

## Flying

### CAP FLIGHT MANAGEMENT

CAPR 60-1, 02 February 2009 is supplemented as follows:

#### 1. Para 2-1 Basic Rules

2-1 q (Add) Aircrews shall monitor the assigned channel on the CAP FM radio at all times while flying mission sorties. Aircrews conducting proficiency or other non-mission flying will monitor the appropriate CAP radio channel (repeater) for the route of flight. This requirement may be omitted while in the traffic pattern, or at any other time that the PIC determines that monitoring the CAP FM radio may compromise flight safety.

2-1 r (Add) All Arizona Wing Corporate aircraft will be fueled to the following levels. Cessna 182 (all models) to 54 gallons usable and Cessna U206 to 64 gallons usable. Usable fuel levels will be determined by utilizing the Wing furnished plastic tubular dipstick, calibrated for the specific make and model. If during planning the PIC determines the need for additional fuel, it will be added just prior to the flight. At no time will a flight commence without sufficient fuel as dictated by Safety, Federal Aviation Regulations or CAP Regulations.

2-1 s (Add) A minimum aircrew of two (2) persons (pilot and observer/scanner) is required for all search or reconnaissance sorties.

#### 2. Para 2-2 Operation Limits

2-2 b (Add) Except for an actual emergency, unpaved runways and taxiways will not be used by any powered CAP corporate aircraft without prior permission from the Wing Commander. A copy of the approval letter or e-mail will be included with the CAPF 99 and submitted to Wing with the monthly flight reports.

2-2 c (Add) Arizona Wing pilots and aircraft are authorized to conduct flight operations up to 100 nautical miles into the immediately adjacent states of California, Colorado, Nevada, Utah and New Mexico. Flights of greater distance or flights remaining overnight (RON) require prior approval of the Arizona Wing Commander. A copy of the approval letter or e-mail will be included with the CAPF 99 and submitted to Wing with the monthly flight reports.

2-2 g (Add) The flight crew on a sortie of a Supervised Missions requiring flight at night (per FAR 1.1) must be crewed with at least two pilots. The PIC must be night current. The observer must hold a Private Pilot or higher certificate, but need not meet the medical and currency requirements to be PIC of the flight.

2-2 h (Add) Except for a designated CAP check pilot or CAP instructor pilot, the pilot in command will occupy the left seat of the aircraft. Glider operations are unaffected.

2-2 k (Add) A pilot not meeting the recent experience requirements of FAR 61.57(a) (1), (i and ii, day) or FAR 61.57(b), (1), (i and ii, night) may not fly solo in a CAP corporate aircraft. They may regain currency using a CAP corporate aircraft only with a designated CAP Check Pilot or designated CAP Instructor Pilot, who shall approve their return to flight status with a logbook entry.

### 3. Para 2-3. Passenger Requirements

2-3 g (Add) All CAP cadet orientation flights will be conducted in accordance with CAPP 52-7. **Prior to the flight, the Cadet Briefing Officer will present an approved copy of the O-Flight Paper Register (CAPP 52-7 Page 14) for each flight (or group of flights) providing proof to the pilot that all cadets have completed the pre-requisite training or the pilot must cancel the flight.** An "approved" copy will be one that includes the signature, CAPID and date of the Senior Member designated as the Project Officer on the cadet side who verified that all prerequisite actions for the Project Officer (minus entering flight data in WMIRS), Cadet Briefing Officer and Cadets specified in the Suggested Planning Timeline Table (CAPP 52-7 Page 7) were accomplished. The pilot will add his/her signature, CAPID and date to the O-Flight Paper Register and will submit it and the fuel slip to AZWG/OPS via fax or email as soon as possible after the completion of the flight(s). The person designated by the Wing Commander must record the flight in WMIRS within 48 hours of the sortie.

### 4. Para 2-5 Flight Release

2-5 b (Add) Appointments of prospective Flight Release Officers (FRO) will be forwarded to the wing commander for approval on AWF 60. A completed copy of the approval will be returned to the unit. No prospective FROs may perform FRO duties until the AWF 60 is returned to the unit and verified in Ops Quals. Currently Authorized FRO shall re-take the online National FRO course prior to the start of each Fiscal Year (FY) as part of continuation training program and to remain qualified.

