GTA 41-01-003

Civil Affairs Team Guide

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HEADQUARTERS, DEPARTMENT OF THE ARMY

Introduction

This GTA is designed to assist CA officers, noncommissioned officers, and team members in preparing for, executing, and recovering from mission tasks and daily activities. It provides consolidated basic information that is not found in other CA GTAs to assist in planning for movements, civil reconnaissance, and civil engagements. The information provided is not intended to be all-inclusive, but it is instead intended to be a quick reference training aid that consolidates pertinent information and identifies other helpful resources.

PCCs determine the availability and serviceability of required equipment and the leader's and individual's knowledge of the mission, tasks, or activities to be executed. PCCs are only effective if conducted using an up-to-date checklist. This GTA provides suggested checklists for leaders, individuals, and vehicle operators. Teams should use these checklist examples as guidelines, understanding that the type of unit, equipment, operational area, and mission will dictate any additions, substitutions, and deletions. In addition, teams should remember that follow-throughs are essential—missing or unserviceable equipment must be reported, repaired, or exchanged. Teams should schedule PCCs after the WARNORD is issued. Each vehicle commander is a part of the convoy chain of command and is responsible for performing PCCs on the vehicles to meet the time schedules.

PCIs ensure all PCCs have been performed properly and that vehicles, weapons, communications, special, and individual equipment is available and functional. PCIs are an effective tool to test the individual's knowledge of the mission, task, or activity being executed. PCIs are most effective when conducted to exact standards using systematic spot checks. The next five panels of this GTA include example PCC and PCI checklists.

Leader's Checklist

- [ ] Obtain accountability of all personnel.
- [ ] Review mission statement.
- [ ] Review commander's intent.
- [ ] Review timeline.
- [ ] Allot sufficient time to conduct detailed PCCs and PCIs for crew and individuals.
- [ ] Evaluate the command relationship and the SOPs of the supported or supporting unit.
- [ ] Find out if the supported or supporting unit attended the convoy brief.
- [ ] Establish a link-up location.
- [ ] Establish and communicate a passage of lines.
- [ ] Establish a communications plan.
- [ ] Determine the composition of the movement element.
- [ ] Determine security involvement.
- [ ] Determine number and types of vehicles.
- [ ] Ensure drivers are licensed for their specific vehicles.
- [ ] Conduct PMCS on vehicles, to include all BII.
- [ ] Determine the amount of crew-served weapons.
- [ ] Establish or determine ammunition spread load plan.
- [ ] Establish or determine redistribution plan.
- [ ] Inspect T&E, headspace, and timing gauge.
- [ ] Ensure crew-served weapons have been test fired.
- [ ] Ensure all gunners are qualified on the weapons systems.
- [ ] Ensure all crew-served weapons and night vision sights are mounted and checked.
- [ ] Ensure there is enough ammunition in ready-to-fire configuration.
- [ ] Determine if there are any civilian vehicles or vehicles from other units.
- [ ] Determine whether or not these vehicles participated in rehearsals.
- [ ] Acquire a situational update from higher headquarters through S-2 updates and leaders' reconnaissance updates.
- [ ] Evaluate the specifics of your route.
- [ ] Identify danger areas along the route.
- [ ] Identify planned targets.

Analyze and identify the likelihood of different types of contact, including—

- ☐ IED strikes.
- ☐ Landmines.
- ☐ Small arms fire, rockets, or RPGs.
- ☐ Indirect fire.
- ☐ Snipers.
- ☐ Obstacles.
- ☐ Complex attacks.
- ☐ Near, far, or blocked ambushes.
- ☐ Civilians.
- ☐ Media.

Rehearse immediate action drills for the identified types of contact.

Develop a communications plan, to include—

- ☐ Coordinating the internal communications plan.
- ☐ Developing PACE plans.
- ☐ Developing a communications plan from the patrol to higher and adjacent units (beyond VHF range).
- ☐ Developing a communications plan from the patrol to the supporting fires or to the aviation support.
- ☐ Developing a communications plan from the patrol to the units or FOBs along the route (keyed by control measures, such as checkpoints or phase lines).
- ☐ Developing a communications plan from the patrol to the medical evacuation assets (secure and in the clear).
- ☐ Conducting communications checks.
- ☐ Confirming that all personnel are aware of the medics' location in the convoy.
- ☐ Identifying contact information and reaction time for QRF and EOD.

Establish or rehearse procedures to handle—

- ☐ Casualties (military and civilian).
- ☐ CASEVAC communications plan.
- ☐ Vehicle breakdowns and cargo bump plans.
- ☐ Vehicles that are damaged or destroyed.
- ☐ The use of rally points.
- ☐ Personnel bump plans.
- ☐ The securing or destroying of sensitive equipment.
- ☐ Any accidents or claims.
- ☐ The establishment or review of the EPA.
- ☐ The assignment of sectors to every Soldier and vehicle to ensure proper 360-degree security.

Note: Teams should use these checklist examples as guidelines. The type of unit, equipment, operational area, and mission will dictate additions, substitutions, and deletions.

