



California Wing

Operations

Functional Position Responsibilities



Purpose:

These functional checklists are job performance guides for each ES specialty.

They should be used as a memory aid in completing task assignments. It's recommended that the applicable page(s) be available at each work station.

COMMON RESPONSIBILITIES

The following is a checklist applicable to all CAP ES personnel:

- a. Receive assignment from your agency, including:
 1. Job assignment, e.g., Team designation, overhead position, etc.
 2. Resource order number and request number.
 3. Reporting location.
 4. Reporting time.
 5. Travel instructions.
 6. Any special communications instructions, e.g., travel frequency.

- b. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at:
 1. Incident Command Post
 2. Base or camps
 3. Staging Areas
 4. Helibases
 5. If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.

- c. Receive briefing from immediate supervisor. Review CAP-USAF Pam 12 section for your assignment.

- d. Acquire work materials.

- e. Supervisors shall maintain accountability of their assigned personnel as to exact location(s), personal safety, and welfare at all times, especially when working in or around incident operations.

- f. Organize and brief subordinates.

- g. Know the assigned frequency(s) for your area of responsibility and ensure that communication equipment is operating properly.

- h. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Santa Maria Communications." Communications directed to a specific section will be addressed "(Incident Name)" "(Position)" e.g. "Santa Maria Operations".

- i. Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit (Planning Section).

- j. Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

In ICS, a number of the Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position Checklists in subsequent chapters.

- a. Participate in incident planning meetings, as required.
- b. Determine current status of unit activities.
- c. Confirm dispatch and estimated time of arrival of staff and supplies.
- d. Assign specific duties to staff; supervise staff.
- e. Develop and implement accountability, safety and security measures for personnel and resources.
- f. Supervise demobilization of unit, including storage of supplies.
- g. Provide Supply Unit Leader with a list of supplies to be replenished.
- h. Maintain unit records, including Unit/Activity Log (ICS Form 214).

Common Checklist

- Appropriate Dress
- Appropriate equipment
- Credentials current
- Sign-In
- Obtain team and task assignment
- Complete mission planning
- Receive team briefing
- Report any unsafe acts or hazards to Safety Officer for abatement
- Complete CAP F 108 A/R

Publications

Each functional area should have appropriate reference materials available. Typically, this includes applicable CAP Regulations (60-series, 100-series, etc), ICS Field Operations Guide, CAP-USAF Pam 12 (Operations Evaluation Guide) and the CAWG Home Study Course (if available). Other recommended or required publications will be noted in the appropriate section.

INCIDENT COMMANDER (IC)

The Incident Commander's responsibility is the overall management of the incident. On most incidents the command activity is carried out by a single Incident Commander. The Incident Commander is selected by qualifications and experience.

The Incident Commander may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

- a. Review Common Responsibilities.
- b. Assess the situation and/or obtain a briefing from the prior operational period Incident Commander.
- c. Determine Incident Objectives and strategy.
- d. Establish the immediate priorities.
- e. Establish an Incident Command Post.
- f. Establish an appropriate organization.
- g. Ensure planning meetings are scheduled as required.
- h. Approve and authorize the implementation of an Incident Action Plan.
- i. Ensure that adequate safety measures are in place.
- j. Coordinate activity for all Command and General Staff.
- k. Coordinate with key people and officials.
- l. Approve requests for additional resources or for the release of resources.
- m. Keep agency administrator informed of incident status.
- n. Approve the use of trainees, volunteers, and auxiliary personnel.
- o. Authorize release of information to the news media.
- p. Ensure SAR Mission Report (CAPF 122) is completed and forwarded to appropriate higher authority.
- q. Order the demobilization of the incident when appropriate.

