CIVIL AIR PATROL
Headquarters
Oklahoma Wing
Tinker AFB, OK 73145-9111

OKWG Supplement 60-1
CAPR 60-1
01 April 2002

Operations

CAP FLIGHT MANAGEMENT

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

1-3.d. Added. Waiver authority for this supplement is the Wing Commander. All requests for waivers shall be sent, in turn, to the Chief of Stan/Eval, Director of Operations, and Wing Commander.

1-3.e. Added. Requests for waivers to CAPR 60-1 must be submitted, in turn, through the Oklahoma Wing Chief of Stan/Eval, Director of Operations, and Wing Commander. Upon approval, the waiver request will be forwarded to National Operations for final consideration.

2-1.b. There will be no tobacco use, of any kind, on OKWG CAP aircraft at any time.

2-1.h. There will only be one person per seat belt.

2-6.o.5. Passengers will be briefed on no tobacco use in OKWG CAP aircraft.

2-7. Any pilot involved in a CAP aircraft mishap will immediately notify the Flight Release Officer (FRO) and Squadron Commander. Leave the aircraft in the condition of the mishap, but take action to prevent further damage or injuries if possible. The FRO and Squadron Commander will both contact the Oklahoma Wing Commander, Wing Chief of Safety, and the Wing Chief of Stan/Eval.

2-8.a. Added. Aircraft monthly reports (CAPF 99's, OKWGF 99's, S-2s) will be completed and be mailed in enough time to arrive Wing HQ by the 8th day of the month. Commanders of Squadrons to which an aircraft are assigned are accountable for ensuring the reports are completed when the aircraft is in another temporary location (as when occurs during maintenance)

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Supercedes: Original issue
OPR: DOV
Distribution: Each Unit (1); Wing MSA (1); Wing DO (1); Wing DOV (1); Oklahoma LO (1)
Region Headquarters (1); SWR LO (1); National Headquarters/MSA (1)

2-8.b. Added. Receipts for authorized expenses incurred during any Wing sponsored event will be sent to the event Incident Commander or coordinator within three working days to be reviewed and submitted with mission paperwork. Print the member's name and aircraft tail number on the receipt (circle this information if generated on the receipt), and the mission number.

2-9. Copies of all pilots CAPF 5's and 91's will be sent to the Wing upon completion of their applicable checkride, whether satisfactorily or unsatisfactory.

2-9. Added. The following items will be maintained in a member's pilot file in addition to CAPR 60-1 requirements.

A. Documentation of differences training for aircraft variants
B. Original waivers with signatures
C. OKWG Form 60-01, Request and Authorization for Specific Aircrew Qualification
D. Copies of letters from Flight Evaluation Boards, and other Flight Adverse Actions

2-9.a. Added. Pilot Files are not required at Wing Level SAREX's or other flying events. Normal pilot requirements must be brought to meet FAA requirements for flight. If participating in Region, National, or Wing events in other states, the pilot may be required to produce a current pilot file to show compliance

2-17. No pilot operating OKWG CAP aircraft will disable or turn off circuit breakers, the aircraft master electrical switches, or the engine, to simulate emergencies during training or evaluation.

2-18.a. Added. No Oklahoma Wing member will take an aircraft overnight without permission of the maintaining Squadron Commander. Stays of more than four days requires OK Wing Director of Operations (DO) approval. The pilot must give a contact phone number in the event the aircraft must be returned. The pilot may not take the aircraft out of state unless approved in writing in advance by the Oklahoma Wing Commander.

2-18.b. Added. Aircraft will not be transferred to another unit without Wing DO approval and notification to the maintaining Squadron Commander. If an aircraft is transferred, a CAPF 37A will be executed for each move. Temporary re-assignments of 7 days or less do not require a CAPF 37A. Anticipated maintenance moves do not require a CAPF 37A, unless requested by the maintaining Squadron Commander.

2-19.a. Added. After each aircraft flight, the flight crew will wipe down the outside of the aircraft to remove all bugs and dirt. This includes the empennage, gear struts, windshield, wings, and cowling. The interior of the aircraft will be cleaned of all trash and will be swept out to remove dirt, grass, and debris. Failure to return a clean aircraft could result in temporary suspension of flying privileges. Flight activities involving multiple flights from the same location may waive this, but the event IC or coordinator must ensure all aircraft have been cleaned on the last flight of the day and prior to returning the aircraft to its unit of assignment, where it will be cleaned again.

2-20.a. Added. Commanders of squadrons maintaining aircraft assigned will ensure that the aircraft is kept in an approved aircraft hangar. In temporary conditions of hangar unavailability, aircraft may be secured on an approved aircraft tie down spot, and will utilize 3 point tie downs with CAP approved tie down ropes in accordance with CAPR 66-1. If severe weather is forecast, the aircraft WILL be placed in a hangar or moved to another location where it will be hangared.

2-20.b. Added. Pilots taking aircraft on overnight trips will make every effort to have the aircraft secured in an approved aircraft hangar. If no hangar is available, the aircraft may be tied down using 3 point tie downs ropes in accordance with CAPR 66-1. If severe weather is forecast, the aircraft WILL be placed in a hangar or moved to another location where it will be hangared.

2-21. Added. No pilot or Aircrew member operating an Oklahoma Wing CAP Aircraft shall taxi, or otherwise operate on the ground, no closer than 25 feet of any aircraft, obstacle, obstruction, building, or facility with out a wing walker on the offending side. At a pilot's home station, aircraft may be taxied less than 25 feet, but no less than 10 feet without the use of a Wing Walker. (A pilot's home station is defined as the unit in which their pilot records are maintained) **At no time will aircraft be operated within 10 feet of a ground obstruction, even with wing walkers.**

3-2.e.3.a. Added. Before becoming a CAP Check Pilot, all CFIs will be checked out and authorized as a CAP Instructor Pilot for a period of at least one calendar year. Further, all pilots will meet the following limitations: check pilots must have given 50 hours of logged instruction from the right seat of single engine, high wing aircraft, with 10 of those hours in the past 6 calendar months.

3-2.e.3.b. Added. All Oklahoma Wing CAP Check Pilots will possess a FAA certification of CFI, IA certified Flight Instructor, Instrument Aircraft prior to attending the National Check Pilot Clinic for the first time. All current Wing Check Pilots who are not Instrument Instructors are waived from this restriction, presuming they maintain the check pilot currency.

3-2.h.2. Mission Check Pilots must meet current 60-1 requirements and the following Wing requirements: all Mission Check Pilots will be FAA, and CAP, current and qualified instructor pilots. Each check pilot must have flown, at a minimum, 12 electronic searches, and 13 visual searches. Of these 13 visual types, two each of the following must have been accomplished; route, grid, creeping line, expanding square, and sector search.

3-2.h.4. Added. All mission check pilots must be an OK WG Check pilot and meet all requirements as per CAPR 60-1 and this supplement.

3-2.i. Added. Oklahoma Wing Authorization Order Process. For those items requiring authorization orders (Instructor Pilots, Check Pilots, Mission Check Pilots, Cadet Orientation Pilots and ROTC Orientation Pilots) the following guidance will be used.

3-2.i.a. Added. All pilots seeking privileges requiring an authorization order will ensure they meet qualification requirements of CAPR 60-1 and this supplement. Compliance with all restrictions must be met prior to initiating the request.

3-2.i.b. Added. The unit Stan/Eval officer or Squadron Commander will initiate a OKWGF 60-01, "Request and Authorization for Specific Air Crew Qualification". This form will be completed in blue or black ink or computer generated, with personal verification of all information contained on the form.

1. The pilot's personal information must be printed legibly.
2. All data entered matches data on file in the member's pilot file.
3. Place an "X" in the appropriate authorization requested blocks for which the pilot is qualified.
4. The pilot and Squadron Commander sign in blue or black ink.
5. Send original form to the OKWG Chief of Stan/Eval for review.
6. The OKWG Chief of Stan/Eval will review and approve or deny application. If there are errors, the form will be returned to the member's unit for correction. Properly completed forms will be routed to the Wing Commander for approval. Upon approval, Wing will maintain a copy and update the Wing web site for authorizations. THIS IS NOT APPROVAL TO CONDUCT OPERATIONS.
7. The original form will be returned to the Squadron to be placed in the member's pilot file.
8. When the completed 60-01 form is placed in the member's pilot file, the member is authorized to conduct operations approved by the Wing Commander.

3-2.i.c. Added. The OKWGF 60-01 is valid for a two-year period from the approval date. The pilot is authorized to conduct approved operations within this two-year period as long as they maintain their currency and qualifications. If the member fails to maintain FAA and CAP guidelines, the pilot may NOT conduct operations. Once those conditions are satisfied, the member may immediately resume flight operations authorized by the OKWGF 60-01.

3-2.i.d. Added. The OKWGF 60-01 may be updated any time a member meets the requirements for an additional qualification. Submit a new CAPF 60-01 with all current qualifications held and the additional qualification requested per the procedures set forth in paragraph 3-2.i.b of this supplement. Routing and approval procedures remain the same as in paragraph 3-2.i.b.

3-3.a.5. Added. For Cessna 172 checkouts, all pilots must complete ground training and differences training for each aircraft variant they are not checked out in. Pilots will ensure they have reviewed all National, Region, and Wing training seminars if produced. Pilots need not take a checkride in each aircraft variant, but must have the differences training logged in their pilot file. Check pilots will verbally discuss differences as a part of systems evaluation and annotate variants authorized for in the remarks section of the CAPF 5. Check pilots must evaluate the following areas as a minimum for each aircraft variant.

A. Fuel injected engines
B. Normal aspirated engines

C. Weight and Balance
D. Performance
E. Emergency Procedures
F. Bold Face

3-3.a.3. Pilots seeking an initial checkout in the Cessna 182) must receive 2 hours of dual flight instruction with a qualified CAP instructor pilot, unless the member has had 1 hour of Pilot in Command time in a C-182 or higher performance Cessna (C-206, C-210) within the past 12 calendar months.

3-3.a.4. All pilots seeking an initial checkout in a complex aircraft, must receive 2 hours of dual flight instruction with a qualified CAP instructor pilot, unless the member has had 1 hour of Pilot in Command time in the variant with in the past 12 calendar months.

3-4.c.4. Added. Cadet Orientation rides will be conducted in accordance with OK Wing Supplement 52-7.

3-5.a. A pilot requesting an initial CAPF 5, and CAP pilots who have not flown CAP aircraft within the past 3 years, must complete the initial pilot checkride prerequisites established by the Wing Chief of Stan/Eval, and be recommended for the check which includes a minimum of 1 hour of flight instruction with a CAP instructor pilot, in the aircraft type the CAPF 5 will be given in, within 30 days prior to the evaluation.

3-5.d. All check pilots will contact the Wing Chief of Stan/Eval to schedule their CAPF 5 and 91 Examiner check rides at least 30 days prior to their expiration date. It is preferable that the Wing Chief of Stan/Eval administers check rides to all Wing check pilots. However, if the Chief of Stan/Eval is unable to conduct a checkride, he may assign their check ride to a Wing Chief Check pilot.

3-5.e. Added. For all CAPF 5's, in which an additional subject area is being added to a current CAPF 5 (adding night, cadet orientation, instructor, check, etc), a new CAPF 5 will be completed. This means that to add instrument, the examinee must complete the instrument section and CAPR 60-1 requirements to be valid. Check pilot discretion will be used to decide if all basic CAPF 5 maneuvers will be used or minimum requirements, plus satisfactory completion of the newly tested area.

4-2.1. Added. The OK Wing Commander will appoint in writing a list of qualified personnel authorized to perform duties as Incident Commander. This list will include qualified personnel authorized by Squadron Commanders to perform duties as Flight Release Officers. There will be a maximum of three FRO per Squadron to include the Squadron Commander. Squadron personnel qualified as Incident Commanders do not count toward a Squadron?s maximum number of FRO's.

4-2.2. Added. No OKWG Flight Release Officer will give a flight release to a Pilot in Command earlier than 24 hours prior to the time of intended flight.

4-2.b.5. The Pilot in Command will enter the flight on Schedule Master prior to execution of the flight. Upon completion of the flight, the pilot will update the ending tach and hobbs in Schedule Master. PICs who do not have online capability will enter the schedule by telephone and will coordinate with the FRO to ensure the post flight data is entered.

Attachment 5, 3.b. The check pilot will conduct the flight evaluation in accordance with CAPR 60-1 Attachment 7, the Self-Conducted Proficiency Flight Guidelines, and the FAA Practical Test Standards. The OK Wing Examiner's Guide is available to the check pilot as a plan of action for the evaluation. CAPF 5 applicants should refer to CAPR 60-1, the FAA Practical Test Standards, and the OK Wing Applicant's Guide to prepare for the checkride. The basic evaluation criteria are based on the Private Pilot PTS. Applicants with Commercial and/or Instrument certificates who seek to exercise those privileges will be examined using those PTS standards. All Wing counterdrug qualified pilots are required to hold a commercial certificate, per NHQ guidelines, and shall be evaluated using commercial (and instrument, if that rating is held) PTS standards.

Attachment 5, 4.a.(2). The check pilot will use the following guidance when documenting the CAPF 5.

A) If a CAPF 5 current member is taking a renewal CAPF 5 and unsatisfactory completes the check ride, then the current CAPF 5 is voided.

B) If a pilot is taking a CAPF 5 with instrument privileges and fails a portion of the instrument test, but has satisfactorily completed the basic maneuvers, a satisfactory CAPF 5 may be issued for non-instrument privileges. The Unsatisfactory instrument exam must be written up as a failure, with explanation in the remarks section.

C) Enter only one mark in the grade section on the CAPF 5 and 91. Enter only one of the following grades: S, V, or U.

D) If the item is not performed or discussed verbally, then the grade block is to be left blank.

E) After the checkride, the check pilot will initial, in ink, the areas the member has satisfactorily completed in the "Type of Check" section.

F) In the Certification Block on the CAPF 5 and 91, the check pilot will initial, in black or blue ink, the correct statements, and will line through incorrect statements.

G) Cadet Orientation and Instructor Pilot CAPF 5s need only be accomplished once, as long as the member stays current and qualified. Use the "Comments" block to state that that the member has previously completed a Cadet Orientation and/or Instructor Pilot check.

H) Check Pilot evaluations must be completed in conjunction with a National Check Pilot Clinic.

I) If a CAPF 5 and CAPF 91 is unsatisfactory, the check pilot will mail the completed form to the Wing Chief of Stan/Eval. There is no requirement to enter a copy of the checkride in the member's pilot file, but a copy will be maintained at Wing. Provide a copy for the examinee if one is desired.

Authorizations and concurrence

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VIRGINIA KELLER, Colonel, CAP
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For National Headquarters