Operations Evaluation Checklist Guide

NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

Introduction

Intent

The joint CAP/CAP-USAF Operations Evaluation is constructed to validate CAP's readiness and ability to perform Air Force Assigned Missions (AFAM). The complete evaluation will consist of: a disaster scenario requiring multi-region participation as well as individual evaluations of the multitude of real-world AFAMs (Falcon Virgo, Felix Keynote, Orientation Rides, etc.) flown by CAP every day. This will all occur in a 90-day window agreed upon by CAP/CAP-USAF HQ and the participating CAP Region/CCs. At the end of the evaluation, a final report will be distributed to all CAP Regions and will be included in the annual Performance Feedback required under the Cooperative Agreement.

Execution

The disaster scenario will focus on a relatively common event for the designated regions. The evaluation period for the disaster scenario will be approximately two weeks long with the majority of taskings occurring during the weekend in the middle of that period. Each region is responsible for designating Incident Command Posts that are used in each state for disaster-related missions (hurricanes, flooding, etc.), however not all states in the region might have a direct part to play in the exercise.

For 45 days on either side of the disaster scenario, CAP and CAP-USAF evaluators will travel to each state to evaluate other facets of CAP's AFAM participation. The evaluators will give plenty of notice and will never arrive unannounced. While there, the evaluators might ride-along on the selected mission, as weight and balance allows. For crew position equivalences, consider all CAP-USAF evaluators to be MS and MO (non-SAR) qualified.

During Orientation and Cadet WINGS evaluations, the evaluator can either sit in the back (as weight and balance allows) or fly as a simulated cadet. At no time will an evaluator take a seat from a cadet getting an Orientation Ride.

Documentation

All documentation from every sortie flown and exercise evaluated should be uploaded under the proper mission number in WMIRS. This can include ICS Forms, Ops Plans, SPINS, CAPF 104, etc.

Once an evaluation is complete, a draft of the gradesheet will be sent to the participating Region/CCs and DOs. Grades are not final until reviewed by the CAP and CAP-USAF/DO. The final report will be sent to the participating Region/CCs NLT 30 days following the end of the evaluation. This report will serve as the backbone of the CAP/DOs End of Year report to the CAP-USAF/CC.

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1 - Command

Summary

Commendables	Findings
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Y,N,N/A	#	Question
	01	Did the IC produce an IAP at the beginning of each operational period and did all Command & General Staff members participate in its development?
	02	Did the IC implement a Planning "P" process for each operational period, as required?
	03	Were consistent and sustainable Information Management System (IMS) processes demonstrated throughout the operation?
	04	Was there a single point of receipt for all taskings and were these collected, prioritized, documented and tracked until task completion?
	05	Did the IC maintain accountability for all personnel and assets assigned to the mission?
	06	Was a Unit Log started in WMIRS at the beginning of the mission and was it sustained throughout the operation showing relevant entries of significant events?
	07	Did the OSC establish/sustain a Mission Generation & Sortie Management system capable of generating missions launching, tracking, and recovering both ground and air (to include sUAS) sorties?
	08	Does the FASC effectively track finances for the mission?
	09	Did the IC ensure that all customer questions were addressed and that all taskings were addressed and/or completed?
	10	Did the SOFR attain and sustain visibility over all operations, planning, and documentation?
	11	Did the PSC develop a Demobilization Plan as an annex to the IAP at the beginning of the operation?
	12	Did the LSC establish a means for managing request for facilities, vehicles, and other supplies and equipment?
	13	Were SITREPs passed to 1AF according to the pre-determined schedule?
	14	Did the NOC communicate effectively with 1AF (CAP-USAF/LNO) and vice versa?

15 Did the PIO sustain good situational awareness over media and Social Media products?

16 Were press releases approved by the IC before they were released and did the IC participate in all Press Briefings and Press Conferences?

17 Did qualified CAP Agency Representatives ensure adequate coordination between the CAP ICP and EOCs regarding taskings and situational awareness, as required?

18 Did the OSC conduct the Tactical Planning for the next operational period's sorties and did the PSC facilitate the overall planning process for the IMT?

Strengths:
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Findings:
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Commendables:
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Tab #1 Command Questions GUIDE

1. Did the IC produce an IAP at the beginning of each operational period and did all Command & General Staff members participate in its development?
    a. Collect a copy of each IAP for the files and ensure the entire staff coordinated on it.
    b. Review IAP to ensure input in specific forms were made by NIMS designated positions (including IC-202; SOFR-206 and 208; OSC-204; PSC-202, 203 and 207, MHSO-206; COML-205)
    c. Observe Operations Brief at the beginning of the Operational Period and witness whether the PSC facilitates the brief and each Command & General Staff member briefs their portion of the IAP.
2. Did the IC implement a Planning "P" process for each operational period, as required?
    a. The specifics of the Planning "P" process can be found at https://www.fema.gov/media-library-data/1508151197225ced8c60378c3936adb92c1a3ee6f6564/FINAL_NIMS_2017.pdf. In general, is the IC using a systematic process to ensure all responsible members of the Command & General Staff are participating in planning meetings and making inputs to the next IAP throughout the operational period? This leads to increased situational awareness and ensuring everybody is executing the ICs overall Objectives, priorities, and Strategies
3. Were consistent and sustainable Information Management System (IMS) processes demonstrated throughout the operation?
    a. Is the pertinent information being collected, validated, analyzed and disseminated to all applicable parties? Is this data updated, as required? Does the Command & General Staff have a plan in place to collect and share relevant data from each Command & General Staff member?
4. Was there a single point of receipt for all taskings and were these collected, prioritized, documented and tracked until task completion?
    a. Do they have a single point of receipt and if so, was that the appropriate person/section to be the single point?
    b. What method was used to track taskings? Did personnel other than the single point of receipt easily understand it? Was it updated in a timely manner and was there a clearly understood priority listing of multiple taskings? Was it available to provide situational awareness to the Command & General Staff on status of taskings?
5. Did the IC maintain accountability for all personnel and assets assigned to the mission?
    a. This can be determined a variety of ways. Is there a sign in/sign out log and is it updated as the day goes on? Normally the RESL will sign personnel and assets into the mission through WMIRS. Is everybody in the ICP updated on what personnel and assets are available for tasking?

