



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112

7 August 2023

MEMORANDUM FOR ALL REGION AND WING COMMANDERS

FROM: CAP/CC and CAP-USAF/CC

SUBJECT: FY24 OPS EVAL

1. In accordance with the requirements established by the cooperative agreement between the Civil Air Patrol (CAP) and the United States Air Force, CAP and CAP-USAF conducted the joint FY23 Ops Eval of CAP. Results of this evaluation will be disseminated NLT 31 December 2023.
2. During FY23, the Ops Eval evolved into a joint CAP and CAP-USAF nationwide evaluation with emphasis on select Wings within each region each year. Preliminary results have demonstrated that while this method has reduced the overall workload in each region, CAP-USAF evaluators continue to conduct a majority of the evaluations. For FY24, wing and region leadership should focus on providing the necessary evaluators to truly make this a joint evaluation. The goal is for CAP members to conduct 50% of the evaluations and CAP-USAF to conduct the other 50%.
3. Emphasis Wings will undergo an in-depth inspection while other non-emphasis Wings will participate in a minimum of two evaluations. Attached are several references for FY24 evaluations and beyond:
 - a. FY24 – FY27 Ops Eval Emphasis Wing Schedule
 - b. FY24 Emphasis Wing Sortie Requirement
 - c. FY24 Ops Eval Expectations
 - d. FY24 How to Use the Ops Eval Checklist
 - e. FY24 Ops Eval Question Database
4. To meet the requirements of the cooperative agreement in FY24, each Wing and Region will need to identify a Point of Contact (POC) for the Ops Eval by 15 September 23 and for emphasis wings to identify the date and location of their A5 missions by 15 November 2023. More details are noted in the attached FY24 Ops Eval Expectations.
5. A webinar will be scheduled for the first part of October 2023 for all wing and region commanders and staff noted below as well as POCs. Details will follow via separate email.
6. Please contact the national headquarters Ops Eval team at opseval@capnhq.gov if you have any questions.

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Colonel, USAF

EDWARD D. PHELKA
Major General, CAP

cc:

CAP/CV/XO/CCC/COO/COA/DO/GC/NOC/SE

All CAP Region and Wing CV/CS/DC/DO/DOC/DOH/DOS/DOU/DOV/SE

CAP-USAF/CC/CV/CD/DO/JA/SE and all DET/CC

**Attachment 1
FY24 – FY27 Ops Eval Emphasis Wing Schedule**

Region	2024	2025	2026	2027
NER	MA & RI	NH & VT	CT, NJ & NY	ME & PA
MAR	WV	DC & MD	NC & VA	DE & SC
GLR	IL, KY & WI	OH	MI	IN
SER	AL & PR	FL	MS	GA & TN
NCR	MN & ND	IA, MO	KS	NE & SD
SWR	AR & NM	OK	TX	AZ & LA
RMR	UT	WY	ID & MT	CO
PCR	HI	AK & CA	NV	OR & WA

Any Wing not listed on the chart above in any year is considered a non-emphasis Wing that year.

**Attachment 2
FY24 Emphasis Wing Sortie Requirement**

Wing & Region	Total Ops Eval Sorties	A0/A24	A2	A3	A5	A6/8/15/19	A7	A12	A 17	A 18	A 22	A 23	A 25-28
MA	13	1	1		1	3	1	2		1	1	1	
RI	7	1			1	1	1	1				1	1
NER Total	20												
WV	9	1			2	1	1	1	1		1		
MAR	9												
IL	8	1			1	1	1	1			1	1	
KY	9	1			1	2	1	1			1	1	
WI	18	1			2	2	2	3	1	3	1		
GLR	35												
AL	11	1			1	2	2	1	1	1		1	3
PR	9	1		1	1	3	1	1		1			1
SER	20												
MN	15	1			2	2	2	2	1		1		
ND	8	1			1	1	1	1	1				
NCR	23												
AR	11	1	2		1	2	2	2	1		1	1	
NM	11	1		1	1	2	2	1			1	1	
SWR	22												
UT	17	3			2	4	2	3			1		1
RMR	17												
HI	13	1			1	2	2	2	1	2		1	
PCR	13												
Totals	159	13	2	2	18	28	21	22	7	8	9	8	6

