NORTHEAST REGION SUPPLEMENT 1

CAPR 60-3

13 OCTOBER 2018

APPROVED/J. DESMARAIS/CAP/DO

OPERATIONS

CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

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

SUMMARY OF CHANGES:
Added Incident Commander Levels of Complexity definitions; identifies the training requirements and documentation for Incident Commander(IC) level 1 and level 2 qualification and establishes the Northeast Region Commander's Incident Commander Review Board.

Paragraph 1-14. ADDED.
The Incident Commander Specialty levels 3, 2, and 1 are of varying complexity and correspond to the type of incident that CAP is activated for.

a. A NER Incident Commander level 3 is expected to handle missions on a local level involving an Area of Responsibility (AOR) within a single Wing.

b. A NER Incident Commander level 2 is expected to handle operations on a multi-wing size mission.

c. A NER Incident Commander level 1 handles the most complex missions that may involve multi-region or National operations.

d. The complexity and type of mission will dictate the size of the staff activation, Incident Actions Plans written, formal briefings, and the amount of inter-agency coordination needed.

Paragraph 2-2. d. (1) ADDED

(a) Within NER, CAPFs 101 for level 1 and level 2 ICs must be approved at the region level or higher, by the commander or the commander's designee.

(b) The NER/CC will appoint a NER Incident Commander Review Board (ICRB) to review and recommend the approval/disapproval of applicants who have completed all the training requirements for Incident Commander levels 2 or 1. The Board will be chaired by the NER Deputy Chief of Staff for Operations.

(c) IC levels 2 and 1 trainees will be interviewed by the ICRB.

(d) The NER/CC or designee may in extenuating circumstances waive any the requirements of this supplement for qualified trainees based on the trainee's background and experience.

Paragraph 2-2. f. ADDED
Approval to train for the Incident Commander levels 2 or 1 specialty rating within NER must be obtained from the NER/CC or designee. To obtain approval the trainee must have a current IC 3 specialty rating in eServices OPS QUAL, completed all the SQTR required Familiarization and Preparatory training, and received written approval from the trainee's Wing Commander.

Paragraph 2-3. a. ADDED

Within NER, the following prerequisites must be met prior to initiating training for Incident Commander 2 or 1.

(1) An Incident Commander level 2 trainee shall have a minimum of two (2) years experience as an Incident Commander 3, During that time he/she must have acted as an Incident Commander 3 on no less than three (3) missions, either practice or actual, where each involved a minimum of four (4) air sorties and four (4) ground sorties during an eight (8) hour operational period.

(2) An Incident Commander level 1 trainee shall have a minimum of two (2) years experience as an Incident Commander 2, During that time he/she must have acted as an Incident Commander 2 on no less than three (3) multi-wing/region or multi-region missions, either practice or actual, where each involved a minimum of six (6) air sorties and six (6) ground sorties during an eight (8) hour operational period.

Paragraph 2-3. d. ADDED
The appropriate "NER Specialty Qualification Training Worksheet", found in attachment 2, will be utilized for Incident Commander 2 and 1 training and documentation in addition to the established Specialty Qualification Training Records (SQTR) in the e-services Operations Qualifications application.

Paragraph 2-4. d. ADDED

(1) A member seeking renewal of Incident Commander level 2 must submit documentation showing that he/she acted as an Incident Commander 2 for a minimum of one (1) mission, actual or practice. In addition, the member must complete the NER IC 1 and 2 update course.

(2) A member seeking renewal of Incident Commander level 1 must submit documentation showing that he/she acted as an Incident Commander 1 for a minimum of one (1) mission, actual or practice. In addition, the member must complete the NER IC 1 and 2 update course.

Paragraph 2-6. c. ADDED

(1) Members who transfer to the Northeast Region with either an Incident Commander level 2 or level 1 qualification will have to show acceptable proficiency to the NER /CC or designee prior to acting as an Incident Commander 2 or Incident Commander 1 for Northeast Region or subordinate wings.

