

# CIVIL AIR PATROL LONG ISLAND GROUP

NEW YORK WING



IMU

## Incident Management Utilities



Welcome to the Civil Air Patrol Incident Management Utilities. The Incident Management Utilities (IMU) represent a set of forms and utilities to assist in the automation of tasks associated with CAP Operations and Emergency Services.

By Major Peter Cubano, CAP

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# IMU

## Incident Management Utilities



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## **Introduction**

**The IMU (Incident Management Utilities) is a tool that can be used to simplify the execution of a CAP incident. This tool replaces the functionality of the MMU and provides more robust operations and is designed to support the CAP implementation of the ICS system.**

**The IMU is based on state-of-the-art .NET technology from Microsoft.**

**A significant feature of the IMU is its ability to operate in various network environments.**

**It can function as a stand-alone system using a single PC in the LOCAL mode. When an ICP is used in an incident, the PCs can be connected using a LAN and the IMU applications on each machine can communicate using the LAN mode.**

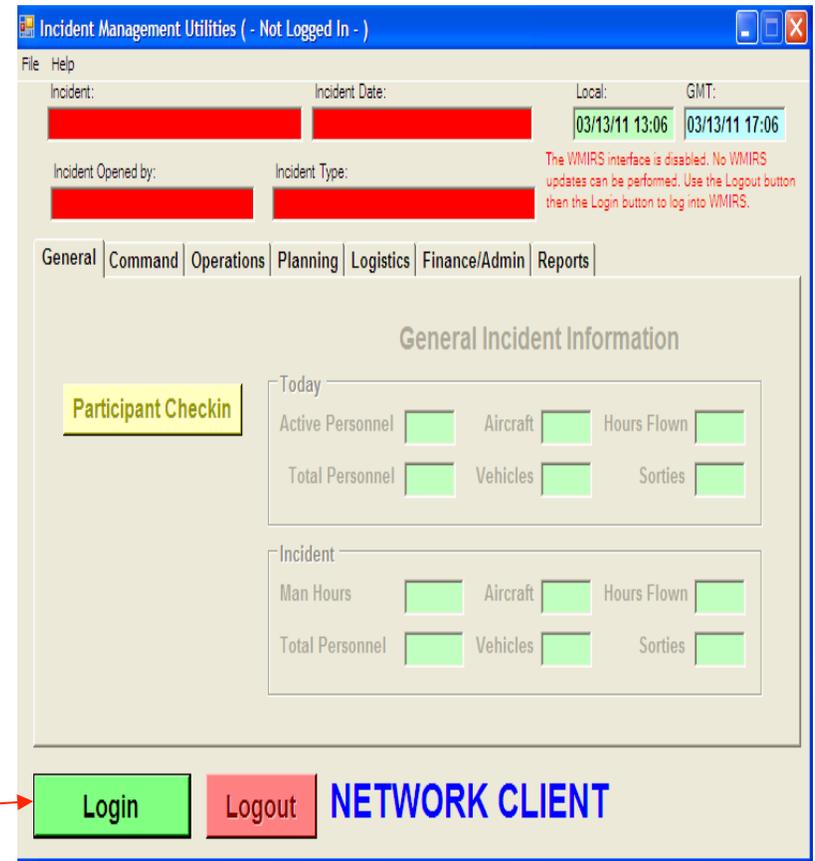
**The IMU has been tested on systems using Windows XP, 2000, and 98SE. It should be able to run on any platform that has a corresponding .NET framework from Microsoft.**

# Initial Screen

When the IMU is started, the main form will be displayed on the PC. This is the form that is used to select IMU utilities. When the form is first displayed, all functions except for the Configuration and Login are disabled. It should be noted that the form has tabs that are used to select the functional areas associated with CAP Incident Management.

These areas are General, Command, Planning, Operations, Logistics, and Finance/Administration. Each tab has an associated set of buttons that activate sub forms for section functionality. The General tab provides a summary of activity for the selected incident number. When the form is first opened, no incident is selected and these summary boxes are empty. The form also displays the local and GMT times in the upper right hand corner. The selected incident information is displayed in the upper left hand corner. When no incident is selected, these fields are red. When an incident has been selected, they will have a green background.

Click Log-in



## Login to IMU

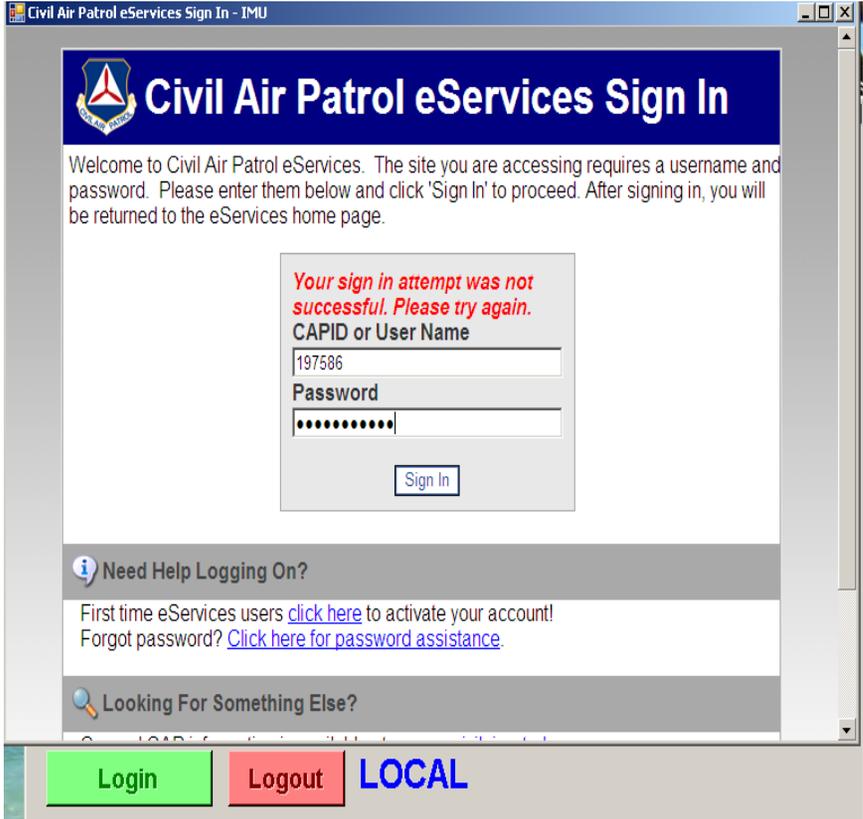
Anyone that has a Login at eservices can log into the IMU.

The IMU actually opens a browser and the user is actually logging into eservices. Internally, the IMU then clicks on the eservices link to WMIRS. If this is successful, the user will be logged on.

The login process is initiated by clicking on the Login button. The Login form verifies the identity of the user by comparing the member CAPID and Password in eservices.

The user enters the CAPID and Password and press Enter key, or using the Mouse will submit the data to the database for verification. If there is a match, the main form will return with the Login button disabled, and the Logout and Incident Open functions enabled. The user name will be displayed at the top of the main form.

**Log-in with  
CAP ID Number  
Password**



The screenshot shows a web browser window titled "Civil Air Patrol eServices Sign In - IMU". The page header features the Civil Air Patrol logo and the text "Civil Air Patrol eServices Sign In". Below the header, a message reads: "Welcome to Civil Air Patrol eServices. The site you are accessing requires a username and password. Please enter them below and click 'Sign In' to proceed. After signing in, you will be returned to the eServices home page." A central form contains a red error message: "Your sign in attempt was not successful. Please try again." Below this, there are two input fields: "CAPID or User Name" with the value "197586" and "Password" with masked characters. A "Sign In" button is positioned below the password field. At the bottom of the page, there are three buttons: a green "Login" button, a red "Logout" button, and the text "LOCAL" in blue.

# Open and Incident

Incident Management Utilities (IMU) - (Peter Andersen)

File Help

- Open Incident
- Refresh
- Member Availability
- Event Management ...
- SQL Commands
- Database Management
- Efficiency

Incident Date: [Redacted] Local: 10/20/07 22:30 GMT: 10/21/07 05:30

Incident Type: [Redacted]

Planning Operations Logistics Finance/Admin

### General Incident Information

**Incident Checkin**

**Today**

Active Personnel	<input type="text"/>	Aircraft	<input type="text"/>	Hours Flown	<input type="text"/>
Total Personnel	<input type="text"/>	Vehicles	<input type="text"/>	Sorties	<input type="text"/>

**Incident**

Man Hours	<input type="text"/>	Aircraft	<input type="text"/>	Hours Flown	<input type="text"/>
Total Personnel	<input type="text"/>	Vehicles	<input type="text"/>	Sorties	<input type="text"/>

**Login** **Logout** **LAN-HOST**

## NEW MISSION: Open an Incident

When a new mission is being created, the IMU will query WMRIS to see if the mission exists. If it does, most of the information will be imported and do not need to be filled out.

The mission number should only be entered using the WMRIS mission number (no date or other data).

If your mission number contains the text "train" or "test", the system will assume that this is training and will not attempt to connect with WMRIS.

- a. Type in **Incident** name (generally the **Mission Number**) then fill in ALL fields.
- b. **Requesting Agency** is generally AFRCC.
- c. Enter **Incident Date** (today's date is preloaded or click **New** button and select a different date).
- d. **Incident Type** is generally Search and Rescue.
- e. Click "..." button to enter **Incident Open Time** in Zulu time.
- f. Enter who opened mission (generally *IC Incident Commander* or *AL Agency Liaison*; use format "firstname lastname", this will display on many forms, so don't say "AFRCC"!).
- g. Choose **Mission Symbol** from pull-down list (generally A1 for SARs and A5 for SAREXs).
- h. Enter **ICP** Incident Command Post name (probably **Base Name** from Step 2 above).
- i. Generally you do NOT want to restrict access, so leave **Restrict Access** checkbox blank.
- j. Select **Incident Type** from drop-down, generally either **Type 5 – Like ELT** or **Type 4 –Simple Interface** or **3-Multiple operational periods**.
- k. Set the **Operational Period** and **Period Starts At** or let them default.
- l. Double-check you are satisfied with all fields. You CANNOT change them once you press the **OK** button.  
Finally click **OK** button to continue (if any fields are left blank, it will not correctly open mission and the **Incident** name on **General Incident Information** page will continue to be **Red**; if it opens correctly it will be **Green**).

