

# FLIGHT GUIDE FORMS



DEBRIEFING INFORMATION				
<input type="checkbox"/> Flight Plan Closed	ATD	ATA	Tach Start	Tach End
Hobbs Start	Hobbs To/From	Hobbs in Area	Hobbs Total	Hobbs End
Fuel Used (Gal)	Oil Used (Qt)	Fuel & Oil Cost	Receipt #	<input type="checkbox"/> Wing Paid
Summary				
Results/Deliverables				
Weather Conditions				
Remarks				
Sortie Effectiveness <input type="checkbox"/> Successful <input type="checkbox"/> Marginal <input type="checkbox"/> Unsuccessful <input type="checkbox"/> Not Flown <input type="checkbox"/> Not Required				
Reason (if not successful) <input type="checkbox"/> Weather <input type="checkbox"/> Aircraft Maintenance <input type="checkbox"/> Equipment Failure <input type="checkbox"/> Crew Unavailable <input type="checkbox"/> Customer Cancellation <input type="checkbox"/> Other _____				
Attachments & Documentation <input type="checkbox"/> AIF ORM Matrix <input type="checkbox"/> AIF ARCHER Log <input type="checkbox"/> CAPF 104a SAR Results Worksheet <input type="checkbox"/> CAPF 104b Reconnaissance Summary <input type="checkbox"/> ICSF 214 Unit Log <input type="checkbox"/> Receipts <input type="checkbox"/> Other _____				
DEBRIEFING OFFICERS				
<input type="checkbox"/> Phone Debriefing	Debriefer (Name & CAPID)		Time & Date Debriefed	

MISSION FLIGHT PLAN/BRIEFING FORM				TRACKING NUMBER
MISSION DATA SECTION				
Mission Number	Mission Name	Mission Symbol	Mission Date	
MANIFEST, QUALIFICATIONS & AIRCRAFT DETAILS				
Pilot In Command (Name & CAPID)		<input type="checkbox"/> MP <input type="checkbox"/> TMP <input type="checkbox"/> MFC <input type="checkbox"/> WS <input type="checkbox"/> COM <input type="checkbox"/> IFR <input type="checkbox"/> Night <input type="checkbox"/> LES <input type="checkbox"/> Trainee		
Crew Member / Passenger 1 (Name & CAPID)		<input type="checkbox"/> MCP <input type="checkbox"/> MP <input type="checkbox"/> TMP <input type="checkbox"/> MFC <input type="checkbox"/> COM <input type="checkbox"/> IFR <input type="checkbox"/> Night <input type="checkbox"/> WS <input type="checkbox"/> MO <input type="checkbox"/> MS <input type="checkbox"/> ADIS <input type="checkbox"/> AP <input type="checkbox"/> HRO <input type="checkbox"/> LES <input type="checkbox"/> Trainee <input type="checkbox"/> Other		
Crew Member / Passenger 2 (Name & CAPID)		<input type="checkbox"/> MO <input type="checkbox"/> MS <input type="checkbox"/> ADIS <input type="checkbox"/> AP <input type="checkbox"/> HRO <input type="checkbox"/> WS <input type="checkbox"/> LES <input type="checkbox"/> ARCHOPR <input type="checkbox"/> ARCHTRK <input type="checkbox"/> Trainee <input type="checkbox"/> Other		
Crew Member / Passenger 3 (Name & CAPID)		<input type="checkbox"/> MO <input type="checkbox"/> MS <input type="checkbox"/> ADIS <input type="checkbox"/> AP <input type="checkbox"/> HRO <input type="checkbox"/> WS <input type="checkbox"/> LES <input type="checkbox"/> ARCHOPR <input type="checkbox"/> ARCHTRK <input type="checkbox"/> Trainee <input type="checkbox"/> Other		
Crew Member / Passenger 4 (Name & CAPID)		<input type="checkbox"/> MO <input type="checkbox"/> MS <input type="checkbox"/> ADIS <input type="checkbox"/> AP <input type="checkbox"/> HRO <input type="checkbox"/> WS <input type="checkbox"/> LES <input type="checkbox"/> ARCHOPR <input type="checkbox"/> ARCHTRK <input type="checkbox"/> Trainee <input type="checkbox"/> Other		
Crew Member / Passenger 5 (Name & CAPID)		<input type="checkbox"/> MO <input type="checkbox"/> MS <input type="checkbox"/> ADIS <input type="checkbox"/> AP <input type="checkbox"/> HRO <input type="checkbox"/> WS <input type="checkbox"/> LES <input type="checkbox"/> ARCHOPR <input type="checkbox"/> ARCHTRK <input type="checkbox"/> Trainee <input type="checkbox"/> Other		
Crew Member / Passenger 6 (Name & CAPID)		<input type="checkbox"/> MO <input type="checkbox"/> MS <input type="checkbox"/> ADIS <input type="checkbox"/> AP <input type="checkbox"/> HRO <input type="checkbox"/> WS <input type="checkbox"/> LES <input type="checkbox"/> ARCHOPR <input type="checkbox"/> ARCHTRK <input type="checkbox"/> Trainee <input type="checkbox"/> Other		
Crew Member / Passenger 7 (Name & CAPID)		<input type="checkbox"/> MO <input type="checkbox"/> MS <input type="checkbox"/> ADIS <input type="checkbox"/> AP <input type="checkbox"/> HRO <input type="checkbox"/> WS <input type="checkbox"/> LES <input type="checkbox"/> ARCHOPR <input type="checkbox"/> ARCHTRK <input type="checkbox"/> Trainee <input type="checkbox"/> Other		
Crew Contact (Phone, E-mail, etc.)				
Tail Number	Callsign	Type	TAS (Knots)	Color/Description <input type="checkbox"/> CAP <input type="checkbox"/> Member Owned
Fuel (In Hours)	Aircraft & Aircrew Equipment <input type="checkbox"/> Transponder <input type="checkbox"/> VOR <input type="checkbox"/> DME <input type="checkbox"/> Autopilot <input type="checkbox"/> GPS <input type="checkbox"/> CAP FM Radio <input type="checkbox"/> Tactical Repeater <input type="checkbox"/> Becker DF <input type="checkbox"/> L-Tronics DF			
Home Base	<input type="checkbox"/> ARCHER Airborne System <input type="checkbox"/> ARCHER Ground Station <input type="checkbox"/> Digital Camera <input type="checkbox"/> ADIS <input type="checkbox"/> Satellite Phone _____ <input type="checkbox"/> Survival Kit <input type="checkbox"/> Life Raft & Vests <input type="checkbox"/> Other _____			
RELEASING OFFICERS				
<input type="checkbox"/> Phone Briefing	Briefer (Name & CAPID)		Flight Release Officer (Name & CAPID)	

BRIEFING INFORMATION				
WMIRS Sortie #	WMIRS Sortie Type		WMIRS Sortie Objective	
WMIRS Area of Operations	Dep. Airport	Dest. Airport	ETD	ETE
Base Telephone	Base	Frequencies		
Base Callsign		Air/Ground	Air/Air	
Required Radio Checks & Contacts				
Other Aircraft in Area (Location & Callsign)		Ground Teams in Area (Location & Callsign)		
Sortie Objectives				
Sortie Deliverables				
Actions To Be Taken On Objectives & Deliverables				
Route Of Flight				
Altitude Assignment & Restrictions		Airspeed Expected & Restrictions		
Aircraft Separation (Adjoining Areas)				
Emergency / Alternate Fields				
Military Low Altitude Training Routes				
Hazards To Flight				
Weather (Current & Forecast)				
Current Local	Current En Route	Current Area of Operations		
Forecast Local	Forecast En Route	Forecast Area of Operations		

