

# **CIVIL AIR PATROL**



## **STUDENT HANDBOOK**

**Winter Guite, Captain, CAP**

Emergency Services Officer

447<sup>th</sup> Composite Squadron

SER-FL-447

December 2014

**Sources:**

eServices

CAPR 60-3

CAPR 173-3

CAPP 2(E)

FLWGP 60-003

Ground Team Member and Leader Reference Text

Ground and Urban Direction Finding Team Tasks

National Emergency Services Academy

FLWG ES 2001 Compliance Inspection Manual

## 01. Introduction

Welcome to the Basic Ground Team School (BGTS) for Civil Air Patrol Emergency Services. This course is designed to guide you through the requirements for the Ground Team Member 3 (GTM3) specialty as established by CAP National Headquarters to be able to participate as a member of a CAP Emergency Services Search and Rescue Ground Team.

This course will not make you an expert in Search and Rescue and is intended as an introductory course to provide the student with the basic knowledge and skills necessary for the member to take part in advanced training as well as actual ES missions safely and effectively. It is a starting point for the member to build on. The student is expected to not only keep the skills learned here current, but to continue building on them.

While much of the course is designed to assist the new student to find the required information as easily as possible, there is an expectation that you will also provide a certain level of initiative to complete necessary tasks outside of the classroom as required. A high level of maturity is also expected from the students in this course as ES missions are a serious undertaking with the real possibility of lives depending on the ability of a CAP Search and Rescue Ground Team.

Students that complete all required tasks and receive the approval of their Squadron Commander will earn the CAP ES rating of Ground Team Member 3 (GTM3) and be eligible for the award of the CAP Ground Team badge. Wear it with pride.



## 02. The SQTR Worksheet

Your first step in qualifying for any ES specialty in Civil Air Patrol will be to obtain the appropriate Specialty Qualification Training Record (SQTR).

SQTR's can be found at: *eServices>Operations>Operations Qualifications*.

1. **Prerequisites.** This section details any requirements that must be completed before any training in the specialty can take place. In the case of GTM3, the member must have GES completed before beginning this course. Once any prerequisites are completed, the commander or their designee will annotate their approval which will allow the student to begin the Familiarization and Preparatory Training.
2. **Familiarization and Preparatory Training.** This training is generally done in a classroom setting with some hands on. These are the basic skills that the member can be expected to need in this specialty as well as being designed to make sure the student can continue training safely and avoid becoming the rescued instead of the rescuer. Once all tasks are complete, the commander can give their approval and allow the student to continue on to the Advanced Training.
3. **Advanced Training.** The advanced training tasks are usually more in depth as well as hands on and focus on more complex tasks expected from the member. Some the tasks may be required for the student to complete on their own outside of the course such as the Basic First Aid and FEMA courses.
4. **Exercise Participation.** Many specialties require two actual or training missions where the student demonstrates their ability to perform the tasks at an acceptable level.
5. **Continuing Education.** The requirements in this section can be completed at any time during the training. The SQTR will not be signed off on until this is completed though.



# Specialty Qualification Training Worksheet

## GTM3 - Ground Team Member Level 3

Name (Last, First, MI)	Type	CAPID	Date Issued
<b>Step Task Name</b>			
		<b>Completed</b>	<b>Evaluator CAPID Mission ID</b>
<b>Ground Team Member Level 3 - Prerequisites</b>			
<b>1: Prerequisites</b>			
GES - General Emergency Services			
Commander Approval for Prerequisites			
GTM3 - Commander Approval for Prerequisites			
<b>Ground Team Member Level 3 - Familiarization and Preparatory Training</b>			
Complete Task O-0001 (Prepare ground team individual equipment)			
Complete Task O-0002 (Conduct individual refit)			
Complete Task O-0003 (Prevent and treat hot weather injuries)			
Complete Task O-0004 (Prevent and treat cold weather injuries)			
Complete Task O-0101 (Identify natural hazards)			
Complete Task O-0102 (Prevent and treat fatigue)			
Complete Task O-0103 (Conduct field sanitation and hygiene)			
<b>2: Familiarization</b>			
Complete Task O-0201 (Use a compass)			
Complete Task O-0601 (Conduct actions if lost)			
Complete Task O-0902 (Exercise universal precautions)			
Complete Task P-0102 (Conduct a phone alert)			
Commander Approval for Familiarization and Preparatory Training			
GTM3 - Commander Approval for Familiarization and Preparatory Training			
<b>Ground Team Member Level 3 - Advanced Training</b>			
IS100 - IS-100			
IS700 - IS-700			
Complete Basic First Aid Training or Equivalent			
Complete Task L-0001 (Basic Communications Procedures for ES Operations)			
Complete Task L-0002 (Perform radio operating procedures)			
Complete Task L-0003 (Employ appropriate radio frequencies repeaters)			
Complete Task O-0301 Determine distress beacon bearing)			
Complete Task O-0302 (Locate a distress beacon)			
Complete Task O-0403 (Employ scanning techniques while on foot)			
Complete Task O-0404 (Move as part of a search line)			
Complete Task O-0405 (Communicate to other members of a search line)			
Complete Task O-0406 (Use whistle signals)			
Complete Task O-0407 (Conduct attraction techniques)			
Complete Task O-0408 (Identify aircraft search clues)			
<b>3: Advanced</b>			

