

- Sign the CAPF 104 as Briefer (2 copies)
- Insure that crew has applicable debrief forms and crew logs
- Emphasize that Safety is paramount. The crew should abort if anything is not safe.
- Send the crew to the flight planning area with the CAPF-104 packet and give procedures to obtain flight release

**Daily Setup Checklist**

- Check Briefing/Debriefing Areas for:
  - Gridded Charts
  - NOTAMS
  - MOA/IR Routes
  - Weather
  - ICS 201/202/205
  - Pencils/Pens
- Check Form supply

**Applicable Forms/Items**

- 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
- Stapler – Extra Staples
- #2 Pencils
- ICS-214 Unit Log
- Gridded Charts
- Plotter
- ICS 201/202/205



**Aircrew Briefer**



**OREGON WING  
CIVIL AIR PATROL**

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CIVIL AIR PATROL

As a Briefer, you are performing one of the most important functions associated with the successful execution of the taskings given to the CAP.

Formal and complete briefings and debriefings are extremely important for safe and effective mission accomplishment. They must be comprehensive, concise, and specific. Inadequate briefings may lead to complacency, incomplete mission accomplishment, and compromise of safety. Briefings and debriefings should be conducted in a formal atmosphere and in a suitable briefing room if possible. Professionalism and compliance with directives will be stressed.

Detailed checklists should be used to prevent omission of important data. Briefings also must be scheduled to allow crews ample time for pre-departure activities.

An individual detailed briefing for each aircrew and ground team will be given prior to each sortie. This will include areas to be covered, type of mission, altitudes, search patterns, communications frequencies and procedures, actions to be taken, hazards to operations, and other information considered pertinent. Individual briefing folders including the above information should be prepared for each aircrew and ground team.

The checklist provided in this document will assist you in assuring that the briefing given to the crew meets the highest standards.

## Functional Checklist

- Insure that all Air Operations are conducted in a **SAFE** and **PROFESSIONAL** manner. Say **“Let’s have no one hurt—be careful out there.”**
- Say “Be professional—we will be monitored”.
- Say “Remember, this may be a LIFE or DEATH situation!”
- Say “The Incident Number is \_\_\_\_ and your Sortie Number is \_\_\_\_.”
- Discuss the Sortie Assignment and Objectives
- Discuss the Deliverables. What do we expect the crew to bring back when they debrief. Be specific..
- Discuss the sortie restrictions or specific routes that may be required to and from the assigned area. If there are any time constraints on the sortie execution, insure that they are understood..
- Discuss the weather. Go over the current weather at the point of departure and arrival. Discuss the forecast weather and its possible impact on the sortie’s success. Discuss density altitude issues and their impact on performance.
- Examine the MOA and IR routes in the area or along the route. Identify those that are active.
- Review any known hazards to the sortie.
- Determine if there are any ground teams in the area or assigned to the area. If so, discuss the locations of the teams and the communications procedures with them.
- Discuss the communications frequencies being used. Make certain that the crew has a copy of the Oregon Reporting Procedures and understands when to report and the recommended protocol for making a report.
- Discuss the procedures to be taken in the event of a communications failure
- Discuss the procedures to be used in the event that the objective is met.
- Validate the crew qualifications and credentials required to fly the sorties assigned.
  - CAPF 101 Specialties
  - Pilot check rides and currency
- Verify weight and balance calculations meet the envelope requirements.
- Establish an ETD (within 30 minutes of the briefing) and an ETE (wheels off to wheels back on).
- Agree on a departure airport and the destination airport for the sortie.
- Determine the type of flight plan(s) applicable to the sortie.
- Ask “Do you have survival gear?”
- Say “Use your Checklists!”
- Ask “Do you have any questions?”