

**DEMONSTRATE ABILITY TO MONITOR GROUND OPERATIONS**

**CONDITIONS**

Given a radio and a map, monitor ground operations and maintain CAPF 109s for all deployed elements.

**OBJECTIVES**

Keep track of the location/status of deployed elements.

**TRAINING AND EVALUATION**

**Training Outline**

1. It is the Ground Branch Director's responsibility to monitor ground operations. This includes ground teams from the time they leave mission base until the time they return.
  - a. If you keep track of where your teams are and what they are doing, you can more easily coordinate their actions. For example, if you have to divert a team to a new search area, it helps to know which teams are nearby, and not currently deep in the woods! Additionally, you have to ensure your teams remain safe. Teams can become lost, or sustain injury or may lose their radio communications with mission base. If you are tracking your units, you will know which ones are overdue for a check-in or may require assistance.
  - b. You cannot rely on the communications personnel to perform this task for you. Communications personnel may not be trained in ground operations. When your teams call in with questions or reports, time may be critical. It is helpful for the GBD to be part of the communications net to facilitate faster communications. Monitoring communication between the base and ground teams also helps detect any errors or time delays in message relays.
2. To monitor deployed ground teams
  - a. Preparation:
    - 1) Prepare a "current operations area". You will need the following items.
      - a) A radio on the ground team frequency. It's good to have a dedicated radio operator (on loan from the Communications Officer) to monitor it, but it must be where you can hear and talk on it.
      - b) A Ground Operations log. This can be as simple as a notebook of lined paper.
      - c) A map of the search area, and some way to mark team locations (alcohol pens, grease pencils, or small markers to stick on the map. In the best situation, this will be a "joint map" used for both air and ground branch element tracking.
      - d) A folder/envelope to keep the current sortie forms (CAPF 109) in, and one for completed sortie forms.
      - e) A status chart. This can be a small chart, or a big wall chat for recording team data. The minimum categories on the sheet should be Team Name, Sortie Number, Task Description, Call sign, Location, Time Of Last Check-In, and Remarks.
    - 2) To run the operation:
      - a) After a team is briefed, update the status chart with the information listed above, and record the CAPF 109 for that sortie in the current sortie folder (if you have a lot of teams, you may want to also keep a log for all sorties listing the Team Name, Sortie Number, Task Description, and whether the task is pending, completed, or currently active).
      - b) The team should report leaving mission base. Note the time on the status chart, and list the location as "Leaving Mission Base." Mark the map a symbol (or sticker) for that team. Normally, use the team name or the active sortie number. That way, it's easy to correlate the map to the Status Chart.

- c) The team should be making radio checks on a regular basis as per the instructions of the briefing officer. Often, check-ins is at one-hour intervals. Each time the team calls in, update the map and the Status Chart with the new location and time. Any time a team calls in, get an updated position from them, and treat it as a radio check in.
  - d) If the team calls in something unusual (reports a clue, runs into trouble, etc.), update the Remarks section of the Status Chart AND write it in the log (Team, event, time of event, and your initials). Pass the information to other staff as needed (For example, report clues to the Plans Section - see separate task). Log pertinent information.
  - e) If a team misses a scheduled radio check-in:
    - (a) Attempt to call the team. If you can't get them, try relaying through other teams and aircraft in the area. Try cell phone numbers as well, if you have them.
  - f) If the team misses a second check-in in a row and still cannot reach them, begin a search for that team. You need to assume they are in trouble and cannot call you.
  - g) When a team returns to base, log their return, clear them off the map and the Status Chart and hand off the CAPF 109 to the team de-briefer.
- 3) If there are other deployed elements not under your control (aircraft, state police, etc), coordinate at least hourly to track these units on your map as well.

### Additional Information

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

### Evaluation Preparation

**Setup:** This task is tested during a practice mission. Set up the current operations center as listed above.

**Brief Student:** Tell the student that he/she is responsible for tracking the status of deployed ground teams. At the end of the 4 hour evaluation block, quiz the student on the actions he/she would take if a team missed their first communications check-in, and then later their second.

### Evaluation

| <u>Performance measures</u>   | <u>Results</u> |
|---|----------------|
| For a minimum of 4 hours, the student:  |                |
| 1. Correctly fills out the Status Chart for departing teams                                     | P F            |
| 2. Keeps the map updated with the current positions of the teams as of their last radio message | P F            |
| 3. Keeps the Status Chart updated   | P F            |
| 4. Correctly and efficiently handles incoming information and queries                           | P F            |
| 5. Keeps an accurate log of critical events   | P F            |
| 6. Correctly handles teams returning from sorties   | P F            |
| 7. Describes the procedures to be used if and team misses radio check in                        | 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.