



General Operations Plan

Standard General Operating Procedures for
Search & Rescue, Disaster Relief & Homeland Security

Texas Wing ES Training Weekend

February 26-28, 2010
Ellington Field, Houston, Texas

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Texas Wing Headquarters
Texas Wing Operations Staff
Brooks Cima, Lt Col, CAP
Director of Emergency Services



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1. General

On the weekend of 28-28 February 2010, Texas Wing, Civil Air Patrol will conduct a Texas Wing Emergency Services Training School at Ellington Field, Houston Texas. Classes will begin promptly at 0800 Saturday and Sunday with registration beginning at 0730 on Saturday. Limited staff will be available after 1600 Friday to transport members flying in. The purpose of the school is training and standardization of Emergency Services in Videography (Train the Trainer), ICS300, Ground training to focus on lost person searches and IMU training. The class size in the videography section will be limited to 12 trainee slots (first come first serve) with air sorties and 8 trainee slots for ground training only (no flights). The ICS 300 can handle 20 participants. IMU can support 10 participants and the Ground Team School can support up to 40 participants Please review this Ops Plan carefully for course details and prerequisites for each class.

a. Location

The mission base for this training will be at the HQ of TX-098, Ellington Composite Squadron, Ellington Field, Houston . Lt Col Brooks Cima is the Project Officer. See Attachment 4 for location details, maps, hotels and camping information. You will be near the Kemah Boardwalk and we encourage you to enjoy that lovely venue on Saturday night.

b. Primary dates & times

The primary dates for this training will be 26-28 February 2010.

Classes will begin promptly at 0800 Saturday and Sunday with registration beginning at 0730 on Saturday. Limited staff will be available after 1600 Friday to transport members flying in.

General sign-in will be conducted 0730 to 0800 on Saturday; IMU will be used for all check ins. Daytime activities end at approximately 1800L on Saturday (with some limited exceptions for Group IV personnel intending to attend the Group Award Banquet). At the discretion of the individual Ground Team instructors, ground teams may conduct evening training. Operations on Sunday morning may begin at 0800 but will end no later than 1600.

c. Alternate dates

None

d. USAF funding

\$2,000

e. Mission Symbol

A5

f. Air Force Mission Number

TBD

g. OES Training Number

Not applicable

h. Project Officer/Contact Person

Lt Col Brooks Cima, Project Officer
brookscima@gmail.com (preferred method of contact)
281-392-9572 or 281-513-3974

Captain Stuart Hagedorn, Local Coordinator
txhagedorn@gmail.com

2. Notification & Application

a. Notification of training

This training has been published on the Texas Wing Calendar. This Operations Plan will be posted on the Texas Wing website and distributed over the Wing Yahoo group. All TXWG Group and Squadron commanders will be responsible for ensuring maximum dissemination of the training information.

b. Qualification requirements

Attendees shall be active CAP members with a valid CAP ID card, with a correctly worn CAP uniform, and CAPF 101 or SQTR marked for SAR/DR for any specialty qualifications being taught. See section specific to each course for prerequisites. No members without General Emergency Services qualification will be allowed to sign in and participate in the training under any circumstances.

c. Exercise capacity

Four Texas Wing aircraft (C172) are required for this training. TXWG vehicles are needed for transportation and GT training and members are urged to bring vehicles. All qualified personnel are encouraged to participate. Admission is on a first come-first served basis.

d. Exercise enrollment procedures

Members desiring to participate should advise their Unit Commanders who will submit attendance information, Participation Letters, transportation details, proposed inbound sortie requests, and specific training requests to the Project Officer not later than seven (7) days prior to the published training date.

All participating members must have a participation authorization letter from their unit commander as per TXWG Supp 62-1. These are due to the local Project Officer seven (7) days before the exercise.

Charges

There will be a \$5 charge per person to cover coffee, doughnuts and printing. Lunches will be brought in and served at TX 098 at an additional nominal cost. MREs will be provided for ground teams.

3. Training Description

The primary purpose of this course is the standardization of the Texas Wing Emergency Services methods of operation and, additionally, training in new specializations. Each applicant is expected to have a current membership, general ES and at least one mission specialization. Members over 18 must have completed the cadet protection course.

