

# MAWG Operations “Read File”

Updated on 05 August 2015  
2016

Added ADSB 22 May

## What is this “Read File”

This “*Read file*” is a description of normal procedures used within MAWG. It is not a regulation or supplement to any Civil Air Patrol Regulation. It is a description of how things are done within the wing while complying with CAP regulations. If any conflict exists between this “*Read File*” and any regulation or supplement, those regulations and supplements take precedence.

Any suggested changes to this read file should be forwarded to MAWG/DO or DOV.

## Flight Releases

Sorties must be released in WMIRS **before** takeoff.

1. CAPR 2-5(d) states,
  - o "All flights must be released using eFlight Release in WMIRS. The only exception is in the event that access to WMIRS is not possible, in which case flights may be released on a CAPF 99, CAP Flight Release Log. These CAPF 99 released flights must then be recorded in the eFlight Release process within 24 hours unless extenuating circumstances prevail and the NOC is informed. A CAPF 99 release is a last resort."
2. Pilots should ensure that their FRO has entered their release in WMIRS prior to departure.
3. An FRO without Internet access can not issue flight releases except in extreme circumstances such as widespread power- or Internet outage.
4. On some missions, the list of allowable FROs may be restricted; i.e., not all assigned FROs may release sorties on some missions. Be sure to select an FRO for a particular sortie from the list that appears with that new sortie.

## CAPF104

Completion of the CAPF104 briefing and debriefing sections are required. For debrief, the *Summary, Results/Deliverables, Weather Conditions, and Sortie Effectiveness* sections must be completed. This applies to all actual missions, SAR/DR exercises, AP training, and any other mission where CAPF104 is used. (This has been a “ding” area for us in AF evaluations.)

## Pilot Procedures

### **Radio Call Sign.**

The FAA has published a memorandum showing that the call sign "CAP FLIGHT" was reinstated. The current "CAP" was not deleted and IS still currently the authorized call sign for CAP aircraft. There has been confusion over this nationwide since the National Board Meeting. Malcolm Kyser, Chief of DOK announced that the use of "CAP FLIGHT" is being held for contingency use. Currently he foresees no contingency in the immediate future. The correct call sign for CAP air activities will continue to be "CAP" #####.

### **Out of Wing Flights**

Properly rated and current MAWG pilots may operate Corporate Aircraft outside of MAWG for training and proficiency flights. These flights are restricted to no farther than 150nm from the Massachusetts state border and within the North East Region (NER).

1. For flights outside of the 150nm boundary, authorization from the Wing Commander or his authorized designee is required. All of the following are authorized designees:
  - a. MAWG Vice Commander
  - b. MAWG Director of Operations
  - c. MAWG Standardization & Evaluation Officer
2. When it has been determined by the Incident Commander of a USAF "A" mission that flight outside of the 150nm boundary is required for the mission, the flight release officers operating under the mission Air Operations Section are additionally authorized designees to release flights outside of the boundary.
3. Flight authorization shall be obtained by the Pilot in Command (PIC) and entered in WMIRS, including the date and time of the authorization, along with the authorizer's name.
4. Prior to all flight operations outside the MAWG, the PIC and FRO must establish communication procedures (cell phone, pagers, radios, etc.) and reporting times for ASAP recalls in the event of a mission tasking. Aircrews must contact the FRO regularly using the pre-established communication procedures. FROs will be responsible for recalling aircraft/aircrews.

### **Radio Monitoring**

1. When operating MAWG aircraft, at least one person maintains radio watch. The PIC designates a crew member to operate and monitor the channel.
2. Aircraft will monitor channel "Air-1" at all times unless otherwise directed or if monitoring interferes with the safe operation of the aircraft.
3. Aircraft will announce departure time, area of operations and planed landing time as soon after takeoff as practicable.

## **Preferred routes to the Cape and Islands.**

Because life vests are not normally carried in our aircraft and CAP regulations require we operate within gliding distance of land. The preferred route to either Marthas Vineyard or Nantucket is to fly initially over Falmouth, and then to Marthas Vineyard or Nantucket.

## **Check Rides**

### **Required Documentation.**

Please use the following checklists when meeting with your Check Pilot for a check-ride.

