



SOUTH DAKOTA WING SUPPLEMENT 1

CAP Regulation 60-1

1 MARCH 2017

APPROVED/1 MARCH 2017/J. DESMARAIS/CAP/DO

Operations

CAP FLIGHT MANAGEMENT

CAP Regulation 60-1, 3 May 2014, is supplemented as follows:

2-2.c. South Dakota Wing pilots are authorized and approved by the South Dakota Wing Commander to conduct flight operations within the North Central Region and in bordering states that are not within the region up to 50 nautical miles from the South Dakota border. Authorizations to operate beyond these limits must be obtained from the South Dakota Wing Commander or higher unless on a supervised mission.

2-2.j. Added. The following general operation rules apply to all flight activities involving South Dakota Wing CAP aircraft:

(1). Any reposition of SD Wing aircraft for more than three days shall be approved by the Wing Director of Operations (DO), or if for maintenance, the Wing Director of Maintenance, or by the Incident Commander if the reposition is part of a supervised mission.

(2). Crew or passengers shall not board or exit an aircraft while the engine is running under any circumstances.

(3). Aircraft will be fueled to the levels specified below unless extenuating circumstances exist. If fuel levels are left at a different level than as specified, the pilot in command will make a note in the Aircraft Discrepancy Log in WMIRS.

(a) Cessna 172: Topped Off

(b) Cessna 182: 54 Gallons

2-2.k. Added. Pilot in Command (PIC) Responsibilities. The following operational procedures are the responsibility of the PIC.

(1). Report any maintenance problems to the Squadron Aircraft Maintenance Officer and the Wing Aircraft Maintenance Officer, and to the AOBD if applicable. The PIC will also note the discrepancy in WMIRS under the Aircraft Discrepancy Log. A pilot who identifies a grounding discrepancy will place the red "Grounded" card on the pilot seat.

(2). After every flight or end of the multi-flight activity, the PIC shall ensure the windshield, leading edges, lift struts, engine cowl, spinner, horizontal and vertical stabilizers, landing gear struts and fairings are clean of insects and dirt and the cabin shall be cleaned of any trash. Use aircraft compatible/non-

corrosive cleaners and soft cloths. The PIC will ensure the aircraft will be mission ready and all flight log entries are completed properly and legibly before leaving the hangar.

(3). All aircraft time and fuel/oil amounts must be annotated in WMIRS within 12 hours of the completion of the flight. Fuel receipts should be uploaded no later than 24 hours after the completion of the flight if possible. If the information is not updated within 72 hours, the pilot may be charged for the cost of the flight and fuel. Non-funded flights (e.g. a C-12 proficiency flight) do not require a copy of the fuel receipt to be loaded into WMIRS.

(4). The PIC may use whatever Weight and Balance forms he chooses, and he is responsible for all data on the form, regardless of the source of the form. The weight and balance should be loaded into WMIRS before takeoff whenever possible, but must be uploaded within 72 hours of flight.

(5). The PIC may use either the ORM form in the Aircraft Information File (AIF) or the online tool in WMIRS ideally, and he is responsible for all data on the form. If using the AIF form, it should be loaded into WMIRS before takeoff whenever possible, but must be uploaded within 72 hours of flight. If using the online WMIRS tool, it must be completed prior to flight.

(6). The PIC shall notify the FRO of any flights which will involve overnight stays. The pilot shall provide the FRO with a contact phone number at the destination. If the destination contact changes, the pilot shall immediately notify the FRO.

2-3.a. The following info is required to be added to the mission files in WMIRS for any Non-CAP Pax request:

- Name, rank and agency of the non-CAP passenger
- Mission symbol and flight profile
- Name of requesting agency
- Justification/purpose of the non-CAP passenger to be on the mission
- WMIRS mission number (or request number if not approved yet)
- Number of sorties requested

In addition to uploading the required information, requesters will notify the SDWG/DO that a request has been made and is available for review in WIMRS.

2-4.d. Each subordinate unit, that has an aircraft assigned to their location on the last day of the month, will submit the AIF_FLT_LOG_3 pages (tach sheets) for the month to the SDWG/DO no later than the 5th day of the month following the activity month. Failure to deliver the previous month's tach sheets to the DO on time may result in grounding of the squadron's aircraft until the tach sheets are received. Tach sheets may be requested earlier than the 5th of the following month to facilitate wing administrative activities and will be requested by the SDWG/DO when needed.

2-8.e. USAF funded proficiency flights flown in accordance with the profiles on the National Aircraft Ops & Stan/Eval web page are subject to the following additional requirements:

- (1) It is the pilot and FRO responsibility to ensure that there is funding available for the planned flight. This is available in WMIRS and can be found on the main mission page/mission expense report link. If the flight is flown without available funds the pilot may be billed for the sortie.

- (2) The PIC for the flight is the one receiving the training. Whether that pilot is seated in the left seat or right seat (IP), the PIC is the one that should do the majority of the flying.
- (3) The pilot will annotate the profile number on the sortie in WMIRS, and the profile number is listed on the aircraft logbook sheet in the AIF.
- (4) The pilot will brief the flight release officer about what profile is being flown.
- (5) Proficiency flights are designed to prepare crews to fly Air Force missions and should include a mission observer and scanner when appropriate, and although routine flight procedures can be practiced, the majority of a proficiency flight must be focused on the training outlined in the profiles.
- (6) These profiles may be flown by a Mission Pilot Trainee if the profile calls for a Mission Pilot, but only if flown with a SET qualified Mission Pilot trainer in the front right seat that is qualified in that aircraft.
- (7) USAF funded proficiency flights will not be used when other missions are more appropriate. For instance, do NOT use a proficiency flight for aircraft relocation for maintenance, go to an IG inspection, position the aircraft for a low level route survey, or take a Form 5 or Form 91 etc.

3-1.e. Added. CAPF 5 Flight Checks. Pilots transferring into SD Wing are required to demonstrate their skill level to a SDWG CAP instructor pilot before using corporate aircraft as PIC. The wing commander or his designee may waive this requirement based on information available to them at the time. Waivers requests should be submitted through the SDWG/DO.

3-7.f. (5) Added. Unless waived by the wing commander or his designee, pilots will have six months' experience as a CAP instructor pilot before being designated as a check pilot. Waivers requests should be submitted through the DO.

3-7.i. (2). Only CAP Corporate aircraft will be used for CAPF 91 check rides unless waived by the wing commander or his designee.

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Commander