



CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

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

1-1d. Added. This publication establishes Florida Wing (FLWG) standards and procedures related to the control and management of FLWG CAP Emergency Services training and operational missions. This supplement applies to all FLWG CAP units and members, and to members of other CAP wings operating within FLWG. All CAP personnel involved in CAP Emergency Services or operational activities within FLWG must be familiar with this supplement. Refer recommended changes or questions about this publication to the Office of Primary Responsibility (OPR), the FLWG Director of Operations A3 (FLWG/A3).

1-5b(5) Incident Commanders (IC) will ensure that an IC kit is available at the Incident Command Post (ICP). The FLWG IC kits will contain the following minimum items in either electronic or hardcopy format:

1-5b(5)(a) Added. CAPR 60-3 and CAPR 70-1;

1-5b(5)(b) Added. FLWG Supplements to CAPR 60-3 and CAPR 70-1;

1-5b(5)(c) Added. All ICS forms and CAP mission related forms such as CAPF 104, CAPF 104A, CAPF 104B, CAPF 106, CAPF 109, CAPF 110, and CAPF 122.

1-5b(5)(d) Added. Sectional Charts for Miami, Jacksonville, and New Orleans (need not be current);

1-5b(5)(e) Added. Florida Road Maps;

1-5b(5)(f) Added. Florida Atlas & Gazetteer or equivalent;

1-5b(5)(g) Added. List of FLWG Group and Wing Alerting Officers;

1-5b(5)(h) Added. List of FLWG strategic resources and their location.

1-5c. Each unit and group headquarters must comply with the requirements prescribed in subparagraphs 1-5c(1) through 1-5c(6).

1-5c(6) Each unit will submit their updated unit alert roster and resource list to their group headquarters by the 1st of the month of the beginning of each quarter (1 October, 1 January,

1 April, and 1 July). Each group will submit their updated group alert roster and resource list to the FLWG/A3 or his/her designee by the by the 15th of the month of the beginning of each quarter (15 October, 15 January, 15 April, and 15 July). These will be submitted using a FLWGF 16, *Alert Roster and Resource Report*.

1-5d(4) Added. Members traveling to other wings to participate in Emergency Services or operational activities to include training, conferences, and meetings must receive approval from the Florida Wing Commander (FLWG/CC) or his/her designee. This requirement does not apply to National Cadet Special Activities (NCSAs) such as NESAs, Hawk Mountain, etc., which are submitted and approved through eServices.

1-5d(4)(a) Added. Requests for out-of-wing travel approval must be submitted through the chain of command to the FLWG/CC, with copy to the FLWG Vice Commander (FLWG/CV). The FLWG/CC must receive this request at least 14 days in advance. The Group Commander (GP/CC) may establish a more restrictive deadline in order to meet the 14-day requirement. Members assigned to FL-001 will submit their requests through the Chief of Staff to the FLWG/CC, with copy to the FLWG/CV. Members assigned to other units with an additional duty (ADY) assignment to FL-001 will submit their requests through their chain of command unless related to their FL-001 assignment. A detailed travel plan and ORM analysis may be required with the request depending on the destination, mode of travel, passengers, etc.

1-5d(4)(b) Added. If a member is required to travel outside of Florida during an actual mission (SAR, DR, HLS, etc.), the assigned IC is delegated approval authority. The IC must then notify the FLWG/A3, FLWG/CV, and FLWG/CC as soon as practicable, but no later than 24 hours after he/she approves the out-of-wing travel. Requests for assistance by other wings can be coordinated through the FLWG Duty Officer, FLWG Wing Alerting Officer (WAO), FLWG/A3, FLWG/CV, or FLWG/CC.

1-14a. Added. In order to properly manage the mission, the IC must be accessible and able to truly supervise and manage mission activities, free of distractions other than the incident itself. The active IC for a mission cannot participate on air or ground mission sorties while also serving as the primary or duty IC for that operational period other than on transportation or relocation sorties to get to and from the Incident Command Post (ICP) or other appropriate operating location.

1-15. At a minimum, the IC will ensure an ICS 201 or full Incident Action Plan (IAP) and other required mission documentation and logs are uploaded in WMIRS for each operational period on supervised missions in accordance with Paragraph 1-21. ICs can and should exercise judgement on which ICS forms (ICS 202, 203, 204, etc.) are needed for a particular IAP based on the scope and magnitude of the mission. ICs are encouraged to use the ICS 211 on large missions that span multiple operational periods and missions that would normally require a full IAP.

1-17b(3) Designated UDF and CERT team leaders must be at least 18 years old and be fully qualified in their respective specialties. Each ground team, UDF team, or CERT must have at least

one senior member who, at a minimum, must be in a GTM3, UDF, or CERT supervised trainee status (depending on the type of team), as allowed on their CAPF 101 card in accordance with Paragraph 2-2 and corresponding subparagraphs.

1-24f(1) Added. Members will upload a copy of their current (not expired) First Aid card or certificate in Ops Quals when required for qualification in a particular specialty (e.g. GTM3, FLM, etc.). Initial qualifications, renewals, or re-qualifications of these specialties will not be approved without this supporting documentation.

