

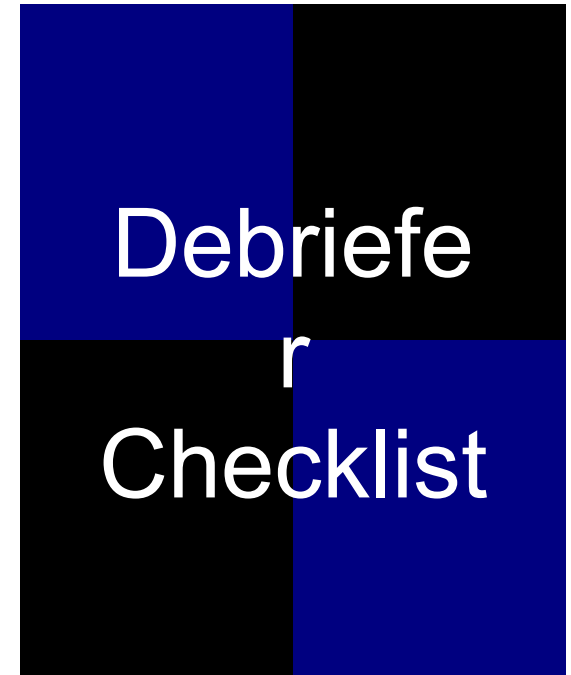
- Insure that the Admin Summary form is complete and send to Finance/Admin.
- Return the Debrief Summary form to Planning
- Send the CAPF 104 Packet to Air Operations for filing.

**Applicable Forms/Items**

- CAPF-104 Mission Flight Plan/Briefing Form
- CAPF-104 Admin Sortie Summary
- CAPF-104 Search Debrief Summary
- CAPF-104 Photo Debrief Summary
- CAPF-104 Aircrew Log
- Stapler – Extra Staples
- #2 Pencils
- ICS-214 Unit Log

**Daily Setup Checklist**

- Check Form supply



**Aircrew Debrief**



**OREGON WING  
CIVIL AIR PATROL**

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

Formal and complete debriefings are extremely important for safe and effective mission accomplishment. Debriefings should be conducted in a formal atmosphere and in a suitable debriefing room if possible. Professionalism and compliance with directives will be stressed.

Debriefings are one of the most important functions accomplished during a mission. They permit the collection and recording of information that aids in determining successive activities. An aircrew or ground team cannot search and have "negative results." Even if the objective is not located, important information can be obtained, such as weather, turbulence, ground cover, etc.

Aircrews should prepare their own debriefing comments on the reverse of the CAPF 104 between sorties. The debriefer from the planning section will then review this and interview the crew for additional information.

Some of the most important information a search aircrew or ground team can provide is where they searched and how effective the search was. This should include weather, terrain, turbulence, shadows, ground coverage, visibility, primary search direction, etc.

Debriefing results will be provided to the incident commander and operations staff periodically or whenever significant items are evident that could impact real time operations or impact decisions to modify the incident action plan by the planning section.

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

## Functional Checklist

- Debrief to learn. Be as realistic as possible. Do not waste time!
- Get the CAPF-104 Packet for the sortie from Operations when the sortie has landed.
- Enter Information onto CAPF 104 and Summary Form
- Record the contact telephone number of the pilot onto the Summary form.
- Start with the sortie housekeeping
  - ATA
  - Hobbs times
    - TO/From assigned area
    - Time in assigned area
    - Total time
  - Fuel information
    - Gallons Used
    - Oil Used
    - Fuel/Oil Cost
    - Receipt Reference #
    - How paid for
- Discuss any sightings (Objects that do not seem to belong)
  - Type of sighting
- Description of sightings
- Lat/Long of sightings
- Time of sightings
- For Photo Sorties
  - Labels of photographs
  - Altitude/Director of each photo
  - Disposition of each photo
- Discuss the weather encountered during the sortie
- If a SAR Sortie
  - Calculate POD for each 1/4 Grid searched
  - Adjust POD for effectiveness
- Insure that deliverables called out in the Tasking Order are provided and attached to the CAPF 104 packet.
- Record crew comments about the tasking
- Collect all paperwork, logs, etc from the crew and attach to the CAPF 104 packet.
- Enter your name onto the CAPF 104 in the Debrief Name section
- Release the crew for a break. Inform them to return to the aircrew staging area when ready for another sortie.