PILOT CHECKLIST

Pre-Flight

1) Reserve Aircraft in CAPERs – http://capersqm.dnsalias.net/ – "List Aircraft Schedule" – "Request This Aircraft"

2) Contact Potential Crewmembers – https://www.capnhq.gov/CAP.InteractivePersonnel.Web/Modules/InteractivePersonnelAdmin.aspx – "SWR-TX-176" or "SWR-TX-040" – View / Contacts

3) Add Sortie in WMIRS 2.0 – https://www.capnhq.gov/WMIRS –"Command/Current Missions" – "Air" Sorties Number – "Add Sortie"

4) Complete WMIRS 2.0 "Air Sortie Add & Briefing Info – "Command/Current Missions" – "Air" Sorties Number – "Brief Sortie"

5) Complete On-line ORM Worksheet – "Command/Current Missions" – "Air" Sorties Number – Edit – "ORM"

6) Verify WMIRS 2.0 Form 104 Info – "Command/Current Missions" – "Air" Sorties Number – "Form 104"

7) Complete Wt/Bal Form – Print or CutePDF – http://www.7-6aircav.com/Wt%20Bal%20N768CP%20Kee.xls http://www.7-6aircav.com/Wt%20Bal%20N1472F%20Kee.xls

8) Scan & Upload Wt/Bal Form to WMIRS 2.0 (.pdf) – "Command/Current Missions" – "Air" Sorties Number – "Edit" – "Sortie Files" – Select "Weight & Balance" – Browse for file & "Upload"

9) Print Supplemental Search Form (if applicable) – http://www.7-6aircav.com/GPS/Search%20Form.doc

10) Acquire Necessary Equipment (**Extra Headsets**, Camera, GPS, Radios, Computers, etc.) from 7/6 Air Cav HDQ File Cabinet

11) File Flight Plan (if req'd) – 1-800-WXBrief

12) Enter Flight Info in Aircraft Information Folder (AIF) Flight Log – Tab 1

13) Contact FRO for Flight Release – https://www.capnhq.gov/CAP.OPSQuals.Web/Reports/Reports.aspx – "FRO Listing" – "SWR-TX-176" or "SWR-TX-040"

14) Open Flight Plan (if req'd) – 1-800-WXBrief

PILOT CHECKLIST

Post-Flight

1) Contact FRO to close Flight Release

2) Close Flight Plan (if req'd) – 1-800-WXBrief

3) Enter Flight Info in Aircraft Information Folder (AIF) Flight Log – Tab 1

4) Enter VOR Check Info (if applicable) in AIF VOR Log – Tab 3

5) Leave Maintenance Check in AIF (if applicable) – C172 = $38/hr, C182 = $45/hr

6) Wipe Aircraft Windshield, Cowling, Struts, & Wing Leading Edges – Pledge Wax

7) Complete WMIRS 2.0 Debriefing Info – https://www.capnhq.gov/WMIRS –
"Command/Current Missions" – "Air" Sorties Number – "Debrief "

8) Verify WMIRS 2.0 Form 104 Info – https://www.capnhq.gov/WMIRS –
"Command/Current Missions" – "Air" Sorties Number – "Edit / Form 104"

9) Complete Fuel Usage Form (if applicable) –
http://www.7-6aircav.com/Fuel%20Usage%20Blank.xls

a. Attach Fuel Receipt to Fuel Usage Form

b. Scan & Upload Fuel Usage Form to WMIRS 2.0 (.pdf) –
"Command/Current Missions" – "Air" Sorties Number – "Edit" – "Sortie Files" –
Select "Receipt, Fuel" – Browse for file & "Upload"

10) Record Hobbs/Tach Times in CAPERs – http://capersqm.dnsalias.net/ –
"Report HOBBS and TACH Readings"

11) Record TO/Lndg/Apch in e-Services Ops/Quals –
https://www.capnhq.gov/CAP.eServices.Web/Default.aspx –
"My Operations Qualifications" – "Currency Entry"

12) Complete Form e108 (if reimbursement requested) - https://www.capnhq.gov/WMIRS –
"Command/Current Missions" – "Air" or "Ground" Sorties Number –
"Finance & Admin / Create e108" – "Get e108"

Key – click on highlighted link to access web page, then click on quoted item on web page to drill down to specific action.