

Ground Sortie Checklist

Pre-Sortie Checklist

- Verify Information in WMIRS
 - Sortie date and time
 - Departing location and destination
 - Sign in vehicle, if not already signed in
 - Sign in crew, if not already signed in
 - ◆ Input team member assignment
- Complete Briefing Section of CAPF 109
 - Detailed primary assignment
- Complete CAPF 73, once daily at a minimum
- Complete ORM - MIWGF 52 (**recommended, not required**)
- Obtain starting odometer reading

During-Sortie Checklist

- Maintain Log of Mission Events with CAPF 110

Post-Sortie Checklist

- Review Briefing Section of CAPF 109
 - Detailed primary assignment
- Review Debriefing Section of CAPF 109
 - ATD/ATA Date and Time
 - Odometer Reading
 - Conditions
 - Sortie Summary
- If conducting training, SQTR tasks completed into sortie summary or use CAPF 113

Sortie Uploads

- Fuel receipt
- CAPF 73
- CAPF 110
- ORM – MIWGF 52, if completed
- CAPF 113, if applicable
- Photos 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 Credit Card Paid if Shell Mastercard is used

Fuel Receipt and WMIRS

- Gallons – Exact quantity on receipt must be in WMIRS
- Vehicle – Van Number must be complete (i.e. 20030, NOT 30)
- Receipt must be uploaded under sortie, under correct mission number
- Funded AF Training will be under A5 mission number