

Check List – (MRO) MISSION RADIO OPERATOR

Tennessee Wing - Civil Air Patrol – United States Air Force Auxiliary

- ALL Credentials Current and Carried** (CAPF 101, CAPF 76 ROA and CAP Membership card)
- Complete sign-in and reporting procedures** upon arrival at Mission Base.
- Review** (MRO) Mission Radio Operator Responsibilities.
- Obtain briefing** from the (CUL) Communications Unit Leader.
- Assist in determining personnel and equipment** requirements for communications. (Base station, mobile, portable, airborne repeater, extension cords, antennas, etc.) Also, ensure adequate administrative supplies, (message forms, paper, pencils, etc.) are available.
- Assist the Communications Unit Leader** in setting-up communications equipment and initiate radio operations at Mission Base.
- Update the Communications Status Board** to show operational condition of all frequencies and base communications capability.
- Log and deliver messages to the addressee immediately.**
- Dispatch reports as required.**
- Report any hazards or unsafe practices to the safety officer** for follow-up action and hazard abatement.
- Maintain Radio Operations Logs** (radio or phone), on CAPF 110, ICS Form 205A or approved equivalent form.
- Help Distribute and Recover ALL issued Equipment** from Units being demobilized.
- Obtain Sign-offs** from the Communications Unit Leader for any SQTR items.
- On conclusion of mission, Help the Communications Unit Leader** in securing operations and restoration of the facility to normal operation. Pack and store equipment and supplies as appropriate.