MEMORANDUM FOR CAP-USAF LIAISON REGION COMMANDERS
CAP-USAF STATE DIRECTORS
CAP REGION COMMANDERS
CAP WING COMMANDERS

19 May 2005

FROM: HQ CAP-USAF/XO and HQ CAP/DO
105 South Hansell Street
Maxwell AFB AL 36112-6332

SUBJECT: Interim Guidance for CAP Biennial Search and Rescue/Disaster Relief/Homeland Security/Counterdrug (SAR/DR/HLS/CD) Evaluation and Guided Training Exercises (GTE)

1. This memorandum and attached guide will provide interim policy for the Biennial SAR/DR/HLS/CD evaluations and GTEs. This interim guidance is applicable to both CAP-USAF and CAP and is effective upon receipt. It supersedes the CAP-USAF Pamphlet 12 Evaluation Guide dated Mar 1999 and the related guidance in CAP-USAFI 10-802 and CAPR 60-3. This guide will serve as a working draft for the remainder of the 2005 exercise and evaluation cycle. CAP-USAF Liaison Regions (LR) and CAP Regions are requested to provide consolidated feedback to CAP-USAF/XOV by 31 Oct 2005. This feedback will be reviewed, incorporated into a final draft, and submitted for formal coordination and approval.

2. The role of the Civil Air Patrol changed forever after September 11, 2001. While SAR/DR remain the bedrock missions for CAP, performing missions in support of HLS is now an ever-evolving assignment. In response to greater HLS taskings, CAP has undergone numerous mission and technological changes over the past two years. HLS mission emphasis is now equal to the traditional SAR/DR missions CAP has effectively accomplished for many years. Like the Air Force, CAP will "train as it fights and fight as it trains." Accordingly, we must update the exercise and evaluation program guidance to ensure CAP is ready to provide safe, responsive, reliable, and effective support in an ever-increasing and complex mission environment.

3. Each CAP wing is evaluated biennially and will participate in a GTE in the off year. Scenarios will be developed to facilitate a learning environment focusing on CAP's core competency missions (SAR/DR/HLS/CD, Digital Photography and Satellite Digital Imaging System (SDIS)). These exercises and evaluations are designed to train and/or evaluate the complete functional capability of a CAP mission base utilizing the National Incident Management System (NIMS - formerly known as ICS). The goal of the GTEs and the evaluations is to involve a significant number of qualified wing volunteer members and as many corporate aircraft and corporate vehicles as possible. As the ARCHER - Hyperspectral Imaging (HSI) system becomes operational in FY 06, it will be included in the GTE and evaluations each year. SDIS and HSI systems are currently identified as CAP Region (SDIS) or National (HSI) assets. Each wing will be evaluated on how well it coordinates, integrates, supports and employs these CAP Region/National assets. The CAP Region/National HQs will be evaluated on its ability to support SDIS/HSI requests, provide trained and proficient crews, and track aircraft and equipment status. The evaluation team will direct SDIS/HSI evaluation comments to the owning CAP Region or National Headquarters and they will respond to any deficiencies. The CAP Regions (SDIS) and National HQ (HSI) will reserve training funds to support the deployment and employment of these resources in all wing evaluations and guided exercises.

4. GTEs replaced the monitored exercises known in some regions as observed training events (OTE). CAP-USAF personnel will partner with the CAP wings and region to develop and conduct GTEs designed to assist, guide and teach new and inexperienced CAP volunteers. These guided exercises will be of the same size and scope as graded evaluations. GTE scenarios will be developed by a joint CAP-USAF and CAP exercise control group. The exercise control group will normally be directed by the CAP-USAF Wing Reserve Coordinator (WRC), with assistance from the LR/DT, other reservists and the State Director as needed. The LR staff will be involved and assist with the instruction and mentoring during the GTE. The exercise control group will generate a two-part training report. Part I serves to improve exercise development and the quality of training. It will contain the exercise plan (EXPLAN), Control Staff Instructions (COSIN), control group "lessons learned", participating trainee critiques or comments and a brief summary of the training accomplished (training objectives met, number of trainees, number of instructors, what specific functional areas training was conducted in etc). Part I will be sent to the CAP wing and region Director of Operations (DO), the CAP-USAF LR/DO, HQ CAP/DOS/DO and the CAP-USAF/XOV/XO. ***Part II will be an internal wing and region report designed to identify areas needing improvement and lessons learned***. This is a summary of the wing's self-assessment facilitated by the instructors and mentors. This document will be used by the wing and region to guide the wing and region's internal training.

5. The evaluations will provide the wings with a challenging opportunity to demonstrate their capability to safely and effectively perform missions for America. The evaluation team will be composed of an exercise control group and an evaluation group both under the direction of the LR/CC. The exercise control group will normally be directed by the WRC and will consist mostly of the liaison region CAPRAP staff. CAP trusted agents may be used at the LR/CC's discretion. The evaluation group will be separate from the exercise control group and will normally be under the direction of the LR/DO. When feasible, the evaluation group should be a joint CAP and CAP-USAF team.

6. With evolving HLS missions, it is critical that every CAP wing and region focus on realistic training in order to provide responsive, reliable and effective support to our nation's taskings. Realistic and well-planned training reinforced by challenging evaluations is key to our success in meeting this goal.

RANDALL R. MATHIS, Lt Col, USAF
HQ CAP-USAF Director of Operations

JOHN A. SALVADOR
HQ CAP Director of Operations

Attachment
Interim CAP-USAF Pamphlet 12 Dated 19 May, 2005
cc:
CAP-USASF/CC/CV/IG/JA/SE/XOV
CAP/CC/CV/CS/EX/XP/DO/NOC/GC/IG/EXI

CAP-USAF PAMPHLET 12

INTERIM EVALUATION GUIDE

19 MAY 2005

EVALUATION GUIDANCE

1. **GENERAL.** This evaluation guide has been coordinated with HQ CAP and HQ CAP-USAF. It will be used to conduct SAR/DR/HLS/CD and SDIS evaluations and is designed to measure the effectiveness of the wing's operational capabilities. This guide may be supplemented by the liaison region to meet region unique requirements. Supplements will be coordinated with HQ CAP-USAF/XO, HQ CAP/DO, the appropriate CAP Region/CC prior to issuance or use. The guide encompasses direction found primarily in CAPR's 60-1, 60-3, and 60-6. Some evaluation items do not have a specific reference to a current publication, but are consistent with established policies, sound judgment and evolving employment of CAP resources.

2. **TRAINING.** CAP-USAF expects training to be conducted on a continuing basis. Training of personnel during annual operations evaluations is encouraged provided they are under the guidance of a qualified CAP member responsible for the evaluated functional area.

3. **RATINGS.** The evaluation team will make a subjective evaluation of each applicable functional area and award a corresponding rating. Functional areas determined to be applicable to the scenario should be manned by a qualified volunteer but will be evaluated regardless of personnel availability. The evaluation team will use the following definitions when determining these ratings:

A. **OUTSTANDING (O)**: Performance and operations far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few minor discrepancies may exist.

B. **EXCELLENT (E):** Performance and operations exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed; however, minor deficiencies and discrepancies may exist which do not negatively impact mission execution or success.

C. **SUCCESSFUL. (S)**: Performance and operations meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies and/or discrepancies may exist but do not impede or limit mission execution or success.

D. **MARGINAL (M)**: Performance and/or operations does not fully meet some mission requirements. Procedures and/or activities are not carried out in an efficient and/or effective manner. Resources and programs are not efficiently managed. Deficiencies and/or noted discrepancies that impede or limit mission execution or success.

E. **UNSATISFACTORY (U):** Performance and/or operations does not meet mission requirements. Procedures and/or activities are not carried out in an adequate manner. Resources and/or programs are not adequately managed. Significant deficiencies and/or discrepancies exist that preclude or seriously limit mission execution or success or endanger personnel or resources.

F. **NOT EVALUATED (NE)**: Areas not applicable to the specific exercise or functional areas that the evaluator could not adequately evaluate. Scenarios may be "table topped" to minimize Not Evaluated ratings. Evaluators will include comments when sections or major portions of individual sections in the evaluation are not evaluated.

G. **FINDING**: An inconsistency or difference from formal guidance.

H. **OBSERVATION**: An absence or lack of an essential element.

I. **INDIVIDUAL ITEM GRADES**. Any item marked "O", "M", "U", "NE" or "NO" requires comments from the evaluator. Evaluators are highly encouraged to include remarks in all areas of the checklists. These remarks can be effective tools to assist the wing in identifying ways to improve performance and operations as well as provide crosstell to other wings. The wing/region or National HQ will provide written reply with corrective actions for functional areas receiving an Unsatisfactory or Marginal rating. These replies will be due to the Air Force Liaison Region Office no later than 45 days following receipt of the final report. National HQ will provide written replies to HQ CAP-USAF/XO no later than 45 days following the receipt of the final report.

