



# 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 OR MISSION TRANSPORT PILOT IF ACTUAL MISSION.
4. PILOT AND FLIGHT CREWMEMBERS POSSESS THE FOLLOWING REQUIRED PERSONAL DOCUMENTS:
  - A. FAA PILOT AND CURRENT MEDICAL CERTIFICATES (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 COMPLETE AIRCRAFT FLIGHT TIME LOG (TACH AND/OR HOBBS, MISSION NUMBER ETC.).

## IMPORTANT TELEPHONE NUMBERS

	NAME	TELEPHONE
SCHEDULING OFFICER	_____	_____
OPERATIONS OFFICER	_____	_____
SAFETY OFFICER	_____	_____
EMERGENCY SERVICES OFFICER	_____	_____
FLIGHT RELEASE OFFICERS	_____	_____
	_____	_____
	_____	_____
WING COMMANDER	_____	_____
REGION COMMANDER	Col Richard Greenhut	917-754-7288
NATIONAL OPERATIONS CENTER	NOC Duty Officer	888-211-1812