1. **Attachment C-1: Family Assistance Center (FAC) Staff Checklists**

Table of Contents

[FAC DIRECTOR 5](#_Toc111450276)

[SAFETY OFFICER 9](#_Toc111450277)

[ASSISTANT SAFETY OFFICER – MENTAL HEALTH 11](#_Toc111450278)

[LIAISON OFFICER 13](#_Toc111450279)

[FACILITY LIAISON 15](#_Toc111450280)

[FAC PUBLIC INFORMATION OFFICER 16](#_Toc111450281)

[OPERATIONS SECTION CHIEF 19](#_Toc111450282)

[RECEPTION BRANCH DIRECTOR 21](#_Toc111450283)

[REGISTRATION GROUP SUPERVISOR 23](#_Toc111450284)

[REGISTRATION GROUP STAFF 25](#_Toc111450285)

[FAMILY HOST GROUP SUPERVISOR 27](#_Toc111450286)

[SERVICES BRANCH DIRECTOR 29](#_Toc111450287)

[MENTAL HEALTH SERVICES GROUP SUPERVISOR 31](#_Toc111450288)

[MENTAL HEALTH SERVICES STAFF 33](#_Toc111450289)

[SPIRITUAL CARE UNIT LEADER 35](#_Toc111450290)

[SPIRITUAL CARE STAFF 36](#_Toc111450291)

[PUBLIC HEALTH SERVICES GROUP SUPERVISOR 37](#_Toc111450292)

[SOCIAL SERVICES GROUP SUPERVISOR 39](#_Toc111450293)

[CHILDCARE UNIT LEADER 41](#_Toc111450294)

[INFORMATION BRANCH DIRECTOR 43](#_Toc111450295)

[COMMUNICATIONS CENTER LEADER 45](#_Toc111450296)

[VICTIM STATUS GROUP SUPERVISOR 47](#_Toc111450297)

[NOTIFICATION GROUP SUPERVISOR 49](#_Toc111450298)

[NOTIFICATION STAFF 51](#_Toc111450299)

[SECURITY BRANCH DIRECTOR 53](#_Toc111450300)

[LOGISTICS SECTION CHIEF 56](#_Toc111450301)

[RESOURCES BRANCH DIRECTOR 59](#_Toc111450302)

[FACILITIES GROUP SUPERVISOR 61](#_Toc111450303)

[FACILITIES GROUP STAFF 63](#_Toc111450304)

[EQUIPMENT AND SUPPLIES UNIT LEADER 64](#_Toc111450305)

[EQUIPMENT AND SUPPLIES STAFF 67](#_Toc111450306)

[FOOD AND WATER UNIT LEADER 69](#_Toc111450307)

[PERSONNEL GROUP SUPERVISOR 71](#_Toc111450308)

[PERSONNEL GROUP STAFF 73](#_Toc111450309)

[VOLUNTEER COORDINATION UNIT LEADER 75](#_Toc111450310)

[ORDERING BRANCH DIRECTOR 77](#_Toc111450311)

[PLANNING SECTION CHIEF 79](#_Toc111450312)

[DOCUMENTATION UNIT LEADER 81](#_Toc111450313)

[SITUATIONAL AWARENESS UNIT LEADER 83](#_Toc111450314)

[DEMOBILIZATION UNIT LEADER 85](#_Toc111450315)

[FINANCE SECTION CHIEF 87](#_Toc111450316)

[INVESTIGATIVE SECTION CHIEF 89](#_Toc111450317)

\* IC/UC refers to Incident Command/Unified Command

Figure 1: Minimum Service Level for a Family Assistance Center

**IC/UC**

\* IC/UC refers to Incident Command/Unified Command

Figure 2: Expanded Service Level for a Family Assistance Center

# FAC DIRECTOR

|  |
| --- |
| **Mission**: The mission of the Family Assistance Center (FAC) Director is to provide overall direction to the activation, operation, and demobilization of the FAC. This includes developing and implementing strategic goals and objectives; approving and releasing resources; and performing any functions not assigned or delegated. |
| PRE-ACTIVATION |
| Obtain a full briefing of the incident from the incident commander (IC) and/or emergency operations center (EOC).  Coordinate with the lead staffing agency of the FAC to review the activation sequence for the FAC.  Coordinate with the EOC to determine staffing requirements for the FAC.  Ensure that command staff have a clear understanding of the incident objectives, their role, and the flow of operations.  Working with the FAC Command Staff and/Logistics Section personnel, develop the physical layout of the FAC and prepare a facility diagram showing the location of all FAC units and workstations.  Estimate the resource types and quantities required for initial FAC activation.  If required, arrange for augmentation of the host facility infrastructure.  Advise IC and the local EOC when FAC is ready for activation. |
| ACTIVATION |
| Upon arrival at the FAC site, ensure all necessary support areas and staff have been identified and are prepared for client arrival. If staff have not yet arrived, assume responsibility for: checking in staff at the personnel check-in station in the reception area. Receive your assignment, materials, cell phone/radio, reporting location/station, reporting time, and any special instructions. Review the layout of the FAC.  Obtain and display appropriate credentials such as a badge provided by FAC staff and agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Review the position checklist and any special instructions about the EOC, including:  The level and type of service needed based on the incident.  FAC staff organization charts.  Staffing needs; initiate requests for staff.  The incident-specific ICS structure.  Expectations, needs, and challenges.  Activate the Family Assistance Base Plan.  Ensure that staff have a clear understanding of the incident objectives, roles, and the flow of operations.  Conduct an initial briefing with FAC staff that may include the following:  Review completed ICS 201 form.  Synopsis of the incident.  Priorities and objectives.  Code of conduct.  Facility logistics and layout.  Synopsis of services provided at the FAC, including for people with disabilities/access and functional needs.  Staffing organization and work tasks.  Date, time, and location that the FAC will be activated.  Resources available for maintaining situational awareness (e.g., the FAC Information Branch, FAC operational documents, local activated EOCs).  Ensure that staff have a clear understanding of the incident objectives, roles, and the flow of operations.  Ensure key stakeholders and officials are notified of the FAC activation including the location, estimated dates, and hours of operation.  Coordinate with the FAC Public Information Officer (PIO) and Liaison Officer to prepare a press release to announce FAC activation through media outlets and social media.  Work with the Equipment and Supplies Unit to establish an information hotline for families of victims to call regarding FAC services. Ensure that information is accessible by people with disabilities/access and functional needs. Consider potential language needs, based on the situation. Include hotline information in any press releases. Information provided should include:  Synopsis of the incident.  Synopsis of the services provided at the FAC.  Date, time, and location that the FAC will be activated.  Type of information that families will be asked to provide at the FAC (e.g., government-issued identification, description of victim including date of birth).  Identify and assign a Family Briefing Facilitator.  Identify a Facility Liaison, if applicable, to coordinate needs and questions related to the facility to facility management.  Coordinate with ICS Command and General Staff to provide activation information to responding staff:  Reporting time.  Travel instructions.  Any special communications instructions.  Ensure that the management organization (the ICS structure) is established and communicated to all staff. Ensure that FAC Command Staff and Section Chiefs have (at minimum) reviewed the local Family Assistance Plan and are familiar with the resources provided in the FAC.  Review FAC site plan, if available. Oversee and direct set-up of FAC site. Direct the Operations Section Chief to initiate set-up of staff registration.  In coordination with the IC (or designee), establish communications procedures and protocols for the transmittal of information that affects, or may affect, FAC operations.  Designate the people by position title (e.g., Liaison Officer) who have authority to request or transmit information between the FAC and IC.  Specify the means of communication to be employed (e.g., landline, cell) and record applicable contact information.  Specify a schedule for regular updates.  If conference calls are scheduled, identify the people by position who should participate and document contact information.  Document agreed-upon procedures in initial and subsequent Incident Action Plans.  Maintain a communications log noting the dates, times, and name/title of the initiator and receiver as well as the subject of the communication.  Document all communications using ICS Form 213 (hard copy or electronic).  Establish contact and communications protocols with the EOC. Regularly scheduled communications should include:  General information sharing concerning the incident.  Overall incident management.  Information concerning the operational status of the FAC.  Establish contact and communications protocols with the Incident Commander at the incident site(s).  Oversee just-in-time training. Review position checklists for and become familiar with the mission of the positions that report to you (Command Staff and Section Chiefs).  Conduct initial Command Staff meeting/briefing. Ensure the preparation of the initial Incident Action Plan.  Upon recommendation from Section Chiefs and Safety Officers that the FAC is ready for operations, officially activate the FAC and notify the EOC and the IC that the FAC is activated. |
| OPERATION |
| Exercise responsibility for overall operation of the FAC.  Maintain communications with the IC. Provide periodic status reports to the EOC.  Coordinate activity for all Command Staff and Section Chiefs.  Identify, review, and communicate goals and objectives for FAC operation with Command Staff and Section Chiefs (see ICS 201 form).  Provide direction to Command Staff and Section Chiefs as needed.  Ensure accurate information, and equal access to that information, is released in a timely manner through the FAC PIO.  Coordinate with key stakeholders and officials through the Liaison Officer.  Coordinate with the Safety Officer to ensure the continued safety of facilities and staff.  Establish a meeting schedule. Conduct ongoing meetings with Command Staff and Section Chiefs.  Ensure coordination of Command/Section Chief planning meetings on a regular basis to communicate information concerning FAC operations, status of the recovery effort, and other information of importance. At a minimum, the following staff meetings are recommended:  An “all FAC staff” meeting once per operational period.  Two command staff meetings, one near the beginning and one near the end of each operational period.  Section and unit meetings at the discretion of the Section Chief/Unit Leader.  Ensure the coordination of family briefings.  Maintain communications with the IC. Provide periodic status reports to the EOC.  Approve requests for additional resources or for the release of resources from the Logistics Section Chief.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming FAC Director at shift change. |
| DEMOBILIZATION |
| In coordination with the Family Assistance Planning Section Chief and the EOC, determine that the FAC can be demobilized.  Conduct a demobilization meeting with Command Staff and Section Chiefs. Advise the EOC and Incident Commander of the date/time of demobilization. Coordinate with the representative of the FAC site facility owner, as necessary.  Conduct a demobilization briefing with all FAC staff.  Return equipment and unused supplies issued by the FAC to Logistics.  Arrange for the return of any agency-owned equipment (computers, etc.).  Ensure that your activity log (ICS Form 214) is given to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

# SAFETY OFFICER

|  |
| --- |
| **Mission**: The mission of the Safety Officer is to protect the facility and staff in the Family Assistance Center (FAC). The Safety Officer reports to the FAC Director. The Safety Officer reports to the FAC Director. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, cell phone/radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.  Obtain and display appropriate credentials such as a badge provided by FAC staff and agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Confer with FAC Director and/or previous Safety Officer on the status of the FAC.  Conduct site inspection:  Inspect all cabling, wiring, and installed electrical devices.  Inspect all workstations and common areas for danger from falling objects.  Inspect for the presence of dangerous/hazardous chemicals or other materials.  Ensure that fire detection/suppression/warning systems are operable.  Inspect for trip-and-fall hazards.  Prepare or review the FAC evacuation plan.  Attend just-in-time training, if required. Review your position checklist to determine and prioritize duties.  Review or develop the FAC security plan. Address any challenges or concerns related to safety.  Receive an initial briefing that may include the following:  Review of completed ICS 201 form.  Synopsis of the incident.  Priorities and objectives.  Code of conduct.  Facility logistics and layout.  Synopsis of the services provided at the FAC including for people with disabilities/access and functional needs; emphasize the quality care of families.  Staffing organization and work tasks.  The date, time, and location that the FAC will be activated.  Resources available for maintaining situational awareness (e.g., the FAC Information Branch, local activated EOCs).  Ensure appropriate safety information is included in just-in-time training for FAC staff.  Conduct site inspection:  Inspect all cabling, wiring, and installed electrical devices.  Inspect all workstations and common areas for danger from falling objects.  Inspect for the presence of dangerous/hazardous chemicals or other materials.  Ensure that fire detection/suppression/warning systems are operable.  Inspect for trip-and-fall hazards.  Prepare a FAC evacuation plan. Identify evacuation routes and ensure that evacuation routes are clearly marked. Identify an assembly site in a safe location. Establish procedures for evacuation of people with disabilities/access and functional needs.  Identify a first aid area. Identify fire/EMS entrance/exit routes in coordination with law enforcement.  In conjunction with Logistics and the Public Health Services Group, prepare a Medical Plan for the FAC (ICS Form 206).  In coordination with the appropriate building and safety authority, inspect all installed power and cabling infrastructure. Test all systems and equipment to ensure they are fully operational.  Ensure that any unsafe conditions are reported to the FAC Director and remediated.  Advise the FAC Director when the FAC is safe for occupancy/operation.  Request additional resources as needed. |
| OPERATION |
| Review the Incident Action Plan for safety implications.  Continuously monitor conditions in the FAC to ensure a safe environment.  Conduct periodic “walk-through” inspections of public areas and workstations to ensure a continued safe environment.  Immediately advise the FAC Director of any unsafe or potentially unsafe conditions. Coordinate the remediation of any unsafe or potentially unsafe conditions.  Attend Command/Section Chief planning meetings.  Attend family briefings, as requested and appropriate.  Ensure all FAC activities are conducted safely with adherence to appropriate practices and procedures.  Ensure that staff wear the appropriate protective equipment.  Serve as point of contact for law enforcement and fire/EMS regarding safety and security issues.  Maintain Unit/Activity Log (ICS Form 214).  Participate in meetings and briefings as needed.  Complete, distribute, and update as needed the Safety Message/Plan (ICS 208).  Brief incoming FAC Safety Officer at shift change and jointly conduct facility walk-through safety inspection. |
| DEMOBILIZATION |
| Review the Demobilization Plan for safety implications.  Monitor the demobilization process to ensure safe practices, including:  Disconnecting and removing electrical devices.  Disconnecting and removing temporary wiring or cabling installed to support FAC operations.  Removing any heavy equipment or supplies.  Removing/disposing of any medical waste or other hazardous material from the site.  Conduct demobilization meeting with staff assigned to you.  Ensure that equipment and unused supplies are returned to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in assigned equipment. |

