

C-1 - OPERATIONAL MISSION MANAGEMENT

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI	01	<p>Has the wing published any supplements or operating instructions, or granted/requested any waivers IAW CAP regulations?</p> <p>Has the wing published any supplements or operating instructions (OIs) to CAPRs 60-3, 60-5, or 60-6?</p> <p>If so, were they approved IAW CAPR 60-3, 60-5 or 60-6 prior to implementation?</p>	<p>Wing will submit a copy of approval documentation along with approved supplement.</p> <p>Compliance is determined by comparing the wing's published supplements/OIs with NHQ/DO records.</p> <p>NOTE: When Supplement/OIs are not properly marked/certified, see D-4 Question 1. All other discrepancies are documented under this question.</p> <p>NOTE: If supplement is not marked correctly, see D-4 question 1.</p> <p>http://www.capmembers.com/emergency_services/aircraft_ops_staneval/approved-supplements-waivers-ois-etc-to-capr-70-1/</p>	<p>(Discrepancy): [xx] (C1 Question 1) Wing failed to obtain approval for its supplement to CAPR 60-3 IAW CAPR 60-3 para 1-2.</p> <p>(Discrepancy): [xx] (C1 Question 1) Wing failed to obtain approval for its supplement/operating instruction to CAPR 60-5 IAW CAPR 60-5 para 2.</p> <p>(Discrepancy): [xx] (C1 Question 1) Wing failed to obtain approval for its supplement/operating instruction to CAPR 60-6 IAW CAPR 60-6 para 1-3.</p>	<p>Rescind or cancel supplement until it is approved.</p> <p>Submit wing supplement for approval.</p> <p>Attach a copy of approved supplement to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>Attach a copy of supplement approval to the discrepancy in the DTS.</p>

CI	<p>02 Does the wing maintain a current wing alert roster and resource report IAW CAP regulations?</p> <p>a) Does the wing maintain a current wing alert roster and resource report in WMIRS?</p> <p>b) Are they updated at least annually, as major changes occur or as directed by the NOC?</p> <p>c) Are all wing alert officers listed on the wing alert roster qualified ICs?</p>	<p>Compliance is determined by a review of data in WMIRS beforehand.</p> <p>(a, b, c) Lookup WMIRS Alert Roster for the wing and cross check each member against the WMIRS OPS-ES quals lookup using the IC3 filter.</p> <p>NOTE: If for some reason when the roster is checked, WMIRS does not list the IC status for an individual who is not safety current right now, then cross check against ops quals to see if the member may have just lapsed there temporarily. This is WMIRS issue if they are not showing up and should be addressed in future changes to WMIRS.</p>	<p>a) (Discrepancy): [xx] (C1 Question 2) Wing failed to ensure alert roster [resources report] was maintained IAW CAPR 60-3 para 1-5b(1).</p> <p>b) (Discrepancy): [xx] (C1 Question 2) Wing Alert Roster [Resource Report] is not updated annually IAW CAPR 60-3 para 1-5b(1)(a).</p> <p>c) (Discrepancy): [xx] (C1 Question 2) Wing failed to ensure personnel listed on the Wing Alert Roster are qualified incident commanders IAW CAPR 60-3 para 1-5b(1)(a).</p>	<p>a & b) Update the Alert Roster [Resource Report] in WMIRS. Attach a copy of WMIRS updated alert roster to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>c) Attach a copy of training records showing incident commanders listed on updated alert roster are qualified to the discrepancy in the DTS. Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.</p>
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CI	03	Are all records pertaining to each authorized mission loaded into WMIRS or maintained for at least 4 years at the wing headquarters? (See the Documentation page on the CAP National website)	Compliance is determined by a review of records uploaded into WMIRS and hard copy/electronic records maintained at the Wing HQ. NOTE: All missions will be evaluated using sample size. When sample size exceeds 20, use trending (see inbrief sample size/trend slide) NOTE: Inspector will provide the wing a list of missions numbers to be reviewed. NOTE: Verify locally maintained (not WMIRS) records are destroyed as required. When records are not destroyed properly, see D-4 Question 7.	(Discrepancy): [xx] (C1 Question 3) Wing Mission records are not maintained IAW CAPR 60-3 para 1-21. NOTE: - A Discrepancy should only be used for a trend in mission records. - Missing a few random documents that cannot be recreated should be documented with an AoC. - Give details of the trend including types of missing documents, number of missing documents in how many folders. Specific mission numbers may be included.	All records identified as missing will be corrected or a memorandum documenting the missing records placed in the mission record. Attach copies of corrections to records to discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	04	Does the wing provide and update standardized IC kits IAW CAP regulations?	Compliance is determined by a review of the wing's IC kit on-site.	(Discrepancy): [xx] (C1 Question 4) Wing has not developed/does not supply Incident Commander (IC) Kits to its ICs IAW CAPR 60-3 para 1-5b(5). (Discrepancy): [xx] (C1 Question 4) Wing has not developed/does not provide updates to Incident Commander (IC) Kits to its ICs IAW CAPR 60-3 para 1-5b(5).	Wing will develop/update wing-wide IC kits. Attach a reduced size PDF file listing the IC kit contents to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

