

Pre-Mission Checklist	
Before Departure	
A.	Proper uniforms (CAPM 39-1) and credentials
	1) CAP Membership
	2) CAP Motor Vehicle Operator
	3) ROA
	4) 101/101T (note experience and tasks to be accomplished)
	5) Ensure the pilot has necessary credentials (e.g., license, medical, and photo ID)
B.	Check personal equipment
	1) Clothing sufficient and suitable for the entire trip
	2) Personal supplies (civilian clothing, headset, charts, maps, plotter, log, checklists, fluids and snacks)
	3) Personal survival equipment (in addition to the aircraft kit) suitable for the entire trip
	4) Sufficient money for the trip (credit cards, some cash or traveler's checks, and coin)
	5) Cell phone (including spare battery and charger)
C.	Check aircraft equipment
	1) Current aeronautical charts for the entire trip, and gridded charts for the mission area
	2) Maps for the mission area (e.g., road atlas, county maps, topo maps), plus clipboard and markers
	3) Tie-downs, chocks, Pitot tube cover and engine plugs, fuel tester, sick sacks, and cleaning gear
	4) Survival kit (fits trip and mission area terrain), headsets, flashlight, binoculars and multi-tool
D.	Ensure the pilot reviews the Aircraft Logs
	1) Note the date and the starting Tach and Hobbs times to ensure you won't exceed:
	a) Mid-cycle oil change (40-60 hours, not to exceed four months)
	b) 100-hour/Annual
	c) 24-month checks (Transponder, Pitot-Static system, Altimeter and ELT/battery replacement date)
	d) 30-day VOR check for IFR flight and AD compliance list.
	2) Check the status of the Carbon Monoxide Detector and Fire Extinguisher
	3) Pilot reviews the Discrepancy Log and makes sure the aircraft is airworthy and mission ready
E.	Pilot obtains FAA Weather Briefing and CAP Flight Release
	1) Perform Weight & Balance (reflecting weights for the crew, special equipment and baggage)
	a) Include fuel assumptions (fuel burn, winds, power setting, distance, and fuel stop)
	b) Ensure fuel reserve (land with one hour's fuel, computed at normal cruise)
	2) Verify within flight time and duty limitations (CAPR 60-1, Chapter 2)
	3) Obtain FAA briefing (ask for FDC and Local NOTAMs and SUA status) and file FAA Flight Plan O-2107 17-MAR-04
	a) Enter 'CPF XXXX' in the Aircraft Identification section
	b) Put the 'N' and 'Cap Flight' numbers in the Remarks section
	4) Assist in filling out an "Inbound" CAPF 104 or 84 (leave copy for FRO)
	5) Pilot briefs the crew on the fuel management plan (assumptions, refueling stops, and reserve), Local and FDC NOTAMs, and SUA status
	6) Review "IMSAFE" and pilot obtains a CAP Flight Release
	7) Pilot requests Flight Following
F.	Pilot preflight
	1) Ensure proper entries in the Flight Log (e.g., mission number & symbol, crew & FRO names)
	2) Check starting Tach and Hobbs times to ensure you won't exceed limits (e.g., oil change)
	3) Review the Discrepancy Log and make sure the aircraft is airworthy and mission ready
	4) While preflighting, verify any outstanding discrepancies. If new discrepancies discovered, log them and ensure the aircraft is still airworthy and mission ready. [Be extra thorough on unfamiliar aircraft.]
