

**O-0010**  
**PREPARE URBAN DF TEAM INDIVIDUAL EQUIPMENT**

**CONDITIONS**

You are a member of a urban DF team at home prior to a mission.

**OBJECTIVE**

Collect and efficiently pack all items required of a urban DF team member. The enclosed list is the suggested national list. Wings may have supplemented this list to suit their environment with national approval, so be sure to use your approved wing list.

**TRAINING AND EVALUATION**

**Training Outline**

1. Your individual equipment is designed to keep you functional in the field and to help you do your job. Urban DF Teams are not expected to go off road or stay overnight in the field, but they do need to have certain tools available to do their job in an appropriate manner.

2. The gear list below is the minimum required equipment. Items required of trainees are marked with a "T." You may carry additional equipment if you would be added on to a full ground team at a later time but remember, you may have to walk a long way carrying it all.

a. On your person:

- 1) Complete uniform appropriate to the environment in which you will be working. (T)
  - 2) Notepad and pencil (T)
  - 3) All CAP Identification, including 101 card, 76 card, First Aid card, etc. (T)
  - 4) Watch (T)
  - 5) Handkerchief or Tissues
  - 6) Vest, reflective, orange (T)
  - 7) Comb or brush (optional, carry if needed) (T)
  - 8) Ground and UDF Team Task Guide (T)
  - 9) Flashlight (with red or blue lens), with spare bulb and batteries
  - 10) Change for phone calls, calling card, or cellular phone (T) to call mission base
  - 11) Compass, lensatic or orienteering (orienteering preferred). Compass should have a "glow in the dark" dial.
  - 12) Protractor -- for map work.
  - 13) Map Case (Large Zip-Loc bags can be used if necessary)
  - 14) Pencil, with eraser (plus sharpener if not a mechanical pencil)
  - 15) Alcohol Pens, fine tip, at least 2 colors (neither the color of your colored flashlight lens)
  - 16) Some way to erase alcohol pens marks on the map case, such as alcohol swabs or a special alcohol pen eraser.
  - 17) A straightedge ruler, at least 6" long (Some protractors may have a ruler as well).
  - 18) One Meal or personal funds to purchase a meal while prosecuting the mission if appropriate.
- (T)

**Additional Information**

More detailed information on this topic is available in Chapter 2 of the Ground Team Member & Leader Reference Text.

## Evaluation Preparation

**Setup:** None

### ***Brief Student:***

1. Tell the student to lay out his gear. Tell him to lay out all items in the order listed on the above list, in rows from left to right (except for the uniform the member is wearing. of course). Inspect all items for presence and serviceability.
2. After inspection of all items, tell the student to reassemble his/her equipment and put it on.

## Evaluation

### Performance measures

### Results

The individual:

1. Has all required items.

P      F

NOTE: ALL REQUIRED ITEMS MUST BE PRESENT IN ORDER FOR THE STUDENT TO PASS THIS TASK. ALL ITEMS MUST MATCH THE DESCRIPTIONS LISTED ABOVE. NO EXCEPTIONS OR SUBSTITUTIONS. TRAINEES ONLY HAVE TO HAVE THE ITEMS MARKED WITH A "T".

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.

**P-0102**  
**CONDUCT PHONE ALERT**

**CONDITIONS**

You are a member of a ground team, and receive a phone call at home alerting you for a mission.

**OJECTIVES**

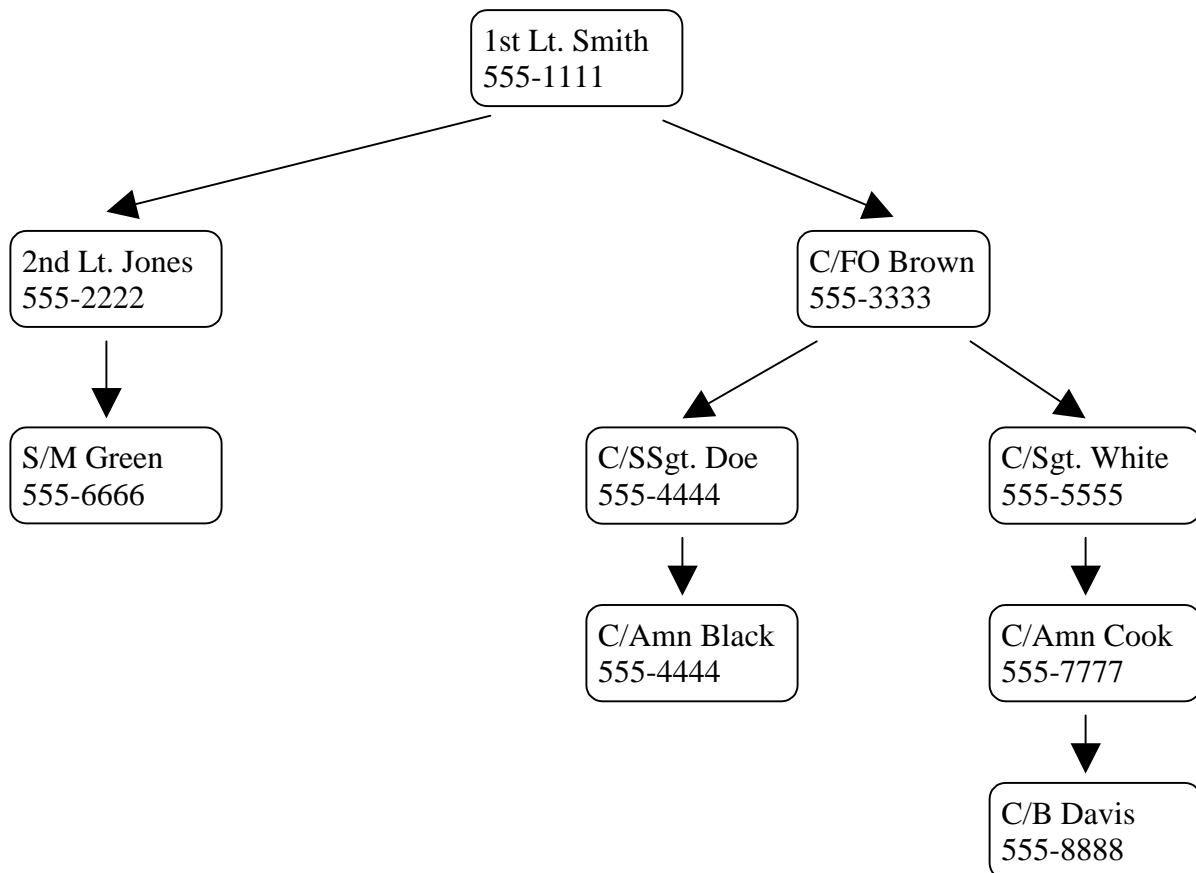
Take the steps necessary to alert all the personnel you are responsible for on the alert roster, passing on all the necessary information.

**TRAINING AND EVALUATION**

**Training Outline**

1. Alerting the team is the first step to saving a life. Done correctly, the phone alert quickly notifies all members of the team that a mission is in progress, gives them the information they need to prepare for the mission and move to the team meeting place, and informs the team leader of who will be attending the mission.

a. Your squadron should have an alert roster, which graphically designates who calls who in the event of an alert. The roster will look something like this:



With this diagram, it is easy to see who calls who in an alert. 1st Lt. Smith calls 2nd. Lt. Jones and Cadet Brown. 2nd Lt. Jones calls S/M Green. Cadet Brown calls Cadets Doe and White. Cadet Doe calls Cadet

Black. Cadet White calls Cadet Cook, who in turn calls Cadet Davis. This chart also assumes that 1<sup>st</sup> Lt. Smith is the squadron commander. If for some reason the squadron commander is not the main POC for missions in the unit, then the commander should be notified that the squadron has been alerted.

b. The team leader or designated individual must ensure the alert roster is kept up to date as members leave or join the team.

c. When a team leader starts the alert by "calling down the alert roster," he or she needs feedback. The personnel on the alert roster must confirm that they have passed the information on to those they were supposed to call, report on whom they could not reach, and report who will be attending the mission. This last piece of information can be critically important in determining how much transportation is needed. Accomplishing this can be done one of two ways. First, when the people at the bottom of the roster have been called, the people who called them should call back UP the roster, telling the person who called them, whom they contacted, whom they did not contact, and who will be attending the mission. Second, last member notified in the chain contacts the squadron POC initiating the alert (in this case probably 1<sup>st</sup> Lt. Smith) before departing for the meeting place with the same information.

d. The biggest problem with alert rosters occurs when you cannot reach someone you are supposed to call. If this happens, you must take responsibility for calling all the personnel that person was supposed to call. If you do not, those personnel will never be alerted.

2. When you receive an alert call:

a. Ensure the person tells you (at a minimum):

1. Type of Mission
2. Expected Duration of Mission
3. Time and Location of Meeting Place
4. Any special instructions.
5. Mission number
6. Their call back number

b. Write down all this information. Do not trust your memory.

c. Call those people directly below you on the alert roster. If one of those people is not available, call all the people that person would call. (if you could not reach them because of a busy signal, make sure to try again later.) Pass on all the information. Find out if they will be able to attend the mission.

d. If the personnel you call are at the bottom of the roster, after you call them, call the person who called you or the alerting officer and report who you reached, who you did not reach, and who will be attending as advised during your alert briefing.

e. If the personnel you call have other people to call, wait until they call you back with their report. Then call and report to the person who called you.

f. Keep conversations short and keep the phone line open as much as possible. Someone may be trying to call you with a report or an update to the information.

## Additional Information

More detailed information on this topic is available in Chapter 17 of the Ground Team Member & Leader Reference Text.

## Evaluation Preparation

**Setup:** Prepare an alert roster and give a copy to the student.

**Brief Student:** Show the student where he is on the roster (it does not have to really be his name. Just ensure that the name you pick is someone in the middle of the roster). Tell the student that you will simulate an alert call, and that the student should take all necessary actions, including simulating the calling of all the personnel that they should call on the list. Tell him that you will play the role of anyone he calls. Then “call” the member and pretend to alert them for the mission. Ensure you leave out one of the required elements of the alert call (listed in paragraph 2 above). When they simulate calling others, have one of those people not be home.

## Evaluation

### Performance measures

### Results

When alerted, the individual:

1. Asks questions to ensure he or she knows the Type of Mission, Expected Duration of Mission, Time and Location of Meeting Place, Mission number, any special instructions and call back number.	P	F
2. Writes down all information	P	F
3. Calls all personnel directly below him/her on the alert roster.	P	F
4. Passes on all information, and finds out who will be attending	P	F
5. If someone is not there, call the personnel that person was responsible for calling.	P	F
6. Follows correct procedures to report back up the roster after making the calls.	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.