

Sample Info for CAP instructors attending Cessna Glass Cockpit Training

Independence KS Chamber of Commerce website: <http://www.indkschamber.org/>

Airline Arrival Information for Tulsa OK: XX Jan 2008

	Specific information will be entered here for each CAP member traveling to attend training	

CAP Member Qualifications

CAP members attending training must be a current/qualified CFII and be current/qualified in a C-182 before they arrive in KS.

Uniforms

Any authorized CAP uniform is allowed for the classroom and flight training and the flight home.

Travel

NHQ will make all travel arrangements so we can help minimize our members' out-of-pocket expenses. If it is less expensive for a wing to fly one of their own aircraft to KS to drop off the CFII's, CAP will reimburse the wing for the CAP aircraft operating expenses. Note: This requires a commercial airline cost comparison done by NHQ and it must be approved at least three weeks prior to the aircraft training date.

Transportation from Tulsa Airport (for those traveling via airlines)

OK Wing will make arrangements to pick up everyone at the Tulsa airport and take you to Independence KS. Please plan to meet the OK Wing driver on the outside of the baggage level between concourses A & B.

Transportation while at Independence

There will be a CAP car parked at the FBO in Independence. The keys should be in the top desk drawer. The FBO phone number is 620-332-2531. The FBO is open 7AM – 10 PM Mon – Fri and 8AM – 5PM on Sat. If the FBO is locked, the combination to get in is 1-3-2. Please fill the car up with gas if it gets close to empty and put the vehicle fuel on your WMIRS Form 108. The car must be returned to the FBO before you depart KS so it is available for the next crew. Please note the airport is located before you get to the City of Independence.

Lodging

Reservations have been made for all CAP members at: (Specific information will be entered here for each CAP member traveling to attend training)

Hotel address and contact info	Hotel Confirmation Numbers	
sample		

The hotel has a NHQ credit card on file and they are supposed to charge us directly for the room and taxes only. Any additional charges (phone, internet, snacks, etc) will have to be paid by the CAP member via another payment method.

Paying for aircraft fuel while conducting training

CAP is responsible for purchasing all aircraft fuel for training in new glass cockpit aircraft. The FBO (Manager-Gary Macy) will bill NHQ each week so there is no need for individual members to pay for aircraft fuel. The FBO should write down the tail number and CAP pilot's name every time the aircraft is fueled. Please note these procedures only apply to buying fuel for CAP's new glass cockpit aircraft. The automatic payment procedures do not apply to fueling any other CAP aircraft.

Web Mission Information Reporting System (WMIRS) Requirements

One of the CFIs needs to enter all the details for the training flights and flight home into WMIRS ASAP. The actual tail number of the aircraft being picked up can be updated once the crew arrives in KS. The mission should be entered using the "enter new mission" option and not entered as a training mission. The flying should be broken down by sorties (one take off and landing.) Daily training sorties at Cessna will be approx 2 hours for each pilot. The flight home should be planned for the most direct route. Commercial air travel will not have mission status and does not need to be entered. All flights should be flown with the "A99" mission symbol. The mission number will be generated by WMIRS once the Air Force approves the mission. The Cessna instructors will use their standard procedures to release each training flight. For the flight home, a wing flight release officer should release the flight. Fuel purchased on the flight home should be submitted on a WMIRS Form 108. Flight times, fuel expenses etc. should be entered into WMIRS upon sortie completion. Fuel expenses should not be entered if the expense was paid directly via NHQ credit card. The wing should submit the WMIRS-generated Form 108 to NHQ once all the expenses have been entered and the mission is closed.

Travel Voucher and Meals Allowance

Each CAP member should complete a travel voucher after they return to their wing. Receipts are not required for meals. You will be reimbursed \$25 per day for meals for each night you spend away from home. You do not have to figure your per diem; Financial Management here at NHQ will figure it for you with the dates you provide on your travel voucher. The travel voucher must be signed and faxed to HQ CAP at 800-555-7902.

