



## PACIFIC REGION SUPPLEMENT 1

### CAP REGULATION 60-3(I)

APPROVED/R. OLIENYK/CAP/DO

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Operations

### CAP EMERGENCY SERVICES TRAINING AND OPERATIONAL MISSIONS

CAPR 60-3(I), dated 26 December 2012, is supplemented as follows:

This supplement provides guidance for the approval process of an Incident Commander (IC) Level 1 qualification. This supplement supersedes previous PCR OI 21-1.

#### 2-2 d (1)

- (a) Added: All applications for this rating will be reviewed and considered on a case-by-case basis. All IC1 appointments and approvals shall be accomplished by region in eServices, with the exception of the Prerequisites approval, which shall be accomplished by the member's Wing Commander and serve as a recommendation for training.
- (b) All IC1 appointments and approvals are at the need and the discretion of Pacific Region. IC1 approvals are not automatic nor are they guaranteed.
- (c) The Deputy Chief of Staff (DCS) for Emergency Services (PCR/DOS) shall oversee the members IC1(t) status from initial request up to, but not including the final recommendation.
- (d) The Region Commander will appoint a committee to review all candidates for the IC1 rating. Once IC1 training is complete and all required documentation is submitted, this committee will review the request and recommend approval or denial to the commander or his/her designee.
  - 1. The committee will consist of at least three, but no more than five, members to include the PCR/DO and the PCR/DOS, with the PCR/DO appointed as the Committee Chairperson.
  - 2. All members will be currently serving at the wing or region staff level, with preference given to currently qualified IC1s. If additional members are needed, experienced IC2s maybe appointed by the Region Commander after vetting and recommendation by both the PCR/DO and PCR/DOS.
  - 3. After consideration by the committee, a recommendation will be submitted to the Region Commander for final approval of the rating.
  - 4. If the rating is approved, the approval will be noted in the Operations Qualification (OPSQUAL) section of eServices and no further action is necessary.
  - 5. If the rating is disapproved, the candidate, their Wing Commander, and the assigned mentor will be notified in writing stating the reason(s) for disapproval. In addition, a plan of action will be provided to the member and the wing that, once accomplished,

would prepare the applicant to be resubmitted at a later date. This plan of action will be overseen by the PCR/DOS or his/her designee.

(e) When notified of a pending approval of an IC1 rating in eServices OPSQUAL system the following process will be initiated:

1. Trainee Status

(a) The PCR/DOS will conduct an initial review of the candidate in operations qualifications to ensure the prerequisites, familiarization and preparatory training has been completed by the candidate.

(b) The PCR/DOS will have a conversation with the candidate to review the expectations of an IC1 trainee to ensure the commitment of the candidate and to have a clear understanding of the process. There will be no timeline placed on the process since the length of time training may be affected by the availability of appropriate missions.

(c) The PCR/DOS will request from the candidate the following for consideration:

1. Actual and training mission experience to include types of missions as outlined in the Best Practice Document: PCR Incident Complexity Analysis pamphlet.
2. Review the IC boarding process of IC3 and IC2 for the candidate to ensure appropriate reviews of experience have been completed up to that point. Minutes of the Wing IC boards may be requested and interviews of the Wing Board members conducted if more information is needed.
3. Experience conducting wing level exercises and evaluations
4. Experience interacting with outside agencies
5. Candidate's understanding of the role of the IC with a level 1 rating
6. Additional training courses relevant to the IC1 rating
7. Other relevant experiences. This may include inside and outside of Civil Air Patrol.

(d) The PCR/DOS will then have to option to approve the candidate's trainee status or submit the candidate for a further review of the IC1 committee.

(e) The IC1 Committee will review the candidate's information and may request additional information if needed. If approved, the Committee chairperson will approve the trainee status in eServices.

(f) Once approved, the PCR/DOS will appoint an IC1 mentor to oversee the candidate's training. The IC1 mentor may be from any PCR wing or part of region staff. The IC1 mentor will provide regular updates, as needed, to the PCR/DOS.

2. Initial Qualification

(a) Personnel qualifying at the IC1 level must meet the following requirements:

1. With little or no direction or oversight, lead a complex, multi-wing or national level event, involving multiple state and/or federal agencies as customers to CAP. This is outlined in the Best Practice document label: PCR Incident Complexity Analysis Pamphlet.
  2. Lead missions with multiple simultaneous resources (air and ground) in multiple locations and/or multiple states. Coordinate the efforts of the entire staff.
  3. Manage missions with multiple funding sources.
  4. Demonstrate success in missions involving interface with 2 or more external customers for the same mission.
  5. Recognize, early on, when an expansion of the ICS system is needed and the ability and willingness to request an IMAT team or Area Command from outside his/her wing to assist with mission success.
  6. Understand the role of an Incident Commander level 1 as a representative of PCR and the PCR Commander, not an individual wing.
- (b) The IC1 Mentor assigned to the candidate should submit a recommendation to the PCR/DOS to then be forwarded to the IC1 committee for review.
- (c) The IC1 committee will review the candidates for recommendation and all other training the candidate completed. The IC1 committee will consider the candidate's "body of experience" along with any additional information requested by the committee.
- (d) All initial IC1 qualification requests will require the board to meet with the candidate for a more detailed discussion and an opportunity for the candidate to express him/herself on the role of being an IC1.
3. Renewal of IC1 qualification
- (a) IC1 renewal candidates should document experience leading missions at the IC1 level or IC1 level training events (or as close as possible based on mission availability).
- (b) The committee may request additional information from the candidate to include the possibility of having the candidate meet with the IC1 committee for a more detailed discussion if the committee deems it necessary.
- (c) The Region IC1 Committee will review the candidate and make a recommendation to the Region Commander

VIGINIA NELSON, COL, CAP  
Commander

**ATTACHMENT 1**  
**Compliance Elements**

No Compliance Elements are created by this supplement.