



CIVIL AIR PATROL

MISSION STAFF ASSISTANT QUALIFICATION

The Mission Staff Assistant's (MSA) primary role is to perform administrative functions as member of the Incident Command team. MSA's perform a variety of tasks including:

- Conducting basic safety and/or hazard inspections
- Setting up areas for briefings and meetings
- Setting up and maintaining status boards
- Locating personnel for next operations period
- Developing portions of the Incident Action Plan or other briefing materials
- Compiling/Maintaining mission data, documents, logs and information

The MSA qualification is available to both Cadet and Officer members and is an excellent opportunity to be part of the Incident Command Staff and observe the interaction between the various departments and agencies involved during a mission.

The following is a list of the tasks required to fulfill the requirements for the Mission Staff Assistant Qualification:

1. Posses a valid CAP ID card.
2. Wear the proper CAP uniform (Refer to CAPR 39-1).
3. Complete the GES Qualification.
4. Download and print Special Qualification Training Record (SQTR) for Mission Staff Assistant from the CAP National website.
<https://ntc.cap.af.mil/es/sqtrs/sqtrs.cfm>

Additional information on the role of the Mission Staff Assistant can be downloaded from:

<http://www.cap.gov/documents/MSAppt.ppt>

5. Fulfill all the requirements listed in the Mission Staff Assistant SQTR.
6. Complete two missions as a MSA trainee under the supervision of a qualified Mission Staff Assistant or Incident Command Staff member.
7. Enter all the data from the SQTR on the eServices website (www.capnhq.gov/default.aspx) under the Personal ES SQTR Quick Entry tab.
8. Receive the Recommendation of your Unit Commander after completing the MSA requirements.
9. Print your updated CAP 101 (Specialty Qualification Training Record) card.

For more information on the Emergency Services opportunities in CAP, consult the National website www.cap.gov/visitors/members/operations.