



WV WING SUPPLEMENT 1

CAPR 60-1

5 APRIL 2007

CAP FLIGHT MANAGEMENT

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

2-1a. Corporate aircraft will be utilized per the following priorities:

1. Actual Emergency Services Missions
2. DEA/Customs/Forest Service and other Counter Drug Operations.
3. USAF funded training
4. National HQ or Wing HQ funded activities
5. State agency missions
6. Pilot proficiency
7. Flight instruction

These priorities can only be changed by the Wing Commander.

2-1h. No more than two cadets may be carried aboard a CAP aircraft at any time, on any activity.

2-1k. Cadet flight instruction or training of any kind must be authorized, in writing, in advance by the West Virginia Wing Commander.

2-2a. Unless approved in advance by the West Virginia Wing Commander, or in an actual emergency, no CAP aircraft is to operate on other than a hard surface (concrete or asphalt) runway.

2-5b.1) Flight releases are authorized as follows:

A. Flight Release Officers (FROs) may release flights anywhere within the West Virginia Wing, or into any bordering Wing, so long as the flight does not travel further than 100 nautical miles from the border.

B. Flights beyond this 100 nautical mile limit to bordering Wings (Pennsylvania, Maryland Virginia, Kentucky, and Ohio) or to any other Wing in the Middle East Region (MER) requires the approval of the Wing Commander.

Proficiency Flights beyond 50 nautical miles from the West Virginia state border can only be released / authorized if the purpose of the flight is to conduct one of the approved syllabus profiles as listed in Attachments 9-1 thru 9-6 of CAPR 60-1, or if the flight is otherwise an authorized SAR, DR, CD, or other approved mission released by an Incident Commander or any of the persons listed in 4-6d of this supplement. . Overnight basing of any aircraft outside of the state of West Virginia while conducting one of the approved syllabus profiles requires Wing Commander approval.

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2-7. Pilots will document each flight on a WV Wing Flight Log, WV Form 60-4. Units with aircraft shall report all aircraft flying time totals to the Wing DO (Director of Operations) on WV Form 60-2 monthly. A negative report is required if applicable. Reports are due to the Wing DO by the 10th of the month following the reporting period.

2-8l. A copy of the pilot's West Virginia Wing Pilot Currency Statement, WV Form 60-5, signed by the pilot, check pilot and squadron commander shall be forwarded to the Wing DOV (Standardization/Evaluation Officer) at the conclusion of each check ride. The WV Form 60-5 is not required of check pilots at the conclusion of **their** check ride however; copies of all documents specified in paragraph 2-8(a)-(k) shall be forwarded to the Wing DOV (Standardization/Evaluation Officer) at the conclusion of the check pilot's check ride.

If a flight check is unsatisfactory, the check pilot shall forward a copy of the pilot's CAPF 5 with the specific unsatisfactory items noted to the Wing DOV no later than ten days after the check ride. The DOV will in turn notify the Wing Commander.

2-8m. Pilots shall maintain/update the CAP National HQ website's CAP Operations Qualifications (OPS Qual) module located in the e-Services section as needed to ensure documentation of pilot qualification data and pilot currency.

3-1a. Unit Commanders will submit in writing to the Wing DO no later than 15 December each year, their recommendations for pilots to be included on orders. The list shall include the pilot's name, rank, and the category(s) qualified for. Categories for pilot orders are:

- A. Instructor Pilot
- B. Check Pilot
- C. Mission Check Pilot
- D. Cadet Orientation Pilot
- E. AFROTC Orientation Pilot

For Categories D and E, the aircraft group from table 3-1 must be specified. To be appointed, pilots must have a current CAPF 5 or CAPF 91 as appropriate.

3-4a. To act as PIC of a CAP aircraft, pilots must also meet the following requirements:

5) All CAP Pilots must attend and complete one CAP Pilot Continuation Training (PCT) Program as defined in CAPR 60-11 or complete one phase of the FAA Pilot Proficiency Award Program (AC61-91) annually; or complete an approved aviation safety seminar, crew resource management program, etcetera, plus log one hour of instruction from a CAP Instructor Pilot annually. The only Pilot Continuation Training participants that may be reimbursed are qualified SAR/DR mission pilots, SAR/DR mission pilot trainees, and qualified transport mission pilots who are commercially rated with a current Class II medical. Other CAP Pilots are encouraged to attend PCT and will have the corporate aircraft flight hour fee waived for one hour of dual instruction with a CAP Instructor Pilot, if given within 30 days of the PCT ground training. CAP Pilots completing an approved aviation safety seminar or other approved safety seminar will also have the corporate aircraft fee waived for one hour of dual instruction with a CAP Instructor Pilot, if given within 30 days of the safety seminar.

6) Must update the CAP National Headquarters website's Operations Qualifications (OPS Qual module located in the e-services section as needed to ensure documentation of their pilot qualification data.