SPECIAL PUBLICATIONS:

IC Kit

Gridded Sectional Chart

DeLorme Map Atlas

General Aviation Reference book

CAP-USAF Oplan 1000

MISSION CHAPLAIN (MC)

The Chaplain Staff officer, commonly called the mission chaplain, is usually the highest-ranking chaplain involved in the mission. The mission chaplain ministers to both spiritual and emotional needs of all individuals, families, and mission staff alike. The chaplain arranges for religious services or observances on Sundays or other holy days of obligation. During the mission, the chaplain may serve as a liaison for victim's families (with the IC's concurrence), providing information on the progress of the mission and coordinating the families' needs with the logistics chief or other mission personnel and agencies as necessary. When serious injury or loss of life has occurred, the mission chaplain may provide pastoral care to the mission staff, victims, survivors, and their families.

- a. Review Common Responsibilities
- b. Obtain a briefing from other Chaplains
- c. Conduct a needs assessment
- d. Determine a priority for ministry. Which areas of need are more critical to the success of the mission and morale of the participants?
- e. Determine how many chaplains will be needed at the mission base and other locations. One chaplain, for example, might be assigned to stay with the family/friends at a location distant from the mission base.
- f. Locate a private area where you (or an assigned chaplain) can provide pastoral care of mission personnel and friends or relatives of the downed airmen.
- g. Consider whether field worship services will be needed. Locate an appropriate location or arrange for services in local churches or synagogues.
- h. Arrange with the IC to schedule prayer each morning and evening.
- i. Make sure that food and refreshments are provided for the mission personnel.
- j. Monitor all staff for signs of stress

SPECIAL PUBLICATIONS:

Mission Chaplain Home Study Course (reference)

MISSION INFORMATION OFFICER (MIO)

The Mission Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one Mission Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Agencies have different policies and procedures relative to the handling of public information. The following are the major responsibilities of the Mission Information Officer which would generally apply on any incident:

- a. Review Common Responsibilities.
- b. Determine from the Incident Commander if there are any limits on information release.
- c. Develop material for use in media briefings.
- d. Obtain Incident Commander's approval of media releases.
- e. Inform media and conduct media briefings.
- f. Arrange for tours and other interviews or briefings that may be required.
- g. Obtain media information that may be useful to incident planning.
- h. Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel.
- i. Maintain Unit/Activity Log (ICS Form 214).
- k. Maintain Media/Call Contact Log.

SPECIAL PUBLICATIONS:

CAPR 190-series (Guide to Public Affairs Officers)
Media Contact Lists

LIAISON OFFICER (LO)

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

The Liaison Officer is the contact for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

- a. Review Common Responsibilities
- b. Be a contact point for Agency Representatives.
- c. Maintain a list of assisting and cooperating agencies and Agency Representatives.
- d. Assist in establishing and coordinating interagency contacts.
- e. Keep agencies supporting the incident aware of incident status.
- f. Monitor incident operations to identify current or potential inter-organizational problems.
- g. Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- h. Maintain Unit/Activity Log (ICS Form 214).

SPECIAL PUBLICATIONS:

AGENCY LIAISON (AL)

In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Liaison is an individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer or to the Incident Commander in the absence of a Liaison Officer.

- a. Review Common Responsibilities.
- b. Ensure that all agency resources are properly checked-in at the incident.
- c. Obtain briefing from the Liaison Officer or Incident Commander.
- d. Inform assisting or cooperating agency personnel on the incident that the Agency Representative position for that agency has been filled.
- e. Attend briefings and planning meetings as required.
- f. Provide input on the use of agency resources unless resource technical specialists are assigned from the agency.
- g. Cooperate fully with the Incident Commander and the General Staff on agency involvement at the incident.
- h. Ensure the well-being of agency personnel assigned to the incident.
- i. Advise the Liaison Officer of any special agency needs or requirements.
- j. Report to home agency dispatch or headquarters on a prearranged schedule.
- k. Ensure that all agency personnel and equipment are properly accounted for and released prior to departure.
- l. Ensure that all required agency forms, reports and documents are complete prior to departure.
- m. Have a debriefing session with the Liaison Officer or Incident Commander prior to departure.

