

**HEADQUARTERS, IDAHO WING
IDAHO WING SUPPLEMENT
CIVIL AIR PATROL
CAP REGULATION 60-1
UNITED STATES AIR FORCE AUXILIARY
24 February 2002**

**FLYING
CAP FLIGHT MANAGEMENT**

Civil Air Patrol Regulation 60-1, 4 November 2001, is supplemented as follows:

2-1 Added. Each CAP Aircraft will carry a survival kit sufficient to provide basic self-help, signaling devices and water for all occupants for at least 24 hours considering the terrain and climatic conditions. Minimum equipment will include a signal mirror, marker panel(s), and all-weather fire starting materials. A "space blanket" or equivalent or sleeping bag will be carried for each occupant. Occupants with particular medication or dietary requirements should carry sufficient provisions for at least 24 hours.

If a FAA flight plan is filed, the Flight Release Officer will be the point of contact named on the FAA Flight Plan.

2-1o Added. Pilot in Command (PIC) will calculate weight and balance for all flights. PIC will assure that gross takeoff weight allows for needed performance factors such as density altitude and Maximum Safe Operating Altitude. PIC will additionally make such calculations as may be necessary to assure that aircraft center of gravity remains within approved limits for all phases of the planned flight.

2-1p Added. CAP SAR/DR flight operations will not be conducted at night (as defined by FAR) unless the pilot in command is current for instrument and night flight and a qualified SAR/DR or Transport Pilot. SAR/DR or Transport pilots without an IFR rating may conduct solo local night proficiency flights in the immediate vicinity of the departure airport. The Wing Commander or Director of Operations may grant exceptions to this paragraph.

2-2 Amended. CAP Aircraft will be operated only on paved runways or on unpaved runways approved in writing by the Wing Commander. This approval will be specific to each pilot, and will be predicated upon demonstrated skill, proficiency and appropriate knowledge for each approved airport. Mountain Fury qualification is a prerequisite for approval. Additional unpaved runways may be authorized by the Wing Commander, the Director of Operations or by the Mission Coordinator of an actual Emergency Services mission as needed on a case-by-case basis. Planned landings for a flight will be specified in the CAP Form 104 or CAP Form 84.

If an in-flight emergency requires a landing at any location not authorized by this supplement the pilot and aircraft are grounded until the Wing Maintenance Officer or Commander has authorized further flight.

Every effort should be made to communicate an unplanned or emergency landing to a CAP or FAA communications facility prior to landing.

2-5d Added. The Wing Commander has issued a list of airports outside of Idaho that have approval for landing. These airports are listed in Annex F.

2-6o Amended. Passengers and aircrew will be given as a minimum the Passenger Briefing provided at Attachment B prior to the first flight of the day. Law enforcement passengers will additionally be given the Law Enforcement Briefing (Attachment C) prior flight. The briefings will be repeated whenever there is a change in passengers or aircrew.

2-9 Added. Each squadron with qualified pilots will prepare the Idaho Wing Form 21, Pilot Qualification Certification Roster (PQCR) monthly or whenever significant changes occur which would reflect on a pilot's qualification or disqualification, including expiration or renewal of:

- Membership
- Emergency Services CAP Form 101
- Medical Certificate
- Biennial Flight Review
- CAP Form 5
- CAP Form 91.

The PQCR will also list the pilot's status in the following areas:

- Transport pilot
- SAR/DR Pilot
- Mountain Fury Qualified
- Night Qualified
- Instrument Rated
- Counter Drug Qualified
- Idaho Bureau of Narcotics Qualified
- Cadet Orientation Pilot
- Aircraft in which the pilot is currently Form 5 Qualified.

The Idaho Wing Flight Operations Officer will prepare a Master PQCR monthly based on submissions received from the squadrons by the 27th of the previous month. The Master PQCR will be provided to all squadron commanders who will assure it is distributed to their Flight Release Officers and Mission Coordinators.

The Idaho Wing Form 21 constitutes the squadron commander's certification that the qualifications listed are substantiated by documentation in the pilot's file maintained by the squadron. It is the pilot's responsibility to be aware of his or her status and to supply the squadron operations officer with all of the updated documents. As an option, a squadron may prepare a computer generated ID Wing Form 21. If a computer-generated form is used, it must conform to the format and layout of ID Wing Form 21 dated 1 Apr 96 and contain all of the certification statements found on the ID Wing Form 21.

2-10 Added. When flight release is obtained by telephone, it is the PIC responsibility to assure that the crewmembers are properly qualified, current and carry required documents.

3-5 Added. Pilot applicant will also give a complete passenger briefing (Annex B). Completion of these tasks will be annotated in the comments of CAP Form 5.

3-5 Added. If for any reason during a CAP Form 5 or CAP Form 91 check ride to establish recurrency the CAP Check Pilot (flight check administered by a FAA inspector, designated check airman, designated pilot examiner, or CAP-USAF flight examiner) fails the CAP Pilot or check pilot, the current CAP Form 5 under which the CAP pilot or check pilot is currently performing his/her duties is VOID. The CAP pilot or check pilot must re-establish their CAP pilot status by successful completion of a CAP Form 5 or CAP Form 91 check ride per CAPR 60-1. This amendment does not remove the pilot's right of appeal per CAPR 60-1.

5-5 Added. Pilots and Flight Release Officers (FRO) will follow the procedures of Annex D, Flight Release Procedures, in requesting and issuing flight release. FROs are responsible to follow up on all flights they release to insure the safe completion of that flight, or to alert search and rescue forces in the event the flight does not return safely.

FROs will submit all flight release records for each month to their squadron operations officer not later than the 1st day of the following month. Squadron operations officers will submit a summary of squadron flight releases to the Wing Director of Operations and the Liaison Office not later than the 5th day of each month for the previous month. Originals of squadron flight release documents will be kept on file in the squadron for two years.

Attachement 1 Added. It is the PIC that is responsible for the reimbursement to the Idaho Wing for flights in Idaho Wing Corporate Aircraft. Should the flight be reimbursable as an Air Force Reimbursed Mission or under other provisions, he/she is responsible for requesting reimbursement or assuring that reimbursement is requested. If he/she fails to request reimbursement in a timely manner and reimbursement for the flight is lost, he/she will be personally responsible for the operating costs of the aircraft.



BOBBY PICKER, COL, CAP
COMMANDER

Annexes:

A - Procedures for Appointment of Wing Check Pilots, Mission Check Pilots, Cadet Orientation Pilots and Flight Release Officers

B - Passenger Briefing

C - Law Enforcement Briefing

D - Flight Release Procedures

E - ID Wing Form 21, Pilot Qualification Certification Roster

F - Airports Outside of Idaho Approved For Landing

Annex A to Idaho Wing Supplement 60-1

Procedures for Appointment of Check Pilots, Mission Check Pilots, Cadet Orientation Pilots and Flight Release Officers

1. In accordance with Paragraph 3-2, CAP Regulation 60-1, the Wing Commander will appoint Check Pilots and Mission Check Pilots. The DO/DOV will review the appointments quarterly and make recommendations to the Wing Commander for changes to the appointments. Squadron commanders may make requests for appointment or deletion of appointments through the Wing DOV.
2. IAW Paragraph 3-2e, the Wing Commander will designate in writing Check Pilots authorized to administer Form 5 check rides to Check Pilots.
3. IAW Paragraph 3-2f, the Wing Commander will appoint Cadet Orientation Pilots. Squadron commanders are responsible to review the qualifications for this appointment to assure that the requirements of Paragraph 3-2f, particularly the endorsement on the most recent Form 5 check ride, are complied with. Squadron commanders may make requests for appointment or deletion of appointments through the DO.
4. Paragraph 4-9a Amended. The Wing Commander will appoint Flight Release Officers (FRO) as recommended by the Squadron Commanders for all squadrons of Idaho Wing with Flight Operations. Squadron commanders may make requests for appointment or deletion of appointments through the DO. Prior to appointment the, Flight Release Officer must receive Flight Release Officer qualification training as determined by the Wing Commander and DO. Idaho Wing policy is to appoint only rated pilots (need not be current pilots) and to appoint only three squadron members plus the squadron commander as FRO unless an exceptional showing of need is presented. Wing staff members who have flight release responsibilities may be appointed in addition to the squadron allowance. The Wing Commander through the DO will assure compliance with the requirements of Paragraph 4-5.

Annex B to Idaho Wing Supplement 60-1

Passenger Briefing

Passenger Briefing

Mission Profile:

Purpose of flight

Where we're going, route

Expected weather

Planned altitude, reason for this altitude, conditions which may cause altitude changes

Approaching and Leaving Aircraft

Approach from rear quarter.

Get aircrew's attention.

Don't approach within wingspan of running aircraft without pilot's approval.

Location of the following:

First Aid Kit

Fire Extinguisher

Airsickness bags

Survival Equipment

Securing baggage and cargo. What items will passenger need in flight?

Operation of seat belts and shoulder harnesses.

Operation of passenger doors. Rapid egress procedures.

Operation and adjustment of passenger seat. Seat slip warning and procedure in case of seat slip.

Personal Emergencies (airsickness, toilet, other).

Let pilot know as soon as you become aware of the problem.

Do you have any medical or other conditions that I should know about before we fly together?

Have you taken any medicines of any kind today?

Passenger participation in flight.

Operation of intercom.

Watch for other aircraft in flight and point them out to the pilot.

If you have any question or concern about the safety or advisability of any operation, let me know immediately.

There will be "cockpit sterile" times when I will need to concentrate on a particular critical phase of communications or flight. There can be no conversation on the intercom at those times. If you talk and I hold up a finger, that means wait until I tell you it's OK to talk. If you become aware of a safety or emergency situation, including a nearby aircraft, during that time, tell me it's a safety or emergency problem.

Do you have any questions?

Annex C to Idaho Wing Supplement 60-1

Law Enforcement Briefing

Civil Air Patrol Flight Briefing for Law Enforcement Personnel

Posse Comitatus

1. Definition - The prohibition from willful employment of the Military (Air Force/CAP) for the purpose of enforcing criminal law (18 USC 1385) apart from a martial law declaration.
2. Authorized CAP activities - CAP is allowed to provide the user a platform to determine whether or not further law enforcement action is necessary. This may take the form of general reconnaissance of suspected marijuana grow areas (including photography), airport activity, searching for remote airstrips, etc.
3. Unauthorized CAP activities - Surveillance of specific persons, property or vehicles for any law enforcement purpose.
4. Violation penalties - Fine of not more than \$10,000.00 or imprisonment for not more than 2 years or both.

Weapons

All weapons capable of discharging a projectile must be unloaded and secured in the pilot's presence before entering the aircraft. This is to prevent the possibility of catastrophic consequences for all crewmembers. There is no situation in which a loaded firearm is required in flight.

Pilot in Command Authority

14 CFR Section 91.3 states: "The pilot in command of an aircraft is directly responsible for, and is the final authority as to, the operation of that aircraft."

Interfering with crew members

14 CFR Section 91.11 states: "No person may assault, threaten, intimidate, or interfere with a crewmember in the performance of the crewmember's duties aboard an aircraft being operated."

Annex D to Idaho Wing Supplement 60-1

Flight Release Procedures

The position of Flight Release Officer (FRO) is one requiring a great deal of responsibility and attention to detail. An incorrectly done flight release can invalidate the aircrew's insurance protections and can jeopardize the safety of aircraft, pilot and passengers.

Some basic flight release principles:

For corporate aircraft, flight release constitutes the owner's consent to fly the aircraft. The only time a corporate aircraft can be flown without flight release is incidental to maintenance by an employee of the maintenance facility. (In this case, the maintenance facility's insurance assumes the liability.)

Any aircraft flying an Air Force authorized or corporate authorized mission is a CAP Aircraft, regardless of ownership. Flight release is required. Whether or not the mission is reimbursed has no bearing.

The FRO often acts as the flight plan agency for the flight. If the FRO does not follow up to assure that the flight has been safely concluded, there can be a critical delay in beginning search operations. The FRO will be listed as point of contact on FAA flight plans.

The FRO is responsible to turn in flight release documents promptly at the end of each month to the squadron operations officer. The squadron operations officer must send copies of the CAP Form 99 to the LO office and Wing DO not later than the 5th of the following month. Original CAP Form 99's are filed in the squadron for two years. Copies of release documents relating to an actual mission are forwarded to the Emergency Services Officer for inclusion with the mission packet.

CAP Regulation 60-1 requires that the PIC personally receive flight release from the FRO.

Annex E to ID Wing Supplement 60-1

ID Wing Form 21, Pilot Qualification Certification Roster

Annex F to Idaho Wing Supplement 60-1

Airports Outside of Idaho Approved For Landing

NOTE 1: Unless specifically listed below with other restrictions Idaho CAP aircraft are authorized to land at any paved airport in adjacent wings that are within 25 NM of the Idaho border. This does not apply to authorized missions or for instances of transiting from one base to another base and flight planning requirements dictate deviations beyond the 25 NM area.

NOTE 2: No Idaho Wing aircraft may land outside of the United States borders unless on an authorized mission.

Ontario, OR

Afton, WY (daytime only)

Owyhee, NV

Hamilton, MT

Pullman, WA

Jackpot, NV (daytime only)

West Yellowstone, MT (VFR only when posted as open by FAA)

NOTE: daytime as defined by applicable sections of 14 CFR Section 1.1 (See NIGHT).