



Headquarters, Florida Wing, Civil Air Patrol
United States Air Force Auxiliary
680 NE 215 Street
Miami, FL 33179

Florida Supplement
CAPR 60-1
15 February 2006

Operations

CAP FLIGHT MANAGEMENT

CAPR 60-1(C1), dated 19 October 2004, is supplemented as follows

2-1 (p) Added. In addition to those items required for extended overwater flight contained in Paragraph 2-20, it is strongly recommended that each person on any flight out of the local area or overwater flights beyond power off gliding distance from land, wear or carry personal survival equipment. The weight of the survival equipment shall not exceed twenty pounds unless approved by the PIC. The following is a list of suggested items to carry in the personal survival equipment kit:

- 1) Survival vest, soft-sided backpack, or duffel bag
- 2) Survival blanket
- 3) Packaged fire starter and waterproof container with strike anywhere matches
- 4) Knife
- 5) Signal mirror
- 6) First Aid Kit
- 7) Water purification tablets
- 8) Plastic Water Bag
- 9) Whistle
- 10) Compass
- 11) Gloves
- 12) Metal container or cup
- 13) One liter of water
- 14) "550" Parachute Cord (25 Feet)
- 15) Three high-energy food bars
- 16) Duct tape, electrical tape
- 17) Long burning candles
- 18) Boonie Hat or Floppy Hat
- 19) Pyrotechnic device (smoke, flares, etc)

2-1 (q) Added. The pilot in command shall operate the aircraft from the **left seat only**, and, except in an emergency, he/she will make all takeoffs and landings. **This section does not apply when:**

- 1) The PIC is receiving training for CFI or CFII certification IAW CAPR 60-1 from a current and qualified CAP Instructor or Check Pilot who is present in the aircraft, or;
- 2) The PIC is a currently designated and qualified CAP Check Pilot or CAP Instructor Pilot.

2-1 (r) Added. The use of any member-owned or member-furnished aircraft on Air Force assigned missions (AFAM/A&B) must be approved in advance in accordance with CAPR 173-3 (C1), Note 2. Requests for approval will be made through the Wing Director of Operations to the appropriate USAF agency. On "A1" and "A2" missions, the Mission IC may make this request to the appropriate USAF agency.

- 1) When a corporate aircraft is signed in to an USAF funded mission, it will be immediately refueled and released to the Incident Operations staff for sortie assignment at the direction of the Incident Commander. The aircraft may be assigned to any other current and proficient Mission Pilot and crew in support of the mission.
- 2) Priority of use of corporate aircraft will follow the flight release codes in order from A-C. In the event of an aircraft scheduling conflict, excluding A1 or A2 missions, the Wing Commander or his designee will determine the allocation of aircraft. For purposes of this section the Wing Director of Operations is designated as the approving authority.
- 3) Member-owned aircraft are approved for use in CAP Corporate flight operations (“C” series release codes), provided:

- a) The aircraft is inspected by the Wing Director of Operations or his/her designee prior to initial service, and annually thereafter, by the Group Safety Officer using the CAPF 71, CAP Aircraft Inspection Checklist.
- b) An Aircraft Information File is assembled and maintained containing items listed in Sections c, d, f, and g of Paragraph 2-14d to include the Annual Inspection (or 100 hour inspection if required by FARs), at any time that aircraft is used in any CAP Corporate flight activity.
- c) A copy of the CAPF 71 will be submitted to the Florida Wing Director of Operations who will generate a letter accepting the aircraft for use on CAP Corporate flight activities, and publish a roster on the Florida Wing website of approved aircraft as necessary.

Member-furnished aircraft rented from military flying clubs and businesses that regularly rent aircraft for use in personal aviation may be used in the event corporate or member owned aircraft are unavailable for a CAP Corporate flight activity, provided such operation is covered by the aircraft owner’s insurance. A CAPF 71 and aircraft information file is desired but not required of rental aircraft used in CAP Corporate flight operations. Aircraft borrowed, or otherwise obtained from owners who do not rent aircraft as part of their regular business operations, may not be used on CAP Corporate flight activities without following items (a.) through (c.) of this paragraph.

