



OPERATIONS ORGANIZATIONAL STRUCTURE AND DUTIES.

- **Wing Director of Operations (DO)** - Lt Col Burnett
 - Primary Duty – Supply trained crews and ready aircraft to Wing CC & ICs.
 - Interface with external organizations.
 - Manages and directs all operations activities.
 - Develops and implements operations plans, programs and directives.
 - Establishes reporting procedures to determine the success of operations programs.
 - Coordinates operations matters with other staff agencies or interested agencies.
 - Develops standard operating procedures for the control and operation of CAP aircraft.
 - Develops necessary operations policies and procedures to ensure mission accomplishment and to provide adequate guidance to subordinate personnel and units.
 - Request the issuance of transportation and mission authorizations as requested.

- **Assistant Director of Operations for Aircrew Resource Management (DOP)** - (Vacant): Temp: Maj Heaberlin
 - Primary Duties - Aircrew Resource Management and Flight Release Officer (FRO) Management.
 - Develops, maintains and distributes the 90-Day Flying Plan for the Wing.
 - Develops trending analysis based on the 90-Day Flying Plan.
 - Ensures Wing flying activities are in aligned with the allotted budget.
 - Coordinates with squadrons to ensure aircrew resources are current and certified to meet Wing missions.

- **Assistant Director of Operations for Aircrew Training Management (DOT)** - (Vacant): Temp: Lt Col Burnett
 - Primary Duties – Aircrew Training Resource Management
 - Coordinates with squadrons to ensure aircrew training is sufficient to meet the needs of the Wing.
 - Provides monthly updated training plan to DOP for incorporation into the 90-Day Flying Plan
 - Develops aircrew training scenarios in coordination with DOS for ES exercises.
 - Instructor Pilots
 - IP/MP Jeff Baum
 - IP/MP Ken Johnston
 - IP/MP Al LaPointe
 - IP Dan Nordin
 - IP Cec Reed
 - IP Rod Burnett
 - IP Jacques Li
 - MP Greg Schreurs
 - MP McKinley Wood

- **Aircrew Skills Trainer Resource Manager** – (Vacant)
 - Primary Duty – Manages aircrew skills training activities.
 - Aircrew Training. Skills training management (other than pilots)
 - Performs skills trainer checks as appropriate and makes recommendations for improvement.
 - Continually evaluates skills training procedures and techniques.
 - Documents aircrew needs and requirements to meet goals set by the DO.
 - Analyzes skills data for trends that indicate changes in the program or additional training needs for skills trainers.
- **Chief of Standardization/Evaluation (DOV)** – Capt, Baum
 - Primary Duty – Manages aircrew standardization and evaluation activities.
 - Aircrew evaluation. Skills Evaluator management
 - Additional Duties – Checklist and flight procedure development
 - Develops and implements a check pilot program.
 - Conducts evaluation of check pilot program in subordinate units.
 - Evaluates aircrew techniques and ability using appropriate publications and checklists.
 - Evaluates aircrew techniques in mission planning, briefings, mission execution, and critiques.
 - Performs spot evaluation checks as appropriate.
 - Continually evaluates aircrew training procedures and techniques.
 - Administers written examinations and documents flight evaluation checks.
 - Analyzes evaluation data for trends that indicate changes in the program or additional training needs for individual pilots.
 - Check Pilots and Mission Check Pilots:
 - CP/MCP Jeff Baum - Examiner
 - CP/MCP Ken Johnston - Examiner
 - CP/MCP Al LaPointe - Examiner
 - CP Dan Nordin
 - CP Cec Reed
 - MCP Greg Schreurs
 - MCP McKinley Wood
- **Trainer & Skills Evaluator Resource Manager** – 1 Lt. Dyk
 - Primary Duty – Manages Skills Evaluator standardization and evaluation activities.
 - Aircrew evaluation. Skills Evaluator management (other than pilots)
 - Performs skills evaluator spot evaluation checks as appropriate.
 - Continually evaluates skills evaluator training procedures and techniques.
 - Documents skills evaluator evaluation checks.
 - Analyzes skills evaluator data for trends that indicate changes in the program or additional training needs for skills evaluators.

- **Emergency Services (ES) Officer (DOS)** – 1 Lt. McKinney
 - Primary Duties - Emergency Services - SQTR approval & ES Standards, ground team development and management
 - Additional Duties - SAREX, WLE, SAREVAL planning & Scheduling, IC Scheduling, Mission Staff Training.
 - Manages and directs emergency services activities.
 - Develops agreements with agencies responsible for search, domestic emergencies, and civil defense.
 - Develops and maintains an adequate emergency service force.
 - Develops training programs to ensure that highly qualified ES personnel are available for search and rescue, and disaster relief missions.
 - Develops plans and standard operating procedures to support the wing's emergency services program.
 - Maintains records to determine the status of resources (personnel, vehicles aircraft, radios and other emergency equipment) available for ES missions.
 - Develops and maintains a rapid alerting system for assembling necessary resources in a timely manner.

- **Emergency Services Ground Team Training Officer (DOSG)** – (Vacant)
 - Primary Duty – Develop and manage training for Wing ground teams.
 - Assists the ES Officer in managing and directing ES ground training activities.
 - Documents ES ground training accomplished and qualifications earned in coordination with squadron ES officers.
 - Coordinates with the SAR and DR Officers to ensure that training programs are adequate.
 - Coordinates with external agencies for other ES training.
 - Assists squadrons in preparation and processing CAPFs 101 for new or requalifying personnel.

- **Emergency Services Training Officer (DOSE)** – (Vacant)
 - Primary Duty - SAREX, WLE, SAREVAL, IC Scheduling, Mission Staff Training.
 - Assists the ES Officer in managing and directing ES training activities.
 - Develops and manages training for Wing emergency services teams.
 - Assists the ES Officer in managing and directing ES training activities.
 - Documents ES training accomplished and qualifications earned in coordination with squadron ES officers.
 - Coordinates with the SAR and DR Officers to ensure that training programs are adequate.
 - Coordinates with external agencies for other ES training.
 - Assists squadrons in preparation and processing CAPFs 101 for new or requalifying personnel.
 - Coordinates with Squadrons to document ES training accomplished and qualifications earned.
 - Coordinates with the SAR and DR Officers to ensure that training programs are adequate.
 - Coordinates with external agencies for other ES training.
 - Assists in preparation and processing of CAPFs 101 for new or requalifying personnel.

- **Incident Commanders (IC)**

- Lt McKinney
- Lt Col Burkett
- Major Twitchell
- Lt Col Carlson

▪ **Mission Staff**

- IC
- Operations
- Planners
- AOBD
- MSA
- Safety
- Communications
- Etc.

▪ **Search and Rescue (SAR) / Disaster Relief (DR) Officer and SAREX Evaluation Staff – (Vacant)**

- Primary Duties – Emergency Services (SAR/DR) training and evaluation Resource Management.
- Ensures wing SAR force that is capable of responding to request from the appropriate Rescue Coordination Centers or other responsible agencies.
- Ensures the SAR and DR training program is adequate.
- Develops operational procedures for rapid alerting and assembling of SAR task force personnel.
- Coordinates wing SAR/DR evaluations, training missions, and exercises.
- Develops scenarios for SAREX, WLE, SAREVAL, mission staff training.
- Staffed in accordance with DOS requirements or needs.
- Lead by DOS individual(s) for coordination and scenario development.
- Staffed with individuals from other DO staff for assistance, execution and evaluation.
- Wing SAREX evaluation Staff Assists the ES Officer in managing and directing disaster preparedness activities.
- Develops agreements with state emergency management officials pertaining to natural disaster and civil defense activities.
- Ensures the civil defense and natural disaster training programs are adequate.

- **Maintenance Officer (LGM)** – 1 Lt. Douglas
 - Primary Duty - Exercises staff supervision and coordination of all aircraft maintenance and coordinates consolidated maintenance activities with squadrons.
 - Updates Wing maintenance records in WIMRS
 - Ensures Wing Supplement to CAPR 66-1 is updated and correct annually.
 - Assists squadron commanders in developing an aircraft maintenance management program to ensure all CAP scheduled maintenance is performed and discrepancies are corrected promptly.
 - Ensures CAP aircraft meet FAA standards in order to be issued an FAA Standard Certificate of Airworthiness and are maintained in accordance with FARs and FAA–approved manufacturer’s data, to assure continued airworthiness.
 - Coordinates aircraft inspections and repairs with NHQ/LGM.
 - Makes recommendations to the Director of Operations and Commander for improvement of the maintenance program.