

ADMINISTRATIVE OFFICER

1. Does the individual possess a current Specialty Qualification Card with, as a minimum, a general ES rating? (CAPF 101)

NE NO YES

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 prior to being signed-in?

NE NO YES

a. Were all aircraft and vehicles signed in?

NE NO YES

3. How well did the administrative officer keep the MC and other mission base personnel informed/updated on available resources?

NE U M S E 0

4. Did the administrative officer have a method for contacting members once they had signed-in? Did they know where personnel were being assigned for duty?

NE NO YES

5. Did the administrative officer prepare and prominently post/maintain a function task chart of mission staff functions and assigned personnel?

NE NO YES

6. To what extent did the administrative officer monitor and assist with the preparation and timely submission of required reports from all mission base functions?

NE U~M S E 0

7. Did the administrative officer assist the mission coordinator in preparing necessary Tempest Rapid reports (as required for AFNSEP-assigned disaster relief missions)?

NE NO YES