- a. **Aerial Photography** – Training will be conducted under the direction of Lt Col Rick Woolfolk. Pilot participants **MUST** be current mission pilots. Scanner or Observer trainees are welcome but it should be noted that this is not training for those specialty areas. This training will ultimately be counted toward the new ES specialty in videography – when NHQ completes their accountability standards. Please refer specific questions about the AP class to Lt Col Woolfolk at r.woolfolk1@verizon.net
- b. **Lost Person Searches** – This class is for any ground team member, GTL or GBD that wants to know about these highly specialized search techniques. It is urgent that we gain these skills in order to expand our ground missions! Trainees will receive classroom and field instruction, so please be prepared for the local weather. Captain Robert Buchman and Lt Mike Hiner will be the trainers for this program. Please direct specific questions about the training to Capt Buchman buchmanrobert777@gmail.com
- c. **IMU** – There are still serious problems with the general knowledge and use of this program. Any member that will have the opportunity to use this for sign in at missions (SAMs, Admin/Fi Officers, ICs, etc) should plan to attend. Also discussed in this session will be possible alternatives to IMU – your ideas will go direct to the programmer. For specifics about this class, please email Lt Col Jack Jackson at cv@txwgcap.org

- d. **ICS 300** – Yes, many of you still need this class! It is being taught by Lt Col John Ureke and Mr. Ed Brown – both are NIMS approved instructors. We are limiting the class to 20 participants. You will enjoy this lively team and gain much from their vast experiences. Email Lt Col Ureke for course details j1_ureke@grp4txwgcap.org

4. Flight Operations

- a. Aviation resource requirements
Fuel and aircraft services are available from local Fixed Base Operator, (FBO) at each EFD. The Project Officer will reserve aircraft in CAPERS for this training. Additional aircraft may attend with permission. We want to conserve our training dollars by driving to the event when possible.
- b. Mission sorties
Aerial photography sorties will be paid for by the training exercise. Each participant will get one flight.
- c. Outbound/Inbound sorties
Inbound/outbound sorties are approved by the Project Officer or her staff. Transport crews for each aircraft must be coordinated with the PO not later than three days prior to the training.
- e. Air Sortie Management
All air sorties must be released in WMIRS electronically only by the PO or her staff. Sortie departure and arrival time will be entered in WMIRS **within ten (10) minutes** of occurrence. Sortie close-out data will be entered in WMIRS as soon after landing as practicable. For this training the PO has authorized the Briefing/Debriefing officer to do electronic flight release in WMIRS.
IMPROPERLY RELEASED SORTIES WILL NOT BE FUNDED BY THIS TRAINING.
- f. Flight management procedures
Flight tracking will include the posting and maintenance of the flight tracking board in a visible, central area for use by Aerial Photog personnel. Air-to-air and air-to-ground communications will be maintained and will include ops normal calls, and event calls. Communications made and received will be posted or updated on the situation board.
- g. Flight operations/safety considerations
Activity Safety Officer will cover all safety points included on the Safety Briefing Sheet during their briefing, including the safe operations by aircrew personnel in the performance of their flying duties.
- i. Fuel receipt and paperwork tracking
Receipts will be scanned into WMIRS and paperwork will be done online IAW the new standards. All AC must be fueled following each sortie.

6. Ground Operations

- a. Ground operations/resource requirements
All CAP vehicles must be equipped with appropriate communication equipment. The PO may allow use of properly equipped privately-owned vehicles if no CAP vehicles are available and a POV Authorization Letter is on file. See attachment 2.
- b. Description of ground team activities
Ground teams will be briefed on off-road operations, private land access procedures, and use of local law enforcement.

- c. Composition of ground teams
A qualified ground team leader, paired with cadet and senior ground team trainees, will lead each ground team. They will carry hand-held radios and first aid kits, as in an actual mission. At least one senior member must accompany each UDF or Ground Team.
- d. Ground Sortie Management
Ground sorties will be briefed and debriefed by a WMIRS B/D Officer. Ground sorties are released only at the direction of the PO or his/her designee.
- e. Ground team management procedures
The exercise will include posting and maintenance of the ground team tracking board and situation map in a visible, central area. Ground team communications will include ops normal calls.
- f. Ground operations safety considerations
Safety briefings will be provided to ground team personnel at Mission Base.
- g. Fuel Receipt Tracking
The PO for the activity will ensure that fuel receipts are captured for each sortie for inclusion in WMIRS. Vehicles will be refueled following each sortie – or the reason for not refueling must be noted on the CAPF109 and provided during the sortie debrief.

7. **Communications**

- a. Requirements
Communication will make use of telephone or radio. Communications will be briefed prior to ground or air sortie launch.
- b. Procedures
The PO will have and maintain communications equipment for use during the entire exercise.

