CIVIL AIR PATROL
Headquarters
Ohio Wing
Columbus OH 43217-3990

OH WG Supplement 1
CAPR 60-1
2 March 2007

Operations
CAP FLIGHT MANAGEMENT

CAPR 60-1, 7 December 2006, is supplemented as follows:

1-3 d, (added) All Ohio Wing Custodial Units shall publish written Unit Local Procedures (ULP/OI) to address items specific to the location, but not limited to, Aircraft location, location of required forms and keys, scheduling procedures, fueling and maintenance procedures, and post flight hangaring procedures, if applicable.

2-1 p, (added) Aircraft flown for USAF funded missions are to be utilized in the following order:

1. CAP Corporate Aircraft.
2. Member owned aircraft.
3. Member furnished aircraft.

Member owned/furnished aircraft may be used only when corporate aircraft are not available to meet mission requirements, or to supplement the use of available corporate aircraft and requires prior authorization by the Wing Commander or his/her designee. Priority for the use of corporate aircraft will follow in order from A-1 to C-911.

2-5 b, Requests for flights outside the State of Ohio will be submitted in writing seven days prior to the date(s) of the proficiency flight(s). All Flight Release Officer Checklist information will be provided.

2-14 m, (added) These additional items will be included in the Corporate Aircraft Information File:

1. Ohio Wing specific items. (Policies and Procedures)
2. Unit Local Procedures for the aircraft custodial unit.
3. Instructions for survival equipment on board.

Supercedes OH WG Supplement 1, 8 July 2004
OPR: DO
Distribution: 2 copies each unit
1 copy OH WG SD
1 copy GLLR/DO
1 copy each OH WG Director
1 copy Great Lakes Region/DA
1 copy CAP NHQ/DO

2-22, (added) **Ohio Wing General Operating Rules**
The following general operating rules apply to all flight activities involving Ohio Wing Corporate Aircraft.

a. Custodial Units will ensure all Ohio Wing aircraft are equipped as follows:
    1. Checklist applicable to that particular aircraft as designated by the Ohio Wing DO.
    2. Pitot tube cover.
    3. Engine Cowl plugs.
    4. Current carbon monoxide detector.
    5. Instrument panel/gust lock if required.
    6. Wheel Chocks and tiedown ropes.
    7. Survival and first aid kits.
    8. Baggage/cargo net.
    9. Calibrated fuel measuring stick designed for the specific fuel tanks.
    10. GATS fuel sampling jar.

b. When an Ohio wing aircraft is left unattended, IAW the POH and CAP checklist, the instrument panel/gust lock, wheels chocks, engine cowl plugs and pitot tube cover must be installed. Prudent judgment will determine the use of tie-downs when the winds are gusty, the ramp slopes, or is snow covered or icy.

c. Ohio Wing aircraft stored overnight will have all access doors locked, wheel chocks, pitot tube cover, engine cowl plugs, and instrument panel/gust lock installed. If outside, the aircraft will be tied down.

d. All items in the cargo area will be secured with a cargo net.

e. Removal of any equipment listed above will be noted as a discrepancy.

f. The Pilots Operating Handbook will be stored in an area readily accessible to the pilot.

g. All aircraft will be refueled after flight to the normal level for that aircraft.

h. All pilots will determine the actual fuel level prior to flight using the calibrated fuel stick.

3-2 c, (7), (added) Participate in ground and flight portions of Pilot Continuation Training, CAPR 60-11, or the permitted equivalent, annually

3-2 d (6), (added) Successful completion of a CAPF5 with instruction specific tasks in an aircraft on the initial evaluation.

3-2 d (7), (added) Be recommended by their unit commander in writing to the Ohio Wing Director of Operations.

3-2 e (6), This designation will indicate the group and type of corporate aircraft authorized.

3-2 f (7), (added) Be recommended by their unit commander in writing to the Ohio Wing Director of Operations.

3-2 g, (added) The initial CAPF 91 evaluation shall be performed with an FAA CFI/CFII certified mission pilot.

3-2 h (4), (added) Shall attend a National Check Pilot Standardization Course(NCPSC) and be recommended by the Wing Standardization/Evaluation Officer.

3-3 a (7) (f) Ohio wing pilots will have a current C-182 CAP Form 5 prior to qualifying in the C-182T, NAV III aircraft.

3-5 a, Prior to initial CAP Form 5 the pilot will complete the training outlined in Ohio Wing Supplement, Attachment 11.

3-7 b (3) These pilots will be designated as Check Pilot Examiners. They will:

A. Be a current Check Pilot and Mission Check Pilot.
B. Be qualified as an FAA Instrument Instructor.

4-5 e (added) Flight Release Officers will annually attend the ground portion of the Pilot Continuation Training, reference CAPR 60-11.The Unit Commander will provide the Wing DO or his/her designee the names of FRO's that attended no later than September 15 annually.

4-6 a (3) Ohio Wing Commanders will not normally release flights in which they participate.

