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Approved
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NEW YORK WING SUPPLEMENT #1
TO CAPR 60-1 (4NOV01) and C1 (27JUN02)

12 JULY 2002

CAP FLIGHT MANAGEMENT

This supplement prescribes the responsibilities of all CAP personnel as applicable to the control and management of CAP flying programs, aircraft, and aircrews in relation to local conditions and procedures within the New York Wing. Suggestions for modification and improvement of the CAP flight management program should be forwarded through the chain of command to New York Wing Headquarters Director of Operations.

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Section 1 - Operations Monthly Activity Reporting/Financial Accounting (CAPR 60-1, 2-8)

a. Group Commanders, Operations Officers, and Finance Officers must exhibit diligence in accounting for **each hour** of flight time flown on Corporate Aircraft.

b. At the start of a new month, the documentation from the aircraft binder needs to be retrieved for the previous month's flying activity.

1) By the 5th of each month, Aircraft data must be submitted using the NYW Web page:
www.nywg.cap.gov
Ops/ES/CD tab
Operations Page tab
Link to Monthly Operations Reporting tab

The web form allows the fill-in of aircraft hours by category, start/ending Hobbs & tach time, number of days aircraft out of service, and other key milestone figures. The Web form allows for calculation of the Dollar amount that is owed NY wing for B & C Category Hours. It is important to fill-in all data, not just the flight hours. [A direct link to the ops form is: http://www.angelfire.com/ny3/nywcap/aircraftn.htm]

OPR: DO

2) Per CAPR 60-1, send a copy of CAPF 99s to State Director (SD) either by Fax or mail.

3) By the 15th of the month, a **complete written report** should be mailed as indicated below:

Mail to NY Wing Director of Operations (NY Wg/DO)

a. NYWF 6 Aircraft Report (can be printed from Web Submission)
b. NER Form 2 Aircraft Log Sheets
c. CAPF 99 Flight Release Sheets
d. Explanation of any B8 or B8m hours not paid, along with authorizing individual

Mail to NY Wing Finance (NY Wg/FM)

a. **Original check** attached to a copy of the NYWF 6

Mail to NY Wing Director of Emergency Services (NY Wg/DOS)

a. **Original copies** of CAPF 108, CAPF 7, and Original Fuel Receipts
b. CAPF 108 forms for each hour of A/B category **reimbursable** flight time
c. CAPF 7 for each CAP Cadet Orientation Flight completed

c. For flights flown under the **A category and certain B category reimbursable missions**, the rates established by CAP-USAF effective 20 September 2001, now include a **fixed hourly cost plus actual fuel costs**. For agencies such as NYS DEP, which have a MOU in place, reimbursement costs may be different than those assigned by the USAF. See Attachment 3.

1) CAP Form 108 is used for Reimbursable Mission Activities

2) CAPF 7 is used for CAP Cadet Orientation Flights, which are now fully reimbursed IAW CAPP 52-7

3) Original Fuel Receipts must be included with the submission of CAPF 108 and CAPF 7

a. C-172 Aircraft Reimbursement Data:
Fixed Maintenance Rate $ 30.00 + Actual Fuel Cost

b. C-182 Aircraft Reimbursement Data:
Fixed Maintenance Rate $ 32.00 + Actual Fuel Cost

Note1: All **A3 Counter Drug Missions** also require that **15% be added** to each Form 108 line item. This 15% is placed under the **"J" Administrative Cost Column** on the Form 108.

Note2: All A6 **AFROTC Orientation Flights** must separate transport time to/from orientation airport. Transport costs are calculated and placed in Block K (Other) of the CAP Form 108 IAW Joint CAP-AF ROTC Operating Instruction.

Note3: Glider Tow costs are reimbursable for "Actual Cost of the Tow" for Glider Flight Orientations.

d. For flights flown under B and C non-reimbursed categories, the calculated dollar amount should be submitted along with a copy of NY Wing Form 6 to New York Wing Hq in Garden City in accordance with the rate schedule contained in Attachment 3.

e. The Current Version of CAP Form 108 is dated **May 02.** Since the USAF now uses Document Scanning and Optical Character Recognition on Form 108s received from Wing, the proper version of the CAP Form 108 must be used. This proper version of the Form 108 has eleven (11) lines for data entry. Non-standard forms and hand written forms are rejected by the scanner and are subsequently sent back to the wing to be typed over.

Guidelines to follow:

1. It is important that the Correct **Flight Category Symbol and Mission Number** be used on Documents/Forms where appropriate (CAPF 99, NER F2 (Flight Log), CAPF 108, CAPF 104, CAPF 84, etc...).

2. **CAPF 108 dated May 02 is the correct version of the form.**
   a. Entries to CAP Form 108 must be typed or computer generated.
   b. The Proper electronic version of the CAP Form 108 can be downloaded from the CAP Web Site (www.capnhq.gov).
   c. **Block 3:** Claimant is **Hq New York Wing CAP**
   d. **Block 4:** Address is **817 Stewart Ave (Rear) Garden City, New York 11530**

3. **Do not** sign the Form 108. The signature block is for the Wing Commander or designee.

4. All CAP Form 108s submitted for Counterdrug (symbol **A3**) missions must have a signed copy of the CAPF 84 CD Flight Plan attached. The pilot in command of the flight signs the CAPF 84. Submission must include original fuel receipts

5. All CAP Form 108s submitted for SAR/DR/Mission Flying must have a signed copy of CAPF 104s Mission Flight Plan attached. The pilot in command of the flight signs the CAPF 104. Submission must include original fuel receipts

6. CAP Cadet Orientation Flights require CAP Form 7 submission with original fuel receipts and Glider Tow Receipts (for CAP Cadet Glider Orientation Flights).

7. A single original copy of CAP Form 108s, CAP Form 7s, original fuel receipts, and Glider Tow Receipts, are to be sent to **DOS**. All other copies (duplicates) mailed to various directorates should be labeled **"Copy, original forwarded to NY Wg/DOS"**

f. CAP Form 5 and Form 91 standardization flights reimbursable under the **A7** Category are for Pilots who are **current CAP Mission Rated Pilots and pilots taking their qualifying mission pilot F91 check ride only**. The Mission number for changes each quarter for these flights (Ex. CR-02-NY-10). Effective January 2001, USAF NELR has advised that initial qualifying flights for scanners and observers will also be covered under this mission symbol. This would be the qualifying flight where the individual takes their flight demonstrating their competence to a qualified rated observer/scanner who signs off the individual's application for the ES 101 card (CAPF 101) as a scanner or observer. **The name of the pilot, observer, or scanner receiving the standardization flight must be placed on the CAP Form 108 in one of the blank columns.**

Note: All other CAPF 5 standardization flights for non-mission pilots are B17 category non-reimbursable flights. The pilot pays the group (see Section 3) the established rate along with additional local assessments.

g. Remember, various staff directorates get duplicates of the Form 108s and Form 7s. **Mark the duplicates "Copy, original forwarded to NY Wg /DOS "** and send the original to NY Wing DOS for payment processing as outlined above.

Section 2 - Geographical limits for Flights of NY Wing CAP Aircraft (CAPR 60-1, 2-5)

a. NYW CAP Aircraft are authorized to fly to immediately adjoining wings (share a border with NY) within the Northeast Region at all times.

b. In accordance with the Northeast Region MOU, CAP aircraft are authorized to fly to any wing within the Northeast Region in support of actual SAR, DR, or organized Training missions.

c. With the approval of the **DO** or NY Wing A/C Maintenance Officer (**DOM**), CAP Aircraft are authorized to fly to wings not adjoining NY for the purpose of scheduled maintenance (example: Avionics Repair at Integrity Air in RI).

Section 3 - Pilot Records (CAPR 60-1, 2-9)

a. Given the size and geographical characteristics of the New York Wing, and to provide for flexibility and administrative effectiveness in maintaining the currency and accuracy of New York Wing pilot records, it is necessary to modify the location where such records are kept. This change is consistent with paragraph 1-3.a. of CAPR 60-1 and does not reduce the requirements of the regulation.

b. The third sentence of paragraph 2-9 is modified by deleting "wing headquarters", and substituting "Group headquarters most convenient to the pilot's geographic location".

c. The third sentence will now read: *Records of wing assigned pilots will be maintained at the Group headquarters most convenient to the pilot's geographic location.*

Section 4 - Aircraft Information File (CAPR 60-1, 2-13)

a. The Northeast Region Standardized Binder is the required Aircraft Information File Document to be contained in all NY Wing CAP Aircraft.

b. **Only those forms and documents specifically issued and/or requested by Northeast Region for inclusion will be placed in the binder.**

Section 5 - CAP Pilot Training Leading to an Airman Rating or Certificate (CAPR 60-1, 3-6)

This is a reward for those members who display dedication to the CAP program--the whole program, not just one portion of it. It is a tool meant to promote and maintain a high level of motivation in members. In addition, it is expected that members will use the training gained to benefit/support CAP's missions.

a. (**Reference CAPR 60-1 section 3-6a regarding CAP Cadets**) The approval process for a cadet to receive flight training leading to an airman rating in CAP Aircraft is as follows:

   1. The Cadet will write an essay to be submitted by the Squadron Commander through channels (including the Group Commander's signature of concurrence), requesting why he/she would like flight training. In addition, because this is a unique and special opportunity, the Cadet must meet the following requirements:

      - Be a recipient of the Billy Mitchell Award.
      - Maintain a B/3.0 average in school as demonstrated by report cards.
      - Hold a Cadet Staff Assignment in the Squadron.
      - Participate in 8 hours of CAP activities per month, not to include flight training time.

   2. A cover letter should be attached identifying the cadet's name, unit number, and indicating that the cadet is currently an active participant in the cadet program to be endorsed by the Squadron and Group Commander, and forwarded to the respective Vice-Commander for review and recommended action by the Wing Commander. The Wing Commander's endorsement constitutes final action on the request.

   3. The name of the CAP Flight Instructor who will provide the instruction must also be identified on the request.

   4. On a quarterly basis, **the Squadron Commander must submit a written report** (in letter format) to NY Wing Standards and Evaluation (**DOV**) indicating the progress made by the cadet towards flight training, and that the cadet member continues to be active in the cadet program. Failure to submit quarterly documentation, maintain academic standards as specified, or not participate in CAP activities as noted is grounds for suspension of flight training in CAP Aircraft.

b. (**Reference CAPR 60-1 sections 3-6b through 3-6c regarding CAP Senior members**) The approval process for a Senior Member to receive flight training leading to an **additional** airman rating in CAP Aircraft is as follows:

   - Active membership and participation for at least 2 years in CAP.
   - Perform in an assigned duty position in the unit.
   - Complete Level 2 of the Professional Development Training.
   - 101 Qualified as a Mission Pilot or Observer.
   - Earned the basic SAR ribbon, either as Aircrew and/or Ground participation.

1. The Group Commander shall submit, a letter of request identifying the member's name, unit number, and indicating that the member is currently an active participant in the CAP program to the respective Vice-Commander for review and recommended action by the Wing Commander. The Wing Commander's endorsement constitutes final action on the request.

2. The name of the CAP Flight Instructor who will provide the instruction must also be identified.

3. On a quarterly basis, **the Group Commander must submit a written report** (in letter format) to **DOV** indicating the progress made by the member towards flight training, and that the member continues to be active in the CAP program. Failure to submit quarterly documentation and maintain the requirements as outlined above is grounds for suspension of the flight training in CAP Aircraft.

4. For the purpose of identifying **active participation** in the CAP Senior Member program, a minimum of two hours per week or an aggregate of eight hours per month is to be considered, beyond the time spent in flight training using a CAP Aircraft. Participation in unit meetings, pilot safety meetings, missions, training activities, etc... all contributes to meeting this requirement.

Section 6 - Flight Release in NY Wing Aircraft (CAPR 60-1, 4-6)

a. Flight Release numbering system, will consist of the two letters of the releasers initials followed by a hyphen and a numerical ordering sequence beginning at the start of the month with 01 and ascending. Example FRO John Doe, JD-01, JD-02, JD-03, etc...

DALE RENEE HUMPHRIES, First Lieutenant, CAP
Director of Administration

HEADQUARTERS - NEW YORK WING
OFFICIAL
CIVIL AIR PATROL

AUSTYN W. GRANVILLE, JR., Colonel, CAP
Commander

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2 ea – NHQ/DO, NER/DO
1 ea – NY Wg CC, CV, CS, DA, DO, DOM, DOS, DOV, FM
1 ea – NY Wg Group
1 ea – NY Wg Squadron

LISTING OF CAP PUBLICATIONS/DOCUMENTS FOR REFERENCE

CAPR 60-1 Flight Operations

CAPR 173-3 Reimbursement Procedures

CAPP 52-7 Cadet Orientation Flight syllabus

Joint CAP-AFROTC memorandum

ATTACHMENT 1

CURRENT MAILING ADDRESSES

Mailing Address for NY Wg/DOS

Lt Col Bill Hughes, CAP
4667 Boynton Road
Walworth, NY, 14568

Mailing Address for NY Wg/DO

Lt Col Steven Perta, CAP
7487 Coleman Mills
Rome, New York 13440-7207

Mailing Address for NY Wg/DOV

Lt Col Roland Zavada, CAP
21 Cottonwood Lane
Pittsford, New York 14534-3407

Mailing Address for NY Wing

New York Wing, CAP
817 Stewart Ave (Rear)
Garden City, New York 11530

Mailing Address for NY State Director, CAP-USAF Liaison

State Director, CAP-USAF Liaison NY
1 Air National Guard Way
Scotia, New York 12302

ATTACHMENT 2

AIRCRAFT HOURLY RATES

1. Effective 1 Jan 02, the Aircraft **hourly rate paid to NY Wing** for Corporate Aircraft Flights under the **non-reimbursable Category B (except B16 and B99)**:

C-172 Aircraft (including C-172 XP)	$ 40.00
C-182 Aircraft	$ 50.00
Glider (not counting tow plane)	$ 5.00

2. Effective 1 Jan 02, Aircraft **hourly rate paid to NY Wing** for Corporate Aircraft Flights under the **non-reimbursable C Category and Category B16 and B99**:

C-172 Aircraft (including C-172 XP)	$ 50.00
C-182 Aircraft	$ 60.00

3. Effective 1 Jan 02, Groups will have the option of adding a local surcharge to the above hourly fees to cover local costs and contingencies, not to exceed $10 per hour.

ATTACHMENT 3