2-2 (d) Added. Florida Wing CAP aircraft will only be operated to and from civilian airports, listed in the current FAA Airport Facility Directory, that have paved surfaces. Prior approval must be obtained from the Wing Commander or Director of Operations to operate from civilian airfields, listed in the current FAA Airport/Facility Directory, with unpaved surfaces. During a REDCAP mission this authority is also delegated to the Incident Commander. Flights to and from military airfields are authorized only if the appropriate prior approval has been obtained through the Office of the State Director or appropriate coordinating agency. **CAP aircraft used for glider towing are exempt from this section.**

2-5 (b) Added. Florida Wing pilots and aircraft are authorized to conduct flights in Georgia and Alabama Wings below N32.00° Latitude without special approval.

2-5 (g) Added. A 200% buffer will be maintained for aircraft flying outside the local area with less than 10 hours remaining until recurring maintenance inspection and/or requirement (i.e. recurring ADs, 100-hour inspection, etc). For example, if a flight planned for five hours, there must be at least 10 hours remaining before the next maintenance or inspection. This restriction does not apply to flights by the Florida Wing State Director. The Wing Commander or his designee must authorize all other exceptions. For purposes of this section the Wing Director of Operations is designated as the authorizing authority.

2-8 (l) Added. Mission check pilots will maintain a pilot information file at Wing HQ under the same requirements as for check pilots.

2-8 (m) Added. A copy of the Pilot Data Summary (FLWG Form 12) will be maintained as part of the pilot records.

2-10 Added. The CAPF 5 check ride required by this paragraph must be given by a Check Pilot designated by the Wing Commander or his/her designee. For purposes of this section, the Wing Chief, Standardization and Evaluation is appointed as the designating authority.

2-11 (d) Added. Courtesy flight checks may be given by the Wing Chief, Standardization and Evaluation, or check pilot or mission check pilot designated by the Wing Chief, Standardization and Evaluation, to any CAP Pilot during funded activities. Refusal to take a courtesy flight check is grounds for immediate suspension from CAP flying activities IAW CAPR 60-1, Paragraph 2-11.

2-14 (c) Added. The Aircraft Flight Log (FLWG Form 43) shall be used as the primary document for preparing the monthly Form 18 for National Headquarters for corporate aircraft. The FLWG Form 43 must be completed in accordance with FLWG Supplement 1 to CAPR 66-1. The FLWG Form 9 will be used to report flight hours for member-owned or furnished aircraft. Completed FLWG Form 9’s and 43’s will be sent no later than the 10th of every month to the FLWG DOSA IAW FLWG Supplement 1 to CAPR 66-1.

2-14 (d) Added. The file must include photocopies of the most recent supporting logbook entries for the following:

- 1) Fifty-Hour Inspection
- 2) Hundred-Hour Inspection

- 3) Annual Inspection
- 4) Transponder Certification
- 5) Altimeter/Pitot-Static System Certification
- 6) ELT Battery Replacement

2-14 (l) Added.

1. Florida Wing Supplements to CAPR 60-1 and Operations-related wing policy letters.
2. Aircraft Safety Bulletins
3. Survival Equipment Information (Equipment onboard, dates of certification, capacity, etc.)
4. Southeast Region Supplement to CAPR 60-1 (if applicable).
5. FLWG Form 42 (Aircraft Discrepancy Log)
6. FLWG Form 43 (Aircraft Flight Log)
7. FLWG Form 44 (VOR Test Log)

2-21 Added. Florida Wing General Operating Rules. The following general operating rules apply to all flight activities involving Florida Wing CAP Aircraft.

a. Each Florida Wing aircraft will be equipped with the following equipment:

- 1) Chocks and tie down ropes
- 2) Cabin and pitot cover
- 3) Avionics panel security and/or gust lock
- 4) Control lock
- 5) Baggage tie down net
- 6) Combination lockbox for the aircraft keys (master, door, avionics lock) or a combination lockbox secured to the outside of the aircraft or hanger (when aircraft is stored within), containing aircraft keys to provide ready access to the aircraft. Combinations and the location of the lockbox will be forwarded to Florida Wing Director of Operations. This data must be updated when changed or every February.
- 7) Separate keys for aircraft will not be given to members.
- 8) The chocks and tie down ropes will be stored in an appropriate container under the cargo net the cargo area of the aircraft. Survival equipment, including flotation devices, will be kept away from all petroleum products. The container will have an inventory of the contents and total weight of the container with contents posted on the outside of the container.

