

GROUND TEAM LEADER CHECKOUT

Name: _____ CAPID _____ Date: _____

Unit: _____ GTM Level _____ Exp. Date: _____

PRE-MISSION PROCEDURES

Direct actions at Meeting Point

Sign in all members on CAPF-103	_____	Time to complete: _____	Leaves data with responsible person	_____
Inspects Uniforms	_____	Inspects for ID cards	_____	_____
Initiate mission paperwork	_____	Initiates Mission Log	_____	_____
Conducts Vehicle safety checks	_____	Assigns personnel/gear to vehicles	_____	_____
Inspects Individual Equipment	_____	Inspects Team Equipment	_____	_____

Sign-In Team at Mission

Personnel/Vehicle Sign-In	_____	Time to complete: _____	MWF-64 /CAPF-109 to Ground Ops.	_____
Receive Briefing from Ground Ops	_____	Retrieve CAPF-109 copy	_____	_____

Comments:

CONDUCTING THE SORTIE

Issues warning order within 5 minutes of mission brief	_____	_____
Sortie Type	_____	Preparations
Earliest Time of Movement	_____	Time/Place of Operation Order

Issue Operations Order at indicated time/place:

Situation per format	_____	Mission Statement	_____
Execution	_____	Directors intent	_____
Service Support	_____	Command and Signal	_____
Conducts Rehearsal	_____	Workable Plan	_____

Comments:

COMMUNICATION

Conducts scheduled radio check and position reports	_____	_____
Depart/Return bases	_____	Depart/Return search area
Extended Stops	_____	Scheduled times
Transmits time/location/status	_____	Requests/Receives read-back
Chooses Good Communications Sites	_____	Employs appropriate frequencies
Takes steps to maintain communications	_____	_____

Comments:

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MOVEMENT TO AREA

Conducts Vehicle search enroute _____ Moves effectively by road using map _____

ELT-DF SEARCH

Determines locations to take bearings _____ Plots bearings on map accurately _____

Determines ELT location on map _____ Completes mapwork in 10 minutes _____

Uses signal strength methods effectively _____ Uses body-blocking effectively _____

Deactivates the ELT appropriately _____ Records required information _____

Comments:

GROUND SEARCH

Search Line Control

Chooses appropriate search formation _____ Chooses appropriate search pattern _____

Chooses appropriate search interval _____ Chooses appropriate search direction _____

Briefs team on hazards/panic azimuth _____ Assigns post numbers and tasks _____

Briefs on turning/end points _____ Reviews signals /chain of command _____

Maintains team control/speed _____ Uses appropriate signals _____

Maintains team direction and distances _____ Ensures edge marking and coverage _____

Comments:

Clue detection

Halts team and conducts safety survey _____ Marks and safeguards clue _____

Checks for other clues in area _____ Reports to mission base appropriately _____

Comments:

Actions on Find

Halts team and conducts safety survey _____ Positively Identifies search target _____

Sends a find report _____ Assists local authorities as directed _____

Comments:

POST-SORTIE PROCEDURES

Replenishes/Repairs/Repacks team gear _____ Refuels vehicles prior arrival at base _____

Inspects team and individuals _____ Conducts Team debriefing with log _____

Brings legible log and CAPF-109 to GSC _____ Debriefs ground operations on sortie _____

Comments:

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Name: _____ CAPID _____ Date: _____

AIRFIELD SEARCH

- | | | | |
|--------------------------------------|-------|----------------------------------|-------|
| Contacts FBO for search permission | _____ | Briefs team/assigns tasks | _____ |
| Checks for landing/takeoff/fuel logs | _____ | Searchs flight line and hangars | _____ |
| Request permission to depart | _____ | Leaves base information with FBO | _____ |

Comments:

HASTY SEARCH/CONTAINMENT

- | | | | |
|---|-------|-------------------------------------|-------|
| Brief Team on organization/command | _____ | Brief on routes and areas to search | _____ |
| Establishes communications plan | _____ | Briefs on safety hazards | _____ |
| Briefs on search clues | _____ | Briefs on clue/find procedures | _____ |
| Establishes attraction techniques | _____ | Evaluates terrain (OCOKA) | _____ |
| Maintains team control and accountability | _____ | Workable and effective plan? | _____ |

Comments:

CRASH SITE SURVEILLANCE

- | | | | |
|---|-------|-------------------------------------|-------|
| Conducts safety survey of area | _____ | Determines Avenues of approach | _____ |
| Establishes outline of crash site | _____ | Finds terrain with good visibility | _____ |
| Establishes effective command post | _____ | Establishes initial hasty perimeter | _____ |
| Establishes final CSS plan with reliefs | _____ | Divides team and posts first relief | _____ |
| Makes sketch of area and CSS plan | _____ | Inspects relief for gear/appearance | _____ |
| Briefs and Posts new relief | _____ | Handles intruders as appropriate | _____ |
| Maintains communications with base | _____ | Worakable and effective plan? | _____ |
| Obtains permission to sign-over site | _____ | Briefs new team/agency on site | _____ |
| Obtains sing-over statement | _____ | Notifies bases of departure | _____ |

Comments:

Use reverse side for additional comments on leadership, team control, experience, etc.

I certify that I have administered a ground team leader sortie check and that the above named member:

has demonstrated required prociency for qualification as a ground team leader

is not qualifed, requires additional training and re-check

Name: _____ Date _____ Date: _____

Unit: _____ CAPF101#: _____ Exp. Date: _____

Signature _____