

Mission Base Staff Tasks

This Task Guide has been edited
to include only the tasks for
Finance Administration
Section Chief



11 April 2005

Developed as part of the
National Emergency Services Curriculum Project

P-0101
KEEP A LOG

CONDITIONS

You have been assigned to keep a log on a mission, and must log the actions of your unit, section or team on the ICS Form 214 for use during debrief after the mission.

OJECTIVES

Correctly maintain a log of actions during an incident.

TRAINING AND EVALUATION

Training Outline

1. When working an incident, staff members are required to maintain a log of all significant actions. This is important for record keeping of the accomplishments and setbacks, determining search effectiveness during debriefing, and as a legal record of CAP actions amongst many other things.
2. The mission log is started once a unit or section is opened and maintained until personnel are called in and at home safely to the incident commander. A separate log should be maintained for each varying unit or section that is assigned to the incident, and subordinate units at varying levels will normally also keep a log. This log is turned in with the debriefing paperwork and becomes part of the official mission record.
3. The following actions are always recorded in the log:

FOR GROUND OPERATIONS

- a. Departure and return times to mission base.
- b. Routes taken to and from the search area.
- c. Times of entering and leaving search areas.
- d. Any time the search line changes direction.
- e. Times/locations of clue detections or witness interviews.
- f. Time/location of find.
- g. Time/Location of communications checks.
- h. Any event or action related to the team's ability to complete the sortie requirements (natural hazards encountered, injuries to team members, etc.).
- i. Encounters or instructions from local authorities.
- j. Encounters with the media.
- k. Mileage/Flight time at key intersections, when leaving pavement, at other key locations, etc.

l. Time of distress beacon or other emergency signal acquisition.

m. Times distress beacon located and silenced. Also, if available, include the name(s) and organization(s) of person(s) involved in silencing the distress beacon, the manufacturer, serial number, dates of manufacture and battery expiration, vehicle information (type, vehicle registry, description), and the name of the owner.

n. Personnel assignments to and from the team/unit.

Note: This log (ICSF 214) may be kept as an attachment to the CAPF 109

FOR AIRCREW OPERATIONS

a. Briefing details

b. Names of crew members

c. Engine start time

d. Take Off time

e. Communications checks

f. Time beginning assigned grid or route

g. Time departing grid or route

h. Significant weather, turbulence, other

i. Time of landing

j. Time of engine shutdown

k. Crew changes if any

Note: this log (ICSF 214) may be kept as an attachment to the CAPF 104

FOR MISSION BASE STAFF OPERATIONS

a. Time/date unit or log started or activated

b. Name of unit, supervisor, and individual keeping the log

c. Notes from initial briefing

d. Time and noted from staff meetings

e. Significant events, actions taken, direction received or provided

4. For each log entry, the log keeper writes down the following on the ICSF 214:

- a. The time.
- b. The event taking place (see list above)
- c. Mileage and/or location as appropriate.
- d. Name of individual annotating the log each time there is a change.

Additional Information

More detailed information on this topic is available in each emergency services reference text.

Evaluation Preparation

Setup: Prepare narrative of 10 events/actions and times. Provide the individual with the list, a pen, and an ICS Form 214.

Brief Student: Tell the student that he is the log keeper for his unit, and that the 10 events listed in the narrative have occurred. Tell him to log the events/actions on the on team log form.

Note: this evaluation can be accomplished during a training exercise by observing the events taking place and checking the log to see that they are properly annotated.

Evaluation

Performance measures

Results

For each of the 10 events/actions, the student:

- | | | |
|----------------------------------|---|---|
| 1. Logs the time and event | P | F |
| 2. Writes legibly and completely | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

L-0001
BASIC COMMUNICATIONS PROCEDURES FOR ES OPERATIONS

CONDITIONS

You are a member of the CAP mission staff performing a task in which the use of a radio is necessary.

OBJECTIVES

Properly operate a CAP radio.

TRAINING AND EVALUATION

Training Information Outline

1. From time to time, duties may require the use of a CAP radio. This is not a difficult task, but does require some knowledge of operating procedures and equipment.
2. You should be able to demonstrate the following skills:
 - a. Demonstrate the proper method to contact another station.
 - b. Demonstrate knowledge of call signs.
 - c. Demonstrate knowledge of basic prowords.
 - d. Demonstrate ability to operate basic radio equipment.
 - e. Demonstrate knowledge of prohibited practices.
 - f. Demonstrate knowledge of National communications policies.
 - g. Demonstrate knowledge of local operating practices.
 - h. Demonstrate knowledge of region, wing, and local policies.

Additional Information

Additional information is available in CAPR 100-1 Vol. 1 and the "Radiotelephone Procedures Guide."

Evaluation Preparation

Setup: The student is provided with a basic radio (volume, squelch, channel controls) and asked to communicate with another station. At least one radio will be needed for this exercise. The pro-words "roger," "over," "out," affirmative," should be used. The exchange should go through several transmissions with questions and answers. Prohibitive practices, such as "chit chat," should be used or discussed.

Brief Student: The student is at mission base and has been assigned the task of reporting when the director of the local office of emergency management arrives for his/her tour of the facility.

Evaluation:

<u>Performance measures</u>	<u>Results</u>	
1. Listen before transmitting	P	F
2. Demonstrate calling procedures including call signs	P	F
3. Demonstrate use/understanding of basic prowords	P	F
4. Demonstrate understanding of radio equipment including finding local repeater/simplex	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

DEMONSTRATE THE ABILITY TO PROVIDE FINANCIAL AND COST ANALYSIS INFORMATION AS REQUESTED

CONDITIONS

You are a new/old member on a mission, and are assigned as the Finance Administration Section Chief.

OBJECTIVES

1. Provide financial and cost analysis when requested.

TRAINING AND EVALUATION

Training Outline

1. You may be requested to provide cost information such as how much the mission has cost to this point. In a mission where you might be supporting Civil Authority on behalf of the Military, you may be asked to provide for cost forecasts. You may even be asked to provide cost data for a particular part of the operation.

a. It is important that you understand what the reimbursement rates are for the particular type of a mission you are on and whom the agency is that will be providing reimbursement. This could even change during the mission or could be a situation where costs are allocated against different task numbers that have maximum amounts assigned.

b. You will need to work closely with the Plans Section to know which costs go with which task numbers. You will probably be asked to brief Plans and the IC on the status of costs against each task.

c. You will be responsible to let Plans know when the maximum amount on a particular task is being reached.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

Setup: Provide the student with a list of resources, flying hours, communications, and vehicle costs.

Brief Student: The student must come up with accurate costs to date. You may provide the student with costs against different task numbers.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. The student provides accurate cost data.	P F
2. The student is able to assign costs to different task numbers.	P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

DETERMINE THE NEED TO SETUP AND OPERATE AN INCIDENT COMMISSARY

CONDITIONS

A mission begins to exceed a 24-hour time frame and the need for an incident commissary should be evaluated.

OBJECTIVES

Evaluate the need for and incident commissary.

TRAINING AND EVALUATION

Training Outline

1. As a mission progresses, the need to make provision for creature comforts increases.
2. The finance/admin plan should include a list of items that are likely candidates such as coffee, doughnuts, sandwiches, etc.
3. How much and how these items are provided is a function of the mission base location. The availability of a nearby store may obviate the need for you to arrange for many of these items

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

The evaluator will provide the student with a scenario that includes a mission base, number of personnel at the base, and an expected duration of mission operations.

Evaluation

Performance measures	Results	
1. Discuss the need for and the timeframe to establish a mission commissary.	P	F
2. Explain a general plan, possible resources, and items for a commissary.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

ENSURE THAT ALL PERSONNEL AND EQUIPMENT TIME RECORDS ARE ACCURATELY COMPLETED AND TRANSMITTED TO APPROPRIATE AGENCIES

CONDITIONS

A need exists to compute flying hours, vehicle use, and manpower estimates for higher headquarters inquiries.

OBJECTIVES

- 1. Understand the importance of maintaining mission statistics.

TRAINING AND EVALUATION

Training Outline

- 1. Civil Air Patrol is a congressionally funded organization. As such we owe Congress an annual report. As a civic-minded organization, we want to be able to point to our accomplishments. This information forms the basis for our reimbursement.
- 2. The Finance/Admin person is the one to whom we turn to collect this information. The statistics that we have come to rely on to display our abilities as an organization are:
 - a. Number of aircraft and number of aircraft hours flown.
 - b. Number of vehicles.
 - c. Number of people and people hours expended.
 - d. The types of missions accomplished and equipment used (single-frame video, etc.)
- 3. This information is initially available through the sign in procedures/forms you have established at the beginning of the mission. For continued updates, the Air and Ground Operations Directors should be consulted daily.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Text.

Evaluation Preparation

Setup: A place where discussion and questions can take place without distraction.

Brief Student: The student will be expected to answer questions regarding equipment and personnel records from mission activities

Evaluation

Performance measures	Results	
1. List reasons why equipment and personnel time records are important.	P	F
2. List the equipment and personnel records that should be maintained.	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

DEMONSTRATE THE ABILITY TO PROVIDE FINANCIAL INPUT TO THE DEMOBILIZATION PLAN

CONDITIONS

You are a new/old member on a mission, and are assigned as the Finance Administration Section Chief.

OBJECTIVES

1. Provide financial input to the demobilization plan.

TRAINING AND EVALUATION

Training Outline

1. As a mission comes to a close, the Plans Section will be developing the final version of the demobilization plan. This is particularly important for training exercises where there has been a maximum amount of funds allocated for the mission.

a. Determine what resources are still located on the mission base or at other locations other than home base. If the cost to get the resource to that location is known, it will form the estimate for the return cost.

b. Calculate the cost for these resources to return to their home base. These costs will vary dependent on the type of mission. Aircraft will be based on reimbursement cost per flying hour plus estimated fuel. For ground transportation, the estimated cost for fuel or mileage depending on the reimbursement rate.

c. Provide these estimated costs to the Plans Section Chief.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

Setup: Provide the student with a list of resources and the estimated flying hours and estimated fuel that will be used.

Brief Student: Tell the student to use the provided information and develop an estimated cost to get all resources to their home locations.

Evaluation

Performance measures

Results

1. The student develops a financial estimate based on information provided.

P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

ENSURE THAT ALL OBLIGATION DOCUMENTS INITIATED AT THE INCIDENT ARE PROPERLY PREPARED, COMPLETED, AND PROVIDED TO THE INCIDENT COMMANDER

CONDITIONS

The mission is closing and the Incident Commander has requested a summary of expenses and reimbursements.

OBJECTIVES

- 1. To have the mission expense and reimbursement paperwork complete and ready for submission as soon as possible.

TRAINING AND EVALUATION

Training Outline

- 1. The finance/admin plan has provisions for paying for gas, oil and other allowed reimbursements.
 - a. If the member pays, assist him/her in filling out the CAP Form 108 (ensure all receipts are included). The member will most likely need to fill out a final line after returning to home base.
 - b. If the wing pays, fill out a CAP Form 108 for the wing (ensure all receipts are included).
 - c. If a special account was set up with the Fixed Base Operator, be sure a receipt is obtained.
- 2. A cross-check of the statistics that you are collecting from the Air and Ground Operations Directors, your sign-in information, and commissary expenses should allow you to keep up with items that need to be accounted for.
- 3. Charts or tables that track accumulating expenses are necessary.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Text.

Evaluation Preparation

Setup: A CAPF 108 along with some receipts.

Brief Student: Fill out the CAPF 108 correctly and attach receipts.

Evaluation

Performance measures	Results	
1. Explain the forms and items of expense needed to summarize mission expenses and reimbursements	P	F
2. Explain the necessity of receipts for all expenses.	P	F
3, Fill out a CAPF 108 correctly	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

SPECIALTY QUALIFICATION TRAINING RECORD (SQTR)
Finance/Admin Section Chief

NAME (Last, First, MI)	CAPID	DATE ISSUED
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Prerequisites

Item	Date Completed
Qualified GES	
At least 21 years of age	

The above listed member has completed the required prerequisite training for the finance/admin section chief specialty.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE

DATE

Familiarization and Preparatory Training

Task	Evaluator's CAPID and Date Completed
Complete NIIMS G193 or equivalent	

The above listed member has completed the required familiarization and preparatory training requirements for the finance/admin section chief specialty qualification and is authorized to serve in that specialty while supervised on training or actual missions.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE

DATE

Advanced Training

Evaluator's CAPID and
Date Completed

Task

Complete Task F-4100 Demonstrate the ability to provide financial and cost analysis information as requested

Complete Task F-4102 Demonstrate the ability to determine the need to setup and operate an incident commissary

Complete Task F-4103 Demonstrate the ability to keep and transmit as necessary all personnel and equipment time records to appropriate agencies

Complete Task F-4104 Demonstrate the ability to provide financial input to the demobilization plan

Complete Task F-4105 Demonstrate preparation of all obligation documents for the incident commander

Complete Task L-0001 Basic Communications Procedures for ES Operations

Complete Task P-0101 Demonstrate the ability to keep a log

Complete the appropriate portion of CAPT 117, *Emergency Services Continuing Education examinations*

Exercise Participation

The above listed member satisfactorily participated as a finance/admin section chief trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE

DATE

The above listed member satisfactorily participated as a finance/admin section chief trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE

DATE

Unit Certification and Recommendation

The above listed member has completed the requirements for the finance/admin section chief specialty qualification and is authorized to serve in that specialty on training or actual missions.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE

DATE