DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

9 June 2004

MEMORANDUM FOR NATIONAL BOARD AND LIAISON REGION COMMANDERS

FROM: HQ CAP-USAF/CC and CAP/CC
105 S. Hansell St
Maxwell AFB, AL 36112

SUBJECT: Air Force and Corporate Mission Status Changes

References: CAP/CC Letter 6 Mar 04

1. The goal of our ongoing review of CAP mission status is to ensure every CAP member knows that Federal Employee Compensation Act/Federal Tort Claims Act (FECA/FTCA) applies when they are executing properly approved AF-assigned missions. Recent events and the resulting review of the federal laws, policy directives, and instructions revealed changes that had not been incorporated into Air Force/CAP policy and guidance. To that end, CAP-USAF, AF/XOHA, AF/JA, SAF/GC, and CAP NHQ staffs worked together to provide interim guidance to achieve our stated goal.

2. The results of this joint effort have been documented in the attached memorandum issued by the CAP-USAF/XO and HQ CAP/DO. Please regard this memorandum as directive to CAP-USAF personnel and the CAP membership. This memorandum provides additional clarification and procedures to the CAP/CC's 6 Mar 04 Letter. These interim procedures are designed to meet the fundamental requirements of the existing statutes and federal regulations. They change or supplement existing USAF and CAP instructions, ensuring all operations will meet those requirements, thus making CAP members fully eligible for FECA/FTCA benefits should a catastrophic accident occur.

3. Additional changes will be inevitable as CAP's mission evolves in the post-911 environment. We are working hard to make sure CAP is prepared to respond in its traditionally safe, professional, and timely manner and to ensure our members are protected if the unexpected happens. Please be patient and help us continue to make CAP the best volunteer organization in America.

GEORGE C. VOGT, Col, USAF
Commander

RICHARD L. BOWLING, Maj Gen, CAP
Commander

Attachment:
CAP-USAF/XO and HQ CAP/DO 8 June 2004 Ltr

cc:
HQ AF/XOH/XOHA
BoG Chairman and Vice Chairman
CAP/CV/CS/EX/XP/DO/NOC/LM/GC/IG/EXI
CAP-USAF/CV/XO/SE/JA/IG
CAP-USAF LR/DO/DT
State Directors

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105 S. Hansell St
Maxwell AFB, AL 36112

SUBJECT: Air Force and Corporate Mission Status Changes

References: CAP/CC Letter 6 Mar 04

1. This is additional clarification for the CAP/CC's 6 March 2004 Memorandum and AF/XOH's 16 Mar 2004 letter on this same subject. This memorandum is directive for both CAP members and CAP-USAF personnel.

2. This interim guidance supersedes those portions of all existing MOUs, MOAs or other agreements that purport to provide automatic Federal Tort Claims Act (FTCA)/Federal Employee Compensation Act (FECA) coverage. Any CAP mission eligible for FTCA/FECA must be individually approved by AFRCC, AFNSEP, HQ CAP-USAF through the NOC or a CAP-USAF State Director (SD). In addition, <u>all</u> Air Force Assigned Missions (AFAM) must be assigned a mission number prior to execution.

3. Missions supporting non-federal agencies (including but not limited to B-14 missions) will normally not be eligible for FTCA/FECA coverage. Any request for FTCA/FECA coverage for a non-federal mission will be forwarded by CAP-USAF to AF/XOH for consideration.

4. Mission approval process for AFAM status:

a. On a monthly basis (the 3rd - 5th calendar day of the month), CAP Wings will provide their SD with an updated list of AFROTC orientation flight pilots, SAR/DR/CD mission pilots, instructor pilots and standardization/evaluation pilots who are <u>current and qualified</u> to act as pilot in command (PIC) of operational or training missions. It is the CAP wing and the individual's responsibilities to ensure pilots on the list are current and qualified. Misrepresentation of currency or qualification will adversely affect FTCA/FECA eligibility.

b. Missions approved by the AFRCC, AFNSEP, and CAP-USAF through the NOC - unchanged. Continue to follow the established procedures.

c. Missions previously executed via authorization of an MOU/MOA – individually submit requests to the NOC for CAP-USAF approval. If CAP-USAF determines that

AFAM status is not appropriate, the NOC may authorize it as a corporate mission if the request came from a non-federal agency. The NOC will thoroughly evaluate the mission objectives and the associated risks involved prior to approving it as a corporate mission.

d. Missions for non-federal agencies – submit individual requests to the NOC for CAP-USAF consideration. Appropriate requests will be forwarded to HQ AF/XOH for approval. As a general rule, consideration will only be given to events that are closely related to, or associated with training for, contingency responses that support an operation being directed by a lead federal agency. If HQ AF/XOH determines that AFAM status is not appropriate, the NOC may authorize it as a corporate mission. The NOC will thoroughly evaluate the mission objectives and the associated risks involved prior to approving it as a corporate mission.

e. Missions approved by the Liaison Region via a CAPF 10 – continue to follow the current procedures with the following addition. The mission base will flight release all aircraft flown under the assigned mission number. This includes pre-positioning, employment and depositioning aircraft.

f. Other AF mission flying (AFROTC A6; Mission Pilot Proficiency B12; other unfunded training events/missions B17) – The SD's will issue a monthly mission number in conjunction with the wing's monthly PIC list mentioned above. PICs posted on the list will use the associated monthly mission number as authorization to fly approved training profiles.

