



Civil Air Patrol, Delaware Wing Training Document TD-003: Mission Records



Providing proper and completed mission records is vital to maintaining a true and correct representation of the activities that occur on any mission. CAP is required to maintain certain records for each mission, and adherence to this requirement is checked during a wing's Compliance Inspection ("CI"). The purpose of this document is to detail the very minimum of records that are required for missions conducted by DEWg, in order to ensure that we maintain compliance with both CAP and USAF requirements.

Form 104

All air sorties are required to have a completed Form 104 on file. This includes all flights, regardless of the type of mission (MX, DeIDOT, SAREX, CD, O-Flights, etc.). If a plane goes in the air, a completed Form 104 is required.

The preferred method of completing a Form 104 is electronically, through the use of the "brief" and "debrief" sections of the sortie in WMIRS. If access to WMIRS is not available, the paper version of the Form 104 may be utilized; however, that paper version must be uploaded to the mission files or the information may be transferred to the electronic version as soon as possible once access to WMIRS is restored.

During an event with a formal ICP structure, all Form 104s should be completed during the course of the mission. Proper briefing and debriefing of pilots and aircrew by an AOBD will automatically provide the information necessary to complete the Form 104. It is the responsibility of the IC to ensure that all Form 104 information has been captured by the AOBD prior to the closing of the ICP.

Any sortie flown on a mission with no formal ICP (such as an MX or DeIDOT sortie) still needs to have a Form 104 completed. The Form 104 must be completed within 24 hours of the completion of the sortie. Each pilot who flies a sortie on a non-ICP mission is responsible for the completion of the Form 104 for that particular sortie.

A sample Form 104 showing the required areas of completion is included at the end of this document for reference.

Form 109

All ground sorties are required to have a completed Form 109 on file. This includes all flights, regardless of the type of mission. If a ground resource is dispatched for a mission, a completed Form 109 is required.

The preferred method of completing a Form 109 is electronically, through the use of the “brief” and “debrief” sections of the sortie in WMIRS. If access to WMIRS is not available, the paper version of the Form 109 may be utilized; however, that paper version must be uploaded to the mission files or the information may be transferred to the electronic version as soon as possible once access to WMIRS is restored.

During an event with a formal ICP structure, all Form 109s should be completed during the course of the mission. Proper briefing and debriefing of ground team members by a GBD will automatically provide the information necessary to complete the Form 109. It is the responsibility of the IC to ensure that all Form 109 information has been captured by the GBD prior to the closing of the ICP.

Any sortie performed on a mission with no formal ICP still needs to have a Form 109 completed. The Form 109 must be completed within 24 hours of the completion of the sortie. The designated leader of the ground sortie on a non-ICP mission is responsible for the completion of the Form 109 for that particular sortie.

ICS 201

All missions that have a formal ICP structure must have an ICS 201 completed. The PSC is the person responsible for the creation, update, and completion of the ICS 201. The IC is responsible for ensuring that the ICS 201 is completed prior to the closing of the ICP. If the ICS 201 is not completed at the end of the mission, the ICS 201 may be completed and uploaded to the mission no later than 24 hours after the completion of the mission.

CAPF 122

All REDCAP missions require the completion of a CAPF 122. This form shall be completed by the IC, and uploaded to the mission as soon as possible, but in no case later than 12 hours, after the completion of the mission.

Fuel Receipts

All fuel receipts for all air and ground sorties shall be uploaded to their appropriate missions no later than 24 hours after the completion of the sortie.

