

CADET OPERATIONS OFFICER CHECKLIST**Handout 1**

- ❑ Talk to other (or former) Operations Officers to learn from their experiences. Ask them questions, remembering that there are no dumb questions.
- ❑ When planning cadet activities, always include cadet staff members or selected cadets to help in the planning. Cadet perspectives are most valuable as the activity is for their benefit.
- ❑ For activities with complicated schedules or that last more than a day, prepare an operations plan that describes responsibilities, collateral support, schedules, transportation requirements, and so forth.
- ❑ When developing the operations plan, seek Air Force Liaison assistance, if available. Liaison personnel have resources and connections that can be most useful, especially when planning activities at military facilities.
- ❑ Publicity is important. Close coordination with the Public Affairs Officer is valuable when seeking commitments to participate in certain activities. Distributing information well ahead of deadlines can be the most important key to make the activity successful.
- ❑ When planning aerospace activities, close coordination with the Aerospace Education Officer is necessary to ensure educational goals are identified and met. Training objectives also may be met by coordinating with the unit Training Officer.
- ❑ When coordination is required with other units, a single coordinator should be designated as the general planner. One focal point of information will minimize duplication of efforts and provide for focused direction to achieve the specified objectives.
- ❑ When resources are required (transportation, facilities, meals, equipment, personnel, etc.) written requests should be prepared and written responses required. This documentation trail will help greatly in identifying individuals who can be contacted should resource problems arise.
- ❑ Develop an experience file and in it, include sample operations plans, written requests, contact lists, facility descriptions, etc. It is always easier to plan new projects if there is some guidance available from previous activities.
- ❑ Coordinate closely with wing, group and region personnel to draw upon their advice and resources. Sharing of experiences strengthens the total organization and prompts new ideas.
- ❑ Keep parents informed; do not rely entirely upon cadets to communicate information to their parents. Newsletters and flyers should be sent home or distributed by the public affairs officer (see above).

- ❑ Coordinate with safety personnel to ensure potential safety hazards are identified and addressed.
- ❑ When activities involve flight operations, the Flight Operations Officer and Safety Officer must be involved in planning to ensure all applicable regulations are reviewed. Emergency Services personnel also may need to be involved in this planning.
- ❑ Senior member escorts should be selected based upon their qualifications, experience working with cadets and their interest. Senior member escorts should be thoroughly briefed about the objectives of the activity and the total plan of action.
- ❑ When appropriate, such as when planning the use of military facilities, visits to the facilities themselves, in advance, will help greatly in the planning process. Dry runs for timing logistics, transportation, etc., may also be helpful.

EMERGENCY SERVICES (ES)

Handout 2

All CAP personnel who participate in SAR operations are volunteers who have been specially trained. Lifesaving techniques must be carried out with speed and efficiency, which is attained through prior planning and practical exercises in performing the tasks required.

Additionally, CAP units may not participate in a SAR mission unless they have people trained to accomplish the mission quickly and successfully. That is why this is generally an adult function. As students, cadets are in school much of the time a real mission happens.

A CAP wing may have several units that are trained and "on call" for SAR activities, but the wing commander usually assigns the mission to the unit nearest the area of operation. This ensures familiarity with the terrain in the search area and enhances cooperation with law enforcement personnel, local citizens, and other rescue teams.

A SAR mission is always a serious and critical endeavor and must not be conducted haphazardly. Therefore, good organization, methodical procedures, and safety are essential. A CAP mission coordinator who is experienced and highly qualified in emergency services heads each SAR mission.

Plan for safely getting people to a common meeting/pick-up point, or mission site. Collect together at the end of the mission and go back to the common pick-up point. At the pick-up point, verify that a responsible adult picks up each cadet. NEVER leave a cadet waiting alone for a ride.

SAR missions can be quite involved with many functions and activities to be supervised and accomplished. The following list is a sample of those activities, with brief explanations:

Mission Coordination. The complete responsibility for each specific mission is vested in one CAP officer, the mission coordinator.

Administration. This involves registering mission personnel, publishing flight orders, and reimbursement claims by all participants who bear authorized costs during an exercise or actual mission. They also control required mission reports.

Communications. This may be radio, telephone, or messenger service. In the communications regulation, when it is spoken of "communication" it is meant verbal and non-verbal communication. When the plural form, "communications" is used, it means use of electronic equipment such as radios. Communications officers establish the net and control the activities of all communications personnel. They prepare briefing materials about communications procedures for pilots, rescue teams, and communications equipment operations.

Air Operations. These are controlled by the air operations officer who is responsible for coordinating all airborne activity under the general supervision of the mission coordinator. The air operations officer ensures that all air mission personnel are trained for their tasks; supervises all air crew briefings; maintains the mission status board that keeps the team current on the latest information pertinent to the mission in progress; and provides leadership for those staff officers and members under their jurisdiction (such as briefing/debriefing officers, aircraft clearance officer, mission pilots, and observers).

Ground Operations. These are controlled by the ground operations officers. Like the air operations officer, they work directly under the mission coordinator and supervise all ground activities. They must ensure all ground rescue personnel are properly trained for the task; know personnel and equipment capabilities; supervise the inventory, maintenance, and dispatch of ground vehicles; and coordinate the efforts of the ground interrogation teams.