

CAP Utility Uniform

Air Force Blue Uniform

Ground Team or UDF Member

BDU uniform

CAP Utility Uniform

Check the member into the incident by clicking on the Check-in button.

NOTE:: If a participant or visitor does not have a CAPID, a special form will be displayed to enter their information. Use the person's SSN or drivers license (numbers only) to identify them.

Applicable Forms/Items

- | | | |
|--|---|--|
| <input type="checkbox"/> CAPR 39-1 | Staples | <input type="checkbox"/> Laptop Computer |
| <input type="checkbox"/> CAPR 60-3 | <input type="checkbox"/> #2 Pencils | <input type="checkbox"/> CAPR 60-1 |
| <input type="checkbox"/> Stapler – Extra | <input type="checkbox"/> ICS-214 Unit Log | |

Incident Check-in Checklist

**Standard Procedures for
Participant Incident Check-in**



**OREGON WING
CIVIL AIR PATROL**

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.All participants and visitors must be checked into the incident before they are allowed to enter the staging area or the ICP. Visitors and press must be accompanied by a staff member at all times.

All CAP members must be checked into the incident in order to qualify for benefits, insurance, and reimbursement of authorized expenses.

All vehicles and aircraft must be checked into the incident before they can be used in a sortie.

After you check the participant into the incident, be sure that you explain that they must checkout at one of the computers before leaving the base to return home.

Functional Checklist

- Select the Check-in Form from any IMU workstation
- Members should present CAP Membership card and CAP CAPF 101 card
- Enter participant CAPID into IMU. Press the Enter key.
- Enter the FAA identifier of the airport closest to the location from which the participant departed to come to the incident.
- Select the method of transportation used to arrive at the base.
 - If aircraft, enter the tail number and press the Tab key
 - Fill in any blank boxes in the aircraft section. Ask the pilot for the number of seats that can be filled and still meet the 60 horsepower requirements.
 - If vehicle, enter the vehicle license number and press the Tab key
 - Fill in any blank boxes in the aircraft section. Ask the pilot for the number of seats that can be filled and still meet the 60 horsepower requirements.
- If the desired duty assignment does not match the participant's expectations, select the applicable position.
- Verify that the Membership text to the right of the input boxes is Green—If it is Red, refer the member to the IC.
- Verify that the CAPF-101 card text to the right of the input boxes is Green—If it is Red, refer the member to the IC.
- Verify that the Emergency Contact text to the right of the input boxes is Green—If it is Red, click on the red text and enter the Emergency Contact Information.
- Verify that there is no CAPT-116 text to the right of the input boxes is Green—If it is present, refer the member to the IC.
- Verify that the member meets CAP uniform requirements
 - Flight Crew Member
 - NOMEX green , blue or orange flight suit (must meet CAP grooming standards if the green suit is worn)
 - Leather boots—must provide ankle support with low heel & round toe.
 - Staff Member (one of those below)
 - Shirt (aviator or blue golf) with gray trousers
 - BDU shirt & trousers