



HEADQUARTERS COLORADO WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
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05 February 2024

MEMORANDUM FOR COWG Commanders, COWG Pilots, COWG Operations Officers, COWG Incident Commanders

FROM: COWG/DO

SUBJECT: Sortie Documentation Guidance

1. The following memo is created to provide guidance to COWG members regarding the expectations of CAPNHQ & CAP-USAF specific to sortie documentation.
  - a. CAPNHQ Reference: <https://www.gocivilairpatrol.com/programs/emergency-services/pilots/web-mission-information-and-reporting-system-wmirs/brief--debrief-sorties>
2. The general expectation for sortie documentation is that all fields on a sortie (CAPF104) are to contain pertinent information for that given sortie.
3. Specific fields of importance listed by Mission Symbol
  - a. All Symbols
    - i. Actual Depart (ATD) / Arrival (ATA) Times
    - ii. Hobbs, Tach
    - iii. Fuel/Oil purchase
      1. Fuel Sorties
        - a. Proper Fuel Receipt annotation, as specified in COWG supplement to CAPR 173-1
        - b. Fuel purchase source (CAPNHQ, COWG, or Member)
        - c. Indicate sortie fuel purchase details in Remarks field
          - i. Sortie numbers included on fuel purchase
      2. 'No Fuel' Sorties
        - a. 'No Fuel' indication/check box
        - b. Fuel purchase source (CAPNHQ, COWG, or Member)
        - c. Indicate sortie fuel purchase details in Remarks field
          - i. Sortie number where fuel was purchased
    - iv. Sortie Effectiveness for flown sorties (Successful/Marginal/Unsuccessful)
    - v. Any documentation identified during mission briefing
  - b. A5: AF Training and Evaluation
    - i. Hobbs To/From, Hobbs in Area
    - ii. Document training objectives
    - iii. Document training completed or not completed
      1. Document circumstances leading to non-completion
  - c. A12: AF Pilot Proficiency

- i. AFAM Profile completion documentation, as specified in CAPS 71-4
- d. A15: AF Cadet Orientation
  - i. Orientation Flight Syllabus (Sortie Manifest)

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COWG/DO

Approved

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