



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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ICL 19-01
30 November 2018

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter- CAPM 60-1G, *CAP Glider Program Procedures Manual*, 1 July 2015

1. After reviewing the current guidance in CAPM 60-1G, it was determined clarification was required for sections of the regulation. The changes in this ICL clarify sections required for the safe operations of CAP's glider aircraft. This interim change letter will remain in effect until the new regulation is complete. There is no expiration date on this interim change letter.

2. CAPM 60-1G is amended as follows.

- a. Change all references to CAPM 60-1, *CAP Flight Management*, to CAPR 70-1, *CAP Flight Management* and CAPP 52-7 to CAPP 60-40
- b. Change all references to "Operations Officer" to "Operations Supervisor."
- c. Index (page 2). Delete reference to "WMIRS" on page 22.
- d. Attachments (page 2). Delete references to Attachments 1 – 6.
- e. Change all references to Attachment 2, tab 2 to read CAPP 71-4 AF Approved Proficiency Profile and CAPP 71-5 Self-Conducted Proficiency Profiles. Change all other references to Attachments 2, 3, and 4 to read "CAPP 71-2 *Aircrew Training, Glider*" and delete all reference to Attachments 1, 5 and 6 in the manual.
- f. Page 8, under the heading "Organizational Areas of Responsibility," replace the second paragraph with the following:

All glider operations must develop and follow activity specific Risk Management (RM) plans. All phases of every operation should be reviewed for possible risk that must be mitigated, even small operations have risk that must be mitigated. Below are details required prior to conducting glider operations.

- a) **Glider Programs:** Regions and Wings that operate gliders shall document their performance of a deliberate risk management process for glider operations conducted within their area. The resulting Risk Management Plan (RMP) shall address each step of the risk management process (e.g., identify hazards; assess risks; analyze risk controls and make control decisions; implement risk controls; and supervise). Selected risk controls shall be included in the region or wing regulatory supplements, operations/training plans, and local risk management tools, as applicable. Glider program RMPs shall be reviewed and updated, if required, on an annual basis.
- b) **Glider Operations:** Planning and conduct of glider operations shall address all known

and anticipated risks as well as mitigating controls identified in the region/wing RMP. Operations supervisors shall assist assigned safety officers in performing a risk assessment prior to each day of glider operations. This assessment is aimed at identifying any previously undetected risks and developing effective controls, as well as ensuring RMP required controls are properly implemented. If risk levels exceed that approved by the program RMP, operations shall not be conducted without approval from the CAP member identified in the RMP as having the authority to approve operations at a higher risk level. PICs are responsible for conducting pre-flight risk assessments and obtaining flight releases in accordance with CAPR 70-1. However, operations supervisors shall be proactive in performing risk assessment and control as operational conditions change – seeking approval from the appropriate authority when required.

- g. Page 9, replace second paragraph under “Ground and Air Operational Support”:

All glider activities must have at least one person designated to supervise the safety of all operations. Although it is preferable to have a dedicated safety officer, when operations are being conducted with a senior staff of three or less, one of the senior staff may fulfill the duties of the safety officer in addition to their other responsibilities. When more than three staff members are available, there must be an assigned safety officer and, if necessary, an alternate.

- h. Page 9 under “Glider Rigging” add the following “Caution” at the end of the existing paragraph:

CAUTION

When the manufacturer’s assembly/disassembly procedures require clarification or have been modified, the organization primarily responsible for operating a CAP glider is responsible for and shall ensure that tail-number specific written instructions are provided for properly rigging and de-rigging the aircraft. Irrespective of any use of supporting equipment, a minimum of four personnel must participate to reduce the possibility of damage and ensure proper rigging.

- i. Page 11, at the top of the page, prior to the heading “Project Officer/Operations Officer/Tow Pilot add the following:

Activity Directors and Operations Supervisors must be fully aware of and comply with all statutory and CAP regulatory requirements (i.e., 14 CFR, CAPR 60 and 70 series), as well as any airport procedures relevant to the operations being conducted.

- j. Page 11, replace paragraph after title “Safety Officers” with the following two paragraphs:

Every activity must have someone designated as a safety officer. Prior to the first launch of the day, the safety officer will complete a risk assessment to ensure a safe mission and complete a safety briefing with all participants. Minimum considerations will include current and expected weather conditions and its effects on tow and glider performance, available runway and runway conditions, runway obstacles, and status of participants as well as operational and airport conditions, including traffic on and in the vicinity of the field. Runway selection and staging areas for glider operations will be in compliance with FAA requirements. Staff and participants will be made aware of the organization’s risk tolerance and risk controls relevant to their activities. In addition, everyone will be empowered to call “knock it off” if they see anything that they believe represents an elevation of risk above the intended level.

Parents and other non-participants must be briefed as to the hazards of the operations being conducted. Due to limitations on liability, parents and non-participants must be briefed on areas accessible during operations. An area will be marked/cordoned off to assist non-participants in knowing where they should be observing operations.

- k. Page 12, change bullet 6 to include “operations supervisor”:

6) Confirm radio communication between the glider, tow operator, and operations supervisor.

- l. Page 13, under “Launch/Recovery Operations” add the following to the end of the paragraph that starts with “Planning and actions....”

To provide as much of a sterile environment as possible, the active runway will be kept clear and all other glider launches and landings will be suspended during initial solo flights.

- m. Page 13, under “Launch/Recovery Operations” add the following “Caution” just prior to the paragraph that starts with “In an effort....”

CAUTION

Attempting to expedite recovery and launch by landing at unplanned locations, to include intentionally landing long or off centerline, is prohibited. This prohibition is not intended to restrict pilot flexibility in selecting landing location as necessary to ensure a safe recovery in extreme circumstances.

- n. Page 14, second paragraph starting with “Due to the greenhouse”, delete the following sentence at the end of the paragraph:

For numerous reasons, including space restrictions in most glider rudder pedal areas, the wearing of boots of any kind is prohibited.

- o. Page 15, under the heading “Initial Flight Training,” delete the final sentence stating,

The required minimum of 30 flights prior to solo associated with cadet glider instruction does not apply to senior members.

- p. Page 15, add the following paragraph as the second paragraph under “Initial Flight Training”:

Each senior member CAP pilot new to the glider program, whether with an existing glider rating or newly rated, is required to receive familiarization flights with a CAP Glider Instructor Pilot and be recommended for an evaluation. Prior to the familiarization flight, if the pilot is qualified for the orientation pilot endorsement in accordance with CAPR 70-1, the pilot must be familiar with CAPP 60-40, *Cadet Orientation Flight Program Guide*, and practice those maneuvers that must be discussed and demonstrated during the evaluation. An initial CAPF 5 evaluation by a glider check pilot will be required for each make/model of CAP glider to be flown - the exception being equivalent groups of aircraft identified in CAPR 70-1 7.1.6.

- q. Page 21, replace all the text under “Cadet Solo Flights” with the following:

Prior to a cadet operating any glider as a solo pilot, the cadet will be in compliance with all applicable CAPR 70-1 requirements and must have a current student pilot certificate with solo

endorsements in accordance with 14 CFR Part 61 from a CAP instructor pilot in the make and model aircraft flown.

- r. Delete pages 22 – 28 on Web Mission Information Reporting System (WMIRS)
- s. Delete “Attachments 1 - 6” and the acknowledgements contained on pages 29 – 65. **(The material in the references will be published in separate documents concurrent with this ICL)**

MARK E. SMITH
Major General, CAP
Commander

cc:
CAP/CV/COO/COA/DA/DO/FM/GC/IT/NOC/SE
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