Mission Staff Assistant
Training Guide

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The Specialty Qualification Training Record (SQTR) included in this document can be found at:

https://ntc.cap.af.mil/es/sqtrs/sqtrs.cfm

Tasks included in this document were extracted from the Mission Base Task Guide 11 April 2005 found at the Operations Support Education and Training web page at:

http://www.capmembers.com/emergency_services/operations_support/education_and_training/

Civil Air Patrol Forms included in this document are available at:

http://members.gocivilairpatrol.com/forms_publications__regulations/forms_pdf.cfm

ICS Forms included in this document are available at:

http://www.training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm

Specialty Qualification Training Record (SQTR)

Note: NIMS G193 is no longer available. The equivalent training is IS-700.a, available at

http://training.fema.gov/emiweb/is/is700a.asp

SPECIALTY QUALIFICATION TRAINING RECORD (SQTR)
Mission Staff Assistant

NAME (Last, First, MI)	CAPID	DATE ISSUED

Prerequisites

Item	Date Completed
Qualified GES	

The above listed member has completed the required prerequisite training for the mission staff assistant specialty.

_____   _____

UNIT/WING/REGION COMMANDER OR   DATE
AUTHORIZED DESIGNEE'S SIGNATURE

Familiarization and Preparatory Training

Task	Evaluator's CAPID and Date Completed
Complete NIIMS G193 or equivalent	
Complete Task P-2006 Demonstrate knowledge of the mission staff assistant responsibilities	

The above listed member has completed the required familiarization and preparatory training requirements for the mission staff assistant specialty qualification and is authorized to serve in that specialty while supervised on training or actual missions.

_____   _____

UNIT/WING/REGION COMMANDER OR   DATE
AUTHORIZED DESIGNEE'S SIGNATURE

Advanced Training

Task	Evaluator's CAPID and Date Completed
Complete Task P-0101 Demonstrate the ability to keep a log	
Complete Task P-2002 Demonstrate the ability to escort dignitaries and visitors at mission sites	
Complete Task P-2003 Demonstrate the ability to process incoming resources for use on the mission	
Complete Task P-2005 Demonstrate collection and updating of incident status information	
Complete Task L-0001 Basic Communications Procedures for ES Operations	
Complete Basic Communications User Training	
Complete the appropriate portion of CAPT 117, *Emergency Services Continuing Education examinations*	

Exercise Participation

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

_____   _____
QUALIFIED SUPERVISOR'S SIGNATURE   DATE

The above listed member satisfactorily participated as a mission staff assistant 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 staff assistant specialty qualification and is authorized to serve in that specialty on training or actual missions.

_____   _____
UNIT/WING/REGION COMMANDER OR   DATE
AUTHORIZED DESIGNEE'S SIGNATURE

Familiarization and Preparatory Training Tasks

NIMS Training Requirements

NIMS Training is required in addition to the tasks of the SQTR.   The IS- courses may be completed online. The ICS- courses must be completed in-person.

Online NIMS training is available at the the link specified in the following table:

IS-100	http://training.fema.gov/EMIWeb/IS/IS100A.asp
IS-200	http://training.fema.gov/EMIWeb/IS/IS200A.asp
IS-700	http://training.fema.gov/EMIWeb/IS/is700a.asp
IS-800	http://training.fema.gov/EMIWeb/IS/IS800b.asp

The following table indicates the required courses for each emergency services specialty:

	NIMS Training Required					
	IS 100	IS 200	ICS 300	ICS 400	IS 700	IS 800
Incident Commander (Any)	x	x	x	x	x	x
Operations Section Chief	x	x	x	*	x	x
Planning Section Chief	x	x	x	*	x	x
Logistics Sectoin Chief	x	x	x	*	x	x
Finance/Administration Section Chief	x	x	x	*	x	x
Air Operations Branch Director	x	x	x		x	x
Ground Branch Director	x	x	x		x	x
SAR/DR Mission Pilot	x	x			x	
Transport Mission Pilot	x				x	
Mission Observer	x				x	
Mission Scanner	x				x	
Ground Team Leader	x	x			x	
Ground Team Member (Any)	x				x	
Urban Direction Finding Team	x				x	
Information Officer	x	x	x	*	x	x
Flight Line Supervisor	x	x			x	
Flight Line Marshaller	x				x	
Communications Unit Leader	x	x	x		x	x
Mission Radio Operator	x				x	
Mission Safety Officer	x	x	x	x	x	x
Liaison Officer	x	x	x	x	x	x
Mission Chaplain	x	x			x	
Mission Staff Assistant	x				x	
Critical Incident Stress Team	x				x	
ARCHER Operator	x				x	
Airborne Photographer	x				x	
SDIS Operator	x				x	
General Emergency Services						

* - ICS-400 is recommended but not required.

When the exam for an online course is successfully completed, an email will be sent to you containing a link to the course completion certificate, a PDF document, which you can download.

Follow these instructions for registering credit for having taken the course:

1. Download the PDF.
2. Print it and turn it in to your administrative, personnel or emergency services officer (or squadron commander) for inclusion in your CAPF114 folder in your personnel records.
3. Log on to [eServices](#)
   a) Click on "My Operations Qualifications/National Reports.
   b) Click on "Emergency Services".
   c) Click on the "Single-Person Achievement" tab.
   d) Find the appropriate achievement and click on "Edit".
   e) Enter the date shown on your certificate and click "Update".
   f) Logoff eServices.
4. Email the PDF (or show the printed copy) it to your squadron commander so that he/she can validate the eServices entry you just made as soon as practical.

DEMONSTRATE KNOWLEDGE OF MISSION STAFF ASSISTANT RESPONSIBILITIES

CONDITIONS

You are a new member on a mission, and are assigned as an assistant to the mission staff.

OBJECTIVES

1.   Understand the job of the Mission Staff Assistant (MSA) and how to accomplish it.
2.   Have the ability to support the mission by accomplishing various support functions such as recording resources and updating status charts.
3.   Assist in controlling mission base confusion by escorting visitors to the correct staff member.

