

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

SAFETY OFFICER

1. Did the safety officer, in conjunction with the mission coordinator/incident commander, air and ground operations director, and mission pilots, implement a Tactical Risk Management Model?

- a. Were hazards/threats identified?
- b. Were hazards/threats assessed?
- c. Were appropriate risk decisions made?
- d. Were suitable controls put in place?

NE U M S E 0

2. Did the safety officer₁ in conjunction with the mission coordinator/incident commander and air and ground operations directors, ensure all participating members were briefed on 1 a, b, and c above?

NE U M S E 0

3. Did the safety officer conduct and document random inspections of participating aircraft and land vehicles prior to mission execution?

NE U M S E 0

4. Did the safety officer conduct a flight line inspection prior to mission execution? Were the following potential hazards identified, assessed, and controlled?

- a. Was the ramp cleared of FOD (did the unit do a FOD walkdown)?
- b. Were proper taxi routes established and followed?
- c. Were refueling operations conducted in a safe manner?
 - Aircraft properly grounded
 - Fire extinguisher available
 - No smoking signs posted and rules observed
- d. Was there a "No Hats on the Flightline" policy and was it observed?
- e. Were finger rings and long hair secured prior to flightline operations?
- f. Were unauthorized vehicles operating on the flightline?

NE U M S E 0

5. Did the safety officer develop a formalized method for participants to identify and report hazards/threats (i.e. CAP Form 26)?

NE U M S E 0

6. Did the safety officer actively participate in aircrew debriefs? Were hazards identified in the debrief incorporated into the Tactical Risk Management Model and rebriefed?

NE U M S E 0

7. Was the safety officer proactive?

NE•U M S E 0

8. Overall, how effective was the safety officer?

NE U M S E 0

9. Did the Safety Officer have Mishap Report Forms (CAP Form78) available and could he/she complete them, if required?

NE U M S E 0

PUBLIC AFFAIRS OFFICER

1. Did Public Affairs personnel possess a current Specialty Qualification Card (CAPF 101) or a Specialty Qualification Training Card (CAPF IOIT) for this position? (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. Did Public Affairs personnel have available and utilize a functional area checklist?

NE U M S E 0

3. Did they prepare an accurate and effective initial news release and coordinate all news releases with the MC prior to release? If this was a mission where the RCC retained operational control, was the news release coordinated through RCC prior to release? (CAPR 55-i, atch 2-1 & 2-2)

NE NO YES

4. Did they have a list of all news media contacts made during the mission? (CAPR 55-1 atch 2-2)

NE NO YES

5. Did they accompany news media to the mission operations areas to ensure non-interference with mission activities? (CAPR 55-1, atch 2-2)

NE U M S E 0

6. Were timely updates made to the initial news release? (CAPR 55-1, atch~2-1)

NE U M S E 0

7 Were they aware of guidance on situations in which a CAP aircraft or vehicle is involved in an accident? (CAPR 55-1, atch 2-2)

NE U M S E 0

RESOURCES

I. Were sufficient numbers of trained personnel available to accomplish the mission?
NE NO YES

2. What was the general condition of CAP corporate aircraft? (attach a completed Aircraft Inspection Checklist for each aircraft inspected.)

NE U M S E 0

a. Did all CAP corporate aircraft have a functional fire extinguisher installed? (CAPR 60-i, para 2-id, CAPR 66-1 para 13)

NE NO YES

b. Were all aircraft chocked and tied down? (CAPR 66-1, para 16)

NE NO YES

4. What was the general condition of CAP corporate vehicles? (attach a completed out Vehicle Inspection Checklist for each vehicle inspected.)

NE U M S E 0

MISSION CHAPLAIN

NOTE: References are CAPR 55-1, attachment 2-2 unless otherwise noted.