Team Leader Inspection Checklist

- ☐ Ensure crew-served weapons have been test fired.
- ☐ Ensure all gunners are qualified on the weapons systems.
- ☐ Ensure all crew-served weapons and night vision sights are mounted and checked.
- ☐ Ensure there is enough ammunition in ready-to-fire configuration.
- ☐ Ensure all radios are set to DAGR time.
- ☐ Ensure sufficient signals (pyro) are available.
- ☐ Inspect medical assets (CLS bags, IFAKs, and litters) and rehearse loading litters.
- ☐ Ensure there is a nine-line MEDEVAC card with each VHF radio.
- ☐ Confirm everyone in the convoy understands ROE.
- ☐ Ensure everyone understands escalation of force procedures and reporting.
- ☐ Confirm everyone understands weapon conditions and the loading and unloading procedures.
- ☐ Ensure Soldiers are trained to remain focused on the assigned sectors at all times and are not distracted during a contact. (360-degree security must remain the priority.)
- ☐ Ensure all required information is obtained through briefings and reports on previous patrol routes, including any AAR comments to enable a clearer picture of the situation.
- ☐ Ensure everyone understands actions on the objective or purpose of engagement or reconnaissance.
- ☐ Ensure manifest is turned in.

Individual PCI Checklist

- [ ] ACH (IAW SOP).
- [ ] NVGs: mounted, functional, and tied down to IBA (IAW SOP).
- [ ] Ballistic eye protection.
- [ ] Hearing protection (Peltor).
- [ ] ID card and ID tags.
- [ ] Weapon: zeroed, cleaned, function test performed, and sling.
- [ ] Optics: tied down, zeroed, PMCS, and extra batteries.
- [ ] Lasers: tied down, field expedient zero, and extra batteries.
- [ ] Magazines: 7 each with 30 rounds in each magazine.
- [ ] Weapons cleaning kit.
- [ ] IOTV/IBA complete with neck collar, throat collar, groin protector, DAPS, ESAPI plates, name tape, and rank.
- [ ] Knee pads.
- [ ] IFAK (IAW SOP).
- [ ] Sufficient water.
- [ ] Sufficient rations.
- [ ] Flame retardant gloves.
- [ ] Pen and paper.
- [ ] Flashlight.
- [ ] Compass.
- [ ] Briefed on current mission.
- [ ] Extra socks, t-shirts, and underwear.

Note: Teams should use these checklist examples as guidelines. The type of unit, equipment, operational area, and mission will dictate additions, substitutions, and deletions.

Post-Combat Checks

Upon return from a mission or operation, it is important for personnel to reset equipment quickly and methodically. Personnel should—

- ☐ Obtain accountability of all personnel.
- ☐ Clear weapons.
- ☐ Account for all sensitive items.
- ☐ Conduct internal AAR and debrief with S-2 and S-3.
- ☐ Turn off all communications systems including BFT and ECM.
- ☐ Conduct PMCS and clean all communications systems and accessories equipment.
- ☐ Conduct an after-action PMCS (10 level) on vehicle, to include all BII.
- ☐ Refuel vehicle and remove trash, debris, and any brass.
- ☐ Replace all damaged parts, as needed.
- ☐ Clean windows, mirrors, lights, and turn signals.
- ☐ Inspect gun mount and accessories.
- ☐ Clean all weapons, weapon systems, and crew-served weapons.
- ☐ Perform function check.
- ☐ Restock or replenish all aid bags, water, rations, and ammunition.

Note: Teams should use these checklist examples as guidelines. The type of unit, equipment, operational area, and mission will dictate additions, substitutions, and deletions.

Convoy Briefing

1. Situation:

a. Friendly forces.

b. Support units.

c. Enemy situation.

2. Mission:

a. Type.

b. Origin.

c. Destination.

3. Execution:

a. General organization of the convoy will be in a column formation.

b. Time schedule.

c. Routes.

d. Convoy speed.

e. Catch-up speed.

f. Vehicle distance.

g. Emergency measures.

- Accidents.
- Breakdowns.
- Obstacles.
- Separation from convoy.
- Ambush.
  - Action of convoy personnel if ambushed.
  - Action of security forces during ambush.
  - Medical support.

h. Hazards of route and weather conditions.

i. Defensive driving.

4. Administration and Logistics:

a. Control of personnel.

b. Billeting arrangements.

c. Messing arrangements.

d. Refueling and maintenance.

5. Command and Signal:

a. Location of convoy commander.

b. Succession of command.

c. Action of security force commander.

d. Serial commander's responsibility.

e. Hand and arm signals.

f. Other prearranged signals—cell phones will be used as needed.

g. Radio frequencies and call signs for—

- Control personnel.
- Security force commander.
- Fire support elements.
- Reserve security elements.
- Medical evacuation support.

9-Line IED Report

Line 1: DTG item was discovered.

Line 2: Reporting activity: unit ID and location grid.

Line 3: Contact method—radio frequencies, call sign, point of contact, and telephone number.

Line 4: Type of ordnance, if known. Provide condition and threat and include initiation system—remote control, wire, command.

Line 5: CBRN contamination.

Line 6: Are resources threatened (facilities, equipment, or assets)?

Line 7: Impact on mission. Does it interfere with current operation?

Line 8: Protective measures. What was done to protect personnel and equipment?

Line 9: Recommended priority response for explosive ordnance disposal.

