

MEMORANDUM FOR CAP REGION COMMANDERS  
CAP WING COMMANDERS  
CAP-USAF LIAISON REGION COMMANDERS  
CAP-USAF STATE DIRECTORS

FROM: CAP-USAF/CC and CAP/CC  
105 South Hansell Street  
Maxwell AFB AL 36112-6332

SUBJECT: Biennial Search and Rescue/Disaster Relief (SAR/DR) and Counterdrug (C/D)  
Evaluation

1. Several years ago, our organization transitioned to a biennial SAR/DR/CD evaluation cycle. Evaluation Guidance is contained in the Pamphlet 12 publication. This publication has been updated to reflect our current evaluation philosophy of compliance orientation coupled with process analysis.
2. Our organization moved to the 2-year evaluation cycle to permit individual wings to focus upon on training during the non-evaluation year. Each wing was required to hold a minimum of one major (ie complete mission base) SAR/DR/CD monitored training exercise (a minimum of two for geographically large wings not able to get a significant number of their people and resources to one statewide location) each year. The timing of the monitored training exercises must permit CAP-USAF LR personnel to attend. Additionally, the goal for monitored exercises as well as evaluations is to have all corporate aircraft and a majority of corporate vehicles present, as well as a significant number of qualified wing volunteer members. Monitored Training Exercise scenarios are to be developed by the wing volunteers, with assistance from the State Directors office as needed. Liaison Region personnel retain the responsibility for development of evaluation scenarios. In either case, scenarios will be developed that permit demonstration/evaluation of CAP's core competency missions (SAR/DR, CD, Slow Scan, Digital Photography, etc)
3. Moving to a biennial SAR/DR/CD evaluation cycle has given our wings the opportunity to focus on training for tomorrow's missions. Now more than ever, we must be prepared to meet our Nation's calling—whatever that may be. Thorough, well planned training in concert with professional evaluation and feedback are the key to our success in meeting this goal

ALBERT A. ALLENBACK  
Colonel, USAF  
Commander, CAP-USAF

RICHARD L. BOWLING  
Brigadier General  
National Commander



## EVALUATION GUIDANCE

**1. GENERAL.** This evaluation guide has been coordinated with CAP and CAP-USAF. It will be used to conduct SAR, DR, and CD evaluations and is designed to measure the effectiveness of the wing's operational capabilities. This guide may be supplemented by the liaison region to meet region unique requirements. The guide encompasses guidance found primarily in CAPR's 60-1 and 60-3. Some evaluation items do not have a specific reference to a current publication, but are consistent with sound judgment and employment of CAP resources.

**2. TRAINING.** CAP-USAF expects training to be conducted on a continuing basis. Training of personnel during annual operations evaluations is encouraged and may be conducted as long as a *qualified* CAP member is responsible for each functional area and serves as head of that function.

**3. RATINGS.** Liaison Regions will make a subjective evaluation of each area and award a corresponding rating. CAP-USAF Liaison Regions will use the following definitions when awarding these ratings:

**a. OUTSTANDING (O):** Performance and operations far exceeds mission requirements.

Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few minor discrepancies may exist.

**b. EXCELLENT (E):** Performance and operations exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed; however, minor deficiencies and discrepancies may exist which do not negatively impact mission execution or success.

**c. SATISFACTORY (S):** Performance and operations meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies and/or discrepancies may exist but do not impede or limit mission execution or success..

**d. MARGINAL (M):** Performance and/or operations does not fully meet some mission requirements. Procedures and/or activities are not carried out in an efficient and/or effective manner. Resources and programs are not efficiently managed. Deficiencies and/or discrepancies noted impede or limit mission execution or success.

**e. UNSATISFACTORY (U):** Performance and/or operations does not meet mission requirements. Procedures and/or activities are not carried out in an adequate manner. Resources and/or programs are not adequately managed. Significant deficiencies and/or discrepancies exist that preclude or seriously limit mission execution or success or endanger personnel or resources.

**f. NOT EVALUATED (NE):** Areas not applicable to the specific exercise or functional areas that the evaluator could not adequately evaluate. Scenarios may be "table topped" to minimize Not Evaluated ratings. Evaluators will include comments when sections, or major portions of individual sections in the evaluation are not evaluated.

**g. DISCREPANCY:** An inconsistency or difference from formal guidance.

**f. DEFICIENCY:** An absence or lack of an essential element.

**i. INDIVIDUAL ITEM GRADES.** Any item marked "O", "M", "U", "NE" or "NO" requires

comments from the evaluator. Evaluators are highly encouraged to include remarks in all areas of the checklists. These remarks can be effective tools to assist the wing in identifying ways to improve performance and operations as well as provide crosstell to other wings. A written reply from the wing, with corrective actions, will be required for functional areas receiving an Unsatisfactory or Marginal rating. less than a satisfactory rating. These replies will be due to the Air Force Liaison Region Office no later than 45 days following receipt of the final report.

**4. OVERALL RATINGS.** After all individual grades are compiled, the evaluation team will determine an overall grade for the exercise. The overall grade is based on the combination of grades in each functional area as well as overall performance. The liaison regions have the flexibility to develop their own criteria to determine the overall grade.

**5. SPECIAL INSTRUCTIONS/REQUIREMENTS.** Prior to a scheduled evaluation, the liaison region will send an Evaluation Notice Letter at least 45 days in advance to the respective wing, and an information copy to the liaison office, detailing any special instructions or requirements for the evaluation. These instructions must be followed carefully. Non-compliance could result in a lower overall rating. Following the evaluation, the CAP-USAF Liaison Region shall prepare a report to include as a minimum: the Mission Score Sheet, the Wing Resource Information Sheet, all completed Aircraft or Vehicle Inspection Checklists, the Mission Staff Assignment Chart, and a summary of each functional area. A copy of the report will be sent to the evaluated wing commander, wing liaison office, CAP region commander, and HQ CAP-USAF/XO.

#### **6. WING RESOURCE INFORMATION SHEET.**

**a. Part A.** The evaluated wing will provide the Evaluator Team Chief with a current list of all wing resources (see page ix) not later than the day of the evaluation. A complete list of all state and local Memorandum of Understanding(s) (MOU) or agreements with outside agencies will also be included.

**b. Part B.** The evaluated wing will fill out information requested for each “mission base” established to support of the evaluation on the day of the evaluation. Evaluators will summarize all “mission bases” and include this information at the end of the scenario description.

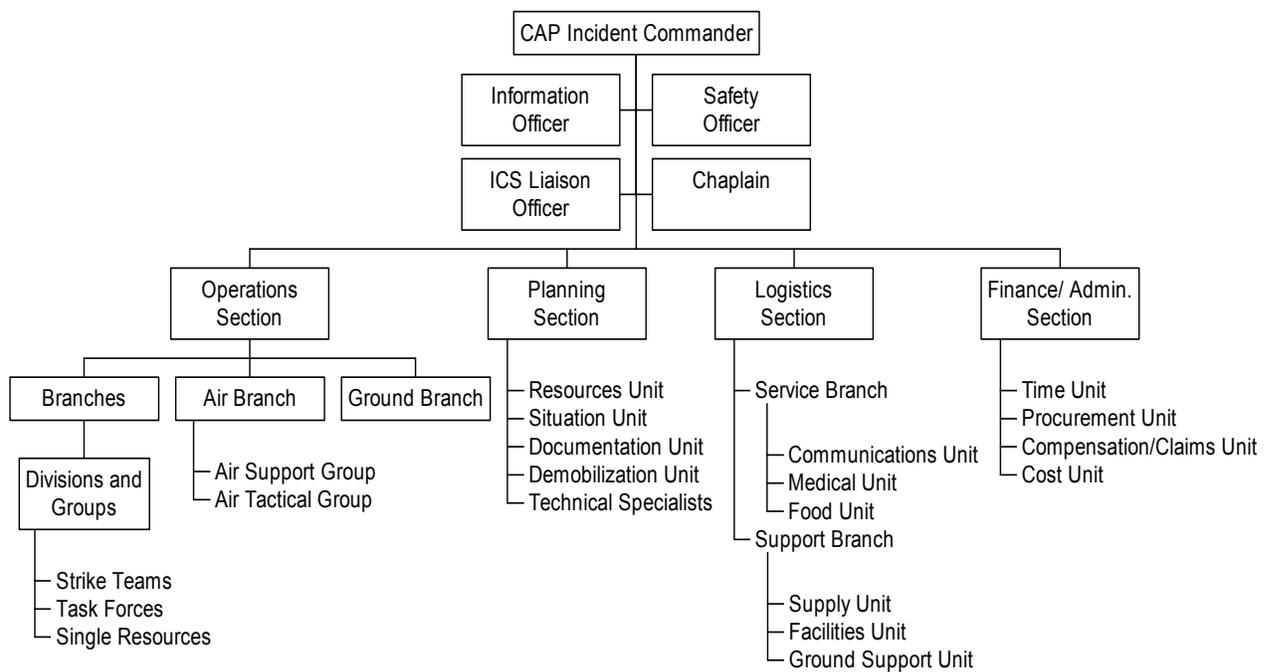
**7. IN-BRIEF.** The evaluation team will meet with the wing commander and/or designated representatives before the exercise begins to clearly communicate the purpose of the evaluation and the actions of the evaluation team. At a minimum, the following issues should be presented during the in-brief:

- a.** The Region’s grading philosophy
- b.** Inspectors’ roles
  - c.** Brief what training may take place during the evaluation
- d.** Short term plans should a real world tasking occur
- e.** Anticipated outside agency participation
- f.** Special Interest Items
- g.** Discuss the wing’s organizational structure for the exercise. If the wing decides to use a modified ICS structure, this should be conveyed to the team before the exercise begins. This information ensures the team thoroughly understands the organization and responsibilities. It is incumbent on the evaluated wing to accurately identify a responsible individual for each functional area and responsibility.
- h.** Special or region unique procedures: if the liaison region adopts special procedures, they should be applied consistently across the region and discussed with the wing at this time.

**8. MEASURES OF SUCCESS.** The final report should include some measurement of success for each functional area. Some examples of measurement are: How effective was the initial “hasty” search plan? How effective was the Incident Action Plan? Were risks identified in the risk management assessment mitigated? What percentage of targets were found by exercise aircrews? How long did it take to detect/find exercise ELT beacons? How effective were damage assessments? How effective were counterdrug missions?

**9. COUNTERDRUG ASSESSMENT.** In addition to performing typical CD mission taskings (examples: agent/evidence transportation, marijuana field searches, etc.) the wing's CD program will be evaluated by a review of its operations plan and mission records. The liaison region commander has complete latitude on how this will be accomplished in his/her region. For example, instead of being conducted during the normal SAR/DR evaluation process, the liaison region commander has the option of conducting the CD mission paperwork review during a staff assistance or other wing visit. In addition, the flying portion of the CD evaluation can be conducted during an actual CD mission or during a separately scheduled flying event. Wing CD officers must be prepared for a thorough review of all their mission paperwork as well as being able to show an accounting of how all administrative funds (15%) were spent. Additional information can be found in the CD section beginning on page 16-1 of this guide.

**10. MISSION STAFF ASSIGNMENT CHART.** Fill in the name(s) of qualified individuals assigned to each of the following positions. Organization elements are activated as needed.



**NOTE: All director billets should be filled. Positions not filled due to scenario, member availability, or other circumstances will be identified prior to initiating the evaluation.**

## KEY MISSION PERSONNEL

### Position

### Name & Grade

CAP Incident Commander

Deputy CAP IC

Information Officer

Deputy Information Officer

Safety Officer

Deputy Safety Officer

Agency Liaison Officer

Deputy Agency Liaison Officer

Chaplain

### Operations Section

Operations Section Chief

Deputy Operations Section Chief

Air Operations Branch Director

Deputy Air Branch Director

Air Support Group Supervisor

Air Tactical Group Supervisor

Ground Branch Director

Deputy Ground Branch Director

Division/Group Supervisor

### Planning Section

Planning Section Chief

Deputy Planning Section Chief

Resources Unit Leader

Resources Unit Manager

Situation Unit Leader

Situation Unit Manager

Documentation Unit Leader

Documentation Unit Manager

Demobilization Unit Leader

Demobilization Unit Manager

Technical Specialist

Logistics Section

Logistics Section Chief  
Deputy Logistics Section Chief  
Service Branch Director  
Deputy Service Branch Director  
Communications Unit Leader  
Communications Unit Manager  
Medical Unit Leader  
Medical Unit Manager  
Food Unit Leader  
Food Unit Manager  
Support Branch Director  
Deputy Support Branch Director  
Supply Unit Leader  
Supply Unit Manager  
Facilities Unit Leader  
Facilities Unit Manager  
Ground Support Unit Leader  
Ground Support Unit Manager

Finance/Administration Section

Finance/Administration Section Chief  
Deputy Finance/Administration Section Chief  
Time Unit Leader  
Time Unit Manager  
Procurement Unit Leader  
Procurement Unit Manager  
Compensation/Claims Unit Leader  
Compensation/Claims Unit Manager  
Cost Unit Leader  
Cost Unit Manager

## MISSION SCORE SHEET

WING:

OVERALL WING RATING:

MISSION BASE LOCATION:

