

Aircrew Sortie Checklist

Pre-Sortie Checklist

- ❑ Verify Information in WMIRS
 - Sortie Date and Time
 - Dept. and Dest. Airport
 - Correct Tail Number
 - Fill Out Equipment on Board
 - Crew Contact Information
 - Sign Crew into Mission (if not already signed in)
- ❑ Complete Briefing Section of CAPF 104
 - Detailed Sortie Objective and Deliverables
- ❑ Complete online or hard copy ORM
- ❑ Complete Aircraft Inspection, once daily at a minimum
- ❑ Complete Weight and Balance
- ❑ Secure release by Flight Release Officer

Post-Sortie Checklist

- ❑ Review Briefing Section of CAPF 104
 - Detailed Sortie Objective and Deliverables
- ❑ Review Debriefing Section of CAPF 104
 - Hobbs/Tach Time
 - Summary
 - Results/Deliverables
 - FRO CAPID is inputted into Debriefing Officer
- ❑ Complete all portions of CAPF 104
 - For any blank areas, please mark N/A
- ❑ Ensure Aircraft Tail Numbers are consistent throughout paperwork

Sortie Uploads

- ❑ Fuel Receipt
- ❑ Weight and Balance
- ❑ CAP Aviation ORM (If not filled out electronically in WMIRS)
- ❑ CAPF 110 (If applicable)
- ❑ AP Photographs, upload as needed

Fuel Receipt

- ❑ Vendor Name and Location
- ❑ Date of Service
- ❑ Fuel Quantity
- ❑ Price per Gallon
- ❑ Total Purchase
- ❑ Tail Number/Aircraft Designator
- ❑ Mission/Sortie #
- ❑ Purchaser Name and CAPID
- ❑ Hobbs Time, in hours
- ❑ Fuel Receipt
 - Notation if uploaded after 24-hour period
 - **Check** NHQ Shell Card Paid and input **NHQ Credit Card** into 'Reimburse To' box

Fuel Receipt and WMIRS

- ❑ Gallons – Exact quantity on receipt must be in WMIRS
- ❑ Aircraft – Tail Number must be complete (N452CP, NOT 452)
- ❑ Receipt must be uploaded under sortie, under correct mission number
- ❑ Funded AF Training will be under "T" Sorties

11 Jan 2017

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