



FLORIDA WING OPERATING INSTRUCTION 17-01

6 FEBRUARY 2017

APPROVED/G. SCHNEIDER/CAP/LG

Supply and Logistics

STRATEGIC EQUIPMENT MANAGEMENT

This instruction prescribes the procedures for assignment, transfer, operational control and management of Florida Wing Strategic Equipment. The purpose of the instruction is to provide procedures for assignment and/or use of strategic equipment assigned to the Florida Wing Headquarters Unit, FL-001.

1. **Wing Strategic Equipment** is mission related equipment assigned to SER-FL-001 including: Communications/Command Trailers, Portable Digital Repeaters (PDR), Remote Deployable Package HF ALE radios (RDP), Deployable Radio Kits, Wireless Routers, Digital Cameras, Digital Imaging Laptops, Life Rafts, and Flotation Vests as well as any other equipment needed to accomplish the Florida Wing (FLWG) missions.

2. Responsibilities:

2.1. FLWG Vice Commander: The FLWG Vice-Commander (CV) will ensure the Group Commanders properly support Wing Strategic Equipment within their area of responsibility. The CV will coordinate with the Chief of Staff to provide guidance, requirements, and basing decision of Wing Strategic Equipment. The CV will be the final decision authority with conflicts on priority of use.

2.2. FLWG Chief of Staff: The FLWG Chief of Staff (CS) will oversee FLWG Staff coordination and synchronization in the implementation of this operating instruction.

2.3. FLWG Deputy Chief of Staff/A3 Operations: The FLWG Deputy Chief of Staff/A3 Operations (DCS/A3) or designee will develop a priority of use of equipment to support actual and/or training missions. The DCS/A3 will coordinate with the DCS/A6 to determine priority of use IAW paragraph 3.1. As part of the annual wing training plan, DCS/A3 will develop and provide training to custodians of operations-specific Wing Strategic Equipment. In coordination with DCS/A4 and DCS/A6, DCS/A3 will recommend basing locations to CV and CS. During actual mission support and/or activation of the Hazard Planning Cell, the DCS/A3 or designee will become the primary tasking authority for Wing Strategic Equipment.

2.4. FLWG Deputy Chief of Staff/A4 Logistics: The FLWG Deputy Chief of Staff/A4 Logistics (DCS/A4) or designee will coordinate with DCS/A3 and DCS/A6 as required to track transfers of equipment IAW CAPR 174-1. As required, DCS/A4 will ensure that equipment is transferred and tracked in accordance with established logistics procedures. DCS/A4 will coordinate with DCS/A3 and DCS/A6 on acquisition, retirement, and maintenance of strategic equipment as needed to support mission. DCS/A4 will provide training and licensing for personnel identified to tow trailers IAW CAPR 77-1.

2.5. FLWG Deputy Chief of Staff/A5 Programs: The FLWG Deputy Chief of Staff/A5 Programs (DCS/A5) or designee will coordinate with DCS/A3, DCS/A4 and DCS/A6 on annual support requirements for wing level Cadet Programs and Aerospace Education activities.

2.6. FLWG Deputy Chief of Staff/A6 Information and Communications: The Florida Wing Deputy Chief of Staff/A6 Information and Communications (DCS/A6) or designee will coordinate with DCS/A3 and DCS/A4 to ensure all assigned strategic equipment is prepared for support to Florida Wing missions. As part of the annual wing training plan, DCS/A6 DC will provide the training requirements for the training of custodians overseeing communication-specific Wing Strategic Equipment. In coordination with DCS/A3 and DCS/A4, DCS/A6 will recommend basing locations to CV and CS. The DCS/A6 DC will coordinate with Group Commanders/Communications Officers to identify, appoint and train custodians for Communications Wing Strategic Equipment.

2.7. Groups: Group Commanders in coordination with the equipment overseeing directorate will ensure that units/members assigned as custodians follow proper utilization and accountability of Wing Strategic Equipment located in their areas of responsibility. Group Commanders will provide recommendations on selection of units or members as custodians.

2.8. Operators: FLWG units/activity directors/personnel using Wing Strategic Equipment will request and utilize the equipment IAW the procedures outlined in this operating instruction and applicable CAP regulations. The operator will be responsible for safeguarding, inspecting, and overseeing transport of the equipment.

2.9. Incident Commanders: FLWG Incident Commanders (IC) may task Wing Strategic Equipment during an actual mission utilizing the wing online scheduling form located on the FLWG webpage. The equipment will remain tasked under the mission until released by the incident commander. Use of strategic equipment during training missions will be coordinated through the appropriate wing overseeing directorate as outlined in paragraph 3.6. Incident Commanders tasking strategic equipment during missions will be responsible for ensuring their demobilization under the mission number.

2.10. Equipment Custodians: Equipment custodians are Florida Wing members identified and trained to act as custodians of FLWG Strategic Equipment. Custodians will ensure equipment is available to support mission requirements. Custodians will issue, retrieve, and turn-in equipment as required, and will report any relocation of the equipment to the appropriate directorate. Custodians will report any issues to the appropriate wing overseeing directorate and copy their Group Commander for awareness.