TRAINING AND EVALUATION

Training Outline

1.   The Mission Staff Assistant serves a much needed function at the mission base by providing support to the staff members. Although considered an entry-level position where many new members get their first experience on a mission, it is a position of importance to the successful completion of the mission.

    a. The MSA needs to understand the basic functions of the staff positions and organization of the mission staff. This is accomplished through training in Incident Command System (ICS) 100 and 200.

    b. The MSA needs to understand the common responsibilities as outlined in ICS 200.

    c. When a MSA is assigned a position they have not had experience in before, they must feel free to ask for guidance from their supervisor.

2.   The MSA may be assigned to any of number of mission tasks, they may be an assistant to a staff member, they may be assigned to collect sign in information, prepare reports, post status information or keep other mission data posted or updated. These are all important tasks even though a new MSA may not immediately see the relevance of them. The MSA must insure that all personnel and resources get signed into the mission and that the information is legible. Reimbursement and insurance depends on this information.

    a. Sign In. There are two methods of signing personnel and resources into a mission, manual and computerized. For the computerized method, the MSA will need instruction from someone who is familiar with the particular system being used. However, the MSA must be competent in the manual methods in the event the computerized system is not available. There are a number of CAP and ICS Forms with which the MSA needs to be familiar.

        1. ICS Form 211. Check membership and CAPF 101 qualifications.

        2. ICS Form 214 is used to register aircraft and vehicles.

    b. Status Boards. There are several status boards at a mission base that the MSA may be task to keep updated. These boards are used to track the status aircraft, ground teams, or other activities. These boards must be kept accurate and current. These boards are used to determine if an activity are overdue. An organization chart, ICS Form's 209 and/or news releases may be posted and need periodic updating.

    c. Other Data. The MSA may be assigned to assist in other functions that require the collection or dissemination of important information.

        1. Financial data. The MSA may be ask to compute the amount of money expended on a training mission or to be accounted to different task numbers on a disaster mission. On a training mission a certain amount of funds are assigned for that mission. Aircraft flight times, communications expenses, and fuel for aircraft and vehicles must be tracked so the allocated amount is not exceeded. On disaster missions, there may be more than one task number that different mission events need to be tracked against. This information can be obtained from the Finance Section Chief or the Plans Section Chief.

        2. Reports. Depending on the type of mission, there are various reports required. As the MSA you may be ask to collect some of this data and assist in developing the reports. Be sure to coordinate the information with the Plans Section before providing it to anyone else.

3.   One of the important positions the new MSA may be assigned to is the escorting of visitors to the mission base. This may be an assigned function, or mat come about as a result of being handling the sign in duties where people first arrive at the mission base. Some of these visitors will require special attention, and since the MSA might be the first person to meet them, he/she needs to understand what to do in each case. There are three types of visitors who the MSA might be the first to meet: the casual visitor, the relative(s) of the person or persons in distress, and the news media.

   a. Casual visitors. If you determine that someone just wants to see what the CAP is doing and are not relatives or news media, lead them to the Information Officer. Determine if the IO wants you to remain to further escort the visitor.

   b. Relatives. Be on the lookout for relatives of those in distress, special care must be taken with these individuals. If this is a search mission they will want to be helpful and participate. They will want to be around the mission base to observe what is going on. It is an unfortunate event when they overhear a discussion between members of the search team who may be speculating on the outcome of the mission. Whenever you identify a relative, take them immediately to the Information Officer or the Chaplain if one is available. Do not let yourself be drawn into a discussion about the mission.

   c. News media. The News Media can be a help or a problem for the mission. Getting certain information out to the public will often assist in accomplishment of the mission objectives. However, some information is best kept within the mission staff. You may be asked to assist the IO in setting up a tour of the mission base for the media. You may, as the sign in person be the first to meet media who have arrived at the base unannounced. Always take the media to the IO without answering any of their questions. They may try to get information from you or other members on the mission. Be polite, but do not allow this. ONLY the IO or Incident Commander will release information to the media.

Additional Information

More detailed information on this topic is available in the Mission Base Reference Text and ICS 200 manuals.

Evaluation Preparation

Setup: Find a location that is suitable for the student to describe what their responsibilities are as an MSA. Have common tools of MSAs available to allow them to demonstrate as necessary.

Brief Student: Refer to above text to determine if the student understands their responsibilities accordingly.

Evaluation

Performance measures	Results	
1. Properly describe how to sign in a member and their vehicle in to a mission.	P	F
2. Properly describe how to post mission information to status boards.	P	F
3. Properly describe what types of visitors MSAs may be asked to escort, and any special responsibilities when doing so.	P	F
4. Properly describe what other functions MSAs may be utilized for.	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.

Advanced Training Tasks

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.

P-2002
DEMONSTRATE THE ABILLITY TO ESCORT DIGNITARIES AND VISITORS AT MISSION SITES

CONDITIONS

You are a new member on a mission, and are assigned to the check in area. At this position you will probably be the first CAP mission staff member a visitor or news media person will see.

OBJECTIVES

1. Understand how to treat visitors, victim family members and dignitaries.
2. Understand how to handle members of the news media.

TRAINING AND EVALUATION

Training Outline

1.   As a MSA, you might be the first person to meet a visitor, news media representative, family member or dignitary when they arrive at the mission base. You may be assigned to some other duty and be asked to assist the Chaplain or Information Officer to escort visitors around the mission base. The Information Officer (IO) or the Incident Commander (IC) are the only ones who should be releasing information about the mission. Some information and conversations around the mission base should not be made available to non-CAP members.

 a. Casual visitors: If you determine that someone just wants to see what the CAP is doing and that they are not a relative or news media, lead them to the Information Officer. Determine if the IO wants you to remain to further escort the visitor.

 b. Victim family members: Be on the lookout for relatives of those in distress. Special care must be taken with these individuals. If this is a search mission they will want to be helpful and participate. They will want to be around the mission base to observe what is going on. It is an unfortunate event when they overhear a discussion between members of the search team who may be speculating on the outcome of the mission. Whenever you identify a relative, take them immediately to the Information Officer or the Chaplain if one is available. Do not let yourself be drawn into a discussion about the mission.

 c. Dignitaries: If a dignitary arrives at your location, such as an upper level law enforcement official, a County or State Emergency Management Official or political official, take them to the mission IO.

