



HQ, Alabama Wing
Civil Air Patrol
USAF Auxiliary
105 South Hansell St.
Maxwell AFB, Alabama
36112
14 October 2023

Operation Order SER-AL-24-1 (FY24 OPERATIONS EVALUATION)

References:

- A. Memorandum, Office of the National Commander, dated 7 August 2023, Subject: FY24 OPS EVAL
- B. CAP Standard S72-4, Aircraft Information File, dated Dec 21.
https://www.gocivilairpatrol.com/media/cms/S_072004_Aircraft_Information_File_BFEF6EC0763E1.pdf
- C. CAP Standard S72-4, Aircraft Information File, dated Dec 21.
https://www.gocivilairpatrol.com/media/cms/S_072004_Aircraft_Information_File_BFEF6EC0763E1.pdf
- D. CAP Standard S72-5, Aircrew Evaluation, dated Sep 20
https://www.gocivilairpatrol.com/media/cms/S_072005_C0074E1A533EB.pdf.
https://www.gocivilairpatrol.com/media/cms/S_072004_Aircraft_Information_File_BFEF6EC0763E1.pdf
- E. CAP Standard S72-6, Aircrew Evaluation Criteria, dated Aug 20.
https://www.gocivilairpatrol.com/media/cms/S_072006_1A52ED12C85D4.pdf
- F. CAP-USAF, PowerPoint presentation, OPS EVAL 24, 4 October 2023.

Time Zone Used – Central Daylight Time (CDT) Local

Task Organization: Participating personnel and equipment are under the operational control of the ALWG CC's designated authority or designated Incident Commander (OPCON)

I. SITUATION.

- A. CAP-USAF. 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 will conduct a joint FY23 Ops Eval of CAP operations to evaluate each region's and wing's ability to conduct assignable missions in a safe and effective manner. The intent of the Ops Eval is to assess normal operations during execution of routine missions.
- B. Evaluated sorties will focus on historical AFAM missions.
- C. ALWG has been identified as a select wing for the purposes of the FY24 Ops Eval.

II. MISSION. As directed by the ALWG CC, select ALWG members will participate in the FY 24 CAP and CAP-USAF joint Ops Eval intended to evaluate the wing's ability to conduct the spectrum of potential USAF assignable missions. Evaluation activities will take place throughout the fiscal year and from multiple operational locations. In addition, select members may be requested to assist in the evaluation of other wings within Southeast Region.

III. EXECUTION.

- A. Commander's Intent. ALWG's designation as an "emphasis wing" provides us the opportunity to display the professionalism of our volunteer membership to staff representing CAP-USAF, CAP NHQ, SER, and adjacent wings. As we conduct evaluated sorties, we want to remain cognizant that everything from precise airmanship in execution of flight profiles to how individuals proudly and correctly wear our uniform will add to the perception our visitors will depart with. As always, safety and cadet protection in all we do remains paramount.
- B. Concept of Operations.
 - 1. In coordination amongst the ALWG DO, CAP-USAF, NHQ Ops Eval team, and Southeast Region mission events will be identified to evaluate. Evaluation staff will be designated, evaluations conducted, and evaluation data compiled and forward to CAP-USAF.
 - 2. Any AFAM mission is available to be evaluated. Though evaluators will focus on evaluating sorties as noted in Annex A, opportunities to evaluate additional sorties are permitted. ALWG can 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.
- C. Orders to Subordinate Elements.
 - 1. ALWG DO/POC will:

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- a. Maintain close coordination with the SER CAP-USAF LR, SER Ops Eval, POC, as well as the NHQ Ops Eval team to identify and nominate candidate sorties for evaluation, schedule sorties, assist evaluators, and provide documentation needed to complete the Ops Eval.
 - b. Monitor the 24 Ops Eval dashboard regularly to assure accomplishment of 100% of evaluation requirements.
 - c. Provide a weekly verbal status to the ALWG CC on competition of sorties evaluations.
 - d. Provide a status briefing on sortie evaluation completion at the monthly assembly of the command and staff.
 - e. Request assistance from SER in scenario development for the scheduled Wing Led Exercise (WLE A5 mission) to include drafting exercise injects and RED TEAM participants.
 - f. Host a monthly Initial Program Review (IPR) w/key stakeholders (ALWG CC, CV, DO, Standards, Safety, and Maintenance) to update and coordinate OPS EVAL requirements.
2. ALWG Aircraft Maintenance Officer. Will coordinate with group CCs and provide staff assistance for the completion of an inspection of individual Aircrew Information Folders for all assigned aircraft for compliance with CAPS 72-4 and CAPF 70-8.
 3. ALWG Standardization/Evaluation Officer. Will assist the DO in nominating sorties and aircrew for evaluation during the course of the FY 24 Ops Eval.
 4. Groups.
 - a. NLT 1 November 2023, Groups will inspect individual Aircrew Information Folders for assigned aircraft for compliance with CAPS 72-4 and CAPF 70-8. Corrective actions for identified shortfalls will be completed NLT 15 November 2023.
 - b. Will nominate to the DO sorties and aircrew for evaluation during the course of the FY 24 Ops Eval.
 2. Participating Members. Upon notification that an operational activity is scheduled for evaluation, the individual or aircrew members will:
 - a. Review evaluation criteria Annex B and provide a backbrief of their review to the Group CC's designated representative.

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- b. Inspect aircraft, vehicles, and other equipment to be utilized during the evaluation.

D. Coordinating Instructions.

1. 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.
2. Evaluation Criteria:
 - a. Annex A (ALABAMA WING OPERATIONAL EVALUATION SORTIE REQUIREMENTS)
 - b. Annex B (KEY PERFORMANCE QUESTIONS AND KEY PERFORMANCE INDICATORS)
 - c. 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.
 - d. Other Evaluation Areas: Incident Command Post (ICP) and other critical functions remain centrally important to CAP. NHQ will specifically strive to send evaluators to operations during a WLE (Wing Lead Exercise) - A5 mission. ALWG has scheduled and informed evaluation staffs that the wing will conduct a WLE from 16-18 August 2024 at Bessemer Airport, Bessemer, Alabama.
 - e. Sortie Failures: An individual evaluation is a failure if it generates five or more negative responses. Evaluators will 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.

IV. SERVICE SUPPORT:

A. Administration and Personnel:

1. All participants will be active CAP members with valid ID card in their possession. All members must have completed General Emergency Services and Basic ORM training and have those qualifications reflected in eServices. .
2. Wear of duty appropriate uniforms IAW CAPR 39-1 is required of all mission participants. CAP identification card and CAPF 101, CAP Specialty Qualification Card, will be carried on person.
3. Use of WMIRS for mission record keeping is mandatory.

B. Logistics.

1. Funding. No additional funding other than found in the ALWG FY 24 operational budget is allocated for the conduct of evaluated sorties. A specific mission number and funding will be forthcoming to support inter-wing travel for select evaluators.
2. Petroleum, Oil, and Lubricants (POL).
 - a. Corporate aircraft will obtain POL products through Fixed Base Operators; payment will be made using the National Credit Card
 - b. The ALWG Form 173-RA, Alabama Wing Fuel/Oil Receipt Checklist and Addendum, and associated receipts will be uploaded to the WMIRS sortie within 24 hours of purchase. The upload will be a one-page PDF document with the fuel form and receipts side by side.
3. Maintenance. Participating elements will coordinate with the ALWG Maintenance Officer for unscheduled maintenance requirements.
4. Information Management. ALWG Public Information Officer (PIO) will provide initial guidance for participating member interactions with the media and public. Air crews will refer all media inquiries to the IC.

V. COMMAND & SIGNAL

- ##### **A. Mission Symbol/Number: Multiple/Multiple**

B. Command.

ALWG Ops Eval Team	Name/Rank	Number/E-Mail
DO/Incident Commander	Col Jayson ALTIERI, CAP	DO@alwg.us JasonAltierigmail.com 919 600-4053
DO/POC, Assistant DO (Plans) Plans	Lt Col James BABBITT, CAP	james.babbitt@alwg.us coljymb@icloud.com 301 456-6793
Standardization Officer	Lt Col Harold Coghlan	h.coghlan@alwg.us 205.601.5559

C. Other Contacts.

DO, CAP National HQs	Ron OLIENYK	(Office) 334.953.9105
CC, CAP-USAF	TBD	334.953.6986
SER, CAPUSAF, LNO	Robert L. Griffith,	TBP

A. Safety.

1. Only members of CAP may operate CAP vehicles. All personnel operating vehicles will have a valid CAP and state driver's license and will operate all vehicles in accordance with applicable state and local laws.
2. IAW CAPR -70-1, Civil Air Patrol Flight Management, 31 March 2020, air crew flight time and duty limitations will be strictly observed.
3. This mission may be suspended or terminated, and CAP resources reassigned at the discretion of the IC, ALWG CC, HQ CAP, or CAP-USAF.

Signed

ALTIERI
Col, Director for Operations
FOR THECOMMADER

OFFICIAL:

BABBITT
Assistant Operations Officer (PLANS)

ANNEXES:

Annex A (ALABAMA WING OPERATIONAL EVALUATION SORTIE
REQUIREMENTS)

Annex B (KEY PERFORMANCE QUESTIONS AND KEY PERFORMANCE
INDICATORS)

Annex C (ALABAMA WING OPERATIONAL EVALUATION TRACKING
MATRIX)

DISTRIBUTION:

ALWG Electronic Distribution List

Annex A (ALABAMA WING OPERATIONAL EVALUATION SORTIE REQUIREMENTS) to Operation Order SER-AL-24-1 (FY24 OPERATIONS EVALUATION)

A0/A24 – 1

A0 Onboarding training for cadet (not in Wings Program) and senior member pilots holding at least a Private Pilot Certificate conducted in accordance with the appropriate CAPS 71-series Onboarding syllabus. Onboarding Form can be funded on the Wing A7/B7 mission.

A24 Return to Flight training for pilots who, due to no fault of their own, have experienced an interruption in their flying activity that resulted in expiration of their qualifications. Must be conducted in accordance with the appropriate CAPS 71-series Return to Flight syllabus. Return to Flight Form 5s can be funded on the Wing A7/B7 mission.

A5 – 1

A5 AF training and evaluation missions.

A6/8/15/19 – 2

A6 Air Force Reserve Officer Training Corps (AFROTC) orientation flights, including flights to and from the orientation site and tow sorties in support of O-rides in gliders.

A8 Air Force Junior Reserve Officer Training Corps (AFJROTC) orientation flights including flights to and from the orientation site and tow sorties in support of O-rides AFAM in gliders.

A15 CAP cadet orientation flights IAW CAPP 60-40 Cadet Orientation Flight Syllabus, including flights to and from the orientation site and tow sorties in support of cadet O-rides in gliders.

A19 Teacher Orientation Program flights. Orientation flights for CAP teacher Aerospace Education Members. These missions are familiarization flights.

A12 – 1

A12 Proficiency Flights by qualified senior member pilots conducted in accordance with CAPS 71-4 AFAM-approved Proficiency Flight Profiles. This includes sorties in support of proficiency flying, such as tow sorties in support of glider proficiency and vice versa.

A17 – 1

A17 National Check Pilot Standardization Course and Flight Clinic sorties flown under an Air Force mission number (reimbursed with AF funds).

A18 – 1

A-18 Air Defense intercept and Target of Interest missions.

A23 – 1

A23 Air Force approved Technically Advanced Aircraft (TAA) Training sorties and sorties supporting aircraft upgrades.

A25-28 – 3

A25 Flight training for senior members holding at least a Private Pilot Certificate and leading to an additional airman rating, certificate or endorsement. (Must be flown on CAP approved syllabus.)

A 26 Flight training for AFJROTC cadets holding at least a Private Pilot Certificate and leading to an additional airman rating, certificate or endorsement. (Must be flown AFAM on a CAP approved syllabus.)

A27 Flight training for CAP cadets not holding at least a Private Pilot Certificate and leading to an additional airman rating, certificate, rating, or endorsement. (Must be flown AFAM on a CAP approved syllabus.)

A28 Individualized flight training for cadets not holding a Private Pilot Certificate and leading to an initial FAA certificate, rating, or endorsement, (Must be flown AFAM on a CAP approved syllabus.)

Annex B (KEY PERFORMANCE QUESTIONS AND KEY PERFORMANCE INDICATORS) to Operation Order SER-AL-24-1 (FY24 OPERATIONS EVALUATION)

S4: RESOURCES <i>Key Performance Question: Were resources adequate to enable mission accomplishment?</i>	12	Established policies and procedures were adequate
	13	Equipment was adequate (i.e., aircraft, vehicles, planning systems, C3, sensors, etc.)
	14	Personnel were qualified or appropriately supervised
	15	Personnel were properly trained or, when applicable, were being trained on an approved syllabus
	16	Passengers were approved
	17	Guidance was adequate (i.e., Oplan and sortie specific tasking)

S5: PLANNING <i>Key Performance Question: Did planning result in selection of a safe, executable course of action with a reasonable probability of success?</i>	18	Relevant planning data was obtained and considered
	19	Likely contingencies were addressed
	20	Appropriate risk mitigations were developed

S6: BRIEFING <i>Key Performance Question: Did briefing effectively communicate the plan?</i>	21	Each phase of the mission was described sufficiently
	22	Crew responsibilities were appropriately delineated
	23	Passengers were briefed as required

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	19	Likely contingencies were addressed
	20	Appropriate risk mitigations were developed

S7: EXECUTION <i>Key Performance Question: Was the mission executed safely and effectively?</i>	25	Risk mitigations were maintained
	26	Response to Threats and Errors was timely and appropriate
	27	Required sortie objectives were accomplished (Note: A "No" answer is warranted even if the objectives could not be accomplished due to weather, malfunction, etc.)

S8: DEBRIEFING <i>Key Performance Question: Did debriefing ensure capture of mission critical information?</i>	28	Deliverables were collected
	29	Lessons learned were discussed
	30	Relevant hazards were identified and reported
	31	Documentation of mission effectiveness was submitted

S9: INCIDENT COMMAND POST OPERATIONS <i>Key Performance Question: Was the ICP effectively utilized to meet customer requirements?</i>	32	Select how the Incident Command Post (ICP) was operated
	33	The ICP was staffed with an appropriate number of qualified personnel
	34	The Wing's annual Training Plan was considered in the development of exercise

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		objectives
	35	Mission base staff personnel were involved in the creation of exercise objectives or injects
	36	Lessons learned from previous exercises or real world missions were briefed by ICP staff prior to mission execution
	37	The Incident Commander (IC) provided timely updates to the customer throughout the course of the mission
	38	Requested deliverables met customer specifications
	39	The IC ensured all customer requirements were accomplished in a safe and efficient manner
	40	The IC submitted a Situation Report (SITREP) to CAP's National Operations Center (NOC)
	41	The Wing conducted an After Action Review or hotwash to discuss lessons learned

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Annex C (ALABAMA WING OPERATIONAL EVALUATION TRACKING MATRIX) to Operation Order SER-AL-24-1 (FY24 OPERATIONS EVALUATION)

ALWG OPS EVAL PLANNING MATRIX (Aircrew), FY 24, Ver 1.0 - POC Lt Col Babbitt, ALWG DO Plans																		
OPS EVAL Task	Status	Eval Date	Alt Date	Location	Evaluator	Evaluator Tele. # and Email	Primary Aircrew	Back-up Aircrew	Primary Aircraft	Alternate Aircraft	Aircrew Verify OPS EVAL Standards Y/N	Pre-OPS EVAL Date	Pre-OPS EVAL Location	Pre-OPS EVAL Check-Pilot	Pre-OPS EVAL Grade E/S/U	Pre-OPS EVAL Recheck Date	Mission # Funding	Notes
A0/A24 - 1		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A0 - Onboard Pilot		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A24 - Return to Ft		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A5 - 1		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A5 - AF Train/Eval		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A6/8/15/19 - 2		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A6 - AFROTC O'Fit		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A8 - AFJROTC O'Fit		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A15 - CAP O'Fit		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A19 - TOP Ft		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A12 - 1		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A12 Proficiency Ft		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A17 - 1		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A17 NCPSC		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A18-1		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A-18 AD Intercept		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A23-1		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A-23 TTA sortie		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A-25-28-1		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A25 S/M Ft Tng (Pvt Pilot)		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A26 AFROTC Ft Tng (Pvt Pilot)		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A27 CAP Cadet Ft Tng (Pvt Pilot)		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
A28 CAP Cadet Ft Tng No Pvt Pilot		TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
Reference: OPS EVAL conducted IAW CAP Memorandum w/3 attachments for All Region and Wing CCs, dated 7 AUG 23.																		
Pre-OPS EVAL Grades: E = Excellence (90% or greater tasks performed to standards), S = Satisfactory (70% or greater tasks completed to standard), and U = Unsatisfactory (less than 70% of task completed to standards)																		
Pre-OPS EVAL Grade of U = Unsatisfactory will require notification of ALWG CC and recheck with different check pilot																		