2-5 e(2) (Add) The FRO will advise the AZ Wing DO immediately when a flight is two hours past the estimated landing time and the AZ Wing DO will initiate the missing aircraft search procedure.

2-5 g (Add) Personnel designated to make entries in WMIRS will ensure ALL required fields, including the PIC's CAPID are completed on ALL flights. If the CAPID field is unavailable, the CAPID will be included in the Objective field entry along with gallons of fuel and quarts of oil. WMIRS entries will be completed as soon as practical upon completion of the associated flight. All post flight paperwork will be submitted to the IC/CMD within 24 hours of the completion of the associated flight.

2-5 j (Add) Unit FROs will submit CAPF 99s to their Operations Officer for compilation of the Monthly Flight Activities Report (AWF 780). FROs who do not make timely and correct submission of their CAPF 99 may be removed from the approved FRO list.

2-5 k (Add) Completed AWF 780 approved by the unit commander, the reconciled package of CAPF 99s signed by the FROs and the CAP AIF Flight Logs must be either faxed or scanned emailed as one package using the method indicated on the AWF 780 to the AZ Wing DO by the 5th of the month

2-5 l (Add) FRO may release only those aircraft assigned to their respective units. Group level FROs may release aircraft assigned to units within their Group. This does not affect the provisions of Para 2-5 (d) with regard to Supervised Missions.

2-5 m (Add) New Unit Commanders of units with flight operations will accomplish the FRO training program within 30 days of assumption of command.

2-5 n (Add) Pilots will provide the FRO with the mission purpose, proposed time of departure, and estimated time of return. They will notify the FRO of any changes exceeding two hours, or flight cancellations. Upon return, pilots will provide the actual time of departure, Hobbs meter elapsed time, aircraft maintenance status and the amount and cost of fuel. This information will be provided to the FRO NLT two (2) hours after landing.

2-5 o (Add) In addition to the instructions contained on the CAP AIF-TRM, apply the following:

(1) Any single item falling in the High Risk column shall be evaluated by the IC, with approval/disapproval determined by an evaluation of the mission, local conditions, and aircrew experience/qualifications.

(2) Any two items falling in the High Risk column shall be evaluated by the WG/DO, with approval/disapproval determined by an evaluation of the mission, local conditions, and aircrew experience/qualifications.

(3) More than two items falling in the High Risk column shall be evaluated by the WG/CC, with approval/disapproval determined by an evaluation of the mission, local conditions, and aircrew experience/qualifications.

## **5. Para 2-7. Grounding and Mishaps**

2-7 e (Add) The Wing Standardization/Evaluations Officer or his/her designee shall administer the CAP flight evaluation if one is required.

## **6. Para 3-2. CAPF5 Administration**

3-2 c (Add) Any CAP pilot, not assigned to AZ Wing, who visits or resides in Arizona on a temporary basis, must have their Ops Quals pilot information verified current by AZ Wing/DOV prior to flying as PIC in an AZ Wing aircraft. The visiting pilot must also complete a local procedures familiarization flight with an AZ Wing Check pilot prior to flight as PIC in an AZ Wing corporate aircraft. Visiting mission pilots must complete a familiarization flight with an AZ Wing Mission Check Pilot prior to acting as PIC on a flight requiring a mission pilot. Both flights may be combined into one if the check pilot is also a mission check pilot. The Wing Commander or his/her designee may grant a written waiver to these requirements. For purposes of this section, the Wing Director of Operations is designated as the waiver authority.

3-2 d (Add) Mountain Check Out. Arizona Wing pilots are required to complete a Mountain Checkout from a Check Pilot prior to any unsupervised flying in mountainous terrain. For the purposes of this paragraph, mountainous terrain is defined as all terrain above 6500 feet MSL within 5 nm of the proposed route of flight. Any Mountain Flying Course given by any CAP Wing in Southwest Region, Rocky Mountain Region, Pacific Region, or other AZ Wing approved course meets the mountain flying checkout requirement. This checkout will be entered, validated and tracked in eServices Operations Qualifications (OPS Quals).

