



**CIVIL AIR PATROL
VERMONT WING HEADQUARTERS
UNITED STATES AIR FORCE AUXILIARY
65 NCO DRIVE
SOUTH BURLINGTON VT 05403-5873
Tel: (802) 660-5904 Fax: (802) 660-5475**

March 17, 2008

Ground Team Mission Documents Package

Attached are the common forms needed by aircrew members for Air Force Reimbursable Missions (Both Training and Actual). They are listed in the order most commonly used during the mission sequence.

1. ICS 211 Mission Sign in Form
2. CAPF 60 Emergency Notification Data
3. CAPF 109 Ground Team Clearance
5. ORM Ground Operations Risk Management Matrix
6. ICS 218 ICS Support Vehicle Inventory
(Used both aircraft and motor vehicles. Vehicle must be signed in for reimbursement)
7. CAPF 108 Member Mission Reimbursement Form *(for submission to wing for reimbursement)*

HELPFUL HINTS:

Ensure that all sorties, both aircraft sorties and vehicle (ground) sorties, are entered into WMIRS.

Write the mission number on each fuel delivery slip and staple it to the corresponding vehicle log or personal F108.

Direct any questions to the Mission Documents Officer:

Col. Esther Abrams, CAP
654 Van Sicklen Rd
Williston VT 05495
802-862-5037
Fax 802-865-9392
Email abrams12@verizon.net

///SIGNED///

Thomas P. Benckert, Jr.
Colonel, CAP
Vermont Wing Commander

SEARCH AND RESCUE (SAR) MISSION REPORT

MISSION NUMBER:	ACTIVITY FOR DATE OF:	REPORTED BY: (NAME/ORGANIZATION)	DATE/TIME (Z)
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ITEM	COLUMN 1	COLUMN 2	COLUMN 3
ALPHA	NAME OF SEARCH ORGANIZATION/AGENCY		

BRAVO	TODAY'S MISSION ACTIVITY										
1	TIME FIRST AIRCRAFT LAUNCHED OR GROUND TEAM DISPATCHED				Z	Z	Z				
2	TIME ELT FIRST HEARD BY A SEARCH PARTY (IF KNOWN)				Z	Z	Z				
3	FLIGHT DATA	NUMBER OF AIRCRAFT									
4		NUMBER OF SORTIES									
5		HOURS IN SEARCH AREA									
6		HOURS ENROUTE TO SEARCH AREA AND SEARCH BASE									
7		TOTAL FLIGHT HOURS									
8	TOTAL PERSONNEL (AIRCREW AND OTHER)										
9	AREA(S) SEARCHED: GRID/POD										
	GRID	POD	GRID	POD	GRID	POD	GRID	POD	GRID	POD	
		%		%		%		%		%	
		%		%		%		%		%	
		%		%		%		%		%	
		%		%		%		%		%	
	OTHER (I.e. ROUTE SEARCH)										
10	SIGNIFICANT WEATHER IN SEARCH AREA TODAY:										

CHARLIE	TOMORROW'S/FUTURE PLANS									
1	TOTAL RESOURCES EXPECTED FOR ALL SAR UNITS				ACFT	PERSONNEL				
2	PLANNED SEARCH AREA:									
3	FORECASTED WEATHER:									

EMERGENCY NOTIFICATION DATA				
PERSONAL INFORMATION				
LAST NAME	FIRST NAME	MI	CAP RANK	CAPID
ADDRESS			CITY	STATE AND ZIP CODE
CIVIL AIR PATROL UNIT INFORMATION				
UNIT CHARTER NO.	UNIT NAME		UNIT LOCATION (City and State)	
UNIT COMMANDER'S NAME			CAP RANK	TELEPHONE (Weekdays) AC: NO.
ADDRESS			TELEPHONE (Nights & Weekends) AC: NO.	
PERSON TO NOTIFY IN CASE OF EMERGENCY				
NAME (Mr., Mrs., etc.)		RELATIONSHIP	TELEPHONE (Weekdays) AC: NO.	
ADDRESS		TELEPHONE (Nights & Weekends) AC: NO.	CELL PHONE	

CAP FORM 60, DEC 03 Previous editions will not be used after 31 Mar 04

OPR/ROUTING: LMM

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EMERGENCY NOTIFICATION DATA				
PERSONAL INFORMATION				
LAST NAME	FIRST NAME	MI	CAP RANK	CAPID
ADDRESS			CITY	STATE AND ZIP CODE
CIVIL AIR PATROL UNIT INFORMATION				
UNIT CHARTER NO.	UNIT NAME		UNIT LOCATION (City and State)	
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ADDRESS		TELEPHONE (Nights & Weekends) AC: NO.	CELL PHONE	

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DEBRIEFING

Clouds	Clear	Scattered	Broken	Overcast	Debriefing Checklist ___ ELT Signals ___ Landmarks ___ Old Wreckage ___ Possible Targets ___ Ground Activity ___ Search Hazards ___ Aircraft ___ Communications ___ Other Ground Teams ___ Recommendations for Further Coverage ___ Probability that Target was in Area Time Debriefed _____
Precipitation	None	Rain	Scattered	Snow	
Light Conditions	Bright	Dull	Near Dark	Night (%moon)	
Visibility	> 10 mile	> 5 mile	> 1 mile	< 1 mile	
Terrain	Flat	Rolling Hills	Rugged Hills	Mtns	
Ground Cover	Open	Moderate	Heavy	Other	
Wind Speed	Calm	≤ 10 mph	≤ 20 mph	≤ 30 mph	

REMARKS AND SKETCH OF AREA COVERED. Show location of significant findings

Debriefing Officer	Team Leader Signature
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OPERATIONAL RISK MANAGEMENT – GROUND TEAM OPERATIONS

GTL Name:	Vehicle Type	License #:
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<u>Hazard Identification</u>	Low	Pt.	Moderate	Pt.	*High	Pt.	Controls
Person							
GTL Experience/Training	over 30 missions	0	10 to 30 missions	15	under 10 missions	25	
GTL Age	over 28 years of age	0	22 to 28 years of age	15	under 22 years of age	25	
GTL Currency	1 mission within last 90 days	0	1 mission within last 180 days	10	1 mission within last year	20	
Team Health/Crew Rest	good health & proper crew rest	0	fair health &/or signs of fatigue	15	poor health &/or fatigued	N/G	
Machine							
Maintenance Factors	fully functional & equipped	0	No safety issues, some equipment deficiencies	10	Vehicle Safety issues	N/G	
Power Train/Frame miles	under 80,000	0	80,000 – 140,000	10	over 140,000	20	
Communications	good comm., high bird available	0	some blind spots, no high bird	10	poor comm., no high bird	20	
Mission							
Operations Tempo	2-3 ground teams	0	1 or 4-5 ground teams	10	over 5 ground teams	20	
Complexity	simple tasks, no new technology	0	complex tasks, no new technology	10	complex tasks, new technology	20	
Environment							
Weather	temp 35°-79° F wind under 10 kts precip = none visibility = 3+mi sunlight = overcast	0	temp 10°F-35°F 79°F-91°F wind 10-25 kts precip = light visibility ½-3 mi sunny	10 10 10 10 10	temp under 10°F, or over 90°F wind over 25 kts precip = heavy icy roads visibility under ½ mi sunrise/sunset	15 20 20 20 40 20 20	
Terrain	flat, open & dry	0	rolling, moderate cover, small shallow swamps	10	rugged, heavy cover large deep swamps	25	
Night Operations	dry	5	wet	10	snow/freezing rain/sleet	35	
Additional Entries							

Overall Risk Assessment	Total Points:	Initials	Go/No Go	Date/Time
Low Risk = 0-80	Ground Search Coordinator review	Not required at this level		
Low – Mod Risk = 85-105	Ground Branch Director approval			
Moderate Risk = 110-165	Incident Commander approval			
High Risk = > 170	Wing DO, DOS, CC, or Vice CC, approval required			

Notes: *Implement suitable controls for any item in the high range when possible.
concurrency (example = score of 170 requires all approvals).

#Approval granted in ascending order of command and only with GTL
Date of Form 01 Jun 00

