



Wisconsin ES/Ops Brief



December 2006

A WING OF EXCELLENCE...

Vol. 1, No. 2

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Useful ES Links

[CAP National HQ](#)

[Wisconsin Wing Website](#)

[Wing Management Utilities \(WMU\)](#)

[National Technology Center \(for WMIRS\)](#)

[FEMA's Independent Study Site](#)

[Wisconsin Emergency Management \(WEM\)](#)

What's In Store for 2007

Things are afoot in Emergency Services and Operations within Wisconsin Wing. Most of you have probably noticed it already, whether or not you consciously realized it. We've already started to conduct formalized training in the Incident Command System, and more standardized training is coming—the likes of which we haven't seen for quite some time! We've got some new regs, policies and forms to use, and a brand-new "Glass Cockpit" aircraft coming. Add to that the host of advanced technology "toys" we've already got in the wing, not the least of which is the quarter million-dollar Mobile Command Center—a.k.a. "Orca"—which saw use during Hurricane Katrina last year, and you can see that Wisconsin is clearly a leader in CAP Emergency Services. But we need to adapt to the times if we're going to retain our lead!

This final issue of the Wisconsin ES/Ops Brief for 2006 is devoted to covering these emerging changes—because if you, our members, don't know what's going on, then how can anyone expect you to work as part of the team?

The article that directly follows this one outlines our Wing Commander's expectations. This document outlines just where Wisconsin Wing is headed, and will give you an idea where your units can fit into the overall plan. In our next issue, we will cover in detail the Wisconsin Wing ES Training Plan (but if you'd like to see it before then, check out the wing website—it'll be posted there shortly).

In this issue, we'll also take a brief look at the inaugural Mission Base Staff/Communications Academy that Wisconsin Wing will be holding early next month, as well as some new regulations, policies and forms that National Headquarters just published. And to sum it all up, we've included a brief calendar for the first quarter of 2007 that should give you a good idea of what's going on and when.

This is probably going to be one of the longer issues that we'll publish, but the information contained inside its (electronic) pages is important! Commanders, ES Officers and Operations staffs, please make sure that all of your members, especially those involved in ES training, and those who want to get more involved in Wisconsin Wing's ES mission, either get a copy of this newsletter or have the opportunity to review its contents.

So, without further ado, here we go!

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ES Command Guidance

Colonel Don Haffner's Vision for Wisconsin's Future

1 December 2006

MEMORANDUM FOR WING ES STAFF

FROM: WICC

SUBJECT: Wing Commander Guidance

1. One of my responsibilities as Wing Commander is to impart vision and express what I feel is important to the future of Wisconsin Civil Air Patrol. Emergency Services is a large part of what we do, and therefore plays a significant role in the future of our wing. Although the following items are not all visionary in nature, they are items that I feel are important to our future and would like the ES Staff to incorporate them in the planning process. The list is by far not inclusive, as new items will surface as programs evolve and with input from others. Many points may need further discussion and consideration, but it is a starting point in which to work from.

- Standardize and implement aircrew, ground team, and mission base training.
- Identify the difference between "Practicing" and "Training" and offer opportunities for both.
- Work closely with the Wing Director of Training.
- Standardize the best practices for mission staff operations.
- Raise the standards of training by identifying or developing qualified trainers and ensuring that qualified trainers approve required tasks.
- Increase number of mission pilots, observers, and ground teams.
- Develop qualified crews to operate the Mobile Command Center (MCC) and have it participate in ES activities whenever requested.
- Conduct a mission(s) with the MCC as the mission base.
- Train on the ICS and practice its use at all missions.
- Conduct a mission(s) using the ICS with an Area Command. Multiple Groups running mission at the same time with overall command controlling the mission out of Madison (WEM) or Milwaukee.
- Ensure ALL mission are problem solving based. The smaller missions can have easier problems, but all should task the mission base, not just keep track of sorties.
- Develop multiple proficient ARCHER teams.
- Use the GA8 and ARCHER system at all missions. If the ARCHER system is not working, additional observers and scanners can be used.
- Develop proficient SDIS operators for the NHQ equipment we have and for the Wing purchased SDIS equipment, if deemed necessary.
- Develop working relationships with local, county, state and federal agencies. (This is the responsibility of Command and ES)
- Increase the number of AFAM and State authorized missions.
- Develop a system for tracking our resources.
- Encourage Group based SAREXs

2. Again, this is a starting point toward the future and I encourage creativity and discussion. Smaller activities may need to act as building blocks to achieve the end results. I am extremely pleased with the ES team and the commitment everyone has demonstrated toward improving the quality of CAP and Emergency Services in Wisconsin.

