IMU Checklists for Everyone

By LtCol Diana L. Carlson, last updated 30-Jul-08, matches IMU after version 60

Stars surround separate checklists

NOTE: Always press **Refresh** from **Status Board** (or **File->Refresh** from any top-level tab) prior to exiting IMU if not running in Local mode; this syncs Client and Host and prevents data loss.

IMU Checklist for *IC Incident Commander*:

1. *Start IMU with Correct Mission* or *Start a New Mission.* (start new date each day of mission).
2. *Checkin to Mission* (if you are not already checked in).
3. Click **Command** tab and perform whichever duties that haven't been completed to start a new day of mission:
   a. *Create ICS 201 Incident Action Plan* for the day by clicking the **ICS 201** button.
   b. Set the standard communications and find procedures by clicking the **Procedures** button.
   c. Enter any SARSAT hits in by using the **ELT/Routes** button.
   d. Set the display of the desired route or ELT SARSAT hits by clicking **Grid Assist** button, then choose menu **Info Update->Home Location** and set a location near the search area.
   e. Start an **Incident Log** for Command by first verifying that the **Command** tab is clicked, then click the **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.
4. *IC* is responsible for assigning all staff positions, or doing that staff position himself. See IMU checklist for other staff duties below.
5. To send out an air sortie, *Create Aircrew*, *Enter Tasking without using Events*, then *Enter an Air Sortie* and *Brief and Release an Air Sortie*. After the sortie has returned, *Debrief the Air Sortie*.
6. To send out a ground sortie, *Create Ground Team*, *Enter Tasking without using Events*, then *Enter a Ground Sortie* and *Brief a Ground Sortie*. After the sortie has returned, *Debrief the Ground Sortie*.
7. Monitor status (click **Status Board** button) for progression of mission. For any sorties overdue by 30 minutes, start trying to find them; if they are still overdue by 60 minutes, send out crews, as appropriate, to locate the mission crew.
8. At end of day, complete all sorties, if not already complete, then create a CAPF 122 for the day by clicking the **CAPF 122** button and filling in any blank fields that apply on all tabs.
9. Generate all forms required for the mission and put them into the yellow CAPF 115 ES Mission Folder. Alternately, to use electronic forms only, go to **Reports** tab, select ALL forms to print; once they pop up on screen, you can close them. The act of viewing all forms also stores the forms into the IMUdb directory under a subfolder named the incident number, then in a subfolder named today's date. You need to generate all forms each day of the mission.
10. Upload the day's mission data to WMU/WMIRS within 72 hours of close of mission (or as close to the end of each day as possible). Do this on **Command** tab by selecting menu item **File->Database Management**, then clicking the red **Upload** button for the mission and date. Answer the two questions (Do you want to load it to WMIRS, and Do you want to load it to MIMS archive, which is WMU); normal answers would be YES for WMIRS, OK for MIMS Archive. If there are any errors in the data, it will tell you to fix the data prior to uploading data. Fix the errors, then try to upload again. Once data has been uploaded, the **Upload** will turn **Green**.
11. Forward all mission paperwork to appropriate person (ESmission@flwg.us) at the end of the mission (within 72 hours).
12. CAPF 108s with attached receipts must be sent to FL Wing Admin within 14 days of end of mission. IC is only responsible for his own CAPF 108s, each individual submitting CAPF 108s takes care of his own.

IMU Checklist for *PSC Planning Section Chief*:

1. *Start IMU with Correct Mission.*
2. *Checkin to Mission* (if you are not already checked in).
3. Click **Planning** tab and perform whichever functions needed:
    a. Start an **Incident Log** for Planning by first verifying that the **Planning** tab is clicked, then click the **Incident Log** button. Note that there is a separate **Incident Log** on each of the tabs: **Command**, **Planning**, **Operations**, **Logistics** and **Finance**. Be careful to always verify you are using the correct Log for your Duty.
    b. At the start of each day, create or update the **ICS 202** Incident Briefing prior to General briefing.
    c. *Create crews using the Resources Unit* from checked-in members (alternately crews can be generated in **Operations** tab using the old methods, *Create Aircrew* and *Create Ground Team*).
    d. Process new leads (automatically generated from air and ground sorties) by clicking the **CAPF 106 – Leads** button. Coordinates of leads and SAR SAT hits can be overlaid on Google Earth maps by entering the coordinates under **ELT/Routes** button, then pressing menu **Google Earth** (if attached to Internet).
    e. Optionally, all debriefing can be done by Planning. *Debrief the Air Sortie* and *Debrief the Ground Sortie* are still done by choosing **Operations** tab (this is a *Debriefing Officer*'s function).
    f. Track resources by monitoring the check-in process either from **Incident Checkin** button, then menu **Checkout** (don't set any checkmarks if just monitoring) or by choosing the **Reports** button then displaying ICS 211 or ICS 218 reports. Monitor status of mission by viewing **Status Board** at regular intervals.
    g. Monitor customer requests and tasks by clicking the **Tasking Manager** button. Completed sorties require **Review** by PSC prior to them being shown completed. To do this, choose the **Incident Tasking Summary** tab then double-click on the task that needs reviewing. Change the **Sortie Status** as required from the drop-down menu.**Time Completed**, **Time Delivered** (to customer) and other data may be updated here as well, at any time. Changes to tasking data is also accomplished from here by clicking appropriate subtab (**General Information**, **Task Description**, **Communications**, **Deliverables**, **Hazards**, **Contingencies**, **Post-Processing**); these may only be needed on large missions that use **Events**.