Must fill-out the following items

The screenshot shows the 'Open an Incident' form with the following fields and values:

- Incident: 11-T-4709 (Saturday, March 12, 2011)
- Requesting Agency: OTHER
- Incident Date: Saturday, March 12, 2011
- Incident Category: Other
- Incident Open Time: 03/12/11 12:18
- Opened By: Alan Gibbs
- Incident Close Date: 03/12/11
- Funding \$: [Blank]
- Mission Symbol: A5 - SAR/DR TRAINING/EVAL/911T
- ICP: LIG
- Restrict Access: [Unchecked]
- Local Base Name: LIG
- ICS Information:
  - Incident Type: Type 4 - Simple, Interface with outside agency
  - Operational Period: 24 Hrs
  - Period Starts At: 8 AM

Red arrows from the text above point to the Incident, Requesting Agency, Incident Date, Incident Category, Incident Open Time, Incident Close Date, Mission Symbol, ICP, Local Base Name, Incident Type, Operational Period, and Period Starts At fields.

Mission No. was 11-T-4709, 3/12/11

## General Tabs

After logging in and opening an Incident, the user should select a tab corresponding to the staff section to which he/she is assigned. Each tab has a set of buttons corresponding to the tools available in the IMU for that section. A summary of the tools in each tab is shown below. Note that many tools exist on more than one tab.

### General Tab

**Incident Checkin button** – Allows a member to check into the incident. It is also used to check-in aircraft or vehicles. Members are assigned functional positions using the Incident Checkin. Finally, it provides a tool for checking members and assets out of the incident. Incident Statistics

– A summary of incident statistics is always displayed on the General Tab. This information is updated each 5 minutes. Information provided includes: Data for the current date Active Personnel

The number of personnel currently participating in the Incident. Members who have checked out of the incident will not be counted. Total Personnel

– The total number of personnel who have participated in the incident for the selected date. Aircraft.

– The number of aircraft that have been checked into the incident. Vehicles – The number of vehicles that have been checked into the incident. Hours Flown

– The number of flight hours flown on completed sorties  
Sorties – The number of flight sorties that have been or are being conducted.

Category	Active Personnel	Aircraft	Hours Flown	Total Personnel	Vehicles	Sorties
Today	0	1	0	25	1	1
Incident	102	1	0	25	1	1

### **Data for the incident**

**Man Hours** – The total number of man hours that have been expended by CAP personnel during the incident.

**Total Personnel** – The total number of personnel who have participated in the incident.

**Aircraft** – The total number of aircraft that have participated in the incident

**Vehicles** – The total number of vehicles that have participated in the incident.

**Hours Flown** – The number of flight hours flown on completed sorties

**Sorties** – The number of flight sorties that have been or are being conducted

## Command Tab

The Command Tab has functions that are commonly used by member in the Command positions in the ICS organization. It is primarily oriented to the IC/AL needs. Functions available include: Incident Checkin button

– Allows a member to check into the incident. It is also used to **check-in** aircraft or vehicles. Members are assigned functional positions using the Incident Checkin. Finally, it provides a tool for checking members and assets out of the incident

**ICS 202** – This function allows the input of the Incident Action Plan. Information from the plan will rollup into CAPF 104 and CAPF 109 sorties when they are created.

**Procedures** – This function allows the input of standard procedures to be used by teams participating in sorties.

Actions to be taken if the objective is located. Separate entries are made for air and ground sorties.

Incident Management Utilities (IMU) - (Peter Cubano)

File Help

Incident: 11-T-4709 Incident Date: Saturday, March 12, 2011 Local: 03/13/11 13:19 GMT: 03/13/11 17:19

Incident Opened by: Alan Gibbs Incident Type: Other

General Command Operations Planning Logistics Finance/Admin Reports

ICS 201 Status Board Tasking Manager

Participant Checkin Grid Assist

ICS 202

Command Log ICS 213 Route Search

Procedures Air Operations ELT/Routes

CAPF 122 Ground Operations

Resources Unit

AL Log PIO Log Phone Numbers

Login Logout NETWORK CLIENT

**Forms: ICS 201, ICS 202, ICS 213, CAPF122**

# Command Tab

**Air Operations** – This function is used to support air operations. It is used to assign members to aircrews; to define tasking requests to create sorties to perform needed tasks; to create and manage air sorties. Tools are also provided that allow verification of questionable or missing pilot documentation.

**Ground operations** – this function is used to support ground operations. It is used to assign members to teams; to define tasking requests that create sorties; to perform the tasks to create and manage ground stories; tools are also provided that allow verification of questionable or missing CAP driver's licenses.

**Status Board** – The status board provides a visual representation showing the status of sorties created during the incident date. The information shown on the display is updated each minute. Color coding is used to quickly bring attention to any sorties that may require attention. In the default mode, both air and ground sorties are displayed. Options are provided that allow the user to filter the information so that only error or ground sorties are displayed. The user may also choose to include sorties that are not active.

**ICS 122** – The ICS 122 automates the capture of all the information that is required for the daily closing report. It simplifies the incident commander's workload when preparing and delivering the report to the AFRCC each night. When this report is run, an option exists that will check out all members participating in the incident.

**Grid Assist** – The grid assist utility is used to provide graphical tools that allow the staff to view charts and chart information related to the incident.

Incident Management Utilities (IMU) - (Peter Cubano)

File Help

Incident: 11-T-4709 Incident Date: Saturday, March 12, 2011 Local: 03/13/11 13:19 GMT: 03/13/11 17:19

Incident Opened by: Alan Gibbs Incident Type: Other

General Command Operations Planning Logistics Finance/Admin Reports

ICS 201 Participant Checkin Command Log Procedures CAPF 122 AL Log PIO Log

Status Board Grid Assist ICS 202 ICS 213 Air Operations Ground Operations Resources Unit

Tasking Manager Route Search ELT / Routes Phone Numbers

Login Logout NETWORK CLIENT

# Command Tab

## Incident Briefing ICS 201

Provides the Incident Command/Unified Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident

<b>INCIDENT BRIEFING</b>	1. Incident Name	2. Date	3. Time
4. Map Sketch			
5. Current Organization			
<pre> graph TD     IC[Incident Commander] --- SO[Safety Officer Liaison Officer or Agency Rep. Information Officer]     IC --- Planning     IC --- Operations     IC --- Logistics     IC --- Finance     Operations --- Div1[Div.]     Operations --- Div2[Div.]     Operations --- Div3[Div.]     Operations --- Div4[Div.]     Operations --- Air[Air Air Operations Air Support Air Attack Air Tanker Coord Helicopter Coord]         </pre>			
Page 1 of	6. Prepared by (Name and Position)		

# Command Tab

## Incident Objectives ICS 202

Describes the basic strategy and objectives for use during each operational period.

<b>INCIDENT OBJECTIVES</b>	1. Incident Name	2. Date	3. Time
4. Operational Period			
5. General Control Objectives for the Incident (include alternatives)			
6. Weather Forecast for Period			
7. General Safety Message			
8. Attachments (mark if attached)			
<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)	
<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>	
9. Prepared by (Planning Section Chief)		10. Approved by (Incident Commander)	

# Command Tab

## General Message ICS 213

Used by:  
Incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients.

EOC and other incident personnel to transmit messages via radio or telephone to the addressee.

Incident personnel to send any message or notification that requires hard-copy delivery to other incident personnel.

GENERAL MESSAGE		
TO:	POSITION:	
FROM:	POSITION:	
SUBJECT:	DATE:	TIME:
MESSAGE:		
SIGNATURE:		POSITION:
REPLY:		
DATE:	TIME:	SIGNATURE/POSITION:

# Operation Tab

The screenshot displays the Incident Management Utilities (IMU) application window. The title bar reads "Incident Management Utilities (IMU) - (Peter Cubano)". The interface includes a menu bar with "File" and "Help". The main area is divided into several sections:

- Incident Information:** Incident: **SAMPLE\_MISSION**, Incident Date: **Friday, March 18, 2011**, Local: **03/18/11 13:58**, GMT: **03/18/11 17:58**.
- User and Type:** Incident Opened by: **Peter Cubano**, Incident Type: **Other**.
- Navigation Tabs:** General, Command, **Operations**, Planning, Logistics, Finance/Admin, Reports.
- Operations Menu:** A grid of buttons for various operations:
  - Participant Checkin, Status Board, Incident Log
  - ICS 215, Crew Schedule, ICS 213
  - Optimization, Grid Assist, Phone Numbers
  - Tasking Manager, Route Search, Procedures
  - Air Operations, ELT / Routes, Asset Summary
  - Ground Operations
- Footer:** Login (green button), Logout (red button), LOCAL (blue text).

## IMU Planning Section – Resources Unit Module

The Resources Unit module, entered from the IMU Planning Section tab, provides many of the tools that are used by the Resources Unit to manage the resources assigned to the incident.

The Resources Unit is responsible for the check-in and assignment of all personnel. In the IMU, personnel should be checked into the incident using the Check-In modules available from any of the IMU section tabs.

Normally members are initially assigned to the Base while they await assignment to staff or teams.

The Resources Unit module allows the Resources Unit personnel to assign members to the base and ICP staff positions, generate the ICS 203 form documenting the assignments, and supports the creation of both air and ground teams, transferring them to the Staging Area for deployment by the Operations Section.

Because the Resources Unit module supports the use of standard ICS terminology, team types, and single resource qualifications (as well as still being able to support the older CAP non-ICS terminology), the user should be familiar with the terms and types used in the module. This information will be covered in this document.

Incident Management Utilities (IMU) - (Peter Cubano)

File Help

Incident: **SAMPLE\_MISSION** Incident Date: **Friday, March 18, 2011** Local: **03/18/11 13:58** GMT: **03/18/11 17:58**

Incident Opened by: **Peter Cubano** Incident Type: **Other**

General Command Operations **Planning** Logistics Finance/Admin Reports

Participant Checkin Status Board Incident Log

ICS 202 Situational Awareness Member Qualifications

Customer Requests Grid Assist Availability Lookup

ICS 213 Leads (ICS302L) Participant Locator

Tasking Manager Phone Numbers

Procedures ELT / Routes Resources Unit

Login Logout LOCAL

# Logistics Tab

The screenshot shows the Incident Management Utilities (IMU) application window. The title bar reads "Incident Management Utilities (IMU) - (Peter Cubano)". The interface includes a menu bar with "File" and "Help". Below the menu bar, there are input fields for "Incident:" (SAMPLE\_MISSION), "Incident Date:" (Friday, March 18, 2011), "Local:" (03/18/11 14:00), and "GMT:" (03/18/11 18:00). Further down, there are fields for "Incident Opened by:" (Peter Cubano) and "Incident Type:" (Other). A horizontal tab bar contains "General", "Command", "Operations", "Planning", "Logistics", "Finance/Admin", and "Reports", with "Logistics" currently selected. The main content area displays several yellow buttons: "Participant Checkin", "Status Board", "Incident Log", "ICS 205", "ICS 213", "Phone Numbers", "Communications", and "Asset Summary". At the bottom of the window, there are three buttons: a green "Login" button, a red "Logout" button, and the text "LOCAL" in blue.

