

INDIANA WING QUARTERLY MISSION QUALITY REVIEW

Authorization: INWG Sup 1, CAPR 60-3, para 1-21. This form is Part A of the quarterly audit required by this Supplement. This form is not required for orientation flights or counterdrug missions.

Instructions: Purpose: This form will be used as a quality control measure and a method of identifying best practices for Incident Management records.

Procedure: INWG Incident Commanders will conduct a quality review of mission records contained in WMIRS on a rotating basis as assigned by the Wing Commander. Three (3) missions will be audited within 45 days following the end of each fiscal quarter. Of these three, at least one will be a real-world response (when available), a formal exercise (when available), and one training activity or monthly training mission number. ICs will not audit quarters when they were on duty as designated by the Alert Roster, and ICs will not conduct a quality review of a mission on which they were the IC.

Distribution: This form will be completed for each mission audited and will be distributed to all ICs for education, INWG/ES and INWG/CC.

Review Period (Q#/FY##):	Reviewer	Date Review Completed
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MISSION #1 – Real World Response

(if no real world response is available in the quarter, another mission type may be reviewed and this form annotated by pen and ink)

Mission Number:	Incident Commander:	Type: <i>(real world, exercise, training, activity, etc)</i>
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1. Was the mission closed out within 45 days?	2. Was an INWGF 959a completed and available in WMIRS?
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3. Incident Action Plan (ICS 201 or other document)	Yes	No	N/A	4. Registers	Yes	No	N/A
a. Is the IAP present and complete?				a. Personnel: ICS 211 or other format present and legible?			
b. Are there factors the IAP might include but does not?				b. Vehicles: If ground 108s were filed, is a register of ground vehicles present and legible?			

<i>IAP Opportunities for Improvement.</i>	c. Aircraft: If air 108s were filed, is a register of aircraft present and legible?
<i>Register Opportunities for Improvement</i>	

5. IC Log	Yes	No	N/A	6. Ground Documentation	Yes	No	N/A
a. Is the IC Log present and legible?				a. Were operational (non-transport) ground sorties released?			
b. Does the IC log appear to include key activities/actions?				If "Yes", is a completed CAPF 109 available for each?			
<i>IC Log Opportunities for Improvement</i>				If "Yes", is a completed INWGF 959 available for each?			

<i>Ground Documentation Opportunities for Improvement</i>							
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7. Communications Documentation	Yes	No	N/A	8. Additional Documentation	Yes	No	N/A
a. Are there any radio message forms or radio logs?				a. Was a news release generated and filed?			
				b. Was a formal report submitted to the home agency?			

9. Is there anything particularly noteworthy about the mission's documentation or management?

10. Are there opportunities for improvement in regards to mission documentation?

MISSION #2 – Training Exercise											
Mission Number:			Incident Commander:				Type: (real world, exercise, training, activity, etc)				
1. Was the mission closed out within 45 days?					2. Was an INWGF 959a completed and available in WMIRS?						
3. Incident Action Plan (ICS 201 or other document)			Yes	No	N/A	4. Registers			Yes	No	N/A
a. Is the IAP present and complete?						a. Personnel: ICS 211 or other format present and legible?					
b. Are there factors the IAP might include but does not?						b. Vehicles: If ground 108s were filed, is a register of ground vehicles present and legible?					
IAP Opportunities for Improvement.						c. Aircraft: If air 108s were filed, is a register of aircraft present and legible?					
						Register Opportunities for Improvement					
5. IC Log			Yes	No	N/A	6. Ground Documentation			Yes	No	N/A
a. Is the IC Log present and legible?						a. Were operational (non-transport) ground sorties released?					
b. Does the IC log appear to include key activities/actions?						If "Yes", is a completed CAPF 109 available for each?					
IC Log Opportunities for Improvement						If "Yes", is a completed INWGF 959 available for each?					
						Ground Documentation Opportunities for Improvement					
7. Communications Documentation			Yes	No	N/A	8. Additional Documentation			Yes	No	N/A
a. Are there any radio message forms or radio logs?						a. Was a news release generated and filed?					
						b. Was a formal report submitted to the home agency?					
9. Is there anything particularly noteworthy about the mission's documentation or management?											
10. Are there opportunities for improvement in regards to mission documentation?											
MISSION #3 – Training Activity/Monthly Mission Number											
Mission Number:			Incident Commander:				Type: (real world, exercise, training, activity, etc)				
1. Was the mission closed out within 45 days?					2. Was an INWGF 959a completed and available in WMIRS?						
3. Incident Action Plan (ICS 201 or other document)			Yes	No	N/A	4. Registers			Yes	No	N/A
a. Is the IAP (or an Ops Order) present and complete?						a. Personnel: ICS 211 or other format present and legible?					
b. Are there factors the IAP might include but does not?						b. Vehicles: If ground 108s were filed, is a register of ground vehicles present and legible?					
IAP Opportunities for Improvement.						c. Aircraft: If air 108s were filed, is a register of aircraft present and legible?					
						Register Opportunities for Improvement					
5. IC Log			Yes	No	N/A	6. Ground Documentation			Yes	No	N/A
a. Is the IC Log present and legible?						a. Were operational (non-transport) ground sorties released?					
b. Does the IC log appear to include key activities/actions?						If "Yes", is a completed CAPF 109 available for each?					
IC Log Opportunities for Improvement						If "Yes", is a completed INWGF 959 available for each?					
						Ground Documentation Opportunities for Improvement					
7. Communications Documentation			Yes	No	N/A	8. Additional Documentation			Yes	No	N/A
a. Are there any radio message forms or radio logs?						a. Was a news release generated and filed?					
						b. Was a formal report submitted to the home agency?					
9. Is there anything particularly noteworthy about the mission's documentation or management?											
10. Are there opportunities for improvement in regards to mission documentation?											