



**HEADQUARTERS  
CIVIL AIR PATROL MISSOURI WING  
UNITED STATES AIR FORCE AUXILIARY  
P.O. BOX 5044  
WHITEMAN AFB MO 65305**



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6 April 2009

MEMORANDUM FOR MOWG/CC  
MOWG/SD  
HQ CAP/DOV  
NCR/CC

FROM: DO

SUBJECT: MISSOURI WING SUPPLEMENT TO CAPR 60-1

1. The Missouri Wing submits the following proposed supplement to CAPR 60-1 with changes for approval.
2. Changes to previous versions are noted in gray highlighting.
3. Please note your approval or disapproval of the proposed supplement by circling the appropriate response and signing on the line provided.

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Steve Kuddes, Col, CAP  
Commander, North Central Region

APPROVED / DISAPPROVED

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Mr. PETE KAUSKY  
Chief, Stand Eval, National HQ

APPROVED / DISAPPROVED

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John Mais, Col, CAP  
Commander, Missouri Wing

APPROVED / DISAPPROVED

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Mary Fuller, Lt Col, CAP  
Director of Administration

APPROVED / DISAPPROVED

**MO WING SUPPLEMENT 1**

**CAPR 60-1**

5 January 2009

## Operations

## CAP FLIGHT MANAGEMENT

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

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

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

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

- (1) **Added.** Submit a copy of the aircraft airworthiness certificate and a completed CAP-USAF 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) **Added.** Members will ensure that they carry a copy of the hold harmless agreement while flying on AFAMs.
- (3) **Added.** 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.c. Added.** Missouri Wing pilots and aircraft are hereby authorized to conduct flight operations in adjacent states up to 150 nautical miles from the Missouri border. Authorization to operate in excess of 150 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.

**2-2.k. Added.** CAP flight operations will cease when the surface winds exceed 30 knots (including upper limit gusts) or a gust factor of 15 knots. The maximum tailwind component for CAP aircraft is 7 knots.

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

(1) **Added.** Each Missouri Wing corporate aircraft shall be equipped with the following loose equipment:

- (a) **Added.** Carbon Monoxide Monitor
- (b) **Added.** Pitot tube cover and cowl plugs
- (c) **Added.** Avionics panel security and/or control lock
- (d) **Added.** Baggage tie down net
- (e) **Added.** Chocks and Tie Down Ropes
- (f) **Added.** Survival Kit

1 (2) **Added.** Any repositioning of Missouri Wing aircraft for extended periods of time shall be approved by the Director of Operations.

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0 (3) **Added.** Crew and passengers shall not board or exit an aircraft while the engine is running under any circumstances.

(4) **Added.** Aircraft shall operate external lights as recommended in Advisory Circular 91-73A.

(5) **Added.** 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.

(a) **Added.** Cessna 172P: Topped Off

(b) **Added.** Cessna 172S (920CP) 40 Gallons

(c) **Added.** Cessna 182R: Topped Off

(d) **Added.** Cessna 182T: 64 Gallons (bottom of the tabs)

note **Added.** Sponsoring units may elect to fill to 50 gallons based on their typical flight profile.

(e) **Added.** Gippsland GA8: Topped off

(6) **Added.** 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.

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

1(1) **Added.** Report any maintenance problems to the Flight Release Officer (FRO) or the aircraft manager and annotate in the aircraft information file.

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3(2) **Added.** Advise the FRO of the ending Hobbs time within one hour and email the ending tach time to [airplanetimes@mowg.cap.gov](mailto:airplanetimes@mowg.cap.gov) within eight hours of the termination of the flight.

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5(3) **Added.** 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.

6(4) **Added.** 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.

**2-5.j. 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.

**2-5.k Added** FRO's will enter all flight information into WMIRS at the conclusion of the flight unless it is a supervised mission.

**2-5.l. 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.

**2-5.m. Added. Denial of Flight Release.**

(1) **Added.** In the event an FRO denies a pilot a flight release, the FRO shall:

(a) **Added.** Give the pilot the reason for the denial of the release.

(b) **Added.** 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.

(2) **Added.** Once notified of a flight release denial, the Director of Operations shall:

(a) **Added.** Notify the Wing Commander of the denial and give the reason for the denial.

b **Added.** Record the denial information on a tracking form.

(c) **Added.** Track denials and if a trend is noticed, make a determination if additional training is required for the pilot prior to additional flights.

**3-1.f. 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.

**3-2.c. 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. The signed Form 5/91 can be emailed to the Wing Standardization/Evaluation Officer.

**3-2.d. 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) **Added.** The Wing Standardization/Evaluation Officer will be notified of the unsatisfactory check ride as soon as possible.

(2) **Added.** The pilot should receive instruction on the areas found to be unsatisfactory.

(3) **Added.** 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) **Added.** 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.

**3-2.e. Added.** Unsatisfactory Form 91 check ride

(1) **Added.** The Wing Standardization/Evaluation Officer shall be notified of the unsatisfactory check ride as soon as possible.

(2) **Added.** 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.

**3.7.f. Added.** Check Pilots shall meet these additional qualifications:

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

**3-7.k. Added.** Check Pilot Examiners.

(1) **Added.** Check Pilot Examiners shall hold a current Flight Instructor Certificate and at least a current third class medical certificate.

(2) **Added.** 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) **Added.** The Wing Standardization/Evaluation Officer is considered a Check Pilot Examiner by virtue of his position.

(4) **Added.** Check Pilot Examiners shall be designated in e-Services.

**3-7 (l) Added.** The Wing Standardization/Evaluation Officer shall meet the following requirements:

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

**3-8.a. Added** Pilots are responsible for ensuring that hard copies of FAA certificates 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 are duplicated at the Wing Headquarters. 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.

**3-8.b. Added.** Pilots are responsible for ensuring that hard copies of 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 Statement of Understanding are duplicated at the Wing Headquarters.

MARY C. FULLER, Lt Col, CAP  
Administrative Officer

JOHN A. MAIS, Colonel, CAP  
Commander