

SINGLE TASK EVALUATION

TASK TITLE DEMONSTRATE KNOWLEDGE OF MISSION STAFF ASSISTANT RESPONSIBILITIES		TASK NUMBER P- 2006	
ITEM	PERFORMANCE STEP DESCRIPTION	SCORE (Check One Only)	
		PASS	Fail
1	Properly describe how to sign in a member and their vehicle in to a mission.	<input type="checkbox"/> P	<input type="checkbox"/> F
2	Properly describe how to post mission information to status boards.	<input type="checkbox"/> P	<input type="checkbox"/> F
3	Describe what types of visitors MSAs may escort, & special responsibilities when doing so.	<input type="checkbox"/> P	<input type="checkbox"/> F
4	Properly describe what other functions MSAs may be utilized for.	<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
STUDENT'S NAME & CAPID		TASK STATUS <input type="checkbox"/> PASS	
EVALUATOR'S NAME & CAPID		TITLE	
EVALUATOR'S SIGNATURE		DATE	

SINGLE TASK EVALUATION

TASK TITLE Keep a Log		TASK NUMBER P- 101	
ITEM	PERFORMANCE STEP DESCRIPTION	SCORE (Check One Only)	
		PASS	Fail
	For each of the 10 event/actions the student:	<input type="checkbox"/> P	<input type="checkbox"/> F
1	Logs the time and event	<input type="checkbox"/> P	<input type="checkbox"/> F
2	Writes legibly and completely	<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
STUDENT'S NAME & CAPID		TASK STATUS <input type="checkbox"/> PASS	
EVALUATOR'S NAME & CAPID		TITLE	
EVALUATOR'S SIGNATURE		DATE	

SINGLE TASK EVALUATION

TASK TITLE DEMONSTRATE THE ABILITY TO ESCORT DIGNITARIES AND VISITORS AT MISSION SITES		TASK NUMBER P- 2002	
ITEM	PERFORMANCE STEP DESCRIPTION	SCORE (Check One Only)	
		PASS	Fail
1	Does the student take the appropriate actions for each type of visitor?	<input type="checkbox"/> P	<input type="checkbox"/> F
2	Does the student understand whom the only members authorized to release information regarding the mission is?	<input type="checkbox"/> P	<input type="checkbox"/> F
3	Does the student understand he/she is representing CAP and politeness and professionalism is important to their duty?	<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
STUDENT'S NAME & CAPID		TASK STATUS <input type="checkbox"/> PASS	
EVALUATOR'S NAME & CAPID		TITLE	
EVALUATOR'S SIGNATURE		DATE	

SINGLE TASK EVALUATION

TASK TITLE DEMONSTRATE THE ABILITY TO PROCESS INCOMING RESOURCES FOR USE ON MISSIONS		TASK NUMBER P- 2003	
ITEM	PERFORMANCE STEP DESCRIPTION	SCORE (Check One Only)	
		PASS	Fail
1	Did the student check the correct credentials?	<input type="checkbox"/> P	<input type="checkbox"/> F
2	Did the student correctly sign in the aircraft and vehicles?	<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
STUDENT'S NAME & CAPID		TASK STATUS <input type="checkbox"/> PASS	
EVALUATOR'S NAME & CAPID		TITLE	
EVALUATOR'S SIGNATURE		DATE	

SINGLE TASK EVALUATION

TASK TITLE DEMONSTRATE COLLECTION AND UPDATING OF INCIDENT STATUS INFORMATION		TASK NUMBER P- 2005	
ITEM	PERFORMANCE STEP DESCRIPTION	SCORE (Check One Only)	
		PASS	Fail
1	Provide the student with several CAF Forms 104 and 109 and have the student collect and post the information. Can the student locate and post?	<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
2	Using flight and ground information, have the student collect financial data using the procedures of that particular Wing.	<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
3	Have the student collect resource information on members and resources for presentation to the Plans Section.	<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
STUDENT'S NAME & CAPID		TASK STATUS <input type="checkbox"/> PASS	
EVALUATOR'S NAME & CAPID		TITLE	
EVALUATOR'S SIGNATURE		DATE	

SINGLE TASK EVALUATION

TASK TITLE BASIC COMMUNICATIONS PROCEDURES FOR ES OPERATIONS		TASK NUMBER L- 0001	
ITEM	PERFORMANCE STEP DESCRIPTION	SCORE (Check One Only)	
		PASS	Fail
1	Listen before transmitting	<input type="checkbox"/> P	<input type="checkbox"/> F
2	Demonstrate calling procedures including call signs	<input type="checkbox"/> P	<input type="checkbox"/> F
3	Demonstrate use/understanding of basic prowords	<input type="checkbox"/> P	<input type="checkbox"/> F
4	Demonstrate understanding of radio equipment including finding local repeater/simplex	<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
		<input type="checkbox"/> P	<input type="checkbox"/> F
STUDENT'S NAME & CAPID		TASK STATUS <input type="checkbox"/> PASS	
EVALUATOR'S NAME & CAPID		TITLE	
EVALUATOR'S SIGNATURE		DATE	