### ASSISTANT SAFETY OFFICER – MENTAL HEALTH

|  |
| --- |
| **Mission:** The mission of the Assistant Safety Officer – Mental Health is to ensure and support the emotional, psychological, and spiritual needs for Family Assistance Center (FAC) staff and clients as a liaison between the Safety Officer and the Mental Health Services Group Supervisor. The Assistant Safety Officer – Mental Health reports to the Safety Officer. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, cell phone/radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.  Obtain and display appropriate credentials such as a badge provided by FAC staff and agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training if required. Review your position checklist to determine and prioritize duties.  Make contact with the Safety Officer and Mental Health Services Group Supervisor to identify common goals and reporting processes.  Ensure the services of your role are acknowledged in staff briefings, and ensure staff are aware of your purpose and support services.  Report to the Resources Branch to obtain computers and/or other electronic equipment; workstation telephone numbers; and information about web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Ensure that any unsafe conditions are reported to the Safety Officer and remediated.  Request additional resources as needed. |
| OPERATION |
| Help coordinate family and staff counseling services, including managing and staffing of emotional, mental, and spiritual services. Develop and maintain a strategy to replenish and provide breaks for personnel.  Refer staff to the Local Mental Health Authority or other 24-hour hotlines as needed.  Continuously monitor conditions in the FAC to ensure a safe environment.  Conduct periodic “walk-through” inspections of public areas and workstations.  Immediately advise the Safety Officer of any unsafe or potentially unsafe conditions that arise. Coordinate the remediation of any unsafe or potentially unsafe conditions.  Attend Command/Section Chief planning meetings.  Attend family briefings, as requested and appropriate.  Provide mental health, spiritual, and psychological first aid.  Ensure that FAC staff have an opportunity to be debriefed and/or to receive counseling individually or in a group setting at the end of their shift and as requested.  Maintain Unit/Activity Log (ICS Form 214).  Participate in meetings and briefings as needed.  Brief incoming Assistant Safety Officer – Mental Health at shift change. |
| DEMOBILIZATION |
| Review the Demobilization Plan for safety implications.  Conduct demobilization meeting with staff assigned to you.  Ensure all staff are aware of mental health resources after demobilization.  Ensure that equipment and unused supplies are returned to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Complete your activity log. Turn in all activity logs (ICS Form 214) to the Documentation Unit.  Sign out at the personnel check-out station. Turn in assigned equipment. |

# LIAISON OFFICER

|  |
| --- |
| **Mission:** The mission of the Liaison Officer is to function as the point of contact for representatives of other governmental agencies, NGOs, and/or the private sector to provide input on their agency’s policies, resources availability, and other incident-related matters. The Liaison Officer reports to the Family Assistance Center (FAC) Director and oversees the Facility Liaison. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.  Obtain and display appropriate credentials such as a badge provided by FAC staff and agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Receive an initial briefing that may include the following:  Review completed ICS 201 form.  Brief synopsis of the incident.  Priorities and objectives.  Code of Conduct.  Facility logistics and layout.  Brief synopsis of services provided at the FAC including for people with disabilities/access and functional needs; emphasize the quality care of families.  Staffing organization and work tasks.  The date, time, and location that the FAC will be activated.  Resources available for maintaining situational awareness (e.g., the FAC Information Branch, local activated EOCs).  Coordinate with the FAC Director to ensure key stakeholders and officials are notified of the FAC activation including the location, estimated dates, and hours of operation.  Coordinate with the FAC PIO and FAC Director to prepare a press release to announce FAC activation through media outlets and social media.  Coordinate with the FAC PIO and FAC Director to disseminate FAC operations information to local agencies with responsibilities to provide information to the public such as social service networks, 211, citizen hotlines, etc. Consider establishing an information hotline for families of victims to call regarding FAC services. Ensure that information is accessible by people with disabilities/access and functional needs. Information provided should include:  Brief synopsis of the incident.  Brief synopsis of the services provided at the FAC.  The date, time, and location that the FAC will be activated.  The type of information that families will be asked to provide at the FAC (e.g., government-issued identification, description of the victim including date of birth, etc.).  Attend just-in-time training if required. Review your position checklist to determine and prioritize duties.  Coordinate with external agency liaisons as necessary to ensure seamless response including:  Maintain a current roster of all external liaison personnel in the FAC.  Establish a work area for liaison personnel.  Determine and document the mission/role of each external agency responding.  Develop a meeting schedule and conduct meetings with external liaison personnel as necessary.  Facilitate the exchange of information between external liaison personnel and FAC units as necessary.  Ensure the FAC Director is kept informed of which external agencies are represented in the FAC.  Establish contact with the Liaison Officer in the EOC.  If designated by the FAC Director, establish contact with the Facility Liaison to discuss the use of the facility for the FAC.  Request additional resources as needed.  Contact all supervisory personnel (Command Staff, Section Chiefs, group/unit supervisors) at the FAC:  Identify yourself as the contact point for outside agencies.  Provide your cell phone and landline numbers.  Report to the FAC Director when this is complete. |
| OPERATION |
| Receive briefing from the FAC Director regarding expectations, goals, and objectives.  Maintain a list of assisting and cooperating agencies/organizations, including all agencies/organizations represented in the FAC. Keep partner agencies/organizations briefed on FAC status. Provide this information to the FAC Director.  Relay requests, questions, and concerns from FAC staff to agency representatives and from agency representatives to FAC staff.  Attend Command/Section Chief planning meetings.  Attend family briefings, as requested and appropriate.  Notify the FAC Director of significant events/occurrences related to your position.  Coordinate and conduct briefings for visiting VIPs as directed by the FAC Director.  Participate in meetings and briefings as needed.  Monitor FAC operations to identify current or potential inter-agency organizational problems.  Maintain Unit/Activity Log (ICS Form 214). |
| DEMOBILIZATION |
| Communicate demobilization information with relevant agencies/organizations. Ensure that information regarding follow-on services is clearly communicated to key stakeholders.  Conduct a demobilization meeting with staff assigned to you.  Ensure that equipment and unused supplies are returned to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in any assigned equipment. |

### FACILITY LIAISON

|  |
| --- |
| **Mission:** The mission of the Facility Liaison is to be the point of contact for the host facility to coordinate with Family Assistance Center (FAC) Operations, specifically through the Liaison Officer. This position reports to the Liaison Officer. |
| ACTIVATION |
| Upon arrival at the FAC site, make contact with the Liaison Officer and FAC Director.  Display appropriate credentials such as a badge provided by the host facility.  Conduct a briefing with the Liaison Officer, FAC Director, and Safety Officer to review the operations of the FAC.  Ensure all primary points of contact (Liaison, Director, Safety) are aware of your contact information and methods.  Coordinate with the FAC Director to determine FAC activation details including the location, estimated dates, and hours of operation.  Ensure the FAC Public Information Officer (PIO) has all necessary operating information to inform the public.  Identify a frequency of operating updates with the Liaison Officer. |
| OPERATION |
| Receive briefings from the Liaison Officer regarding expectations, goals, and objectives.  Notify the Liaison Officer of significant events/occurrences related to your facility.  Notify the Safety Officer of any potential or ongoing safety hazards.  Participate in meetings and briefings as needed.  Monitor FAC operations to identify current or potential facility problems.  Maintain Unit/Activity Log (ICS Form 214). |
| DEMOBILIZATION |
| Determine demobilization information with the Liaison Officer and FAC Director.  Conduct a demobilization meeting with any facility staff assigned to you.  Ensure that equipment and unused supplies are returned to the Logistics Section.  Ensure the return of any facility-owned equipment (computers, etc.).  Sign out at the personnel check-out station. Turn in any assigned equipment. |

# FAC PUBLIC INFORMATION OFFICER

|  |
| --- |
| **Mission:** The Family Assistance Center (FAC) Public Information Officer (PIO) is responsible for developing and releasing information about the FAC to news media, incident personnel, and other appropriate agencies and organizations. The FAC PIO reports to the FAC Director in coordination with the FRC PIO and the Joint Information Center (JIC). |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.  Obtain and display appropriate credentials such as a badge provided by FAC staff and agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review your position checklist to determine and prioritize duties.  Receive an initial briefing that may include the following:  Review completed ICS 201 form.  Synopsis of the incident.  Priorities and objectives.  Code of Conduct.  Facility logistics and layout.  Synopsis of the services provided at the FAC, including for people with disabilities/access and functional needs; emphasize the quality care of families.  Staffing organization and work tasks.  The date, time, and location that the FAC will be activated.  Resources available for maintaining situational awareness (e.g., the FAC Information Branch, local activated EOCs).  Coordinate with the Liaison Officer and FAC Director to ensure key stakeholders and officials are notified of the FAC activation including the location, estimated dates, and hours of operation.  Coordinate with the Liaison Officer and FAC Director to prepare a press release to announce FAC activation through media outlets and social media.  Coordinate with the FAC Director and Liaison Officer to provide FAC information to local agencies with responsibilities to provide information to the public such as social service networks, 211, citizen hotlines, etc. Provide information to telephone banks, community organizations, media, government agencies, foreign diplomatic corps representatives, etc. Ensure that information is accessible to people with disabilities/access and functional needs. Information provided should include:  A synopsis of the incident.  A synopsis of the services provided at the FAC.  The date, time, and location that the FAC will be activated.  The type of information that families will be asked to provide at the FAC (e.g., government-issued identification, description of the victim including date of birth).  Develop a one-page document that includes instruction and guidance for family members on what to expect and how to interface with the media. The FAC Toolkit contains a communications tool that includes guidance on family briefings and interactions with the media.  Work with the FAC Director and Facility Liaison to establish a separate media area and ensure the media are informed of its location. Request security to be assigned to the media area.  Develop and disseminate a set of rules of engagement for media personnel at the FAC. For example, one rule would say that media personnel are not permitted inside the FAC.  Develop standardized messages and briefing templates for use in media briefings and for informing political officials. Ensure that these “canned” messages are developed in coordination with local emergency management officials, mental health professionals, and other key stakeholders.  Establish contact with the PIO in the emergency operations center (EOC) and/or JIC.  Develop and execute a strategy for the management of public information, including communications with political officials, the media, and the public. Ensure that political officials are provided information regarding the FAC mission and objectives. Ensure that the public information strategy accommodates people with disabilities/access and functional needs. Submit this strategy to the FAC Director.  Ensure that a media center is established near the FAC (e.g., on the opposite side of the parking lot). Establish and maintain a regular briefing schedule with the media. Share rules of engagement at the beginning of each briefing. Maintain a list of media at the media center.  Ensure that an information telephone line is established for families that are not at the FAC.  Request additional resources as needed. |
| OPERATION |
| Receive briefing from the FAC Director regarding expectations, goals, and objectives.  Coordinate the release of all information to the public, the media, and other outside agencies. Ensure that Command Staff and Section Chiefs have copies of media releases.  Ensure that a one-page document that contains instruction and guidance for family members at the FAC on what to expect and how to interface with the media is disseminated to arriving family members. Ensure that families have an opportunity to ask questions regarding media management and engagement.  Oversee operations for the information line for families not at the FAC.  Maintain communications with the incident site and EOC/JIC PIOs.  Attend Command/Section Chief planning meetings and participate in other meetings and briefings as needed.  Ensure that information regarding memorial services is communicated to key stakeholders.  Instruct all FAC supervisory personnel (Section Chiefs, Command Staff, group/team leaders) to refer media requests to the PIO, and to not answer questions from the media.  Establish yourself as a contact person for media arriving at the FAC. Direct media to the designated area.  Respond to media requests for information. Refer media inquiries to appropriate sources of information.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming FAC PIO at shift change. |
| DEMOBILIZATION |
| Communicate demobilization information with political officials, the media, and the public. Ensure that information regarding follow-on services is clearly communicated to key stakeholders.  Coordinate demobilization of the media center and information phone line. Ensure that an alternate point of contact is provided for inquiries made after the FAC is demobilized.  Conduct a demobilization meeting with staff assigned to you.  Ensure that equipment and unused supplies are returned to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs of your subordinates and complete your own. Turn in all activity logs (ICS Form 214) to the Documentation Unit.  Sign out at the personnel check-out station. Turn in any assigned equipment. |

