



MARCO ISLAND SENIOR SQUADRON FL-376 MONTHLY NON-FUNDED MISSIONS (NFM)



SPIN

(MAY 1, 2019)

1. **Background.** These procedures (**SP**ecial **IN**structions – **SPIN**) cover the conduct of the monthly Non-Funded Mission (**NFM**) for the Marco Island Squadron, FL-376 (MICAP). The NFM will be conducted once a week, preferably during the weekends. NFM participant assignments are on the MICAP website calendar at fl376.flwg.us.
2. **Objective.** To provide monthly training opportunities for both air and base crew personnel. The aircrew is responsible for reporting to Mission Base any sighted areas of concern. This also includes the sighting of any forest fires or distress signals from watercraft or campsites.
3. **Reporting times.** The Crew will report for duty at least 45 minutes prior to the planned aircraft departure. Recommended departure time should be no earlier than 3 hours prior to sunset, but may be flown earlier to accommodate crew schedules or weather considerations. Time of sunset is published in local newspapers and available online at <http://www.calendar-updates.com/sun.asp> by ZIP CODE. Marco Island ZIP CODE – 34145, NAPLES - 34104.
4. **Crew required for NFM.** The crew compliment consists of a “current” Mission Pilot (MP), and Mission Observer (MO). It is encouraged to have a Mission Scanner (MS) and/or Aerial Photographer (AP) added to the crew. The Mission Base ground crew will consist of a Mission Radio Operator (MRO), WMIRS Coordinator (WC) signed in as MSA or AOB(D). The MP will contact the Air and Mission Base crewmembers and the WC, prior to the flight, to verify their availability and coordinate the scheduled mission time. This call should be made NO LATER THAN the preceding day of the mission.
5. **Preflight Preparation:**
 - a. The MP will obtain weather information. Sources are Flight Services, DUATS or AWOS at WX 120.075 (239) 394-8187. Unofficial, but helpful, WX reports leading up to the day of the flight can be found on TV at the Weather Channel, or on the Internet at Aviation Weather Center <https://aviationweather.gov/metar>. If the pilot determines that weather conditions are unsuitable, the flight will be either postponed or canceled and crew members will be notified. If the flight is cancelled, enter in WMIRS on debrief page with reason noted and cancel the flight at the bottom of the Edit page.
 - b. The Pilot will obtain a flight release from an authorized FRO: Robert Corriveau (508-922-8121), Richard Farmer (239-595-1806), or Robert Boone (239-227-1633). If none are available, then try Bill Hansen (860-304-1253) or George Schafer (850-712-7487). This Flight Release must be BOTH an electronic release through WMIRS and a verbal release by phone.
 - c. The Pilot, with assistance of the crew members, will preflight the aircraft. All discrepancies will reported to the Squadron AMO. If A/C is found to be not airworthy, the flight will be canceled. Notify the following individuals prior to Grounding the Aircraft: The Squadron Aircraft Maintenance Officer (AMO), the Squadron Operations Officer and/or the Squadron Commander.

- d. The pilot will brief all crew members on the flight, on the emergency procedures and egress, aircraft ditching procedures and on any operation factors that could affect the flight.

Personal Flotation Devices (PFD) will be worn by aircrews on all NFM sorties.

- e. The MO must obtain a radio check on all radios (Air 1, CAPGUARD, 123.1) prior to take off. The plane will not take off prior to confirmation that the MRO is ready. This is particularly important when the plane is taking off from Naples Airport and the MRO is located at Marco Island Mission Base and a radio check is not possible. In this case it must be done by phone. NOTE – an airborne check is required ASAP when flying out of KAPF.

6. Mission Base.

- a. The WMIRS Coordinator (WC) will open WMIRS for the monthly Non-Funded Proficiency Mission Number and open the specific Sortie for the present date. The WC shall check in participants and aircraft, and assign duties. This should be done no later than the morning of the scheduled patrol. In the case WMIRS is not accessible a manual form (ICS211) will be used to log in participants. This log will then be uploaded into the sortie files at the end of the mission once WMIRS is back up and running.
- b. File to be uploaded into WMIRS at the beginning of the month: CAPF 47e, CAPF 71, SPIN, CAPF 205 and 206. ES officer will be responsible to upload. His backup for this task is the CC or OPS officer.