2.   The News Media can be a help or a problem for the mission. Getting certain information out to the public will often assist in accomplishment of the mission objectives. However, some information is best kept within the mission staff. You may be asked to assist the IO in setting up a tour of the mission base for the media. You may, if working the signing in of personnel, be the first person to meet media who have arrived at the base unannounced. Always take the media to the IO without answering any of their questions. Be courteous, but ONLY the IO or Incident Commander will release information to the media.

 a. The media will try often try to get information from you or other members on the mission, do not allow this. Be polite and respond, "I am not sure. I will take you to the IO that has that information," or "I don't have that information, the IO will be able to help you." Don't say, "No comment," or "I am not allowed to talk about it."   Discourage the media from taking pictures or video until after they have met with the IO.

 b. Do not answer any questions and don't allow the media to ask questions of any mission personnel before introducing them to the mission IO. Once again, be polite. We are trying to be sensitive to the family of the victim and protect the integrity of the search- not hide anything.

 c. You may be ask to assist the IO in setting up a tour of the mission base for the media. Follow the instructions given you by the IO.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Text.

Evaluation Preparation

Setup: Use a table and chair to simulate the sign in location at a mission base.

Brief Student: Tell the student that they are manning the sing in desk and that a non-member has approached their location. Play the part of different visitors.

Evaluation

Performance measures   Results

1. Does the student take the appropriate actions for each type of visitor?   P   F

2. Does the student understand whom the only members authorized to release
    information regarding the mission is?   P   F

3. Does the student understand he/she is representing CAP and politeness and
    professionalism is important to their duty?   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-2003
DEMONSTRATE THE ABILITY TO PROCESS INCOMING RESOURCES FOR USE ON MISSIONS

CONDITIONS

You are a new member, and are assigned to sign in the resources for the mission.

OBJECTIVES

1. Understand the resource sign in process at a mission.
2. Know how to process resources and maintain resource data.

TRAINING AND EVALUATION

Training Outline

1.   Why do we need to check in resources and what procedures are available? As was outlined in Incident Command System 200 training, it is important that all resources be properly singed into the mission. This is necessary so that the Planning Section can have visibility over the assets available for assignment. It is also necessary to ensure that the member is covered by insurance and so they get verification for participation in the ES specialty.

a. Automated check in systems: Some Wings utilize automated check in systems such as the Mission Management Utilities (MMU). If an automated system is in use in your Wing, you will need to be trained in its use. This is best done in a training environment outside of a real or training mission. Since automated systems differ in their use and capabilities, details will not be provided here. Arrangements can be made through your Wing Management Information Systems Officer for this type of training.

b. Manual Check in procedures: Even in Wings where an automated data system is in use, the Mission Staff Assistant (MSA) must understand the manual procedures in the event the automated system becomes unavailable. A Wing may be using the ICS Form 211 and instructions for its use can be found in the ICS Forms catalog or in the Mission Staff Reference Text. Other Wings may be using the old CAP Form 103 for sign in purposes. Aircraft and vehicle resources will be signed in on CAP Form 121.

2.   What needs to be checked in and what qualifications need to be verified? Normally the items that the MSA assistant will need to verify at time of check in are limited to membership, Emergency Services (ES) qualifications, and CAP drivers license if driving a CAP vehicle. If an automated system such as the MMU is being used, the computer verifies this information. Should you have any question as the credentials of the individual, contact the Resource Unit Leader or your supervisor. Some Wings may require additional information to be verified at check in.

a. Membership: Ensure the member has a current membership card or other proof of current membership.

b. ES Qualifications: Ensure that the member has a current CAP Form 101 and is current for the position they are signing in for. If the member is in training for the position, he/she should have their CAP Form 101T with them.

c. If the person is driving a CAP vehicle, check to see if he/she and a valid CAP drivers license.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Text.

Evaluation Preparation

Setup: Provide a table and forms to simulate the sign-in location at a mission.

Brief Student: Brief the student that they are in charge of the sign in process and represent yourself as several different members to sign in.

Evaluation

<u>Performance measures</u>   <u>Results</u>

1. Did the student check the correct credentials?   P   F

2. Did the student correctly sign in the aircraft and vehicles?   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.

DEMONSTRATE COLLECTION AND UPDATING OF INCIDENT STATUS INFORMATION

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CONDITIONS

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You are a new member on a mission, and are assigned to assist in the collection and display of mission data/information.

<div align="center">

OBJECTIVES

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1. Know what information needs to be collected, why, and where it comes from.
2. Understand what information needs to be displayed and how.

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TRAINING AND EVALUATION

Training Outline

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1.   What information needs to be collected and why? The following are examples of information you may be ask to collect as a Mission Staff Assistant.

     a. Resource status data: The primary source of this information comes from the sign in process as outlined in task S-0422. Other information you may be ask to gather for the staff to use may include what teams or aircrews are ready for assignment or are already assigned. If a team or aircrew goes to lunch, when are they expected back? This information is used by the Plans and Operations Sections to develop assignments for the next few hours. If you are assigned this job, you are working in the Plans Section, Resources Unit.

     b. Operations data: The operations data you may be ask to collect might include what aircrews or ground teams are on assignment, when they were dispatched or took off, when they are expected to return or reach their destination, and miles driven or hours flown. All of this kind of information or data is found in the Operations Section. The Operations Section uses this information to track resource utilization, and to know when each group is to return.   This information is also used to spot overdue teams or crews. The Information Officer uses the information for media releases to let the public and other interested parties know how the mission is progressing or CAP's part in support of another agencies operations. The Finance Section uses the information for tracking costs and for reimbursement purposes.

     c. Financial data: As noted above, the basic information comes from the Operations Section. There are two situations where the information becomes important other than just providing justification records for the reimbursement of aircraft time and fuel and the fuel expenditures for vehicles.

