

PREPARE FOR A TRIP TO A REMOTE MISSION BASE

CONDITIONS

You are a Mission Observer trainee and must prepare for a trip to a remote mission base.

OBJECTIVES

Prepare for a trip to a remote mission base, acting as mission commander. Assist in performing pre-trip planning and inspections, preflight tasks and briefings, filling out a CAP flight plan, and after-landing tasks.

TRAINING AND EVALUATION

Training Outline

1. As a Mission Observer trainee, the ability to prepare for a trip to a remote mission base is essential.
2. *Before you leave.* The urgency of events, coupled with a hasty call-out, may leave you and other crewmembers feeling rushed as you prepare to leave for a mission. This is where a good pre-mission checklist comes in handy. As a minimum, check the crew (and yourself) for the following:
 - 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 multitool
 - 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

- 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

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"

3. *Arrival at mission base*

A. Park and Secure Aircraft

- 1) Look for marshallsers, 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

B. Check in with Flight Line Supervisor and Safety Officer

C. Close FAA Flight Plan, call FRO

D. Sign personnel and aircraft into the mission (Administration)

E. Assist in completing and submitting 'Inbound 104' (keep a copy)

F. Report any special equipment to Logistics (cameras, camcorder, slow-scan, repeater)

G. Inquire about fuel billing, lodging, transportation and meals

H. Note time to report for duty and ask for sortie assignment (get briefing packet)

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.

Additional Information

More detailed information and figures on this topic are available in Chapter 13 and Attachment 2 of the MART.

Practice

Setup: Give the student an assignment to go to a remote mission base. The base should be located on a large (unfamiliar) airport in controlled airspace -- Class B, if practical. The student should have access to mission materials and a CAPF 104.

The student will assist in planning a simulated a trip to a remote mission base. All tasks that can be performed will not be simulated.

The trainer should play the role of the mission pilot, particularly for performing inspections and giving briefings and instructions to the observer trainee. The observer will be given preflight and pilot briefings.

For this simulated sortie, watch for:

- 1) Thorough knowledge of documents and equipment required for an extended stay at a remote base.
- 2) Assists pilot in completion of the CAP flight plan.
- 3) Assists pilot with accurate and thorough planning for the trip.
- 4) Proper actions upon arrival at mission base.

Evaluation Preparation

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Brief Student: You are a Mission Observer trainee asked to prepare for a trip to a remote mission base.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. Check for proper uniform, credentials and equipment.	P F
2. State the flight time and duty limitations per CAPR 60-1.	P F
3. Assist in checking the aircraft:	
a. Check for required equipment on board (e.g., tie downs, survival kit, cleaning gear).	P F
b. Clean windows, as necessary.	P F
4. Assist in filling out a CAP flight plan.	P F
5. Receive a briefing from the mission pilot:	
a. Fuel assumptions and fuel stop.	P F
b. Airspace restrictions, NOTAMS, and destination airport diagrams.	P F
6. Upon (simulated) arrival at mission base:	

- a. Secure the aircraft and arrange for refueling. P F
- b. Sign yourself and the aircraft into the mission. P F
- c. Assist in completing your "Inbound" CAPF 104. P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.