8. **Cadet Participation**

Cadets may participate in any training permitted by age, qualifications and regulation. Cadets must be properly supervised as required by regulation.

9. **Safety**

- a. Texas Wing ORM forms will be used at all levels of the training:
 - i. TxWgForm 8 ORM will be completed for the classroom facility.
 - ii. Operational Air Sorties – TxWgForm 6 must be completed for every sortie.
 - iii. Operational Ground Sorties – TxWgForm 4 must be completed for every sortie.
- b. All CAP emergency services operations involve some degree of risk. Participants must be alert and careful when operating aircraft or ground vehicles.
- c. Safety briefings will be incorporated during various phases of this training.
- d. Participation letters, certifying a member's safety compliance, are due to the PO seven (7) days before the training. See attachment 3 for an example Participation Letter.

10. **Uniform Requirements**

All attendees must be in an authorized CAP uniform. Each member's role should dictate the appropriate uniform. Training Staff may be in a service or utility uniform depending on the level of contact expected with external participants or media.

11. Administration

- a. Sign-in and procedures:
Exercise sign-in will begin at 1700 on Friday any crews participating Friday evening. Sign-in begins at 0730 on Saturday and Sunday for all participants.

Personnel sign-in will use IMU.

A CAPF71 must be completed for each aircraft participating in the training. The inspection form can be completed and transmitted to the PO as far as five days before training starts. If the person completing the inspection form is different than the pilot checking the aircraft into the mission – please list the check-in pilot on the bottom of the form.

NOTE: NO AIRCRAFT WILL BE RELEASED ON A SORTIE UNTIL THE INSPECTION IS COMPLETE AND RECEIVED BY THE PO.

- b. Credentials
Only members with an active CAP membership may participate. A current CAP ID Card is required for proof of membership.
- c. IMU/Ops Quals will be the primary method for checking ES qualifications. If both Ops Quals and IMU are not available, then the members current 101 card will be governing. If data is not in Ops Quals or IMU, Unit Commanders will hand carry certificate copies or e-mail documentation to the ICP proving qualifications before a member will be allowed to participate in the mission. Participation letters are required.

12. Facilities

Group IV (assisted by TX 098) and Wing ES will provide sufficient chairs, tables, situation boards, forms, communications equipment, broadband high-speed multiple use Internet capability, and other supplies necessary to effectively conduct the training.

13. Logistics

- a. Billeting
Participants must make their own reservations directly with local lodging facilities.
- b. Messing
Messing arrangements will be handled by members and/or crews with the assistance of the PO.
- c. Medical
Emergency number is 911

14. Military Support Requirements

None.

15. Other Agency Involvement

Local officials, including local law enforcement agencies, may be invited to the training.

16. Public Affairs

- a. Internal
This training will be publicized using the Operations Plan on the Texas Wing website and by news release to Wings Over Texas and to CAP News. The IO for this mission will be assigned based upon email requesting that position to the Project Officer.
- b. External
News releases to local newspapers, radio and TV media will be made by the Information Officer as approved by the PO.

17. Contingencies

- a. Disaster or REDCAP
The training may be suspended or terminated and CAP resources reassigned, only at the direction of an active REDCAP Incident Commander, Texas Wing/CC, or Texas Wing/SD; otherwise, sorties are expected to continue as planned.
- b. Adverse weather
Adverse weather will not typically cause termination of the training.
- c. Mishap
In the event of a mishap, the Safety Officer will immediately notify the PO. The PO will ensure all reporting actions are taken, including briefing of the Texas Wing/SD, Texas Wing/DO, Texas Wing/CC, and Texas Wing/DOS or ADOS. The PO and TX WG HQ will determine the impact of the mishap on continued conduct of the training.
- d. Media Contact:
All participants are expected to refer all media inquiries regarding any mishap to the Information officer. All media communication will be referred to the IO or the PO.

ATTACHMENT 1

Texas Wing Distributed SAREX/ ACE – WMIRS/Paperwork Management (Rev 2)

Concept

The Air Force has requested that Civil Air Patrol begin to capture mission sortie status in WMIRS with a granularity that approaches near real time. This allows the Air Force to view Civil Air Patrol aircraft in a consolidated Air Tasking Order that provides much greater visibility into CAP aircraft that are “in flight” at any given time. In order to accomplish this, Incident Commanders and mission staff will need to capture wheels up and wheels down times, and input those data elements into WMIRS so that WMIRS reflects a picture that is never more than 10 minutes old. This document lays out the process and organization to meet this mission requirement.