1. Did the Mission Chaplain possess a current Specialty Qualification Card (CAPF 101) or a Specialty Qualification Training Card (CAPE AOIT) for this position? (CAPR 55-1, para 2-6)

NE NO YES

2. Did the Mission Chaplain receive a briefing from the Mission Coordinator and maintain contact with him/her during the mission to keep up to date on mission status?

NE U M S E 0

3. Did the Chaplain coordinate efforts with the clergy of the family(s) who are the subject of the search?

NE U M S E 0

4. Prior to making contact with the family did the Chaplain coordinate with the Mission Coordinator? Was the Chaplain ready to accompany the Mission Coordinator to visit the family in the event of a casualty notification?

NE NO YES

5. Did the Chaplain keep family members away from the mission base flight line and from interfering with ongoing search activities?

NE U M S E 0

6. Was the Chaplain concerned about the spiritual/physical needs of all mission personnel?

NE U M S E 0

7. Did the Chaplain arrange for religious services on Sundays, Saturdays, and Holy Days?

NE NO YES

8. Did the Chaplain notify another chaplain to be on telephone standby if a replacement is needed?

NE NO YES

9. Was a private place designated for the Chaplain to offer private counseling?

NE NO YES

COMMUNICATIONS DIRECTOR

I. Does the individual possess a current Specialty Qualification Card (CAP F 101) or a - Specialty Qualification Training Card (CAPF biT)? (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-i, para 2-2e & 2-7)

NE NO YES

2. Did assigned Communications personnel effectively utilize a functional area checklist? (CAPR 55-1 para 24 and atch 2-2)

NE U M S E 0

3. Was ah communications equipment properly installed and grounded? Evaluate the initiation of operations at the mission base? (CAPR 55-1, atch 2-2)

NE U M S E 0

4. Was the communications plan effective? Did the mission base maintain communications with all mission airaews and ground crews at all times? Did the mission base maintain the ability to communicate with all tasking and controlling agencies at all times? (CAPR 5~1, atch 2-2, CAPM 100-1. chapter 16)

NE U M S .E 0

5. To what extent were communications established with other mission bases and/or outside agencies? (CAPR 55-1, atch 2-2)

NE U M S E 0

6. What capability existed for emergency operation? Was adequate standby power available for communications and lighting? (CAPR 55-1, atch 2-2)

NE U M S E 0

-7. Evaluate the Communications Center operations. Did the Communications Director provide adequate supervision? Was a communications status board showing operational condition of frequencies and base communications equipment available and current? (CAPR 55-1, atch 2-2)

NE U M S E 0

8. Did communication personnel maintain a message log? Were all messages delivered to the addressee immediately? Were all outgoing messages logged and accurately passed in an expeditious manner? (CAPR 55-1 atch 2-1 & 2-2 and CAPM 100-1~ para 144)

NE U M S E 0

9. Had effective procedures been developed to ensure adequate management of frequencies during periods of high use/saturation? Did communications personnel establish priorities to control the flow of information? (CAPM 100-1~ pars 2-3 & 12-5)

NE U M S E 0

10. At mission conclusion, did Communications personnel adequately secure the operations facility and restore the area to normal operations? (CAPR 55-1, atch 2-2)

NE U M S E 0

11. Were only authorized frequencies utilized? CAPR 100-1 Vol 1, table 9-i)

NE U M S E 0

i2. Was standard radio phraseology used in all radio transmissions?

NE U M S E 0

AIR OPERATIONS DIRECTOR

1. Does the individual possess a current Specialty Qualification Card (CAPF 101) or a Specialty Qualification Training Card (CAPR IOIT)? (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. Did Air Operations personnel effectively utilize functional checklists? (CAPR 55-1, 24)

NE U M 8 E 0

3. Was the Air Operations Director present for the initial briefing from the Mission Coordinator?

NE NO YES

4. Did the Air Operation Director effectively manage air operations? How long were mission aircraft on the ground before being turned around with another mission aircrew?

NE U M S E 0

5. Did Air Operations personnel periodically update the Mission Status board for such items as weather and mission progress? Was a CAPF 102 completed and posted on the status board?

NE U M S E~0

6. Did the Air Operations Director properly supervise the Flight Line Officer and Air Search Coordinator?

NE U M S E 0

7. Were Air Ops personnel effective in recommending mission prosecution and utilization of resources? Would the operations planned by the Air Operations director have achieved desired POD within 24 hours of mission notification? Were aircrew and aircraft capabilities considered when assigning specific missions? I.E., was DF gear installed, was the 60 HP rule enforced, and was the aircrew assignment appropriate to the mission. (CAPR 55-i, para 4-3e(3))

NE U M S E 0

8. Did the Air Ops Director coordinate with the Ground Ops Director to determine required air support? Was the effectiveness of this support discussed and/or considered during the mission?

NE U M S E 0

9. Did the Air Ops Director coordinate with the Communication Unit to ensure adequate communications capability existed?

NE U M S E 0

10. Was an aircrew briefing package prepared and posted? (Information should include: search area hazards, terrain, weather information for other airfields in the mission area, other aircraft operations (military low-level, parachute jumping, etc). Was a copy provided to the Mission Coordinator and Air Search Coordinator?

NE U M S E 0

ii. Did Air Ops have a list of all available aircrews and aircraft including those from adjoining wings?

NE U M S E 0

12. Did Air Ops keep the situation map updated and current?

NE U M S E 0

13. Did Air Operations have a mission tracking board with all assigned missions posted, including Takeoff times, ETAs, ETAs and operations normal check-ins? Was this board large enough and located in a place where all Air Operations personnel could view it?

NE U M S E 0

14. Was weather monitored for adverse or changing weather?

NE U M S E 0

15. Was safety the top priority for the Air Operations Director? (CAPR 55-1, para 4-3e(3))

NE U M S E 0

16. Did the Air Operations Director ensure that all mission pilots are current? (i.e. flown a mission within the past two years (training or actual), be current IAW the FARs, have current CAP Form 5 and 91 checkrides. (CAPR 55-1, pars 2-7)

NE NO YES

AIR SEARCH COORDINATOR

1. Does the individual possess a current Specialty Qualification Card (CAPF 101) or a Specialty Qualification Training Card (CAPF biT)? (CAPR 55-i, 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. Does the Air Search Coordinator have sufficient farms available to accomplish the mission? (CAPF 104,107,108)

NE NO YES

3. Does the Air Search Coordinator and/or Briefing Officer(s) use a functional area checklist? (CAPR 55-1, 2-4)

NE U M S E 0

4. Were adequate briefing/debriefing and flight planning areas set up for the aircrews?

NE U~M S E 0

5. Were aircrew briefings effective for the assigned mission? I.E., did they include the area(s) to be covered, type of mission, altitudes, search patterns, communications frequencies and procedures, actions to be taken, and hazards to operations? (CAPR 55-1 para 2-i 2)

NE U M S E 0

6. Did the Air Search Coordinator approve flight plans and release flights using either the CAPFs 84: 99, CAP Flight Authorization Log; or CAPF 104 procedures? (CAPR 60-1, para 5-2)

NE NO YES

7. Were aircrews adequately debriefed immediately following the mission? Were the CAPF I 04£ reviewed for accuracy and completeness?

NE U M S E 0

8. Was a CAPF 107 Flight Operation Log maintained? Were overdue aircraft identified and reported to the Air Operations Director and Mission Coordinator?

NE U M S E 0

9. Was permission obtained from the HO CAP-USAF or the CAP-USAF liaison region (~as appropriate per CAP-USAFI 10802) prior to passengers (other than CAP and Military) flying onboard CAP aircraft, and was a CAPF 9 executed prior to the flight? (CAPR 60-1, para 2~m & n)

NE NO YES

10. Was the Air Operations Director kept informed of the results of air search efforts in a timely manner?

NE U M S E 0

FLIGHTLINE OFFICER

* NOTE: All references are to CAPR 55-1, atch 2-2, unless otherwise noted.

1. Does the individual possess a current Specialty Qualification Card (CAPF 101) or a

Specialty Qualification Training Card (CAPF biT)? (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. Did the Flightlme Officer have a fdnctional area checklist available and utilize it? (CAPR 55-1, para 24)

NE U M S E 0

3. Did the Flightlme Officer survey the airport for hazards, unique procedures, etc., to include a ramp check? Was the information made available to aircrews? Was a taxilparking plan developed, and if so, was it briefed and posted for all aircrews?

NE U M S E 0

4. Were Flighttme personnel briefed on duties and responsibilities, especially safety considerations?

NE U M S E 0

5. Were Flightlme operations monitored and properly under the supervision of adequate numbers of senior members at alt times? Did the marshallers wear safety vests?

NE U M S E 0

6. Were adequate numbers of fire extinguishers available and were flightllne personnel trained in their use?

NE U M S E 0

7. Did flighttime personnel know, understand, and use standard marshalling signals? (CAPR 50-15, etch 15)

NE U M S E 0

8. Did the Flighttime Officer coordinate his/her activities with the local fixed base operator? (parking operations, fire guard duties, flight line security, fueling, maintenance)

NE U M S E 0

9. Were wheel chocks and tie downs available and utilized? (CAPR 66-1, para 16)

NE U M S E 0

10. Were aircraft movements (taxi, takeoff and landing) monitored and reported to the Air Operations Director/Air Search Coordinator in a timely manner?

NE U M S E 0

11. Was Safety the top priority for flightline operations and all unsafe operations halted or corrected immediately?

NE U M S E 0

AIRCREWS

1. Do aircrews possess a current Specialty Qualification Card (CAPF 101) or a Specialty Qualification Training Card (CAPF biT)? (CAPR 55-1, para 2~)

NE NO YES

a. Do the aircrews appear to be proficient in their qualified specialty or are they supervised by a proficient and qualified individual ? (CAPR 55-1 para 2-2e(1))(CAPR 55-i, para 2-7)

NE U M S E 0

b. Were the aircrews current? (performed this function during a mission within the past 2 years) Was the pilot mountain qualified, if required? (CAPR 55-i, para 2-7

NE NO YES

2. Did the aircrew receive adequate crew rest prior to flight and not exceed recommended crew duty periods? (CAPR 55-1, para 1-14)

NE NO YES

3. Did aircrews use and follow checklists, including crew briefing₁ and preflight checklists? (CAPR 55-i, para 2-12, 2-13)

NE NO YES

a... Did the aircraft utilized have a copy of the Pilots Operating Handbook'Airraaft Flight Manual on board and did the aircrew utilize it as necessary during the flight? (CAPR 60-1, para 2-1 m)

NE NO YES

b Did each Mission Pilot have an aircrew briefing kit containing: a CAP Form 104, CAFR 55-1, appropriate gridded sectional charts, a specialized briefing checklist? Were IFR enroute publications current (if used)? (CAPR 55-1 para 2-1 2)

NE U. M S E 0

C. During preflight inspection, did the pilot visually check oil quantity, fuel quantity, and the stall warning horn?

NE U M S E 0

4. Was aircrew coordination effective? Were crew members briefed by the Mission Pilot on essential mission information (weather, duties, passenger briefing, terrain) prior to flight? (CAPR 50-15 atch 10 & 11, CAPR 55-1 para 2-13 & atch 2-2)

NE U M S E 0

5. Did the aircrew correctly fill out all forms necessary to conduct the mission including a weight and balance computation? (CAPR 55-1, atch 2-2)

NE NO YES

6. Did the aircrews have knowledge of and/or utilize air to ground visual signals? (CAPR 55-1 atch 4-8, CAPR 50-15, atch 10 & 11)

NE NO YES

7. Were air-to-ground radio communications made using standard terminology, and did they communicate the correct message? (CAPR 50-15, atch 10 & ii)

NE U M S E 0

8. Were aircrews effective in working/coordinating with ground teams? (CAPR 50-15, atch 10 & 11)

NE U M S E 0

9. Did the aircrew demonstrate sound safety practices on the ground and during any **flights**?

Was safety the primary concern of the aircrew?

NE U M S E 0

a. Did all aircraft occupants wear seatbelts at all times? Did the occupants of seats equipped with shoulder harnesses wear them whenever the aircraft was at or below 1000' AGL? (CAPR 60-1, para 2-1 e & f)

NE NO YES

b. Was a minimum airspeed (1.3 times aircraft stall speed at zero flaps and 30 degrees bank) briefed and observed? Was a minimum altitude briefed (recommended 1000' for normal search with excursion no lower than 500') and observed? (CAPR 55-1, para 7-h & i)

NE NO YES

10. Were the aircrews effective at mission accomplishment? Did they complete a CAPF 104? Did they remain in their designated search area? Did they possess a grid map? Were debriefings effective? (CAPR 55-1 para 2-14 & atch 2-2)

NE U M S E 0

ii. Did aircrews pass critical information to appropriate agencies during the flight and not wait until after landing?

NE NO YES

12. Did the aircrew demonstrate the ability to *DF an ELT* or locate a target?

NE NO YES

13. Was carburetor heat on whenever manifold pressure or RPM was below the green arc? (Apply to C-i 72 and C-I 82 aircraft. Other aircraft follow Flight Manual guidance on use of carburetor heat.)

NE NO YES

NOTE: FOR ANY OBSERVED FLIGHTS ALSO COMPLETE AN OBSERVATION FLIGHT CHECKLIST.

GROUND OPERATIONS DIRECTOR

* NOTE: All references are to CAPR 55-1, para 4-3f and anch 2-2 unless otherwise nQted. i~ Does the individual possess a current Specialty Qualification Card (CAPF 101) or a

Specialty Qualification Training Card (CAPF IOIT)? (CAPR 55-1, para 2-6)
NE NO: YES

a. Was the individual proficient and current? (performed this function at a mission base within the past 2 years) (CAPR 55-i, para 2-2e & 2-7)
NE NO YES

2. Did the Ground Operations Director ensure the SAFETY of all ground operations and monitor team make-up to ensure adequate supervision of cadet members? Were a minimum of two individuals assigned to each dispatched ground team?

NE U M S E 0

a. Were ground teams monitored for fatigue, especially if called at a late hour to begin the search?
NE NO YES

3. Did the Ground Operations Director effectively utilize a functional area checklist?

NE U M S E 0

4. Did the Ground Ops Director assist in plotting the situation map?

NE NO YES

5. Did the Director coordinate with the MC to determine areas of highest probability, and select tentative search areas? If the weather did not allow launch of aircrews were ground teams dispatched to gather information, search suspected high probability areas, locate ELT transmissions, verify airborne sightings, etc? Were the highest probability airports contacted in the most efficient manner and as expeditiously as

possible?

NE U M S E 0

6. Did the Director assist in preparing a ground team briefing package?

NE U M S E 0

7. Did the Director coordinate with the Ground Search Coordinator in assigning appropriate ground teams to specific search areas? Are training and experience considered in mission objectives?

NE U M S F 0

8. Is an alert list of ground teams, their locations, and a list of specialized equipment available? Were resources from other wings considered?

NE U M S E 0

9. Did the director coordinate with the communications team to ensure adequate communications existed between the mission base(s) and all deployed ground teams?

NE U M S E 0

10. If a Ground Search Coordinator was also utilized~ did the Ground Operations Director coordinate activities with him or her? Were they able to monitor all ground operations?

NE U M S E 0

11. Did the director maintain the mission status board? Did he/she keep the MC advised and make valuable~?ecommendations regarding prosecution of the mission and the proper utilization of resources?

NE U M S E 0

12. Did the director ensure that adequate ground team briefings and debriefings were conducted?

NE U M S E 0

GROUND SEARCH COORDINATOR (May be combined with Ground Operations Director duties)

* NOTE: References are CAPR 55-1, attachments 2-i and 2-2 unless otherwise noted.

I. Does the individual possess a current Specialty Qualification Card (CAPF 101) or a Specialty Qualification Training Card (CAPF biT)? (CAPR 55-1 para 2-6)

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. Did the Ground Search Coordinator effectively utilize a functional area checklist?

NE U M S E 0

3. Was an adequate supply of forms and equipment available?

NE U M S E 0

4. Was a separate area available for briefing and debriefing? Were all ground teams briefed prior to each mission? Were teams properly equipped and briefed on terrain, weather, specific assignments or objectives. air operations, safety, etc?

NE U M S E 0

5. Did the Ground Search Coordinator actively monitor the status of assigned vehicles, teams, personnel, and mission sorties? Was a system available (sign-in-logs) that provided a list of available resources?

NE U M S E 0

6. Was a mission status board available and current on all ground ops?

NE U M S E 0

7. Was a vehicle operations log maintained?

NE U M S E 0

B Did the Ground Operations Director coordinate activities with him or her? Were they able to monitor all ground operations? Were they successful in determining search areas, priorities and other assignments?

NE U M S E 0

9. Did he/she verify the accuracy and completeness of the CAPF 106 & 109 after each ground sortie? Was the MC kept informed of ground team mission results?.

NE U M S E 0

10. Were the ground teams effective in coordinating with aircrews? Did the ground teams have a basic understanding of air/ground coordination procedures, radio communications and visual signals?

NE U M S E 0

GROUND TEAMS (If Ground Teams were not utilized this area does not need to be evaluated)

* All references are to CAPR 55-1, para 4-3f and atch 2-1 & 2-2 unless otherwise noted

1. Did Ground Team leaders possess a current Specialty Qualification Card (CAP F 101) or a Specialty Qualification Training Card (CAPF biT), a CAP Radio Operators Permit (CAPF 76) and a valid state drivers license? (CAPR 55-1, pare 2-6)

NE NOYES

a. Did the ground teams appear to be proficient in their qualified spe&ialty or are they supervised by a proficient and qualified individual? (CAPR 55-1 para 2-2e(1)) (CAPR 55-1, pars 2-7)

NE U M S E 0

b. Were the ground teams current? (performed this function during a mission within the past 2 years) (CAPR 55-i, para 2-7)

NE NO YES

2. Did the ground team leaders have briefing kits containing articles listed in CAPR 55-I, para 2-12 (CAPF 106 & 109, CAPR 55-i, road maps, gridded aeronautical sectional charts, specialized briefing checklists)?

NE NO YES

3. Did leaders properly supervise.and ensure the safety of all assigned team members?

NE U M S E 0

a. Did all ground team members wear seat belts/shoulder harnesses while vehicles were in motion?

NE NO YES

4. Did leaders accompsh assigned tasks and complete reports of assignments?

NE U M S E 0

5. Did the team leader demonstrate skills in ground search and rescue procedures?

NE U M S E 0

6. Did team members possess current qualification/training cards, radio operators permits, vehicle operator permits/drivers license appropriate for the type vehicle being utilized, Red Cross training cards, etc based upon the assigned mission?

NE U M S E 0

7. While in the field, did the team maintain communications with the mission base?

NE U •M S E 0

8. Did the ground team effectively coordinate with aircrews?

NE U M S E 0

9. Were ground team personnel familiar with electronic search techniques?

NE U M S E 0

10. Were ground teams properly equipped for assigned sorties and weather conditions?

NE~U M S E 0

11. Were teams knowledgeable about state and local laws, agreements, and other agencies participating in the mission?

NE U M S E 0

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 postmaintain 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