7) Must update CAP National Headquarters Operations Qualifications (OPS Qual) Personal Currency data at least once every 90 days.

8) Be listed as current, for the proposed flight, on the most current CAP National Headquarters M.I.M.S. (FMS) FRO Support Report. **Exception:** Pilots shown as not meeting the FAA's 90 day recent flight experience requirement may be released for the purpose of regaining currency. The pilot must then update the data on the CAP National Headquarters website's Operations Qualifications (OPS Qual) Personal Currency page.

When requirements are initially met or in the case of expired requirements (medical certificate, membership, etc.) that are updated, the pilot must enter the data on the CAP National Headquarters website's Operations Qualifications (OPS Qual) page. The pilot must advise the Squadron Commander and when the pilot is shown as current, the Squadron Commander will attach the Squadron FRO Report showing the update and forward to the WV Wing Stan/Eval Officer and the State Director. The pilot can be released for flights when the FRO Report lists he or she as current, and a copy of the new Squadron FRO Report is transmitted to the WV Wing Stan/Eval Officer and the State Director (email preferred).

3-5c, 1) An Air Force mission sortie number and flight release for a reimbursable CAPF 5 check ride in a CAP Corporate Aircraft may be obtained from the WV DOS (Emergency Services Officer). These funded Form 5's will only be allowed to qualified and active Mission Pilots or Mission Check pilots, and then only as long as funds are available. The sortie number is valid until the expiration date of that mission. Pilots may receive only one reimbursable check ride per calendar year. Reimbursement for check rides is limited to a maximum of 1.5 Hobbs hours. Costs associated with ferry, ground transportation, communications (e.g. telephone), and ramp fees (e.g. GPU, hangar, de-ice, landing fees) are the pilot's responsibility. The pilot taking the check ride will pay all costs and submit a CAPF 108 (for aircraft time, fuel, oil) to the Wing DOS no later than ten days after completion of the check ride.

3-5d, 1) Copies of all documents specified in paragraph 2-8(a)-(k) shall be forwarded to the Wing DOV (Standardization/Evaluation Officer) at the conclusion of the check pilot's check ride.

3-5j. CAP pilots transferring into the WV Wing

1) CAP pilots transferring into the WV Wing shall complete a Form 5 check ride with a WV Wing Check Pilot during which time Wing and Squadron procedures, WV Wing aircraft equipment, and mountainous terrain procedures will be reviewed prior to acting as pilot in command of WV Wing aircraft.

2) Current and qualified CAP mission pilots shall also complete the mountain flying portion of the Form 91 check ride with a WV Wing Mission Check Pilot prior to acting as pilot in command during CAP SAR/DR/CD missions.

3-5k. Squadron Commanders shall forward a copy of the pilot's West Virginia Wing Pilot Currency Statement, WV Form 60-5, signed by the pilot, check pilot and squadron commander to the Wing DOV no later than ten days after the check ride. If a flight check is unsatisfactory, the check pilot shall forward a copy of the pilot's CAPF 5 with the specific unsatisfactory items noted to the Wing DOV no later than ten days after the check ride. The DOV will in turn notify the Wing Commander.

3-9d. Squadron Commanders shall forward a copy of the pilot's West Virginia Wing Pilot Currency Statement, WV Form 60-5, signed by the pilot, mission check pilot and squadron commander to the Wing DOV no later than ten days after the check ride. The WV Form 60-5 is not required of mission check pilots at the conclusion of **their** check ride however; copies of all documents specified in paragraph 2-8(a)-(k) shall be forwarded to the Wing DOV (Standardization/Evaluation Officer) at the conclusion of the mission check pilot's check ride.

1) If a flight check is unsatisfactory, the mission check pilot shall forward a copy of the pilot's CAPF 91 with the specific unsatisfactory items noted to the Wing DOV no later than ten days after the check ride. The DOV will in turn notify the Wing Commander.

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4-1.a. A flight will not be released to anyone who does not possess a current CAPF 5. If the purpose of a flight is pilot training or the administration of a CAPF 5 check ride to a pilot who does not have a current CAPF 5 on file, that flight must be released to an authorized CAP Instructor or Check Pilot.

4-2. Flight Release Officers will issue a flight release number that consists of the mission symbol for the particular flight activity, followed by the first letter of the FRO's first and last names, and a sequential number for that calendar month.

4-6d. The following Wing Headquarters Officers have authority to issue releases for any of the Corporate Aircraft in which they are not an aircrew member:

1. WV Wing Commander
2. WV Wing Vice Commander
3. WV Wing Chief of Staff
4. WV Wing Director of Operations
5. WV Wing Director of Flight Operations
6. WV Wing Standardization/Evaluation Officer
7. WV Wing Counter Drug Operations Officer



VICKIE BOND, Maj, CAP
Administrative Officer



RODNEY A. MOORE, Colonel, CAP
Commander

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