BRIEFING INFORMATION CONTINUED		
<input type="checkbox"/> Flight Plan Required	<input type="checkbox"/> Flight Plan Filed	<input type="checkbox"/> Flight Plan Opened
<input type="checkbox"/> ORM Matrix Complete	Risk Assessment <input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	<input type="checkbox"/> Risk Assessment Approval
Special Instructions (Including Risk Mitigation Procedures)		
<b>CREW NOTES</b>		

## **INSTRUCTIONS FOR COMPLETION OF CAP FORM 104, AUG 09**

**GENERAL INFORMATION:** This CAPF 104 has been designed to be printed on standard 8.5" by 11" paper, and folded in half so that crews can easily use them in the cockpit, attached to kneeboards. Crews will be able to complete them online in WMIRS and print out the form or save it in WMIRS as well. When using the online WMIRS version certain sections will only be available when appropriate. For example, crews will not be allowed to update briefing sections post flight.

**PAGE 1: TRACKING NUMBER:** This will be automatically defaulted as the sortie number from WMIRS when using the WMIRS version, but can be replaced with a unique number determined by the mission staff when using WMIRS or the offline versions.

**MISSION DATA SECTION:** This section will be automatically filled from WMIRS when using the WMIRS version, or can be manually filled offline. Details will be provided by the mission staff to fill this section appropriately offline. Sorties cannot be flown on multiple mission numbers, mission, names, or mission symbols. Though sorties could be flown over multiple dates, the data block provided will be filled with the starting date of the sortie.

**MANIFEST, QUALIFICATIONS, AND AIRCRAFT DETAILS:** Most of this section is self explanatory. All crew members or passengers must be identified clearly. When using the WMIRS version, most data will be filled in automatically, and non-CAP passengers or crew members will be clearly identified so that a CAPF 9 can be completed when required, and to be sure appropriate authorizations have been received prior to flight release. The Mission Pilot will also have to be appropriately qualified in order to be slotted as such in the WMIRS version, but the mission staff will have to check this status by hand when working offline. Planners using the WMIRS version will be able to search for personnel that meet needed criteria for crew positions. The blocks are to be completed with the qualifications needed and a member must be selected that meets that criteria; the blocks are not meant to indicate all qualifications a member holds. Most aircraft information will be automatically completed based on prior entries in WMIRS and other NHQ databases, but can be updated on the form or in offline versions as necessary. The acronyms and abbreviations for crew qualifications are listed below for quick reference:

ADIS = Aerial Digital Imaging System Operator

IFR = Instrument Flight Rated Pilot

MS = Mission Scanner

AP = Airborne Photographer

LES = Law Enforcement Screened (CD Qual.)

Night = Pilot is current to fly at night

ARCHOPR = ARCHER Operator

MCP = Mission Check Pilot

TMP = Transport Mission Pilot

ARCHTRK = ARCHER Trac Technician

MFC = Mountain Flying Certification

WS = Water Survival

COM = Commercial Pilot

MO = Mission Observer

HRO = Highbird Radio Operator

MP = Mission Pilot

**RELEASING OFFICERS:** This section is used to record the personnel releasing the sortie, noting phone briefings for remote dispatch when necessary. The WMIRS version will only allow appropriately qualified personnel to be input into these fields. Within WMIRS, the briefer is required to be at least an AOBD trainee, and a qualified FRO must be listed for the FRO block; care must be taken when briefing crews offline that qualified personnel are used. Signatures are not required in these blocks.

**PAGE 2: BRIEFING INFORMATION:** Though most information is self explanatory, details will likely vary from sortie to sortie. Where possible the data available will be automatically filled in the WMIRS version. The WMIRS version will also provide links and other tools in order to assist crews with selecting airports, determining weather, etc. Some of this data could be sensitive, and must be treated with appropriate handling procedures. Much of this data also focuses crew planning on potential safety issues, and must be carefully considered and planned.

**PAGE 3: BRIEFING INFORMATION CONTINUED:** This section is used to track flight plan requirements for the crew, and risk management and assessment. Special instructions and measures required to mitigate identified risks are also documented in this section.

**CREW NOTES:** This is mainly additional space for the crew to note any items that were not already covered in the briefing or that additional space was needed for, and also for crews to document key facts while in flight or for debriefers post flight. Within WMIRS crews will be able to make both text notes as well as attach pictures in this section.

**PAGE 4: DEBRIEFING INFORMATION:** This section is used to note what actually happened during the sortie. Sorties are flown for intended purposes and objectives, and this section allows the debriefing officers to document if those properly as well as note issues for other crews with similar assignments in the future. Care should be taken to properly document what was accomplished; if results and success or failure are not properly documented then the sortie might as well not have been flown. When attachments or other documentation are necessary, they should be attached to this form by the crew and turned in to their debriefer. In order to facilitate total electronic processing of mission documentation in the future, this section will also have links to be able to link to or scan and attach documentation and attachments for the sortie as well.

**DEBRIEFING OFFICERS:** This section is used to note who de-briefed the crew, when, and if it was done remotely over the phone. WMIRS will document completion automatically, and only allow personnel that are at least AOBD trainees or higher to be used as debriefers. Once the debriefing is listed as complete, data within the WMIRS version cannot be changed, but additions will be allowed after the fact, with dates and times annotated.

# ELT SEARCH INFORMATION REQUIRED BY AFRCC

Once an ELT has been located, certain information needs to be collected. Contact the Incident Commander with any of this information that you can gather. He or she will also relay to you the appropriate action for silencing the ELT.

Date and time (Zulu) that you left on the sortie	
Date and time the ELT/EPIRB was first heard	
Number of aircraft [IC]	
Number of sorties [IC]	
The time in the search area (hours and tenths)	
The time enroute (hours and tenths)	
Total flight hours (Hobbs)	
Number of CAP personnel [IC]	
Area(s) searched	
Actual location of the ELT/EPIRB, including lat/long	
Date and time the ELT/EPIRB was located	
Date and time the ELT/EPIRB was silenced	
ELT/EPIRB model, manufacturer, serial number, and expiration date	
Position of ELT/EPIRB switch: ON, ARMED or OFF	

*Other useful information:*

1. The type of airplane or boat that contained the ELT/EPIRB.
2. The 'N' number or hull number of the airplane or boat.
3. Names of law enforcement officers and other personnel that assisted you (add to your list for future missions).
4. The name, address, and phone number for the owner of the ELT/EPIRB. \*
5. The cause of activation (e.g., mishandling, damaged unit, broken switch, or hard landing) \*

\* If information can be easily obtained.