DONALD J. HAFFNER, Colonel, CAP
Wing Commander

January ES Academy

The first-ever Mission Base Staff and Communications Academy will be held 13-14 January 2007 at the Department of Military Affairs building at Truax Field, Madison, WI. This will be the first time in more than a decade that Wisconsin Wing has put on any formal mission staff training, but this is a whole lot more than a retread of the old Mission Management schools.

The Mission Base Staff/ Communications Academy is for *all* members, cadet and senior.

This Academy will host three different training “tracks”, giving our members the chance to focus on the skills they most want to exercise. The Emergency Communications track will take members with little to no radio communications experience (even those without a Radio Operator Authorization) and give them the know-how they need to fill just about any mission communications role. It’ll also give them the chance to fulfill just about every requirement for the Basic Communicator’s Badge (wearable by both cadet and senior members).

The Mobile Command Center track will focus on “Orca”—Wisconsin Wing’s quarter million-dollar mobile command post and communications center. Members will learn how to operate the vehicle, from selecting an appropriate operating site to setting it up for remote operations to working its advanced communications and computer equipment. Those senior members who meet the prerequisites will also receive a checkout and authorization to drive the MCC.

Download the application now from the Wing website

The Basic Mission Management course is broken into two different sub-tracks: one for those looking to pursue (or renew) qualifications in Operations and those working on support qualifications. All Basic Mission Management participants will receive ICS 300-level Incident Command System training in addition to ops- or support-specific training.

If you want to get involved in Emergency Services and don’t know where to start, or you want to qualify or take part in refresher training, this is the activity for you! If you’d like more information, navigate to the following link to see the complete description and download the application.

http://news.wiwgcap.org/index.php/2006/12/13/wisconsin_wing_mission_base_staff_commun

New CAPR 60-1 Published

You can find a copy of the new 60-1 on the NHQ website

In case you haven’t heard, National Headquarters has published a brand-new CAPR 60-1 (which, if you don’t know, is the CAP Flight Management regulation—it tells us how we fly our aircraft in Civil Air Patrol). This looks to be a pretty major revision of the reg. Just a few of the new or changed topics it covers include: adds check ride requirement to suspension of flying privileges paragraph, clarifies timeframe when CAPF 5 written examination is to be taken, adds Commercial requirement to AFROTC cadet orientation pilots, updates high performance aircraft qualification, adds Mission Pilot proficiency flight profile, and updates mission symbols.

Click here to find the latest reimbursement rates for CAP aircraft

Some of the “big” changes include the GA8 and G1000 requirements, the inclusion of “Sterile Cockpit” procedures, the official adoption of “Profile 7” flights, the change of Cadet Orientation Flights to the “A-15” mission symbol, and the inclusion of the “A-9” and “B-9” mission symbols for maintenance flights—aircraft on the National Consolidated Maintenance Program (which doesn’t apply to our wing aircraft) use the

A-9 symbol, while **all other maintenance flights now qualify for full FECA/FTCA coverage under the B-9 mission symbol, using the State Director's monthly mission number!**

There are some more changes hidden in there, so make sure you take a good long look at 60-1 before getting behind the controls again!

WMU/MIMS Announcement

There is a great deal of confusion regarding the use of MIMS and WMU throughout our wing. This matter was discussed at a recent staff meeting. As a result, we are issuing the following guidance for all WIWG personnel.

MIMS will be used to process CAP pilot ratings and to maintain pilot records as mandated by National Headquarters.

WMU will be used to process all ES ratings (including SAR/DR pilot) and to maintain ES records.