          1. On an Air Force approved/funded training mission, a specified amount is provided for that mission number. On a training mission, the flight times for getting the aircrews to the mission must be obtained to determine the maintenance costs and cost of fuel added to determine the inbound cost. The fuel costs expended by Ground Teams and Staff coming the mission must be determined as well. These two costs are then doubled to provide the estimate of funds expended to get to and from the training mission. Once these are subtracted from the total amount of funds assigned to the mission, you have the amount that can be used for the training activities. As the training progresses you may be asked to provide the current estimate of funds expended so that Operations and Planning know when activities must be suspended to prevent going over the assigned limit.

          2. On a disaster relief mission, Requests For Assistance (RFA) will normally arrive with a specified maximum funding amount on it. This amount must not be exceeded. CAP may receive several RFAs with different task numbers/fund cites on them. In this case, costs must be separated out to match the RFA number. You may be ask to provide projected costs for future operations and this information will have to be developed with the assistance of the Plans Section.

     d. Incident status information: Incident status information is concerned with the collection of what has been accomplished and what needs to be accomplished. What grids or areas have been searched and to what effectiveness. This information is gleaned from debriefing reports from the Operations Section and is gathered and collated in the Plans Section.

2.   What information needs to be displayed and how? There are two methods for displaying information, manual and automated. Some information is displayed openly so that it is readily available for anyone to see, while other information is for use by the Mission Base Staff and wider dissemination is at their discretion. As a MSA, you may be asked to help display the information. It is important that the displays be accurate and as current as possible. Some information is displayed on status boards even when automated systems are in use.

a. Resource Data: Resource data is normally maintained only on paper or in the automated system. However in some cases the numbers of aircrews or ground teams assigned or available may be noted on a board.

b. Operations data: Operations data is displayed on hard copy forms that must be kept for the reasons mentioned in paragraph 1. The information may also be displayed on wall charts where visibility of critical data can be monitored by operations personnel. It is of the utmost importance that this data is current and correct at all times.

c. Financial data: Financial data is normally kept in hard copy or some Wings use electronic spreadsheets. If kept electronically, be sure to print a hard copy for mission records.

d. Incident status information: Incident status information is normally more sensitive in nature and not usually on display where to the general public. Situation information such as clues and areas covered are usually plotted on status maps. Release of status information will only be made through the Information Officer or the Incident Commander. Accuracy of status information is important.

Additional Information

More detailed information on this topic is available in the Mission Base Reference Text.

Evaluation Preparation

Setup: Use information from an actual mission package.

Brief Student: Tell the student that they are to collect different types of information and post it to the correct form or wall display if available. Some evaluator assistance may be given.

Evaluation

Performance measures	Results
1. Provide the student with several CAF Forms 104 and 109 and have the student collect and post the information. Can the student locate and post?	P F
2. Using flight and ground information, have the student collect financial data using the procedures of that particular Wing.	P F
3. Have the student collect resource information on members and resources for presentation to the Plans Section.	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.

Forms

EMERGENCY NOTIFICATION DATA

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MI	CAP RANK	CAPID
ADDRESS			CITY	STATE AND ZIP CODE

CIVIL AIR PATROL UNIT INFORMATION

UNIT CHARTER NO.	UNIT NAME	UNIT LOCATION (City and State)	
UNIT COMMANDER'S NAME		CAP RANK	TELEPHONE (Weekdays) AC: NO.
ADDRESS			TELEPHONE (Nights & Weekends) AC: NO.

PERSON TO NOTIFY IN CASE OF EMERGENCY

NAME (Mr., Mrs., etc.)	RELATIONSHIP	TELEPHONE (Weekdays) AC: NO.	
ADDRESS	TELEPHONE (Nights & Weekends) AC: NO.	CELL PHONE	

CAP FORM 60, DEC 03   Previous editions will not be used after 31 Mar 04   OPR/ROUTING: LMM

--- Cut here ---

EMERGENCY MEDICAL DATA

PERSONAL PHYSICIAN _____ PHONE _____

PHYSICIAN'S ADDRESS _____ CITY _____

BLOOD TYPE _____

PERTINENT MEDICAL DATA (Allergies, Diseases, Chronic Illnesses, medications, etc.) _____

_____

_____

CAP FORM 60, DEC 03   REVERSE

EMERGENCY MEDICAL DATA

PERSONAL PHYSICIAN _____ PHONE _____

PHYSICIAN'S ADDRESS _____ CITY _____

BLOOD TYPE _____

PERTINENT MEDICAL DATA (Allergies, Diseases, Chronic Illnesses, medications, etc.) _____

_____

_____

CAP FORM 60, DEC 03   REVERSE

DEBRIEFING INFORMATION

	ATD	ATA	Tach Start	Tach End
☐ Flight Plan Closed				

Hobbs Start	Hobbs To/From	Hobbs in Area	Hobbs Total	Hobbs End

Fuel Used (Gal)	Oil Used (Qt)	Fuel & Oil Cost	Receipt #	
				☐ Wing Paid

Summary

Results/Deliverables

Weather Conditions

Remarks

Sortie Effectiveness
☐ Successful ☐ Marginal ☐ Unsuccessful ☐ Not Flown ☐ Not Required

Reason (if not successful)
☐ Weather ☐ Aircraft Maintenance ☐ Equipment Failure
☐ Crew Unavailable ☐ Customer Cancellation ☐ Other _____

Attachments & Documentation
☐ AIF ORM Matrix ☐ AIF ARCHER Log ☐ CAPF 104a SAR Results Worksheet
☐ CAPF 104b Reconnaissance Summary ☐ ICSF 214 Unit Log ☐ Receipts
☐ Other _____