## OBSERVER LOG INSTRUCTIONS

Aircraft = Aircraft 'N' number and Capflight number

Pilot = Pilot-in-Command name (note if mission pilot trainee)

Observer = Observer and Scanner names (note if Trainee)

Mission = Mission number and Sortie number

Date = Date of sortie

Destination = Destination or search area/route from CAPF 104

Total Dist = Nautical miles (optional)

ETE = Estimated time enroute from CAPF 104

Takeoff Time = Actual time of "Wheels Up" (note Hobbs reading on all required radio reports)

Fuel = Fuel on board at takeoff (also note if there will be a refueling stop)

### First Row

Departure/Check Points = 'Departure' is the airport you are departing and 'Check Points' is the first checkpoint

Ident = Identifier of the airport you are departing

Freq = CTAF of the airport you are departing

Mag Hdg = True course (or heading from the GPS) from the airport to the first checkpoint

Dist = Nautical miles from the airport to the first checkpoint

Ground speed = Speed over the ground (from the GPS)

ETE = Estimated time enroute from the airport to the first checkpoint

ETA = Estimated time of arrival at the first checkpoint

Remain = Total sortie time enroute minus the time it took to get to the first checkpoint

ATA = Actual arrival at the first checkpoint

Fuel Remain = Total fuel onboard minus estimated fuel used to get to the first checkpoint

### Subsequent Rows

Check Points = Subsequent checkpoints or waypoints (usually from the CAPF 104), in sequence

Ident = Identifier of the checkpoint or waypoint, if applicable

Freq = Frequency of VOR or airports used as a checkpoint, if applicable

Mag Hdg = True course (or heading from the GPS) from the last checkpoint or waypoint to the next

Dist = Nautical miles from the last checkpoint or waypoint to the next

Ground speed = Speed over the ground (from the GPS)

ETE = Estimated time enroute from the last checkpoint or waypoint to the next

ETA = Estimated time of arrival at the next checkpoint or waypoint

Remain = Total sortie time enroute minus time consumed thus far (running total)

ATA = Actual arrival at the next checkpoint or waypoint

Fuel Remain = Total fuel onboard minus estimated fuel used thus far (running total)

Inflight Observations = Time and observations (e.g., sightings and negative sightings)

# Mission Pilot Search Area Work Sheet

Date:

A/C#

MISSION #

MSN PILOT:

SORTIE:

PILOT/OBS:

SECTIONAL:

OBS/SCN:

GRID:

A B C D

OBS/SCN:

CAP FLIGHT #

FREQUENCY

AIRPORT NAME:

CLEARANCE DEL:

CITY:

APPROACH:

IDENTIFIER:

TOWER:

AIRSPACE:

GROUND:

ELEVATION:

DEPARTURE:

UNICOM FREQ:

FSS:

FREQ:

ATIS/AWOS/ASOS:

CTR:

FREQ:

HOBBS IN:

TACH IN:

OUT:

OUT:

TOTAL:

TOTAL:

# Observer/Scanner Search Area Work Sheet

Date \_\_\_ / \_\_\_ / \_\_\_

A/C # \_\_\_\_\_ SORTIE # \_\_\_\_\_

MSN PILOT: \_\_\_\_\_ SECTIONAL: \_\_\_\_\_

PILOT/OBS: \_\_\_\_\_ GRID # \_\_\_\_\_

OBS/SCN: \_\_\_\_\_ *CAP FLIGHT #* \_\_\_\_\_

OBS/SCN: \_\_\_\_\_ *FREQUENCY* \_\_\_\_\_

<i>SEARCH NUMBER</i>		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>START</i>	<b>TIME</b>	_____	_____	_____	_____
	<b>HOBBS</b>	_____	_____	_____	_____
<i>TAKEOFF</i>	<b>TIME</b>	_____	_____	_____	_____
	<b>HOBBS</b>	_____	_____	_____	_____
<i>IN AREA</i>	<b>TIME</b>	_____	_____	_____	_____
	<b>HOBBS</b>	_____	_____	_____	_____
<i>OUT OF AREA</i>	<b>TIME</b>	_____	_____	_____	_____
	<b>HOBBS</b>	_____	_____	_____	_____
<i>LAND</i>	<b>TIME</b>	_____	_____	_____	_____
	<b>HOBBS</b>	_____	_____	_____	_____
<i>SHUT DOWN</i>	<b>TIME</b>	_____	_____	_____	_____
	<b>HOBBS</b>	_____	_____	_____	_____

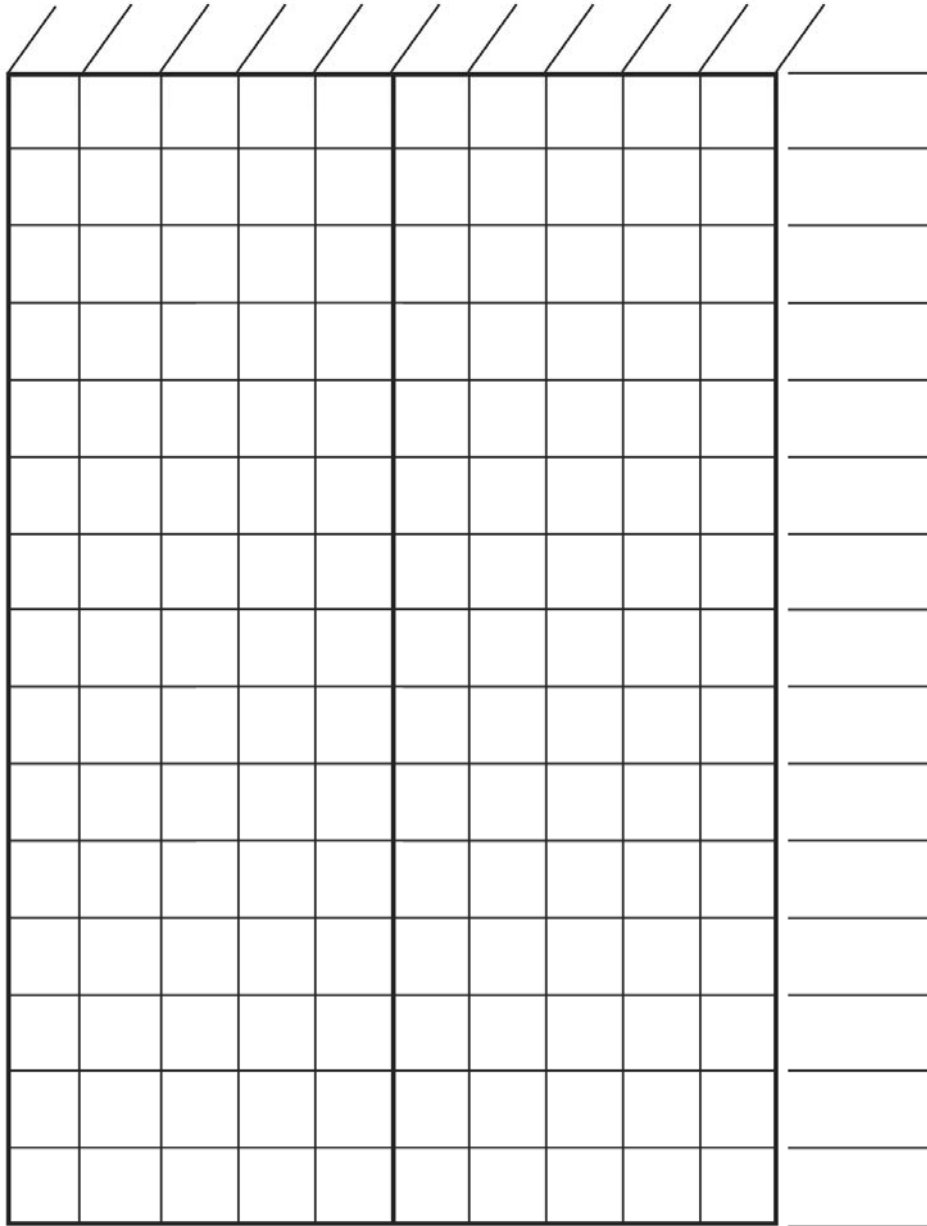




# Route Coordinates

Date: \_\_\_\_\_

Sectional: \_\_\_\_\_ Grid #: \_\_\_\_\_  
Entry Point: N \_\_\_\_\_ W \_\_\_\_\_  
Exit Point: N \_\_\_\_\_ W \_\_\_\_\_