Also the CAPF47e will be submitted by the ESO to the FLWG and IC 30 days before the beginning of the month.

- c. The Mission Radio Operator (MRO) will open the Radio Station at least 15 minutes prior to departure, insure the Status Board and Communications Log are up and ready for use on the computer for the subject Mission Number, Sortie and date. In the case WMIRS is not working on the computer, a manual log (ICS110) will be used. This will then be uploaded into the sortie files at the end of the mission.
- d. Radios settings, per the Comm Plan: CAP Radio (Air 1), CAPGUARD, and VHF FM 123.1. The Marine Radio (Channel 16) will be monitored by Mission Base. CAPGUARD and the VHF Radio on Channel 123.1 will be the back-up channels for communication with Mission Base. (See Comm Plan, Attachment 1 of SPIN and in mission files)
- e. The Mission Base phone is: Marco / 239-389-1273. Report any distress signals from watercraft or campsites as well as any forest fires to Mission Base who in turn will call 911.

- 7. Procedures, Radio and Mission Logs.** After aircraft start-up, the observer and radio operator will perform a radio check per the published radio procedures. **The patrol flight will not depart the airport without a positive radio contact. (If taking off from Naples Airport this must be done by phone followed by an airborne check ASAP after take off).** The call sign for the CAP Aircraft is the individual assigned CAP call sign CAP _ _ _ . The call sign for the mission base radio station is MISSION BASE.

Mission Base will also monitor Marine Channel 16.

The Mission Base Radio Operator will record each radio transmission or phone call on the Communication Log.

Communication Logging System: Any time the radio is used, access the link in favorites, on Internet Explorer, on the NORTH Comm computer after opening up Internet Explorer, form is self-explanatory; when done click Submit. This is a radio justification study. Web site is <https://goo.gl/JpVvVD>

8. **NFM Tasks.** The pilot will fly the one of the suggested Air Task – copy and paste into Sortie Objectives.. If assigned Air Task 5, ELT search, make sure to contact Bob Boone to activate the ELT no later than 48 hrs. before the flight!

The recommended search altitude is 1,000 feet at 90 knots.

All NFM profiles are to be conducted in CAP GRID 174,175,198 or 199 . It is also recommended that if possible terminate the flight with a fly-by along the shoreline of the Marco Island beaches areas, up to Hideaway Beach.

For Safety, monitor X01, CTAF - 123.075 and report if within the airport airspace. Also monitor 122.7 if within KMKY's airspace.

All sorties are not to exceed 1.5.

9. Mission Base and Aircrew Responsibilities (Summary)

General

- A Skills Evaluator needs to be on the mission in order to sign off a member's SQTRs.
- Restricted FRO list, see 5b on page one. **You CANNOT launch without a flight release!**
- No shortcuts on paperwork (Brief, ORM, Debrief, upload W&B) complete, detailed and accurate.

CC or ESO

- Responsible to insure that the following documents are uploaded at the beginning of each month into mission files:
SPIN, CAPF 47e, CAPF 71, ICS 205 and 206

WMIRS Coordinator (WC)

- Will be assigned to each NFM Sortie and will sign into the mission as MSA or AOBD
- Responsible for opening the mission in WMIRS (check in participants/aircraft and assign duty positions for ONLY our sortie – Bill Hansen needs to be signed in as IC)
- Review WMIRS pages (edit, brief & debrief). Notify PIC if discrepancies are found
- Debrief should be reviewed within 24 hours of sortie completion.
- Check WMIRS mission files to be sure W&B and other documents were uploaded
- If flight is cancelled, insure cancellation is noted in WMIRS on the Air Sortie and Edit page and entries are properly done on Debrief page.
- After each sortie and after the sign-out, verify or correct sign-in times. Sign-in and sign-out need to be on the same day.
- At the end of each month, after the last mission is completed the MSA will create and upload the ICS 211 Personnel report.