# Finance / Admin Tab

**Incident Management Utilities (IMU) - (Peter Cubano)**

File Help

Incident: **SAMPLE\_MISSION** Incident Date: **Friday, March 18, 2011** Local: **03/18/11 14:01** GMT: **03/18/11 18:01**

Incident Opened by: **Peter Cubano** Incident Type: **Other**

**General** | **Command** | **Operations** | **Planning** | **Logistics** | **Finance/Admin** | **Reports**

<b>Incident Cost Estimate</b>	<b>Cost Summary</b>
<b>Incident Log</b>	<b>ICS 213</b>
<b>Phone Numbers</b>	<b>Upload Receipts</b>

**Login** **Logout** **LOCAL**

# Report Tab

**Incident Management Utilities (IMU) - (Peter Cubano)**

File Help

Incident: **SAMPLE\_MISSION** Incident Date: **Friday, March 18, 2011** Local: **03/18/11 14:01** GMT: **03/18/11 18:01**

Incident Opened by: **Peter Cubano** Incident Type: **Other**

General | Command | Operations | Planning | Logistics | Finance/Admin | **Reports**

**Participant Checkin**

**Print Selected Reports**

**Available Reports**

Show Report    Select All    Select None

- SAMPLE\_MISSION -----
- ICS 211
- Request: TBD - 1 [2]
- WMIRS Input Summary - SAMPLE\_MISSION

**Login**   **Logout**   **LOCAL**

## Typical sequence

This section will provide a **typical sequence of events** that may be used to create and manage the typical incident. It will help the user to learn and understand how to use the incident management utilities.

### Login

When a request for a new incident is received, the incident commander must first logon to the incident management utilities. This is done by clicking on the login button, then entering the user's **CAPID and password** in eServices press sign-in. Sign-in will validate the user and allow for their operations in the IMU.

### Open Incident

When a new mission is being created, the IMU will query WMRIS to see if the mission exists. If it does, most of the information will be imported and do not need to be filled out. The mission number should only be entered using the WMRIS mission number (no date or other data). If your mission number contains the text "train" or "test", the system will assume that this is training and will not attempt to connect with WMRIS.

**The IC/AL must next open the new incident.** This is done by clicking on the **File menu item** and **clicking on the Open Incident selection**. The incident number should be entered into the incident box. Pressing the tab key will move the focus to the requesting **agency pull-down selector**. Using the mouse, select the appropriate entry and then either **click in the incident date** or press the tab key. Today's date will always default in the incident a selector box. If needed other dates may be either selected or generated by pressing the New button. Pressing the tab key again will move the focus to the **Incident Type selector**. Use the mouse to select the appropriate incident time. To enter the incident open time, click in the **Incident Open time blocks**. This will bring up the Incident Open Time Selector. The default time will be shown in GMT format. Make adjustments to the time then click on the OK button to enter this into your mission information. Pressing the tab key will move the focus to the **Incident Commander name box**. The incident commander or Agency Liaison name is entered using his or her last name. Use the mouse to select the appropriate **Mission Symbol** for this incident then press the tab key to move to the Incident Command Post (ICP) box. Enter the **Incident Command Post** name, preferably using the FAA airport identifier for the airport closest to the ICP. In any case the maximum number of characters for the ICP could not exceed ten characters.. box. Click on the OK button to create the mission in the database.

## Log-In Screen

## Open Incident

## Checkin with No Vehicle or Aircraft

Type in the first few letters of there last name

“Click Validate”

Fill-in Departed from : ISP  
(Mission Base)

Vehicle – Vehicle or Aircraft Check-in

### CAP Checklist

If any of these are **RED**

-Membership

-CAPF101 Card

They are not current

If next of Kin is **RED**

Must fill-out a CAPF 60

You can also enter the member's CAPID. Use of the CAPID will support checkin of members who are not in your wing database.

You can also check-in non CAP members by using their 7 digit phone number. This will bring up special forms to input their information.

The next of kin information is imported from e-Services.

To Exit



# Checkin with Vehicle

Type in the first few letters of there last name

“Click Validate”

Fill-in Departed from : ISP  
(Mission Base)

Vehicle – Vehicle or Aircraft Check-in

## CAP Checklist

If any of these are **RED**  
-Membership  
-CAPF101 Card  
They are not current

If next of Kin is **RED**  
Must fill-out a CAPF 60

License numbers should be entered without any spaces

To Exit 

# Checkin with Aircraft

Type in the first few letters of there last name

“Click Validate”

Fill-in Departed from : ISP  
(Mission Base)

Vehicle – Vehicle or Aircraft Check-in

## CAP Checklist

If any of these are **RED**  
-Membership  
-CAPF101 Card  
 They are not current

If next of Kin is **RED**  
 Must fill-out a CAPF 60

To Exit 

## Incident Log

When the AFRCC opens an ELT mission with the CAP, they will be providing the IC with information that they have gathered related to the ELT.

No mission can be effectively run if the IC does not maintain a log containing a record of the information and contacts with the controlling agency.

The IMU provides an Incident Log for this purpose. This function is opened by clicking on the Incident Log button.

When the mission was created in the IMU, the system automatically generates the first input in the log using information that was entered in the mission open form.

Each entry into the log is initiated by typing into the Event box on the form.

When a key is initially pressed while in this box, the time stamp box will be automatically set to the current time (if entries are being input after the fact, the time may be changed).

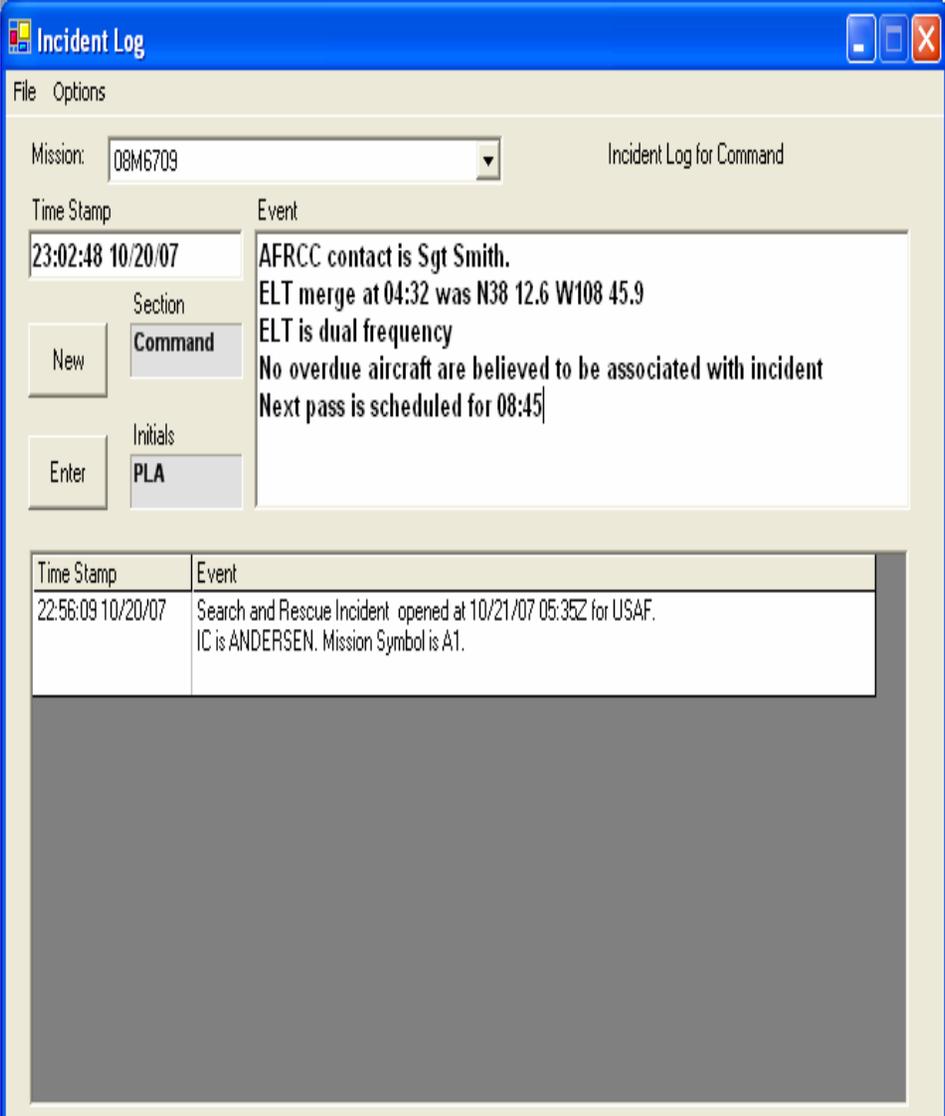
The IC should enter the information given by the AFRCC regarding the ELT into the event box.

The information is saved in the database whenever either the New or the Enter button is clicked.

The Enter button will save the information but leave it in the Event box while the New button will save the information and clear the event box for another entry.

The Incident Log should be opened whenever contact is made with the controlling agency and information passed should be saved in the log.

## Command Tab



Incident Log

File Options

Mission: 08M6709 Incident Log for Command

Time Stamp	Event
23:02:48 10/20/07	AFRCC contact is Sgt Smith. ELT merge at 04:32 was N38 12.6 W108 45.9 ELT is dual frequency No overdue aircraft are believed to be associated with incident Next pass is scheduled for 08:45

New Section Command

Enter Initials PLA

Time Stamp	Event
22:56:09 10/20/07	Search and Rescue Incident opened at 10/21/07 05:35Z for USAF. IC is ANDERSEN. Mission Symbol is A1.

To Exit



# ICS Form 202

## **Incident Action Plan**

Before we can sign anyone in, we should open the ICS 202 and enter the information pertinent to the incident.

The ICS 202 has four text boxes that are used to input the action plan.

**The first box** is the mission objective. This box should have the information as to the ultimate requirements to complete the mission. For example, if the incident is an ELT, indicate that the mission objective is to locate the ELT.

**The second box** is for control objectives. This box will contain information as to how we are going to actually deploy our assets to meet the mission objectives. For example, if this is an ELT mission, we may indicate that we want to coordinate ground and air crews. to locate and silence ELT.

**The third box** is for input of the general weather forecast during the period covered by the ICS 202.

**The fourth box** is used to input the general safety message for all personnel. This box will have a default safety message which is based on the CAP safety oath.

When all information has been entered, click on the Enter into ICS 202 button to save the information. You will note that the form has beginning and ending times associated with the period for which this information is valid. To simplify entry of new information, a button exists in the lower right corner of the form that will create a new entry using the information in the previous entry. After information has been entered, click on the close symbol in the upper right corner of the form to close this form.

