

DEMONSTRATE ABILITY TO COMPLETE APPLICABLE PORTIONS OF CAPF 109**CONDITIONS**

You are a Ground Branch Director at an incident and are briefing or debriefing a ground/UDF team.

OBJECTIVES

1. To complete the front side of the CAPF 109 during the briefing.
2. To complete the reverse side of the CAPF 109 during the debriefing.

TRAINING AND EVALUATION**Training Outline**

1. Completing paperwork during an incident is of extreme importance. Incomplete or incorrectly filled out paperwork not only leads to confusion, but can also lead to liability issues. Forms and logs are legal documents. Therefore, as the Ground Branch Director, you **MUST** ensure that you correctly fill out all of the paperwork. The most common form used in the Ground Branch is the CAPF 109. Different Ground Branch Directors may have different preferences. Some Branch Directors prefer to have the CAPF 109 filled out entirely during the briefing. Others prefer for the Team Leader (TL) to fill out basic information before the briefing. The items that the Team Leader can easily fill out prior to the briefing are indicated. However, the choice is yours. Below are the different blocks of the CAPF 109.

a. Mission Number. This may be a USAF-assigned training number, an AFRCC issued number, a FEMA tasking number, or any other identification number issued by paying agency. The team leader can fill this out ahead of time.

b. Mission Base. This is the location from which the team is responding. This may be the same place as the Incident Command Post, may be a forward operating location, or may be the home unit of the team. The team leader can fill this out ahead of time.

c. Team Leader's Name. Self-explanatory. The team leader can fill this out.

d. Date. The date of the sortie. The team leader can fill this out.

e. Team Leader's Call Sign. This can be the team leader's normal call sign or the call sign assigned to the team during the incident.

f. Destination. Give the location that the team is going to for its sortie. This could be a grid number, a city or any other identification method. Try to avoid coordinates. This should be an easy way to reference the location of the team.

g. Sortie number. This number is issued by the Planning Section or the Ground Branch Director and serves as a reference to track what sorties have been completed.

h. Vehicle. This block is self-explanatory. Make sure that the call sign is the one that the Branch Director wants, as it may not be the call sign attached to the radio in the vehicle. The Team Leader can fill most of this section out ahead of time if a vehicle is already assigned.

i. Team Members. List out the last name and first initial of the team members. It is helpful to include the team leader in this section so you can easily reference the total number on the team. Under ES Qualification, list the qualification they are filling out on the team, i.e. GTM, UDFT, MRO, Driver, EMT, etc. Under personal equipment list what they have, i.e. 24-hour pack, 72-hour pack, etc. Avoid saying LBE, backpack, etc. It is best if the Team Leader can fill this out.

j. Under briefing, you may write the team's instructions or allow the team leader to fill out that portion during the briefing. The GBD and the TL should both check the form to assure information is correct. The team leader should write in the time reached the area when they arrive. Use the blocks on the right to make sure you have given the team needed information.

k. Code Words are usually covered in the Communications Plan. However, you may want to note the important ones here or possibly specify some so that many people do not know them. This prevents the media from getting the code words.

l. ETD. This is the team's estimated time of departure from their base.

- m. ATD. This is the team's actual time of departure from their base.
- n. ETA. This is the team's estimate time of arrival to their destination.
- o. ATA. This is the team's actual time of arrival to their destination.
- p. As the briefing officer sign and have the team leader sign the form.
- q. Before the team leaves, you MUST have a copy of the front side of the form.

2. When the team arrives back for debriefing, most of the reverse side should be filled out. Ask any additional questions that you need to and make sure all of the top section is completed. After the debriefing, you should sign it and the team leader should sign it.

3. The completed CAPF 109 should be kept with all other paperwork from the team.

Additional Information

More detailed information on this topic is available in the Mission Base Reference Text.

Evaluation Preparation

Setup: Although this evaluation can be accomplished in a one on one situation, it is best done as part of a tabletop training exercise. Have a sortie and a team leader ready for the trainee.

Brief Student: Tell the trainee the sortie and have them fill out the CAPF 109.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. Did the trainee properly fill out 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.