#### **1. First Time Check Ride**

- a. A printed and recently read copy of this READ FILE
- b. Copies of his/her Pilot Certificate(s), Medical Certificate
- c. Signed Statement of Understanding (May be done on line)
- d. Signed last 2 pages of log book w/ columns totaled & evidence of Flight Review
- e. 60-1 test certificate within 60 days of check-ride.
- f. Copies of test results for Cadet Orientation appointment
- g. Aircraft questionnaire(s) completed
- h. CAPF 5/91 blank form, current edition
- i. Must be FAA current to carry passengers
- j. Completed Level 1
- k. Must be in uniform per CAPR 60-1

#### **2. Annual Standardization Ride**

- a. A printed, and recently read copy of this READ FILE
- b. Blank Form 5/91, current edition
- c. A/C questionnaire (s), completed
- d. 60-1 exam results
- e. Copies of test results for Cadet Orientation appointment (first time appointment only)
- f. Any changed FAA documents. If nothing has changed, no need to copy certificates.
- g. Show your Check pilot evidence of:
  - i. 90 day currency
  - ii. current medical
  - iii. current flight review
  - iv. current CAP ID card
  - v. pilot certificate
  - vi. photo ID

3. Unless pilot contact information has changed since the last standardization ride or an additional qualification is requested, no additional paperwork is required. If the pilot wishes to gain additional qualifications, evidence of training shall be presented to the check pilot and copies of the documentation submitted with the Form-5 paperwork.

4. The pilot is not on the roster until validated by Wing HQ. Also, being qualified as a Cadet Orientation Pilot, Instructor Pilot, or Check Pilot requires appointment by the Wing Commander. Acting in those capacities prior to official appointment is not authorized.

### **Initial CAPF 5, Recommendation from a CAP IP.**

In order to improve the quality of our Stan/Eval program, the following procedure has been implemented for new and upgrading pilots when requesting a CAPF-5 check-ride from a Wing Check Pilot.

1. This procedure applies to the following types of checks:
  - a. Initial CAPF 5 or 91 pilot.
  - b. Initial CAPF 5 for a pilot upgrading to new equipment. This means a high performance endorsement, a new 182 pilot, G1000 pilot and GA8 pilot.
  - c. Pilots who are current members but have not had a CAPF-5 or CAPF 91 or who have been non-current for more than 12 calendar months.
  - d. Initial CAPF 91 Mission Pilot.
2. This procedure DOES NOT APPLY to the annual standardization, or biennial CAPF 91 check-ride.
3. Pilots meeting the criteria in item 2 above, wishing to arrange a check-ride with a wing check pilot will first contact a MAWG Instructor Pilot. (IP) All check pilots are also Instructor Pilots. The IP shall conduct training appropriate for the qualification sought. The type and hours of such training is, in some cases, determined by CAP regulation. If the regulations do not specifically define the required training, the training will be determined at the discretion of the IP. The training will be tailored to the experience and qualifications of the applicant. A written training syllabus will be provided to the candidate only at their request.
4. If an applicant believes the training syllabus suggested by the IP is inappropriate, the pilot should contact the Wing DOV to discuss his/her concerns.
5. Upon completion of the training, the IP will provide a written recommendation to the check pilot stating that the pilot has received appropriate training and is prepared for the check-ride. (This is similar to what is required by FAA regulation). This recommendation can be an email or logbook endorsement. A copy of the recommendation will be presented to the check pilot before the check ride.
6. A check pilot who was NOT the IP conducting the training should administer the check-ride.

### **MAWG CAP Check Pilots and Instructor Pilots.**

The lists of current Check Pilots, Instructor Pilots, and Mission Check pilots can be requested from OpsQuals. Select Report in the left side-bar, and then choose the appropriate report:

- Check Pilot - Airplane Report
- Instructor Pilot - Airplane Report
- Mission Check Pilot Report



## **Funded Check Ride Procedure.**

In order to have a funded check ride you must be a current pilot. The AF will not pay for the flight if you are not current. Pilots eligible for a funded check ride are:

- Transport Mission Pilot.
- Mission Pilot.
- Cadet Orientation Pilot.
- Check Pilots/Instructor Pilot.

The AF will only pay for 1 check-ride per **calendar** year, not fiscal year.

Submit a request via email to Maj Alan Bugos , DOV who will then send you a return email with approval, if possible. [alan.bugos@mawg.cap.gov](mailto:alan.bugos@mawg.cap.gov)

It has been our experience that there is typically no funding during September and October of each year, so plan accordingly.

