

## Check List – BRIEFING - Air

MISSION #: \_\_\_\_\_  
CPF #: \_\_\_\_\_

SORTIE #: \_\_\_\_\_  
TAIL #: \_\_\_\_\_

- 1. Are all crew members present?
- 2. Crew present with sortie number, three (3) each CAPF 104, Risk Management Assessment Form, Weight & Balance, current sectional, gridded sectional.
- 3. Verify that all crew members are signed in. Has the airplane and any other transportation vehicles/airplanes been signed in? If not, do so now.
- 4. If this is their first sortie of the day, was the Inbound CAPF 104 with a fuel slip, if applicable, given to the Admin/Finance Officer at check-in?
- 5. Review CAPF 104. Side one completed:
  - Every line must be completed even if NA:
  - Crew qualification: list all crew members' names.
  - Aircraft number: be sure to add CAP Flight number next to tail number
  - Describe target.
  - Search Area/Route: draw a diagram of how they will enter the grid and route of search.
  - Have crew show on sectional how they will be flying to grid, in grid, out of grid, and any hazards to flight, etc. Review grid procedures and reporting points.
  - Review with crew what CAP aircraft will be in nearby grids
  - Does the crew understand the sortie assignment and direction of flight?
  - Review procedures after a "find". Continue to fly as planned and/or as directed by briefer.
  - ETD/ATD: use local time in 24 hour style
  - Proposed Landing Time: use local time in 24 hour style; this must be equal to the ETA and estimated time enroute.
- 6. Review radio procedures.
  - Do they have a copy of the Required Reporting Script? Review required calls.
  - Corporation aircraft tune the radio to 121.775 for ELT.
  - Private aircraft tune the radio to 122.9 – On ground only – contact Mission Base.
  - Only give CAP Flight # and Sortie # on the first contact with Mission Base.
  - Keep communications simple and professional (Think, then talk).
  - Remind aircrews that if requested to report sighting coordinates via the radio, THEY WILL GIVE ONLY MINUTES AND SECONDS unless asked otherwise. We know what grid they are in.
- 7. Review Weight and Balance calculations.
- 8. Review performance numbers: Density Altitude calculation / Take-off distances / time to fly with fuel on board.
- 9. Review Risk Management Assessment.
  - Be sure all lines have been added.
  - If over 75, the Incident Commander must review before flight is released.

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- Take into consideration how much flying the pilot has done today for health/rest.
- Review I'M SAFE (Illness; Medication; Stress; Alcohol; Fatigue; Emotion.)
- 10. Review flight line procedures.
  - Show the flight line personnel the signed CAPF 104 for entrance to the aircraft.
  - Follow flight line personnel's instructions.
  - The flight line personnel will handle fueling. Pilot will still need to stay with aircraft and obtain a receipt to attach to the CAPF 104.
- 11. Review SAFETY issues:
  - Use checklists even on the walk-around.
  - Review airport procedures. Be sure crew understands airport layout.
  - Review density altitude and/or carb icing conditions.
  - Everyone understand where and what the hazards are to flight?
  - Are there any restricted areas, MOA's & low level routes in their flight path?
  - Where is their alternate airport?
  - Luke Approach is 120.5, if transitioning area.
  - If unknown hazard is encountered, radio as soon as safe. Give description, location and any information that would aid other crews. Follow Mission Base's instructions.
- 12. Eyes outside of cockpit. Even at taxi and time of take-off. The objective may be at the end of the runway.
- 13. For ELT's, the observer needs to watch the needles.
- 14. Observer is to handle the FM/VHF radio and assist pilot as requested in addition to looking for target.
- 15. Scanner is to write down any coordinates of sightings and sketch the area of the sighting in addition to looking for target. This will assist in the debriefing.
- 16. Note anything that is suspicious or does not look natural/part of the surroundings. Be sure to include the coordinates.
- 17. Any questions or concerns?
- 18. Has everything has been covered and understood by the aircrew?
- 19. The completed CAPF 104 must be signed by the pilot and the Briefing Officer. In the Briefing Officer's Signature block: Print name and then sign.
- 20. Next step is to take the paperwork to the Flight Release Officer for flight release.
- 21. If crew will not be returning to mission base but will recover at their home base, the pilot must contact mission base either via the FM or on a land line to report their ATA, hobbs time, and be debriefed if a sortie was flown to home base.

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Briefer's Signature

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Pilot's Signature