



**MIDDLE EAST REGION  
SEARCH AND RESCUE (SAR) COLLEGE  
OPERATIONS PLAN  
18-T-4472**

**June 1-3, 2018**

**REFERENCES:**

- a. CAPR 70-1, CAP Flight Management
- b. CAPR 60-3, CAP Emergency Services Training and Operational Missions
- c. CAPR 60-5, Critical Incident Stress Management
- d. CAPR 77-1, Operation and Maintenance of Civil Air Patrol Owned Vehicles
- e. CAPR 100-1, Radio Communications Management
- f. CAPR 100-3, Radiotelephone Operations
- h. CAPR 173-2, MER Supplement 1, Financial Procedures and Accounting
- i. CAPR 173-3, Payment for Mission Support
- j. CAPR 190-1, Civil Air Patrol Public Affairs Program
- k. CAPR 265-1, The Civil Air Patrol Chaplain Corps
- l. Documents for the current college posted online at MERSAR.com

**TASKED ORGANIZATIONS/INDIVIDUALS:**

- a. Middle East Region CC, DO, DOS, DC, LG, FM
- b. Delaware Wing Civil Air Patrol
- c. Maryland Wing Civil Air Patrol
- d. National Capital Wing Civil Air Patrol
- e. North Carolina Wing Civil Air Patrol
- f. South Carolina Wing Civil Air Patrol
- g. Virginia Wing Civil Air Patrol
- h. West Virginia Wing Civil Air Patrol
- i. Middle East Liaison Region CC/DO

**INTRODUCTION:**

“Middle East Region Search and Rescue College (MERSAR)...What is it and why is it needed?” During the past several years the Middle East Region of Civil Air Patrol has presented a course of instruction, available to all members, designed to standardize the methods of SAR training within the region. This activity was brought about by several instances in past years in which there was a lack of standardized procedures. By presenting a curriculum that is standardized throughout the region we have, hopefully, developed a trust and cooperative spirit between the wings, which allows us to learn from the experiences of each wing.

Budgetary constraints require that we provide viable assistance to each other in SAR and DR activities; therefore, this training program was promulgated to institute cooperative actions amongst the wings.

Remember - this is a consolidated training activity in which everyone learns something to take home and practice to perfection. Success depends on how safely, effectively, and efficiently you respond to an emergency callout.

**1. SITUATION:**

**a. General**

(1) MER CAP and CAP-USAF MELR will plan and execute the MER SAR College, 1-3 June, 2018 at Fort Pickett, Virginia. Executive Staff will arrive NLT 1500 hours on Thursday 31 May.

(2) This plan establishes responsibilities and guidelines pertinent to preparation, site and target selection, mission management, and support requirements.

(3) The MER SAR College OPLAN will be distributed to all registered participants electronically. Printed copies will be available on site. All materials contained in this OPLAN are releasable upon receipt. Decisions to cancel because of weather conditions will be made by MER/CC and MELR/CC at least one day prior to scheduled activity. If military requirements at host installation require the facility to cancel support, notification will be made to all wings by phone from MELR and the event will be canceled. Unless weather prohibits safe conduct of the college, MERSAR will be held rain or shine.

**b. Assumptions**

(1) Fort Pickett will provide necessary support for conduct of the college. These include quarters, classroom, dining hall, and flight-line areas.

(2) Funding will be available to support the college using Air Force reimbursed SAR training funds and individual registration monies.

(3) All required personnel should be available to assist with plan execution.

**2. MISSIONS.** The CAP MER SAR College is designed to increase understanding, appreciation, and support of the CAP Emergency Services (ES) mission. The activity will bring all CAP wings together in a cooperative environment to improve skills, develop teamwork, friendship, professionalism, and exchange information and techniques.

