



## PACIFIC REGION OPERATING INSTRUCTION 15-01

23 February 2015

Operations

### Approval of Incident Commander (IC) Level 1 Rating

1. This Operating Instruction (OI) provides instructions for the process of approving Approval of Incident Commander (IC) Level 1 emergency services ratings at the region level by the commander or the commander's designee, as required by CAPR 60-3 paragraph 2-2 d (1). All applications for this rating will be considered on a case-by-case basis.

2. When notified of a pending approval of an IC1 rating approval by the e-services Operations Qualification (OPSQUAL) system the following process will be invoked:

a. **First Time Qualification.**

(1) A review shall be conducted with consideration given to previous IC experience including, but not limited to:

- Applicant's actual mission experience on various types of missions,
- Understanding of the Incident Commander's role in OP EVAL/WLE,
- Applicant's experience interfacing with various outside agencies,
- Any other training, such as Inland SAR course, overall understanding of the responsibilities/requirements of the Incident Commander position and the means/systems to effectively execute them, and
- Applicant's understanding of the regulations/rules governing CAP participation particularly in major events.

(2) Upon receipt of a pending approval, the application will be reviewed by a committee consisting at least 3 members, 2 of which are currently qualified as IC1 and the other(s) holding either a Region or Wing level staff position. This committee may request additional information from the applicant and or wing to assist in their evaluation of the application.

(a) This committee will be appointed by Personnel Authorization approved by the Region Commander.

(b) After consideration by the committee a recommendation will be made to the Region Commander.

(c) If the rating is approved, the approval will be noted in OPSQUAL. No further action is necessary.

(d) If the rating is NOT approved, the applicant and their wing will be notified in writing of the reason(s) for non-approval.

b. **Renewal of IC1 Qualification.** Upon receipt of a pending renewal approval, the region commander may elect to have the renewal application reviewed by the committee described in paragraph 2a(2) above or may elect to approved the application without further review.

(1) If the renewal is approved, the approval will be noted in OPSQUAL. No further action is necessary.

(2) If the renewal is NOT approved, the applicant and their wing will be notified in writing of the reason(s) for non-renewal.

Brian L. Bishop, Colonel, CAP  
Commander