SALUTE Report = Report Enemy Activities

Size of the element (actual numbers if possible).

Activity of the element (be specific; explain what they are doing).

Location of element (grid coordinates or clear description).

Unit description of unit (element) and the uniforms they are wearing.

Time of observation using 24-hour military time and date.

Equipment the personnel had (types and quantities).

Tactical Combat Casualty Care

The three phases of TCCC are care under fire, tactical field care, and tactical evacuation.

Care under fire includes—

- Return fire as directed or required before providing medical treatment.
- Determine if the casualty is alive or dead.
- Provide tactical care to the live casualty.
- Administer life-saving hemorrhage control.
- Transport the casualty, his or her weapon, and mission-essential equipment when the tactical situation permits.
- Recheck bleeding control measures as the tactical situation permits.

Tactical field care occurs when the personnel and the casualty are relatively safe and no longer under effective hostile fire. Tactical field care includes—

- Forming a general impression of the casualty on approach (extent of injuries, chance of survival).
- Checking for responsiveness.
- Positioning the casualty and opening the airway.
- Assessing for breathing and chest injuries.
- Identifying and controlling bleeding.
- Checking for fractures.
- Checking for burns.
- Administering pain medications and antibiotics (the casualty's combat pill pack) to any Soldier wounded in combat.
- Transporting the casualty to the site where evacuation is anticipated.
- Documenting injuries on the casualty's TCCC card.

Tactical evacuation occurs when casualties are being transported to an MTF by an aircraft or vehicle—

- To enhance survivability. Care can be augmented by combat lifesavers to maintain the interventions already performed.
- During tactical evacuation, either MEDEVAC or CASEVAC can occur, based on the availability of assets and the time window available to execute the evacuation process.

Note: CASEVAC refers to the movement of casualties aboard nonmedical vehicles or aircraft.

Explanations for Line Items on MEDEVAC Request

LINE ITEM	EXPLANATION
1. Location of Pickup Site.	Encrypt grid coordinates. When using DRYAD Numeral Cipher, the same SET line will be used to encrypt grid zone letters and coordinates. To preclude misunderstanding, a statement is made that grid zone letters are included in the message (unless unit SOP specifies its use at all times).
2. Radio Frequency, Call Sign, Suffix.	Encrypt the frequency of the radio at the pickup site, not a relay frequency. The call sign (and suffix if used) of person to be contacted at the pickup site may be transmitted in the clear.
3. No. of Patients by Precedence.	Report only applicable info & encrypt brevity codes. A=Urgent, B=Urgent-Surg, C=Priority, D=Routine, E=Convenience. (If 2 or more categories reported in same request, insert the word "break" btwn each category).
4. Spec Equipment.	Encrypt applicable brevity codes. A=None, B=Hoist, C=Extraction equipment, D=Ventilator.
5. No. of Patients by Type.	Report only applicable information and encrypt brevity code. If requesting MEDEVAC for both types, insert the word "break" between the litter entry and ambulatory entry: L+ # of Pnt – Litter; A + # of Pnt – Ambul (sitting).
6. Security Pickup Site (Wartime).	N=No enemy troops in area, P=Possibly enemy troops in area (approach with caution), E=Enemy troops in area (approach with caution), X=Enemy troops in area (armed escort required).
6. Number and type of Sound, Injury, Illness (Peacetime).	Specific information regarding patient wounds by type (gunshot or shrapnel). Report serious bleeding, along with patient blood type, if known.
7. Method of Marking Pickup Site.	Encrypt the brevity codes. A=Panels, B=Pyrotechnic signal, C=Smoke Signal, D=None, E=Other.
8. Patient Nationality and Status.	Number of patients in each category need not be transmitted. Encrypt only applicable brevity codes. A=US military, B=US civilian, C=Non-US mil, D=Non-US civilian, E=EPW.
9. NBC Contamination (Wartime).	Include this line only when applicable. Encrypt the applicable brevity codes. N=nuclear, B=biological, C=chemical.
9. Terrain Description (Peacetime).	Include details of terrain features in and around proposed landing site. If possible, describe the relationship of site to a prominent terrain feature (lake, mountain, tower).

The following panel has a MEDEVAC Request that includes a MIST Report. Multiple casualties can be used on a single 9-Line Report, and one casualty is used per MIST Report.

MEDEVAC Request with MIST Report

NATO 9-Line MEDEVAC Request Format

(use brevity codes for non-secure communication or use full description for more clarity)

1. Location of Pick-up Site				
2. Call Sign & Frequency of Requesting Unit				
3. # Patients by Precedence				
Urgent (1 hr):	Priority (4 hrs):	Routine (24 hrs):		
4. Special Equipment Required				
A. None	B. Hoist	C. Extrication Equip.	D. Ventilator	E. Other (describe)
5. # Patients by Type				
L. Litter:	A. Ambulatory:	E. Escort (women/children/HVT):		
6. Security at Pick-up Site				
N. No Enemy				
P. Possible enemy troops in area				
E. Enemy troops in area (approach with caution)				
X. Enemy troops in area (armed escort required)				
7. Method of Marking Pick-up Site				
A. Panel	B. Pyrotechnic	C. Smoke	D. None	E. Other (describe)
8. Patient Nationality & Status (# by type)				
A. US/Coalition Military, Nationality:				
B. US/Coalition Civilian, Nationality:				
C. Non-US/Coalition Military, Nationality:				
D. Non-US/Coalition Civilian, Nationality:				
E. Enemy Prisoner of War:				
F. High Value Target (escort required):				
9. Terrain Description				

