



## INWG Supplement 1

### CAPR 60-1

1 July 2009

#### Operations – CAP Flight Management

CAPR 60-1, dated 5 January 2009, is supplemented as follows

**2-1 (q) Added.** Aircraft flown for Air Force Assigned Missions (AFAMs) are to be flown in the following order:

- 1) CAP Corporate Owned
- 2) Member Owned
- 3) Member Furnished - i.e. rental, aero club, etc.

Member Owned/Furnished aircraft may be prioritized for use when no corporate assets are available that will meet mission requirements. If a corporate asset is not available locally, a member owned aircraft may be used to ferry personnel to a corporate asset for mission use or to a mission base, with Liaison Region approval.

Priority use of corporate aircraft will follow the release codes in order from A-C. In the event of an aircraft scheduling conflict, excluding A1 or A2 missions, the Wing Director of Operations or his/her designee will determine the allocation of aircraft.

Member owned/furnished aircraft must be approved by the Liaison Region in advance and a hold harmless agreement must be on file prior to use.

**2-1 r. Added.** Pilots in Command (PIC) assume the following responsibilities.

- 1) Ensure proper flight or other funding and/or administrative release is obtained as

required by this or other regulation.

2) Perform a crew safety briefing IAW the checklist prior to engine start. Briefing is to include emergency procedures and crew responsibilities for engine fires and failures.

3) Conduct a post flight inspection.

4) Any PIC has the authority to ground an aircraft for maintenance and safety concerns. In doing so, the PIC will placard the aircraft using the "Aircraft Grounded" placard provided in the AIF, and will notify the FRO, Wing Aircraft Maintenance Officer, and Wing Director of Operations.

5) Check for discrepancies noted in the Aircraft Information File, verify repairs, and determine airworthiness based on the nature of the discrepancy and/or repair.

6) Ensure that the airplane is properly serviced and secured, that all trash and debris are removed from the airplane, and that the windscreen and flying surfaces are cleaned.

**2-2 (c) Added** Indiana Wing pilots are authorized to conduct flight operations within Kentucky, Illinois, Ohio, and the lower peninsula of Michigan. Flight operations outside of these areas require prior approval of the Wing Commander or Region Commander, if applicable.

**2-5 (b) Added.** Indiana Wing Flight Release Officers will be appointed at the Wing level. The Wing Director of Operations is designated as the appointing authority, and will ensure that a sufficient number of FROs are appointed, and that current FRO lists are published and made available to Wing pilots and commanders.

**2-5 (d). Added.** The FRO shall accomplish the flight release using the FRO Checklist questions located on the back of the current CAPF99. Additionally, the FRO shall verbally verify that the PIC has attended an INWG approved monthly safety briefing, or approved equivalent.

**2-5 (j) Added.** Upon completion of the flight, the PIC will contact the Flight Release Officer (FRO) with flight times IAW CAPR 60-1, Paragraph 4-9(b), and the ending Hobbs and Tachometer time readings. Report any maintenance problems to the Flight Release Officer (FRO), and annotate the Discrepancy Log located in the Aircraft Information File. The PIC and FRO should together make a determination as to the urgency of any maintenance considerations, and whether or not to notify the Wing Aircraft Maintenance Officer immediately.

**2-5 (k) Added.** The FRO will notify the Wing Director of Operations whenever a flight release is denied for any reason. Notification will be made by telephone or email within three (3) days of the denial. This information is used for trend analysis only.

**2-6 (a). Added.** Any pilot from another wing who transfers membership into an Indiana Wing unit, visits or resides in Indiana Wing on a temporary or permanent basis, or who otherwise uses an Indiana Wing aircraft other than to participate in an actual CAP mission must complete a familiarization flight with an Indiana Wing Check Pilot prior to conducting any flight operations. Individual exemptions to this policy may be granted by the Wing Commander following review by the Standardization/Evaluation Officer.

**2-6 (c) Added.** Any commander suspending an aircrew member under their command IAW this paragraph must also suspend the member's aircrew credentials in Operations Qualifications for the

suspension to have effect.

