



CALIFORNIA WING OPERATIONS MANAGEMENT PROCEDURE 03

1 September 2012

MISSION MANAGEMENT KITS

Purpose

CAP Regulation 174-1 para 2-15 outlines the requirements of issuing expendable and non-expendable property. This OMP documents the equipment reservation, checkout, issue and return procedures for the Mission Management Kits owned by California Wing. Changes to previously issued California Wing Operating Instruction 38 are highlighted in gray.

Policy

1. Each Mission Management Kit (“MMK”) is a CAWG asset but is assigned to a host unit to manage, maintain and make available for missions, exercises or activities on behalf of the Wing.
2. The following individuals may authorize use of the Mission Management Kits: CAWG/CC, CAWG/DO, CAWG/DOR, CAWG/DORX, CAWG/DOM or any Incident Commander (IC).
3. Project Officers are encouraged to utilize these kits during exercises to facilitate training and familiarization. Please budget sufficient funds to transport the kits to and from the exercise from the nearest host unit and to replenish consumables.
4. Each MMK will be secured to prevent theft.
5. Monthly, the individual workstations in each MMK will be updated with current operating system updates, security patches, IMU3 software updates and the current CAWG IMU database. The host unit will report compliance each month to CAWG/DORX via e-mail.
6. CAPF 37 Temporary Issue Receipt will be completed every time a kit is issued and for subsequent transfers of responsibility until the kit is returned - an ORMS entry is not required (CAPR 174-1 para 2-3.a).
7. When the MMK is returned the host unit POC will archive mission/exercise related documents and inventory and replace consumables. Missing/damaged components will be reported to CAWG/DORX immediately and repaired/replaced IAW CAPR 174-1, Chapter 2 Section D.
8. Additional information concerning the Mission Management Kits is available at <http://cawg.cap.gov/html/operations/mes.htm>.

Procedures

1. Individuals with a need to use a MMK will use the CAP Equipment Reservation System (CAPERS) and advise the Point of Contact (POC) for the MMK of the request (see attachment 1). Requests for use of the kit for an exercise should be made at least two weeks in advance. CAPERS may be accessed via the following <http://capersqm.dnsalias.net/capers.htm>.
2. The POC (if possible) will be physically present to issue the kit to the user. The POC and requester will inventory the kit contents and the person taking custody of the kit will sign a CAPF 37 Temporary Issue Receipt. By signing, the user accepts financial responsibility for replacing any items which are lost or damaged. Additional CAPF 37's (included in the kit) will be completed for subsequent transfers of responsibility until the kit is returned to the POC. These additional Form 37's should remain with the MMK and a copy made for the persons transferring and accepting responsibility.
3. When the kit is returned to the host unit, the POC will note the return date on the CAPF 37 and file it with the MMK documentation until the retention period expires.
4. Artifacts (documents, files, etc.) from the mission will be archived per direction of the IC. Such artifacts will then be permanently deleted or the workstation hard drives re-imaged.
5. Each kit will be inventoried to ensure all components are returned and that consumables (ink cartridges, toner, paper, supplies) are refreshed and charged to the mission via CAPF 108 or to the unit hosting the activity it was used for. Ink and toner cartridges shall be replaced when the first cartridge has been used up and the second (spare) cartridge has been opened.

ATTACHMENT 1

Kit 1 (North)		SQ14 CA-151	Sacramento (KSAC)	ES Storage Locker
2d Lt Harold Feinberg:		(916) 397-0672	Capt Jim Kapphahn:	(916) 508-8308
Item	Weight	Dimensions	Contents	
1A: Pelican Case	72 lbs	25h x 19.5w x 16d	Laptops, network gear	
1B: Printer Case	49 lbs	16.5h.x 23.25w.x 16.5d	Samsung Laser	
1C: Printer Case	45 lbs	16.5h.x 23.25w.x 16.5d	HP Ink Jet	
1D: Gear Bag	28 lbs	8h x 20w x 8d ??	Loggers, projector, loggers, etc.	
TOTAL	194 lbs			
Kit 2 (South)		SQ40 CA-434	Fullerton (KFUL)	Hanger
Capt Bryan LaPlante:		(949) 637-6414	Maj Frank Bennett	(949) 637-4312
Item	Weight	Dimensions	Contents	
2A: Pelican Case	70 lbs	25h x 19.5w x 16d	Laptops, network gear	
2B: Printer Case	45 lbs	16.5h.x 23.25w.x 16.5d	Samsung Laser	
2C: Printer Case	45 lbs	16.5h.x 23.25w.x 16.5d	HP Ink Jet	
2D: Gear Bag	30 lbs	8h x 20w x 8d	Loggers, projector, supplies	
TOTAL	190 lbs			

RESERVING EQUIPMENT THROUGH CAPERS

1. Login to CAPERS <http://capersqm.dnsalias.net/capers.htm>
2. Enter the same login information you use to access e-Services.
3. Click on List Resource Schedule and choose the resource (MMK) to ensure there is not a current reservation for the dates you intend to request.
4. Click on the Request this Resource button at the bottom.
5. Enter the dates you are reserving.
6. Select a request type (mission symbol or activity).
7. Enter a brief justification of the request.
8. Click Enter.

This will log your request in CAPERS and notify the POC via email. Your reservation is not yet completed until it is processed and approved. Telephone or email the POC directly to ensure they have received your request.