

MISSION COORDINATOR / INCIDENT COMMANDER

1. Does the individual possess a current Specialty Qualification Card (CAPF 101) or a Specialty Qualification Training Card (CAPF 101T)? (CAPR 55-1, para 2~)

NE NO YES

a. Was the individual proficient and current? (performed this function at a mission base within the past 2 years) (CAPR 55-1, para 2-2e & 2-7)

NE NO YES

2. Was the initial group briefing conducted in an effective and timely manner? Were the mission objective(s) clearly and succinctly communicated? Was the current plan on how to achieve mission objectives described? (CAPR 55-1, para 2-10, & 2-11)

a. Was a time hack included as part of the briefing?

NE NO YES

b. Was Safety emphasized during the briefing?

NE U M S E 0

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

NE U M S E 0

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

NE NO YES

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

NE U M S E a

f. If marshallers were to be utilized on the flight line were pilots directed to follow marshallers' instructions?

NE U M S E 0

g. Did the briefing provide information bringing all mission personnel up to date on developments in the mission? (CAPR 55-1 para 2-11)

NE U M S E 0

3. Does the Mission Coordinator utilize and refer to a functional checklist during the mission? (CAPR 55-1, para 24 and atch 2-2)

NE U M S E 0

4. Has the Mission Coordinator developed an effective plan of operation that is consistent timely, and relevant to mission taskings? (CAPR 55-1, atch 2-2)

NE U M S E 0

5. Is the Mission Coordinator able to effectively utilize the space chosen for the Mission Base in order to facilitate the flow of traffic and maximize efficiency of the operation? (CAPR 55-1, par 4-3c)

NE U M S E 0

6. Did the Mission Coordinator monitor and ensure the overall safety of all mission operations?

NE U M S E 0

7. Did the Mission Coordinator effectively select, brief and assign functions to the mission staff? (CAPR 55-1 atch 2-2)

NE U M S E 0

a. Were all mission personnel current? Had they performed their assigned duties within the past two years at a training or actual mission? (CAPR 55-1, para 2-7)

NE U M S E 0

8. Can the Mission Coordinator successfully calculate a Probability of Detection problem? (CAPR 55-1, atch 4-2: CAPR 50-15 atch 7 para 2b)

NE U M S E 0

9. Did the Mission Coordinator maintain a log of mission activity and significant events? Does the log convey a clear and accurate history of mission activity? -(CAPR 55-1, par 46 and atch 2-2)

NE U M S E .0

10. Is a Situation Map available? Are leads posted on the map? Is the mission progress plotted on the map? Is it a gridded standard sectional chart? (CAPR 55-1, para 4-3d (3), (5))

NE U M S E 0

11. Is a Mission Status Board available, kept current with up to date information, and visible to mission personnel? Does it contain the following information? (CAPR 55-1, para 4-3d (6))

- a. Copy of CAP Form 102
- b. Hazards in the search area (terrain, weather, towers, etc.)
- c. Weather (Current and Forecast)
- d. Base facilities and hazards (construction, congested areas, communications refueling, etc.)
- e. Airfields in the search area
- f. Base Parking and taxi plan (if applicable)
- g. Communications procedures (frequencies, call signs, etc.)
- h. Mission Progress and Status
- i. Restricted Areas

NE U M S E 0

12. Did the Mission Coordinator contact the controlling agency, (AFRCC, AFNSEP, state EOC, etc) periodically (every 4 hours suggested) to exchange and update mission information? CAPR 55-1, para 4-3d (10)) The exercise director may simulate being the controlling agency)

NE NO YES

13. Does the Mission Coordinator review and approve all news releases? If this was a mission where the RCC retained operational control, was the news release coordinated through RCC prior to release? (CAPR 55-1, atch 2-2)

NE NO YES

14. Did the Mission Coordinator complete a CAP Form 102 in enough detail to ensure mission effectiveness? (CAPR 55-1, para 4-3d(6)(a))

NE NO YES

15. Did the Mission Coordinator establish contact with and effectively utilize a Mission Chaplain? (CAPR 55-i, atch 2-2)

NE NO YES

16. Did the Mission Coordinator file a CAPF 122, SAR Mission Report with the controlling agency, summarizing daily activities, prior to 2000 hours (local) daily? (CAPR 55-1, atch 2-2)

NE NO YES

17. Does the Mission Coordinator possess a current Wing ES alert roster? (CAPR 55-1 par 2-2c)

NE NO YES

18. Does the Mission Coordinator have a complete and current MC Kit available? (CAPR 55-1, para 2-2c)

NE NO YES

19. Does the Mission Coordinator have/utilize state and local agreements or any "Joint Agreements of Cooperation" with other wings and or regions? If search area was adjacent to another state border, was any consideration given to requesting resources from that wing? (CAPR 55-1, paragraphs: 1-9,2-2, 3-3 and 4-2)

NE U M S E 0

20. To what extent did the Mission Coordinator initiate (or simulate) steps to bring outside agencies or other wings into the mission? Consider pre-planning activities, ability to cooperate to solve problems, does MOU/MOA provide for smooth operations? Were other personnel in the mission aware of other agencies' participation? (CAPR 55-1 atch 2-2)

NE U M S E 0

21. Does the Mission Coordinator demonstrate a thorough understanding of procedures required for requesting reimbursement of mission expenses? (CAPR 55-1, par 4-7;. CAPR 173-3)

NE U M S E 0

22. Were personnel and agencies notified of termination of the mission? Are reports submitted in a timely manner? Were tasking agencies notified of results? (CAPR 55-1, para 5-7, and atch 2-2)

NE U M S E 0

23. Did the Mission Coordinator ensure that personnel performing mission activities had sufficient rest to safely complete the assignment? (10 hours flight time in a 14 hour duty day with the duty day beginning upon reporting for either work or CAP duty? whichever occurs first). At least 10 hours of crew rest should be provided between duty days. (Note: A tactical risk management matrix will do this for CAP) (CAPR 55-1 paral-14)

NE U M S E 0

24 Did the Mission Coordinator integrate Tactical Risk Management into the operations at the mission base?

NE U M S E 0

25. For Disaster Response missions, was a Tempest Rapid I report completed each day? (CAPR 55-1 para 5-7)

NE NO YES