



ADMINISTRATIVE PREFLIGHT CHECKLIST



1. FLIGHT RELEASE OBTAINED AND RECONFIRMED WITH FLIGHT RELEASE OFFICER PRIOR TO FLIGHT.
2. PILOT MEETS ALL REQUIREMENTS OF CURRENT CAPR 60-1, AS AMENDED.
3. PILOT QUALIFIED FOR FLIGHT:
 - A. HAS CURRENT CAPF 5 ON FILE FOR AIRCRAFT TYPE AND CATEGORY.
 - B. HAS CURRENT CAPF 91 ON FILE FOR MISSION PILOT OR MISSION TRANSPORT PILOT IF ACTUAL MISSION.
4. PILOT AND FLIGHT CREWMEMBERS POSSESS THE FOLLOWING REQUIRED PERSONAL DOCUMENTS:
 - A. FAA PILOT'S LICENSE AND CURRENT MEDICAL CERTIFICATE (PILOT ONLY).
 - B. CAP MEMBERSHIP CARD (ALL).
 - C. CAP 101, 101T OR 101CD CARD (IF APPLICABLE).
 - D. CAP ROA CARD (RADIO OPERATOR).
 - E. PROPER CAP UNIFORM (ALL).
5. PREFLIGHT PLANNING COMPLETED AS PER FARs, INCLUDING WEATHER BRIEFING, CURRENT VFR / IFR CHARTS AS REQUIRED AND WEIGHT AND BALANCE COMPUTED AND IS **VERIFIED WITHIN LIMITS** FOR THIS FLIGHT.
6. FLIGHT PLAN FILED IF FLIGHT MORE THAN 50 NM. FROM DEPARTURE AIRPORT.
7. CHECK SQUAWK SECTION OF AIRCRAFT INFORMATION FILE FOR MALFUNCTIONS WHICH COULD AFFECT SAFE FLIGHT, AND THEN COMPLETE AIRCRAFT FLIGHT TIME LOG (TACH AND / OR HOBBS, MISSION NUMBER ETC.).

IMPORTANT TELEPHONE NUMBERS

SDIS SATELLITE TELEPHONE NUMBER FOR THIS AIRCRAFT: _____

	NAME	PHONE
UNIT SAFETY OFFICER	_____	_____
UNIT MAINTENANCE OFFICER	_____	_____
UNIT SCHEDULING OFFICER	_____	_____
UNIT OPERATIONS OFFICER	_____	_____
UNIT FLIGHT RELEASE OFFICERS	_____	_____
	_____	_____
WING COMMANDER	_____	_____
REGION COMMANDER	_____	_____
NATIONAL OPERATIONS CENTER	CAP-NOC Duty Officer	(888) 211-1812