# OPERATIONS SECTION CHIEF

|  |
| --- |
| **Mission:** The mission of the Operations Section Chief is to manage Family Assistance Center (FAC) on-scene operations to meet the incident objectives established by the FAC Director. The Operations Section Chief oversees the Chiefs of the Reception, Services, Information, and Security Branches and reports to the FAC Director. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.  Obtain and display the badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of the branches that report to you.  Review position checklists for subordinate positions. Make task/job assignments by initiating the following:  Appoint a Reception Branch Director, Services Branch Director, Information Branch Director, and Security Branch Director.  Coordinate with each branch director to support the development of a strategy to carry out the mission of his/her branch.  Request additional staff, as necessary.  Ensure that staff has a clear understanding of the incident objectives, their role, and the flow of operations.  Receive an initial briefing that may include the following:  Review completed ICS 201 form.  Synopsis of the incident.  Priorities and objectives.  Code of Conduct.  Facility logistics and layout.  Synopsis of the services provided at the FAC, including for people with disabilities/access and functional needs.  Staffing organization and work tasks.  The date, time, and location that the FAC will be activated.  Resources available for maintaining situational awareness (e.g., the FAC Information Branch, local activated EOCs).  Ensure that staffing is adequate per staffing guidelines.  Monitor and provide direction as needed. Coordinate with branch directors to ensure that they understand their mission and have the resources to accomplish it.  Request additional resources as needed. |
| OPERATION |
| Ensure that sufficient resources are available to support the ongoing operations of your section.  Provide direction and supervision to subordinate staff. Develop and communicate a meeting schedule for Operations Section staff. Conduct meetings as outlined in the schedule.  Attend Command/Section Chief planning meetings. During the meetings, be prepared to provide a status update of Operations Section activities.  Support the FAC PIO with obtaining the necessary information for the family briefings.  Working with Command Staff and Section Chiefs, participate in the development and revision of the Incident Action Plan.  Make changes as necessary to Operations Section organizational structure, staffing assignments, and procedures.  Monitor activities within the following branches and report the current status and unusual events on a timely basis to Command Staff:  Reception Branch.  Services Branch.  Information Branch.  Security Branch.  Provide regular updates of the number of victims transported to hospitals, the number of decedents, and the number of missing persons associated with the incident to the Planning Section Chief.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming Operations Section Chief at shift change. |
| DEMOBILIZATION |
| Communicate demobilization information with Operations Section staff. Ensure that information regarding follow-on services is clearly communicated.  Support the demobilization of each branch under the Operations Section.  Conduct a demobilization meeting with staff assigned to you.  Ensure that equipment and unused supplies are returned to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs of your subordinates and complete your own. Turn in all activity logs (ICS Form 214) to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in assigned equipment. |

### RECEPTION BRANCH DIRECTOR

|  |
| --- |
| **Mission:** The Reception Branch is responsible for coordinating family and staff registration operations. The Reception Branch provides intake services for arriving families and maintains a database of all families and staff who arrive at the Family Assistance Center (FAC). The Reception Branch includes two groups: the Registration Group and the Family Host Group. Responsibilities also include the ordering of necessary resources (e.g., tables, chairs, food, supplies) for subordinate groups. The Reception Branch Director reports to the Operations Section Chief. |
| ACTIVATION |
| ***NOTE****: The Reception Branch is responsible for the registration of all FAC staff and families and must be among the first to arrive*.  Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.  Obtain and display the badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of the groups that report to you:  Registration Group.  Family Host Group.  Advise group supervisors to review their group’s position checklists with their staff, familiarize staff with layout of their area, and review key processes or documentation that may help accomplish their mission.  Ensure staff are familiar with the location of key resources, including FAC forms (in family check-in area), registration spreadsheets (on computers in staff and family check-in areas), and layout (in check-in area).  Monitor and provide direction as needed.  Coordinate with Registration Group Supervisor to review registration and flow strategy based on the layout of the facility and objectives of the FAC. Coordinate with the Family Host Group Supervisor to develop a strategy to maintain a comfortable environment for family members.  Request additional resources as needed. |
| OPERATION |
| Ensure the Registration Group Supervisor has directed their staff to coordinate with the disabilities and access and functional needs unit staff, greeters, and other support service providers to accommodate family members.  Ensure that the Registration Group Supervisor has provided just-in-time training for late-arriving staff.  Receive completed FAC forms from the Registration Group. Ensure that completed forms are submitted to the Information Branch Director.  Inform Operations Section Chief of activities.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Brief incoming Reception Branch Director if a subsequent operational period is scheduled.  Conduct briefings to ensure understanding of the current Incident Action Plan.  Participate in meetings and briefings as needed. |
| DEMOBILIZATION |
| Communicate demobilization information to staff. Ensure that information regarding follow-on services is clearly communicated.  Conduct a demobilization meeting with staff assigned to you.  Ensure that equipment and unused supplies are returned to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in assigned equipment. |

#### REGISTRATION GROUP SUPERVISOR

|  |
| --- |
| **Mission:** The Registration Group is responsible for ensuring the registration of families and Family Assistance Center (FAC) staff. This includes verifying families’ identification and ensuring that families requesting accommodations receive appropriate access to services, waiting area assignments, and FAC forms. The Registration Group coordinates with the Security Branch to support badging operations. The Registration Group Supervisor reports to the Reception Branch Director. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your group and the tasks for those who report to you:  Check-in Specialists.  Greeters.  Review your group’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  Ensure staff are familiar with the locations of key resources including FAC forms (in family check-in area), registration spreadsheets (on computers in staff and family check-in areas), and layouts (in check-in area).  Coordinate with the Security Branch to ensure that staff are present at check-in to support the enforcement of badging.  Coordinate with the Family Host Group Supervisor to develop a strategy to maintain a comfortable environment for families.  Brief Registration Group staff and make task/job assignments.  Request additional staff, as necessary.  Ensure at least one Check-in Specialist is assigned to the staff check-in area and at least one Check-in Specialist is always assigned to the family check-in area. Adjust staffing based on need.  Ensure Greeters know where to refer family members who request support. ***Greeters should not provide support services (e.g., counseling)***. Instead, they should refer families to the applicable provider.  Ensure Registration Group staff understand FAC forms and that completed forms should be submitted to the Reception Branch Director. Advise that FAC forms containing sensitive information may not be left unattended.  If needed, assign a staff member to monitor the check-in line to prevent congestion.  Ensure that late-arriving staff receive just-in-time training for their position following registration.  Monitor and provide direction as needed.  Request additional resources as needed. |
| OPERATION |
| Communicate with, organize, and prepare assignments for subordinate personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel.  Develop a strategy to ensure that the activities of Registration Group personnel are coordinated. Ensure that Check-in Specialists, Greeters, Family Hosts, and FAC staff who monitor the check-in line are familiar with one another and are working in a coordinated fashion.  Inspect and organize the registration area by completing the following:  Ensure proper placement of chairs, tables, signage, etc.  Ensure the provision of signage that displays the universal symbol for the sign language interpreter.  Ensure signage indicates persons seeking support in other languages are accommodated.  Check supplies.  Ensure adequate quantity of sign-in sheets, arriving/departing personnel databases, and FAC forms.  Ensure that Check-in Specialists register arriving family members per their position checklist.  *Special Instructions for family registration area:*  Request resources to ensure that any requests from people with disabilities/access and functional needs are met. This may include the following:  Acquiring special equipment for people with physical disabilities, visual impairments, hearing impairments, mental disabilities, intellectual disabilities, and/or learning disabilities;  Acquiring personnel with special skills not included in the current staffing complement;  Acquiring or setting aside dedicated space, e;g;, childcare center or play area; and  Ensuring that a general announcement is made at regular intervals to all people waiting for registration that disability and access and functional needs-related support services will be made available upon request.  Provide an opportunity for incoming family members to identify needs related to disability access and functional needs accommodations (such as the mobility impaired, service animals, minor children, visual or hearing impaired, and those with limited English). Notify the supervisor of requests for assistance to meet the needs of family members and FAC staff with disabilities/access, and/or functional needs.  Ensure that staff asks family members whether they witnessed anything at the incident site. If the family member responds that he/she witnessed something of value, the assigned Family Host should refer him/her to the Security Branch.  Ensure Check-in Specialists provide FAC forms to families. Assign staff to review FAC forms at regular intervals. If FAC forms are incomplete, assign staff to review them with families to ensure they are complete and accurate and to resolve any discrepancies. Ensure that completed FAC forms are submitted to the Reception Branch Director for review and quality assurance.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Maintain, and make available to each FAC section, a roster of families in FAC (name, contact information, etc.).  Inform Reception Branch Director of activities. |
| DEMOBILIZATION |
| Communicate demobilization information with staff. Ensure that information regarding follow-on services is clearly communicated.  Conduct a demobilization meeting with staff assigned to you.  Ensure that equipment and unused supplies are returned to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation, such as position checklists and evaluation forms. Turn in assigned equipment. |

#### REGISTRATION GROUP STAFF

|  |
| --- |
| **Mission:** The Registration Group is responsible for ensuring the registration of families and Family Assistance Center (FAC) staff. This includes verifying families’ identification and ensuring that families that request accommodations receive appropriate access to services, waiting area assignments, and FAC forms. The Registration Group coordinates with the Security Branch to support badging operations. Registration Group Staff report to the Registration Group Supervisor. Staff of this group may serve as check-in specialists or greeters. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required.  Review your position checklist(s), familiarize yourself with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  Ensure you are familiar with the locations of key resources including FAC forms (in family check-in area), registration spreadsheets (on computers in staff and family check-in areas), and layouts (in the check-in area).  Attend Registration Group briefings and receive task/job assignments.  Notify the Registration Group Supervisor if additional staffing support is necessary.  Request additional resources as needed through your supervisor. |
| OPERATION |
| Submit completed forms to the Reception Branch Director. FAC forms containing sensitive information may not be left unattended.  *Special Instructions for check-in specialist/family registration area:*  Register arriving family members using appropriate checklists (family/friend daily sign in sheet, family/friend registration form, minor/adult minor reunification verification forms, etc.).  Request resources to ensure that any requests from people with disabilities/access and functional needs are met. This may include the following:  Acquiring of special equipment for people with physical disabilities, visual impairments, hearing impairments, mental disabilities, intellectual disabilities, and/or learning disabilities.  Acquiring of personnel with special skills not included in the current staffing complement.  Acquiring or setting aside of dedicated space, e.g., childcare center or play area.  Ensuring that a general announcement is made at regular intervals to all people waiting for registration that disability and access and functional needs-related support services will be made available upon request.  Provide an opportunity for incoming family members to identify needs related to disability access and functional needs accommodations (such as the mobility impaired, service animals, minor children, visual or hearing impaired, and those with limited English). Notify the supervisor of requests for assistance to meet the needs of family members and FAC staff with disabilities/access, and/or functional needs.  Ensure that staff asks family members whether they witnessed anything at the incident site. If the family member responds that he/she witnessed something of value, the assigned Family Host should refer him/her to the Security Branch.  Ensure FAC forms are provided to families. Ensure that completed FAC forms are submitted to the Registration Group Supervisor for review and quality assurance.  *Special Instructions for check-in family greeters:*  Ensure you are familiar with referral services and providers. ***You should not provide counseling/support services directly to families.***  Ensure families receive family resource packets.  Greet families and ensure they are aware of the FAC’s purpose, layout, and available services.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate and participate in other meetings and briefings as needed.  Maintain, and make available to each FAC section, a roster of families in the FAC (name, contact information, etc.). |
| DEMOBILIZATION |
| Ensure that equipment and unused supplies are returned to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Participate in the staff demobilization briefing.  Turn in all activity logs (ICS Form 214) to the Registration Group Supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in assigned equipment. |

#### FAMILY HOST GROUP SUPERVISOR

|  |
| --- |
| **Mission**: The Family Host Group provides a compassionate contact for families and ensures that families are aware of the services available at the Family Assistance Center (FAC) and that requests are tracked and addressed. Family Hosts help families complete forms and ensure they have access to needed logistical resources (e.g., a place to sit, refreshments). Ideally one Family Host per family. The Family Host Group Supervisor reports to the Reception Branch Director. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your group.  Review your group’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  Ensure staff are familiar with the location of key resources.  Monitor and provide direction as needed. Ensure staffing is adequate per staffing guidelines.  Brief subordinate staff and make task/job assignments.  Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| Communicate with, organize, and prepare assignments for subordinate personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel.  Direct subordinate staff to partner with a Mental Health Group staff member to follow up with staff and families as needed to ensure that requests are met.  Ensure Family Hosts and their respective family assignment(s) are clearly documented and accurate.  If a family member reports that he/she witnessed something of value related to the incident, ensure the assigned Family Host refers the person to the Security Branch, who will take the person’s name and contact information and basic evidence/information they have.  Coordinate activities of Family Host Group personnel. Ensure a strategy is developed to “hand-off” families during a FAC staff shift change. Ideally, a team of two should be assigned to each family to rotate breaks and off-shift periods.  Inform the Reception Branch Director of activities.  Inspect and organize family areas (e.g., waiting room, mental health area, spiritual care area). Ensure proper placement of chairs, tables, tissues, etc.  Ensure adequate supplies of resources for families (e.g., tissues, chairs.). Determine the types of additional resources that are needed. Communicate resource requests to the supervisor.  Ensure family members are aware of resources available at the FAC. Announce briefing times, available support services, etc. at regular intervals. Clearly display key messages to ensure they are visible.  Receive and store resources for families.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate and participate in other meetings and briefings as appropriate.  Brief the incoming Family Host Group Supervisor if a subsequent operational period is scheduled. |
| DEMOBILIZATION |
| Communicate demobilization information with staff. Ensure information regarding follow-on services is clearly communicated.  Conduct a demobilization meeting with staff assigned to you.  Ensure equipment and unused supplies are returned to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in assigned equipment. |

