



HEADQUARTERS, TEXAS WING  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
P.O. Box 154997, Waco, TX 76715-4997



19 Jan 2010

## OPERATIONS PLAN

National Check Pilot Standardization Course  
Ft Worth, TX  
5-7 Feb 2010

### 1. SUMMARY:

On the weekend of 5-7 Feb 2010, Texas Wing, Civil Air Patrol will conduct a National Check Pilot Standardization Course at Fort Worth Meacham International Airport (KFTW). The location of the course will be Meacham Field Terminal, 4201 N. Main, Suite 234 (basement). Friday, 5 Feb is only an arrival day. The class size will be limited to 20 trainee slots. Priority will be given to currently designated check pilots with NCPSC expirations within 6 months. Mission Check Pilots are encouraged to attend, especially if they have not attended in the past three years. Current Texas Wing Check Pilot Examiners are requested to attend as instructors. Sign in will begin at 0730 with the course starting 0800 on Saturday. NCPSC completion credit is granted upon successful completion of a flight evaluation (F5 or F91) to the [Flight Instructor Practical Test Standard](#) or the Texas Wing [Mission Check Pilot PTS](#). F91 tasks will be evaluated based on published procedures in these CAP references:

- [Aircrew & Flightline Tasks](#) (primary training reference for tasks)
- [Mission Aircrew Reference Text](#) (expanded procedures)
- [Operational Mission Inflight Guide](#)

Attending Check Pilot Examiners who perform flight evaluations and/or present a topic may receive NCPSC completion credit without a flight evaluation at the discretion of the TXWG DOV. All course requirements are anticipated to be complete by 1700 on Sunday. The mission will remain open through 28 Feb 2010, but any sorties flown under this mission may only be released with prior coordination and approval of the TXWG DOV.

Note: It is not likely that all course requirements will be finished on Saturday. Priority in scheduling flight evaluations will be granted upon request to those travelling the greatest distance.

### 2. PURPOSE:

The primary purpose of this course is the evaluation of the Check Pilot applicant. Each applicant is expected to have a current Form 5 prior to the course. Cessna C172, C182, C82R, and C182T Nav III aircraft will be available for the course. All pilots will be required to have their pilot logbooks to document required recent experience and 25 missions for Mission Check Pilots.

### 3. APPLICATIONS:

Applicants for NCPSC must meet the requirements of 60-1 as well as the [Texas Wing Policy Letter on Check Pilots](#). Application paperwork is requested entirely by electronic means. No signatures are required. Approval by email forwarding using the word document file attachments is requested and encouraged. **Faxes will not be accepted.** Required application documents are as follows:

- [TXWG NCPSC F17a](#) – all attendees: (unit and group approval)
- [CAP F2a](#) – **initial** CP/MCP applicants (unit and group approval)
- **Safety Participation Letter** – all attendees (unit commander approval)

All prospective attendees must have these electronic documents approved by their Unit Commander, Group Commander, and then forwarded to Capt. Leonard Laws, Texas Wing DOV and Project Officer. Approved applications should be sent by email to [leonard.laws@gmail.com](mailto:leonard.laws@gmail.com). ***You will not be considered for the course if the special 17a is not submitted and completely filled out.*** Approved Applications must be received by 1 Feb 2010. This will be necessary for planning and logistical support.

Attendance must be approved before arrival. An applicant or examiner who attends without prior approval **will not** receive credit for the course. Approval must be received from the project officer, *prior to attendance*. Notification of approval will be via e-mail, so double check the e-mail address provided in the Special Information section of the F17a. CP/MCP Examiners who planning to attend as an instructor/evaluator must also submit a completed and approved TXWGF 17a.

The NCPSC Logistics Officer(s) will be announced soon. Details will be released by email.

#### 4. SAFETY

##### **SAFETY IS THE TOP PRIORITY**

All prescribed safety and functional checklists will be used and adhered to. A safety briefing will be provided by the host unit. The safety briefing will include the following:

- Required Operational Risk Management (ORM) procedures
- Local hospital and 911 information
- Emergency plans and contact info
- Collision avoidance procedures during flight operations
- Aircraft handling and surface operations
- Location-specific airport procedures
- NOTAMs, TFRs, and weather
- Ongoing safety evaluation throughout the activity

All aircraft attending this activity shall have, within one week prior to departure from home base, a CAPF 71, *Aircraft Inspection Checklist*, completed by the Squadron Commander or Squadron Safety Officer, signed and dated. A copy of this inspection form must be presented to the project officer upon arrival by the PIC with another copy kept in the Aircraft file.

