



**WISCONSIN WING HEADQUARTERS  
CIVIL AIR PATROL  
SUPPLEMENT TO CAP REGULATION 60-1  
1 May 2009  
Operations  
CAP FLIGHT MANAGEMENT**

This regulation supplement prescribes additional procedures in effect for all Wisconsin Wing CAP units. Full understanding of this supplement may only be obtained by reading it in conjunction with the related paragraphs of CAPR 60-1 and any interim letter changes. This supplement is in accordance with CAPR 60-1, 1-2.

**SUMMARY OF CHANGES.**

Added CAP corporate aircraft to obtain PPR, requirement to report total flying time hours by mission symbols, and pilot is listed on "CAP Airplane Pilot" report for flight release in E-Services. Procedures for flight delay, when searches are started, and when to use WIMRS versus WMU is also added. FRO's will use an accumulated CAPR 99. Grounding and Mishaps procedures, Aircraft Relocation procedures, and pre-release, pre-flight procedures are added.

**Note: This supplement revises/consolidates previous WIWG 60-1 Supplements 1 and 2 in their entirety.**

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

**2-2. Operational Limits**

b. (Added) Any CAP corporate aircraft may utilize the following military installations for official purposes while on specifically authorized CAP missions. Member-owned/ furnished aircraft require 45 days advance notice coordinated through the State Director and must provide proof of insurance. Both CAP corporate and member-owned/furnished aircraft must obtain a Prior Permission Required (PPR) Number from the appropriate facility and use the following procedures:

(3) Volk Field (ANG).

The pilot in command of the aircraft must contact the Base Operations office, (608) 427-1205, to obtain a PPR number 24 to 48 hours in advance. An FAA VFR or IFR Flight Plan must be filed and activated for all arrivals and departures. The "Remarks" section of the flight plan should include your PPR number. App Con-135.25 Twr-127.5 Gnd Con-121.9 Hardwood Range-132.025 DME Only-110.4.

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Supersedes: WIWG Supplement 1 to CAPR 60-1, 1 October 2006 and WIWG Supplement 2 to CAPR 60-1, 2 May 2002

Distribution: <http://wiwgcap.org/>

OPR: WIDO

Approved by:

(4) General Mitchell Int'l. Milwaukee, WI.

(a) 128th Air Refueling Wing (ANG). The pilot in command of the aircraft must contact the Operations Control Center, (414) 747-4475, to obtain a PPR number 24 to 48 hours in advance. Approximately 20 minutes before entering the ramp, contact Upset (Ops Control Center) on 139.5 to advise ETA. Consult the FAA Airport Facility Directory for other appropriate frequencies.

(5) Dane Co. Regional-Truax Field, Madison, WI.

(a) 128th Tactical Fighter Wing (ANG). The pilot in command of the aircraft must contact the Operations Control Center, (608) 245-4506, to obtain a PPR number 24 to 48 hours in advance. Approximately 20 minutes before entering the ramp, contact Air National Guard Ops on 138.25 to advise ETA. Consult the FAA Airport Facility Directory for other appropriate frequencies.

(6) Sparta-Fort McCoy, Sparta, WI.

(a) The Sparta-Fort McCoy airport is a joint civilian/ military use airport. No PPR number is required for operations to or from this airport. The Fort McCoy control tower is a seasonal, part-time tower. When the tower is open, the pilot can contact them, after landing, for permission to taxi and park at the military operations center ramp. If the tower is closed, use the civilian ramp

c. (added) Wisconsin wing corporate or member-owned/furnished aircraft (properly released as a CAP flight) are authorized to fly up to 100 nautical miles into adjoining wings, excluding flights over Lake Michigan. Any flights over Lake Michigan or beyond 100 nautical miles of the state border require direct approval from the Wing Commander.

#### **2-4. Aircraft Requirements.**

d. (added) Each squadron with an assigned corporate aircraft shall report all aircraft flying time totals by mission symbol to the Flight Operations Officer using the WMU Aircraft Manager On-line reporting System no later than the 10<sup>th</sup> of each month.

#### **2-5. Flight Release.**

b. (added) No CAP pilot will be flight released for any CAP flight activity unless the pilot is listed on the "CAP Airplane Pilot" report, generated from the M.I.M.S. Pilot Data system on E-Services.

(1) The FRO will be appointed by WIDO or designee. A list of FROs will be maintained in the WMU and on the FRO page of the WI Wing website. All FRO appointments will be for one year after which they will be considered for reappointment.

(2) FROs must complete Wisconsin specific training within 90 days of appointment. FROs will participate in ongoing Wing FRO training and Wing Operations will maintain training records.

e. (added) No flight release can be twelve or more hours old at the time of take-off. When conditions delay the ETD, the PIC or crew member must notify the FRO of the delay.

(2) (added) When the termination of any non FAA flight plan is not reported to the FRO within two hours of the estimated landing time, the FRO will commence search procedures.

g. (added) Wisconsin CAP flights designated A1-A5, and A18 will be entered into WIMRS. All other flight release requests and approvals will be entered into the WMU. The PIC will input the WMU with actual flight hours.

(1) If available, fuel cost, cadet hours and ending tachometer reading should also be entered at this time. The release is closed when flight hour info is entered. The release can be modified to include fuel, etc after it is closed. The FRO may opt to enter the hours in the WMU on behalf of the PIC.

(2) Any required information not entered immediately shall be entered by the PIC within 12 hours of the termination of the flight.

(3) The PIC will close the release with the FRO within 12 hours if the flight is on a FAA flight plan and within 2 hours of estimated time of arrival if the flight is not on a FAA flight plan.

i. (added)

(1) Each time a flight release is generated, the FRO must print and maintain this actual CAPF 99. The latest CAPF 99 will include all prior releases with signatures made by that FO during the current month.

(2) Copies must be retained for 30 days after the end of the month in which the release was made.

(3) In the event that the WMU is unavailable (system down or no access to a computer) a release may be made with a paper CAPF 99. All releases thus made must be transferred to the WMU within 48 hours of the release.

j. (added) If a CAP pilot is not listed on the "CAP Airplane Pilot" report, the pilot shall not request a flight release for any CAP flight activity. This report is available in E-Services.

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

b. (added) The authority to ground extends to the person in charge, i.e., Incident Commander, Project Officer, etc., of any CAP activity. All pilots participating in the activity as PIC come under the jurisdiction of that person. Such a grounding applies only to that activity. The person in charge of the CAP activity will then notify the PIC's unit commander and submit a written report to the unit commander and wing Stan/Eval officer within 10 days for appropriate follow-up action. The authority to ground extends to the Wing Director of Operations, Director of Flight Operations, Standardization/Evaluation Officer, and Chief Check Pilots.

**2-9 (added) Wisconsin Wing Aircraft Relocation (aka “Swap”) Policy.** The following will be utilized when an aircraft is relocated for a period of greater than four days to another unit. Disputes that arise out of this process will be handled in the following order: Wisconsin Wing Director of Maintenance (WIDOM); Wisconsin Wing Director of Operations (WIDO); Wisconsin Wing Chief of Staff (WICS); the Wisconsin Wing Commander (WICC).

- a.** Prior to relocating any aircraft, a WIWG Form 60 “*Aircraft Transfer Form*” must be completed by the unit in possession of the aircraft. Copies of this form will be submitted to the Wing Director of Operations (WIDO) and the Group Commander for each unit.
- b.** A CAPF 71 must be completed by the unit receiving the aircraft.
- c.** Relocation expenses are normally the responsibility of the non-custodial unit. In the case of aircraft swaps, the unit requiring the swap is normally responsible for the ferry cost for both aircraft. When the swap or relocation is directed by the WIDO his/her reason for directing the swap will determine which unit is responsible for the ferry costs. (See paragraph 2-12 i.) Units may agree to different divisions of ferry costs. If such an agreement is reached, the agreement must be noted on the WIWG Form 60 prior to relocation.
- d.** The unit receiving the temporarily relocated aircraft is responsible to ensure that the aircraft is operated and stored in accordance with appropriate CAP regulations and Wing directives. This includes, but is not limited to, safety, scheduling the aircraft, pilot qualifications, proper flight releases and obtaining secure storage.
- e.** The unit receiving the temporarily relocated aircraft is responsible for all of the operating costs of the aircraft during the time the aircraft is in their custody. These costs include fuel, oil, hangar, preheats, cleaning supplies, ramp fees, etc. The unit must also collect the per hour maintenance fees established by NHQ. These maintenance fees are to be transferred to the custodial (home) unit within five days of the end of the month for the hours that were flown or within five days of the return of the aircraft.
- f.** The unit receiving the temporarily relocated aircraft is responsible for submitting any necessary CAPF108s to cover any reimbursable expenses that they incur while the aircraft is in their operational control
- g.** Unless otherwise agreed to and documented on the WIWGF 60, all maintenance will be coordinated through the custodial (home) unit maintenance officer. Failure to follow proper maintenance procedures could risk performing maintenance that will not be reimbursed by National.
- h.** If the aircraft is away from its home unit over a month-end, the flight log sheets must be forwarded to the custodial (home) unit’s operations officer within three days from the end of the month. Otherwise, the log sheets are to be returned with the aircraft.
- i.** At times, Wing assigned aircraft may be involuntarily relocated by the WIDO. This will be done whenever it is necessary to balance flight hours within the fleet or better serve operational missions within the State.

**j.** The custodial (home) unit is responsible for updating WMIRS and WMU aircraft status information upon departure and return of the aircraft. A courtesy e-mail shall be sent to the WING INFO list describing the temporary relocation and the expected duration.

**2-10 (added) Pre-Release and Pre-Flight Planning** Pilots have the primary responsibility for the legality and safety of their flights.

- a.** Pilots will plan their flights in accordance with FARs.
- b.** Preflight planning will include completion of Tactical Risk Management Matrix (TRMM) form which will be provided by the WIDO or WIDOA, and will be retained by the pilot until the flight is closed in WIMRS or WMU. In case of a mishap, the TRMM will be retained until further notice.
- c.** The FRO will review the check list and TRMM number with the PIC to determine the safety and legality of the flight. Should the TRMM number be higher than the FRO is authorized to release, the FRO will refer the release request to the next higher authority.
- d.** The FRO must question the PIC that a safety briefing was received in the 30 days prior to the flight and a face to face safety briefing in the last 90 days.
- e.** The pilot will supply flight data and enter it into the WMU. It may also be supplied verbally to the FRO.

### **3-8. Pilot Records.**

- c.** Copies of all appropriate forms for a completed check flight for check pilots will be forwarded to WIDOV. Any unit with CAP pilots shall maintain current pilot information in the M.I.M.S. Pilot Data system in E-Services. If a CAP pilot is not listed on the "CAP Airplane Pilot" report, the pilot shall not request a flight release for any CAP flight activity. This report is available in E-Services.
- d.** Check pilots and Cadet Orientation Pilots are authorized to serve in their respected capacity as long as the M.I.M.S. Pilot Data system shows them current and they are listed on the monthly authorization list. This list is posted each month, NLT than the 1<sup>st</sup> of the month, on the wing website.
- e.** Check pilots administering a CAPF 5 or CAPF 91 check ride must hold at least a FAA 3rd Class Medical Certificate.

DONALD J. HAFFNER, Col, CAP  
Commander  
Wisconsin Wing

## **Attachment 1 – Flight Release Procedures**

### **FRO Actions for Overdue Flight**

- 1.** Attempt to contact the PIC or other crew member.
  - a.** Cell phone
  - b.** Home
  - c.** Work
  - d.** Contact passengers
  - e.** Local Squadron
  - f.** Other possible locations (airport coffee shop, etc)
  
- 2.** Attempt to determine aircraft's location
  - a.** Contact FBO/local ATC
  - b.** Other individual who may know of aircrafts movements (on duty fuel attendant, etc)
  - c.** Conduct physical ramp search
    1. use knowledgeable individuals living/working near airport
    2. search in person
  
- 3.** Report situation if the search is unsuccessful and/or no later than two hours after commencing search
  - a.** Notify the appropriate Squadron Commander (who alerts the Group Commander).
  - b.** Notify FSS (1-800-992-7344)
  - c.** Notify Wing Duty Officer
  - d.** Notify Wing Safety Officer
  - e.** Notify the Wing Commander
  
- 4.** Report actions taken for any search taken beyond step 1
  - a.** Document the approximate times actions were taken
  - b.** Submit report to Squadron Commander
  - c.** Submit report to others as requested

Note: Procedure is for flights not on a FAA flight plan. When filling a FAA flight plan, the PIC should list the FRO's name and phone number in the "destination contact" area of the flight plan.