MIST Report

Required for Each Patient; Reference Patient's DD 1380 TCCC Card

Patient ID (i.e. Battle Roster):			
M - Mechanism of Injury i.e. blast, gunshot wound (GSW), etc.; can be NONE if medical complaint			
I - Injuries Sustained i.e. penetrating wound, laceration, burn, amputation, etc.; include body location			
S - Signs and Symptoms			
Pulse			
Blood Pressure			
Respiratory Rate			
Level of Consciousness (AVPU)			
Other			
T - Treatment Given i.e. tourniquet, NPA, needle-D, fluids, medications			

Call for Fire

1st Transmission	1. Observer Identification	FDC/FSE call sign _____ Your call sign _____		Corrections Observer-Target Direction _____ LEFT/RIGHT	ADD/DROP	UP/DOWN
	2. Warning Order	Adjust Fire				
		Fire for Effect				
		Suppress				
		Immediate Suppression/Immediate Smoke				
2nd Transmission	3. Target Location	Grid Target Location _____				
		Shift Known Point/Target _____ L/R _____ A/D _____				
		Polar Your Location _____ L/R _____ A/D _____				
3rd Transmission	4. Target Description	Type	Degree of Protection			
		Activity	Size and Shape (length/width or radius)			
		Number				
		For Example - What is it, What Action Digging/Stationary/Moving				
	5. Method of Engagement	Type of Adjustment	Ammunition			
		Danger Close	Distribution			
		Mark				
		Any Additional Request				
	6. Method of Fire and Control	Method of Fire				
		Method of Control				
		For Example - When Ready, On my Command, Continuous Fire/Illumination, Repeat, Check Fire				
------ End of Mission ------						
Battle Damage Assessment						

Three radio transmission call for fire worksheet:

Close Air Support 9-Line Request

Do not transmit the numbers. Units of measure are standard unless briefed. Lines 4, 6, and any restrictions are mandatory readbacks. The joint terminal attack controller (JTAC) may request an additional readback.
JTAC: **"_____, advise when ready for game plan."**
JTAC: **"Type (1, 2, 3) control (method of attack, effects desired or ordnance, interval). Advise when ready for 9-line."**

1. IP / BP: "_____."
2. Heading: "_____."
   (degrees magnetic, initial point or battle position-to-target)
   Offset: "_____."
   (left or right, when requested)
3. Distance: "_____."
   (initial point-to-target in nautical miles, battle position-to-target in meters)
4. Target elevation: "_____."
   (in feet, mean sea level)
5. Target description: "_____."
6. Target location: "_____."
   (latitude and longitude or grid coordinates, or offsets or visual)
7. Type mark / terminal guidance: "_____."
   (description of the mark, if laser handoff, call sign of lasing platform and code)
8. Location of friendlies: "_____."
   (from target, cardinal direction and distance in meters)
   Position marked by: "_____."
9. "**Egress** _____."

Remarks / *restrictions:

- Laser to target line (LTL) / pointer target line (PTL).
- Desired type and number of ordnance or weapons effects (if not previously coordinated).
- Surface-to-air threat, location, and type of SEAD.
- Additional remarks (e.g., gun-to-target line, weather, hazards, friendly marks).
- Additional calls requested.
- *Final attack headings or attack direction.
- *Airspace coordination areas (ACAs).
- *Danger close and initials (if applicable).
- *Time over target (TOT) / time to target (TTT).
- *Post launch abort restrictions (if applicable).
- IP - initial point.
- BP - battle position.

Note: For off axis weapons, the weapons final attack heading may differ from the aircraft heading at the time of release. The aircrew should inform JTAC when this occurs and ensure weapon final attack headings comply with given restrictions.

Explanations for Line Items on Close Air Support 9-Line Request

Line 1. IP/BP. IP is used for fixed-wing aircraft. It is the 5–15 nautical mile run-in to the target. A BP is used for rotary-wing aircraft. It is 3,000—5,000 meters from the target.

Line 2. Heading. The heading is given in degrees magnetic from IP (or center of the BP) to the target. The offset (left or right) indicates the side of the IP to target line that aircrews can maneuver in while in the target area.

Line 3. Distance. The distance from the IP/center of the BP to the target. It is given in nautical miles to the nearest tenth (for example, "twelve point three") to F/W aircraft and in meters to the nearest hundred (for example, "thirty-two hundred") for R/W aircraft.

Line 4. Target elevation. The target elevation is given in feet above mean sea level. If the map contour interval is in feet, take the elevation directly from the map. If the map contour is in meters, convert it to feet.

Line 5. Target description. The target description contains the number, type of target, and degree of protection. It is a brief, concise description of the target. It includes target activity and configuration that may assist its identification.

Line 6. Target location. The target location is a six-digit grid coordinate. Target location can be given as a UTM grid coordinate or as latitude and longitude.