The WIWG ES staff believes that there are advantages to continue using WMU. We realize that there are some WMU issues that need to be addressed. We are working on that. We will also work with IT staff to monitor the development of MIMS. If the situation changes, we will provide additional guidance. Until then, use MIMS for CAP pilot ratings/records and WMU for ES ratings/records.

Please give this announcement the widest possible dissemination.

Jerry Krueger, Lt Col, CAP
Director of Emergency Services

New Feature Added to IMU2

Incident Management Utilities, version 2 (or IMU2), the standalone application used to automate incident operations, has a new feature. When the mission data is uploaded at the end of each day, IMU2 will now automatically send sortie information into WMIRS. A DOD root security certificate from the NTC website is required in order for the upload to work. Access the IMU2 program and installation instructions from the Incident Commander Menu of the Wing Management Utilities (WMU) using the database download button. Follow the instructions listed on that page for information on how to install this DoD root certificate and upgrade your version of IMU. The current IMU release is: 2.1.1.1.

National CAPF 108 Procedures Updated

We've been hearing it for a while now, but it looks like it's here now. You're going to have to go online (to the [NTC Website](#)) to fill out the CAPF 108 for just about all reimbursement. If you haven't already, sign yourself up for an account there—pretty soon, we'll need to be inputting a whole lot more information into WMIRS. For now, consider this a heads-up. Keep watching the Wing-Info e-mail group for more information on how reimbursements will be handled in the near future.

You can get to MIMS via the [eServices page](#)

Use WMU for *all* ES-related training entry; use MIMS *only* for maintaining pilot records

Download IMU2 from the [WMU site](#)

If you haven't already, sign up for an account on the [NTC site](#) so that you can complete 108s online in the future

Paperwork Spotlight: CAPF 99

You can download a copy of the new CAPF 99 [here](#)

With a new CAPR 60-1 comes a brand-new CAPF 99. At first glance it looks remarkably like the old 99, but it's suddenly grown to a two-page form. But first, a bit about what it's for before we get into what's changed.

The CAPF 99 isn't something that we use on ES missions, so most members probably haven't heard of it, or if they have, they've never used it. However, like the CAPF 104, this is the lifeblood of CAP pilot because this is their flight release.

Yes, every time that a CAP pilot takes a CAP aircraft up, he or she needs to receive a "flight release"—basically an authorization to operate the aircraft, given by someone with responsibility for the safe operation of the aircraft and the pilot. That someone is known as the Flight Release Officer (FRO). Every unit with "flying activity"—which is to say any unit with its own assigned aircraft *or* that has pilots that could conceivably use a non-CAP aircraft for CAP flight

FROs must fill out the CAPF 99 at the time they release the flight

CAP FLIGHT RELEASE LOG										PAGE	
										From	To
UNIT	WING	REGION	LOCAL USE	LINE NO.	MISSION	ACT TYPE	DEP POST	PILOT-IN-COMMAND	EST FLT TIME	ACT FLT TIME	RELEASEE NAME
				DATE	AF MSN NO.	TS NUMBER	DESTINATION	CROWN/PAS			SIGNATURE
AFAM - USAF Reimbursable Mission											
Symbol - Description											
(A1) AFRC Search and rescue mission assigned by AFNSRP (NOTE 1)											
(A2) Mission flown under a mission number issued by AFNSRP (NOTE 1)											
(A3) Counterdrug actual mission											
(A4) Counterdrug training mission											
(A5) Search and rescue training mission											
(A6) AFROTC orientation flights including flights to and from the orientation site											
(A7) CAPFA & WFA pilots, NCPD course and CAPR 60-11, Pilot Continuation Training Program											
(A8) Maintenance flights to support of Civilian Maintenance Contract Program (CMCP)											
(A15) CAP cadet orientation flights IAW CAPR 92-7 Cadet Orientation Flight Suffix											
(A18) Homeland Security missions											
(A28) Global view plane operations supporting CAPR 32-7, Cadet Orientation Flight Suffix. This includes ferry flights and training. If sufficient funds are available, the wing commander may fund initial one pilot training for up to two pilots each fiscal year from the wing's training or orientation flight budget.											
(A29) Mission specifically approved by the Air Force including low level survey, weather, etc.											
(A91) Mission requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. These missions may be funded by a customer on the CAP appropriated mission budget.											
AFAM - USAF Non-reimbursable. May be reimbursed by non-Air Force agency.											
(B) Flights funded by the American Red Cross											
(B9) Maintenance flights in support of aircraft delivery and pickup (other than CMCP flights)											
(B10) Flight flown under a Federal Emergency Management Agency (FEMA) mission number and then IAW the FEMA memorandum of understanding (MOU).											
(B11) Flight flown under a NOAA and NWS mission number and then IAW their MOU's.											
(B12) Proficiency flight by qualified SAR/DR/CD mission pilots conducted pursuant to guidelines published by HQ CAP/USAF in attachment 7 and attachment 8 through 10 of this regulation and SAR/DR training in accordance with CAPR 60-3.											
(B13) Support or fueling or national relief operations with an Air Force approved MOU.											

