

Ground Sortie Checklist

Pre-Sortie Checklist

- Verify Information in WMIRS
 - o Enter Members into 109
 - o Members given assignments, safety current, and qualified/trainee status
 - o Sign-In Vehicle
- Complete Briefing Section of CAPF 109
- Contact FRO and enter FRO CAPID on CAPF 109 as Briefer
- Complete Vehicle Inspection, once daily at a minimum
- Complete ORM (MIWGF 52)
- Secure release by Field Release Officer
- Obtain starting odometer reading

During-Sortie Checklist

- Maintain Log of Mission Events (CAPF 110)

Post-Sortie Checklist

- Contact FRO and debrief sortie
- Enter FRO CAPID on 109 as Debriefeer
- Enter SQTR tasks completed in remarks section
 - o If too many, use CAPF 113
- Complete all portions of CAPF 109
 - o For any blank areas, please mark N/A
- Refuel Vehicle and obtain receipt
- Obtain ending odometer reading
 - o If no vehicle is used, enter how far team traveled on foot

Sortie Uploads

- Fuel Receipt
- Vehicle Inspection CAPF 73
- ORM (MIWGF 52)
- Mission Log - CAPF 110
- CAPF 113 (If applicable)

Fuel Receipt

- Vendor Name and Location
- Date of Service
- Fuel Quantity
- Price per Gallon
- Total Purchase
- Vehicle ID/Plate #
- Mission/Sortie #
- Purchaser Name
- Mileage/Hours
- Fuel Receipt
 - o Notation if uploaded after 24-hour period
 - o **Check** NHQ Credit Card Paid and input **NHQ Credit Card** into 'Reimburse To' box

Fuel Receipt and WMIRS

- Gallons – Exact quantity on receipt must be in WMIRS
- Vehicle – Van Number must be complete (20030, NOT 30)
- 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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