The screenshot shows the ICS 202 form interface. At the top, there is a blue title bar with the text "ICS 202" and standard window control buttons (minimize, maximize, close). Below the title bar is a "File" menu. The main form area contains several input fields and text boxes:

- Incident:** TEST0402
- Incident Date:** 4/2/2005
- Period Beginning:** 04/02/05 21:39
- Period Ending:** 04/02/05 23:59
- Input By:** ics202Author
- Mission Objective (i.e., To locate a specific aircraft or to assist an agency to perform a task):** 0
- Control Objectives (i.e., What specific techniques are to be used in this period to accomplish the Mission Objective):** (Empty text box)
- General Weather Forecast (Indicate precipitation, extreme temperatures, etc):** (Empty text box)
- General Safety Message:** All personnel will promote an uncompromising safety environment for themselves and others and will prevent the loss of, or damage to Civil Air Patrol assets entrusted to them. All personnel will perform all activities in a professional and safe manner, and will hold themselves accountable for their actions in all of our Missions for America.

At the bottom of the form, there are two buttons: "Enter into ICS 202" and "Create New Entry Form". Red arrows point from the text descriptions to the four text boxes: Mission Objective, Control Objectives, General Weather Forecast, and General Safety Message.

To Exit



# Procedures

## Procedures

Each incident commander generally has a set of standard operating procedures that he or she prefers to use during the mission. This information is used during the briefing for all aircrews and ground teams. Before creating air or ground sorties, the incident commander should click on the procedures button and enter his or her standard operating procedures.

When the procedures button is clicked, the procedures form will be displayed. This form has four sections for inputting information.

**The first box** is for **aircrew communication procedures**. For example, if the incident commander wants the aircrew to call the ICP up on takeoff, entering the assigned area, leaving the assigned area, and returning to base, that information will be entered in the air crew communications procedures box.

**The second box** exists for defining the preferred to communications that should be conducted by **ground teams during sorties**.

**The third box** is used to input **standard procedures for aircrews** should they locate the target. Finally,

**The fourth box** is used to input the procedures to be used by a **ground team should they find the target**.

When all information has been entered onto the form, it is saved in the database by clicking on the enter into database button. As in the ICS 202, the procedures have beginning and ending times that are associated with these procedures. If a new set of procedures is required, clicking on the menu file option in the upper left corner of the form, will allow creation of a new set of procedures based upon the old procedures as a template.

Procedures

File

Incident: TEST0402 Incident Date: 4/2/2005 Period Beginning: 04/02/05 21:40 Period Ending: 04/02/05 23:59 Input By: ics205Author

0

Aircrew Communications Procedures

Ground Team Communications Procedures

Aircrew Find Procedures

Ground Team Find Procedures

Enter Into Database

To Exit



## Air Crew

### \*Enter Tasking for Air Crew

1. Select **Command** tab or **Operations** tab, then click **Air Operations** button.
2. On the **Air Operations Module** page, select the **Tasking** tab.
3. In **Short Name** pop-down field, select **New**, then enter a unique name. Suggested names start with 3-letter airport designator plus appended day of month (eg, SPG25), then a brief name for this task.
4. In **Agency** pop-down field, select desired agency, if necessary, probably AFRCC.
5. In **Type** pop-down field, select desired mission type, probably SAR Training or Search and Rescue.
6. In **Description** box, type in the tasking description for this sortie.
7. Do NOT enter any other fields yet! Click the **Enter** button.
8. You can re-edit any other fields of the **Tasking** (from **Tasking Summary** button) AFTER you enter the **Tasking** into the **CAPF 104**.

The screenshot shows the 'Air Operations module' window with the 'Tasking' tab selected. The interface includes the following elements:

- Short Name:** A pop-down menu with a dropdown arrow.
- Agency:** A pop-down menu with a dropdown arrow.
- Time Requested:** A text input field.
- Task Type:** A pop-down menu with a dropdown arrow.
- Team Type:** A pop-down menu with a dropdown arrow.
- Area of Operations:** A text input field.
- Incident #:** A pop-down menu with a dropdown arrow.
- Request #:** A pop-down menu with a dropdown arrow.
- Description:** A large text area for entering the tasking description.
- Buttons:** A green 'Enter' button and a red 'Delete' button.
- Active Sorties Table:** A table with columns for Sortie Number, Lead, Task, and Status.
- Summary Table:** A table with columns for Available AC, Open Taskings, Sorties Today, and Hours Today.

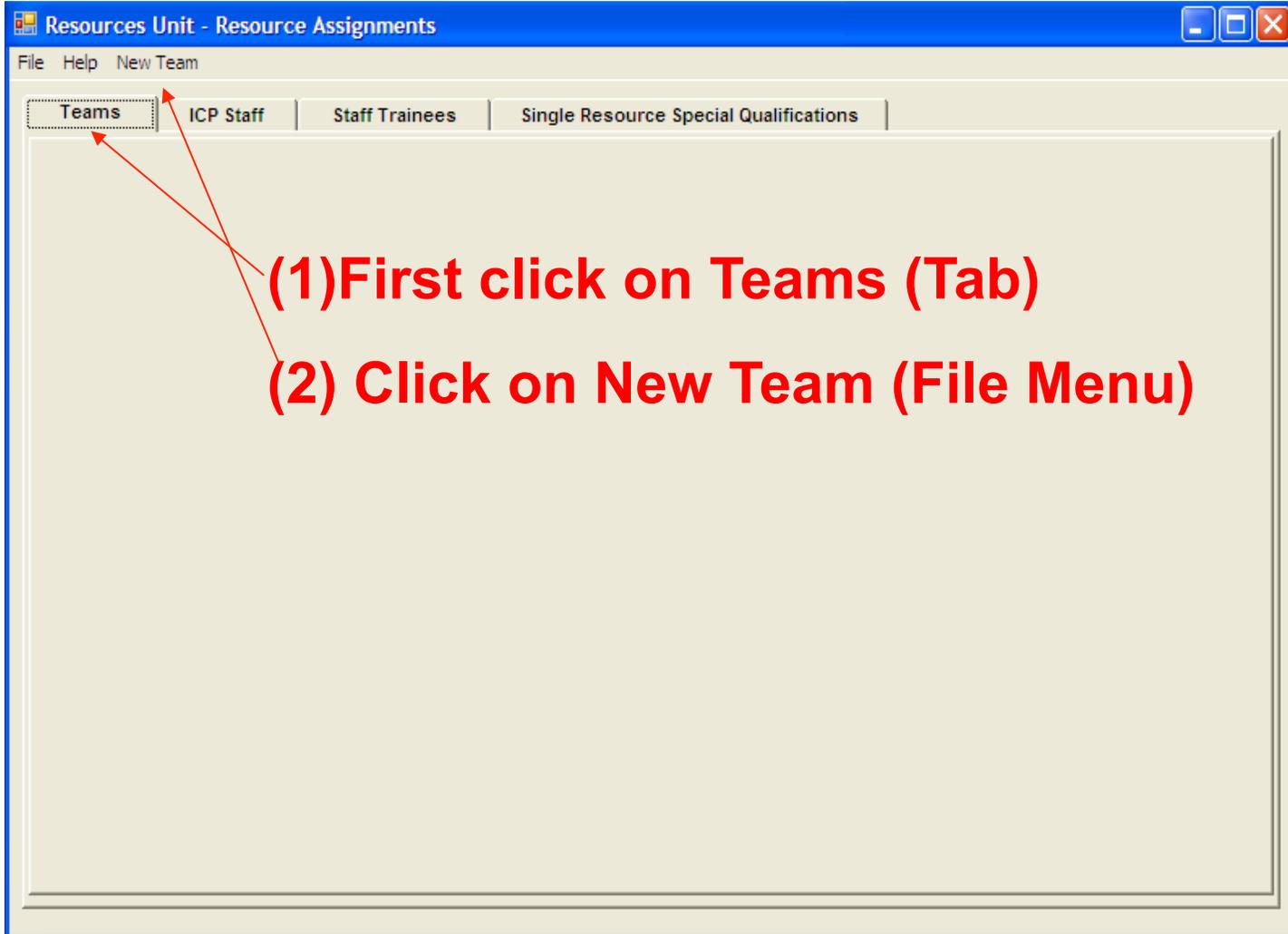
To Exit



You should at least enter the wing into the Area of Operations.

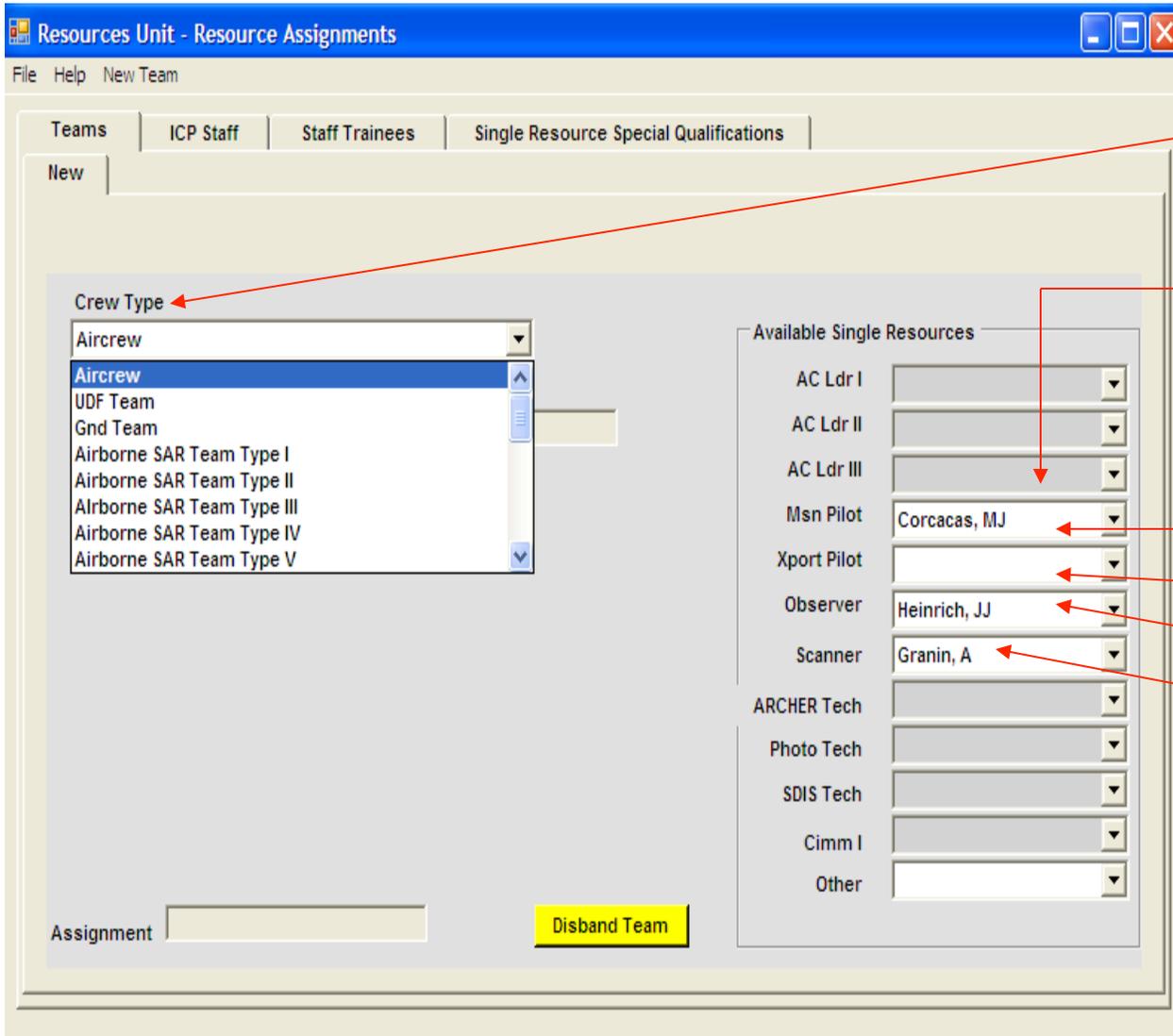
# *Air Crew Creation*

## Planning Tab



# Air Crew Creation

## Available Single Resources



Select Crew Type

Select Air Crew

**Select:**  
**Mission Pilot**  
**Transport Pilot**  
**Observer**  
**Scanner**

To Exit 

# Air Crew Creation

## Available Single Resources

Resources Unit - Resource Assignments

File Help New Team

Teams ICP Staff Staff Trainees Single Resource Special Qualifications

Corcacas, MJ [Aircrew]

**Right click and hold and drag**

Crew Type: Aircrew

Aircrew Leader IV: Corcacas, MJ

AC Types: C182 C206 C172 T41B U206

Manifest

Crew Member

Available Single Resources

AC Ldr I

AC Ldr II

AC Ldr III

Msn Pilot

Xport Pilot

Observer: Heinrich, JJ

Scanner: Granin, A

ARCHER Tech

Photo Tech

SDIS Tech

Cimm I

Other

Assignment: Available

Disband Team

Once the aircrew is selected

Right click on **Mission Pilot**

And hold and drag over to  
Aircrew leader

You will do the same for

**Observer**

**Scanner**

To Exit



# Air Sortie Generation CAPF104

## \*Enter an Air Sortie\*

Assumptions: To launch an air sortie, you need three tasks completed first: An airplane must be checked in AND available, an aircrew must be available to fly the plane (see \*Create Aircrew\*), pilot must be qualified for airplane in OpsQual and a tasking must be available to be assigned (see \*Enter Tasking without using Events\*).

1. Select **Command** tab or **Planning** tab or **Operations** tab, then click **Air Operations** button.
3. On the **Air Operations Module** page, select the **CAPF104** tab.
3. In **Sortie** pop-down, select **New**.
4. Select the **Tail Number**, **Sortie Type**, **Pilot (Aircrew)** and **Task Summary (Tasking)** that you just set up for the sortie.
5. Enter other data as appropriate, but do not change **Status**, and do not enter anything for these fields near the bottom of page: **ATD**, **Last Contact**, **ATA**, **WMIRS #**, all fields on the line that starts with **HOURS To/From Area**.

The screenshot shows the 'Air Operations Module' window with the 'CAPF104' tab selected. The interface is divided into several sections:

- Mission Information:** Mission Date (03/14/11), Mission Number, and Mission Symbol.
- Sortie Information:** Sortie (New), Task Summary, Show All Open Tasks (checkbox), Tail Number, Pilot, and See all crews (checkbox).
- Flight Parameters:** Type, Departure Apt, Destination Apt, ETE, Fuel on Board, and Status.
- Sortie Details:** Sortie Type, Remarks, and Released By.
- Timing and Contact:** ETD, ATD, ETA, Last Contact, ATA, and WMIRS #.
- Hours and Fuel:** Hours To/From, Hours in Area, Total Hours Flown, Ending Tach, Fuel Purchased, Oil Used (gts), Fuel/Oil Cost, and Paid By.
- Active Sorties Table:**

Sortie Number	Leader	Task	Status
- Summary Statistics:**

Available AC	Open Taskings	Sorties Today	Hours Today
0	2	0	0.0
Available Crews	Closed Tasks	Total Sorties	Total Hours
0	0	1	0.0

Red arrows point from the instructions to the 'Sortie' dropdown, 'Task Summary', 'Tail Number', and 'Pilot' fields. A red 'Delete Sortie' button is located at the bottom right of the main form area.

To Exit



# Briefing

## \*Brief and Release an Air Sortie\*

Assumptions: An air sortie has been successfully entered using \*Enter an Air sortie\* procedure. To release a flight IMU.

1. On the **Air Operations Module** page, select **Briefing** tab.
3. Select the **Sortie** number from drop-down list
3. Step thru each of the **Briefing** pages as you brief the aircrew, entering data as you go along. After completing each **Briefing** page, check the **Check when briefed** box, then click the **Next** button.
4. Once all pages have been briefed, the status will now be **Planning**.
6. On the **Air Operations Module** page, select **Flight Release** tab. **(We are not using at this moment)**
6. Step thru and check each checkbox as you brief the aircrew, finally click the **Release the Sortie** button. If all checkboxes are checked and the button is still **Grayed** out, go back and read Assumptions!
7. Exit out of Brief.

File

CAPF-104 | Tasking | Briefing | Flight Release | Pilot Qualifications | Debriefing

03/12/11 | Sortie: | Tail | CAPFLT | Pilot | Back | Next

### Sortie Assignment / Objectives

Check when briefed

Ensure that the crew understands the objectives of the sortie. The sortie is being conducted to support completion of a task that has been created by the Planning Section. The description below indicates what must be accomplished to meet the tasking requirements. Information provided by Planning and cannot be modified.

Active Sorties:				
Sortie	Number	Leader	Task	Status

Concerns			
Sortie	Number	Leader	Concern

OSC: Gibbs, AM (IC)  
AOBD: Ratis, WD

Available AC	Open Taskings	Sorties Today	Hours Today
0	2	1	0.0

Available Crews	Closed Tasks	Total Sorties	Total Hours
0	0	1	0.0

To Exit



03/14/11 Sortie: 1 Tail: N9878N CAPFLT 3126 Pilot: Kelly, MJ Back Next

### Sortie Assignment / Objectives

Check when briefed

Insure that the crew understands the objectives of the sortie. The sortie is being conducted to support completion of a task that has been created by the Planning Section. The description below indicates what must be accomplished to meet the tasking requirements. Information provided by Planning and cannot be modified.

Support Incident Objectives

Search for down aircraft at Riverhead

#### Active Sorties:

Sortie	Number	Leader	Task	Status
1	N9878N	Kelly, MJ	LIG16 Air Tasking - 6	Planning

OSC

AQBD

#### Concerns

Sortie	Number	Leader	Concern
--------	--------	--------	---------

Available AC Open Taskings Sorties Today Hours Today

0 2 0 0.0

Available Crews Closed Tasks Total Sorties Total Hours

0 0 1 0.0

Briefing

Click on the Sortie You Create

Click on Box to check mark and Hit Next

Click on each and answer all

Briefing

**Tactical Risk Management Matrix**

Pilot Name: **Kelly, MJ** Tail Number: **N9878N** Sortie: **1**

Assignment  
**ISP16 Air Tasking - 7**

PIC Experience	PIC Training	Pilot Currency in last 30 days
greater than 250 hrs, less than 1000 hrs PIC	greater than 50 hrs mission time	greater than 10 hours
Crew Health	Crew Rest	Maintenance Factors
Good health	Proper crew rest	Fully functional
Altitude in Assigned Area	Aircraft CAP Comm to base	Air to Air Comm
Less than 2500 AGL	Good comm	No highbird available
Aircraft assigned to mission	Tasking Complexity	Forecast Icing
1 to 2 total aircraft	Simple tasks, no new technology	None
Ceiling	Turbulence	Winds (Aloft or in Area)
Clear, no ceiling	None	Less than 5 knots
Visibility	Terrain in Assigned Area	Night Ops
Greater than 3 nm and less than 6 nm	Flat	Day, VFR or IFR
Airfield	CAPF 5 and 91	Overwater
Familiar	N/A	Not overwater
CD Overwater		
Not CD Sortie		

Overall Risk Assessment **45 = Low Risk**

Mitigation

Save and Close without printing     TRM Approval (High Risk) by IC    Cancel Changes

Print Tactical Risk Management Matrix

Print Tactical Risk Sheet and Save and Close ( High Risk Approval from IC)

To Exit **X**

**Air Operations Module**

File

## Briefing

CAPF-104 | Tasking | **Briefing** | Flight Release | Pilot Qualifications | Debriefing

03/16/11 | Sortie: 1 | Tail: N9878N | CAPFLT: 3126 | Pilot: Kelly, MJ | Back | Next

### Deliverables

Check when briefed

The task cannot be considered to be completed unless the aircrew provides a certain level of physical items. If pictures are required, details of the picture resolution, direction, and format should be defined. If maps are to be drawn, the requirements should be specified. Information provided by

Active Sorties:

Sortie	Number	Leader	Task	Status
1	N9878N	Kelly, MJ	ISP16 Air Tasking - 7	Planning

Concerns:

Sortie	Number	Leader	Concern

Osc:   
AOBD:

Available AC	Open Taskings	Sorties Today	Hours Today
0	0	0	0.0
Available Crews	Closed Tasks	Total Sorties	Total Hours
0	0	0	0.0

**Fill-in this box this the Deliverables (Check When Briefed) Hit Next**

**Air Operations Module**

File

## Briefing

CAPF-104 | Tasking | **Briefing** | Flight Release | Pilot Qualifications | Debriefing

03/16/11 | Sortie: 1 | Tail: **N9878N** | CAPFLT: 3126 | Pilot: **Kelly, MJ** |  |

### Restrictions / Route

Check when briefed

Planning may have determined that the sortie can only be conducted at certain times during the day. There may be special communications needs that must be accomplished prior to entry in an area. A specific route to and from the area may be required.