4-6 d (added) FROs not releasing a flight during the month shall complete a CAPF 99 using the words: NEGATIVE REPORT at the top of the form. Unit Commanders may consolidate negative reports by listing names of the FROs who did not release a flight during the month.

4-6 e (added) The FRO shall, by the 5th of each month, forward the CAPF 99 inclusive of FRO signatures for each release via scan email or FAX to the Wing DO or his/her designee who will subsequently forward copies to the State Director.

4-9 a (1) Appoint in writing, and submit to Wing Director of Operations for approval, names of a sufficient number of individuals who meet FRO qualifications.Unit Commanders will not list their designated FRO's on the WMU.

4-9 a (2) Ensure FROs receive bi-ennial recurrent training, and forward a record of training to Wing Director of Operations no later than 30 days after the training is completed.

4-9 a (3) Provide an updated list of designated FROs to Wing Director of Operations quarterly.

4-9 a (6) (added) Commanders will not designate themselves as an FRO. Unit Commanders may be designated by Group Commanders. Group Commanders may be designated by the Ohio Wing Commander.

ATTACHMENT 5, Administration of CAPF 5/5G Flight Checks

1e The applicant will contact his/her Unit Operations Officer and provide a copy of the following documentation:

1. FAA Pilot Certificate
2. Current Medical Certificate
3. CAP Identification Card
4. CAP F5 Written Examination Completion Certificate
5. Cadet Orientation Pilot Quiz Completion Certificate
6. CAP Cadet Orientation Quiz Completion Certificate
7. CAP Form 5 with identifying information completed.
8. Aircraft questionnaire for each type of aircraft flown.
9. Statement of Understanding if initial CAP Form 5.
10. Instructor statement of training completed if initial CAP Form 5.

1 f (added) The pilot will obtain a mission number from Ohio Wing Operations web page or WMIRS.

3d (added) In order to more accurately develop a trend analysis, as required by CAPR 60-1, paragraph 3-10, non-critical items of the CAP Form 5 may be graded S (SATISFACTORY), S2 (SATISFACTORY With Discussion), V (VERBAL), or U (UNSATISFACTORY). Critical items will be graded either S (SATISFACTORY), V (VERBAL), or U (UNSATISFACTORY). A grade of S2 or U will include an explanation in the REMARKS Section of the CAP Form 5.

3e (added) Critical items are those items in the flight check requiring skills proficient enough to avoid damage to the aircraft, injury, or death. Critical items on the CAP Form 5 are: Section V- items A through D, Section VIII- item C, Section XI- items A and C, Section XII- items A through F, Section XIII- items B, and Section XIV- item H.

4 a (4) (added) The pilot will forward a completed copy of the CAPF 5 and CAP Form 108, if required, to Ohio Wing/DOV.

ATTACHMENT 6 – ADMINISTRATION OF CAPF 91 MISSION FLIGHT CHECKS

4 d (added) The pilot will forward a completed copy of the CAPF 91 and CAPF 108, if applicable, to Ohio Wing/DOV.

ATTACHMENT 11 – TRAINING PRIOR TO INITIAL CAP FORM 5 FLIGHT CHECK (added) (ATTACHED)

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ATTACHMENT 11 – TRAINING PRIOR TO INITIAL CAPF 5 FLIGHT CHECKS

The following training outline is provided to standardize the preparation for the Initial CAPF 5 Flight Check.

1. **Advance Preparation.** The trainee shall:
   a. Possess a current CAP Membership Card.
   b. Complete Level I Training.
   c. Complete CPPT.
   d. Obtain a current copy of CAPR 60-1, as supplemented.
   e. Obtain a copy of the Airplane Questionnaire.

2. **Instructor Briefing of Trainee**
   a. Using the Aircraft Flight Manual/ Pilot's Operating Handbook as a guide, brief the trainee about the following:
      1) Airplane Systems.
      2) Airplane Communications Equipment.
      3) Airplane Navigations Equipment.
      4) CAP Forms 5, 9, 26, 78, 99, and 108.
      5) CAP Flight Approval/Flight Release Procedures.
      6) Aircraft Records and Logs.
      7) Aircrew Briefing.
   b. With instructor guidance, the trainee will:
      1) Compute Aircraft Weight and Balance.
      2) Compute Aircraft Takeoff, Cruise, and Landing Performance.
      3) Perform Airplane Preflight Inspection.

3. **Inflight Training** Training flight(s) will be completed to permit the trainee to practice the maneuvers indicated on the CAPF 5 to and receive instruction to achieve the proficiency required by paragraph 3-5, CAPR 60-1.

4. **Postflight – Review and Documentation**
   a. The instructor will conduct a review of procedures and maneuvers performed to indicate to the trainee areas which meet the Practical Test Standards and areas requiring improvement. Additional flights will be scheduled as necessary to meet the PTS Standards.
   b. The instructor will enter an endorsement in the pilot's logbook when the trainee is prepared for a CAPF 5 Flight Check.

   c. The Pilot will contact a Check Pilot when all items are completed.