IMU Checklist for *OSC Operations Section Chief* (and *AOBD* and *GBD*):

1. *Start IMU with Correct Mission.*
2. *Checkin to Mission* (if you are not already checked in).
3. Click **Operations** tab and perform whichever functions needed (*AOBD* uses **Air Operations** and *GBD* uses **Ground Operations**):
   a. Start an **Incident Log** for Operations by first verifying that the **Operations** tab is clicked, then click the **Incident Log** button. Note that there is a separate **Incident Log** on each of the tabs: **Command**, **Planning**, **Operations**, **Logistics** and **Finance**. Be careful to always verify you are using the correct Log for your Duty.
   b. To send out an air sortie, *Create Aircrew* (the new method is *Create crews using Resources Unit*), *Enter Tasking without using Events*, then *Enter an Air Sortie* and *Brief and Release an Air Sortie*. After the sortie has returned, *Debrief the Air Sortie* (this is an *AOBD* function).
   c. To send out a ground sortie, *Create Ground Team* (the new method is *Create crews using Resources Unit*), *Enter Tasking without using Events*, then *Enter a Ground Sortie* and *Brief a Ground Sortie*. After the sortie has returned, *Debrief the Ground Sortie* (this is a *GBD* function).
   d. Monitor all air and ground sorties by viewing the **Status Board** and provide general direction to *AOBD* and *GBD* as required. Report important data to *IC* immediately.
   e. If *FLS* and *FLM* are available, monitor their duties as necessary.
   f. Monitor maintenance issues for aircraft (oil changes, annuals, 100-hr, grounding issues) for multi-day missions (this is an *AOBD* duty).

IMU Checklist for *LSC Logistics Section Chief* (and *CUL*)

1. *Start IMU with Correct Mission.*
2. *Checkin to Mission* (if you are not already checked in).
3. Click **Logistics** tab and perform whichever functions needed:
   a. Start an **Incident Log** for Logistics by first verifying that the **Logistics** tab is clicked, then click the **Incident Log** button. Note that there is a separate **Incident Log** on each of the tabs: **Command**, **Planning**, **Operations**, **Logistics** and **Finance**. Be careful to always verify you are using the correct Log for your Duty.
   b. As necessary, make arrangements for refueling aircraft with local FBOs (this duty could also be done by *Finance/Admin Section Chief*), especially for multi-day missons.
   c. For multi-day missions, make arrangements for feeding members; this might entail calling for Red Cross or Salvation Army assistance.
   d. Enter communications plan by clicking **Logistics** tab, then clicking **ICS 205 (Communications)** button (this is a *CUL* duty). This task should be done prior to performing *MRO* duties.
   e. When issuing any resources (radios, antennas, DF equipment, laptops, cameras, etc), identify the person issued to, a contact phone number, the item issued and the model and serial number in the **Incident Log**. Make a second entry when the item is later returned.
   f. At the end of the mission, review the **Incident Log** to identify that all resources issued at the mission have been properly recovered and stored for future use.

