



HEADQUARTERS
CIVIL AIR PATROL CONNECTICUT WING
UNITED STATES AIR FORCE AUXILIARY
PO BOX 1233 MIDDLETOWN, CT 06457-1233
Tel: (860) 262-5847



30 SEP 2017

MEMORANDUM FOR CT WING

FROM: DIRECTOR OF OPERATIONS

SUBJECT: CTWG OPERATIONS LETTER (in lieu of email)

The CT Wing Director of Operations will use a 'Central Control decentralized Execution' leadership approach. Unified command authority at the top and allow individual squadrons execute the plan within the rules of CAP. This letter does not supersede any CAP regulation, Region or Air Force rules.

All members participating in Operations events are expected to follow all regulations at all times. The following is the direction of the CT Wing Director of Operations, pertaining to operations of CAP aircraft, vehicles and missions:

1. Aircraft in the CTWG will be semi permanently stationed at one base. The following aircraft will be assigned as noted: 273CP (OXC), 44L (OXC), 970CP (HFD), 978CP (HFD), 482CA (GON), 913CP (MMK), 771CP (Float). Aircraft will be reassigned quarterly with an emphasis on minimizing moves. Each base will assign a Crew Chief to the aircraft. The name and phone number will be placed facing out in the bottom right corner of the pilot's window in ½ inch lettering. This placement will be temporary and non-permanent. The unit will be responsible for the care, scheduling and operation of the plane including a hours of goal of 30. Each base must share the plane with other units in a cooperative manner while retaining the right to refuse any unit that does properly care for the aircraft. Long term planning is key.
2. Each month aircraft flight time log are to emailed (PDF) to DO@ctwg.cap.gov and pearsek@charter.net. Please keep logsheets on file for 90 days as backup. Each month email Form 71s(PDF) to DO@ctwg.cap.gov and olddog642@gmail.com. Each are due by 5th.
3. **Any maintenance issue is to be forwarded to the Wing maintenance officer before placing in WMIRs.** Contact is (860)508-5183 and olddog624@gmail or DO. All maintenance issues must be addressed before leaving the aircraft. Anytime an aircraft is removed from the State the MX, DO and Wing CC must be informed
4. After each flight(s) the aircraft must be clean of bugs. Plain water is preferred.
5. The third Wednesday of each month/7PM an Operation's conference call will take place for SQ Operations Officers, SQ ESO, Crew Chiefs, Maintenance and interested parties. Call in number is 641-715-3580; #265599, johnnyde9 Freeconferencecall.com.
6. The following google group: missions_ctwg will be used to assign personnel to actual missions. When a mission is live; an IC or designee will send a message of mission needs. Do not reply to the message; follow the directions in the message. Once completed an 'end of mission' message will be sent. Membership will be at the discretion of DO based on duty assignment. Text messages also available.



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7. Each quarter a pilot meeting will be scheduled by DOV. All pilots must attend or read the meeting notes by the following month. Any member may attend. Once a year, the Wing will conduct a combined ground and air safety seminar.

8. All Form 5 and Form 91 checkrides must be pre approved and assigned by Wing DOV the month prior to the checkride expiration month. (ie. if your checkride expires in Aug, contact DOV in July with checkride needs.) This is for funded and unfunded. This time is needed to ensure funding and staff is available, and most important scheduling. Last minute request will not be approved. Please work with DOV to move due dates out of Sep and OCT. Initial checkrides require a recommending instructor endorsement and are member paid.

9. Fuel receipts and mission time for all aircraft and vehicle sortie should normally be uploaded and properly annotated within 24 hours of end of mission. Every block on the 104 and 109 must be filled in with data within 24 hours. Mission remarks must allow a reader to recreate the mission and include positive and negative remarks and lessons learned. Bullet notes are acceptable. Fuel receipts are requested to be annotated and uploaded within 4 hours, strongly encouraged to be in pdf portrait format.

10. The Director of Operations will use a one strike/three strike rule to recommend crewmember suspensions. Gross errors in mission paperwork or mission execution could result in possible suspension of flight duties. Three gross errors could result in permanent suspension.

11. Payment of flight time is due by the 30th of the following month, billed or not. All cadets must have a Payment Acknowledgement Release on file with Wing Administer.

12. Each AIF will have a credit card payment flowchart/credit cardholder. The CTWG will have three fuel payment methods. Selection of the correct payment is crucial for proper payment. Any rejected payments due to member error could result in fuel payment billed to the unit/member. Use of the Shell Card requires prior permission as the mission must go through a 'gatekeeper'. These are Air Force funded missions. AVcard is only for state and Wing missions which should be everything else other than member funded B12 and C missions which are on the member's credit card. Use the payment selection flowchart is highly encouraged.

13. Each unit will have at least one FRO. During the release process verbal communication must occur per regulation. WMIRs is the preferred release method. If a verbal release a Form 99 must be uploaded

14. All A and B missions must be preapproved by a 'gatekeeper'. The following missions should ideally be approved about a week prior. Missions may be denied if requested within 48 hours. LISP missions are approved by LISP hubmasters. CD missions are approved by CDO . Checkrides are approved by DOV. OFlights by cadet's SQ CC. Pilot proficiency, NSEP missions, SAR Training and other AF funded training are reviewed with the DO, ICs, Assistant DO Lenny Kimball, Wing CC, Vice Wing CC, Wing Chief of Staff. 104 and 109 must be annotated with "Approved by (gatekeeper name)". C missions require no preapproval.

15. O-flights remain a high priority and every unit with or without a plane is expected to fly each cadet by 60 days of joining. All 5 cadet powered flights should be completed by two years. Cadet O-flights should be scheduled on each aircraft monthly which each cadet squadron completing O-flights every two months. The Wing will have large scale events at least every other month.



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16. IAW with CAP regulations each member participating in Operations must be safety current. Units should conduct a safety brief at all unit meetings. A safety brief will occur during each Operational period.

17. Squadron Pilot Meetings will be conducted/documented each month for any unit with current pilots.

18. Long Island Sound Patrol will be conducting IAW with OPLAN under development. The hub system will be employed with LTC Doucette as the POC. Please consult with hubmasters while the OPlan is reworked due to major changes. State Agricultural mission POC is SM Jim Skiff.

19. Crews are expected to complete post flight inspections for damage.

This letter will change often as procedures and information change. Changes will be highlighted. And the letter dated. This letter will be on the ctwg.cap.gov/operations.

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Distribution:

CTWG staff
CTWG pilots
CTWG homepage

Endorsement

CTWG/CC

Concur

JIM RIDELY, Col, CAP
Commander