1). These sorties are not required to be individually approved by the SD but will be released by a CAP flight release officer (FRO) IAW CAP regulations. The FRO will note the mission number and training profile number on the CAPF 99. SDs with existing procedures that meet or exceed these requirements may continue using those procedures with the concurrence of the CAP-USAF LR/CC and CAP Region/CC.

2). B12 and B17 training flights must be conducted in accordance with a CAP-USAF approved mission profile with the majority of training devoted to skills and processes required to perform AFAM's. Approved mission profiles are attached.

3). There are two purposes for conducting B12 missions. The first purpose is mission pilot proficiency and the second is SAR/DR training. Proficiency sorties will be conducted with other qualified aircrew members if appropriate. Training sorties will be conducted with qualified PICs who are also qualified supervisors in accordance with CAPR 60-3, paragraph 2-2. These supervisors may conduct training for mission pilot, observer and scanner trainees. Mission qualification training will be conducted in accordance with the standardized mission aircrew task guides specified in CAPR 60-3. Non-crewmembers (people who have no mission duties or training to accomplish) will not be permitted on these flights. PICs will fly as much of the approved mission profile as safely as possible understanding that requirements for trainees, weather or other factors may prevent the completion of all listed events.

4). These training missions will not be used to support non-CAP organizations or agencies nor for participation in exercises involving non-CAP organizations unless approved by CAP-USAF/XO through the NOC.

5. A CAP flight release is still required for all flights. The determination of the appropriate mission status for a CAP mission request, AFAM or corporate, should not be confused with receiving a flight release. These are two separate processes. FROs will annotate the mission number and training profile number if appropriate.

6. CAP cadet orientation flights in powered aircraft will continue to be funded with appropriated dollars. CAP cadet glider orientation flights will be temporarily funded with corporate dollars. Both powered and glider cadet orientation flights will be corporate missions (C15) and all participants will be covered by CAP corporate liability insurance. The cadet orientation flights must be conducted in accordance with the syllabus in CAPP 52-7.

7. The attachments have been provided to help clarify this guidance to the membership. Please note that Attachment 3 and 5 will require an emergency change to CAPR 60-1.

8. We will have growing pains as we work through this process. These steps have been taken to clarify when, and by whom, AFAM status may be assigned so that CAP members will know when FECA/FTCA coverage is available to them. If you have any questions, please contact the NOC at (888) 211-1812.

RANDALL R. MATHIS, Lt Col, USAF
Director of Operations, HQ CAP-USAF

JOHN A. SALVADOR
Director of Operations, HQ CAP

6 Attachments:
1. 6 Mar 04 CAP/CC Ltr
2. 16 Mar 04 AF/XOH Ltr
3. Pre-approved Mission Training Flight Profiles
4. Flight Mission Authorization & Coverage Summary Matrix
5. Updated Mission Symbol Attachment 10 to CAPR 60-1
6. Revised CAPF 99

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

MEMORANDUM FOR ALL CAP VOLUNTEERS 6 Mar 04

FROM: CAP/CC

SUBJECT: Air Force Assigned Missions

1. Due to guidance recently received from the Air Force Legal Services Agency, I have found it necessary to issue the following, effective immediately. It is our understanding that only the following CAP missions meet the legal criteria for an Air Force assigned mission:

a. Search and rescue missions issued by AFRCC (A1)
b. Disaster relief missions issued by AFNSEP (A2)
c. Missions approved by the AF through the National Operations Center (NOC) (A3, A4, A18, B9, B10, B11, B13, B14, B18, B99, 911T)
d. Training missions approved by CAP-USAF LR on a CAP Form 10 (A5 except 911T, A7)
e. AFROTC orientation flights approved by the CAP-USAF State Director (A6)
f. Mission pilot proficiency flights and other training on a written training schedule approved by the CAP-USAF State Director (B12, B17)

2. Until further guidance is received from the Air Force, all other flights (B8, B15, B16) will be flown as corporate missions. However, for purposes of CAPF 18 reporting, missions will continue to be reported as stated in CAPR 60-1.

3. Corporate missions do not provide coverage for members under the Federal Employee Compensation Act (FECA). Therefore, if an injury or death occurs during a corporate mission, the only medical or death benefits available to the member or his/her family are corporate benefits as discussed in CAPR 900-5, namely a $10,000 death benefit and up to $6,000 medical expenses, subject to a $50 deductible. There is no Federal Tort Claims Act (FTCA) coverage on a corporate mission. If a non-members' property is damaged, or a non-member is injured during a corporate mission, CAP's liability insurance will cover CAP and the member in the event of a lawsuit against CAP or the member.

4. We understand this is a significant change in the way we have been doing business, and we are working diligently to resolve these issues. If you have any doubt or questions about mission status, please contact the NOC at (888) 211-1812.

RICHARD L. BOWLING
Major General, CAP
Commander

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

16 March 2004

HQ USAF/XOH
1480 Air Force Pentagon
Washington, DC 20330-1480

Maj Gen Richard L. Bowling, CAP
National Commander, Civil Air Patrol
2212 Island Home Blvd
Knoxville, TN 37920-2743

Dear General Bowling RLK

At your request, my staff and the Headquarters Air Force legal community have reviewed the interim guidance you issued to all Civil Air Patrol (CAP) personnel concerning mission status in your 6 March 2004 letter.

We applaud your staff for creating the interim guidance on very short notice. Upon review, we noted the following areas that need to be addressed:

1. The interim guidance must make clear that it supersedes any existing MOUs and MOAs that purport to provide automatic Federal Tort Claims Act (FTCA)/Federal Employee Compensation Act (FECA) coverage. Regardless of any existing MOU/MOA language to the contrary, all missions flown under an MOU/MOA must be individually approved by an Air Force entity and issued an Air Force mission number prior to FTCA/FECA coverage applying. HQ CAP-USAF must approve all missions flown under an MOU/MOA (including, but not limited to, counterdrug missions). The only exceptions are missions described elsewhere in your interim guidance and this letter that are approved by a CAP-USAF State Director or Liaison Region Commander, AFRCC, AFNSEP, or AF/XOH.

2. As a general rule, non-federal missions (including, but not limited to B-14 missions) will not receive FTCA/FECA coverage. Any request for FTCA/FECA coverage for a non-federal mission will be forwarded by CAP-USAF to HQ USAF (AF/XOH) for review.

3. All formal training flights for which FTCA/FECA coverage is sought (e.g., pilot/scanner/observer) must be flown using a HQ CAP-USAF approved mission profile, using a written training schedule, and approved by the CAP-USAF State Director (B12, B17).

The bottom line is that HQ CAP-USAF must be consulted for FTCA/FECA applicability before any mission is flown if it does not fall into one of the following specific categories: 1) S&R missions, which go to AFRCC; 2) disaster relief missions issued by AFNSEP; 3) AFROTC orientation flights which are approved by the CAP-USAF State Director or Liaison Region Commander; and 4) formal training flights as described in 3 above.

Please publish a clarification to your 6 Mar 04 interim guidance addressing the above issues.

Realize that any interim guidance is only valid while a comprehensive review of the entire mission status process is in progress. Also, as with any incident, the circumstance surrounding each claim would need to be reviewed before a final decision is made as to FTCA/FECA coverage.

Col George Sciss, AF/XOHA, george.sciss@pentagon.af.mil is my POC if you have any questions.

Sincerely

David E. Clary

DAVID E. CLARY, Brig Gen, USAF
Director of Homeland Security
DCS, Air and Space Operations

cc:
HQ CAP-USAF/CC
CAP/EX

APPROVED MISSION PILOT PROFICIENCY FLIGHT PROFILE #1
Visual Search Mission Profile

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for "Proficiency Flight Training for Mission Pilots." Proficiency flights are designed to prepare crews to fly Air Force missions, and though routine flight procedures can be practiced, the majority of a proficiency flight must be focused on the training outlined in the profiles below. For example, crews flying the visual search mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. This proficiency flight is an Air Force assigned non-reimbursed mission authorized by the state director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO.

- ☐ Plan for and brief the crew on one or more of the visual search missions below. Special emphasis should be placed on mission risk assessments, the routes to and from the search area, aircraft limitations and operating procedures, and communications procedures.
  - ☐ Route search.
  - ☐ Parallel track search.
  - ☐ Point-based search.
  - ☐ Creeping line search.
- ☐ Brief crew member mission responsibilities as appropriate. Review ground and in-flight emergency procedures, taxi, takeoff and in-flight procedures with each crew member.
- ☐ Prepare and file a flight plan if necessary.
- ☐ Conduct an aircraft pre-flight inspection as a crew.
- ☐ En route to the search area practice one or more of the following:
  - ☐ Slow flight.
  - ☐ Stalls.
  - ☐ Steep turns.
  - ☐ Turns around a point.
- ☐ Practice simulated in-flight emergency procedures.
- ☐ Practice visual search as planned and briefed.
  - ☐ Practice a route search.
  - ☐ Practice a parallel track search.
  - ☐ Practice a point-based search.
  - ☐ Practice a creeping line search.
- ☐ Review landing procedures with crew members.
- ☐ Practice approach and landing procedures by completing one or more of the following:
  - ☐ Perform a normal landing, using full flaps, to a touch and go (if runway and conditions allow).
  - ☐ Perform a short field landing to a full stop, with a simulated obstacle using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the FAA Practical Test Standards (PTS).
  - ☐ Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.
  - ☐ If instrument qualified, practice one or more of the following approaches to a full stop:
    - ☐ ILS approach.

        - ☐ VOR approach.
        - ☐ NDB approach.
        - ☐ GPS approach.
    - ☐ Perform a simulated forced landing to a low approach or full stop (as appropriate).
    - ☐ Perform a normal landing or no-flap landing to a full stop.
- ☐ Shut-down, Tie-Down, and Refuel as appropriate.
- ☐ Close the flight plan if necessary.
- ☐ Debrief the sortie with the crew.

APPROVED MISSION IMAGING PROFICIENCY FLIGHT PROFILE #2
Video Imaging Mission Profile

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for "Proficiency Flight Training for Mission Pilots." Proficiency flights are designed to prepare crews to fly Air Force missions, and though routine flight procedures can be practiced, the majority of a proficiency flight must be focused on the training outlined in the profiles below. For example, crews flying the visual search mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. This proficiency flight is an Air Force assigned non-reimbursed mission authorized by the state director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO.

