

**DEMONSTRATE ABILITY TO PREPARE GROUND TEAM BRIEFING PACKETS**

**CONDITIONS**

You are working at an incident and the Planning Section gives tasks to you for the ground/UDF teams.

**OBJECTIVES**

- 1. Prepare items that are standard to any ground/UDF team briefing.
- 2. Prepare task specific items for a ground/UDF team briefing.

**TRAINING AND EVALUATION**

**Training Outline**

1. For any ground/UDF team briefing, several items must always be completed for the briefing. There are also items that are usually completed.

a. The items that must always be completed are the CAPF 109 and an Operational Risk Management (ORM). Depending on your preference, you can complete the parts of the CAPF 109 that you can first or have the Ground Team Leader (GTL) fill out the parts that he/she can before the briefing. Different wings and regions use different ORMs. The ORM form should be filled out by the GBD and the GTL during the briefing.

b. Usually, a map will need to be included with a briefing packet. If the team has to travel long distances over roads, or is in an unfamiliar area, a street map should be included. During the briefing, it would be wise to highlight the recommended course during the briefing to help reinforce the information. If the team is looking for a downed aircraft, or has to conduct air-to-ground coordination, then an aeronautical chart should also be included. The chart should be marked to indicate the last known point, the point last seen, the route, and/or the search area. If the team is conducting ground searching then a topographic map should be included. On the map, the search area should be outlined.

2. In addition to the above items, it may be necessary to add other items to the briefing packet. These items may include pictures of an airplane or a missing person. NTAP data may also be available and descriptions from witnesses may also be included. If any of this type of information is available, make sure to also include it. Also make sure to include any region or wing specific forms.

3. After all of the forms for the packet are compiled, try to complete as much information prior to the briefing. Make sure you know what you want to brief the team on before they actually sit down with you. This will prevent you from wasting both your time and the team's time.

**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. If it is done on a training exercise with actual flying, ensure that the evaluation does not create any safety hazards. Give the trainee and ground/UDF team task and have them prepare a briefing packet.

**Student Brief:** Direct the student to prepare a ground team briefing packet for evaluation.

**Evaluation**

<u>Performance measures</u>	<u>Results</u>
1. Did the trainee properly prepare all of the required items?	P F
2. Did the trainee prepare extra information to make the team's task easier?	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.