



OKLAHOMA WING SUPPLEMENT 1
CAP REGULATION 70-1

16 DECEMBER 2020

APPROVED/J.DESMARAIS/CAP/DO

Operations

CIVIL AIR PATROL FLIGHT MANAGEMENT

CAP Regulation 70-1, dated 31 March 2020, is supplemented as follows:

4.5. Added. The OKWG/DOV is designated to appoint advanced pilot and specialty qualifications.

7.5.1.2.1. Added. Members shall complete the aircraft questionnaire by hand. No typed answers are allowed. Check pilots are not required to personally observe the questionnaire being filled out.

9.11.2.6. Added. All pilots will upload a weight and balance to the sortie files in WMIRS prior to each sortie. Not required for glider or balloon sorties.

9.11.11.3. Added. By the 5th of each month, the unit Operations Officer (DO) or designee of each unit where an aircraft is located will collect the flight logs and checks from the aircraft information file (AIF). Once collected, verify that all blocks are filled out correctly and completely and that flight times and hours are correct. Forward these items to the Oklahoma Wing Director of Operations (OKWG/DO) or their designated representative via email by scanning the aircraft flight logs and converting them to PDF files. For member funded flights, personal checks will be matched to the flight log entries and the check number entered in the "Bill To" block of the corresponding sortie. The original flight logs and checks will be mailed or hand delivered to OKWG headquarters, or designated representative, by the 10th of the month. Units are responsible to ensure that the logs and checks have been received at headquarters by contacting the Wing Administrator at mwebster@capnhq.gov (preferred) or 405-736-6044.

9.11.11.4. Added. All checks for payment of member-funded flights will be made payable to "OK Wing CAP". On the check, annotate the following: aircraft tail number, date of flight, total Hobbs time and sortie number (e.g. N745CP, 15 Jun 17, 2.4 Hobbs, A0025). Enter the check number in the "Bill To" block of the corresponding sortie. Leave the check in the front of the AIF. All payments are due on the date of the sortie. Members who fail to pay may lose their flight privileges. Follow Table 4.1 for guidance on what to write in the "Bill To" block of the AIF.

Table 9.1 Added

If the sortie flown is a:	Then the Fuel Card to use is:	In the AIF "Bill To" block write:
AFAM (A mission)	EFS Credit Card	NHQ
Corporate Funded	AVCARD	WING
OKWG Funded	AVCARD	WING
Member Funded (Check)	N/A	Check ##### (e.g. "1127")

9.11.11.5. Added. Follow Table 4.2 for standard fuel loads for corporate aircraft.

Table 9.2 Added

If flying:	Then the standard fuel load is:
N880CP, N352CP, N745CP, N817CP	50 gallons total (25 gallons per tank)
N955CP, N751CP, N917CP, N906CP	35 gallons total ("stick the tanks")
N99377, N99941	40 gallons total (full tanks)
Note: The PIC may add additional fuel prior to a sortie if required and after verifying aircraft weight and balance limits will not be exceeded.	

9.11.11.5.1 Added. Refuel the aircraft after each sortie. Exception: If flying multiple sorties under the same mission number and symbol (orientation flights, etc.), the PIC may choose to refuel when needed vs each sortie. In all cases, the aircraft must be refueled to the standard fuel loads prior to beginning a sortie on a different mission number.

9.11.11.5.2 Added. PIC will record the aircraft's starting (preflight fuel) and ending fuel loads (postflight, prior to refueling) on the AIF in the "RR (*Last Name/CAPID*)" block. For example, if starting with 51 gallons and landing with 39 gallons, then enter "51/39" in the RR block. If a fourth person is in this seat, then write the fuel to the right of the CAPID in the same block (e.g. JONES / 123456 51/39).

9.11.11.5.3. Added. Document, in detail, any fuel discrepancies in WMIRS under the debrief section, remarks. Note if you find the airplane with too little or too much fuel, more than one fuel receipt or you flew multiple sorties on the same mission and have one large fuel receipt for several sorties.

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Commander

Attachment 1
COMPLIANCE ELEMENTS

There are no additional compliance elements for this supplement.