MINNESOTA WING HEADQUARTERS CIVIL AIR PATROL
Auxiliary of the United States Air Force
6275 Crossman Lane, Inver Grove Heights MN 55076

CAP FLIGHT MANAGEMENT

CAPR 60-1, 5 JANUARY 2009, is supplemented as follows:

1-3. Definition of Terms.

Added: Flying Unit. To be considered a flying unit within Minnesota Wing and be included in the aircraft assignment rotation, a unit must meet the following criteria: Non-compliance with this section is grounds for suspension or termination of a unit's flying status.

(1) Submit a written request to the MNWG/DO to become a flying unit.
(2) Provide documentation showing availability of adequate hangar facility for aircraft, including hangar safety, security and accessibility. .
(3) Demonstrate financial ability to support adequate hangar facility and aviation fuel account.
(4) Have an adequate number of active CAP pilots to support the aircraft utilization requirements per CAP NHQ, based on demographics.
(5) An Aircraft Memorandum of Understanding (MOU) with MN Wing signed by current unit commander.
(6) Appointment of a unit Operations Officer, who will follow the Operations Tasks document listed on the MNWG Operations web site, report weekly tach time, and report aircraft squawks in a timely manner to the Operations Pager, submit a complete and accurate MNWG Form 15a (Monthly Aircraft Operations Report) on-line and mail in the hard copies post marked by the 10th of each month.
(7) Identify an instructor pilot/check pilot.
(8) Document monthly pilot safety meetings to include: Date of meeting, name of presenter, detailed summary of safety topics discussed, names and signatures of attendees. The detailed summary must contain enough information so as to allow for a meaningful review by a pilot who was not in attendance at the meeting.
(9) Establish and document an ongoing Flight Release Officer Training plan and submit via a duty assignment a Quarterly FRO roster. Maintain CAPF99's per CAPR 60-1. Electronically submit copies of the CAPF99 by the 10th of the month to the Wing DO.
(10) Satisfactory completion of the operations and aircraft management sections of the current Subordinate Unit Inspection guide.
(11) MNWG/DO will submit an action recommendation to MNWG/CSO for final consideration by the Wing Executive Staff.

2-1. Basic Rules.

q. Added: A minimum aircrew of two persons (pilot and observer/scanner) is required for all search or reconnaissance missions. At no time will a pilot fly solo on a search or reconnaissance mission.

r. Added: Cold Weather Flying Procedures

(1) As standard operating procedure, from November 15 through April 15, all wing aircraft will have the Tanis heater plugged in and blankets applied 24 hours a day, 7 days a week when the aircraft is not in use. In addition, if the ambient temperature is forecast to be less than 40° F (4.5° C) for more than a 24-hour period, regardless of the above dates, the Tanis heaters in all aircraft will be plugged in when aircraft is not in use. Plugging in the Tanis heater is not required if the aircraft is stored in a heated hangar.

(2) Each flying unit will hold, and each pilot will attend, an Annual Cold Weather Flying Course prior to Nov 15 of each year. The course will include information from this section of the supplement and any other local information concerning cold weather operations. A pilot will not fly MN Wing CAP aircraft after Nov 15 of each year unless they have attended or reviewed the cold weather flying course. The unit OPS Officer will submit via e-mail the names of all pilots who have reviewed the information and the date of the training to the MN Wing/DO upon completion. This course is available as a download from the MN Wing Operations intranet site: https://www.mncap.org/online/do/do_downloads.cfm

(3) Winter kits (bug eyes) are to be used in accordance with the POH for each aircraft. The oil cooler plate

will be installed by Wing maintenance in the fall (temperature-related) and removed by Wing maintenance in the spring (temperature-related). It is the pilot's responsibility to ensure that the winter kit, according to OAT, is installed or removed from the aircraft prior to flight. Maintenance is to be notified if a problem exists with the winter kit, or it is not available for the aircraft. This notification must be accomplished prior to flight by calling 800-297-5420 or 612-782-7168.

(4) The following limitations are in effect regarding outside air temperature and operation of wing aircraft.

Temperature	**Limitation**
Above 10° F (-12° C)	None
0° F to 10° F (-12° C to -18° C)	Power-off Maneuvers: Use 1500 RPM or 15 inches manifold pressure as a minimum.
0° F to -20° F (-18° C to -29° C)	NO training or proficiency flights allowed Actual missions ONLY 2 occupant's minimum No touch-and-go landings Incident Commander flight release required Aircraft pre-heat required per paragraph 2-1.q.1
Below -20° F (-29° C)	DO approved flights only NO training or proficiency flights allowed Actual missions ONLY 2 occupant's minimum No touch-and-go landings Incident Commander flight release required Aircraft pre-heat required per paragraph 2-1.q.1

s. Added: Aircraft Security. When leaving a corporate aircraft unattended (no CAP members in the area), the pilot will properly tie down the aircraft, install wheel chocks and lock the avionics anti-theft control lock (unless instructed otherwise). The factory gust-lock and wheel chocks may be utilized for short-term use (e.g. refueling, etc). The C-182 NAV III aircraft are excluded from requirement to install an avionics anti-theft device.

t. Added: PIC Operations. The pilot-in-command shall operate the aircraft from the left seat only, and, except in an emergency, the PIC will make all takeoffs and landings. This section does not apply to those designated as qualified CAP Check Pilots, Mission Check Pilots, Tow Pilot Check Pilots, or Instructor Pilots.

u. Added: Aircraft Management. Pilots must leave an adequate amount of Tach time on the aircraft to ensure the aircraft will be able to arrive at Wing HQ without over-flying the Tach time for that scheduled maintenance. An over-fly of scheduled maintenance Tach time is prohibited without prior approval of MNWG Operations. This includes all time-critical maintenance (e.g. 50-hour inspections, 100-hour inspections, IFR certification, etc.). At no time will an annual inspection/airworthiness directive be over flown.

v. Added: Any additional costs incurred by Minnesota Wing due to non-compliance with this section will be the responsibility of the unit and/or member involved.

w. **Added:** A passenger briefing and before takeoff briefing, covering as a minimum all items on the approved aircraft briefing card, will be conducted prior to each flight.

x. **Added:** No primary training will be performed in high performance aircraft. Prior to conducting any primary flight instruction for cadets, the cadet must be approved for such instruction by the respective Group Commander.

2-2. Operation Limits.

Added 2-2(c): Approval for flights up to 100 nautical miles from the Minnesota border into Wisconsin, Iowa, South Dakota, and North Dakota is delegated to the unit commander/FRO.

2-4. Aircraft Requirements.

Added: Each unit to which an aircraft is assigned must report aircraft Tach times weekly regardless of aircraft utilization. The online method is preferred.

Added: A current MNWG 15a (Monthly Aircraft Operations Report) will be filed online via the Minnesota Wing web site. In addition, a written copy will serve as a secondary source document for the CAP Flight Release Log. In order for the flight to be exempt from maintenance payment, each flight must be documented with ALL information included for that flight. Corporate funded flights (such as C8 or C9) must include the reason for the flight and the name of the approving officer in the “Remarks” box. The unit commander or unit operations officer's signature will attest to the completeness and accuracy of information on the MNWG 15a.

2-5. Flight Release

Added: Prior to providing a flight release, in addition to those items required in CAPR 60-1 FRO’s will ask the pilot for a report on the weather conditions expected to exist at the departure and destination airports for the time period of departure and expected arrival. The report will consist of a minimum of ceiling, visibility, and wind direction and speed. No flight release will be provided if the pilot is unable to provide this information. It remains the pilot’s responsibility to determine if a flight can be safely conducted in existing weather conditions.

Added: Unless an FRO has adequate personal knowledge of the current qualifications of a particular pilot, the FRO must review pilot qualifications listed in the Flight Release Support Report prior to issuing a flight release.

Note: The Flight Release Support Report may be obtained at CAP E-Services by selecting “My Operations Qualifications/National Reports” from the Main Menu, then selecting “National Reports”, then selecting “FRO Support Report” and choosing the unit to which the pilot belongs (i.e. NCR-MN-001).

Added: Commanders' and Pilots' Responsibilities.

Added: Updated FRO lists will be provided to the State Director and MNWG DO quarterly, and whenever a change is made to the unit’s list of FRO’s.

Added: Unit commanders will maintain an FRO file (i.e. 3 ring binder) with a copy of the quarterly letter designating unit FRO's. This file will also contain FRO training documentation and copies of FRO test certificates for each FRO.

Added: Units will conduct and document all initial and recurrent FRO training. The training will include, at a minimum, a review of the Flight Release Officer chapter of the current CAPR 60-1and this supplement. FRO training must be conducted annually and/or within 30 days of the publication of a new CAPR 60-1. The squadron operations officer shall submit the FRO names and the date of retraining to the MNWG DO and LO in writing upon completion.

Added: Units will submit properly completed and legible copies of all FRO reports by the 10th of each month. Units will use a cover sheet containing the most recent FRO authorization letter for the squadron, followed by a copy of all individual FRO reports (including a blank copy for an FRO when no fights were released by that FRO during that period).

Added. Flight Release Priorities.

The following priorities will be used when scheduling CAP aircraft:

1. Actual SAR/DR/HLS missions
2. Flights directed by the MNWG Commander, Vice Commander or Chief of Staff
3. Counter-drug flights
4. Funded training exercises (USAF)
5. Orientation Flights (ROTC, CAP Cadet, AEM)
6. Flights by Minnesota Wing or North Central Region Liaison Offices
7. Proficiency flights, training, check rides

2-7. Grounding and Mishaps.

h. Added:

Each squadron commander who is assigned a corporate aircraft has the responsibility to oversee operations of that aircraft. If damage occurs to a corporate aircraft while assigned to a squadron, that squadron commander must identify the pilot of the aircraft who was PIC during the time when the damage occurred. If the squadron is unable to determine the pilot who was the PIC during the time damage occurred, or if the damage occurred while the aircraft was not being operated, that squadron will be held financially responsible using the guidelines shown in CAPR 60-1. Provisions will be made by the MN Wing/DO to document any existing damage to an aircraft prior to that squadron accepting the aircraft. Any damage not so documented will be assumed to have occurred while in the squadron's possession.

i. Added: Suspension of CAP Flying Privileges: The authority to suspend CAP flying privileges extends to the individual in charge of any CAP activity involving aircraft. The individual in charge of the activity must immediately notify the pilot's unit commander concerning the reason for the grounding, and then submit a written report which details the reasons for the grounding to the pilot involved, the pilot's unit commander, and the MN Wing/DOV. This written report is due within 7 days of the grounding. The written notification must include a statement telling the aircrew member that he/she has the right to seek reconsideration of this action under the provisions of paragraph 2-7f of CAPR 60-1.

3-2. CAPF 5 Administration.

c. Added: Any pilot from another wing, who transfers into, visits, or resides in Minnesota Wing on a temporary or permanent basis, must complete local procedures and MN Wing CAPR 60-1 Supplement training with their squadron Operations Officer or local CAP Instructor Pilot prior to conducting any flight operations. This training must be documented and reported in writing to the MN Wing DOV prior to any flight operations being conducted. At the discretion of the MN Wing DOV, a new CAPF 5 may be required.

d. Added: A Minnesota Wing check pilot who has given a pilot more than five hours of dual instruction in preparation for a CAP check ride may not administer the check ride to that pilot. The Director of Operations (DO) or Standardization and Evaluation Officer (DOV) may approve an exception if a suitable check pilot is not available within a reasonable time period.

3-6. Airplane Qualifications.

(a) Single Engine Airplane.

Added: (1) High Performance Airplanes

(a)Dual instruction in high performance aircraft may only be provided by an Instructor Pilot with more than 25 hours of high performance time and with a minimum of 10 hours in make and model or a graduate of a factory training program.

Added: (2) Complex Airplanes

(a) Initial/Annual CAPF 5 must be conducted by a Check Pilot designated by the MN Wing/DOV.

(b) In the case where a complex aircraft was not used for the CAPF 5 annual standardization ride for the pilot to maintain complex privileges he/she must demonstrate to a Check Pilot designated by the MN Wing/DOV a minimum of three take-offs and landings. If this is not accomplished for more than 12

months an initial will need to be re-accomplished.
(c) Dual instruction in complex aircraft must be from an Instructor Pilot with more than 25 hours of complex time and 10 hours in make and model.

(6) Added: For aircraft equipped with a climb prop (i.e. tow planes), pilot must receive ground instruction differences training from a designated tow pilot or CAP instructor pilot. This training must be documented in the remarks section of the CAPF 5 document if accomplished during a CAPF 5 check ride, or by separate document signed by the person providing the instruction.

3-7. Classification of CAP Pilots.

Added: All CAP pilots in MN Wing must satisfactorily complete an the FAA Wings Program to at least the Basic level within each calendar year. This may be accomplished in conjunction with the annual CAPF 5 check ride by completing the required online course on the FAA Wings site (www.FAASafety.gov).

e. CAP Instructor Pilot

(4) Added: Qualified Instructor pilot candidates must be recommended by their unit Commander and approved by the MN Wing/DOV. The candidate is assigned a MN Wing Check Pilot Examiner who will conduct a new Instructor pilot course. After course completion the application will then be presented to MN Wing/DOV for final approval.

f. CAP Check Pilot

(4) Added: A check pilot candidate will be nominated by his/her unit commander to attend a National Check Pilot Standardization Course (NCPSC) based on the candidate's knowledge of CAP regulations, his/her active participation in CAP activities within the squadron and the needs of the squadron.

(5) Added: Check pilot candidates who have satisfactorily completed a NCPSC will take a check pilot check-ride with a designated check pilot examiner.

d. Cadet and AFROTC/AFJROTC Orientation Pilots.

(8) Added: Complete Cadet Orientation Pilot Online Training every four (4) years.

j. Mission Check Pilot

(6) Added: Satisfactory complete the MN Wing Mission Check Pilot course prior to initial appointment. This course is available on the MN Wing Operations intranet site:
https://www.mncap.org/online/do/do_downloads.cfm

3-8. Pilot Records.

Note: It is recommended that pilots maintain the original copies of any aircraft questionnaire, CAPF 5, and/or CAPF 91 as back-up in case of data loss by the online system. These physical records are not required to be maintained by the unit.