

MNICS AIR OPERATIONS WORKING TEAM – 2013 ASSIGNMENT WORKSHEET # 13 Create Articles & Update Rosters and MOB Guide—Jill Hebl

ISSUE: Various duties for the AOWT Chair, including: Create Articles & Update Rosters and MOB Guide

BACKGROUND: These duties are the responsibility of the chairman to ensure current rosters, procedures and sharing of information

RECOMMENDATIONS / EXPECTED PRODUCT: MOB Guide Input to MNICS Coordinator by January 30, 2013; other deadlines as needed

- A. Implementation Plan: Submit updates**
- B. MNICS Mobilization Guide: Review sections pertaining to your team and make any changes or additions by January 30, 2013. B. Write an article for the spring newsletter.**
- C. Review Working Team list to update; list new Chair and Vice Chair and send in TEAM list to MNICS Coordinator.**
- D. Write an article for the Annual Report by November 1 of each year**
- E. Tasked to:**
 - a. Individual – Jill Hebl, chair of the Air Operations Working Team**
 - b. Group -**
 - i. Leader –**
 - ii. Committee –**
 - iii. Meeting Date(s) -**
 - iv. Meeting Location -**
- F. Target Completion Date: ASAP February 15, 2013**

Submit completed products/reports to Chair, Jill Hebl, so they can be forwarded to the MNICS Task Force for review/approval.