Line 7. Type mark. The type of mark used, such as: WP, RP, laser (include four-digit code), illumination on the deck, HE, mirror flash. If no mark is available, the pilot is guided onto the target using available references, such as roads, streams, open areas, and prominent terrain.

Line 8. Location of friendlies. Cardinal direction (north, south, east, west) and distance (in meters) from the target to the nearest friendly position, which is frequently the forward air controller’s position. An example is "Southwest, fifteen-hundred meters."

Line 9. Egress. Instructions the aircraft will follow to exit the target area after engaging the target. It includes directions to turn out of the target area and a control point to which the aircraft will fly. Ensure to use the word “egress” when giving instructions. An example is, “Egress east, then south to Georgia.”

Remarks. If applicable, additional threats, hazards, weather, final attack heading, artillery gun target lines, or time on target, can be given here.

Types of Control

1. When visual acquisition of attacking aircraft and target under attack are necessary (controller must see the aircraft and the target).

2. When visual acquisition of either the attacking aircraft or the target at weapons release is not possible or when attacking aircraft are not in a position to acquire the mark/target prior to weapons release or launch (controller must see either the aircraft or the target).

3. When risk assessment indicates that CAS attacks impose low risk of fratricide (controller cannot see the target or the aircraft).

Nontactical Vehicle Security Checklist

Checklist of considerations for briefing deployed personnel on proper vehicle inspection. Personnel should—

- ☐ Check interior of the vehicle for intruders or suspicious items.
- ☐ Check electronic tamper device, if installed. A cheaper option is to use transparent tape on the hood, trunk, and doors as an alert to any tampering.
- ☐ Check underneath the car, hood, in the trunk, and in the fender wells for any foreign objects or loose wires.
- ☐ Examine tires for stress marks and any evidence of tampering.
- ☐ Check wheel lug nuts.
- ☐ Check exterior for any fingerprints, smudges, or other signs of tampering.
- ☐ Lock the hood with an additional lock and ensure the factory latch is located inside.
- ☐ Install oversized mirrors.
- ☐ Use a locking gas cap.
- ☐ Put two bolts through the exhaust pipe, perpendicular to one another, to prevent explosive devices being inserted into the tail pipe.
- ☐ Use steel-belted radial tires.
- ☐ Install an intrusion alarm system and an extra battery.

In high-threat areas, personnel should—

- ☐ Install car armor.
- ☐ Ensure there is an interior escape latch on the trunk.
- ☐ Use fog lights.
- ☐ Install bullet-resistant glass.

Ground Transportation Security Checklist

Checklist of considerations for personnel using vehicles while deployed. Personnel should—

- ☐ Select a plain car, minimize the "privileged American" look.
- ☐ Avoid using a marked government car (decals, tags, or plates).
- ☐ Safeguard keys.
- ☐ Keep vehicle in good repair; ensure tires have sufficient tread.
- ☐ Keep gas tank at least half-full at all times.
- ☐ Park in well-lit areas.
- ☐ Always lock the car.
- ☐ Not leave it on the street overnight, if possible.
- ☐ Not allow access to the trunk without supervision.
- ☐ Check surroundings for suspicious persons or activity before exiting vehicle. If in doubt, they should drive away.
- ☐ Provide parking attendants with a key that works only in the vehicle's ignition.
- ☐ Never leave garage doors opened or unlocked.
- ☐ Use a remote garage door opener, if available.
- ☐ Enter and exit the vehicle in the security of a closed garage.
- ☐ Check area for suspicious activity before leaving.
- ☐ Check vehicle for suspicious objects before entering.
- ☐ Vary travel routes and avoid late night trips.
- ☐ Travel with companions or in convoy, if possible.
- ☐ Avoid isolated roads and dark alleys.
- ☐ Know locations of safe havens along routes of routine travel.
- ☐ Always use seat belts, lock doors, and keep windows closed while driving.
- ☐ Not get boxed in and allow for at least an eight-foot interval between vehicles.
- ☐ Be alert while driving.
- ☐ Know how to react if surveillance is suspected or confirmed.
- ☐ Circle the block to help confirm any surveillance.
- ☐ Not stop or take any actions that could lead to confrontation.

- ☐ Not drive back to residence.
- ☐ Ensure to obtain a good description of any suspicious automobile and its occupants.
- ☐ Go to nearest safe haven and report any incident to authorities.

Certain events can signal the start of an attack, some may include—

- ☐ Cyclist falling in front of the vehicle.
- ☐ Flagman or worker stopping the vehicle.
- ☐ Random police checkpoint or government checkpoint.
- ☐ Disabled vehicle or accident victims on the road.
- ☐ Unusual detours.
- ☐ An accident in which one vehicle is struck by another.
- ☐ Cars or pedestrian traffic that boxes the vehicle in.
- ☐ Sudden activity or gunfire.

If under attack in a vehicle, personnel may—

- ☐ Draw attention to the situation by sounding the horn.
- ☐ Get a vehicle in between occupied vehicle and the pursuer.
- ☐ Execute immediate turn and escape or jump curb at a 30- to 45-degree angle and 35 mph maximum speed.
- ☐ Ram vehicle into the blocking vehicle if necessary.
- ☐ Go to closest safe haven.
- ☐ Report incident to nearest DOD authority or law enforcement organization.

When using public transportation, personnel should—

- ☐ Vary mode of commercial transportation.
- ☐ Select the route for the driver and use busy stops.
- ☐ Not be directed to a specific cab by strangers.
- ☐ Ensure the taxi is licensed and has safety equipment.
- ☐ Ensure the driver's face matches the picture on license.
- ☐ Avoid military-oriented subjects with other passengers and always assume drivers can understand English, even without speaking it.

Hotel Security Checklist

Checklist for briefing deploying personnel, as required. Personnel should—

- ☐ Stay at DOD facilities on TDY whenever possible.
- ☐ Avoid staying in hotels with distinctively American names or guests.
- ☐ Make reservations in two or more hotels and use an assumed or modified name.
- ☐ Avoid taking street-level rooms, terrace-level rooms with direct access to hotel grounds, or stairwells.
- ☐ Retain control over all luggage upon arrival in a hotel lobby.
- ☐ When in a hotel, note all escape routes and emergency exits.
- ☐ Vary the pattern of entering and leaving the hotel.
- ☐ Not discuss travel plans over hotel phones.
- ☐ Use extra caution in hotel lobbies and other public places where bombs may be placed.
- ☐ Not ask bellhops or strangers in hotel lobbies for directions to specific places of intended travel.
- ☐ Not conduct official business, meet casual acquaintances in temporary living quarters, or divulge the location of quarters.
- ☐ Discourage efforts of entering their room while they are away by preserving a lived-in look in the room.
- ☐ Keep room neatly organized and know where belongings are placed.
- ☐ Check hallways before exiting from an elevator or the room for out-of-place objects or for loitering persons.
- ☐ Not have packages delivered to their room.
- ☐ Not leave nor store sensitive unclassified military documents in the room.
- ☐ Be suspicious of unexpected mail left at the desk or slipped under the door of their room.

Note: The safes provided in hotel rooms are not considered secure; personnel should not leave compromising sensitive information or materials in these safes.

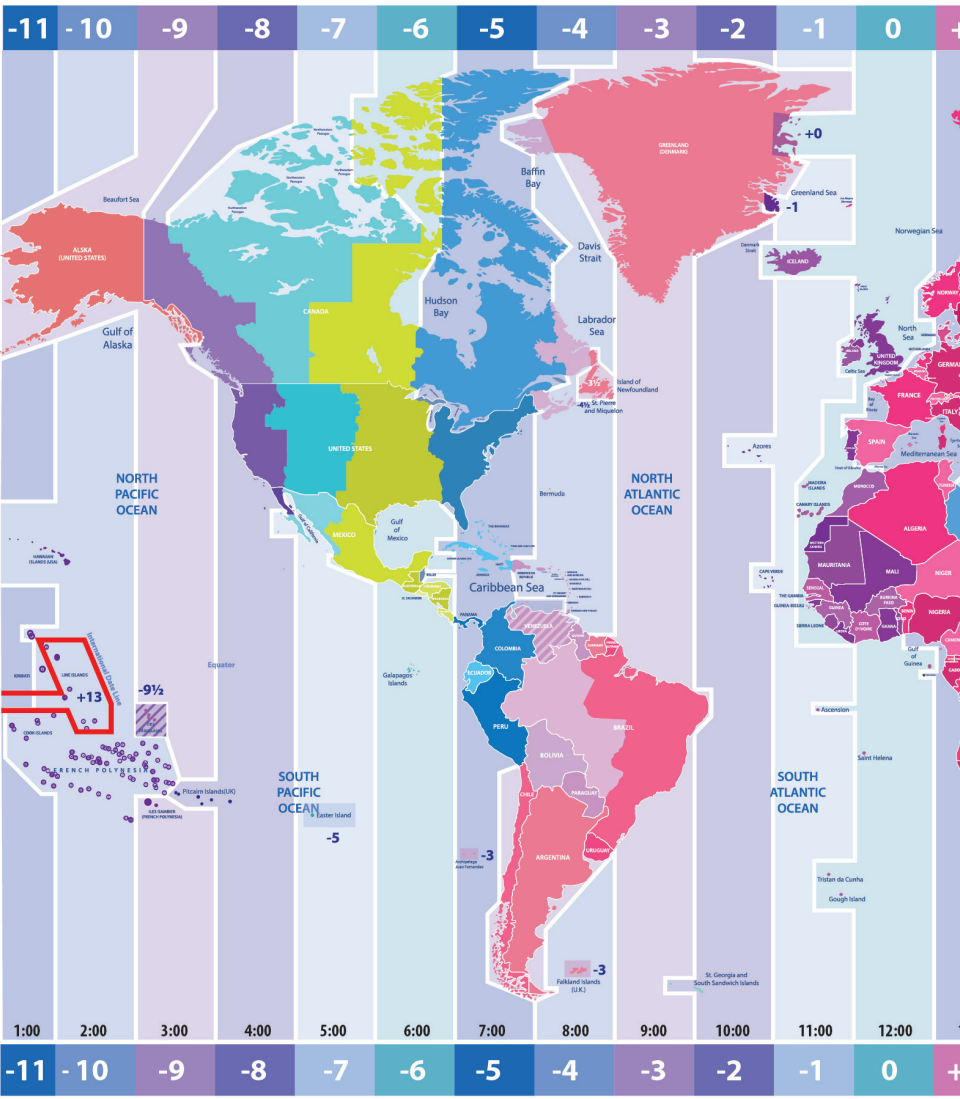
Conversions

CONVERSION FORMULAS FOR ENGLISH TO METRIC	
Miles	Kilometers x 0.6214
Yards	Meters x 1.0936
Inches	Centimeters x 0.3937
Acres	Hectares x 2.47
$Miles^2$	$Kilometers^2$ x 0.3861
$Inches^3$	$Centimeters^3$ x 0.061
$Yards^3$	$Meters^3$ x 1.3080
Pounds	Kilograms x 2.2046
Pounds	Grams x 0.0022
Ounces	Grams x 0.0353
Short Tons	Metric Tons x 1.1023
Long Tons	Metric Tons x 0.9842
Quarts	Liters x 1.0567
Gallons	Liters x 0.2642
Fahrenheit	(°C x 1.8) + 32

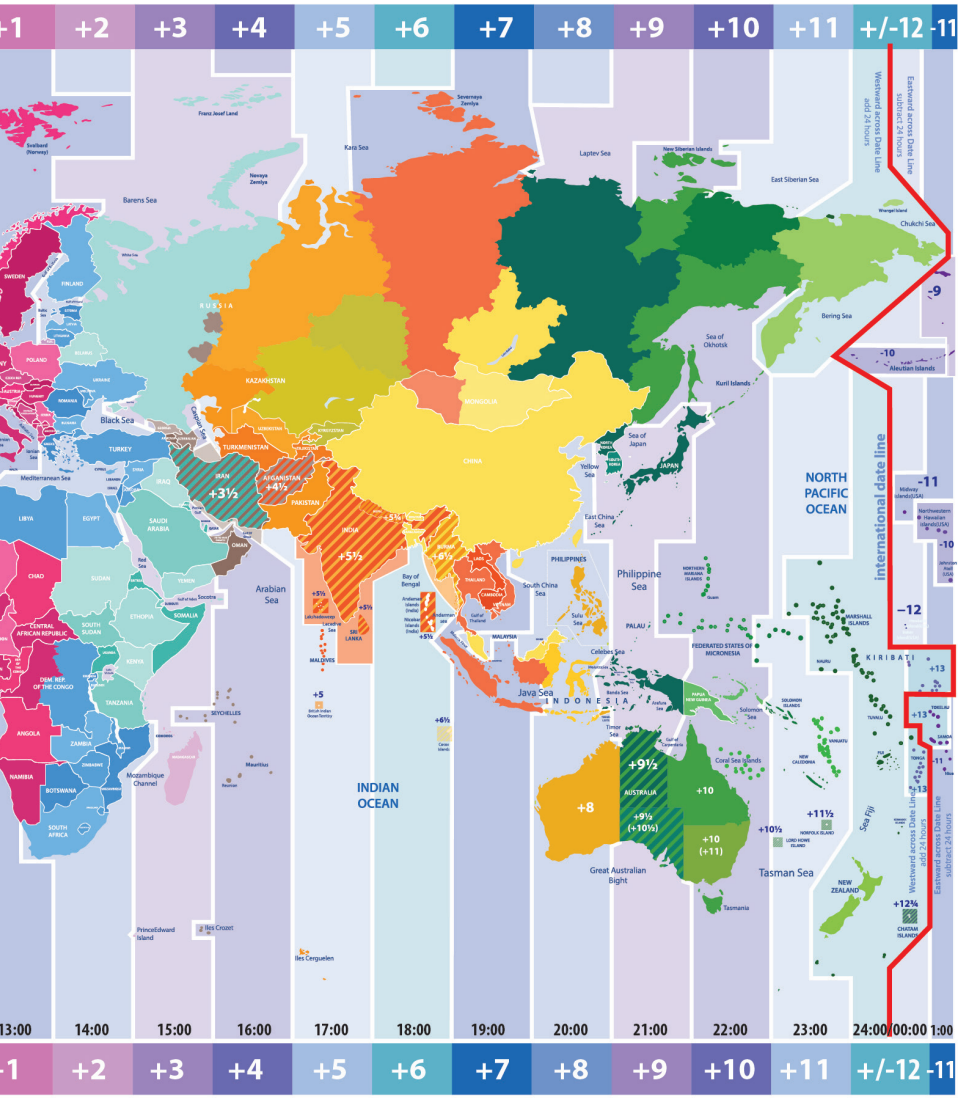
CONVERSION FORMULAS FOR METRIC TO ENGLISH	
Kilometers	Miles x 1.6093
Meters	Yards x 0.9144
Centimeters	Inches x 2.5400
Hectares	Acres x 0.4047
$Kilometers^2$	$Miles^2$ x 2.5900
$Centimeters^3$	$Inches^3$ x 16.3871
$Meters^3$	$Yards^3$ x 0.7646
Kilograms	Pounds x 0.4536
Grams	Pounds x 453.5924
Grams	Ounces x 28.3495
Metric Tons	Short Tons x 0.9072
Metric Tons	Long Tons x 1.0160
Liters	Quarts x 0.9464
Liters	Gallons x 3.7854
Celsius	(°F – 32) ÷ 1.8

MILES TO KILOMETERS			
1	1.6	20	32.1
2	3.2	30	48.2
3	4.8	40	64.3
4	6.4	50	80.4
5	8.0	60	98.5
6	9.6	70	112.6
7	11.2	80	128.7
8	12.8	90	144.8
9	14.4	100	160.9
10	16.0	1000	1609

KILOMETERS TO MILES			
1	0.6	20	12.4
2	1.2	30	18.6
3	1.8	40	24.8
4	2.4	50	31.0
5	3.1	60	37.2
6	3.7	70	43.4
7	4.3	80	49.7
8	4.9	90	55.9
9	5.5	100	62.1
10	6.2	1000	621.0


-11
-10
-9
-8
-7
-6
-5
-4
-3
-2
-1
0
+0
-1
Baffin Bay
Greenland Sea
Davis Strait
Beaufort Sea
Hudson Bay
Labrador Sea
Gulf of Alaska
Island of Newfoundland
-3½
St. Pierre and Miquelon
-4
Azores
Bermuda
NORTH PACIFIC OCEAN
NORTH ATLANTIC OCEAN
Gulf of Mexico
Caribbean Sea
Equator
Galapagos Islands
+13
-9½
Pitcairn Islands (UK)
SOUTH PACIFIC OCEAN
Easter Island
-5
-3
Ascension
Saint Helena
SOUTH ATLANTIC OCEAN
Tristan da Cunha
Gough Island
-3
Falkland Islands (U.K.)
St. Georgia and South Sandwich Islands
1:00
2:00
3:00
4:00
5:00
6:00
7:00
8:00
9:00
10:00
11:00
12:00

Conversion Table



Doctrine Resources

CA doctrine (as well as other Joint or Army doctrine) can be accessed on the following official CAC-enabled and public websites:

CA doctrine static email:
cadoctrine@socom.mil

Army Combined Arms Center Doctrine links page:
http://usacac.army.mil/core-functions/doctrine/doctrine-links

Army Publishing Directorate:
https://armypubs.army.mil/

Joint Electronic Library (Public):
https://www.jcs.mil/Doctrine/

Joint Electronic Library (CAC-enabled):
https://jdeis.js.mil/jdeis/index.jsp

Central Army Registry (Public/CAC-enabled):
https://rdl.train.army.mil/catalog/dashboard

Other References

ATP 3-09.32, *JFIRE: Multi-Service Tactics, Techniques, and Procedures for Joint Application of Firepower*.

ATP 4-02.2, *Medical Evacuation*.

ATP 4-02.5, *Casualty Care.*

TC 3-21.76, *Ranger Handbook*.

GTA 17-02-015, *Call for Fire.*

GTA 21-08-002, *Combat Training Smart Card*.

GTA 41-01-001, *Civil Affairs General Concepts*.

GTA 41-01-004, *Civil Affairs Reference Guide*.

U.S. Army MEDEVAC Critical Care Flight Paramedic Standard Medical Operating Guidelines.

Acronyms and Abbreviations

AAR	after action review
ACH	advanced combat helmet
A/D	add/drop
AVPU	alert, verbal, pain, unconscious
BFT	blue force tracking
BII	basic issue item
BP	battle position
CA	Civil Affairs
CAC	common access card
CAS	close air support
CASEVAC	casualty evacuation
CBRN	chemical, biological, radiological, and nuclear
CLS	combat lifesaver
DAGR	defense advanced GPS receiver
DAPS	deltoid and axillary protector system
DOD	Department of Defense
DTG	date-time group
ECM	electronic countermeasures
EOD	explosive ordnance disposal
EPA	evasion plan of action
ESAPI	enhanced small arms protective insert
FDC	fire direction center
FOB	forward operating base
FSE	fire support element
F/W	fixed-wing
GTA	graphic training aid
HE	high explosive
HVT	high-value target
IAW	in accordance with
IBA	individual body armor
ID	identification
IED	improvised explosive device
IFAK	improved first aid kit
IOTV	improved outer tactical vest
IP	initial point
L/R	left/right
MEDEVAC	medical evacuation
MIST	mechanism of injury, injury type, signs, treatment

mph	miles per hour
MRE	meal, ready to eat
MTF	medical treatment facility
NEEDLE-D	needle decompression
NPA	nasopharyngeal airway
NVG	night vision goggles
PACE	primary, alternate, contingency, and emergency
PCC	precombat check
PCI	precombat inspection
PMCS	preventive maintenance checks and services
QRF	quick reaction force
ROE	rules of engagement
RP	red phosphorous
RPG	rocket propelled grenade
R/W	rotary-wing
S-2	battalion or brigade intelligence staff officer
S-3	battalion or brigade operations staff officer
SALUTE	size, activity, location, unit, time, and equipment
SOP	standard operating procedure
T&E	traversing and elevation mechanism (machine gun)
TCCC	tactical combat casualty care
TDY	temporary duty
UTM	universal transverse mercator
VHF	very high frequency
WARNORD	warning order
WP	white phosphorous