SPECIAL PUBLICATIONS:

MISSION SAFETY OFFICER (MSO)

The Mission Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have deputies or assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

- a. Review Common Responsibilities.
- b. Participate in planning meetings.
- c. Identify hazardous situations associated with the incident.
- d. Review the Incident Action Plan for safety implications.
- e. Exercise emergency authority to stop and prevent unsafe acts.
- f. Investigate accidents that have occurred within the incident area.
- g. Assign assistants as needed.
- h. Review and approve the medical plan (ICS Form 206).
- i. Review and approve Safety Survey (CAPR 62-1 Attachment 4) as required.
- j. Maintain Unit/Activity Log (ICS Form 214).

SPECIAL PUBLICATIONS:

- CAPR 62-series
- CAPF 73 Vehicle Inspection Guide
- CAPF 71 Aircraft Inspection Checklist
- Attachment 4, CAPR 62-2 (Facilities Safety Survey)

OPERATIONS SECTION CHIEF (OSC)

The Operations Section Chief, a member of the General and Command Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary; and reports such to the Incident Commander.

- a. Review Common Responsibilities.
- b. Develop operations portion of Incident Action Plan.
- c. Brief and assign Operations Section personnel in accordance with Incident Action Plan.
- d. Supervise Operations Section.
- e. Determine need and request additional resources.
- f. Review suggested list of resources to be released and initiate recommendation for release of resources.
- g. Assemble and disassemble strike teams assigned to Operations Section.
- h. Report information about special activities, events, and occurrences to Incident Commander.
- i. Maintain Unit/Activity Log (ICS Form 214).

SPECIAL PUBLICATIONS:

- Gridded Charts
- DeLorme Map Atlas
- Road Maps
- General Aviation Aircraft Guide

COMMUNICATIONS UNIT LEADER (CUL)

The Communications Unit Leader, under the direction of the Operations Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Determine unit personnel needs.
- d. Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- e. Ensure the Incident Communications Center and Message Center are established.
- f. Establish appropriate communications distribution/ maintenance locations within base / camp(s).
- g. Ensure communications systems are installed and tested.
- h. Ensure an equipment accountability system is established.
- i. Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
- j. Provide technical information as required on:
 - Adequacy of communications systems currently in operation.
 - Geographic limitation on communications systems.
 - Equipment capabilities/limitations.
 - Amount and types of equipment available.
 - Anticipated problems in the use of communications equipment.
- k. Supervise Communications Unit activities.
- l. Maintain records on all communications equipment as appropriate.
- m. Ensure equipment is tested and repaired.
- n. Recover equipment from relieved or released units.

SPECIAL PUBLICATIONS:
CAPR 100 series

Radio Operating Instructions
Standard Radio Programming lists
Highbird and Ops Normal Communications Procedures
Emergency Procedures Checklist
CAPFLIGHT Callsign List
Repeater Map

MISSION RADIO OPERATOR (MRO)

The Mission Radio Operator is responsible for receiving and transmitting radio and telephone messages among and between personnel.

- a. Review Common Responsibilities
- b. Receive briefing from CUL
- c. Collect necessary equipment – message pads, radio logs, etc.
- d. Familiarize yourself with equipment operation, local repeaters, communications plan, radio channel plan, etc
- e. Locate emergency and safety equipment.
- f. Copy necessary messages on message forms exactly as sent, print legibly, forward to appropriate staff position. Maintain copy in message book.
- g. Log communications as necessary (CAPF 110 or MMU as appropriate).

SPECIAL PUBLICATIONS:

AIR OPERATIONS BRANCH DIRECTOR (AOBD)

The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g., night flying, hours per pilot). After the plan is approved, Air Operations is responsible for implementing its strategic aspects--those that relate to the overall incident strategy as opposed to those that pertain to tactical operations (specific target selection).

Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities (target selection, suggested modifications to specific tactical actions in the Incident Action Plan) are normally performed by the Air Tactical Group Supervisor working with ground and air resources.