### SERVICES BRANCH DIRECTOR

|  |
| --- |
| **Mission:** The Services Branch is responsible for the provision of mental health, social services, spiritual care, childcare, public health, and victim services at the Family Assistance Center (FAC). The Services Branch has three groups, the Mental Health Services Group, the Public Health Services Group, and the Social Services Group, and it includes the Spiritual Care and Childcare units. The Services Branch Director reports to the Operations Section Chief. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training if required. Review position checklists for and become familiar with the mission of the groups and units that report to you:  Mental Health Services Group.  Public Health Services Group.  Social Services Group.  Spiritual Care Unit.  Childcare Unit.  Advise group supervisors to review their group’s position checklists with staff, familiarize staff with the layout of their area, and review key processes or documentation helpful in accomplishing their mission.  Report to your assigned workstation. Obtain information and job/task assignment from the Operations Section Chief. Review the FAC Incident Action Plan for the operational period.  Report to the Resources Branch to obtain computers or other electronic equipment; workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Ensure set-up and logistics are complete for subordinate areas.  Ensure staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  Review position checklists for subordinate positions. Brief staff and make task/job assignments.  Appoint a Mental Health Services Group Supervisor.  Appoint a Public Health Services Group Supervisor.  Appoint a Social Services Group Supervisor.  Coordinate with each group supervisor to develop a strategy for delivering services based on the layout of the facility and the objectives of the FAC.  Monitor and provide direction as needed.  Request additional staff and resources as needed. |
| OPERATION |
| Communicate with, organize, and prepare assignments for Services Branch personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel. Make changes as necessary to branch organization, personnel assignments, and method of operation.  Ensure mental health, public health, and social services are readily accessible to families. Follow up to ensure that requests for support are met.  Inform Operations Section Chief of activities.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Brief the incoming Services Branch Director if a subsequent operational period is scheduled.  Conduct briefings to ensure understanding of the current Incident Action Plan.  Participate in meetings and briefings as needed. |
| DEMOBILIZATION |
| Conduct demobilization briefing for staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. |

#### MENTAL HEALTH SERVICES GROUP SUPERVISOR

|  |
| --- |
| **Mission:** The Mental Health Services Group ensures that services are provided for the emotional, mental, and spiritual needs of families and Family Assistance Center (FAC) staff. The Mental Health Services Group oversees and manages spiritual care personnel. The Mental Health Group Supervisor reports to the Services Branch Director. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your group and assigned staff, including the Spiritual Care Unit.  Review your group’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission. Advise the Spiritual Care Unit Leader of his/her unit’s designated area and advise the conduct of a unit-specific briefing. Additional actions are noted below:  Review any key resources, processes, or documentation (e.g., programs, brochures, forms) that may be helpful in accomplishing the mission of the Mental Health Group.  Ensure that Mental Health Group staff understand resources available through the Services Branch (e.g., social services, victim services, public health, and spiritual care) as well as through the Mental Health Group, so resources are effectively communicated to families when appropriate.  Report to the Resources Branch to obtain computers or other electronic equipment; workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Ensure set-up and logistics are complete for subordinate areas.  Contact support services groups to provide resource support as appropriate.  Brief subordinate staff and make task/job assignments.  Monitor and provide direction as needed.  Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| Coordinate family and staff counseling services, including management and staffing of emotional, mental, and spiritual services. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel.  Identify staff members who are bilingual, child specialists, and/or clinicians experienced in working in a crisis and assign them appropriately.  Encourage staff to float to family areas (e.g., waiting area, lines) and assist as needed. Ensure one staff member is always present in the main area to provide support for those taken to designated area.  Refer families to the Local Mental Health Authority or other 24-hour hotlines as needed.  Coordinate with the Registration Group to discuss strategies for providing mental health support to families before, during, and after registration. Assist registration staff and other FAC staff as necessary in identifying any mental health needs requirements of families.  Observe families when arriving and while waiting in the reception area to determine by visual observation if individual family members have mental health support needs.  Provide assistance as requested.  Ensure staff develops a plan for follow-up support to all families requiring services.  Coordinate with the Notification Group to discuss strategies for providing mental health support to families as requested.  Conduct mental health, spiritual, and psychological first aid.  Oversee the Spiritual Care Unit.  Conduct just-in-time sensitivity training for FAC staff who encounter families.  Support coordination efforts for site visits and memorial services (if appropriate).  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Ensure that FAC staff are provided with an opportunity to be debriefed and/or to receive counseling individually or in a group setting at the end of their shift and as requested.  Brief the incoming Mental Health Services Group Supervisor if a subsequent operational period is scheduled. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Ensure all FAC staff are informed of the availability of counseling if requested.  Collect activity logs of your subordinates and complete your own. Turn in all activity logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### MENTAL HEALTH SERVICES STAFF

|  |
| --- |
| **Mission:** The Mental Health Services Group ensures that services are provided for the emotional, mental, and spiritual needs of families and Family Assistance Center (FAC) staff. The Mental Health Services Group oversees and manages spiritual care personnel. The Mental Health Group Staff report to the Mental Health Services Group Supervisor. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training. Review position checklists.  Review your position checklist(s), become familiar with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing your mission. Additional actions are noted below:  Review any key resources, processes, or documentation (e.g., programs, brochures, forms) that may be helpful in accomplishing the mission of the Mental Health Group.  Ensure you understand resources available through the Services Branch (e.g., social services, victim services, public health, and spiritual care) as well as through the Mental Health Group, so resources are effectively communicated to families when appropriate.  Contact support services groups to provide resource support as appropriate.  Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| Coordinate family and staff counseling services, including management and staffing of emotional, mental, and spiritual services.  Float to family areas (e.g., waiting area, lines) and assist as needed. Ensure one staff member is always present in the main area to provide support for those taken to designated area.  Refer families to the Local Mental Health Authority or other 24-hour hotlines as needed.  Observe families when arriving and while waiting in the reception area to determine by visual observation if individual family members have mental health support needs.  Provide assistance as requested.  Develop a plan for follow-up support to all families requiring services.  Conduct mental health, spiritual, and psychological first aid.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  In coordination with your supervisor, ensure you are provided with an opportunity to be debriefed and/or to receive counseling at the end of your shift or upon request. |
| DEMOBILIZATION |
| Attend a demobilization briefing with the Mental Health Services Group.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Turn in all activity logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### SPIRITUAL CARE UNIT LEADER

|  |
| --- |
| **Mission:** The Spiritual Care Unit ensures the provision of spiritual care service and support to Family Assistance Center (FAC) families. The Spiritual Care Unit ensures that the spiritual care provided meets the needs/religious preferences of all families of the FAC. The Spiritual Care Unit Leader reports to the Mental Health Services Group Supervisor. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists.  Report to your assigned workstation. Obtain information and job/task assignment from Mental Health Services Group. Review FAC Incident Action Plan for the Operational period.  Report to the Resources Branch to obtain computers or other electronic equipment; workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Ensure set-up and logistics are complete for the spiritual care area.  Request additional staff and resources as needed. |
| OPERATION |
| Develop and execute a strategy for the provision of spiritual care at the FAC.  Coordinate with the Registration Group to discuss strategies for providing spiritual care support to families before and after registration. Develop a plan for follow-up support to families requiring services.  Encourage staff to float to family areas (e.g., waiting area, lines) and assist as needed/requested. Ensure one staff member is always present in the main area to provide support for those taken to the designated area.  Coordinate with Notification Group on strategies for providing spiritual care support to families as needed.  Support coordination efforts for site visits and memorial services (if appropriate).  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Brief the incoming Spiritual Care Unit Leader if a subsequent operational period is scheduled. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### SPIRITUAL CARE STAFF

|  |
| --- |
| **Mission:** The Spiritual Care Unit ensures the provision of spiritual care service and support to Family Assistance Center (FAC) families. The Spiritual Care Unit ensures that the spiritual care provided meets the needs/religious preferences of all families of the FAC. The Spiritual Care Staff report to the Spiritual Care Unit Leader. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists.  Report to your assigned workstation. Obtain information and job/task assignment from Spiritual Care Unit Leader. Review FAC Incident Action Plan for the operational period.  Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| Meet with the Spiritual Care Unit Leader to understand the strategy for the provision of spiritual care at the FAC.  Float to family areas (e.g., waiting area, lines) and assist as needed/requested. Ensure one staff member is always present in the main area to provide support for those taken to the designated area.  Support coordination efforts for site visits and memorial services (if appropriate).  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed. |
| DEMOBILIZATION |
| Participate in the staff demobilization briefing.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Turn in all logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### PUBLIC HEALTH SERVICES GROUP SUPERVISOR

|  |
| --- |
| **Mission:** The Public Health Services Group oversees provision of public health services for people at the Family Assistance Center (FAC). The Public Health Services Group Supervisor reports to the Services Branch Director. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required.  Review your group’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  Report to the Resources Branch to obtain computers or other electronic equipment; workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Ensure set-up and logistics are complete for subordinate areas.  Brief subordinate staff and make task/job assignments.  Monitor and provide direction as needed.  Request additional staff and resources as needed. |
| OPERATION |
| Oversee the provision of public health services for persons at the FAC as follows:  Ensure the FAC facility is a healthy environment for staff and families, free from unhealthy conditions or procedures.  Inspect food preparation and serving facilities, as necessary.  Provide basic health services and information to staff and families (e.g., communicable disease control/rapid health assessment, assessment of medical/chronic conditions to ensure treatment).  Provide basic first aid or arrange for it to be provided by other agencies/organizations.  If food is to be prepared in the facility, arrange for an inspection by local Public Health authority.  Maintain nurses on standby in or near the registration area in case families or staff require non-emergency medical attention. Provide basic medical care as needed.  Call 911 for medical transport as needed.  Arrange for replacement of emergency medication for disaster health needs.  Assign nurses to attend family briefings, as requested and appropriate.  Develop and maintain a strategy to replenish and provide breaks for subordinate personnel.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Brief the incoming Public Health Group Supervisor if a subsequent operational period is scheduled. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs of subordinates, complete your own, and turn in all (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### SOCIAL SERVICES GROUP SUPERVISOR

|  |
| --- |
| **Mission:** The Social Services Group ensures social services needs of families are met. The Social Services Group facilitates the response of private sector participants in the Family Assistance Center (FAC), coordinates with support organizations, and coordinates provision of longer-term social services as needed. The Social Services Group oversees the Childcare Unit. The Social Services Group Supervisor reports to the Services Branch Director. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required.  Review your group’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission. Additional actions are noted below:  Review any key resources, processes, or documentation (e.g., programs, brochures, forms) that may be helpful in accomplishing the mission of the Social Services Group.  Ensure Social Services Group staff understand resources available through the Services Branch (e.g., mental health, victim services, public health, and spiritual care) in addition to those provided in the Social Services Group, so resources are effectively communicated to families when appropriate.  Report to the Resources Branch to obtain computers or other electronic equipment; workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Ensure that set-up and logistics are complete for subordinate areas.  Brief subordinate staff and make task/job assignments.  Monitor and provide direction as needed.  Request additional resources and staff as needed. |
| OPERATION |
| Coordinate social services information including oversight of childcare services.  Make referrals to appropriate external resources. If services are to be provided off-site:  Assist in scheduling appointments between families and service providers.  Arrange for transportation for families or provide driving/transit directions.  Coordinate with the Finance Section if costs are to be incurred, document costs with instructions from Finance.  Encourage staff to float to family areas (e.g., waiting area, lines) to inform families about FAC processes and programs and to assist as needed/requested. Ensure one staff member is always present in the main area to provide support for those taken to a designated area.  Develop a plan for follow-up support to all families requiring services.  Establish and oversee on-site childcare/play area and arrange for staffing.  Ensure coordination of transportation for families to incident site once responders deem appropriate.  Ensure planning for families who may bring their pets/service animals to the FAC. Coordinate the provision of animal care shelters at the exterior of the FAC as needed. If required, contact the appropriate agency/organization, and arrange for animal care. Animal care may also be provided by a qualified NGO.  Ensure a coordinator is appointed to address the provision of memorial services. Consider the following:  Collaborate with mental health, law enforcement, coroner, and spiritual care representatives to support memorial service planning efforts.  Collaborate with political officials regarding memorial services.  Coordinate with the PIO to ensure information regarding the memorial service is provided to the public, if open to the public.  Support efforts to coordinate transportation to the memorial services.  Support efforts to provide at the memorial service spiritual care providers who represent the same faith and language of the affected families.  If a local disaster assistance center has been established, identify and maintain a liaison between the FAC and the disaster assistance center. Recommend that the disaster assistance center be located near the FAC.  Arrange for translation/interpretation services as required.  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214).  Develop and maintain a strategy to replenish and provide breaks for subordinate personnel. Brief the incoming Social Services Group Supervisor if a subsequent operational period is scheduled. |
| DEMOBILIZATION |
| Ensure the demobilization of the childcare center or play area, if established.  Demobilize animal care services, if established.  Notify social service providers providing services for families that the FAC is being demobilized.  Arrange for ongoing service provision for families who require continuing support.  Conduct a demobilization meeting with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs of subordinates and complete your own. Turn in all activity logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### CHILDCARE UNIT LEADER

|  |
| --- |
| **Mission:** The Childcare Unit Leader is responsible for overseeing the operations and staff of the Childcare Team with respect to providing childcare at the Family Assistance Center (FAC). The Childcare Unit Leader reports to the Social Services Group Leader. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.  Follow setup guidelines using FAC Toolkit form C-5.  Report to the Resources Branch to obtain computers or other electronic equipment, workstation phone numbers, and information on web access, communications systems, passwords, and other technology-related procedures to FAC staff. Obtain resources for operating the childcare area (toys, games, etc.).  Ensure the Childcare team is staffed in an appropriate manner.  Brief subordinate staff and make task/job assignments.  Request additional staff and resources as needed.  Develop an emergency exit plan for childcare staff and clients.  Facilitate the opening of the childcare area at the FAC.  Determine the number of clients from FAC leadership and forecast childcare surge from clients based on the size of the disaster. |
| OPERATION |
| Obtain information from Social Services Group Supervisor.  Provide recreational activities for families.  Identify reporting requirements and schedules—both internal and external to the FAC.  Identify and arrange for appropriate procedures to pick up clients from the childcare area using FAC Toolkit form C-6.  Compile and update information from the PIO and display incident status information for FAC staff.  Prepare reports of numbers under childcare and other information on a regular basis, or as requested by the Planning Section Chief.  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming Childcare Unit Leader at shift change. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs of your subordinates and complete your own. Turn in all activity logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