DATE

DIRECTORATE

POINT OF CONTACT

RATING

1. CAP INCIDENT COMMANDER	<u>Satisfactory</u>
2. SAFETY OFFICER	<u>Satisfactory</u>
3. INFORMATION OFFICER	<u>Satisfactory</u>
4. CHAPLAIN	<u>Satisfactory</u>
5. AGENCY LIAISON OFFICER	<u>Satisfactory</u>
6. OPERATIONS SECTION CHIEF	<u>Satisfactory</u>
7. AIR OPERATIONS BRANCH DIRECTOR	<u>Satisfactory</u>
8. AIRCREWS	<u>Satisfactory</u>
9. AIR SUPPORT GROUP SUPERVISOR	<u>Satisfactory</u>
10. GROUND BRANCH DIRECTOR	<u>Satisfactory</u>
11. GROUND TEAMS	<u>Satisfactory</u>
12. FINANCE/ADMINISTRATION SECTION CHIEF	<u>Satisfactory</u>
13. LOGISTICS SECTION CHIEF	<u>Satisfactory</u>
14. COMMUNICATIONS UNIT LEADER	<u>Satisfactory</u>
15. PLANNING SECTION CHIEF	<u>Satisfactory</u>
16. COUNTERDRUG PROGRAM	<u>Satisfactory</u>

# WING RESOURCE INFORMATION SHEET

**PART A.** (To be filled out by the respective CAP Wing **PRIOR** to the evaluation.)

The following information is for the      CAP Wing, as of

	<u>SAR/DR</u>	<u>CD</u>
Number of members Ground Team (GSAR) qualified	—	
Number of <u>qualified</u> Incident Commanders:	—	
Number of <u>qualified</u> Mission Pilots:	—	
Number of <u>qualified</u> Mission Observers:	—	—
Number of <u>qualified</u> Mission Scanners:	—	
Number of cadets:		

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Number of Corporate Aircraft:

Number of Member Owned Aircraft:

Number of Vehicles, excluding trailers:

Current national, state, and local MOUs/MOAs and effective date:

	<u>Title</u>	<u>Agency</u>	<u>Effective Date</u>
1.			
2.			
3.			
4.			
5.			

**PART B. MISSION BASE INFORMATION** (To be filled out **DURING** the evaluation)

Mission Base:

Number of qualified Ground Teams members participating \_\_\_\_\_

Number of qualified Incident Commanders participating:

Number of qualified Mission Pilots participating:

Number of qualified Mission Observers participating:

Number of qualified Mission Scanners participating:

Total number of Senior Members participating:

Total number of Cadets participating:

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Total number of Aircraft at location:

Corporate aircraft:

Member owned aircraft:

Number of Corporate Vehicles at this location:

Weather conditions:

Actual Media coverage:

## EVALUATION SCENARIO

BRIEF DESCRIPTION:

MISSION BASE TOTALS:	Base #1	Base #2	Base #3	Base #4
Number of Senior Members participating:	—	—	—	
Number of Cadets participating:	—	—	—	
Total number of Aircraft at location:	—	—	—	
Number of Corporate Vehicles at this location:	—	—	—	

## INCIDENT COMMANDER

**NOTE:** Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Did the Incident Commander (IC) possess a current Specialty Qualification Training Card (CAPF 101T-IC) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3b and 2-4)

NE  NO  YES

Remarks:

2. Did the IC have a mission kit available, containing regulations, manuals, maps, forms, checklists, resource directives, etc.? (CAPR 60-3, para 1-4b9)

NE  NO

YES

Remarks:

3. Did the IC conduct the initial group briefing and were the following factors covered in the briefing? (CAPR 60-3, para 4-5, & 4-6)

a. Were the mission objective(s) clearly stated? NE  NO  YES

b. Were ground and flight safety emphasized during the briefing? NE  NO  YES

c. Did the briefing include communications frequencies and call signs?  
NE  NO  YES

d. Did the briefing include guidance to preface major/critical exercise messages, as "this is an exercise message"?  
NE  NO  YES

e. Did the briefing include unique information about the airfield and operating area?  
NE  NO  YES

f. If marshallars were to be used on the flightline, were pilots directed to follow marshallars' instructions? NE  NO

YES

g. Did the briefing provide information bringing all mission personnel up to date on developments in the mission? NE  NO  YES

h. Did the briefing include the plan on how to achieve the mission objectives?  
NE  NO  YES

Remarks:

4. Did the IC effectively select, brief and assign functions to the command and general staff to ensure maximum efficiency and economy of operations? (CAPR 60-3, para 1-11 and 8-3)

NE  NO  YES

Remarks:

5. Did the IC direct dispatch of aircraft as quickly and safely as possible to accomplish a preliminary search? (CAPR 60-3, para 1-13a1)

NE  NO  YES

Remarks:

6. Did the IC integrate risk management into all operations at the mission base by performing a risk management assessment? (CAPR 60-3, para 1-10 and 4-6 and Atch 3)

NE  NO  YES

Remarks:

7. Was the IC able to effectively use the space chosen for the mission base to facilitate the flow of traffic and maximize efficiency of the operation?

NE  NO  YES

Remarks:

8. Was the IC's staff able to successfully compute and/or update the Probability of Detection? (CAPR 60-3, para 4-10c and National SAR Manual, 4-14)

NE  NO  YES

Remarks:

9. Did the IC maintain a thorough log of mission activity and significant events to convey a clear and accurate history of mission activity? (CAPR 60-4, Vol 1, Part 1, para 2-1 & 9-2)

NE  NO  YES

Remarks:

10. Was a situation map available? Were leads posted on the map? Was the mission progress plotted on the map? (CAPR 60-3, para 1-12e)

NE  NO  YES

Remarks:

11. Was a mission status board available, kept current with up-to-date information, and visible to mission personnel? Did it contain the following information (as a minimum)? (CAPR 60-3, para 1-12f)

- a. Critical briefing items. The incident action plan can facilitate this.
- 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. Status of restricted areas.

NE  NO  YES

Remarks:

12. Did the IC keep the controlling agency updated on the mission? Periodic updates approximately every 4 hours are suggested, with a summary report of the day's activities submitted at the end of the day or at the close of the mission. This is normally accomplished by completing a CAPF 122. (CAPR 60-3 para 1-12i)

NE  NO  YES

Remarks:

13. Was releasable information from CAP missions given promptly to news media representatives? Did the IC coordinate press releases with the agency being supported (AFRCC, AFNSEP, FEMA, etc.) (CAPR 60-3, para 1-7)

NE  NO  YES

Remarks:

14. Did the IC approve the Incident Action Plan (ICS Forms 202-206)? (CAPR 60-4, Vol 1, Part 1, para 3-2)

NE  NO  YES

Remarks:

15. Did the IC prepare and distribute the Incident Briefing (ICS Form 201)? (CAPR 60-4, Vol 1, Part 1, para 2-2 & 2-3)

NE  NO  YES

Remarks:

16. Did the IC initiate and update the CAPF 115 (CAP Emergency Services Mission Folder) throughout the mission? (CAPR 60-3, para 1-18 & CAPR 60-4, Vol 1, Part 1, para 21-2)

NE  NO  YES

Remarks:

17. Did the IC possess a current wing alert roster? (CAPR 60-3, para 1-9.a.)

NE  NO  YES

Remarks:

18. Was the IC familiar with the procedures for requesting additional resources to support the incident, when necessary? (CAPR 60-3, para 1-15a)

NE  NO  YES

Remarks:

19. Did the IC demonstrate a thorough understanding of procedures required for requesting reimbursement of mission expenses? (CAPR 60-3, para 3-6)

NE  NO  YES

Remarks:

20. Did the IC ensure personnel performing mission activities had sufficient rest to safely complete their assignments? (The crew will not fly more than 10 hours during a 14-hour crew duty day. The crew duty day begins upon reporting for the CAP activity or 1 hour before start of the first flight, whichever occurs first and ends 1 hour after completion of the last flight of the day.) At least 10 hours of crew rest should be provided between duty days. (CAPR 60-1 para 2-14)

NE  NO  YES

Remarks:

21. For Disaster Relief missions, was the information required for a Tempest Rapid report provided to the wing liaison office each day? (CAPR 60-3, para 7-7)

NE  NO  YES

Remarks:

22. Did the IC keep subordinate participating personnel fully informed of plans and status of the mission so individual aircrews and ground teams could make sound decisions? (CAPR 60-3, para 4-6)

NE  NO  YES

Remarks:

23. What specific actions did you observe that exceed the minimum requirements of this functional area ?

Remarks:

24. How effective was the IC in performing assigned duties?

NE  U  M  S  E  O

Remarks:

## **SAFETY OFFICER**

**NOTE:** Most references are to CAPR 60-3. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Did the Safety Officer (SO) possess a current Specialty Qualification Training Card (CAPF 101-MSO) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3 v and 2-4)

NE  NO  YES

Remarks:

2. Was the individual proficient and current? (Performed this function at a mission base within the past 2 years)? (CAPR 60-3, para 2-4)

NE  NO  YES

Remarks:

3. Did the SO, in conjunction with the Incident Commander, implement a risk management mechanism? (CAP 60-3, para 8-3, b 2, and atch 3)

NE  NO  YES

Some factors to consider:

- a. Mission staff experience?
- b. Communication systems adequately meet needs?
- c. Overall condition of personnel and resources?
- d. Weather conditions?
- e. Working environment?

Remarks:

4. Did the SO, in conjunction with the Incident Commander, ensure all participating members were briefed on the factors in question 3 above? (CAPR 60-3, para 4-6)

NE  NO  YES

Remarks:

5. Did the SO conduct and document random inspections of participating aircraft and land vehicles prior to mission execution? (Note: This is not required of the Safety Officer, but is often done as time allows, without interfering with normal operations.)

NE  NO  YES

Remarks:

6. Did the SO receive "safety critical" information from aircrew and ground debriefs? (CAPR 60-3, para 4-10 d)

NE  NO  YES

Remarks:

7. Were appropriate safety forms available in the incident commander kit in the event of an accident or incident during the mission? (CAPR 60-3, para 1-4b9)

NE  NO  YES

Remarks:

8. Did the SO regularly monitor safety conditions and develop measures for ensuring the safety of all assigned personnel? (CAPR 60-3, para 8-3 b 2)

NE  NO  YES

Remarks:

9. Did the SO review the Medical Plan portion of the Incident Action Plan? (CAPR 60-4, Vol 1, Part 1, para 3-8b)

NE  NO  YES

Remarks:

10. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

11. How effective was the Safety Officer in performing assigned duties? NE  U  M  S  E  O

Remarks:

## INFORMATION OFFICER

**NOTE:** Most references are to CAPR 60-3, unless otherwise noted.

1. Did the Information Officer (IO) possess a current Specialty Qualification Training Card (CAPF 101-IO) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3 q and para 2-4)

NE  NO  YES

Remarks:

2. Was the IO the point of contact for the media and other organizations seeking information directly from the incident or event? (CAPR 60-3, para 8-3 b 1)

NE  NO  YES

Remarks:

3. Did the IO prepare an accurate and effective initial news release based on information from the mission in-briefing? (CAPR 60-3, para 1-7)

NE  NO  YES

Remarks:

4. Did the IO coordinate all news releases with the IC and the supported agency prior to release? (CAPR 60-3, para 1-12j)

NE  NO  YES

Remarks:

5. Did the IO have a list of all news media contacts made during the mission? (CAPP 190-1, Page 9-2)

NE  NO  YES

Remarks:

6. Were regularly scheduled media briefings planned to provide updates? (CAPR 60-3, para 1-12j)

NE  NO  YES

Remarks:

7. What specific actions did you observe that exceed the minimum requirements of this position?

Remarks:

8. How effective was the Information Officer in performing his/her duties? NE  U  M  S  E  O

Remarks:

## CHAPLAIN

**NOTE:** Most references are to CAPR 60-3, unless otherwise noted.

1. Did the Chaplain possess a current Specialty Qualification Training Card (CAPF 101-MC) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3x and para 2-4)

NE  NO  YES

Remarks:

2. Did the Chaplain receive a briefing from the Incident Commander and maintain contact with him/her during the mission to keep up to date on mission status? (CAPR 60-3, para 1-12a)

NE  NO  YES

Remarks:

3. Did the chaplain minister to both spiritual and emotional needs of all individuals, families and mission staff alike? (CAPR 60-3, para 8-3 b 4)

NE  NO  YES

Remarks:

4. Did the chaplain arrange for religious services or observances on Sundays and other holy days of obligation? (CAPR 60-3, para 8-3 b 4)

NE  NO  YES

Remarks:

5. Did the chaplain provide pastoral care to the mission staff, survivors and their families? (CAPR 60-3, para 8-3 b 4).

NE  NO  YES

Remarks:

6. Did the Chaplain keep family members away from the mission base flight line and from interfering with ongoing search activities? (Note: Family members should be encouraged to stay away from the mission base, or to only have one responsible member represent the family.) (CAPR 60-3, para 1-12 h)

NE  NO  YES

Remarks:

7. Was the Chaplain trained and conversant in Critical Incident Stress? (CAPR 60-3, para 1-29)

NE  NO  YES

Remarks:

8. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

9. How effective was the Chaplain in performing assigned duties?

NE  U  M  S  E  O

Remarks:

## AGENCY LIAISON

**NOTE 1:** This is not the CAP wing liaison officer.

**NOTE 2:** Most references are to CAPR 60-3, unless otherwise noted.

**NOTE 3:** This duty can be applicable where CAP is supporting another agency (CAP is not the overall Incident Commander) on a large mission and this position is necessary to coordinate CAP's involvement in the overall mission. In some cases, the CAP Incident Commander may fill this role alone. This person may also be coordinating with agencies supporting CAP when CAP is the lead agency/overall Incident Commander.