Airspeed Restrictions

Altitude Restrictions

Aircraft Separation

Active Sorties:

Sortie	Number	Leader	Task	Status
1	N9878N	Kelly, MJ	ISP16 Air Tasking - 7	Planning

OSC   
AODB

Available AC	Open Taskings	Sorties Today	Hours Today
<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
Available Crews	Closed Tasks	Total Sorties	Total Hours
<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

Concerns

Sortie	Number	Leader	Concern

**Fill-in with Restrictions / Route Information (Check When Briefed Box) Hit Next**

**Air Operations Module**

File Briefing

CAPF-104 | Tasking | **Briefing** | Flight Release | Pilot Qualifications | Debriefing

03/16/11 | Sortie: **1** | Tail: **N9878N** | CAPFLT: **3126** | Pilot: **Kelly, MJ** | ← Back | Next →

**Weather Briefing** Check when briefed

Discuss the current and forecast weather conditions that may apply to the sortie.

Current Local Weather

Forecast Local Weather

Current Enroute Weather

Forecast Enroute Weather

Current WX in Assigned Area

Forecast WX in Assigned Area

Active Sorties:

Sortie	Number	Leader	Task	Status
1	N9878N	Kelly, MJ	ISP16 Air Tasking - 7	Planning

OSC   
 AOBD

Available AC	Open Taskings	Sorties Today	Hours Today
<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
Available Crews	Closed Tasks	Total Sorties	Total Hours
<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

Concerns

Sortie	Number	Leader	Concern

**Fill-in the Following Information (Check when Briefed) Hit Next**

# Briefing

CAPF-104 Tasking Briefing Flight Release Pilot Qualifications Debriefing

03/16/11 Sortie: 1 Tail N9878N CAPFLT 3126 Pilot Kelly, MJ Back Next

## Hazards

Check when briefed

Examine hazard and activities that the crew needs to be aware of or that may require mitigation to insure the safety of the sortie. Remember that we pledge to promote an uncompromising safety environment in everything we do.

Airport/Area Hazards

Military Training Routes

Other known or expected aircraft ops.

### Active Sorties:

Sortie	Number	Leader	Task	Status
1	N9878N	Kelly, MJ	ISP16 Air Tasking - 7	Planning

OSC

AOBD

### Concerns

Sortie	Number	Leader	Concern

Available AC  Open Taskings  Sorties Today  Hours Today

Available Crews  Closed Tasks  Total Sorties  Total Hours

**Fill-in the Following Information (Check when Briefed) Hit Next**

**Air Operations Module** Briefing

File

CAPF-104 | Tasking | **Briefing** | Flight Release | Pilot Qualifications | Debriefing

03/16/11 | Sortie: 1 | Tail: N9878N | CAPFLT: 3126 | Pilot: Kelly, MJ | Back | Next

**Ground Teams in Area** Check when briefed

Determine if any ground teams will be operating in the assigned area. If so, provide the locations and radio contact information.

Mobil Call Sign:

Location (if known):

Frequency(s) to be used:

Active Sorties:

Sortie	Number	Leader	Task	Status
1	N9878N	Kelly, MJ	ISP16 Air Tasking - 7	Planning

OSC:   
 AOBD:

Available AC	Open Taskings	Sorties Today	Hours Today
<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
Available Crews	Closed Tasks	Total Sorties	Total Hours
<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>

Concerns

Sortie	Number	Leader	Concern

**Fill-in the Following Information (Check when Briefed) Hit Next**

**Air Operations Module**

File Briefing

CAPF-104 | Tasking | **Briefing** | Flight Release | Pilot Qualifications | Debriefing

03/16/11 | Sortie: 1 | Tail: **N9878N** | CAPFLT: 3126 | Pilot: **Kelly, MJ** | Back | Next

**Incident Communications Procedures** Check when briefed

Insure that the aircrew understands how and when they are expected to communicate during the sortie. What procedures are to be followed if communications cannot be established.

Base Phone:  Base Callsign:  Base Freq:  Air/Gnd Freq:  Air/Air Freq:

Report wheels off and Ops Status each :30 min

Active Sorties:

Sortie	Number	Leader	Task	Status
1	N9878N	Kelly, MJ	ISP16 Air Tasking - 7	Planning

OSC:   
AODB:

Available AC	Open Taskings	Sorties Today	Hours Today
0	0	0	0.0
Available Crews	Closed Tasks	Total Sorties	Total Hours
0	0	0	0.0

Concerns

Sortie	Number	Leader	Concern

**Fill-in the Following Information (Check when Briefed) Hit Next**

**Air Operations Module**

File

# Briefing

CAPF-104 | Tasking | **Briefing** | Flight Release | Pilot Qualifications | Debriefing

03/16/11 | Sortie: 1 | Tail: **N9878N** | CAPFLT: 3126 | Pilot: **Kelly, MJ** | Back | Next

**Procedures if a Find is made** Check when briefed

Insure that the crew understands how to report a Find to the ICP. Reference any SOPs that may apply (insure that the crew has a copy).

**SOP Find procedures**

Active Sorties:

Sortie	Number	Leader	Task	Status
1	N9878N	Kelly, MJ	ISP16 Air Tasking - 7	Planning

OSC: \_\_\_\_\_  
AODB: \_\_\_\_\_

Available AC	Open Taskings	Sorties Today	Hours Today
0	0	0	0.0
Available Crews	Closed Tasks	Total Sorties	Total Hours
0	0	0	0.0

Concerns

Sortie	Number	Leader	Concern

**Fill-in the Following Information (Check when Briefed) Hit Next**

# Briefing Completed

CAPF-104 Tasking Briefing Flight Release Pilot Qualifications Debriefing

03/16/11 Sortie: 1 Tail N9878N CAPFLT 3126 Pilot Kelly, MJ Back Next

### Sortie Details

Check when briefed  Briefing Complete

This section represents the general housecleaning chores that must be completed prior to launch of the sortie.

Alternate Fields:

ETE (wheels up to)

ETD: 09:30 03/16/11

Departure Apt: ISP

Destination Airport: ISP

Flight Plan Information

Flight Plan Req'd  Filed  Opened

CAP  FAA  VFR  IFR

Phone Briefing

**Remind crew to obtain Flight Release prior to departure!**

Active Sorites:

Sortie	Number	Leader	Task	Status
1	N9878N	Kelly, MJ	ISP16 Air Tasking -7	Planning

OSC   
AODB

Concerns

Sortie	Number	Leader	Concern

Available AC	Open Taskings	Sorties Today	Hours Today
0	0	0	0.0
Available Crews	Closed Tasks	Total Sorties	Total Hours
0	0	0	0.0

**Fill-in What Applied (Briefing Complete)**

# Debriefing

## \*Debrief an Air Sortie\*

1. On the **Air Operations Module** page, select **Debriefing** tab.
2. Select the **Sortie** number from the drop-down list.
3. Step thru each of the **Debriefing** pages as you debrief the aircrew, entering data as you go along. After completing each **Debriefing** page, click the **Next** button. The pages are **Sortie Stats**, **Sortie FI(nds)**, **Results**.
4. On last **Debriefing** page, when complete, change **Status** to **Completed** or other appropriate **Status**.

File

CAPF-104 | Tasking | Briefing | Flight Release | Pilot Qualifications | **Debriefing**

Sortie: **2** Corcacas, MJ Air Recon [Back] SORTIE [Next]

Sortie Statistics

Phone Debriefing  1 on 1 Debriefing Debriefing Name: Peter Cubano Time: 21:36 03/13/11

Pilot's Phone Contact Number: [ ]  FlightPlanClosed

ATA: [03/12/11 12:41] Flight time To/From Area: [0.0] Flight Time in Assigned Area: [0.0] Hobbs Total: [ ]

Starting Tach: [0.00] Ending Tach: [0.00] Hobbs Start: [ ] Hobbs End: [ ]

Fuel Purchased (Gal): [0.0] Fuel/Oil Cost: [0.00] Oil Used (Qts): [0] Paid By: Wing CC Assigned To: NY Receipt Reference #(s): [ ]

Active Sorties:

Sortie	Number	Leader	Task	Status

OSC: Gibbs, AM (IC)  
AOBD: Ratis, WD

Available AC	Open Taskings	Sorties Today	Hours Today
0	2	1	0.0

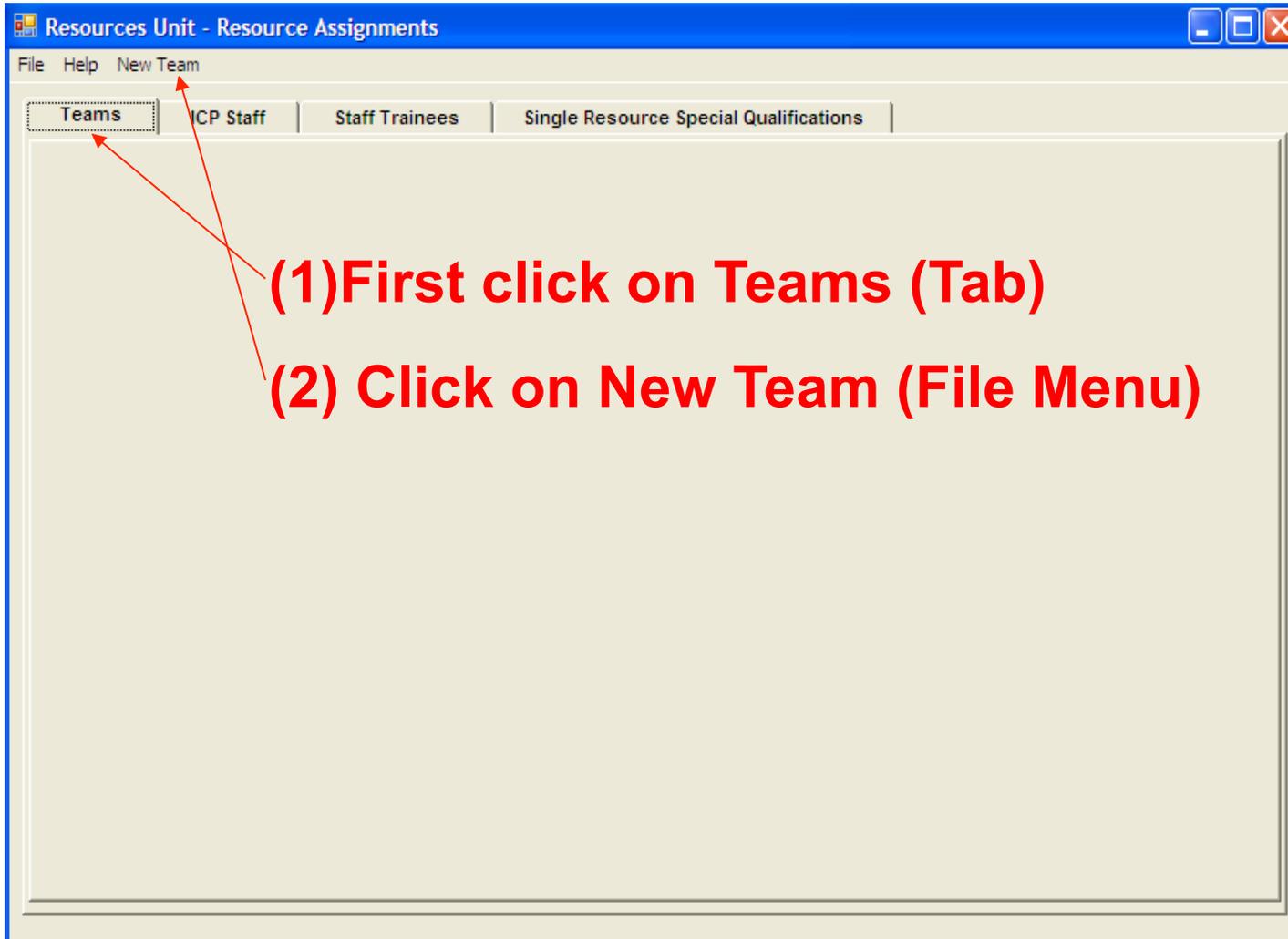
Available Crews	Closed Tasks	Total Sorties	Total Hours
1	0	1	0.0