6. Was a Unit Log started in WMIRS at the beginning of the mission and was it sustained throughout the operation showing relevant entries of significant events?
   a. Go to "Unit Log" on the left bar in WMIRS. From there, you will have to enter the mission number (or click through the appropriate wing's missions to find the correct mission). Once you select a mission, the Unit Log should populate.
   b. Review Unit Logs periodically to ensure that each unit on the Command & General staff (including IC) is making key inputs (every few hours, if not more frequently) into the Mission Unit Log.
7. Did the OSC establish/sustain a Mission Generation & Sortie Management system capable of generating missions launching, tracking, and recovering both ground and air (to include sUAS) sorties?
   a. Was there a centrally maintained and edited system that could be easily understood by all relevant parties?
   b. Was there a "living" version that could be editable by multiple people or were there different versions?
   c. If there was single point of data-entry, did more than one person know how to run the system to allow for a smooth transition in the case the individual responsible for entering data had to leave?
8. Does the FASC track finances for the mission and does the RESL effectively track resources?
   a. Did the FASC ensure timely submission of post-mission receipts and e108s?
   b. Were demobilization funds planned into the bottom line from the onset of the mission?
   c. Did the FASC anticipate future costs and recognize if/when the mission was going over-budget and inform the IC prior to any funds over-allocation?
   d. If multiple mission numbers were used, were costs separated?
   e. Did the RESL monitor the status of critical resources (aircraft, personnel, vehicles, tactical repeaters (etc); reporting on these each day to the IC?
9. Did the IC ensure that all customer questions were addressed and that all taskings were addressed and/or completed?
   a. Did the IC use Agency Representatives (AREPS) to deal with customers?
   b. Did the IC respond to customer questions/requests in a timely manner?
10. Did the SOFR attain and sustain visibility over all operations, planning, and documentation?
    a. Did the SOFR actively participate in ICP operations?
       i. This does not mean that he/she was constantly walking around with a clipboard writing up safety violations but at least assessing flight line safety and ICP safety hazards throughout the Operational Period.
    b. Was the Safety Risk Management process used IAW CAPR 160-1, para 1.4.2.?Did the SOFR make recommendations to the OSC and IC if they deemed something unsafe?

       c.   Were any mishaps properly documented in SIRS and was the appropriate level of authority notified of the mishap IAW CAPR 160-2?

       d.   Need to ensure that the SOFR participated in "Planning-P" meetings and develop an ICS 215A; assessing the Tactics developed by the OSC in the ICS 215. We need to look at what mitigation steps they recommended to reduce risks identified in the Tactics and were they briefed to all members participating in those tactics?

       e.   Need to make sure that the SOFR produced an ICS 206 (Medical Plan) for each area CAP members were operating in and ICS 208 (Safety Plan) focusing on tactics prescribed in the ICS 215.

11. Did the PSC develop a Demobilization Plan as an annex to the IAP at the beginning of the operation?

       a.   Need to make sure the plan was developed and signed off by all Command & General staff members as they all have roles within the plan.

12. Did the LSC establish a means for managing request for facilities, vehicles, and other supplies and equipment?

       a.   Was the LSC proactive in acquiring needed supplies and equipment, coordinating with the FASC to manage contracts or budget constraints?

       b.   Were unused/no-longer-required assets returned at the earliest possible convenience with the concurrence of the IC? Did these actions follow the directions in the Demobilization Plan.

       c.   If an Area Command was established, did it maintain overall authority for release and demobilization of CAP resources (not the individual IC/ICPs).

13. Were SITREPs passed to 1AF as requested?

       a.   Were SITREPS passed through the NOC to 1AF as required?

       b.   Did SITREPS contain all relevant data to include mission successes and challenges, status of aircraft and vehicles, etc.?

14. Did the NOC communicate effectively with 1AF (CAP-USAF/AREP) and vice versa?

       a.   The main takeaway here is that information flows from 1AF through the NOC to the field and vice versa. Are any mission challenges being relayed to CAP and CAP-USAF/HQ in a timely manner?

15. Did the PIO sustain good situational awareness over media and Social Media products?

       a.   Did all requests for media flow through the PIO to the IC for approval?

       b.   Was the PIO routinely monitoring social media platforms to stay abreast of any mentions of CAP participation in the mission?

16. Were press releases approved by the IC before they were released and did the IC participate in all Press Briefings and Press Conferences?

       a.   Were press releases forwarded to higher authorities, if necessary, for approval?

17. Did qualified CAP Agency Representatives ensure adequate coordination between the CAP ICP and EOCs regarding taskings and situational awareness, as required?
    a. If an EOC was activated for the mission, did CAP have representation at the EOC to answer questions/act as a liaison?
    b. For most exercises, a state EOC will not be activated. This can be verbally debriefed with the IC. Make sure to check qualifications of any selected individuals.
    c. If the exercise scenario stands up a notional EOC, make sure the selected individual is removed from other duties.
18. Did the OSC conduct the Tactical Planning for the next operational period's sorties and did the PSC facilitate the overall planning process for the IMT?
    a. Does the OSC produce an ICS 215?
    b. Does the PSC work with all sections to put together the IAP for the next Operational Period?
    c. A simple interview of both functions will provide the information needed. Observation of overall Planning "P" will do so also. To assist the OSC, the PSC can attach a Deputy PSC to assist the OSC for Future Operations (Next Operational Period) tactical planning.

2 - Air Operations

Summary

Commendables	Findings
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Y,N,N/A #	Question
01	Is the OSC coordinating with the IC and FASC on projected sortie costs?
02	Is pre- and post-sortie data (CAPF 104) collected and uploaded into WMIRS?
03	Is Risk Management being incorporated into air operations?
04	Are all flights properly released by a qualified FRO at the appropriate level?
05	If used, are member-owned aircraft used IAW applicable CAPRs and AFIs?
06	Are Non-CAP pax properly approved and verified and a CAPF 9 completed if required?
07	Is an up-to-date AIF on board each aircraft?
08	Are all G1000 aircraft properly equipped with an SD flight data collection card and do necessary procedures exist to control/capture the recorded data?
09	Is pilot qualification data properly uploaded into Ops Quals?
10	Are FDP and crew rest requirements tracked and complied with?
11	Are crew and passenger briefs accomplished?
12	Are extended overwater sorties properly executed?
13	Are crews properly debriefed by Air Ops and/or planning?
14	Does the AOBD have a process to communicate/coordinate with any staging locations as well as counterparts in other wings/regions when necessary?
15	Was there an effective process to manage resource assignments and tracking across multiple taskings and customers?
16	Is there a process for gathering and providing data for HHQ SITREPS/reporting?

17	Are FAA exemptions and constraints properly applied when assigning pilots to sorties?
18	Is there a process to pass information to/from the Comm Section and Ops effectively and timely?
19	Does the AOBD effectively use AMRAD when determining aircraft status?
20	Is the AOBD able to affect timely changes to the air sortie plan due to changing inputs/ situations?
21	Was an Operations Plan approved at the appropriate level for the mission, if required?

