

Transportation Sortie Checklist

Revised 23 Mar 2020

This is a checklist for Mission 20-1-4898 COVID-19 SEOC Transport 20-2

- When contacted by the Incident Commander, provide the following information:
 - The vehicle that you will use – The Konza van is 14011
 - The airmen that will be on the sortie – they prefer to have one for this mission
 - Your estimated departure time – from your residence
 - On a separate clipboard or notebook record the information below. This will be your sortie log
 - Mission number - 20-1-4898
 - Date – when you received the call
 - Time – when you received the call
 - Incident commander name
 - Incident commander phone

- Drive to the CAP vehicle parking space
 - Unlock the driver-side front door with the valet key
 - Unlock the glove box
 - Retrieve the ignition fob from the glove box
- Inspect vehicle - use the inspection form in the logbook – see the inspection tab in the logbook
- On the sortie log, record the information below
 - Log the odometer mileage (starting miles)
 - Log the departure time
- Drive to the destination
 - Log the arrival time
 - Collect the package
 - Log the departure time
- Drive to the destination – probably back to Manhattan
 - Log the arrival time
 - Deliver the package
 - Log the departure time
- Refuel the vehicle – when you need more fuel (long sortie) and when you return to Manhattan
 - Retrieve the WEX credit card from the logbook – not the Air Force credit card
 - Swipe the WEX card
 - Enter your 4-digit PIN
 - Enter the current odometer mileage
 - Select unleaded (lowest grade)
 - Print receipt – very important
- Drive to the CAP vehicle parking space – at the KSU police department, Edwards Hall
- On your sortie log, record this information
 - Log the arrival time
 - Log the odometer miles (ending miles)
- Log the usage in the vehicle logbook
 - Operation tab – pink form
 - Enter the mission number in the Mission column on the next unused line
 - Enter the number of hours – the arrival time minus the initial departure time, round to next hour
- Lock the van

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- Store the ignition key fab in the glove box
- Lock the glove box with the valet key
- Keep the valet key in your hand
- Lock the van
- Return to your residence
- Document the sortie on the fuel receipt – write this on the receipt
 - Mission number
 - Sortie number
 - Your first and last name
 - Your CAPID
 - Ending miles – that you logged above
 - Beginning miles – that you logged above
 - The miles traveled – end miles minus beginning miles
- Take a photo or scan the receipt – with the additional information listed above
- Close the sortie in eServices/WMIRS
 - Logon to eServices
 - Click **Menu** (upper left)
 - Select **Operation** (left menu)
 - Select **WMIRS 2.0**
 - Enter **20-1-4898** in the Filter Mission Below prompt
 - Click **Edit/View Ground Sorties** (hyperlink)
 - Click **Debrief** (hyperlink) (for your sortie)
 - Enter [**actual departure time – from home**] (ATD prompt)
 - Enter [**actual arrival time – when you returned home**] (ATA Time prompt)
 - Enter [**starting miles**] (Starting Odometer prompt)
 - Enter [**ending miles**] (Ending Odometer prompt)
 - Enter [**fuel cost**] (Fuel Cost prompt)
 - Enter [**fuel gallons**] (Gallons prompt)
 - Upload [**image of notate fuel receipt**]
 - Enter [**conditions**] eight conditions prompts
 - Enter [**sortie summary**] (Sortie Summary prompt)

Example

We departed our residence, in rural Manhattan, KS at 1715 hrs. The vehicle inspection revealed low air pressure in the front right tire. We drove to a air pump station to correct the tire pressure. Then, we drove to Mosier Hall. At 1748 hrs, we arrived at Mosier Hall. I collected the package and loaded it into the vehicle. We refueled the vehicle and returned to our residence.

Click **Update** (button)