

Operations

**CAP FLIGHT MANAGEMENT**

CAPR 60-1, 10 Jun 04, including Change 1, 15 October 04, is supplemented as follows:

**2-1.g.** Any required flight plan filed **MUST** be opened.

**2-5.b. Out of Wing Flights:** Each flight must receive a release from a Flight Release Officer in accordance with CAPR 60-1. Properly rated and **CURRENT** MAWG pilots may operate aircraft outside of Massachusetts under the Wing Commander's standing authorization. Such flights are restricted to the following boundaries: North 43° 30', West 074° 00' and South 41° 30', including Cape Cod and the islands of Massachusetts. Prior to operating outside of these boundaries, and within the Northeast Region, authorization from the Wing Commander or designee is required and shall be obtained, in writing, by the PIC. The FRO will record the authorization on the CAPF 99. During authorized flights outside of Massachusetts communications must be maintained with the FRO on a prearranged basis..

**2-7. Flight Operations Reports:** Units with flight operations activity must report such activity, in addition to the CAPF 99 requirements as outlined in CAPR 60-1, on the MWF 2-17. The MWF 2-17 Flight Operations Report and supporting copies of Aircraft Flight Logs must be submitted to HQ MAWG/DOO & MAWG/FMM **PRIOR** to the 10<sup>th</sup> of each calendar month following the flight activity. The number of days and reason for all aircraft "down time" must be reported for CAP corporate aircraft.

Note: CAP flight activity includes any CAP flight activity conducted in both corporate and non-corporate aircraft.

**2-8.i.** ADDED Mass Wing Form 2-42, Pilot Data Summary

**2-8.m.** ADDED Copy of last two Logbook page(s) or the printed page from electronic database if logbook not available, each column totaled (to substantiate **TOTAL TIME/PIC/XC/NIGHT/INSTRUMENT** time, and pilot's name both signed and clearly printed on copy).

**2-21. ADDED Aircraft Scheduling Priorities:** Each pilot will consult the MAWG calendar and any other notice of Wing sponsored flight activity before scheduling aircraft for other tasking. Wing sponsored activities have first priority. Once those priorities have been satisfied the aircraft may be scheduled in support of lower priority missions.

Aircraft Scheduling Priorities:

1. SAR/DR Missions
2. All other USAF reimbursable missions
3. Cadet orientations flights
4. Air Force ROTC flights.
5. All other USAF assigned non-reimbursable missions
6. All other CAP missions

OPR: DOV

DISTRIBUTION: 1 ea. NER, MAWG HQ, MAWG Unit, MAWG Staff

If a conflict arises and cannot be resolved at the local level, MAWG/CC will be the final authority as to how the aircraft will be scheduled

**2-22. ADDED Aircraft Keys:** Keys will be made available to all MAWG pilots authorized to operate corporate aircraft. Each squadron will develop and publish an appropriate procedure to provide keys while maintaining security for their assigned aircraft.

**2-23. ADDED Aircraft Checklist:** The only checklist approved for use is the modified aircraft manufacturer's checklist provided by the MAWG/DO (if no MAWG specific checklist exists, the aircraft manufacturer's checklist will be used). No write-in additions are authorized without prior approval by the MAWG/DO or MAWG/DOV. The following additions are currently required:

- Preflight Inspection: Flaps extended before walk around
- Preflight Inspection: Nose: modify the line reading "Nose Tie Down" to read "Prop Lock and Nose Tie Down - - DISCONNECT"
- Before Starting Engine: "Propeller lock, Cowl Plugs, Pitot Cover, Chocks - - CHECK REMOVED AND STOWED"
- Before taxi: Flaps retracted
- Before taxi: Mixture lean as required
- Turn rotating beacon switch on prior to engine start (or leave it on all the time)
- Crew/Passenger briefing of shoulder harness use below 1000 feet AGL
- After-landing engine leaning prior to taxi and after leaving the runway
- Aircraft-unique items such as VOR/GPS selector switches (for HSI or CDI), CAP radio selector switches, etc.
- Securing Aircraft: "Control Lock, Prop Lock, .... - - INSTALLED"

**2-24. ADDED Operation Cover Up:** When it is anticipated that the Massachusetts Emergency Management Agency (MEMA) will request aerial support after a major storm, or a weather condition may cause harm to MAWG aircraft in their normal parking tiedown, MAWG/DO will initiate Operation Cover Up. Units assigned aircraft assets will be notified by a member of the Wing Operations staff. Aircraft will then be placed in hangars wherever possible based on local arrangements. These arrangements should be made by the custodian unit prior to the winter season and the arrangements updated annually. All Wing aircraft will be protected from the elements as best as possible. It is the intent of this procedure to keep the aircraft safely dispersed, protected from the elements, and ready to be flown as soon as possible in support of MEMA. If necessary, a mission control number will be issued by MAWG to cover the expenses of moving an aircraft from one location to another. Any other requests for funding must be specifically approved by MAWG/DO prior to incurring the charges. The custodian unit will pay any unapproved charges.

**2-25. ADDED PIC Crew Briefing:** The PIC will ensure that preflight briefing will occur with all embarking crewmembers and passengers present. This briefing must include, but not be limited to, confirmation that a check of the stall warning system has been successfully completed, minimum altitudes and/or airspeeds to be flown, and designated duties of all crew members and passengers during the flight for both normal and emergency conditions. Other topics that may be covered as necessary may include: sterile cockpit, weather briefing, how the control of the aircraft will be passed from one pilot to another, seating arrangements, CAP radio call signs, and review of known maintenance discrepancies. All crewmembers should participate and advise the pilot any time there is a question on aircraft traffic, aircraft control, missed radio communications, etc.

**2-26. ADDED Emergency Incident Reporting:** All aircrews, in a CAP corporate aircraft, will report any emergency incidents witnessed. These would include forest fires, unattended accidents, and environmental spills or other situations requiring assistance from law enforcement or public services. These reports should be made to MEMA using 155.955 MHz (channel 12 on the Vertex radio; channel 24 on the NPX-138 radio). The initial call is made to "State Control". This is for reporting purposes only. Missions or subsequent utilization of CAP Assets must come from a MAWG incident commander.

**2-27. ADDED Mission Refueling Procedures:** MAWG credit cards are supplied in each aircraft for use in fueling aircraft during and after approved mission activities with an assigned mission number. Pilots must sign individually for each refueling, and include the original receipt with the mission paperwork. Specific detailed procedures are included in the Aircraft Information Folder. No fuel charges are to be made to an MAWG account at any FBO.

**2-28. ADDED Propeller lock:** All aircraft are required to be secured with a propeller chain and lock while unattended. The avionics key for any MAWG aircraft opens the locks.

**2-29. ADDED Hanscom Security:** Massport and TSA have implemented a security procedure at BED which requires special Massport ID badges for anyone on the flight line at Hanscom. The only current exception involves the AF ramp and facilities, which are considered outside of the airport security perimeter, defined by the green line encircling the entire airport. The CAP parking area is within the AF ramp. CAP aircraft must taxi to the CAP (AF) ramp (which includes the AF Aero Club) or to a designated FBO (Signature or Jet Aviation), and personnel may not proceed beyond the perimeter. Any member crossing the green line onto the airport must display a Massport/BED badge or be under escort by someone with a badge. In the event of an ELT situation on field, with a ground team, assure that you have a Massport escort before pursuing any ELT signal. Massport telephone numbers are: 781-869-8000 (office) and 617-212-6592/3 for the Ops Supervisor (24/7).

**2-30. ADDED Required Equipment:** The following items must be present in each MAWG aircraft:

- Airplane Flight Manual (AFM), plus current W & B sheet, maintenance log entry, or FAA Form 337 (Major Alteration and Repair)
- Supplemental Type Certificates (STC) for engine upgrades and gross weight limit changes
- Operating manuals for autopilot, GPS, and other equipment as required
- NER-specified Aircraft Information Folder (AIF), containing current CAPR 60-1, current MAWG Supplements to CAPR 60-1, and spare forms
- MAWG checklist with STC modifications, plus MAWG "Search Area" checklists
- Maintenance records
- Survival kit
- Flotation gear if required, (with current inspection dates)
- Avionics/control lock
- GATS fuel jar
- Prop lock and chain
- Cargo net and usable attachment rings
- Labels/identifiers for all switches and controls on panel
- Carbon monoxide detector within currency date

In addition to the required items, proof of compliance with inspection dates/operating hours for:

- Annual inspection and ELT battery check
- 100 hour inspection
- Pitot static system inspection (2 years)
- Transponder/altitude encoder inspection (2 years)
- Oil change (~50 hours, max 60)
- VOR check record (30 days) for IFR flights (recommended to be continually kept current)

Recommended, but not required:

- Tow bar
- Chocks and tie down ropes
- Utility kit with extra oil, windshield cleaner, rags, etc.