- ☐ Plan for and brief the crew on one or more of the below video imaging missions. Special emphasis should be placed on mission risk assessments, secondary targets, aircraft limitations and operating procedures, and communications procedures.
  - ☐ Fly back video imaging.
  - ☐ Single-Frame Video Imaging (SFVI).
  - ☐ Satellite Digital Imaging System (SDIS).
- ☐ Brief crew member mission responsibilities as appropriate. Review ground and in-flight emergency procedures, taxi, takeoff and in-flight procedures with each crew member.
- ☐ Prepare and file a flight plan if necessary.
- ☐ Conduct an aircraft pre-flight Inspection as a crew.
- ☐ En route to the search area practice one or more of the following:
  - ☐ Slow flight.
  - ☐ Stalls.
  - ☐ Steep turns.
  - ☐ Turns around a point.
- ☐ Practice simulated in-flight emergency procedures.
- ☐ Practice imaging sortie as planned and briefed.
  - ☐ Take images of target(s).
  - ☐ Download images (for SDIS).
  - ☐ Select images for transmission (for SDIS or SFVI).
  - ☐ Process images (for SDIS).
  - ☐ Send images as briefed (for SDIS or SFVI).
- ☐ Review landing procedures with crew members. Don't forget to secure imaging equipment.
- ☐ Practice approach and landing procedures by completing one or more of the following:
  - ☐ Perform a normal landing, using full flaps, to a touch and go (if runway and conditions allow).
  - ☐ Perform a short field landing to a full stop, with a simulated obstacle using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the FAA Practical Test Standards (PTS).
  - ☐ Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.
  - ☐ If instrument qualified, practice one or more of the following approaches to a full stop:
    - ☐ ILS approach.

        - ☐ VOR approach.
        - ☐ NDB approach.
        - ☐ GPS approach.
    - ☐ Perform a simulated forced landing to a low approach or full stop (as appropriate).
    - ☐ Perform a normal landing or no-flap landing to a full stop.
- ☐ Shut-down, Tie-Down, and Refuel as appropriate.
- ☐ Close the flight plan if necessary.
- ☐ Debrief the sortie with the crew. Be sure to upload or provide images taken as necessary.

APPROVED MISSION IMAGING PROFICIENCY FLIGHT PROFILE #3
Electronic Search Mission Profile

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for "Proficiency Flight Training for Mission Pilots." Proficiency flights are designed to prepare crews to fly Air Force missions, and though routine flight procedures can be practiced, the majority of a proficiency flight must be focused on the training outlined in the profiles below. For example, crews flying the visual search mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. This proficiency flight is an Air Force assigned non-reimbursed mission authorized by the state director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO.

- ☐ Plan for and brief the crew on one or more of the below electronic search missions. Special emphasis should be placed on mission risk assessments, direction finding equipment familiarizations, aircraft limitations and operating procedures, and communications procedures.
  - ☐ Electronic Search Utilizing the Wing-Null Method.
  - ☐ Electronic search utilizing the L-Tronics Airborne Direction Finding Unit.
  - ☐ Electronic search utilizing the Becker Airborne Direction Finding Unit.
- ☐ Brief crew member mission responsibilities as appropriate. Review ground and in-flight emergency procedures, taxi, takeoff and in-flight procedures with each crew member.
- ☐ Prepare and file a flight plan if necessary.
- ☐ Conduct an Aircraft Pre-Flight Inspection as a crew.
- ☐ En route to the search area practice one or more of the following:
  - ☐ Slow flight.
  - ☐ Stalls.
  - ☐ Steep turns.
  - ☐ Turns around a point.
- ☐ Practice simulated in-flight emergency procedures.
- ☐ Practice electronic search sortie as planned and briefed.
  - ☐ Track the beacon to its source.
  - ☐ Lead a ground or urban direction finding team to the source.
  - ☐ Provide detailed location information to ground personnel of the source location.
    - ☐ Provide a short verbal description of the target.
    - ☐ Provide accurate latitude and longitude coordinates of the target.
- ☐ Review landing procedures with crew members.
- ☐ Practice approach and landing procedures by completing one or more of the following:
  - ☐ Perform a normal landing, using full flaps, to a touch and go (if runway and conditions allow).
  - ☐ Perform a short field landing to a full stop, with a simulated obstacle using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the FAA Practical Test Standards (PTS).
  - ☐ Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.
  - ☐ If instrument qualified, practice one or more of the following approaches to a full stop:
    - ☐ ILS approach.
    - ☐ VOR approach.
    - ☐ NDB approach.

        - GPS approach.
    - Perform a simulated forced landing to a low approach or full stop (as appropriate).
    - Perform a normal landing or no-flap landing to a full stop.
- Shut-down, Tie-Down, and Refuel as appropriate.
- If the target is located at an airfield and ground search equipment is available, locate the beacon on the airfield.
- Close the flight plan if necessary.
- Debrief the sortie with the crew.

APPROVED MISSION PILOT PROFICIENCY FLIGHT PROFILE #4
Transportation Mission Profile

The transportation mission profile may only be flown by FAA commercial rated pilots or qualified SAR/DR mission pilots. The following is an approved profile for "Proficiency Flight Training for Mission Pilots." Proficiency flights are designed to prepare crews to fly Air Force missions, and though routine flight procedures can be practiced, the majority of a proficiency flight must be focused on the training outlined in the profiles below. For example, crews flying the visual search mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. This proficiency flight is an Air Force assigned non-reimbursed mission authorized by the state director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO.

- ☐ This flight will consist of a cross-country flight with a minimum of three navigation legs that culminate in landings at three airports. Total flight time should be approximately 1.5 hours.
- ☐ Plan the transportation mission as follows:
  - ☐ Obtain all passenger and cargo weight and description. For a flight with simulated passengers or cargo use one passenger weighing 180 lbs. and 150 lbs. of cargo. Passengers must be qualified CAP aircrew members.
  - ☐ Determine the load distribution and placement in the airplane.
  - ☐ Compute a weight and balance for the specific load.
  - ☐ Using the Aircraft Flight Manual, compute the takeoff and landing performance for the specific load.
  - ☐ Check your departure and destination airport runway lengths, services, ATC frequencies and procedures.
  - ☐ Obtain a standard weather briefing, NOTAMS, and active TFRs from your local Flight Service Station.
  - ☐ Determine fuel requirements, alternates needed, and any known ATC delays.
  - ☐ Check the currency and appropriateness of all flight information publications.
- ☐ Prepare and file a flight plan, either IFR or VFR.
- ☐ Briefings:
  - ☐ Brief crewmembers, prior to the pre-flight inspection, using the attached crew briefing checklist. Assign duties at this time. Review ground and in-flight emergency procedures, taxi, takeoff and in-flight procedures with each crew member.
  - ☐ Brief passengers on emergency and egress procedures prior to the pre-flight inspection.
- ☐ Conduct an aircraft pre-flight inspection as a crew using the Aircraft Flight Manual or an approved checklist.
- ☐ Complete pre-takeoff and takeoff checklists as appropriate. If there is another pilot on board, use the pilot not flying to read checklists and assist as appropriate with navigation and radio communication.
- ☐ Perform a normal takeoff.
- ☐ Perform an after takeoff, level off, and cruise checklist as appropriate. If available, have the pilot not flying assist. Lean the aircraft engine in accordance with the aircraft flight manual.
- ☐ During cruise flight compute true airspeed, ground speed, estimated time of arrival, fuel burn and estimate landing fuel load.
- ☐ Practice or discuss simulated in-flight emergency procedures as conditions and airspace allows.
- ☐ Upon destination arrival, communicate with ATC as appropriate and complete a descent and before landing checklist.
- ☐ Perform a VFR or IFR approach procedure as appropriate.

- ☐ Perform a minimum of 3 landings at each destination as follows:
  - ☐ Perform a normal landing, using full flaps, to a touch and go (if runway and conditions allow).
  - ☐ Perform a short field landing to a full stop, with a simulated obstacle using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook(POH) and the current FAA Airplane Flying Handbook.
  - ☐ Perform a soft field landing to a full stop using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the current FAA Airplane Flying Handbook.
- ☐ Perform a simulated forced landing to a low approach or full stop (as appropriate).
- ☐ At the final destination: Shut-down, Tie-Down, and Refuel as appropriate.
- ☐ Close the flight plan if necessary.
- ☐ Debrief the sortie with the crew.

APPROVED MISSION PILOT PROFICIENCY FLIGHT PROFILE #5
Mission Pilot CAPF 91 Practice Profile

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for "Proficiency Flight Training for Mission Pilots." Proficiency flights are designed to prepare crews to fly Air Force missions and, though routine flight procedures may be practiced, the majority of a proficiency flight must be focused on the training outlined in the profile below. For example, crews flying this mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. This proficiency flight is an Air Force assigned non-reimbursed mission authorized by the state director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO.

- ☐ This training flight will consist of a flight exercising the trainee's knowledge of and ability to perform in various CAP mission pilot subject areas. The flight should be flown with a trainer, observer and scanner, but may be flown solo.
- ☐ Plan the CAPF 91 training flight as follows:
  - ☐ Ensure the trainee is familiar with and reviews CAPR 60-1, attachment 6, Administration of CAPF 91 Mission Pilot Checks, prior to the training flight.
- ☐ The Mission Pilot trainer shall:
  - ☐ Verify the wear of an appropriate CAP uniform.
  - ☐ Verify the aircraft to be used is in an airworthy condition and all required documents are in order.
  - ☐ Conduct an oral review determining the trainee's qualifications as a mission pilot.
- ☐ The mission pilot trainer will conduct an oral review that is thorough enough to determine if the trainee has the appropriate knowledge base to successfully function as a CAP Mission Pilot. CAP Form 91, section I, Oral Discussion, will be used as a guide during the training.
- ☐ The trainee must demonstrate thorough and appropriate preflight planning. CAP Form 91, section II, Preflight Planning, will be used as a guide during the training.
- ☐ During flight the trainee must adequately demonstrate visual search patterns and procedures. CAP Form 91, section III, Visual Search Patterns and Procedures, will be used as a guide during the training.
- ☐ During flight the trainee must adequately demonstrate electronic search patterns and procedures. CAP Form 91, section IV, Electronic Search Patterns and Procedures, will be used as a guide during the training.
- ☐ When appropriate during flight the trainee must adequately demonstrate Mountainous Terrain Procedures. CAP Form 91, section V, Mountainous Terrain Procedures, will be used as a guide during the training.
- ☐ During flight the trainee must adequately demonstrate the ability to successfully handle emergency procedures. CAP Form 91, section VI, Emergency Procedures, will be used as a guide during the training.
- ☐ During flight the trainee must adequately demonstrate mission flight maneuvers. CAP Form 91, section VII, Mission Flight Maneuvers, will be used as a guide during the training. All flight maneuvers will be flown to or train back up to Federal Aviation Administration Private Pilot Practical Test Standards as a minimum.
- ☐ During flight the trainee must demonstrate the highest level of safety awareness. CAP Form 91, section VIII, Safety Awareness, will be used as a guide during the training.
- ☐ After the flight, review the CAPF 91 and debrief as appropriate.

APPROVED MISSION PILOT PROFICIENCY FLIGHT PROFILE #6
Mountain Search Mission Profile

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for "Proficiency Flight Training for Mission Pilots for Mountain Search." Proficiency flights are designed to prepare crews to fly Air Force missions and, though routine flight procedures may be practiced, the majority of a proficiency flight must be focused on the training outlined in the profile below. For example, crews flying this mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. This proficiency flight is an Air Force assigned non-reimbursed mission authorized by the state director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO.

- ☐ This training flight will consist of a flight exercising assessing the trainee's knowledge of and ability to perform in various CAP mission pilot mountain search subject areas. The flight should be flown with a trainer, observer and scanner, but may be flown with only the mission pilot and a trainer.
- ☐ Plan for and brief one or more of the following mountain search missions:
  - ☐ Contour Search.
  - ☐ Steep Valley/Drainage Search.
  - ☐ Cove Search.
  - ☐ Canyon Search.
- ☐ The Mission Pilot trainer shall:
  - ☐ Verify the wear of an appropriate CAP uniform.
  - ☐ Verify the aircraft to be used is in an airworthy condition and all required documents are in order.
  - ☐ Conduct an oral review determining the trainee's qualifications as a mountain search mission pilot.
- ☐ The mission pilot trainer will conduct an oral review that is thorough enough to determine if the trainee has the appropriate knowledge base to successfully function as a Mountain Search qualified CAP Mission Pilot.
- ☐ The trainee must demonstrate thorough and appropriate preflight planning.
  - ☐ Calculate density altitude for departure/arrival airport(s) and the search area. Assess the impact of density altitude on aircraft performance at takeoff, landing, and during search.
- ☐ The trainee will prepare a flight plan, conduct an aircraft pre-flight, and brief the crew.
- ☐ During flight while enroute or after reaching the search area, practice one or more of the following:
  - ☐ Ridge crossing procedures.
  - ☐ Modified racetrack maneuver.
  - ☐ Teardrop course reversal.
  - ☐ Escape from high sink rates or turbulence.
  - ☐ Emergency course reversal (escape maneuver—to be practiced at a minimum of 2,000 AGL).
- ☐ During flight the trainee must adequately demonstrate the ability to successfully handle emergency procedures.
- ☐ During flight practice mountain search procedures as planned and briefed.
  - ☐ Contour search.
  - ☐ Steepvalley/drainage search.
  - ☐ Cove search.
  - ☐ Canyon search.
- ☐ Review landing procedures and practice approach and landing procedures.

- During flight the trainee must demonstrate the highest level of safety awareness.
- After the flight:
    - Shut down, tie down, secure.
    - Close Flight Plan.
    - Review and debrief as appropriate.

FLIGHT MISSION AUTHORIZATION & COVERAGE SUMMARY MATRIX
7 June 2004

Mission Symbol (NOTE 1) Old	New	Description	AFAM or CORP	Approval Process	Liability Coverage	Benefits Available
A1	A1	AFRCC SAR missions	AFAM	AFRCC	FTCA	FECA
A2	A2	AFNSEP missions (NOTE 2)	AFAM	AFNSEP	FTCA	FECA
A3	A3	Counterdrug Actual missions	AFAM	NOC for CAP-USAF App	FTCA	FECA
New	A4	Counterdrug Training missions	AFAM	NOC for CAP-USAF App	FTCA	FECA
A4	Chnge	See A99				
A5	A5	SAR/DR training/evaluation missions/CAPR 60-2 inspections (NOTE 3)	AFAM	CAP-USAF/LR Form 10	FTCA	FECA
A6	A6	AFROTC orientation flights including flights to and from the orientation site	AFAM	CAP-USAF/SD	FTCA	FECA
A7	A7	CAPFs 5 & 91 evaluation and *National Check Pilot Standardization Course* and flight clinics	AFAM	CAP-USAF/LR Form 10	FTCA	FECA
Add	A18	Homeland Security Missions	AFAM	NOC for CAP-USAF App	FTCA	FECA
Add	A99	Missions specifically approved by the Air Force (e.g., low-level survey, courier, etc.)	AFAM	NOC for CAP-USAF App	FTCA	FECA
Add	A911	Missions requiring prompt action to save lives, prevent human suffering or to mitigate great property damage. Funded by Customer or CAP appropriated mission budget.	AFAM	NOC for CAP-USAF App	FTCA	FECA
B8	Delete	See C8 & C9				
B9	B9	Red Cross missions	AFAM	NOC for CAP-USAF App	FTCA	FECA
B10	B10	FEMA Missions	AFAM	NOC for CAP-USAF App	FTCA	FECA
B11	B11	NOAA & NWS Missions	AFAM	NOC for CAP-USAF App	FTCA	FECA
B12	B12	Mission pilot proficiency flights IAW CAPR 60-1, Attachments 9-1, 9-2, 9-3, 9-4, 9-5, 9-6 and SAR/DR training IAW CAPR 60-3	AFAM	CAP-USAF/SD	FTCA	FECA
B13	B13	Support to federal or national relief agencies with an Air Force approved MOU	AFAM	NOC for CAP-USAF App	FTCA	FECA
B14	B14	Support to state, county and local agencies when approved by AF/XOH	AFAM	NOC for AF/XOH App	FTCA	FECA
B15	Delete	See C15				
B16	Delete	See C16				
B17	B17	CAPFs 5 & 91 evals, NCPSC flights, and flight clinics flown under an AF mission number	AFAM	CAP-USAF/SD	FTCA	FECA
Add	B18	Homeland Security Missions	AFAM	NOC for CAP-USAF App	FTCA	FECA
B99	B99	Other missions specifically approved by the USAF (e.g., media, public official, etc)	AFAM	NOC for CAP-USAF App	FTCA	FECA
Add	C8	Air transport to/from squadron or higher official conferences or meetings	CORP	CC at WG/RG/Nat'l	CAP Insur	CAP
Add	C9	Maintenance flights (includes flights in support of aircraft delivery and pickup)	CORP	CC at WG/RG/Nat'l	CAP Insur	CAP
C2	C14	Support to state, county and local agencies not approved as an AFAM	CORP	NOC for CAP/DO App	CAP Insur	CAP
Add	C15	Cadet orientation flights IAW the cadet orientation flight program syllabus.	CORP	CC at WG/RG/Nat'l	CAP Insur	CAP
Add	C16	Cadet flights: training, flight encampments/academies, cadet encampments, IACE	CORP	CC at WG/RG/Nat'l	CAP Insur	CAP
C1	C17	Proficiency and training flights not designated as an USAF assigned mission	CORP	CC at WG/RG/Nat'l	CAP Insur	CAP
Add	C18	Homeland Security Missions	CORP	NOC for CAP/DO App	CAP Insur	CAP
Add	C19	Orientation flights for CAP Aerospace Education Members	CORP	CC at WG/RG/Nat'l	CAP Insur	CAP
Add	C20	Glider tow plane flights (includes ferry flights)	CORP	CC at WG/RG/Nat'l	CAP Insur	CAP
C3	C99	Other missions specifically approved by the National/region/wing commander	CORP	CC at WG/RG/Nat'l	CAP Insur	CAP
Add	C911	Missions requiring prompt action to save lives, prevent human suffering or to mitigate great property damage. Funded by Customer or CAP Wing's corporate (non-appropriated) budget	CORP	CC at WG/RG/Nat'l	CAP Insur	CAP
L1	L1	USAF Liaison personnel flying	AFM	CAP-USAF	FTCA	USAF

NOTE 1: The mission symbol has two parts:
The letter designates status. A & B = Air Force assigned mission (AFAM) and C= Corporate mission. -The number designates the task to be performed. Missions for federal or national agencies, or the military, must be AFAM. Corporate missions may only be used to support agencies below the federal level.
NOTE 2: Does not include FEMA (B10) missions, Red Cross (B9) missions, or support to other federal or national relief agencies with an Air Force approved MOU (B13).
NOTE 3: CAPR 60-2 inspections are only authorized as an A5 mission if pre-approved on a CAPF 10 in advance by the CAP-USAF Liaison Region.

SUMMARY AND COMMENTS:

a. Terms

AFAM: Air Force assigned mission

AFM: Air Force mission

AFRCC: Air Force Rescue Coordination Center

AFNSEP: Air Force National Security Emergency Preparedness

App: Approval

CAP Benefits: See CAPR 900-5 Section E

CAP-USAF/LR: CAP-USAF Liaison Region

CAP-USAF/SD: CAP-USAF State Director

Corp: Corporate mission, any mission not assigned by Air Force.

FECA: Federal Employees Compensation Act. This is comparable to workers compensation. See 5 USC §8141 and CAPR 900-5 Section D.

CC at WG/RG/Nat'l: A commander who is a corporate officer may authorize a CAP flight. These commanders may delegate their authority to a limited number of other wing/region leaders. Delegates may not further delegate their authority. Corporate officers must act very judiciously when they delegate corporate mission approval authority. Approving corporate missions carries with it a very serious responsibility to weigh the risks associated with conducting each mission. CAP's corporate insurance policy premium has increased dramatically during the past year. Minimizing risks through prudent decision-making will ensure CAP is able to continue to perform corporate missions in the future.

FTCA: Federal Tort Claims Act. See CAPR 900-5 Section C.

CAP Insurance: Liability insurance purchased by Civil Air Patrol to cover CAP and its members. See CAPR 900-5 Sections A & B.

NOC: CAP's National Operations Center

b. "Air Force Assigned Missions" now includes ONLY those missions individually and expressly assigned by the Air Force directly (AFRCC, AFNSEP, or CAP-USAF through the NOC) as required by law (See 5 USC §8141 and 32 CFR §§842.138) in order to qualify for FECA/FTCA.

FLIGHT MISSION SYMBOLS
June 2004

AFAM - USAF Reimbursable

Mission Symbol	Description
A1	AFRCC SAR missions
A2	AFNSEP missions (NOTE 1)
A3	Counterdrug Actual missions
A4	Counterdrug Training missions
A5	SAR/DR training/evaluation missions/CAPR 60-2 inspections (NOTE 2)
A6	AFROTC orientation flights including flights to and from the orientation site
A7	CAPFs 5 & 91 evaluation and *National Check Pilot Standardization Course* and flight clinics
A18	Homeland Security Missions
A99	Missions specifically approved by the Air Force (e.g., low-level survey, courier, etc.)
A911	Missions requiring prompt action to save lives, prevent human suffering or to mitigate great property damage. Funded by Customer or CAP appropriated mission budget.

AFAM – USAF Non-reimbursable (May be reimbursed by non-Air Force agencies)

B9	Red Cross missions
B10	FEMA missions
B11	NOAA & NWS missions
B12	Mission pilot proficiency flights IAW CAPR 60-1, Attachments 9-1, 9-2, 9-3, 9-4, 9-5, 9-6 and SAR/DR training IAW CAPR 60-3
B13	Support to federal or national relief agencies with an Air Force approved MOU
B14	Support to state, county and local agencies when approved by AF/XOH
B17	CAPFs 5 & 91evaluations, NCPSC flights, and flight clinics flown under an AF mission number
B18	Homeland Security Missions
B99	Other missions specifically approved by the USAF (e.g., media, public official, etc.)

CAP Corporate Missions

Mission Symbol	Description
C8	Air transport to/from squadron or higher official conferences or meetings
C9	Maintenance flights (includes flights in support of aircraft delivery and pickup)
C14	Support to state, county and local agencies not approved as an AFAM
C15	Cadet orientation flights IAW the cadet orientation flight program syllabus
C16	Cadet flights: training, flight encampments/academies, cadet encampments, IACE
C17	Proficiency and training flights not designated as an USAF assigned mission
C18	Homeland Security Missions
C19	Orientation flights for CAP Aerospace Education Members
C20	Glider tow plane flights (includes ferry flights)
C99	Other missions specifically approved by the National/region/wing commander
C911	Missions requiring prompt action to save lives, prevent human suffering or to mitigate great property damage. Funded by Customer or CAP Wing's corporate (non-appropriated) budget

Other

L1	USAF liaison personnel flying

NOTE 1: Does not include FEMA (B10) missions, Red Cross (B9) missions, or support to other federal or national relief agencies with an Air Force approved MOU (B13).

NOTE 2: CAPR 60-2 inspections are only authorized as an A5 mission if pre-approved on a CAPF 10 in advance by the CAP-USAF Liaison Region.

PAGE _____OF _____

CAP FLIGHT RELEASE LOG

DATES: From _____To _____

UNIT: | WING: | REGION: | LOCAL USE:

AFAM - USAF Reimbursable:

A1 AFRCC SAR mission
A2 AFNSEP mission
A3 Counterdrug actual mission
A4 Counterdrug training mission
A5 SAR/DR trng/eval msns/CAPR 60-2 inspections
A6 AFROTC orientation flights including ferry flts
A7 CAPFs 5 & 91 evals, NCPSCs, flight clinics
A18 Homeland Security Missions
A99 Missions specifically approved by the Air Force (i.e., low-level survey, courier, etc.)
A911 Missions requiring prompt action

AFAM – USAF Non-reimbursable:
(May be reimbursed by another agency)

B9 Red Cross missions
B10 FEMA missions
B11 NOAA & NWS missions
B12 Mission pilot proficiency flights IAW CAPR 60-1 Attachs 9-1, 9-2, 9-3, 9-4, 9-5, 9-6, and SAR/DR trainin IAW CAPR 60-3
B13 Support to federal or national relief agencies with an Air Force approved MOU
B14 Support to state, county and local agencies when approved by AF/XOH
B17 CAPFs 5 & 91 evaluation and NCPSC and flight clinics not flown under an AF mission number
B18 Homeland Security Missions
B99 Other flights specifically approved by the USAF

CAP Corporate Missions:

C8 Flight to/fm sq or higher official conf/meeting
C9 Maintenance flights (includes supporting flts)
C14 Support to state, county and local agencies
C15 Cadet orientation flts IAW program syllabus
C16 Cadet flights: tng, encamp/acad, IACE
C17 Proficiency and training flights not AFAM
C18 Homeland Security Missions
C19 Orientation flights for CAP AE members
C20 Glider tow plane flights (includes ferry time)
C99 Other msns approved by CAP nat, reg, wing/CC
C911 Missions requiring prompt action

Other:
L1 CAP-USAF liaison officer flying

LINE NO. / DATE	MSN SYM / AF MSN NO.	ACFT TYPE / "N" NUMBER.	DEP POINT / DESTINATION	PILOT- IN-COMMAND / CREW/PAX	EST FLT TIME	ACT FLT TIME	RELEASER NAME / SIGNATURE
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CAP FORM 99, JUN 04 PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 SEP 04 (CONTINUE ON REVERSE) OPR/ROUTING: DOV

Forward a copy to the CAP/SD by the 5th of each month.

PAGE _____OF _____

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DATES: From _____To _____

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A1 AFRCC SAR mission
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CAP FORM 99, JUN 04 REVERSE

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