

Mission Base Staff Tasks

This Task Guide has been edited
to include only the tasks for
Mission Safety Officer



11 April 2005

Developed as part of the
National Emergency Services Curriculum Project

C-0002
MISSION SAFETY INSPECTION

CONDITIONS

You are the Safety Officer at a mission base.

OBJECTIVE

Prepare general analysis of CAP mission base mishap potential.

TRAINING AND EVALUATION

Training Outline

1. The Safety Officer is responsible to check the base's location, weather, and facilities as they relate to risk of mishaps and accident prevention. The base could range from being ideal to totally unacceptable for the mission from a safety standpoint. That determination may be made considering just weather and facilities. Any operation which demands unusual pilot skill due to weather, available runway length, surface or runway direction is cause for rejecting the facility for the mission at that time. Coordinate with the Air Branch Director for flying requirements the airport may need to meet.
2. Once the facility is determined safe for the operations of the mission, the Safety Officer is responsible to inspect the facility for safety problems. The facilities portion of the safety survey checklist can be found in CAPR 62-1. The initial part is a quick check of obvious hazards which can lead to injured personnel. Some of these include loose steps, planks and other surfaces upon which people move; unmarked or unguarded obstructions, frayed electrical wiring and loose electrical equipment and plumbing fixtures. Any of these conditions should be dealt with in an appropriate manner (repaired, warning signs, blocked off, etc. as appropriate) prior to beginning base operations. Once that checklist has been completed, make a similar check for hazards of the airfield-parking ramp, visible portions of taxiing routes, and the relevant vehicle parking area.
3. An important task to accomplish during the safety evaluation process is determining the closest emergency facilities and telephone numbers. Although "911" may be the simplest number to post, actual telephone numbers of local fire, law enforcement and medical facilities should be posted along with driving directions to the medical facilities.
4. A regularly used CAP mission base should have an evacuation plan posted in plain view. Likewise, fire extinguisher type and location should be readily known. Some bases may not have such information posted-particularly those not normally occupied by commercial occupants. The Mission Safety Officer should obtain an assistant to help determine and mark exits, fire extinguisher location and provide hand-drawn evacuation route plan and accompanying signs.

Additional Information

Additional information may be found in CAPR 62-1 and CAPR 62-2.

Evaluation Setup

Setup: A facility must be inspected for suitability in mission use. An actual facility is best for this task. qualified Mission Safety Officer or other qualified supervisor is required as the evaluator.

Brief trainee: A mission is to be run from the given facility. The Incident Commander is expecting 75 personnel, 10 aircraft and 23 corporate and personal vehicles. Given the current weather conditions, facilities, and a runway(s), determine if the facility can be safely used as a mission base.

Evaluation

<u>Performance measures</u>	<u>Results</u>	
1. Preliminary check:		
a. List at least three different sources for current weather information.	P	F
b. Explain to the evaluator what areas you are evaluating in your initial assessment and why.	P	F
c. Using the facility provided by the evaluator, is the facility suitable for safe operation?	P	F
2. Perform an inspection according to the checklist in CAPR 62-1 and determine any safety issues that might impact the mission facility.	P	F
3. Find the closest emergency room and emergency numbers for the area of the facilities.	P	F
4. Develop an evacuation plan for the facility.	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.

C-0003
ANALYZE SAFETY OF MISSION OPERATIONS

CONDITIONS

You are a Mission Safety Officer during an active mission. Aircraft and ground teams are already dispatched and actively performing assigned tasks.