### INFORMATION BRANCH DIRECTOR

|  |
| --- |
| **Mission:** The Information Branch is responsible for providing information to families about the status and location of their loved ones at the Family Assistance Center (FAC). The Information Branch Director communicates with the Notification Group Supervisor regarding family forms status and directs the Notification Group to make family notifications as appropriate. The Information Branch has two groups: the Victim Status Group and the Notification Group. It also contains the Communications Center. The Information Branch Director reports to the Operations Section Chief. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of the groups that report to you:  Victim Status Group.  Notification Group.  Communications Center.  Advise group supervisors to review their group’s position checklists with staff, familiarize staff with the layout of their area, and review key processes or documentation to help in accomplishing their mission.  Ensure staff are familiar with the location of key resources, including the Family Assistance Plan and accompanying family and staff forms.  Confirm the strategy for managing and sharing lists of family and victim information (e.g., lists are obtained from and maintained by you, the Information Branch Director). Ensure staff who may need access to the lists (e.g., Law Enforcement, Services Branch Director, Reception Branch Director, groups within each Branch) are briefed on the process for requesting and obtaining them.  Monitor and provide direction as needed.  Request additional staff and resources as needed. |
| OPERATION |
| Communicate with, organize, and prepare assignments for Information Branch personnel. Make changes as necessary to branch organization, personnel assignments, and method of operation.  Direct the Notification Group as to who will be involved in the notification for victims that (a) have been transported to hospitals (b) are deceased, or (c) are still missing.  Direct the Notification Group to coordinate with the Social Services Group to help arrange site visits and memorial services if/when requested to do so by the Social Services Group Supervisor.  Share victim and family lists with agencies that provide victim services.  Inform the Operations Section Chief of activities, including regular updates of the number of victims transported to hospitals, number of decedents, and number of missing persons associated with the incident.  Direct the Victim Status Group Supervisor to identify one representative to provide a brief report out on their group’s key findings at family briefings, including taking questions from families as part of the briefing.  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Conduct briefings to ensure understanding of the current Incident Action Plan. Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214).  Brief the incoming Information Branch Director if a subsequent operational period is scheduled. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of subordinates, complete your own, and turn in all activity logs to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### COMMUNICATIONS CENTER LEADER

|  |
| --- |
| **Mission:** The Communications Center Leader is responsible for maintaining the incident-related call center. The Communications Center Leader reports to the Information Branch Chief. |
| ACTIVATION |
| Upon arrival at the Family Assistance Center (FAC) site or identified call center location, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.  Ensure all call center infrastructure is set up and operational.  Contact the FAC public information officer (PIO) to ensure all contact information and services are provided for public messaging.  Review the Call Center FAQs and Scripts.  Request additional staff and resources as needed. |
| OPERATION |
| Take constituent calls and provide information as requested and take down reports as provided using forms provided within the FAC toolkit.  Gather information regarding incident objectives and strategy.  Identify reporting requirements and schedules—both internal and external to the FAC.  Gather necessary information for family briefings.  Elevate status of victims as provided by callers to FAC staff for tracking and identification purposes.  Compile and update information from the PIO and display incident status information for FAC staff.  Interview personnel coming off duty to determine the effectiveness of strategy and tactics, work accomplished and left to be accomplished.  Prepare call center reports at periodic intervals, or upon request of the Planning Section Chief.  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming Communications Center staff at shift change. |
| DEMOBILIZATION |
| Ensure demobilization operations have been coordinated with the FAC PIO and publicized.  Ensure remaining support services are provided for the public.  Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs of your subordinates and complete your own. Turn in all activity logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### VICTIM STATUS GROUP SUPERVISOR

|  |
| --- |
| **Mission:** The Victim Status Group coordinates with hospitals regarding information about injured victims, reviews Family Assistance Center (FAC) forms to identify decedents and maintains/tracks the number of fatalities associated with the incident and maintains/tracks the number of missing persons. The group maintains and disseminates the identification, status, and location of injured victims who were transported to local hospitals. The group facilitates communications between FAC management and hospital-based family information centers (if opened). The group reviews FAC forms with families for additional information, as necessary. The Victim Status Group Supervisor reports to the Information Branch Director. |
| ACTIVATION |
| ☐ Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  ☐ Obtain and display the appropriate badge provided by FAC staff and your agency identification.  ☐ Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  ☐ Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your group.  ☐ Review your group’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  ☐ Ensure staff are familiar with the location of key resources, including the Family Assistance Plan and the FAC forms. Ensure staff set up a tracker to monitor family registration forms.  ☐ Determine through contact with on-site law enforcement if a temporary holding area has been established for uninjured victims. Establish procedures to coordinate with on-site law enforcement related to the identity of persons in the temporary holding area.  ☐ Monitor and provide direction as needed.  ☐ Brief subordinate staff and make task/job assignments.  ☐ Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| ☐ Establish communication with the North Central Texas Trauma Regional Advisory Council (NCTTRAC).  ☐ Receive completed FAC forms from the Registration Group. Direct staff to review the forms to determine whether the victim is at the hospital, a currently missing person, or is a decedent. Utilize available patient tracking tools to determine whether victims have been transported to hospitals. This may involve the search of missing persons databases and collaboration with law enforcement in other parts of the affected city or in other jurisdictions.  ☐ Monitor/track the number of hospitalized, decedents, and missing persons at incident site and regularly report to Information Branch Director.  ☐ If the victim is a confirmed decedent, advise the Notification Group. Ensure that Medical Examiner/Coroner/Justice of the Peace staff are present and implement established family notifications.  ☐ Monitor/track the number of decedents at incident site and regularly report to Information Branch Director.  ☐ If the victim has not been identified as being at a hospital or listed by the Medical Examiner/Coroner/Justice of the Peace as a decedent, then direct staff to treat the case as a missing person.  ☐ Review FAC forms and provide information on the number, location, and identification of injured persons transported to hospitals, and report to the Information Branch Director.  ☐ Coordinate with hospitals to confirm activation of their internal family information center protocols and inform necessary staff in FAC.  ☐ Keep hospital family information centers informed of pertinent information regarding victims. Respond to requests for information from family information centers.  ☐ Work with NCTTRAC to request regular updates from hospitals for the duration of the incident.  ☐ Serve as liaison to family information centers at hospitals, if activated. Communicate with hospitals regarding patients transported from the disaster (e.g., patients from one hospital may be able to identify a family/friend who was transported to another hospital).  ☐ If the victim has been transported to a hospital, advise the Notification Group to advise families accordingly. If additional information is needed from the family, coordinate with the Notification Group to obtain the needed information.  ☐ Notify hospitals if the family is enroute to the hospital from the FAC. Include the number of family members enroute and any services that they may need.  ☐ Direct staff to determine the location of persons reported to be victims but not known to be transported to a treatment facility or determined to be deceased. This may involve the search of missing persons databases and collaboration with law enforcement in other parts of the affected city or in other jurisdictions.  ☐ Develop missing person messages to be sent to all hospitals. This should include information regarding the location and operating times of the FAC. Hospitals should be advised to direct families to the FAC for more information and support if their loved one is not at the hospital.  ☐ Notify other law enforcement to FAC operations and missing person operations, as appropriate.  ☐ Request the Liaison Officer to coordinate with on-site Incident Command to determine if a holding area has been established at the incident site for involved persons who are uninjured or have minor injuries.  ☐ For every death, whether the decedent is identified or not, ensure field personnel complete a death report.  ☐ Coordinate with the Notification Group to notify family members if their loved one is still missing.  ☐ Provide information to families regarding the next steps of the victim remains. This should include the provision of information regarding mortuary services.  ☐ Communicate with, organize, and prepare assignments for group personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel.  Participate in meetings and briefings as needed.  ☐ Maintain Unit/Activity Log (ICS Form 214).  ☐ Brief the incoming Victim Status Group Supervisor if a subsequent operational period is scheduled. |
| DEMOBILIZATION |
| ☐ Conduct demobilization briefing with staff assigned to you.  ☐ Ensure hospitals are informed of FAC demobilization.  ☐ Return equipment and unused supplies issued by the FAC to the Logistics Section.  ☐ Arrange for the return of any agency-owned equipment (computers, etc.).  ☐ Collect activity logs of subordinates, complete your own, and turn in all (ICS Form 214) to your supervisor.  ☐ Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### NOTIFICATION GROUP SUPERVISOR

|  |
| --- |
| **Mission:** The Notification Group performs notifications to families regarding the status or location of their loved one at the Family Assistance Center (FAC). The Notification Group is responsible for tracking the status of completed family forms. The Notification Group Supervisor reports to the Information Branch Director. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your group.  Review your group’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  Ensure staff are familiar with the location of key resources, including the Family Assistance Plan and the FAC forms. Ensure that staff set up a tracker to monitor registration family forms.  Contact the lead law enforcement agency to establish parameters for the release of patient names and locations to the FAC, possibly including using a code or phrase when contacting law enforcement or hospital partners to obtain information.  Brief subordinate staff and make task/job assignments.  Establish a secure location for storing family forms to maintain privacy and security. Ensure all personnel assigned to the Notification Unit are familiar with and follow all privacy and security protocols regarding family forms.  Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| Receive direction from the Information Branch Director as to who will be involved in the notification for victims that (a) have been transported to hospitals (b) are deceased or are (c) still missing.  Receive and review completed forms from Family Hosts and coordinate with the Information Branch Groups.  Coordinate identification and location of families and escort them to the restricted notification area.  Every 2 hours or as needed, direct staff to follow up with the Victim Status Group for the status of each victim.  Provide status update reports to the Information Branch Director.  Make notifications to families as appropriate.  Ensure that ALL notifications are conducted in a private setting.  After each notification, ask the family if they would like additional support services provided at the FAC. Ensure families are accommodated as requested.  As directed by the Information Branch Director, coordinate with the Social Services Group to support the arrangement of site visits and memorial services if/when requested.  Contact appropriate Consulate if victims include non-US citizens.  Monitor/track the number of notifications made and regularly report to the Information Branch Director.  Communicate with, organize, and prepare assignments for group personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214).  Brief the incoming Notification Group Supervisor if a subsequent operational period is scheduled. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs of subordinates, complete your own, and turn in all (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### NOTIFICATION STAFF

|  |
| --- |
| **Mission:** The Notification Group performs notifications to families regarding the status or location of their loved ones at the Family Assistance Center (FAC). The Notification Group is responsible for tracking the status of completed family forms. The Notification Staff reports to the Notification Group Supervisor. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your group.  Review your position checklist(s), familiarize yourself with the layout of the area, and review any key processes or documentation that may be helpful in accomplishing your mission.  Ensure you are familiar with the location of key resources, including the Family Assistance Plan and the FAC forms.  Set up a tracker to monitor registration family forms.  In coordination with the Notification Group Supervisor, identify the secure location for family forms storage to maintain privacy and security. **Ensure you are familiar with and follow all privacy and security protocols regarding family forms**.  Request additional staff and resources as needed. |
| OPERATION |
| Coordinate with the Notification Group Supervisor to understand who will be involved in the notification for victims that (a) have been transported to hospitals (b) are deceased or are (c) still missing.  Receive and review completed forms from Family Hosts and coordinate with the Information Branch Groups.  Coordinate identification and location of families and escort them to the restricted notification area.  Every 2 hours or as needed, follow up with the Victim Status Group for the status of each victim on using a tracking form.  Ensure that ALL notifications are conducted in a private setting.  After each notification, ask the family if they would like additional support services provided at the FAC. Ensure families are accommodated as requested.  Contact appropriate Consulate if victims include non-US citizens.  Monitor/track the number of notifications made and regularly report to the Notification Group Supervisor.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214). |
| DEMOBILIZATION |
| Attend a demobilization briefing with the Notification Group.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Turn in all logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

