



General Operations Plan

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

Texas Wing Distributed Search and Rescue Exercise (DSAREX)

9-11 October 2009

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



Texas Wing
Civil Air Patrol
DSAREX General Operations Plan

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General

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a. Search and Rescue Exercise
This exercise will be used to train participants in the correct methods and procedures used for actual SAR and DR missions.

b. Exercise location
The ICP for this exercise will be at the West Houston Airport Terminal located at 18000 Groschke Rd, Houston, Texas 77084.

c. Primary dates & times
The primary dates for this exercise will be 9-11 October 2009.

Incident Command Post staff briefing will be conducted on Friday at 17:00.

General sign-in conducted 07:30 to 08:00 on Saturday and Sunday mornings. Daytime activities end at approximately 18:00L on Saturday and approximately 14:00L on Sunday.

d. Alternate dates
None

e. USAF funding
\$5,000

f. Mission Symbol
A5

g. Air Force Mission Number
TBD

h. OES Training Number
Not applicable

i. Project Officer/Contact Person
Mission I.C. is LtCol Dennis Cima, 281-300-1576
Project Officer is LtCol Brooks Cima, 281-392-9572
The ICP will be hosted by the TX040 Group IV Headquarters and invited staff. Staging areas will be at: Houston, Tyler, Brownsville, El Paso and Amarillo. A SPIN will follow with contact information for the SAMs.

2. Notification & Application

a. Notification of exercise
This exercise will be published on the Texas Wing Calendar. This Operations Plan will be posted on the Ops plan on the Texas Wing website and over the wing yahoo group. All TXWG Group commanders will be responsible for ensuring maximum dissemination of the exercise 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 advanced specialty qualifications. No members without General Emergency Services qualification will be allowed to sign in and participate in the mission.

c. Exercise capacity

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All Texas Wing aircraft are required to participate. TXWG vehicles and personnel are encouraged to participate.

d. Exercise enrollment procedures

Members who wish to participate on *mission staff* are requested to contact the Project Officer or IC in advance of the exercise. Every effort will be made to accommodate training needs for mission staff. There will be special training offered on the new elements of WMIRS.

Members desiring to participate should advise their Unit Commanders who will submit attendance information, transportation details, proposed inbound sortie requests, and any specific training requests to the Exercise Incident Commander or Project Officer not later than seven (7) days prior to the published exercise 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 IC/Project officer seven (7) days before the exercise.

Exercise Description

The exercise will simulate actual emergency search and rescue, disaster relief, and homeland security missions to the greatest extent practical. Exercises will include crew planning, use of gridded charts, communications, flight briefing, sortie execution, debriefing, and completing CAP required forms.

Visual aerial searches will be conducted primarily during daytime. A night visual search may be planned if requested sufficiently early for planning purposes.

ELT practice searches will be conducted by air and on the ground both during the day and may be conducted at night.

The Texas Wing Simulations Team will send out mission information and sortie requests to SAMs in an effort to make the exercise as realistic as possible. SAMs must notify the IC or Project Officer with an approximate number of Ground Teams, UDF Teams and Air Crews seven (7) days before the exercise so that appropriate training sorties can be planned. SAs able to field CERT teams should notify the IC/PO.

Training Objectives

Primary training objectives

- a. SAR ground team and aircrew numbers will be trained
- b. Incident Command Post staff will be trained in new methods.
- c. Communications training will be accomplished.
- d. Aerial photography, image management, and transmission training will be done.
- e. Form 91 check rides may be accomplished with prior coordination and IC authorization.
- f. Form 5 check rides may be accomplished with prior coordination and IC authorization.
- g. CERT exercises will be conducted where personnel are available.

The exercise is intended to provide participants with a realistic simulation environment in which to develop their mission specialty skills and accomplish evaluation of skills for completion of Emergency Services qualifications. The exercise will be conducted using tasks as required by the

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Emergency Services Training and Operational Missions regulation CAPR 60-3.

The exercise is intended to ensure that personnel become qualified and renew proficiency in accordance with CAPR 60-3 and TXWG Supp 60-3. Only Texas Wing Evaluators who are designated by the Wing Commander may sign off on qualifications.

5. Flight Operations

a. Aviation resource requirements

Fuel and aircraft services are available from local Fixed Base Operator, (FBO) at each Staging Area. Unit Commanders will reserve each aircraft in CAPERS for this exercise.

b. Mission sorties

- i. Exercise Briefing – Air exercises will simulate search and rescue, disaster or HLS incidents to the greatest extent possible. Air/Ground coordination is to be expected and communications expertise will be stressed. All attendees should receive a briefing on Friday from the IC. Flights may start at 19:30 on Friday evening. Crews should be prepared to accept and plan a Saturday sortie on Friday evening. A formal briefing will be provided Saturday and Sunday mornings. Follow up individual briefings are required for members arriving later.
- ii. Crew composition – Each aircrew will have a qualified Mission Pilot paired with scanners, observers and trainees, as available. Each Ground Team will have a qualified Ground Team Leader and Ground Team Members or trainees. Each Ground Team must have at least one Senior Member assigned. Each UDF Team will have at least one qualified UDF Team Member and at least one Senior Member on the team. All evaluators must be on the TXWG approved evaluator list.
- iii. Routes/grids/targets – Detailed information for required tasks will be determined by the IPC Planning Staff based on submissions from the Simulations Team.
- iv. Divert airfields and mission recall procedures – Airports to be used in the event the primary airport becomes unusable due to adverse weather, runway closure, etc. will be identified on each CAPF 104. Methods of recalling or diverting airborne aircraft will be briefed to each aircrew.
- v. Flight line operations – Flight line services at Staging Areas will be provided by the local FBO, or by qualified CAP members, or trainees supervised by a qualified CAP member.

c. Outbound/Inbound sorties

Inbound/outbound sorties are approved by the Incident Commander or (ICP) Operations Staff. Transport crews for each aircraft must be coordinated with the IC not later than three days prior to the exercise. Efforts will be made to provide a training sortie for the inbound sorties.

d. Flight scheduling

ICP staff will assign sorties. Members will be signed in to the mission via IMU at Staging Areas. Your sorties will not be released until the ICP sees the SA roster in IMU. Crews will

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plan their sorties, and contact the WMIRS Briefing/Debriefing Officer for 104 information and release. Air Ops will track departure times, void times, post flight assignments, and maintain the flight tracking and status boards.

e. Air Sortie Management

All air sorties must be released only by the ICP AOBD, Air Branch Staff or IC. Aircraft communications will include ops normal calls and event calls. Sortie departure and arrival time will be entered in WMIRS **within ten (10) minutes** of occurrence. **SAMs will relay sortie status reports to the ICP within five (5) minutes of receipt.** These reports may be accomplished via CAPSTAR. Sortie close-out data will be entered in WMIRS as soon after landing as practicable. For this exercise the IC has authorized the Briefing/Debriefing officer to do electronic flight release in WMIRS. **IMPROPERLY RELEASED SORTIES WILL NOT BE FUNDED BY THIS EXERCISE.**

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 ICP personnel. Air-to-air and air-to-ground communications will be maintained and will include ops normal calls, and code word event calls. Communications made and received will be posted or updated on the ICP situation board.

g. Mission intelligence

ICP staff will collect and disseminate scenario information and will process aircrew debriefing information and provide appropriate input to the requesting agency.

h. Flight operations/safety considerations

Mission Base 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 and line personnel in the vicinity of aircraft that are taxiing or parked with their engine running.

i. Fuel receipt and paperwork tracking

Please note Attachment 1 for a complete explanation of the new paperless WMIRS system.

e. Ground Operations

a. Ground operations/resource requirements

All CAP vehicles must be equipped with appropriate communication equipment. The IC 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, target placement, aircraft signaling, ground-to-air communications, aircraft vectoring, air-to-ground coordination and use of local law enforcement. Ground teams should carry signal panels. CERT teams may be asked to participate in the exercise.

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, L-pers, first aid kits, as in an actual mission. At least one senior member must accompany each UDF or Ground Team. All evaluators must be on the TXWG approved evaluator list.

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- 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 IC or his/her designee at the ICP. (See Attachment 1)
- 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 at the ICP. 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 Finance Section Chief for the exercise 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.

f. **Communications**

- a. Requirements
Communication between Staging Areas and Mission Base will make use of telephone or radio. **See attached Communications Plan for additional details.**
- b. Procedures
The ICP will have and maintain communications equipment for use during the entire exercise. All sorties will keep in contact with their Staging Area and the Staging Area will stay in contact with Mission Base.
- c. Required Equipment
 - i. All aircraft must have an operational VHF-FM aircraft radio. Use of an aircraft without an operational VHF-FM radio requires both advance coordination and a high bird/radio relay aircraft to ensure communication capability with the Staging Area/ICP.
 - ii. Ground teams should have VHF communication capability.
 - iii. All operational sorties (air, ground, UDF and CERT) should have at least one cell phone.
 - iv. HF capability should be exercised at the IC and Staging Areas.
 - v. The use of intra-squad radios is strongly encouraged.

g. **Cadet Participation**

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

h. **Safety**

- a. Texas Wing ORM forms will be used at all levels of the exercise:

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- i. ICP – TxWgForm 8 ORM will be completed for the ICP and each Staging Area.
 - ii. Operational Air Sorties – TxWgForm 6 must be done for every sortie.
 - iii. Operational Ground Sorties – TxWgForm 4 must be done 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 exercise. Exercise safety briefings will be logged in WMU.
 - d. Participation letters, certifying a member's safety compliance, are due to the IC seven (7) days before the exercise. See attachment 3 for an example Participation Letter.

i. Staff Requirements - Exercise staff

ICP Staff members will be fully qualified or will be supervised by qualified members.

j. Uniform Requirements

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

k. Administration

a. Sign-in and procedures:

Exercise sign-in will begin at 1700 on Friday for ICP Staff and any crews participating Friday evening. Sign-in begins at 07:00 on Saturday and Sunday for all participants.

Personnel sign-in will use IMU. Staging Areas will have one or two personnel assigned to enter that information into IMU. Until personnel are in IMU, they **will not** be assigned to a sortie. Until aircraft/vehicles are signed in to the exercise in IMU – no sortie can be released in that vehicle.

A CAPF71 must be completed for each aircraft participating in the exercise. The inspection form can be completed and transmitted to the IC as far as five days before exercise start. 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 ICP.

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 as 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.

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l. Facilities

Group IV (assisted by various units) 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 exercise.

m. Logistics

- a. Billeting
Participants must make their own reservations directly with local lodging facilities. The Project Officer will include hotel information in the SPIN.
- b. Messing
Sufficient commercial establishments are near enough to West Houston Airport that messing arrangements can be handled by members and/or crews with the assistance of mission logistics.
- c. Medical
Emergency number is 911

n. Military Support Requirements

None.

o. Other Agency Involvement

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

p. Public Affairs

- a. Internal
This exercise 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 IC.

q. Contingencies

- a. Disaster or REDCAP
The exercise 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, exercises are expected to continue as planned.

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- b. Adverse weather
Adverse weather will not typically cause termination of the exercise.

- c. Mishap
In the event of a mishap, the Safety Officer will immediately notify the Incident Commander. The IC 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 IC and TX WG HQ will determine the impact of the mishap on continued conduct of the exercise.

- d. Media Contact:
All participants are expected to refer all media inquiries regarding any mishap to the Mission Information officer. All media communication will be referred to the Mission IO or the IC.