OBJECTIVE

Prepare general analysis of CAP mission operational risk management

TRAINING AND EVALUATION

Training Outline

1. Any CAP mission operation has mishap potential – that is an accident can result. This potential arises from the movement of people and machines over varying terrain and climate and the presence of energy sources – electricity and fuels – and natural threats: severe storms, high winds and flooding. Each of these factors may combine with others to increase the effects of either acting alone. An example would be flooding and high winds occurring together is a significantly greater problem than either occurring separately.
2. CAP Search and Rescue missions are motivated by our desire to save lives and minimize human suffering in a timely manner. Our people are motivated to do their preparation rapidly and launch into the search activity. In the desire to move quickly, some may not fully or correctly complete their preparation duties. Also there is a human tendency to take chances or cut corners in the interest of getting this work done. These short cuts or straying from standards can easily lead to mishaps. It is very important that mission management monitor mission personnel activities to spot and correct when established procedures and safe practices are not followed.
3. In our desire to save lives, we must also evaluate the probability of finding survivors in terms of operational risk. The statistical probability of locating live survivors declines with every day following their presumed crash. Thus weather which might be considered marginally acceptable the first day of a search might well be unacceptable the tenth day of a search.
4. Flight operations are affected by winds, moisture and density altitude. Each airplane and crew brings a different situation to be considered and evaluated by mission management. Some evaluation factors include crew experience in the search area, aircraft suitability for the terrain and crew familiarity with the aircraft. There may be many variations and few ‘hard’ rules can be made.
5. Wing management depends upon the CAP Incident Commander to provide guidance as to the continuing suitability of a particular base for the mission. The Mission Safety Officer can assist the SMC to perform an evaluation of the continuing risk management of the mission and the base. He/She does this by helping insure all areas of the mission are being continually evaluated; elapsed time since incident, existing/forecast weather at the base and in the operational area, personnel capability and fatigue are considered during the process.

Additional Information

Additional information may be found in CAPR 62-1 and CAPR 62-2.

Evaluation Preparation

Setup: A specific facility is used as the mission base and specific search areas should be provided to the trainee to determine the ability to continue the search under the current conditions.

Brief the Trainee: The trainee is to obtain current and forecast weather for the mission base and the search areas. From that information the trainee is to provide a recommendation to the Incident Commander to continue, suspend, or move the operations. Weather conditions may be simulated by the evaluator.

Evaluation

Performance measures

Results

1. Provide recommendation and why for the following for the next 24 hours:

- | | | |
|---|---|---|
| a. Operations from the mission base (continue, suspend, or move) | P | F |
| b. Flight operations in the current search areas (continue, suspend, move) | P | F |
| c. Ground team operations in the current search areas (continue, suspend, move) | 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.

C-0004
CONDUCT GROUND TEAM SAFETY BRIEFING

CONDITIONS

You are a Mission Safety Officer at a mission base. Ground teams must be briefed on safe operations in the field.

OBJECTIVE

Prepare a safety briefing for ground teams participating in the mission.

TRAINING AND EVALUATION

Training Outline

1. Ground teams should be properly briefed before they are dispatched from a mission base. The Ground Branch Director, Resource Unit Leader, or other assigned individual is responsible for briefing mission-related tasks such as staging areas, communications, and recall. Ground teams are under the direction of the Ground Team Leader. That person is entrusted with the safety and operation of his/her team. The Mission Safety Officer can assist the Leader in reminding the team personnel of safety related items. You may need to brief teams about safe vehicle operation per the laws of the host state (especially for out of state personnel), local hazards; controlling fatigue and dehydration; dangerous or poisonous animals, insects, plants, etc; traffic or driving hazards; impending weather, etc.
2. Ground Teams clothing and equipment should offer protection for the weather and terrain of operation. One concern is adequate visibility and at least orange vests on every team member are mandatory. See the Ground and Urban Direction Finding Team Reference Text for equipment. The Team Leader or Ground Branch Director will generally be responsible for team equipment inspections.

Additional Information

Additional information can be found in the Ground and Urban Direction Finding Team Reference Texts and Task Guides.

Evaluation Preparation

Setup: A setup for ground search should be established to provide the trainee sufficient information to conduct and develop the required briefing. Among the ground team personnel are members from out of state.

Brief the trainee: As the Mission Safety Officer, you must provide the Ground Branch Director a safety briefing for the ground teams. It should cover vehicle, field, travel, and clothing safety issues.

Evaluation

Performance measures

Results

Using your ground team safety briefing, provide the following information:

- | | | |
|---|---|---|
| 1. What dangerous/poisonous animals can they expect to find in the area? | P | F |
| 2. What is the expected weather and any severe weather problems expected? | P | F |
| 3. What specific vehicle safety issues should they be briefed? | 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.

