

Check List - GROUND TEAM LEADER

- 1. All credentials current and carried (valid driver's license, first aid and CPR cards, CAP membership card, CAPF 101, CAPF 76). If using a corporate vehicle, you must be in possession of a CAPF 75, *CAP Driver's License*.
- 2. Appropriate dress for the mission (gloves, sunglasses, uniform, appropriate for climate and terrain).
- 3. Complete an inbound CAPF 109 for travel to the mission base. Annotate if vehicle was refueled (Corporate vehicle will attach fuel slip. Private vehicle will turn them in with their CAPF 108 for reimbursement.)
- 4. Complete sign in and reporting procedures upon arrival at mission base. Turn in completed inbound CAPF 109 to the Admin/Finance Section Chief.
- 5. Equipment needed for the mission (charts, maps, field equipment, overnight kit, etc)
- 6. Determine what ground team member will be assigned to team. Complete CAPF 109, *Ground team Clearance*, for inbound trip to mission base.
- 7. Complete as many items as possible on CAPF 109 for initial assignment and report to ground branch director for assignment and briefing.
- 8. Complete planning for mission with entire team
- 9. Brief ground team members on mission and vehicle
- 10. Complete the mission as briefed and planned.
- 11. Advise mission base of any problems, delays, etc., per procedures indicated in briefing. Return to mission base on time.
- 12. Report to Ground Branch Director for debriefing immediately upon return to mission base. Have ground team members with you (applicable portions on reverse of CAPF 109 should be completed when reporting for debriefing).
- 13. Report availability for additional assignments.
- 14. Complete refueling (if necessary) and are vehicle for next assignment.
- 15. On completion of day's mission assignments, return borrowed or assigned equipment

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- 16. Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.**
- 17. Service vehicle immediately upon return to home base.**
- 18. Complete the outbound CAPF 109 annotating ending mileage after returning to home base. Corporate Fuel slips must be attached to the CAPF 109 and forwarded to Wing Headquarters in five (5) days. Private Vehicle owners will, also, complete the CAPF 109 and attached the fuel slip. They will, also, include a CAPF 108, CAP Payment/Reimbursement Document for Aviation/Automotive/ Miscellaneous Expenses, and mail to Wing Headquarters within 5 days.**