DEBRIEFING OFFICERS

☐ Phone Debriefing	Debriefer (Name & CAPID)	Time & Date Debriefed

---

MISSION FLIGHT PLAN/BRIEFING FORM

TRACKING NUMBER

MISSION DATA SECTION

Mission Number	Mission Name	Mission Symbol	Mission Date

MANIFEST, QUALIFICATIONS & AIRCRAFT DETAILS

Pilot In Command (Name & CAPID)	☐ MP ☐ TMP ☐ MFC ☐ WS ☐ COM ☐ IFR ☐ Night ☐ LES ☐ Trainee
Crew Member / Passenger 1 (Name & CAPID)	☐ MCP ☐ MP ☐ TMP ☐ MFC ☐ COM ☐ IFR ☐ Night ☐ WS ☐ MO ☐ MS ☐ ADIS ☐ AP ☐ HRO ☐ LES ☐ Trainee ☐ Other
Crew Member / Passenger 2 (Name & CAPID)	☐ MO ☐ MS ☐ ADIS ☐ AP ☐ HRO ☐ WS ☐ LES ☐ ARCHOPR ☐ ARCHTRK ☐ Trainee ☐ Other
Crew Member / Passenger 3 (Name & CAPID)	☐ MO ☐ MS ☐ ADIS ☐ AP ☐ HRO ☐ WS ☐ LES ☐ ARCHOPR ☐ ARCHTRK ☐ Trainee ☐ Other
Crew Member / Passenger 4 (Name & CAPID)	☐ MO ☐ MS ☐ ADIS ☐ AP ☐ HRO ☐ WS ☐ LES ☐ ARCHOPR ☐ ARCHTRK ☐ Trainee ☐ Other
Crew Member / Passenger 5 (Name & CAPID)	☐ MO ☐ MS ☐ ADIS ☐ AP ☐ HRO ☐ WS ☐ LES ☐ ARCHOPR ☐ ARCHTRK ☐ Trainee ☐ Other
Crew Member / Passenger 6 (Name & CAPID)	☐ MO ☐ MS ☐ ADIS ☐ AP ☐ HRO ☐ WS ☐ LES ☐ ARCHOPR ☐ ARCHTRK ☐ Trainee ☐ Other
Crew Member / Passenger 7 (Name & CAPID)	☐ MO ☐ MS ☐ ADIS ☐ AP ☐ HRO ☐ WS ☐ LES ☐ ARCHOPR ☐ ARCHTRK ☐ Trainee ☐ Other

Crew Contact (Phone, E-mail, etc.)

Tail Number	Callsign	Type	TAS (Knots)	Color/Description	☐ CAP ☐ Member Owned

Fuel (In Hours)	Aircraft & Aircrew Equipment ☐ Transponder ☐ VOR ☐ DME ☐ Autopilot ☐ GPS_____ ☐ CAP FM Radio ☐ Tactical Repeater ☐ Becker DF ☐ L-Tronics DF
Home Base	☐ ARCHER Airborne System ☐ ARCHER Ground Station ☐ Digital Camera ☐ ADIS ☐ Satellite Phone _____ ☐ Survival Kit ☐ Life Raft & Vests ☐ Other _____

RELEASING OFFICERS

☐ Phone Briefing	Briefer (Name & CAPID)	Flight Release Officer (Name & CAPID)

BRIEFING INFORMATION

WMIRS Sortie #	WMIRS Sortie Type		WMIRS Sortie Objective	

WMIRS Area of Operations	Dep. Airport	Dest. Airport	ETD	ETE

Base Telephone

Base Callsign

Frequencies

Base	Air/Ground	Air/Air

Required Radio Checks & Contacts

Other Aircraft in Area (Location & Callsign)	Ground Teams in Area (Location & Callsign)

Sortie Objectives

Sortie Deliverables

Actions To Be Taken On Objectives & Deliverables

Route Of Flight

Altitude Assignment & Restrictions	Airspeed Expected & Restrictions

Aircraft Separation (Adjoining Areas)

Emergency / Alternate Fields

Military Low Altitude Training Routes

Hazards To Flight

Weather (Current & Forecast)

Current Local	Current En Route	Current Area of Operations
Forecast Local	Forecast En Route	Forecast Area of Operations

BRIEFING INFORMATION CONTINUED

☐ Flight Plan Required	☐ Flight Plan Filed	☐ Flight Plan Opened
☐ ORM Matrix Complete	Risk Assessment ☐ Low ☐ Moderate ☐ High	☐ Risk Assessment Approval

Special Instructions (Including Risk Mitigation Procedures)

CREW NOTES

INSTRUCTIONS FOR COMPLETION OF CAP FORM 104, AUG 09

GENERAL INFORMATION: This CAPF 104 has been designed to be printed on standard 8.5" by 11" paper, and folded in half so that crews can easily use them in the cockpit, attached to kneeboards. Crews will be able to complete them online in WMIRS and print out the form or save it in WMIRS as well. When using the online WMIRS version certain sections will only be available when appropriate. For example, crews will not be allowed to update briefing sections post flight.

PAGE 1: TRACKING NUMBER: This will be automatically defaulted as the sortie number from WMIRS when using the WMIRS version, but can be replaced with a unique number determined by the mission staff when using WMIRS or the offline versions.

MISSION DATA SECTION: This section will be automatically filled from WMIRS when using the WMIRS version, or can be manually filled offline. Details will be provided by the mission staff to fill this section appropriately offline. Sorties cannot be flown on multiple mission numbers, mission, names, or mission symbols. Though sorties could be flown over multiple dates, the data block provided will be filled with the starting date of the sortie.