## **Pilot Records -- Validation.**

1. Pilots should hold their paperwork until it is a complete package and then submit the entire package at once. It should include the CAPF-5, questions, FAA documents, log books, medical etc. for validation. (See Required Documentation) Do not send it piece-meal because it adds a lot of extra time for the validation.
2. When the entire package is ready:
  - a. Scan the documents to pdf files. Include both sides of a document in one file, not 2 files. For example the airman certificate has to have both sides uploaded. Scan it to one document of 2 pages instead of 2 documents. If you do not have access to a scanner, you can have it done at Staples and similar stores.
  - b. Upload to eServices in OpsQuals, and submit for validation.
  - c. Send a copy of the pdf documents to DOV and the wing administrator via email. This is so they can be printed fast and then easily checked over.
  - d. The wing administrator will file a paper copy per directive of the Wing Commander.
  - e. DOV will check and validate them. Presently this is done on Wednesdays and over the weekend. There is no need to send a reminder email. When you send the copies to wing that is notice to validate.
  - f. If there is a problem with the package, DOV will communicate with the check pilot and the pilot to get it fixed.

## **CAPF 5 for Multiple Aircraft Models**

To renew airplane models that are complex or high performance, the check ride model flown must be either a complex or high performance airplane.

# Cadet Orientation Flights

## Syllabus

1. All pilots need to adhere to the Cadet Orientation syllabus. This syllabus was developed by CAP over the years and is required by regulation to be followed. Please do not deviate from it.
2. Syllabus 8, the third power syllabus, includes imminent stalls and steep turns, and may **not have any back-seat passengers**.
3. During the annual check rides of Orientation pilots, emphasis will be placed on knowledge of the syllabus and conducting Cadet Orientation rides.

## Funding

The wing is provided funding on a limited base, for these flights. To maximize these funds cadet orientation flights should be coordinated with the present "Wing Project Officer" (WPO), Maj Shelley Rosenbaum Lipman, **before** they are conducted.

[shelley.rosenbaum-lipman@mawg.cap.gov](mailto:shelley.rosenbaum-lipman@mawg.cap.gov)

## Aircraft

### Securing Aircraft

Massport controls three airports in Massachusetts KBOS, KBED and KORH. At these airports Massport requires that airplanes be secured, not only by locking the airplane while not attended, but be secured by additional methods. Up until November of 2013 Massport had required a chain and lock to be installed on engine propellers. In November they amended this requirement and have authorized CAP to use a wheel lock. This authorization has been given to CAP in the form of an email.

A wheel lock is the preferred method to secure MAWG when required by Massport. Chains can still be used as an alternative. Chains are considered hazardous because of the damage they can inflict on the aircraft and personnel if left on during an attempted engine start. Keys for the wheel locks will be kept in the "Key Lock Box." See procedure for Aircraft keys.

### Aircraft Maintenance Flights

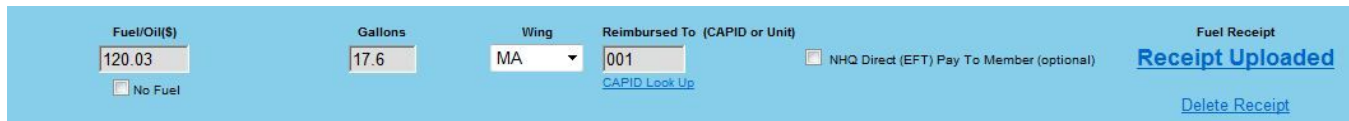
Before moving an aircraft for maintenance the PIC will ensure the maintenance log books are in the aircraft. When reaching the maintenance facility the PIC will hand deliver the log books to the shop mechanic or appropriate person.

When taking delivery of the aircraft, after maintenance, the PIC will ensure the proper entries have been made in the log books and they are physically in the airplane before leaving.

Finance

## Aircraft Credit Cards and Fuel

MAWG provides credit cards for each aircraft assigned to this wing. The cards are specific to each airplane and are kept in the AIF. The card should be used only for authorized missions where the fuel will be billed to MAWG. After fueling, the receipt should be signed by a crew member and the mission number and sortie or sorties be indicated on the fuel slip. Then the receipt should be scanned (.PDF) and uploaded into WMIRS for that mission(s). Use only the credit card assigned to the aircraft to be fueled. Please be sure to include the Unit ID, i.e 001 for MAWG in the "Reimbursed To" section.



The screenshot shows a blue header bar with the following fields and options:

- Fuel/Oil(\$)**: Input field with value 120.03
- Gallons**: Input field with value 17.6
- Wing**: Dropdown menu with value MA
- Reimbursed To (CAPID or Unit)**: Input field with value 001
- NHQ Direct (EFT) Pay To Member (optional)
- Fuel Receipt**: Section header
- Receipt Uploaded**: Blue button
- No Fuel
- [CAPID Look Up](#): Link
- [Delete Receipt](#): Link

If you are flying a mission under MA-MISC, and pay fuel yourself, you are not required to upload the receipt to WMIRS however it is suggested at minimum, that you include Gallons in the fuel section as NHQ does like to track fuel burn for each aircraft overall, and having that value helps.

## Aircraft Refueling Practices

Pilots and aircrews are reminded of our mission capability with aircraft weight limits, performance, and refueling practices. Our missions now include more cadet orientation and aerial photography flights, where we have, from time to time, experienced difficulty with the take off or landing gross weights of our airplanes due to the need to carry 3 crew members and other equipment for the mission.

Since 2012, the MAWG "standard" fuel load in C182 aircraft has been **64 gallons** total usable fuel and in C172 aircraft has been **40 gallons** total usable fuel.

N9633X, N658CP and N373CP will be reduced to **64 gallons** and this fuel limit is at the bottom of the fuel collar in both tanks of the G1000 aircraft whereas N9633X will be measured with an aircraft fuel dip stick. It is strongly urged that pilots use a dip stick to determine the exact fuel load and the on board G1000 systems (reset fuel) to track fuel usage. This fuel load will give the airplanes just over 5 hours of fuel on board and this quantity is the amount normally stored aboard the airplane while parked. Hence all C182 aircraft should be left with 64 gallons aboard when secured after the day's flying is over.

We will also reduce the fuel in our C172 aircraft to carry **40 gallons** of fuel, N980CP and N96227 will need to be checked and verified with a fuel dip stick whereas N4815C can be fueled full tanks. All MAWG aircraft should have a fuel dip stick aboard the aircraft for the purpose of measurement.

As always, safety is paramount and the PIC is the final authority as to how much fuel to carry for any given mission. The PIC may deviate from this "standard" amount consistent with CAP 60-1, FAA regulations, crew endurance and the mission profile.



## **Payment for CAP Member Proficiency Flights.**

1. Members will be required to complete the flight information required by WMIRS and the aircraft flight log that remains in the aircraft. The maintenance fee will still be calculated based on Hobbs time multiplied by the aircraft rate C182/C172 (\$55/\$45). Members will now be required to mail the checks for the flying directly to their home unit, not leave the check in the aircraft, as was done in the past.
2. Each unit will be responsible for the maintenance costs for the proficiency flying of its members, no matter what aircraft they fly or which aircraft is located at the unit's airport at the end of the month. However, units will make sure that the aircraft log for the plane(s) at their airport at the end of the month are mailed, faxed or scanned and emailed to the Wind Administrator at MAWG HQ, along with the completed MWF 2-17 no later than the 5<sup>th</sup> day of the following month. This will allow time for processing of the flight logs and the on-line CAPF 18, and for back-up of the charges to be mailed to the unit prior to the 15<sup>th</sup> of the month, when funds will be automatically transferred from the unit checking account to the wing in order to cover the maintenance charges billed by NHQ. An email will be sent to the Unit Finance Officer when the transfer of the monies takes place each month.
3. Units will receive a copy of an excel spreadsheet detailing the information for flights made by their members by the 10<sup>th</sup> of each month, and will be responsible to ensure that all fees have been received from their members. If a unit decides to cover the flying costs of its members, this must be detailed in a Finance Procedure, approved by the unit's Finance Committee and submitted to wing annually.

## **ADSB**

As of 21 May 2016, Two of our airplanes are now set up with ADSB in and out, N9633X and N980CP.

A couple of notes:

1. The traffic and weather information will show up on the GPS receiver screens. However, the screens are very small.
2. Using Foreflight on a Mini Ipad and the screen size is much better. I also found that instead of using the VFR charts as a background I have been using the IFR low altitude charts. The white back ground on these charts makes it easier to see targets. Targets get lost in the detail of a VFR chart.
3. If you use a tablet, Foreflight is compatible along with a Garmin tablets.
4. When using a tablet you need to pair your tablet up with the Garmin Flight Stream 210 (Buried in the bowels of the airplane some place). You need to go onto the Aux page of the GPS and find the "*Bluetooth Status*" page. Turn your tablet on and let it pair up.

This is a big step forward in getting up to date information to the pilot and crew. But like always you need to keep your head up and look out the window. Be aware that you maybe focusing to much on your tablets.

## Base Access

Access to military installations (by motor vehicle, walk-in, or bicycle): Unless you have a valid Department of Defense (DoD) ID (*active duty military, retirees, Reservists, National Guard and their family members or a civilian DoD employee*) you will need to take certain steps to gain access to any of the military installations in Massachusetts (Hanscom AFB, Westover ARB, Otis ANGB / Joint Base Cape Cod). In the past, it was sufficient to simply show your CAPID and Driver's License. While this may still work at some installations in some places, the situation is rapidly changing and you should not assume your CAPID will work. When in doubt - ask ahead of time!

The info below is specific to Hanscom AFB, which has adopted the **DBID (Defense Biometric Identification) system** for access. For other installations, expect a similar procedure; at the least you may have to register as a visitor. Check with your chain of command or visit the Installation's web site. For group activities, such as a training class or ceremony, there is a procedure for pre-registering guests that will be communicated to all participants in advance of the specific event.

There are 4 methods to get onto Hanscom AFB without an airplane:

1. Show your valid DoD-ID (active duty, reserve, retiree, employee) at either the Hartwell or Vandenberg gate.
2. Ride-in with someone possessing a valid DoD-ID (you are being "escorted" by the DoD-ID holder; you do not need to stop for a visitor's pass).
3. Show your valid Hanscom DBID card (more below on how to obtain a DBID) at either gate.
4. Obtain a Visitor's Pass (usually good for 30 days) at the Visitor Control Center located in Building 1617 adjacent to the Vandenberg Gate. Hours of operation are Monday through Friday, 6 a.m. to 10 p.m. and Saturday and Sunday from 7 a.m. to 5 p.m. The Visitor Control Center is closed on all federal holidays.

In order to get a Visitor's Pass, you need a Sponsor. Your Sponsor may be any of the following:

1. By email - an authorized individual with a ".mil" email address.
2. By email or phone - Mass Wing CAP Commander (or certain designees) or the Hanscom CAP Squadron Commander
3. In person - anyone with a DoD-ID or Hanscom DBID card.

Regardless of whether your Sponsor leaves your name at the gate or meets you in person, you must produce a valid Driver's License (or Passport), vehicle registration and proof of Insurance. Depending on how you were sponsored, you may also need your CAPID.

Procedure to obtain a DBID card:

1. Request access via the Mass Wing CAP Commander (for members of MA-043, the Hanscom CAP Squadron Commander). If approved, your name and other info will be provided to the Base Installation Commander and security forces. A criminal background check will be run.
2. Obtain a Visitor's Pass at the Vandenberg gate by any of the methods explained above.
3. Go to the Hanscom Pass and ID Office to secure your DBID card within the 30-day period your visitor's pass is valid. The Pass and ID office is located in Building 1305, the first LEFT after entering via the Hartwell Gate. Office hours are 0900-1500hrs Mon-Fri so plan accordingly! Phone is [781-225-5610](tel:781-225-5610).

Upon arrival at Building1305 (assuming you can find a place to park...)

- 1) Go through the main glass doors and make a right.
- 2) The Pass and ID office is the first door on the right.
- 3) Look to your immediate RIGHT inside the door for the DBID window. Do not attempt to use the computer to your left to register. That is for other business, not the DBID process. You just want the window to your right.
- 4) Produce your CAPID, 30 Day Visitor's Pass and Driver's license (or passport).
- 5) Smile for the camera - the whole process only takes a few minutes once its your turn. It all depends on how many people are in line ahead of you. Be safe and budget 90 minutes.

A few points about your DBID card:

- It is only valid while your CAPID is valid, so be sure to renew the CAPID in time to renew the DBID card.
- It is only valid at Hanscom (like it says on the card). Bad things will happen if you try to use it anywhere else.
- As a DBID holder you may **sponsor** (not "escort") visitors. You and the person(s) you are sponsoring must go together to the Visitor Control Center at Vandenberg gate, where they will get their own Visitor's Pass.