## NAVIGATIONAL AIDS

IDENTIFIER

FREQUENCY

RADIAL

- 1.
- 2.

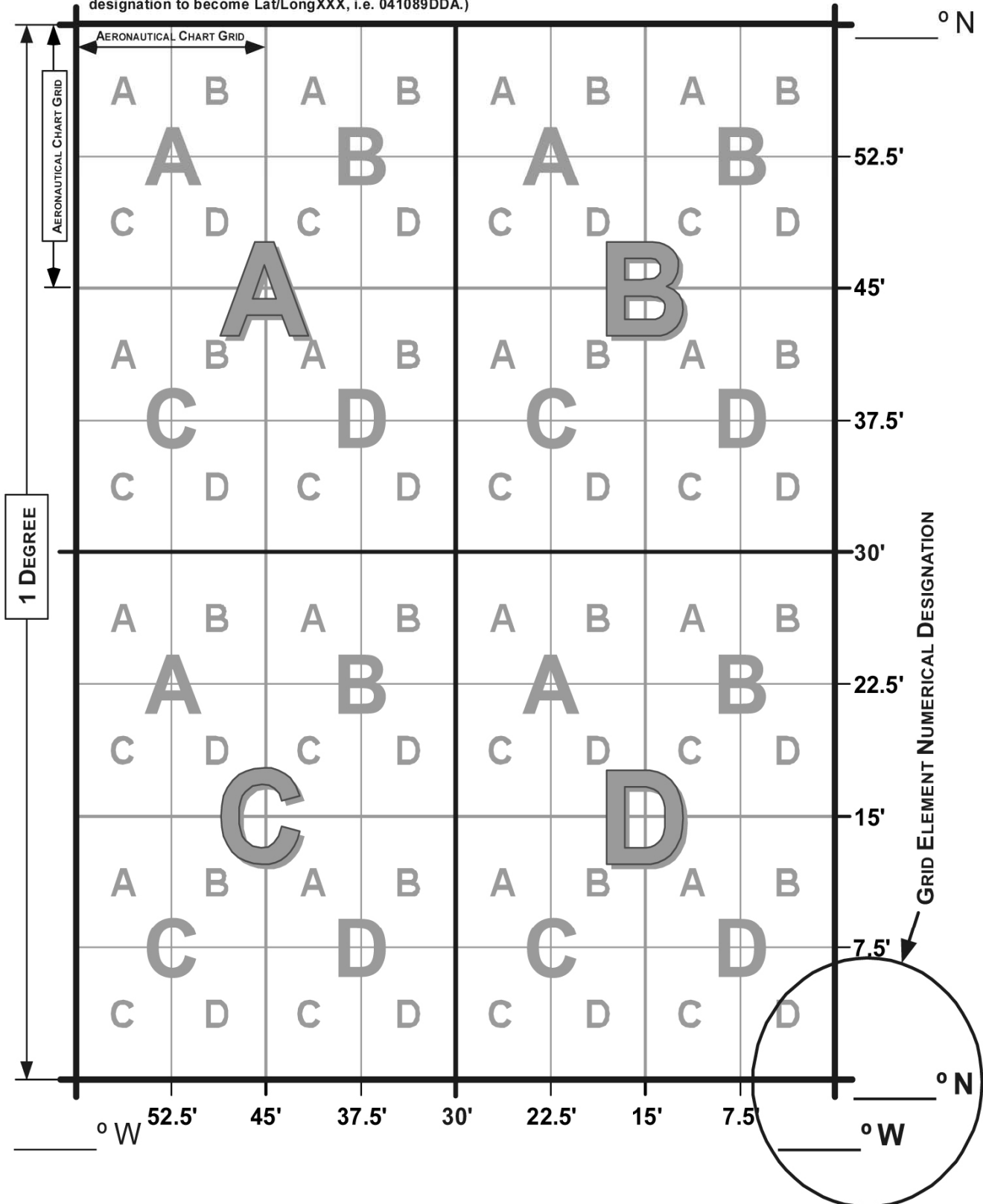
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# STANDARDIZED LATITUDE/LONGITUDE GRID SYSTEM