1. Did the Agency Liaison Officer (ALO) possess a current Specialty Qualification Training Card (CAPF 101T-AL) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3c and 2-4)

NE  NO  YES

Remarks:

2. Did the ALO work closely with the lead agency's incident commander to ensure CAP resources are effectively used and to keep them up to date? (CAPR 60-3 para 1-15c, 4-2b and 6-3c2)

NE  NO  YES

Remarks:

3. Did the ALO notify the controlling agency prior to withdrawal of CAP resources? (CAPR 60-3 para 1-22)

NE  NO  YES

Remarks:

4. Did the ALO pre-plan mutual assistance and eliminate duplication and confusion through joint operating procedures and agreements? (CAPR 60-3 para 7-4)

NE  NO  YES

Remarks:

5. Was the ALO familiar with the responsibilities and capabilities of the area disaster relief organizations and agencies? (CAPR 60-3 para 7-4)?

NE  NO  YES

Remarks:

6. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

7. How effective was the ALO in performing assigned duties?

NE  U  M  S  E  O

Remarks:

**OPERATIONS SECTION CHIEF**

**NOTE:** Most references are to CAPR 60-3, unless otherwise noted.

1. Did the Operations Section Chief (OSC) possess a current Specialty Qualification Training Card (CAPF 101T-OSC) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3d and 2-4)

NE  NO  YES

Remarks:

2. Did the OSC ensure comprehensive briefings were conducted and contained all information considered pertinent? (CAPR 60-3, para 1-12)

NE  NO  YES

Remarks:

3. Did the OSC receive debriefing results from air and ground search crews as soon as possible upon sortie completion and ensure the information was also provided to the planning section? (CAPR 60-3, para 1-12b)

NE  NO  YES

Remarks:

4. Did the OSC's organization structure and function follow the ICS guidance? (CAPR 60-3, para 8-4)

NE  NO  YES

Remarks:

5. Did the OSC assist in the development of the operations portion of the Incident Action Plan? (CAPR 60-4, Vol 1, Part 1, para 3-1)

NE  NO  YES

Remarks:

6. Did the OSC keep subordinate participating personnel fully informed of operational plans and status of the mission so individual aircrews and ground teams could make sound decisions? (CAPR 60-3, para 4-6)

NE  NO  YES

Remarks:

7. Did the OSC ensure safe operations and employ proper risk management procedures? (CAPR 60-3, Atch 3)

NE  NO  YES

Remarks:

8. Did the OSC maintain direct control of all available tactical resources throughout the incident? (CAPR 60-3, para 8-2c and 8-4)

NE  NO  YES

Remarks:

9. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

10. How effective was the Operations Section Chief in performing assigned duties?

NE  U  M  S  E  O

Remarks:

## AIR OPERATIONS BRANCH DIRECTOR

**NOTE:** Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Did the Air Branch Director (AOBD) possess a current Specialty Qualification Training Card (CAPF 101T-AOBD) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3h and 2-4)

NE  NO  YES

Remarks:

2. Did the AOBD receive debriefings from air search crews as soon as possible upon sortie completion and ensure the information was passed to the Operations and Planning Section Chiefs? (CAPR 60-3, para 1-12b)

NE  NO  YES

Remarks:

3. Did the AOBD ensure all leads or objectives were consolidated, posted on a situation map and carefully investigated? (CAPR 60-3, para 1-12c)

NE  NO  YES

Remarks:

4. Did the AOBD direct a preliminary search to cover the likely route of flight with emphasis on high mountain peaks, frozen lakes and areas of severe weather at the time the objective was lost? (CAPR 60-3, para 1-13a 1)

NE  NO  YES

Remarks:

5. After the preliminary search, did the AOBD direct a concentrated search of the most probable areas considering careful analysis of all available information, including flight plan, weather, terrain, pilot habits, etc.? (CAPR 60-3, para 1-13a 2)

NE  NO

YES

Remarks:

6. Were disaster relief efforts supported by accomplishing damage assessment, transporting equipment and supplies, monitoring overall operations, etc., in accordance with requests of the overall IC? (CAPR 60-3, para 1-13b)

NE  NO  YES

Remarks:

7. Did the AOBD ensure safe air operations at all times and employ proper risk management procedures? (CAPR 60-3, para 1-13c and Atch 3)

NE  NO  YES

Remarks:

8. Did the AOBD ensure aircraft equipment was appropriate for the mission (DF, night or IFR equipped, VHF FM Communications, etc.)? (CAPR 60-3, para 1-13c and Atch 3)  
NE  NO  YES

Remarks:

9. Did the AOBD ensure an aircraft was retained to support the ground team(s) until it was no longer needed? (CAPR 60-3, para 1-14c)  
NE  NO  YES

Remarks:

10. Did the AOBD ensure an aircrew-briefing kit was available to all mission pilots? (CAPR 60-3, para 4-7)  
NE  NO  YES

Remarks:

11. Did the air branch have access to the planning section's list of all available aircrews and aircraft? (CAPR 60-3, para 8-5c)  
NE  NO  YES

Remarks:

12. Did the AOBD keep the planning section informed so the mission tracking board could be kept up to date with all assigned missions posted, including takeoff times, ETEs, ETAs and check-ins? (CAPR 60-3, para 1-12f8)  
NE  NO  YES

Remarks:

13. Was weather monitored for adverse or changing weather? (CAPR 60-3, para 1-12f3)  
NE  NO  YES

Remarks:

14. Were suitable briefing/debriefing areas set up for the aircrews and scheduled to allow crews ample time for pre-departure activities? (CAPR 60-3, para 4-5)  
NE  NO  YES

Remarks:

15. Did a CAPR 60-1 approved/trained Flight Release Officer release all flights? (CAPR 60-1, para 4-6)  
NE  NO  YES

Remarks:

16. Were aircrews adequately debriefed following the mission and were the CAPFs 104 reviewed for accuracy and completeness? (CAPR 60-3, para 4-10 a)  
NE  NO  YES

Remarks:

17. What specific actions did you observe that exceed the minimum requirements of this position?  
Remarks:

18. How effective was the Air Operations Branch Director in performing his/her duties?  
NE  U  M  S  E  O   
Remarks:



## AIRCREWS

**NOTE:** Some items below require an evaluator to fly with a CAP mission crew during the mission to evaluate.

1. Did aircrews possess a current Specialty Qualification Training Card (CAPF 101-MP/MO/MS) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3j-m and 2-4)

NE  NO  YES

Remarks:

