



INDIANA WING SUPPLEMENT 1

CAP REGULATION 70-1

24 MARCH 2019

APPROVED/J. DESMARAIS/CAP/DO

Operations

CIVIL AIR PATROL FLIGHT MANAGEMENT

CAP Regulation 70-1, dated 4 December 2017, is supplemented as follows:

4.3.2.2. CAP Check Pilot Appointment. Added. INWG/DOV will recommend current instructor pilots for appointment to CAP Check Pilot through the chain of command. INWG/CC will approve all initial CAP Check Pilot appointments. Subsequent CAPF 5 Flight Evaluations will retain the pilot's check pilot appointment until removed. All candidates for CAP Check Pilot must have been appointed CAP Instructor Pilot for a minimum of 1 year. This requirement may be waived by the INWG/CC.

4.3.3.2. CAP Check Pilot Examiner. Added. INWG/DOV will recommend current check pilots for appointment to CAP Check Pilot Examiner through the chain of command. INWG/CC will approve all initial CAP Check Pilot Examiner appointments. Subsequent CAPF 5 Flight Evaluations will retain the pilot's examiner appointment until removed. All candidates for CAP Check Pilot Examiner must have been appointed CAP Check Pilot for a minimum of 1 year. This requirement may be waived by the INWG/CC.

4.5.1.1.2. INWG/DO is designated appointing authority to FRO. INWG/DO will notify INWG/CC/CV/CSM upon making an appointment to FRO.

4.5.2.1.4. INWG/CSM is designated appointing authority to SFRO. INWG/CSM will notify INWG/CC/CV/DO upon making an appointment to SFRO.

7.1.3. Pilots are authorized to accomplish their funded annual CAPF 5 Flight Evaluation in the month prior to its expiration if the pilot believes that scheduling, weather, or other factors will preclude their ability to accomplish the evaluation during the due month. Pilots choosing to complete their annual CAPF 5 in the month before the expiration month must notify INWG/DOV no later than the 15th of the month before the month the evaluation will be flown (e.g. Annual CAPF 5 expires in December, pilot wants to complete the CAPF 5 in November, pilot submits request to complete early no later than 15 October). Requests received past the 15th deadline may be approved by INWG/DOV based on available funding.

7.3.6. Added. CAP Instructor Pilots who provide instruction for CAP Pilots (or applicants seeking initial CAPF 5 privileges) requiring ground and/or flight instruction prior to completing the flight evaluation will not serve as the Check Pilot (the instructor will not also be the evaluator). Waivers to this rule may be granted at the discretion of the INWG/DOV.

7.3.7. Added. When CAPF 5 Flight Evaluations are conducted by a non-CAP evaluator the CAP Check Pilot review and endorsement of the CAPF 5 must be completed within 60 days of the date the flight evaluation was conducted. The check pilot conducting the review and endorsement must have a current CAPF 5 in the category and class of aircraft the flight evaluation was accomplished

in.

7.3.8. Added. Pilot's use of a FAA approved Electronic Flight Bag (EFB) will not be restricted or eliminated for an entire flight. This includes any accessories or functions that may be included with the EFB setup when operated in accordance with FARs and FAA guidance on EFB usage. CAP Check Pilots may ask the pilot to demonstrate usage of the device when needed to show proficiency on a checked skill. PICs are expected to have a planned course of alternate action should their EFB fail in flight; alternate actions can include paper aeronautical information or a secondary EFB. Check pilots cannot take away the use of EFBs for the entirety of a flight evaluation nor can they require an applicant to use paper when the applicant has a backup EFB. This prohibition does not prevent the CAP Check Pilot from requiring the CAPF 5 applicant to demonstrate proficiency in operation of aircraft systems for the purpose of receiving an aircraft based system endorsement (i.e. G1000).

9.6.2. INWG/DOV will perform a records review of at least 10% of pilots across the wing with a qualification of VFR Pilot or higher once quarterly. INWG/DOV will document the results of the record review via memorandum and provide a deidentified summary of findings to INWG/DO no later than the 15th of the month following the end of a quarter (summary of findings due 15 April, 15 July, 15 October, and 15 January). The findings will be used by INWG/DO and by subordinate unit DO/DOV staff to improve documentation processes for pilot records.

9.6.2.1. Added. Contents of findings report may include, but is not limited to, number of missing documents, identified trends in errors or general record keeping, erroneously accepted documents, etc. Recommended corrective action(s) may be included at the discretion of the INWG/DOV.

9.6.2.2. Added. For the purpose of this supplement, a "Pilot Record" is defined as all uploaded documents to OpsQuals and all associated task entries, pending or active, recorded for the individual pilot. Expired qualifications and qualifications outside of the "Pilot" section of OpsQuals, except for active/pending mission pilot tasks/documents, are not considered part of the pilot record.

9.9.4.1. Single Fueling for Multiple Sorties. Added. When multiple sorties are flown concurrently on the same mission number, a single fueling is acceptable. Pilots will use the WMIRS Sortie Debrief "remarks" field when "No Fuel" is selected due to the fuel being covered on a separate sortie to include the sortie number where the fuel purchase can be found (in addition to INWGF996). Prior to flying a sortie on a different mission number, or when funding has been allocated to an individual, the aircraft must be fueled in accordance with paragraph 9.9.4.3 of this supplement.

9.9.4.2. Pre/Post Fuel Quantity Verification. Added. Pilots will visually verify fuel tank quantity prior to each flight and following completion of each refueling to ensure the proper fuel quantity has been added. Tanks will be either full or filled in accordance with paragraph 9.9.4.3 of this supplement. If during pre-flight it is determined the aircraft has not been properly fueled, notification to INWG/DO must be made before flying to determine fuel accounting.

9.9.4.3. Standard Fueling Quantities. Added. Aircraft assigned to INWG will be fueled as follows:

9.9.4.3.1. Added. Cessna 172P – Full Tanks.

9.9.4.3.2. Added. Cessna 172S – 35 Gallons (fuel level to tabs).

9.9.4.3.3. Added. Cessna 182T – 64 Gallons (fuel level to tabs).

9.9.4.3.4. Added. Gippsland GA8 – 64 Gallons (as measured with fuel stick).

9.10.2.1. With respect to paragraphs 9.10.2.1.1 and 9.10.2.1.2 of CAPR 70-1, Flight Release Officers may only issue releases via CAPF 99 or CAPF 99G after reviewing the FRO Support Report available in “Ops Quals – Reports” to verify pilot qualification status. The FRO Support Report must have been generated within 24 hours of the time of release and must have been generated in the same month for which the release will be made.

9.10.2.2. Voice conversations conducted via platforms such as Skype, Facetime, or other similar media satisfy the telephone conversation requirement for release.

9.10.3.1. Electronic Flight Bag. Added. Pilots substituting paper charts with an Electronic Flight Bag (EFB) system must ensure that the device is charged to adequately meet the needs of the planned flight as well as any potential unforeseen airborne contingencies. EFBs must meet the requirements of FAA AC 91-78 paragraph 6a(1) and (2). CAP Check Pilots will review the pilots personal EFB usage practices.

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Commander

**Attachment 1
COMPLIANCE ELEMENTS**

| OPR | # | Compliance Question | How to Verify Compliance | Discrepancy up | Write- | How to Clear Discrepancy |
|-----------|----|---|--|---|--------|---|
| INWG /DOV | 01 | Are at least 10% of pilot ops quals records (documentation) reviewed quarterly? | INWG/DOV documents records review in worksheet on Operations Team Drive. | (A-Discrepancy): [xx] (Question 1) Wing failed to review at least 10% of pilots for __ of __ quarters inspected IAW IN Wing Supplement 1 to CAPR 70-1, para 9.6.2. | [xx] | Complete a records review of 10% of active pilots plus 5% for each quarter a review was not completed. Document IAW para 9.6.2 of this supplement. |
| | | a) Is a summary of findings memorandum generated quarterly? | a) INWG/DOV will provide access to generated findings memos. | (A-Discrepancy): [xx] (Question 1a) DOV failed to create quarterly summary of findings memorandum IAW IN Wing Supplement 1 to CAPR 70-1, para 9.6.2. | [xx] | a) Generate summary of findings document for the most recent records review or review conducted for Question 1 discrepancy clear out step if not met. |
| | | b) Is INWG/DO provided a deidentified summary of findings quarterly? | b) INWG/DOV will provide example(s) of submitted deidentified findings for review. | (A-Discrepancy): [xx] (Question 1b) INWG/DO was not provided summary of findings for __ of __ quarters inspected IAW IN Wing Supplement 1 to CAPR 70-1, para 9.6.2. | [xx] | b) Provide INWG/DO findings summary for most recently conducted records review or results of Question 1 discrepancy clear out review step if not met. |