



HEADQUARTERS NEW JERSEY WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 16099
Joint Base McGuire-Dix-Lakehurst NJ 08641-6099



10 March 2014

MEMORANDUM FOR NJ Wing Members

FROM: NJ-001/DO

SUBJECT: Training Mission Request Approval Requirements

1. CAP-USAF has changed the way they are approving our Mission Requests and additional information will be needed in requesting funding and mission requests going forward. To better understand what information we need and how the missions are to be conducted, the following information is for your guidance and knowledge.
2. Proficiency Flights:
 - a. Only 1 Proficiency Flight, either Mission Pilot or Aircrew will be conducted per month.
 - b. For a Mission Pilot Flight, there must be 2 qualified Mission Pilots on board, and the flight cannot exceed 1.5 hours in duration.
 - c. For an Aircrew Flight, only 1 Mission Pilot is needed, and the flight cannot exceed 3.0 hours in duration.
 - d. The Wing DO is the approving authority.
 - e. The FRO will be a qualified Incident Commander.
 - f. Submit your request to the Wing DO for Proficiency Flights no later than the 25th of the month before your requested flight.
3. Individual ES Training:
 - a. Units must provide a list of names of those members who will receive training during the month.
 - b. Units need to provide an approximate number of hours the members will be training per individual.
 - c. Units need to provide their training goals for the training.
 - d. The Wing DO is the approving authority.
 - e. Units need to submit their request to the Wing ES Officer LtCol. Michael Cater no later than the 25th of the month before you are requesting training.
4. G-1000 Transition Training:
 - a. Pilots must submit your request for G-1000 training to the Wing DOV Major William Doyle.
 - b. Pilots must have completed the CAP In-house Ground Course before you can receive flight training for this mission.
 - c. Pilots must fly 1 of the 3 Flight Scenarios for G-1000 Transition, but may fly all 3 if they are ready and approved by the Wing DOV.
 - d. The Wing DO is the approving authority.
 - e. Pilots must submit their request for G-1000 Training no later than the 25th of the month before they are requesting training to the Wing DOV to have the Wing DO input the request.

5. Monthly CAPF-5/91 Check rides:

- a. Pilots must submit their request for Form 5 or Form 91 Check Rides for the next month.
- b. The Wing DO has listed those pilots who are due to expire in their Form 5 or Form 91 the month prior to normal expiration. This gives the pilot a 60 day window to get the check rides completed before they expire.
- c. Pilots who let their form 5 or 91 check ride expire more than 14 days after the normal expiration date, will be required by Region Policy to self-pay for their renewal check rides, no exceptions.
- d. The Wing DO is the approving authority.
- e. The FRO will be a qualified Incident Commander for Form 5 and 91 Check rides.

//SIGNED//

KEVIN L. BARSTOW, Major, CAP
Director of Operations

Distribution:
NJ Wing Members