2-2a(1) In addition to holding the specialty qualification for at least one year, the member must have been active in that specialty during that year by participating in actual or training missions, or conducting formal training sessions as an instructor or trainer before a skills evaluator appointment is approved in that specialty.

2-2a(2)(a) Added. FLWG mission check pilots will meet the following requirements prior to appointment:

2-2a(2)(a)1 Added. Be a qualified SAR/DR mission pilot.

2-2a(2)(a)2 Added. Have participated in 25 mission sorties (actual or training) as a SAR/DR mission pilot.

2-2a(2)(a)3 Added. Satisfactorily complete a CAPF 91 mission check pilot evaluation given by a CAP mission check pilot examiner within the preceding 24 calendar months IAW CAPR 60-3.

2-2a(2)(a)4 Added. Satisfactorily complete the online National Check Pilot Standardization Course prior to initial appointment and every four (4) years thereafter.

2-2a(2)(a)5 Added. Be appointed in OPS Quals and designated in writing as a Mission Check Pilot by the FLWG/CC or his/her designee.

2-2a(2)(a)6 Added. Be G1000 qualified to administer a CAPF 91 to a member who is flying a G1000 equipped aircraft for that flight evaluation.

2-2a(2)(a)7 Added. Satisfactorily complete the annual FLWG Check Pilot Course prior initial appointment and every two (2) years thereafter. The FLWG/CC may waive the biannual requirement in exceptional circumstances.

2-2a(2)(b) Added. FLWG mission check pilot examiners must meet the requirements in Paragraph 2-2a(2)(a) and corresponding subparagraphs, and be appointed in OPS Quals and designated in writing as a Mission Check Pilot Examiner by the FLWG/CC or his/her designee.

2-2g. Members will upload copies of all NIMS training certificates (e.g. IS-100, 200, 700, 800, etc.) in Ops Quals when required for qualification in a particular specialty. Initial qualifications,

renewals, or re-qualifications on any specialty requiring NIMS training will not be approved without this supporting documentation.

2-3c(1) Added. The two missions, operational periods, or sorties required for qualification in a specialty are just minimum requirements. More than two missions, operational periods, or sorties may be required to complete a qualification at the discretion of the skills evaluator or commander. Members must be able to demonstrate an appropriate level of proficiency in that specialty before receiving credit for the second mission, operational period, or sortie required for qualification, as determined by the skills evaluator or commander.

2-5a(4) Added. Individuals whose qualifications expired more than a year ago may be required to complete two or more missions, operational periods, or sorties for that specialty at the discretion of the skills evaluator or commander, based on their previous experience and current performance. Members must be able to demonstrate an appropriate level of proficiency in that specialty before receiving credit for the mission, operational period, or sortie required for re-qualification.

2-6d. Added. Personnel requesting transfer of skills evaluator appointments may be required to provide documentation of their experience and/or to demonstrate proficiency in those specialties through participation in actual or training missions under the supervision of a FLWG skills evaluator. Members transferring to FLWG will not exercise skills evaluator privileges until approved by the FLWG/CC or his/her designee.

3-5c(4) Added. All training and exercise mission requests must be submitted to the FLWG/A3 or his/her designee using a FLWGF 47e. Requests must be submitted by the GP/CC or his/her designee for group level missions or by the appropriate FLWG staff officer for wing level missions. The FLWG/A3 may establish additional procedures in accordance with CAPR 60-3 and this supplement, and CAP-USAF guidance in order to facilitate this process.

LUIS GARCIA, Colonel, CAP
Commander

ATTACHMENT 1 - COMPLIANCE ELEMENTS

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
A3 (DO)	1	Have all groups submitted their quarterly alert roster and resources list using a FLWGF 16? Were these quarterly reports submitted by 15 October, 15 January, 15 April, and 15 July?	Review FLWGF 16 submitted to the FLWG.	A group did not submit their quarterly alert roster and resource list using a FLWGF 16 by 15 October, 15 January, 15 April, and 15 July IAW FLWG Supplement 1 to CAPR 60-3, Para. 1-5c(6).	Attach appropriate copies of the FLWGF 16 or documentation showing corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3 (DO)	2	Have ICs actively participated in air or ground mission sorties other than on transportation or relocation sorties while assigned as primary or duty IC for a given mission operational period?	Review WMIRS.	An IC actively participated in an air or ground mission sortie other than for transportation or relocation purposes while also being assigned as primary or duty IC for that mission operational period as prohibited by IAW FLWG Supplement 1 to CAPR 60-3, Para. 1-14a.	Attach documentation showing corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3 (DO)	3	Have an ICS 201 or IAP and other required mission documentation and logs been uploaded in WMIRS for each operational period on supervised missions?	Review WMIRS.	An ICS 201 or full IAP and/or other required mission documentation was not uploaded in WMIRS for a given supervised mission operational period IAW FLWG Supplement 1 to CAPR 60-3, Para. 1-15.	Attach documentation showing that an ICS 201 or full IAP, and/or other required documentation was uploaded in WMIRS, showing or other corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3 (DO)	4	Have all designated UDF and CERT team leaders been at least 18 years old and fully qualified in their respective specialties?	Review WMIRS and Ops Quals.	A member was designated as a UDF or CERT team leader who was not at least 18 years old or was not fully qualified in his/her respective specialties IAW FLWG Supplement 1 to CAPR 60-3, Para. 1-17b(3).	Attach documentation showing that the UDF or CERT team leader was at least 18 years old and qualified in his/her respective specialty, or showing corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3 (DO)	5	Has each ground team, UDF team, or CERT had at least one senior member who was, at a minimum, in a GTM3, UDF, or CERT supervised trainee status (depending on the type of team), as documented on their CAPF 101 card?	Review WMIRS and Ops Quals.	A ground team, UDF team, or CERT was released without a senior member who was, at a minimum, in a GTM3, UDF, or CERT supervised trainee status (depending on the type of team) IAW FLWG Supplement 1 to CAPR 60-3, Para. 1-17b(3).	Attach documentation showing that a senior member who was at least a GTM3, UDF, or CERT supervised trainee was assigned to the released team, or showing corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).

