

Daily Setup Checklist

- Insure that Status Boards are ready
 - Sortie Status
 - Wing Chart (should show all open taskings and leads)
 - Tasking Status
 - Aircraft Status
 - Vehicle Status
 - NOTAMS
 - MOA/IR Routes
 - Weather
 - ICS 201/202/205/206
- Check Signs for location and readability
- Check Briefing/Debriefing Areas for:
 - Gridded Charts
 - NOTAMS
 - MOA/IR Routes
 - Weather
 - ICS 201/202/205
 - Pencils/Pens
- Check Form supply

Applicable Forms/Items

- Ground Interrogation Worksheet
- Crew Availability Worksheet
- CAPF-104 Mission Flight Plan/Briefing Form
- CAPF-104 Cover Checklist
- CAPF-104 Weight & Balance Worksheet
- CAPF-104 Admin Sortie Summary
- CAPF-104 Search Debrief Summary
- CAPF-104 Photo Debrief Summary
- CAPF-104 Aircrew Log
- Aircrew Standard Procedures
- Aircrew Reporting Procedures
- Aircrew ICP Procedures – TTD
- Aircraft Check-in Form
- Crew Check-in Log
- Clear Report Covers
- Stapler – Extra Staples
- #2 Pencils
- Clear Tape
- Tape to post items on wall – paint friendly
- Status Report Forms
- Arrow Post-its
- Colored Pens for writing on Status Boards
- Operations Sign
- Air Operations Sign
- Flight Release Sign
- CAPF-107
- Mission Sortie Log
- Aircraft Status Board
- Sortie Status Board
- Gridded Sectional Wall Chart
- Highbird Log Sheet
- Aircraft Inspection Worksheet
- Vehicle Inspection Worksheet
- ICS-214 Unit Log
- Tasking Request Form
- Tasking Request Checklist
- Briefing Checklist
- Debriefing Checklist
- Vertical File
- Inbox
- Vertical File Holder for active sorties
- Colored Folders for air sorties
- Colored Folders for ground sorties
- Vertical File Holder for completed sorties
- Air Operations Checklist
- Flight Release Checklist
- Current Pilot Authorization Listing
- Air Ops Schedule Worksheet
- CAPF-9 Release



**Air Operations Branch
Director**



**OREGON WING
CIVIL AIR PATROL**

OREGON WING
CIVIL AIR PATROL

The Air Operations Branch Director is responsible for insuring that taskings are assigned to the best available air crew and that the aircrew is able to have those tools that will insure a safe and successful completion of the sortie..

As you review this checklist to insure that nothing is left to chance, remember that our most important function is the safety of our crews and CAP personnel. If you have any concerns over the safety of an issue, don't do it!

When you first start your assignment as the AOB Director each day, you must insure that all the collateral items that are required for the Air Branch to function are readily available for you and your staff. A checklist for these items is shown on the back page of this checklist.

In-boxes will be provided for placement of completed forms from other sections. Clearly labeled boxes will be placed on the tables for:

- // Aircrew Availability Worksheets
- // UDF Team Availability Worksheets
- // Aircraft Check-in Worksheets
- // Vehicle Check-in Worksheets
- // Tasking Requests
- // Status Report Forms

Functional Checklist

- Complete the Air Ops Schedule Worksheet for the day's activities.
- Evaluate & prioritize tasking requests from planning
- Post available aircrew worksheets on wall
- Post available aircraft worksheets on wall (
 - Insure aircraft compliance with FAR & CAP inspections
 - Notify Safety to inspect aircraft if not already inspected.
- Generate Tasking Requests for High Bird Sorties
- Match crew/aircraft/tasking for best probability of completion
- Notify the Aircrew Staging Manager to have the crew report to Briefing
 - Create a tasking/Crew Packet and give to briefer
- Insure that tasking status board reflects current sortie status
- Monitor briefings to insure quality briefing and to insure that current information is posted
- Insure that sortie Status Report Forms are posted onto status boards and maps
- Insure that Status Report Forms are entered into the IMU
- Monitor the IMU for Remote Base entries and insure that they are posted on status boards
- Provide incident status and procedure briefings to personnel prior to the beginning of each shift.
- Attend scheduled staff briefings given by the OSC.
- Monitor status boards for:
 - Overdue sorties
 - Sorties with contact reports older than 40 minutes
 - Sorties that should have departed but are not shown with ATD.
- Review all air sortie debrief forms and insure completeness.
 - Pass pertinent sightings/leads to planning
 - Pass fuel/cost information to Finance/Administration.
- Keep the OSC briefed on current operations and issues.
- Flight Release Sorties as required
- Insure that Safety is updating WX each hour
- Insure that all Air Operations are conducted in a **SAFE** and **PROFESSIONAL** manner.