Concerns

Sortie	Number	Leader	Concern

# Ground Team Creation

## Planning Tab



# Ground Team Creation

## Available Single Resources

Once the Ground team is selected

Right click on Grd Team Ldr.  
And hold and drag over to  
Leader

You will do the same for

GTM1

GTM2

GTM3

Once you drag over you  
can add more people

To Exit



### \*Enter a Ground Sortie\*

Assumptions: To launch a ground sortie, you need three tasks completed first: A vehicle must be checked in AND available, a ground crew must be available to drive the vehicle (see \*Create Ground Team\*) and a tasking must be available to be assigned (see \*Enter Tasking without using Events\*). Once all three of these tasks are complete, continue below:

1. Select **Command** tab or **Planning** tab or **Operations** tab, then click **Ground Operations** button.
3. On the **Ground Operations Module** page, select the **CAPF109** tab.
3. In **Sortie** pop-down, select **New**.
4. Select the **License**, then press the **Tab** key. If a message pops up saying vehicle must be approved, follow the directions, then press the **Yes** button on the pop-up window. The **Type** (of vehicle) should now fill in automatically.
5. Select **Sortie Type**, **Callsign**, **Leader** and **Task Summary (Tasking)** that you just set up for the sortie (see Assumptions).
6. Enter other data as appropriate, but do not change **Status**, and the bottom of page: **ATD**, **Last Contact**, **ATA**, **WMIRS #**
7. Press the **Vehicle Information** tab and enter data for the vehicle, as appropriate, particularly the **Starting Mileage**.

Ground Operations

File

CAPF109 Tasking Team Qualifications Contacts

Mission Date: 03/14/11 Mission Number: Mission Symbol: Leader

Sortie: License Type: Task Summary:

Leader CAPID Call Sign Sortie Type: Status:

Primary Assignment Vehicle Information Briefing Field Re-Assignment Debriefing

Time Assigned

Time Re-Assigned

Add Assignment or Task here

ETD: ATD: ETA: Last Contact: ATA: WMIRS #

Active Sorties:

Sortie	Number	Leader	Task	Status

Concerns:

Sortie	Number	Leader	Concern

DSC: GBD: Section Chief:

Available Veh: 0 Open Taskings: 1 Sorties Today: 0

Available Teams: 0 Closed Tasks: 1 Total Sorties: 1

To Exit

X

# \*Brief a Ground Sortie\*

Assumptions: A ground sortie has been successfully enter using \*Enter a Ground Sortie\* procedure

1. On the **Ground Operations Module** page, select **CAPF109** tab.
2. If necessary, select the **Sortie** number from drop-down list. Then in the lower set of tabs, select the **Briefing** tab.
3. Fill in all fields of the **Briefing** pages as you brief the ground crew, entering data as you go along
4. The status will now be **Planning**.

To Exit



Ground Operations

File

CAPF-109 | Tasking | Team Qualifications | Contacts

Mission Date: 03/12/11 | Mission Number: | Mission Symbol:

Sortie: | License: | Type: | Task Summary: | Leader:

Leader CAPID: | Call Sign: | Sortie Type: | Status:

Primary Assignment | Vehicle Information | **Briefing** | Field Re-Assignment | Debriefing

**Base Radio Capability:**

VHF Freq: | UHF Freq: | Sighting Actions

Base Call Sign: | Aircraft: | Communication Procedures

Base Phone: |

ETD: | ATD: | ETA: | Last Contact: | ATA: | WMIRS #

Active Sorties:

Sortie	Number	Leader	Task	Status

OSC: Gibbs, AM (IC)

GBD:

Section Chief:

Concerns

Sortie	Number	Leader	Concern

Available Veh: 0 | Open Taskings: 1 | Sorties Today: 1

Available Teams: 1 | Closed Tasks: 1 | Total Sorties: 1

## \*Brief a Ground Sortie\*

Assumptions: A ground sortie has been successfully entered using \*Enter a Ground Sortie\* procedure

1. On the **Ground Operations Module** page, select **CAPF109** tab.
2. If necessary, select the **Sortie** number from drop-down list. Then in the lower set of tabs, select the **Briefing** tab.
3. Fill in all fields of the **Briefing** pages as you brief the ground crew, entering data as you go along.
4. The status will now be **Planning**.  
\*Debrief

## \*Brief a Ground Sortie\*

The screenshot shows the 'Ground Operations' software interface. The 'CAPF-109' tab is selected. The 'Mission Date' is 03/12/11, 'Mission Number' is 11-T-4709, and 'Mission Symbol' is A5. The 'Sortie' is 2, 'License' is 112590, 'Type' is VAN, and 'Task Summary' is LIG12 Gnd Tasking - 5. The 'Leader' is KELLY, MICHAEL J. The 'Leader CAPID' is 303182, 'Call Sign' is 01, 'Sortie Type' is Other, and 'Status' is Completed. The 'Briefing' tab is selected, showing fields for 'Base Radio Capability' (VHF Freq, UHF Freq, Base Call Sign, Base Phone, Aircraft) and 'Sighting Actions' (Call LIG, Communication Procedures). The 'Active Sorties' table is empty. The 'Concerns' table is empty. The 'OSC' is Gibbs, AM (IC). The 'Available Veh' is 0, 'Open Taskings' is 1, and 'Sorties Today' is 1. The 'Available Teams' is 1, 'Closed Tasks' is 1, and 'Total Sorties' is 1.

Sortie	Number	Leader	Task	Status

Sortie	Number	Leader	Concern

Available Veh	Open Taskings	Sorties Today
0	1	1

Available Teams	Closed Tasks	Total Sorties
1	1	1

To Exit



# \*Debrief a Ground Sortie\*

On the **Ground Operations Module** page, select **CAPF109** tab

1. Select the **Sortie** number from the drop-down list. then in the lower set of tabs, select the

## Debriefing tab

2. Fill in fields of the **Debriefing** pages as you debrief the ground crew, entering data as you go along.

3. When complete, change **Status** to **Completed** or other appropriate **Status**.

To Exit



The screenshot shows the 'Ground Operations' software interface. The 'CAPF-109' tab is selected. The 'Mission Date' is set to '03/12/11'. The 'Sortie' dropdown is open, showing a list of sortie numbers. The 'Debriefing' tab is selected in the lower set of tabs. The 'Status' dropdown is open, showing a list of status options. The 'Active Sorties' table is visible at the bottom left, and the 'Concerns' table is below it. The 'OSC' field is set to 'Gibbs, AM (IC)'. The 'Available Veh' field is '0', 'Open Taskings' is '1', and 'Sorties Today' is '1'. The 'Available Teams' field is '1', 'Closed Tasks' is '1', and 'Total Sorties' is '1'.

Sortie	Number	Leader	Task	Status

Sortie	Number	Leader	Concern

Available Veh	Open Taskings	Sorties Today
0	1	1

Available Teams	Closed Tasks	Total Sorties
1	1	1

## Sortie Status Updates

Each sortie must be monitored for the safety of the crew. The IMU performs this function using either the Contacts tab of the Air or Ground Operations forms, or through the CAPF 110 communications inputs. The CAPF 110 inputs will be described later in this document.

The preferred method is to use the Communications tab directly by the radio operator

The operations form Contact inputs can be made using either the sortie number or the sortie call sign or CAPFLIGHT number). An identification Criteria selector determines which mode to use and will populate the pull-down selector with those sorties that are either waiting to depart or are active. The user should click on the appropriate sortie so that the contact information can be applied to the correct sortie. When a sortie has been selected, all previous contacts with that sortie will be displayed in the Contact History box.

The types of contacts are selected by clicking on the appropriate identifier. Options are Radio Check, ATD, In assigned area, Returning to base, Target located, ELT heard, Enroute to assignment, New ETA, or other.

The contact time will default in the Event Time box (using local time) to the time at which the Contacts tab was clicked. It may be changed if necessary.

The contact event source is used to indicate where the contact information originated.

The contact is entered into the database by clicking on the Enter Contact button.

The screenshot shows the 'Ground Operations' software interface. The 'Contacts' tab is active. The 'Identification Criteria' section has 'Sortie #' selected. The 'Event Time' is '04/02/05 21:48' and 'Event Source' is 'Comm'. The contact status options are: Radio Check, RTB, Enroute, ATD, ATA, Ops Normal, In Assigned Area, Target Located, ELT Heard, New ETA, and Other. The 'Enter Contact' button is visible. At the bottom, there are tables for 'Active Sorties' and 'Concerns', and summary statistics for 'Available Veh', 'Open Taskings', 'Sorties Today', 'Available Teams', 'Closed Tasks', and 'Total Sorties'.

Sortie	Number	Leader	Task	Status

Sortie	Number	Leader	Concern

OSC:   
GBD:   
Section Chief:

Available Veh	Open Taskings	Sorties Today
0	0	0

Available Teams	Closed Tasks	Total Sorties
0	0	0

To Exit



# Status Board

The status board provides a visual representation showing the status of sorties created during the incident date.

The information shown on the display is updated each minute. Color coding is used to quickly bring attention to any sorties that may require attention. In the default mode, both air and ground sorties are displayed.

Options are provided that allow the user to filter the information so that only Air or ground sorties are displayed.

The user may also choose to include sorties that are not active.

In addition to the general status board, both the Air and Ground Operations forms display information for active sorties in their respective area.

This information is updated each minute. Concerns are automatically detected and color coded to bring them to the user's attention.