### SECURITY BRANCH DIRECTOR

|  |
| --- |
| **Mission:** The Security Branch coordinates Family Assistance Center (FAC) security, including managing and staffing site security operations, badging and investigation support, and overall security management. Responsibilities also include ordering necessary resources (e.g., tables, chairs, food, supplies) for subordinate groups. The Security Branch Director reports to the Operations Section Chief. |
| ACTIVATION |
| Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of the groups that report to you.  Advise group supervisors that they should review their group’s position checklists with subordinate staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  Collaborate with the Safety Officer to develop a Security Plan for both the interior and exterior of the FAC site.  Appoint FAC Interior Security Personnel to include:  Fixed Security Posts.  Roving Patrols.  Dismissing Unauthorized Persons, as necessary.  Appoint FAC Exterior Security Personnel to include:  Perimeter Security.  Traffic Control.  Initial Screening Security.  Media Security.  Roving Patrols.  Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan.  If applicable, establish communications with on-site security.  If the FAC is in a private facility, obtain delegation of authority from facility management to enforce all laws and regulations of the site, including authority to detain and remove people trespassing or causing disturbances.  Coordinate with the Investigative Section Chief to develop an Investigative Plan for victims and (if applicable) witnesses in coordination with local law enforcement and lead law enforcement investigative teams.  In coordination with the Investigative Section Chief, establish a Mobile Investigative Team to respond to victim locations other than the FAC (i.e., hospitals).  Monitor and provide direction as needed.  Request additional staff and resources as needed. |
| OPERATION |
| Communicate with, organize, and prepare assignments for Security Branch personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel. Make changes as necessary to branch organization, personnel assignments, and method of operation.  Oversee all FAC Security Branch operations and ensure mission completion by guiding group supervisors. Duties include:  Command and control of all law and/or federal resources assigned to FAC security and investigative functions;  Maintaining liaison and providing status updates to the FAC Director and incident/unified commanders of the primary incident;  If necessary, coordinating and assisting in the transfer of investigative responsibility to appropriate federal investigative resources. The Incoming Security Branch Director should conduct a situation assessment with the existing Security Branch Director.  Incident Actions – Security Inside the FAC:  Prevent unauthorized access to all ingress and egress points of the FAC site.  All authorized persons seeking admittance into the FAC are subject to a cursory weapons search by law enforcement personnel.  A portable metal or weapons detector may be used in addition to or in lieu of a cursory weapons search by law enforcement personnel. All sworn law enforcement officers are exempt from the no weapons policy of the FAC.  Ensure that only authorized persons are allowed admittance to the restricted area – law enforcement, Information Branch personnel, and escorted families. Law enforcement shall provide perimeter security to prevent access by unauthorized persons.  In coordination with the Childcare Unit, ensure that individuals picking up children from the care facility are the legal guardian or authorized family representative.  Provide security presence to all family briefings.  Escort non-badged personnel who are authorized to be on site at the FAC temporarily (e.g., vendor, maintenance, or delivery personnel).  Immediately address any potential threats to FAC operations and the safety of those located therein to include:   * + - Civil disturbance.     - Emotionally distraught person.     - Explosive device, bomb threat.     - Hostage incident.     - Sniper incident.     - Special event.     - Suspicious package.   Incident Actions – Security Outside the FAC:  Alert local law enforcement to FAC activation and missing persons operations (if county/other law enforcement resources are utilized).  If media are present, ensure that press members are kept in appointed areas and are allowed to interview authorities or families (if willing) only when appropriate.  Prescreen individuals as they approach the perimeter entrance of the FAC (e.g., driveway). Media personnel will be directed to the media center.  Establish and enforce FAC perimeter security.  Request parking spaces around the FAC.  Ensure that only official vehicles assigned to personnel at the FAC and autos operated by families are granted access to the restricted area.  Expedite vehicular traffic outside restricted areas.  Request after-hours patrol of FAC site.  Post appropriate signage, such as “No Illegal Weapons Allowed on Site” and “All persons entering this facility are subject to search.”  Immediately address any potential threats to FAC operations and the safety of those located therein to include:   * + - Civil disturbance.     - Emotionally distraught person.     - Explosive device, bomb threat.     - Hostage incident.     - Special event.     - Suspicious package.   Initially refer on-site mental health professionals to anyone inconsolable to the extent of not following direction, and only as a last resort detain the person and remove them to an isolated area in the FAC.  Inform Operations Section Chief of activities.  Conduct briefings to ensure understanding of the current Incident Action Plan.  Participate in meetings and briefings as needed.  Communicate with, organize, and prepare assignments for Security Branch personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel. Make changes as necessary to branch organization, personnel assignments, and method of operation.  Maintain Unit/Activity Log (ICS Form 214). |
| DEMOBILIZATION |
| Demobilize site security, perimeter security, and badging stations.  Notify all sworn and non-sworn staff in the Security Branch that the FAC is being demobilized.  Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

# LOGISTICS SECTION CHIEF

|  |
| --- |
| **Mission:** The mission of the Logistics Section Chief is to meet all service and logistical needs for the Family Assistance Center (FAC), including ordering resources through appropriate procurement authorities, and managing information technology resources. The Logistics Section has two branches, Resources and Ordering; two groups, Facilities and Personnel; and three units, Equipment and Supplies, Food and Water, and Volunteer Coordination. The Logistics Section Chief reports to the FAC Director. |
| PRE-ACTIVATION |
| Working with FAC Command Staff, determine the number of staff anticipated to be assigned to the FAC for the first operational period. Ensure adequate set-up of the FAC.  Ensure the FAC facility is in compliance with ADA regulations.  Review position checklists for subordinate positions. Brief subordinate staff and make task/job assignments by initiating the following:  Appoint a Resources Branch Director and Ordering Branch Director.  Coordinate with each branch director to develop a strategy to carry out the mission of their branch/unit.  Ensure that staff have a clear understanding of the incident objectives, their role, and the flow of operations.  Establish contact with a representative of the host facility to coordinate FAC activation/operation, obtain keys, arrange for utilities as required, bathroom, and cleaning supplies, etc.  Working with the FAC Command Staff and Logistics Section personnel, develop the physical layout of the FAC and prepare a facility diagram showing the location of all FAC units and workstations.  Estimate the resource types and quantities required for initial FAC activation.  From own resources or through vendors, arrange for the procurement, delivery, and installation of resources required for initial FAC activation and for the initial operational period.  If required, arrange for augmentation of the host facility infrastructure.  Oversee FAC set-up. Test all equipment and systems to ensure operability.  Advise FAC Director when FAC is ready for activation. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Receive an initial briefing that may include the following:  Review completed ICS 201 form.  Synopsis of the incident.  Priorities and objectives.  Code of Conduct.  Facility logistics and layout.  Synopsis of the services provided at the FAC, including for people with disabilities/access and functional needs.  Staffing organization and work tasks.  The date, time, and location that the FAC will be activated.  Resources available for maintaining situational awareness (e.g., the FAC Information Branch, local activated emergency operations centers (EOCs)).  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of the branches that report to you:  Resources Branch.  Ordering Branch.  Ensure that the Resources Branch is prepared to provide the FAC staff with computers or other electronic equipment; workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. Obtain equipment and supplies, as necessary.  Make contact with the EOC Logistics Section Chief.  Submit resource requests to FAC Director for approval. Facilitate the completion of approved resource requests.  Monitor and provide direction as needed. Coordinate with branch directors to ensure that they understand their mission and have the resources to accomplish it.  Request additional staff and resources as needed. |
| OPERATION |
| Ensure that sufficient resources are available to support ongoing operations.  Provide direction and supervision to subordinate staff. Develop and communicate a meeting schedule for Logistics Section staff. Conduct meetings as outlined in the schedule.  Attend Command/Section Chief planning meetings.  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Working with Command Staff and Section Chiefs, participate in the development and revision of the Incident Action Plan.  Monitor activities in the following branches and report current status and unusual events on a timely basis to Command Staff:  Resources Branch.  Ordering Branch.  Make changes as necessary to Logistics Section organizational structure, staffing assignments, and procedures.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming Logistics Section Chief at shift change. |
| DEMOBILIZATION |
| Participate in the demobilization meeting with Command Staff and Section Chiefs. Assist in preparation of the Demobilization Plan (ICS Form 221).  Coordinate with the ranking representative of the FAC site facility owner, as necessary.  Oversee breakdown of FAC. Arrange for disassembling, packing, and transporting of all equipment and supplies to appropriate locations. Coordinate with utility providers, as necessary.  Communicate demobilization information to Logistics Section staff.  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

### 

### RESOURCES BRANCH DIRECTOR

|  |
| --- |
| **Mission:** The Resources Branch coordinates the provision of logistics for work areas in the Family Assistance Center (FAC). Responsibilities also include the ordering of necessary resources (e.g., tables, chairs, food, supplies) for subordinate groups. The Resource Branch has two groups, the Personnel Group and the Facilities Group, and three units, the Equipment and Supplies Unit, the Food and Water Unit, and the Volunteer Coordination Unit. The Resources Branch Director reports to the Logistics Section Chief. |
| PRE-ACTIVATION |
| Work with the FAC Command Staff to determine the numbers and types of staff, equipment, and supplies anticipated to be assigned to the FAC for the first operational period.  Ensure that computers and other electronic equipment are supplied by the FAC; workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures are ready for distribution to FAC staff. Work with Equipment and Supplies Unit Leader to obtain communications-related information (passwords, internet connectivity directions, etc.).  Evaluate requests for staffing, equipment, and supplies and submit order to the Ordering Branch. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of the groups that report to you.  Advise group supervisors that they should review their group’s position checklists with subordinate staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  Ensure that staff are familiar with the location of key resources, including the FAC forms (in family check-in area), registration spreadsheets (loaded on computers in staff and family check-in areas), layouts (in check-in area), etc.  Distribute computers or other electronic equipment; workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures to FAC staff. If bringing agency-owned equipment, provide information on connection procedures, passwords, and other technology-related procedures.  Ensure that set-up and logistics are complete for subordinate areas.  Brief subordinate staff and make task/job assignments, if necessary, by initiating the following:  Appoint a Personnel Group Supervisor.  Appoint a Facilities Group Supervisor.  Coordinate with group supervisors to develop resource management strategies based on the layout of the facility and the objectives of the FAC.  Request additional staff and resources as needed. |
| OPERATION |
| Communicate with, organize, and prepare assignments for Resources Branch personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel. Make changes as necessary to branch organization, personnel assignments, and method of operation.  Coordinate activities of Resources Branch personnel.  Receive requests for resources and provide them to the Ordering Branch as appropriate. Follow up to ensure that requests for communications support are completed.  Prepare to receive incoming resources.  Establish check-in function for equipment and supplies and work to achieve total accountability and tracking of all equipment and supplies.  Gather, post, and maintain resource status. Maintain a master roster of all resources (to include personnel) at the FAC.  Inform Logistics Section Chief of activities.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Brief incoming Resources Branch Director if a subsequent operational period is scheduled.  Conduct briefings to ensure understanding of the current Incident Action Plan. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs of your subordinates and complete your own. Turn in all activity logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### FACILITIES GROUP SUPERVISOR

|  |
| --- |
| **Mission:** The Facilities Group determines the types and amounts of services that are needed to maintain the Family Assistance Center (FAC) facility. The Facilities Group oversees the Equipment and Supplies Unit and Food and Water Unit. The Facilities Group Supervisor reports to the Resources Branch Director. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your group.  Review your group’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  Coordinate with the Security Branch to ensure that badging equipment is in place prior to FAC activation.  Prepare for the distribution of computers or other electronic equipment for FAC staff.  Obtain workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. Establish a procedure for staff bringing agency-owned equipment to provide information on connection procedures, passwords, and other technology-related procedures.  Ensure that set-up and logistics are complete for subordinate areas.  Brief subordinate staff and make task/job assignments as needed to subordinate group members.  Once facility technology systems are ready to use, inform the Resources Branch Director.  Monitor and provide direction as needed.  Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| Communicate with, organize and prepare assignments for Facilities Group personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel.  Prepare and distribute a list of all personnel assigned to the FAC at the beginning of each operational period to include name, title, unit assigned, workstation, landline telephone, cellular telephone, and email address.  Maintain a list of services needed for the facility. Ensure that facility services needed at the FAC (e.g., trash pick-up, housekeeping) are maintained.  Receive requests for support from the Resources Branch Director and respond to them.  Inform Resources Branch Director of activities.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Conduct briefings to ensure understanding of the current Incident Action Plan.  Participate in meetings and briefings as needed.  Brief incoming Facilities Group Supervisor if a subsequent operational period is scheduled. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs of your subordinates and complete your own. Turn in all activity logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### FACILITIES GROUP STAFF

|  |
| --- |
| **Mission**: The Facilities Group determines the types and amounts of services that are needed to maintain the Family Assistance Center (FAC) facility. The Facilities Group oversees the Equipment and Supplies Unit and Food and Water Unit. The Facilities Group Staff report to the Facilities Group Supervisor. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required.  Review your position checklist(s), familiarize yourself with the layout of the area, and review any key processes or documentation that may be helpful in accomplishing your mission.  Ensure you are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  Prepare for the distribution of computers or other electronic equipment for FAC staff.  Obtain workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Ensure that set-up and logistics are complete for all areas.  Once facility technology systems are ready to use, inform the Facilities Group Supervisor.  Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| Help prepare and distribute a list of all personnel assigned to the FAC at the beginning of each operational period to include name, title, unit assigned, workstation, landline telephone number, cellular telephone number, and email address.  Maintain a list of services needed for the facility. Ensure that facility services needed at the FAC (e.g., trash pick-up, housekeeping) are maintained.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Attend briefings to ensure understanding of the current Incident Action Plan.  Participate in meetings and briefings as needed. |
| DEMOBILIZATION |
| Participate in the staff demobilization briefing.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Turn in all activity logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### EQUIPMENT AND SUPPLIES UNIT LEADER

