FLIGHT BRIEFING PACKET

MISSION NUMBER: _____ **DATE:** _____

AIRCRAFT: _____ **SORTIE:** _____

MISSION DESCRIPTION:

“I’M SAFE” PERSONAL CHECKLIST

Illness

Even a minor illness suffered in day-to-day living can seriously degrade performance of many piloting tasks vital to safe flight..... The safest rule is not to fly while suffering from any illness. If this rule is considered too stringent for a particular illness, the pilot should contact an Aviation Medical Examiner for advice.

Medication

Pilot performance can be seriously degraded by both prescribed and over-the-counter medications, as well as by the medical conditions for which they are taken..... The FAR's prohibit pilots from performing crewmember duties while using any medication that affects the faculties in any way contrary to safety.

Stress

Stress from everyday living can impair performance, often in very subtle ways..... Stress and fatigue (lack of adequate rest) can be an extremely hazardous combination.

Alcohol

Extensive research has provided a number of facts about hazards of alcohol consumption and flying. As little as one once of liquor, one bottle of beer or four ounces of wine can impair flying skills.....

Fatigue

Fatigue and lack of adequate sleep continue to be some of the most treacherous hazards to flight safety, as it may not be apparent to a pilot until serious errors are made.

Emotion

The emotions of anger, depression, and anxiety ..... may lead to taking risks that border on self-destruction.

MISSION FLIGHT PLAN/BRIEFING FORM

MISSION NO.	DATE	SORTIE NO.

INSTRUCTIONS: *Pilot completes section pertaining to aircraft and crew (items above double line), and then gives form to Briefing Officer. Remaining items will be completed as required prior to flight. Complete reverse side after mission.*

CREW QUALIFICATION

PILOT: Acft Type _____ Night _____
Instrument _____ Mountain _____
CO-PILOT: Mission_____ Trainee _____
OBSERVER: Mission_____ Trainee _____
SCANNER: Mission_____ Trainee _____

Aircraft Equipment

- ☐ CAP RADIO FREQ
- ☐ POLICE RADIO FREQ
- ☐ VOR
- ☐ ADF
- ☐ ELT
- ☐ NIGHT FLIGHT
- ☐ INSTRUMENT FLT
- ☐ FIRE EXTINGUISHER
- ☐ FIRST AID KIT
- ☐ SIGNAL FLARES
- ☐ FLARES
- ☐ MESSAGE DROPS
- ☐ SURVIVAL KIT
- ☐ TRANSPONDER
- ☐ DIRECTION FINDER
- ☐
- ☐

FLIGHT PLAN INFO

CAP ☐
FILED FAA ☐
IFR ☐ VFR ☐
AIRCRAFT NUMBER _____
AIRCRAFT TYPE _____

MISSION OBJECTIVES:

TRUE AIRSPEED _____
POINT OF DEPARTURE _____

SEARCH AREA/ROUTE (DESCRIPTION)

ETD/ATD _____ / _____
OUTBOUND/INBOUND ALTITUDE
_____
ROUTE OF FLIGHT

TERRAIN/GROUND COVER

TYPE OF SEARCH PATTERN(S)

DIRECTION OF TRACKS	TRACK SPACING
SEARCH ALTITUDE	SEARCH AIRSPEED

HAZARDS TO FLIGHT

DESTINATION AIRPORT

MILITARY LOW ALTITUDE TRAINING ROUTES

CITY

AIRCRAFT SEPARATION (ADJOINING AREAS)

ESTIMATED TIME ENROUTE
HRS. MIN.

EMERGENCY FIELDS

FUEL ON BOARD
HRS. MIN.

WEATHER CURRENT LOCAL	FORECAST LOCAL
WEATHER CURRENT SEARCH AREA	FORECAST SEARCH AREA
MISSION BASE CALL SIGN	FREQUENCIES FM - VHF - HF
MOBILE CALL SIGN	FREQUENCIES FM - VHF

ALTERNATE AIRPORT

PILOT'S NAME

PILOT'S ADDRESS

PILOT'S PHONE NO.

MOBILE LOCATIONS

NO. OF PERSONS ABOARD

WHO TO CONTACT AND WHEN

COLOR OF AIRCRAFT

PROPOSED LDG TIME

ACTIONS TO BE TAKEN IF SAR OBJECTIVE IS LOCATED

ACTUAL LDG TIME

CODE WORDS
RECALL FIND

FAA FLT PLAN
CLOSED ☐

PILOT'S SIGNATURE	BRIEFING OFFICER'S SIGNATURE	OPS/CLEARANCE/DISPATCH SIGNATURE

CAP FORM 104, MAY 84 **PREVIOUS EDITION IS OBSOLETE**

MISSION DEBRIEFING FORM

TYPE OF SEARCH: Visual: Electronic:	SEARCH PATTERNS USED:			
SEARCH VISIBILITY: *(Distance you can see an auto clearly)* NM	SEARCH ALTITUDE: *(Above ground)* AGL	SEARCH SPEED: Kts	TRACK SPACING: NM	
SECTIONAL GIRDS SEARCHED: N W A B C D	N W A B C D	N W A B C D	N W A B C D	
SEARCHED: Route/ Electronically	to	to	to	
TIME OF DAY: to	Crew Comments about Effectiveness Exec Good Fair Poor			
OBSERVERS/ SCANNERS: Number	Crew Remarks of SAR Effectiveness			

