

P-0201
SIGN-IN GROUND SEARCH TEAM AT MISSION

CONDITIONS

You are the leader of a ground team that has just arrived at mission base. You have completed a individual and vehicle accountability and safety inspection.

OBJECTIVES

Complete personnel and vehicle sign-in within 15 minutes of arriving at mission base.

TRAINING AND EVALUATION

Training Outline

1. Before a team can depart mission base to perform a sortie, the team leader is responsible for ensuring that all personnel are properly “signed-in” to the mission. This should be done immediately upon arrival at mission base. Signing-in gives the mission staff information on what vehicle and personnel resources are available, and it gives the ground operations staff specific information on team composition and capability. Legally, it also ensures that all personnel and vehicles on the mission are accounted for and are covered by the appropriate insurance regulations.

a. There are three forms used to sign-in a team - team leaders should have copies of these forms on-hand.

1) ICS Form 211, Check-In List - used to record all personnel or teams present at the mission, along with several other critical pieces of information. For this reason, it is essential that everyone writes legibly on the form.

2) ICS Form 218, Support Vehicle Inventory – used by the ground support unit of the logistics section to record all ground support vehicles (corporate and private) participating in the mission. This includes vehicles that only transport people to the mission base and aren’t expected to be used during the mission. This form is used primarily for insurance, reimbursement, and letting the mission staff know what assets are available.

3) CAPF-109, Vehicle Clearance Form - used to plan and brief all ground team sorties assigned during a mission.

b. Teams can actually begin the sign in process before arriving at mission base. A team leader can have his team fill out the paperwork at the meeting point, or while en route.

2. To sign in a team for a mission:

a. Have your team members complete an ICS Form 211. As they do this, ensure that:

1) Each member has on-hand a current CAP ID card and CAPF 101 for the job they will be doing. (normally, inspect this yourself. For large teams, delegate the inspection to your second-in-command.

2) Each member writes legibly, providing his appropriate information (listing Trainee status if applicable).

3) Emergency contact information should be on file, but may need to be provided. Ensure that someone is known who can actually be reached during the mission if something happens to you.

b. Have all drivers complete the ICS Form 218, providing the required information.

c. Fill out a CAPF 109. It is often good to do this as each person is logged onto the 211. This way, you can question them on their qualifications and check any qualification cards at the same time you're checking CAP ID's and 101 cards.

1) Only list personnel who will be part of your ground team. If you transported people to the mission who will be working mission staff, base operations, aircrew, etc., don't list them on the form. Also don't list people who don't have at least a Ground Team Member Trainee Rating - GES personnel cannot be part of a ground team.

2) Fill in all required information on your vehicles, communications resources. For each team member, indicate each person's name, list each member's ground operations specialties, and their personal equipment.

3) List all the items of team equipment your team has, and what vehicle it is located in. Have your drivers fill in the safety checklist for all team vehicles.

4) Turn one copy of the form in to the Ground Branch Director and make one for yourself.

5) During the mission, people will often be added or taken from your team and assignments may change. When this happens, you should immediately update the CAPF 109 with the Ground Branch Director.

Additional Information

More detailed information on this topic is available in Chapter 13 of the Ground Team Member and Leader Reference Text.

Evaluation Preparation

Setup: Ensure you have provided the team leader with an ICS Form 211, ICS form 218, CAPF 109, and a pen. Prepare a sheet containing all necessary information on two ground team vehicles (including equipment in each vehicle) and 6 team members (including name, age, senior/cadet status, what vehicles they are driving/riding in, and the qualifications they have). Ensure there is at least one person on the list with only a GES or other non-ground team rating. Prepare a second sheet describing two other team members from a different squadron.

Brief Team Leader:

1. Give the team leader the CAP Forms listed above, and the information on the vehicles and the six team members. Tell him that he has just arrived at mission base, and has inspected his vehicles and equipment, and that the handouts describe what assets and personnel his team have. Tell him that you will act as a team member just attached to his team. Tell him that he has 15 minutes to correctly:

- a. Have himself and you sign in on the ICS Form 211.
- b. Complete the ICS Form 218 for all vehicles.
- c. Complete the CAPF 109 for all team members.

2. After the team leader has completed this task, tell him that at the end of the day, one member of his team (choose a name), is assigned to work at mission base for the rest of the mission, and that two members from another squadron have been added to the team (give him the sheet describing the two team members). Tell the team leader to update the paperwork as needed.

Evaluation

<u>Performance measures</u>	<u>Results</u>	
The Team Leader:		
1. Has all personnel sign-in on the ICS Form 211		
a. Verifies Current ID Card	P	F
b. Verifies Current 101 Card	P	F
2. Signs all vehicles in correctly on the ICS Form 218	P	F
3. Completely fills out CAPF 109 form (front and back)		
a. Does not list non-ground team personnel	P	F
b. Lists all team members (including the evaluator)	P	F
4. Completely Fills out headers on all forms	P	F
5. Ensures all form entries are legible.	P	F
6. Completes the above steps in 15 minutes.	P	F

7. As team members are added or subtracted from the team, lines them out or adds them to the CAPF 109.

P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.