#### 5. SORTIE PAPERWORK:

The full complement of sortie paperwork will be completed for each sortie flown, regardless of type. Check Pilots are expected to mentor CAP pilots in the correct execution of mission paperwork. To do this we must become proficient in paperwork ourselves. This will include:

- [CAPF 71](#) – inbound sorties only
- [ORM Risk Management Worksheets](#) (standardized version from NHQ AIF) – all sorties
- Weight & Balance Worksheet – all sorties
- [CAPF 108](#) – all sorties
- [CAPF 104](#) – all sorties
- [CAPF 104a](#) – MCP F91's tasked with SAR profiles
- [CAPF 104b](#) – MCP F91's tasked with Photo profiles
- [TXWG Fuel Use Form](#) – all sorties

Inbound sortie paperwork must be completed and submitted upon check-in. NCPSC flight evaluation sortie paperwork will be checked by the mission staff and must be completed before the PIC physically leaves staging area.

Outbound sortie paperwork must be completed and returned to the project officer—by email—to [leonard.laws@gmail.com](mailto:leonard.laws@gmail.com). It is critical that outbound sortie documents be received within 24 hours of sortie recovery.

6. LODGING:

Ft Worth SS has negotiated the special rate of \$69/night at Homewood Suites. The sales manager has agreed to this weekend rate for any CAP member staying there for any activity throughout the year. Be sure to tell the hotel staff that you are a CAP member and request the arranged rate upon making reservations.

Homewood Suites  
3701 Tanacross Dr  
Fort Worth, TX 76137  
817-834-7400  
[www.ftworthnorth.homewoodsuites.com](http://www.ftworthnorth.homewoodsuites.com)

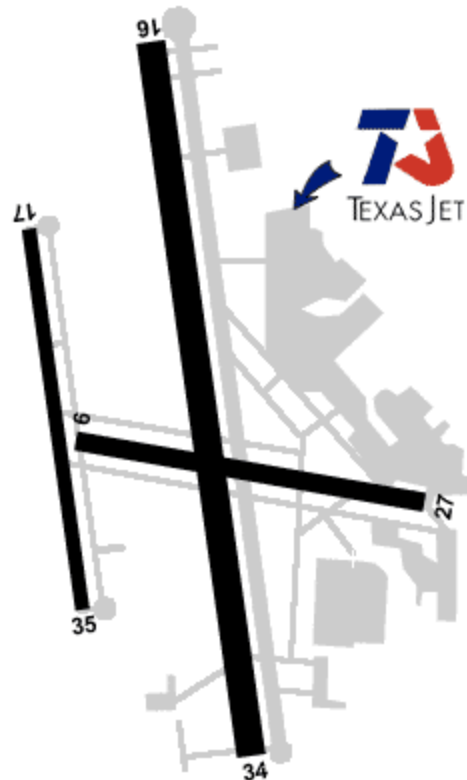
7. TRANSPORTATION:

CAP transportation will be provided to and from the designated lodging and the airport for those members without personal transportation. For those arriving by aircraft, please advise the logistics officer *at least three days in advance* of your planned arrival time and aircraft “N” number to prevent any unnecessary delays in ground transportation.

8. OPERATIONS:

All flights, including inbound and outbound sorties, will be released *only* by FROs assigned to this project; these FROs and their contact info will be provided by email. All flight operations during the exercise will originate from Fort Worth Meacham International Airport (KFTW). All attendees must be familiar with the operational requirements of class D airports in the proximity of class B airspace, as well as all NOTAMs (published or otherwise) that may affect operations at this and nearby airports. **Current facility publications and airport diagrams are required.** Satellite operations may be conducted at nearby airports at the discretion of the Check Pilot. Working areas will be selected for non-conflict during air operations.

The FBO is Texas Jet, 800-776-4547. Questions concerning parking and tie-down should be addressed to the logistics officer. Fuel and maintenance requirements should be identified early so that aircraft can be properly prepared and taken care of. Cessna 182 fuel tanks should be filled *only* to the bottom of the filler neck so that three people can go out on each sortie. Cessna 172's with useable fuel capacity in excess of 40 gallons should be fueled to a predetermined partial level, if specified.



The PIC of each inbound aircraft will be accountable for the condition of the aircraft file, maintenance status, and required equipment. The standardized AIF must contain sufficient weight and balance worksheets for expected use in the exercise, including current information on the weight of equipment required to be carried in the aircraft. All Cessna aircraft used at this exercise shall have on board a fuel dipstick which allows the PIC to determine the quantity of fuel on board. In addition, the following equipment is required to be on the aircraft:

- control locks
- wheel chocks
- tie down kits conforming to CAPR 66-1

Wheel chocks and control locks shall be placed promptly after engine shutdown.

9. MEALS:

On Saturday, lunch will be provided. A social dinner may be planned for Saturday evening, with expense paid by the attendee. All other meals will be at the discretion of the attendee.

10. PROJECT FEE:

The fee will be \$15 per attendee, including Check Pilot Examiners, to cover printed course materials. The fee will be paid at registration.

Leonard R. Laws, Capt, CAP  
Texas Wing Stan/Eval Officer