MISSION FLIGHT PLAN/BRIEFING FORM					Tracking Number
MISSION DATA SECTION					
Mission Number	Mission Name		Mission Symbol	Mission Date	
17-A-XXXX	Annual Consolidated MX		A9	12/31/2019	
MANIFEST, QUALIFICATIONS & AIRCRAFT DETAILS					
Pilot (Name & CAPID)					
Yeager, Chuck (999999)			Transport Mission Pilot		
Crew Member / Passenger 1 (Name & CAPID)					
Crew Member / Passenger 2 (Name & CAPID)					
Crew Member / Passenger 3 (Name & CAPID)					
Crew Member / Passenger 4 (Name & CAPID)					
Crew Member / Passenger 5 (Name & CAPID)					
Crew Member / Passenger 6 (Name & CAPID)					
Crew Member / Passenger 7 (Name & CAPID)					
Crew Contact (Phone, E-mail, etc.)					
Chuck Yeager, 555 555 0000					
Tail Number	Callsign	Type	TAS (Knots)	Color/Description	<input checked="" type="checkbox"/> CAP <input type="checkbox"/> Member Owned
N123DE	999	C172	110	WHITE/RED/BLUE	
Fuel (In Hours)	Aircraft & Aircrew Equipment				
5					
Home Base	Transponder	VOR		GPS -	
	CAP FM Radio	Becker DF		Survival Kit	
	Life Raft & Vests				
RELEASING OFFICERS					
<input type="checkbox"/> Phone Briefing	Briefer (Name & CAPID)	Flight Release Officer (Name & CAPID)		Flight Release DTM (Z)	
		Gen Carl Spaatz 000001		12/31/2019 12:12 PM	

BRIEFING INFORMATION

Facility		Sortie # A0001	Sortie Type MX Crew Transport/Drop/PU	Area of Operations
Dep. Airport KILG	Dest. Airport KXXX	ETD (Z) 04:00		ETA (Z) 05:00
Base Telephone	Base Callsign	Channels		
		Base	Air/Ground	Air/Air

Required Radio Checks and Contacts

Msn Complete via phone/email

Other Aircraft in Area (Location & Callsign)	Ground Teams in Area (Location & Callsign)
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Sortie Objectives

Deliver crew for mx p/u OR Deliver Crew for mx drop OR Acft to mx facility OR Acft from mx facility

Sortie Deliverables

Crew delivered for mx action OR Acft dropped/picked up from mx facility

Actions To Be Taken On Objectives & Deliverables

Route of Flight

Altitude Assignment & restrictions	Airspeed Expected & Restrictions
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Aircraft Separation (Adjoining Areas)

Emergency / Alternate Fields

Military Low Altitude Training Routes

Hazards To Flight

Weather (Current & Forecast)		
Current Local	Current En Route	Current Area of Operations
Forecast Local	Forecast En Route	Forecast Area of Operations

BRIEFING INFORMATION CONTINUED

<input type="checkbox"/> Flight Plan Required	<input type="checkbox"/> Flight Plan Filed	<input type="checkbox"/> Flight Plan Opened
<input type="checkbox"/> ORM Matrix Complete	<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	<input type="checkbox"/> Risk Assessment Approval
Special Instructions (Including Risk Mitigation Procedures)		
Crew Notes		

DEBRIEFING INFORMATION

<input type="checkbox"/> Flight Plan Closed	ATD	ATA	Tach End	Hobbs End
	04:01	04:58	1456.0	1482.2
			Tach Start	Hobbs Start
			1455.0	1481.0
Hobbs To/From	Hobbs In Area		Hobbs Total	
			1.2	
Fuel Used (Gal)	Oil Used (Qt)	Fuel & Oil Cost	Receipt #	<input type="checkbox"/> Wing Paid

Summary
If desired, any additional information that had an impact on the mission in order to pass along to others or to clarify anything in the mission.

Results/Deliverables
Crew delivered for acft mx pick up/drop OR Acft retrieved/delivered to/from mx facility

Weather Conditions

Remarks
Any pertinent comments if needed. Example: Three legs flown for crew transport because two pilots in different locations needed picked up in order to ferry two additional acft.

Sortie Effectiveness **ENSURE ONE OF THE BELOW BLOCKS ARE COMPLETED (Successful, Marginal, etc)**
 Successful Marginal Unsuccessful Not Flown Not Required

Reason (if not successful)
 Weather Aircraft Maintenance Equipment Failure
 Crew Unavailable Customer Cancellation Other

Attachments & Documentation

DEBRIEFING OFFICER

<input type="checkbox"/> Phone Debriefing	Debriefer (Name & CAPID)	Time & Date Debriefed
	Roscoe Flatts, 000002	18:00 PM 12/31/2019