Attachment 1

COMPLIANCE ELEMENTS

There are no compliance elements associated with this supplement.

Northeast Region
Specialty Qualification Training Worksheet
IC1 - Incident Commander Level 1

Name (Last, First, MI) **Type** **CAPID** **Date Issued**

Step Task Name	Completed	Evaluator ID	Mission #
Incident Commander Level 1 - Prerequisites			
GES - General Emergency Services			
IC2 – Qualified as an Incident Commander Level 2 for a minimum of 2 years			
IC2 – Act as an Incident Commander 2 for a minimum of 3 multi-wing/region, multi-asset missions			
Commander Approval for Prerequisites			
IC1 - Commander Approval for Prerequisites			
Incident Commander Level 1 - Familiarization and Preparatory Training			
FEMA IS 242 Effective Communications			
Read and understand JP 3-28 Defense Support to Civil Authorities			
Complete NER Incident Commander 1 Training Course			
Inland SAR Planning Course or FEMA approved Land SAR Management Course			
Commander Approval for Familiarization and Preparatory Training			
IC1 - Commander Approval for Familiarization and Preparatory Training			
Incident Commander Level 1 - Advanced Training			
NER-03 Demonstrate the ability to prepare a briefing for National Headquarters			
NER-04 Mentor an Incident Commander 3 through the Incident Commander 2 Training Program			
Incident Commander Level 1 - Exercise Participation			
Exercise Participation - Incident Commander Level 1			
Exercise Participation - Incident Commander Level 1 #2			

IC1 - Incident Commander Level 1, AUG 18 **OPR/ROUTING - DOS**

The above listed member satisfactorily participated as an IC1 - Incident Commander Level 1 trainee under my direct supervision on mission number_____.

Qualified Supervisor Signature **Date**

The above listed member satisfactorily participated as an IC1 - Incident Commander Level 1 trainee under my direct supervision on mission number_____.

Qualified Supervisor Signature **Date**

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Results as of: 01 AUG 18

Northeast Region
Specialty Qualification Training Worksheet
IC2 - Incident Commander Level 2

Name (Last, First, MI) **Type** **CAPID** **Date Issued**

Step Task Name	Completed	Evaluator ID	Mission #
Incident Commander Level 2 – Prerequisites			
GES - General Emergency Services			
IC3 – Qualified as an Incident Commander Level 3 for a minimum of 2 years			
IC3 – Act as an Incident Commander 3 for a minimum of 3 missions			
Commander Approval for Prerequisites			
IC2 - Commander Approval for Prerequisites			
Incident Commander Level 2 - Familiarization and Preparatory Training			
FEMA IS-102 Preparing for Federal Disaster Ops: FEMA Response Partners			
FEMA IS-775 Emergency Management and Operations			
AFRCC SAR Management Course			
Complete NER Incident Commander 2 Training Course			
Commander Approval for Familiarization and Preparatory Training			
IC2 - Commander Approval for Familiarization and Preparatory Training			
Incident Commander Level 2 - Advanced Training			
NER-01 Demonstrate the ability to interact with outside agencies			
NER-02 Demonstrate the ability to transition through multiple operational periods			
Demonstrate how to complete CAPF 122 and CAP NER DSCA SITREP Form			
Incident Commander Level 2 - Exercise Participation			
Exercise Participation - Incident Commander Level 2			
Exercise Participation - Incident Commander Level 2 #2			

IC2 - Incident Commander Level 2 01 AUG 18 **OPR/ROUTING - DOS**

The above listed member satisfactorily participated as an IC2 - Incident Commander Level 2 trainee under my direct supervision on mission number_____.

Qualified Supervisor Signature **Date**

The above listed member satisfactorily participated as an IC2 - Incident Commander Level 2 trainee under my direct supervision on mission number_____.

Qualified Supervisor Signature **Date**

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Results as of:01 Aug 18