3. **Utilization:**

3.1. Priority of Use: Requests for use of Wing Strategic Equipment will be prioritized in the following order:

3.1.1. Support to actual missions (i.e. REDCAP, Sun n Fun, etc.).

3.1.2. Support to annual FLWG Training plan (SAR Training, FLESA, etc.).

3.1.3. Support for additional training events (FLWG Encampments, etc.)

3.1.4. Support for other events (Air shows, static displays)

3.2. Assignment: Wing Strategic Equipment will be assigned to the custodian or custodial unit using ORMS. Strategic equipment will not be relocated or permanently reassigned without coordination between the A3/A4/A6.

3.3. Scheduling: Units requesting use of Wing Strategic Equipment outside of an urgent mission (Disaster Response, REDCAP, etc.) will utilize the wing online scheduling form located on the FLWG webpage www.flwg.us. Units requesting strategic equipment support should schedule at least 60 days in advance. The requests will include activity/location supported, transportation plan, funding, availability of trained operators, and timeframe of utilization.

3.4. Training: DCS/A3, A4, and A6 will develop training and track trained operators to support use of Wing Strategic Equipment IAW applicable CAP regulations.

3.5. Funding: Incident Commanders, Mission Staff, and and/or activity directors will ensure sufficient mission and/or activity funding is available to support relocation of the equipment for mission/activity. AF funds will be utilized IAW CAPR 60-3 and CAPR 173-3. Relocation of equipment using corporate funds will be conducted IAW procedures outlined in the Florida Wing Financial Management Procedures.

3.6. Oversight and Maintenance: Equipment covered under this OI needing maintenance will be reported to the appropriate FLWG staff directorate IAW applicable CAP regulations, FLWG procedures and Supplements to CAPR 66-1 and 77-1:

3.6.1. DCS/A3: Digital Cameras, Digital Imaging Laptops, Life Rafts, Life Vests, Command Trailers, Aircraft Repeater Connections, etc.

3.6.2. DCS/A4: Laptops, Trailer maintenance, turn in of non-serviceable equipment, etc.

3.6.3. DCS/A6: Portable Digital Repeaters, Remote Deployable Package HF-ALE radios, communications trailers, deployable radio kits.

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Commander

ATTACHMENT 1
Compliance Elements

OPR	#	Compliance Question	How to Verify Compliance	Discrepancy Write-Up	How to Clear Discrepancy
CS	1	Are FLWG personnel performing their prescribed duties IAW FLWG OI 17-01, para 2?			
		a) Are group CC's properly supporting Wing Strategic Equipment?	Compliance is determined by on-site inspection.	(A-Discrepancy): [xx] (Question 1) Group CC's are not properly supporting WSE IAW FLWG OI 17-01, para 2.	Attach a CC approved plan of action to remedy shortcomings to the discrepancy in the Discrepancy Tracking System (DTS).
		b) Are FLWG DCS's properly coordinating and synchronizing use IAW CS directives?	Compliance is determined by on-site inspection.	(A-Discrepancy): [xx] (Question 1) FLWG DCS's are not properly coordinating and synchronizing use IAW FLWG OI 17-01, para 2.	Attach a CC approved plan of action to remedy shortcomings to the discrepancy in the Discrepancy Tracking System (DTS).
		c) Are operators and custodians properly using and maintaining equipment?	Compliance is determined by on-site inspection.	(A-Discrepancy): [xx] (Question 1) Operators and custodians are not properly using and maintaining WSE IAW FLWG OI 17-01, para 2.	Attach a CC approved plan of action to remedy shortcomings to the discrepancy in the Discrepancy Tracking System (DTS).
CS	2	Is strategic equipment being utilized IAW FLWG OI 17-01, para 3?			
		a) Are priority of use and scheduling requirements being followed?	Unit will provide scheduling requests and dispositions for review.	(A-Discrepancy): [xx] (Question 2) Priority of use and scheduling requirements are not being followed IAW FLWG OI 17-01, para 3.1 and 3.3.	Attach a CC approved plan of action to prevent recurrence to the discrepancy in the Discrepancy Tracking System (DTS).
		b) Are operators for equipment being trained and tracked?	Unit will provide training records and information on trained operators for review.	(A-Discrepancy): [xx] (Question 2) Operators for WSE are not being trained and tracked IAW FLWG OI 17-01, para 3.4.	Attach a CC approved plan of action to remedy shortcomings to the discrepancy in the Discrepancy Tracking System (DTS).
		c) Are maintenance requirements being reported to the appropriate staff directorate?	Unit will provide maintenance request records from staff directorates for review.	(A-Discrepancy): [xx] (Question 2) Maintenance requirements are not being properly reported IAW FLWG OI 17-01, para 3.6.	Attach a CC approved plan of action to prevent recurrence to the discrepancy in the Discrepancy Tracking System (DTS).