Strengths:

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Findings:

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Commendables:

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Strengths:

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Findings:

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Commendables:

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Tab #2 Air Operations Question Guide

1. Is the OSC coordinating with the IC and RESL on projected sortie costs?
    a. Estimated cost of planned sorties (including demobilization) should show a positive balance
    b. Sorties should be closed out in an efficient and effective manner in WMIRS to allow FASC and IC to have an accurate current budget
    c. OSC should communicate anticipated shortfalls to the IC.
2. Is pre- and post-sortie data (CAPF 104) collected and uploaded into WMIRS?
    a. Load the CAPR 104 into WMIRS after flight release (pre-sortie) and NLT 72 hours after mission debrief (post-sortie)
    b. WMIRS debrief should accurately reflect mission results and was the data entered sufficient to determine exactly what the crew completed.
    c. Mission deliverables (i.e. photos) should be correctly processed according to customer request/requirements including delivery tme commitments
    d. Unsuccessful/partially successful mission results should be passed to the PSC and/or tactical planner.
3. Is Risk Management being incorporated into air operations?
    a. During mission planning, the PIC will determine RM score using CAP RM Worksheet, discuss the score with the FRO and/or AOBD prior to mission release and make any score adjustments, mitigating high score elements.
    b. The AOBD will keep apprised of changing flight and mission conditions and discuss changes and mitigation with the IC, OSC, and SE.
4. Are all flights properly released by a qualified FRO at the appropriate level?
    a. Flights should be released electronically in WMIRS unless extenuating circumstances prevent this
    b. Flight releases will follow CAPR 70-1 guidelines for FRO and Senior FRO flight release requirements
5. If used, are member-owned aircraft used IAW applicable CAPRs and AFIs?
    a. Member-owned aircraft will receive CAP-USAF/LR approval for AFAMs
    b. CAP-USAF/LR will have on file
        i. Copy of Airworthiness Certificate
        ii. Current Hold Harmless Agreement
        iii. Current CAPF 71
6. Are Non-CAP pax properly approved and verified and a CAPF 9 completed if required?
    a. Requests and approval authorities will be IAW CAPR 70-1
    b. CAPF 9 will be completed for all Non-CAP passengers except those listed in CAPR 70-1

7. Is an up-to-date AIF on board each aircraft?
    a. Hard copy AIF on-board the aircraft will match data listed under the aircraft in AMRAD
    b. Wing and Region supplements should be included in the AIF
    c. Aircraft checklist should either be HQ approved or manufacturer version
8. Are all G1000 aircraft properly equipped with an SD flight data collection card and do necessary procedures exist to control/capture the recorded data?
    a. Aircraft NAV database should be current for mission being flown
    b. There should be a process to ensure outdated databases are updated or mission restrictions shared between Ops and aircrew
9. Is pilot qualification data properly uploaded into Ops Quals?
    a. Qualifications in Ops Quals must allow for the mission the aircrew is flying
10. Are FDP and crew rest requirements tracked and complied with?
    a. CAPR 70-1 FDP and crew rest requirements will be followed
    b. AOBD will have a method for tracking these requirements
    c. AOBD will not use crew who do not meet the requirements
11. Are crew and passenger briefs accomplished?
    a. PIC will brief crew and passengers IAW CAPR 70-1
    b. Briefs should be appropriate for the mission being flown (i.e. photo, search, highbird)
12. Are extended overwater sorties properly executed?
    a. Overwater sorties will comply with CAPR 70-1
    b. Aircrew will be current in Water Survival Training
    c. Survival equipment will be properly certified
13. Are crews properly debriefed by Air Ops and/or tactical plans?
    a. Aircrews will be debriefed post-sortie by the AOBD or representative
    b. Pertinent mission information affecting follow-on sorties/taskings will be shared with the IC and appropriate IC Staff positions
14. Does the AOBD have a process to communicate/coordinate with any staging locations as well as counterparts in other wings/regions when necessary?
    a. Remotely released sorties will ensure crews are briefed/debriefed, weather reviewed, and WMIRS inputs completed
    b. AOBD will ensure any overlapping requirements are deconflicted with staging locations and other wings/regions

15. Was there an effective process to manage resource assignments and tracking across multiple taskings and customers?
    a. Sorties will be prioritized based upon IC guidance
    b. If unable to meet customer request, this needs to be communicated back to the OSC, AREP, and IC
16. Is there a process for gathering and providing data for HHQ SITREPS/reporting?
    a. Is relevant sortie information prominently displayed?
    b. ICP board(s) will be prominently displayed displaying pertinent information to include safety plan, aircraft parking plan (if applicable), status of customer deliverables, and appropriate mission forms.
17. Are FAA exemptions and constraints properly applied when assigning pilots to sorties?
    a. If mission requires special FAA pre-approval to complete mission applied for and received prior to release including sUAS.
    b. Are crews briefed on airspace specifically special use TFR, MOA, restricted airspace, VFR corridors etc.
18. Is there a process to pass information to/from the Comm Section and Ops effectively and timely?
    a. A flight status tracking method (white board, electronic, etc.) will be kept up to date reflecting shared information between AOBD and Comm.
    b. If information is shared digitally there should be a method to back up this information.
    c. A process should exist to quickly identify aircraft that miss required check-ins and determine course of action to locate and reestablish communication with the aircraft.
19. Is AMRAD effectively used when determining aircraft status?
    a. AOBD will use AMRAD to track/upadte FMC, PMC, NMC status.
    b. Aircraft will not be flown beyond required inspection hours.
    c. Aircraft configuration will be appropriate for the mission tasking.
20. Is the AOBD able to affect timely changes to the air sortie plan due to changing inputs/situations?
    a. AOBD will use post-sortie aircrew briefs, IC priorities, flight environment, changing taskings to adjust fight operations.
    b. A process should exist to re-task airborne aircraft to other taskings.
21. Was an Operations Plan approved at the appropriate level for the mission, if required?
    a. Ensure and Ops Plan was approved/signed for the operational period.
    b. The approved plan will be available for review by appropriate department staff.

3 - Ground Operations

Summary

Commendables	Findings
0	0

Y,N,N/A #   Question

01 Was an ICS 204 completed and made part of the IAP for all ground teams?

02 Was there a minimum 1-to-3 ratio of supervisors to trainees when trainees are utilized?

03 Has the Ground Branch Director matched the assignment with team member qualifications before releasing a ground team on a sortie?

04 Are the vehicles and equipment assigned to the mission appropriate for the tasking?

05 Has the Ground Team sortie been entered in WMIRS?

06 Does the Ground Team maintain regular communications with the designated Incident Command Post?

07 Is the driver properly licensed and qualified for the type of vehicle being operated?

08 Do the Ground Team members possess and utilize appropriate high visibility vests and/or garments for risk control purposes?

