

Check List – MISSION RADIO OPERATOR

- 1. All credentials current and carried (CAPF 101, CAPF 76 and CAP Membership Card).
- 2. Complete sign in and reporting procedures upon arrival at mission base.
- 3. Obtain briefing from the Communications Unit Leader.
- 4. Assist in determining equipment (base station, mobile, portable, airborne repeater, antennas, etc.) requirements for communications. Ensure adequate administrative supplies (message forms, paper, pens, pencils, etc.) are available.
- 5. Assist the Communication Unit Leader in setting-up communications equipment and initiate operations at mission base.
- 6. Update the communications status board to show operational condition of all frequencies and base communications capability.
- 7. Log and deliver messages to the addressee immediately.
- 8. Dispatch reports as required.
- 9. Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.
- 10. On conclusion of mission, assist the Communications Unit Leader in securing operations and restoration of the facility to normal operation. Pack and store equipment and supplies as appropriate.