IMU Checklist for *Finance/Admin Section Chief*:

1. *Start IMU with Correct Mission.*
2. *Checkin to Mission* (if you are not already checked in).
3. For Administrative functions, click **Reports** tab. *Checkin to mission* function may be done on ANY tab.
    a. Assist in generating any reports or documents required for *IC* or section chiefs or customers. Most reports can be viewed or printed by selecting the **Reports** tab, checking the selected reports, and pressing **Print Selected Reports** to view or print (only if a printer is available to that laptop!). The ICS 201 Incident Action Plan is currently viewed only on the **Command** tab. Refer to *IC* duty item 8 above for more information about reports.
4. For Finance functions, click **Finance** tab.
    a. Start an **Incident Log** for Finance/Admin by first verifying that the **Finance** tab is clicked, then click the **Incident Log** button. Note that there is a separate **Incident Log** on each of the tabs: **Command**, **Planning**, **Operations**, **Logistics** and **Finance**. Be careful to always verify you are using the correct Log for your Duty.
    b. Provide estimate on monies spent during a mission, upon request by *IC* or customer, by clicking **Incident Cost Estimate** button.
        i. The **Blue** items are automatically generated by individual sorties and can only be edited on the **Air Operations** or **Ground Operations** pages under **Operations** tab.
        ii. The **Green** items can be edited to provide a more accurate estimate on this page by clicking on the **Green** item, and changing the **Estimated Miles** and **Estimated Fuel Cost**, then pressing the **Enter** button. For vehicles used on sorties, it may be necessary to set the corresponding **Green** item to zero to get a more accurate estimate.
        iii. Miscellaneous costs may also be entered by clicking on the blank line at bottom, then entering **Member**, **Date** and **Amnt Claimed**, followed by pressing **Enter** button.
        iv. Totals are displayed at bottom, broken down into appropriate categories. For Wings on Central Maintenance, the **Aircraft Cost** should not be included when estimating mission cost; National and Wing already handle this cost.
        v. Be patient, it can take several minutes to refresh the data on this page any time data is changed.
        vi. Changes made on this page are estimates only and do not reflect data entered into WMIRS or CAPF 108s.

IMU Checklist for *MSA Mission Staff Assistant*:

1. *Start IMU with Correct Mission.*
2. *Checkin to mission* (if you are not already checked in).
3. Remain on **General** tab and continue checking other persons in as they arrive, using the *Checkin to mission* checklist.
4. When person departs mission for the day (or to see who's checked in), be sure to *Checkout Members.*
5. To display (or print) a copy of the Agency Checkin list (ICS 211) or Vehicle or Aircraft Checkin list (ICS 218), select the **Reports** tab, check the boxes of selected reports, then press **Print Selected Reports** button. Go back to the **General** tab to continue checking members in.

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 (inexperienced IMU users should use both paper and IMU logs; always write down coordinates and locations before entering it in IMU so that you don't lose any of the data).
5. 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. Colors are shown below on this page.
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, use a paper Log in parallel with the IMU Log. Also, the **Status Board** should be displayed in a corner of your PC so that you can monitor the colors. Sorties must be at least in **Planning** mode before canned radio buttons will appear.

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 <u>Status Update</u> and a series of canned radio buttons appear at the bottom. These are canned messages.
4. Click desired radio button for message type, if desired 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 <u>Message In</u>, 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 **Decode** button, and IMU 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.

Status Color meanings:

GREEN means sortie is current in communications.
YELLOW means sortie is overdue its 30-minute call; attempt to contact the sortie, and notify *IC* if unable.
PINK means sortie ETA is within 5 minutes; call sortie and get a new ETA immediately.
RED means sortie is overdue by 60 minutes or it extended beyond its ETA; identify reason and notify *IC* immediately.

Install IMU on Computer and download a Database

Asumption: Your computer is loaded with Windows XP or equivalent. You have some mission staff rating, or have someone else will provide the database for you.

1. Open Internet Explorer (NOT Netscape) and go to http://wmu.nat.cap.gov.
2. Click Web WMU link, choose Continue to this website (not recommended) link, if you see the Security web page.
    a. Alternately, click IMU link, choose Continue to this website (not recommended) link, if you see the Security web page, enter your CAPID and Password, then press **Submit** button to go directly to step 8 below. Get a database from the FLWG IMU website or someone who can generate one using steps 3-7 below.
3. If you are an *Incident Commander* or *Flight Release Officer*, FIRST TIME, press the **FRO** button, login as described in Step 4, then press the **FRO Pin #** button to set your PIN, following directions, then press the Back arrow at top of Internet Explorer until you get back to the **Main Menu**.
4. Press the **Incident Commander** button, enter your CAPID and Password (first time you create password), then press the **Submit** button.
5. Press the **Download Wing Database** button.
6. Click the link Download current IMU Application Release and/or Register as an IMU User, the last link. (Pressing the IMU link on the top-level page is a short-cut to this last link).
7. Click the link https://missions.cap.af.mil/installroot.exe, accept the certificate and allow the executable to run (this needs to be done only first time IMU is loaded).
8. Click the link that says "The current IMU-2 Release is Release x.x.x.xx" and save the IMU executable.
9. Press the Back arrow at top of Internet Explorer to return to the previous web page (only if you came thru the Web WMU link, if you came thru the IMU link, get a database as described above, then skip to Step 11).
10. Click the link Download current IMU2 database for selected wing(s), the top link. Select the wings required (it preselects your own wing) and, if desired, add any old missions or other Wings and Regions you want to add to the database (NONE are required). Now click the **Build IMU2 Database** button and WAIT for the link to appear and follow directions (Right click here to download the database to your computer). This may take as much as 10 minutes, so BE PATIENT.
11. If Framework 1.1 is not installed on your computer, go to www.microsoft.com/downloads and download and install Framework 1.1 Service Pack 1. (it must be 1.1, NOT 2.0).
12. Create directory on C: drive (or other drive if desired) called "*IMUdb*". After creating it, right-click on folder *IMUdb* and select **Properties**, go to **Shared** tab and share the directory (be sure to check the box "**Allow network users to change my files**"). IMU will not work in LAN or Virtual modes if you don't do this.
13. Place database that you downloaded (something like *FLNET2wing.mdb*) into the *IMUdb* directory.
14. Finally, install the IMU software that you downloaded in step 8 above.
15. The first time you start IMU (by double-clicking on IMU icon on your desktop), it will ask you where to find the database file; you'll never see this again, unless you delete or move the *IMUdb* directory.
16. On the **IMU Setup** page, select the **Wing** (must match the wing in the filename specified in step 13), and select the **Base Name** (use 3-letter designator of mission base, the *IC* will tell you what it is). If modes **LAN**, **Virtual** and **WMU Archive** are **Greyed** out, you have no access to Internet, recheck steps 11-12 carefully. If necessary, try turning off your Firewall; if these checkboxes now appear, then your Firewall must be modified to include a rule to allow access from the IMU software.
17. Read the **Help** files shown on **IMU Setup** page prior to pressing **Start Application** button, these describe the steps to initially set up IMU in more detail.

Start a New Mission

Assumption: The *IC* has already downloaded the latest IMU2 software and installed it. The *IC* has already downloaded the latest wing database (db), containing all units needed to start the mission (if Internet connection available during mission, additional names can be easily added from OpsQual (MIMS), but initial db must contain at minimum the names of *IC*, *MRO* and *MSA*).

1. Double-click on the *IMU2* icon located on your desktop (or in the **Start** menu).
2. Determine initial parameters:

   Mission Number________________________ Open Time from AFRCC ________________

   Mode ________________________ IP Address of Host: ____________________

   Base Name(s) ________________________
3. Select **Mode**, **Host** or **Client**, and **Host IP Address** as appropriate (see Step 2 for initial parameters).
4. Enter **Base Name**, spelling it exactly as in Step 2. WARNING: use 3-5 characters ONLY, otherwise later creations of Taskings will FAIL!!! The 3-letter designator of nearest airport is a good choice).
5. Click **Start Application** button and wait for **General Incident Information** page to be displayed. Watch **IMU Database Connectivity** window to assure that you synchronize and download new transactions if using **Virtual**, **LAN** or **WMU Archive** modes.
6. Click **Login** button and enter your **CAPID** and **Date of Birth** (mm dd yyyy), then press **Submit** button. If **Logout** button characters appear **Grey** (instead of **Black**) and the **Login** button characters appear **Black** (instead of **Grey**), then you are not in database or you don't have a mission staff rating; go talk to your *IC* (or find another *IC*) before proceeding. Or you typed the wrong **CAPID** and **Date of Birth**, try again.
7. Open an incident (mission) using menu **File->Open Incident**, then either select an existing name (goto Step 8) or enter a new one (go to step 9).
8. EXISTING MISSION: Select **Incident** from pull-down. Select correct **Incident Date** (or press **New** to create a new **Incident Date**). Everything else should be filled in, so click the **OK** button to continue.
9. NEW MISSION:
   a. Type in **Incident** name (generally the **Mission Number** from Step 2), then fill in ALL fields.
   b. **Requesting Agency** is generally <u>AFRCC</u>.
   c. Enter **Incident Date** (today's date is preloaded or click **New** button and select a different date).
   d. **Incident Type** is generally <u>Search and Rescue</u>.
   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 formate "firstname lastname", this will display on many forms, so don't say "AFRCC"!).
   g. Choose **Mission Symbol** from pull-down list (generally <u>A1</u> for SARs and <u>A5</u> 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 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.
   m. 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**).

Start IMU with Correct Mission

Assumption: The *IC* has already created the mission (using *Start a New Mission* procedure below) on the Host computer.

1. Double-click on the **IMU2** icon located on your desktop (or in the **Start** menu).
2. Select **Mode** that *IC* told you to use (**LOCAL** is all on your own PC; **LAN** if all PCs are on one router; **Virtual** or **WMU Archive** if Host PC is out on the Internet).
3. In **LAN** or **Virtual** mode, select **Host** or **Client** (generally everyone except one PC selects **Client**); then, if necessary, type in the Host PC's **IP Address** that the *IC* gave you to use.
4. Select **Wing** that is being used by the *IC*; this may not be the same as your home wing.
5. Enter **Base Name**, spelling it exactly as *IC* has given it to you.
6. Click **Start Application** button and wait for **General Incident Information** page to be displayed (Host and Client PCs will synchronize, so this may take a few minutes). Note the Host PC must be running the current mission PRIOR to all clients performing this step.
7. Click **Login** button and enter your **CAPID** and **Date of Birth** (mm dd yyyy), then press **Submit** button. If **Logout** button characters appear **Grey** (instead of **Black**) and the **Login** button characters appear **Black** (instead of **Grey**), then you are not in database or you don't have a mission staff rating; go talk to your *IC* before proceeding. . Or you typed the wrong **CAPID** and **Date of Birth**, try again.
8. Select mission from menu **File**->**Open Incident**, then select the correct **Incident** name from the pull-down and select the correct **Incident Date**, then click the **OK** button.

Create ICS 201 Incident Action Plan

Assumptions: IC has opened a new mission or a new date for an existing mission.

1. Select **Command** tab, then click the **ICS 201** button.
2. Generate a handwritten sketch and scan into computer, or use an image already in the computer. To enter it into the ICS 201, select menu **File**->**Get Map Sketch…**->**Open**, then browse to the image and click the **Open** button. If you later move the image, you may need to reattach it by pressing **Continue** to the error message, then repeat this step to reattach it.
3. Manually enter the staff names into the **Current Organization** (it does not use the **Resources Unit** data currently, and since this is only a preliminary outline possibly done prior to any checkins, that makes sense).
4. Choose menu **View Page 2** to go to second page to enter **Resources Alerted** and **Summary of Current Actions**. Remember, much of this data may be done before any checkins occur, so it is all manually generated data to be typed in.
5. After all four sections of ICS 201 have been entered, you can print by menu **File**->**Print**. Note that currently this form cannot be printed from the **Reports** tab; it can only be printed from this **ICS 201** page.

Checkin to Mission

Assumptions: Member displays current Membership card, 101 card and a completed CAPF 60 Emergency Notification Data form upon request in order to checkin. If member does NOT have one of these three items, they must get approval to participate in the mission from the *IC Incident Commander*. Note that any data modified in Checkin is stored locally in the db, it will NOT be uploaded into OpsQual or Natl's Personnel db.

1. Click on the **Incident Checkin** button on any tab page (unlike the **Incident Log**, all **Incident Checkins** are the same). Notice that characters of **Checkin** button are **Grey** and they will remain **Grey** until all data is filled in.
2. Enter **CAPID** number (or start typing last name, then scroll to the desired name, and click it), then press the **Validate** button. If the name is in the database, most of the fields will automatically fill in.
3. If member not in the database, an error message will appear "Member not found: This individual is not in the current database. Do you want to examine the MIMS database to see if data is available for this individual?". For CAP members from other wings, if attached to Internet, answer Yes and it will look at OpsQual and download the data if it is there.
4. Otherwise, a **Non Member Check-in Application** form will pop up, go to Step 4a to continue; otherwise, go to Step 5.
    a. For **Non Member Check-in Application** form, enter the 6-digit CAPID or some other number identifier greater than 6 digits for non-CAP members.
    b. Choose **Agency** (<u>CAP</u> for CAP members) and **Capacity** (only <u>Participant</u> will be allowed to be assigned duties).
    c. Enter person's personal data, including emergency data.
    d. Check **Flight Authorization Approved for this individual** checkbox only if CAP member or military or a Release form has been signed and approved.
    e. For CAP members, look at the CAP member's 101 card to determine ratings that the person is QUALIFIED in. Do NOT select any training ratings here! That is done in Step 9 below.
    f. Any members or guests that do not have a 101 card require a Daily Badge, which can be printed from menu **File**->**Print**->**Daily Badge**.
    g. Click the **Checkin** button to complete the **Non Member Check-in Application**. If there is no **Checkin** button, then all the fields have not been filled in yet.
5. Enter the location that member **Departed from** (eg, home or city or 3-letter designator of nearest airport like MCE). Enter the **Home Base** if necessary.
6. Enter **Method of Transportation** from pull-down. Choose **Vehicle – Vehicle Checkin** if member drove to base, or **Vehicle – No Vehicle Checkin** if member was a passenger or does not wish to checkin the car. Use similar choices if it is an aircraft. Or choose **Other**. If a vehicle or aircraft is to be checked in, go to Step 7, otherwise skip to Step 8.
7. **Vehicle Checkin** or **Aircraft Checkin**: A box will pop up on the right side requesting data.
    a. For vehicle, enter **License** (vehicle registration), **Type** (like <u>Sedan</u>) from pop-down list, **Call Sign**, **Home Base** and number of **Seats**. Only **Call Sign** is optional.
    b. For aircraft, enter **Tail Number**, **Type** from pop-down list (like <u>C172</u>), **CAP Flight** number, **Home Base** and number of **Seats**. Only **CAP Flight** number is optional.
    c. Choose **corporate** if vehicle owned by CAP, otherwise choose **private**.
    d. Check **CAPcom** if vehicle has CAP communications, then enter a **Call Sign** (like FL834).
    e. Check **Available** checkbox if car may be used in a ground sortie. Note that car must be approved by Wing for use, and a pop-up dialog box reminds you of this if that vehicle is used in a ground sortie.
    f. Press **Tab** once to exit the last field edited (otherwise, program may not detect that you entered all data).

8. The items under CAP Checklist should be **Green**. If they are **Red**, then there is something missing before member can checkin, correct this error or don't let member checkin.
    a. **Red Membership** means member does not have valid Membership card; send him to the *IC*.
    b. **Red CAPF 101 Card** means member does not have a valid 101 card in OpsQual (as of the date the db was downloaded). If a **CAPT 116** button appears next to it, you can click this button and manually enter the CAPT 116 if member has proof that it was taken. The other possibility is that the member has not completed Level I (senior members) or Curry test (cadets). The *IC* may click the **CAPF 101 Card** button (**Red** or **Green**) and add training ratings if necessary (an *MSA* should NOT enter these without *IC*'s authorization).
    c. **Red Next of Kin** means you need to enter the Emergency data. Click it to bring up the **Next of Kin Information** box, enter data (only one phone number is required), then click **Enter/Update** button to save the data for this mission.
9. The **Qualifications** box contains all ES ratings for this member. The **Desired Assignment** is based on these ratings, so *IC* may need to add training ratings (by clicking **CAPF 101 Card**) in order to assign the member correctly. **NOT AUTHORIZED** means member has no GES rating. **(???)** next to *MP* means something is wrong with the *MP* rating in OpsQual (or in this db if member was added manually); clicking on **(???)** will bring up a tip to identify what is missing, which can then be requested from the member (eg, if CAPF91 is not in OpsQual, ask pilot for his CAPF91).
10. Finally, select the **Desired Assignment** from the drop-down list. Use **Urban Direction Finding Team** or **Ground Team** for ground teams or **Aircrew Member** for air crews or select appropriate staff assignment, if known or select **POOL** to assign member at a later time (use **POOL** if you want to later *Create crews using the Resources Unit*).
11. If all boxes are filled in, the characters of **Checkin** button will be **Black**. If it's still **Grey**ed out, try pressing **Tab** to exit the last field edited. If this still doesn't work, look to find an empty field (**Suffix**, **Checkout Time** and **Duty Day** may be blank, no others may). Click **Checkin** button to complete the member's checkin.
12. Click the **X** in the upper right corner of **Participant Checkin** to close window.

Update Member's Checkin data

Assumptions: Member has already been checked in previously.

1. On **Participant Checkin** page (click **Incident Checkin** button), enter **CAPID** or name then press **Validate** button. All of the (previous) checkin data will appear. Notice that there is no **Checkin** button, instead there is an **Update** button. This is a dead giveaway that the member is already checked in.
2. Edit whichever data is necessary (eg, change **Desired Assignment**) to update the member's data, then press the **Update** button.

