

by the minutes with one decimal. A typical transmission using the plain language would be:

“CAPFLIGHT 3612, sortie four, ELT heard four five degrees two three decimal 1 minutes, one two two degrees five six decimal seven minutes at eight thousand feet, over”

If we are using a coded position format, you will first write the latitude and longitude as a six digit string using three digits for the degrees and 3 digits for the minutes (use a leading zero if necessary). The last digit will be the minutes tenths (i.e., 45 degrees 27.9 minutes would become 045279. Next, add the six digit pilot’s CAPID to the number. For example, if the pilot’s CAPID is 148130, add  $148130 + 045279 = 193409$ . You would report the position as one nine three four zero niner.

This same procedure is used for both the latitude and longitude.

Oregon Wing

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## Aircrew Reporting Procedures

Oregon Wing



Emergency Services Procedures

ORWGP-ES110

## Introduction

Oregon Wing has established a standardized procedure for normal communications between your aircraft and the incident staff. This document is provided to assist you in becoming familiar with these procedures.

We use standardized reporting procedures to assist the communicators in copying the information and to insure that your status and information is properly recorded and made available to the incident staff.

## Required Reporting Points

You are expected to communicate with the Incident Command Post (ICP) communications when one of the following events occurs:

1. Radio Check prior to departure (if no contact, abort the sortie)
2. Departing the base on a sortie
3. Arriving in assigned area
4. Leaving assigned area
5. When hearing an ELT
6. When locating your target (SAR only)
7. Arrival at base at end of sortie
8. When you have a new ETA
9. At least once each 30 minutes if none of the above have occurred in the 30 minute window.

## Standard Reporting Format

All reports should follow the following format:

- Call Sign (CAPFLIGHT)
- Sortie Number
- Type of Report

- Latitude\*
- Longitude\*
- Other information

Not required for ATD, ATA

## Types of Reports

DPS NORMAL

ATD

ATA

ELT HEARD

ENTERING AREA

LEAVING AREA

TARGET LOCATED

RADIO CHECK

NEW ETA (HH:MM local time)

## Position Information

Position information is either given using a plain language format or in cases where the information is sensitive, in a coded format.

In the plain language format, the value for the degrees is given as two digits followed