C-0005
CONDUCT AIRCREW SAFETY BRIEFING

CONDITIONS

You are the Mission Safety Officer at a mission base preparing a safety briefing for aircrew.

OBJECTIVE

Prepare a safety briefing for use by the Air Operations Branch Director in briefing aircrews.

TRAINING AND EVALUATION

Training Outline

1. Taxiing and other airport safety factors should be included in this briefing. These were probably also included in the taxi plans. Other factors such as current or forecast adverse weather conditions should also be included in the briefing.
2. You may need to help remind crews of proper crew rest requirements, importance of following established procedures and regulations, and any local flying hazards.

Additional Information

Additional information can be found in CAPR 60-1 as well as current mission scanner and observer training materials.

Evaluation Preparation

Setup: Provide a taxi, fueling, and ground operations plan to the trainee. Current and forecast weather conditions should be provided to the trainee.

Briefing the Trainee: Brief the trainee on the plans listed, weather, and provide answers to any questions for additional information that might be necessary for the aircrew safety briefing.

Evaluation

Performance measures

Results

1. Develop an aircrew safety briefing for this mission.

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.

REPORTING AND HANDLING MISHAPS INVOLVING CAP PERSONNEL

CONDITIONS

You are the Mission Safety Officer at a mission base where a mishap has occurred.

OBJECTIVE

Properly fill out the required mishap reporting paperwork.

TRAINING AND EVALUATION

Training Outline

CAP Forms 78 and 79 are the primary reporting mechanism for CAP incidents and mishaps. The guidance for completing them is found in CAPR 62-1/62-2. Should you have to report a CAP incident or mishap, follow that guidance carefully and completely. If the incident is serious, such as involving serious injury, loss of life, or a destroyed vehicle or aircraft you should receive significant assistance from the Wing Command section. Do **not** investigate mishaps which the directives tell you not to unless cleared or directed to do so by National HQ/GC.

Additional Information

Additional information is found in CAPR 62-1 and CAPR 62-2.

Evaluation Preparation

Setup: Prepare a scenario involving a mission related mishap for either an aircraft, a vehicle, or at the mission base. Act as the subject for the interview and provide the necessary information.

Briefing the Trainee: Brief the scenario to the trainee.

Evaluation

Performance measures

Results

1. Conduct an interview and complete the incident reporting forms.

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.

C-0007
PREPARING SAFETY GUIDANCE FOR NON-PARTICIPANTS

CONDITIONS

You are the Mission Safety Officer at a mission base where non-participants arrive to be close to the search of their loved one.

OBJECTIVE

Brief the non-participants on the safety items critical to them and the safety of their visit.

TRAINING AND EVALUATION

Training Outline

1. Non-participants – such as family members, Media and friends – bring special challenges to the base. These people are frequently not knowledgeable of the tools with which we work and the safety challenges they bring. It is neither practical nor possible to exclude non-mission personnel from a mission base, therefore it is desirable that a concise safety briefing be generated to insure they are aware of and stay away from areas and activities that could prove hazardous.
2. The Mission Safety Officer must assume that any potential hazard on the base will trigger a mishap if not specifically briefed. This includes all the hazards called out in the mission base briefing plus any identified since then. While communications cables and power cords may be obvious to ES workers, they may be invisible to those whose minds are totally focused on the incident.
3. Many of these items can be called out during a courtesy tour of the base – an excellent task for the Mission Safety Officer as it affords him the opportunity to make another informal base inspection.
4. As a general rule, try to help the Information Officer tactfully keep visitors out of at least three places: the ICs office, the communications center, and the flight line. While none of these are “restricted areas” in the classic sense, they are sensitive or hazardous areas and non-qualified visitors there can add to confusion or interfere with mission operations. In family visitation, it is also desired to avoid family members from overhearing any negative news from the search not coming from official channels.

Additional Information

Additional information is available from Chaplain Services on Family Liaison Duties.

Evaluation Preparation

Setup: Supply an individual or individuals to be briefed by the trainee. Also, a “mission base” must be supplied.

Briefing the Trainee: Some family members arrive to see the operations. Provide them with a tour of the facility while briefing them on safety items.

