C-1 MISSION MANAGEMENT

Summary

Discrepancies Repeats

Staffing

Position - Director of Operations (DO) held position:	Year(s)	Month(s)
Operations Specialty Track:		
Position - Director of Emergency Services (DOS) held position:		Year(s)
Emergency Services Specialty Track:		

Mission and Staffing Notes

Y/N/R/NA Topic/ Detailed Question	How to verify compliance	<u>Discrepancy Write up</u>	<u>Notes</u>
01 Has the wing/region published any supplements or operating instructions or granted/requested any waiver to CAPR:	 Wing/Region will submit a copy of approval documentation along with approved supplement. Compliance is determined by comparing the wing's/region's published supplements/OIs with 	(Discrepancy): [xx] (C1 Question 01a) Wing/Region failed to obtain approval for its supplement or operating instruction to CAPR 60-3 IAW CAPR 60-3 para 1-2.	
a) 60-3 b) 60-5, or c) 60-6 If no then N/A. if yes, was proper approval obtained	 NHQ/DO records located in https://www.gocivilairpatrol.com/ members/publications/approved- supplements-and-ois-by-region/. NOTE: If supplement is not marked correctly, see D-4 	(Discrepancy): [xx] (C1 Question 01b) Wing/Region failed to obtain approval for its supplement or operating instruction to CAPR 60-5 IAW CAPR 60-5 para 2.	
	question 1.	(Discrepancy): [xx] (C1 Question 01c) Wing/Region failed to	

Month(s)

			obtain approval for its supplement or operating instruction to CAPR 60-3 IAW CAPR 60-6 para 1-3
cu	2 Does the wing maintain a rrent wing alert roster? (Not plicable for regions)	Compliance is determined by a review of data in WMIRS beforehand. (a, b, c) Lookup WMIRS Alert	(Discrepancy): [xx] (C1 Question 02a) Wing failed to ensure alert roster was maintained IAW CAPR 60-3 para 1-5b(1).
	a) Does the wing maintain a current wing alert roster in WMIRS?	wing maintain a g alert roster in Roster for the wing and cross check each member against the WMIRS OPS-ES quals lookup wing the IC2 filter (Discrepancy): [xx] (C1 Question 02b) Wing Alert Roster is not	(Discrepancy): [xx] (C1 Question
	b) Is it updated at least annually, as major changes occur or as directed by the NOC?	6	60-3 para $1-5b(1)(a)$.

	03 Are all records perta each authorized mission into WMIRS?	loaded	See the Documentation page on the CAP National website. Compliance is determined by a review of records uploaded into WMIRS and electronic records maintained at the Wing/Region HQ. NOTE: All missions will be evaluated using sample size. When sample size exceeds 20, use trending (see in-brief sample size/trend slide). NOTE: Inspector will provide the wing/region a list of missions reviewed. Heavy emphasis needed for type M (AFRCC), 1	 (Discrepancy): [xx] (C1 Question 03) Wing/Region Mission records are not maintained IAW CAPR 60- 3 para 1-21. NOTE: A Discrepancy should only be used for a trend in mission records. Missing a few random documents that cannot be recreated should be documented with an AoC. Give details of the trend including types of missing documents, number of missing documents in how many folders. Specific mission numbers may be included. 	
Work	sheet	1-Jul-24	Previous Editions	Will Not Be Used	OPR: CAR

	(1st AF), T (Training) and C (Corp) missions. NOTE: Verify locally maintained (not WMIRS) records are destroyed as required. When records are not destroyed properly, see D-4 Question 7.	
05 Has the wing/region developed a comprehensive annual Operations Training Plan? Was it submitted to the CAP- USAF Liaison Region via WMIRS by 31 July for the following fiscal year?	Compliance is determined by a review of Operations and Training plans uploaded into eServices>Operations>Training Plan.	(Discrepancy): [xx] (C1 Question 05) Wing/Region failed to submit an Operations and Training Plan for FYxx IAW CAPR 60-3 para 1- 7.NOTE: Give dates.
06 Has the wing assessed the needfor a Critical Incident Stress Management (CISM) Team to help implement the CAP CISM program?a) If wing elects to have a team, review the wing documentation listing the team POC.	 Wing will provide documentation (i.e. MFR signed by the wing commander) that the assessment of the need for a CISM team was completed. If the wing elected to not have a CISM team, then documentation of the assessment is all that is required. a) If wing elects to have a team, review the wing documentation listing the team POC. 	 (Discrepancy): [xx] (C1 Question 06) Wing failed to complete an assessment of the need for a Critical Incident Stress Team (CIST) IAW CAPR 60-5 para 3g. (Discrepancy): [xx] (C1 Question 06a) Wing/Region Commander has not established a point of contact for the Critical Incident Stress Team IAW CAPR 60-5 para 6b.
07 If the wing/region participates in Counterdrug missions, are all personnel supporting law enforcement sensitive missions properly screened and current?	Compliance is determined by a review of the CD Achievement Report for participants listed in missions in WMIRS. Note: All missions will be evaluated using sample size. When sample size exceeds 20, use trending.	(Discrepancy): [xx] (C1 Question 07) Personnel assigned to conduct wing/region CD missions were not properly screened prior to participating in the assigned mission IAW CAPR 60-6 para 2-2c.