TERRAIN: Flat	Rolling Hills	Rugged Hills	Mtns	TURBULENCE: Light:	Mod	Heavy
COVER: Open	Moderate	Heavy	Light Snow	Deep Snow		
COORDINATES OF SIGHTINGS: *(Lat/Long)*	N W	N W	N W	N W	VOR Radials	
FLYING TIME: Enroute. *(To/From Grid)*_____ Hrs	Search Time *(In Grid)* Hrs	Total_____ Hrs				

NOTE: If part of a grid was searched, draw area covered below in relation to landmarks. Indicate sightings.

OPEN, FLAT TERRAIN

SEARCH ALTITUDE (AGL) / Track Spacing	SEARCH VISIBILITY 1 mi	2 mi	3 mi	4 mi
500 Ft				
.5 mi	35%	60%	75%	75%
1.0	20	35	50	50
1.5	15	25	35	40
2.0	10	20	30	30
700 Ft				
.5 mi	40%	60%	75%	80%
1.0	20	35	50	55
1.5	15	25	40	40
2.0	10	20	30	35
1000 Ft				
.5 mi	40%	65%	80%	58%
1.0	25	40	55	60
1.5	15	30	40	45
2.0	15	20	30	35

MODERATE TREE COVER AND/OR HILLY

SEARCH ALTITUDE (AGL) / Track Spacing	SEARCH VISIBILITY 1 mi	2 mi	3 mi	4 mi
500 Ft				
.5 mi	20%	35%	50%	50%
1.0	10	20	30	30
1.5	5	15	20	20
2.0	5	10	15	15
700 Ft				
.5 mi	20%	35%	50%	55%
1.0	10	20	30	35
1.5	10	15	20	25
2.0	5	10	15	20
1000 Ft				
.5 mi	25%	40%	55%	60%
1.0	15	20	30	35
1.5	10	15	20	25
2.0	5	10	15	20

HEAVY TREE COVER AND OR VERY HILLY

SEARCH ALTITUDE (AGL) / Track Spacing	SEARCH VISIBILITY 1 mi	2 mi	3 mi	4 mi
500 Ft				
.5 mi	10%	20%	30%	30%
1.0	5	10	15	15
1.5	5	5	10	15
2.0	5	5	10	10
700 Ft				
.5 mi	10%	30%	30%	35%
1.0	5	10	15	20
1.5	5	5	10	15
2.0	5	5	10	10
1000 Ft				
.5 mi	15%	20%	30%	35%
1.0	5	10	15	20
1.5	5	10	10	15
2.0	5	5	10	10

TACTICAL RISK MANAGEMENT MATRIX

Pilot Name: _____ **Date:** _____ **Mission #:** _____ **A/C #:** _____ **Sortie:** _____

HAZARD	LOW RISK	PTS.	MODERATE RISK	PTS.	HIGH RISK *	PTS.	VALUE
MAN **- SUGGESTED VALUES**							
Experience / Training	≥ 1,000 hours PIC ≥ 50 hours mission time	0	≥ 250 < 1,000 hours PIC ≥ 25 < 50 hours mission time	10	< 250 hours PIC < 50 hours mission time	20	
Pilot Currency	≥ 10 hours within last 30 days	0	≥ 5 < 10 hours within last 30 days	10	< 5 hours within last 30 days	20	
Health / Crew Rest	Good health and proper crew rest	0	Fair health and/or some signs of fatigue	10	Poor health and/ or serious fatigue	No Go	
MACHINE **- SUGGESTED VALUES**							
Maintenance Factors	Fully Functional	0	Partially Non-Functional	15	Fully Non-Functional	No Go	
Performance Factors	> 2,500' < 7,000' AGL search altitude	0	≥ 7,000' AGL search altitude	10	< 2,500' AGL search altitude	25	
A/A & A/G Comms	Good comms and/or high bird available	0	Some blind spots or faulty comms and/or no high bird	10	Poor comms and no high bird	15	
MISSION **- SUGGESTED VALUES**							
Operations Tempo	1 - 2 total search aircraft	0	3 - 4 total search aircraft	10	> 4 total search aircraft	20	
Search Complexity	Simple tasks, no new technology	0	Complex tasks, no new technology	10	Complex tasks, new technology	20	
ENVIRONMENT **- SUGGESTED VALUES**							
Weather (current & forecast, including winds aloft)	Icing: none Ceiling: none Hazards: none Winds: ≤ 5 kts. Visibility: ≥ 6 mi.	0 0 0 0 0	Icing: none Ceiling: ≤ 1,500' Hazards: lite-mod Winds: > 5 ≤ 15 kts. Visibility: > 3 < 6 mi.	0 20 10 5 10	Icing: ≥ light Ceiling: < 500' Hazards: mod-sev Winds: > 15 kts. Visibility: < 3 mi.	No Go 75 No Go 50 100	
Terrain	Low, flat	0	Foothills / featureless	25	Mountainous	50	
Night Ops			VFR	25	IFR	75	
Airfield	Familiar	0	Unfamiliar	25			
ADDITIONAL CIRCUMSTANCES **- SUGGESTED VALUES**							
CAPF 5 & 91	No forced landings or simulated engine cuts	0	Forced landings and/or simulated engine cuts	50			
Overwater			Within gliding distance of land	50	Outside gliding distance of land	100	
CD Overwater			With immersion suit Water temp < 60° F	75	Without immersion suit Water temp < 60° F	No Go	
TOTAL CALCULATED RISK ASSESSMENT:							

OVERALL RISK ASSESSMENT		Initials	Date / Time
Low Risk = 0 – 75 †	FRO / MC / IC		
Moderate Risk = 76 – 150 †	Squadron DO / DOS / CC		
High Risk = > 151 †	Wing DO / DOS /CC		
No Go	Mission can be rejected by any direct participant at any level		

Notes: * Implement suitable controls for any item in the high range. † Approvals are granted in ascending order of command *and only with PIC concurrence*. **All approvals are optional, based upon local procedures and established Wing policies.**

TACTICAL RISK MANAGEMENT MATRIX
INSTRUCTIONS FOR USE

INSTRUCTIONS: Assign a value to each of the stated risk factors, and place in the appropriate box on the right-hand side of the page. When all categories have a risk value assigned, calculate total and place in the box labeled **"Total Calculated Risk Assessment"**. Based upon your judgment and the values stated in the table labeled **"Overall Risk Assessment"**, take whatever steps necessary to either fly, correct the unsafe conditions within your control, or cancel the flight, as appropriate.

RISK LEVELS:			
	Low	—	**0 - 75**
	Moderate	—	**76 - 150**
	High	—	**151 +**

MAN — SUGGESTED RISK VALUES:

Experience / Training: High time pilots are statistically less likely to have accidents.
Pilot Currency: Recency of pilot experience also lowers possibility of accidents.
Health / Crew Rest: Fatigue or health problems can and will degrade a pilot's skills.

MACHINE — SUGGESTED RISK VALUES:

Maintenance Factors: Awareness of mechanical flaws vital to safety of mission.
Performance Factors: Lowest search altitudes increase chance of hitting tall objects; Highest introduces chance of hypoxia; Intermediate altitudes statistically the safest.
Communications: Spotty comms or blind spots distract crew, prevent them from watching for traffic and add to pilot workload.

MISSION — SUGGESTED RISK VALUES:

Operations Tempo: The more aircraft involved, the greater the chance for collision.
Search Complexity: High workload caused by unfamiliar tasks can add to distractions.

ENVIRONMENT — SUGGESTED RISK VALUES:

Weather:
- Icing - Even the possibility of light icing in the forecast is a no-go.
- Ceiling - Marginal VFR adds to risk; Hard IFR increases risk substantially.
- Hazards - Turbulence, thunderstorms all require careful pilot judgment.
- Winds - Winds greater than 15 kts increase the risk of landing accidents.
- Visibility - Low visibilities add to risk of collision, disorientation or IFR.

Terrain: The higher the land, the greater the possibility of controlled flight into terrain.
Night Ops: Night VFR is higher risk than day; Night IFR is statistically the riskiest of all.
Airfield: More incidents occur at airfields unfamiliar to the pilot than at the home field.

ADDITIONAL CIRCUMSTANCES — SUGGESTED RISK VALUES:

CAPF 5 & 91: Forced landing simulations or engine cuts add greatly to checkride risk.
Overwater: Being further than gliding distance increases the hazard of the mission.
CD Overwater: Lack of an immersion suit makes long overwater trips a no-go in cold water.

— Use Values Assigned As Maximums — Assign Lower As Appropriate —

MISSION NUMBER: _____ **DATE:** _____

AIRCRAFT: _____ **SORTIE:** _____

ITEM	WEIGHT (LBS)	ARM (INCHES)	MOMENT (÷ 1000)
Empty Weight			
Fuel (6lbs per gallon)			
Pilot			
Observer			
Rear Seat Passengers			
Baggage Area 1			
Baggage Area 2			
Other			
TOTAL			

CENTER OF GRAVITY (CG) =	WITHIN CG LIMITS YES NO