exercise  
**WMIRS**—Web Mission Information and Reporting System

***Terms***

**Air Force Emergency Preparedness Liaison Officer (AF EPLO)**—An Air Force Reserve officer, usually a Colonel, assigned to the NSEP. Each AF EPLO covers a state, FEMA region, or other assigned location to coordinate Air Force DR and national security emergency activities.

The AF EPLO is a liaison from NSEP to facilitate the Air Force response to natural or manmade disasters or national special security events. He/she may work for the DCO who reports to the FCO during DSCA operations.

**National Security and Emergency Preparedness Directorate (NSEP)**—(formally AFNSEP) Organizes, trains, equips and recruits AF EPLOs to facilitate Air Force responses to requests from civil authorities. NSEP conducts operations in CONUS, US Virgin Islands, Puerto Rico, Alaska, Hawaii, Guam and Northern Mariana Islands and directly supports three Geographic Combatant Commanders (USNORTHCOM, USPACOM, and USSOUTHCOM) for DSCA.

**Air Force Rescue Coordination Center (AFRCC)**—The single federal agency assigned overall responsibility for coordinating all federal SAR activities within the CONUS. For overseas SAR operations including Alaska, Hawaii and Puerto Rico, the specific RCC in those areas is responsible for coordinating federal SAR activities.

**Air Force Assigned Mission (AFAM)**—Any mission activity approved by the Air Force and assigned to CAP by appropriate authority. When performing an AFAM, CAP is deemed to be an instrumentality of the United States. As an instrumentality, CAP and CAP members receive the benefits and protections similar to a U.S. government agency, such as FTCA coverage and FECA benefits for its members. FECA benefits are provided only for members age 18 and over.

**CAP Operations Evaluations**—Sometimes called SAR/DR/HLS/CD EVALs. Required biennial evaluations directed by the CAP-USAF/CC and administered by the LRs to evaluate CAP SAR/DR/HLS/CD capabilities. These missions should be conducted as AFAMs.

**CAP Training Missions as AFAM**—SAR/DR/HLS/CD training and proficiency missions that are AFAMs, but may not be funded by the Air Force due to the nature of the mission and/or the availability of funds.

**Counterdrug (CD) Mission**—Any mission activity conducted in support of the nation's war on drugs. CD missions normally focus on airborne reconnaissance, airlift, and communications support.

**Defense Support to Civil Agencies (DSCA)**—Those activities and measures taken by the Department of Defense (DoD) components to foster mutual assistance and support between the DoD and civil government agencies in planning or preparedness for, or in the application of resources for response to, the consequences of civil emergencies or attacks, including national security emergencies. Missions include, but are not limited to, aerial damage assessment (visual, photographic, or video) and light-load airlift of parts, personnel or packages. DSCA activities are usually performed on a cost reimbursement basis. The Air Force PPA for DSCA is AF/A3SHC and the RPA is 1AF (AFNORTH).

**Disaster Relief (DR)**—ES mission conducted to alleviate adverse conditions caused by a natural or manmade disaster (e.g., hurricane, tornado, snowstorm, flood, earthquake, nuclear attack, etc.).

**Eastern Air Defense Sector (EADS)**—One of two air defense sectors responsible for the security and integrity of U.S. air space. EADS is specifically responsible for all air space east of the Mississippi River. EADS is staffed by members of the Air National Guard and the Canadian Forces Air Command. Operationally, EADS reports to the NORAD headquarters at Peterson AFB, Colorado.

**Emergency Services (ES)**—Services performed in support of efforts to aid persons in distress and minimize property damage. These services include, but are not limited to: mission coordination; airborne search; ground SAR; transportation of supplies, people, or parts; damage assessment flights; assistance to other disaster relief agencies and activities to reduce the effects of enemy attack.

**Federal Emergency Management Agency (FEMA)**—The federal agency charged with coordinating all federal civil emergency management activities nationally, both in peacetime and wartime. FEMA works with and provides training for the state offices of emergency management.

**Homeland Security (HLS)**—Any mission activity conducted in support of the nation's homeland security and air defense training. HLS missions may include, but are not limited to, support of NORTHCOM, NORAD, the Air Defense Sectors, and DoD Installation Commanders. HLS missions normally focus on airborne reconnaissance, target profiles for simulated ADIZ penetrations, hijackings, terrorist threats, radar evaluations, airlift, and communications support.

**Immediate Response**—Imminently serious conditions resulting from any civil emergency or attack may require immediate action by military commanders, or by responsible officials of other DoD Agencies, to save lives, prevent human suffering, or mitigate great property damage. When such conditions exist and time does not permit prior approval from higher headquarters, local military commanders and responsible officials of other DoD Components are authorized to take necessary action to respond to requests of civil authorities.

**Low-Level Route Survey (LLRS)**—CAP missions accomplished in support of USAF or ANG installation commanders for the purpose of periodically reviewing and recertifying military training routes.

**National Security Emergency**—Any occurrence, including natural disaster, military attack, technological emergency, or other emergency, that seriously degrades or seriously threatens the national security of the United States.

**Non-Reimbursable AFAM**—AFAMs with no Air Force financial reimbursement. CAP may be reimbursed by another federal, state, or local agency. CAP normally codes these AFAMs as "B" series missions (e.g., B-17, or B-18).

**Posse Comitatus Act (PCA)**—A statutory limitation placed on federal military involvement in civil law enforcement. Air Force and other DoD personnel are generally not permitted to enforce civil laws.

**Reimbursable Mission**—A mission approved by the Air Force, covering a specific activity and time period, for which the CAP wing performing the mission is reimbursed in accordance with the CAPR 173-1 or as agreed to in other official documents. All such missions have an Air Force mission number assigned to authorize the specific activity. CAP normally codes these AFAMs as "A" series missions (e.g., A-5, or A-7).

**Satellite Digital Imaging System (SDIS)**—A photographic system which allows the operator to transmit digital photos from an aircraft in flight to a ground station. The SDIS consists of a digital camera, laptop computer, and a satellite telephone.

**Search and Rescue (SAR)**—Any ES mission which results in an effort to locate or recover a specific person(s) or vehicle(s) in distress.

**SAV**—Informal inspection conducted by the LR to prepare a CAP Wing for their Compliance Inspection, utilizing the *CAP Compliance Inspection Checklist*.

**Visual Identification Support (VIDS)**—CAP missions conducted in support of tactical air forces for the purpose of intercepting low and slow targets.

**Western Air Defense Sector (WADS)**—One of two air defense sectors responsible for the security and integrity of U.S. air space. WADS is specifically responsible for all air space west of the Mississippi River. WADS is staffed by members of the Washington Air National Guard and the Canadian Forces Air Command. Operationally, WADS reports to the NORAD.

**Wing Level Exercise (WLE)**—Exercise conducted by CAP in conjunction with CAP-USAF in the off-year of their Operations Evaluation. WLEs are characterized by limited CAP-USAF participation for the purpose of instruction and feedback

**Web Mission Information and Reporting System (WMIRS)**—An unclassified, Web-based information and reporting system that helps track CAP sorties, provides reports, tracks availability of operational resources, and is used as a source document for up-channel reporting. AFAM approvals are also conducted through WMIRS and CAPF 108 reimbursement packages are generated from data contained in this database. WMIRS accounts are authorized for CAP-USAF personnel and any other person/agency which has a need to access and view this database. For WMIRS account access, contact CAP-USAF/DO.