Note: None of these items may be removed from the proximity of the aircraft without the permission of the Wing Commander or his designee. Removal will be noted in Flight Schedule Pro and in the Corporate Aircraft Information File as a discrepancy. For purposes of this section the Wing Director of Operations is designated as the approving authority.

b. Any repositioning of Florida Wing aircraft will be coordinated through, and approved by, the Wing Director of Operations prior to the aircraft being moved. Short term moves of no more than 24 hours are hereby approved provided prior notification of the move is made to the Wing Director of Operations either by phone or electronically.

2-22 Added. Pilot in Command (PIC) Responsibilities. The following operational procedures are the responsibility of the PIC when utilizing a CAP Corporate Aircraft.

- 1) Ensure that all corporate aircraft flights are properly scheduled in Flight Schedule Pro.
- 2) Report any maintenance problems to the aircraft's assigned unit aircraft maintenance officer and annotate in the Corporate Aircraft Information File and Flight Schedule Pro.
- 3) Assure the aircraft is properly secured and serviced, all trash, debris, and bugs are removed from the aircraft and all FLWG Form 43 entries are completed.
- 4) Advise the FRO of the beginning and ending Hobbs and Tachometer times for the flight.

3-2 (e) Added. Florida Wing Check Pilots and Mission Check Pilots will complete the National Check Pilot Standardization Course every three (3) years. In exceptional circumstances, the Wing Chief, Standardization and Evaluation may grant a waiver of this in writing. Attendance at a NCPSC in another Wing may be granted in writing by the Wing Director of Operations with the concurrence of the Wing Chief, Standardization and Evaluation.

3-2 (i) Added. Chief Check Pilot.

- 1) Chief Check Pilots must hold FAA Certified Flight Instructor (CFI) Certification and at least a third class medical certificate.
- 2) One Chief Check Pilot for a Group HQ may, based upon need, be designated by the Wing Chief, Standardization and Evaluation with the concurrence of the Wing Commander. The Group Chief Check Pilot should concurrently be assigned as the Group Stan/Eval Officer.
- 3) One Chief Check Pilot assigned to Wing Headquarters will be designated as the Wing Chief Check Pilot.
- 4) Chief Check Pilots will be designated on a Wing Personnel Authorization approved by the Wing Commander or his/her

designee.

5) For purposes of this section, the Wing Chief, Standardization and Evaluation is designated as the appointing authority.

3-2 (j) Added. All requests for pilot authorization(s) will be sent to the Florida Wing Chief, Standardization and Evaluation using the Florida Wing Form 11 as a cover sheet. The Florida Wing Form 11 will be accompanied by one copy of the pilots current CAPF 5, CAPF 91(if applicable), pilot certificate(s), medical certificate(s), and a Florida Wing Form 12 (Pilot Data Summary).

3-2 (k) Added. The Florida Wing Chief, Standardization and Evaluation is designated as the appointing authority for Chief Check Pilots, Check Pilots, Instructor Pilots, Mission Check Pilots, AFROTC Orientation Pilots, and Cadet Orientation Pilots. Appointments to these positions are effective on the date the FLWGF 11, signed by the Chief, Standardization and Evaluation is received by the member pilot. The signed copy of the FLWGF 11 is considered temporary authorization to act in these capacities until the wing personnel authorization for that position has been updated. This temporary approval expires 60 days from the date of issuance.

3-2 (k) Added. Chief Mission Check Pilot

1. Chief Mission Check pilots must have a minimum of 40 mission sorties as PIC and satisfactorily complete a CAPF 91 Mission Check Pilot Checkout with a Chief Mission Check Pilot. The CAPF 91 must be endorsed for Chief Mission Check Pilot.
2. Chief Mission Check Pilots may be designated by the Wing Chief, Standardization and Evaluation based upon need. A Chief Check Pilot may be concurrently designated as a Chief Mission Check Pilot if qualified to hold the position.
3. Mission Chief Check Pilots will be designated monthly on a Wing Personnel Authorization.