Check pilots and instructors are being directed to emphasize these items, and will not conduct a CAPF 5 or CAPF 91 check flight until compliance is demonstrated. Similarly, aircraft that fail to conform to the listed requirements during any exercise will be grounded.

**2-31. ADDED Orientation Flights:** CAP and AFROTC cadets receiving orientation flights in corporate or member owned aircraft will receive that orientation only while occupying the right seat, from a properly rated CAP orientation pilot. The pilot-in-command's position will be the front left seat, regardless of ratings. In tandem seat aircraft the cadet will sit in the seat designated by the Cadet Orientation Pilot.

**3-4.a.5. ADDED MAWG Authorized Pilots:** Only those pilots who appear on the Authorized Pilot Listing (published at least monthly and additionally as needed by MAWG) as "CURRENT" may act as PIC of CAP activity. The MAWG Pilot Records can be found on the MAWG Web site under "members only", in the Operations section, by clicking on Pilot Roster.

Exception: Pilots appearing as "NOT CURRENT" on that list may operate as PIC of CAP aircraft if the FRO who released the flight has a physical copy of all current documentation required by CAPR 60-1 and/or CAPR 60-3 for the PIC, appropriately signed and annotated. This exception is valid for no more than 15 days from the end of the month in which the pilots' currency has expired. This exception is designed to allow pilots to act as PIC if they have a current and valid CAPF 5 per CAPR 60-1, have sent the data in to HQ MAWG/DOV for processing, but it simply has not been processed in time to appear on the regularly scheduled issuance of the MAWG Authorized Pilot List.

Exception: On initial qualifications for check pilot, mission pilot, cadet orientation pilot, etc., where regulations require written authorization, the individual must appear on the list before that pilot can perform his or her duties.

**3-4.a.6. ADDED New Cessna Aircraft:** Prior to acting as pilot in command of Cessna aircraft manufactured since 1986, pilots must complete and review with a Massachusetts Wing Check Pilot an Aircraft Questionnaire for each type of aircraft. This is due to the differences in Cessna aircraft manufactured since 1986 versus Cessna aircraft manufactured 1986 or earlier.

**3-4.c. Cadet Orientation Pilot Qualifications.** To serve as a Cadet Orientation Pilot in Group 2 aircraft, a pilot new to either high performance or complex aircraft will be required to log at least 10 hours in type as PIC before being awarded Cadet Orientation privileges in that particular Group 2 aircraft. Further, a pilot having high performance experience without a complex aircraft endorsement must also log at least 10 hours in a complex aircraft before being granted CO privileges in that aircraft. Those pilots with more than 20 hours logged as PIC of any high performance and complex aircraft will not be subject to this restriction. Pilots are responsible for assuring that either logbook copies or check pilot CAPF 5 endorsements of the required experience are submitted to MAWG pilot records.

**3-5.k. ADDED Submission of CAPF 5 Paperwork Packages:** The following items must be included in CAPF 5 paperwork packages being submitted to MAWG/DOV:

- Completed CAPF 5 (*check marks initialed, "Cadet Orientation Satisfactory in Category CO1/CO2/CO1 and CO2" endorsement, if applicable, "Check Pilot/Instructor Pilot satisfactory endorsement, if applicable*)
- Completed CAPF 91 (*mission pilots only; when checkrides are funded, should be completed with annual CAPF 5*)
- Written Test (*submit on-line Form 5 written test certificate*)
- Airplane Questionnaires (*all makes/models pilot is qualified to fly for CAP*)
- Statement of Understanding (*initial CAP Form 5 only*)
- Copy of current BFR or Equivalent
- Copy of ROA, CAPF 101, and CAPF 101CD (all as applicable)
- MWF 2-42, Pilot Data Summary
- Copy of 2 most recent logbook page(s) (*to substantiate total/PIC/XC time for mission/CO/ROTC pilots, with pilot's name both signed and clearly printed*)
- Orientation Quiz and Letter of Recommendation (*initial CO only*)
- Copy of CAP Membership Card
- Copy of Pilot Certificate, front and back, if two-sided
- Copy of current Medical Certificate
- Copy of Flight Instructor Certificate, front and back, if two-sided (*CFIs only*)

Additionally, For Funded Flight Checks:

- CAPF 104, with:
- Crew Names
- Aircraft Registration (*not CPF callsign*)
- Fuel Amount and Cost
- Flight Time (Hobbs)
- CAPF 108 (*if requesting fuel reimbursement to pilot*)
- Original Fuel Receipt, showing date, mission number, aircraft registration, and pilot's name. All fuel charged to the MA Wing credit card MUST have a mission number on the fuel receipt. (Note: Fueling for authorized missions should be charged on a MAWG credit card if possible; a personal card may be used only when the MAWG card cannot)

**3-5.i. ADDED CAPF 5 Package Submission:** Pilots will submit their completed, signed, valid CAPF 5 package to HQ MAWG/DOV in accordance with the current MAWG Personnel Authorization pertaining to pilot appointment and currency, or within 15 days of accomplishing their checkride, whichever applies.