**3. EXECUTION:**

**a. Concept of Operations.** The Middle East Region (MER) will host the MER SAR College at Fort Pickett, Virginia. Highly qualified personnel will be available to teach various ES subjects in the classroom, in the field, and in the air. The subjects may include, but are not limited to:

(1) Aircrew Emergency Services Courses

Mission Scanner

Mission Observer

Mission Pilot - Basic

Mission Pilot – Advanced Task

Mission Pilot - Certified

Flight Line Supervisor

Flight Line Marshaller

Mountain Fury Course – ½ day Classroom only

Adv. GPS Operations for SAR Use – ½ day classroom only

Aerial Photography

(2) Ground Team Emergency Services Course

Ground Team Member/Basic Ranger (GTM3 – Ranger 3<sup>rd</sup> elements)

Ground Team Advanced Ranger Course (GTM 2 – Ranger 2<sup>nd</sup> elements)

Ground Team Leader Ranger 1<sup>st</sup> Course (GTL – Ranger 1<sup>st</sup> - Advanced elements)

Ranger Course

(3) Management Course

Intermediate ICS for Expanding Incidents - ICS300

Advanced Incident Command System – ICS400

Mission Communications Unit Leader – Advanced / Mission Radio Operator Advanced

IC 2/1 Upgrade and/or refresher training

*Additional support personnel training maybe made available based on desires from the various wings.*

**b. Normal SAR/DR training expenses are reimbursable.** Aircraft ferry flights will be reimbursed as outlined in the OPLAN. The weekend activities will begin Friday with classroom instruction and a General Briefing as well as a Safety Briefing for those flying Saturday morning. Both briefings will be repeated on

Saturday morning for those who were not present Friday. All personnel arriving at Ft Pickett will in-process not later than 2100 L to receive quarters and college class/exercise assignments. A general assembly will be conducted on Saturday and Sunday 0645 to 0700 for all personnel. Departure on Sunday will be no earlier than 1300 hours or immediately after completed training, whichever is later.

c. The idea behind this college is to gather highly qualified ES talent in the MER and spend a weekend in an intense training environment, enjoy the camaraderie, then return home and train those that could not attend.

d. **Those** persons arriving after 2100 hours Friday are responsible for their own rations and/or quarters. Sunday lunch – Sack lunch may be available.

e. **Corporate** vehicles, as necessary, will transport aircrews to all required areas.

f. **Aviation** fuel (AVGAS) will be available at Blackstone AAF.

g. **All** personnel will be responsible for their own bedding for this activity except those who will be staying in the visiting officers quarters (VOQ).

#### 4. GENERAL GUIDELINES:

a. **Participants.** All personnel planning to attend the SAR College must be pre-registered by on-line registration. If a name is not on the Military Support Authorization (MSA), that person cannot participate. Consent forms will be hand carried by escort personnel and handed in at in processing. All CAP participants (seniors and cadets) must have a valid CAPF 101 or SQTR.

b. **Aircrews.** Aircrew assignments will be made based on registration information prior to the college, consisting of one instructor (or highly qualified mission pilot), one mission pilot/trainee, and observer/trainee or a scanner/trainee (three persons maximum; EXCEPTION: sorties using the GA8 or C206). While it is anticipated that adjustments will need to be made to aircrew assignments during the event, efforts will be made to assign students to the appropriate crews and aircraft ahead of time to minimize confusion. The primary objective is to improve the training of qualified aircrew and to provide initial training for those enrolled in classroom courses as flights are available.

c. **Ground Team.** Ground Team Training Courses. The Courses will include the Advanced Tasks required by the CAPR 60-3, where upon satisfactory completion will enable the member to serve in the GTM specialty while supervised on training or actual missions.

d. **Support roles for cadets:** The services of cadets will be IAW current CAP cadet directives. Cadets may be employed in the following roles:

- (1) Communications - as radio operators, runners, and clerks
- (2) Flight line - marshaling aircraft, if trained in aircraft ground operations and under senior member supervision. Safety Vests will be worn by anyone marshaling aircraft. A shade hat such as a boonie hat (MUST have a chin strap!) may be worn. See Annex I UNIFORMS.
- (3) Ground operations - as members of ground teams and other ground operations positions.
- (4) Miscellaneous positions - the SAR College director will assign/approve cadet tasking in other areas, as required.

e. **Staff requirements.** Several staff positions are required to execute this OPLAN. Individuals volunteering for transportation (OIC/drivers) and staff runner, cleanup, etc work will pay a reduced rate to attend SAR College. **Instructors (whether on staff or not) must be SET qualified. It is the intention of the college that task training be credited to the students attending.** CAP will provide all staff members necessary to execute the mission of the college in a safe and effective manner.

f. **Training Aircraft.** All types of corporate aircraft may be utilized. All ELT DF and CAP radios must be operational for the mission. Corporate aircraft will be assigned to the mission and flown to meet the requirements of the college. Aircraft that are signed in to the mission will be tasked at the discretion of MERSAR air operations staff and may be operated by any qualified aircrew members, regardless of home wing. Unique items in the aircraft must have operating instructions and be clearly marked, i.e., intercom panels or CAP radios.

Aircraft requirements:

- Aircraft must arrive having been recently inspected (within three days of departure for MERSAR). The CAPF 71 documenting the inspection will be required on arrival to the college.
- Aircraft must also arrive with a complete tie-down kit – including ropes of sufficient length and quality to secure the aircraft either to ground stakes in the aircraft's kit or to tie-down cables on the ramp.

- Aircraft must arrive with sufficient time left before scheduled maintenance so as to be usable for the college (estimate 15 tach hours required).
- Aircraft must have been requested and/or designated for use by MERSAR Air Ops staff in order to receive reimbursement.
- Aircraft are required to execute the SAR College training program, and will be considered Middle East Region assets while signed in to the MERSAR training mission. At the end of the exercise, aircraft and vehicles will be returned to the control of the individual wings. An inspection by the aircrew returning the aircraft to its home wing is recommended prior to departure from Blackstone.
- Wings may choose to send aircraft that have not been requested for MERSAR using missions and funding of the home wing. These aircraft are not a part of the MERSAR training mission and will not be reimbursed under this mission unless the need arises for them to be used during the mission.
- Non-corporate aircraft are not authorized for participation in the mission.

**g. Equipment and Supplies**

(1) Major equipment requests from the individual CAP Wings are detailed in the attached resource memorandum (Annex C), which may be modified from time-to-time upon the request of the Directors/Incident Commander with the concurrence of the affected wing.

(2) Students will need to bring the necessary supplies and equipment appropriate to the course they are attending. The list of required items will be posted at mersar.com.

(3) Other resources requested and required are available online at mersar.com, and may from time-to-time be adjusted by the Incident Commander or Directors of the Activity to meet the needs of the college and its students.

(4) Instructors are responsible for arranging equipment and supplies for their courses by coordinating with the assigned Logistics Section Chief for the college.

**h. Quarters.** MELR will arrange for quarters for the SAR College attendees at Ft Pickett. All attendees at SAR College staying in the open bay barracks should bring sleeping bags or other suitable cover, a single fitted sheet, and a pillow case. No bedding except a mattress and pillow will be provided by Fort Pickett. Personnel billeting in the VOQ's need not bring bedding.

**i. Messing.** Breakfast meals (Saturday and Sunday) and Friday and Saturday supper are planned at a messing facility located near the quarters. Saturday lunch is planned as a box lunch. Sunday noon meal is on your own (with possibility of as available sandwiches or other leftover food being available on Sunday), and are not included in the cost of the college.

**j. Uniforms.** CAP uniforms are required for all CAP participants at the college. SEE ANNEX I UNIFORMS. The ramp at the airfield is designated a no-hat area with the exception of Flight Line assigned personnel. (See CAPM 39-1)

**k.** Telephone numbers – Will be published in the Communications Plan once this information is obtained from Fort Pickett.

**5. SAFETY.** All phases of the training must be executed in concert with applicable regulations and common sense. MER/CC will appoint a CAP safety officer to attend the college. This safety officer will bring all applicable forms necessary to file a report if an incident or accident should occur. MELR/CC will appoint an Air Force safety officer to be present and on duty during the college.

**a.** Violations of CAP regulations, FAR's or highway traffic laws will not be tolerated and is cause for possible CAP disciplinary action. The SPEED LIMIT on Fort Pickett is strictly enforced.

**b.** All exercise control times are necessary because of safety considerations and must be closely adhered to. All tasks are designed to be safely completed in the time allotted while operating in compliance with all directives and regulations.