Sortie	Tail / License	Leader	Assignment	ETD	ATD	ETA	ATA	Status	Last Contact
GND 1	112990 GTM01	LEBENNS, JOSHUA A	ISP16 Gnd Tasking - 12	19:40	19:46	22:00		Enroute	19:46 ATD

**Color Code's**

- White = Planning
- Green = Ops Normal
- Yellow = 30 Min within Report Time
- Pink = 5 Min Overdue
- Red = Well Overdue

To Exit



# IMU Checklist for *CUL Communications* *Unit Leader:*

1. \*Start IMU with Correct Mission.\*
2. \*Checkin to Mission\* (if you are not already checked in).
3. Enter communications plan by clicking **Logistics** tab, then clicking **ICS 205 (Communications)** button. This task should be done prior to performing *MRO* duties

## ICS 205 Communications Assignments

The incident radio communications plan can be entered into the incident database using the ICS 205 form.

This form is available on the Logistics tab. Information entered into the form is used to populate air and ground sorties information when new sorties are created.

This information is normally entered by the Communications Unit Leader; however, in a small ELT type incident, the IC/AL may have to enter the information. If information is not entered into this form, a default set of frequency assignments will be used by the system.

The form allows the entry of the ICP tactical call sign, channel/frequency assignments for each type of communication that is likely to be used in support of the incident, ICP phone numbers, and PAO phone numbers for external calls related to the incident.

When all information has been entered onto the form, it is saved in the database by clicking on the enter into ICS 205 button.

As in the ICS 202, the assignments have beginning and ending times that are associated with this information. If a new set of assignments is required, clicking on the menu file option in the upper left corner of the form, will allow creation of a new set of frequency assignments based upon the old information as a template.

File

Incident: 11T4709 Incident Date: 3/12/2011 Period Beginning: 03/12/11 20:07 Period Ending: 03/12/11 23:59 Input By: Cubano, P

Enter ICP Call Sign:

Assignment	110 Freq	Designator	Channel	Remarks
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Assignment Frequency

Other

Enter ICP Phone Number

Enter PAO Phone Number

Enter Incident Credit Card Number

Enter into ICS 205

To Exit



## **IMU Checklist for MRO Mission Radio Operator:**

- 1. \*Start IMU with Correct Mission.\***
- 2. \*Checkin to Mission\* (if you are not already checked in).**
- 3. Click the Logistics tab, then click the Communications Log button to display the radio log.**
- 4. \*Log Communications Transmissions\* as they come in (for now, use both paper and IMU logs; always write it down before entering it in IMU so that you don't lose any of the data).**
- 5. It is recommended that the Status Board be displayed in a corner of your PC, so that you can monitor the colors of each sortie and identify if a radio call is overdue. Any sortie overdue (no call within 30 minutes) should be brought to the attention of the IC so that he can dispatch a "search" team for the missing sortie.**
- 6. Upon any critical message, like ELT Acquire, Target Location, or Clues Received, immediately dispatch a message (via "gopher") to the IC and AOBD or GBD, as appropriate. Don't wait for them to notice a change on the Status Board.**
- 7. Any notes that need to be logged which do not fit easily into the radio log (like assigning radios to ground teams or flight line) can be logged in the Incident Log for Logistics. Open that log by first verifying the Logistics tab is clicked, then click Incident Log button. Note that there is a separate Incident Log on each of the tabs: Command, Planning, Operations, Logistics and Finance/Admin. Be careful to always verify you are using the correct Log for your Duty.**
- 8. Prior to departing mission for the day, click File->Sync to resync data to Host computer, then checkout at the MSA PC (if not available, follow the \*Checkout Members\* checklist).**

### \*Log Communications Transmissions\*

Suggestion: Until familiar with entering the transmissions, it is recommended that you use a paper Log in parallel with the IMU Log. It is also recommended that the **Status Board** be displayed in a corner of your PC so that you can monitor the colors.

1. Select the **Logistics** tab, then click the **Communications Log** button.
2. The cursor defaults to the **Callsign** field. If it is a callsign for a sortie, enter the number (not CPF or FL) of the callsign, press **Tab**.
3. If it's an airplane, press **Space** to check the **AC** box, then press **Tab** and the sortie number should automatically fill in, and the **Type** will change to *Status Update* and a series of radio buttons appear at the bottom. These are canned messages.
4. Click the appropriate radio button for the message type, if necessary enter additional remarks, then press **Enter**.
5. For non-sortie callsigns, or for messages that don't fit into one of the canned messages, select **Type** of *Normal* instead, and just type the message into the **Remarks** field, then press **Enter**. You can also add additional remarks to the canned messages by typing into the **Remarks** field.
6. If the *Incident Commander* or other top-level staff hands you a message to send out, read it carefully and question them if it doesn't make sense, then send it, and enter it into the log as **Type** of *Message In*, then press **Enter**.
7. For position reports, enter the **Latitude** in **Degrees** and **Minutes** and **Longitude** in **Degrees** and **Minutes** in the fields on the right bottom. For encoded locations, enter the 6-digit **Latitude** into the **Degrees** field, **Tab** twice, then enter the 6-digit **Longitude** into the **Degrees** field. Then press the **Decode** button, and the computer will convert it if it is a valid encoded Lat/Long. NOTE: Write the 12 digits of encoded Lat/Long down BEFORE pressing the **Decode** button, because if it was invalid, IMU throws it away. The *IC* can manually decode the numbers if you wrote them down.

Time	Freq	Station	Air	Sortie	Type	Remarks	Operator

To Exit



## Reports

Each functional form has the ability to print the associated form by putting a check part and clicking **“ Print Selected Reports ”**

All IMU printing is performed by creating the form in an instance of the Microsoft Internet Browser.

It can then be printed using a system printer, or forwarded using the email function if available.

All forms are derived from the official forms on the National CAP website.

The forms that are available in the IMU are:

ICS 202  
ICS 205  
ICS 211  
ICS 218  
CAPF 104  
CAPF 105  
CAPF 109  
CAPF 110  
CAPF 122

Incident Management Utilities (IMU) - (Peter Cubano)

Incident: 11-T-4709 Incident Date: Saturday, March 12, 2011 Local: 03/14/11 20:27 GMT: 03/15/11 00:27

Incident Opened by: Alan Gibbs Incident Type: Other

General | Command | Operations | Planning | Logistics | Finance/Admin | Reports

Participant Checkin

Print Selected Reports

Available Reports

Show Report  Select All  Select None

- 11-T-4709 -----
- ICS 203
- ICS 211
- ICS 218 - Aircraft
- ICS 218 - Vehicles
- ICS 203
- ICS 207
- Unit Log - Command

Login Logout NETWORK CLIENT

## Grid Assist

The Grid Assist form provides a graphical representation of selected areas.

It consists of a lat/long grid with a form width of 30 minutes, 1 degree, 2 degrees, and 5 degrees.

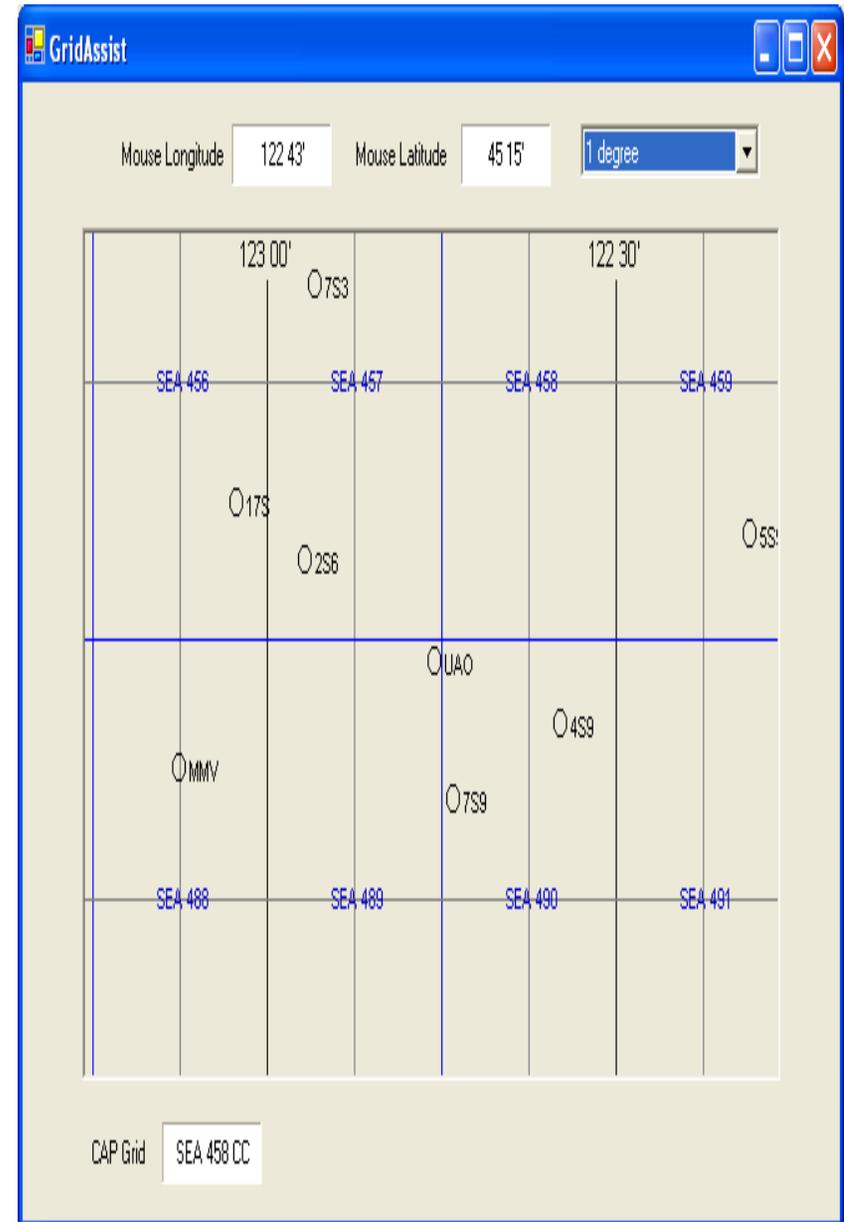
For widths of less than 5 degrees, the grid will also show the CAP grids, broken into the standard 4 sections.

As the mouse is moved over the grid, the form shows the lat/long and grid section. The grid will also show the public use airports that exist in the selected area.

A new grid center is defined when the user double left clicks on a point on the grid.

The grids will then be redrawn using the new point as a center.

If the user double right clicks on a point, a selection form will be displayed. If the computer has internet access, options are provided that will display an Aeronautical chart, a Topo Map, or a photo (if available) of the selected point



To Exit



# CIVIL AIR PATROL LONG ISLAND GROUP

NEW YORK WING



IMU

Incident Management Utilities



# The End

By Major Peter Cubano, CAP

Civil Air Patrol

United State Air Force Auxiliary

NER-NY-251