



**Responsibilities and Procedures for Incident Commanders**

This procedure applies to all California Wing Incident Commanders and Mission Managers.

CAP Regulation 60-3 defines the responsibility and authority of the Incident Commander. In addition to the issues described therein, the following procedures shall be followed. (For purposes of this Procedure the term “incident commander” shall be deemed to also include individuals designated as “mission managers”).

1. The Incident Commander (IC) is responsible for the safety of all members and resources utilized on the mission, as well as managing its execution. In order to properly manage the mission, CAP ICs shall not participate as field personnel on a mission while they are the IC. Field personnel includes aircrew, ground team or UDF team members. ICs should operate from a fixed-point (ICP) where they can provide proper management and support to all personnel.
2. After accepting the mission from the Wing Mission Alerting Officer (WMAO) or designee, the IC shall promptly contact AFRCC and sign on to the mission, including providing appropriate contact information. The IC shall also log into WMIRS as soon as practical and enter their name and contact information onto the mission page.
3. If the IC requires relief (due to fatigue, illness, duty day, need to go into the field etc.) they are responsible for locating and contacting a replacement IC. The replacement IC must be fully briefed by the IC being relieved, and then assumes full responsibility for the ongoing execution of the mission. Each IC shall be responsible for ensuring all paperwork for operations occurring during their shift are completed and submitted to CAWG (including mission logs, flight plans, etc.). The incoming IC shall promptly contact AFRCC and advise them of the transfer of mission command and provide appropriate contact information. The IC name in WMIRS should not be changed, and should continue to reflect the initial IC on the mission. All procedures as outlined in Item #1 shall apply to all subsequent ICs through the completion of the mission.
4. An Incident Commander who has exhausted other resources and wishes to re-task resources assigned to a CD mission MUST contact and receive authorization from the California Wing Director of Operations (DO) or Director of Operational Missions (DOM) *prior* to these resources being re-tasked.