09 Has the GBD thoroughly reviewed with the GTL the sortie requirements?

10 Did the GBD coordinate operations with AOBD and other ICP personnel as required?

11 Did all GTMs receive a safety brief specifically outlying specific threats and hazards as identified by the Safety Officer?

12 Is the OSC coordinating with the IC and FASC on projected sortie costs?

Strengths:

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Findings:

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Commendables:

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Tab #3 Ground Operations Questions GUIDE

1. Was an ICS 204 completed and made part of the IAP for all ground teams?
   a. WMIRS ground sortie list is CAP's variation of an ICS 204 (Assignment List).
   b. When accessibility to WMIRS is possible, the use of WMIRS during missions shall be used. In the event of a "non-connected environment", paper forms may be used as long as the information is entered into WMIRS as soon as an internet connection is available.
   c. If a ground team is activated for a mission that is outside the scope of the disaster exercise (i.e., a non-collocated SAR) that falls under a different mission number/IC, there is no requirement for a separate ICS 204 to be created.
2. Was there a minimum 1-to-3 ratio of supervisors to trainees when trainees are utilized?
   a. CAPR 60-3 1-10.d states, There will be at a minimum a 1-to-3 ratio of supervisors to trainees when trainees are utilized.
3. Has the Ground Branch Director matched the assignment with team member qualifications before releasing a ground team on a sortie?
   a. It is important that GBD match tasking to team composition. For example, A ramp check or disaster assessment task may be accomplished by a UDF team while it would not be appropriate to send them on a missing person search in a wilderness environment.
   b. Have the GBD (Or OSC in the absence of a GBD) show GT quals in WMIRS and explain their rationale for matching that GT to the tasking.
4. Are the vehicles and equipment assigned to the mission appropriate for the tasking?
   a. The team shall inspect condition and serviceability of team equipment prior to deployment.
   b. Team vehicles and equipment must be appropriate for the mission (VHF direction finding [DF], VHF FM communications, first aid/rescue equipment, etc.). Ride along with the GT to validate mission success and witness any equipment issues (incorrect equipment, improper training, etc.) first hand.
5. Has the Ground Team sortie been entered in WMIRS?
   a. Ground sorties are considered to be from when a team is released until they return. It is not necessary to create a new sortie if re-tasking a team that is in the field. However, additional instructions shall be added to the CAPF109 in WMIRS.
   b. Confirm all GT members are signed into the mission prior to departure.
6. Does the Ground Team maintain regular communications with the designated Incident Command Post?
   a. The IC shall designate the interval desired for health and welfare checks.
   b. The GBD is responsible for briefing the team and monitoring check-ins throughout every ground sortie.

7. Is the driver properly licensed and qualified for the type of vehicle being operated?
    a. Each members CAPF101 indicates the type and if a team member can operate a CAP vehicle.
    b. All personnel operating vehicles will have a valid state driver's license.
    c. Members under the age of 21 may not operate a CAP vehicle with passengers.
8. Do the Ground Team members possess and utilize appropriate high visibility vests and/or garments for risk control purposes?
    a. The use of high visibility safety vests or safety apparel will be considered as a risk control measure for CAP members anytime members are engaged in flight line duties, aircraft or vehicle traffic areas, low-light conditions, and all other activities where high visibility will help reduce risk.
9. Has the GBD thoroughly reviewed with the GTL the sortie requirements?
    a. The GBD shall review with the GTL the customers request and ensure the GTL understands how the sortie is related to and impacts the outcome of how CAP fulfills the customers needs.
10. Did the GBD coordinate operations with AOBD and other ICP personnel, as required?
    a. Pre-mission coordination is crucial to mission effectiveness and efficiency when operating in multiple mediums. Prior to stepping, the GBD should ensure the GT is up to speed on aircraft or other GTs working in the area, ground-to-air frequencies, etc.
11. Did all GTMs receive a safety brief specifically outlying specific threats and hazards?
    a. Self-explanatory.
12. Is the OSC coordinating with the IC and FASC on projected sortie costs?
    a. Estimated cost of planned sorties (including demobilization) should show a positive balance.
    b. Sorties should be closed out in an efficient and effective manner in WMIRS to allow RESL and IC to have an accurate current budget.
    c. OSC should communicate anticipated shortfalls to the IC and RESL.

4 - Orientation Rides

Effective

Summary

Commendables	Findings
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Y,N,N/A #	Question
01	Has the Wing Commander developed an annual, written orientation flight plan?
02	Has the Wing Orientation Flight Program Officer performed their duties listed in CAPP 60-40?
03	Does the Squadron Orientation Flight Coordinator perform their duties listed in CAPP 60-40?
04	Does the Orientation Pilot meet the requirements listed in CAPR 70-1 and CAPP 60-40?
05	Do the Cadet(s) meet the requirements listed in CAPP 60-40?
06	Was the "Cadet-Passenger Safety Briefing" accomplished?
07	Was the flight conducted as described for the scheduled syllabus sortie?
08	Did the flight complete at least 80% of the syllabus objectives?
09	Are all flights properly released by a qualified FRO at the appropriate level?
10	Did the Orientation Pilot ensure that no cadet handled the controls during take-off, landing or when below 1000ft AGL?
11	Were the Cadet Protection Guidelines followed?
12	Did the aircraft meet inspection criteria as outlined in CAPR 66-1?

Ops Eval Report   1-Jan-20   Previous Editions Will Not Be Used   OPR:CAP/DO

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Strengths:

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Findings:

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Commendables:

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Tab #4 Orientation Ride Questions GUIDE

*Note: O-ride evaluations can be accomplished in one of two ways:
- **The evaluator can ride in the back on a scheduled O-ride, if W&B allows.**
- **The CAP-USAF evaluator can fly as a "cadet" with a CAP O-ride pilot on a CAP-USAF mission#**

