

21 July, 2007

MEMORANDUM FOR ALL PENNSYLVANIA WING MEMBERS – WIDEST DISTRIBUTION

FROM: Col M. Allen Applebaum, PAWG/CC

SUBJECT: CAP Corporate Mission - Authorization

SUPERCEEDS: MEMORANDUM FOR ALL PENNSYLVANIA WING MEMBERS – WIDEST DISTRIBUTION dated 23 November 2004.

1. The CAPR 60-1 7 DECEMBER 2006 INCLUDES CHANGE 1, 23 JANUARY 2007 has been printed and distributed to all units and is in force.
2. In Chapter 1, 1-5. Corporate Missions, it states that a commander who is a corporate officer may authorize a CAP flight and that these commanders may delegate their authority to a limited number of other wing/region leaders.
3. All “C” mission symbol flights are CAP flights IAW this regulation. Anyone delegated the authority to approve a CAP flight **must** understand that it is a serious responsibility to weigh the risks associated with a flight and they must act judiciously since these decisions directly affect CAP’s insurance policy premiums, the availability of insurance and potentially, the safety of their colleagues. **If you feel uncomfortable making a flight decision because you have no flight knowledge, forward it up the chain to the next level. Always send your request forward not backward.**
4. We must recognize and minimize the risks of all of our flights as we consider operational risk management and prudent decision making.
5. This memo is to identify the designated leaders who may authorize the various “C” mission flights. Any pilot must get approval before being flight released for the flight. Certain activities such as an encampment or cadet flight orientation flight day may receive a blanket authorization for the term of that activity which will be identified by the approving authority.
6. Nothing in this memo replaces or negates the need for an appropriate flight release, nor does it change the responsibility of the pilot who, after being authorized and released is still the final authority on the actual conduct and safety of the flight.
7. The attached matrix identifies who may authorize each type of flight. Guidance contained **herein is** subject to change as National Headquarters evaluates the regulation. As changes occur or other approved leaders are authorized, updates to this list may be published by the wing.

Designated Approving Authorities For CAP Corporate Missions

Mission Symbol	Type Of Flight	Designated Approval Authority
C – 8	Air Transport – Sqdn or higher official Conf & Meeting	Sqd/CC, Grp/CC, Wing/CC/CV/CS/EX/DO
C – 9	Maintenance Flights (inc flights to support drop/pick-up)	A/C OIC, Sqd/CC Grp/CC/LGM Wing/DO/LGM/
C – 14	Support to State, County, Local Auth not AFAM	Wing/CC/CV/CS/EX/DO
C – 15	Cadet Orient IAW cadet orient flight program syllabus	Sqd/CC, Grp/CC/DOV, Wing/DOV/CP/DO
C – 16	Cadet flights: training*, flight encamp, cadet encamp, IACE *Cadet Flight Training already requires Wing/CC approval. Sqdn/CC can authorize the individual flights	Sqd/CC, or Activity/CC *training must 1 st be approved by Wing/CC
C – 17	Proficiency & Training not designated as USAF assigned. Note: Pilot training for non-mission pilots already requires Wing/CC approval. Mission pilots are approved by Reg.*	Grp/CC/DOV, Wing DOV/DO/DOO * See notes below
C – 18	Homeland Security Missions	Wing/CC/CV/CS/EX/DO
C – 19	Orientation flights for CAP Aerospace Members	Sqd/CC, Grp/CC/DO/DOV,
C – 20	Glider tow plane flights (includes ferry flights)	Grp/CC/DOV Wing/DOV
C – 99	Other missions spec. approved by the Nat/Reg/Wing CC	Wing/CC/CV/CS/EX/DO
C - 911	Missions requiring prompt action to save lives, Bodily harm or great property damage.	Wing/CC/CV/CS/DO/EX Wing appointed IC

Clarification and Special Circumstances:

Officers delegated the authority and responsibility to authorize flights may not delegate this responsibility any further. They may only authorize flights at their level or below. (For example, a squadron commander may authorize the appropriate flights for pilots within their command. Group personnel will seek authorization from the group commander.) A commander may not authorize a flight for someone in another unit or a higher echelon. **If the appropriate authorizing officer (i.e. squadron commander) is not available, the pilot will then seek authorization from the next higher echelon.**

Commanders of officially recognized and authorized Wing activities such as Encampment, Flight Encampment, Glider Encampment and Hawk Mountain may authorize flights in support of their activities.

Any of the above flights can also be approved by the Wing Commander, Vice Commander, Chief of Staff or the Wing Executive Director if the designated authority can not be reached.

This authorization does not replace nor eliminate the need for a proper flight release.

For senior member non-mission pilots taking flight training for an instrument rating, once the Wing Commander approves the training, the group DOV or commander may authorize the individual flights. Mission pilots are approved for training per CAPR 60-1, 3-6. c. & d. and the group DOV or commander may authorize the flight.

Other SAR/DR, security, defense, etc missions approved by a corporate officer or the NOC as corporate missions, similar to the C-911 missions, will approve the Incident Commander to authorize flights.

Designated Approving Authorities must understand that authorizing a flight is a serious matter affecting Civil Air Patrol's liability and insurance coverage. Safety is always of highest concern. A lack of safety or Risk Management could put Civil Air Patrol's insurance in jeopardy.

To provide a documentation of proper authorization, Designated Approving Authorities will issue an authorization number for each flight they authorize. The format will be the initials of the Designated Approving Authority followed by the number of the month followed by a three digit sequential number. Example: AAA05001. Pilots or FROs will enter the authorization number in the "Objective" field in the WMIRS sortie entry in Mission number PA_MISC or in the WMU CAPF 99 form. At the end of each month Designated Approving Authorities will audit the WMIRS sortie list and will send an Email to the Wing DO **NLT the 5th of each month** confirming all "C" flights with their authorization number are correct.

M. ALLEN APPLEBAUM, Colonel, CAP
Commander