|  |
| --- |
| **Mission:** The Equipment and Supplies Unit determines the types and amounts of equipment and supplies that are needed and are en route and arranges for receiving ordered supplies. The unit provides networking and telephony set-up, management, and support for the Family Assistance Center (FAC). The Equipment and Supplies Unit Leader reports to the Facilities Group Supervisor. |
| PRE-ACTIVATION |
| Work with the FAC Command Staff to determine the number of staff anticipated and type of equipment and supplies that are needed for the FAC for the first operational period.  ☐ Working with the FAC Command Staff and/or Resources Branch personnel, develop the physical layout of the FAC and prepare a facility diagram showing the location of all FAC units and workstations.  ☐ Determine the architecture and capabilities of the facility information and communications technology infrastructure, including information security.  ☐ Estimate the number of telephones, facsimile machines, printers, copiers, radios, and other communications equipment that will be required to activate the FAC.  ☐ From own resources or through vendors, arrange for the installation of power and cabling to support the FAC. Each workstation should have Internet, landline telephone, and power connectivity.  ☐ If required, arrange for the augmentation of the host facility infrastructure.  ☐ From own resources or through vendors, arrange for the acquisition, transport, and installation of computer and communications equipment.  ☐ Develop a list of workstation telephone numbers and information about web access, communications systems, passwords, and other technology-related procedures. Provide that to the Resources Branch.  ☐ Ensure that set-up and logistics are complete for subordinate areas.  ☐ Test all equipment and systems to ensure operability.  Develop resource management strategies based on the layout of the facility and the objectives of the FAC.  ☐ Have final configuration inspected by the FAC Safety Officer.  ☐ Notify the Command Staff, Logistics Section Chief, and Resource Branch that electronic and communications systems are ready for distribution. Work with the Equipment and Supplies Unit Leader to obtain communications-related information (passwords, directions for internet connectivity, etc.).  Evaluate requests for staffing, equipment and supplies and submit order to the Ordering Branch. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.  ☐ Review your unit’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  ☐ Advise staff that they should review their position checklists, familiarize themselves with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  ☐ Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms (in family check-in area), registration spreadsheets (loaded on computers in staff and family check-in areas), and layouts (in the check-in area).  Distribute computers or other electronic equipment to FAC staff.  ☐ Maintain and issue passwords required to access the internet from individual workstations, if required. Maintain and distribute a list of landline telephone numbers for each workstation.  ☐ As available, obtain agency lists of staff mobile telephone numbers from the Registration Group and compile a Communications Directory that lists the phone numbers of FAC Group Supervisors and all higher-level staff. Send the Communications Directory to be verified by these staff members.  Brief subordinate staff and make task/job assignments.  ☐ Monitor and provide direction as needed.  ☐ Request additional staff and resources as needed. |
| OPERATION |
| ☐ Communicate with, organize, and prepare assignments for Equipment and Supplies Unit personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel. Make changes as necessary to branch organization, personnel assignments, and method of operation.  ☐ Conduct briefings to ensure understanding of the current Incident Action Plan.  ☐ Prepare and implement the Communications Plan.  ☐ Ensure that requests for equipment and supply support are completed.  ☐ Receive requests for support from the Resources Branch Director. Receive, distribute, and store supplies and equipment as directed by the Resources Branch Director. Follow up to ensure that requests for communications support are completed.  Prepare to receive incoming resources.  Establish check-in function for equipment and supplies and work to achieve total accountability and tracking.  ☐ Maintain inventory of supplies and equipment. Determine the type and number of supplies enroute. Arrange for receiving ordered supplies.  Gather, post, and maintain resource status. Maintain a master roster of all resources at the FAC.  ☐ Inform Resources Branch Director and Facilities Group Supervisor of activities.  ☐ Maintain Unit/Activity Log (ICS Form 214).  ☐ Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  ☐ Brief incoming Equipment and Supplies Unit Leader if a subsequent operational period is scheduled. |
| DEMOBILIZATION |
| ☐ Conduct demobilization briefing with staff assigned to you.  ☐ Return equipment and unused supplies issued by the FAC to the Logistics Section.  ☐ Arrange for the return of any agency-owned equipment (computers, etc.).  ☐ Collect activity logs of your subordinates and complete your own. Turn in all activity logs (ICS Form 214) to your supervisor.  ☐ Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### EQUIPMENT AND SUPPLIES STAFF

|  |
| --- |
| **Mission:** The Equipment and Supplies Unit determines the types and amounts of equipment and supplies that are needed and are en route, and it arranges for receiving ordered supplies. It also provides networking and telephony set-up, management, and support for the Family Assistance Center (FAC). The Equipment and Supplies Staff report to the Equipment and Supplies Unit Leader. |
| ACTIVATION |
| ☐ Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  ☐ Obtain and display the appropriate badge provided by FAC staff and your agency identification.  ☐ Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  ☐ Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.  ☐ Review your position checklist(s), familiarize yourself with the layout of the area, and review any key processes or documentation that may be helpful in accomplishing your mission.  ☐ Ensure you are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  ☐ Prepare for the distribution of computers and other electronic equipment for FAC staff.  ☐ Obtain workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Equipment and Supplies Unit Leader to obtain information on connection procedures, passwords, and other technology-related procedures.  ☐ Assist setting up workstations with Internet, landline telephone, and power connectivity. Once all steps have been completed, notify the Equipment and Supplies Unit Leader that facility technology systems are ready for use.  ☐ Maintain and issue passwords needed to access the internet from individual workstations, if required. Maintain and distribute a list of landline telephone numbers for each workstation.  ☐ As available, obtain agency lists of staff mobile telephone numbers from the Equipment and Supplies Unit Leader and compile a Communications Directory that lists the phone numbers of FAC Group Supervisors and all higher-level staff. Send the Communications Directory to be verified by these staff members.  ☐ Ensure that set-up and logistics are complete for all areas.  ☐ Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| ☐ Assist in preparing and implementing the Communications Plan.  ☐ Ensure that requests for equipment and supply support are completed.  ☐ Receive requests for support from the Equipment and Supplies Unit Leader. Receive, distribute, and store supplies and equipment as directed by the Equipment and Supplies Unit Leader. Follow up to ensure that requests for communications support are completed.  ☐ Maintain inventory of supplies and equipment. Determine the types and amounts of supplies en route. Arrange for receiving of ordered supplies.  ☐ Maintain Unit/Activity Log (ICS Form 214).  ☐ Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  ☐ Conduct briefings to ensure understanding of the current Incident Action Plan. |
| DEMOBILIZATION |
| ☐ Participate in the staff demobilization briefing.  ☐ Return equipment and unused supplies issued by the FAC to the Logistics Section.  ☐ Arrange for the return of any agency-owned equipment (computers, etc.).  ☐ Turn in all activity logs (ICS Form 214) to your supervisor.  ☐ Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### FOOD AND WATER UNIT LEADER

|  |
| --- |
| **Mission:** The Food and Water Unit determines the types and amounts of food and water that are needed and are en route, and it arranges for receiving ordered items at the Family Assistance Center (FAC). The Food and Water Unit Leader reports to the Facilities Group Supervisor. |
| PRE-ACTIVATION |
| ☐ Working with FAC Command Staff, determine the number of staff anticipated and the food and water needed for the FAC for the first operational period.  ☐ Survey the facility’s kitchen or food prep area and identify food and water needs based on infrastructure (for example, is there a full chef’s kitchen, or just a breakroom with microwave and TV).  ☐ From own resources, or through vendors, arrange for the acquisition and transport of food and water needs based on existing infrastructure.  ☐ Identify if any specific communities are impacted who will require specific dietary requirements. |
| ACTIVATION |
| ☐ Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  ☐ Obtain and display the appropriate badge provided by FAC staff and your agency identification.  ☐ Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  ☐ Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.  ☐ Review your unit’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  ☐ Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  ☐ Brief subordinate staff and make task/job assignments.  ☐ Monitor and provide direction as needed.  ☐ Request additional staff and resources as needed. |
| OPERATION |
| ☐ Work with FAC leadership to identify meal times in coordination with other ongoing FAC services.  ☐ Prepare food distribution area for meal times.  ☐ Coordinate with food service providers regarding meal times and delivery/preparation information.  ☐ Coordinate meal times with leadership and ensure all FAC staff are aware of them.  ☐ Ensure all dietary needs of staff and victims have been met to the greatest extent possible.  ☐ Coordinate with the Facility Liaison to support any food and water needs.  ☐ Inform Resources Branch Director and Facilities Group Supervisor of activities.  ☐ Maintain Unit/Activity Log (ICS Form 214).  ☐ Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  ☐ Brief incoming Equipment and Supplies Unit Leader if a subsequent operational period is scheduled.  ☐ Conduct briefings to ensure understanding of the current Incident Action Plan. |
| DEMOBILIZATION |
| ☐ Ensure all food and water distribution areas are returned to their original state.  ☐ Ensure all vendors are aware of demobilization efforts.  ☐ Ensure the Facility Liaison is aware of the state of the food and water area prior to demobilization.  ☐ Conduct demobilization briefing with staff assigned to you.  ☐ Return equipment and unused supplies issued by the FAC to the Logistics Section.  ☐ Arrange for the return of any agency-owned equipment (computers, etc.).  ☐ Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  ☐ Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

#### PERSONNEL GROUP SUPERVISOR

|  |
| --- |
| **Mission:** The Personnel Branch is responsible for providing relief and replacement Family Assistance Center (FAC) staff. The Personnel Group Supervisor oversees the Volunteer Coordination Unit Leader and reports to the Resources Branch Director. |
| PRE-ACTIVATION |
| Work with FAC Command Staff to determine the numbers and types of personnel needed for the FAC for the first operational period.  Submit personnel requests to the Ordering Branch and/or locally activated emergency operations centers (EOCs).  Ensure that a FAC personnel vetting and background check protocol is established. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your group.  Review your group’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  Obtain workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Brief subordinate staff and make task/job assignments:  Provide tasks to subordinate group members.  Monitor and provide direction as needed.  Implement and oversee FAC personnel vetting and background check protocols. These protocols should include anyone assigned to work in the FAC, local jurisdictional staff, volunteers, service providers, and subject matter experts.  Request additional staff and resources as needed. |
| OPERATION |
| Communicate with, organize, and prepare assignments for Personnel Group staff. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel.  Ensure that sufficient resources and staff are available to support ongoing operations.  Establish and maintain a list of all persons deployed to the FAC, as well as FAC support personnel deployed to remote locations. Record keeping must be adequate to:  Provide a daily record of staff in the FAC including check-in time, check-out time, and total hours worked.  Provide an accounting of all staff in the FAC at any given time.  Document staff hours in accordance with Federal and ICS procedures to support federal, and/or regional Mutual Aid reimbursement documentation.  Records may be kept in hard copy on ICS Forms or entered into an electronic incident management software system, such as WebEOC, if available.  Maintain the following:  A current ICS Form 203, Organizational Assignment List.  A current ICS Form 207, Organizational Chart.  A current FAC floor plan depicting the location of all work areas, and the units assigned to each work area.  Inform Resources Branch Director of activities.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214). |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation including position checklists and evaluation forms. Turn in your radio. |

#### PERSONNEL GROUP STAFF

|  |
| --- |
| **Mission:** The Personnel Group is responsible for providing relief and replacement Family Assistance Center (FAC) staff. The Personnel Group Staff report to the Personnel Group Unit Leader. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required.  Review your position checklist(s), familiarize yourself with the layout of the area, and review any key processes or documentation that may be helpful in accomplishing your mission.  Ensure you are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  Prepare for the distribution of computers or other electronic equipment for FAC staff.  Assist in obtaining workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Assist in implementing FAC personnel vetting and background check protocols. These protocols should include anyone assigned to work in the FAC, local jurisdictional staff, volunteers, service providers, and subject matter experts.  Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| Assist in establishing and maintaining a list of all persons deployed to the FAC, as well as FAC support personnel deployed to remote locations. Record keeping must be adequate to:  Provide a daily record of staff in the FAC including check-in time, check-out time, and total hours worked.  Provide an accounting of all staff in the FAC at any given time.  Document staff hours in accordance with Federal and ICS procedures to support federal, and/or regional Mutual Aid reimbursement documentation.  Records may be kept in hard copy on ICS Forms or entered into an electronic incident management software system, such as WebEOC, if available.  In coordination with the Personnel Group Supervisor, maintain the following:  A current ICS Form 203, Organizational Assignment List.  A current ICS Form 207, Organizational Chart.  A current FAC floor plan depicting the location of all work areas, and the units assigned to each work area.  Inform Personnel Group Supervisor of activities.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214). |
| DEMOBILIZATION |
| Participate in the staff demobilization briefing.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Turn in all activity logs (ICS Form 214) to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation including position checklists and evaluation forms. Turn in your radio. |

#### VOLUNTEER COORDINATION UNIT LEADER

|  |
| --- |
| **Mission:** The Volunteer Coordination Unit Leader is responsible for liaising with volunteer groups at the Family Assistance Center (FAC) and identifying needs with the Logistics Section Chief. The Volunteer Coordination Unit Leader reports to the Personnel Group Supervisor. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.  Review your unit’s position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.  Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  Prepare for the distribution of computers or other electronic equipment for FAC staff.  Obtain workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Brief subordinate staff and make task/job assignments to subordinate group members.  Make contact with the local emergency operations center (EOC) and local volunteer liaison to understand jurisdiction volunteer management plans.  Request additional staff and resources as needed through your supervisor. |
| OPERATION |
| Ensure all volunteer coordination needs are routed according to locally established volunteer management plans and practices.  Provide volunteer information to the FAC public information officer (PIO) for public distribution (i.e., volunteers should contact [NAME] agency if they wish to volunteer).  Ensure all staff are aware of the volunteer protocols in place (no spontaneous volunteers are accepted at the FAC).  Redirect any spontaneous volunteers that arrive at the FAC to the appropriate organization following the established plan and process.  Coordinate organized volunteer jobs with the local EOC or volunteer management lead agency to support FAC operations.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214). |
| DEMOBILIZATION |
| Ensure any volunteers at the FAC are demobilized in coordination with the lead agency and local EOC.  Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Participate in the staff demobilization briefing.  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation including position checklists and evaluation forms. Turn in your radio. |