Mission Pilot (MP)

- Before the flight – contact and brief the WMIRS Coordinator and crew
- Add sortie to WMIRS (fill out brief and ORM and upload W&B)
- Verify that all crew members are qualified
- Obtain Flight Release from authorized FRO
- Record sortie on aircraft log sheet (AIF book)
- Also record the fuel Qty and cost in AIF book
- Debrief in WMIRS – within 24 hrs after flight
- Check the **No Fuel** box and **do not** upload fuel receipt.
- Fuel receipt to go into Bill Hughes's mail slot.
- If flight is cancelled: Cancel sortie on Edit page and notate on Debrief page, at page bottom and list the reason for cancelling.

Mission Observer (MO)

- Responsible for reporting on CAP radio to Mission Base (See Com Plan Attachment 1)
- Reporting schedule – radio check (on ground @MKY, airborne @APF; wheels up, entering search area, every 15 minutes, report requesting RTB, and wheels down
- Report any observed distress signals from watercraft or campsites and any forest fires to mission base.

Mission Radio Operator (MRO)

- Open WMIRS at Mission Base (Communications Log)
- Obtain Radio check with Aircraft prior to Take Off. In the event the Take Off is from an Airport other than Marco Island coordination must be made by phone
- Log aircraft reports (be brief but precise)
- Check out all personnel. (Only those for our sortie, including IC Hansen)
- Check out aircraft (only the one for our sortie)
- Log off WMIRS – Mission completed
- Communication Logging System: Any time radio is used, access the link in Internet Explore, Favorites on the NORTH Comm computer. Form is self-explanatory; when done click Submit. This is a radio justification study. Web site is <https://goo.gl/JpVvVD>

10. Distress signal from watercraft or campsites. If any are observed, they will be reported to Mission Base. Occupants of a disabled vessel would fly an orange distress flag, use signal flares, smoke signals, wave life jackets, etc. Any vessel obviously aground should be investigated. Circle the vessel in distress and try to contact them on Marine Radio Channel 16. If they require assistance report a description of the vessel, location, number of occupants and the nature of the distress to the Mission Base Radio Operator. The Radio Operator will call IC, Bill Hansen, (860-304-1253) or George Schafer, (850-712-7487) AND PROCEED AS INSTRUCTED. MRO will also call 911.

11. Emergency Contacts. It is the responsibility of the Mission Radio Operator to initiate contact with outside agencies, as directed by the IC. If a distress call comes in by Marine Channel 16, monitor the radio traffic and alert the aircrew, do not interfere with transmissions between the Coast Guard and the individuals requesting assistance. However, based on aircraft altitude, you may be the only radio in range of boats that are off the Coast in the Gulf of Mexico. The most help you can render in this case is to act as a radio relay between the Coast Guard and the vessel in distress. Increasing aircraft altitude, decreasing the airspeed (and fuel burn), and holding the current position in an orbit are all options

DO NOT FLY BEYOND GLIDING DISTANCE OF LAND! DO NOT PURSUE AS A RESCUE MISSION! MAKE SURE THE MISSION RADIO OPERATOR INFORMS THE INCIDENT COMMANDER OF THE SITUATION, AND THAT THE CAP NATIONAL OPERATIONS CENTER (NOC) IS INFORMED OF EMERGENCY RESPONSE OF A CAP AIRCRAFT.

YOU CANNOT SELF-DEPLOY! YOU MUST HAVE PERMISSION FROM HIGHER COMMAND.

- 12. Lost Communications with Mission Base.** Keep the Mission Base radio station informed at all times. In the event of lost communication for 30 minutes you shall abort the mission and return to base (RTB). Contact Mission Base immediately after landing.
- 13. Return to Base and Closing Procedures.** When the sortie is completed, the MO will request RTB from Mission Base.
- 14. Aircraft emergency.** Contact approach control 120.25 and mission base. Report your situation.

15. TASKING:

Air Task 1 – Downed Helo

Probability of Detection - ___ %

(Grid 199A)

Conduct an expanding square search for the downed helicopter. Your CPS (Commence Search Point) is N25° 54', W81° 30'. Use 1-mile track spacing and approach the CPS from the North. Your assigned altitude in route is 2000' at cruise speed and your search altitude is 1000' at 90 knots. Assume other aircraft and possibly helicopters might be flying in the grid sectors to the north, east and south. If the target is located, provide the best fix possible to Mission Base. Photograph the target if possible.

Air Task 2 – Everglade City

Probability of Detection - ___ %

(Grid 199C)

Conduct a photo-reconnaissance of Everglade City in CAP Grid 199C. Photographs are needed of both the City and the Airport environments. Your assigned altitude in route is 2000' at cruise speed and your search altitude is 1000' at 90 knots. Assume other aircraft and possibly helicopters might be flying in the area of X01 or in the traffic pattern. If campers and/or boaters are located/observed, report both Lat/Long position and count to Mission Base. Monitor X01 CTAF.

Air Task 3 – Pumping Stations

Probability of Detection - ___ %

(Grid 174D & 175C)

This task can be either a visual search or a photo-reconnaissance mission of two pumping stations. Perform a parallel search, CSP – N26°00' / W81°32' creeping North until stations are located. Note one will be in grid 174 and the other in grid 175. Leg length will be 4 miles with 2-mile spacing. Watch for two towers in the area and ignore the third station to the West.

Your assigned altitude in route is 1,500' at cruise speed and your search altitude in grid is 1000' at 90 knots. Assume other aircraft and possibly helicopters might be flying in the grid sectors to the north, east and south. Locate and report lat/long position to mission base then proceed to photograph each station if this search is a photo mission.

Air Task 4 – Turkey & Pavilion Keys
(Grid 223B & D)

Probability of Detection - ___ %

Conduct a photo-reconnaissance of Pavilion Key and Turkey Key in CAP Grid 223. Photographs are needed of both Keys. Your assigned altitude in route is 2000' at cruise speed and your search altitude is 1000' at 90 knots. Your route of flight is Direct Cape Romano (25.50.7N/81.40.9W) and then Direct Pavilion & Turkey Keys (25.38.6N/81.16.3W & 25.42.3N/81.21.1W). Assume other aircraft and possibly helicopters might be flying in the grid sectors to the east and south. If campers and/or boaters are located/observed, report both Lat/Long position and count to Mission Base.

Air Task 5 – ELT Missions
(Grid 198A)

Probability of Detection - ___ %

First, start with a Route search towards X01. At 7 miles from X01 divert back to KMKY. Cross KMKY at 3,000 ft. Commence your ELT search approaching from the NNW of the island. Make three passes (3,000, 2,000, and 1,000).

When in Grid 199 monitor X01 CATF (**123.075**). If your search is near or over X01 recommend executing your search at 2,500ft.

Monitor CTAF (**122.7**) when in the area of KMKY



1st Lt Bob Boone
Commander, Marco Island Senior Squadron
SER-FL-5-376

Attachments:

1. Communication Plan

Attachment 1

COMM Plan

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: NFM / Radio Mode I-TDFM	2. Date/Time Prepared: Date: Time:	3. Operational Period: Date From: . Date To: >:lk Time From: Time To:
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4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name Eff ranked Radio System Talkgroup	Assignment	RX Freq NorW	RX Tone/NA	TX Freq NorW	TX Tone/NA	Mode (A, D, or S)	Remarks
		AIR-AIR-GND	CAPGUARD	CAP CALL						CAP CALLING
	3	AJR-1	AIR-1	AIR-GND						PRIMARY CAP COMM FREQ
		GUARD	GUARD	EMERGENCY	121.5		121.5			EMERGENCY
		SIMULATED GUARD		ALTAIR-GND	123.1		123.1			PRI AF-CAP FREQ. ALT CAP FREQ.
		MKY UNICOM			122.7		122.7			
		APF TWR			128.5		128.5			
	5 2	CG-16	CG-16	ALT CALLING						MONITORED BY MISSION BASE

5. Special Instructions:
 YOU MUST HAVE COMM WITH MISSION BASE, IF NO COMMS, CLIMB TO HIGHER ALT. IF YOU LOOSE COMM YOU MUST RTB. YOU MUST REQUEST PERMISSION FROM MISSION BASE TO RTB. YOU CAN USE CG-16 TO CALL MISSION BASE TO SWITCH TO CAP FREQ. (AIR-I , CAPGUARD, ETC.) CHANNELS ARE TDFM-136 RADIO

6. Prepared by (Communications Unit Leader): Name: _____	Signature: _____ Date/Time: Date
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