



HEADQUARTERS
CIVIL AIR PATROL, TEXAS WING
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 154997

General Operations Plan

Standard General Operating Procedures
for

Lone Star Emergency Services Academy
Mission Aircrew School
r.1.0

19-29 June 2009

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ALERT Academy, Big Sandy 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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Attachments 1 and 2 – MP and MO Task lists

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1. **General**

a. Type of Training

This training will be used to increase the number of qualified Mission Staff, Mission Support, Ground Team, Mission Aircrew and Pilots. The curriculum from National Emergency Services Academy, NASAR and Texas-specific training (as updated by Lt Col Rich Simerson and Lt Col Steve Haney) will be used to implement the training.

b. Location

ALERT Academy, Big Sandy, Texas

Contact information:

Email: BrooksCima@gmail.com

IC Cell: 281-513-3974

c. Primary dates & times

19-28 June 2008

Additional aircraft movement on 19 June and 29 June.

Sign in will be conducted 8-10 on 21 June. Classroom activities will begin that morning with flying to begin on Monday morning. Sorties for the various schools will commence as training dictates. Inbounds or aircraft movement may begin as early as 19 June.

d. Alternate dates

None

e. USAF funding

\$10,000 to be split with air, ground, mission support and misc. mission expenses. Mission expenses shall be defined as any reasonable expenses (copier paper, ink, batteries, etc.) that are deemed necessary to perform the mission.

f. Mission Symbol

TBD

g. Air Force Mission Number

Pending

h. OES Training Number

Not applicable

i. Project Officer/Contact Person

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Incident Commanders

Brooks Cima, Lt Col, CAP - overall
Dennis Cima, Lt Col, CAP - MSS
Dietrich Whisennand, Lt Col, CAP - MSS
John Ureke, Lt Col, CAP - GSARSS
Rick Woolfolk, Major, CAP - MAS

j. Initial Reporting Times

General Sign-in will be conducted 8-10 on Sunday.

Inbound sorties for aircrew, mission support and ground teams will be coordinated in advance by the school commandants/ICs and will be recorded in WMIRS.

2. Notification & Application

a. Notification of exercise

This exercise is published on the Texas Wing Calendar. This Operations Plan and the Policies and Procedures Handbook will be published in WMIRS. All unit commanders will be responsible for ensuring maximum dissemination of the activity information.

b. Qualification requirements

Attendees shall be active CAP members with a CAPF 101 or SQTR marked for SAR/DR or any advanced specialty qualifications. No members without General Emergency Services qualification will be allowed to sign in and participate in the mission. Participants should attempt to have all prerequisites done in advance in order to facilitate efficient training at the exercise.

c. Exercise capacity

No more than 25 participants and no less than 8 will be admitted into the Mission Aircrew School. GSARSS A will cap at 20, GSARSS B at 50, Comm School will cap at 50, MSS will cap at 20, PAO/IO will cap at 20 and Mission Chaplain School/ CISM will cap at 20, CERT at 20 and Flight line Management at 15. If more participants apply these numbers will be revisited and additional staff will be secured.

d. Exercise enrollment procedures

Enrollment procedures from www.LESA1.org will be used and will be followed up by a Participation Letter from each Texas Wing participant.

If you want to serve in any staff duty position, please submit an email to the School Admin Officer no later than the published deadline.

3. Exercise Description

As described in the Policies and Procedures Handbook

4. Training Objectives

This school exists for the sole purpose of training Mission Aircrew, Ground Teams, Mission Staff and Mission Support personnel. The NESA curriculum (as updated by Lt Col Rich Simerson) will be used for aircrew. Detailed objectives for Mission Pilot and Observer are attached (Attachment 1 and 2).

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Details for other schools may be found in the Policies and Procedures Handbook and on the webpage.

5. Flight Operations

a. Aviation resource requirements

Fuel services are available from the Fixed Base Operator (FBO) at ALERT ACADEMY. Emergency maintenance procedures will be coordinated with Wing Mx prior to the event.

b. Mission sorties and training

Training Briefing – There will be formal morning briefings during breakfast each day and all ICs and school commanders will coordinate each days training activities. Flights may start as early as 0800.

Crew composition – Each aircrew will have a mission pilot trainee paired with a scanner trainee and an instructor. Qualified Wing Emergency Services Evaluators are required to sign off for all training completed at LESA.

Routes/grids/targets – Detailed information of required tasks will be determined by MAS Staff. A specific training area will be assigned to each training team (a training team consists of a MP instructor, and two MP/Observer pairs). This will serve to deconflict the training areas.

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.

Flight line operations and refueling – Flight line services at ALERT will be provided by CAP personnel.

b. Outbound/Inbound sorties

Limited inbound/outbound sorties are regulated and approved by the MAS staff and the IC and must be entered into WMIRS. Fuel receipts, Fuel tracking forms, ORMs, W&B and Form 108s must be at Wing HQ within 72 hours of the close of the activity. For more detailed information on this process please refer to the Wing Commander's letter dated 12 September 2007. Use of proper paperwork will be taught in all LESA schools.

c. Flight scheduling

LESA staff will identify and assign available crews, sorties, and departure times, void times, post flight assignments, and maintain the flight tracking and status boards. Safety briefings will be given each day and will be a regular part of the sortie planning/briefing process.

d. Flight briefings

Each briefer/instructor will use the standard briefing form (CAPF 104).

e. Flight debriefings

Each debriefer will use standard checklists. CAPF 104 (Mission Flight Plan) will be used as the primary debriefing document.

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 MAS personnel. Air-to-air and air-to-ground communications will be maintained and will include ops normal calls, and code word event calls.

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- g. Mission intelligence
MAS staff will collect and disseminate scenario information and will process aircrew debriefing information.
- h. Flight operations/safety considerations
The safety briefing will be conducted daily and points will be reiterated as necessary in the debriefing.
- j. Form 5 performance in conjunction with the exercise
A Form 5 may be accomplished during the school as long as 50% of the sortie time is ES task related. This is only available for current Mission Pilots, Mission Pilot Trainees and Mission Transport Pilots.
- k. Air Assets and Staff
A total of 5 training teams maximum (5 instructors) will be participating. Six C-172s are being requested with a plan to get similarly outfitted aircraft for continuity of training. Additional support is being provided by Ground Instructors, Administrative/WMIRS personnel, two Commandants and an IC.
- l. Paperwork requirements for fuel service
 - § A spreadsheet that tracks fuel purchased in advance vs. fuel used (including sortie number, tail number, etc) that will be turned in to TXWG HQ
 - § All required forms (104,108, W&B, ORM)
 - § The Fuel Tracking Sheet fully filled out and signed by the pilot indicating gallons pumped from the ALERT tank and the cost per gallon paid in advance

5. Ground Operations

- a. Ground operations/resource requirements
All CAP vehicles must be equipped with appropriate communication and D/F receivers. The IC may allow use of properly equipped privately-owned vehicles if no CAP vehicles are available and a Temporary Use Vehicle Authorization Letter is on file.
- 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, NASAR skills 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, 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.
- d. Ground Sortie Management
Ground sorties will be tasked, tracked and managed using CAPF 109. These sheets will be integral to the briefing, execution, and debriefing of all sorties. Ground sorties are released only at the direction of the IC or his/her designee at LESA.
- e. Ground team management procedures
The exercise will include posting and maintenance of the ground team tracking charts. Ground team communications will include ops normal calls and radio event calls.

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- f. Ground operations safety considerations
Safety briefings will be provided to ground team personnel.
- g. Fuel Receipt Tracking
The IC or designee for the school will ensure that fuel receipts are captured for each sortie for inclusion in the final exercise package to be sent to TXWG HQ by the IC. Vehicles will be refueled following each sortie or reasons for not refueling will be noted on the CAPF 109.

6. Communications

- § All aircraft will operate on V1 simplex, Chan 1 on the TDFM aircraft radio.
- § Aircraft will perform standard reports, including:
 - Radio check before taxi,
 - time off ground, time in grid (if applicable)
 - time out of grid (same)
 - time on ground,
 - plus ops normal if needed every 30 minutes.
- § If available, as a back up, each aircraft will have on board the SPOT tracker which will be monitored by computer at the aircrew school.
- § The Communications school will provide equipment for the all other schools, plus the communications school will provide operators to monitor V1 during aircraft operations and pass on the standard reports to the aircrew school staff.

7. Cadet Participation

Cadets may participate in any areas where age, qualifications and CAP regulations permit.

8. Safety

SAFETY IS PARAMOUNT

- a. All CAP emergency services operations involve some degree of risk. Participants must be alert and careful when operating aircraft or ground vehicles.
- b. Safety briefings will be incorporated during various phases of this school.
- c. ORM should be conducted during all phases of this exercise. Remember that ORM is a “living procedure” that must be constantly monitored and re-evaluated in order to have the greatest benefit. Specific forms for air and ground must be completed and attached to CAPF 104/109.
- d. A Participation Letter certifying that the participant has the latest safety information must be submitted to the School Commander prior to the event.

9. Staff Requirements

- a. School staff
Selections for staff will be made by the school commander.
- b. Application procedure
As published at www.LESA1.org .

10. Uniform Requirements

As detailed in the Policies and Procedures Handbook.

11. Administration

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- a. Sign-in and procedures
As detailed in www.LESA1.org
- b. Credentials
Only members with an active CAP membership may participate. OpsQuals will be the primary method for checking ES qualifications.

12. Facilities

ALERT Academy, Big Sandy Texas

13. Logistics

- a. Billeting
ALERT Academy
- b. Messing
ALERT Academy
- c. Medical
First Aid will be handled on site. Emergency medical contact will be initiated through 911. Non emergency medical issues will be handled at the local hospital which is UNIVERSITY OF TEXAS HEALTH CENTER (about 15 miles; TYLER, TX)

14. Military Support Requirements

None

15. Other Agency Involvement

None

16. Public Affairs

- a. Internal
This exercise will be publicized using the Operations Plan on the Texas Wing website. The PAO will be assigned by the event commander.
- b. External
News releases to local newspapers, radio and TV media will be made by the Public Affairs Officer. The LESA Commander is the sole authority for release of information to public media during the exercise.

17. 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/LO; otherwise, exercises are expected to continue as planned.
- b. Adverse weather
Adverse weather will not normally cause termination of the exercise. Flying may be temporarily suspended due to weather.

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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/LO, 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.

ATTACHMENT 1

NATIONAL EMERGENCY SERVICES CURRICULUM
MISSION PILOT TASKS
Rev. 0, October 2004

Task # Task Title

Command Tasks

None

Operations Tasks

- O-001 Operate the Aircraft Audio Panel
- O-002 Operate the Aircraft FM Radio
- O-003 Grid Sectional Charts
- O-004 Use a POD Table
- O-005 Describe how ELTs are Detected
- O-006 Operate the Aircraft DF
- O-007 Perform ELT Searches
- O-008 Locate and Silence an ELT
- O-009 Plan and Perform a Route Search
- O-010 Plan and Perform a Parallel Search
- O-011 Plan and Perform a Creeping Line Search
- O-012 Plan and Perform an Expanding Square Search
- O-013 Plan and Command a CAP Flight
- O-014 Prepare for a Trip to a Remote Mission Base
- O-015 Prepare for a Mission Sortie
- O-016 Complete a Mission Sortie
- O-017 Demonstrate Air/Ground Team Coordination Techniques

Planning Tasks

- P-001 Discuss Mission Pilot Duties and Responsibilities
- P-002 Discuss General CAP-Related Safety
- P-003 Discuss the Types of Flights Performed by CAP Aircrews
- P-004 Discuss Security Concerns and Procedures
- P-005 Discuss Mission Responsibilities
- P-006 Discuss Crew Resource Management

Logistics Tasks

None

Finance/Administrative Tasks

None

ATTACHMENT 2

NATIONAL EMERGENCY SERVICES CURRICULUM MISSION OBSERVER TASKS Rev. 0, October 2004

Task # Task Title

Command Tasks

None

Operations Tasks

- O-001 Operate the Aircraft Audio Panel
- O-002 Operate the Aircraft Radios
- O-003 Use In-Flight Services
- O-004 Operate the VOR and DME
- O-005 Operate the GPS
- O-006 Plot a Route on a Sectional Chart
- O-007 Grid Sectional Charts
- O-008 Use a POD Table
- O-009 Describe how ELTs are Detected
- O-010 Operate the Aircraft DF
- O-011 Assist in ELT Searches
- O-012 Locate and Silence an ELT
- O-013 Assist in Planning and Performing a Route Search
- O-014 Assist in Planning and Performing a Parallel Search
- O-015 Assist in Planning and Performing a Creeping Line Search
- O-016 Assist in Planning and Performing a Point-Based Search
- O-017 Prepare for a Trip to a Remote Base
- O-018 Prepare for a Mission Sortie
- O-019 Complete a Mission Sortie
- O-020 Demonstrate Air/Ground Team Coordination Techniques

Planning Tasks

- P-001 Discuss Mission Observer Duties and Responsibilities
- P-002 Discuss the Dangers of Icing
- P-003 Discuss the Dangers of Reduced Visibility Conditions
- P-004 Discuss the Dangers of Wind and Thunderstorms
- P-005 Calculate Density Altitude
- P-006 Identify Controlled and Special Use Airspaces
- P-007 Discuss Crew Resource Management

Logistics Tasks

None

Finance/Administrative Tasks

None

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