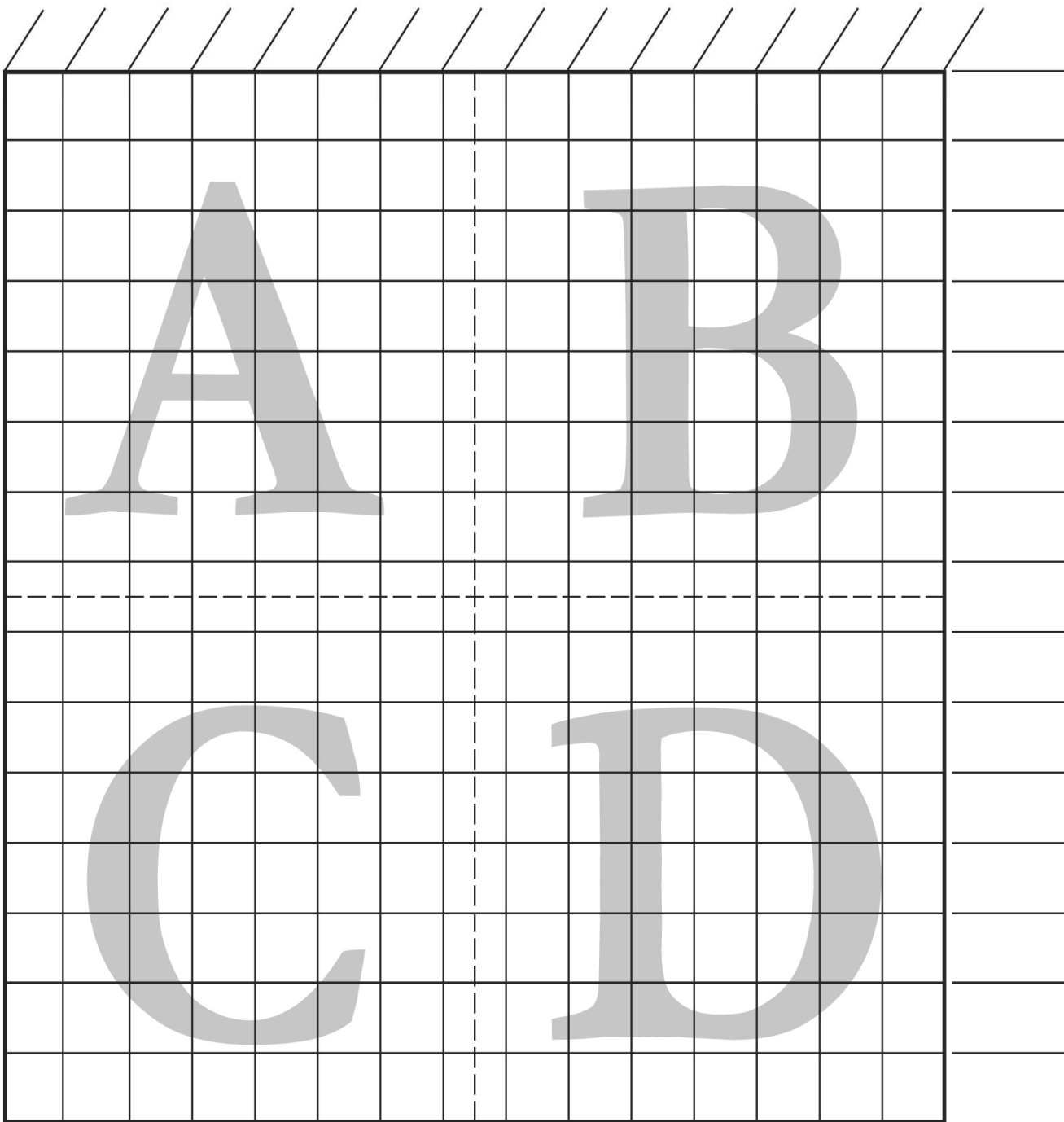
The basic element of this system is one full degree of latitude and longitude forming a square. The grid element is then designated numerically by the full degree coordinates in the lower right corner (southeast) of the grid. Example: Chicago Grid 385 is designated 40092AA; Grid 368 is designated 041089DD. The designation can be further identified by dividing the Aeronautical Chart numerical grid into 4ths creating additional ABCD quadrants allowing the designation to become Lat/LongXXX, i.e. 041089DDA.)



# Grid Coordinates

Date: \_\_\_\_\_

Sectional: \_\_\_\_\_ Grid #: \_\_\_\_\_  
Entry Point: N \_\_\_\_\_ W \_\_\_\_\_  
Exit Point: N \_\_\_\_\_ W \_\_\_\_\_



## NAVIGATIONAL AIDS

IDENTIFIER

FREQUENCY

RADIAL

- 1.
- 2.

\_\_\_\_\_  
\_\_\_\_\_

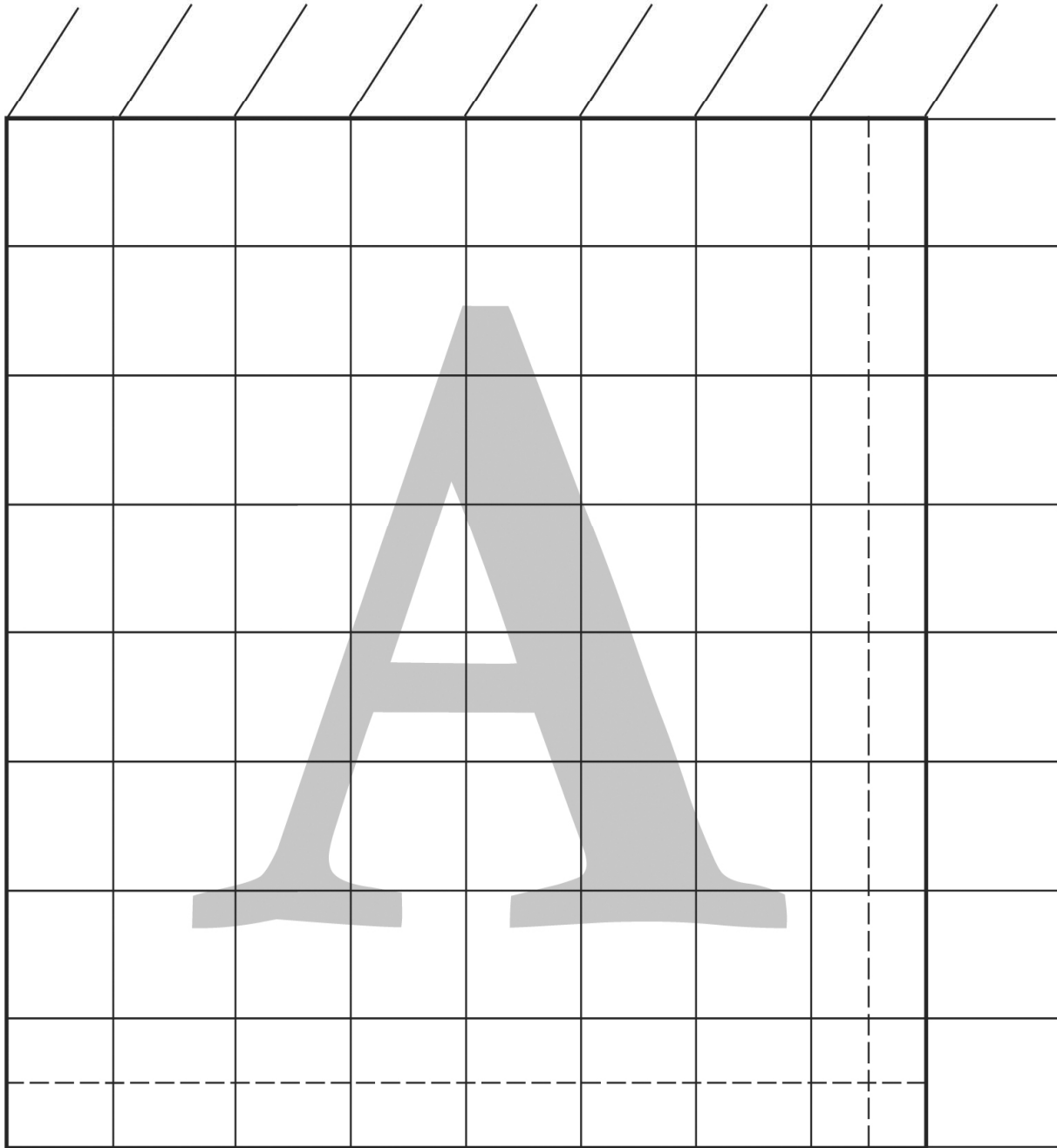
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Quarter Grid Coordinates A

Date: \_\_\_\_\_

Sectional: \_\_\_\_\_ Grid #: \_\_\_\_\_  
Entry Point: N \_\_\_\_\_ W \_\_\_\_\_  
Exit Point: N \_\_\_\_\_ W \_\_\_\_\_



## NAVIGATIONAL AIDS

IDENTIFIER

FREQUENCY

RADIAL

- 1.
- 2.

\_\_\_\_\_  
\_\_\_\_\_

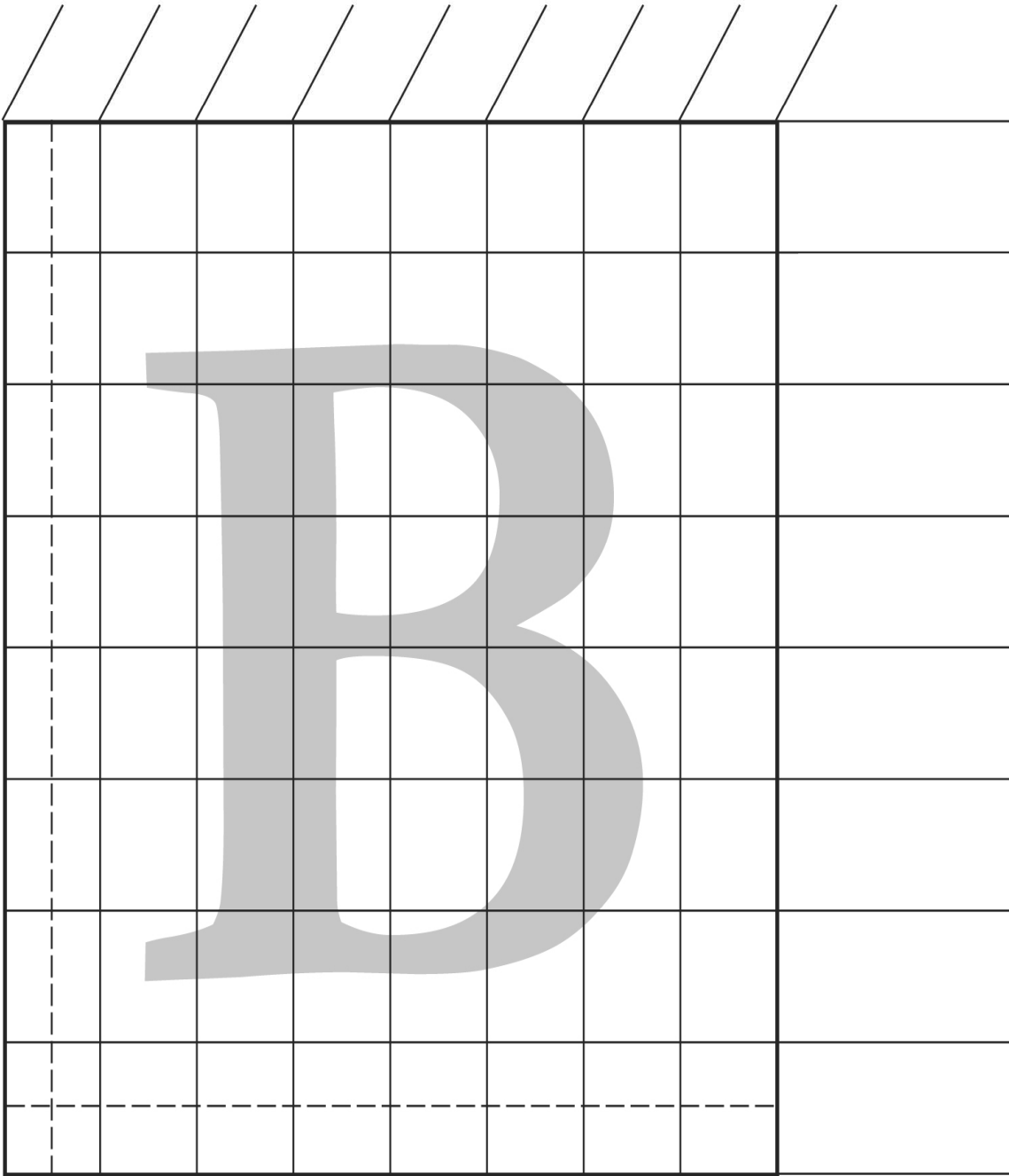
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Quarter Grid Coordinates B

Date: \_\_\_\_\_

Sectional: \_\_\_\_\_ Grid #: \_\_\_\_\_  
Entry Point: N \_\_\_\_\_ W \_\_\_\_\_  
Exit Point N \_\_\_\_\_ W \_\_\_\_\_



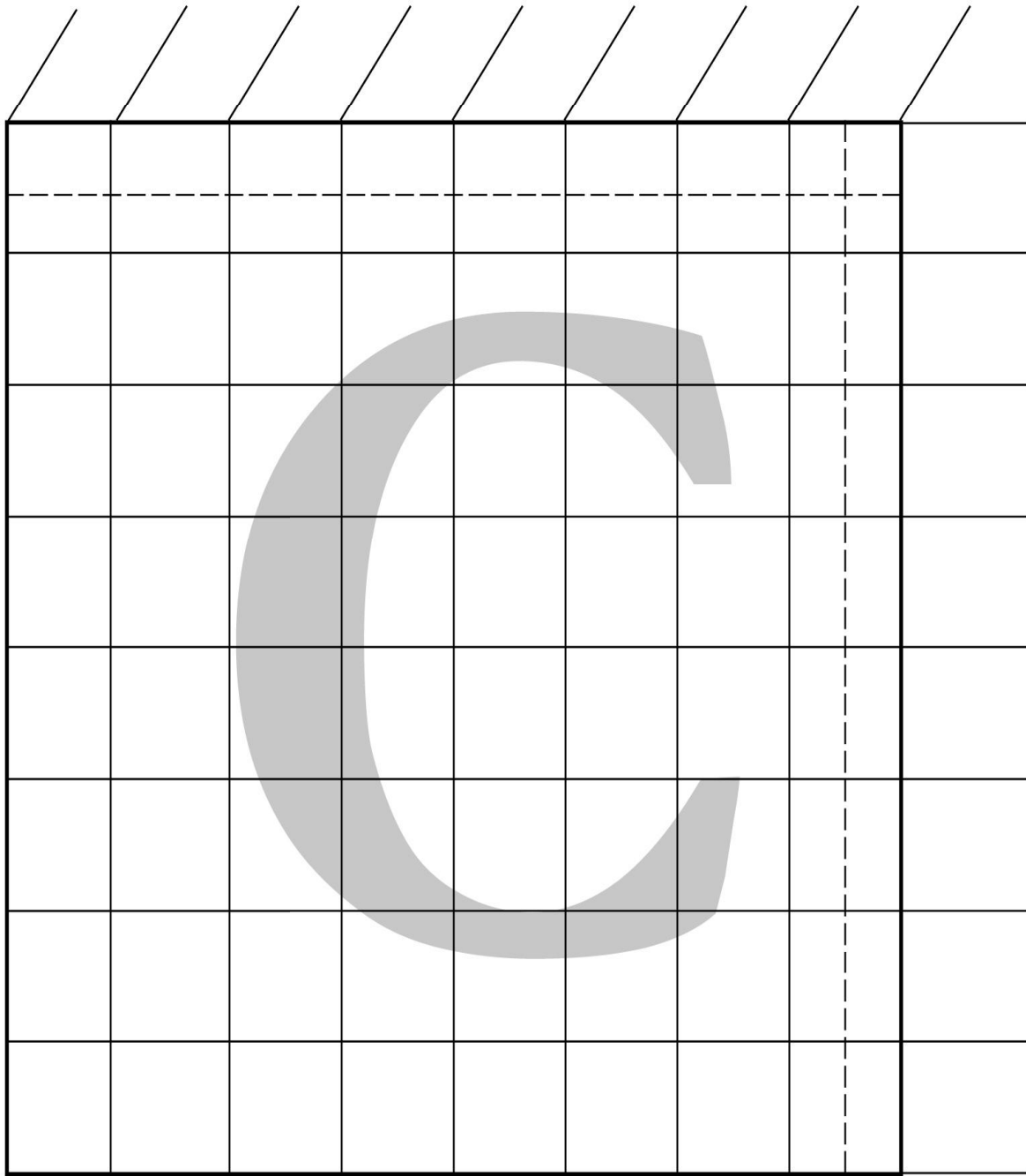
## NAVIGATIONAL AIDS

	IDENTIFIER	FREQUENCY	RADIAL
1.	_____	_____	_____
2.	_____	_____	_____

# Quarter Grid Coordinates C

Date: \_\_\_\_\_

Sectional: \_\_\_\_\_ Grid #: \_\_\_\_\_  
Entry Point: N \_\_\_\_\_ W \_\_\_\_\_  
Exit Point N \_\_\_\_\_ W \_\_\_\_\_



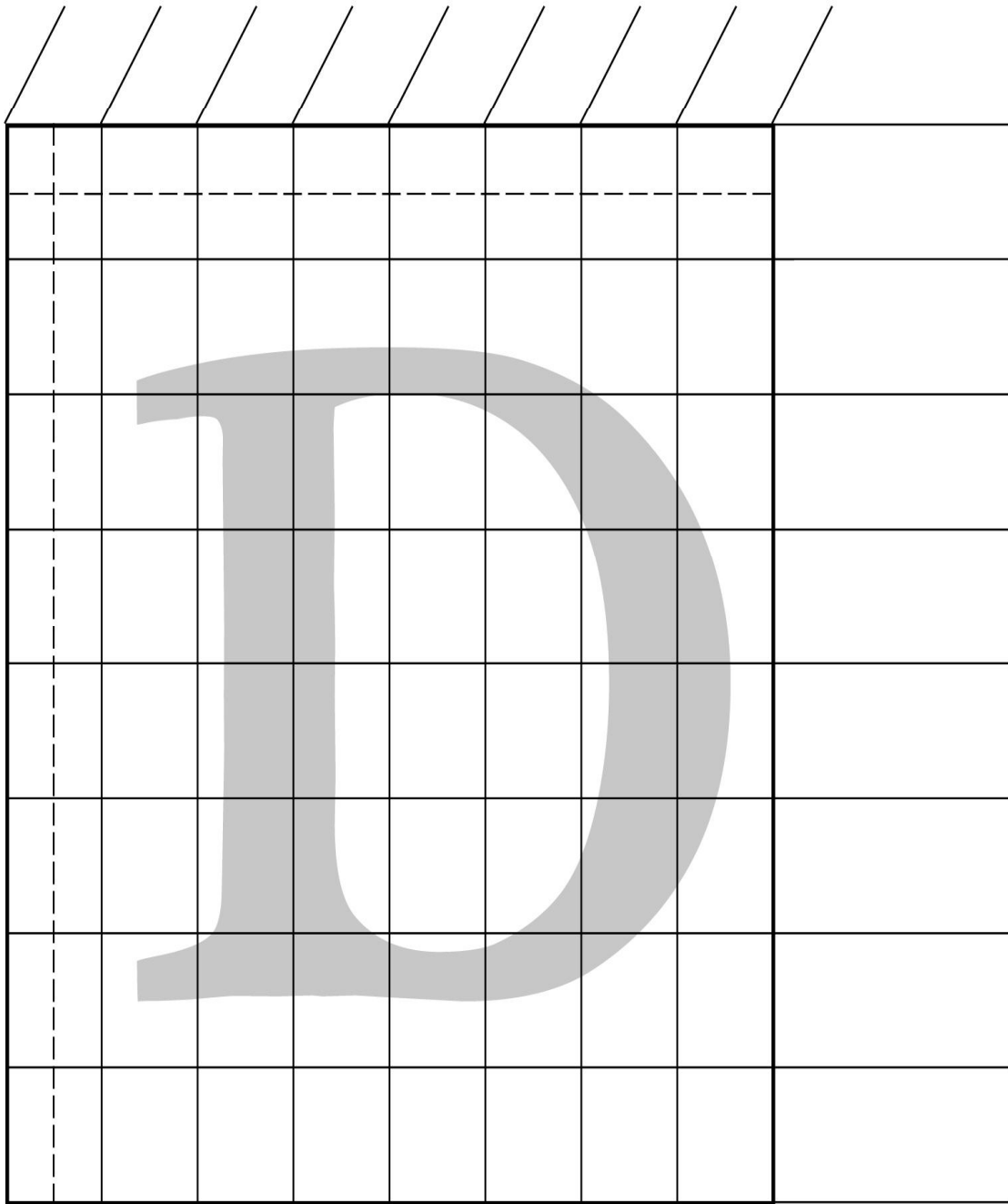
## NAVIGATIONAL AIDS

	IDENTIFIER	FREQUENCY	RADIAL
1.	_____	_____	_____
2.	_____	_____	_____

# Quarter Grid Coordinates D

Date: \_\_\_\_\_

Sectional: \_\_\_\_\_ Grid #: \_\_\_\_\_  
Entry Point: N \_\_\_\_\_ W \_\_\_\_\_  
Exit Point N \_\_\_\_\_ W \_\_\_\_\_



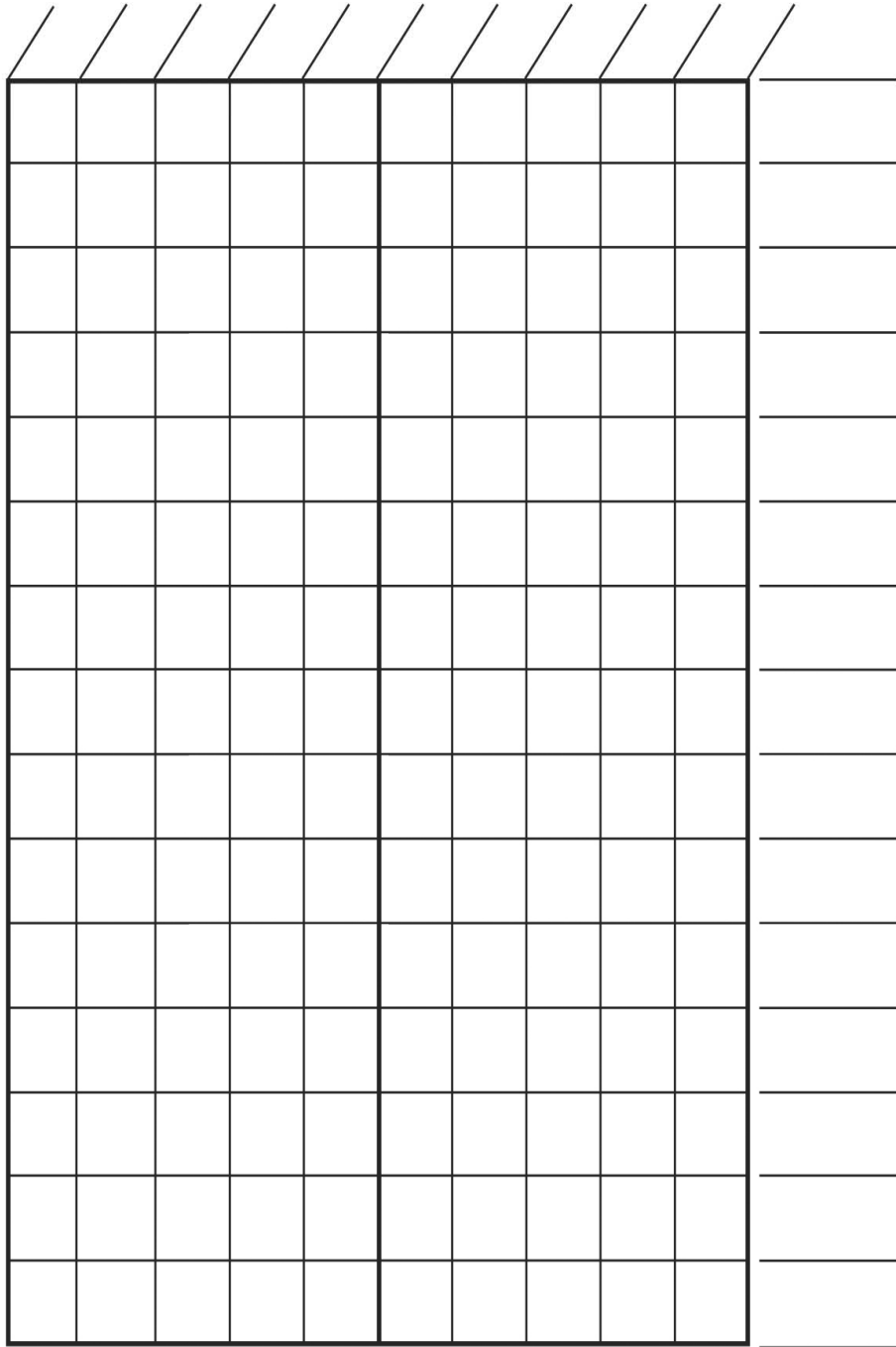
## NAVIGATIONAL AIDS

	IDENTIFIER	FREQUENCY	RADIAL
1.	_____	_____	_____
2.	_____	_____	_____

# Creeping Line Coordinates

Date: \_\_\_\_\_

Sectional: \_\_\_\_\_ Grid #: \_\_\_\_\_  
Entry Point: N \_\_\_\_\_ W \_\_\_\_\_  
Exit Point N \_\_\_\_\_ W \_\_\_\_\_



## NAVIGATIONAL AIDS

IDENTIFIER

FREQUENCY

RADIAL

- 1.
- 2.

\_\_\_\_\_  
\_\_\_\_\_

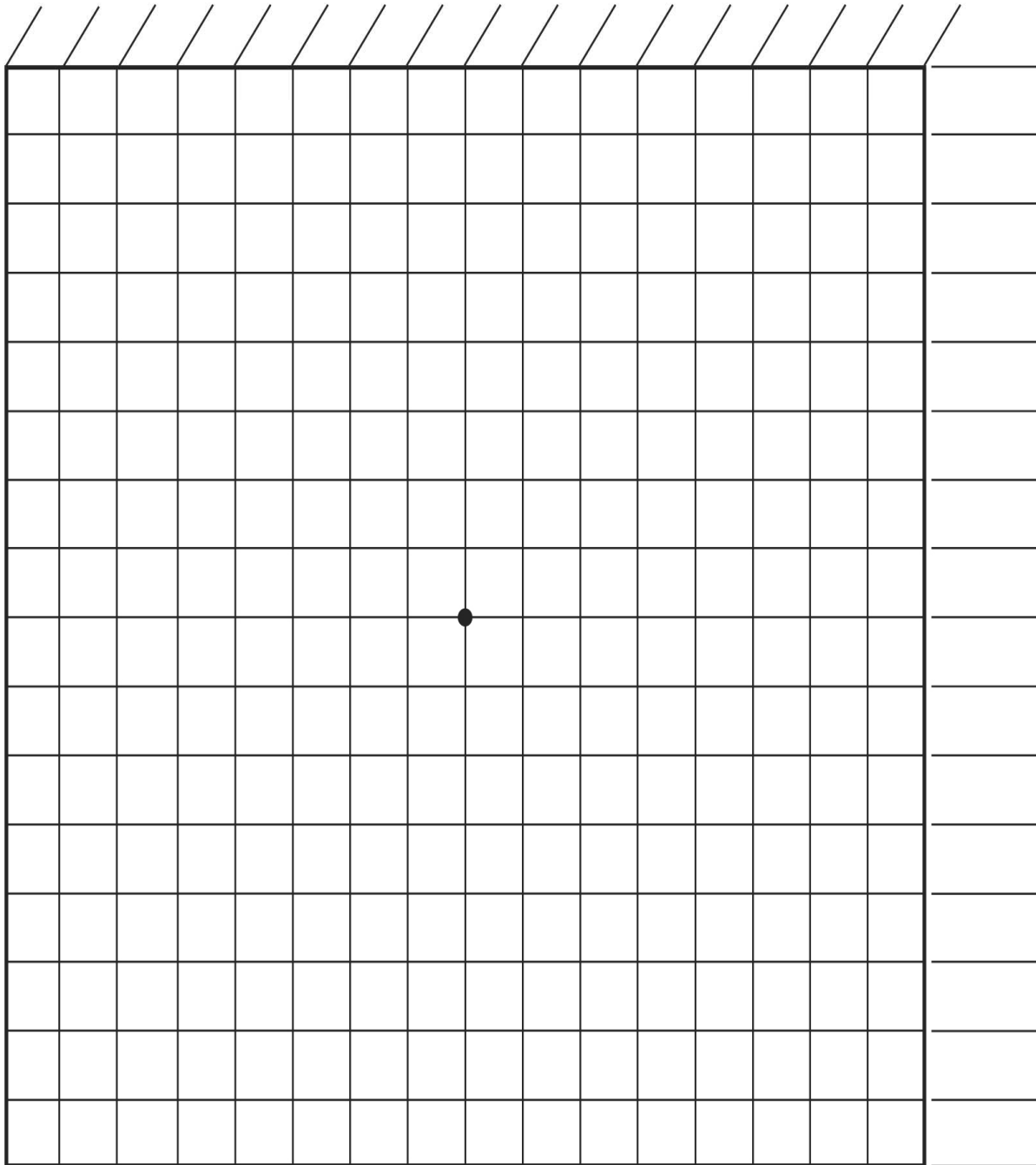
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Expanding Square Coordinates

Date: \_\_\_\_\_

Sectional: \_\_\_\_\_ Grid #: \_\_\_\_\_  
Entry Point: N \_\_\_\_\_ W \_\_\_\_\_  
Exit Point N \_\_\_\_\_ W \_\_\_\_\_



## NAVIGATIONAL AIDS

	IDENTIFIER	FREQUENCY	RADIAL
1.	_____	_____	_____
2.	_____	_____	_____