Evaluation

Performance measures

Results

1. Using the mission base briefing as a guide, conduct a tour and safety briefing.

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.

C-0008
MONITOR CREW REST, FATIGUE, AND STRESS

CONDITIONS

You are the Mission Safety Officer at a mission base.

OBJECTIVE

Learn the symptoms of fatigue and stress. Also monitor that participants are receiving sufficient crew rest.

TRAINING AND EVALUATION

Training Outline

1. The most significant safety hazard to CAP mission operations is fatigue. Fatigue is a problem as it tends to occur all or much of the time. Fatigue is more than being physically tired. It is also reflected in being mentally tired. Mental fatigue can be more serious than physical fatigue as it leads to errors and faulty judgment. Either of these may not be obvious to the individual nor his co-workers. Faulty judgment and the resulting errors are arguably the largest single cause of accidents involving moving vehicles, air or ground. Fatigue is a problem, which is intensified with aging. It is believed that as we age, we tire more easily and cognitive ability may diminish. These are some of the reasons for the FAA's Age 60 Retirement rule for airline pilots.
2. Many people attempt to counter the effects of fatigue with stimulants such as coffee or caffeine-laden beverages – which will hasten dehydration. These are only 'Band-Aids' or short-term interventions. They may result in a brief period of enhanced alertness but the fatigue level will soon return at even a higher level. The sole cure for fatigue is adequate, uninterrupted rest.
3. Fatigue leads to stress as the individual recognizes he/she is not up to his usual standards of performance and starts 'pushing' to regain normal performance. This stress will dissipate when adequate rest resolves the fatigue issue.
4. Monitoring participant fatigue and stress is both difficult – due to the changing participants -- and necessary. The Mission Safety Officer should help watch for indications of fatigue and assist section heads in monitoring duty hours. There are some signs of fatigue and stress which are subtle and others with which you can easily see. An obvious indicator is the inability of a crewmember to focus or concentrate on a task.
5. The Best remedy is the above-cited cure: rest. That is frequently easier to preach than to enforce and the Mission Safety Officer may have to intervene directly with the Incident Commander or Operations Section Chief and suggest that the crew is in need of crew rest.

Additional Information

Additional information may be found in CAPR 60-1.

Evaluation Preparation

Setup: Develop a scenario that requires flying over several days with several aircraft and crews (there should be more crews than aircraft).

Briefing the Trainee: Brief the scenario to the trainee and ask the trainee to assist the Incident Commander by developing a plan that will allow sufficient crew rest and maximum sorties per day.

Evaluation

Performance measures

Results

- | | | |
|--|---|---|
| 1. Describe two symptoms of fatigue | P | F |
| 2. Develop a plan to provide crew rest and maximum sorties over the required number of days. | 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.

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.

P-1001
DEVELOP AIRCRAFT & GROUND OPERATIONS SAFETY PLAN

CONDITIONS

You are a Mission Safety Officer at a mission base/airport. You must develop a plan for the safe operation of aircraft on the ground.

OBJECTIVE

Inspect the ramp and airport diagram to determine safe parking, taxiing, and fueling of aircraft during mission operations. The Mission Safety Officer develops a written briefing for the aircrews for ground operations during the mission. Also, safety plans are required for designated mission bases (not temporary use facilities).

