CAP Readiness Exercise – Search and Rescue

Staffing

Position - Incident Commander

IC level:

List IC name, CAP ID, Phone number and email address

Key Personnel

Position	Name
Incident Commander	
Ops Section Chief	
Mission Safety Officer	
Logistics Section Chief	
Planning Section Chief	
Public Information Officer	
Finance/Admin Officer	
Air Operations	
Ground Branch	
Liaison Officer	

Questions can be answered Ready-Yes, Ready-Qualified, Ready-No, or Ready-N/A

Rating	#	Mission Essential Task (MET #2 – Search and Rescue)
	01a	**Did the MBS, aircrews and ground teams exhibit a sense of urgency upon mission receipt?**
	01b	Did all MBS, aircrews, ground teams and assets arrive at the mission base(s) in a timely manner in support of the mission goals and objectives?
	01c	Were the AOBD and GBD or designated briefers ready to brief sorties upon aircrew and ground team arrivals?
	01d	Were detailed air and ground sortie briefings completed and launched within a reasonable time based on ETDs and mission goals?
	01e	Did follow-up sorties launch on time based on ETDs?
	01f	Was sortie launched within a reasonable time frame?
	Notes	
	02a	**Did the MBS miss any data that resulted in an ineffective search?**
	02b	Were detailed air and ground sortie debriefings completed within a reasonable time following RTB?
	02c	Was a CAPF 104a and/or CAPF 104b required and completed as part of the debrief?
	02d	Was debriefing information provided to the IC and OSC in a timely manner?
	02e	Was debriefing information provided to the follow-up sorties?
	Notes	
	03a	**Did the MBS accurately inventory all available assets for immediate mission execution?**
	03b	Did the IC, OSC and LSC know what assets would participate prior to the start of the mission?

Rating	#	Mission Essential Task (MET #2 – Search and Rescue)

Question 03 (continued)

	03c	Did all planned assets arrive as planned and when expected?
	03d	Did all assets arrive as expected to meet mission goals and objectives?
	03e	Were all mission aircraft and vehicles fueled prior to departing for the mission base?
	03f	Were all mission aircraft and vehicles properly fueled or refueled upon arrival to immediately meet mission goals and objectives?
	03g	Was all communications equipment up and running for immediate use?

Notes

	04a	**Were subsequent search methodologies tailored to information received from After Action Reports and debriefs?**
	04b	Was there continued, uninterrupted communication with the aircrews and ground teams?
	04c	Were the AOBD, GBD and OSC proactive in monitoring communications, debriefings and AARs?
	04d	Did the AOBD and GBD or designated debriefers identify needed adjustments to the IC, OSC, AOBD and/or GBD?
	04e	Were any adjustments provided to the aircrews and/or ground teams in a timely manner?

Notes

	05a	**Was there a contingency plan in place in the event of a loss of personnel or equipment utilization?**
	05b	Was there a contingency plan included in the IAP or ICS 201 for replacing personnel, equipment or resources during the mission?
	05c	Was a contingency plan in place and briefed to the OSC, AOBD and/or GBD by the IC or PSC?

Rating	#	Mission Essential Task (MET #2 – Search and Rescue)

Question 05 (continued)

05d Did a contingency action occur and did it adversely affect the momentum, goals or objectives of the mission?

Notes

06a Were future operational periods forecasted and staffed appropriately?

06b Based on the initial mission information provided to the IC and PSC, did the planning consider and/or forecast the need for additional operational periods, staffing, assets, personnel, resources and expenses?

06c Did an additional operational period occur and did it appropriately meet the forecast or adversely affect the momentum, goals or objectives of the mission?

Notes

07a Did the IC or ALO (if used) coordinate with applicable outside agencies or with other CAP entities for assistance (if required)?

07b Was there a need for outside agency or other CAP entities for assistance?

07c Was there a participating ALO at the mission base?

07d Did the IC/ALO contact an outside agency or CAP entity IAW CAP regulations and standards?

07e If participating with an outside agency, was a CAPF 122, AAR or SITREP completed and uploaded into WMIRS Mission Files?

Notes

Rating	#	Mission Essential Task (MET #2 – Search and Rescue)
	08a	**Did the Mission Base Staff effectively use all resources available to aid in the search?**
	08b	Did all mission aircraft and vehicles, aircrews and ground teams and MBS participate in the mission?
	08c	Were there any MBS that appeared to have nothing to do?
	08d	Did the IC have the right amount of available assets, personnel, resources and funding to successfully meet all mission objectives?
	Notes	

Identified Strengths:
(Commendable):

A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

Observations