In addition to this new tracking process, WMIRS now has added features that capture information for CAPFs 104/109 and for fuel receipts and allow for electronic flight releasing. In order to go to this “paperless” methodology we will need to focus additional manpower on filling out the online versions of these forms “in real time” as the sortie is briefed and debriefed. At the conclusion of the sortie the Finance Officer will scan and upload the financial documents into WMIRS.

The Incident Commander will no longer be asked to collect hard copies of the mission paperwork for filing at TXWG HQ. ICS forms, logs, sign-in sheets and safety documents will be collected and scanned into WMIRS.

Organization

1. In order to facilitate this WMIRS tracking requirement, Texas Wing SAREX’s will incorporate new staff positions as outlined below:

- ICP WMIRS Officer – this officer will be a member of the Air Operations Branch, and will have the responsibility for ensuring that the required information is captured and loaded into WMIRS in a timely manner. Incident Commanders and Operations Section Chiefs are strongly encouraged to structure their ICP staff in such a way that this officer is also responsible for maintaining the CAPF107 for the mission, as well as being the CAPSTAR coordinator for the mission if CAPSTAR is used. The Operations Officer will be responsible for the fluid operation of both the Air and Ground branches (including the ICP WMIRS officer).
- Local WMIRS Officer – this officer will be responsible for ensuring that all wheels up and wheels down times are either captured and channeled to the ICP WMIRS Officer, or are entered directly into WMIRS and then communicated to the ICP. This role may be accomplished by the SAM or it can be delegated to another member, but the responsibilities must be briefed before any sorties are executed. The briefing will include the correct point of contact at the ICP to whom this data will be communicated. The SAM bears all responsibility for the successful execution of these duties.

2. The officer assigned to brief and debrief the air and ground crews must be a branch director, branch director trainee or an MSA with special qualifications (Mission Pilot or GTL at a minimum).

- Briefing/Debriefing Officer – this officer will be a member of the Air Operations or Ground Operations Branch (as appropriate), and will have the responsibility for ensuring that the required information is captured and loaded into the WMIRS CAPF 104/109 in a timely manner. These officers will brief the crews and will record this information into WMIRS. In addition to the 104/109 information, this officer will verify the completion of the W/B and the ORM. When the briefing is complete the crew may be handed off to the appropriate branch director for a release or they may be released by the briefing/debriefing officer at the IC’s discretion. When the sorties are complete the briefing/debriefing officer will collect the appropriate information from the crew to complete the 104/109. The Operations Officer will be responsible for the fluid operation of both the Air and Ground branches (including the ICP WMIRS Briefing/Debriefing Officer).
- In a large exercise this position may be held by multiple members. Staging Areas will report information to the briefing/debriefing officer by radio or cell call as determined by the Incident Commander.
- Releases will be accomplished using the WMIRS e-release. The IC will determine, based on the size of the exercise, whether the AOBD or B/DO will release flights. In a very large exercise, the position of FRO may be separate from the briefing function.

3. The Finance Officer will collect the Fuel Tracking Sheet (receipt attached) and the 108, scan them (one file) and upload them into the appropriate sortie in WMIRS. This must happen at each Staging Area or ICP. The Incident Commander will brief specific details for each exercise or mission.

4. The Quality Control Officer will verify that the 104/109 is complete, that the financial information is uploaded and that the numbers from each of these pieces are in agreement.

NOTE: As of the publication of this Ops Plan, the CAPF 109 is not yet available on-line in WIMIRS. It is anticipated that CAP NHQ will complete this conversion soon. If the CAPF 109 is not available by the start of this SAREX, hard copy CAPF's 109 and Sortie Tracking sheets will be used.

Incident Commander's Paperwork Responsibilities

The IC will scan and PDF the following forms and upload them into WMIRS in the area where the Ops Plan is loaded. Naming conventions are very important, please name the files appropriately.

- Sign in sheets for personnel and equipment (IMU or handwritten ICS forms are acceptable) Name these: Mission Number_SignIn
- All logs. Name these: Mission Number_Logs
- All other ICS documents, misc, or media info. Name these: Mission Number_ICS

These must be scanned and uploaded before the mission is closed. The IC should add one day to the mission for scanning and uploading paperwork.

NOTE: The Project Officer for the ES Training Weekend will assure that all paperwork is properly attended to.

ATTACHMENT 2

HEADQUARTERS (*Squadron Name*)
CIVIL AIR PATROL, TEXAS WING
UNITED STATES AIR FORCE AUXILIARY
123 Piper Lane
Cessna, TX 76543

PERSONNEL AUTHORIZATION

1 August 2009

NO: SWR-TX-###

POV LETTER OF AUTHORIZATION

The Commander, SWR-TX-###, hereby authorizes Senior Member _____ CAP ID# _____, to utilize his/her privately owned vehicle (POV) for Civil Air Patrol activities IAW CAPR 77-1 and 173-3. Authorization provides the use of his/her vehicle to transport cadet and senior members for cadet activities, senior training and mission response when corporate owned vehicles are either not readily available, cannot handle the volume of participating members or their retrieval would cause a delay in mission response and completion.

This authorization is contingent upon completion of a CAPF 73 inspection prior to use, verification of a Texas Driver's license and appropriate liability insurance as required by the state of Texas. These records must be placed, maintained and updated by the member in the member's personnel file.

JOHN C. DOE, Lt Col, CAP
Commander TX-###

DISTRIBUTION:

- 1 – Each individual
- 1 – Squadron Admin
- 1 – Group Admin
- 1 – Wing Admin

ATTACHMENT 3
(SAMPLE)

12 March 2009

MEMORANDUM FOR: Lt Col Ima Member, IC, Texas Wing SAREX

FROM: SWR-TX-123/CC
123 Piper
Cessna, TX 76453

SUBJECT: SWR-TX-123 Participation Letter, Wing SAREX on today's date, 200_

1. The following individuals from the Cessna Composite Squadron are authorized to participate in the Wing DSAREX, today's date, 200_:

| <u>Name</u> <u>Qualifications (-E indicates Evaluator)</u> | <u>Rank</u> <u>Evaluator</u> | <u>CAPID</u> <u>(-R is requesting Requal evaluation)</u> | <u>Training Request</u> |
|---|---------------------------------|---|---|
| Thomas, Louis C. IC3-E,MP-E | Lt Col | 116872 | IC2,MSO,UDF |
| Crandall, Sean GTL-E,GTM2-E,MRO-E | Major | 333026 | GTM1,CUL |
| White, Stephen L. GTM2/3-E,UDF-E | 1Lt | 282212 | MSA,GTL,GTM2-R |
| Wreyford, Joshua J. GTM2,GTM3,UDF | Cadet | 395282 | GTM1,GTL |
| Florez, Juan C. GES (will fix VOID card on 3 Dec) | Cadet | 421706 | GTM3,FLM Note: Need ht,wt,eye & hair color in e-services |
| Koller, Trevor J. GES | Cadet | 391080 | GTM3 |
| Continued on page 2 | | | |

2. Transportation to or from such activity is not the responsibility of CAP and is provided "as available." Privately owned vehicle (POV) travel to or from such activity is performed strictly at the member's own risk (reference CAPR 77-1, Para 6.c) and is not under CAP direction and control. Parents of cadets will be advised. A letter authorizing use of POV transport must be on file in the unit.

3. I certify the above individuals are qualified to attend this event and are current on safety information IAW CAPR 62-1 and the TXWG Supplement to CAPR 62-1.

John C. Doe
John C. Doe, Lt Col, CAP
Commander

ATTACHMENT 4

Logistic Information:

Hotels near Ellington Field (EFD)

[http://www.metrotravelguide.com/hotels_nearby/houston/tx/usa/0/ellington_field_airport_\(efd\)/#visited=true&trafficLogID=577173772&clickingLogId=66551906](http://www.metrotravelguide.com/hotels_nearby/houston/tx/usa/0/ellington_field_airport_(efd)/#visited=true&trafficLogID=577173772&clickingLogId=66551906)

Ellington Field (EFD) Information

<http://www.airnav.com/airport/KEFD>

If you plan to fly to EFD, please contact Major Stuart Hagedorn for parking/transportation information

txhagedorn@gmail.com

Maps to Ellington Field

<http://www.mapquest.com/maps?l=29.607333&g=-95.15875>

RV/Cabins/Camping

<http://www.marinabayrvresort.com/facilities.html>

http://lodging.uptake.com/camping/texas/league_city/safari_mh_community_19413507.html

Charges

A charge of \$5 charge per person will be collected to cover coffee, water, doughnuts and printing. Lunches will be brought in and served at TX 098 at an additional nominal cost. MREs will be provided for ground teams.