



18 September 2015

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Operations

CAP FLIGHT MANAGEMENT

CAPR 60-1, dated 3 May 14 (Change 1, 19 Dec 14), is supplemented as follows:

Paragraph 2-4, e. Preflight AIF Log Sheet Procedure. Prior to the flight, the Pilot-In-Command (PIC) shall insure that the beginning tach and Hobbs times for his/her flight are identical to the actual Hobbs and tach readings on the aircraft instruments and that they are equal to the ending tach and Hobbs times for the previous flight on the tach sheet. If they are not, the PIC shall enter a line on the tach sheet with the starting times equal to the ending times shown on the tach sheet for the previous flight and the ending times equal to the present aircraft instrument readings.

Paragraph 2-5, f. Flight Closing & Aircraft Fueling Procedures

(1) (Added) If no fuel is purchased for a particular sortie, the PIC shall check the *No Fuel* check box for that sortie.

(2) (Added) Pilots are expected to pay invoices upon receipt. If pilots repeatedly fail to pay invoices in a timely manner as determined by the Wing, pilot privileges may be suspended. Electronic payment is preferred. Should the pilot wish to pay by check, a copy of the invoice shall be included with the payment to insure it is credited properly. Checks should be mailed to the Wing Finance Officer's home, not to Wing Headquarters.

(3) (Added) If a sortie is entered and not flown, the PIC shall insure that the sortie is not left open by clicking the **Cancel** button at the bottom of the sortie page. All unused sorties shall be cancelled within 48 hours of the sortie date.

Paragraph 2-8, a. Cadet Flight Training

(1) (Added) Prior to beginning flight training, the cadet's flight instructor shall notify the Unit Commander and Wing Commander that the cadet wishes to begin flight training. The Unit or Wing Commander may disallow flight training if they feel the cadet's performance or level of participation does not merit the privilege

(2) (Added) Prior to beginning flight training, the cadet's flight instructor shall meet with the cadet to insure that they are aware of the cost, time commitments, expectations, and payment process.

(3) (Added) The cadet's flight instructor shall insure the following:

- a) That each flight is properly closed in WMIRS within 48 hours of the end of the flight, including the uploading of a properly annotated fuel receipt in PDF format.
- b) That the aircraft is properly refueled and tied down and the sunshades, pitot tube cover, cowl plugs, key lockbox, and any other aircraft equipment, are properly installed and/or stowed.
- c) The instructor is encouraged to delegate these tasks to the cadet, but it is his/her responsibility to see that they are completed properly.

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