### ORDERING BRANCH DIRECTOR

|  |
| --- |
| **Mission:** The Ordering Branch reviews all incoming requests for resources and provides single-point ordering at the Family Assistance Center (FAC). The Ordering Branch Director reports to the Logistics Section Chief. |
| PRE-ACTIVATION |
| Working with FAC Command Staff and the Logistics Section Chief, determine the numbers and types of staff, equipment, and supplies anticipated to be assigned to the FAC for the first operational period.  Evaluate requests for staffing, equipment, and supplies and process orders. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your branch.  Report to your assigned workstation. Obtain information and job/task assignment from Logistics Section Chief. Review FAC Incident Action Plan for the operational period.  Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  Prepare to distribute computers or other electronic equipment to FAC staff.  Obtain workstation telephone numbers and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.  Ensure that set-up and logistics are complete for subordinate areas.  Brief subordinate staff and make task/job assignments.  Monitor and provide direction as needed.  Request additional staff and resources as needed. |
| OPERATION |
| Communicate with, organize, and prepare assignments for Ordering Branch personnel. Develop and maintain a strategy to replenish and provide breaks for subordinate personnel. Make changes as necessary to branch organization, personnel assignments, and method of operation.  Coordinate activities of Ordering Branch personnel.  Analyze requests for resources and develop orders for approval by the Logistics Section Chief. Follow up to ensure that requests for support are completed.  Prepare to receive incoming resources.  Inform Logistics Section Chief of activities.  Maintain Unit/Activity Log (ICS Form 214).  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Brief the incoming Ordering Branch Director if a subsequent operational period is scheduled.  Conduct briefings to ensure understanding of the current Incident Action Plan. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

# PLANNING SECTION CHIEF

|  |
| --- |
| **Mission:** The mission of the Planning Section Chief is to collect, evaluate, and disseminate information about Family Assistance Center (FAC) operations and the status of resources, including information needed to (1) understand the current situation; (2) predict probable course of events; and (3) prepare alternative strategies for the FAC. The Planning Section Chief reports to the FAC Director. The Planning Section has three units: the Documentation Unit, the Situational Awareness Unit, and the Demobilization Unit. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for subordinate positions. Brief subordinate staff and make task/job assignments by initiating the following:  Appoint a Demobilization Unit Leader, Documentation Unit Leader, and Situational Awareness Unit Leader.  Coordinate with each Unit Leader to support the development of a strategy to carry out the mission of their unit.  Ensure that staff have a clear understanding of the incident objectives, their role, and the flow of operations.  Receive an initial briefing that may include the following:  Review completed ICS 201 form.  Synopsis of the incident.  Priorities and objectives.  Code of Conduct.  Facility logistics and layout.  Synopsis of the services provided at the FAC, including for people with disabilities/access and functional needs.  Staffing organization and work tasks.  The date, time, and location that the FAC will be activated.  Resources available for maintaining situational awareness (e.g., the FAC Information Branch, local activated emergency operations centers (EOCs)).  Monitor and provide direction as needed. Coordinate with units to ensure that they understand their mission and have the resources to accomplish it.  Establish contact and communications protocols with the EOC. Regularly scheduled communications should include the following:  General information sharing concerning the incident.  Overall Incident Management.  Information concerning the operational status of the FAC.  Request additional staff and resources as needed.  Working with Command Staff and Section Chiefs, prepare an Incident Action Plan. |
| OPERATION |
| Ensure that sufficient staff and resources are available to support ongoing planning operations.  Prepare for and facilitate Command/Section Chief planning meetings on a regular basis to communicate information concerning FAC operations, status of the recovery effort, and other information of importance. At a minimum, the following staff meetings are recommended:  An “all FAC staff” meeting once per operational period.  Two command staff meetings, one near the beginning and one near the end of each operational period.  Section and unit meetings at the discretion of the Section Chief/Unit leader.  Support the FAC public information officer (PIO) with obtaining and preparing necessary information for the family briefings.  Conduct plans and operations briefings to ensure that they are well organized and to the point. Revise strategies and the Incident Action Plan regularly.  Prepare an Incident Status Summary (ICS Form 209) as requested by the FAC Director.  Monitor activities in the following units and report current status and unusual events on a timely basis to Command Staff:  Documentation Unit.  Demobilization Unit.  Situational Awareness Unit.  Make changes as necessary to the Planning Section organizational structure, staffing assignments, and procedures.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming Planning Section Chief at shift change. |
| DEMOBILIZATION |
| Ensure that all external stakeholders are notified of the date and time of planned deactivation.  Oversee the preparation of the Demobilization Plan (ICS Form 221).  Ensure the collection of activity logs (ICS Form 214) from all units.  Conduct demobilization meetings with Command Staff and Section Chiefs.  If applicable, notify the Facility Liaison of the date and time of deactivation and the date and time that the FAC facility will no longer be needed. Include time required to remove supplies and equipment and return the facility to its original condition.  Ensure that ongoing case management, counseling, and/or a hotline number have been established if needed.  Collect contact information from all FAC agencies that provided services.  Provide updates regarding FAC demobilization to the telephone bank, information, and referral organizations, and the outreach and media that were used while the FAC was open.  Ensure that information regarding demobilization is provided to people with disabilities or access and functional needs.  Conduct a final transition meeting with the FAC staff and city, county, state, and federal agencies. Inform all staff and participating agencies that counseling services are available to them upon request.  Ensure that all deployed equipment is returned and coordinate equipment issues with the Logistics Section Chief.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

### DOCUMENTATION UNIT LEADER

|  |
| --- |
| **Mission:** The Documentation Unit collects and organizes incident files, information, forms, Incident Action Plans, information releases, and reports for the Family Assistance Center (FAC). The Documentation Unit Leader reports to the Planning Section Chief. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.  Report to your assigned workstation. Obtain information and job/task assignment from the Planning Section Chief. Support the development of/review FAC Incident Action Plan for the operational period.  Report to the Resources Branch to obtain computers or other electronic equipment, workstation telephone numbers, and information on web access, communications systems, passwords, and other technology-related procedures for FAC staff.  Review position checklist. Develop and execute a strategy for the ongoing coordination of documentation-related responsibilities at the FAC.  Request additional staff and resources as needed. |
| OPERATION |
| Establish and organize incident files.  Determine the number of copies needed and duplicate the Incident Action Plan.  Accept and file reports and forms submitted by incident personnel.  Check the accuracy and completeness of records submitted. Correct errors or omissions by contacting appropriate ICS units.  Ensure that legal restrictions on public and exempt records are observed.  Retain and file duplicate copies of official forms and reports.  Provide briefing to relief on current activities and unusual events.  Document all activity on Unit Log (ICS Form 214).  Give completed incident files to the Planning Section Chief.  Attend family briefings, as requested and appropriate.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214). |
| DEMOBILIZATION |
| Ensure the collection of activity logs (ICS Form 214) from all units.  Participate in demobilization meetings with Command Staff and Section Chiefs.  Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

### SITUATIONAL AWARENESS UNIT LEADER

|  |
| --- |
| **Mission:** The Situational Awareness Unit is responsible for collecting and organizing the incident status and situation information. The Situational Awareness Unit is also responsible for the evaluation, analysis, and display of that information for use by the Family Assistance Center (FAC) staff. The Situational Awareness Unit Leader reports to the Planning Section Chief. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.  Report to your assigned workstation. Obtain information and job/task assignment. Support the development of/review FAC Incident Action Plan for the operational period.  Report to the Resources Branch to obtain computers or other electronic equipment, workstation phone numbers, and information on web access, communications systems, passwords, and other technology-related procedures for FAC staff.  Working with Command Staff and Section Chiefs, prepare an Incident Action Plan.  Brief subordinate staff and make task/job assignments.  Contact the designated FAC Director to understand timeframes and planning objectives.  Request additional staff and resources as needed. |
| OPERATION |
| Obtain briefing from Planning Section Chief.  Gather information regarding FAC incident objectives and strategy.  Identify the requirements and schedules—both internal and external—for reporting to the FAC.  Gather necessary information for family briefings.  Compile and update information from the public information officer and display incident status information for FAC staff.  Prepare Incident Status Summary (ICS Form 209) as requested by the FAC Director or Planning Section Chief.  Participate in planning meetings, as required, and participate in other meetings and briefings as needed.  Predict customer rates periodically, or upon request of the Planning Section Chief.  Attend family briefings, as requested and appropriate.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming Situational Awareness Unit staff at shift change. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to your supervisor.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

### DEMOBILIZATION UNIT LEADER

|  |
| --- |
| **Mission:** The Demobilization Unit is responsible for ensuring the cohesive and timely demobilization of the Family Assistance Center (FAC). Planning for demobilization should begin upon FAC activation, and this position should be mobilized quickly. Demobilization includes scaling back services no longer used and demobilizing all functions when appropriate. The Demobilization Unit Leader reports to the Planning Section Chief. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.  Report to your assigned workstation. Obtain information and job/task assignment.  Report to the Resources Branch to obtain computers or other electronic equipment, workstation phone numbers, and brief on web access, communications systems, passwords, and other technology-related procedures to FAC staff.  Working with Command Staff and Section Chiefs, understand the depth of services and expected longevity of FAC services.  Brief subordinate staff and make task/job assignments.  Request additional staff and resources as needed. |
| OPERATION |
| Obtain briefing from Planning Section Chief.  Gather information regarding incident objectives and strategy.  Work with the Planning Section Lead and other Planning Section staff to understand status of service usage.  Develop a demobilization plan including how and when each service will be demobilized, what ongoing resources will be provided, and how victims and families can receive services after the FAC is demobilized.  Participate in planning meetings, as required, and participate in other meetings and briefings as needed.  Attend family briefings, as requested and appropriate.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming Demobilization Unit staff at shift change. |
| DEMOBILIZATION |
| Conduct demobilization briefing with staff assigned to you.  Ensure all services and staff have been properly demobilized according to the demobilization plan.  Ensure the FAC public information officer has all demobilization information and service access information available for public dissemination.  Ensure the Facility Liaison is involved in demobilization efforts.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

# FINANCE SECTION CHIEF

|  |
| --- |
| **Mission:** The Finance Section Chief is responsible for all administrative and financial considerations surrounding the Family Assistance Center (FAC). The Finance Section Chief reports to the FAC Director. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.  Obtain and display the appropriate badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your section.  Report to your assigned workstation. Obtain information and job/task assignment.  Receive an initial briefing that may include the following:  Review completed ICS 201 form.  Synopsis of the incident.  Priorities and objectives.  Code of Conduct.  Facility logistics and layout.  Synopsis of the services provided at the FAC, including for people with disabilities/access and functional needs.  Staffing organization and work tasks.  The date, time, and location that the FAC will be activated.  Resources available for maintaining situational awareness (e.g., the FAC Information Branch, local activated emergency operations centers (EOCs)).  Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.  Report to the Resources Branch to obtain computers or other electronic equipment, workstation telephone numbers, and information on web access, communications systems, passwords, and other technology-related procedures to FAC staff.  Request additional staff and resources as needed. |
| OPERATION |
| Brief activating entity administrative personnel on all FAC-related business management issues needing attention and follow-up. Meet with assisting and cooperating agency representatives, as required.  Attend Command/Section Chief planning meetings.  Attend family briefings, as requested and appropriate.  Attend planning sessions on financial and cost analysis matters.  Coordinate the establishment of financial systems (cash accounts, invoices, billings, contracts, etc.) and administrative systems (filing, stationery supplies, etc.).  Coordinate accounting for food, equipment, wages, accommodations, and travel for response team and auxiliary personnel as needed.  Prepare financial and administrative status reports.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming Finance Section Chief at shift change. |
| DEMOBILIZATION |
| Collect, organize, and file finance-related documentation.  Coordinate with the Facility Liaison as necessary to arrange for billing and invoicing, if applicable.  Conduct demobilization briefing with staff assigned to you.  Return equipment and unused supplies issued by the FAC to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio. |

# INVESTIGATIVE SECTION CHIEF

|  |
| --- |
| **Mission:** The Investigation Section Chief is responsible for coordinating with Incident Command/Unified Command (IC/UC) investigation efforts and providing on-site support for information gathering, documentation, or questioning that is needed. The Investigative Section Chief reports to the Family Assistance Center (FAC) Director and IC/UC. |
| ACTIVATION |
| Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive your assignment, materials, radio, reporting location/station, reporting time, and any special instructions. As time permits, review the layout of the FAC.  Obtain and display the badge provided by FAC staff and your agency identification.  Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.  Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of the branches that report to you.  Identify a reporting method for all victim interviews at the FAC.  Request additional resources as needed. |
| OPERATION |
| Conduct victim interviews at the FAC as necessary in coordination with Law Enforcement.  Provide support for gathering information and documentation as requested by law enforcement and/or IC/UC.  Attend Command/Section Chief planning meetings. During the meetings, be prepared to provide a status update of Investigative Section activities.  Provide regular updates of the number of victims interviewed to the Planning Section Chief.  Participate in meetings and briefings as needed.  Maintain Unit/Activity Log (ICS Form 214).  Brief incoming Operations Section Chief at shift change. |
| DEMOBILIZATION |
| Support the demobilization in coordination with the FAC Director and IC/UC.  Conduct demobilization briefing with staff assigned to you.  Ensure that equipment and unused supplies are returned to the Logistics Section.  Arrange for the return of any agency-owned equipment (computers, etc.).  Submit activity logs (ICS Form 214) to the Documentation Unit.  Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in assigned equipment. |

|  |
| --- |
| Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACTIVATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OPERATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DEMOBILIZATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACTIVATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OPERATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DEMOBILIZATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACTIVATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OPERATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DEMOBILIZATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACTIVATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OPERATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DEMOBILIZATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACTIVATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OPERATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DEMOBILIZATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACTIVATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OPERATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DEMOBILIZATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACTIVATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OPERATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DEMOBILIZATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACTIVATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OPERATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DEMOBILIZATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACTIVATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OPERATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DEMOBILIZATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ACTIVATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OPERATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DEMOBILIZATION |
| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |