

# Air Operations Branch Director Course

## Table of Contents

- Introduction ..... 1
- Before Leaving Home ..... 1
- Arriving at the Base ..... 2
  - Air Operations..... 2
  - Crew Ready Room..... 3
  - Communications ..... 3
  - Sign in ..... 4
- Planning..... 5
- Mission Assignments ..... 5
- Briefing ..... 5
- Status Board (Appendix A)..... 9
- Overdue Crew ..... 10
- Debriefing ..... 10
- Post Debrief..... 11
- Leads ..... 11
- Handling People ..... 11
- Your Staff..... 12
- End of the Day ..... 12

## Introduction

This course will prepare you to take the Familiarization and Preparatory Training test and the Advanced Training Practical Testing, which will allow you to demonstrate that you understand this material.

The Air Operations Branch Director (AOBD) position carries a lot of responsibility. At small mission bases this position will not only cover Air Ops, but usually handles Ground Teams and Planning. This is one of the most demanding positions and you may be pulled in many different directions at one time. This course will supply you with many of the tools you will need to be successful as an AOBD.

This document contains many hyperlinks (blue text) and when you click on these you will be taken to that item in the document. Once you get there, you will find an arrow on the toolbar above (pointing to the left) that will put you right back where you came from. When this document was converted into a Adobe PDF file the links moved to just below the hyper linked text. One the mouse cursor (a hand) changes to a pointing hand, you know you found the link. Example, the following Hyperlink ([fig. 1](#)) will take you to figure 1 in this document. Also, all the text in the Table of Contents is hyper linked to allow you to find subjects faster when you come back after completing this course and are using it for reference.

## Before Leaving Home

Being prepared and organized is incredibly important in this position and cannot be emphasize enough. If you are not someone who can maintain strict organization under heavy task saturation we recommend that you pass on this position otherwise you will become very frustrated and could endanger the aircrews. Why? Because of the workload that this position can have at times. With that said, lets get organized before we even leave home. Get a brief case or something to hold all the materials you will need as an AOBD. Do not try to assembly needed materials just before

you leave for a mission, have your kit ready and waiting in your AOBD briefcase. This kit should contain the following tools:

- Grided (laminated) and current Charts
- Road maps
- Erasable pens
- Dry Erase markers
- Small Stickers (colored and white)
- Stapler (small brief case size)
- Sectional ruler
- Pencils and pens
- Paper clips
- Tape (masking and scotch)
- Air Ops Status Board
- Folders
- Current ES mission forms
- White out
- Grease pencil
- Calculator (solar powered)
- Base signs (refer to base layout)
- CAPR 60-1, 60-3, 60-4 vol1, 60-4 vol2
- Sectionals and road maps
- Current CAWG Sup 1 to CAPR 62-2 (mishap reporting)
- Area signs (refer to last paragraph under Sign In below)

### Arriving at the Base

Arrive at the base either late the day before you are to start working a mission or at least an hour and a half before you want to launch your first aircrew. There is much to do and do not allow ANYONE to rush you in setting up. Meet with the Incident Commander (IC) and let him/her brief you on the current and planned operation. Ask the IC what responsibility he/she wants you to have outside of the Air Ops arena. Ask if the airport has been notified, where aircraft should be parked and what the status of aircraft fuel is. Airports have run out of fuel because CAP was carrying on a mission with 20+ aircraft on a weekend. As who will be picking the search grids, IC, AFRCC or you? Does the IC or the Base Commander (if applicable) know of local hazards that you should be aware of? Ask if billeting and/or food is going to be provided or made readily available to your crews.

After meeting with the IC, it is time to check out the base facility and to begin to plan your attack. Following is a few things to consider.

### Air Operations

This area should be in its own room if possible where only briefing, debriefing and possibly planning can take place without interruption and pedestrian traffic from others working at the base. You do not want a victim's family member to come on the base and hear what is going on with a search, so try and keep this area away from the main entrance. This area also needs to be shielded from the press, because these folks are hard to get rid of once they are in the door. You will need to put up an [Aircrew Status Board](#). **Do not depend on this being at the base when you arrive.** If you have one as part of your AOBD kit, you are assured that you'll have one if you find the base does not.

You should have two charts laid out, the first your Assignment Chart is the one for placing the stickers showing you where your crews are ([fig. 1](#)) and another which will be your situation chart ([fig 2](#)). The first chart ([fig.1](#)) shows where all your assigned resources are and what areas aircrews have searched. The second chart ([fig. 2](#)) shows all the information that has been gathered on the target.

Have 4 folders to help you organize CAWG ICS 204a Flight Plans.

1. Inbound – this folder is for any aircrews which get their flight release from the search base before they leave their home base.
2. Waiting Assignment – this folder is for aircrews that have arrived and turned in a 204a but have not yet been assigned
3. In Grid – After the aircrew has been briefed the [CAWG ICS 204a Flight Plan](#) is placed in this folder

4. Completed – Once the aircrew has completed debriefing the 204a goes into this folder

It is a good idea to have a second set of the last three folders for Ground Teams that you may have to keep track of. Keep in mind that socializing is for the Aircrew Ready Room, and not the Operations Room so do not be afraid to tell people to leave if they do not have business in the room. Too many people in the Operations Room will make communications difficult and distract you from efficiently accomplishing operations, and this is detrimental to the safety of your aircrews.

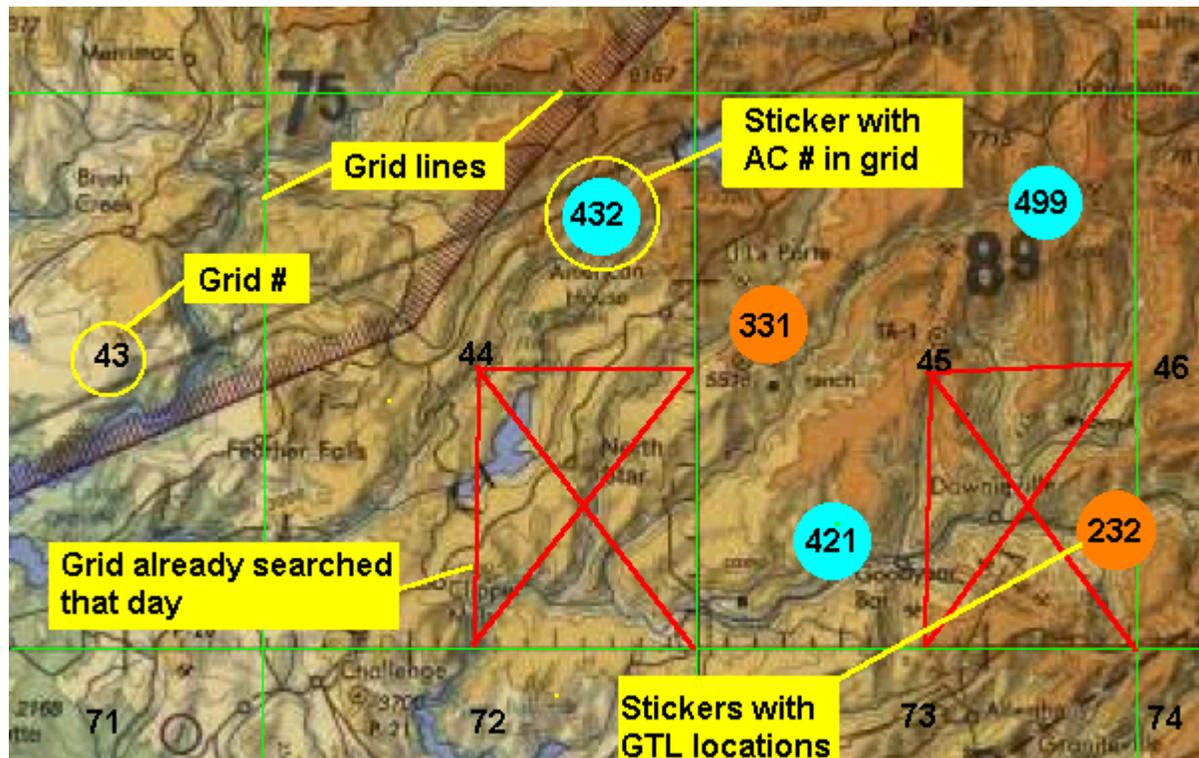


Figure 1 – Assignment Chart

### Crew Ready Room

This is the area where the aircrews wait and plan for their assigned sortie. It is suggested that you put up a Pre-Briefing Sheet ([Refer to Appendix E](#)), this will help get information out to the aircrews and will cut down on briefing times and repetitive questions. This room should have tables and chairs for the aircrews to work at and be available for aircrews to hangout in while they are at base and not being briefed or debriefed.

### Communications

This is your link to the aircrews, so you must make sure the lines of communications are open and established between the Operations and Communications areas. Work out with Communications how messages will be relayed to you. Use your resources. For instance, is an intercom system available? Hand held radios on an alternate simplex frequency? Do NOT allow those working Communications to ever have to leave the radio to get a message to you. Another less desirable method is to use someone as a runner to hand carry messages between the communications and Operations areas. This is not the best way for a number of reasons. 1) This usually only occurs at SAREX's and not actual mission bases so we end up not training the way we normally operate. 2) The radio operator has to write the message down in the log and then again on a piece of paper to be hand delivered to Operations. When there are a number of planes in the air, this is not practical. If you have the runner write the message as the radio operator is talking, the runner has to have an understanding of all of the procedures and terms otherwise he/she will NOT get the message down right. The best way is direct communication between Communications and Operations via radio or intercom. Solving this problem by

having communications set up in the same area/room as Operations is not a good idea. Communications is a noisy area and Operations needs to be a quiet area so the aircrews can hear the briefings. This is why you need to work this out during initial set up of the base before you actually begin launching aircraft.

Inform Communications of what radio procedures you will be briefing the aircrews, so they will know when they will be contacted by the aircraft and the reason for the communication. Operations has command authority over Communications in CAWG so do not be afraid to take charge and ensure that Communications is set it up to provided the support you need to run effective and safe operations. However, be diplomatic when working with Communications, and remember they are there volunteering their time to support the mission.. The flow of communications is a very important link in your ability to stay abreast of your aircrews, and lack of communication is often were many problems will stem from. The base will run much smoother if you spend a little time planning and working out any problems or conflicts ahead of time.

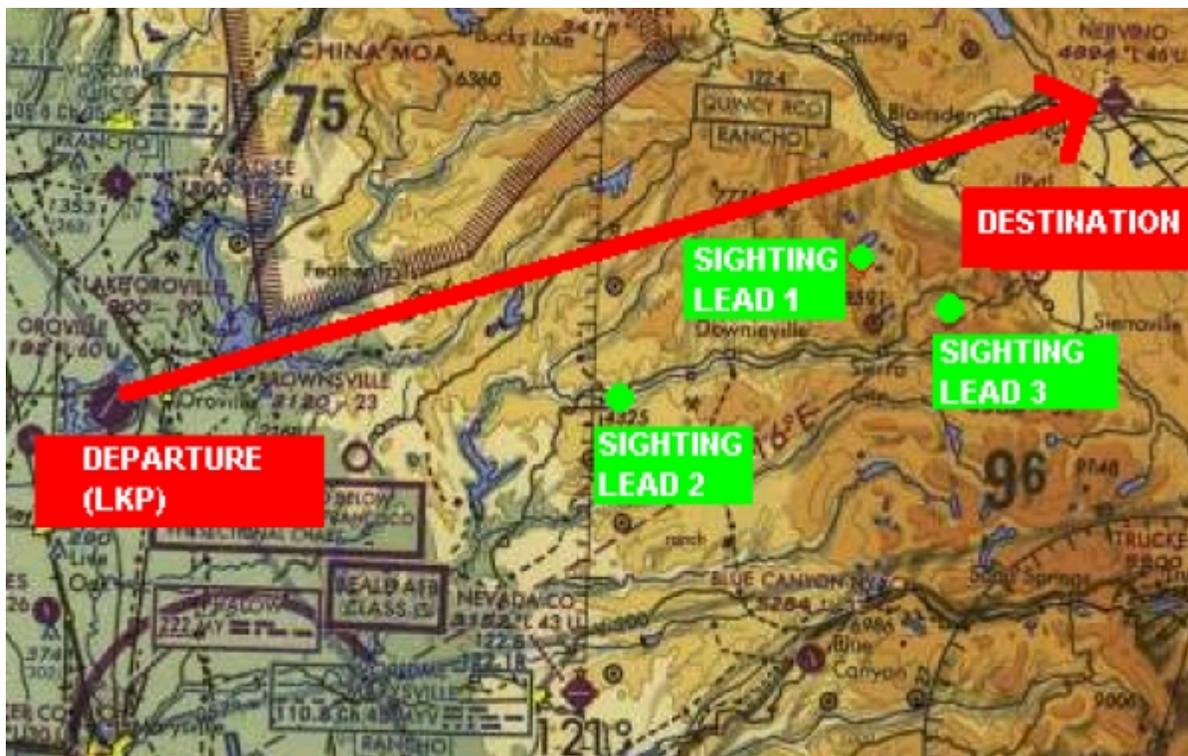


Figure 2 – Situation Chart

### Sign in

Make sure there are blank Mission Flight Plans ([Appendix C](#)) available at the sign in location for incoming pilots. The pilots should be provided with directions on what to do with this form once it is filled out and they are ready to be assigned. They should give it back to the sign-in person, this will cut down the number of people strolling into Operations to find out what is going on. If the pilot strolls into Operations to hand you the form they generally bring the whole aircrew, which distracts everyone from their tasks. You also need to brief the sign-in person that they do not need to check pilot certificates since this is something Air Operations will do during the aircrew briefing.

It is also helpful for new members and old members to create area signs to help everyone know the locations of the different mission base functions. If they see there is a Crew Ready Room they are more likely to go there versus the operations area. These area signs can be made with 8-1/2"x11 paper in protective coverings so you can use them over and over.

## Planning

Once you are set up and organized you can start the planning portion of the mission, if there is not a Planning Section Chief available. If you are lucky the IC will take on this responsibility since they are trained in this area, but they might delegate this responsibility you. So it is a good idea to be prepared and we encourage you to take the Planning Section Chief course. We are not going to cover planning in this course even though you might be required to do it, because there is just too much information. Take the course as mentioned above; it is an excellent course and well worth your time.

Planning will tell you where to search, but you decide who and how those areas will be searched. It is very important that you match the aircraft and crew to the task. You do not want to send a crew of three in a 172 to search a grid where 75% of the grid is above 9000 feet. Nor do you want to send an aircraft without or non- operational DF equipment out to look for an ELT signal. If the search involves multiple aircraft and/or mountainous terrain the use of a communications relay (Highbird) aircraft may be necessary to ensure communications between the search aircraft and mission base. Just think about the resource and the mission, do they match?

## Mission Assignments

Once an aircrew has been assigned a task/mission you need to do four things;

1. Write it on the CAWG ICS 204a Flight Plan ([fig. 3](#))
2. Assign a CAPflight number if the aircraft is not a corporate plane. To do this you get a current copy of the CAWG CAPflight Call Sign sheet ([Appendix F](#)) and pick a call sign. Write the tail number on the CAWG CAPflight Call sign sheet next to the number you picked. Then write the Call Sign number on the 204a Flight Plan as shown in [fig. 4](#) below.
3. Then return the CAWG ICS 204a Flight Plan to the aircrew so they can pre-brief amongst themselves.
4. Place a sticker on the [Assignment Chart](#) with the CAPflight number on it in the Grid you assigned them.

|  |   |   |        |
|--|---|---|--------|
| Crew 1<br><input type="checkbox"/> SCN <input type="checkbox"/>  | MPS <input type="checkbox"/> MPT <input type="checkbox"/> OBS | Crew 2  | Crew 3 |
| <b>Sortie Briefing Checklist</b>   |   | <b>Search Assignment</b>  |        |
| <input type="checkbox"/> Is crew within Duty Day limits?<br><input type="checkbox"/> Check qualifications (FAA Cert, Medical, and ES cards)<br><input type="checkbox"/> If Highbird give Ops Normal Log (CAWG 110a) & go over communication procedures<br><input type="checkbox"/> Has a CAPFLIGHT number been assigned? |   | <input type="checkbox"/> Has a sortie number been assigned?<br><input type="checkbox"/> Is ETD and ETA filled in?<br><input type="checkbox"/> Is the crew in the proper uniform, boots (6" or higher leather, per CAWG Sup to 39-1) etc.? |        |

Figure 3

|  |   |  |  |   |
|--|---|--|--|---|
| <b>Aircraft Flight Plan<br/>ICS 204A</b> | Mission Number                          | Mission Base                               | Date                                   | Sortie No.  |
| <b>Search Aircraft Information</b>       |   |  |  |   |
| N Number                                 | CAPflight No.                           | Color                                      | Make/Model                             | Member <input type="checkbox"/> Corp <input type="checkbox"/> |
| Range (hrs)                              | <input type="checkbox"/> CAP Radio      | <input type="checkbox"/> Signal Flares     | <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Camera                               |
| Reserve (hrs)                            | <input type="checkbox"/> GPS            | <input type="checkbox"/> Instrument Flight | <input type="checkbox"/> Survival Kit  |   |
|  | <input type="checkbox"/> Night Equipped | <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> DF Equipped   |   |

Figure 4

## Briefing

Once the crew is ready they will return to the Ops area to await their briefing. The briefing is not a time to visit, rather should be kept to the minimum time needed to accomplish the task. You could have a number of aircrews waiting to get into the air, and every delay on the ground results in less total time in the search area over the course of

a mission. To accomplish a good briefing you must use a checklist ([Appendix D](#)) to ensure you do not miss any important items. This point cannot be stressed enough, you will inevitably miss something if you do not use the list. So let us go through the checklist item by item.

- Make sure you have all the info that the aircrews are required to know

It is embarrassing when the crew knows more than you do so be prepared and organized (Have we said that before)

- Has this grid been searched before, were there any comments from past crews. Make sure you are not sending a crew back in at the same time of day as previous crew's search.

This is hard to do because of time, but if you have time you can review the CAWG ICS 204a Flight Plan from the previous days to find this information out. An aircrew searching during a different time of the day will have different shadows which means areas hard to see by another crew might be more visible now.

- Is this aircrew going into a County that has not been notified of our search? Check with the IC

Some counties get really mad if they are not notified that we are searching in their county. Just let the IC know.

#### **Actual Briefing Checklist**

- Check pilot and aircrew qualifications (FAA Lic., Medical, and ES cards)

Since you are the flight release officer it is a good idea for you to check the mission qualifications of the aircrew you are releasing. Members have tried to perform duties at bases that they were not qualified to do. Ensure you have a FAA legal pilot in the aircraft by visually inspecting pilot's license and medical. Do not accept a pilot telling you his qualifications documents are in his flight bag or the plane, but that they are good to go! Have them get the documentation if the pilot does not appear on Wing Pilot Roster, verify CAP pilot qualifications by asking to see a copy of their latest CAP Form 5 and 91.

- If this is the \_\_\_\_\_ (get number from the IC) aircrew, put a Highbird up next
- If Highbird give Ops Normal Log CAWG form 110a ([Appendix K](#)) & go over comm.(tell Comm. about HB)

This just helps you remember to launch a Highbird. You need to think this through each time you launch an aircraft, can that aircraft communicate with the base when they are down in a canyon within their grid. If not launch a Highbird. Telling Communications there is a Highbird takes some of the workload off of them and puts it on the aircrews, so let them know.

- Has a CAPFLIGHT number been assigned? (If not, assign a # from the CAWG CAPflight Call sign sheet ([Appendix F](#)))

To do this, get a current copy of the CAWG CAPflight Call Sign sheet ([Appendix F](#)) and pick a call sign. Then write the tail number on the CAWG CAPflight Call sign sheet next to the number you picked. Write the Call Sign number on the CAWG ICS 204a Flight Plan as shown in [fig. 4](#) . Put a line through the CAPFLIGHT number on the list so you don't assign it twice.

- Has a sortie number been assigned? ([fig. 5](#))

Sortie numbers are assigned as the aircrew is briefed. These numbers go in sequential order, so be careful if more than one briefing is going on at the same time. The other briefer(s) shouldn't give out the same number you gave.

|  |   |  |  |   |            |
|--|---|--|--|---|------------|
| <b>Aircraft Flight Plan<br/>ICS 204A</b> |   | Mission Number                             | Mission Base                           | Date  | Sortie No. |
| <b>Search Aircraft Information</b>       |   |  |  |   |            |
| N Number                                 | CAPflight No.                           | Color                                      | Make/Model                             | Member <input type="checkbox"/> Corp <input type="checkbox"/> |            |
| Range (hrs)                              | <input type="checkbox"/> CAP Radio      | <input type="checkbox"/> Signal Flares     | <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Camera                               |            |
| Reserve (hrs)                            | <input type="checkbox"/> GPS            | <input type="checkbox"/> Instrument Flight | <input type="checkbox"/> Survival Kit  |   |            |
|  | <input type="checkbox"/> Night Equipped | <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> DF Equipped   |   |            |

**Figure 5**

Has the pilot filled out the CAWG ICS 204a properly? (Check every box!)

You would be surprised how many times information is missing. When the crews sit down for a briefing all the blue highlighted boxes on the CAWG ICS 204a ([Fig. 6](#)) need to be filled in by the aircrew. All the yellow spaces should have been filled in already by Operations

|  |  |  |  |                                 |            |
|--|--|--|--|---------------------------------|------------|
| <b>Aircraft Flight Plan<br/>ICS 204A</b>   |  | Mission Number                             | Mission Base   | Date                            | Sortie No. |
| <b>Search Aircraft Information</b>   |  |  |  |                                 |            |
| N Number   | Member <input type="checkbox"/> Corp <input type="checkbox"/>                              | Color                                      | Make/Model   | CAPFlight No.                   |            |
| Range (hrs)  | <input type="checkbox"/> CAP Radio   | <input type="checkbox"/> Signal Flares     | <input type="checkbox"/> First Aid Kit   | <input type="checkbox"/> Camera |            |
| Reserve (hrs)  | <input type="checkbox"/> GPS   | <input type="checkbox"/> Instrument Flight | <input type="checkbox"/> Survival Kit  |                                 |            |
|  | <input type="checkbox"/> Night Equipped  | <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> DF Equipped   |                                 |            |
| <b>Inbound Flight Record</b>   |  |  |  |                                 |            |
| Departure Airport  | Flight Plan Closed<br><input type="checkbox"/>   | Hobbs Start                                | Hobbs End  | Inbound Time                    |            |
| Pilot  | Crew 1   | Crew 2                                     | Crew 3   |                                 |            |
| <b>Sortie Aircrew Information</b>  |  |  |  |                                 |            |
| Pilot<br><input type="checkbox"/>  | MPS <input type="checkbox"/> MPT <input type="checkbox"/> IFR                              | Mountain Training <input type="checkbox"/> | Approx. Search Hrs.  |                                 |            |
| Crew 1<br><input type="checkbox"/>   | MPS <input type="checkbox"/> MPT <input type="checkbox"/> OBS <input type="checkbox"/> SCN | Crew 2                                     | Crew 3   |                                 |            |
| <b>Sortie Briefing Checklist</b>   |  |  |  | <b>Search Assignment</b>        |            |
| <input type="checkbox"/> Is crew within Duty Day limits<br><input type="checkbox"/> Check qualifications (FAA Lic., Medical, and ES cards)<br><input type="checkbox"/> If Highbird give Ops Normal Log (CAWG 110a) & go over communication procedures<br><input type="checkbox"/> Has a CAPFLIGHT number been assigned?  |  |  | <input type="checkbox"/> Has a sortie number been assigned?<br><input type="checkbox"/> Is ETD and ETA filled in<br><input type="checkbox"/> Is the crew in the proper uniform, boots (6" high leather, per CAWG 39-1 sup.) etc.?  |                                 |            |
| <b>Questions to ask the aircrew</b>  |  |  |  |                                 |            |
| <input type="checkbox"/> Wt. & balance numbers & Density Altitude<br><input type="checkbox"/> What is the callsign of the SAR base?<br><input type="checkbox"/> What frequency will you be on? Ground & Air<br><input type="checkbox"/> What is your CAPFLIGHT number?<br><input type="checkbox"/> Locate search assignment on GRIDED sectional.<br><input type="checkbox"/> Do you have a current sectional on board? |  |  | <input type="checkbox"/> Do you have at least one survival pack on board?<br><input type="checkbox"/> What is the telephone number of the base?<br><input type="checkbox"/> What are you looking for? Color, Type, etc<br><input type="checkbox"/> What is the current weather?<br><input type="checkbox"/> What are the hazards in the area?<br><input type="checkbox"/> What will your alternate airport be? |                                 |            |
| ETD (engine start)   |  | ETE (engine start to stop)                 |  | ETA(engine stop)                |            |
| Signature, Pilot   |  | Signature, Briefer                         |  | Signature, AOBD                 |            |

**Figure 6**

Is the sectional title AND number on the Aircraft Flight Plan (CAWG Form 204a) [Appendix C](#)?

This checklist item is just to make sure you filled in the aircrew assignment. This is associated with Grids and pertains to the Search Assignment box on that form. It is one of the yellow boxes in [fig. 6](#)

- Is the crew in the proper uniform, boots (6" or higher leather, per CAWG 39-1 sup.) etc.?

Make sure the aircrew is in proper uniform, for their own safety. If you have a member who is not in the proper uniform inform him that he/she cannot fly unless he/she gets a waiver from the IC. This will happen more than you think, so be prepared to stand your ground and refer them to the IC.

**Questions to ask aircrews** (do not give this info. ASK them, they should already have it on their Pre-briefing sheet)

In this portion of the briefing you ask a number of questions. This will tell you whether the crew did a Pre-briefing and collected the needed information from the Pre-briefing Board. It is important that they answer the questions because you will not be there when they are on the sortie. If you want to make sure a person understands the information they are given, you ask them questions, similar to a test.

- Other aircraft that will be in their vicinity and their call signs.

Let the crew look at your assignment chart and see what other aircrews will be around them.

- If a possible target is found they need to radio in with **JUST** the Mins. and tenths of the Lat. and Long.

We DO NOT want them giving DEGREES!! This is very important, if the aircrew gives their whole Lat. and Long position a Media helicopter could fly in and endanger our crew.

- Radio communications is with? \_\_\_\_\_

The checklist should be in a clear plastic cover so you can use a grease pencil to fill this information in. Make sure they know who they will be communicating with, Base or Highbird or both. You should have already made sure they have the right frequencies.

- Engine Start time, call into \_\_\_\_\_

The reason for this one is not only to get their start time but to make sure we have communications with them. Remind them to call this in, aircrews are in a hurry to go and this one is easy to forget.

- Entering Grid time

Remind them to call this in so we have a position report. This info will go on the Status Board ([Appendix A](#)) under Remarks.

- Ops normal reports 30 minutes apart. If you miss more than an **HOURLY APART, RTB or landline**

Remind them that you will come looking for them if they do not report. Ops normal reporting times can vary between missions, but normally they will be every 30 minutes or hourly. The IC or AOB will make this decision during planning.

- Exiting grid time and ETA back to base (NOT ETE). If they are going to be more than 10 min. late from their ETA time, CALL IN to extend

The reason for the ETA so we know when to expect them. But it is important to get a hard time and not just minutes from the present time. By the time the message is relayed to Operations, you will have no idea how long ago the message was given. Get an actual time!

- Make sure they have entered the ETE and ETD on the CAWG ICS 204a Aircraft Flight Plan [Appendix C](#).

Which is the blue area at the bottom of [fig. 6](#). These boxes are usually missed by the pilot.

- When finished have pilot sign CAWG ICS 204a Aircraft Flight Plan ([Appendix C](#)) along with you

Just a reminder

Now that you've wished the crew "Good Hunting" you need to do the following items on the checklist.

#### Post Briefing Checklist

- Fill out Air Ops Log CAWG ICS 220a ([Appendix L](#))
- Put information on Air Ops Status Board ([Appendix A](#))
- Make sure a sticker with the CAPflight # has been placed on the Assignment Chart ([fig. 1](#))
- Fill out and put in "IN GRID" folder.

#### Air Ops Status Board ([Appendix A](#))

This board is used to keep track of all assigned aircrews. This board is very important and must be kept up-to-date. The reason it is mounted on the wall and as large as you can make it, is so more than one set of eyes are looking at it and watching for overdue crews. On this board you can see whether a crew is way past their departure time or overdue from the last ops normal call or arrival time. Lets go over the different columns on this board.

Sortie #: This number should match the number on the CAWG ICS 204a Aircraft Flight Plan ([Appendix C](#))

CAPflight #: This is the number that is assigned to corporate aircraft or assigned by you for non-corporate aircraft on this mission.

Tail #: The actual tail number of the aircraft.

AC Type: This tells you whether it is a C182, C206, a PA28, etc.

Assigned Area: This tells you what grid they are in or route they are on. If the crew is Highbird, you place the grid they are in so you and other crews know where they are.

ETE: Estimated Time Enroute. This can be confusing; this is not the time it takes the crew to get to the grid or the total time to and from the grid. This is the estimated engine start to engine stop time.

ETD: Estimated Time of Departure. This is when the crew estimates they will start their engine.

ATD: Actual Time of Departure. This is when the crew actually started their engine.

ETA: Estimated Time of Arrival: This is NOT a time you get from the aircrew. This is a time you figure based on their ATD and ETE. You add the ETE to the ATD to get the ETA. Example; the aircrew gives you an engine start to engine stop time (ETE) of 3.2 hours. Their actual time of departure (ATD) is say 10:20. Their ETA would be 13:32 and that is one of the critical times to watch. TIP: 1/10 of a hour (.1) is 6 minutes, so 3.2 hours would be 3 hours and 12 minutes, add that to 10:20 and you should get 13:32. Refer to Overdue Crew below for more information.

ATA: Actual Time of Arrival. This is the time the aircrew shuts down their engine. Actually, most aircrews call this in just before they shutdown. You will find that this is an easy one for crews to forget so you will find yourself either listening on the airport frequency to hear when they enter the airport pattern or you will be sending someone out on the flight line to see if they are there.

Before you send someone you might want to check with Communications they may have not passed on the info to you yet.

Last Ops Normal. This is another time to watch because this tells you if an aircrew has missed the last call. This is a column that you have to work hard to keep up-to-date because Highbird or Communications does not always pass this information on to Operations.

## Overdue Crew

If an aircrew is overdue by 10 minutes you need to start trying to locate them. Follow these procedures, just start down the list until you find them:

1. Check with Comm. and find out whether the crew extended their ETA
2. Try to contact the crew and see what their new ETA will be.
3. Send someone out to the flight line to check the ramp.
4. If possible listen to the airport frequency and see if they are in the pattern
5. If there is a tower at the airport call them and see if they have heard from the aircrew.
6. Notify the IC of the situation and what you have done and what your plans are.
7. Find out from Communications when their last contact was with the crew and a location if possible.
8. Contact Highbird to determine their last contact with and location of overdue aircraft.
9. Reassign the nearest aircrew to try and contact the overdue crew.
10. At this point it is time to start a full-blown search for your aircrew

If the aircrew just made a mistake and forgot to communicate their actions it is your responsibility to sit the aircrew down and explain the importance of mission base being aware of their location and status at all times. You do not have to get mad and blow up at them, just make sure they understand what goes on at the base when an aircrew is overdue and that this takes effort away from the actual mission. If you feel they are not responsive to the message you are trying to get across, it is at that point you may want to bring in the IC. At times an aircrew will miss a normally scheduled ops normal radio call, this often occurs when an aircraft is searching a grid in mountainous terrain that makes communications difficult. The aircrew has to suspend the search and climb to altitude to make the ops normal call, this causes them to be late or miss the call entirely if they are too focused on the search. You should take this into account before starting a full-blown search for such an aircraft. However, if you do not hear from such an aircraft at the next scheduled ops normal radio call, you should be prepared to quickly put another aircraft into that grid to initiate a search.

## Debriefing

This is where you find out whether the crew has seen anything that might become a lead or that might be helpful for future searches of that area. Again a checklist is used to make sure you conduct a thorough debrief and do not overlook anything that may be important to future search efforts. Once the crew returns give them back their Aircraft Flight Plan form 204a ([Appendix C](#)) to fill in the De-Briefing area of the form. Once they complete this area they should return for a formal debriefing that should follow the Debriefing Guide ([Appendix G](#)). Following is a line-by-line description of the Guide.

Before you begin:

- Make sure you have lead sheets CAWG form 22h ([Appendix L](#))

Make sure the aircrew does not put any leads in the Remarks section thinking that the IC will see this. The IC may not ever look at the CAWG ICS 204a (Flight Plan) so leads must be put on a Lead Sheet and given to the IC immediately. If you see leads on the flight plan, have the crew fill out the Lead Sheet immediately. With that said make sure you have Lead Sheets available.

Reminders: (these are reminders that you need to be aware of during the debriefing)

- The pilot should not be the major voice, he is just the driver.

The Scanner and/or Observer are the ones who are doing the searching, not the pilot. They are the ones who should be doing most of the talking during the de-brief.

- Anything that you feel is important requires a lead sheet. Not all IC's read the CAWG ICS 204a's at the end of the day

As mentioned above, refer to Leads section below for more information.

- It is suggested that you use the worksheet below or be conservative with the POD. Consider who and how many are in the plane. If two pilots are in the plane make a reduction for this.

Refer to the Debriefing Guide ([Appendix G](#)) and the sample in [Appendix H](#). This will help you to get a accurate POD and not just a guess.

#### Checklist

- Adjust ATA time so that it matches the pilot's actual start and stop time (Hobbs or tach time).

The Hobbs or tach time that the pilot goes by might not match the ATD and ATA times so they might need to be adjusted

- Make sure that all the boxes below the Debriefing title are filled out
- Make sure you have transferred the Inbound and Outbound time down to the Summary Area.
- Note the outbound time and whether the crew will be within their duty day limits = 14 hours (60-1,2-14) & 8 hour max. flight time
- Remind the pilot to mail the CAWG form 108 to the IC and NOT Wing

The above checklist items are self-explanatory

#### Post Debrief

Once you have released the aircrew you need to do the following tasks

- Update the CAWG ICS form 220a ([Appendix M](#)) with the latest information from the ICS form 204a Flight Plan
- Give any prepared Lead Sheets to the IC immediately.
- Place the ICS form 204a Flight Plan in the Completed Folder.
- Remove the sticker from your Assigned Resource Chart ([figure 1](#)) and place an X through that grid

#### Leads

We need to take a minute and explain the importance of filling out the Lead Sheet CAWG 22h ([Appendix L](#)) correctly. First, you need to be able to read it. If they have to, make them print it in block letters. The lead sheet is of no use to the IC if they can't read it and an important lead may be missed. Next, is all the information there? Make sure all the boxes are filled in with the proper detail. If the crew gives locations, have the Latitude and Longitude for each location to make it easier to locate on a map. Think like an investigator and try to get as much out of the crew and onto the Lead Sheet as you can.

#### Handling People

This is a big area and cannot be completely covered in just a few paragraphs so we are going to have to make do with just a few suggestions.

- Be polite and courteous these people are volunteers as are you.
- Do not get mad, help them to understand the importance of what you are trying to do

- Do not argue, if a member disagrees with something you have said tell them they can appeal to the IC if they choose to
- If they do something incorrectly, help them to fix it and make sure they understand why what they did was not correct.

## Your Staff

Many times it will just be you and you need to decide when the workload is unmanageable. At that time you need to find some help or tell an aircrew that their assignment for today is Operations. They are not going to like it, but the safety of the mission is more important than making them happy. Assign someone, to brief/debrief and someone else to maintain the Air Ops Status Board ([Appendix A](#)). You will also need to take a minute to do a little training and explain how these tasks are to be done. This is another good reason for using checklists.

On large missions you need to become an overseer and not a person who is doing the tasks but making sure they are getting done. This frees you up to step in to help when an area is falling behind. You become the extra set of hands when needed.

## End of the Day

Remove all your CAWG ICS form 204a Flight Plans from the Completed Folder and double check all the numbers on the CAWG ICS form 220a ([Appendix M](#)). Then total all the columns in both directions and make sure they match. Get the mission base sign in sheet CAWG ICS 218 or the 211c (which is the combined Personnel, Vehicle and Aircraft Check-In List) and make sure all the aircraft that have checked into the base have turned in a CAWG ICS form 204a Aircraft Flight Plan ([Appendix C](#)). The only aircraft on the Check-in Sheet that would not have a Flight Plan would be someone who arrived on a previous day and did not fly that day, and is scheduled to fly out on another day. Once all the numbers add up and everything is in order you can hand the whole package over to the IC.

## The Press

There is a good chance the press will at some point come to the base and ask for an interview. You might be the one that is assigned the task of briefing them. It is highly recommended that you try to find a Information Officer that is trained in this area. If this is not possible here are just a couple rules to follow during those interviews that will help.

1. Do not ever give names of missing people
2. Do not ever give number of people on board
3. Dress professionally, that means neat and clean. They WILL take pictures!
4. Never allow them to take pictures of the Situation Map. A grided map will do.
5. If interviewed after the target is found, follow the rules above
6. Never tell the press that we found anyone deceased. This is the job of the Sheriff's Coroner.

## Conclusion

Now it is time to take the written test which can be found at the CAWG webpage. After passing the test present the certificate to your unit commander and he/she can enter into the WMU that you have completed the Familiarization and Preparatory Training tasks. At this point you can start your Advanced Training under the direct supervision of a TTT Air Operations Branch Director. If you have any suggestions or comments please feel free to send them to [DOT@cawg.cap.gov](mailto:DOT@cawg.cap.gov)

Appendix A

This should be on a large piece of paper (around 30"x42") which can be laminated so you can use a dry erase marker. Times change and you will need to be able to edit this board.

| Air Ops Status Board |       |        |         |               |     |     |     |     |     |                 |         |
|----------------------|-------|--------|---------|---------------|-----|-----|-----|-----|-----|-----------------|---------|
| Sortie #             | CAPF# | Tail # | AC Type | Assigned Area | ETE | ETD | ATD | ETA | ATA | Last Ops Normal | Remarks |
| 1                    |       |        |         |               |     |     |     |     |     |                 |         |
| 2                    |       |        |         |               |     |     |     |     |     |                 |         |
| 3                    |       |        |         |               |     |     |     |     |     |                 |         |
| 4                    |       |        |         |               |     |     |     |     |     |                 |         |
| 5                    |       |        |         |               |     |     |     |     |     |                 |         |
| 6                    |       |        |         |               |     |     |     |     |     |                 |         |
| 7                    |       |        |         |               |     |     |     |     |     |                 |         |
| 8                    |       |        |         |               |     |     |     |     |     |                 |         |
| 9                    |       |        |         |               |     |     |     |     |     |                 |         |
| 10                   |       |        |         |               |     |     |     |     |     |                 |         |
| 11                   |       |        |         |               |     |     |     |     |     |                 |         |
| 12                   |       |        |         |               |     |     |     |     |     |                 |         |
| 13                   |       |        |         |               |     |     |     |     |     |                 |         |
| 14                   |       |        |         |               |     |     |     |     |     |                 |         |
| 15                   |       |        |         |               |     |     |     |     |     |                 |         |
| 16                   |       |        |         |               |     |     |     |     |     |                 |         |
| 17                   |       |        |         |               |     |     |     |     |     |                 |         |
| 18                   |       |        |         |               |     |     |     |     |     |                 |         |
| 19                   |       |        |         |               |     |     |     |     |     |                 |         |
| 20                   |       |        |         |               |     |     |     |     |     |                 |         |
| 21                   |       |        |         |               |     |     |     |     |     |                 |         |
| 22                   |       |        |         |               |     |     |     |     |     |                 |         |

Appendix A

This should be printed on a large (30"x42") piece of paper and posted in the Aircrew Ready Room/Area

# Mission Info Board

AIR FORCE # \_\_\_\_\_ OES # \_\_\_\_\_

AC GAS – FREQ. \_\_\_\_\_ PHONE \_\_\_\_\_

NEAREST PHONE \_\_\_\_\_

BASE CALLSIGN \_\_\_\_\_ PHONE \_\_\_\_\_

BASE COMM FREQ. – AIR \_\_\_\_\_ GROUND \_\_\_\_\_

HIGHBIRD LOCATION \_\_\_\_\_

TARGET: AC TYPE \_\_\_\_\_ COLOR \_\_\_\_\_

POB \_\_\_\_\_ TAIL # \_\_\_\_\_

FLYING FROM \_\_\_\_\_ TO \_\_\_\_\_

OPS NORMAL REQ'D EVERY \_\_\_\_\_

RTB IF NO CONTACT WITH BASE/HIGHBIRD AFTER \_\_\_\_\_

REPORT : ENGINE START, ENTERING GRID, EXITING GRID, AND ENGINE OFF

RESTROOM ARE \_\_\_\_\_

BILLETING IS \_\_\_\_\_

NEAREST FOOD IS \_\_\_\_\_

NOTE: SAMPLE - THIS FORM MAY NOT BE CURRENT

|  |   |  |   |                                 |                  |                      |
|--|---|--|---|---------------------------------|------------------|----------------------|
| <b>Aircraft Flight Plan</b><br><b>ICS 204A</b>   |   | Mission Number                             | Mission Base  | Date                            | Sortie No.       |                      |
| <b>Search Aircraft Information</b>   |   |  |   |                                 |                  |                      |
| N Number   | Member <input type="checkbox"/> Corp <input type="checkbox"/>   | Color                                      | Make/Model  | CAPFlight No.                   |                  |                      |
| Range (hrs)  | <input type="checkbox"/> CAP Radio  | <input type="checkbox"/> Signal Flares     | <input type="checkbox"/> First Aid Kit  | <input type="checkbox"/> Camera |                  |                      |
| Reserve (hrs)  | <input type="checkbox"/> GPS  | <input type="checkbox"/> Instrument Flight | <input type="checkbox"/> Survival Kit   |                                 |                  |                      |
|  | <input type="checkbox"/> Night Equipped   | <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> DF Equipped  |                                 |                  |                      |
| <b>Inbound Flight Record</b>   |   |  |   |                                 |                  |                      |
| Departure Airport  | Flight Plan Closed<br><input type="checkbox"/>  | Hobbs Start                                | Hobbs End   | Inbound Time                    |                  |                      |
| Pilot  | Crew 1  | Crew 2                                     | Crew 3  |                                 |                  |                      |
| <b>Sortie Aircrew Information</b>  |   |  |   |                                 |                  |                      |
| Pilot  | MPS <input type="checkbox"/> MPT <input type="checkbox"/> IFR <input type="checkbox"/>                              | Mountain Training <input type="checkbox"/> | Approx. Search Hrs.   |                                 |                  |                      |
| Crew 1   | MPS <input type="checkbox"/> MPT <input type="checkbox"/> OBS <input type="checkbox"/> SCN <input type="checkbox"/> | Crew 2                                     | Crew 3  |                                 |                  |                      |
| <b>Sortie Briefing Checklist</b>   Search Assignment   |   |  |   |                                 |                  |                      |
| <input type="checkbox"/> Is crew within Duty Day limits  |   |  | <input type="checkbox"/> Has a sortie number been assigned?   |                                 |                  |                      |
| <input type="checkbox"/> Check qualifications (FAA Lic., Medical, and ES cards)  |   |  | <input type="checkbox"/> Is ETD and ETA filled in   |                                 |                  |                      |
| <input type="checkbox"/> If Highbird give Ops Normal Log (CAWG 110a) & go over communication procedures                  |   |  | <input type="checkbox"/> Is the crew in the proper uniform, boots (6" high leather, per CAWG 39-1 sup.) etc.? |                                 |                  |                      |
| <input type="checkbox"/> Has a CAPFLIGHT number been assigned?   |   |  |   |                                 |                  |                      |
| <b>Questions to ask the aircrew</b>  |   |  |   |                                 |                  |                      |
| <input type="checkbox"/> Wt. & balance numbers & Density Altitude  |   |  | <input type="checkbox"/> Do you have at least one survival pack on board?                                     |                                 |                  |                      |
| <input type="checkbox"/> What is the callsign of the SAR base?   |   |  | <input type="checkbox"/> What is the telephone number of the base?  |                                 |                  |                      |
| <input type="checkbox"/> What frequency will you be on? Ground & Air   |   |  | <input type="checkbox"/> What are you looking for? Color, Type, etc   |                                 |                  |                      |
| <input type="checkbox"/> What is your CAPFLIGHT number?  |   |  | <input type="checkbox"/> What is the current weather?   |                                 |                  |                      |
| <input type="checkbox"/> Locate search assignment on GRIDED sectional.   |   |  | <input type="checkbox"/> What are the hazards in the area?  |                                 |                  |                      |
| <input type="checkbox"/> Do you have a current sectional on board?   |   |  | <input type="checkbox"/> What will your alternate airport be?   |                                 |                  |                      |
| ETD (engine start)   |   | ETE (engine start to stop)                 |   | ETA(engine stop)                |                  |                      |
| Signature, Pilot   |   | Signature, Briefer                         |   | Signature, AOBD                 |                  |                      |
| <b>Sortie Debriefing Information</b>   |   |  |   |                                 |                  |                      |
| Cloud Cover  | Lighting  | Turbulence                                 | Visibility  | Water or Snow                   | Communications   | Hazards              |
| % Open & Flat  |   | % Moderate Tree cover                      |   | % Heavy Tree Cover              |                  | POD (from Worksheet) |
| Recommendations/Notes (this section is not for leads that the IC should see immediately, fill out a Lead Sheet CAWG 22h) |   |  |   |                                 |                  |                      |
| ATD (engine start)   |   | ATA(engine stop)                           |   | Total Sortie Hours              |                  |                      |
| Time to Search Area  |   | Time in Search Area                        |   | Debriefer (print)               |                  |                      |
| <b>Outbound Flight Record</b>  |   |  |   |                                 | To Sortie or RON |                      |
| Destination  | Flight Plan Filed <input type="checkbox"/>  | ETD  | ETA   | Total Outbound Hours            |                  |                      |
| Pilot Name & Phone #   |   | Crew 1                                     | Crew 2  | Crew 3                          |                  |                      |
| <b>Summary</b>   |   |  |   |                                 |                  |                      |
| Inbound Hrs.   | To Search Area Hrs.   | In Search Area Hrs.                        | Outbound Hrs.   | Total Hrs. for 108              |                  |                      |

NOTE: THIS FORM MAY NOT BE CURRENT

**NOTE: SAMPLE - THIS FORM MAY NOT BE CURRENT**

## BRIEFING CHECKLIST

### Before you begin;

- Make sure you have all the info that the aircrews are required to know
- Has this grid been searched before? Where there any comments from past crews? Make sure you are not sending a crew back at the same time of day as previous crew's search
- Is this aircrew going into a county that has not been notified of our search? Check with the IC

### Actual Briefing Checklist

- Check pilot and aircrew qualifications (FAA Lic., Medical, and ES cards)
- If this is the \_\_\_\_\_ aircrew, put a Highbird up next (get number from IC)
- If Highbird give Ops Normal Log (CAWG 110a) & go over comm.(tell comm about HB)
- Has a CAPFLIGHT number been assigned? (If not assign a # from the CAWG Call sign sheet)
- Has a sortie number been assigned?
- Has the pilot filled out the CAWG ICS 204a properly? (Check every box!)
- Is the sectional title AND number on the CAWG ICS 204a?
- Is the crew in the proper uniform, boots (6" high leather, per CAWG 39-1 sup.) etc.?

### Questions to ask aircrews (do not give this info. ASK them, they should already have it on their Pre-briefing sheet)

- Wt. & balance numbers
- What is the callsign of the SAR base? \_\_\_\_\_
- What frequency will you be on? Ground \_\_\_\_\_ & Air \_\_\_\_\_
- What is your CAPFLIGHT number?
- What grid are you searching? Show me on your GRIDDED sectional.
- Do you have a current sectional on board?
- Do you have at least one survival pack on board?
- What is the telephone number of the base? \_\_\_\_\_
- What are you looking for? Color, Type, etc. \_\_\_\_\_
- What is the current weather? (Did they check the weather board)
- What are the hazards in the area? (Make sure you already know)
- What will your alternate airport be? And is it on the 104?

### Information to give Aircrews

- Other aircraft that will be in their vicinity and their callsign.
- If a possible target is found they need to radio in with **JUST** the Mins. and tenths of the Lat. and Long.
- Radio communications is with whom? \_\_\_\_\_
  - Ramp (pre-engine start) radio check call into \_\_\_\_\_
  - Engine Start time, call into \_\_\_\_\_
  - Entering Grid time
  - Ops normal reports **NO MORE THAN A HOUR APART** otherwise landline or RTB
  - Exiting grid time and ETA back to base (NOT ETE). If they are going to be more than 10 min. late from their ETA time, CALL IN to extend
- Have them make a note to turn on their beacon before engine start
- Enter ETE and ETD at bottom of CAWG ICS 204a
- When finished have pilot sign CAWG ICS 204a along with you

### After Briefing Tasks

- Fill out Air Ops Log CAWG ICS 220
- Put information on Air Ops Status Board
- Fill out and put in "IN GRID" folder.
- Put sticker with tail # and CAPflight # on laminated chart

**NOTE: SAMPLE - THIS FORM MAY NOT BE CURRENT**

## AIRCREW PRE-BRIEFING WORKSHEET

This worksheet is to help speed the briefing process and make sure you have all the needed information to perform your task efficiently. You will find the answers to the blanks on this worksheet on the Information Board posted in the Pilot ready area. You will be asked to show the briefer this form with the blanks filled in. You will be able to keep this form.

- Make sure your aircraft has gas and the aircrew is ready to go before turning in the Flight plan. You can get gas from \_\_\_\_\_ on Freq. \_\_\_\_\_ or call \_\_\_\_\_ from the phone located \_\_\_\_\_
- Fill out a form 204a and turn into Air Operations. Make sure you fill in ALL the areas that can be filled in (aircrew, etc.)
- Once you turn in your 204a, DO NOT leave the area, wait in the pilot ready area for your assignment.
- BASE CALLSIGN \_\_\_\_\_ FREQ. \_\_\_\_\_
- Highbird CALLSIGN \_\_\_\_\_ FREQ. \_\_\_\_\_
- TARGET \_\_\_\_\_
- BASE PHONE NUMBER \_\_\_\_\_ AF# \_\_\_\_\_
- TARGET FOUND, If you feel you have found the target just give the minutes and tenths of your lat. and long. We know what grid you are in, so DO NOT give the degrees.
- COMMUNICATION CHECKS will be as follows: Check info board. Which of the following are applicable
  - Engine start (if no contact, DON'T takeoff)
  - Wheels up within 10 min. OR RTB!
  - Entering Grid
  - Every \_\_\_\_\_ hour or when Highbird does roll-call. If you can not make contact with the base or Highbird after \_\_\_\_\_ hrs. RTB or phone base.
  - Exiting Grid, Give ETA (NOT ETE)
  - Engine stop
- Review the following with your aircrew:
  - Who will handle communications \_\_\_\_\_
  - Traffic alerts
  - Who will do what if an in-flight emergency occurs
    - Who will handle radio \_\_\_\_\_
    - Who will handle emergency checklist \_\_\_\_\_
    - Securing loose gear \_\_\_\_\_
- Fill out a Risk Management Matrix CAWG form 305
- Do you have a current sectional and a grided sectional? Yes \_\_\_\_\_ No \_\_\_\_\_
- Is everyone in the proper uniform? Yes \_\_\_\_\_ No \_\_\_\_\_

### Complete the following after you receive your assignment

- Make sure you have located all potential hazards that you may encounter on your sortie
- CAP FLIGHT NUMBER ; CAPF \_\_\_\_\_
- Your Grid(s) assignment is \_\_\_\_\_
- What will your alternate airport be \_\_\_\_\_

You are now ready to be briefed by Air Operations. Please have your Pilot Certificates and ES cards ready to show the briefer. If you are a trainee make sure you have a 101T card.

NOTE: SAMPLE - THIS FORM MAY NOT BE CURRENT



**HEADQUARTERS  
CALIFORNIA WING-CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
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**Phone (818)989-8100 FAX (818) 989-8108**

**California Wing 'CAPFlight' call Signs**

REVISED 19 Jan 2002

The following is a list of California Wing 'ICOA' aircraft identifier 'CPF' and associated 'CAPFlight' call signs for Official Civil Air Patrol operations, The three (3) letter 'ICAO' identifier is 'CPF' and the call sign is 'CAPFlight'. California Wing has assigned the following 'CAPFlight' call signs:

**NOTE THAT SEGREGATION BY "HQ STAFF, CORPORATE & MEMBER NO LONGER VALID**

**FOR MEMBER OWNED AIRCRAFT WITHOUT AN ASSIGNED NUMBER**

**ICs should assign unused 401 to 499 block numbers.**

| 'CAPFlight 401 - 499 |        |             |     |        |             |     |        |           |     |        |              |
|----------------------|--------|-------------|-----|--------|-------------|-----|--------|-----------|-----|--------|--------------|
| CP<br>F              | TAIL # | OWNE<br>R   | CPF | TAIL # | OWNE<br>R   | CPF | TAIL # | OWNER     | CPF | TAIL # | OWNER        |
| 401                  | N757SQ | Myrick      | 426 |        |             | 451 |        |           | 476 |        |              |
| 402                  |        |             | 427 |        |             | 452 |        |           | 477 | N4877N | SantaRosa    |
| 403                  | N4603N | FALLBRK     | 428 |        |             | 453 | N9353E | Redlands  | 478 |        |              |
| 404                  | N7304N | Fresno      | 429 |        |             | 454 | N9554G | Merced    | 479 |        |              |
| 405                  |        |             | 430 |        |             | 455 |        |           | 480 | N8280E | Redding      |
| 406                  | N206JK | WHIT<br>MAN | 431 |        |             | 456 |        |           | 481 |        |              |
| 407                  |        |             | 432 | N9332H | Whiteman    | 457 |        |           | 482 |        |              |
| 408                  |        |             | 433 |        |             | 458 | N96658 | PaloAlto  | 483 | N6183E | Monterey     |
| 409                  |        |             | 434 |        |             | 459 |        |           | 484 |        |              |
| 410                  | N4810N | Cable       | 435 |        |             | 460 |        |           | 485 |        |              |
| 411                  |        |             | 436 |        |             | 461 |        |           | 486 |        |              |
| 412                  |        |             | 437 |        |             | 462 |        |           | 487 |        |              |
| 413                  |        |             | 438 | N9538E | Camarillo   | 463 |        |           | 488 |        |              |
| 414                  |        |             | 439 |        |             | 464 |        |           | 489 |        |              |
| 415                  | N9815H | PlmSprngs   | 440 |        |             | 465 | N265HP | Eureka    | 490 |        |              |
| 416                  |        |             | 441 | N441SP | Bakersfield | 466 |        |           | 491 |        |              |
| 417                  | N7417N | VanNuys     | 442 |        |             | 467 |        |           | 492 |        |              |
| 418                  |        |             | 443 |        |             | 468 |        |           | 493 |        |              |
| 419                  |        |             | 444 |        |             | 469 |        |           | 494 | N9450E | Torrance     |
| 420                  | N9420R | Torrance    | 445 |        |             | 470 |        |           | 495 |        |              |
| 421                  |        |             | 446 | N4646H | Fullerton   | 471 |        |           | 496 |        |              |
| 422                  |        |             | 447 |        |             | 472 |        |           | 497 |        |              |
| 423                  |        |             | 448 |        |             | 473 | N3173W | Sacramnto | 498 | N7598Z | Upland/Cble  |
| 424                  | N5524H | Sacrament   | 449 |        |             | 474 |        |           | 499 | N97099 | San Louis Ob |
| 425                  |        |             | 450 | N50MB  | Concord     | 475 |        |           | 500 |        |              |

**NOTE: THIS FORM MAY NOT BE CURRENT**

## DEBRIEFING GUIDE

Before you begin:

- Make sure you have lead sheets (CAWG form 22h)
- Get the aircrews CAWG ICS 204a from the "In Grid" folder

Reminders:

- The pilot should not be the major voice, he is just the driver
- Fill out a Lead Sheet for anything that you feel is important. Give to the IC immediately
- It is suggested that you use the worksheet below or be conservative with the POD. Consider who and how many are in the plane. If two pilots are in the plane make a reduction for this.

Checklist:

- Adjust ATA time so that it matches the pilot's actual start and stop time (Hobbs or tach time).
- Make sure the two lower right boxes on the 204a are the same.
- Make sure you have added in the Inbound and Outbound times
- Make sure the form 104 is in agreement with the CAWG form 23.
- Note duty day = 14 hours (60-1,2-14) & 8 hour max. flight time
- Mail 108 to IC and NOT wing

**POD WORKSHEET (to be used in conjunction with the [POD table](#))**

| Ground Cover Description   | POD | Multiple | % of grid in decimal | = |            |  |
|--|-----|----------|----------------------|---|------------|--|
| Open and flat  |     | X        |                      | = | <b>(A)</b> |  |
| Moderate Tree cover  |     | X        |                      | = | <b>(B)</b> |  |
| Heavy Tree Cover   |     | X        |                      | = | <b>(C)</b> |  |
| <b>(A) + (B) + (C) TOTAL POD (add POD from above)</b>                |     |          |                      |   | <b>(D)</b> |  |
| CREW ADJUSTMENT (Multiple .5 by # of Obsrs/Scnrs Not counting pilot) |     |          |                      |   | <b>(E)</b> |  |
| <b>(D X E) SUBTOTAL</b>  |     |          |                      |   | <b>(F)</b> |  |
| GRID TIME ADJUSTMENT (Grid time divided by 2)                        |     |          |                      |   | <b>(G)</b> |  |
| <b>(G X F) ACTUAL POD (multiple total POD by Adjustment #)</b>       |     |          |                      |   |            |  |

The aircrew says that 50% of their search area was Open and Flat and from looking at the POD chart they say that they had a POD of 15 for this area of the grid. 10% of the grid had a Moderate cover and a POD of 10. The remaining 40% of the grid was Heavy cover and a POD of 5 was determined for this area of the grid. There was Three scanners on board (not counting the pilot). They spent 1.5 hours in the grid (this does not include enroute time)

### POD WORKSHEET

| Ground Cover Description   | POD | Multiple | % of grid in decimal | = |     |           |
|--|-----|----------|----------------------|---|-----|-----------|
| Open and flat  | 15  | X        | .5 (50%)             | = | (A) | 7.5       |
| Moderate Tree cover  | 10  | X        | .1 (10%)             | = | (B) | 1         |
| Heavy Tree Cover   | 5   | X        | .4 (40%)             | = | (C) | 2         |
| (A) + (B) + (C) TOTAL POD (add POD from above)                       |     |          |                      |   | (D) | 10.5      |
| CREW ADJUSTMENT (Multiple .5 by # of Obsrs/Scnrs Not counting pilot) |     |          |                      |   | (E) | 1.5       |
| (D X E) SUBTOTAL   |     |          |                      |   | (F) | 15.75     |
| GRID TIME ADJUSTMENT (Grid time divided by 2)                        |     |          |                      |   | (G) | .75       |
| (G X F) ACTUAL POD (multiple total POD by Adjustment #)              |     |          |                      |   |     | <b>12</b> |

### SAMPLE 2

The aircrew says that 10% of their search area was Open and Flat and from looking at the POD chart they say that they had a POD of 20 for this area of the grid. 30% of the grid had a Moderate cover and a POD of 10. The remaining 60% of the grid was Heavy cover and a POD of 5 was determined for this area of the grid. There was ONE scanner on board (not counting the pilot). Total time actually IN GRID 2.5 hours.

### POD WORKSHEET

| Ground Cover Description   | POD | Multiple | % of grid in decimal | = |     |          |
|--|-----|----------|----------------------|---|-----|----------|
| Open and flat  | 20  | X        | .1 (10%)             | = | (A) | 2        |
| Moderate Tree cover  | 10  | X        | .3 (30%)             | = | (B) | 3        |
| Heavy Tree Cover   | 5   | X        | .6 (60%)             | = | (C) | 3        |
| (A) + (B) + (C) TOTAL POD (add POD from above)                       |     |          |                      |   | (D) | 8        |
| CREW ADJUSTMENT (Multiple .5 by # of Obsrs/Scnrs Not counting pilot) |     |          |                      |   | (E) | .5       |
| (D X E) SUBTOTAL   |     |          |                      |   | (F) | 4        |
| GRID TIME ADJUSTMENT (Grid time divided by 2)                        |     |          |                      |   | (G) | 1.25     |
| (G X F) ACTUAL POD (multiple total POD by Adjustment #)              |     |          |                      |   |     | <b>5</b> |

| OPEN FLAT TERRAIN     |                   |      |      |      | MODERATE TREE COVER AND/OR HILLY |                   |      |      |      | HEAVEY TREE COVER AND/OR VERY HILLY |                   |      |      |      |
|-----------------------|-------------------|------|------|------|----------------------------------|-------------------|------|------|------|-------------------------------------|-------------------|------|------|------|
| SEARCH ALTITUDE (AGL) | SEARCH VISIBILITY |      |      |      | SEARCH ALTITUDE (AGL)            | SEARCH VISIBILITY |      |      |      | SEARCH ALTITUDE (AGL)               | SEARCH VISIBILITY |      |      |      |
| Track Spacing         | 1 mi              | 2 mi | 3 mi | 4 mi | Track Spacing                    | 1 mi              | 2 mi | 3 mi | 4 mi | Track Spacing                       | 1 mi              | 2 mi | 3 mi | 4 mi |
| <b>500 FT</b>         |                   |      |      |      | <b>500 FT</b>                    |                   |      |      |      | <b>500 FT</b>                       |                   |      |      |      |
| .5 mi                 | 35%               | 60%  | 75%  | 75%  | .5 mi                            | 20%               | 35%  | 50%  | 50%  | .5 mi                               | 10%               | 20%  | 30%  | 30%  |
| 1.0                   | 20                | 35   | 50   | 50   | 1.0                              | 10                | 20   | 30   | 30   | 1.0                                 | 5                 | 10   | 15   | 15   |
| 1.5                   | 15                | 25   | 35   | 40   | 1.5                              | 1                 | 15   | 20   | 20   | 1.5                                 | 5                 | 5    | 10   | 10   |
| 2.0                   | 10                | 20   | 30   | 30   | 2.0                              | 5                 | 10   | 15   | 15   | 2.0                                 | 5                 | 5    | 10   | 10   |
| <b>700 FT.</b>        |                   |      |      |      | <b>700 FT.</b>                   |                   |      |      |      | <b>700 FT.</b>                      |                   |      |      |      |
| .5 mi                 | 40%               | 60%  | 75%  | 80%  | .5 mi                            | 20%               | 35%  | 50%  | 55%  | .5 mi                               | 10%               | 20%  | 30%  | 35%  |
| 1.0                   | 20                | 35   | 50   | 55   | 1.0                              | 10                | 20   | 30   | 35   | 1.0                                 | 5                 | 10   | 15   | 20   |
| 1.5                   | 15                | 25   | 40   | 40   | 1.5                              | 10                | 15   | 20   | 25   | 1.5                                 | 5                 | 5    | 10   | 15   |
| 2.0                   | 10                | 20   | 30   | 35   | 2.0                              | 5                 | 10   | 15   | 20   | 2.0                                 | 5                 | 5    | 10   | 10   |
| <b>1000 FT.</b>       |                   |      |      |      | <b>1000 FT.</b>                  |                   |      |      |      | <b>1000 FT.</b>                     |                   |      |      |      |
| .5 mi                 | 40%               | 65%  | 80%  | 85%  | .5 mi                            | 25%               | 40%  | 55%  | 60%  | .5 mi                               | 15%               | 20%  | 30%  | 35%  |
| 1.0                   | 25                | 40   | 55   | 60   | 1.0                              | 15                | 20   | 30   | 35   | 1.0                                 | 5                 | 10   | 15   | 20   |
| 1.5                   | 15                | 30   | 40   | 45   | 1.5                              | 10                | 15   | 20   | 25   | 1.5                                 | 5                 | 10   | 10   | 15   |
| 2.0                   | 15                | 20   | 30   | 35   | 2.0                              | 5                 | 10   | 15   | 20   | 2.0                                 | 5                 | 5    | 10   | 10   |





NOTE: SAMPLE - THIS FORM MAY NOT BE CURRENT

| Aircraft Ops Summary<br>CAWG ICS 220a |         | Incident Name/Number |            | Date         |     | Incident Base |     | Page of Pages |      | Remarks             |            |       |       |
|---------------------------------------|---------|----------------------|------------|--------------|-----|---------------|-----|---------------|------|---------------------|------------|-------|-------|
|                                       |         | Aircraft             |            | Sortie Times |     | Flight Times  |     | Sortie Total  |      |                     |            |       |       |
| N-Number                              | C/<br>M | Make/Model           | Assignment | ETD          | ATD | ETE           | ETA | ATA           | Inbd | To/<br>From<br>Grid | In<br>grid | Outbd | Total |
| 1                                     |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 2                                     |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 3                                     |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 4                                     |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 5                                     |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 6                                     |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 7                                     |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 8                                     |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 9                                     |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 10                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 11                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 12                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 13                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 14                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 15                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 16                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 17                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 18                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 19                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| 20                                    |         |                      |            |              |     |               |     |               |      |                     |            |       |       |
| <b>Total</b>                          |         |                      |            |              |     |               |     |               |      |                     |            |       |       |