

Operations

CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

This supplement modifies the information contained in CAPR 60-3. This supplement may not be additionally supplemented below the wing level. For additional guidance refer to MD Wing Supplement 1 CAPR 60-4 Volume 2 CAP Emergency Services Training Forms and MD Wing Supplement 1 CAPR 60-4 Volume 1 Part 1 CAP Emergency Services Mission Forms. Forward any suggestions for improvement of this supplement through channels to HQ MDWG/DOS.

Para. 1-4.b. 4)

Replace with: Wing will only maintain records documenting current qualifications of members. Complete records of training history must be maintained for personnel at their unit of assignment.

Para. 1-4.b. 9)

Change to. Incident Commanders will be responsible for acquiring and maintaining their own incident commander kit. The wing Emergency Services Officer will provide periodic alerting information updates.

Para. 1-4.b. 10)

Add. Track the status of all CAPF 101T holders within the entire wing in a similar database as CAPF 101.

Para. 1-4.d.

Add. 4) Possess a current MDWGF 90 (Medical Treatment Authorization) on their person when participating in operational missions.

Para. 2-1.d. 3)

Add. The Wing Director of Operations or Wing ES Officer will approve local training missions seeking mission credit after review of mission training plan that must be submitted at least six weeks prior to the activity. Activities such as skills days are not mission credit activities and do not need wing approval and personnel participating in these activities need not be fully CAPF 101/101T qualified.

Para. 2-2.a.

Add. Maryland Wing HQ will publish a list quarterly of personnel authorized to train personnel and certify task completions for each

emergency services specialty. Only the listed personnel will be authorized to conduct training and sign CAPF-101Ts. Personnel who wish to be added to the list will submit their names to the Wing Emergency Services Officer for approval.

Para. 2-2.d.

Change to. The Wing Commander, the Wing ES Officer or the Wing Director of Operations (except for the general ES rating) initially issues a CAPF101, Specialty Qualification Card, to personnel who satisfactory complete all training and evaluation requirements specified for the requested specialty rating listed in this chapter.

Add. Individual unit commanders may issue renewal CAPFs 101 provided they notify wing ES section by submitting copy of completed CAPF100 along with proof of completion of required re-currency training within 30 days of the action.

Para. 2-2.e. 4)

Maryland Wing will utilize its 101 card database along with the CAPF 101 to validate the currency of members ES qualification. The listing will be generated at least monthly (1st week of each month) and posted on the wing web site under operations section.

Para. 2-3.a.

Add. Personnel wanting to obtain a General Emergency Services rating may attend the optional General Emergency Services Class. Material in this course will help with completion of the current CAPT 116 which will qualify the person in the General Emergency Services rating and satisfy the familiarization and preparatory requirements for the Mission Staff Assistant and Mission Chaplain specialty ratings.

Para. 2-3.j. 2)

Replace: Qualified. Complete all requirements listed on MD Wing Supplement CAPF 101T-MP.

Para. 2-3.l. 2)

Replace: Qualified. Complete all requirements listed on MD Wing Supplement CAPF 101T-MO.

Para. 2-3.m. 2)

Replace: Qualified. Complete all requirements listed on MD Wing Supplement CAPF 101T-MS.

Para. 2-3.n. 1) c)

Add. The state drivers license and CAP license requirements may be waived for personnel who will not operate motor vehicles on emergency services activities.

Para. 2-3.n. 2)

Change. Qualified. Complete all requirements listed on MD Wing Supplement CAPF 101T-GTL. Personnel who have completed all of the MD Wing Supplement CAPF 101T-GTL requirements except the Advanced First Aid will be considered GTL qualified as long as they have at least Standard First Aid and CPR current qualification. They are encouraged to take advanced First Aid training but it is not required. Ground Branch Directors will make every effort to assign these GTLs to sorties, which have a minimum probability of requiring Advanced First Aid skills. The GTL's CAPF 101 will be annotated "NO AFA" in #27 Technical Specialty block until they complete Advanced First Aid training.