1. Has the Wing Commander developed an annual, written orientation flight plan?
   a. Review the plan and ensure that it is current.
2. Has the Wing Orientation Flight Program Officer performed their duties listed in CAPP 60-40?
   a. The duties listed the CAPP 60-40 need to be reviewed by the inspector. During the inspection the inspector determines if the duties have been completed.
3. Does the Squadron Orientation Flight Coordinator perform their duties listed in CAPP 60-40?
   a. Similar to the previous question the inspector needs to be familiar with the duties and ensure they have been completed.
4. Does the Orientation Pilot meet the requirements listed in CAPR 70-1 and CAPP 60-40?
   a. Be a current CAP senior member at least 21 years of age (or have a valid FAA CFI certificate); and
   b. Be current and qualified as at least a CAP Pilot in accordance with this regulation for the CAP aircraft to be used; and
   c. Have passed the appropriate CAP Orientation Pilot Endorsement Quiz (Non-ROTC, ROTC, or Glider) within the past four years or as updated by NHQ; and
   d. Have passed a CAPF 5 or CAPF 5B and received the appropriate CAP Orientation Pilot endorsement(s) within the past 12 calendar months; and
   e. Be designated as a CAP Orientation Pilot by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in Ops Quals.
   f. For airplanes, have at least 200 hours fixed-wing PIC time to carry CAP cadets and at least 300 hours fixed-wing PIC time to carry ROTC/JROTC cadets.
   g. For gliders, have at least 100 flights as PIC in a glider or hold at least a commercial certificate with a glider rating.
   h. For hot air balloons, have at least 35 hours PIC time in a hot air balloon.
   i. For teacher orientation flights, hold at least a commercial pilot certificate.
   j. Pre-flight and operate the aircraft in a safe manner, consistent with CAP and FAA regulations.
   k. Brief cadets on how to operate around the aircraft.
   l. Adhere to the learning objectives or topics outlined on the flight syllabus.
   m. Ensure that the flight information is recorded online through WMIRS (see §1.8).
5. Do the Cadet(s) meet the requirements listed in CAPP 60-40?

a. Cadets must be under age 18 to participate in orientation flights due to limitations of the Federal Tort Claims Act (FTCA). Cadets over age 18 may participate in aircrew training in CAP's emergency services missions.

b. Do the cadets arrive and time and have the following items with them:
   i. The uniform of the day
   ii. Sunglasses
   iii. Chewing gum
   iv. Snacks and water
   v. Camera (optional)

6. Was the "Cadet-Passenger Safety Briefing" accomplished?
   a. Seat belts fastened for taxi, takeoff, landing
   b. Shoulder harnesses fastened for takeoff, landing
   c. Seat position adjusted and locked in place
   d. Air vents (location and operation)
   e. All environmental controls (discussed)
   f. Action in case of any passenger discomfort
   g. Fire extinguisher (location and operation)
   h. Exit doors (how to secure, how to open)
   i. Emergency evacuation plan
   j. Emergency / survival kit (location and contents)
   k. Equipment (location and operation)
   l. Traffic (scanning, spotting, notifying pilot)
   m. Talking ("sterile cockpit" expectations)
   n. Your questions? Speak up!

7. Was the flight conducted as described for the scheduled syllabus sortie?
   a. Inspector should review and be familiar with what is to be accomplished on the sortie in accordance with the syllabus for that specific flight.

8. Did the flight complete at least 80% of the syllabus objectives?
   a. Using the knowledge the inspector has of the sortie requirements they will need to determine if at least 80% was accomplished.

9. Did the Orientation Pilot ensure that no cadet handled the controls during take-off, landing or when below 1000ft AGL?
   a. Self-explanatory. Either they did or did not.

10. Was the flight scheduled, released, flow and completed in accordance with CAPR 70-1?
    a. Inspector should be familiar with flight release procedures and be able to determine if they were followed or not.

11. Are all mishaps reported are required in CAPR 160-2 and any associated Region Supplement?
    a. Hopefully there are no mishaps, but if there are were they reported correctly?

12. Were the Cadet Protection Guidelines followed

      a. The inspector needs to be familiar with the cadet protection guidelines and observe if they were followed correctly.

13. Did the aircraft meet the inspection criteria outlined in CAPR 66-1
      a. A form 71 should be accomplished for the aircraft being used on the flight and included with the inspection documentation.

5 - CAP IP Rides (Cadet WINGS)

Summary

Commendables	Findings
0	0

Y,N,N/A	#	Question
	01	Does the IP have the appropriate FAA Certification?
	02	Does the student have the appropriate FAA certification?
	03	Is the student's logbook properly endorsed for his/her stage of training?
	04	Does the IP conduct a full prebrief and debrief and document it on a CAPF 104?
	05	Was the flight conducted as described in the prebrief?
	06	Was the IP engaged at all times and prepared to take the aircraft, as required?
	07	Did the aircraft meet inspection criteria as outlined in CAPR 66-1?

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Strengths:

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Findings:

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Commendables:

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Tab #5 WINGS Questions GUIDE

*Note: Evaluator will be a current CFI.

*Note: WINGS evaluations can be accomplished in one of two ways:

> **- The evaluator can ride in the back on a scheduled instructional sortie, if W&B allows.**

> **- The CAP-USAF evaluator can fly as a "cadet" with a WINGS CFI on a CAP-USAF mission#**

1. Does the IP have the appropriate FAA Certification?
   a. Check for current CFI certificate and Medical (Class 3 or BasicMed suffice).
2. Does the student have the appropriate FAA certification?
   a. a.   Check for valid student certificate and Class 3 Medical (not required for glider or balloons).
3. Is the student's logbook properly endorsed for his/her stage of training?
   a. Check for endorsements properly annotated in the appropriate section of the student's logbook.
4. Does the IP conduct a full prebrief and debrief and document it on a CAPF 104?
   a. CAPS 71-6, Aircrew Training, Cadet Wings requires CFIs to use the remarks section to document syllabus sections covered and student results.
5. Was the flight conducted as described in the prebrief?
   a. Deviations are acceptable but should be limited in nature so as not to overwhelm the student with new information while in the air.
6. Was the IP engaged at all times and prepared to take the aircraft, as required ?
   a. Self-explanatory.
7. Did the aircraft meet inspection criteria as outlined in CAPR 66-1?
   a. A form 71 should be accomplished for the aircraft being used on the flight and included with the inspection documentation.

6 - Communications

Effective

Summary

Commendables	Findings
0	0

Y,N,N/A	#	Question
	01	Has the COML submitted an ICS205 to the LSC for inclusion in the IAP?
	02	Are all available communication systems included in the ICS205?
	03	Is HF radio installed and in use? Is the ICP in a region-wide net?
	04	Has HF traffic been sent directly to another CAP entity, if required? Is relay used when necessary?
	05	Were adequate facilities provided for the Communications Unit?
	06	Was the Communications Unit staffed appropriately for the mission?
	07	Were VHF radios set up for use at all locations for local comm needs?
	08	Are ComTs used? If not, who installs, issues, and repairs radio equipment problems?
	09	Are messages responded to and delivered in a timely manner?
	10	If required after a power outage, is communication equipment brought back on line in a timely manner?
	11	Have all safety precautions regarding the comm equipment been reviewed and checked?
	12	Did the COML ensure that proper logs were maintained?
	13	Is OPSEC maintained throughout the course of the mission?
	14	Are emergency procedures briefed and posted where they are easily viewable for all personnel?

