

## **Check List - FLIGHT RELEASE OFFICER**

- 1. **Verify the purpose of the flight** meets the applicable criteria set forth in CAPR 60-1, paragraph 5-2 or 5-3.
- 2. **Verify name of the designated Pilot In Command** (the PIC must obtain the flight release).
- 3. **Verify that all passengers meet the criteria** set forth in CAPR 60-1, paragraph 2-6.
- 4. **Assign the appropriate flight mission symbol** as identified in CAPR 60-1, Attachment 1 or on the CAPF 99, dated Jan 02.
- 5. **Complete applicable portions of CAPF 99.**
- 6. **Verify the pilot and passengers are current members** (or otherwise authorized to fly in CAP aircraft) and carry current membership cards.
- 7. **Verify the pilot has a valid (original) FAA pilot certificate** in his possession.
- 8. **Verify the pilot has a current medical certificate** in his possession.
- 9. **Verify the pilot has a current CAPF 5 flight check for the type of aircraft** being flown (except for flight checks, in which the check pilot's name will be obtained).
- 10. **Verify the pilot is current and qualified** in accordance with CAPR 60-1 and applicable FARs for the type of flight conditions, aircraft and mission to be released.
- 11. **Verify a FAA flight plan has been filed** prior to flights of more than 50 nm from the departure airport.
- 12. **Remind the pilot to review the "I'M SAFE" card** as mentioned in the Aeronautical Information Manual, Chapter 8, Medical Facts for Pilots. (Sheet is in the sortie folder)
- 13. **Record total flight hours reported by the pilot after the flight.**

**NOTE 1:** A flight release officer is not a dispatcher. They are expected to rely upon information provided verbally from the pilot and to use their best judgment considering weather, aircraft, and pilot in releasing flights.