Warning: The information you are receiving is protected from interception or disclosure. Any person who intentionally distributes, reproduces or discloses its contents is subject to the penalties set forth in 18 United States Code Section 2511 and/or related state and federal laws of the United States.



# Specialty Qualification Training Worksheet

## GTM3 - Ground Team Member Level 3

Name (Last, First, MI)	Type	CAPID	Date Issued
------------------------	------	-------	-------------

Step Task Name	Completed	Evaluator	CAPID	Mission ID
Complete Task O-0409 (Identify missing person search clues)				
Complete Task O-0410 (Mark a route)				
Complete Task O-0411 (Conduct individual actions on locating a clue)				
Complete Task O-0412 (Conduct individual actions on find)				
Complete Task O-0413 (Participate in a hasty search)				
Complete Task O-0502 (Participate in a litter carry)				
Complete Task O-0702 (Use a signal mirror)				
Complete Task P-0101 Demonstrate the ability to keep a log				
<b>Ground Team Member Level 3 - Advanced Training (ICUT, ACUT OR BCUT)</b>				
ACUT - Advanced Communications User Training				
BCUT - Basic Communications User Training				
ICUT - Introductory Communications User Training				
<b>Ground Team Member Level 3 - Exercise Participation</b>				
Exercise Participation-Ground Team Member				
Exercise Participation-Ground Team Member #2				
<b>Ground Team Member Level 3 - Continuing Education Examination</b>				
CAPT 117 ES Continuing Education Exam - Part 1				

3: Advanced

4: Exercises

5: Continue Ed

Name (Last, First, MI)	Type	CAPID	Date Issued
------------------------	------	-------	-------------

**GTM3 - Ground Team Member Level 3, MAR 10** **OPR/ROUTING - DOS**

The above listed member satisfactorily participated as a GTM3 - Ground Team Member Level 3 trainee under my direct supervision on mission number \_\_\_\_\_.

<b>Qualified Supervisor Signature</b>	<b>Date</b>
---------------------------------------	-------------

The above listed member satisfactorily participated as a GTM3 - Ground Team Member Level 3 trainee under my direct supervision on mission number \_\_\_\_\_.

<b>Qualified Supervisor Signature</b>	<b>Date</b>
---------------------------------------	-------------

Warning: The information you are receiving is protected from interception or disclosure. Any person who intentionally distributes, reproduces or discloses its contents is subject to the penalties set forth in 18 United States Code Section 2511 and/or related state and federal laws of the United States.

### **03. General Emergency Services (GES): CAPT 116**

This open book questionnaire is based on CAPR 60-3, CAP Emergency Services Training and Operational Missions, CAPR 173-3, Payment for Civil Air Patrol Support; and General Emergency Services training materials available online. The 25 questions on this test cover general emergency services (ES) operational mission procedures and is accomplished by all CAP members prior to initial issuance of CAPF 101, Civil Air Patrol Specialty Qualification Card, and normally by all personnel currently holding valid CAPF 101 cards within 180 days of issuance of a new examination to remain current. Passing score for the test is 72%. There is no time limit. It is recommended, but not required, that you purchase the General Emergency Services Tasks guidebook from Vanguard.

### **04. Continuing Education: CAPT 117, Part 1**

This open book questionnaire is based on the text provided. Please review the text for each part of the exam and answer the short quiz at the end to demonstrate your understanding of the materials presented. The exam is administered in three parts:

- **Part 1** is required for all ground team members, ground team leaders, urban direction finding team members, and those critical incident stress team qualified.
- **Part 2** is required for all SAR/DR mission pilots, transport mission pilots, mission scanners, mission observers, flightline marshallers, and flightline supervisors
- **Part 3** is required for all incident commanders, agency liaisons, planning section chiefs, logistics section chiefs, finance/administration section chiefs, air operations branch directors, ground branch directors, information officers, communications unit leaders, mission radio operators, mission safety officers, liaison officers, mission chaplains, and mission staff assistants.

The test consists of 10 questions and there is no time limit on the test.

## **05. FEMA Courses**

*IS-100.B: Introduction to Incident Command System, ICS-100.*

EMI has revised the ICS 100 course to reflect lessons learned since its release in 2006. This course is NIMS compliant and uses the objectives developed collaboratively by the National Wildfire Coordinating Group, the United States Fire Administration, the United States Department of Agriculture and the Emergency Management Institute.

Note: IS-100.b is an updated version of the IS-100.a course. If you have successfully completed IS-100 or IS-100.a, you may want to review the new version of the course. For credentialing purposes, the courses are equivalent.

ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

*IS-700.A: National Incident Management System (NIMS) An Introduction.*

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

## **06. Basic First Aid**

An approved first aid course is required as detailed in CAPR 60-3.

CAPR 60-3, Chapter 1-24(f) First Aid and Emergency Medical Care. CAP is not an emergency medical care or paramedic organization and should not advertise itself as such. CAP will not be the primary provider of medical support on missions or training events though qualified personnel can be used to support such activities. The only type of medical aid that should be administered by CAP personnel or by any other person at CAP's request is

reasonable treatment deemed necessary to save a life or prevent human suffering. This treatment must be executed by a person qualified to attempt such medical care within their skill level. When first aid or higher medical training is required for qualification in a particular specialty, the expectation is that the qualification course includes both knowledge and practical skills training; first aid courses taken on-line only are not acceptable.

## **07. Introductory Communications User Training (ICUT)**

The Introductory Communications User Training (ICUT) course is located on the CAP Learning Management System (LMS) in eservices. This is the initial training for all CAP personnel using CAP radios. This course replaces both the Basic Communications User training (BCUT) and the Advanced Communication Users training (ACUT).

ICUT is offered online and includes several segments of produced video instruction. Subsequent skills evaluation by a mentor/evaluator is also required. The only prerequisites for ICUT are being an active CAP cadet or senior member, as defined by CAPR 39-2, Civil Air Patrol Membership, and completion of OPSEC training. All members with duties including unsupervised operation of radios on CAP frequencies must complete ICUT training.

## **08. 24 Hour Pack**

Task O-0001 (Prepare ground team individual equipment) under the Familiarization and Preparatory Training section of the SQTR requires the member to gather the items listed that make up the 24 Hour Pack. For the GTM3 specialty the member is only required to have the 24 hour pack. The 72 hour pack is only required for GTM2 or GTM1 specialties. The student will only require the items that are marked with a (T) to begin training but will require the complete 24 hour kit to complete the certification.

It is recommended that the student begin gathering the required items as early as possible to be able to spread the necessary expense over time. It is also advantageous to work with other students to pool resources when

putting your 24 hour kit together. All items must be present as described in the task guide and no substitutions are allowed. There is some leeway regarding additional items that are not on the list, particularly region specific gear. But always consult with your Ground Team Leader before adding any items not listed.

## **09. Familiarization & Preparatory Training**

For each task on the SQTR there is an associated task in the Ground & Urban Direction Finding Team Tasks guide book. You will need to either print this out or purchase one from Vanguard and keep it in your 24 Hour Pack as part of your required equipment. These tasks are located in the task book using the task number, such as O-0001. ALL CAP members who train to participate in an ES specialty are trained to the standards that are found in the task guidebooks and it is the duty of the evaluators to make sure that the student completes all tasks satisfactorily.

The Familiarization & Preparatory tasks are the basic tasks a member will need before proceeding to the Advanced Tasks. Once all of the Familiarization & Preparatory tasks have been completed and signed off by an evaluator and validated in eServices, the student will be allowed to begin training in the advanced tasks for that specialty. The student can then be issued a CAPF 101 card as a GTM3 Trainee. The 101 card will now show the specialty, GTM3(T). A 101 card with the GTM3(T) specialty will be required to participate in a SAREX as a supervised trainee in that specialty.

## **10. Advanced Training**

Once the Familiarization & Preparatory tasks are completed and approved, the student is now placed into Supervised Trainee status to complete the Advanced Training tasks on the SQTR. Most of these tasks involve more hands on training and therefore more time to complete. These tasks can be completed at squadron level training or SAREX's but must be evaluated by a qualified Evaluator.

In addition to the tasks on the SQTR that will found in task guide, there are additional requirements. These include passing an approved Basic First Aid Training course, taking two FEMA courses, and completing the Introductory Communications User Training (ICUT).

## **11. Exercise Participation**

Participation in two exercises (SAREX) as a GTM3 Trainee is required to demonstrate proficiency. Periodic SAREX are scheduled throughout the Wing. In accordance with CAP regulations, these missions may be funded or non-funded and will be planned to accomplish specific goals.

Little to no actual training takes place at a SAREX, nor should it. Training should follow a logical pattern where the skills are learned in a controlled environment and then demonstrated for proficiency at the SAREX.

## **12. Required GTM3 Tasks**

- **10 tasks to be completed by member:**
  1. Obtain SQTR for GTM 3
  2. Obtain copy of GTL & GTM Reference Text
  3. Obtain copy of Ground & UDF Team Task Book
  4. Complete GES Training online CAPT 116
  5. Complete CAPT 117 Part 1
  6. Complete IS-100
  7. Complete IS-700
  8. Complete approved Basic First Aid Training
  9. Complete Intro Communication User Training ICUT
  10. Prepare Ground Team Individual Equipment (O-0001)
- **30 tasks to be completed with qualified instructor:**
  - **11 Familiarization & Preparatory Training Tasks**
    1. O-0001 Equipment check
    2. O-0002 Conduct Refit
    3. O-0003 Prevent & Treat Hot Weather Injuries
    4. O-0004 Prevent & Treat Cold Weather Injuries
    5. O-0101 Identify Natural Hazards
    6. O-0102 Prevent & Treat Fatigue

7. O-0103 Field Sanitation
  8. O-0201 Use a Compass
  9. O-0601 Conduct Actions if Lost
  10. O-0902 Exercise Universal Precautions
  11. P-0102 Conduct a Phone Alert
- **19 Advanced Training Tasks**
    1. L-0001 Basic Communications Procedures
    2. L-0002 Perform Radio Procedures
    3. L-0003 Employ Radio Frequencies
    4. O-0301 Determine Distress Beacon Bearing
    5. O-0302 Locate Distress Beacon
    6. O-0403 Employ Scanning Tech. On Foot
    7. O-0404 Move as Part of Search Line
    8. O-0405 Communicate to Search Line
    9. O-0406 Use Whistle
    10. O-0407 Conduct Attraction Techniques
    11. O-0408 Identify Aircraft Search Clues
    12. O-0409 Identify Missing Person Search Clues
    13. O-0410 Mark a Route
    14. O-0411 Individual Actions on Clue
    15. O-0412 Individual Actions on Find
    16. O-0413 Hasty Search
    17. O-0502 Litter Carry
    18. O-0702 Signal Mirror
    19. P-0101 Keep a Log

### 13. Syllabus

Weekly training blocks covering the 11 Familiarization & Preparatory Tasks will last approximately 1 to 1.5 hours each. Students are expected to be prepared and have read through the Tasks and the associated chapters in the Reference Text for weekly training blocks **before** class. Completion of the Familiarization & Preparatory tasks and Commander's approval is required prior to beginning the Advanced Tasks.

#### Familiarization & Preparatory Tasks

- Week 1: Course Introduction  
P-0102 Conduct Phone Alert
- Week 2: O-0003 Prevent & Treat Hot Weather Injuries  
O-0004 Prevent & Treat Cold Weather Injuries  
O-0102 Prevent & Treat Fatigue
- Week 3: O-0101 Identify Natural Hazards  
O-0601 Conduct Actions if Lost
- Week 4: O-0902 Exercise Universal Precautions  
O-0103 Field Sanitation
- Week 5: O-0201 Use a Compass
- Week 6: O-0001 Equipment Check  
O-0002 Conduct Refit

Some of the 19 Advanced Tasks require a hands-on setting with the student demonstrating proficiency. This is best conducted at a weekend training session to allow for the greater time needed for all students to complete the tasks. Some of the Advanced tasks will be instructed using the same weekly training block style as the Familiarization & Preparatory Tasks.

## Advanced Tasks

- Week 7: O-0408 Identify Aircraft Search Clues  
O-0409 Identify Missing Person Search Clues  
O-0413 Hasty Search

### *Weekend Training Sessions*

#### **Day 1: 0900 – 1200: Communications**

- L-0001 Basic Communications Procedures
- L-0002 Perform Radio Procedures
- L-0003 Employ Radio Frequencies

#### **Day 1: 1300 – 1600: Line Search**

- O-0403 Employ Scanning Technique on Foot
- O-0404 Move as Part of a Search Line
- O-0405 Communicate to Members of Search Line
- O-0406 Use a Whistle
- O-0411 Conduct Individual Actions on Locating a Clue
- O-0412 Conduct Individual Actions on Locating a Find
- P-0101 Keep a Log

#### **Day 2: 0900 – 1200: Distress Beacon**

- O-0301 Determine Distress Beacon Bearing
- O-0302 Locate Distress Beacon

#### **Day 2: 1300 – 1600: Miscellaneous**

- O-0407 Conduct Attraction Techniques
- O-0410 Mark a Route
- O-0502 Litter Carry
- O-0702 Use a Signal Mirror