CAP Readiness Exercise – Command and Control

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 #1 – Command and Control)
	01a	**Is the Mission Base Staff (MBS) appropriately scaled for the size and scope of the mission and has the Incident Commander (IC) effectively delegated functions?**
	01b	Is there a mission description and goal?
	01c	Who participated in the planning?
	01d	Does the Plan include the assets, personnel, resources and staging information appropriate to the type of mission?
	01e	Did the IC delegate enough general and key staff personnel for the mission type?
	01f	Was an IAP or ICS 201 created by the IC and planning staff?
	Notes	
	02a	**Did the IC approve an IAP at the beginning of each operational period and update as necessary throughout the period?**
	02b	Did the IC approve and upload an IAP/ICS 201 into WMIRS Mission Files for each day of the mission?
	02c	Were additional qualified ICs available and delegated for relief or any additional mission days?
	Notes	
	03a	**Did the MBS maintain accountability for all personnel and assets assigned to the mission?**
	03b	Were all personnel, aircraft and vehicles signed in to the mission?
	03c	Were ES Quals for assigned mission staff positions, aircrews and ground teams checked and verified, including any Ops Quals required document uploads?
	03d	Did the MBS have and use a procedure for assigning, tracking and collecting equipment and/or resources?

Rating	#	Mission Essential Task (MET #1 – Command and Control)

Question 03 (continued)

	03e	Were inspections performed on all participating aircraft and vehicles?

Notes

	04a	**Does the IC assign and actively engage with a mission safety officer for all phases of the mission?**
	04b	Was there an IC designated and qualified Mission Safety Officer at the mission base?
	04c	Did the Safety Officer perform a premises safety survey, risk management assessment (CAPF 160, 160HL and/or 160H) and safety briefing?
	04d	Was a premises safety survey, risk management assessment (CAPF 160, 160HL and/or 160H) and safety briefing performed by a qualified Mission Safety Officer at any remote staging areas?
	04e	Was a safety briefing offered to remote aircrews or ground teams?

Notes

	05a	**Are mishaps reported to the CAP National Operations Center (NOC) IAW CAPRs and Wing policy?**
	05b	Were there any incidents reported to the mission staff or Safety Officer that would require NOC and Wing notification?
	05c	Was there proper and timely notification IAW CAP regulations and standards?
	05d	Did any mishap create a “Knock it off” or stand-down situation?

Notes

Rating	#	Mission Essential Task (MET #1 – Command and Control)
	06a	**Were all air/ground sorties approved and released IAW CAPRs and the data is current & correct in WMIRS?**
	06b	Were adequate aircrews and/or ground teams available for the mission objectives?
	06c	Was there one or more AOBD and GBD assigned to the mission base and approved as FROs?
	06d	Were all sorties released by eRelease or uploaded paper releases?
	06e	Did the AOBD and GBD ensure detailed briefing information was included in the CAPF 104/109s prior to release?
	06f	Were all sorties launched in a timely manner?
	Notes	
	07a	**Did the IC ensure that media releases were properly vetted and coordinated IAW CAPRs?**
	07b	Did the IC delegate a mission qualified PAO?
	07c	Was the PAO located at the mission base?
	07d	Were there any media releases?
	07e	Were they properly vetted by the IC or designated person, coordinated IAW CAP regulations and uploaded into WMIRS Mission Files?
	Notes	
	08a	**Did the MBS practice effective OPSEC IAW CAPRs?**
	08b	Was OPSEC briefed by the IC or designee and discussed with regard to the mission and objectives?

Rating	#	Mission Essential Task (MET #1 – Command and Control)

Question 08 (continued)

	08c	Did anyone monitor OPSEC principles?

Notes

	09a	**Is the MBS able to effectively use CAP radio on AF frequencies to maintain tactical communications with air/ground resources when commercial communication systems are not available?**
	09b	Was a mission qualified CUL delegated to the mission base by the IC?
	09c	Were there enough mission qualified communicators to meet mission objectives?
	09d	Were all required CAP radio and repeater frequencies provided to the IC, OSC, AOBD and GBD?
	09e	Were all mission base radios in working order?
	09f	Were aircrew and ground team communication requirements provided to the IC, OSC, AOBD and GBD?
	09g	Were air and ground resource radio checks performed prior to launch?
	09h	Was an accurate and timely communications log recorded in WMIRS or a paper log uploaded into WMIRS Mission Files?

Notes

	10a	**Does the MBS effectively track finances for the mission IAW CAPRs?**
	10b	Did the IC delegate a qualified mission FASC?
	10c	Was the estimated budget included in the planning and presented to the FASC?

Rating	#	Mission Essential Task (MET #1 – Command and Control)
		Question 10 (continued)
	10d	Did the FASC confirm all mission assigned aircraft and vehicles were topped off prior to traveling to the mission base?
	10e	Was the FASC able to track expenses and update the IC during the mission?
	10f	Did the FASC brief appropriate mission personnel on the processes required to report expenses, produce CAPF e108s and upload documentation as required by CAP regulations and standards?
	Notes	
	11a	**Did the MBS demonstrate the ability to send and receive formal command and control messages via the CAP HF traffic system?**
	11b	Was the HF traffic system available for the mission?
	11c	Was the mission communicator familiar with and experienced in operating the HF traffic system?
	Notes	
	12a	**Is the Post Mission paperwork being completed/uploaded to the appropriate system in a timely manner?**
	12b	Was a detailed IAP or ICS 201 uploaded into WMIRS Mission Files?
	12c	Was the Unit Log in WMIRS used appropriately by the IC, PSC, OSC, AOBD, GBD during the mission? (Did it tell the story as it was progressing?)
	12d	Was the Communications Log in WMIRS used or a paper log uploaded into WMIRS Mission Files?
	12e	Were all CAPF 104s/109s fully completed in WMIRS with detailed brief and debrief information as required by CAP regulations and standards?

Rating	#	Mission Essential Task (MET #1 – Command and Control)

Question 12 (continued)

	12f	Was a CAPF 104a and/or CAPF 104b required and completed during the debrief?
	12g	Were the mission air/ground sorties closed with the required data inputs and documentation?
	12h	Were any additional CAPFs (CAPF 9, Non-CAP Pax approvals, media releases, etc.) uploaded as required by CAP regulations and standards?
	12i	Was a CAPF 122/AAR/SITREP or mission summary uploaded as required by CAP regulations and standards? (Did it tell the complete story of the mission?)

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