Cessna training will begin promptly at 8AM on Monday.

Here are the directions Cessna provided “Tell them to go to the main Cessna building. The main entrance has smoke black windows with a statue of a boy holding a glider. Go in through that entrance and check in with security. They will then send them up an elevator and that is right where we are at.” CAP’s training coordinator at Cessna is Al Rice. His work phone number is 620-332-0886 and his cell number is 615-483-4152.

Tentative Training Schedule:

Ground School Module 1	Monday, 0800 hrs
Flight Scenario 1	Monday, 1300 hrs
Ground school Module 2	Tuesday, 0800 hrs
Flight Scenario 2	Tuesday, 1300 hrs
Flight Scenario 3	Wednesday, 0800 hrs
Ground School Module 3 (CFAI)	Wednesday, 1300 hrs
Ground School Module 4 (CFAI)	Thursday, 0800 hrs
Flight Scenario 4 (CFAI)	Thursday, 1300 hrs
Ground School Module 5 (CFAI)	Friday, 0800 hrs
Flight Scenario 5 (CFAI)	Friday, 1300 hrs
Flight Scenario 6 (CFAI)	Saturday, 0800 hrs

Before attending the training, you will receive a comprehensive study package from Cessna. It will include a Pilot’s Guide, Garmin Training Guide, FITS Approved Transition Syllabus, G1000 PC-based simulator, G1000 training DVD, Cessna training DVD, Cessna course workbook, Cessna 182T Information Manual, and a G1000 Cockpit Reference Guide. You will need to become very familiar with this material prior to attending the FITS course.

Pilot in Command

All CAP check pilots/CFIIs selected to attend the Glass Cockpit training in Independence, Kansas must be current/qualified in the C-182 in accordance with CAPR 60-1 and in every type of instrument approach before they arrive in Kansas. It has been agreed between Cessna and the Civil Air Patrol that since the aircraft that CAP wings pick up in Independence, KS are owned by CAP, the CAP pilots designated to pick up these aircraft will be CAP C182 qualified (a current CAPF 5 in any CAP C182). It is also agreed that the CAP pilot will be the designated Pilot in Command of the C182 Nav III aircraft. The Cessna instructor provides aircraft differences and G1000 system training. In concert with your Cessna instructor and the syllabus requirements, it is your

responsibility to make sure it is clear in the pre-flight briefing that you will be the PIC and also comply with all reasonable instructor direction. CAP owns the aircraft in which you will receive training. Please don't be afraid to speak up and take action if something is about to happen that is going to endanger the crew.

CAPF 5

A Cessna instructor will give each CAP pilot a check ride during the training. HQ CAP/DOV has instructed Cessna on how to give the check ride and complete the paperwork but they may need your help. Cessna instructors are not allowed (by their lawyers) to sign the CAPF 5. Cessna will fill out a CAPF 5, but not sign it. They will staple their completion certificate to the CAPF 5. This serves as their signature and constitutes a completed and valid CAPF 5.

G1000 Warranty Registration Supplement and Jeppesen GPS Database Updates

Upon aircraft acceptance, NHQ/MXA activates each G1000 warranty registration which qualifies each aircraft to receive 3 free database updates. To continue receiving updates upon expiration of the 3 free updates, please submit the name and email of the person in each wing who will be regularly updating the GPS database to NHQ/MXA at acsupport@capnhq.gov. This person will then receive a user ID and password via email to continue receiving updates. The GPS database updates will be downloaded via the web. The G1000 comes with a card reader that connects to a USB port so the updates can be downloaded.

Questions

Please don't hesitate to call Jan White during duty hours at 888-211-1812 ext 302 or the National Operations Center during non-duty hours at 888-211-1812, ext 300 if you have any questions. If you have any questions or need to speak with someone at Cessna you may contact Al Rice during duty hours at 620-332-0886 or during non-duty hours on his cell phone at 615-483-4152. Let us know if there is additional information that we should provide to future classes. Hope you have an informative and enjoyable week!