CAP FORM 99, DEC 86
 Forward a copy to the CAPSD by the 5th of each month.

PREVIOUS EDITIONS WILL NOT BE USED AFTER 28 FEB 07 (CONTINUE ON REVERSE) OPR:ROUTING: DOV

operations—must have at least one Flight Release Officer (most will have several). These FROs log their authorizations—their "flight releases"—on the CAPF 99, the CAP Flight Release Log.

The CAPF 99 has two sides which look almost exactly the same. The left column lists all of the approved mission symbols, including their description, while the rest of the form has enough space to record the pertinent details of 15 flights (per side of the form). Every time the FRO releases a flight, he or she needs to log the particulars of the flight *and* indicate a mission symbol: one of those letter-number combinations you keep hearing about anytime someone talks about flying hours.

Make sure you choose the correct mission symbol: A, B, C or L

The breakdown is simple: there are four different letter categories, each indicating a different level of reimbursement and insurance coverage. "A" flying indicates an Air Force Assigned Reimbursable Mission, which means you can be reimbursed for the flying (on the CAPF 108) and that you receive full FECA and FTCA coverage (Federal Employee Compensation Act and Federal Tort Claims Act, respectively; basically federal Workman's Comp and Liability insurance) while flying. These include actual SAR or DR missions (A1 and A2), Counterdrug missions (A3 for actual, A4 for training), reimbursable training missions (A5), AFROTC orientation flights (A6), CAP cadet orientation flights (A15), and Homeland Security missions (A18).

"B" flying also indicated Air Force Assigned Missions, with full FECA and FTCA coverage, but which are *not* reimbursable. These can include maintenance flights (to and from a mechanic or radio shop, for instance; B9), proficiency flights for ES Mission Pilots (B12), and check flights (Form 5 & 91 checkouts; B17).

The CAPF 99 is used to track more than just authorized flights

Make sure the form is complete and that you send it in to WIWG HQ on a monthly basis

“C” flying is not Air Force Assigned and conveys only CAP’s corporate insurance. This is why these are referred to as “corporate” flights. They can include transportation flights (say to and from a conference; C8), cadet training flights (flight encampment is a good example; C16), general proficiency flying for pilots who aren’t rated ES Mission Pilots (C17), Aerospace Education member orientation flights (C19), and the all-encompassing “other flights authorized by a corporate officer” (C99).

CAP FLIGHT RELEASE LOG										PAGE	OF	
UNIT	WING	REGION	LOCAL USE		DATES: From		To		PILOT IN COMMAND	EST FLT TIME	ACT FLT TIME	RELEASE NAME
			LINE NO.	MISSION SYMBOL	ACT DATE	DESTINATION	DATE	TO				
(B1) Support to state, county, and local agencies when approved and assigned by AF-V02B-HS												
(B15) CAP-cadet orientation flights IAW CAPF 99-2.7												
(B16) Cadet Orientation Flight (includes first introduction with AF funds)			16									
(B17) CAPF 99 and 91 evaluations, NCPSC, and PCT's flown under an Air Force mission number			17									
(B18) Historical Security Missions			18									
(B19) Other missions specifically assigned by the Air Force (e.g. media, public official, etc.). This mission must be approved in advance by the AF-CAP Corporate Mission Mission			19									
(C) Other												
(C1) Identification			20									
(C2) Air transportation flights to and from speeches or higher official conferences or meetings			21									
(C3) Maintenance flights (includes flights in support of aircraft delivery and pickup)			22									
(C14) Support to state, county, and local agencies not assigned as an AF approved mission			23									
(C16) Cadet flights (including training, flight encampment, academics, cadet encampments, and DACE)			24									
(C17) CAPF 99 and 91 evaluations and proficiency flights not designated as an AF AM			25									
(C18) HES Missions not designated as an AF AM			26									
(C19) Orientation flights for CAP Aerospace Education Members (C20) (Other low level flights for non-CAP missions (includes ferry training flights)			27									
(C99) Other missions specifically approved by the National Region Wing Commander			28									
(C11) Missions requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. These missions may be funded by a contract or the CAP Wing's corporate (non-appropriated) budget			29									
Other			30									
L1 USAF liaison personnel flying												

NOTE 1: Does not include FEMA (H19) missions, Red Cross (H2) missions, or support to other federal or national relief agencies with an Air Force approval MOU (B13).

NOTE 2: CAPF 99-2.7 inspections are only authorized as an AF mission through a mission mission request via WMEBS.

CAP FORM 99, DEC 86 REVERSE
Forward a copy to the CAPNSD by the 5th of each month.

The “L” designator has only one mission symbol: L1. This is used when CAP-USAF liaison officers or State Directors fly utilizing a CAP aircraft, and are conducted under their own guiding regulations.

It is important that FROs enter every flight they release onto a copy of the CAPF 99 as soon as he or she releases the flight. Like many other ES- and Ops-related forms, this is a legal document and what will be used to prove eligibility for FECA/FTCA coverage in case of accident. This isn’t a note pad or a form that can be filled out after the fact.

Treat it like the important document that it is!

Using the form is simple. There are blanks to fill in the date of the flight release, the mission symbol for the flight, the aircraft type (like C-172 or GA-8) and N-number (tail number), the name or identifier for the departure and destination airports, the name of the pilot (and crew, if applicable), the estimated time for the flight, the total actual time for the flight (taken from the Hobbs meter after the flight or flights are done), and the name and signature of the FRO. Yes, there is a blank for actual time flown, which means the pilot must contact the FRO after the flight is completed to “close the loop.”

The FRO has a number of other responsibilities, which are well out of the bounds of this article, but apart from completing the form upon giving a flight release, he or she must also report the information contained on this form on a monthly basis. The procedures will vary depending upon the unit, but ultimately each unit must provide Wisconsin Wing and CAP a complete breakdown of all of the flying done on each CAP aircraft each month, and the CAPF 99 is the key to assembling this data. Moreover, the form must be forwarded to the WIWG HQ each month to remain on file.

Unfortunately, these two requirements are areas where Wisconsin Wing has fallen behind somewhat. We received a Finding in the last Compliance Inspection that stated: **Numerous CAPFs 99, CAP Flight Release Log, had not been signed by the FRO as required.** Additionally, several pilots had been released on “B” mission flights when they did not meet the requirements for “B” mission coverage. We also seem to have a hard time getting monthly flight reports from the field. These are areas that not only need improvement, but are **key safety and responsibility requirements** that could jeopardize our ability to keep receiving actual mission assignments, training funds and new equipment.

Don’t let your fellow members down!

First Quarter 2007 Calendar

January

13-14	Mission Base Staff/Comm Academy	DMA, Madison
27-28	Unit Commander Course	Appleton
Ongoing	Profile 7/G1000/SDIS/ARCHER Proficiency Flights	Across Wisconsin

February

10-11	Tabletop Mission Exercise (Tentative)	Madison
16-18	GLR Region ES Exercise	Grissom ARB, IN
Ongoing	Profile 7/G1000/SDIS/ARCHER Proficiency Flights	Across Wisconsin

March

TBD	WIWG SAR/DR Exercise	TBD
24-25	WIWG Color Guard/Drill Team Competition	Madison
Ongoing	Profile 7/G1000/SDIS/ARCHER Proficiency Flights	Across Wisconsin

Note: we're looking for a Project Officer and unit to support the March SAR/DR Exercise. If your unit would be interested in taking responsibility for this, contact Lt Col Jerry Krueger.