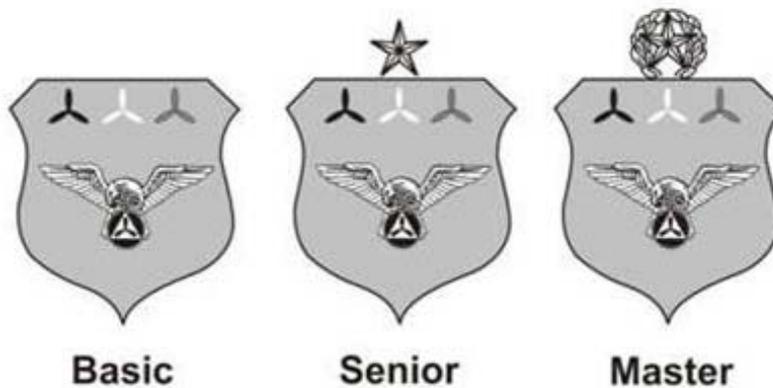


# Operations Officer Specialty Track Study Guide



## Operations Officer Badges

Dedicated to the memory of Lt Col Alice Noble, CAP, GLR/DO.  
Lt Col Noble was passionate about performing all three Federally-chartered CAP missions in her 31 years of service and she also played an instrumental role in updating this specialty track.

**NATIONAL HEADQUARTERS CIVIL AIR PATROL**  
**Maxwell Air Force Base, Alabama**

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## Preface

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Welcome to the Civil Air Patrol Operations Officer specialty track.

With the tremendous changes in Civil Air Patrol over the past few years, the duties of the Operations Officer have changed.

In today's Civil Air Patrol the Operations Officer is a manager of staff, a coordinator of programs, liaison with other staff agencies or interested agencies and the State Director, developer of policies and procedures necessary to ensure mission safety and accomplishment, and the developer and implementer of operations plans, programs and directives.

An Operations Officer must be able to develop standard operating procedures for the control and operation of CAP aircraft.

An Operations Officer does not have to be a CFI or a Maintenance Officer to earn the specialty track rating even though it would be an advantage to have this experience.

An Operations Officer does not have to be a pilot but in many cases they will be. Operations Officers who are pilots do not need a current medical. The squadron, group, wing, or region commander may designate any person with an aviation background as an Operations Officer if they feel that person is capable of performing these duties.

Final approval for each rating must be awarded by the Operations Officers' commander in eServices

Note: Attaining the Senior and Master rating is contingent upon successful completion of the qualifications for the preceding ratings.

## Overview

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This specialty track combines former specialty tracks 210 and 211. Members who have only completed specialty track 210 under the old program will have to complete all ratings in specialty track 211. Members who have completed some of the ratings in specialty track 211 under the old program must complete any remaining ratings under the new program starting with the effective date of this new specialty track pamphlet.

This pamphlet is divided into three sections related to attaining the Technician, Senior, and Master ratings in this specialty area.

An Operations Officer must be able to supervise several staff members. In some wings the Emergency Services (ES) Officer, the Operations Officer, and the Standardization/Evaluation Officer are three separate functions all reporting directly to Command. In other wings the ES Officer, Aircraft Maintenance Officer, Standardization/Evaluation Officer and specialty officers, such as the ARCHER manager, report to the Operations Officer.

The basic qualifications that a member should possess before enrolling in the Operations specialty track are:

- Aircraft knowledge
- Possess the ability to use computers, eServices, Operations Qualifications, Web Mission Information Reporting System (WMIRS) and interpret data from these systems

## **Objectives**

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Each level contains both rating requirements and areas of responsibility that must be completed in order to attain the desired rating.

## **Requirements**

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These are objectives that describe what each student is expected to know and be able to demonstrate before attaining the rating.

## **Responsibilities**

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These are objectives that describe what each student is expected to complete through active participation before attaining the rating.

Basic knowledge required in the operations specialty track varies depending on the level of involvement as an operations staff member.

## Reading List

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CAP Pamphlets 212 and 213

CAP Regulations 20-1, 35-6, 50-17, 60-1, 60-3, 60-5, 62-1, 62-2, 66-1, 100-1 and 173-3 CAPP 52-7, *Cadet Orientation Flight Syllabus*

CAP Forms 5, 78, 79, 99, 104, and 108

FAA Regulations parts 1, 43, 91 and NTSB part 830

WMIRS training manual

CAPabilities Handbook

# Achieving the Technician Rating

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## ***Introduction***

### **Scope:**

This training is designed for the beginning Operations Officer at the local squadron level.

### **Objective:**

Successful mastery of the squadron level operations duties prepares the individual to be a squadron operations officer and earn the Technician specialty rating.

## ***Requirements***

Attend a CAP wing conference and participate in operations-related seminars.

State the purpose and duties of an Operations Officer.

Explain the Operations chain of command.

Read and understand CAPRs 60-1, 60-3, 60-5, 62-1, 62-2, 66-1, 173-3 and FAR 91.

Complete the on-line flight release officer course.

Be able to correctly enter data into WMIRS and eServices.

Perform a check ride trend analysis and make the pilots, operations staff and command staff aware of important trends.

State all pilot requirements in CAPR 60-1 and Operations Qualifications.

Demonstrate proper completion of squadron level paperwork for pilots.

Correctly enter pilot and ES data, validate tasks, and approve achievements in Operations Qualifications.

Demonstrate how to use the NHQ website (including CAP Knowledgebase) to obtain needed information.

Demonstrate paperwork processing procedures for Squadron level operations.

State the aircraft maintenance requirements

Demonstrate how to manage the aircraft information file (AIF) and updates.

Demonstrate how to create training missions in WMIRS, including how to develop and upload training plans.

Develop, have approved, and implement an annual operations training plan for the squadron level.

Explain the rules for retaining mission paperwork at the squadron level.

Coordinate with the Safety Officer to develop and present three accident prevention briefings.

Explain how to enter a mishap (on-line Form 78) in eServices and the deadline for entering it.

### ***Responsibilities***

Serve as a squadron or group operations or assistant operations officer for six months.

Earn an aircrew qualification or a qualification in an aircraft operations related mission base staff position. See Attachment 1 for qualified positions

Demonstrate the ability to perform assigned duties without supervision.

## Technician Level Training Checklist

To complete the Technician level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials & Date
State the purpose and duties of an Operations Officer.	
Explain the Operations chain of command.	
Complete the on-line flight release course.	
Demonstrate ability to enter data into WMIRS and eServices.	
Correctly enter pilot and ES data, validate tasks, and approve achievements in Operations Qualifications.	
Perform a check ride trend analysis and make the pilots, operations staff, and command staff aware of important trends.	
State all pilot requirements in CAPR 60-1 and Operations Qualifications.	
Demonstrate completion of squadron level paperwork for pilots.	
Demonstrate how to use the NHQ website (including CAP Knowledgebase) to obtain needed information.	
Demonstrate paperwork processing procedures for Squadron level operations.	
Demonstrate how to manage the aircraft information file (AIF) and updates.	
State the aircraft maintenance requirements.	
Read and understand CAPRs 60-1, 60-3, 60-5, 62-1, 62-2, 66-1, 173-3, and FAR 91.	
Explain how to enter a mishap (on-line Form 78) in eServices and the deadline for entering it.	

Coordinate with the Safety Officer to develop and present three accident prevention briefings.	
Demonstrate how to create training missions in WMIRS, including how to develop and upload training plans.	
Develop, have approved and implement an annual operations training plan for the squadron level.	
Explain the rules for retaining mission paper work at the squadron level.	
Serve as a squadron or group operations or assistant operations officer for six months.	
Earn an aircrew qualification or a qualification in an aircraft operations related mission base staff position . See Attachment 1 for qualified positions.	
Attend a CAP wing conference and participate in operations-related seminars.	
Demonstrate the ability to perform assigned duties without supervision.	

\_\_\_\_\_  
OJT Supervisor or Unit PDO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Commander

\_\_\_\_\_  
Date

# Achieving the Senior Rating

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## ***Introduction***

### **Scope:**

This training prepares a person to be an Operations Officer at the group or wing level

### **Objective:**

Gain knowledge to be an effective Operations Officer at a group or wing level and be able to develop, execute, and evaluate operations policies, plans and procedures

## ***Requirements***

Attend a CAP region conference and participate in operations-related seminars.

Be capable of data entry and viewing reports in WMIRS and eServices to include entering missions, viewing budget reports and generating e108's.

Explain the role and responsibilities of the CAP National Operations Center as stated in CAPR 60-3.

Be FRO qualified.

Explain the Operations chain of command and duties of those who work closely with Operations such as the Standardization/Evaluation Officer, Aircraft Maintenance Officer, and Emergency Services Officer. Describe how these jobs interrelate.

Demonstrate how to input and interpret data on the NHQ website.

Explain paperwork processing procedures at the local and wing level.

State when aircraft maintenance inspections are due.

Be aware of aircraft maintenance procedures.

Demonstrate a comprehension of selected readings in CAPR 60-1, 60-3, 60-5, 62-1, 62-2, 66-1, 100-1, and 173-3. (OJT Supervisor makes reading selections).

Demonstrate how to create training missions in WMIRS, including how to develop and upload training plans.

Assist in the development and implementation of an annual operations training plan for wing or group level.

State the rules for retaining mission paper work at the wing or group level.

Attend either the AFRCC) SAR Management Course (SMC) or the National SAR School Inland SAR Planning Course.

### ***Responsibilities***

Serve as a group/wing DO or assistant for a period of one year.

Be a qualified aircrew member and be qualified in at least one aircraft operations related mission base staff position See Attachment 2 for qualified positions.

Complete Level II Senior Member Professional Development.

Demonstrate the ability to perform assigned duties without supervision.

## Senior Level Training Checklist

To complete the Senior level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials & Date
Be capable of data entry and viewing reports in WMIRS and eServices to include entering missions, viewing budget reports and generating e108's.	
Explain the role and responsibilities of the CAP National Operations Center as stated in CAPR 60-3.	
Be FRO qualified.	
Explain the Operations chain of command and duties of those who work closely with Operations such as Standardization/Evaluation Officer, Aircraft Maintenance Officer, Emergency Services Officer. Describe how these jobs interrelate.	
Demonstrate how to input and interpret data on the NHQ website.	
Explain paperwork processing procedures at the local and wing level.	
State when aircraft maintenance inspections are due.	
Be aware of aircraft maintenance procedures.	
Demonstrate a comprehension of selected readings in CAPRs 60-1, 60-3, 60-5, 62-1, 62-2, 66-1, 100-1 and 173-3.	
Demonstrate how to create training missions in WMIRS, including how to develop and upload training plans.	
Assist in the development and implementation of annual operations training plans for wing or group level.	
State the rules for retaining mission paper work at the wing or group level.	
Serve as a group/wing DO or assistant for a period of one year.	
Be a qualified aircrew member and be qualified in at least one aircraft operations related mission base staff position See Attachment 2 for qualified positions.	

Attend a CAP region conference and participate in operations-related seminars.	
Attend either the AFRCC) SAR Management Course (SMC) or the National SAR School Inland SAR Planning Course.	
Complete Level II Senior Member Professional Development.	
Demonstrate the ability to perform assigned duties without supervision.	

\_\_\_\_\_  
OJT Supervisor or Unit PDO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Commander

\_\_\_\_\_  
Date

# Achieving the Master Rating

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## ***Introduction***

### **Scope:**

This training prepares a person to serve on the wing, region, or national level.

### **Objective:**

Prepare the individual to serve as a leader/administrator/coordinator who can effectively develop the necessary operations policies, plans and procedures for subordinate personnel.

## ***Requirements***

Attend a CAP national conference and participate in operations-related seminars.

Describe the Operations staff function from the region level to the squadron level.

Demonstrate the ability to correctly enter all required wing/region data in WMIRs and eServices.

Demonstrate the ability to correctly use the data shown on all WMIRS and eServices reports to improve OPS performance at region or wing level.

Maintain FRO qualification.

State the requirements for different types of pilots such as transport, cadet O-ride, counterdrug, and mission.

Using data obtained from WIMRS and website, make pertinent recommendations to the wing or region commander concerning any part of air or ground operations.

Explain consolidated maintenance procedures and the Operations Officer's role in the maintenance of aircraft and mission-capable status of the fleet.

Demonstrate a thorough comprehension of all directives and instructions, (CAP, FAA, other) affecting operations.

Given a fictional scenario, perform an accident investigation and recommendation per CAPR 62-2 (on-line Form 79).

Demonstrate the ability to identify uses for and correctly utilize special mission capabilities such as ARCHER.

Explain how the ARCHER system works and the transportation of equipment for the system.

Coordinate with NHQ operations and the CAP volunteer national operations staff to improve communications within the region and wings.

Attend either the National SAR School Inland SAR Planning Course (if it wasn't accomplished during the Senior level) or the National Emergency Services Academy (NESA). Note: A regional ES training academy can be substituted for this requirement with written approval from HQ CAP/MD or DO.

### ***Responsibilities***

Serve as a region/wing DO or assistant for a period of one year.

Be qualified in an aircraft-related operations supervisory level ES mission position, See Attachment 3 for qualified positions.

Complete Level III Senior Member Professional Development.

Demonstrate the ability to perform assigned duties without supervision.

## Master Level Training Checklist

To complete the Master level of this specialty track, the member must:

Knowledge, Training, and Performance Requirements	OJT Initials & Date
Describe the Operations staff function from the region level to the squadron level.	
Demonstrate the ability to correctly enter all required wing/region data in WMIRs and eServices.	
Demonstrate the ability to correctly use the data shown on all WMIRS and eServices reports to improve OPS performance at the region or wing level.	
Maintain FRO qualification.	
State the requirements for the different types of pilots such as transport, cadet O-ride, counterdrug, and mission.	
Using the data obtained from WIMRS and website, make pertinent recommendations to the wing or region commander concerning any part of air or ground operations.	
Explain consolidated maintenance procedures and the Operation Officer's role in the maintenance of aircraft and mission-capable status of the fleet.	
Demonstrate a thorough comprehension of all directives and instructions, (CAP, FAA, other) affecting operations.	
Given a fictional scenario, perform an accident investigation and recommendation per CAPR 62-2 (on-line Form 79).	
Demonstrate of the ability to identify uses for and correctly utilize special mission capabilities such as ARCHER.	
Explain how the ARCHER system works and the transportation of equipment for the system.	
Coordinate with NHQ operations and the CAP volunteer national operations staff to improve communications within the region and wings.	

Serve as a region/wing DO or assistant for a period of one year.	
Be qualified in an aircraft-related operations supervisory level ES mission position, See Attachment 3 for qualified positions.	
Attend a CAP national conference and participate in operations-related seminars.	
Attend either the National SAR School Inland SAR Planning Course (if it wasn't accomplished during the Senior level) or the National Emergency Services Academy (NESA). Note: A regional ES training academy can be substituted for this requirement with written approval from HQ CAP/MD or DO.	
Complete Level III Senior Member Professional Development.	
Demonstrate the ability to perform assigned duties without supervision.	

\_\_\_\_\_  
OJT Supervisor or Unit PDO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Commander

\_\_\_\_\_  
Date

## Attachment 1 – CAPP 211 Technician Level ES Qualification List

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In reference to the requirements in CAPP 211 for the sections requiring a member to “Earn an aircrew qualification or a qualification in an aircraft operations related mission base staff position”, a member would need to currently hold one of the following qualifications:

- Advanced Digital Imagery System Operator (ADIS).
- Airborne Photographer (AP).
- Air Operations Branch Director (AOBD).
- ARCHER Operator (ARCHOPR).
- ARCHER Trac Technician (ARCHTRK).
- ARCHER Ground Station Operator (ARCHGSO)\*.
- Flight Line Marshaller (FLM).
- Flight Line Supervisor (FLS).
- Highbird Radio Operator (HRO)\*.
- Incident Commander (IC) – Any Level.
- Mission Observer (MO).
- Mission Safety Officer (MSO).
- Mission Scanner (MS).
- Operations Section Chief (OSC).
- Planning Section Chief (PSC).
- Search and Rescue/Disaster Relief Mission Pilot (MP).
- Transport Mission Pilot (TMP).

Qualifications annotated with an asterisk (\*) are under development, and would be appropriate in this category when completed.

## **Attachment 2 – CAPP 211 Senior Level ES Qualification List**

In reference to the requirements in CAPP 211 for the sections requiring a member to “be a qualified aircrew member and be qualified in at least one aircraft operations related mission base staff position”, a member would need to currently hold at least one qualification from each of the lists below:

### Aircrew Qualifications

- Advanced Digital Imagery System Operator (ADIS).
- Airborne Photographer (AP).
- ARCHER Operator (ARCHOPR).
- ARCHER Trac Technician (ARCHTRK).
- Highbird Radio Operator (HRO)\*.
- Mission Observer (MO).
- Mission Scanner (MS).
- Search and Rescue/Disaster Relief Mission Pilot (MP).
- Transport Mission Pilot (TMP).

### Aircraft Operations Related Mission Base Staff Positions

- Air Operations Branch Director (AOBD).
- ARCHER Ground Station Operator (ARCHGSO)\*.
- Flight Line Marshaller (FLM).
- Flight Line Supervisor (FLS).
- Incident Commander (IC) – Any Level.
- Mission Safety Officer (MSO).
- Operations Section Chief (OSC).
- Planning Section Chief (PSC).

Qualifications annotated with an asterisk (\*) are under development, and would be appropriate in this category when completed.

## **Attachment 3 – CAPP 211 Master Level ES Qualification List**

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In reference to the requirements in CAPP 211 for the sections requiring a member to “be qualified in an aircraft-related operations supervisory level ES mission position”, a member would need to currently hold at least one of these qualifications:

- Air Operations Branch Director (AOBD).
- Incident Commander (IC) – Any Level.
- Logistics Section Chief (LSC).
- Operations Section Chief (OSC).
- Planning Section Chief (PSC).