A3 (DO)	6	Have all members uploaded a copy of their current (not expired) First Aid card or certificate in Ops Quals before being approved for a qualification requiring First Aid training (e.g. GTM3, FLM, etc.)?	Review Ops Quals.	A member was approved for a qualification requiring First Aid training without having uploaded a copy of their current (not expired) First Aid card or certificate IAW FLWG Supplement 1 to CAPR 60-3, Para. 1-24f.	Attach documentation showing that a copy of the member's current (not expired) First Aid card or certificate was uploaded in Ops Quals, or showing other corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3 (DO)	7	Have members seeking appointment as skills evaluators in a specialty qualification been active in that specialty for at least a year by participating in actual or training missions, or conducting formal training sessions as an instructor or trainer before being appointed?	Review WMIRS, Ops Quals, and other supporting documentation submitted when requesting skills evaluator appointment.	A member was appointed a skills evaluator in a specialty qualification without being active in that specialty for at least a year IAW FLWG Supplement 1 to CAPR 60-3, Para. 2-2a(1).	Attach documentation showing that the member was active in the specialty qualification prior to being appointed as skills evaluators, or showing other corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3DOV	8	Have all mission check pilots completed the online NCPSC prior to initial appointment and every 4 years thereafter?	Review WMIRS, eServices Learning Management System, Ops Quals, and the PA appointing mission check pilots.	A mission check pilot was appointed as such without completing the online NCPSC prior to appointment, or continued to exercise mission check pilot privileges after failing to complete the online NCPSC every 4 years IAW FLWG Supplement 1 to CAPR 60-3, Para. 2-2a(2).	Attach documentation showing that the mission check pilot completed the NCPSC and/or other corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3DOV	9	Have all FLWG mission check pilots attended and completed the annual FLWG Check Pilot Course prior to appointment and every two years thereafter? If a mission check pilot did not complete the biannual requirement, did the FLWG/CC approve a waiver due to exceptional circumstances?	Review WMIRS, Ops Quals, and the PA appointing mission check pilots.	A mission check pilot was appointed as such without completing the FLWG Check Pilot Course, or continued to exercise mission check pilot privileges after failing to meet the biannual requirement without receiving a waiver from the FLWG/CC IAW FLWG Supplement 1 to CAPR 60-3, Para. 2-2a(2).	Attach documentation showing completion of the FLWG Check Pilot Course, or a waiver from the FLWG/CC, or other corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3DOV	10	Have all FLWG mission check pilots been designated in writing by the FLWG/CC or his/her designee prior to commencing their duties as such?	Review WMIRS, Ops Quals, and the PA appointing mission check pilots.	A member exercised mission check pilot privileges without being designated in writing by the FLWG/CC or his/her designee IAW FLWG Supplement 1 to CAPR 60-3, Para. 2-2a(2).	Attach PA appointing mission check pilots, or documentation showing corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).
A3 (DO)	11	Have all members uploaded copies of their NIMS training certificates (e.g. IS-100, 200, 700, 800, etc.) in Ops Quals before being approved for a qualification requiring such training?	Review Ops Quals.	A member was approved for a qualification requiring NIMS training without having uploaded a copy of his/her respective certificates IAW FLWG Supplement 1 to CAPR 60-3, Para. 2-2g.	Attach documentation showing that copies of the member's NIMS certificates were uploaded in Ops Quals, or showing other corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).

A3 (DO)	12	Have all personnel transferring to FLWG and requesting transfer of skills evaluator appointments been approved by the FLWG/CC or designee to exercise skills evaluator privileges in FLWG?	Review Ops Quals and authorization from FLWG/CC or designee.	A member transferred to FLWG and exercised skills evaluator privileges without approval from FLWG/CC or designee IAW FLWG Supplement 1 to CAPR 60-3, Para. 2-6d.	Attach documentation showing approval from FLWG/CC or designee, or showing corrective actions taken to the discrepancy in the Discrepancy Tracking System (DTS).
---------	----	--	--	--	--