

Before Sortie Departure

Once the sortie has been briefed and the crew has completed their planning process, the crew should meet at the aircraft to complete final preparations for the flight.

The PIC is responsible for providing a crew briefing related to the responsibilities of each crew member during the sortie. All crew members must agree to their responsibilities and fully understand the implications. The briefing should also cover the emergency equipment in the aircraft and how each crew member should exit the aircraft in an emergency. Among the items that should be covered are:

- Who is responsible for each type of radio communications
- Who is responsible for maintaining the sortie log
- Procedures to follow if a crew member sees anything suspicious

If the sortie involves the use of ELT DF tracking, the crew should verify that the equipment is functional prior to boarding the aircraft.

After the crew has boarded the aircraft and is at their flight positions, the crew should perform a radio check with a CAP radio station that can be reached from the aircraft location. If this communication check fails, the sortie should not launch (unless permission has been given by the ICP). If the aircraft is remote and cannot contact using the radio, they may attempt to contact the ICP using cell phones for instructions.

Debriefing

A sortie is almost useless unless the results of the sortie are conveyed to the Planning Staff so that either the customer needs can be satisfied or the staff can plan additional sorties based on the information that the crew provides.

The Incident Staff must also report a summary of our activities back to the Air Force and information is required that will allow us to obtain reimbursement for our expenses.

A few minutes spent by the crew prior to debriefing can make the entire process work efficiently. Start by carefully recording the statistical information from the sortie. This will involve recording the:

- Beginning and Ending Hobbs readings (must be the same as recorded in the aircraft log book)
- The ending Tachometer reading
- The number of gallons of fuel used (you must refuel after each sortie)
- The cost of the fuel and oil along with the reference number of the receipt.
- The ATD and ATA of the sortie.

If the sortie involved taking photographs, make sure that you have documentation for each picture, including

- The name of the target
- The Latitude and Longitude of the target
- The heading of the picture (magnetic)
- The time the picture was taken (GMT)
- The name and phone number of the photographer
- Any comments about the picture

The debriefer will work with you to determine which photographs will be sent to the Planning section and will assist in correctly labeling each photograph.

If your sortie involved locating a target, you will need to have descriptions of the target, the location of the target, maps showing how to get to the target on the ground, and complete logs of your flight.

Aircrew Standard Procedures

 Oregon Wing



Emergency Services Procedures

ORWGP-ES101 revised Sept 06

Alerting

Oregon Wing uses a pager system to notify its membership of an incident. The system is activated by the Incident Commander or Agency Liaison after he/she has determined what assets are required to meet the incident needs. Once the needs (the specialties that are appropriate, MP, MO or MS), the IC/AL will select these specialties and the units that are in the geographical area where they are needed. The WMU will then send an alpha page to the pagers of the members that meet these requirements.

To insure that your pager is in the WMU database so that you can receive the page, you should keep the WMU personal data page updated with the internet email address of your pager.

When you receive a page and you are available, you should contact the person named in the page using the phone number listed in the page. You will be advised by the person if your services are needed and where you should report to. Since lives are usually at risk when the wing receives a request to support a government agency, time is of the essence in getting aircrews launched. Therefore, it is best if your unit has defined air crews and the PIC makes a single response indicating that the entire crew is available.

What do I Bring on the Sortie?

The CAP regulations require that you have specific items in your possession when you are functioning as part of an aircrew. In addition to the required items, there are several things that are good operating practice to have.

The regulations require that you are wearing a CAP uniform as defined in CAPR 39-1. Although there are many uniforms that meet this criteria, all are not applicable for an aircrew functioning in support of a CAP incident approved by the USAF (if you are a passenger being transported to or from a mission base, you may wear any CAP uniform). For purposes of Oregon aircrews that are tasked with a CAPF 104 tasking, all crewmembers must have, at a minimum: Green or Blue Nomax Flight Suit with appropriate insignia, patches, and rank as specified in CAPR 39-1
Black leather boots that extend above the ankle
Each crew member must have the tools that are required to perform your crew duty. In Oregon Wing, the minimum items are:

- Pen or pencils
- Gridded Sectional Charts for Seattle and Klamath Falls
- Small notebook or paper to record log entries
- Copy of CAPR 60-3
- Current CAP membership card

- Current CAPF 101 card
 - Applicable SQTR forms if trainee
- The PIC of the aircraft is required to have additional items. These are

- Copy of CAPR 60-1
- Minimum of 4 blank CAPF 104 forms
- Plotter
- Flight Computer (E6B or equiv)
- Current Pilot's License
- Current Medical Certificate
- Logbook proof of current FAA pilot currency, CAPF 5 and CAPF 91 (if MP)
- A copy of the CAPF 104 applicable to this sortie showing the assignment, the sortie number and the FRO's name.

Several items should be available to each crew member but are not required by regulation. Although not required, each crew member should seriously consider having:

- Survival Vest with applicable survival items
- Leather gloves
- Sunglasses

Briefings

The PIC is responsible for obtaining a quality briefing so that he/she fully understands the requirements that the tasking has imposed on the sortie. In most cases, this briefing will be given over the telephone to the PIC and the PIC will then brief the crew members prior to boarding the aircraft. If the crew is at an ICP or Staging Base, the entire crew should attend the briefing.

In every case the PIC is responsible for the sortie and the safety of all crew members. This cannot be done unless the crew has received all the information that is available about the tasking, the restrictions, the deliverables, the hazards, and the weather. If this information is not forthcoming in the briefing, the PIC should ask questions to clarify items and insure a complete briefing. The briefer may not have access to current weather so the PIC may have to obtain the weather briefing from the Flight Service Station or other approved mechanism such as DUATS.

When you are accepted into the incident as an aircrew, you will be advised of who to contact and when to contact for your briefing.

Telephone Briefings

Before beginning a telephone briefing, the PIC should have a blank CAPF 104 and incident Log paper ready to fill out and to take notes. If the pilot is aware of the general area in which the sortie will operate prior to the briefing, the pilot should have obtained the weather prior to contacting the briefer for the briefing. As items are covered by the briefer, they should be entered by the PIC into the

CAPF 104 and explanations and other information should be entered into the log.

If any items are not covered in the briefing, the PIC should request clarification. If both the briefer and the PIC agree that an item is not applicable, it may be noted as N/A and skipped.

In most cases, the briefer will be an approved FRO and can flight release the sortie. If this is not possible, the pilot will receive instructions as to who to contact and when to obtain the release.

In no case may a sortie depart without an assigned Sortie Number and Flight Release from an FRO approved by the IC.

Understand what special equipment may be required to complete the assignment. If the crew does not have any of this equipment or does not know how to use it, advise the briefer so that arrangements can be made for the crew to get it. Do not accept a tasking that your crew cannot perform according to the deliverables defined in the briefing.

Make certain that the ETD and ETE are agreed upon so that the crew can plan the sortie and depart within minutes of the ETD.

In Person Briefings

Before beginning the briefing, the crew members should have an incident Log paper ready to fill out and to take notes. If the pilot is aware of the general area in which the sortie will operate prior to the briefing, the pilot should have obtained the weather prior to contacting the briefer for the briefing. All crew members should attend the briefing.

The briefer will use the computer system to insure that all areas are covered. As items are discussed by the briefer, it should be entered using the computer into the CAPF 104 and explanations and other information should be entered into the log.

If any items are not covered in the briefing, the PIC should request clarification. If both the briefer and the PIC agree that an item is not applicable, it may be noted as N/A and skipped.

Understand what special equipment may be required to complete the assignment. If the crew does not have any of this equipment or does not know how to use it, advise the briefer so that arrangements can be made for the crew to get it. Do not accept a tasking that your crew cannot perform according to the deliverables defined in the briefing.

Make certain that the ETD and ETE are agreed upon so that the crew can plan the sortie and depart within minutes of the ETD.

After your briefing, the briefer will generate a hard copy of the CAPF 104 for you and will attach copies of the tasking order and its attachments to the form. You will be given these documents and they should be returned at the termination of the sortie.

The briefer will advise you of the procedures to obtain your flight release after you have completed your sortie planning.

In no case may a sortie depart without an assigned Sortie Number and Flight Release from an FRO approved by the IC.