MANIFEST, QUALIFICATIONS, AND AIRCRAFT DETAILS: Most of this section is self explanatory. All crew members or passengers must be identified clearly. When using the WMIRS version, most data will be filled in automatically, and non-CAP passengers or crew members will be clearly identified so that a CAPF 9 can be completed when required, and to be sure appropriate authorizations have been received prior to flight release. The Mission Pilot will also have to be appropriately qualified in order to be slotted as such in the WMIRS version, but the mission staff will have to check this status by hand when working offline. Planners using the WMIRS version will be able to search for personnel that meet needed criteria for crew positions. The blocks are to be completed with the qualifications needed and a member must be selected that meets that criteria; the blocks are not meant to indicate all qualifications a member holds. Most aircraft information will be automatically completed based on prior entries in WMIRS and other NHQ databases, but can be updated on the form or in offline versions as necessary. The acronyms and abbreviations for crew qualifications are listed below for quick reference:

ADIS = Aerial Digital Imaging System Operator	IFR = Instrument Flight Rated Pilot	MS = Mission Scanner
AP = Airborne Photographer	LES = Law Enforcement Screened (CD Qual.)	Night = Pilot is current to fly at night
ARCHOPR = ARCHER Operator	MCP = Mission Check Pilot	TMP = Transport Mission Pilot
ARCHTRK = ARCHER Trac Technician	MFC = Mountain Flying Certification	WS = Water Survival
COM = Commercial Pilot	MO = Mission Observer	
HRO = Highbird Radio Operator	MP = Mission Pilot	

RELEASING OFFICERS: This section is used to record the personnel releasing the sortie, noting phone briefings for remote dispatch when necessary. The WMIRS version will only allow appropriately qualified personnel to be input into these fields. Within WMIRS, the briefer is required to be at least an AOBD trainee, and a qualified FRO must be listed for the FRO block; care must be taken when briefing crews offline that qualified personnel are used. Signatures are not required in these blocks.

PAGE 2: BRIEFING INFORMATION: Though most information is self explanatory, details will likely vary from sortie to sortie. Where possible the data available will be automatically filled in the WMIRS version. The WMIRS version will also provide links and other tools in order to assist crews with selecting airports, determining weather, etc. Some of this data could be sensitive, and must be treated with appropriate handling procedures. Much of this data also focuses crew planning on potential safety issues, and must be carefully considered and planned.

PAGE 3: BRIEFING INFORMATION CONTINUED: This section is used to track flight plan requirements for the crew, and risk management and assessment. Special instructions and measures required to mitigate identified risks are also documented in this section.

CREW NOTES: This is mainly additional space for the crew to note any items that were not already covered in the briefing or that additional space was needed for, and also for crews to document key facts while in flight or for debriefers post flight. Within WMIRS crews will be able to make both text notes as well as attach pictures in this section.

PAGE 4: DEBRIEFING INFORMATION: This section is used to note what actually happened during the sortie. Sorties are flown for intended purposes and objectives, and this section allows the debriefing officers to document if those properly as well as note issues for other crews with similar assignments in the future. Care should be taken to properly document what was accomplished; if results and success or failure are not properly documented then the sortie might as well not have been flown. When attachments or other documentation are necessary, they should be attached to this form by the crew and turned in to their debriefer. In order to facilitate total electronic processing of mission documentation in the future, this section will also have links to be able to link to or scan and attach documentation and attachments for the sortie as well.

DEBRIEFING OFFICERS: This section is used to note who de-briefed the crew, when, and if it was done remotely over the phone. WMIRS will document completion automatically, and only allow personnel that are at least AOBD trainees or higher to be used as debriefers. Once the debriefing is listed as complete, data within the WMIRS version cannot be changed, but additions will be allowed after the fact, with dates and times annotated.

FLIGHT OPERATIONS LOG

MISSION NUMBER			MISSION BASE				DATE						
									PAGE	OF	PAGES		

SORTIE NUMBER	A/C NUMBER AND TYPE	CREW	COMM CAPABILITY	HOME BASE	AREA ASSIGNED	RANGE IN HOURS	ETE	ATD	ETA	ATA	TIME FLOWN	REMARKS
	NUMBER: TYPE:	PILOT: NO. OBS:	ELT-DF	PILOT: A/C:								
	NUMBER: TYPE:	PILOT: NO. OBS:	ELT-DF	PILOT: A/C:								
	NUMBER: TYPE:	PILOT: NO. OBS:	ELT-DF	PILOT: A/C:								
	NUMBER: TYPE:	PILOT: NO. OBS:	ELT-DF	PILOT: A/C:								
	NUMBER: TYPE:	PILOT: NO. OBS:	ELT-DF	PILOT: A/C:								
	NUMBER: TYPE:	PILOT: NO. OBS:	ELT-DF	PILOT: A/C:								
	NUMBER: TYPE:	PILOT: NO. OBS:	ELT-DF	PILOT: A/C:								
	NUMBER: TYPE:	PILOT: NO. OBS:	ELT-DF	PILOT: A/C:								
	NUMBER: TYPE:	PILOT: NO. OBS:	ELT-DF	PILOT: A/C:								

CAP **107** PREVIOUS EDITION OF JUL 72 MAY BE USED.

NOT TO BE USED BY REGION OR WING TO SUBMIT EXPENSES TO NATIONAL HEADQUARTERS

Region/Wing refer to Web Mission Information Reporting System (WMIRS)

REIMBURSEMENT FOR INDIVIDUAL CAP MEMBER EXPENSES

For instructions and help, place mouse pointer on triangles (red).

1. Mission Number:		Start Date (dd/mmm/yy):	Stop Date (dd/mmm/yy):

2. Type Mission: ☐ SAR/DR   ☐ EVAL/TRNG   ☐ CD   ☐ HLS   **3. Claimant (See Instructions on Reverse)**
☐ OTHER

4A. Mailing Address: Check here if new address   ☐   **4B. Phone Number and E-Mail Address:**

5. Invoice (Refer to Instructions):   ☐ FINAL   ☐ PARTIAL

A. DATE (dd/mmm/yy)	B. TYPE ACFT OR VEH MAKE/MODEL	C. ACFT HP	D. ACFT ID/VEH ID OR LICENSE	E. ACFT/ VEH OWNER Corp	Mbr	F. HOURS FLOWN/ NO. MILES	G. HOURLY RATE ACFT MINOR MX	H. ACFT COST CLAIMED	I. FUEL AND OIL COST CLAIMED	J. LODGING & PER DIEM COST CLAIMED	K. COMM/ OTHER COST CLAIMED	L. SUB TOTAL CLAIMED
								-				-
								-				-
								-				-
								-				-
								-				-
								-				-
								-				-

TOTAL CLAIMED BY CATEGORY	6. ACFT COST	7. FUEL/OIL	8. L & PD	9. OTHER	10. TOTAL
	-	-	-	-	-

11. CERTIFICATIONS. The parties signing in Blocks 11A and 11B are responsible for the accuracy and validity of the facts recited in the claims and supporting documentation. The parties shall not claim costs on the CAPF 108 if expenses are being reimbursed from another source. Dual compensation is prohibited.

11A. CAP MEMBER: I CERTIFY THAT THE AMOUNTS PAID WERE FOR PARTICIPATION IN THE LISTED USAF AUTHORIZED MISSION AND ACCURATELY REFLECT HOURS FLOWN, AUTOMOTIVE FUEL/OIL USED, AND /OR OTHER MISCELLANEOUS COSTS INCURRED. (Please print/type name below signature.)	**SIGNATURE AND DATE**
11B. WING APROVAL: I CERTIFY THAT THE AMOUNTS PAID WERE FOR PARTICIPATION IN THE LISTED USAF AUTHORIZED MISSION AND ACCURATELY REFLECT HOURS FLOWN, AUTOMOTIVE FUEL/OIL USED, AND /OR OTHER MISCELLANEOUS COSTS INCURRED. (Please print/type name below signature.)	**SIGNATURE AND DATE**

CIVIL PENALTY FOR PRESENTING FRAUDULENT CLAIM.
"THE CLAIMANT SHALL FORFEIT AND PAY TO THE UNITED STATES THE SUM OF FIVE TO TEN THOUSAND DOLLARS PLUS THREE TIMES THE AMOUNT OF DAMAGES SUSTAINED BY THE UNITED STATES." (SEE 31 U.S.C. 3729)   (APPLICABLE TO ALL SIGNATORIES)

CRIMINAL PENALTY FOR PRESENTING FRAUDULENT CLAIM.
"FINE OF NOT MORE THAN TEN THOUSAND DOLLARS OR NOT MORE THAN FIVE YEARS IN PRISON OR BOTH."(SEE 18 U.S.C. 287) (APPLICABLE TO ALL SIGNATORIES)

CAP FORM 108, APR 07. **Corrected Copy**   PREVIOUS EDITIONS WILL NOT BE USED. **THIS FORM CANNOT BE MODIFIED.**   OPR/ROUTING: MD

INSTRUCTIONS FOR COMPLETING THE CAPF 108   *Consult with CAP-USAF/SE; other safety discussions with NHQ SE staff.*

· All pilots flying on USAF authorized reimbursable missions MUST SUBMIT appropriate documentation to the wing showing aircraft flown, ownership, and
   flying time even if no individual claim for reimbursement is made. This information is required for statistical purposes.

· This documentation and appropriate receipts must be submitted to the wing not later than **15** days after the close of the mission.

· Wings must prepare a consolidated mission **WMIRS** CAPF 108 through WMIRS to the National Operations Center not later than **30** days after the close of the mission.

BLOCK 1.   Enter mission number and mission inclusive dates. Add sequential alpha character to adjustment claims.
BLOCK 2.   Check the appropriate block for the type mission, one block only!
                  If "Other," describe.
BLOCK 3.   For individual list full name and CAPID. For unit list charter number, i.e., GLR-MI-051.
BLOCKS 4A & 4B.   Enter appropriate mailing address, phone number and e-mail address for entry in block 3.
BLOCK 5.   Check the appropriate block to identify if this is a partial or the final claim for the mission (block 1).
                  NOTE: A separate line entry must be made for each aircraft/vehicle unitized.
BLOCK 5A.   Enter date expense incurred (as shown on receipt).
BLOCK 5B.   Enter the type of aircraft or vehicle make and model.
BLOCK 5C.   Enter aircraft horsepower (hp).
BLOCK 5D.   Enter the aircraft registry number or, for corporate-owned vehicles (COV), the vehicle identification number or, for private-owned
                  vehicles (POV), the vehicle license plate number corresponding to 5B.
BLOCK 5E.   Check appropriate block to identify entry in 5B.
BLOCK 5F.   Enter aircraft hours(hobbs) flown or number of miles driven for entry in 5B.
BLOCK 5G.   Enter the hourly aircraft minor maintenance rate for aircraft type entered in 5B. Reference current rates published in CAPR 173-3.
BLOCK 5H.   Multiply the entry in 5F by 5G and enter the result.
BLOCK 5I.   Enter the amount claimed for the entry in 5B and attach original receipt(s).
BLOCK 5J.   Enter amounts claimed for lodging and per diem costs and attach original receipt(s).
BLOCK 5K.   Enter amounts claimed for communications cost, aircraft oxygen service, authorized TDY expenses, etc., and attach original receipt(s).
BLOCK 5L.   Enter the sum of 5H through 5K as appropriate.
BLOCK 6.   Enter the total of column H.
BLOCK 7.   Enter the total of column I.
BLOCK 8.   Enter the total of column J.
BLOCK 9.   Enter the total of column K.
BLOCK 10.   Enter the total of entries in blocks 6 through 9 OR total of column 5L (both should be equal).
BLOCKS 11   Read, print/type name, sign and date.

CAP FORM 108, APR 07   *Corrected Copy*   **Reverse**

GROUND TEAM	Mission Number	Mission Base	Team Leader's Name (Last, First)		
CLEARANCE	Date	Tm Ldr Radio Call	Destination		Sortie Number

VEHICLE

Make	Type	License	Radio Call	Start Mileage	Ending Mileage	Freq. Available

Wing Assigned Veh. ID No.	Other Equipment

TEAM MEMBERS

PRINT Last Name, First Initial	ES Qualification	Personal Equipment

BRIEFING

Primary Assignment (describe in detail) Time Team Reached Area _____	Grid Numbers/Area
	BRIEFING CHECKLIST
	Base Radio Capability, VHF
	UHF Freq.
	Base Call
	Base Phone Numbers(s)
	Restricted Areas
	Search Aircraft/Grid
	Radio Call Sign
	Target Sighting Actions
In Field Reassignment Instructions Time Team Reached Area _____	Other Agencies
	Weather Current
	Expected 24 hrs
	Other

Code words

ETD	ATD	ETA	ATA

Signature of Briefing Officer	Signature of Team Leader

CAP FORM 109, Feb 96 (Previous editions are Obsolete)

DEBRIEFING

Clouds	Clear	Scattered	Broken	Overcast	Debriefing Checklist
Precipitation	None	Rain	Scattered	Snow	ELT Signals Landmarks Old Wreckage Possible Targets
Light Conditions	Bright	Dull	Near Dark	Night (%moon)	Ground Activity Search Hazards Aircraft Communications
Visibility	> 10 mile	> 5 mile	> 1 mile	< 1 mile	Other Ground Teams Recommendations for Further Coverage
Terrain	Flat	Rolling Hills	Rugged Hills	Mtns	Probability that Target was in Area
Ground Cover	Open	Moderate	Heavy	Other	
Wind Speed	Calm	≤ 10 mph	≤ 20 mph	≤ 30 mph	

REMARKS AND SKETCH OF AREA COVERED. Show location of significant findings.

Debriefing Officer	Team Leader Signature

CAP Form 109 (Reverse)

ICS Form 211

INCIDENT CHECK-IN LIST	1. Incident Name	2. Check-In Location (complete all that apply)					3. Date/Time

Check one:
☐ Personnel ☐ Handcrew ☐ Misc.
☐ Engines ☐ Dozers
☐ Helicopters ☐ Aircraft

| | | | | | ☐ Base | ☐ Camp | ☐ Staging Area | ☐ ICP Restat | ☐ Helibase | |

Check-In Information

4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format:					5. Order/Request Number	6. Date/ Time Check-In	7. Leader's Name	8. Total No. Personnel	9. Manifest		10. Crew or Individual's Weight	11. Home Base	12. Departure Point	13. Method of Travel	14. Incident Assignment	16. Other Qualifications	16. Sent to RESTAT Time/Int
Agency	Single	Kind	Type	I.D. No/Name					Yes	No							

Page ___ of ____

17. Prepared by (Name and Position) *Use back for remarks or comments*

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Unit Name/Designators	5. Unit Leader (Name and Position)		6. Operational Period

7. Personnel Roster Assigned		
Name	ICS Position	Home Base

8. Activity Log	
Time	Major Events

9. Prepared by (Name and Position)

ICS 214

| **SUPPORT VEHICLE INVENTORY** (Use separate sheet for each vehicle category) | | 1. Incident Name | | 2. Date Prepared | | 3. Time Prepared | | |

Vehicle Category: ☐ Buses ☐ Dozers ☐ Engines ☐ Lowboys ☐ Pickups/Sedans ☐ Tenders ☐ Other

		Vehicle/Equipment Information							
Resource Order No. "E" Number	Incident ID No.	Vehicle Type	Vehicle Make	Capacity Size	Agency/Owner	Vehicle License Rig Number	Location	Release Time

Page ___ of ____

5. Prepared by (Ground Support Unit)

ICS 218   NFES 1341

MISSION REGISTRATION

(Be prepared to show CAP ID card, driver's licenses, 101 card when turning in this form.)

Date:

Personal Information

Last Name: First Name: Rank: CAP ID: Unit # (REG-WG-UNIT):

CAP Drivers License: Exp: State Drivers License: Exp:

Pilot License: Exp: Telephone Num: Age (cadet only):

CAPF 60 ☐ Yes ☐ No   Member will be sent to Logistics Base (OOS) until information can be verified in WMU, Staple copy of form 60 to this form.

☐ **I PLAN TO FILE FOR REIMBURSEMENT**

Qualification Information

CAPF 101 ☐ Yes ☐ No   (RUL will verify qualifications on 101 card. Make sure date for each qualification is current. Place **T** after qualification if member is in training for qualification)

☐ Incident Commander	☐ Mission Chaplain	☐ Ground Team Member
☐ Agency Liaison	☐ Air Branch Director	☐ UDF Member
☐ Finance/ Admin Section Chief	☐ Ground Branch Director	☐ Flight Line Supervisor
☐ Planning Section Chief	☐ Communications Unit Leader	☐ Flight Line Member
☐ Logistics Section Chief	☐ SAR/DR Mission Pilot	☐ Mission Radio Operator
☐ Operations Section Chief	☐ Mission Observer	☐ Mission Staff Assistant
☐ Liason Officer	☐ Mission Scanner	☐ **GES ONLY**
☐ Mission Safety Officer	☐ Ground Team Leader	

For GTL or Mission Pilots only: Are you member of a complete air crew or ground team for this mission? ☐ Yes ☐ No
(Even if you and your team are preassigned for other duties we need this for resource management)

Other names of air crew / team members (First Initial/Last name):   1.   2.

3.   4.   5.

Status   (This section completed by Resource Unit Leader at mission)

OOS   Logistics Base   Off Base   Home

Available OPS Staging Area: Ground ☐   Air ☐   RUL Staging area:

Assigned   ☐ Staff (position)   ☐ A/C   ☐ GT

Previous assignments this mission

Duty Start Time: Duty End Time: *(For Aircrews the time left or returned to quarters to start/end the day, for all others time put on available status)*

Resource Unit Leader Initials: