

## Operations

### CAP FLIGHT MANAGEMENT

CAPR 60-1, 4 November 2001, is supplemented as follows:

#### Chapter 2—GENERAL OPERATING RULES

##### 2-1 General

**o. Added.** Pilot in Command (PIC) will calculate weight and balance for all flights. PIC will assure that gross takeoff weight allows for needed performance factors such as density altitude. PIC will additionally make such calculations as may be necessary to assure that aircraft center of gravity remains within approved limits for all phases of the planned flight.

**p. Added.** CAP SAR/DR flight operations will not be conducted at night (as defined by FAR) unless the pilot in command is current for instrument and night flight and a qualified SAR/DR or Transport Pilot. SAR/DR or Transport pilots without an IFR rating may conduct solo local night proficiency flights in the immediate vicinity of the departure airport. The Wing Commander or Director of Operations may grant exceptions to this paragraph.

**q. Added.** Each CAP Aircraft will carry a survival kit sufficient to provide basic self-help, signaling devices and water for all occupants for at least 24 hours considering the terrain and climatic conditions. Minimum equipment will include a signal mirror, marker panel(s), and all-weather fire starting materials. A "space blanket" or equivalent or sleeping bag will be carried for each occupant. Occupants with particular medication or dietary requirements should carry sufficient provisions for at least 24 hours.

##### 2-2. Authorized Airfields.

###### Amended:

**NOTE 1:** Unless specifically listed below with other restrictions Idaho CAP aircraft are authorized to land at any paved airport in adjacent wings that are within 25 NM of the Idaho border. This does not apply to authorized missions or for instances of transiting from one base to another base and flight planning requirements that dictate deviations beyond the 25 NM area.

Ontario, OR

Afton, WY (daytime only)

Owyhee, NV

Hamilton, MT

Pullman, WA

Jackpot, NV (daytime only)

West Yellowstone, MT

(VFR only when posted as open by FAA)

NOTE: daytime as defined by applicable sections of 14 CFR Section 1.1 (See NIGHT).

**NOTE 2:** No Idaho Wing aircraft may land outside of the United States borders unless on an authorized mission.

**NOTE 3: PIC is reminded to comply with CAPR60-1 Change 3, 2-5.**

## **2-5. Geographical Limits for Flights of CAP Aircraft.**

**d. Added.** The Wing Commander will approve a list of grass strips within the State of Idaho that are authorized for landings by corporate aircraft. As the status of grass strips in Idaho can rapidly change, this list will be released in memorandum form to the Idaho Wing as necessary.

## **2-6. Authorized Passengers.**

**o. Amended.** Passengers and aircrew will be given, at a minimum, the Passenger Briefing provided at Attachment A prior to the first flight of the day. Law enforcement passengers will additionally be given the Law Enforcement Briefing (Attachment B) prior to flight. The briefings will be repeated whenever there is a change in passengers or aircrew.

## **2-9. Pilot Records.**

**2-9 Added.** Each squadron will assure that, for those pilots assigned to their squadron, the pilot information has been entered into the NHQ Member Information Management System and is kept up to date.

# **Chapter 3. PILOT QUALIFICATIONS AND REQUIREMENTS**

## **3-2. Pilot Qualifications.**

### **e. Check Pilot.**

**6) Added.** The DO/DOV will review the appointments quarterly and make recommendations to the Wing Commander for changes to the appointments. Squadron commanders may make requests for appointment or deletion of appointments through the Wing DOV.

### **f. Cadet Orientation Pilot.**

**5) Amended.** Squadron commanders, through the use of a Mission Crew Certification Board (MCCB), are responsible to review the qualifications for this appointment to assure that the requirements of Paragraph 3-2f, particularly the endorsement on the most recent Form 5 check ride, are complied with.

Squadron commanders may make requests for appointment or deletion of appointments through the Wing DO.

**h. Mission Check Pilot.**

**4) Added.** The DO/DOV will review the appointments quarterly and make recommendations to the Wing Commander for changes to the appointments. Squadron commanders may make requests for appointment or deletion of appointments through the Wing DOV.

**3-5. CAPF 5 Flight Checks.**

**d. Amended.** If for any reason during a CAP Form 5 or CAP Form 91 check ride to establish re-currency the CAP Check Pilot (flight check administered by a FAA inspector, designated check airman, designated pilot examiner, or CAP-USAF flight examiner) fails the CAP Pilot or check pilot, the current CAP Form 5 under which the CAP pilot or check pilot is currently performing his/her duties is VOID. The CAP pilot or check pilot must re-establish their CAP pilot status by successful completion of a CAP Form 5 or CAP Form 91 check ride per CAPR 60-1. If the CAP pilot or check pilot has flown to a remote airport for the check ride, the pilot may NOT fly the aircraft to the assigned airport. This amendment does not remove the pilot's right of appeal per CAPR 60-1.

**k. CAP Checkride Policy and Procedures for Air Force-Assigned Reimbursed Missions: Added.**

Appropriated training funds may be used to pay for both CAPF 5 and CAPF 91 Checkrides provided the criteria in the HQ CAP and HQ CAP-USAF 14 Mar 2003 Policy Letter are met. Only pilots who are currently qualified in those specialty qualifications listing below or in approved upgrade training program for these qualifications, may be eligible for reimbursement of annual checkrides. CAPF 5 checkrides are not authorized reimbursement for pilots who do not meet these requirements. An Idaho Wing Form 60 is used for application for this funding.

**k.1. Specialty Qualifications:**

- k.1.1. Mission Check Pilot
- k.1.2. ES Mission Check Pilot
- k.1.3. Check Pilot
- k.1.4. Instructor Pilot
- k.1.5. Transport Pilot
- k.1.6. Cadet Orientation Pilot

**k.2. Added.** Only one (1) reimbursed CAPF 5 checkride is authorized per calendar year per eligible pilot. Checkride reimbursement is not authorized for a new CAP pilot's initial CAPF 5 checkride. Reimbursement is not authorized for any checkrides conducted to reinstate a pilot following a mishap.

**k.3. Added.** The DO/DOV may deviate from the priority order on a case-by-case basis when unusual circumstances exist.

**k.4. Added.** The actual number of reimbursed checkrides within each wing is dependent on the amount of training funds available and the desires of the wing commander.

## Chapter 4. FLIGHT RELEASE OF CAP AIRCRAFT

### 4-6. Flight Release Officer Responsibilities and Procedures.

**c. Amended.** A copy of the CAPF 99 release documents should be kept on file for one year. It is recommended that these file be maintained at the squadron HQ for ease of access. Copies or computer generated CAPF 99 may be forwarded to the Wing DO with CAPF 18 aircraft utilization data for monthly reporting. Originals must be mailed to the Wing DO and may be sent in a batch basis. In agreement with the Idaho Wing LO, the Idaho Wing DO will forward copies of the CAPF 99 to that office for accountability per CAPR 60-1. The FRO need NOT send copies of the CAPF 99 as indicated in CAPR 60-1 as this would constitute duplicate records.

**d. Added** Pilots and Flight Release Officers (FRO) will follow the procedures of Annex C, Idaho Wing Flight Release Procedures, in requesting and issuing flight release. FROs are responsible to follow up on all flights they release to insure the safe completion of that flight, or to alert search and rescue forces in the event the flight does not return safely.

**e. Added** *Based on functionality and utility of the MIMS pilot qualification report. Wing personnel will be notified when the current PQCR is removed and MIMS takes it's place. At that time, this paragraph will take affect.*

Pilots having data in the NHQ MIMS system that is out of date will NOT be released for any flight. Pilots not listed in the MIMS reports will be refused a flight release until such time as their individual data has been entered and validated in the MIMS and a new report showing correct data is available. In an emergency, the IC or FRO must, by all means available, assure him or herself that the PIC is qualified to perform the mission prior to release.

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

**a.4) Amended.** The FRO is responsible for assuring the flight is released appropriately, therefore, use of the Idaho Wing FRO checklist (which incorporates the CAPR 60-1 FRO Checklist) is mandatory for each flight release.

**b.3) Amended.** If the flight activity requires an FAA Flight Plan, the PIC will assure that the FROs name and phone number appear in block 17, Destination Contact, when the destination person and phone number are not known.

CIVIL AIR PATROL IDWG  
Headquarters  
Idaho Wing  
Boise, Idaho

Supplement 1  
CAPR 60-1  
30 March 2003

**ATTACHMENT 1**  
**STATEMENT OF UNDERSTANDING**  
**1 January 1992**

**Added.** It is the PIC that is responsible for the reimbursement to the Idaho Wing for flights in Idaho Wing Corporate Aircraft. Should the flight be reimbursable as an Air Force Reimbursed Mission or under other provisions, he/she is responsible for requesting reimbursement or assuring that reimbursement is requested. If he/she fails to request reimbursement in a timely manner and reimbursement for the flight is lost, he/she will be personally responsible for the operating costs of the aircraft.

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OPR: DOS

Distribution: 1 each Wing Staff Member (1), Each Unit (1), RMR-CAP (1)

CIVIL AIR PATROL IDWG  
Headquarters  
Idaho Wing  
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Annexes:

A - Passenger Briefing

B - Law Enforcement Briefing

C - Flight Release Procedures

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## **Annex A to Idaho Wing Supplement 60-1**

### **Passenger Briefing**

#### Passenger Briefing

##### **Mission Profile:**

Purpose of flight

Where we're going, route

Expected weather

Planned altitude, reason for this altitude, conditions which may cause altitude changes

##### **Approaching and Leaving Aircraft**

Don't approach, within a wingspan, a running aircraft or leave a running aircraft.

##### **Location of the following:**

First Aid Kit

Fire Extinguisher

Airsickness bags

Survival Equipment

##### **Securing baggage and cargo. What items will passenger need in flight?**

##### **Operation of seat belts and shoulder harnesses.**

##### **Operation of passenger doors. Rapid egress procedures.**

##### **Operation and adjustment of passenger seat.**

Seat slip warning and procedure in case of seat slip.

##### **Personal Emergencies (airsickness, toilet, other).**

Have you taken any medicines of any kind today?

Let pilot know as soon as you become aware of the problem.

Do you have any medical or other conditions that I should know about before we fly together?

##### **Passenger participation in flight.**

Operation of intercom.

Watch for other aircraft in flight and point them out to the pilot.

If you have any question or concern about the safety or advisability of any operation, let me know immediately.

There will be "cockpit sterile" times when I will need to concentrate on a particular critical phase of communications or flight. There can be no conversation on the intercom at those times. If you talk and I hold up a finger, that means wait until I tell you it's OK to talk. If you become aware of a safety or emergency situation, including a nearby aircraft, during that time, tell me it's a safety or emergency problem.

##### **Do you have any questions?**

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## **Annex B to Idaho Wing Supplement 60-1**

### **Law Enforcement Briefing**

Civil Air Patrol Flight Briefing for Law Enforcement Personnel

#### **Posse Comitatus**

1. Definition - The prohibition from willful employment of the Military (Air Force/CAP) for the purpose of enforcing criminal law (18 USC 1385) apart from a martial law declaration.
2. Authorized CAP activities - CAP is allowed to provide the user a platform to determine whether or not further law enforcement action is necessary. This may take the form of general reconnaissance of suspected marijuana grow areas (including photography), airport activity, searching for remote airstrips, etc.
3. Unauthorized CAP activities - Surveillance of specific persons, property or vehicles for any law enforcement purpose.
4. Violation penalties - Fine of not more than \$10,000.00 or imprisonment for not more than 2 years or both.

#### **Weapons**

All weapons capable of discharging a projectile must be unloaded and secured in the pilot's presence before entering the aircraft. This is to prevent the possibility of catastrophic consequences for all crewmembers. There is no situation in which a loaded firearm is required in flight.

#### **Pilot in Command Authority**

14 CFR Section 91.3 states: "The pilot in command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft."

#### **Interfering with crew members**

14 CFR Section 91.11 states: "No person may assault, threaten, intimidate, or interfere with a crewmember in the performance of the crewmember's duties aboard an aircraft being operated."

## Annex C to Idaho Wing Supplement 60-1

### Flight Release Procedures

The position of Flight Release Officer (FRO) is one requiring a great deal of responsibility and attention to detail. An incorrectly done flight release can invalidate the aircrew's insurance protections and can jeopardize the safety of aircraft, pilot and passengers.

Some basic flight release principles:

- The FRO often acts as the flight plan agency for the flight. If the FRO does not follow up to assure that the flight has been safely concluded, there can be a critical delay in beginning search operations.
- The FRO will be listed as point of contact on FAA flight plans.

### Idaho Wing Flight Release Procedure

1. FROs, Incident Commanders and all authorized mission staff functioning as flight release will utilize the Idaho Wing FRO checklist (which incorporates Attachment 8 in CAPR 60-1) for release of all flights. For Incident Commanders and authorized mission staff, the use of the checklist need not cover such items as may be covered by sign-in personnel (i.e. membership, pilot's license, medical).
2. When releasing a flight by telephone, the word "Verify" in this checklist will be inferred as "Asking the Question" of the PIC.
3. A pilot's currency may be ascertained from the NHQ MIMS. An MIMS report (or Idaho Wing PQCR) no older than 45 days must be used to verify the pilot-in-command is current and qualified in accordance with CAPR 60-1 and FARs.

In an emergency, a release may be based on personal data verification. This release may be used **only** for a single mission or proficiency flight activity after which the required data must be entered into the NHQ MIMS Pilot Database before the next flight release. **OTHER THAN THIS, NO PERSONNEL WILL BE RELEASED FOR ANY FLIGHT ACTIVITY THAT DOES NOT SHOW CURRENCY.**

4. If the flight is destined for an approved grass strip landing, the FRO must verify that the PIC meets the requirements (flight time and experience) for such a landing as set forth by the Idaho Wing Commander's memorandum authorizing landings a specified grass strips.

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