

Operations

CAP FLIGHT MANAGEMENT

CAPR 60-1, dated 7 December 2006, is supplemented as follows:

2-1 (p) Added. Aircraft flown for USAF funded missions are to be utilized in the following priority:

- 1) CAP Corporate Owned
- 2) Member Owned
- 3) Member Furnished - i.e. Rental, Aero Club, etc.

When a corporate aircraft is signed in to a USAF funded mission, it will be released to the Operations staff for sortie assignment at the direction of the Incident Commander or his designee. The pilot in command shall notify the operations staff of the fuel status of the airplane. A determination will be made by subsequent crews on whether to refuel or not, based on weight and balance requirements. A corporate aircraft may be assigned to any other current and proficient Mission Pilot and crew in support of the mission. Member owned/furnished aircraft may be prioritized for use when no corporate assets are available that will meet the needs of the mission. 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. Only the owner/renter shall fly member owned/furnished aircraft on a CAP flight activity.

2-1 (q) Added. For a member to operate a member furnished aircraft on an Air Force Assigned Mission (AFAM), the following procedure is in effect:

- 1) Submit a copy of the aircraft airworthiness certificate and a completed CAP-USAFA approved Hold Harmless Agreement (HHA) to the Director of Operations with a copy to the State Director. The aircraft owner must sign the HHA. This requirement must be completed annually.
- 2) Members will ensure that they carry a copy of the hold harmless agreement while flying on AFAMs.
- 3) Prior to the mission, the pilot must request authorization from the Director of Emergency Services for ES missions or Director of Operations for all other AFAMs to be reimbursed. If there is funding to cover the flight, the Director of Emergency Services or Director of Operations will get final approval from the State Director. The Director of Emergency Services or Director of Operations will notify the member if the reimbursement is approved or disapproved.

2-2 (d) Added. Missouri Wing CAP aircraft shall only be operated to and from airports, listed in the current FAA Airport/Facility Directory, that have paved runways and

taxiways except as noted. Non-paved airports which do not require authorization from the Director of Operations, or his designee, include the following:

- Chillicothe (KCHT)
- Creve Coeur (1H0)
- Fulton (KFTT)
- Lexington (4K3)
- Lincoln (0R2)
- Marshall (KMHL)
- Plattsburg (5MO)
- Slater (9K5)
- St. Charles Municipal (3SQ)

2-5 (b) Added. Missouri Wing pilots and aircraft are hereby authorized to conduct flight operations in adjacent states up to 50 nautical miles from the Missouri border. Authorization to operate in excess of 50 nautical miles from the Missouri border must be obtained from the Wing Commander, the Director of Operations, or his designee. Missouri Wing pilots performing low level route surveys are authorized to fly the entire route as briefed by the low level route controlling authority regardless of state borders. Prior to flying low level route surveys in other wings, the Director of Operations will notify the respective wing's Director of Operations that MO Wing aircraft will be flying those routes.

2-8 Added. Missouri Wing pilot records will be maintained online using the Operations Qualifications function in e-Services. Pilots will still be responsible for ensuring that hard copies of FAA certificates and the Statement of Understanding are kept current in the Pilot Information File at their unit. Pilots assigned to Wing Headquarters and Check Pilots will be responsible for ensuring that copies of their FAA certificates and Statement of Understanding are duplicated at the Wing Headquarters. Pilots are responsible for ensuring that their pilot data is entered into MIMS. Check rides, which are entered in Operations Qualifications, will not be validated until the Wing Standardization/Evaluation Officer receives a completed copy of the CAPF 5 from the pilot.

2-11 (g) Added. Any member who has been found at fault for an aircraft incident, accident, violation of CAPR 60-1, and/or applicable supplements, while operating a CAP aircraft, must take a Form 5 check ride with a Check Pilot designated by the Wing Standardization/Evaluation Officer prior to resuming CAP flight activities.

2-13 (o) Added. Pilots wishing to use member owned/furnished aircraft shall be responsible for providing, and having on board, copies of the items listed in Sections c, e, and f of Paragraph 2-13 (to include the 100 hour inspection if required by Federal Aviation Regulations), before being permitted to participate in any CAP flight activities.

2-16 Added. CAP flight operations will cease when the surface winds exceed 30 knots or a gust factor of 15 knots. The maximum tailwind component for CAP aircraft is 7 knots.