Checkin Additional Vehicle or Aircraft

Assumptions: Sometimes there are corporate vehicles or aircraft located at a mission base that were not flown in. Here's how to check them in.

1. Enter the **CAPID** or name of a checked-in member and press the **Validate** button (suggest using the name of the first member to drive or fly that vehicle, but anyone's name will work).
2. Change the **Method of Transportation** to correct choice, then enter the vehicle or aircraft data. Be sure the **Available** checkbox is checked. Note that a previously checked in vehicle or aircraft is NOT removed using this process. This can only be done thru the *Delete Member from Mission* procedure or the *Delete Vehicle or Aircraft from Mission* procedure..
3. Press the **Update** button to save the data.

Delete Member from Mission

Assumptions: A person was checked in that really isn't at the mission. There is a separate procedure for *Checkout member or vehicle* at the end of the day.

1. On **Participant Checkin** page (click **Incident Checkin** button), enter the **CAPID** or name of a checked in member and press the **Validate** button. All of the (previous) checkin data will appear with an **Update** button.
2. Select menu **File**->**Delete**->**Selected Participant**.
3. A popup dialog says this will permanently remove this member, click **Yes** to remove member or **No** to ignore action.

Delete Vehicle or Aircraft from Mission

Assumptions: A vehicle or aircraft was checked in that really isn't at the mission.

1. On **Participant Checkin** page (click **Incident Checkin** button), select menu **File**->**Delete**->**Selected Vehicle/Aircraft…**.
2. Check the box for the vehicle or aircraft you wish to remove and then click **Delete Selected Assets** to remove it or **Cancel** to ignore action.

Checkout Members

Assumptions: The member is ready to depart the mission for the day (and not return), or the member has already left.

1. On **Participant Checkin** page (click **Incident Checkin** button), select menu **File->Checkout**.
2. Check any member that is checking out for the day.
3. Their vehicle may also be checked out, however, this can be ignored also.
4. Click the **Checkout** button. Note that if there are no checkboxes selected, pressing the **Checkout** button just cancels the **Checkout** form and returns to the **Participant Checkin** page. Also note that all members are checked out automatically when the **CAPF122** is created by the *IC*, so it is not essential for members to be checked out via this procedure.

Create Intact Aircrew (or Ground Team) upon Checkin

Assumptions: All of the team members are QUALIFIED to be on an Aircrew (or Ground Team). If there are any trainees, this method will not successfully work, in fact you may corrupt the database. Use alternate methods described below instead when there are trainees involved.

1. *Mission Pilot* (or *Ground Team Leader*) should bring all required documents for entire crew when checking in (that includes all Membership cards, all 101 cards, and all CAPF 60 Emergency Notification Data forms) to checkin.
2. Checkin the leader (*MP* or *GTL*) in the normal way as specified in *Checkin to mission* procedure, except change the drop-down box directly below **CAPID** to **Aircrew** (or **UDF Team** or **Gnd Team** or **Ext Team**).
3. Once the **Checkin** button has been clicked for the leader, it will then ask you to enter each member of the team being built. Checkin each member in the normal fashion. NOTE: Do NOT check in trainees here, it will corrupt the database, then you won't be able to check them in at all.

Create crews using the Resources Unit

Assumptions: Crew members were checked in and assigned POOL.

1. Select **Planning** tab, then click the **Resources Unit** button.
2. Read the **Help** on this page, it provides basic information on how to use **Resources Unit** and describes the meaning of the team names and rating names.
3. To create air or ground teams, select the **Teams** tab.
   a. Create a new team by selecting menu **File**->**New Team.**
   b. Select Crew Type from drop-down list (read **Help** for descriptions!).
   c. On right side, the available resources will now display, only the fields that are **White** may be loaded; others that are not required for this **Crew Type** will be **Grayed** out. If necessary, select a different **Crew Type** until you see the resources that you want to select for this team.
   d. For each drop-down box, select member resource from list. If member does not appear, remember that he must be qualified for this position and must have been assigned as POOL during checkin or Aircrew for aircrews or Ground Team for ground crews. If he is assigned OSC, for example, he will not show up in aircrew boxes since he has already been assigned; go back to **Checkin** and change his assignment. Also, members on existing teams must be dissolved or disbanded before they can be placed on a different team.
   e. Release mouse button, then Right-Click on same member resource and drag name into left boxes to create team. You'll see a **X in a circle** anytime there is nothing to drop; only when cursor is in a valid field for this member will the **X in a circle** change to a **small + in a box**. Release the mouse button to drop the name into the field; set **Leader** field first.
   f. After **Leader** field is set on the left, the fields for the members will change to match the type of resources that can be added. Repeat Steps 3d and 3e for each crewmember in team.
4. Release team members by selecting the **Teams** tab, then selecting leader's tab, and pressing the **Disband Team** button. All team members are now been placed into POOL ready for reassignment.
5. If special resources are required (like *ARCHER*), select the **Single Resource Special Qualifications** tab, select the member from the drop-down, and set his special qualification from the list on the right. Only after this step can this person be assigned as a special resource.
6. Mission staff may be assigned from the **ICP Staff** tab (choose subtab for rating, select member from **Single Resources** drop-down, drag and drop as in step 3e above) and trainees may be assigned staff positions from the **Staff Trainees** tab (select **Staff Duty Position**, then select member from **Unassigned Participants** drop-down, drag and drop as in step 3e above). ICS 203 Organizational Assignment list may be viewed from this tab by pressing menu **File**->**Print**->**ICS203**, or from the **Reports** tab.\

Create Aircrew (Obsolete old method – may be removed from IMU in future release)

Assumptions: The aircrew members have checked in and have been assigned **Desired Assignment** of **AC – Aircrew.**

1. Select **Command** tab or **Operations** tab, then click **Air Operations** button.
2. On the **Air Operations Module** page, select the **Aircrew** tab.
3. Select **_New** in the pop-down list for **Crew Name**.
4. Select the **Pilot** from the pop-down list. If desired pilot is not a choice, he wasn't assigned **Desired Assignment** of **AC – Aircrew** or he is not qualified to be PIC according to OpsQual. A *(T)MP* is not considered qualified, you must have a legal current *MP* (or a *TMP* for a transport mission) on a sortie.
5. Select other aircrew members and enter into appropriate pop-down boxes for **Co-Pilot or MP Trainee** (CAP pilots only) and **Observer/Scanner/Passenger**.
6. Click **Build Aircrew** button. If it is **Grey**ed out, you probably forgot Step 3 or Step 4.
7. Remember to **Disolve Crew** after sortie is completed if the members will be used in a different assignment.

Enter Tasking without using Events (also works with **Ground Operations** button)

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**.

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.
2. 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 (see Assumptions).
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**.

Brief and Release an Air Sortie

Assumptions: An air sortie has been successfully enter using *Enter an Air sortie* procedure. To release a flight, you must be a *Flight Release Officer* for the Wing in OpsQual or WMU, or you are checked in as the *Incident Commander*; all cases require that you have previously created a WMU PIN prior to the database being generated.

1. On the **Air Operations Module** page, select **Briefing** tab.
2. 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**.
5. On the **Air Operations Module** page, select **Flight Release** tab.
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. Enter your initials and WMU PIN #, and the last 4 digits of your SSN, then click **Submit** button.

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**.

Create Ground Team (Obsolete old method – may be removed from IMU in future release)

Assumptions: The Ground Team members have checked in and have been assigned **Desired Assignment** of **Ground Team** or **Urban Direction Finding Team.**

1. Select **Command** tab or **Operations** tab, then click **Ground Operations** button.
2. On the **Ground Operations Module** page, select the **Gnd Team** tab.
3. Select **_New** in the pop-down list for **Crew Name**.
4. Select the **Leader** from the pop-down list. If desired leader is not a choice, he wasn't assigned **Desired Assignment** of **Ground Team** or **Urban Direction Finding Team** or he is not qualified to be Leader according to OpsQual.
5. Select other ground team members and enter into appropriate pop-down boxes for **Passenger**. IMU allows a maximum of 10 team members plus the leader. If there are more than that, attach a separate paper with their names and CAPID at minimum.
6. Select the type of team: **Ground Team**, **UDF Team** or **Transport Team**.
7. Click **Build Team** button. If it is **Grey**ed out, you probably forgot Step 3 or Step 4.
8. Remember to **Disolve Crew** after sortie is completed if the members will be used in a different assignment.

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.
2. 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 do not enter anything for these fields near 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**.

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**.

Debrief a Ground Sortie

1. On the **Ground Operations Module** page, select **CAPF109** tab,.
2. Select the **Sortie** number from the drop-down list. Then in the lower set of tabs, select the **Debriefing** tab
3. Fill in fields of the **Debriefing** pages as you debrief the ground crew, entering data as you go along.
4. When complete, change **Status** to **Completed** or other appropriate **Status**.