CI	05	Has the wing developed a comprehensive annual Operations Training Plan IAW CAP regulations?	Compliance is determined by a review of Operations and Training plans uploaded into WMIRS.	a) (Discrepancy): [xx] (C1 Question 5) Wing failed to submit an Operations and Training Plan for FYXX IAW CAPR 60-3 para 1-7. NOTE: Give dates	a & b) Wing will retroactively submit a corrected Operations and Training Plan for the last fiscal year . Attach a copy of the plan to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
		a) Has the wing developed a comprehensive annual operations training plan and submitted the plan to the CAP- USAF Liaison Region via WMIRS by 31 July for the following fiscal year?	a) Verify the plan is completed in WMIRS.		

CI	06 Has the wing assessed the need for a Critical Incident Stress Management (CISM) Team to help implement the CAP CISM program?			
	a) Has the wing assessed the need for a Critical Incident Stress Management Team to help implement the CAP CISM program?	a) Wing will provide documentation (i.e. MFR signed by the wing commander) that the assessment of the need for a CISM team was completed. If the wing elected to not have a CISM team, then documentation of the assessment is all that is required. If a CISM team is required, continue to step b.	a) (Discrepancy): [xx] (C1 Question 6) Wing failed to complete an assessment of the need for a Critical Incident Stress Team (CIST) IAW CAPR 60-5 para 3g.	a) Attach a copy of Wing documentation showing that the wing has assessed the need for a CISM team to the discrepancy in the Discrepancy Tracking System (DTS).
	b) If the wing has established a CISM Team, has the wing commander established a point of contact to coordinate activities of the CISM team?	b) If wing elects to have a team, review the wing documentation listing the team POC.	b) (Discrepancy): [xx] (C1 Question 6) Wing Commander has not established a point of contact for the Critical Incident Stress Team IAW CAPR 60-5 para 6b	b) Attach a copy of established point of contact for the Critical Incident Stress Team to the discrepancy in the DTS.

CI	<p>07 If the Wing participates in Counterdrug missions, is the program operated IAW CAP regulations? If so:</p> <p>a) Are all personnel supporting law enforcement sensitive missions properly screened and current?</p> <p>b) Is CD mission briefing documentation completely filled out to include specific mission objectives, the mission requester's name/contact information and a detailed list of mission results?</p>	<p>a) Compliance is determined by a review of the CD Achievement Report for participants listed in missions in WMIRS. Note: All missions will be evaluated using sample size. When sample size exceeds 20, use trending , (see inbrief sample size/trend slide)</p> <p>b) Compliance is determined by reviewing mission records in WMIRS under the 104 tab or by reviewing the paper 104's maintained at the wing. NOTE: If paper copies are maintained, verify they are secured; if not forward the issue to the D-4 inspector for question 4.</p>	<p>a) (Discrepancy): [xx] (C1 Question 7) Personnel assigned to conduct wing CD missions were not properly screened prior to participating in the assigned mission IAW CAPR 60-6 para 2-2c.</p> <p>b) (Discrepancy): [xx] (C1 Question 7) Wing aircrews do not provide sufficient details in the objectives, deliverables and results sections of the mission briefing/debriefing forms to provide the requester with the information needed IAW CAPR 60-6 para 5-3.</p>	<p>a) Attach a copy of documentation showing how the wing will ensure that CD mission participants have been properly screened prior to participating in assigned missions to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>b) Attach a copy of documentation showing that wing personnel are properly completing mission briefing/debriefing forms to the discrepancy in the DTS.</p>
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