**2-8 Pilot Training. Added.** All Indiana Wing pilots shall have their pilot data entered into and tracked via the CAP Operations Qualifications section of e-services. The Ops Quals FRO Support Report shall be the primary method of verifying pilot credentials, shall serve as the official Wing Pilot Roster, and shall also serve as evidence of "appointment in writing" for the various qualifications requiring such appointment.

**2-8 (a) Added.** Any cadet wishing to receive flight training in a CAP aircraft under this provision shall be designated in writing prior to beginning flight training. Request for authorization should be made by the cadet's unit commander, in writing. Approval authority is delegated to the Wing Director of Operations.

**2-9 Added. Indiana Wing General Operating Rules.** The following general operating rules apply to all operations involving Indiana Wing aircraft:

- a. The wing Aircraft Maintenance Officer or his designee must approve any movement of INWG aircraft for the purpose of required maintenance. Other than for required maintenance, any repositioning of Indiana Wing aircraft will be coordinated through, and approved by, the Wing Commander and/or Director of Operations prior to the aircraft being moved. Normal rotation and custody assignment of Indiana Wing aircraft will occur in accordance with IN WG Sup 1, CAPR 67-1. In addition, any flight requiring an FAA ferry permit will be conducted IAW all applicable FARs.
- b. The aircraft Pilot Operating Handbook will be placed in an area that is readily accessible to the PIC, without assistance, during all aircraft operations
- c. Each Indiana Wing aircraft will be equipped with the following:
  - 1) Pitot cover
  - 2) CO monitor
  - 3) Avionics panel security and/or gust lock

- 4) Chocks and tie down ropes
- 5) Survival kit/first aid kit (Contents will be standardized in accordance with para 11-h, CAPR 66-1, INWG Supplement 1.)
- 6) Baggage tie down net
- 7) Keybox for securing aircraft and gust lock keys
- 8) Checklist applicable to the aircraft make and model as determined by INWG/DOM, DO, DOV, or CC.
- 9) Calibrated fuel measuring stick specifically designed for the aircraft fuel tanks along with instructions.
- 10) GATS Fuel sampling jar.
- 11) Tail ring streamer

Note: None of these items may be removed from the proximity of the aircraft without the approval of the Wing Director of Operations or Aircraft Maintenance Officer. Removal will be noted in the AIF as a discrepancy.

**3-1. CAPF 5 Check Ride. Added.** If a check ride is unsuccessful, the check pilot conducting the Form 5 or CAPF 91 shall email the Standardization/ Evaluation Officer within 48 hours of the completion of the flight.

**3-1 (f) Added.** The primary focus of a CAPF 5 and/or CAPF 91 check flights will be the accomplishment of the check flight. To this end, check flights shall not be accomplished as part of an actual SAR, disaster relief or counter drug missions. Other restrictions may be placed by the Standardization/Evaluation Officer or the Director of Operations on a case by case basis as required.

**3-1 (g) Added.** When administering a CAPF 5 Check Ride, Check Pilots shall verify that the pilot possesses a current copy of CAPR 60-1 and a copy of the current INWG Supplement to CAPR 60-1.

**3-6 (a) (1) Added.** Pilots who have 100 hours of flight time and a high performance endorsement, but who do not have 25 takeoffs and landings in the C182, shall be required to complete 25 takeoff and

landing cycles in the C182 prior to taking a Form 5 checkride. The Wing Standardization/Evaluation Officer may grant exceptions to this requirement, based on the pilot's overall flight experience. Pilots who have previously qualified in the C182 do not need to complete any additional takeoff/landing cycles to maintain C182 qualification.

**3-7 (l) Added.** CAP Cadet Orientation Pilots, AFROTC Orientation Pilots, and Glider Tow Pilots. The Wing Standardization/ Evaluation Officer is designated as the appointing authority for CAP Cadet Orientation Pilots, AFROTC Orientation Pilots, and Glider Tow Pilots. Tow Pilots will be appointed with concurrence of the wing Sailplane Operations Officer