**c.** If safety hazards are noted, immediately notify the safety officer.

**d.** Reminder - CAP CORPORATE POLICY - Seat belts will be worn in CAP corporate ground vehicles at all times.

**6. MISCELLANEOUS:** If an actual SAR mission should occur in the Ft Pickett area during the MER SAR College, the Virginia Wing/CC or Virginia Wing Incident Commander will determine if SAR College resources are required to be employed on the actual mission. Approval for these resources will be determined by the Activity Director.

## 7. FINANCE

Mission reimbursements will be conducted in accordance with all relevant CAP Regulations and Financial Procedures. Only mission expenses requested and approved by the incident commander, directors, or their designees will be reimbursed under this mission. This is a Middle East Region mission, and approved expenditures will not count against wing training funds.

Vehicles must leave their home base with full fuel and be returned with full fuel to ensure proper accounting of the mission.

Aircraft will be fueled according to Annex D – Air Operations. Upon return to home base, aircraft must be fueled to the same level that existed prior to departure for MERSAR.

## 8. ADMINISTRATION/ARRIVALS/DEPARTURES

All MERSAR participants must sign in with the FASC prior to participation, and must sign out prior to departure. **Do not leave the base without signing out with Admin.**

Dismissal of MERSAR participants will take place after it has been ascertained that any area of operation to which that participant has been assigned has been cleaned and returned to the post, and that person has been graduated with their certificate as appropriate.

Certain aircrews facing weather obstacles may be released early provided that the Air Branch Director makes the request to the IC on a case by case basis. See Contingencies/SPINS below. Other emergencies will be considered by the IC only on a case by case basis. **THERE WILL BE NO OTHER EARLY DISMISSALS FROM MERSAR. PERSONS LEAVING SCHOOL EARLY WILL NOT RECEIVE A CERTIFICATE NOR WILL THEY RECEIVE ANY CREDIT FOR HAVING ATTENDED. VEHICLES, AIRCRAFT, AND OTHER EQUIPMENT SIGNED INTO THE MISSION ARE UNDER THE CONTROL OF THE MERSAR INCIDENT COMMANDER AND APPROPRIATE STAFF UNTIL RELEASED.**

## 9. CONTINGENCIES/SPINS

In the event of weather or other unforeseen complications, the MERSAR IC or designee will communicate contingency plans as follows:

Prior to or during arrival operations, electronic mail to all registered participants (or those affected) will be used, with a copy to MER/CC, all wing commanders and directors of operation. If wing points of contact are established and known, those individuals will be included as well.

During the event itself, briefings will be held by the MERSAR staff either at mealtimes or in the field/classrooms. During the evening hours, electronic mail and text messaging will be leveraged to the extent possible, as will in-person briefings.

For all flight related activity, aircrews must communicate any contingencies to their assigned flight release officer (see Annex D).

If weather or mechanical malfunction prevents departure from the event to home base, the PIC must coordinate with the Air Operations Branch Director to ensure that the aircraft is secure and to develop plans for repair, transportation of the aircrew, possible additional RON, and eventual retrieval of the aircraft.

In similar fashion, the driver of a vehicle that is unable to depart due to a mechanical or other issue must coordinate with the MERSAR Logistics Section Chief.

All mechanical issues will be reported to and coordinated with the appropriate Wing or Region Aircraft Maintenance Officer.

## **10. UNIFORMS**

Uniforms will be worn as mandated by CAPM 39-1 and should be appropriate to the activity attended with the following exceptions:

Activity-issued shirts and hats may be worn in lieu of standard uniform items. This does not apply to aircrew, who should continue to wear a CAPM 39-1 approved uniform for flight.

Flight line personnel should wear the highly visible activity-issued shirt, as well as highly visible safety vests. The appropriate headwear (boonie hat with strap) should also be worn for safety.

## **ANNEXES**

- A. SAFETY
- B. COMMUNICATIONS
- C. GROUND OPERATIONS
- D. AIR OPERATIONS
- E. FORT PICKETT RANGE OPERATIONS BRIEFING