Operations Plan

SWR National Flight Academy - Glider
Clovis, New Mexico,
Range of Operations 5-21 July 2021

/s/ Greg Griffith

Greg Griffith, Major, CAP
NMWG Director of Operations
Civil Air Patrol

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CAP-USAF/SWLR
Civil Air Patrol – United States Air Force
1. General
   a. SWR National Flight Academy-Glider Clovis New Mexico
      The New Mexico Wing (NMWG) Civil Air Patrol (CAP) will host a National Flight Academy (NFA) in Clovis New Mexico (NM). NMWG CAP has used the Clovis NM airport for numerous past glider encampments. Clovis has the necessary infrastructure needed to support large groups with housing, meals, and a suitable airfield for glider operations. The mission will begin relocating staff and equipment to Clovis New Mexico four days prior to the beginning of the NFA. Because of its remote location, this area of SWR East NM and West Texas is often underserved for cadet glider orientation rides. In these first four days, staff and local area cadets will assemble equipment and conduct orientation rides for regional cadets from Clovis, Roswell, Amarillo, Lubbock and others. In this way, all aircraft will be operational and all staff familiarized with local area operations prior to the arrival of NFA students. Upon the arrival of NFA students, the activity transitions to become a National Cadet Special Activity. Reference: CAPP 60-74 Activity Director Guide, A handbook for National Cadet Special Activities.

   b. Incident Command Post
      N/A

   c. Primary Dates & Times
      The mission will be authorized to open on 5 July and close on 21 July.
5-8 July: Relocate gliders, tow planes, and support personal to Clovis.

7-8 July: Conduct orientation rides for regional cadets.

9 July: NFA students arrive.

9-18 July: Conduct NFA glider operations.

19 July: NFA students return home.

19-21 July: Relocate gliders, tow planes, and support personal to home base.

d. **Alternate Dates**
   N/A

e. **NHQ Funding**
   Glider orientation rides will be funded as TX and NM A15 missions. This will fund relocation of 1 NMWG CAP tow plane and 2 gliders to Clovis New Mexico.

   National Cadet Special Activities funding and NFA student fees ($800) will fund the relocation of 3 gliders and 2 tow planes, cadet flight instruction, basic ground school, meals, lodging costs (Eastern New Mexico University), and uniform T-shirts.

f. **Mission Symbol**
   A22 NCFA support and glider instruction 9-19 July 2021
   A15 Glider o-ride 7-8 July 2021

g. **Project Officer/Incident Commander**
   SWR National Flight Academy – Glider Activity Director:
   Roland Dewing, Lt Col, CAP
   Email: roland.dewing@nmwg.cap.gov
   Phone: 505-235-4520 (C)

   CAP Project Officer:
   Stuart Maxon, Maj, CAP
   Email: stuart.maxon@nmwg.cap.us
   Phone: 505-553-1132 (C)

h. **Other Contacts**
   N/A

2. **Application**

   a. **Qualification Requirements**
      Attendees shall be active CAP members with a valid CAP ID card in their possession. All Pilots will arrive with current Form 5 evaluations good for the duration of their attendance. All members must complete the following preparation:

      i. CAP e-services Learning Management System training
         - Hydration
         - Passenger Van Safety Awareness
         - Cadet Protection Basic Course (all senior members and cadets over 18)

      ii. CAP e-services AXIS training (make sure to click on “Finish” to receive credit)
         - CAP Aircraft Ground Handling, Hanger Rash Prevention
• CAP Basic Operational Risk Management
• CAP Intermediate ORM course (all staff members)

iii. SSA (Soaring Society of America) Wing-Runner Course (click on link)
   • http://www.soaringsafety.org/learning/wingrunner/wingrunner.html

iv. AOPA online training (click on link and scroll to complete these courses)
   • https://www.aopa.org/training-and-safety/online-learning/online-courses/
   • Know Before You Go
   • Weather Wise: Air Masses and Fronts
   • Do the Right Thing: Decision Making for Pilot

v. CAP website (click on link and read)
   • Indexes, Regulations and Manuals | Civil Air Patrol National Headquarters (gocivilairpatrol.com)
   • CAPR 70-1
   • CAPS 73-2
   • CAPS 71-2

vi. CAP Air Crew Professionalism (click on link and read)
   • https://www.gocivilairpatrol.com/programs/emergency-services/aircraft-operations/aircrew-professionalism

vii. COVID-19 Mitigation
   • Parents must email their plans (before May 30) for cadet isolation/retrieval within a 24-hour period after notification of illness. If the cadet develops COVID-19 symptoms, a parent or designated guardian is required to retrieve or stay with them at a location other than the Academy dorms (at their own expense).
   • NFA student preparation. Prior to travel, each cadet must complete and be ready to provide proof of vaccination, or test, or self-quarantine for 14 days. On the day before travel, each participant must log onto a (to be provided) website to fill in a COVID-19 symptom questionnaire. Ground travel is suggested if possible. Keep in mind that students may not be able to return by airline if symptoms develop, and only activity fees are refunded if the event cancels.

b. Event Capacity
   The 2021 Clovis NCFA will contain 15 cadet students, 4 cadet staff, and 20 support staff. The Activity Director will determine and adjust personnel requirements as mission needs evolve.

c. Event Enrollment Procedures
   All participants will enroll through Cadet Program’s e-services Special Cadet Activates.

3. Flight Operations

a. Aircrew Requirements
   i. Flight operations occur 5-21 July
   ii. Orientation rides - 1 tow pilot, 2 glider o-ride pilots 7-8 July
   iii. Aero tow operations - 4 tow pilots & 5 glider flight instructors 9-18 July
   iv. Auto tow operations - 2 drivers, 2 ground crew, 5 glider instructors 9-18 July
   i. All aircrew and support personnel will arrange their duty schedule and travel days with the Activity Director.

b. Aircrew Training Requirements
   i. No specialized aircrew training is required for this mission.
ii. An instructor orientation will present a standardized training syllabus and materials prior to the start of student training.

c. Flight Operations

i. Aero tow will be done at Clovis KCVN

ii. Auto tow will be at Portales KPRZ

d. Mission-Specific Requirements

i. The SWR Clovis Glider Flight Academy is designed to give cadet participants a high quality of concentrated flight and ground instruction with FAA/CAP Certified Flight Instructors to build a foundation for an aviation related career.

ii. The glider academy plans to use four Blanik L23 gliders (471BA NM, 434BA OK, 438BA CO, 426BA KS) and three New Mexico CAP C-182’s tow hook equipped, internal release tow planes.

iii. Cadets will pilot various gliders The Flight Academy ground school’s primary mission is to provide the academic knowledge needed for solo flight with emphasis on risk management and aeronautical decision making. The first two days of the Flight Academy will consist of ground school with supervised Condor 2 flight simulation, to demonstrate and practice standard flight maneuvers and related risk management. It's noted that Condor simulators are used by the United States Air Force Academy to enhance glider safety and reduce the number of flights needed to solo.

iv. Ground school will continue each evening and will conclude with instructor supervised flight simulator training.

v. In accordance with FAA and CAP regulation, any eligible cadet that completes and logs all prescribed training and demonstrates the required knowledge and proficiency may solo at their instructor’s discretion. Solo flight is a desired objective but cannot be guaranteed due to a number of reasons including inclement weather, maintenance, or lack of demonstrated knowledge/proficiency.

e. Basic Operational Elements

N/A

4. Administration

a. Inbound/Outbound Travel

i. All Staff members are to arrive as arranged with the Activity Director.

ii. ALL Students must possess the following documents: Student Pilot certificate or Proof of Citizenship (original documents – not duplicates) and a current CAP ID card.

b. Transportation To and From Clovis NM

i. DO NOT make transportation arrangements until directed Academy Director or academy staff. Transportation costs to and from this event are the responsibility of the student. Consider booking with travel insurance or flexible ticketing to protect from potential loss if the event is cancelled. The Activity Director will notify you by e-mail once the COVID-19 based Go Decision is made. Only activity fees are refunded in the event of cancellation.

ii. Make sure that your travel plans consider your approved COVID-19 mitigation isolation/retrieval plan.
iii. A successful Go Decision will be based on public health conditions in both New Mexico Wing and the cadet’s squadron location. Each location will need to be listed at CAP Phase 3.

iv. Once transportation arrangements driving or flying are made email them to the Academy Director at roland.dewing@nmwg.cap.gov

c. Flying To Clovis
   i. A new regional airline “Key Line Air” (associated with United Airlines), will provide direct service from Denver to Clovis starting May 1.
   
   ii. Flights should be selected to arrive at Clovis Airport, Clovis NM, on 9 July. If the 9th is not available, an arrival on the 8th or 10th is possible only after talking with Lt. Col. Dewing.
   
   iii. Plan your departure for 19 July, with a morning departure if possible. E-mail your flight information to Lt Col Dewing, roland.dewing@nmwg.cap.gov.

d. Optional Airline Travel
   i. Fly to Albuquerque NM. Plan to arrive, Friday morning on 9 July no later than 1200 hrs. (12 pm). A CAP van will pick up all Albuquerque airport arrivals and drive to Clovis, arriving on or about 1600 hrs. (4pm).
   
   ii. Depart from Albuquerque. Make flight arrangements to leave Monday July 19th, cadets are returned to Albuquerque airport by 1200 hrs. (12 pm).

e. Driving To Clovis
   i. Driving to Clovis Airport. Plan to arrive at the Clovis Airport, Clovis NM, on 9 July, during morning or early afternoon hours.
   
   ii. Driving home from Clovis area. Pick up cadets from Eastern New Mexico University. Cadets will be released for return home after the “End of Course Banquet” on 18 July or the morning of 19 July.

f. Ground Transportation To and From Clovis From Albuquerque
   i. Drop off cadets at Albuquerque, Kirtland Air Force Base, Truman gate parking lot, Friday, 9 July between 1100 hrs. and 1200 hrs. (11 am -12 pm).
   
   ii. Pick up returning cadets at the same Kirtland Air Force Base Truman Gate parking lot on Monday, 19 July at 1200 hrs. (12pm).

g. Checkout and Graduation
   i. An End of Course Graduation Banquet will occur on the evening of 18 July. The Banquet may be closed to non-academy staff parents if COVID-19 conditions dictate. Every effort will be made to allow for parental attendance. We will have details long before the 18th. Guest cost will be in the $15 -$25 range, but has not been firmed up.
   
   ii. Cadets may depart with family members after the banquet or on the next morning from Eastern New Mexico University after a positive identification check and sign out.

h. Sortie Management
All tow plane sorties must be released in WMIERS electronically only by the Academy designated FRO. FRO qualifications are required. All glider sorties (unless new WMIERS procedures are developed) will be released on paper forms CAPF 70-1G Risk Assessment Work Sheet, and CAPF 70-2G flight release to be uploaded to the instructors first flight of the day. Sortie close-out data will be entered in WMIERS as soon after the day’s flight actives as practicable. Receipts must be uploaded within 48
i. **Safety Considerations**

   i. The Academy safety officer or designee will conduct a morning and evening safety briefing. The safety briefing will cover standard briefing topics and any special interest items in result of the previous day’s operations. All operational staff and students will attend.

   ii. All flying activities will take high ambient temperatures into consideration. The ORM analysis completed for each flight will include Density Altitude (DA) calculations to verify aircraft performance is within Pilot Operating Handbook (POH) and applicable FAR limits. If flight operations are terminated, the flight line will be secured, and students will proceed with their instructors to ground school.

   iii. The high activity levels of the Glider Ground Crews place them at risk in high ambient temperature situations. The NCASA Temperature Management Tool will be used as a primary reference backed up by the OSHA - NIOSH Heat Safety Tool for smart phones. (NOTE: between launches, glider ground crew members will rest in air-conditioned vans for cool down.)

   iv. An F160 Deliberate Risk Assessment will be accomplished at every morning safety briefing. All flight line participants will observe the assessment and provide input on possible risk mitigation strategies.

j. **Mission Paperwork**

   i. Crews for both Tow planes and vehicles are responsible to ensure fuel receipts, Weight and Balance sheets for airplanes and CAP Form 108 & 109’s are provided to the Academy Finance Officer for the event. He/she will ensure that fuel receipts, Weight and Balance and CAP Forms, if not on WMIRS, are captured and uploaded for each days sorties for inclusion in WMIRS, in a timely manner.

   ii. Tow Aircraft will be refueled as necessary during the day but at least at the end of each days flying and must be noted on the CAPF104 in WMIRS. Inbound and outbound relocation flights related forms WILL be provided to the Activity Director within 4 hours of arrival at KCVN or Home locations.

   iii. Crews will NOT be released for subsequent sorties until all paperwork required for each sortie has been submitted and approved.

   iv. Tow pilots are responsible for obtaining fuel receipts and completing and submitting them to the academy finance officer.

k. **Daily SITREPS**

 N/A

5. **Communications**

   a. **Requirements**

   Tow and glider aircrews will communication via aircraft radios. Flight Line Safety officers will monitor and advise of conflicts as necessary. If communications are lost inflight, aircrews will use standard operational aerotow signals to complete the flight. Radio communication must be restored before the next sortie.

   b. **Procedure**

   The Flight Line Safety officers will have and maintain communications equipment and smart phone or tablet applications for airport awareness for use during flight operations. All sorties will remain in contact with the Airport Flight line Safety. Vehicle’s that drive on airport taxiways will have a flashing yellow beacon on top and report movement crossing runways by aviation radio. Auto Tow vehicle will have flashing yellow beacon on top and report access to runway and glider launch to airport traffic.
c. **Required Equipment**
   All aircraft must have an operational aircraft radio, and all flight line support vehicles must have operational portable aircraft radios.

6. **Cadet Participation**
   All NFA activities are conducted for the benefit of cadet participation. Numerous regional cadets will participate in aircraft assembly and orientation rides on 7-8 July and 15 national cadet students with 4 cadet staff will participate in active flight training from 9-21 July.

7. **Safety**
   a. Safety is paramount and supersedes all other mission objectives. It is understood that there is intrinsic risk in the operation of a Flight Academy and each member involved must be proactive in identifying potential risks and either eliminating or mitigating said risks. NCSA offers Encampment Risk Management Resources. The staff and particularly, the Safety Officer are required to review and use the available safety tools.

   b. Operational Risk Management (ORM) is key to the safety analysis of any CAP activity. With that in mind, three separate ORMs have been completed for SWR Clovis Glider Academy. (Attachment A) as follows:

   i. Normal, day to day ground operations and lodging functions

   ii. Glider Flight Training Air Tow Operations Clovis Airport CVN

   iii. Glider Flight Training Auto Tow Operations Portales

   c. ORM is not static. It is likely that additional risks will be identified as Academy operations unfold. The ORM Analysis documents will be amended as necessary to eliminate and or mitigate additional risk factors as they are identified. While the Safety Officer takes a leadership role in this process, our goal is that each individual at the encampment take ownership in the process.

   d. In addition to the normal cautions associated with flight operations, all aircrews will be briefed to remain vigilant during low-level flight operations. Traffic conflict/resolution will be vitally important. The National Risk Management system will be used. Duty day restrictions as defined in CAPR 70-1 will be observed. The duty day is limited to 14 hours of official CAP duty with at least 10 hours of crew rest between the last official CAP duty in one period and the first official CAP duty in the next duty period. A crewmember will not be scheduled for more than 8 hours flight time during a duty period. Any mishaps will be handled IAW CAPR 62-2.

   e. Each day, at the conclusion of flight operations, all flight operations personnel will gather for a safety meeting chaired by the Safety Officer. The day’s flight operations will be discussed with respect to safety issues. In addition, flight operations and weather and ORM factors for the next day will be reviewed. **THIS DAILY MEETING IS MANDATORY FOR ALL FLIGHT/GROUND OPERATIONS AND GROUND TRAINING PERSONNEL.**

   f. The two flight lines operate simultaneously and are separate by 30 miles

   g. SWR Clovis NM Glider Academy Safety Officers are Lt. Col. Dewing (auto tow) and Maj Maxon (Air tow). Assistant Safety Officers, reporting directly to the Safety Officer will be scheduled for each of the airport Flight Lines, continuously, during flight operations. The Safety Officer or Assistant Safety Office will be contactable by each of the Flight Line Assistant Safety Officers during flight operations. NOTE: The Safety Officer and/or Deputy may serve as one of the two Flight Line Safety Officers.

   h. In order to maintain situational awareness and to facilitate communications with aircraft as necessary each flight line Safety Officer will have access to air band transceivers and with either a Smartphone or tablet capable of using air traffic apps like flight radar24, for viewing local area aircraft traffic.

   i. The two flight line Safety Officers will maintain a continuous communications watch and will communicate with instructors and tow pilots as necessary, to prevent potential conflicts. In addition, Instructors and students will monitor the CTAF and communicate with the appropriate Flight Line Safety Officer as necessary.
j. Any Safety or Assistant (Flight Line) Safety Officer is authorized to shut down all operations. In that situation, operations will be resumed only after the Senior Safety Officer or Deputy Safety Officer has reviewed all factors and determined that it is safe to resume operations.

k. The Academy Safety Officer and Deputy are responsible for flight operations risk management and will conduct daily briefings with mandatory attendance for all air operations personnel (pilots, instructors and flight line operators).

l. All pilots in command (PIC) are responsible for conducting the daily Risk Management assessment of their flights and will comply with procedures as established in CAPR 70-1. All pilots will obtain a flight release for their assigned aircraft at the beginning of each mission period.

m. Any mishap will be reported IAW CAPR 160-2.

8. Staff Requirements
   As required.
   a. Academy Staff members will be fully qualified or will be supervised by qualified members.
      b. The following NAF staff is required:
         i. Activity Director (AD)
         ii. Project Officer (PO)
         iii. FRO
         iv. Flight Line Safety Officer
         v. Finance Officer
         vi. Any additional support staff as required by AD or PO

9. Uniform Requirements
   All attendees must be in an authorized Academy approved uniform. Clothing and Equipment Requirements (PACKING LIST) are contained in Welcome PDF file emailed to each cadet accepting attendance. Khaki shorts/pants are a part of the required member supplied clothing. Academy supplied T-Shirts will be issued at check in and will be worn with the student supplied khaki shorts/pants as the Flight Academy working uniform.

10. Facilities
    a. All supervision, billeting and age and gender segregation will be in accordance with CAPR 60-2, (Cadet Protection Program).
    b. Senior Members who are serving as instructors or support staff have the option of staying at Eastern New Mexico University dorms, or obtaining other lodging at their own expense.

11. Logistics
    a. Billeting
       All students and senior staff will be housed at Eastern New Mexico University, Portales NM. Sheets, blankets, towels, and pillow will NOT be provided and must be brought to the Academy by all participants. Transportation for Local purchase at Wal-Mart can be arranged if needed.
    b. Messing
       All meals unless otherwise directed will be at Cannon Air Force Base Dining Hall.
c. Medical

i. For medical emergency call 911.

ii. Ambulatory patients may be transported to facilities by CAP vehicle. All other transport should be arranged by calling 911. The closest medical centers are as follows:

- Clovis: Plains Regional Medical Center
  2100 North Martin Luther King Jr. Blvd.
  Clovis, NM Phone: 575-769-2141 Open 24 hours

- Portales: Roosevelt General Hospital
  42121 US_70
  Portales, NM Phone: 575-359-1800 Open 24 hours

iii. Policy for Prescription & Over-the-Counter Medication is contained in CAPR 160-1. The administration of both legal prescription and legal non-prescription medication(s) is the responsibility of the CAP member, not the CAP Corporation. The authority for members who have reached the age of majority to bring legal medications to CAP activities rests with that member. The responsibility for members who have not reached the age of majority to bring legal medications to CAP activities rests with that member’s parent or legal guardian. For further guidance on medications and medical care see CAPR 160-1. The FAA strictly regulates medications, both prescribed and over the counter, that can be taken while flying. Ensure that any drugs that you are taking are in compliance. NOTE: For medications acceptable to the FAA, see a practical listing at https://www.leftseat.com/medcat1.htm. As a Student Pilot for solo flight you are allowed to take only those medications approved by the FAA.

d. Police and Fire

Local facilities and by emergency number is 911.

12. Military Support Requirements
Ref: CAPP 60-74 NHQ will provide a Military Support Authorization letter, information of participants provided to NCSA Program Manager at least two weeks ahead of activity date. Activity Director will make Arrangements with Cannon Security Force for access to the base to get for meals At Cannon Air Force Base Dining Hall.

13. Public Affairs

a. Media Contact
All media communication will be referred to the Academy PIO Participants are expected to refer all media inquiries regarding any mishap to the Mission Public Information Officer.

b. Internal
The Public Information Officer (PIO) for this mission will be assigned by New Mexico Wing PAO.

c. External
News releases to local newspapers, radio and TV media will be made by the New Mexico PAO in coordination with the Activity Director and CAP Academy PIO. The CAP Academy Director will coordinate releases.

14. Contingencies & Emergency Services Missions
Any event may be suspended or terminated and CAP resources reassigned, at the direction of an active Emergency Services Mission Incident Commander, New Mexico/CC, or Higher Headquarters CAP or CAP-USAF direction; otherwise, the event is expected to continue as planned.