- a. Review Common Responsibilities.
- b. Organize preliminary air operations.
- c. Request declaration (or cancellation) of restricted air space area, (FAA Regulation 91.137).
- d. Participate in preparation of the Incident Action Plan through Operation Section Chief. Insure that the Air Operations portion of the Incident Action Plan takes into consideration the Air Traffic Control requirements of assigned aircraft.
- e. Perform operational planning for air operations.
- f. Prepare and provide Air Operations Summary Worksheet (ICS Form 220A) to the Air Support Group and Fixed-Wing Bases.
- g. Determine coordination procedures for use by air organization with ground Branches, Divisions or Groups.
- h. Coordinate with appropriate Operations Section personnel.
- i. Supervise all Air Operations activities associated with the incident.
- j. Evaluate helibase locations.
- k. Establish procedures for emergency reassignment of aircraft.
- l. Schedule approved flights of non-incident aircraft in the restricted air space area.
- m. Coordinate and schedule infrared aircraft flights.

- n. Coordinate with Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- o. Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- p. Consider requests for non-tactical use of incident aircraft.
- q. Resolve conflicts concerning non-incident aircraft.
- r. Coordinate with Federal Aviation Administration (FAA).
- s. Update air operations plans.
- t. Report to the Operations Section Chief on air operations activities.
- u. Report special incidents/accidents.
- v. Arrange for an accident investigation team when warranted.
- w. Maintain Unit/Activity Log (ICS Form 214).

SPECIAL PUBLICATIONS:

- Federal Aviation Regulations (FAR) (Current)
- Airmans Information Manual (AIM)
- Gridded Charts
- Air Ops Worksheet Status Board
- Air Ops Worksheet

SAR MISSION PILOT / TRANSPORT MISSION PILOT (MP/TP)

The SAR Mission Pilot or Transport Pilot is responsible for conducting the assigned sortie, managing the crew for maximum efficiency and safety.

- a. Review Common Responsibilities
- b. Review Leader responsibilities
- c. Receive general briefing
- d. Assemble aircrew briefing kit (CAPR 60-3 para 4-7a) consisting of:
 - 1) CAPF 104 Flight Plan
 - 2) Gridded Sectional Charts
 - 3) Specialized briefing checklists
 - 4) Crew and passenger briefing checklist
 - 5) Aircraft Radio Channel Plan
 - 6) Repeater Map
 - 7) Air-Ground Signals
 - 8) Ground-Air Signals
 - 9) Aircraft performance data (POH or AFM)
 - 10) Aircraft Wt and Balance Form
- e. Assemble crew
- f. Complete wt and balance using wt and balance form. Review performance data
- g. Perform pre-flight inspection of aircraft
- h. Pre-fill Flight Plan (CAPF or CAWG F 104)
- i. Receive mission task briefing
- j. Brief crew, assign specific crew tasks
- k. Safety is ALWAYS more important than the mission. Wear seatbelts at all time, shoulder harnesses when below 1000 AGL.
- l. Make required ops normal calls on schedule
- m. On return, complete CAPF 104 and debrief
- n. Report availability for next assignment

o. MISSION OBSERVER / SCANNER (MO / MS)

The Mission Observer or Scanner is the member of the aircrew responsible for locating targets on the ground.

FLIGHTLINE SUPERVISOR (FLS)

The Flightline Supervisor is responsible for providing coordination of aircraft parking and taxiing areas for personnel and cargo movement. The Flightline Supervisor reports to the Air Operations Branch Director.

- a. Review Common Responsibilities.
- b. Review unit leader responsibilities.
- c. Obtain Air Operations Summary Worksheet (ICS Form 220).
- d. Establish emergency landing areas.
- e. Ensure aircraft rescue firefighting procedures are understood by flightline marshallsers.
- f. Establish and mark parking spots.
- g. Ensure sufficient personnel are available to load and unload personnel and cargo safely.
- h. Ensure flightline area is properly posted.
- i. Provide for vehicle control.
- j. Supervise flightline marshallsers. Verify personal protective equipment (high-visibility vests, earplugs, sun screen, etc) is available and used.
- k. Ensure that all assigned personnel are posted to the daily organization chart.
- l. Maintain agency records.

SPECIAL PUBLICATIONS:

CAWG Flightline Handbook

FLIGHTLINE MARSHALLER (FLM)

The flightline marshaller assists aircrew in maneuvering aircraft into and out of parking areas and in confined spaces. Reporting to the Flightline Supervisor, the marshalls also observe aircraft during engine startup, and assist when requested in moving aircraft on the ground, and aircraft loading and unloading.

- a) Review common responsibilities
- b) Receive briefing from Flight Line Supervisor
- c) Acquire needed equipment (high-visibility vests, earplugs, sunscreen, water, radios, etc)
- d) Review marshalling signs
- e) Observe personal safety at all times

SPECIAL PUBLICATIONS:

GROUND BRANCH DIRECTOR (GBD)

The Ground Branch Director is responsible for directing and managing the operations of ground search and rescue teams and urban DF teams. The Ground Branch Director reports to the Operations Section Chief, and participates in section planning meetings and briefings.

- a. Review Common Responsibilities
- b. Review Unit Leader Responsibilities
- c. Receive briefing from Operations Section Chief or Incident Commander
- d. Assist in plotting the mission on the situation map
- e. Ensure the Ground Operations Summary Log (CAWG F 220g) is maintained
- f. Ensure adequate trained staff are available to conduct ground team briefing and debriefing
- g. Monitor ground team personnel for fatigue
- h. Coordinate with the Incident Commander and other key staff personnel to identify the areas of highest probability (based on available information) and select tentative search areas. Plot these areas on the situation map
- i. Coordinate with the Incident Commander to determine search areas, interview needs, support for mobile communications teams, ground DF requirements, etc.
- j. Coordinate with the Communications Unit Director to ensure adequate communications with ground teams, other agencies, etc.
- k. Determine resource needs and advise the Incident Commander
- l. Prepare an alert list of available ground teams
- m. Obtain resources (personnel, vehicles and other equipment) from other bases. Maintain a listing of resources operating from other bases
- n. Note coverage of search area on situation status map
- o. Monitor all ground operations
- p. Monitor ground search progress and keep the Operations Section Chief and / or Incident Commander advised. Make recommendations to the Incident Commander regarding the prosecution of the mission, utilization of resources, etc.

- q. Post mission progress on mission status board. Ensure data is current and correct
- r. Assist the Incident Commander in planning for future efforts

SPECIAL PUBLICATIONS:

- DeLorme Map Atlas
- Road Maps
- CAWG Ground Team Handbook
- Ground Operations Worksheet Status Board
- CAWG F 220-G Ground Operations Summary

GROUND TEAM LEADER (GL)

- a. Review common responsibilities
- b. Review Unit Leader responsibilities
- c. Assemble Ground Team Leader Kit (CAPR 60-3 para 4-7b)
 - 1) CAPR 60-3
 - 2) Gridded Sectional Chart(s)
 - 3) DeLorme Map Atlas
 - 4) Appropriate Road Maps
 - 5) CAP F 106 Ground Interrogation Report
 - 6) CAWG F 109 Ground Team Clearance
 - 7) CAWG Ground Team Handbook
- d. Obtain task briefing from Ground Branch or IC
- e. Brief Team (use briefing checklist)
- f. While in the field, carry out assigned task
- g. Monitor all team members for potential safety problems
- h. Provide regular rest breaks
- i. Ensure food and water are consumed
- j. Monitor team morale
- k. Constantly track location
- l. Report position and status to base at specified schedule
- m. Report significant clues or events
- n. At completion of task assignment
- o. Determine area actually covered
- p. Determine thoroughness (POD) of coverage
- q. Review clues found
- r. Review safety hazards located
- s. Review changes in map observed
- t. Encourage team to rest, eat, rehydrate
- u. Encourage team to check for ticks A/R
- v. Check vehicle and confirm ready for reassignment (restocked, refueled)
- w. Determine when or if team will be ready for next task assignment

SPECIAL PUBLICATIONS:

- CAWG Ground Team Handbook
- Radio Operational Instructions and Programming lists

GROUND TEAM MEMBER (GM) / URBAN DF TEAM MEMBER (UDF)

- a. Review common responsibilities
- b. Obtain task briefing from Ground Team Leader
- c. While in the field, carry out assigned task
- d. Monitor all team members for potential safety problems
- e. Take regular rest breaks as scheduled by Team Leader
- f. Maintain health and well being. Ensure sufficient water is consumed. Remember that urine should be clear and copious.
- g. Report clues or significant events to the Team Leader
- h. After return from field, debrief
- i. Rest, Eat
- j. Maintain equipment and vehicles
- k. Notify Ground Team Leader when ready to return to field
- l. If departing mission, notify Resources

SPECIAL PUBLICATIONS:

PLANNING SECTION CHIEF (PSC)

The Planning Section Chief, a member of the Incident Commander's General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to: 1) understand the current situation 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.

- a. Review Common Responsibilities.
- b. Collect and process situation information about the incident.
- c. Supervise preparation of the Incident Action Plan.
- d. Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
- e. Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- f. Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).
- g. Determine need for any specialized resources in support of the incident.
- h. If requested, assemble and disassemble strike teams and task forces not assigned to Operations.
- i. Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- j. Assemble information on alternative strategies.
- k. Provide periodic predictions on incident potential.
- l. Report any significant changes in incident status.
- m. Compile and display incident status information.
- n. Oversee preparation and implementation of Incident Demobilization Plan.
- o. Incorporate plans, (e.g., Traffic, Medical, Communications, Site Safety) into the Incident Action Plan.
- p. Maintain Unit/Activity Log (ICS Form 214).

SPECIAL PUBLICATIONS:

RESOURCES UNIT LEADER (RUL)

The Resources Unit Leader is responsible for maintaining the status of all assigned resources (primary and support) at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Establish check-in function at incident locations.
- d. Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- e. Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- f. Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment).
- g. Maintain and post the current status and location of all resources.
- h. Maintain master roster of all resources checked in at the incident.
- i. A Check-in/Status Recorder reports to the Resources Unit Leader and assists with the accounting of all incident assigned resources.

SPECIAL PUBLICATIONS:

CHECK-IN/STATUS RECORDER

Check-in/Status recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

- a. Review Common Responsibilities.
- b. Obtain required work materials, including Check-in Lists (ICS Form 211), Resource Status Cards (ICS 219), status display boards and MMU computer systems.
- c. Establish communications with the Communication Center.
- d. Post signs so that arriving resources can easily find incident check-in location(s).
- e. Record check-in information on Check-in Lists (ICS Form 211) or MMU.
- f. Transmit check-in information to Resources Unit on regular prearranged schedule or as needed.
- g. Forward completed Check-in Lists (ICS 211) and Status Change Cards (ICS 210) to the Resources Unit A/R.
- h. Receive, record, and maintain resource status information on Resource Status Cards (ICS 219) or MMU for incident assigned single resources, strike teams, task forces, and overhead personnel.
- i. Maintain files of Check-in Lists (ICS 211).

SPECIAL PUBLICATIONS:
Position Badge Kit

SITUATION UNIT LEADER (SITSTAT)

The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Unit may prepare future projections of incident growth, maps and intelligence information.

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Begin collection and analysis of incident data as soon as possible.
- d. Prepare, post, or disseminate resource and situation status information as required, including special requests.
- e. Prepare periodic predictions or as requested.
- f. Prepare the Incident Status Summary Form (ICS Form 209).

SPECIAL PUBLICATIONS:

LOGISTICS SECTION CHIEF (LSC)

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises the Branches and Units within the Logistics Section.

- a. Review Common Responsibilities .
- b. Plan organization of Logistics Section.
- c. Assign work locations and preliminary work tasks to Section personnel.
- d. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
- e. Assemble and brief Branch Directors and Unit Leaders.
- f. Participate in preparation of Incident Action Plan.
- g. Identify service and support requirements for planned and expected operations.
- h. Provide input to and review Communications Plan, Medical Plan and Traffic Plan.
- i. Coordinate and process requests for additional resources.
- j. Review Incident Action Plan and estimate Section needs for next operational period.
- k. Advise on current service and support capabilities.
- l. Prepare service and support elements of the Incident Action Plan.
- m. Estimate future service and support requirements.
- n. Receive Demobilization Plan from Planning Section.
- o. Recommend release of unit resources in conformity with Demobilization Plan.
- p. Ensure general welfare and safety of Logistics Section personnel.
- q. Maintain Unit/Activity Log (ICS Form 214).

SPECIAL PUBLICATIONS:

FACILITIES UNIT LEADER / BASE MANAGER / CAMP MANAGER

The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities, e.g., Base, Camp(s) and Incident Command Post. The Unit provides sleeping and sanitation facilities for incident personnel and manages Base and Camp(s) operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service, and general maintenance. The Facility Unit Leader reports to the Logistics Section Chief.

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities.
- c. Receive a copy of the Incident Action Plan.
- d. Participate in Logistics Section/Support Branch planning activities.
- e. Determine requirements for each facility.
- f. Prepare layouts of incident facilities.
- g. Notify unit leaders of facility layout.
- h. Activate incident facilities.
- i. Provide Base and Camp Managers.
- j. Provide sleeping facilities.
- k. Provide security services.
- l. Provide facility maintenance services-sanitation, lighting, clean up.

SPECIAL PUBLICATIONS:
Base Signage Kit

FINANCE/ADMINISTRATION SECTION CHIEF (F/ASC)

The Finance/Administration Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

- a. Review Common Responsibilities.
- b. Review Unit Leader Responsibilities
- c. Manage all financial aspects of an incident.
- d. Provide financial and cost analysis information as requested.
- e. Gather pertinent information from briefings with responsible agencies.
- f. Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- g. Determine need to set up and operate an incident commissary.
- h. Meet with Assisting and Cooperating Agency Representatives as needed.
- i. Maintain daily contact with agency(s) administrative headquarters on Finance / Administration matters.
- j. Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- k. Provide financial input to demobilization planning.
- l. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- m. Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- n. Maintain Unit/Activity Log (ICS Form 214).

SPECIAL PUBLICATIONS:

MISSION STAFF ASSISTANT (MSA)

- a. Review Common Responsibilities
- b. Receive briefing from supervisor

SPECIAL PUBLICATIONS:

DATA SYSTEMS OFFICER (DSO)

The Data Systems Officer is responsible for the installation and functioning of mission base data systems (computers and computer networks). The Data System Officer is NOT responsible for actually operating or providing operators for these systems, the users of these systems are responsible for operating them.

- a. Review Common Responsibilities
- b. Have a current version of the MMU program, and current database
- c. Assemble spare parts and equipment
 1. Spare network interface card (NIC)
 2. Spare Ethernet patch cords
 3. Ethernet switch
 4. CAWG Wireless Network Kit
 5. CAWG Mission Printer Kit
 6. Computers: Aircraft or other laptops
- d. Discuss layout with IC and staff, determine locations for workstations, wiring routing, etc.
- e. Configure network, verify MMU installed on each computer is current (same) version, configure MMU network parameters (master, etc, computers)
- f. Provide oversight and troubleshooting for users of MMU system.

SPECIAL PUBLICATIONS: