

16 July 2012

MEMORANDUM FOR ALL NER WING COMMANDERS AND DIRECTORS OF  
OPERATIONS/EMERGENCY SERVICES

FROM: NER/CC

SUBJECT: INTERIM CHANGE LETTER – Area Operations Program

1. The Area Operations Program is established to oversee all training and operational mission activities in the Northeast Region. The attached NER ICL defines the AOP and is implemented effective immediately.
2. A supplement to CAP Regulation 60-3 has been prepared and submitted for approval. Point of contact is Col. David Braun, NER/DO.

A handwritten signature in blue ink that reads "C. Hayden". The signature is fluid and cursive, with the first name "C." and the last name "Hayden" clearly legible.

CHRISTOPHER HAYDEN  
Colonel  
Commander, Northeast Region

Attachment:  
NER Area Operations Program, 16 July 2012

16 July 2012

## **NER AREA OPERATIONS PROGRAM**

The NER Area Operations Program (AOP) governs all operational mission activity in the Northeast Region. The NER AOP consists of two parts, (1) the Quick Assist Program and (2) the Area Coordination Program.

### **A. Quick Assist Program**

The Quick Assist Program (QAP) has been established to oversee the management of incidents being handled by a wing IMT. The QAP provides that all operational missions that occur within a wing's Area of Responsibility (AOR) are managed at the wing level (unless the mission is initiated by the National Operations Center (NOC) to support a federally mandated Federal Emergency Management Agency (FEMA) mission or involves the activation of two or more different wing Incident Management Teams (IMT) for the same incident) when conducted in accordance with CAPR 60-3, the wing's specific commitment policy and the following guidelines.

1. If an operational mission, such as a State Emergency Management Agency (SEMA) mission or an AFRCC mission extends into an adjacent wing's AOR, the primary wing and the adjacent wing can mutually work the mission.
2. If an operational mission requires resources from an adjacent wing within the region the two wings can mutually work the assistance.
3. If an operational mission becomes a federal mission or the primary wing requires resource assistance not available from an adjacent wing than the primary wing's Incident Commander (IC) shall contact the NER/DCS operations for guidance if any of the following conditions apply:
  - Response to the incident requires resource assistance not available from an adjacent wing
  - Response to the incident requires accepting tasking from a FEMA agency
  - Response to the incident requires accepting tasking that requires mobilization of two or more wings for the same incident
  - Response to the incident requires two or more consecutive operational periods
  - If the assigned wing Incident Safety Officer evaluates that the tempo or complexity of the incident response has reached a level that may compromise the safety of the involved participants

### **B. Area Coordination Program**

The Area Coordination Program (ACP) has been established to oversee the management of multiple incidents being handled by separate wing IMTs or to oversee the management of a large evolving incident. The ACP provides that all operational missions that support federally mandated missions (except AFRCC missions which remain as assigned by the AFRCC) or a mission that extends across more than two wing's AOR will require activation of the ACP. The following will call for immediate activation of the ACP: missions initiated by the NOC, 1st AF, or AFNSEP. Any missions requested by a regional FEMA or DCO for CAP support activities

**NORTHEAST REGION, CAP  
INTERIM CHANGE LETTER**

under Federal auspices will require activation of the ACP. The ACP, when activated, operates under the following guidelines:

**1. Area Coordination Team:**

- An Area Coordination Team (ACT) will be activated to oversee the management of Air Force Assigned Missions (AFAM) originating from the NOC or any evolving incidents that potentially will have multiple wing IMTs engaged. The ACT may be activated to oversee management of incidents that are currently being handled by multiple wing IMTs.
- An ACT will be activated in a scalable fashion, from a small staff (Level 3 type incident ) who will assist in the coordination, communication and management of the region's involvement to a larger ACT necessary to coordinate a sustained effort across the region (Level 1 type incident).
- An ACT will be selected from a pool of eligible members from throughout the region.
- When an ACT is activated the designated Area Commander is responsible for the overall coordination of wing IMTs.

**2. Area Coordination Team Responsibilities:**

- Sets overall incident strategy and priorities and provides task assignments to wing IMTs.
- Allocates assets in coordination with wing IMTs.
- Coordinates activities of wing IMTs (individual wing IMTs are managed by their local incident command staffs).
- Resolves tasking and asset conflicts.
- Is the sole interface with the NOC and the lead customer agency.
- Is accountable to the NOC and lead customer agency (accountability for the conduct of the mission shifts from the wing IMT to the ACT).
- Establishes and maintains effective communications with the NOC and wing IMTs.
- Establishes coordinated incident action plans for multiple operational periods.

**3. Task Assignment:**

- The ACT will place wings within the incident operational area on "warm" standby for the following operational period, if not already stood-up with an active wing IMT.
- The ACT will assign tasks to the appropriate wing IMT for planning, executing and status reporting.
- Task assignments will include - a statement of the task, a timeframe for the task to be accomplished, and a timeframe for the wing IMT to accept assignment of the task.
- The wing IMT will acknowledge receipt of the task assignment.
- The wing IMT will begin the planning necessary to respond back to the ACT within the given timeframe with:
  - an acceptance of the task as stated, or
  - an acceptance of the task with modifications in either timing or scope, or
  - an acceptance of the task based on ACT support with additional assets, or
  - a request for more time to evaluate the task along with an estimate of how long the additional evaluation time will take, or

**NORTHEAST REGION, CAP  
INTERIM CHANGE LETTER**

- a refusal of a task requires an explanation for non-acceptance.
  - Once a task is accepted all responsibility for task planning, execution and status reporting, including granting all sortie releases and in-process monitoring is by the wing IMT:
    - Any clarifications needed for mission execution can be made directly with the customer, unless otherwise specified by the ACT.
    - WMIRS sortie information will be entered by the wing IMT.
    - Sorties are individually approved under a federally assigned mission.
    - Request for sortie approval will flow from the wing IMT to the ACT who will request sortie approval from the NOC.
    - The NOC will turn the sortie green in WMIRS when the sortie is approved.
    - Once an ACT is activated wing IMTs should not contact the NOC for approval.
    - All Non-CAP federal employees must have their first and last names as well as their organization and position input to WMIRS.
    - If the individual is either a state or federal dignitary, the wing IMT will coordinate with the ACT permission to fly the individual.
  - In cases where a task causes a sortie to be flown in another wing's area of responsibility :
    - The affected wing IMTs will work together on a way to accomplish the task.
    - Should the wing IMTs not agree on the approach to accomplish the sortie and task the IMTs and the ACT will discuss the issue.
4. Task Status/SITREP Reporting:
- Status reports will be submitted as required by the ACT using the format provided.
  - Each wing IMT will submit a daily Situation Report (SITREP) in the format provided.
5. Asset Management:
- Prior to ACT activation all region assets are assigned to the respective wings in accordance with NER allocation policy.
  - When an ACT is activated it has authority to reallocate any wing aircraft or vehicle asset to support mission requirements in coordination with the wing IMT.
    - All wings should understand that reassignment of assets is possible even if the wing is not affected by the incident.
    - All wing IMTs will receive a request for asset status (personnel, aircraft and vehicle).
    - A demobilization all assets borrowed will be returned to their respective wings.
  - Wing IMTs may request the ACT to exclude from reallocation certain wing assets to support an activity outside the ACTs responsibility (e.g. wing MOU tasking or tasking in support of an AFRCC mission).
    - The request shall include the type asset, how long will it be needed, when needed, and justification supporting the need.

**NORTHEAST REGION, CAP  
INTERIM CHANGE LETTER**

- If the request is approved, it will be with the understanding that at any time the asset could be recalled if the operational situation changes.

**6. Demobilization/AAR:**

- The ACT working with the NOC, the lead customer agency, and the affected wing IMTs will develop demobilization plans.
- The ACT will formally notify each wing IMT when they are to implement the wing demobilization plan.
- The ACT will initiate a conference call (to include ACT and IMT command personnel) within 72 hours of demobilization to conduct a “hotwash” to capture the most timely issues and responses.
- The ACT and participating wing IMTs will prepare and submit an After Action Report (AAR) to the NER DCS/Operations within thirty days of the incident closure.
  - The AAR will be in bullet format and identify the mission, mission number, provide a brief summary of activity, a listing of good and bad points about handling of the incident, and a list of recommended improvements.