**Week before:**

* Turn in paperwork:
	+ Request forms
	+ HT-28 tracker (in CCX binder in IP Ready Room)
	+ Cross-Country pledge
	+ Double check that students actually put in snivels (usually Thursday 1600).
* Exchange phone numbers with students.
* Get PPR, if required.
* Check their route of flight, contract fuel, hours of FBO, and start carts.
* Get lodging and rental car.
* Explain expectations for students:
	+ At least one set of IFR and VFR charts for route and anyplace you may divert.
	+ Ready to brief the Thursday night before leaving.
	+ Have a backup location in mind for weather.
	+ Call each vendor and ensure they still have contract, what their phone number and radio frequency are, what they are called on the radio, where they are located on the field, if they have ramp space, and any special fees.
	+ That Friday morning we should print NOTAMS, WX brief, conduct ORM/NATOPS and go.

**Night before:**

* Check forecast.
* Check for fuel contracts
	+ <https://www.airseacard.com/cgi-bin/airsea_website/fbo_locator.cgi>.
	+ <https://ports.desc.dla.mil/ip_cis/ipcis_main?class=IPCISDriver&method=Process_req>
* Submit DD-175-1 request (<https://fwb.metoc.navy.mil/fwb10/>).
* Get orders from Admin.
* Brief students.
	+ Time of actual arrival to squadron (may differ from schedule) (Watch sunset times for N4101).
	+ List of things they’ll need for trip (see “morning of” list).
	+ Bring snacks/lunch, if required.

**Morning of:**

* Print WX, check winds aloft.
* Print NOTAMS, check TFRs.
* ORM & NATOPS briefs.
* Brief students on expectations
	+ Observer ready to hop out to close out/file on touchdown with fuel card.
	+ Flying SMA responsible for strapping the tail and retrieving the fuel card.
	+ Be conscious of doors and wind.
* Check for:
	+ Orders
	+ Required publications
	+ Grade cards
	+ Printed NOTAMS
	+ Printed WX
	+ Fuel packet
	+ CCX kit/Wheels (check they are not flat)
	+ Personal gear

**Following RTB**

* Complete travel claim with Admin
* Within 5 working days create gouge packet for route and destination
* Debrief Ops on recruiting visit