

- Report sortie results back to Planning.
- Report sortie costs and details to Finance/Admin
- Insure crew has rest prior to additional taskings
- Update IMU
- Attend scheduled Operations Staff Meetings
- Proactively monitor ground operations to insure a safe environment

Applicable Forms/Items

- CAPR 39-1
- CAPR 60-3
- Stapler – Extra Staples
- #2 Pencils
- ICS-214 Unit Log
- CAPF-109



Ground Branch Director



**OREGON WING
CIVIL AIR PATROL**

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.Ground teams may be used in virtually all phases of a mission. Ground operations are governed by state and local laws as well as by CAP regulations and policies.

Missions are frequently initiated during periods of adverse weather or other inopportune moments when air operations may be precluded or limited, for example, immediately following a storm or in the middle of the night. Ground teams can often be dispatched to gather information, search suspected high probability areas, search for missing persons, locate ELT transmissions, verify airborne sightings, etc.

The ground operations director is responsible for ensuring the safety of all ground operations. Team capabilities and limitations must be carefully reviewed to verify their suitability for mission assignments.

Team vehicles and equipment must be appropriate for the mission .

Team training and experience must be appropriate for the tasking.

Composition of the ground or urban DF team will vary depending upon the assignment. Ground teams will not be dispatched with fewer than four individuals, and urban DF teams with less than two.

Teams in the field should establish communications with the base of operations (directly or through a relay) at regular intervals.

Members qualified in accordance with CAPR 77-1, Operation and Maintenance of CAP Owned Vehicles, may only operate vehicles. All personnel operating vehicles will have a valid state driver's license and will operate all vehicles in accordance with applicable state and local laws.

Oregon State laws prohibit CAP ground teams from conducting rescue or off-road

Functional Checklist

- Post and maintain Vehicle Status situation board
 - Insure Safety Inspection of all vehicles prior to assignment on a sortie.
 - Post and maintain Ground/UDF team availability lists
 - Review Ground Tasking requests submitted by Planning
 - Assign qualified team and vehicle to tasking
 - If corporate vehicle, verify CAPF-75
 - Verify State Drivers License
 - Complete CAPF-109 for sortie
 - Brief Team
 - Tasking description and deliverables
 - Advise of aircraft in area and air-ground communications procedures—
Coordinate with AOB.
 - Advise of other ground units in area and ground-ground communications procedures
 - Verify team communications equipment
 - Verify other required team equipment
 - Verify team members uniforms meet CAPR 39-1 and seasonal requirements
 - Remind team of Private Property procedures
- Get team cell phone numbers
- Signatures on CAPF-109
- Dispatch team to field
- Request OEM SAR Duty Officer to advise county sheriffs of CAP team tasking and locations
- Update tasking status board
- Post sortie on Operations Situation boards
- Enter Sortie into IMU.
- Determine ICP Transportation Needs
 - Assign Vehicle and Driver
 - Publish schedule
 - Monitor activities
- Monitor sortie status of teams on CAPF-109
 - Insure communications checks are conducted on 30 minute interval
- Debrief returning teams.
 - Update CAPF 106 if applicable
 - Update Tasking Request
 - Update Tasking Status board