

Applicable Forms/Items

- CAPR 39-1
- CAPR 60-3
- Stapler – Extra
- Staples
- #2 Pencils
- ICS-214 Unit Log
- Laptop Computer
- CAPR 60-1



Admin Finance Section Chief

OREGON WING
CIVIL AIR PATROL



.The Operations Section Chief is responsible for the activities associated with implementing the taskings generated by the Planning Section. This involves managing the activities of the Air Operations Branch Supervisor and the Ground Branch Director.

The success of the Operations Section is generally dependent on establishing and maintaining a good flow of information between the IC, the Planning Section, and Operations. This is accomplished through regular scheduled and ad-hoc meeting between the sections and with the Operations staff members.

Functional Checklist

- Schedule and Attend scheduled Operations Staff Meetings
 - 10:00
 - 12:00
 - 14:00
 - 16:00
- Conduct 1:1 meeting with PSC approximately every 3 hours
 - Meetings Scheduled
- Conduct 1:1 meeting with IC approximately every 4 hours
- Monitor Tasking Request status board to insure that Operations is responding in a timely manner.
- Monitor Aircraft and Vehicle Status boards to insure that assets are being used to the extent possible
- Monitor High Bird Sorties to insure that coverage is overlapping and complete
- Monitor Status Boards to insure that information is updated and monitored on an ongoing basis
- If remote Distributed Bases are indicated, coordinate with the remote Staging Manager and Operations to insure that resources are available and deployed.
- Maintain contact/liaison with OEM duty officers
- Relieve Operations Directors as required for personal breaks and for nourishment needs.
- If necessary, perform FRO releases for air crews
- Work with Safety to insure that hourly Weather updates are posted
- Insure that each branch has updated situation paperwork
- Monitor workplace and Flight Line to insure that members are emphasizing safety.