Operations Plan

Illinois Wing Ground Operations Program
(ILWG Standing Ground Operations Plan)
April 2026

Charles Springer, Lt Col, CAP ILWG Director of Operations Civil Air Patrol	TSgt Tony Reyes ILWG Asst DO, Group Operations – Program Manager Civil Air Patrol TSgt Tony Reyes TSgt Tony Reyes (May 3, 2026 23:55:01 GMT)

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Approved By	Col Al Reynoso, Wing Commander
OPR	Illinois Wing Director of Operations
Governing Regulation	CAPR 70-1, CAP Operational Missions; CAPR 60-3, CAP Emergency Services
Distribution	Wing Commander, Wing XO, Director of Operations, Asst DO Group Ops, Group Commanders (Groups 1-5), Unit Mission Coordinators, Squadron Commanders
Classification	For Official Use Only (FOUO)

1. Purpose

This Operations Plan establishes policies, procedures, organizational structure, and standards for Illinois Wing (ILWG) ground operations in accordance with CAPR 70-1 and CAPR 60-3.

2. Applicability

This plan applies to all ILWG members involved in ground operations, including Ground Team Members, Mission Scanners, Mission Coordinators, Incident Commanders, and Mission Base and other support personnel.

3. References

- CAPR 70-1, CAP Operational Missions
- CAPR 60-3, CAP Emergency Services Training and Operational Missions
- CAPR 77-1, CAP Vehicle Operations
- CAPR 160-2, Safety Program
- ICS 200, ICS for Single Resources and Initial Action Incidents
- ICS 300, Intermediate ICS for Expanding Incidents
- CAPF 160, Deliberate Risk Assessment Worksheet
- CAPF 108/109, CAP Vehicle Inspection and Maintenance

4. Situation

4.1 Background

The Illinois Wing maintains ground operations capability across 5 Group Commands throughout the state. TSgt Tony Reyes serves as the Asst DO for Group Operations and Program Manager, responsible for day-to-day management and program compliance.

4.2 Current Status

- Program status: Active
- Five Group Commands with active ground operations capability
- Monthly reporting to Director of Operations established NLT 01 May 2026

4.3 Mission Capability

- Search and Rescue (SAR) — ground search, victim location, medical support
- Disaster Relief (DR) — ground assessment, logistics support, situational awareness
- Civil Support (CS) — community assistance, evacuation support
- Homeland Security (HLS) — critical infrastructure support
- Training — qualification exercises, SAREX, tabletops

5. Organization

5.1 Chain of Command

Operational Command Chain (Commander to Commander):

- Wing Commander (Col Al Reynoso)
- ↓
- Wing Deputy Commander (Maj Gerald Wirth)
- ↓
- Group Commanders (Groups 1–5)
- ↓
- Squadron Commanders

Staff Support Chain (Ground Operations Program Oversight):

- Wing Director of Operations (Lt Col Charles Springer)
- ↓
- Asst DO, Group Operations / Program Manager (TSgt Tony Reyes)
- ↓
- Mission Coordinators (designated by Group Commanders)

5.2 Roles and Responsibilities

ROLE	ASSIGNED TO	RESPONSIBILITIES
Wing Commander	Col Al Reynoso	Overall authority for Wing ground operations; approve mission activation
Director of Operations	Lt Col Charles Springer	Program oversight; approve A-Missions; receive monthly report from Asst DO Group Ops
Asst DO, Group Ops / PM	TSgt Tony Reyes	Day-to-day management of ground ops program; compile and submit monthly report to DO NLT 5th of each month; maintain qualification records; coordinate training across all Groups — including scheduling monthly exercises, identifying qualification gaps, and ensuring compliance with annual evaluation requirements
Group Commanders	Groups 1–5 CCs	Manage ground operations within their Group; forward mission requests; ensure member qualification compliance
Mission Coordinators	Designated by Group CCs	Coordinate unit-level ground missions; submit AARs; manage local equipment and vehicles
Ground Team Members	Qualified GTMs - GTL	Execute ground search and rescue, disaster relief, and civil support missions IAW CAPR 60-3
Mission Base Commander	Designated by IC/DO	Establish and manage Mission Base operations (setup, comms, logistics, briefing/debriefing, resource tracking) IAW CAPR 60-3, Chapter 7; coordinate with IC on resource allocation; ensure all Mission Base personnel are briefed and accounted for
Communications Officer	ARCHER or P2P qualified	Establish and maintain mission communications; manage radio nets; coordinate with Mission Base Commander on comms plan; ensure backup communications available
UDF (Urban Direction Finding)	Qualified UDF Members	Conduct urban direction-finding operations IAW CAPR 60-3 in support of mission objectives
Safety Officer/Mission Safety Officer/Activity Safety Officer	Minimum of trained Activity Safety Officer IAW CAPR 160-1	The activity SE will comply with the Full Deliberate RM requirements outlined in CAPR 160-1, paragraph 3.3.1.1., as well as any supplemental guidance issued through the NHQ OPR (e.g., Cadet Programs for cadet activities, DO for Operations and Emergency Services activities, Aerospace Education for AE activities, etc.), or CAP/SE.

6. Qualification Requirements

6.1 Minimum Qualifications

- Ground Emergency Services Specialist (GES) qualification minimum for all ground operations
- Basic ORM (Operational Risk Management) course completed
- Valid CAP ID card
- CPPT current (all required members working with cadets)

6.2 Qualifications Table

QUALIFICATION	MINIMUM REQUIREMENTS	CURRENCY
Ground Team Member (GTM)	GES + SQTR completion + 90-day OJT	Annual ES Eval
Mission Coordinator (MC)	GTM + Ground Branch Director (GDB) or above + MC SQTR completion + 2 supervised missions	Biennial recert
Incident Commander (IC)	MC + IC SQTR completion + ICS 200/300	Biennial recert
Communications Officer	ARCHER or P2P radio qual + SQTR completion	Annual check
Note:	Scanner qualifications are governed by CAPR 60-3 as aircrew under the aircraft commander and are outside the scope of this ground operations plan.	

Note: The Incident Commander (IC) and Mission Coordinator (MC) are separate roles. On operational missions, the IC has overall tactical authority. The MC provides mission coordination and administrative support. One person may fill both roles only on C-Missions and Training missions with DO approval.

6.3 Currency Requirements

- All GTMs: Annual Emergency Services evaluation
- Mission Coordinators and ICs: Biennial recertification
- Non-current members may not participate in operational missions until currency is restored
- Asst DO Group Ops will conduct quarterly Ops Quals audits for all Wing ground operations personnel

7. Mission Types

- A-Missions (AFAM): Air Force Assigned Missions — require NHQ/CAP-USAF approval and Wing DO authorization
- B-Missions: State/local government agency requests — require Wing DO approval
- C-Missions: Community service missions — require Wing Commander or DO approval
- Training Missions: SAREX, tabletop exercises, qualification exercises — coordinated through Asst DO Group Ops

8. Request and Approval

8.1 Request Submission

- Phase I: Requesting agency contacts Wing through established channels
- Phase II: Asst DO Group Ops reviews request and assesses available personnel and equipment
- Phase III: DO approves or declines mission based on capability and risk assessment
- Phase IV: Mission Coordinator designated; personnel notified and briefed
- Phase V: Mission executed IAW ICS structure and CAPR 60-3
- Phase VI: After Action Report submitted to Asst DO Group Ops within 48 hours; e108 filed

8.2 Approval Authority

MISSION TYPE	APPROVAL AUTHORITY
A-Mission (AFAM)	NHQ/CAP-USAF + Wing DO (Lt Col Springer)
B-Mission (State/Local)	Wing DO (Lt Col Springer)
C-Mission (Community)	Wing Commander or Wing DO
Training Mission	Asst DO Group Ops + Group CC concurrence

9. Safety

- CAPF 160 (Deliberate Risk Assessment Worksheet) required for all activities at mission briefing
- ICS 208 (Site Safety Plan) required for all operational missions with 10+ personnel
- All safety occurrences, including minor injury, illness, and near-misses (SSO) reported to Wing Safety Officer (SE) within 24 hours
- Vehicle operations IAW CAPR 77-1; all operators must have valid driver license and current vehicle inspection
- Members may not participate in operations for which they are not currently qualified

9.1 Monthly Reporting Requirement

Group-level Mission Coordinators are responsible for compiling and submitting mission data to the Asst DO Group Ops by the 3rd of each month to support the monthly report deadline. The monthly report shall include:

- (1) Reporting Period
- (2) Total sorties by mission type (A/B/C/Training)
- (3) Member participation count
- (4) Equipment and vehicle status
- (5) Qualification compliance status
- (6) Corrective actions taken
- (7) Upcoming training events and exercises

- (8) Incidents and safety occurrences
- (9) Preparer signature and submission date

Group Commanders will appoint Mission Coordinators as points of contact to provide required information to the Asst DO Group Ops.

10. Records and Documentation

- All missions recorded in WMIRS with appropriate mission type codes
- e108 submitted within 48 hours of mission completion
- CAPF 108/109 vehicle inspection records maintained by Unit Mission Coordinators
- After Action Reports (AAR) submitted to Asst DO Group Ops within 48 hours of mission completion
- Quarterly Ops Quals audit conducted by Asst DO Group Ops for all Wing ground operations personnel
- Records retained IAW CAPR 10-2

10.1 After Action Report (AAR) Format

All AARs for ground operations missions and training exercises shall include the following:

- (1) Mission/Exercise Name and Date
- (2) Mission Type (A/B/C/Training)
- (3) Unit(s) Involved
- (4) Personnel Count (Senior Members / Cadets)
- (5) Mission Objective and Summary of Activities
- (6) Sustains (3 minimum, 5 maximum) — what went well
- (7) Improvements (3 minimum, 5 maximum) — what needs corrective action
- (8) Safety Occurrences or Near-Misses
- (9) Recommendations for Future Training
- (10) Preparer Name, Rank, and Date

AARs are separate from the monthly report. The monthly report aggregates data across all missions for the reporting period. AARs document individual mission performance and feed into training improvement at the Group and Wing level.

11. Implementation Timeline

MILESTONE	TARGET DATE	STATUS
Program Manager (Asst DO Group Ops) Designated	Apr 2026	Complete
Request Procedures Established	Apr 2026	Complete
Monthly Reporting Begins	01 May 2026	Pending
Quarterly Ops Quals Audit (First)	Jul 2026	Pending
Annual Program Review	Apr 2027	Pending

12. Plan Maintenance

- This Operations Plan will be reviewed and updated annually by the Director of Operations
- Interim changes will be published as supplements and distributed to all addressees
- Questions should be directed to the Asst DO Group Ops

13. Approval

ROLE	NAME / RANK	SIGNATURE / DATE
Wing Commander	Col Al Reynoso	Col Alfredo Reynoso (May 4, 2026 19:00:30 CDT) 05/04/20
Director of Operations	Lt Col Charles Springer	01 MAY 2026
Asst DO, Group Ops / PM	TSgt Tony Reyes	TSgt Tony Reyes TSgt Tony Reyes (May 3, 2026 23:55:01 GMT) 05/03/26
IL Wing Safety Officer	Lt Col Val M. Mertens	LtCol Val Mertens (May 3, 2026 18:47:15 CDT) 05/03/26

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