



## CAP REGULATION 60-3

1 May 2020

APPROVED/J.DESMARAIS/CAP/DO  
OPERATIONS

### APPROVAL OF INCIDENT COMMANDER LEVEL 1 RATING

This Operating Instruction (OI) details the process of approving Incident Commander (IC) Level 1 emergency services ratings at the region level by the commander or designee, as required by CAPR 60-3, paragraph 2-2 d (1). All applications for this rating will be considered on a case-by-case basis.

1. When the Region Commander is notified of a pending approval for an IC1 rating by the eServices Operations Qualification (OPSQUAL) system, the following process will be invoked:

1.1. **First Time Qualification.** A review shall be conducted with consideration given to previous Incident Command experience including, but not limited to:

- Applicant's actual mission experience on various types of missions,
- Understanding of the IC's role in OP EVAL/WLE,
- Applicant's experience interfacing with various outside agencies,
- Any other training, such as Inland SAR course, overall understanding of the responsibilities/requirements of the Incident Commander position and the means/systems to effectively execute them, and
- Applicant's understanding of the regulations/rules governing CAP participation, particularly in, major events.

1.2. **Renewal of IC1 Qualification.** Upon receipt of a pending renewal approval, the region commander may elect to have the renewal application reviewed by the committee described in paragraph 1.3. below or may elect to approve the application without further review.

- If the rating is approved, the approval will be noted in OPSQUAL. No further action is necessary.
- If the renewal is not approved, the applicant and their wing commander will be notified in writing of the reason(s) for non-renewal.

2. Upon receipt of a pending approval, the application will be reviewed by a committee consisting of at least three members, two of which are currently qualified as IC1 and the other(s) holding either a region or wing level staff position. This committee may request additional information from the applicant and or wing to assist in their evaluation of the application.

2.1. This committee will be appointed by Personnel Authorization, approved by the Region Commander.

2.2. After consideration by the committee, a recommendation will be made to the Region Commander.

2.3. If the rating is approved, the approval will be noted in OPSQUAL. No further action is necessary.

2.4. If the rating is not approved, the applicant and their wing commander will be notified in writing of the reason(s) for non-approval.

JON L. STOKES, Colonel, CAP  
Commander

**Attachment 1**  
**COMPLIANCE ELEMENTS**

There are no compliance elements associated with this supplement.