3-3 (a) 5 Added. Prior to conducting flight operations as pilot in command of a FLWG Cessna 172R or S model, pilots must receive an initial CAPF 5 check ride in a Cessna 172 R or S model. This check ride will include demonstration of the aircraft specific systems such as the autopilot, GPS, fuel injected system operations and fuel system. Pilots previously checked out in the Cessna 172 R & S models under the provisions of FLWG Supplement 1 to CAPR 60-1 dated 1 January 2005 are hereby grandfathered.

3-5 (c) Added. Members must complete a minimum of one hour (powered) or three flights (glider) of proficiency flying prior to a CAPF 5 flight check. The proficiency flying should be completed within 45 days prior to the CAPF 5 flight check. This proficiency can be self conducted or conducted with any flight instructor, in or out of CAP. This proficiency flying must be done in an aircraft of the same category and class as those used by CAP and, for powered aircraft, should be done in accordance with CAPR 60-1, Attachment 7. New members must receive orientation and preparation for the CAPF 5 flight check within 30 days of the date of the flight check. The orientation must include as a minimum, a review of CAPR 60-1. Authority to grant approvals to conduct the annual flight check with the same CAP Check Pilot, more than two years in a row, is delegated to the Florida Wing Chief, Standardization and Evaluation.

3-5 (d) Added. In order to act as a Check Pilot in Florida Wing, Check Pilots must have received a CAPF5 Annual Standardization flight check from a designated Florida Wing Chief Check Pilot during the preceding 12 months. Chief Check Pilots will be required to complete a CAPF 5 Annual Standardization flight check with the Wing Chief, Standardization and Evaluation or his designee, FAA Designated Pilot Examiner authorized to administer CFI flight checks, CAP/USAF Flight Examiner, or in conjunction with the National Check Pilot Standardization Course.

3-5 (e) Added. Only CAP Check Pilots who hold FAA Instrument Instructor certification in the applicable category aircraft shall conduct the flight check required by this sub-part. The Wing Commander or his designee may grant a written waiver. For purposes of this section, the Florida Wing Chief, Standardization and Evaluation is designated as the waiver authority.

3-5 (j) Added. Any CAP member, not assigned to FLWG, who visits or resides in Florida on a temporary basis, or who transfers into FLWG, must complete a local procedures familiarization flight with a FLWG Check pilot prior to conducting any flight as PIC in FLWG corporate aircraft. In addition, if the member is mission qualified, then the member must complete a familiarization flight with a FLWG Mission Check Pilot in order for the member to perform missions as a SAR/DR pilot in FLWG. Both flights may be combined into one, if the check pilot is also a mission check pilot. The Wing Commander or his designee may grant a written waiver to these requirements. For purposes of this section, the Wing Director of Operations is designated as the waiver authority. **This section does not apply to aircrews responding to Florida Wing requests for mutual aid during actual SAR/DR operations.**

3-5 (k) Added. Upon the completion of any flight check, the check pilot or mission check pilot will forward one copy of the CAPF 5 or CAPF 91 and a copy of the Pilot Data Summary (FLWG Form 12) to the Florida Wing Chief, Standardization and Evaluation. This documentation is required to complete the semi-annual check ride trend analysis as required by the Statement of Work signed by CAP and the USAF.

3-5 (l) Added. A Florida Wing check pilot who has given a pilot dual instruction prior for a CAP check ride may not administer the check ride to that pilot. The Wing Commander or his designee may approve an exception. For purposes of this section, the Florida Wing Chief, Standardization and Evaluation is designated as the approving authority.

3-5 (m) Added. The Florida Wing Chief, Standardization and Evaluation will be notified within 48 hours of any unsatisfactory flight

check when a member fails to successfully complete a Form 5 flight check. The notification of the failure will include all pertinent information regarding the failure and may be made by phone or electronically. The check pilot who evaluated the member must also send a hard copy of the Form 5 to the Wing Chief, Standardization and Evaluation as soon as possible either by mail or electronically. If a member receives an unsatisfactory rating on an Annual Standardization Form 5 flight check that member will not be authorized to operate CAP aircraft on CAP flight activities.

1) The pilot must receive a minimum of one hour dual instruction with a different instructor/check pilot and receive a recommendation for a re-check. The dual instruction will encompass all areas in ground and flight that were unsatisfactory.