3-2 e (Add) The Wing Standardization/Evaluations Officer or his/her designee will conduct Check Pilot annual CAPF 5 flight checks to identify program trends and on request report those trends to higher headquarters. For the reasons of safety and standardization, the requirements of CAPR 60-1 (3-2)(b) do not apply to these flight checks.

## **7. Para 3-7. Classification of CAP Pilots**

3-7 d(5) (Add) AFROTC/AFJROTC flights will be conducted IAW the current AFROTC/AFJROTC Flight Orientation Program Flight Syllabus.

3-7 d(8) (Add) All candidates for initial appointment or reinstatement as a CADET ORIENTATION FLIGHT (COF) Pilot will present the following to the check pilot prior to the start of their CAPF 5 or CAPF 5G evaluation:

(a) A request for evaluation from their unit commander stating the individual meets the requirements of CAPR 60-1, Para 3-7. The request will confirm the individual has been trained by a current CAP Instructor or Check Pilot on presenting the syllabi contained in CAPP 52-7. The applicant must demonstrate knowledge of CAPP 52-7, CAPR 60-1, CAPR 52-16 Para 4-2 pertaining to Cadet Orientation Flights, and if seeking ROTC privileges, the current Air Force Memorandum of Agreement for the AFROTC/AFJROTC Flight Orientation Program.

(b) Certificate of satisfactory completion of the online exam for COF Powered, Powered ROTC, or Glider as appropriate to the privilege sought, completed within the previous 60 days.

(c) A current copy of each CAPP 52-7 Flight Syllabus appropriate to the COF Pilot privileges sought, and if appropriate a copy of the current AFROTC/AFJROTC Flight Orientation Program Flight Syllabus.

3-7 d(9) Pilots seeking to renew COF privileges must show the check pilot evidence of having conducted at least one COF in the previous 12 months and a certificate of satisfactory completion of the appropriate COF Pilot online exam within the previous 60 days. Failure to conduct a minimum of one COF in the previous 12 months will result in cancellation of COF privileges, and require reapplication IAW Para 3-7d(8) above.

3-7 d(10) Pilots seeking to add COF privileges to a current CAPF 5 must comply with paragraph 3-7d(8) above and complete an abbreviated CAPF 5 check ride.

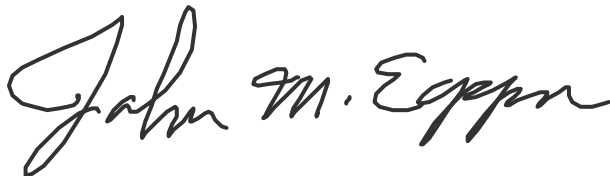
3-7 e(4) (Add) Unit Commanders will determine the need for any new Instructor Pilot to serve within their unit. In turn, this need will be coordinated with their Group Commander and Group Stan/Eval Officer. Collectively, they will be responsible for selecting the best prospective Instructor Pilot candidate whom they deem to be current, qualified and willing to do the job. Once a candidate has been selected, it will be the responsibility of the Group Stan/Eval Officer to see the candidate is properly trained. Applicants must have logged a minimum of 20 hours as a CAP Pilot. Training and selection will be in accordance with Attachment 1.

3-7 f(4) (Add) Unit Commanders will determine the need for any new Check Pilot to serve within their unit. In turn, this need will be coordinated with their Group Commander and Group Stan/Eval Officer. Collectively, they will be responsible for selecting the best prospective Check Pilot candidate whom they deem to be current, qualified and willing to do the job. Once a candidate has been selected, it will be the responsibility of the Group Stan/Eval Officer to see the candidate is properly trained. Applicants must have logged a minimum of 40 hours as a CAP Pilot. Training and selection will be in accordance with Attachment 1.

## 8. Para 3-8. Pilot Records

3-8 c (Add) A current Arizona Wing Pilot Data Sheet (AW Form 5D) will be submitted to the Wing Standardization/Evaluations Officer by fax or scanned emailed in conjunction with the annual CAPF 5 checkride and will be maintained as part of the pilot records at the unit of assignment.

3-8 d (Add) Upon completion of any checkride, the pilot will submit a copy of the CAPF 5 and/or CAPF 91 to the Wing Standardization/Evaluations Officer by fax or scanned email.

A handwritten signature in black ink that reads "John M. Eggen". The signature is written in a cursive, flowing style.

John M. Eggen, Colonel, CAP  
Commander

## AZ WING ATTACHMENT 1 To CAPR 60-1

### ATTACHMENT 1 - STANDARDIZATION AND EVALUATION PROGRAM

A. The Standardization and Evaluation Program (Stan/Eval) is the commander's tool to validate the effectiveness of the CAP flying program, as it pertains to the CAP mission and individual pilot flying duties. The backbone of the Stan/Eval Program is the Wing and Squadron Stan/Eval officers, ensuring front-line compliance with program objectives and protection of CAP resources.

Unit Commanders will determine the need for any new Instructor Pilot or Check Pilot candidates to serve within their unit. In turn, this need will be coordinated with their Group Commander and his/her Group Stan/Eval Officer. Collectively, they will be responsible for selecting the best prospective Instructor Pilot or Check Pilot candidate whom they deem to be current, qualified and willing to do the job. Once a candidate has been selected, it will be the responsibility of the Group Stan/Eval Officer to see that the candidate is properly trained. After completion of all required training and certification, the new Instructor Pilot or Check Pilot, with approval of the Wing Commander, will be placed on Wing orders. The following will be used as guidelines in the selection and training of AZ Wing CAP Instructor and Check Pilots:

#### 1. Guidelines for Selecting/Training CAP Instructor Pilots:

##### a. FAA Certified Flight Instructor

- (1) Airplane Single Engine and Instrument Airplane
- (2) Minimum time as a CFI – 200 hours instruction given
- (3) Strong aviation background and good safety record as a pilot and CFI.

##### b. CAP Membership

- (1) Desire and commitment to become a CAP Instructor Pilot and willingness to do the job
- (2) Active participation in AZ Wing Flying Unit – minimum three (3) months in AZ Wing and six (6) months total CAP, and 20 hours as a CAP Pilot
- (3) Qualified Mission Pilot, Mission Observer and Mission Scanner
- (4) Current Cadet Orientation Pilot

##### c. Recommendation Process

- (1) Unit Commander recommends to Group based on unit need
- (2) Approved by Group Stan/Eval Officer and Group CC
- (3) Approved/Disapproved by Wing Stan/Eval Officer

##### d. Training Process

- (1) Wing and Group Stan/Eval Officer will approve the Check Pilot or Instructor Pilot who will conduct the training
- (2) Wing or Group Stan/Eval Officer will oversee training
- (3) Wing Stan/Eval Officer will conduct the Instructor CAPF 5 Flight Check or appoint Asst Wing Stan/Eval Check Pilot to conduct it

##### e. Appointment Process

- (1) Final approval will be made by Wing CC based upon need
- (2) Wing orders will authorize approved Instructor Pilot candidates

## AZ WING ATTACHMENT 1 To CAPR 60-1

### 2. Guidelines for Selecting/Training CAP Check Pilots

#### a. FAA Certified Flight Instructor

- (1) Airplane Single Engine and Instrument Airplane
- (2) Minimum time as a CFI – 300 hours instruction given
- (3) Strong aviation background and excellent safety record as a pilot and CFI

#### b. CAP Membership

- (1) Desire and commitment to become a CAP Check Pilot, and willingness to do the job, through honest and professional evaluation.
- (2) Active participation in CAP Flying Unit – minimum six (6) months in AZ Wing, one (1) year total CAP, and 40 hours as a CAP Pilot (previous experience may be considered)
- (3) Qualified Mission Pilot, Mission Observer and Mission Scanner
- (4) Current Cadet Orientation Pilot

#### c. Recommendation Process

- (1) Unit Commander recommends to Group based on unit needs
- (2) Approved by Group Stan/Eval Officer and Group CC
- (3) Approved/Disapproved by Wing Stan/Eval Officer

#### d. Training Process

- (1) Wing and Group Stan/Eval Officer will approve the Check Pilot who will conduct the training
- (2) Wing or Group Stan/Eval Officer will oversee training
- (3) Wing Stan/Eval Officer will conduct the Check Pilot CAPF 5 Flight Check

#### e. Appointment Process

- (1) Final approval will be made by Wing CC based upon need
- (2) Wing Orders will authorize approved Check Pilot candidates

B. Flight Checks are the quality assurance of a sound Stan/Eval Program. It is important for Check Pilots to administer all check flights fairly, consistently and without prejudice. The current Federal Aviation Administration (FAA) practical test standards (PTS) and all applicable CAP Regulations will be utilized in the Flight Check Program. The following will be used as guidelines in the administration of Flight Checks.

### 1. Administration of CAPF 5 Flight Checks

a. CAPR 60-1 Attachment 5 requires specific actions and steps be taken for the successful completion of a CAPF 5 flight check. These guidelines are provided to assist in the administration of CAPF 5 flight checks. Their purpose is to standardize the administration of flight checks throughout CAP, and enable all check pilots and applicants to clearly understand what is expected of them before and during a flight check.

b. All AZ Wing CAPF 5 Flight Checks will be conducted in accordance with CAPR 60- 1, the instructions accompanying CAPF 5, and this supplement. A properly completed CAPF 104, CAP AIF TRM form, AW Form 5D, weight & balance computation (as assigned by the check pilot) for the aircraft used, and takeoff and landing data using conditions as assigned by the check pilot will be completed prior to all CAPF 5 flight checks.

## AZ WING ATTACHMENT 1 To CAPR 60-1

### 2. Administration of CAPF 91 Mission Flight Checks

a. CAPR 60-1 and the instructions accompanying CAPF 91 require specific actions and steps to be taken for the successful completion of a CAPF 91 mission flight check. These guidelines are provided to assist in the administration of CAPF 91 flight checks. Their purpose is to standardize the administration of mission flight checks throughout CAP, and enable mission check pilots and applicants to clearly understand what is expected of them before and during a mission flight check.

b. All AZ Wing CAPF 91 Mission Flight Checks will be conducted in accordance with CAPR 60-1 and the instructions accompanying CAPF 91. Check pilots will select a grid that will require demonstration of the skills and judgment required to conduct mission pilot operations throughout the AZ Wing area of responsibility. A properly completed CAPF 104, CAP AIF TRM form, weight & balance computation (as assigned by the check pilot) for the aircraft used, and takeoff and landing data using conditions as assigned by the check pilot will be completed prior to all CAPF 91 flight checks.

### 3. Unsatisfactory Flight Checks

a. In the event a pilot applicant does not satisfactorily complete all required portions of a CAPF 5, or CAPF 91 Flight Check, areas of deficiency are recorded on the applicable flight check form. This same annotated form will be presented to the check pilot for review prior to the start of a recheck Flight Check.

b. The Wing Stan/Eval Officer and Wing Commander are to be notified by email or phone within 48 hours of any CAPF 5 or CAPF 91 Flight Check failures. The check pilot conducting the flight check will provide a copy (by mail or electronically) of the completed unsatisfactory flight check form to the Wing Stan/Eval Officer.

c. Pilots receiving an unsatisfactory flight check must receive a minimum of one hour dual instruction with an instructor or different check pilot and receive a recommendation for a recheck. The dual instruction will encompass all areas noted unsatisfactory during the failed flight check.

d. A second unsatisfactory flight check may result in a mandatory CAPF 5 check ride of the recommending instructor. The applicant and/or instructor may be suspended from all CAP flight activities in accordance with CAPR 60-1 Para 2-6b. The Wing Chief, Standardization and Evaluation, will designate remedial training for reinstatement of flight status if required. There will be a minimum 15-day waiting period before the next flight check.

e. Any rechecks are to be done with the same check pilot unless that check pilot agrees to another. All elements of the flight check will be re-accomplished and recorded on a new flight check form. The comments section will be annotated "Recheck from (date of unsat flight check)". A copy of the recheck flight check form will be provided (by mail or electronically) to the AZ Wing Stan/Eval Officer.