**3-6.g. ADDED Procedure for Approval of Flight Training:** Flight training must be approved, in writing, by the Wing Commander prior to beginning any such training. Requests for training should be submitted to the Wing Commander (copy to MAWG/DO) by the unit commander of the person desiring flight training. The unit commander must indicate his/her recommendation for the training, indicate who the intended CAP instructor is, and which aircraft will be the primary aircraft used for flight training. When applicable, MA Wing Forms 2-23 and/or 2-24 must be attached.

**4-9.a.(3) Flight Release Officer Roster:** Each unit commander with flight release officers assigned, by the tenth day of April and October, must publish a listing of current and authorized flight release officers, including their telephone numbers and pertinent contact information, as directed by CAPR 60-1, para 4-9a, with an additional copy to MAWG/DO. The unit will also ensure that the FRO listing on the WMU matches the input provided to MAWG/DO. A consolidated Wing list will then be published by Wing HQ in January and July.

**4-9.b.(5). ADDED Aircraft Callsigns:** Use the correct callsign for each MAWG aircraft as published in the MAWG Communications Directory. All corporate aircraft will use the appropriate callsign of "CAPFlight \_\_\_\_\_" on all frequencies (unless specifically required by controlling agency of an operational mission). An example would be CAPFlight 1921. Preferred pronunciation, on CAP frequencies, is "one niner two one". On ATC frequencies, the FAA preferred pronunciation is "nineteen twenty-one".

When filing a flight plan, in the "N number block" use CPF\_\_\_\_\_ utilizing the correct callsign as found in the MAWG Comm Directory. In the remarks section of the flight plan, you must include the Registration ("N" number) of the aircraft. This is included to assist search and rescue should it become necessary. When filling out CAP forms, be aware of the specific question being asked on the form. For instance, on CAPF 104, the form asks for the "N" number of the aircraft. In this block you should use the "N" number, not the radio callsign designated for that aircraft. On initial call up it is recommended to say CAPFlight\_\_\_\_\_, Cessna 172/182/etc. This is done so that ATC and/or other aircraft in the area will understand the type aircraft being flown under the CAPFlight designation.

**4-9.b.(6). ADDED Preheat:** Use preheat whenever the ambient temperature is below 32° F (0° C) the engine should be preheated prior to starting, unless the aircraft is equipped with a Tanis heater which has been connected to electrical power for a time sufficient to preheat the oil and cylinders. All MAWG aircraft other than N980CP are equipped with heaters permitting continuous operation, and should be plugged in continuously in colder months (October through April, or as directed by the squadron maintaining the aircraft). Refer to the AFM supplement for guidance in using the heater in N980CP.

**4-9.b.(7). ADDED Monitoring Radio:** Will maintain radio watch on 148.150 MHz (channel 1) at all times unless that monitoring interferes with the safe operation of the aircraft. An alternative frequency watch may be maintained on 149.5375 MHz. (channel 4). Incident commanders will try to establish contact with all aircraft, if need be, on both frequencies. If an aircrew member possesses a valid CAP Radio Operator Authorization, they will announce their departure and pending arrival.

Examples: *"Attention all stations, CAPFlight 1920 departing 'Departure' Airport for 2 hours in the local area, CAPFlight 1920 monitoring, out."* Or *"Attention all stations, CAPFlight 1920 departing 'Departure' airport for 'Arrival' airport, CAPFlight 1920 monitoring, out."* And when landing, *"Attention all stations, CAPFlight 1920 landing 'Arrival' airport in 2 minutes, CAPFlight 1920 out."* The PIC, during the required preflight brief, will designate who will be responsible to operate the CAP radio.

**4-9.b.(8). ADDED Landings from Right Seat:** Not make or attempt to make landings from the right seat unless they are a CAP Check Pilot and/or Instructor Pilot OR in the event of an emergency.

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