ASRC OPERATIONS MANUAL
SECTION IX

OPERATIONS DOCUMENT DISTRIBUTION

Documents

1. TAF - Mission Alert Form.
2. AO-IC LIST - Alert Officer Mission Coordinator List.
3. RDF - Mission Data Form.
4. FTL LIST - Field Team Leader List.
5. DO LIST - Dispatch Officer List.
6. M Q - Missing Person Questionnaire.
7. CALLOUT ROSTER - Group roster.
8. ASF - Alert Summary Form.
9. SAF - Searcher Alert Form.
10. QR TAF - Quick Response (modified) TAF.
11. TAG - Task Assignment Form.
12. SRF - Searcher Registration Form.
13. SIS - Searcher Information Sheet.

Example in following pages (Section X).
Example in Section V.

Personal folders

1. Member: 1 AO-IC LIST; 3 SAFs; 1 CALLOUT ROSTER.
2. Field Team Leader: Same as (1) above, plus: 2 QR TAFs.
3. Alert Officer: Same as (1) above, plus: 1 of each group CALLOUT ROSTER; 1 of each group FTL LIST.
4. Mission Coordinator: Same as (3) above, plus: 1 of each group DO LIST; 2 RDFs; 5 M Qs; 2 ASFs; 2 QR TAFs.
5. Dispatch Officer: Same as (4) above.
6. UVA Police Dispatcher: 1 AO-IC LIST; 3 TAFs; 1 SAFOP.

Operations Kit (OPSKIT)

1. MC-00 Notebook with: 1 AO-IC LIST; FTL and DO LISTS; all CALLOUT ROSTERS; SAFOP and OPS MANUAL; paper for OPSLOG.
2. FC-00 folder with: 5 RDFs; 15 M Qs; 5 ASFs; 5 SAFs; 100 TAFs; pencils, pens, and grease pencils.
3. PO folder with 466 SISs; 400 HYFOTHERMLA FOLDERS; 25 Civil Air Patrol mission sign-in forms; pencils, pens, and paper.
4. PO file boxes with: completed and cut SRF cards for all ASRC personnel (except Auxiliary Members); 400 blank SRF cards.
5. PO file box with alphabetical tabs and paper clips.
6. Receipt book for EO.
7. EO file box with: cards filled out for all ASRC equipment; blank cards; alphabetical tabs; pencils and pens.
8. CO notebook with: Radio Log paper, scratch pads, pens and pencils, copies of ASBC radio licenses.
9. COMMUNICATIONS SYSTEMS CHART with acetate front and grease pencils.
10. Registration board with instructions for incoming searchers.
11. Minimum personal equipment board with acetate cover.
12. Status Map board with acetate cover.
13. Strategy Map board with acetate cover.
14. Box of "leashed" pens for searcher registration.
15. Lighter fluid for cleaning acetate.
1. OPG-Kit  
   Reference Notebook with  
   - Current ASRE Group Alerting List  
   - Current Callout Roster from each Group  
   - List of contacts, phone numbers, etc.  
   - SARCP  
   - OPG Manual Draft  
   - Current NASAR Statistical Information  
   - Copy of ASRE Radio License and Radio Assignments

2. OPG-CLG Notebook with  
   - 50 sheets, heavy-duty lined paper

3. Communications Log Notebook with  
   - 50 sheets, heavy-duty lined paper  
   - 1 cardboard backing sheet  
   - 100 double carbon sheet, punched message forms

4. Metal 9" x 12" file box with (at least)  
   5 MDFs  
   15 MPQs  
   5 ASFs  
   5 SAFs  
   100 double carbon TAFs  
   1 ruler  
   200 3"x5"  
   25 ASRC fact sheets  
   25 Group Fact Sheets  
   10 CAP personal sign-in sheets  
   Personnel in Base Camp Long  
   3 AS file boxes with  
   1 set blank index tabs  
   200 blank lined 3"x5" file cards  
   1 set file cards, color-coded for all group members (blue - BRAHIS; green - SHIRS; - RUSAC)

5. Personnel in Field Long 6"x6" file box with  
   1 set alphabetical index tabs  
   1 box large paper clips
CPSKIT
- 2 -

1. Equipment 3' x 6' Short File Box with
   100 - 3'' x 5'' CARDS, INDEX, BLANK
   1 - SET FILE CARDS FOR ALL GROUP OPERATIONAL
      EQUIPMENT
   1 - SET ALPHABETICAL TABS

8. Portfolio Case

9. Map Board with Clamps, Ramp Cover,
   TO FIT 4 8½'' x 11'' MAP COVERS

10. Briefing Board with ACRYLIC COVER, 12''
    LEAD MARKERS (2) and Clear Ramp Cover
    With Pencil for Handing Out

11. Communications System Chart with ACRYLIC
    COVER

12. Box with ACRYLIC MARKERS, COLOR PEN, PENCIL,
    LIGHTER FLUID

13. Metal 9'' x 12'' File Box with Maps:
   2 - (GRIDBOOK) Va. Aeronautical Charts (UV+HD)
   2 - (GRIDBOOK) Va. Highway Maps (UV+HD)
   2 - (GRIDBOOK) Va. Topo Map Indexes (UV+HD)
   2 - Sets GE 1:250,000 USGS Topo Maps (GRIDBOOK)
      For VA
   2 - Sets of all JNF, GnWF, and MNF Maps (GRIDBOOK)

14. Metal 9'' x 12'' File Box with Maps:
    1 Each of all 77 Topo Maps in Service Area
    With Grid Numbers Added

15. Briefcase for Notebooks + Small Items

16. Footlocker for Entire CPSKIT