

## C-4003

### Demonstrate ability to closeout a mission including completion of CAP Form 115

#### CONDITONS

You are the Incident Commander of a new or continuing incident.

#### OBJECTIVE

Using ICS forms and information provided by your evaluator, complete the CAPF 115 Mission Folder with the information provided.

#### TRAINING AND EVALUATION

##### Training Outline

1. The CAPF 115 is used as a folder for all mission documents of record.
2. The form is initiated by the Incident Commander at the opening of the mission, updated throughout the mission, and forwarded to the wing headquarters at the close of the mission.
3. The CAPF 115 is provided to the wing headquarters at the close of the mission to be kept as part of the official records of all missions conducted by the wing.
4. Instructions for Completing the CAP Emergency Services Mission Folder (CAPF 115).
  - Item
  - 1. Summary Information: Fill-in the mission number, the agency supported, the name of the IC or Agency Liaison, when the mission was opened and when the mission was closed.
  - 2. Opening Actions: Initial when the IC or Agency Liaison has been briefed; when the ICS 201 is completed; when resources have been alerted; when the Incident Action Plan is complete; when press releases have been accomplished; and any other information required.
  - 3. Closing Actions: Initial when the lead agency has been briefed; when the CAPF 122 is complete; when situation reports (SITREPs) are submitted; when resources have been released; and any other information required.
  - 4. Post-Mission Processing: After the mission is completed the wing staff should initial when support letters have been sent, after action reports are completed, press releases accomplished, CAPFs 108 compiled, and any other information required completed. Additionally, the form should be initialed by the key incident and wing staff members appropriately upon their reviewing and approving the folder.
  - 5. Mission Resources: When resources are alerted or released should be noted in the folder with their contact information.
  - 6. Organizational Contacts: List the agencies or personnel that are key points of contact on this mission so that they can be referred to again if necessary either on this mission or added to a contact database for future missions.
  - 7. Page 3 has been left blank so that forms can be stapled or otherwise bound into the folder for the future. For each mission, the folder should contain any sign-in sheets, briefing forms, mission reports, after action reports, press releases, reimbursement requests, accident or incident reports, and any other pertinent information that might be needed in the future.
  - 8. Mission Summary: List the personnel results, resources used, and any specific mission remarks necessary.
5. This form is available in accordance with CAPR 5-4, *Publications and Blank Forms Management* and at the NHQ CAP Website.

6. This form will be used on all missions for storage of CAP mission records, and supporting agency documents if applicable.

### **Additional Information**

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

### **Evaluation Preparation**

**Setup:** Workspace with form CAP Form 115 pens, pencils, etc.

**Brief Student:** Given an Incident Action Plan, sortie information, and results complete a CAPF 115 Mission Folder.

### **Evaluation**

#### Performance measures

#### Results

1. Completely fill in all relevant portions of the CAPF 115.

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Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.