Para. 2-3.o.1)

Add: MD Wing requires that the day pack specified in Ground & Urban Direction Finding Team Tasks book, Task O-0001 "Prepare Ground Team Individual Equipment" be only Red or Orange pack. No Web gear or SAR/Survival vest is authorized in MD Wing as a daypack/24 hour gear carrier.

Para. 2-3.o. 2)

Replace: Qualified. Complete all requirements listed on MD Wing Supplement CAPF 101T-GTM.

Para. 2-3.p. 2)

Replace: Qualified. Complete all requirements listed on MD Wing Supplement CAPF 101T-UDF.

Para. 2.9.

Add: **Maryland Wing Training Classes**

Maryland Wing headquarters will conduct classroom training designed to provide the knowledge necessary to qualify personnel to complete the familiarization and preparatory requirements needed to allow them to participate on training missions in the specialty. These courses will be conducted by certified wing instructors several times throughout the year in order to allow personnel enough opportunities to complete the necessary training.

a. General ES class

1) This is optional class that is applicable to all ES specialties. It will help student to prepare for the CAPF 116 and will cover knowledge requirements for Mission Staff Assistant.

2) Qualified instructors Personnel authorized by the MD Wing ES officer.

3) Prerequisites: None

b. Ground and UDF Team ES Class

1) Required for: 101T Card for UDF Team Member and Ground Team Member.

2) Qualified instructors: Personnel authorized by the MD Wing ES officer.

3) Prerequisites: Students must possess CAPF 101 GES.

c. Ground Team Leader ES Class

1) Required for: 101T Card for Ground Team Leader.

2) Qualified instructors: Personnel authorized by the MD Wing ES officer.

3) Prerequisites: Students must possess CAPF 101 GTM rating and be at least 17 years and 6 months old.

d. Mission Staff ES Class

1) Optional class for completion of "Familiarization and Preparatory Training" section of 101T Card for Mission staff positions.

2) Qualified Instructors: Personnel authorized by the MD Wing ES officer.

3) Prerequisites: Students must possess CAPF 101 GES.

- e. Air Crew ES class
- 1) Optional class for completion “Familiarization and Preparatory Training” section of 101T cards for SAR/DR Mission Pilot, Mission Observer, and Mission Scanner.
 - 2) Qualified instructors: Personnel authorized by the MD Wing ES officer.
 - 3) Prerequisites: Students must possess CAPF 101 GES.
- f. Mission Radio Operator class
- 1) Required class for completion “Familiarization and Preparatory Training” section of 101T card for Mission Radio Operator.
 - 2) Qualified instructors: Personnel authorized by the MD Wing ES officer.
 - 3) Prerequisites: Students must possess CAPF 101 GES.
- g. Communications Unit Leader class
- 1) Required class for completion “Familiarization and Preparatory Training” section of 101T card for Communications Unit Leader.
 - 2) Qualified instructors: Personnel authorized by the MD Wing ES officer.
 - 3) Prerequisites: Students must possess CAPF 101 MRO.

Wing Headquarters will sponsor and conduct additional optional classroom training as part of professional ES development. These classes will include but are not limited to Search Theory, Land Navigation, Disaster and Damage Assessment.

Para. 4-7.b.

Add: 7) MDF 64, *Ground SAR Team Resource Form*. The form should be submitted to Ground Branch Director immediately after sign in. Sample form can be found in MD Wing Supplement 1 CAPR 60-4 Vol. 1 Part 1.

Para. 8-7.

Add. On missions large enough to warrant a finance/administration, this role will usually be filled by the commander of the mission base host unit or his designee if properly qualified. That individual will usually have the best knowledge of local refueling operations and requirements as well as the mission base setup

and administrative capabilities. In this role he/she will be responsible for initiating and maintaining personnel/vehicle sign-in facilities as well as maintaining the overall security and ‘traffic control’ on the base. Additionally, this individual will usually fulfill the role of facilities unit leader under the logistics section.

Para. 8-10.c.

Add. The incident commander may choose to issue a written operations order in lieu of completing ICS Forms 202 to 206, but the IC must provide the information from these forms at a minimum when choosing to use the operations order format.

Chapter 9. Added. (Ground teams)

Para. 9-1. Purpose

This chapter is added to define ground team structure in Maryland wing. It will help mission staff with alerting operational ground teams for missions. All squadrons should attempt to register their resources with the Wing Emergency Services Officer.

Para. 9-2. Registering procedure

a. To register a team, the team leader will turn in through channels a MDF 64 every January and July. To change a team rating, MDF 64 can be submitted at any time. This form needs to be filled out completely with all of its resources (ground team leaders, members, trainees and vehicles) that could potentially be used for ground team operations. Attached to the MDF 64 should be a copy of the squadron’s alert roster indicating which numbers can and can’t be posted on the website.

b. Registered teams need not be only from one squadron. Team can be composed from multiple squadrons within a group and multiple groups with the respective group commanders’ permission.

Para. 9-3. Types of teams

a. Type I team is fully qualified to perform all types of ground team missions. They must:

- 1) Consist of at least 2 fully qualified Ground Team Leaders and 6 fully qualified Members.
- 2) Posses all equipment listed on the back of MDF 64 and participate in at least 5 SAREX’s each year with 80% strength of the team.

3) If alerted, respond within 2 hours from alert with at least 80% of the personnel for a mission and within 30 minutes with at least 2 personnel for an ELT mission. During business hours, teams are allowed additional 60 minutes to the above response times.

b. Type II team is qualified and equipped to perform all types of ground team missions. They must:

1) Consist of at least 1 fully qualified Ground Team Leader and 7 Members (4 of which may be trainees).

2) Possess all equipment listed on the MDF 64 under the headings of "Required Equipment", "Mission Kit", "ELT-DF Kit", and "Crash Site Surveillance Kit", in addition to team first aid kit.

3) Satisfactorily participate in at least 50% of SAREX's conducted during the year with at least 75% of the team.

4) Capable of being "on the road" within three hours from first alerted with all gear and 75% of the team for a mission and within 30 minutes from alert for an ELT mission with at least two members of the team. During business hours, teams are allowed additional 60 minutes to the above response times.

c. Type III team is qualified and equipped to perform most of the ground team missions as well as crash site surveillance. They must:

1) Consist of at least 1 fully qualified Ground Team Leader and 5 Members (3 of which might be trainees).

2) Possess all equipment listed on the MDF 64 under the headings of "Required Equipment", "Mission Kit", "ELT-DF Kit", and "Crash Site Surveillance Kit", in addition to team first aid kit.

3) Satisfactorily participate in at least 30% of SAREX's conducted during the year with at least 60% of the team.

4) Capable of being "on the road" within 4 hours from first alerted with all gear and 60% of the team for a mission and within 60 minutes from alert for an ELT mission with at least two members of the team if ELT-DF capable. During business hours, teams are allowed additional 60 minutes to the above response times.

d. Type IV UDF team is qualified and equipped to perform ELT-DF missions and to augment other teams during other ES missions. They must:

1) Consist of at least 2 fully qualified UDF or Ground Team Members (At least one has to be a senior member) and 2 Member trainees.

2) Possess all equipment listed on the MDF 64 under the headings of "ELT-DF Kit".

3) Satisfactorily participate in at least 50% of SAREX's conducted during the year with at least 50% of the team. (Please keep in mind cadet protection rules, no 1 senior 1 cadet teams will be allowed to respond unless they are family members)

4) Capable of being "on the road" within 60 minutes from alert for an ELT mission with at least two members of the team. During business hours, teams are allowed additional 60 minutes to the above response times.

Para. 9-4. Evaluation of team rating.

Team performance will be evaluated at least once per year. This evaluation will be conducted by wing ES Officer selected evaluator that is rated whenever possible at least as a Ground Branch Director. Additionally, Incident Commanders can submit an evaluation of the teams' performance during their missions. The team will be rated on a pass/fail scale and may be down graded as a result of their evaluation. If the team fails an evaluation, they will be provided in writing from the Wing ES Officer with exact reasons of their failure/downgrade and also with criteria that must be accomplished to regain their rating. Once they accomplish the tasks outlined in the evaluation, they can request re-evaluation through the Wing ES Officer.

Chapter 10. Added. (Bay Patrol)

Para. 10-1. Purpose.

This attachment provides the procedures for performing Bay Patrol in MD Wing.

Para. 10-2. Definition.

Bay Patrol will be flown each Saturday, Sunday and Legal Holiday from Memorial Day through at least Labor Day weekend. Bay Patrol begins at 1500 hrs (3:00pm) and ends at Sunset. Bay Patrol covers all Maryland waters of the Chesapeake Bay and its major tributaries.

Para. 10-3. Minimum Personal Es Qualifications.

All Bay Patrol participants must be ES (101 or 101T) rated. The following minimum ES ratings apply for each participant.

a. Duty Officer- 101 rated Air Branch Director or higher; or designated by the Bay Patrol project officer as being capable of performing the tasks related to the job. Must be a current CAP senior member at least 21 years of age and possess a Basic Communications User Card.

b. Pilot- 101 rated as a SAR/DR Mission Pilot. May be a senior or Cadet over the age of 18 if appropriately rated.

c. Observer/Scanner- 101 or 101T rated as a Mission Scanner or Observer. May be a senior or Cadet over the age of 18 if appropriately rated.

d. Radio Operator - 101T Mission Radio Operators, Cadet or Senior, may perform this function.

e. NOTE: For 101T rated participants, only one (1) participation in Bay Patrol will be credited towards meeting the two (3) training missions required for each specialty. This training must be received from an appropriately rated trainer.

Para. 10-4. Operational Control.

The Bay Patrol Project Officer has the authority to act for the Wing Commander in the operation of Bay Patrol. The Bay Patrol Project Officer is the Wing Current Operations Officer or in that officer's absence, the Wing Director of Operations.

a. Duty Officers have the direct responsibility and authority for Bay Patrol Operations during their assigned duty day and time. The Bay Patrol Project Officer from qualified volunteers will appoint the Duty Officer for each operational day. The Duty Officer is not to act in the capacity of an Incident Commander unless qualified to do so. If in the course of his/her duties a situation arises that requires the authority granted to a Incident Commander, the Duty Officer would immediately contact an available Incident Commander via the MDWG Alert Roster. The Duty Officer will resume normal Bay Patrol Operations and not participate in mission work until relieved of those duties.

b. Corporate Aircraft will be assigned each duty day for the patrol. Each unit who is assigned a particular day is required to have their aircraft with a crew at ANP or arrange for another unit to cover their day. Routes and Times to be determined on a yearly basis. The Duty Officer may lengthen or shorten the Patrol time depending on the amount of boater traffic.

Para. 10-5. Aircraft Control.

All aircraft operations will be under the control of the Duty Officer. The Pilot in Command of each aircraft may deviate from the Duty Officers instructions only as needed to comply with Federal Aviation Regulations (FAR's) and as needed to conduct all flying operations safely. All flight operations shall be conducted in complete conformity to all applicable FAR provisions and in accordance with CAP Regulation 60-1 and this supplement.

a. Duty Officers have the authority to ground any aircraft used on Bay Patrol if, in their opinion, a safety of flight issue is involved. The grounding will remain in effect until cleared by wither the Wing Commander, the Vice-Commander, Chief of Staff, or Director of Operations. The Duty Officer shall immediately notify the PIC of a decision to ground the aircraft. The PIC and the Duty Officer together will immediately notify the Director of Operations of the grounding (or in the Director of Operations absence, the Wing Commander, Vice Commander, or the Chief of Staff). The Director of Operations will act to either clear the aircraft or uphold the grounding.

b. Aircraft Commanders shall insure that their aircraft and a qualified crew on board report to Lee Airport on the dates that aircraft is scheduled, no later than the specified time for that season. Each aircrew member shall wear a CAP uniform authorized in CAPM 39-1and carry a current CAP membership card and proper 101 or 101T card. The pilot acting as PIC must also have in their possession all required pilot credentials. Personnel not in proper uniform or without proper cards/credentials will not be allowed to fly in a corporate aircraft. The Duty Officer is authorized to ground any such personnel.

c. Any Aircraft commander whose aircraft will not be able to meet its Bay Patrol schedule for any reason shall arrange for a

replacement aircraft/aircrew and then notify the Bay Patrol Project Officer at the earliest possible time.

d. All aircraft will be provided with and will carry two (2) personal flotation devices (PFD), an ADC map of the Chesapeake Bay and a binder that will include information on that specific area of the bay that aircraft is assigned to. As available, each aircraft may be provided an inflatable raft to be carried in the aircraft in the event of a water landing. If there are more than two (2) persons on board the aircraft, an extra PFD may be issued by the Duty Officer. Aircrews planning to have more than two (2) persons on board should contact the assigned Duty Officer to be sure extra PFD's are available. If they are not, the crew is responsible for bring their own PFD for the third person. All persons on board the aircraft will wear their PFD at all times while in the aircraft. Aircrews will return all equipment issued to them at the end of their patrol.

Para. 10-6. Communications.

Primary Communications for Bay Patrol will be conducted on CAP Frequency 149.5375 MHz in simplex mode (Channel 4). The Bay Patrol base at Lee Airport has the call sign "Free State 60". Aircraft will use their normally assigned "CAP FLIGHT" calls signs.

a. Backup communications will be conducted on CAP Frequency 148.150 MHz simplex (Channel 1) or on FAA frequency 122.9 MHz. The base call sign on the FAA radio is "CAP LEE". Aircraft will use their assigned CAP FLIGHT number as their call sign. Use of 123.1 MHz is not authorized for Bay Patrol.

b. The FM radios installed in the aircraft have appropriate marine frequencies programmed into them. The aircraft FM radio channels 16, 22 and 23 **ARE** marine channels 16, 22 and 23. No communication will be made on these channels unless authorized by the Duty Officer. These radio channels are for direct coordination by marine operations involving the US Coast Guard, Coast Guard Auxiliary or Natural Resources Police vessels.

c. Any Aircrew that is not familiar with the radios installed in the aircraft to be used should obtain a full operational briefing on the radio **BEFORE** reporting to Bay Patrol.

d. Upon receiving a distress call from a vessel on channel 16, listen briefly after the completion of the distress call to determine if the call was acknowledged and if so, who received it. Promptly report all distress calls received from a vessel on channel 16 to the Duty Officer. Include in this information whether or not you heard an acknowledgment. Stand by for instructions from the Duty Officer. **REMEMBER-** you cannot directly render assistance to the vessel and should not attempt to respond to the call until directed to do so by the Duty Officer. Your job is to immediately report the distress call and await instructions from base.

e. If instructed by the Duty Officer to assist, ensure one of the aircraft's radios are tuned to the FAA frequency of 122.90 MHz to maintain contact with the Duty Officer, then tune the FM radio to the frequency designated by the Duty Officer.

1) Initial Identification: "This is Civil Air Patrol aircraft CAP Flight _____".

2) Subsequent Identification: "This is CAP Flight _____".

f. The aircraft will respond only when called. Once contact is established with the vessel, the aircraft will be instructed to switch to Channel 22 or 23 for contact with a Coast Guard or DNR vessel.

Para. 10-7. Flight Standards.

The following standard requirements for Pilot, Observer and Flight Operations will be adhered to.

a. Pilot in Command (PIC) shall be a current and qualified pilot as defined in paragraph 3b and who is qualified in the type of aircraft to be used.

b. Each scanner/observer must be a current CAP member, meeting the minimum qualifications set forth in paragraph 3c and must have a briefing as to the duties to be performed in flight.

c. Weather minimums for Bay Patrol flight operations in any patrol area are:

1) Visibility not less than three (3) miles

2) Ceiling at least 1,500 and stable

3) Steady wing not more than 25 kts

4) Crosswind component at ANP not more than 13 kts.

5) Patrol altitude will normally range between 700-1200 MSL; flights lower than 500 MSL are not authorized.

6) Patrol speed will normally be between 90-100 KIAS unless faster need for engine cooling as determined by the PIC.

7) Patrol routes are determined each year by the Project officer and will be flown 1 – 1 ½ mile offshore. Deviations may be made to investigate vessels or as otherwise deemed necessary by the aircraft PIC. Other deviations may be requested if needed by the Bay Patrol Duty Officer.

Para. 10-8. Duty Officer Procedures.

The Duty Officer will arrive at Lee Airport at a time that will allow him/her to complete all necessary tasks prior to the start of the Patrol and be able to have all sorties launched on time. For a list of tasks to be completed prior to the start of Bay Patrol, see the Duty officer instruction sheet.

Para. 10-9. Patrol Areas And Routes.

Three patrol areas are utilized. Each area has a specific set of reporting points along the route.

a. Reporting points to be established and published each year prior to the start of Bay Patrol.

b. Aircrews will make brief position reports at each point or every twenty (20) minutes after the preceding point. Reports shall be kept as brief as possible.

Para. 10-10. Search And Incident Procedures.

Each observer/scanner will devote attention to the vessels in the search area. The pilot may also observe providing sufficient attention is also devoted to scanning for other aircraft and maintaining constant control of the aircraft. Particular attention should be devoted to vessels that are distant other vessels or in an isolated area. Be alert for normal marine distress signals, unusual signaling or attempts to get attention. Do not use marine communications unless authorized by the Duty Officer. If a vessel is believed to be in distress or otherwise in need of assistance, use the following procedures.

a. Circles the vessel and try to determine the nature of the distress, the type of vessel and the number of persons on board.

b. Obtain a position fix using GPS/Loran Lat/Long coordinates. Position using Marine navigational aides is also acceptable if you can properly identify them.

c. Report all above information to the Duty Officer by radio. Continue to circle the vessel and maintain good communications. Climb if necessary.

d. Do not depart the area of the vessel unless authorized by the Duty Officer or unless to establish communications.

e. Follow the Duty Officers instructions. You may be required to meet with a Coast Guard vessel, USCG auxiliary, or DNR boat to direct to the location of the vessel needing assistance.

Para. 10-11. Flight Home.

Once debriefed and released by the Duty Officer the aircrew should proceed directly to their home base. Each PIC should contact the Duty Officer with a “home safe” report as soon as possible. This report may be by radio or telephone, however designated by the Duty Officer.

a. Fueling facilities at Lee Airport close at 1900 hrs (7:00 pm). Adequate fuel should be already on board for a flight home or to a nearby airport where fuel is available. Fuel is available at BWI at all times.

b. The flight home will normally be at night, so all pilots should arrive at Lee airport night current and qualified to carry passengers at night in accordance with the FAR and CAP regulation.

Para. 10-12. Cost Reimbursement.

Maryland Wing will waive the hourly maintenance fee for Bay Patrol operations in corporate aircraft and will reimburse fuel and oil costs. Requests for reimbursement should be made on CAP Form 108 shortly after the flight. Original receipts must be attached for all reimbursements requested. You may write “Bay Patrol” in the block labeled mission number, or you can fill in the assigned mission number for that year. Send the completed Form 108 with

receipts attached to Wing Headquarters DO promptly. CAPF 108's submitted longer than

thirty (30) days after the fly could be subject to rejection.

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