

Cross Country Planning Checklist

I. Accommodations

A. **Get PPRs as early as possible! Write down the # and carry it with you in the acft.**

B. **BOQ rooms/Accommodations**

1. Get government rate and get the cancellation policy
2. Get confirmation number or name of person you spoke with
3. Look to Admin if orders are needed

C. Friend / Family/Significant acquaintance

1. Call / Confirm
2. Advise of possible changes due to wx or a/c

D. Airshow

1. Always confirm rooms will be provided
 - a. Preferably one per crew member
2. Rental Car / Per diem – know your limits

II. Planning

A. Maps / Pubs for any part that **MAY** be flown through

1. VFR Sectionals
2. Low-Altitude - regardless if VFR
3. FIH
4. IFR and VFR supplement
5. NATOPS (big one)
6. SIDS / STARS
7. Terminal area charts for every area major class B airspace

B. Route

1. Most direct – Preferred. Ask IP.
 - a. **Highlight the entire route on ALL maps (IFR and VFR charts)**
 - b. Make map changeover points for easier transition
 - c. Doghouses with
 1. Heading
 2. Distance
 3. Time enroute no wind
 4. Make them SMALL and far enough away from route to navigate along route
2. **Longest legs first, shortest last for each fly day**
 - a. Route going need not be the same as RTB
3. Alternate route for wx?
4. Highlight as many Airports with contract fuel as possible for divers
 1. Check IFR and VFR supplement and call to confirm fuel is available
Also check DESC website
 2. Calls can be made on the squadron phones long distance
5. Highlight all obstacles along the route (ie towers, mountains, airspace)
6. Make jet logs with time, distance and fuel
 - a. Winds are a factor but jet logs made with no wind corrections are easily updated once actual winds are known

B. Do a best case/worst case scenario jet log if winds are greater than 10 knots

C. Airports

1. Contract fuel
 - a. **Always call don't assume IFR/VFR supplements are correct**
 - 1) Remember they will still take the govt card even though they don't have a govt contract so ask the right questions.
 - b. VFR flights - FBO preferred, quicker in and out
 - c. IFR flights -
 1. Military easier to get clearance - standardized
 2. Wx usually readily available
2. **Check hours** they'll be open in case you're late or early
3. **GPU** - be sure it is compatible with A/C
 - a. 28v/400amp.
4. Approaches available
 - a. ILS preferred
 - b. Aligned with arrival heading, try to prevent vectors 15nm other side of airport
 - c. STARS for major airports
5. Frequency for FBO or any special procedures for airport
 - a. Check AP1, GP, and approach plates
 - b. **NOTAMS**
 1. Class I day of departure
 2. Class II most recent (Book)
 - a. especially for Airshow information
 - b. special event along route or at destination have procedures
6. Print out booklet on 5x8 (2 per page printing) of all airport diagrams and highlight FBO location and any special info on them for easy cockpit reference.

D. Airspace

1. B-G
 - a. Will you pass through it
 - b. What frequency / who to talk with
 - c. NOTAMS some airspace has effective hours
2. Special Use
 - a. MOA's
 1. Active - Check hours and NOTAMS
 2. Frequency / controlling agency
 - a. Flight following VFR
 3. Type activity
 - b. Restricted
 1. Effective
 2. Boundaries
 - a. lateral/horizontal
 - b. Fly over/under

III. Packing the night before

A. Clothes

1. Climate/Temperature/duration
2. Be prepared for the worst, ie down in a farmers field/uncontrolled airport

B. Flashlight

C. Money/Credit Card/Travelers Checks

D. Most of all make sure the bag is portable and LIGHT

E. CHARGED CELL PHONE

IV. Day prior Preps

A. Flight plans made up for each leg.

1. Wx will want a flight plan with all your stops on it
2. You can file each leg after you stop or at one time at Base Ops
 - a. Recommend one leg at a time to prevent FSS from closing or losing your entire plan after each stop. Good practice anyway.
3. Make copies for the pilot in the front and leave one with ODO
4. Have the PPR numbers on the flight plan and avail in the cockpit

B. Get a fuel packet and fuel log sheet. INVENTORY IT. Ask Wx if they will have a wx packet and brief ready to go early in the morning.

D. It is possible to brief the day prior, but in the spirit of the NATOPS brief do it the day of. It'll only take 3-4 minutes.

E. Assign duties for the next morning.

1. One person file and get weather
2. One take all gear to Aircraft/Preflight
 - a. Insp CCX kit for all covers and tiedowns
3. IP get orders/supervise (preflight)

V. Departure Time

A. Double check nothing is forgotten.

B. Have the flight plan and weather up front

C. Have maps ready to go

1. Only what you MAY possibly need for route of flt and divert.
2. Maps folded as necessary (IFR and VFR regardless of type of flt)

D. Always have that airport's approach plate field diagram/booklet out for reference.

VI. Flight Procedures

A. Each IP has his own method of madness, ask before. Some things must be done at each airport and are common for all operations.

1. Activate Flight Plan with FSS or whoever is available with actual T/O time.
2. Be ready to contact Specific controlling agencies for IFR or VFR flight following.
3. Update fuel log and time for ETA for winds. Be sure you have enough fuel to complete the mission. IE get from PT A to PT B.
4. Update weather along the way and be aware of deteriorating weather.
5. Aviate, Navigate, Communicate
 - a. Use nav aids for IFR and as backup while VFR
 - b. Be ready with next freq.

6. Arrival

- a. Have approach plate/booklet out for airport reference or for approach
- b. Get weather as soon as possible (ATIS/ASOS/ ask ATC)
 - 1) Usually just outside 30 nm from airport
- c. Once up terminal area ATC inform of intentions (request)
 1. VFR - ID, position, and intentions (usually full stop)
 2. IFR - ID, altitude, ATIS (letter) and request
(ie intentions for approach(s) to full stop)

a) opposite direction approaches are sometimes possible at smaller and less busy airports. Can't hurt to ask.

7. Ground

- a. Use approach plate to nav
- b. Ask for progressive taxi if necessary ('taxi to contract fuel')
- c. Be wary of taxi directions, your the last word for your own safety

8. Once at shutdown

- A.. Take appropriate charts, plates, and flight plan for next leg
- B. Call FSS (1-800-WX – BRIEF)
 1. Close out flight plan
 2. File next leg
 3. Get wx and new NOTAMS for next leg
 - a. If there is a SIGMET or wx box of any kind get #, dimensions, where it is and direction/speed of travel
 - b. **NEVER** take a forecasters word that you are in it. They are not geography majors!
- C. Call base with a SOD report.
- D. Don't forget fuel card
- E. **DO ANOTHER PREFLIGHT** – you have no idea what Joe the Fueller did to your acft and if another IP 'inspected' your gear while you were NOT there.

VI. Destination

- A. Close out Flight Plan
- B. Secure Aircraft
 1. **Disconnect Battery**
 2. Be sure your able to tie down aircraft
 3. No flap allowed in rotor blade (tiedown taunt). (Helos only)
 4. Put plugs in tight, pitot tube and AOA covers
- C. DO NOT refuel aircraft (morning of departure only or it will expand and dump on ramp)
- D. Lock aircraft and secure gear
- E Leave number with cognizant authority for disposition of aircraft or emergency
 1. Get a number for you to call for fuel on departure date and for any other reason
- F. Distribute recalls among all crew members
 1. SET brief time for return day.
- G. SOD call to squadron with recall.

VII. While off site

- A. Be safe on liberty and have a buddy
- B. Check the WX for return day as you may have to leave early
 1. **Your mission is to do the training flights and get the acft back on time.**
 2. Do not go partying and drinking if the weather on Return date is going to be bad. If it is
And you chose to stay and thereby can't get home on time. Have your Khakis/Class Cs ready for interview w/XO on RTB.

VIII. Return trip

- A. Set up brief time
 1. Think of crew day

2. Prepare the night before (pack, paperwork, evidence?)
3. Take into account B-to-B time
4. Assign duties for departure day
5. Coordinate Transport to airfield/aircraft

B. At airfield/aircraft

1. File and get wx
2. Break down and preflight D/T aircraft (fuel sample)
3. Pack

C. Same procedures for returning home as coming

1. **Avoid get-home-itis**
2. If wx is a factor still fly but don't push, Have alternates available with rooms etc. Crew day is still a factor.