2. Were pilots qualified SAR/DR mission pilots and have their CAPF 91 properly documented? (CAPR 60-3, para 3-9)

NE  NO  YES

Remarks:

3. Did aircrew receive adequate crew rest prior to flight and not exceed crew duty periods? (CAPR 60-3, para 1-23 & CAPR 60-1, para 2-14)

NE  NO  YES

Remarks:

4. Did aircrews use and follow checklists, including crew briefing, and preflight checklists? (CAPR 60-3, para 4-7 & 4-8)

NE  NO  YES

Remarks:

5. Did the aircraft utilized have a copy of the Pilots Operating Handbook/Aircraft Flight Manual on board and did the aircrew use it or an abbreviated aircrew checklist as necessary during the flight? (CAPR 60-1, para 2-1m)

NE  NO  YES

Remarks:

6. Did each mission pilots have an aircrew briefing kit containing: a CAP Form 104, applicable specialized briefing checklists, and appropriate gridded sectional charts? Were IFR enroute publications current (if used)? (CAPR 60-3, para 4-7)

NE  NO  YES

Remarks:

7. During preflight inspection, did the pilot visually check oil quantity, fuel quantity, and the stall warning horn? (CAPR 60-1, 2-1, m)

NE  NO  YES

Remarks:

8. Did the mission pilots provide a crew briefing on essential mission information (weather, duties, passenger briefing, terrain) prior to flight? (CAPR 60-3, para 4-8; CAPR 60-1, para 2-6,o)

NE  NO  YES

Remarks:

9. Did the aircrew correctly fill out all forms necessary to conduct the mission? (CAPR 60-3 (E) 4-7, a.1)

NE  NO  YES

Remarks:

10. Did the aircrews have knowledge of and/or use visual signals? (CAPR 60-1, 2-1, m)

NE  NO  YES

Remarks:

11. Were air-to-ground radio communications made using standard terminology, and did they communicate the correct message? (CAPR 60-1, 2-1, m)

NE  NO  YES

Remarks:

12. Did all aircraft occupants wear seatbelts at all times? (CAPR 60-1, para 2-1e)

NE  NO  YES

Remarks:

13. Did the occupants wear shoulder harnesses whenever the aircraft was at or below 1000' AGL? (CAPR 60-1, para 2-1f)

NE  NO  YES

Remarks:

14. Did aircrews complete a CAPF 104? Did they remain in their designated search area? (CAPR 60-4, Vol. I, Part I (E), 17-6)

NE  NO  YES

Remarks:

15. Did the aircrew demonstrate the ability to DF an ELT or locate a target? (CAPR 60-1, 3-2,h)

NE  NO  YES

Remarks:

16. Were appropriate "Operations Normal" calls made? (CAPR 60-3 (E) Atch 3, Mission Base Staff/Air Operations)

NE  NO  YES

Remarks:

17. Was carburetor heat on whenever manifold pressure or RPM was below the green arc? (Applies to some C-172 and C-182 aircraft. Pilots should follow the aircraft and engine Flight Manual guidance on use of carburetor heat.) (CAPR 60-1, 2-1, m)

NE  NO  YES

Remarks:

18. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

19. How effective were the aircrews at overall mission accomplishment?

NE  U  M  S  E  O

Remarks:



## **AIR SUPPORT GROUP SUPERVISOR**

**NOTE:** Most references are to CAPR 60-3, unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Did the Air Support Group Supervisor (ASGS) possess a current Specialty Qualification Training Card (CAPF 101-FLS/FLM) and perform this function at a mission base within the past 2 years? (CAPR 60-3, para 2-3 r & s and para 2-4)

NE  NO  YES

Remarks:

2. Did the ASGS survey the airport for hazards, unique procedures, etc., to include a ramp check and was the information made available to aircrews?

NE  NO  YES

Remarks:

3. Did the ASGS monitor activities of non-CAP aircraft and vehicles in the flightline area? (CAPR 60-3, para 1-12g)

NE  NO  YES

Remarks:

4. Was a taxi/parking plan developed, and if so, was it briefed and posted for all aircrews?

NE  NO  YES

Remarks:

5. Were flightline personnel briefed on duties and responsibilities, especially safety considerations?

NE  NO  YES

Remarks:

6. Were flightline operations properly monitored and under the supervision of adequate numbers of senior members at all times?

NE  NO  YES

Remarks:

7. Did the marshallers wear safety vests?

NE  NO  YES

Remarks:

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

NE  NO  YES

Remarks:

9. Did flightline personnel know, understand, and use standard marshalling signals? (CAPR 60-3, para 2-3.s)

NE  NO  YES

Remarks:

10. Did the ASGS coordinate his/her activities with the local fixed base operator? (Parking operations, fire guard duties, flight line security, fueling, maintenance)

NE  NO  YES

Remarks:

11. Were wheel chocks and tie downs available and used? (CAPR 66-1, para 15)

NE  NO  YES

Remarks:

12. Were aircraft movements (taxi, takeoff and landing) monitored and reported to the Air Branch Director in a timely manner?

NE  NO  YES

Remarks:

13. Was safety the top priority for flightline operations?

NE  NO  YES

Remarks:

14. Was a risk management assessment accomplished? (CAPR 60-3, para 1-10)

NE  NO  YES

Remarks:

15. Did the ASGS ensure appropriate personal protection equipment/clothing was provided for flightline personnel? (e.g. sunscreen and bug repellent in hot climates, warm clothing for cold climates, and rain gear for inclement weather?)

NE  NO  YES

Remarks:

16. Were regular breaks provided and was drinking water readily available?

NE  NO  YES

Remarks:

17. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

18. How effective was the ASGS in performing assigned duties? NE  U  M  S  E  O

Remarks:



## GROUND BRANCH DIRECTOR

**NOTE:** References are from CAPR 60-3 unless otherwise noted.

1. Did the Ground Branch Director (GBD) possess a current Specialty Qualification Training Card (CAPF 101T-GBD) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3j and 2-4)  
NE  NO  YES

Remarks:

2. Did the GBD ensure the safety of all ground operations? (CAPR 60-3, para 1-14b)  
NE  NO  YES

Remarks:

3. Were the team vehicles and equipment appropriate for the mission (VHF, DF, VHF FM communications, first aid/rescue equipment, etc.) (CAPR 60-3, para 1-14b1)  
NE  NO  YES

Remarks:

4. Was team training and experience appropriate for the mission (proficiency in DF use, ground rescue knowledge, concentrated area search procedures, missing person search, etc.) (CAPR 60-3, para 1-14b2)  
NE  NO  YES

Remarks:

5. Was a minimum of four individuals assigned to each dispatched ground team and two individuals assigned to an urban DF team? (CAPR 60-3, para 1-14b3)  
NE  NO  YES

Remarks:

6. Did the GBD coordinate with the communications function to ensure the ground teams in the field could maintain contact the base of operations (directly or through a relay) at regular intervals? (CAPR 60-3, para 1-14b4)  
NE  NO  YES

Remarks:

7. Did the GBD ensure only qualified members (IAW CAPR 77-1) operated the vehicles? (CAPR 60-3, para 1-14b5)  
NE  NO  YES

Remarks:

8. Did the GBD employ proper risk management procedures? (CAPR 60-3, Atch 3)

NE  NO  YES

Remarks:

9. Was information passed to the planning section to allow them to update status boards and maps? (CAPR 60-3, para 1-12b)

NE  NO  YES

Remarks:

10. Did the GBD assist in preparing ground team briefing kits? (CAPR 60-3, para 4-7b)

NE  NO  YES

Remarks:

11. Did the GBD verify the accuracy and completeness of the CAPF 106 & 109, where appropriate, after each ground sortie and ensure important information was passed to appropriate individuals as soon as possible? (CAPR 60-3, para 4-10a)

NE  NO  YES

Remarks:

12. If cadets were used, were they properly trained and monitored by a senior member at all times? (CAPR 60-3, para 1-9f)

NE  NO  YES

Remarks:

13. Did the GBD designate one person to compile all leads in from the ground teams? Were leads posted conspicuously on a bulletin board? (CAPR 60-4, para 18-4)

NE  NO  YES

Remarks:

14. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

15. How effective was the Ground Branch Director in performing assigned duties?

NE  U  M  S  E  O

Remarks:



## **GROUND TEAMS**

**NOTE:** References are from CAPR 60-3 unless otherwise noted

1. Do the members participating in emergency services mission activities possess a current Specialty Qualification Training Card (CAPF 101T-GTL/GTM/UDF) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3j and 2-4)

NE  NO  YES

Remarks:

2. Did a qualified senior member directly supervising cadets less than 18 years of age at all times? (CAPR 60-3, para.1-9f)

NE  NO  YES

Remarks:

3. Did the ground operations director determine the ground teams' capabilities and limitations to ensure suitability of mission requirements (training, experience, vehicles, equipment, etc.)? (CAPR 60-3, para 1-14b).

NE  NO  YES

Remarks:

4. Is there a minimum of four individuals dispatched on the ground team? (CAPR 60-3, para 1-14b3)

NE  NO  YES

Remarks:

5. Is there a minimum of two individuals dispatched on the urban DF team? (CAPR 60-3, para 1-14b3)

NE  NO  YES

Remarks:

6. Was permission obtained prior to entering on private property during exercises? (CAPR 60-3, para 1-14b5)

NE  NO  YES

Remarks:

7. Did the ground team follow proper procedures upon locating a search objective? (CAPR 60-3, para 1-14c)

NE  NO  YES

Remarks:

8. Was written approval obtained prior to utilizing approved technical or specialized operations (high angle or mountain rescue, urban, canine or mounted search and rescue, radiological monitoring)? (CAPR 60-3, para 1-28.d)

NE  NO  YES

Remarks:

9. Did the ground team receive a detailed brief covering the type of mission, search patterns, current mission status, communication plan, hazards, weather, and other pertinent information, prior to each sortie? (CAPR 60-3, para 4-7)

NE  NO

YES

Remarks:

10. Does the ground team leader have a ground team briefing kit containing: (CAPR 60-3, para 4-7)

- a. CAPF 109, Ground Team Clearance (front side completed prior to release of the team)
- b. Appropriate maps and charts
- c. Gridded aeronautical sectional charts for the area (need not be current)
- d. Specialized briefing checklists (as applicable)
- e. Any other appropriate material necessary to successfully accomplish mission

NE  NO  YES

Remarks:

11. Did the ground team leader prepare their debriefing comments on the reverse of the CAPF 106 or CAPF 109 as appropriate between sorties? (CAPR 60-3, para 4-10a)

NE  NO  YES

Remarks:

12. Did the ground team debrief include: weather, terrain, shadows, ground coverage, visibility, primary search pattern, and other pertinent information? (CAPR 60-3, para 4-10b)

NE  NO  YES

Remarks:

13. Did the ground team leader make regular communication check-in calls to mission base while in the field? (CAPR 60-3, atch 3)

NE  NO  YES

Remarks:

14. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

15. How effective were the ground teams in performing their duties?

NE  U  M  S  E  O

Remarks:

**LOGISTICS SECTION CHIEF**

**NOTE:** Most references are to CAPR 60-3, unless otherwise noted.

1. Did the Logistics Section Chief (LSC) possess a current Specialty Qualification Training Card (CAPF 101T-LSC) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3j and 2-4)

NE  NO  YES

Remarks:

2. Does the wing have a Centralized Maintenance Management Program (CMMP) with procedures for the recognition and accounting of costs associated with the operation and maintenance of corporate aircraft? (CAPR 66-1, para 4)

NE  NO  YES

Remarks:

3. Did the LSC identify all the service and support needs for the Incident Action Plan to include the obtaining and maintaining of essential personnel, facilities, equipment, and supplies? (CAPR 60-3, para 8-6 and 8-10)

NE  NO  YES

Remarks:

4. Did the LSC develop the communications, medical, and traffic plans as part of the Incident Action Plan? (CAPR 60-3, para 8-10a4)

NE  NO  YES

Remarks:

5. Overall, does the general condition of the CAP corporate aircraft meet or exceed requirements? (Attach completed CAPF 71, Aircraft Inspection Checklist for each aircraft inspected.) (CAPR 66-1, para 8 and 11)

NE  NO  YES

Remarks:

6. Does each aircraft engine maintenance log contain a copy of the analysis log? (CAPR 66-1 para 10c)

NE  NO  YES

Remarks:

7. Does each aircraft have the required equipment IAW CAPR 66-1, paragraph 11? (CAPR 66-1 para 11)

NE  NO  YES

Remarks:

8. Did the aircraft maintenance officer or representative perform periodic inspections to assigned aircraft using CAPF 71? (CAPR 66-1 para 8f)

NE  NO  YES

Remarks:

9. Does the wing assure all possible preventive measures are taken to safeguard corporate aircraft from wind and weather damage (Hangar whenever possible, three point tie-down/four point for long term, chocking, control lock installed)? (CAPR 66-1 para 15)

NE  NO  YES

Remarks:

10. Does the general condition of CAP corporate vehicles meet or exceed requirements? (Attach CAPF 73, CAP Vehicle Inspection Guide and Justification per vehicle inspected) (CAPR 67-1 para 5-2j)

NE  NO  YES

Remarks:

11. Did the LSC maintain a current listing of all wing assets, their status, and location and adequately brief relief personnel at the end of the operational period? (CAPR 60-3, para 8-12h)

NE  NO  YES

Remarks:

12. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

13. How effective was the Logistics Section Chief in performing assigned duties?

NE  U  M  S  E  O

Remarks:



## COMMUNICATIONS UNIT LEADER

**NOTE:** Most references are to CAPR 60-3, unless otherwise noted.

1. Did the Communications Unit Leader (CUL) possess a current Specialty Qualification Training Card (CAPF 101T-CUL) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3t and 2-4)

NE  NO  YES

Remarks:

2. Do members using CAP communications frequencies have appropriate communication certification IAW CAPR 100-1, Vol 1, Communications? (CAPR 60-3, para 2-1c)

NE  NO  YES

Remarks:

3. Are current communications procedures posted on a mission status board where all may view it? (CAPR 60-3, para 1-12f)

NE  NO  YES

Remarks:

4. Are regular check-ins planned/accomplished from aircrews? (CAPR 60-3, Atch 3)

a. Is there a plan should an aircrew not check in at designated time?

b. Are there backup plans in place to communicate with aircrews should problems develop?

NE  NO  YES

Remarks:

5. Are regular check-ins planned/accomplished from ground teams? (CAPR 60-3, Atch 3)

a. Is there a plan should a ground team not check in at designated time?

b. Are there backup plans in place to communicate with ground teams should problems develop?

NE  NO  YES

Remarks:

6. Is adequate equipment available to communicate with higher headquarters or coordinating agency (AFRCC, AFNSEP, FEMA, etc.)? (CAPR 60-3, attach 3)

NE  NO  YES

Remarks:

7. Did communication personnel maintain a master station log? (CAPR 100-1, Vol 1, 7-3) (CAPR 60-3, Atch 3)

NE  NO  YES

- a. Are messages being received and passed on in a reasonable amount of time?
- b. Are all messages delivered to the addressee immediately?

Remarks:

8. Are the messages received accurate and legible? (CAPR 60-3, attach 3)

NE  NO  YES

Remarks:

9. Does the emergency communication plan provide for the basic requirements IAW CAPR 100-1, Vol 1 para. 2-3?

NE  NO  YES

Remarks:

10. Are only authorized frequencies used? (CAPR 100-1 Vol 1, 9-7)

NE  NO  YES

Remarks:

11. If applicable, was prior arrangement made with affiliated agencies to share frequencies? (CAPR 100-1, Vol 1, 9-7)

NE  NO  YES

Remarks:

12. Are key stations equipped with adequate auxiliary power? (CAPR 100-1, Vol 1, para 7-2)

NE  NO  YES

Remarks:

13. Was all communications equipment properly installed and grounded? (CAPR 100-1, Vol 1, 7-1b)

NE  NO  YES

Remarks:

14. Is a first aid kit available and does it contain a flashlight, safety rope, direct breathing resuscitation kit, walking cane (non conductive) and a blanket? (CAPR 100-1, Vol 1, 7-1g)

NE  NO  YES

Remarks:

15. Does CAP corporate aircraft use “CAP-flight” as the call sign at all times? (CAPR 100-1, Vol 1, 7-15)

NE  NO  YES

Remarks:

16. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

17. How effective was the Communications Unit Leader in performing assigned duties?

NE  U  M  S  E  O

Remarks:



**FINANCE/ADMINISTRATION SECTION CHIEF**

**NOTE:** Most references are to CAPR 60-3 unless otherwise noted. Some items do not have a reference, but the actions they prescribe are consistent with sound judgment and proper employment of CAP resources.

1. Did the Finance/Administration Section Chief (FASC) possess a current Specialty Qualification Training Card (CAPF 101T-FASC) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3g and 2-4)

NE  NO  YES

Remarks:

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?

NE  NO  YES

Remarks:

3. Were the qualifications and credentials of all personnel checked and verified?

NE  NO  YES

Remarks:

4. Were all aircraft and vehicles signed in?

NE  NO  YES

Remarks:

5. Did the FASC work closely with the IC to keep him/her up to date on a regular basis.

NE  NO  YES

Remarks:

6. Did FASC/she adequately monitor costs related to the incident and advise the IC when the operational expenses approached mission-spending limits? (CAPR 60-3, para 8-2e)

NE  NO  YES

Remarks:

7. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

8. How effective was the Finance/Administration Section Chief in performing assigned duties?

NE  U  M  S  E  O

Remarks:

## **PLANNING SECTION CHIEF**

**NOTE:** References are from CAPR 60-3 unless otherwise noted.

1. Did the Planning Section Chief (PSC) possess a current Specialty Qualification Training Card (CAPF 101T- PSC) and participate in this specialty (or interchangeable specialty) during at least one mission (actual or training) in the previous 2 years? (CAPR 60-3, para 2-3e and 2-4)

NE  NO  YES

Remarks:

2. Did the PSC ensure briefings were comprehensive and thorough? (CAPR 60-3, para 1-12a)

NE  NO  YES

Remarks:

3. Did the PSC develop the Incident Action Plan? (CAPR 60-3, para 8-5b)

NE  NO  YES

Remarks:

4. Were traffic, medical and communications plans incorporated into the overall Incident Action Plan? (CAPR 60-4, para 3-1)

NE  NO  YES

Remarks:

5. Did the PSC ensure safe operations and employ proper risk management procedures? (CAPR 60-3, Atch 3)

NE  NO  YES

Remarks:

6. Did the debriefer from the planning section review debriefing forms and interview crews for additional information? (CAPR 60-3, para 4-10a)

NE  NO  YES

Remarks:

7. Was debriefing information evaluated to determine priorities for the next period's activities, or used to modify the incident action plan? (CAPR 60-3, para 4-10d)

NE  NO  YES

Remarks:

8. Were debriefing results provided to the IC and the operations staff? (CAPR 60-3, para 4-10d)

NE  NO  YES

Remarks:

9. Did the PSC keep participating personnel fully informed of operational plans and status of the mission so individual aircrews and ground teams may make sound decisions? (CAPR 60-3, para 4-6)

NE  NO  YES

Remarks:

10. Did the PSC update and display incident information on mission status board? (CAPR 60-3, para 8-5a)

NE  NO  YES

Remarks:

11. Did the PSC develop plans for demobilization at the end of the incident? (CAPR 60-3, para 8-5b)

NE  NO  YES

Remarks:

12. Did the PSC maintain resource status information on all equipment and personnel assigned to the incident? (CAPR 60-3, para 8-5c)

NE  NO  YES

Remarks:

13. Did the PSC provide periodic predictions on incident resolution potential (i.e., computing probability of detection)? (CAPR 60-3, 4-10c)

NE  NO  YES

Remarks:

14. What specific actions did you observe that exceed the minimum requirements of this functional area?

Remarks:

15. How effective was the PSC in performing assigned duties?

NE  U  M  S  E  O

Remarks: