

Standard Operating Procedure (SOP)
between
State of South Dakota Division of Wildland Fire
and
South Dakota Wing of Civil Air Patrol

PURPOSE: The South Dakota Division of Wildland Fire (SDWF) has a need to use assets and personnel of the Civil Air Patrol (CAP) to assist in fire control within its jurisdiction. This SOP spells out the principles for use of CAP to assist in this mission.

Types of missions that may be requested of CAP on an "as available" basis:

- Aerial Fire Detection on Wildland Fire and Prescribed Burns.
- Photo Reconnaissance of Fire Areas
- Transportation of Fire Management Staff to Incident
- Aerial Platform for Aviation Supervisors
- Fire Boundary Reconnaissance
- Private Property Aerial Surveys
- Incident Support Personnel
- Transportation of Senior Staff

When the SDWF requires the use of CAP, SDWF will notify Great Plains Dispatch to issue a resource order, which will be emailed to CAP Wing Administration at wa@sdcap.us. The SDWF Duty Officer will contact the CAP Alerting Officer (AO) and brief him/her on the desired CAP response and nature of the incident.

The SDWF Duty Officer or personnel will prepare briefing information for CAP aircrew. Information will include maps, communications frequencies, and information desired from the aircrew, and name of passengers authorized to fly aboard CAP aircraft. Non-Cap members will fill out CAP Form 9, which will be provided by the pilot.

CAP will coordinate with the CAP National Operations Center (NOC) for authorization to be used for fire missions. This SOP provides information required by the NOC to approve missions. The SD Wing Commander or his representative authorizes all missions performed under the SOP.

CAP will provide the SDWF with a Roster of Alerting Officers. CAP will plan to have at least one person on the list available at all times. If there will be no person on the list who is available, a backup individual will contact the SDWF Duty Officer notifying them that he/she is the Alerting Officer to be used.

SDWF will provide the CAP with a list of possible passengers and their weight.

The CAP AO will contact a CAP Incident Commander, CAP Liaison Officer, or if necessary, a CAP Air Operations Branch Director to act as an agency liaison to oversee CAP use. The CAP agency liaison will contact the dispatch center to coordinate use of CAP resources. The agency liaison may be the assigned CAP pilot. The agency liaison will coordinate the mission with the CAP National Operations Center and will inform the SD Wing Commander or his representative of the mission request.

The CAP AO Will contact aircrew pilots, observers, and scanners as necessary to support the request for support. The AO will brief the aircrew with information required to perform the mission. In most cases, the aircrew will be expected to report to the reporting location for a briefing.

If photo reconnaissance is requested and is available, CAP will ensure trained personnel and required equipment are available to perform the mission. CAP will notify Great Plains Dispatch (GCP) when photo reconnaissance is not available for a period of time and will provide an estimated time back in service.

Aircrew Qualifications: The CAP Pilot will be a CAP Mission Pilot and current and qualified with a commercial or ATP rating. Other CAP aircrew will be mission qualified and current in accordance with CAP regulations.

Operational Control (aircrew dispatch): Operational control of CAP resources will remain with CAP. Any party to this agreement may suspend air operation if unsafe conditions exist. Aircrew will follow instructions as issued by dispatch, the incident Operation Section Chief, or Air Operations Branch Director as required by the incident. Aircrew will comply with CAP or FAA regulations while performing missions.

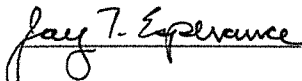
Reimbursement procedures: GPC will provide resource orders needed for reimbursement of mission expenses to CAP. SDWF will provide appropriate documentation to CAP for Transportation of Personnel missions. Authorized expenses are as designated in CAP Regulation 173-3 and the MOU between the State of SD and the CAP, or as otherwise agreed upon by parties to this SOP. At mission termination, CAP aircrew members will submit receipts for reimbursements in accordance with South Dakota Wing Finance Policy and CAP Regulation 173-3. CAP Wing Headquarters will consolidate authorized expenses and forward an invoice to Wildland Fire office at the following address.


Fire Business Staff
SD Wildland Fire Division
3305 West South St.
Rapid City, SD 57702-8160

Attachments to this SOP are authorized, without approval of signatories, for making procedures and checklists about listing persons who serve as contacts, authorizing persons to ride on CAP aircraft, facilitating reimbursement, and coordinating approvals.

This SOP is effective upon signature and remains in effect until terminated by either party with 30-day notice.

SIGNATURES

 Date: 2-22-17
Jay T. Esperance
Division Director
SD Dept of Agriculture
Wildland Fire Division

 Date: 15 February 2017
John A. Salvador
Chief Operating Officer
Civil Air Patrol