2) A second unsatisfactory check ride may result in a mandatory Form 5 check ride of the recommending instructor. The applicant and/or instructor will be suspended from all CAP flight activities in accordance with CAPR 60-1 para 2-11. The Wing Chief, Standardization and Evaluation will designate remedial training for reinstatement of flight status. There will be a minimum 30-day waiting period before the next check ride

3-5 (n) Added. The Wing Chief, Standardization and Evaluation will be notified within 48 hours of any unsatisfactory Form 91 flight check. The notification of the failure will include all pertinent information regarding the failure and may be made by phone or electronically. The check pilot who evaluated the member must also must also send a hard copy of the Form 91 to the Wing Chief, Standardization and Evaluation as soon as possible either by mail or electronically.

1) The pilot will receive a minimum of one hour of remedial ground or flight training as recommended by the mission check pilot. This remedial training can be accomplished with a highly qualified mission pilot, as designated by the Mission Check Pilot and with the concurrence of the Wing Chief, Standardization and Evaluation. The mission pilot will sign a recommendation for a re-check.

2) A second unsatisfactory check ride will result in mandatory re-training of all CAPR 60-3 items for mission pilot and a 30-day waiting period before the next re-check.

3. The initial recommending mission pilot and/or mission check pilot may be subject to a standardization check from the Wing Chief, Standardization and Evaluation or a mission check pilot designated by him.

3-6 (g) Added. All senior member flight training described in this paragraph must be requested in advance by submitting a FLWG Form 11I to the Wing Chief, Standardization and Evaluation either by mail or electronically.

3-8 Added. Each pilot wishing to act as PIC of a FLWG CAP aircraft will maintain a minimum quarterly average of one hour per month of pilot proficiency flying. This section may be superseded by the SER Supplement to CAPR 60-1.

3-9 (d) Added. In addition to meeting the provisions of CAPR 60-1 and CAPR 60-3, members must complete at least one hour of proficiency flying prior to a Form 91 Mission check ride. This proficiency flying can be accomplished by conducting a SAR/DR training sortie, actual SAR/DR sortie, or other flight profile that reviews mission pilot tasks. CD mission sorties do not meet the proficiency flying requirements of this paragraph.

4-3 (a) Added. The Wing Commander, or his designee, must approve all wing-waived C8 or C9 flights prior to such flights taking place. The work order number issued for all wing-funded C9 or C8 flights will be written in the remarks box on the FLWG Form 43 along with the notation "WW" (Wing Waived). For purposes of this section, the Wing Director of Operations and the Wing Chief, Aircraft Maintenance are designated as the approving authorities.

4-5 (e) Added. All Florida Wing Flight Release Officers must have access to email. In addition, all Flight Release Officers must be registered with and active on Flight Schedule Pro. Failure to register and/or to properly close out flights within 48 hours of the completion of those flights on Flight Schedule Pro may result in removal from the position of Flight Release Officer.

4-6 (d) Added. The Florida Wing Chief, Standardization and Evaluation Officer is hereby designated to receive, process, and maintain all CAPF 99's on behalf of the Wing Director of Operations. As per CAPR 60-1, 4-6c, original CAPF 99's must be physically mailed to his residence.

4-9 (a) Added. The present Florida Wing commander or his designee will appoint Flight Release Officers in writing. For the purposes of this section, the Wing Chief, Standardization and Evaluation is designated as the appointing authority.

1. Requests for FRO appointment will be submitted on a FLWGF 11 to the Wing Chief, Standardization and Evaluation

2. Group Commanders with units having an assigned or shared aircraft may recommend not more than three (3) FRO's per such unit.

4-9 (b) 5. Added. Pilots must ensure all their flights in CAP corporate aircraft are scheduled in Flight Schedule Pro.

4-9 (c) 6. Added. Any person who schedules a flight on Flight Schedule Pro, and that flight is cancelled for any reason, is responsible for immediately ensuring the reservation for that flight is cancelled.

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Note: Shaded areas identify new or revised material. Portions of this supplement may be superseded by the Southeast Region Supplement to CAPR 60-1

Supersedes: All previous Florida Wing Supplements to CAPR 60-1
OPR: DO