

## How to become a Ground Team Member (GTM) in Civil Air Patrol



Prepared by the Wright-Patterson Composite Squadron  
Emergency Services Officer

## **STEP ONE: COMPLETE THE GENERAL EMERGENCY SERVICES QUESTIONNAIRE**

- Go to the CAP Emergency Services page:  
<https://www.gocivilairpatrol.com/programs/emergency-services>
- On the left side, click on Education and Training
- Under Education and Training, click on [General Emergency Services Materials](#)
- You must take and pass the General Emergency Services (GES) Questionnaire:
  - It is an open-book “test”
  - You can use the slides, CAPR 60-3, and CAPR 173-3 (see below references)
  - This should take less than 30 minutes
  - If you fail, take it again, and again...

**Once you pass the Questionnaire, you can now train to be a Ground Team Member!**

## **REFERENCE MATERIAL**

### **Ground & Urban Direction Finding Teams Tasks Book, May 2004**

Vanguard item number: [CAP0300A for \\$10.05](#).

*\*Can be downloaded free [here](#), but all Ground Team Members and those training to become a qualified GTM are **required to have a copy** with them during training.*

### **General Emergency Services Task Guide, January 2001**

Vanguard item number: [CAP0300D \\$4.00](#)

*\*Not required, but suggested.*

All regulations, manuals, guides, and pamphlets are available on Civil Air Patrol's Indexes, Regulations, and Manuals page. Click [here](#) to go there now.

All UDF and Ground Team training slides are available [here](#).

*\*This is a good source for instructors and those just learning the ropes.*

**Key reference material that all UDF and Ground Team Members should be familiar with and have readily available include (but not limited to):**

[CAP Emergency Services Training and Operational Missions](#)

CAP Regulation 60-3, 26 Dec 2012

[Payment for Mission Support \(Includes ICL 18-08 1 Oct 2018 CC 17 Dec 18\)](#)

CAP Regulation 173-3, 1 Oct 2015

[Operations Ratings, Awards, and Badges](#)

CAP Regulation 35-6, 23 Jan 2015

### **CAP TEST 117 ES CONTINUING EDUCATION PART 1**

This is specific to ground team members and is a quick **10-question quiz** about Critical Incident Stress Management (CISM). Although rare, ground team members may experience situations that, for some, causes stress. This quick overview identifies what Critical Incident Stress (CIS) is, how to identify it, and how to manage it. Like other tests you'll have to take, this is also "open book."

Step 1: Log into eServices

Step 2: Select Online Learning from the Menu dropdown

Step 3: Select CAP On-line Courses & Exams (bottom option, under Other Resources)

<b>On-line Courses &amp; Exams</b>	must have completed SLS to apply, and there is a wait list)	
Commander and Staff Resources	All applications will go through your Wing Commander for Approval	
AU Distance Learning Student Page	Operations (Courses)	Operations (Exams)
Links to PD Resources	Skills Evaluator Training	Skills Evaluator Exam
Hot PD News	Operational Risk Management Courses and Exams	ARCHER Screening
Cadet Protection	FEMA Courses (This link takes you to the FEMA site)	Counterdrug Orientation & Refresher
Best Practices Exchange	Individual Ops Testing Status and Certifications	CAPT 116 pt 1 (General ES) (This link will take you to eservices to log in)
Interesting Thoughts	ARCHER or IT Specialty Track Exam records	<b>CAPT 117 pt 1, 2 &amp; 3 (Continuing Education: training materials are linked with Exams here)</b> (This link will take you to eservices to log in)
	Introductory Communications User Training (ICUT) (This link will take you to eservices to log in)	Operations Online Exam Validation Tool
	Overwater Survival Course & Test	

Step 4: Click on CAPT 117 (circled in red)

Step 5: Click Go To Axis



Step 6: Click **Menu** (upper right side)

Step 7: On the left, click all courses and select **Emergency**



Step 8: Take CAPT 117 ES Continuing Education Part 1


## ICUT – INTRODUCTORY COMMUNICATIONS USER TRAINING

This is where you learn the basics of using tactical radios. It is a series of short videos followed by quizzes based on the short videos that you watched.

ICUT can be accomplished using the Learning Management System's (LMS) new AXIS LMS Portal, which must be accessed, by first logging into eServices, then clicking on [On-line Courses & Exams](#). Once you click on the hyperlink to Introductory Communications User Training, it will take to the AXIS LMS Portal.

<b>CAP PD Award Fact Sheets</b>	<b>Courses</b>  <b>Basic Instructor Course (BIC)</b>  Facilitated Courses (Provided by CAP) (The links below will take you to eServices to apply)  Squadron Leadership School (SLS) (Must have Level 1 and be assigned to a Specialty Track to apply and there is a wait list)  Corporate Learning Course (CLC) (Due to demand you must have SLS complete to apply and there is a wait list)  Unit Commander's Course 100% online (Due to demand you must have completed SLS to apply, and there is a wait list)  All applications will go through your Wing Commander for Approval  Operations (Courses)  Skills Evaluator Training  Operational Risk Management Courses and Exams  FEMA Courses (This link takes you to the FEMA site) Individual Ops Testing Status and Certifications <del>ARCHER or IT Specialty Track Exam records</del> <b>Introductory Communications User Training (ICUT)</b> (This link will take you to eservices to log in)  Overwater Survival Course & Test
<b>In-Residence Course Schedules</b>	
<b>Welcome to Civil Air Patrol e-Learning</b>	
<b>Level I: Orientation</b>	
<b>Level II: Technical Training</b>	
<b>Level III: Management</b>	
<b>Level IV: Command and Staff</b>	
<b>Level V: Executive</b>	
<b>On-line Courses &amp; Exams</b>	
<b>Commander and Staff Resources</b>	
<b>AU Distance Learning Student Page</b>	
<b>Links to PD Resources</b>	
<b>Hot PD News</b>	
<b>Cadet Protection</b>	
<b>Best Practices Exchange</b>	
<b>Interesting Thoughts</b>	

Once you click on the ICUT hyperlink in yellow (above), on the next page, click on Go To AXIS

Learning Management System (LMS)	
<b>About LMS</b> Instructions Questions/Comments	Home > Modules > Courses
<b>Modules</b> Courses Past Results Mentor Input/Skills Eval	<b>NEW! AXIS LMS Portal</b>  <b>Go To AXIS</b> 

## **SQTR's – SPECIALTY QUALIFICATION TRAINING RECORDS**

The task guides are what give the instructions for each individual task on the SQTR's. There are three of these, which are specific to each area of Emergency Services. SQTR'S are the forms that track what is needed for each Operations training position. You can use these forms on the field training exercises to document on paper the items that you qualified in. This is needed because the SET (Skills Examiner Trainer) has to sign off at the time of the training. You can then bring the paper back and enter the information into eServices at your convenience.

**NOTE:** SQTR's are a check-off sheet that has to be signed off by someone who is qualified in the specialty that you are training towards and that person must hold the SET designator. During your training, you will be shown how to print off an SQTR sheet and then transcribe it into [eServices](#).

As an example, once you complete your GES and ICUT from the first two pages, those two tasks, which are required, will automatically show online as "accomplished" in your respective SQTR's. Each member should first strive to earn his or her Urban Direction Finding (UDF) team qualification. As such, you will begin by printing up the SQTR for UDF and bringing it with you to training to be signed off.

## **FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) & THE INCIDENT COMMAND SYSTEM COURSES**

That's right, more online courses and tests. To become a fully qualified Ground Team Member, specifically a GTM-3, you will have to accomplish two FEMA courses regarding the ICS.

### **[IS-100.c: Introduction to the Incident Command System, ICS 100](#)**

This course should take approximately 2 hours.

### **[IS-700.B: An Introduction to the National Incident Management System \(NIMS\)](#)**

This course should take approximately 3 ½ hours.

If this is your first time taking a FEMA course online, you will have to register for an account. This is very simple, but we recommend you **use your official CAP email address**. You will get an email with your FEMA Student ID (FEMASID), which you will need when taking classes.

## **BASIC FIRST AID TRAINING OR EQUIVALENT**

Any standardized first aid course from a reputable organization such as the [American Red Cross](#), [American Heart Association](#), or even from a Scouting organization or other organization that provides a certificate of training will suffice. Medical training in Civil Air Patrol is for treating minor injuries such as scrapes and cuts one may get while walking through the woods. We are not an emergency medical

service and only treat what we train to treat. Nonetheless, this training is required to become a Ground Team Member.

### **How to get qualified...**

**There are four Ground Team Levels – this packet is to get you UDF and then GTM-3.**

Ground Team Leader (GTL)

Ground Team Member Level 1 (GTM-1)

Ground Team Member Level 2 (GTM-2)

Ground Team Member Level 3 (GTM-3) ← this is what we are working towards here

Urban Direction Finding Team (UDF) ← this is just a stepping-stone to GTM-3

### **Ground Team Member (GTM) – Level 3 (see notes below).**

- 1) Trainee Prerequisites. Satisfy the following to begin training for GTM-3: Qualified GES.
- 2) Qualified. Complete all requirements listed in the most current version of the Ground and Urban Direction Finding Team Task Guide for GTM-3.

*Note 1:* GTM-3 qualified members should be prepared to conduct basic ground team operations for up to 24 hours.

**Achieving GTM Level 3 is what awards you the Basic Ground Team Badge**



### **Urban Direction Finding Team (UDF) (see note below).**

- 1) Trainee Prerequisites. Satisfy the following to begin training for UDF (see note): Qualified GES.
- 2) Qualified. Complete all requirements listed in the most current version of the Ground and Urban Direction Finding Team Task Guide for UDF.

*Note:* There is not a separate qualification for members and leaders on Urban Direction Finding Teams, but one member will be placed in charge, and operations must still meet the requirements for cadet protection and vehicle usage.

### **Gear for ground team members...**

There are two categories of equipment used by Civil Air Patrol Ground Teams. They are the 24hr Search Load, and the 72hr Existence Load. The Search Load is what the searcher will carry when performing an actual search. All required items are found in the [Ground & Urban Direction Finding Teams Tasks Book](#) as indicated on the first page of this document. The Existence Load includes things like a backpack (rucksack), sleeping bag, extra food, clothes, socks, etc. This is generally carried for short distances and remain at a mission base while conducting search operations. The searcher can “live” out of his or her rucksack for up to 72 hours. The existence load can cost a lot of money when bought new, but there are creative ways to find everything you need for a lot less. Since it can take upwards of a year, sometimes a little longer, to get qualified, trainees can acquire these items piece by piece over time.

**WARNING:** Before going out and buying any of the more expensive equipment such as sleeping bags, tents, or even backpacks, reach out to some of the more experienced cadets or a qualified Ground Team Leader to discuss options. A sleeping bag is not a sleeping bag – they come in all shapes and sizes, and most important; they are rated to specific temperatures. This can be very important when we conduct overnight training during the colder months.

Are you required to participate in Emergency Services? No. However, if you to take part in field operations, you must have this equipment. As a trainee, you can do without most of the equipment, or borrow it. If you plan to be a qualified ground team member on our alert roster and consider yourself “mission capable”, then everything is required. The first step is to get the 24 hour gear, then worry about everything else.