

# **APPENDIX F: General Procedures for Civil Air Patrol (CAP) Aerial Surveys**

## **1. Annual CAP Support Agreement and Funding**

The annual agreement between the Office of the Federal Coordinator for Meteorology (OFCM)/the National Oceanic and Atmospheric Administration (NOAA) and the U.S. Air Force is the vehicle for CAP missions to assess disaster impacts, covered by the National Plan for Disaster Impact Assessments (NPDIA), when requested by NWS units and other agencies.

- The annual agreement is managed and prepared each fiscal year by the OFCM and submitted to the U.S. Air Force and CAP headquarters for approval.
- The agreement includes NOAA/NWS funding for CAP support, as appropriations permit.
- Funding for support requests from other agencies, within the boundaries of the NPDIA and the support agreement, will be provided and coordinated by the OFCM directly with the CAP headquarters.

## **2. CAP Support Request Procedures**

**NWS requestors:** (e.g., an official at a NWS Regional Headquarters, a Weather Forecast Office, a National Center, a River Forecast Center, or the NWS Operations Center) follows the NWS specific protocol and utilizes the request form available online at:

<https://sites.google.com/a/noaa.gov/nws-psda/nws-regions>

This site is maintained by NOAA/NWS, Chris Maier, 301-427-9305, NWS/CAP point of contact.

**Requestors from other Agencies:** Email the request form (Exhibit F.1) to the [OFCM WG/DIAP Executive Secretary](#).

(this email list is managed by OFCM/Ken Barnett and includes: Tony Ramirez-WG/DIAP Executive Secretary, Joel Curtis-NWS representative to the NOAA Aviation Safety Board, Michael Teninty, OMAO Aviation Safety Program Manager, and Chris Maier-NWS/CAP point of contact).

## **CAP Support Checklist**

Upon receipt of a request CAP support, the following checklist is recommended.

### CAP Support Request Checklist

**Request Number:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Requestor Name/Office:** \_\_\_\_\_

**Event/Location:** \_\_\_\_\_

**Requested Date of Flight/Survey** \_\_\_\_\_

\_\_\_\_\_ **Mission justification.** Meets criteria in the interagency annual agreement.

\_\_\_\_\_ **Funding availability.** (As appropriations permit, at the start of the fiscal year, NWS transfers funding to CAP in accordance with the annual agreement. Expenditures are tracked by NWS in coordination with CAP National Operations Center for NWS missions. OFCM will fund and track missions supporting other agencies)

\_\_\_\_\_ **Forward the request simultaneously to:** (and cc all addressees)

CAP National Operations Center: [opscenter@capnhq.gov](mailto:opscenter@capnhq.gov)

CAP-USAF LNO to 1st AF: [mark.obrien.3@us.af.mil](mailto:mark.obrien.3@us.af.mil) (for appropriate Numbered Air Force or C-MAJCOM)

\_\_\_\_\_ **Use the following *example response*** and any additional information:

We request your support of the attached National Weather Service request for aerial support. This request falls under the interagency annual agreement with the U.S. Air Force and there are sufficient funds to cover the cost of this sortie. Due to funding limitations, additional sorties in support of this mission must be requested and approved separately.

\_\_\_\_\_ Advise HQ/CAP and CAP-USAF LNO if mission is time-sensitive (by phone).

\_\_\_\_\_ “cc” the requestor and any addressees from the original email request

\_\_\_\_\_ Follow-up. For time-sensitive requests, call immediately after sending the email to CAP Ops center 888-211-1812 ext 300 or 334-953-7299.

\_\_\_\_\_ Mission Report Form. Remind the requestor to fill out the mission report form. Important for tracking the cost block even if an estimate. If cost or estimate is not provided, contact the CAP National HQ or local CAP Wing that flew the sortie to determine actual cost, flight time etc.

#### Additional Contact Information

CAP NHQ Ops Center: Norm Ginther  
888-211-1812 ext 300 or 334-953-7299 [NGINTHER@capnhq.gov](mailto:NGINTHER@capnhq.gov)

USAF ACC 601 AOC/CAP LNO  
Mark Obrien, GS-12  
CAP-USAF LNO TO 1st AF  
Tyndall AFB, FL  
DSN 523-5880 Com 850-283-5880 Cell 334-318-7472  
[mark.obrien.3@us.af.mil](mailto:mark.obrien.3@us.af.mil)

(601st Air Ops and works all approvals. Since no CAP-USAF LNO in AK and HI -- assists in obtaining required approval.)

Charmaine Young  
DOD/USAF ACC  
CAP-USAF/FMB  
105 South Hansen Street  
Maxwell AFB, AL 36112  
D 493-6411, C 334-953-6411  
[charmaine.young@us.af.mil](mailto:charmaine.young@us.af.mil)

(POC for annual agreement and billing)

### 3. CAP Support Request and Mission Report Forms (non-NWS)

Exhibit F.1 Request Form for Agencies other than NWS to request CAP support.

Request for Civil Air Patrol (CAP) overflight support	
Name of requester:	<your name>
Agency:	<your office>
Office location:	<city, state>
Telephone:	<best way(s) to reach you>
Email:	<your e-mail>
Significant weather/event type:	<some options are: coastal pre-storm assessment; hurricanes; severe convective outbreaks, including tornadoes, hail, and high winds; wildfires; tsunamis; river flooding; winter storms; volcanic eruptions; long term inland flooding, long term ice movement, etc.>
Date of occurrence of event:	<when will or did this event occur?>
Time of occurrence of event:	<when will or did this event occur?>
state(s):	<where will or did this event occur?>
County(ies):	<where will or did this event occur?>
nearest populated area(s):	<where will or did this event occur?>
Location and description of flight support required	
Date(s) of flights	
state(s) of flight:	<location of flight>
County(ies) of flight:	<location of flight>
nearest population area(s):	<location of flight>
Type of product/data (check those that apply)	
flight only	
aerial photographs	
other data:	
estimated flight time:	
estimated flight distance:	
Any other information (e.g., additional contacts, additional passengers):	
e-mail to: <a href="mailto:nws.ofcm.cap@noaa.gov">nws.ofcm.cap@noaa.gov</a>	
Subject: (requesting agency) Civil Air Patrol support request	

**Exhibit F.2 Mission Report.** Required Post-Flight Report Form for Agencies other than NWS to be submitted to [nws.ofcm.cap@noaa.gov](mailto:nws.ofcm.cap@noaa.gov)

<b>Mission report form after utilizing Civil Air Patrol (CAP)</b>	
Month/Date/Year of CAP flight:	<mm/dd/yy>
Type of aircraft utilized:	<Type of CAP aircraft used during mission>
Location of CAP flight:	<general description of where flight took place>
Total Flight Hours:	<CAP crew can provide this info>
CAP cost (if known):	<CAP crew might be able to provide this info>
Office(s) affected:	<list local offices participating on flight>
Personnel onboard:	<list local office personnel onboard with job title>
What was learned from this overflight mission/other pertinent details:	<key insights for assessment.>

Upon completion of the mission, the **Mission report form after utilizing Civil Air Patrol** shall be e-mailed (subject = "CAP mission report") to OFCM.

OFCM is the federal lead for coordinating and reimbursing non-National Weather Service CAP overflights and costs.