2-19 Added. The following general operating rules apply to all flight activities involving Missouri Wing CAP Aircraft.

a. Each Missouri Wing corporate aircraft shall be equipped with the following loose equipment:

- (1) Carbon Monoxide Monitor
- (2) Pitot tube cover and cowl plugs
- (3) Avionics panel security and/or control lock
- (4) Baggage tie down net
- (5) Chocks and Tie Down Ropes
- (6) Survival Kit

b. Any repositioning of Missouri Wing aircraft for extended periods of time shall be approved by the Director of Operations.

c. For all flights, pilots shall obtain a pre-flight briefing from an approved source such as Flight Service or DUATS to include weather and NOTAMs.

d. For flights in excess of 50 nautical miles from the point of departure, an IFR or VFR flight plan shall be filed and activated with a Flight Service Station (VFR flight plans) or with Air Traffic Control (IFR flight plans).

e. Crew and passengers shall not board or exit an aircraft while the engine is running under any circumstances.

f. Aircraft shall operate external lights as recommended in Advisory Circular 91-73A.

g. Aircraft will be fueled to the levels specified below unless extenuating circumstances exist. If fuel levels are left at a different level than as specified, a note will be left on the pilot's seat and the FRO will be notified of the fuel level so that subsequent crews will be informed.

- (1) Cessna 172: Topped Off
- (2) Cessna 182R: Topped Off
- (3) Cessna 182T: Fill to the bottom of the filler tab
- (4) Gippsland GA8: Topped off

h. Any flight to be flown for the cost of fuel only must be approved in advance by the Wing Commander, Director of Operations, or Wing Aircraft Maintenance Officer.

2-19 Added. Pilot in Command (PIC) Responsibilities. The following operational procedures are the responsibility of the PIC.

- a. Report any maintenance problems to the Flight Release Officer (FRO) or the aircraft manager and annotate in the aircraft information file.
- b. Assure the aircraft is properly secured and serviced, all trash, debris, and bugs are removed from the aircraft and all flight log entries are completed properly and legibly.
- c. Advise the FRO of the ending Hobbs and Tachometer times within one hour of the termination of the flight.

- d. The PIC shall notify the FRO of any B or C category flights which will involve overnight stays. The pilot shall provide the FRO with a contact phone number at the destination. If the destination contact changes, the pilot shall immediately notify the FRO.
- e. The PIC shall notify the FRO as soon as possible of any overnight stays caused by weather or aircraft airworthiness. If the FRO cannot be contacted, the pilot shall contact the following personnel in the order listed: Aircraft Manager, Aircraft's assigned Unit Commander, Aircraft Maintenance Officer, Director of Operations, Chief of Staff, Vice Commander, Wing Commander.

3-2 (e) Added. Check Pilots shall meet these additional qualifications:

1. Possess at least a current FAA Class III medical certificate.
2. Be at least 21 years of age regardless of FAA Certificates held.
3. Have at least 200 hours of dual given or have recommended three applicants for an FAA Practical Test before being appointed.
4. The Wing Commander or Director of Operations, in exceptional cases, may waive the age requirement.

3-2 (f) Added. Cadet Orientation Pilots shall meet these additional qualifications:

1. Cadet Orientation Pilots shall be 21 years of age regardless of FAA Certificates held. The Wing Commander or Director of Operations, in exceptional cases, may waive this age requirement.
2. Successfully complete the online Cadet Orientation Pilot quiz, with or without ROTC (as appropriate) prior to initial appointment.

3-2 (i) Added. Check Pilot Examiners.

1. Check Pilot Examiners shall hold a current Flight Instructor Certificate and at least a current third class medical certificate.
2. At least three Check Pilot Examiners shall be appointed in Missouri Wing. One in the St. Louis area, one in the Kansas City area, and one in Central Missouri. In addition, the Director of Operations, Current Operations Officer and Operations Training Officer may function as Check Pilot Examiners if properly qualified. Additional Check Pilot Examiners may be appointed if needed.
3. The Wing Standardization/Evaluation Officer is considered a Check Pilot Examiner by virtue of his position.
4. Check Pilot Examiners shall be designated in e-Services.

3-2 (j) Added. The Wing Standardization/Evaluation Officer shall meet the following requirements:

1. Hold an Instrument Airplane rating on their Flight Instructor Certificate.
2. Be a CAP Check Pilot for at least five (5) years.
3. Have a minimum of 500 hours logged as an Instructor. At least 1000 is preferred.
4. Airline Transport Pilot certificate is preferred.

5. Experience as an FAA Operations Inspector, Designated Pilot Examiner, Part 121 and/or 135 Check Airman, Part 141 Check Instructor, Part 142 Training Center Evaluator, or Military Flight Examiner is preferred.

3-2 (k) Added. The Director of Operations and Standardization/Evaluation Officer are designated as the appointing authorities for Check Pilot Examiners, Check Pilots, Instructor Pilots, Mission Check Pilots and Cadet Orientation Pilots. Designations for these positions will be made in e-Services.

3-5 (d) Added. Check Pilot Examiners are authorized to conduct Check Pilot Form 5 flight checks. Check Pilot Examiners shall complete the annual Check Pilot Form 5 with the Wing Standardization/Evaluation Officer, FAA Inspector, FAA Designated Pilot Examiner authorized to administer flight instructor practical tests, CAP-USAF Flight Examiner, or in conjunction with the National Check Pilot Standardization Course. All Check Pilots shall demonstrate instrument proficiency. If a Check Pilot cannot or will not demonstrate instrument proficiency, he or she will be removed as a Check Pilot until such time that instrument proficiency is demonstrated.

3-5 (e) Added. Pilots shall demonstrate a straight-in instrument approach procedure, circling non-precision instrument approach procedure, holding, and at least one partial-panel unusual attitude recovery. If a pilot who holds an instrument rating or ATP certificate does not demonstrate instrument proficiency, the check pilot will put the limitation "VFR Only" in the remarks section of the CAPF 5.

3-5 (h) Added. Check Pilots shall use Attachment 5 of CAPR 60-1 and Annex 1 of this supplement while conducting CAP Form 5 flight checks.

3-5 (j) Added. Any member from another Wing, who transfers into, visits or resides in Missouri on a temporary basis, shall complete a local procedure familiarization flight with a Missouri Wing Check Pilot or Instructor Pilot prior to conducting any flight operations as Pilot in Command. The Wing Standardization/Evaluation Officer or Director of Operations may grant a written waiver in exceptional circumstances.

3-5 (k) Added. Upon the completion of a CAP check ride, the applicant shall forward one copy of the Form 5 and/or Form 91 to the Wing Standardization/Evaluation Officer. This paperwork will be used to validate e-Services Operations Qualifications entries. Form 5s which are entered into e-Services Operations Qualifications will not be validated until the Wing Standardization/Evaluation Officer receives a copy of the Form 5.

3-5 (l) Added. A Missouri Wing check pilot who has given a pilot dual instruction in preparation for a CAP check ride shall not administer the check ride to that pilot. The Director of Operations or Wing Standardization/Evaluation Officer may approve exceptions, as required, in writing. The following procedures are required when any member fails to successfully complete a Form 5 check ride:

1. The Wing Standardization/Evaluation Officer will be notified of the unsatisfactory check ride as soon as possible.
2. The pilot should receive instruction on the areas found to be unsatisfactory.
3. The instructor who conducts the re-training shall not be the check pilot who administered the unsuccessful Form 5 unless approval is granted by the Wing Standardization/Evaluation Officer or the Director of Operations.
4. The pilot shall accomplish the re-take of the flight check with the same check pilot unless the check pilot agrees to another check pilot. Also, the Wing Commander or Wing Standardization/Evaluation Officer may appoint another check pilot to administer the re-take.

3-5 (m) Added. Unsatisfactory Form 91 check ride

1. The Wing Standardization/Evaluation Officer shall be notified of the unsatisfactory check ride as soon as possible.
2. The pilot should receive instruction on the areas found to be unsatisfactory. This re-training training can be accomplished with a highly qualified mission pilot, as designated by the Mission Check Pilot and with the concurrence of the Wing Standardization/Evaluation Officer or Director of Operations.

3-6 (b) Added. Request for senior member flight training IAW CAPR 60-1 shall be made in writing to the Director of Operations for approval.

4-2 Added. The Director of Operations or the Aircraft Maintenance Officer must approve all flights for maintenance purposes flown by members. Maintenance flights flown in support of the Centralized Maintenance Program will be released as A9 flights. The Director of Operations or Aircraft Maintenance Officer must request mission approval for these sorties at least 24 hours in advance of the mission via WMIRS.

4-5 (b) Added. FROs will complete the following training:

1. Initial training prior to appointment as an FRO. Initial training includes the CAP Online course and test as well as attending an FRO briefing on local procedures from an FRO authorized by the Director of Operations to conduct FRO training. The test completion certificate will be forwarded to the Director of Operations.
2. Recurrent training. Every year in December, FROs will complete the CAP online course and test. At least once every two years, FROs will attend a recurrent FRO briefing. This briefing may be completed at the Wing Conference FRO meeting or on an individual basis with an FRO instructor.
3. When an FRO briefing has been completed, the instructor conducting that briefing shall forward a list of members who have attended the briefing to the Director of Operations.
4. FROs will forward online test completion certificates to the Director of Operations by 31 DEC of each year. In addition, prior to 31 December, FROs will forward to the Director of Operations a signed FRO checklist with the

statement that they use this checklist when releasing flights. FROs should also indicate the primary and secondary means by which they release flights.

4-6 (e) Added. FROs will issue flight releases only to those members appearing on the Flight Release Officer Support Report, which is generated in e-Services. The only exception to this is members who are taking Form 5 check rides, in which case the pilot taking the check ride will inform the FRO of the name of the Check Pilot.

4-9 (a) Added. The Wing Commander shall appoint Flight Release Officers (FROs) in writing. The Director of Operations shall forward a list of FROs to the wing commander for his signature.

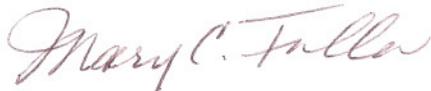
4-10 Added. Denial of Flight Release.

a. In the event an FRO denies a pilot a flight release, the FRO shall:

1. Give the pilot the reason for the denial of the release.
2. Notify the Director of Operations within 24 hours of the denial. E-mail is the preferred method for notification and should include the name of the pilot, type of flight requested, and reason for denial.

b. Once notified of a flight release denial, the Director of Operations shall:

1. Notify the Wing Commander of the denial and give the reason for the denial.
2. Record the denial information on a tracking form.
3. Track denials and if a trend is noticed, make a determination if additional training is required for the pilot prior to additional flights.



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Director of Administration



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CAPR 60-1 Missouri Wing Supplement – Annex 1
CAPF 5 Flight Check Guide

Check Pilots administering CAP Form 5 Flight Checks will use this guide while conducting the flight check. The goal of this guide is to provide both the Check Pilot and applicant a standardized check ride format. This document should not replace the Check Pilot's discretion or judgment while conducting the check ride.

Appointment

1. Applicant
 - a. Name: _____ Phone: _____
 - b. Squadron: _____
2. Check Ride
 - a. Type of Check Ride
 - i. VFR
 - ii. IFR
 - iii. Cadet Orientation Pilot
 - iv. Instructor Pilot
 - v. Check Pilot
 - vi. Retake
 - b. Aircraft to be used
 - i. Type: _____
 - ii. N Number: _____
 - iii. Initial in Type: Yes or No
 - c. Location: _____
 - d. Date/Time: _____

Remind the applicant that they'll need to bring the following documentation:

- Pilot and Medical Certificates
- CAP Membership Card
- Proof of a current Flight Review IAW 14 CFR 61.56
- Annual CAPR 60-1 Written Test Results
- Appropriate completed aircraft questionnaires
- 3 copies of a CAPF 5 with the Identifying Information completed
- A copy of a current status sheet for the aircraft being used (may be obtained from the Wing Website) or the aircraft logbooks to show that the aircraft is airworthy.

Pre-Test Briefing

1. Put the applicant at ease.
2. Advise the applicant of available comfort facilities (restroom, vending machines, etc.)
3. Confirm the type of flight checks desired.
4. Give the applicant a casual overview of the check ride.
5. Collect and verify the required documents specified above:
 - Pilot and Medical Certificates
 - CAP Membership Card
 - Proof of current Flight Review IAW 14 CFR 61.56
 - CAPR 60-1 Written Test Results (completed within the preceeding 90 days)
 - Appropriate completed aircraft questionnaires (must be completed annual, not just a date change on a previous questionnaire)
 - 3 copies of a CAPF 5 with the identifying information completed and with the applicant's signature.
 - Aircraft status sheet and/or logbooks.
6. Verify that the required equipment is available (view limiting device, charts, etc)

7. Verify that the applicant is aware of PTS requirements and tolerances and what PTS standards the applicant will be tested to.
8. Advise the applicant :
 - That the flight check will be conducted IAW CAPR 60-1 and the FAA Practical Test Standards.
 - You will be taking notes during the check ride for the debriefing.
 - Perfection is not the standard.
 - Oral questioning will continue throughout the check ride.
9. Any questions?
10. **Announce that the check ride has begun.**

Oral Questioning

1. Access all levels of learning: Rote, Understanding, Application, and Correlation. Correlation is the objective.
2. Use scenario situations whenever possible during the oral exam.
3. Characteristics of good oral test questions: Reliable, Valid, Usable, Objective, Comprehensive, and Non-discriminating.
4. Oral questioning may continue throughout the test.
5. Grade and review the Aircraft Questionnaire with the applicant.
6. Question the applicant over subject areas on the CAPF 5 that cannot be completed during the flight. Indicate those items with a "V".
7. Question the applicant on any material related to the flight check deemed necessary to determine the qualifications of the applicant. Special attention should be given to the following emphasis areas:
 - a. Aircraft manuals and documents
 - b. CAP Regulations and Missouri Wing Supplements
 - c. Weather and NOTAMS
 - d. Airport environment
 - e. Aircraft systems
 - f. Fuel requirements
 - g. ATC communications and airspace considerations
 - h. Clearances
 - i. Proper use of flight controls/brakes during surface operations
 - j. Landing flare
 - k. Collision Avoidance
 - l. Observance of minimum safe altitudes
 - m. Use of stabilized approach procedures
 - n. Forced Landings

Preflight Briefing

1. Profile of flight test
 - a. Takeoffs and Landings (locations, types, etc.)
 - b. Air work (location, maneuvers, etc.)
 - c. Ground Reference Maneuvers (locations, types, etc.)
 - d. Instrument work (types and locations of approaches, holding, etc.)
2. Pilot in Command (14 CFR 61.47)
3. Emergencies
 - a. Actual
 - b. Simulated
4. Transfer of flight controls
5. Collision avoidance
 - a. Looking for reported traffic
 - b. Clearing the area before maneuvers
6. Preflight inspection

- a. Check Pilot should observe the applicant conduct the preflight inspection, especially on initial check rides.
7. Advise that you will continue taking notes.
8. Unsatisfactory Performance:
 - a. Exceeding aircraft limitations
 - b. Check Pilot intervention
 - c. Inappropriate emergency procedures
 - d. Outcome of the maneuver being seriously in doubt
 - e. Poor judgment
 - f. Not within approved standards
 - g. Failure to apply aeronautical knowledge
 - h. Not being the master of the aircraft
 - i. Consistently exceeding tolerances stated in the PTS
 - j. Failure to take prompt corrective action when tolerances are exceeded
9. Answer any questions

Flight Evaluation

1. Conduct the flight test according to the PTS.
2. Minimal instruction is allowed IAW CAPR 60-1. This should be limited to a few minor items.
3. No second chance if the maneuver is unsatisfactory.
4. Continue testing if maneuver is incomplete or you need more information to make a decision.
5. Use realistic distractions during the check ride
6. Did the applicant meet the objective of the task (PTS)?
 - a. Did the applicant complete the procedure described?
 - b. Did the applicant perform the maneuver within the tolerances?
 - c. Did the applicant meet all safety considerations?
 - d. If you can answer YES to each of these questions without reservation, the applicant has satisfactorily completed the task.
7. Applicants who hold an instrument rating or an ATP certificate and desire to exercise instrument privileges on CAP flight activities, the check pilot shall observe the applicant demonstrate at least one partial panel unusual attitude recovery, holding patterns, one straight in approach and one circling approach. Additional approaches may be demonstrated at the Check Pilot's request.
8. If circumstances require the check pilot to assume command of the aircraft during the flight check to prevent a dangerous situation, the flight check shall be considered unsatisfactory and immediately terminated.

Post-Flight Briefing

1. Reaffirm the outcome of the flight check, satisfactory or unsatisfactory.
2. Review the applicant's performance during the flight check and discuss any comments or suggestions.
3. Complete the appropriate entries on the CAPF 5. Any notations or limitations should be entered in the remarks section.
 - a. List all aircraft that the applicant is qualified to fly (i.e. C172, C182, GA8)
 - b. List all aircraft groups that an Instructor Pilot or Check Pilot is qualified to instruct and check in (i.e. Group 1, 2, and 6).
 - c. List all PTS standards that the applicant was tested to (Private Pilot, Commercial Pilot, Instrument Rating, etc.)
 - d. If a pilot holds an instrument rating or ATP, but did not demonstrate instrument proficiency, the notation "VFR Only" shall be made.
4. If the flight check was unsatisfactory, the applicant shall be informed as to the specific unsatisfactory items. These items shall be noted on the CAPF 5. The check pilot shall return all documents to the applicant. The applicant should be reminded that he/she is required to accomplish the retake with the same check pilot unless the check pilot agrees to another. The check pilot shall advise the applicant what is necessary to prepare for retaking the flight check and

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- make any necessary arrangements for scheduling it. The check pilot shall ensure that the respective wing standardization/evaluation officer and the appropriate wing commander are notified of the failure immediately.
5. Remind the applicant that the flight check information needs to be entered into the Operations Qualifications section of e-Services. Also, the applicant will need the squadron commander or operations officer to sign the CAPF 5 and forward a copy to the Wing Standardization/Evaluation Officer within 5 days of the check ride.