TRAINING AND EVALUATION

Training Outline

1. Objects on the surface, which can be struck by part of a taxiing airplane. These include, but are not limited to objects such as signs, other airplanes, vehicles, people and animals. These also include objects on the taxiway surface that will be struck if the taxiing surface fails – such as a nose wheel entering a pothole. Many of these problems are worsened by obstructions to visibility such as weeds on the surface, crowded parking areas and narrow taxiways.
2. Unstable surface, which allows the pilot to lose control of the airplane: this includes wet or icy surfaces, which are particularly demanding when unexpected.
3. Winds of any magnitude from a direction not favoring the active runway. The greater the wind velocity, the greater the wind hazard, regardless of its direction. It stands to reason that strong winds may be a legitimate reason to terminate flight operations at that field for the time.
4. Environmental protection laws require that appreciable quantities of spilled hazardous fluids be contained, picked up and disposed of properly. Fuel vendors may be accountable for dealing with fuel spills during fueling but it may be a user (CAP) or airport issue. Additional requirements may be levied on activities such as aircraft de-icing – fluid runoff – oil changes and hydraulic spills. The Mission Safety Officer should determine what actions must be taken to deal with hazardous material spills to comply with the law. The Mission Safety Officer should brief or establish checklist-style guidance for mission base personnel to deal with spills appropriately.
5. The purpose of refueling is to put a known quantity of a specified flammable liquid into an aircraft. This means putting only the right type of fuel from clean dispensing equipment into the proper fuel tanks in the proper aircraft. Further the connection between the airplane and fueling apparatus and appropriate electrical bonding to ground to prevent static electricity build-up during fueling must be made correctly and in the proper order. In general:
 - a. The airplane must be properly grounded to earth through a [spring-clip] connection and wiring. This may occur through a grounding wire from the fuel dispenser/truck or from a separate ground wire source.
 - b. The fuel dispenser/truck must be bonded to the airplane and to earth, preferably both.

- c. The fuel-dispensing nozzle should be checked for cleanliness and proper type – aviation gasoline of the proper octane rating vs. jet fuel – before it is inserted into the fuel tank. The usual type of aviation fuel is called “100LL” – signifying “100 Octane, Low-Lead” – with “80” – signifying “80 Octane” -- being used in some of our mission airplanes. Any other fuel marking or identification is cause for questioning.
- d. The fuel nozzle should make contact with the metal side of the filler neck during the entire time fuel is flowing into the tank.
- e. Grounding wires should not be removed until after fueling is complete.
- f. Normally, fueling is not accomplished during severe weather or with thunderstorms nearby.

Normally, the Fixed Base Operator is responsible for accomplishing safe refueling operations. The Mission Safety Officer should spot-check refueling operations to insure safe practices are followed.

Additional Information

Additional information may be found in CAPR 62-1 and CAPR 62-2.

Evaluation Preparation

Setup: The trainee must be at a mission base facility. The Evaluator should be aware of any aircraft ground operations safety issues or personally inspect the area to become familiar with it before the trainee begins.

Brief the trainee: The trainee is expected to plan for mission operations that will utilize at least 10 aircraft and run at least one day with each aircraft expected to fly 3 sorties of 2 hours each. The trainee is expected to create a briefing that will encompass all aspects of safe ground operations.

Evaluation

Performance measures

Results

1. Using your aircraft ground operations briefing, answer the following:

- | | | | |
|--|--|---|---|
| a. Are there any obstructions to taxiing? | | P | F |
| b. Is the area clear of FOD? | | P | F |
| c. What are the current taxiway conditions? | | P | F |
| d. What is the taxi plan? | | P | F |
| e. What is the refueling plan? | | P | F |
| f. What should be done in the case of a fuel spill? | | P | F |
| g. Are current winds favorable to taxi and takeoff/landing operations? | | P | F |

2. Is the aircraft ground operation safety plan complete? 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.

SPECIALTY QUALIFICATION TRAINING RECORD (SQTR)
Mission Safety Officer

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 mission safety officer 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 mission safety officer 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 C-0002 Mission Safety Inspection	
Complete Task C-0003 Analyze safety of mission operations	
Complete Task C-0004 Conduct Ground Team Safety Briefing	
Complete Task C-0005 Conduct Aircrew Safety Briefing	
Complete Task C-0006 Reporting & Handling Mishaps involving CAP personnel	
Complete Task C-0007 Preparing safety guidance for non-participants	
Complete Task C-0008 Monitor crew rest, fatigue, and stress	
Complete Task P-1001 Develop aircraft & ground operations safety plan	
Complete Task P-0101 Demonstrate the ability to keep a log	
Complete Task L-0001 Basic Communications Procedures for ES Operations	
Complete Basic Communications User Training	
Complete the appropriate portion of CAPT 117, <i>Emergency Services Continuing Education examinations</i>	

Exercise Participation

The above listed member satisfactorily participated as a mission safety officer trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE

DATE

The above listed member satisfactorily participated as a mission safety officer 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 mission safety officer 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