18. Staff Requirements

a. ICP staff

The ICP will require the following staff:

- Incident Commander (IC)
- Operations Section Chief (OSC)
- Planning Section Chief (PSC) and assistants
- Air Operations Branch Director (AOBD) and assistants
- Ground Branch Director (GBD) and assistants
- Mission Safety Officer (MSO)
- Mission Information Officer (IO)
- Mission Staff Assistants (MSA)
- Communications Unit Leader (CUL)
- Mission Radio Operators (MRO)
- WMIRS Officer, Quality Control and B/D Officers
- Finance and Admin Officers

And evaluators for any planned trainees

b. Staging Area staff

Each Staging Area will require the following staff:

- Staging Area Manager (SAM)
- Mission Radio Operators (MRO)
- Evaluators for any planned trainees



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COMMUNICATIONS PLAN (to be updated in the SPIN)

1. The primary Net Control Station (NCS) will be at the Incident Command Post. The call sign will be **“HOUSTON MISSION BASE”**.
2. Aircraft will include their **sortie number** when communicating with Mission Base. Ground teams will also use their sortie number.
3. Staging Areas will maintain contact with aircraft and ground teams . “Ops Normal” calls will be made every 30 minutes. If an aircraft or ground team is more than 10 minutes over due, the CUL will report this to the ICP Operations or Incident Commander. Efforts to contact the overdue unit should be initiated using all communications options available. Use of CAPSTAR is required.
4. A radio check must be conducted prior to the aircraft or ground team departing the staging area or mission base. The radio check does not need to be reported to the ICP but does need to be recorded in CAPSTAR.
5. Aircraft and ground team contacts will be reported to the ICP Operations Staff. The following four (4) pieces of information are required:
 - a. Radio check before taxi (departure in vehicle)
 - b. “Wheels Up”, or departure time
 - c. “In Grid”, or time arriving at assignment
 - d. “Out of Grid”, or time departing from assignment
 - e. “Wheels Down”, or return time. Do not use the term “down” by itself as this could be interpreted as a catastrophic event for an aircraft.
 - f. Operations Normal (every 30 minutes unless previously approved by OSC and/or IC).
6. All stations should be watchful and listen for aircraft and ground teams attempting to report to ICP. If they cannot make contact with the ICP, any station should be ready to relay their report to the local Mission Base.
7. Frequencies:
ICP to Aircraft – CC1
ICP to Ground Teams – CC1
Aircraft to coordinate with ground teams – AIR1
8. The use of member owned cell phones will be at the member’s discretion and will be covered in individual briefings.
10. Additional contact numbers:
 - a. Incident Commander 281-300-1576
 - b. Admin/Finance
 - c. Air Operations
 - d. Ground Operations

ATTACHMENT 1

Texas Wing Distributed SAREX – 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 DSAREX’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.

Process

All Texas Wing DSAREX's will incorporate this process flow in order to meet these WMIRS requirements.

- The Planning Section Chief will receive a sortie request from a customer or a simulations unit. This request will be passed through the appropriate branch directors for crew assignment.
- Once a crew is assigned they will complete an ORM and W/B and report to the Briefing/Debriefing Officer (B/DO). The B/DO will brief the crew and record the appropriate information into the WMIRS 104/109. The method of releasing the crew will be determined by the IC based on the size of the exercise or mission.
- The Local WMIRS Officer will maintain awareness of the departure and arrival of all mission aircraft and vehicles.
- The Local WMIRS Officer will record those times on his/her ICS 214 mission log and will up-channel that data to the ICP as briefed. Methods for this may include:
 - Direct entry into WMIRS with communication to the ICP WMIRS Officer
 - Communication to the ICP WMIRS Officer by any appropriate method (in this case the ICP WMIRS Officer will enter this data into WMIRS)
 - Use of the comm radio network to pass this data should be practiced during training
- The time elapsed from actual wheels up/down to the time this information is reflected in WMIRS should not exceed ten (10) minutes.
- No less than once per hour the ICP WMIRS officer will compare the CAPF107 & Mission board against all data in WMIRS and resolve any discrepancies.

- Once the sortie is complete, the crew will refuel and report to the B/DO. The B/DO will complete the 104/109.
- The crew will take the fuel tracking sheet, receipt and 108 to the Finance Officer who will scan and upload the forms into WMIRS.
- The hard copies of the finance forms, the W/B and ORM will be given to the Quality Control Officer who will verify that all information is accurately recorded and the sortie is closed out in WMIRS. 72 hours after the close of the mission these forms may be destroyed by shredding.

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.

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