4. **OVERALL RATINGS.** After all individual grades are compiled, the evaluation team will determine an overall grade for the exercise. The overall grade is based on the combination of grades in each functional area as well as overall performance.

5. **SPECIAL INSTRUCTIONS/REQUIREMENTS.** Prior to a scheduled evaluation, the liaison region will send an Evaluation Notice Letter at least 45 days in advance to the respective wing, region and state director. This notice will provide any special instructions or requirements for the evaluation. These instructions must be followed carefully. Non-compliance could result in a lower overall rating. The wing will be alerted 3-10 days prior to the evaluation providing initial scenario information and could include CD taskings. This may be done as a method of separating the CD evaluation from the SAR/DR/HLS evaluation. Following the evaluation, the evaluation team shall prepare a report to include as a minimum: the EXPLAN, COSIN, Mission Score Sheet, the Wing Resource Information Sheet, the Mission Staff Assignment Chart, and a summary of each functional area. A copy of the report will be sent to the evaluated CAP WG/CC, the State Director, CAP region commander, and HQ CAP-USAF/XO/XOV

6. **WING/REGION/NATIONAL RESOURCE INFORMATION SHEET.** The evaluated wing, region and the NHQ will check their resource information sheets on the CAP Homeland Security Website and their aircraft status on WMIRS. The wing, region and the NHQ will provide updates to the evaluation team chief within 12 hours of being alerted for the evaluation scenario. The evaluation team chief will assume the resources listed on the web-based wing and region resource information sheet and WMIRS to be available for use during the evaluation unless an update is provided. If a wing is having difficulty updating this data online, please contact Terry Raymond at dos@cap.gov or 334-953-2665 during normal headquarters duty hours for assistance. Evaluations should not require last minute updates, but if this becomes necessary and the wing is having difficulty doing so outside of normal business hours please have them contact the NOC duty officer at 888-211-1812 for assistance.

7. **IN-BRIEFINGS**.

A. The evaluation team will brief the IC/AL/Wing Commander (or designated representative) before the exercise begins to clearly communicate the purpose of the evaluation and the actions of the evaluation team. At a minimum, the following issues should be presented during the in-brief:

- The Region's grading philosophy
- Inspectors' roles
- Brief what training may take place during the evaluation
- Short term plans should a real world tasking occur
- Anticipated outside agency participation
- Special Interest Items
- Special or region unique procedures: if the liaison region adopts special procedures, they should be applied consistently across the region and discussed with the wing at this time.
- A review of the EXPLAN to include the exercise communications plan. i.e. the white/simulation (SIM) cell control. Does the wing call AFRCC/AFNSEP/NOC or do they call the SIM cell.

B. The IC/AL will provide the evaluation team with an in-briefing at an agreed upon time after the team's arrival. At a minimum, the following items/issues should be presented during the in-brief:

- The mission base staff and any applicable functional areas that that will be unmanned. The IC/AL will brief how the vacant functional area will be managed. Normally a vacant functional area will be covered by another qualified member of the mission staff but it is the IC/AL's responsibility to ensure the functional area requirements are accomplished in a safe and effective manner.
- Any updates to available resources
- A local safety, risk assessment and mitigation plan. This would include local hazards and how the mission base staff will mitigate the effects of those hazards
- A medical response plan, and information on other mission bases that may provide support during the evaluation.
- Communications Plan. Initial this will include contact numbers for the IC/AL key staff members and emergency contact numbers. Prior to conducting any operations the complete communications plan will be briefed to including but not limited to the use of all radios, cell phones, telephones and runners.
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8. **OUT-BRIEFINGS.**

A. The IC/AL will conduct an interactive debrief with his mission staff . The IC/AL will facilitate the discussion allowing each section to cover what went will and what areas need improvement.

B. The evaluation team chief will conduct a formal out-briefing providing a brief summery and a grade for each area and an overall grade for the wing.

9. **MEASURES OF SUCCESS**. The final report should include some measurement of success for each functional area. Some examples of measurement are: How effective was the wing at accomplishing the mission tasking (digital photos, aerial overflights, etc) given by the customer? Were risks identified and minimized to the maximum extent possible? What percentages of targets were found by exercise aircrews? How long did it take to detect/find exercise ELT beacons? How effective were counterdrug and SDIS missions? The main focus should be:

A. Safety
B. Mission Accomplishment/Effectiveness
C. Mission Efficiency

If the first two are accomplished, the wing should be considered in the "successful" category. Mission Efficiencies are those active and proactive procedures actions and initiatives that improve safety reduce the workload of the mission staff, improve communications and optimumize the use of available resources. Examples of actions that may move the wing from an overall "successful" to an overall "excellent" or "outstanding" grade are:

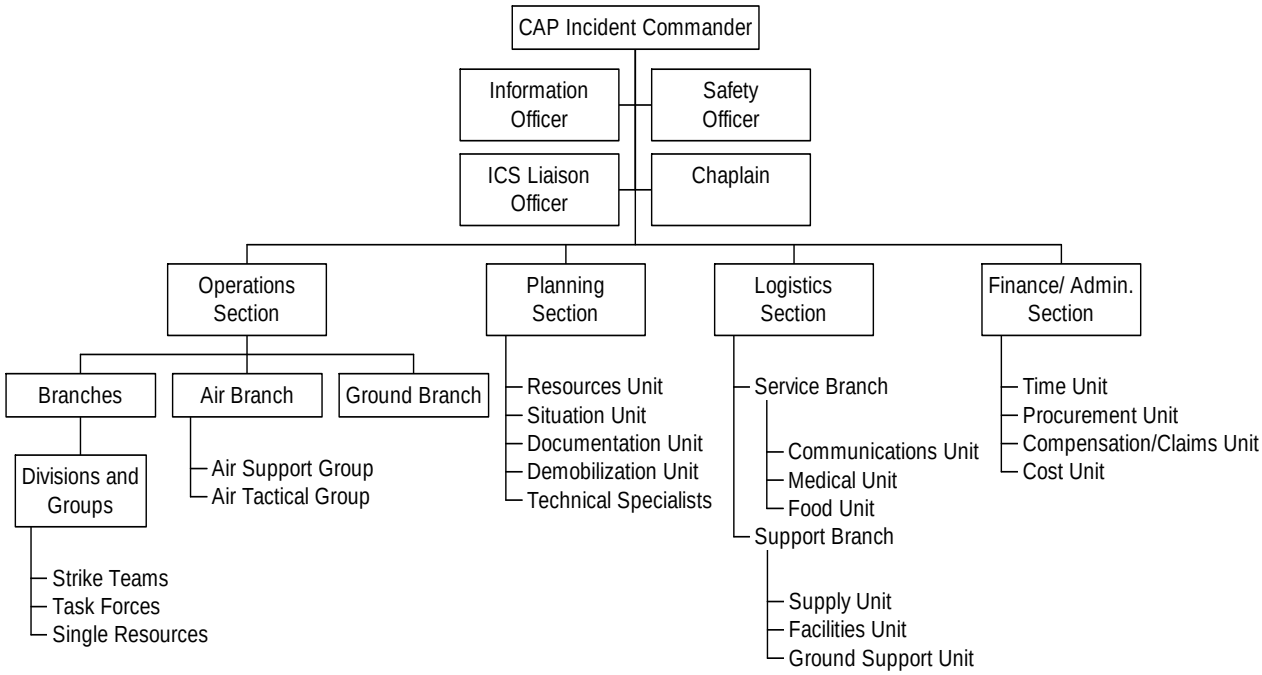
- IC/ALs and communications personnel that efficiently use CAP's new technologies to streamline and improve communications between remote staff section, remote mission bases, customers, the NOC etc. Example use of a WMIRS mission folder memo section or internet chat rooms as an interactive events log accessible to remote mission bases or even separated staff sections. Updating and utilizing the full capabilities of MIMS and WMIRS in conjunction with other collaborative software tools and programs like Paperless and WMU.
- IC/ALs who conduct timely staff updates or otherwise keep the mission staff informed and focused
- Mission staffs that set up operations centers that co-locate the primary decision makers and provide mission critical real-time mission information needed to make timely decisions.
- Admin/Finance and logistics staffs that work together to provide the planning and operations sections with a complete and updated picture of the available resources – aircraft, vehicles, and personnel lists. Personnel lists provide all individuals' qualifications/specialties (not just desired participation specialty)
- Admin/Finance staffs that continuously communicate with other staff sections to maintain up-to-date information on sortie count, hours flown, funds expended, and available personnel. They maintain this information in a format easily transformed into the IC/ALs situation report (SITREP) or mission report (MISREP).
- Planning and logistics staff that evaluate and "what-if " the situation to anticipate requirements and develop contingency plans.
- Logistics staffs that monitor aircraft and vehicles to project inspection and maintenance actions; anticipate and arrange for aircraft/vehicle fuel, parking and servicing and make arrangements for meals, lodging, supplies, and facilities to support mission activities.
- Good Operational Risk Management practices that effectively mitigate hazards.

These are only a very few examples of initiative and innovative actions that will enhance the overall grade and improve the wing ability to accomplish its mission. The checklists provided in this pamphlet should be used as a guide; balancing an objective and subjective evaluation of each area.

10. **COUNTERDRUG ASSESSMENT.** The counterdrug evaluation may be conducted as part of the wing primary SAR/DR/HLS evaluation or as a separate evaluation. The evaluation team must be mindful of CD security requirements. This will be an evaluation of the wings ability and readiness to provide operational support to the designated counterdrug law enforcement agencies in

11. accordance with CAP regulations and policies. Mission paper work (e.g. CAPF 84s mission approvals, customer requested forms or information management) and staff/crew credentials will be checked as part of the evaluation. However this will not be a staff assistance visit or compliance inspection of the wing CD records and financial management. The wing will be provided a CD scenario and evaluated in the same manner as SAR/DR/HLS.

12. **MISSION STAFF ASSIGNMENT CHART.** Below is a guide for filling staff positions. One person may cover more than one area if qualified. Areas that are not applicable to the scenario are not required to be manned. The wing is responsible for all applicable functional areas and they will be evaluated whether manned or not.



NOTE: The IC/AL will brief the evaluation team when a director billet will not be filled and the reason why. Either he does not have a qualified member to fill the position or the situation or sceniario does not require the functional area to be activated. However if the situation changes the IC/AL should ajust his staff to meet mission requirements.

NOTE: The State Director will function as an advisor to the wing/mission base staff. He will support the operation as he would during a real world event as directed by the LR/CC. He may be at the mission base or at a state or federal emergency operation center. He will not function as the IC/AL or any functional area mission staff member.

EVALUATED FUNCTIONAL AREAS

Position	Name & Grade
CAP IC/AL/Agency Liaison	
Information Officer	
Safety Officer	
Chaplain	
Operations Section	
Operations Section Chief	
Air Operations Branch Director	
Air Support Group Supervisor	
Ground Branch Director	
Aircrews	
Ground Teams	
Counterdrug	
Region / National Assets	
SDIS	
ARCHER/HSI (when operational)	
Planning Section	
Planning Section Chief	
Logistics Section	
Logistics Section Chief	
Communications Unit Leader	
Finance/Administration Section	
Finance/Administration Section Chief	

MISSION SCORE SHEET

WING: **OVERALL WING RATING: Select Grade**

PRIMARY MISSION BASE LOCATION: **DATE**

ALTERNATE OR REMOTE MISSION BASE LOCATION(S):

CAP DIRECTORATE RATING **POINT OF CONTACT**

WING

1. INCIDENT COMMANDER/AGENCY LIAISON	**Select Grade**
2. SAFETY OFFICER	**Select Grade**
3. INFORMATION OFFICER	**Select Grade**
4. CHAPLAIN	**Select Grade**
5. OPERATIONS SECTION CHIEF	**Select Grade**
6. AIR OPERATIONS BRANCH DIRECTOR	**Select Grade**
7. AIRCREWS	**Select Grade**
8. FLIGHT LINE SUPERVISOR	**Select Grade**
9. GROUND BRANCH DIRECTOR	**Select Grade**
10. GROUND TEAMS	**Select Grade**
11. FINANCE/ADMINISTRATION SECTION CHIEF	**Select Grade**
12. LOGISTICS SECTION CHIEF	**Select Grade**
13. COMMUNICATIONS UNIT LEADER	**Select Grade**

14. PLANNING SECTION CHIEF
Select Grade

15. COUNTERDRUG PROGRAM **Select Grade**

REGION RESOURSES - SDIS

1. SDIS **Select Grade**

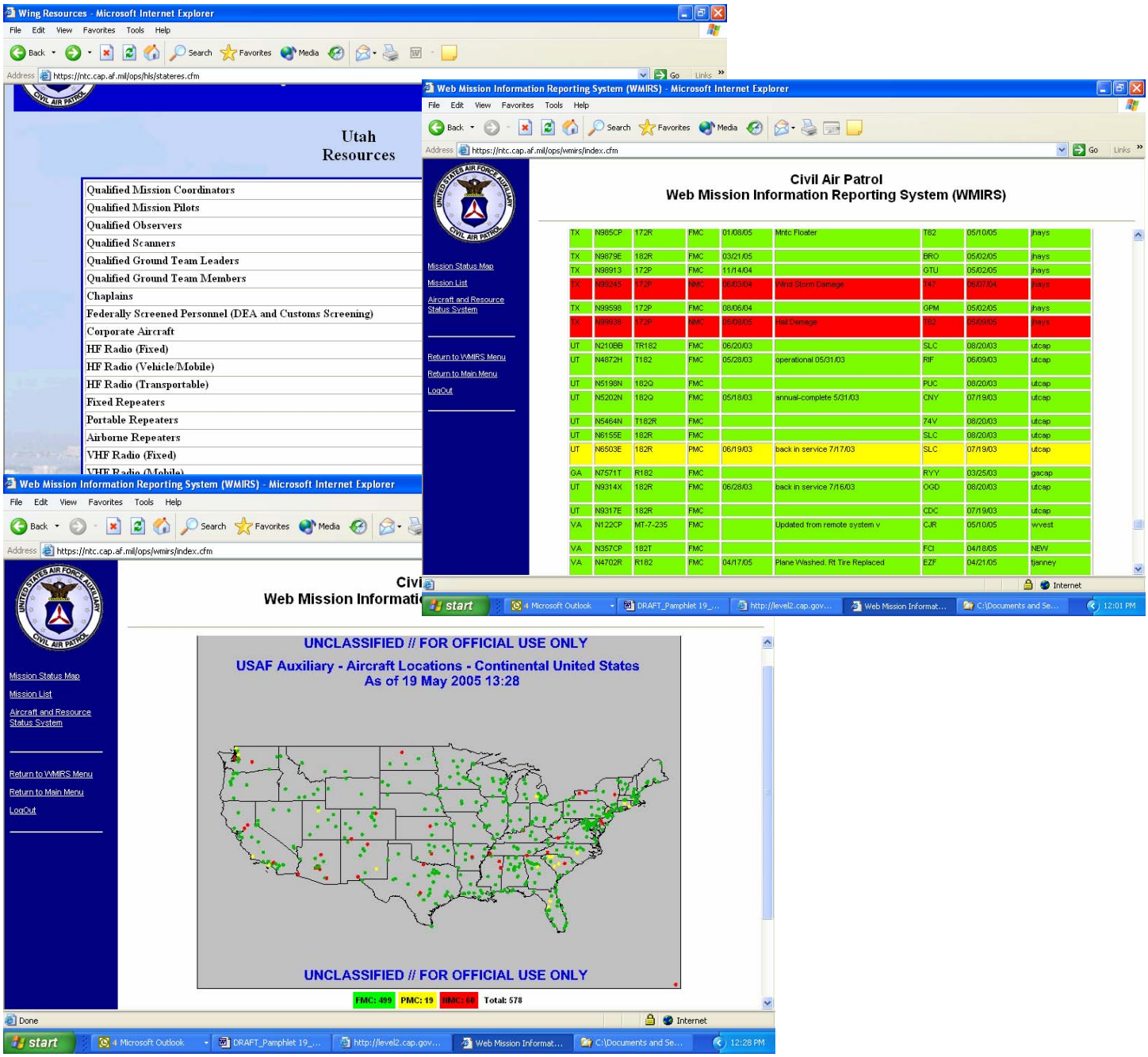
NATIONAL RESOURCES - ARCHER (HSI)

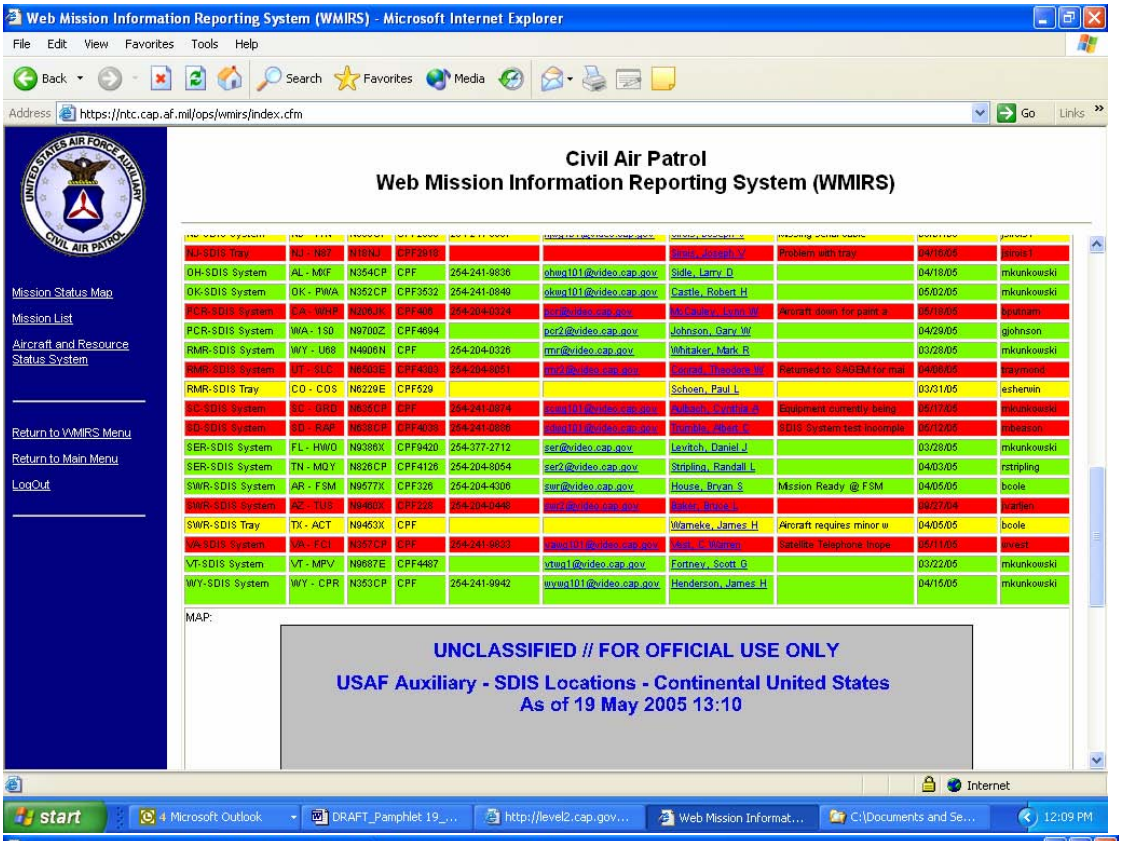
(For future use)
1. ARCHER/HSI **Select Grade**

WING/REGION RESOURCE INFORMATION SHEET

PART A. This information will be obtained by the evaluation team and updated by the evaluated wing and region. A dated printout or electronic copy from the CAP Homeland Security website and Web-based Mission Information and Reporting System (WMIRS) will be used to documenting this information. The evaluation team should validate the accuracy of the wing/regions web-based resource sheets and aircraft status on WMIRS as part of the evaluation. This includes the currency of the wing/region alerting roster and or alerting procedures i.e. pager numbers duty cell phones etc.

The following information is for the CAP Wing, as of

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Mission List
Aircraft and Resource Status System
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USAF Auxiliary - SDIS Locations - Continental United States
As of 19 May 2005 13:10
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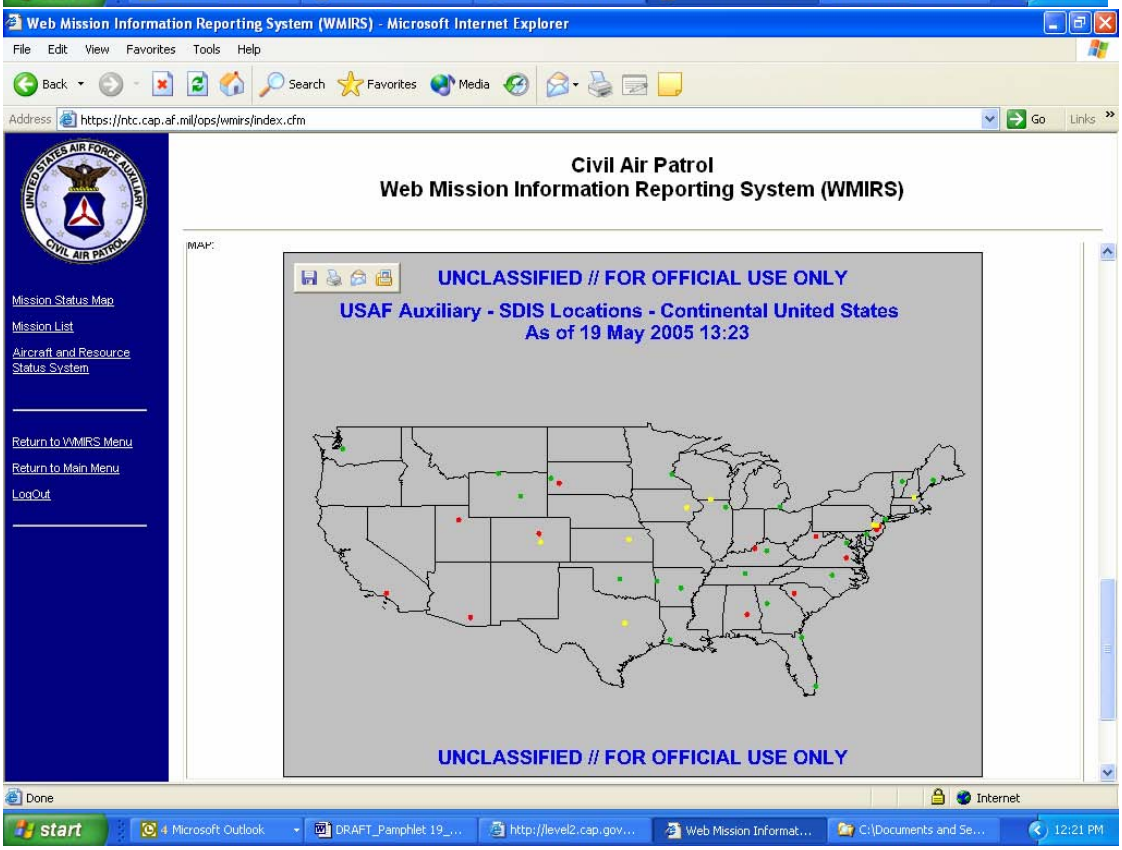
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Go Links
Mission Status Map
Mission List
Aircraft and Resource Status System
Return to WMIRS Menu
Return to Main Menu
LogOut
Civil Air Patrol
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MAP:
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As of 19 May 2005 13:23
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12:21 PM

PART B.
MISSION BASE INFORMATION (To be filled out **DURING** the evaluation)

Mission Base:

Number of qualified Incident Commanders participating: _____

Number of qualified Mission Pilots participating: _____

Number of qualified Mission Observers participating: _____

Number of qualified Mission Scanners participating: _____

Number of qualified Ground Teams Leaders participating _____

Number of qualified Ground Teams members participating _____

Number of qualified SDIS crewmembers participating: _____

Number of qualified HSI crewmembers participating: _____

Total number of Senior Members participating: _____

Total number of Cadets participating: _____

Total number of Aircraft at location: _____

Corporate aircraft: _____

Member owned aircraft: _____

Number of Corporate Vehicles at this location: _____

Weather conditions:

Actual Media coverage:

EVALUATION SCENARIO

BRIEF DESCRIPTION:

MISSION BASE TOTALS:	Base #1	Base #2	Base #3	Base #4
Number of Senior Members participating:	_____	_____	_____	_____
Number of Cadets participating:	_____	_____	_____	_____
Total number of Aircraft at location:	_____	_____	_____	_____
Number of Corporate Vehicles at this location:	_____	_____	_____	_____

INCIDENT COMMANDER/ AGENCY LIAISON

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Incident Commander/Agency Liaison (IC/AL) and did the IC/AL possess a current Specialty Qualification Card (CAPF 101-IC/AL)? (CAPR 60-3)

NE☐ NO☐ YES☐

Remarks:

2. Did the IC/AL have a mission kit available, containing regulations, manuals, maps, forms, checklists, resource directives, etc.? (CAPR 60-3, para 1-4b9)

NE☐ NO☐ YES☐

Was the mission kit effectively used during the evaluation NE☐ NO☐ YES☐

Remarks:

3. Did the IC/AL conduct the initial group briefing and were the following factors covered in the briefing? (CAPR 60-3, para 4-5, & 4-6)

a. Were the mission objective(s) clearly stated? NE☐ NO☐ YES☐

b. Were ground and flight safety emphasized during the briefing? NE☐ NO☐ YES☐

c. Did the briefing include communications frequencies and call signs?

NE☐ NO☐ YES☐

d. Did the briefing include guidance to preface major/critical exercise messages, as "this is an exercise message"?

NE☐ NO☐ YES☐

e. Did the briefing include unique information about the airfield and operating area?

NE☐ NO☐ YES☐

f. If marshallers were to be used on the flightline, were pilots directed to follow marshallers' instructions?

NE☐ NO☐ YES☐

g. Did the briefing provide information bringing all mission personnel up to date on developments in the mission?

NE☐ NO☐ YES☐

h. Did the briefing include the plan on how to achieve the mission objectives?

NE☐ NO☐ YES☐

Remarks:

4. Did the IC/AL effectively communicate with the CAP NOC to ensure proper mission approval and required reporting requirements?

NE☐ NO☐ YES☐

Remarks:

5. Did the IC/AL establish and utilize a mission folder on WMIRS?

NE☐ NO☐ YES☐

Remarks:

6. Did the IC/AL effectively utilize his planning and ops staff to maximum efficiency and economy of operations? (CAPR 60-3, para 1-11 and 8-3)

NE☐ NO☐ YES☐

Remarks:

7. Did the IC/AL direct dispatch of aircraft and or ground teams as quickly and safely as possible to accomplish a preliminary search or SDIS profile? (CAPR 60-3, para 1-13a1)

NE☐ NO☐ YES☐

Remarks:

8. Did the IC/AL integrate risk management into all operations at the mission base by performing a risk management assessment? (CAPR 60-3, para 1-10 and 4-6 and Atch 3)

NE☐ NO☐ YES☐

Remarks:

9. Was the IC/AL able to effectively use the space chosen for the mission base to facilitate the flow of traffic and maximize efficiency of the operation?

NE☐ NO☐ YES☐

Remarks:

13. Did the IC/AL maintain a thorough log of mission activity and significant events to convey a clear and accurate history of mission activity?

NE☐ NO☐ YES☐

Remarks:

14. Was a situation map available and updated throughout the mission? (CAPR 60-3, para 1-12e)

NE☐ NO☐ YES☐

Remarks:

15. Was a mission status board available, kept current with up-to-date information, and visible to mission personnel? Did it contain the following information (as a minimum)? (CAPR 60-3, para 1-12f)

1. Critical briefing items. The incident action plan can facilitate this.
2. Hazards in the search area (terrain, weather, towers, etc.).
3. Weather (current and forecast).
4. Base facilities and hazards (construction, congested areas, communications, refueling, etc.).
5. Airfields in the search area.
6. Base parking and taxi plan (if applicable).
7. Communications procedures (frequencies, call signs, etc.).
8. Mission progress and status.
9. Status of restricted areas.
10. Status of SDIS pictures sent to the NOC.

NE☐ NO☐ YES☐

Remarks:

16. Did the IC/AL initiate mission reporting and provide udated situational reports (SITREP) to the controlling agency? Periodic updates approximately every 4 hours are suggested, with a summary report of the day's activities submitted at the end of the day or at the close of the mission. This is normally accomplished by completing a CAPF 122. for SAR missions, and as specified by the lead agency for DR, HLS, and CD missions. (CAPR 60-3 para 1-12i)

NE☐ NO☐ YES☐

Remarks:

17. Did the IC/AL use the web-based mission reporting (MISREP) form on the CAP NOC website to provide up channel situational reports (SITREPs) as requested or required (at least daily)?

NE☐ NO☐ YES☐

Remarks:

If the web-based MISREP was not used, did the IC/AL use some other means to provide SITREPs?

NE☐ NO☐ YES☐

Were they effective? NE☐ NO☐ YES☐

18. Was releasable information from CAP missions given promptly to news media representatives? Did the IC/AL coordinate press releases with the agency being supported (AFRCC, AFNSEP, FEMA, etc.) (CAPR 60-3, para 1-7)

NE☐ NO☐ YES☐

Remarks:

19. Did the IC/AL possess a current wing alert roster? (CAPR 60-3, para 1-9.a.)

NE☐ NO☐ YES☐

Remarks:

20. Was the IC/AL familiar with the procedures for requesting additional resources to support the incident, when necessary? (CAPR 60-3, para 1-15a)

NE☐ NO☐ YES☐

Remarks:

21. Did the IC/AL effectively, support, integrate and employ additional resources such as region SDIS crews or crews from other wings?

NE☐ NO☐ YES☐

Remarks:

Did the IC/AL ensure personnel performing mission activities had sufficient rest to safely complete their assignments? (CAPR 60-3 para 1-23).

NE☐ NO☐ YES☐

Remarks:

22. Did the IC/AL effectively manage remote mission bases? How did he ensure personnel at remote mission sites were signed in to the mission and qualified in the appropriated mission area? How did he brief the staff and aircrews? How did he update the remote base staff? How did he debrief aircrews? How did he track Admin and Finance?

Remarks:

23. Did the IC/AL have a general understanding of what authority he had to assume mission requests from federal, state, or local agencies?

NE☐ NO☐ YES☐

Remarks:

24. What specific actions did you observe that exceed the minimum requirements of this functional area ?

NE☐ NO☐ YES☐

Remarks:

25. Were missions safe and effective in meeting scenario driven requirements?

NE☐ NO☐ YES☐

Remarks:

26. Were they efficient at accomplishing these missions?

NE☐ NO☐ YES☐

Remarks:

27. Did the IC/AL utilize the State Director to the maximum extent possible?

NE☐ NO☐ YES☐

Remarks:

28. How effective was the IC/AL in performing assigned duties?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

SAFETY OFFICER

NOTE: Most references are to CAPR 60-3. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Safety Officer (SO) current and did the SO possess a current Specialty Qualification Card (CAPF 101-MSO)? (CAPR 60-3, para 2-3 v and 2-4).

NE☐ NO☐ YES☐

Remarks:

2. Was the individual proficient and current? (Performed this function at a mission base within the past 2 years)? (CAPR 60-3,)

NE☐ NO☐ YES☐

Remarks:

3. Did the SO, in conjunction with the IC/AL, implement a risk management mechanism? (CAP 60-3, para 8-3, b 2, and atch 3)

NE☐ NO☐ YES☐

Some factors to consider:

a. Mission staff experience?
b. Communication systems adequately meet needs?
c. Overall condition of personnel and resources?
d. Weather conditions?
e. Working environment?

Remarks:

4. Did the SO, in conjunction with the IC/AL, ensure all participating members were briefed on the factors in question 3 above? (CAPR 60-3, para 4-6)

NE☐ NO☐ YES☐

Remarks:

5. Did the SO conduct and document random inspections of participating aircraft and land vehicles prior to mission execution? (Note: This is not required of the Safety Officer, but is often done as time allows, without interfering with normal operations.)

NE☐ NO☐ YES☐

Remarks:

6. Did the SO receive “safety critical” information from aircrew and ground debriefs? (CAPR 60-3, para 4-10 d)

NE☐ NO☐ YES☐

Remarks:

Was the SO familiar with the mishap reporting and investigation procedures? (CAPR 62-1)

NE☐ NO☐ YES☐

Remarks:

8. Were appropriate safety forms available in the event of an accident or incident during the mission? (CAPR 60-3, para 1-4b9)

NE☐ NO☐ YES☐

Remarks:

9. Did the SO regularly monitor safety conditions for ensuring the safety of all assigned personnel? (CAPR 60-3, para 8-3 b 2)

NE☐ NO☐ YES☐

Remarks:

10. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

11. How effective was the Safety Officer in performing assigned duties?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

INFORMATION OFFICER

NOTE: Most references are to CAPR 60-3, unless otherwise noted.

1. Was the Information Officer (IO) current and did the IO possess a current Specialty Qualification Card (CAPF 101-IO)? (CAPR 60-3,)

NE☐ NO☐ YES☐

Remarks:

2. Was the IO the point of contact for the media and other organizations seeking information directly from the incident or event? (CAPR 60-3, para 8-3 b 1)

NE☐ NO☐ YES☐

Remarks:

3. Did the IO prepare an accurate and effective initial news release based on information from the mission in-briefing? (CAPR 60-3, para 1-7)

NE☐ NO☐ YES☐

Remarks:

4. Did the IO coordinate all news releases with the IC/AL and the supported agency prior to release? (CAPR 60-3, para 1-12j)

NE☐ NO☐ YES☐

Remarks:

5. Did the IO have a list of all news media contacts made during the mission? (CAPP 190-1, Page 9-2)

NE☐ NO☐ YES☐

Remarks:

6. What specific actions did you observe that exceed the minimum requirements of this position?

Remarks:

7. How effective was the Information Officer in performing his/her duties?

NE☐ U ☐ M ☐ S ☐ E ☐ O

Remarks:

CHAPLAIN

NOTE: Most references are to CAPR 60-3, unless otherwise noted.

1. Was the Chaplain (HC) current and did the HC possess a current Specialty Qualification Card (CAPF 101-MC)? (CAPR 60-3,)

NE☐ NO☐ YES☐

Remarks:

2. Did the Chaplain receive a mission briefing from the IC/AL and maintain contact with him/her during the mission to keep up to date on mission status? (CAPR 60-3, para 1-12a)

NE☐ NO☐ YES☐

Remarks:

3. Did the chaplain minister to both spiritual and emotional needs of all individuals, families and mission staff alike, including religious services as appropriate? (CAPR 60-3, para 8-3 b 4)

NE☐ NO☐ YES☐

Remarks:

4. Did the Chaplain keep family members away from the mission base flight line and from interfering with ongoing search activities? (Note: Family members should be encouraged to stay away from the mission base, or to only have one responsible member represent the family.) (CAPR 60-3, para 1-12 h)

NE☐ NO☐ YES☐

Remarks:

5. Was the Chaplain trained and conversant in Critical Incident Stress? (CAPR 60-3, para 1-29)

NE☐ NO☐ YES☐

Remarks:

6. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

7. How effective was the Chaplain in performing assigned duties?

NE☐ U ☐ M ☐ S ☐ E ☐ O ☐

Remarks:

OPERATIONS SECTION CHIEF

NOTE: Most references are to CAPR 60-3, unless otherwise noted.

1. Was the Operations Section Chief (OSC) current and did the OSC possess a current Specialty Qualification Card (CAPF 101-OSC)? (CAPR 60-3, para 2-3d and 2-4)

NE☐ NO☐ YES☐

Remarks:

2. Did the OSC ensure comprehensive briefings were conducted and contained all information considered pertinent? (CAPR 60-3, para 1-12

NE☐ NO☐ YES☐

Remarks:

3. Did the OSC keep his air and ground branch directors fully informed of operational plans and status of the mission so individual aircrews and ground teams could make sound decisions? (CAPR 60-3, para 4-6)

NE☐ NO☐ YES☐

Remarks:

4. Did the OSC maintain direct control of all available mission resources throughout the incident? (CAPR 60-3, para 8-2c and 8-4)

NE☐ NO☐ YES☐

Remarks:

5. Did the OSC maintain a macro-level approach to managing both air and ground branches?

NE☐ NO☐ YES☐

6. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

7. How effective was the Operations Section Chief in performing assigned duties?

NE☐ U ☐ M ☐ S ☐ E ☐ O☐

Remarks:

AIR OPERATIONS BRANCH DIRECTOR

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Did the Air Branch Director (AOBD) possess a current Specialty Qualification Card (CAPF 101-AOBD)? (CAPR 60-3, para 2-3h and 2-4).

NE☐ NO☐ YES☐

Remarks:

2. Did the AOBD receive debriefings from air search/SDIS crews as soon as possible upon sortie completion and ensure the information was passed to the Operations and Planning Section Chiefs? (CAPR 60-3, para 1-12b)

NE☐ NO☐ YES☐

Remarks:

3. Did the AOBD ensure all leads or objectives were consolidated, posted on a situation map and carefully investigated? (CAPR 60-3, para 1-12c)

NE☐ NO☐ YES☐

Remarks:

4. Did the AOBD direct a preliminary search to cover the likely route of flight with emphasis on high mountain peaks, frozen lakes and areas of severe weather at the time the objective was lost? (CAPR 60-3, para 1-13a 1)

NE☐ NO☐ YES☐

Remarks:

5. After the preliminary search, did the AOBD direct a concentrated search of the most probable areas considering careful analysis of all available information, including flight plan, weather, terrain, pilot habits, etc.? (CAPR 60-3, para 1-13a 2)

NE☐ NO☐ YES☐

Remarks:

6. Were disaster relief efforts supported by accomplishing damage assessment, transporting equipment and supplies, monitoring overall operations, etc., in accordance with requests of the customer? (CAPR 60-3, para 1-13b)

NE☐ NO☐ YES☐

Remarks:

7. Did the AOBD ensure safe air operations at all times and employ proper risk management procedures? (CAPR 60-3, para 1-13c and Atch 3)

NE☐ NO☐ YES☐

Remarks:

8. Did the AOBD ensure aircraft equipment was appropriate for the mission (DF, night or IFR equipped, VHF FM Communications, etc.)? (CAPR 60-3, para 1-13c and Atch 3)

NE☐ NO☐ YES☐

Remarks:

9. Did the AOBD ensure an aircraft was retained to support the ground team(s) until it was no longer needed? (CAPR 60-3, para 1-14c)

NE☐ NO☐ YES☐

Remarks:

10. Did the air branch have access to the planning section's list of all available aircrews and aircraft? (CAPR 60-3, para 8-5c).

NE☐ NO☐ YES☐

Remarks:

11. Did the AOBD ensure the mission tracking board was kept up to date with all assigned missions posted, including takeoff times, ETEs, ETAs and check-ins? (CAPR 60-3, para 1-12f8)

NE☐ NO☐ YES☐

Remarks:

12. Was weather monitored for adverse or changing weather? (CAPR 60-3, para 1-12f3)

NE☐ NO☐ YES☐

Remarks:

13. Were suitable briefing/debriefing areas set up for the aircrews and scheduled to allow crews ample time for pre-departure activities? (CAPR 60-3, para 4-5)

NE☐ NO☐ YES☐

Remarks:

14. Did an approved/trained Flight Release Officer release all flights using a CAPF 104? (CAPR 60-1, para 4-6)

NE☐ NO☐ YES☐

Remarks:

15. Were aircrews adequately briefed and debriefed prior to and following the mission and were the CAPFs 104 reviewed for accuracy and completeness? (CAPR 60-3, para 4-10 a)

NE☐ NO☐ YES☐

Remarks:

16. Did the AOBD ensure every mission assigned to the crew was successfully completed according to specific customer requirements (should be done during debrief)?

NE☐ NO☐ YES☐

Remarks:

17. Did the AOBD effectively manage off station aircrews or remote launch aircrews?

NE☐ NO☐ YES☐

Remarks:

18. Did the AOBD ensure the CAPF / ISC Flight Mission Planning and Debriefing forms were complete, sufficient information provided, and passed to other members of the staff as required?

NE☐ NO☐ YES☐

Remarks:

19. Did the AOBD ensure an effective process was in place to release the aircrews with sufficient, current, and accurate information as to the PIC's AFAM authorization status?

NE☐ NO☐ YES☐

Remarks:

20. What specific actions did you observe that exceed the minimum requirements of this position?

Remarks:

21. How effective was the Air Operations Branch Director in performing his/her duties?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

AIRCREWS

NOTE: Some items below require an evaluator to fly with a CAP mission crew during a mission to effectively evaluate. In some cases evaluator may place a hand or portable GPS on exercise aircraft to monitor aircraft ground track.

1. Was the aircrews current and did they possess a current Specialty Qualification Card (CAPF 101-MP/MO/MS) (CAPR 60-3,)

NE☐ NO☐ YES☐

Remarks:

2. Were pilots qualified according to missions assigned (SAR/DR, SDIS, transport)? (CAPR 60-3, para 3-9)

NE☐ NO☐ YES☐

Remarks:

3. Did aircrews use and follow checklists, including crew briefing, and preflight checklists? (CAPR 60-3, para 4-7 & 4-8)

NE☐ NO☐ YES☐

Remarks:

4. Did the aircraft utilized have a copy of the Pilots Operating Handbook/Aircraft Flight Manual on board and did the aircrew use it or an abbreviated aircrew checklist as necessary during the flight? (CAPR 60-1, para 2-1m)

NE☐ NO☐ YES☐

Remarks:

5. Did each mission pilot have an aircrew mission kit containing: a CAP Form 104, applicable specialized briefing checklists, and appropriate gridded sectional charts? Were IFR enroute publications current (if used)? (CAPR 60-3, para 4-7)

NE☐ NO☐ YES☐

Remarks:

6. Did the crew accomplish a complete preflight inspection? (CAPR 60-1, 2-1, m)

NE☐ NO☐ YES☐

Remarks:

7. Did mission pilots provide a crew briefing on essential mission information (weather, duties, passenger briefing, terrain) prior to flight? (CAPR 60-3, para 4-8; CAPR 60-1, para 2-6,o)

NE☐ NO☐ YES☐

Remarks:

8. Did the crew compute weight and balance data for this mission?

NE☐ NO☐ YES☐

Remarks:

9. Did all aircraft occupants wear seatbelts at all times? (CAPR 60-1, para 2-1e)

NE☐ NO☐ YES☐

Remarks:

10. Did the occupants wear shoulder harnesses whenever the aircraft was at or below 1000' AGL? (CAPR 60-1, para 2-1f)

NE☐ NO☐ YES☐

Remarks:

11. Did aircrews complete a CAPF 104? Did they remain in their designated search area?

NE☐ NO☐ YES☐

Remarks:

12. Did the aircrew demonstrate the ability to DF an ELT or locate a target? (CAPR 60-1, 3-2,h)

NE☐ NO☐ YES☐

Remarks:

13. Were appropriate "Operations Normal" calls made? (CAPR 60-3 (E) Atch 3, Mission Base Staff/Air Operations)

NE☐ NO☐ YES☐

Remarks:

14. Were crews qualified/prepared for the mission tasking (SDIS, digital photography, extra batteries)?

NE☐ NO☐ YES☐

Remarks:

15. Were wheel chocks and tie downs available and used? (CAPR 66-1, para 15)

NE☐ NO☐ YES☐

Remarks:

16. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

17. Did the aircrews demonstrate a sense of urgency in order to meet a scheduled take-off time or on-station time?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

18. How effective were the aircrews at overall mission accomplishment?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

SATELLITE DIGITAL IMAGING SYSTEM (SDIS) Operations
(Comments will be directed to the Region)

1. Was a complete set of equipment available?

NE☐ NO☐ YES☐

Remarks:

Minimum Equipment List:

Camera (Nikon 5700 or Nikon D100)
Camera image download cable to computer
Camera battery charger or charged spare battery
Computer (Tablet PC or Panasonic Touch book)
Computer power cord to aircraft power
Computer power cord to AC power
Computer data cable to satellite telephone
CD-ROM writer and power cord (Tablet PC only)
Blank writable CD-R disk(s) (at least one)

2. Did the computer have the current version of the SDIS software (Version 2.0.1) installed? The current SDIS software version and other SDIS updates are on the CAP website http://www.video.cap.gov/. Is the SDIS operator aware of this website?

NE☐ NO☐ YES☐

Remarks:

3. Was a Web Mission Information Reporting System (WMIRS) mission number already set up? If not, did the SDIS operator set one up from the mission base?

NE☐ NO☐ YES☐

Remarks:

4. Was the customer e-mail address for image delivery set up in the Outlook Express address book? Was a mission address group set up in the address book? Could the SDIS operator add an additional e-mail address to the address book (the evaluator should provide one to be added, preferably one that can be received at the mission base if possible)?
(NOTE: It is acceptable to do these items as part of preflight preparation.)

NE☐ NO☐ YES☐

Remarks:

5. Did the SDIS operator conduct a full system check during preflight preparation, including downloading the WMIRS mission list, selecting the correct mission number, taking a picture, downloading the image to the computer, and transmitting the image using the satellite telephone?

NE☐ NO☐ YES☐

Remarks:

6. Did the mission base staff get the SDIS telephone number and e-mail address before the aircraft departed?

NE☐ NO☐ YES☐

Remarks:

Was the mission base staff able to communicate with the aircraft in flight either by e-mail, telephone or VHF radio?

NE☐ NO☐ YES☐

Remarks:

7. Did the SDIS operator use the standard camera settings (see Note 1)?

Standard camera settings:	Nikon 5700	Nikon D100
Image type and size:	"FINE"	"FINE" and "L"
Focus:	Infinity (mountain icon)	Infinity
Aperture/Shutter:	"P"	"P"

NE☐ NO☐ YES☐

Remarks:

8. Did the SDIS operator transmit reduced size images (normally between 60 and 150 KB - whichever file size provides a useable image size for the target)?

NE☐ NO☐ YES☐

Remarks:

9. Did the SDIS operator include useful data in the subject line of the transmitted e-mail messages that adequately described the target (e.g., target id, lat/long, altitude, direction looking, etc.)? (Evaluate by looking at caption in WMIRS if possible. See Note 2.)

NE☐ NO☐ YES☐

Remarks:

10. Did the SDIS operator return with additional target images that were not transmitted but were stored in the computer?

NE☐ NO☐ YES☐

Remarks:

11. Did the SDIS operator write all mission images to a CD-ROM and deliver that CD-ROM to the mission staff after returning to base?

NE☐ NO☐ YES☐

Remarks:

12. Did the mission staff receive transmitted images directly by e-mail at the mission base or access WMIRS from the mission base to insure that transmitted images were received?

NE☐ NO☐ YES☐

Remarks:

13. Were the transmitted images of usable quality (reasonably framed, in focus, meaningful caption, adequately depict the assigned target, etc.)?

NE☐ NO☐ YES☐

Remarks:

15. Overall mission effectiveness and management of the SDIS?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

NOTES TO EVALUATOR:

1. Use of non-standard image type and size settings is not acceptable. Use of non-standard focus settings may be acceptable if the operator obtains properly focused images. Use of non-standard aperture/shutter settings is not acceptable unless the SDIS operator has exceptional camera knowledge and skills.

2. If the mission base has no means for receiving e-mail or accessing WMIRS but a telephone line is available, you can use the SDIS computer and its installed Earthlink dial-up account to access WMIRS to evaluate images and captions.

FLIGHT LINE SUPERVISOR

NOTE: Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Flight Line Supervisor (FLS) current and did the FLS possess a current Specialty Qualification Card (CAPF 101-FLS/FLM)? (CAPR 60-3, para 2-3 r & s and para 2-4)

NE☐ NO☐ YES☐

Remarks:

2. Did the FLS survey the airport for hazards, unique procedures, etc., to include a ramp check and was the information made available to aircrews?

NE☐ NO☐ YES☐

Remarks:

3. Did the FLS monitor activities of non-CAP aircraft and vehicles in the flightline area? (CAPR 60-3, para 1-12g)

NE☐ NO☐ YES☐

Remarks:

4. Was a taxi/parking plan developed, and if so, was it briefed and posted for all aircrews?

NE☐ NO☐ YES☐

Remarks:

5. Were flightline personnel briefed on duties and responsibilities, especially safety considerations?

NE☐ NO☐ YES☐

Remarks:

6. Were flightline operations properly monitored and under the supervision of adequate numbers of senior members at all times?

NE☐ NO☐ YES☐

Remarks:

7. Did the marshallers wear safety vests?

NE☐ NO☐ YES☐

Remarks:

8. Did flightline personnel know, understand, and use standard marshalling signals? (CAPR 60-3, para 2-3.s)

NE☐ NO☐ YES☐

Remarks:

9. Did the FLS coordinate his/her activities with the local fixed base operator? (Parking operations, fire guard duties, flight line security, fueling, maintenance)

NE☐ NO☐ YES☐

Remarks:

10. Were wheel chocks and tie downs available and used? (CAPR 66-1, para 15)

NE☐ NO☐ YES☐

Remarks:

11. Did the FLS ensure appropriate personal protection equipment/clothing was provided for flightline personnel? (e.g. sunscreen and bug repellent in hot climates, warm clothing for cold climates, and rain gear for inclement weather?)

NE☐ NO☐ YES☐

Remarks:

12. Were regular breaks provided and was drinking water readily available?

NE☐ NO☐ YES☐

Remarks:

13. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

14. How effective was the FLS in performing assigned duties? NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

GROUND BRANCH DIRECTOR

NOTE: References are from CAPR 60-3 unless otherwise noted.

1. Was the Ground Branch Director (GBD) current and did the GBD possess a current Specialty Qualification Card (CAPF 101-GBD)? (CAPR 60-3, para 2-3j and 2-4)

NE☐ NO☐ YES☐

Remarks:

2. Did the GBD ensure the safety of all ground operations? (CAPR 60-3, para 1-14b)

NE☐ NO☐ YES☐

Remarks:

3. Were the team vehicles and equipment appropriate for the mission (VHF, DF, VHF FM communications, first aid/rescue equipment, etc.) (CAPR 60-3, para 1-14b1)

NE☐ NO☐ YES☐

Remarks:

4. Was team training and experience appropriate for the mission (proficiency in DF use, ground rescue knowledge, concentrated area search procedures, missing person search, etc.) (CAPR 60-3, para 1-14b2)

NE☐ NO☐ YES☐

Remarks:

5. Did the GBD coordinate with the communications function to ensure the ground teams in the field could maintain contact the base of operations (directly or through a relay) at regular intervals? (CAPR 60-3, para 1-14b4)

NE☐ NO☐ YES☐

Remarks:

6. Did the GBD ensure only qualified members (IAW CAPR 77-1) operated the vehicles? (CAPR 60-3, para 1-14b5)

NE☐ NO☐ YES☐

Remarks:

7. Was information passed to the planning section to allow them to update status boards and maps? (CAPR 60-3, para 1-12b)

NE☐ NO☐ YES☐

Remarks:

8. Did the GBD verify the accuracy and completeness of the CAPF 106 & 109, where appropriate, after each ground sortie and ensure important information was passed to appropriate individuals as soon as possible? (CAPR 60-3, para 4-10a)

NE☐ NO☐ YES☐

Remarks:

9. If cadets were used, were they properly trained and monitored by a senior member at all times? (CAPR 60-3, para 1-9f)

NE☐ NO☐ YES☐

Remarks:

10. Did the GBD compile all leads in from the ground teams? Were leads posted conspicuously on a bulletin board?

NE☐ NO☐ YES☐

Remarks:

11. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

12. How effective was the Ground Branch Director in performing assigned duties?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

GROUND TEAMS

NOTE: References are from CAPR 60-3 unless otherwise noted

1. Were the members participating in emergency services mission activities current and did they possess a current Specialty Qualification Card (CAPF 101-GTL/GTM/UDF)? (CAPR 60-3, para 2-3j and 2-4)

NE☐ NO☐ YES☐

Remarks:

2. Did a qualified senior member directly supervising cadets less than 18 years of age at all times? (CAPR 60-3, para.1-9f)

NE☐ NO☐ YES☐

Remarks:

3. Is there a minimum of four individuals dispatched on the ground team? (CAPR 60-3, para 1-14b3)

NE☐ NO☐ YES☐

Remarks:

4. Is there a minimum of two individuals dispatched on the urban DF team? (CAPR 60-3, para 1-14b3)

NE☐ NO☐ YES☐

Remarks:

5. Was permission obtained prior to entering on private property during exercises? (CAPR 60-3,)

NE☐ NO☐ YES☐

Remarks:

6. Did the ground team follow proper procedures upon locating a search objective? (CAPR 60-3, para 1-14c)

NE☐ NO☐ YES☐

Remarks:

7. Was written approval obtained prior to utilizing approved technical or specialized operations (high angle or mountain rescue, urban, canine or mounted search and rescue, radiological monitoring)? (CAPR 60-3, para 1-28.d)

NE☐ NO☐ YES☐

Remarks:

8. Did the ground teams receive a detailed brief covering the type of mission, search patterns, current mission status, communication plan, hazards, weather, and other pertinent information, prior to each sortie? (CAPR 60-3, para 4-7)

NE☐ NO☐ YES☐

Remarks:

9. Does the ground team leader have a ground team briefing kit containing: (CAPR 60-3, para 4-7)

a. CAPF 109, Ground Team Clearance (front side completed prior to release of the team)
b. Appropriate maps and charts
c. Gridded aeronautical sectional charts for the area (need not be current)
d. Specialized briefing checklists (as applicable)
e. Any other appropriate material necessary to successfully accomplish mission

NE☐ NO☐ YES☐

Remarks:

10. Did the Ground Team leader interface effectively with the aircraft operating in conjunction with the search team?

NE☐ NO☐ YES☐

Remarks

11. Did the ground team leader prepare their debriefing comments on the reverse of the CAPF 109 as appropriate between sorties? (CAPR 60-3, para 4-10a)

NE☐ NO☐ YES☐

Remarks:

12. Did the ground team debriefing include: weather, terrain, shadows, ground coverage, visibility, primary search pattern, and other pertinent information? (CAPR 60-3, para 4-10b)

NE☐ NO☐ YES☐

Remarks:

13. Did the ground team leader make regular communication check-in calls to mission base while in the field? (CAPR 60-3, atch 3)

NE☐ NO☐ YES☐

Remarks:

14. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

15. How effective were the ground teams in performing their duties?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

LOGISTICS SECTION CHIEF

NOTE: Most references are to CAPR 60-3, unless otherwise noted.

1. Was the Logistics Section Chief (LSC) current and did the LSC possess a current Specialty Qualification Card (CAPF 101-LSC)? (CAPR 60-3, para 2-3j and 2-4)

NE☐ NO☐ YES☐

Remarks:

2. Did the LSC identify all the service and support needs for the Incident Action Plan to include the obtaining and maintaining of essential personnel, facilities, equipment, and supplies? (CAPR 60-3, para 8-6 and 8-10)

NE☐ NO☐ YES☐

Remarks:

3. Did the LSC develop the communications, medical, and traffic plans as part of the Incident Action Plan? (CAPR 60-3, para 8-10a4)

NE☐ NO☐ YES☐

Remarks:

4. Overall, does the general condition of the CAP corporate aircraft meet or exceed requirements? (Attach completed CAPF 71, Aircraft Inspection Checklist for each aircraft inspected.) (CAPR 66-1, para 8 and 11)

NE☐ NO☐ YES☐

Remarks:

5. Did the LSC maintain a current listing of all wing assets, their status, and location and adequately brief relief personnel at the end of the operational period? (CAPR 60-3, para 8-12h)

NE☐ NO☐ YES☐

Remarks:

6. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

7. How effective was the Logistics Section Chief in performing assigned duties?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

COMMUNICATIONS UNIT LEADER

NOTE: Most references are to CAPR 60-3, unless otherwise noted.

1. Was the Communications Unit Leader (CUL) current and did the CUL possess a current Specialty Qualification Card (CAPF 101-CUL)? (CAPR 60-3, para 2-3t and 2-4)

NE☐ NO☐ YES☐

Remarks:

2. Do members using CAP communications frequencies have appropriate communication certification IAW CAPR 100-1, Vol 1, Communications? (CAPR 60-3, para 2-1c)

NE☐ NO☐ YES☐

Remarks:

3. Are current communications procedures posted on a mission status board where all may view it? (CAPR 60-3, para 1-12f)

NE☐ NO☐ YES☐

Remarks:

4. Are regular check-ins planned/accomplished from aircrews/ground teams? (CAPR 60-3, Atch 3)

a. Is there a plan? Should an aircrew or ground team not check in at designated time?
b. Are there backup plans in place to communicate with aircrews or ground teams should problems develop?

NE☐ NO☐ YES☐

Remarks:

5. Is adequate equipment available to communicate with higher headquarters or coordinating agency (AFRCC, AFNSEP, FEMA, etc.)? (CAPR 60-3, attach 3)

NE☐ NO☐ YES☐

Remarks:

6. Did communication personnel maintain a master station log? (CAPR 100-1, Vol 1, 7-3) (CAPR 60-3, Atch 3)

NE☐ NO☐ YES☐

a. Are messages being received and passed on in a reasonable amount of time?
b. Are all messages delivered to the addressee immediately?

Remarks:

7. Are the messages received accurate and legible? (CAPR 60-3, attach 3)

NE☐ NO☐ YES☐

Remarks:

8. Does the emergency communication plan provide for the basic requirements IAW CAPR 100-1, Vol 1 para. 2-3?

NE☐ NO☐ YES☐

Remarks:

9. If applicable, was prior arrangement made with affiliated agencies to share frequencies? (CAPR 100-1, Vol 1, 9-7)

NE☐ NO☐ YES☐

Remarks:

10. Are key stations equipped with adequate auxiliary power? (CAPR 100-1, Vol 1, para 7-2)

NE☐ NO☐ YES☐

Remarks:

11. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

12. How effective was the Communications Unit Leader in performing assigned duties?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

FINANCE/ADMINISTRATION SECTION CHIEF

NOTE: Most references are to CAPR 60-3 unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Was the Finance/Administration Section Chief (FASC) current and did the FASC possess a current Specialty Qualification Card (CAPF 101-FASC)? (CAPR 60-3,)

NE☐ NO☐ YES☐

Remarks:

2. Were all personnel signed in and a method established to ensure that all personnel could be accounted for? Were the qualifications and credentials of all personnel checked and verified?

NE☐ NO☐ YES☐

Remarks:

3. Were all aircraft and vehicles signed in?

NE☐ NO☐ YES☐

Remarks:

4. Did FASC adequately monitor costs related to the incident and advise the IC/AL when the operational expenses approached mission-spending limits? (CAPR 60-3, para 8-2e)

NE☐ NO☐ YES☐

Remarks:

5. Did the FASC use some method to track which members had signed into the mission base?

NE☐ NO☐ YES☐

Remarks:

6. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

7. Did the Admin/Finance Officer provide regular updates to the IC and other staff on admin/finance information that would affect the mission?

NE☐ NO☐ YES☐

Remarks:

8. How effective was the Finance/Administration Section Chief in performing assigned duties?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks:

PLANNING SECTION CHIEF

NOTE: References are from CAPR 60-3 unless otherwise noted.

1. Was the Planning Section Chief (PSC) current and did the PSC possess a current Specialty Qualification Card (CAPF 101- PSC? (CAPR 60-3,)

NE☐ NO☐ YES☐

Remarks:

2. Did the PSC develop the Incident Action Plan? (CAPR 60-3, para 8-5b)

NE☐ NO☐ YES☐

Remarks:

3. Were traffic, medical and communications plans incorporated into the overall Incident Action Plan?

NE☐ NO☐ YES☐

Remarks:

4. Was debriefing from ops information evaluated to determine priorities for the next period's activities? (CAPR 60-3, para 4-10d)

NE☐ NO☐ YES☐

Remarks:

5. Did the PSC keep participating personnel fully informed of operational plans and status of the mission so individual aircrews and ground teams may make sound decisions? (CAPR 60-3, para 4-6)

NE☐ NO☐ YES☐

Remarks:

6. Did the PSC update and display incident information on mission status board? (CAPR 60-3, para 8-5a)

NE☐ NO☐ YES☐

Remarks:

7. Did the PSC develop plans for demobilization at the end of the incident? (CAPR 60-3, para 8-5b)

NE☐ NO☐ YES☐

Remarks:

8. Was the PSC immediately available to the IC/AL to take action on each new task or redirection at the judgment of the IC/AL?

NE☐ NO☐ YES☐

Remarks:

9. Did the PSC adequately plan for each task assignment then pass that to the Ops Section Chief for implementation?

NE☐ NO☐ YES☐

Remarks:

10. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

11. How effective was the PSC in performing assigned duties?

NE☐ U☐ M☐ S☐ E☐ O☐

Remarks: