

Aircrew Sortie Checklist

Pre-Sortie Checklist

- Verify Information in WMIRS
 - Sortie date and time
 - Departure/destination airport
 - Correct tail number
 - Fill out on-board equipment
 - Crew contact information
 - Sign in crew, if not already signed in
- Complete Briefing Section of CAPF 104
 - Detailed sortie objective and deliverables
- Complete online ORM
- Complete weight and balance (**recommended, not required**)
- Secure release by Flight Release Officer

Post-Sortie Checklist

- Review Briefing Section of CAPF 104
 - Detailed sortie objectives and deliverables
- Review Debriefing Section of CAPF 104
 - Hobbs/Tach Time
 - Summary
 - Results/Deliverables
 - FRO CAPID is inputted into Debriefing Officer
- Ensure Aircraft Tail Numbers are consistent

Sortie Uploads

- Fuel receipt
- Weight and balance, if completed
- CAPF 110, if applicable
- Photographs of target, per customer instructions

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
 - Notation if uploaded after 24-hour period
 - **Check** NHQ Shell Card Paid if Shell Mastercard is used

Fuel Receipt and WMIRS

- Gallons – Exact quantity on receipt must be in WMIRS
- Aircraft – Tail number must be complete (i.e. N452CP, NOT 452)
- Receipt must be uploaded under sortie, under correct mission number
- Funded AF Training will be under A5 mission number