Attachment 3 FY24 Ops Eval Expectations

The cooperative agreement (CA) between Civil Air Patrol (CAP) and the United States Air Force (USAF) requires CAP and CAP-USAF to jointly establish frequency and capability criteria needed to evaluate each region's and wing's ability to conduct assignable missions in a safe and effective manner. In addition, the CA states CAP-USAF's intent to be substantially involved in conducting those evaluations. Below are the expectations to support this requirement.

Ops Eval Purpose:

- The purpose of Ops Eval is to determine CAP's readiness to perform AFAUX missions. The Ops Eval itself provides CAP a performance metric to continuously improve all aspects of operations from pre-flight through mission execution and post-flight duties. The Ops Eval is a tool used by CAP and CAP-USAF to strengthen performance and support CAP-USAF's oversight of CAP.
- The intent of the Ops Eval is to assess normal operations during execution of routine missions. This paradigm shift from previous evaluations will provide useful and actionable data to improve operational missions by identifying risks at the tactical and operational levels of planning and execution. This risk-based operational readiness evaluation gives CAP-USAF the ability to systematically improve its data collection, assessment methodology and risk categorization of CAP operations.
- Increased inter-wing and inter-region exposure to different missions and techniques is a positive by-product of the new Ops Eval. Cross wing/region evaluations promote assessment integrity and reduce the likelihood of rater bias.

Evaluation Methodology:

- Ops Evals will be conducted on an annual basis via the **Emphasis Wing construct** with a **Lead POC**. Emphasis Wings are identified in Attachment 2. Every Wing and Region must designate a primary point of contact for the OPS EVAL and provide their name, CAPID, email address and cell phone number to opseval@capnhq.gov by 15 September 2023. If a POC is not provided, NHQ will list the Wing or Region Director of Operations as the POC. Assistants may also be provided.
- POC Responsibility: POCs are expected to maintain close coordination with the CAP and CAP-USAF Regions as well as the NHQ Ops Eval team to identify evaluators, schedule sorties and assist with documentation needed to complete the Ops Eval. The expectation is that CAP evaluators perform half of the required evaluations and CAP-USAF evaluators perform half the evaluations. Anticipate regular calls and online meetings to facilitate successful completion of the Ops Eval.
- Emphasis and Non-Emphasis Wings: Emphasis Wings are defined as the focus Wings for the annual evaluation. A Non-Emphasis Wing is defined as a Wing within the same region that will receive a minimum of two evaluations, one performed by CAP and the other by CAP-USAF. While Emphasis Wings and Non-Emphasis Wings' evaluations differ in their schedules, they both contain the same evaluations criteria. Evaluations will be of any AFAM sortie and the missions will be chosen by the CAP and the CAP-USAF Region Commanders.
- Evaluation Sortie: Any AFAM sortie in any Wing is available to be evaluated. Though evaluators will focus on evaluating sorties as noted in Attachment 2 for emphasis Wings, opportunities to evaluate additional sorties are allowed and encouraged. CAP and CAP-USAF Region Commanders will work together to determine the additional sorties to be evaluated. Additionally, not all mission sets occur on an annual basis for every wing. If a wing is executing a mission that fits this category (example, Cadet Wings, Low Level Route Survey, etc.), a CAP-USAF evaluator will conduct at least one "Ad Hoc" evaluation on the missions being conducted.
- Sortie Failure: An individual evaluation is a failure if it generates five or more negative responses. Evaluators must be aware of these criteria and inform both the Region and the Liaison Region (LR) Commanders. In the event of an individual failure, a new evaluator from either the CAP-USAF/LR or CAP, and CAP-USAF HQ will be assigned to conduct the repeat evaluation. In the event of a second failure in the same mission set, the

CAP/DO or CAP-USAF/DO or their designee will conduct the repeat evaluation. A sortie will receive an automatic failure for a safety of flight or cadet protections issue.

- Other Evaluation Areas: Incident Command Post (ICP) and other critical functions remain centrally important to CAP. NHQ will specifically strive to send evaluators to emphasis Wings to review these operations during a Wing Led Exercise (A5 mission) consisting of a training scenario utilizing an ICP so that evaluators can observe ICP operations within the Wing. This exercise can be at the time and place of the Wing's choosing. Credit will be given for any Wing participating in a region led exercise or actual Air Force Assigned Mission that utilizes an ICP when evaluators are present and the Ops Eval Checklist is completed. Emphasis Wings for FY24 need to identify the dates and locations of the A5 missions to be evaluated by **15 November 2023** and sent via email to opseval@capnhq.gov.

Evaluator Responsibilities:

- As the intent is to evaluate CAP's capabilities to support all its missions, expect evaluators to try to view last minute events including search and rescue and disaster relief missions. Evaluators will coordinate as far ahead as practical with a goal of 7-day notice for routine and planned events. When an evaluator chooses a sortie to evaluate, every effort should be made to accommodate the evaluator's participation within mission limitations. All evaluators will hold a minimum of Mission Observer qualification.
- CAP and CAP-USAF Region Commanders must approve pilots and other crew members being evaluated on multiple sorties. Commanders may need to allow the same pilot or crew to be evaluated multiple times if they are the only pilot or crew available and qualified to meet mission needs.
- Special Interest Items (SII) for FY24:
 - SII 1: Completion of all pre- and post-mission paperwork (CAPFs 104) including specific mission accomplishments.
 - SII 2: Coordination of after-action reports with the customer.
 - SII 3: IC completion of a daily/weekly SITREP and coordination with the appropriate LR.
 - SII 4: Following guidance as outlined in approved regulations and operation plans.
 - SII 5: Using the Wing training plan to drive sortie training requirements.
 - SII 6: Up to date Aircrew Information Folder (AIF) IAW CAPS 72-4 and CAPF 70-8.
 - SII 7: Completion of CAPF 73 when a vehicle is used (corporate or POV) for official CAP duties.
- Debriefing the evaluation is important and will improve readiness. Evaluators are encouraged to discuss each specific Ops Eval Checklist section and provide direct feedback to evaluated members as soon as possible after mission completion.

Annual Report:

- The primary goals of the Ops Eval are to assess and improve CAP readiness to execute AFAMs. To achieve these goals, CAP/DO and CAP-USAF/DO will prepare, coordinate, finalize, distribute, and receive feedback on a formal report of findings, as discussed below:
 - After data collection is complete, data analysis will be conducted and a draft report provided to the CSAG and CAP-USAF Detachments NLT 20 October for discussion at the fall CSAG meeting.
 - CAP/DO and CAP-USAF/DO will complete the Ops Eval Final Report during the first quarter of the next fiscal year. The final report will be provided to each Wing and Region by 31 December.
 - Field level feedback on the Final Report should flow up from the Wings via email through the CAP Regions and CAP-USAF LRs to CAP/DO and CAP-USAF/DO with a courtesy copy to opseval@capnhq.gov. Report findings should inform development of Wing training plans and other efforts to increase mission readiness.

Readiness Determination:

- The Ops Eval process supports the CAP-USAF/CC's readiness determination of CAP across the organization in aggregate. Based on an analysis of the data collected throughout the evaluation, the CAP-USAF/CC will make an annual determination on Civil Air Patrol's readiness to perform Air Force Assigned Missions, either in their entirety or relative to a specific mission set(s). If required, guidance and/or technical assistance will be provided to ensure readiness is adequate prior to approving future missions.