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Strengths:

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Findings:

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Commendables:

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Tab #6 Communications Question Guide

1. Has the COML submitted an ICS105 to the LSC for inclusion in the IAP?
   a. Self explanantory.
2. Are all available communication systems included in the ICS205?
   a. HF, VHF simplex, VHF repeaters, Airborne VHF repeaters, Tactical ground VHF repeaters, ISR, ReadyOp (if the system is active in the region)?
3. Is HF radio installed and in use? Is the ICP in a region-wide net?
   a. Review the Communications log in WMIRS as well as the Communications CAPF110 for proof.
   b. Relays can be by HF, VHF, ISR or tin can and string. You may not have room to set up an HF radio but you can set up a VHF and then relay to an HF station located somewhere else by VHF. Note that on an ICS 205 and have a reserved channel for that use when required.
4. Has HF traffic been sent directly to another CAP entity, if required? Is relay used when necessary?
   a. If radio data is being used, are messages formatted properly using USMTF?
5. Were adequate facilities provided for the Communications Unit?
   a. Was there adequate spacing between operators?
   b. Were headphones or handsets used if the noise level is high due to radio traffic or personnel interaction, etc.?
6. Was the Communications Unit staffed appropriately for the mission?
   a. If insufficient personnel were assigned, were additional personnel requested from the LSC?
   b. When necessary, is a Communications Center Supervisor requested and employed?
7. Were VHF radios set up for use at all locations for local comm needs?
   a. VHF radios should be set up in areas such as staging areas and bases that can be contacted by simplex or repeater or have need to talk to assets enroute to the location.
   b. Review IAP and briefed operational locations. Important to note whether hand-helds were available to ground units (Ground Teams, K-9 Teams, sUAS Teams).
8. Are ComTs used? If not, who installs, issues, and repairs radio equipment problems?
   a. How are equipment issues tracked?
   b. Has all issued equipment been returned at the end of the exercise/mission?
   c. ComTs aren't required but having an effective means of issuing radios and other comm equipment is necessary. The ComL doesn't have time to do this, so an experienced or supervised person should be assigned to take care of these logistical matters. Repair of equipment that breaks should also have someone qualified to troubleshoot and resolve repair issues.
9. Are messages responded to and delivered in a timely manner?
   a. a. Follow the trail of three or more messages from reception to final action/decision

10. If required after a power outage, is communication equipment brought back on line in a timely manner?
    a. When possible, have backup power and cabling predeployed to reduce downtime. If necessary, have predetermined mobile assets that can be moved to rapidly if backup power is unavailable.
    b. Observe actions before and during power outages? How many people know how to do this? Ask someone other than primary person to set it up, start it, and run it safely.
    c. Was a safety briefing provided to members who have to set up and run emergency power generator systems?
    d. Was the generator taped/roped off with safety cones and was a fire extinguisher available nearby (in the generator area) for fires generator operations? Did someone from logistics or security periodically monitor the generator for any hazards?
    e. Was generator/emergency power operations briefed during morning Operations Brief and were nonessential/untrained personnel told to stay away from the generator?
    f. Were fuel resupply containers moved away from generator location and did the refueling take place after the generator was off and cooled down?
11. Have all safety precautions regarding the comm equipment been reviewed and checked?
    a. Did the ICS 208 include safety precautions for communications equipment?
    b. Did the daily Operations Brief include information on safe radio operations?
    c. Was a sign posted restricting access to Communications Room to only Comm Personnel and were they briefed daily on safety precautions prior to duty?
    d. Were personnel using HF radio equipped vans briefed on antenna safety? Were individuals with electronic health/medical devices (pacemakers, diabetic/heart monitors, etc) prohibited from operating in or near HF radio antenna equipped vans?
    e. Are antenna farms properly marked for visibility and safety distance requirements?
    f. Take note of the following:
        i. properly constructed and utilized grounds
        ii. electrical circuits not overloaded
        iii. coaxial and power cables protected from vehicular and foot traffic (not crushable)
        iv. antennas not radiating into workspaces
        v. caution tape utilized where needed (masts, antennas, etc.), etc.?
12. Did the COML ensure that proper logs were maintained?
    a. Electronically on WMIRS is preferable but paper (CAPF 110, ICS 214, or equivalent) is acceptable and recommended if internet is erratic or unavailable.
    b. Were all paper logs uploaded to WMIRS when able, if used?

13. Is OPSEC maintained throughout the course of the mission?
    a. Were facility call-signs sanitized not to reflect the location of the radio stations?
    b. Monitor radio traffic periodically observing for good OPSEC procedures. Were breaches of OPSEC briefed to IC and appropriate action taken to eliminate breaches?
    c. Was OPSEC included in the daily Operations Brief and was it briefed each day to radio operators, aircrews, ground unit leaders?
    d. Was PII protected and not sent over open networks?
14. Are emergency procedures briefed and posted where they are easily viewable for all personnel?
    a. Ensure emergency procedures are displayed, briefed at initial briefings and deployments of field personnel.
    b. Were comm operators well versed in the emergency procedures?

7 - UAS Operations

Summary

Commendables   Findings

    0   0

Y,N,N/A #   Question

	01	Is the UAS Team Leader coordinating with the AOBD on projected sortie costs?
	02	Is pre- and post-sortie data (CAPF 109 & 109U) collected and uploaded into WMIRS?
	03	Is Risk Management being incorporated into UAS operations?
	04	Are all flights properly released by a qualified FRO at the appropriate level?
	05	If used, are member-owned UAS used IAW applicable CAPRs and AFIs?
	06	Are Non-CAP team members properly approved and verified and a CAPF 9 completed if required?
	07	Is an up-to-date UIF with each aircraft?
	08	Are checklists being used in each phase of the UAS mission?
	09	Is the UAS pilot/crew qualifications data properly uploaded into Ops Quals?
	10	Are UAS crew rest requirements tracked and complied with?
	11	Are UAS crew and passenger briefs accomplished?
	12	Are "Sterile Area" procedures being complied with during UAS operations
	13	Is the UAS crew knowledgeable of state and local UAS regulations particular to the site?
	14	Are crews properly debriefed by the appropriate Section Chief and/or planning?
	15	Are all images collected properly removed/wiped from CAP equipment post delivery to customers in accordance with PII requirements?
	16	Was there an effective process to manage resource assignments and tracking across multiple taskings and customers?

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17	Is there a process for gathering and providing data for HHQ SITREPS/reporting?
18	Are FAA waivers, exemptions and constraints properly applied to the sorties and coordinated?
19	Is there a process to pass information to/from the Comm Section and Ops effectively and efficiently?
20	Does the UAS Team Leader effectively use Kittyhawk when determining aircraft status?
21	Is the UAS Team Leader able to affect timely changes to the UAS sortie plan due to changing inputs/situations?
22	Was an Operations Plan approved at the appropriate level for the mission?

Strengths:
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Findings:
-

Commendables:
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<u>Strengths:</u>

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<u>Findings:</u>

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<u>Commendables:</u>

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Tab #7 sUAS Questions Guide

1. Is the UAS Team Leader coordinating with the AOBD on projected sortie costs?
   a. WMIRS estimated cost of planned sorties (including demobilization) should show a positive balance
   b. Sorties should be closed out in an efficient and effective manner in WMIRS to allow FASC and IC to have an accurate current budget
   c. OSC should communicate anticipated shortfalls to the IC and FASC
2. Is pre- and post-sortie data (CAPF 109 & 109U) collected and uploaded into WMIRS?
   a. Load the CAPR 109 & 109U into WMIRS NLT 24 hours after mission debrief (post-sortie)
   b. WMIRS debrief should accurately reflect mission results
   c. Mission deliverables (i.e. photos) should be correctly processed according to customer request/requirements including delivery time commitments
   d. Unsuccessful/partially successful mission results should be passed to the PSC
3. Is Risk Management being incorporated into air operations?
   a. During mission planning, the PIC will determine RM score using CAP RM Worksheet, discuss the score with the FRO and/or AOBD prior to sortie release and make any score adjustments, mitigating high score elements.
   b. Has the completed RM form been uploaded to the sortie files before sortie release?
   c. The AOBD & GBD will keep apprised of changing flight and mission conditions and discuss changes and mitigation with the IC, OSC, and SE.
4. Are all flights properly released by a qualified FRO at the appropriate level?
   a. Flights should be released electronically in WMIRS unless extenuating circumstances prevent this (until this is available – has the CAPF 99U been uploaded to the sortie within 24 hours)
   b. Flight releases will follow CAPR 70-1U guidelines for FRO flight release requirements
5. If used, are member-owned aircraft used IAW applicable CAPRs and AFIs?
   a. Member-owned aircraft will receive CAP-USAF/LR approval for AFAMs
   b. CAP-USAF/LR will have on file
      i. Witten approval document
      ii. Current Hold Harmless Agreement
6. Are Non-CAP pax properly approved and verified and a CAPF 9 completed if required?
   a. Requests and approval authorities will be IAW CAPR 70-1U
   b. CAPF 9 will be completed for all Non-CAP team members except those listed in CAPR 70-1U

7. Is an up to date UIF on board each aircraft?
   a. Hard copy UIF kept with the UAS Kit.
   b. Wing and Region supplements should be included in the UIF (once supplements are permitted – no supplements are currently permitted)
   c. UAS checklist should either be HQ approved or manufacturer version
8. Are Checklists being used in all phases of UAS operation
   a. Is the standardized checklist used?
   b. Was it used for briefing, preflight, flight, postflight, de-briefing?
9. Is the UAS pilot/crew qualification data properly uploaded into Ops Quals?
   a. Qualifications in Ops Quals must allow for the mission the aircrew is flying
   b. Until these are available in Ops Quals, are paper copies of required qualifications being maintained by the unit?
10. Are UAS crew rest requirements tracked and complied with?
    a. CAPR 70-1U FDP and crew rest requirements will be followed
    b. AOBD and/or GBD will have a method for tracking these requirements
    c. AOBD and/or GBD will not use crew who do not meet the requirements
11. Are UAS crew and passenger briefs accomplished?
    a. RPIC will brief crew and associated team members IAW CAPR 70-1U
    b. Briefs should be appropriate for the mission being flown (i.e. photo, search, highbird)
    c. Was the standardized mission brief checklist used?
12. Are "Sterile Area" procedures complied with during UAS flight operations
    a. Sterile area procedures will comply with CAPR 70-1U
    b. Is CRM used to mitigate violations of the sterile area
    c. Sterile area properly briefed during pre-sortie brief.
13. Is the UAS crew knowledgeable of state and local UAS regulations particular to the site?
    a. What resources are being used to verify local/state regulations (must use something other than memory – there is a manual maintained on CAP website of these).
14. Are crews properly debriefed by the appropriate Section Chief and/or planning?
    a. Aircrews will be debriefed post-sortie by the OSC and/or PSC or their designee
    b. Pertinent mission information affecting follow-on sorties/taskings will be shared with the IC and appropriate IC Staff positions
15. Are all images collected properly removed/wiped from CAP equipment post-delivery to customers in accordance with PII requirements?
    a. After the images are delivered and determined acceptable by the customer, are they completely removed from all CAP systems to DoD standards?

16. Was there an effective process to manage resource assignments and tracking across multiple taskings and customers?
    a. Sorties will be prioritized based upon IC guidance
    b. If unable to meet customer request, this needs to be communicated back to the OSC, LO, and IC
17. Is there a process for gathering and providing data for HHQ SITREPS/reporting?
    a. A sortie status board will be kept up to date
    b. Mission base board(s) will be prominently displayed displaying pertinent information to include safety plan, aircraft usage plan (if applicable), status of customer deliverables, and appropriate mission forms
18. Are FAA waivers, exemptions and constraints properly applied to sorties and coordinated?
    a. If mission requires special FAA COA's to complete mission, have they been applied for and received through NHQ/NOC prior to sortie release.
    b. Are LAANC authorizations completed, as required, electronically prior to sortie release.
19. Is there a process to pass information to/from the Comm Section and Ops effectively and timely?
    a. A tracking method (whiteboard or electronic) will be kept up to date reflecting shared information between AOBD and Comm
    b. If information is shared digitally there should be a method to back up this information
    c. A process should exist to quickly identify UAS Teams that miss required check-ins and determine course of action to locate and reestablish communication with the Team
20. Does the UAS Team Leader effectively use Kittyhawk when determining UAS status?
    a. AOBD, GBD, and/or OSC will use Kittyhawk to track FMC, PMC, NMC status
    b. UAS will not be flown beyond required inspection hours
    c. UAS configuration will be appropriate for the mission tasking
21. Is the UAS Team Leader able to affect timely changes to the UAS sortie plan due to changing inputs/situations?
    a. AOBD, GBD and/or OSC will use post-sortie aircrew briefs, IC priorities, flight environment, changing taskings to adjust fight operations
    b. A process should exist to retask UAS Teams to other taskings
22. Was an Operations Plan approved at the appropriate level for the mission, if required?
    a. Ensure and Ops Plan/IAP was approved/signed for the operational period
    b. The approved plan will be available for review by appropriate department staff

8 - Area Command

Summary

Commendables   Findings
    0   0

Y,N,N/A #   Question

01 If established, was the Area Command organized under NIMS guidance?

02 Did the AC assign authority to ICs based on agency expectations, concerns, and constraints and allocate and assign CAP resources to IC/ICPs to manage?

03 Did the AC provide an Area Command IAP/briefing to all ICPs and obtain briefings/IAPs from all ICs?

04 Did the AC periodically review critical resource needs and current status, as well as the status of funding and consumption of resources and funds?

05 Did the AC establish priorities for use of critical resources and approve Incident ICs' requests for and release of critical resources and funding?

06 Did the AC provide demobilization guidance and approve IC Demobilization Plans?

07 Did the ACAC provide to OSC/AOBD and other interested parties with an area aviation plan outlining specifics of the area aviation operations?

08 Did the ACAC allocate aviation resources according to Area Command priorities/objectives?

09 Did the ACPC assemble information on individual incident objectives and begin to identify potential conflicts?

10 Did the ACPC maintain status on critical resource totals and recommend the priorities for allocation of critical resources to incidents?

11 Did the ACPC schedule strategy meetings with the AC/ICs to coordinate strategies and priorities?

12 Did the ACLC ensure coordinated comm links/freqs are in place through Area Command Comm Officer?

13 Did the AFAO monitor expenses/projected burn rates and document in WMIRS and report these to the AC?

14 Did the AC staff maintain logs of major actions/decisions; posting them on an ICS 214 and in WMIRS?

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Strengths:

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Findings:

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Commendables:

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Tab # 8 Area Command Questions GUIDE

1. If established, was the Area Command organized under NIMS guidance?
    a. Area Commander (AC) (and deputy - optional). Assistant Area Commander for Plans (ACP), Assistant Area Commander for Logistics (ACL), Area Command Safety Officer (ASOF), Area Command Finance Officer (ACFO), and Area Command Public Information Officer (APIO).
    b. Review the Area Command – Incident Action Plan to ensure that the plan reflects the above (ICS forms 203 and 207).
    c. Did the AC assign (or was prepared to assign) any Area Command Agency Representatives (AREP) to FEMA Regional Response Coordination Centers, Joint Field Offices or other regional Command & Control Centers or DoD Joint Operations Centers.
2. Did the Area Commander (AC) assign authority to Incident Commanders (IC) based on organizational expectations, concerns, and constraints and allocate and assign CAP resources to IC/ICPs to manage?
    a. Ask the AC how he assigned the ICs and where is the documentation. Was this in an ICS 201 or in the ICS 202/203 of the IAP.
    b. Observe any briefings where authorities and allocation of missions and resources are provided from the AC to the IC. These should be done with enough time to have ICs prepare their own IAPs (usually done NLT the night before an IC/ICPs Operations Brief).
    c. Were critical items like aircraft, ground teams, communications vans/trailers, vehicles, and end items like (tactical repeaters and generators) assigned to ICs.
    d. Was an AC Battle Rhythm published and distributed to the IC/ICPs to follow through the operation, and also build their Battle Rhythms around?
3. Did the AC provide an AC IAP/briefing to all ICPs and obtain briefings/IAPs from all ICs?
    a. Sit in or dial into the AC/IC briefs and update calls.
    b. Obtain a copy of the AC-IAP to ensure that all AC Objectives are in a SMART format and briefed along with other essential parts of the AC IAP The AC-IAP should include at a minimum the ICS 202, 203, 205, 207, 208, AC Demobilization Plan, and maps to indicate areas of operation for each IC/ICP.
    c. Obtain copies of ICP IAPs to ensure that each subordinate command IAP's ICS 202 objectives are in support of AC Objectives (ensure no other missions are being taken on that were not issued by AC).

4. Did the AC periodically review critical resource needs and current status, as well as the status of funding and consumption of resources and funds?
    a. Interview the AC and ask how he/she is monitoring critical resources being employed (e.g. personnel, aircraft, vehicles, communications vans/trailers, ground teams, K-9 teams, sUAS Groups/Teams, and tactical repeaters).
    b. Was a spreadsheet, or some other tool being used by the Asst Commander for Planning for tracking resources assigned to the various ICPs; was it current?
5. Did the AC establish priorities for use of critical resources and approve Incident ICs' requests for and release of critical resources and funding?
    a. Ask the AC how he/she was prioritizing resources between commands?
6. Did the AC provide demobilization guidance and approve IC Demobilization Plans?
    a. Obtain a copy of the AC IAP and review the AC Demobilization plan and then look at the individual ICP IAPs to ensure they reflect the same guidance.
7. Did the AC provide to ICs area aviation plan outlining specifics of the area aviation operations?
    a. This should be a map or printed guidance as an annex or addendum to the AC-IAP
8. Did the ACAC allocate aviation resources according to Area Command priorities/objectives?
    a. Interview the AC and ask how he/she is monitoring critical resources being employed (e.g. personnel, aircraft, vehicles, communications vans/trailers, K-9 units, sUAS Groups/teams, tactical repeaters).
    b. Was a spreadsheet, or some other tool being used by the Asst Commander for Planning for tracking resources assigned to the various ICPs; was it current?
9. Did the Asst Area Commander for Planning (ACP) assemble information on individual incident objectives and begin to identify potential conflicts?
    a. Have the Assist Area Commander for Planning provide documentation on how individual Command IAPs are reviewed for compliance with AC-IAP to avoid conflicts.
10. Did the ACP maintain status on critical resource totals and recommend the priorities for allocation of critical resources to incidents?
    a. Have the ACP demonstrate how he/she tracks critical resources (to include personnel, aircraft, vehicles, ground teams, and critical items (like communications vans/trailers, K-9 teams, ground teams, sUAS Groups/Teams, and tactical repeaters).
11. Did the ACP schedule strategy meetings with the AC/ICs to coordinate strategies and priorities?
    a. Self-explanatory

12. Did the Assistant Area Commander for Logistics (ACL) ensure coordinated comm links/freqs are in place through Area Command Comm Officer?
    a. Self explanatory
13. Did the Area Command Finance Officer (ACFO) monitor expenses/projected burn rates and document in WMIRS and report these to the AC?
    a. Have the ACFO provide documentation on how they tracked expenditure of funds.
14. Did the AC staff maintain logs of major actions/decisions; posting them on an ICS 214 and in WMIRS?
    a. Self-explanatory