|  |  |
| --- | --- |
| **Action** | **Complete?** |
| **Anytime prior to departure:** |  |
| Ensure Government CC is active for all USN/USMC [www.citimanager.com/login](http://www.citimanager.com/login) |  |
| Write name on the CCX board and identify students |  |
| Call to determine ramp space/availability at destination |  |
| Call to determine contract fuel & GPU requirements at all intermediate stops |  |
| IP Reserve hotel rooms for the entire crew at [www.fedrooms.com](http://www.fedrooms.com)  |  |
| **By Tuesday before departure:** |  |
| Complete ‘HT-18 CCX Request’ form located at the FDO desk. Turn into Admin and OPS |  |
| Complete ‘TW-5 CCX Request Checklist’ form located at the FDO desk and turn into OPS |  |
| Complete ‘Guidelines for CCX Flights’ form located at the FDO desk and turn into OPS |  |
| Plan flight route with students paying special attention to all Special Use Airspace  |  |
| Create and print Kneeboard Cards and Smart Pack for all crewmembers |  |
| **By Day of Departure:** |  |
| Brief route of flight and all discuss items with the crew |  |
| Ensure you have checked Weather/NOTAMS for your entire route of flight |  |
| IP brief the CO/XO on route of flight and ORM considerations prior to takeoff |  |
| File the flight plan with Base Ops |  |
| Grab a copy of your orders from Admin for the entire crew |  |
| Grab the Fuel Packet |  |
| Check out & preflight NVGs from the paraloft if any portion is to be flown after sunset |  |
| Verify the CCX kit from Maintenance before you place into the baggage compartment |  |
| Consider attempting a battery start at KNDZ prior to launch |  |
| **At each intermediate stopover:** |  |
| Determine the amount of fuel **to be added** to your current fuel load and notify FBO |  |
| Ensure flight plan is closed out and refile as necessary |  |
| Grab updated weather/NOTAMS at your next landing location |  |
| Pay for fuel and sign receipt at FBO front desk |  |
| Return fuel card and fuel receipt to Fuel Packet |  |
| Wear the NVGs if the next leg will continue past sunset |  |
| **After landing at final destination:** |  |
| Close out flight plan with the FAA |  |
| Call/Text FDO with Xs complete and hours flown for the day |  |
| Install blade tiedown strap |  |
| Unplug battery from nose bay |  |
| Pull the STBY BAT circuit breaker in the baggage compartment |  |
| Place pitot heat covers over the pitot static system |  |
| Place engine exhaust covers after engine has cooled sufficiently |  |
| Place NVGs in the baggage compartment |  |
| **After returning to KNDZ:** |  |
| Ensure no FOD is left in the aircraft |  |
| Log all legs of the flight appropriately and ensure Mx Control has a copy |  |
| Write any outstanding MAFs on the aircraft |  |
| Return fuel packet |  |

**HT-18 Cross Country Plan of Action and Milestones (POAM)**