

Sept 2009				
<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				
<b>Sortie Effectiveness</b>				
<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:				
<b>Attachments &amp; Documentation</b>				
<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			
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"/> Mbr Owned
Fuel (In Hours)	<b>Aircraft &amp; Aircrew Equipment</b>				
	<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	Frequencies		
	Base	Air/Ground	Air/Air
Base Callsign			
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			
<b>Weather (Current &amp; Forecast)</b>			
Current Local	Current En Route	Current Area of Operations	
Forecast Local	Forecast En Route	Forecast Area of Operations	

**BRIEFING INFORMATION CONTINUED**

- Flight Plan Required   
  Flight Plan Filed   
  Flight Plan Opened  
 ORM Matrix Complete   
 Risk Assessment  
 Low   
 Moderate   
 High   
 Risk Assessment Approval  
 Special Instructions (Including Risk Mitigation Procedures)

**CREW NOTES**

## **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.