	5) Verify load is per your Weight & Balance (baggage, survival kit, extra equipment and luggage)
	6) Double-check aeronautical charts, maps and gridded charts (also clipboard and markers)
	7) Ensure required aids onboard (Flight Guide, distress and air-to-ground signals, fuel tester, tools)
	8) Windshield and windows clean, and chocks, tie-downs, Pitot tube covers and engine plugs stowed
	9) Right Window holding screw removed (video imaging mission) and stored
	10) Check and test special equipment (cameras, camcorder, slow-scan, repeater), including spare batteries
	11) Parking area clear of obstacles (arrange for a wing-walker if one will be needed to clear obstacles)
	12) Perform passenger briefing and review emergency egress procedure
	13) Review taxi plan/diagram and brief crew assignments for taxi, takeoff and departure
	14) Remind crew that most midair collisions occur in or near the traffic pattern
	15) Enter settings into GPS (e.g., destination or flight plan)
	16) Organize the cockpit
G.	Startup and Taxi
	1) Pilot briefs checklist method to be used (e.g., challenge-response)
	2) Seat belts at all times; shoulder harness at or below 1000' AGL
	3) Double-check Intercom, Audio Panel and Comm Radio settings
	4) Rotating Beacon Switch ON and pilot signals marshaller before starting engine; lean for taxi
	5) Ensure DF and FM Radio are operable and set properly (FM radio check if first flight)
	6) Select initial VOR radial(s) and GPS setting
	7) Obtain ATIS and Clearance (read back all clearances and hold-short instructions)
	8) Pilot computes crosswind and verify within Crosswind Limitation
	9) Verify 3 statute miles visibility (VFR in Class G - unless PIC is current IFR)

	10) If IFR, verify weather at or above landing minimums and date of last VOR check
	11) Begin sterile cockpit
	12) Pilot signals marshaller before taxiing; checks brakes at beginning of roll
	13) Pilot taxis no faster than a slow walk when within 10 feet of obstacles
	a) Maintains at least 50' behind light single-engine aircraft
	b) Maintains at least 100' behind small multi-engine and jet aircraft
	c) Maintains at least 500' behind heavies and taxiing helicopters
	H. Takeoff, Climb and Departure
	1) Pilot double-checks assigned departure heading and altitude
	2) Pilot leans engine for full power (> 3000' DA)
	3) Look for landing traffic before taking the active runway
	4) Keep lights on within 10 miles of the airport and when birds reported nearby
	5) Begin Observer Log with takeoff (time and Hobbs) and report "Wheels Up"
	6) Pilot uses shallow S-turns and lifts wing before turns during climbing to check for traffic
	7) Keep shoulder harnesses buckled (never remove at or below 1000' AGL)
	8) Keep crew apprised of conflicting aircraft and obstacle positions O-2107 17-MAR-04
	9) Keep checklists close at hand and open to Emergency Procedures
	I. Enroute
	1) Maintain situational awareness
	2) Pilot leans engine for economy cruise
	3) Ensure pilot updates fuel assumptions and sets altimeter to closest source at least hourly
	J. Approach, Descent and Landing
	1) Pilot plans approach and descent (remembers fuel mixture and cooling)
	2) Double-checks radio and navigational settings
	3) Obtain ATIS/AWOS and contact approach control
	4) Review taxi plan/diagram and brief crew assignments for approach, landing and taxi
	5) Remind crew that most midair collisions occur in or near the traffic pattern, especially on final
	6) Begin sterile cockpit
	7) Turn lights on within 10 miles of the airport
	8) Pilot double-checks assigned approach heading and altitude
	9) Pilot uses shallow S-turns and lifts wing before turns during descent to check for traffic
	10) Read back all clearances and hold-short instructions
	11) Log (time and Hobbs) and report "Wheels Down"
	Arrival at mission base
	K. Park and Secure Aircraft
	1) Look for marshalls, follow taxi plan, pilot signals marshaller that ignition is OFF
	2) Double-check Master Switch OFF
	3) Fuel Selector Switch to Right or Left (refueling)
	4) Avionics/control Lock and Pitot tube covers/engine plugs installed
	5) Pilot completes the Flight Log and enters squawks in Discrepancy Log
	6) Chocks and Tie-downs installed and Parking Brake OFF
	7) Remove trash and personal supplies/equipment
	8) Lock the windows, doors and baggage compartment
	9) Check oil and arrange for refueling
	10) Clean leading edges, windshield, and windows
	11) Replenish cleaning kit
	L. Check in with Flight Line Supervisor and Safety Officer
	M. Close FAA Flight Plan, call FRO
	N. Sign personnel and aircraft into the mission (Administration)
	O. Assist in completing and submitting 'Inbound 104' (keep a copy)
	P. Report any special equipment to Logistics (cameras, camcorder, slow-scan, repeater)
	Q. Inquire about fuel billing, lodging, transportation and meals
	R. Note time to report for duty and ask for sortie assignment (get briefing packet)
	Additional Information
	The mission staff will probably show you around mission base and inform you of transportation, lodging and meal arrangements. They will also tell you when to report for duty, normally by telling you when the general briefing will be held.
	Notes: