

Operations

CAP FLIGHT MANAGEMENT

CAPR 60-1 (C1), 10 June 2004, is supplemented as follows:

1-6. Explanation of Terms.

o. 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 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 via CAPF 2a, who will report weekly tach time to Operations pager, submit a complete and accurate MNWG Form 15a (Monthly Aircraft Operations Report) **with CAPF 99's post marked** by the 5th of each month and report aircraft squawks to Operations pager in a timely manner.
- 7) Identify an instructor pilot/check pilot.
- 8) Document monthly pilot safety meetings to include: date of meeting, name of presenter, summary of safety topics discussed, names and signatures of attendees.
- 9) Establish an ongoing Flight Release Officer training plan **and submit a Quarterly FRO roster and CAPF99's per CAPR 60-1.**
- 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. General

p. 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.

q. Added: A Minnesota Wing standardized, tail number specific, checklist will be used for each flight.

r. Added: Primer/Throttle Usage During Engine Starting Procedures. The pilot shall use the aircraft engine starting procedures IAW the STC holder's specifications. (C-172 180 H.P conversions)

s. 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.

2) Each unit will hold an annual Cold Weather Flying Course. The course shall include this section and any other local information such as hangar operations, interior heating, moisture in the fuel etc.

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.

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

a. Power-off Maneuvers - At temperatures from 0° F to +10° F (-18° C to -12° C), use 1500 RPM or 15 inches manifold pressure as a minimum.

b. For temperatures below 0° F (-18° C), it is at the incident commander's discretion if air support is required. At no time shall a unit fly in temperatures below 0° F (-18° C) without having the aircraft properly preheated as stated in paragraph 2-1.q.1. (The winter kit with oil cooler plate must be installed.)

c. Aircraft Temperatures and Wind-chill Limitations:

<u>Temperature</u>	<u>Wind-chill</u>	<u>Limitation</u>
Above 0° F (-18° C)	Above -30° F (-34.5° C)	None
0° F to -20° F (-18 C to -29 C)	-30° F to -50° F (-34 C to -45.5 C)	2 occupants minimum NO TRAINING Performed Actual Missions ONLY (No touch-and-go landings)
Below -20° F (-29° C) (-18° C to -29° C)	Below -50° F (-45.5° C) (-34.5° C to -45.5° C)	DO Approved Flights Only

Note:

*It takes a 45 mph wind at 0 F to get -30 F wind chill. Exposed skin freezes in approx. 30 min.
 It takes a 25 mph wind at -20 F to get a -51 F wind chill. Exposed skin freezes in approx. 10 min.
 It takes a 10 mph wind at -30 F to get a -53 F wind chill. Exposed skin freezes in approx. 10 min.*

5) **For flights when the temperature is below 0° F (-18° C), the Flight Release Officer must be a pilot.**

6) Ultimately, the unit and its members are responsible to use common sense when deciding to fly in temperatures below 0° F (-18° C).

t. Added: Aircraft Security When leaving a corporate aircraft unattended,(leave airport property) the pilot will install and lock the avionics anti-theft control lock. The factory gust-lock may be utilized for short-term use (e.g. refueling, etc.). **The C-182 Nav III aircraft are excluded from this requirement.**

u. Added: Privately Owned Aircraft Member owned/furnished aircraft shall not be used for any funded CAP flight activity (actual SAR mission, SAREX, cadet orientation flights, etc.) without PRIOR approval from the MNWG Chief of Staff Operations (CSO) or designee. **If a non-CAP aircraft needs to be used on an Air Force Assigned Mission (AFAM), the member must execute a Hold Harmless Agreement (HHA) with the Air Force. Refer to CAP/EX letter to CAPR 60-1 dated 17 Jan 2007 for the detail and the HHA forms.**

v. 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.

1) The only allowable exception to this section shall be if the pilot-in-command is receiving Training for a CFI or CFII certificate IAW CAPR 60-1 from a current and qualified CAP Instructor **or personnel who are participating in a qualified Pinch Hitter Course.**

2) This section does not apply to those designated as qualified CAP Check Pilots, Mission Check Pilots, Tow Pilot Check Pilots, **or** Instructor Pilots.

Added: Aircraft Management All pilots must leave an adequate amount of tach time on the aircraft to ensure the aircraft will be able to arrive at central maintenance 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.

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

2-5. Geographical Limits for Flight of CAP Aircraft.

Amended: Approval for flights up to 50 nautical miles from the Minnesota border into Wisconsin, Iowa, South Dakota, and North Dakota is delegated to the unit commander/FRO. Weather deviations that may require more than a 50 nautical mile **diversion** into **an** adjoining state must be approved prior to **the** flight by the Wing Commander.

2-6. Authorized Passengers.

Added: Laminated crew briefing cards, in the side pocket of each aircraft, are to be used for crew briefing prior to each flight.

2-7. Operations Monthly Activity Report.

Added: Each unit to which an aircraft is assigned must call in aircraft tach times weekly, regardless of aircraft utilization.

Added: A current MNWG 15a (Monthly Aircraft Operations Report) will be a secondary source document for the **CAP Flight Release Log**. The unit and maintenance information at the top of the form must be complete. In order for the flight to be exempt from maintenance payment, each flight must be documented with ALL information included for that flight. **B-9 / C-9** flights must include the purpose/explanation of the flight and who approved it in the Remarks box. The unit commander or unit operations officer's signature will attest to the completeness and accuracy of the information on the MNWG 15a.

2-8. Pilot Records.

Added: The contents of each pilot file will be duplicated on the Wing Aircrew database via MNWG Form15 (Aircrew Qualification), or electronic submission via MNWG Intranet.

Added: Designation as a cadet orientation pilot, instructor pilot, check pilot, stan/eval pilot, mission check pilot, glider tow pilot and glider tow check pilot will be accomplished via a separate CAPF 2a for each specific designation. Each CAPF 2a will be initiated by the unit's operations officer, then signed by the unit commander and group commander. Each 2a will then be sent to MNWG DOV **for review and will submit the approved 2a** for a personnel authorization number and signature by the current MNWG commander.

2-19. Operational Requirements and Restrictions.

a. General

6) Added: Refueling Requirements

- a. When flying C-172 aircraft with standard tanks, the pilot will not fly more than 3 hours of tach time without refueling.
- b. When flying C-172 aircraft with long-range tanks, the pilot will not fly more than 4 hours of tach time without refueling.
- c. When flying C-182 aircraft, the pilot will not fly more than 4 hours of tach time without refueling.

3-2. Pilot Qualifications.

Added: Any of the following privileges or appointments may be temporarily suspended by the MNWG DOV or CSO for up to 30 days for cause.

c. CAP Pilot.

7) Added: Satisfactorily complete **both the ground and flight portions of a MN Wing** Pilot Continuation Training **program**, or complete an FAA Wings Program Phase **within the past 2 calendar years**.

d. Instructor Pilot.

6) Added: Qualified Instructor pilot applicants are recommended by unit Commander submitted to MN Wing DOV, The Applicant is assigned a MN Wing Stan/Eval pilot who conducts a new Instructor pilot course. After course completion the application will then be presented to MN WG DOV and MNWG CSO for review and recommendation to Wing Commander for final approval.

7) Added: Satisfactorily complete **both the ground and flight portions of a MN Wing** Pilot Continuation Training **program**, or complete an FAA Wing. Program Phase within each calendar year.

e. Check Pilot

4) Amended: MNWG Check Pilots are required to satisfactorily complete the NCPSC every two (2) years.

a. Added: A check pilot candidate will be nominated by his/her unit commander to attend a 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.

b. Added: Check pilot candidates who have satisfactorily completed a NCPSC will take a check pilot checkride with the Wing DOV or his/her designee or a Wing assigned Stan/Eval check pilot.

c. Added: Check pilots who have completed all the requirements will be considered for appointment by the current MNWG CC via CAPF 2a, based on the recommendation of the DOV.

7) Added: MNWG Check Pilots must administer a minimum of six (6) CAPF 5's/CAPF 91's per year or attend the NCPSC/Mission CPSC annually to maintain check pilot status. This requirement may be waived in writing by the DOV prior to the expiration of current designation.

8) Added: Satisfactorily complete an FAA Wings Program Phase or CAP Pilot Continuation Training **within each calendar year**.

9) Added: Check Pilots administering the portion of the CAPF 5 (section XIV) required for instrument privileges must meet the following criteria:

a. Current FAA CFI certificate with Instrument Airplane rating.

b. Current CAPF 5 instrument privileges.

f. Cadet Orientation Pilot.

7) Added: Satisfactorily complete a CAP Pilot Continuation Training or **a** FAA Wings Program Phase **within each calendar year**.

8) Added: Complete Cadet Orientation Pilot Online Training every two (2) years.

g. Mission Check Pilot.

4) Added: Satisfactory complete the Mission Check Pilot course prior to initial appointment and every two (2) years thereafter.

3-3. Pilot Aircraft Qualification Requirements.

a. Single Engine.

Added: High-performance aircraft.

a. Minnesota Wing operates two varieties of the Cessna 182 aircraft. The fuel injected, newer 182-T model and the carbureted 182-R model. Pilots must receive an initial CAPF5 in each variant of the Cessna 182 (Le. Initial CAPF5 in BOTH the 182-R and 182-T are required to operated both aircraft).

b. Dual instruction in high performance aircraft may only be given by an Instructor Pilot who has more than 25 hours of high performance time, 10 hours in make and model, and approved by MNWG DOV.

4) Added: No primary flight training will be done in high performance aircraft

5) Added: Complex aircraft.

- a. Initial/annual CAPF 5, must be conducted by a Stan/Eva! Pilot.
- 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 MNWG Stan/Eva I pilot 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, 10 hours in make and model and approved by DOV.

7) Added: C182 Nav III (G1000) and Gippsland GA-8 Aircraft

- e. added: Check pilots/Instructor Pilots for G1000 & GA 8 aircraft must be recommended by MNWG DOV and designated in writing (CAPF2a) by Wing Commander.

8) Added: For aircraft equipped with a climb prop (Le. tow planes), pilot must receive differences training from a designated tow pilot or CAP instructor pilot. This training must be documented in the remarks section of the CAPF 5.

3-4. Pilot-in-Command Requirements.

a. General.

- 2) Added:** CAP Cadets 18 years of age and older may not act as PIC in CAP aircraft carrying other cadets. All other flights carrying passengers with a CAP cadet 18 years of age or older as PIC must have prior approval from the Wing Commander. This section does not apply to mission related training or actual missions.
- 3) Added:** A pilot no longer meeting the currency requirements to carry passengers per FAR 61.57a (day) or FAR 61.57b (night) may not operate as PIC of a CAP aircraft, in those conditions. This does not preclude a CAP pilot using a CAP aircraft to regain currency as long as he/she is accompanied by a qualified CAP Check Pilot or Instructor Pilot. (Le. A CAP PIC must be day landing current to fly during the day and night landing current to fly in the night or be accompanied by an Instructor that is landing current). Night landings may be used to meet the requirements of day landings, but day landings do not meet the requirements for night landings.

3-5. CAPF 5 Flight Checks.

j. Amended: Any pilot from another wing, who transfers into, visits, or resides in Minnesota Wing on a temporary or permanent basis, must complete a local procedure familiarization flight with a Minnesota Wing Check Pilot or Instructor Pilot prior to conducting any flight operations.

k. 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), Standardization and Evaluation Officer (DOV) or Assistant Stan/Eval Officer (Assistant DOV) may approve an exception.

l. Added: Unsatisfactory CAPF 5 Flight Check. The following procedures are required when any member fails to successfully complete a CAPF 5 flight check:

- 1) Added:** The Wing DOV will be notified of the unsatisfactory flight check as soon as possible. The pilot must receive a minimum of one hour dual instruction and receive a recommendation for a recheck. The dual instruction will encompass at a minimum all areas in ground and flight that were unsatisfactory.

m. Added. Unsatisfactory CAPF 91 Flight Check. The following procedures are required when any member fails to successfully complete a CAPF 91 flight check:

- 1) Added:** The Wing DOV will be notified of the unsatisfactory flight check as soon as possible. The pilot must receive a minimum of one hour dual instruction and receive a recommendation for a recheck. The dual instruction will encompass at a minimum all areas in ground and flight that were unsatisfactory.

n. Added: Each Check pilot and Mission Check pilot shall by the 5th of January and July submit a report to the Wing DOV including the names of pilots who failed either a CAF5 or CAF91 , including area(s) failed and number of CAPF5's and 91's given, during the previous six months. (NOTE: The information containing names of individuals will be held Confidential and will not be included in any reports to Region or National CAP or USAF).

4-9. Flight Release: Commanders' and Pilots' Responsibilities.

a. Unit Commanders.

- 5) Amended:** Updated FRO lists will be provided to the NCLR State Director and MNWG DO per CAPR60-1. **A sufficient number of Flight Release Officers will be determined by the MNWG CSO on a unit by unit basis.**
- 6) Added:** Maintain a unit FRO file (i.e. notebook) with a copy of the quarterly letter designating unit FRO's. This file will also contain FRO training documentation and copies of current FRO test certificates for each FRO.
- 7) Added:** 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 60-1 and the applicable MNWG supplements.** FRO training must be conducted **Annually** or within 30 days of the publication of a new CAPR 60-1.

4-10 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

/// signed ///

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/// signed ///

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