

Mission Tracking Specialist Checklist

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Receive initial briefing and immediate priorities from Resource Unit Leader (RESL)		
2. Check-in with Resource Unit.		
3. Activate unit staff.		
4. Co-locate work location with the Mission Unit.		
5. Access EM Constellation		
6. Create a Mission Tracking Log (using template).		
<i>Each Operational Period</i>		
1. Coordinate with Mission Unit to maintain status of all missions assigned to ESF8 to include: <ul style="list-style-type: none"> • Mission Details • Timelines for Mission Completion • Completion Status • Total Number of Missions by status 		
2. Monitor trending of mission request related to ESF8 Core Missions.		
3. Track timelines from mission receipt by ESF8 until acted upon, to delivery of resource.		
4. Notify RESL of mission that meet established triggers for additional action.		
5. Notify RESL and Mission Unit Leader of Missions that have stalled.		
6. Provide Mission Tracking Log to RESL twice daily.		
7. Participate in resource Status Meeting, each operational period.		
8. Provide report to RESL regarding completion of any incident objectives.		
9. Save incident documentation in established incident file on z drive.		
<i>Upon Demobilization</i>		
1. Complete demobilization paperwork		
2. Provide information for after-action report		
3. Check-out with resource Unit		
4. Assure incident archive includes all Mission Tracking Logs		