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**POLICY LETTER #1 to CAPR 173-3**

**SUBJECT: CAP CADET ORIENTATION FLIGHTS + A15 & NON A15 GLIDER FLIGHTS      01 October 2008**

**Finance**

**CAP CADET ORIENTATION FLIGHTS + A15 & NON A15 GLIDER FLIGHTS**

The attachments to this supplement provide NH Wing Operating Instructions for the documentation and tracking of Powered and Glider Cadet Orientation Flights (COF) starting with requirements for the powered COF pilot or glider COF flight logger through the subsequent document distribution to the entering and verification of COF flights in eServices After Flight Reporting. These Operating Instructions implement the Cadet Orientation Flight requirements in Section 4 of CAPR 173-3. C-16 and C-17 glider flights (non A15) have been included, because they are conducted along with Cadet Orientation Glider Flights.

**ATTACHMENT 1: POWERED CADET ORIENTATION FLIGHT FINANCIAL PROCEDURES  
(For Cadet Orientation Pilots)**

**ATTACHMENT 2: GLIDER CADET ORIENTATION FLIGHT FINANCIAL PROCEDURES  
(For Glider Flight Loggers and Tow Pilots)**

**ATTACHMENT 3: C-16 and/or C-17 ONLY GLIDER ACTIVITY FINANCIAL PROCEDURES  
(For Glider Flight Loggers and Tow Pilots)**

**ATTACHMENT 4: Cadet Orientation Flight Administrator (COFA) Responsibilities**

**ATTACHMENT 5: C-16 and C-17 Glider Billing**

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Supersedes NHW PL#1 to CAPF 173-3 dated 1 OCT 2007  
OPR: DO  
CC: NHW/CC, CV, CS, FM, Member, File

## ATTACHMENT 1

### (For Cadet Orientation Pilots)

#### POWERED CADET ORIENTATION FLIGHT FINANCIAL PROCEDURES

1. Each **cadet orientation pilot** shall use the PDF version of the **NHWF 7** dated May 1<sup>st</sup> or later as a work sheet to document the cadet orientation flights (COF) for the day. The old optical scanned CAPF 7 shall no longer be used. Document all applicable items to powered COFs. The PDF version of the NHWF 7 is available on the New Hampshire web site. All cadet orientation flights shall be coded A15 if funded by NHQ, and B15 if funded from another source. Cadets cannot pay for their orientation rides.
2. Each **cadet orientation pilot** shall try to determine the powered syllabus flights the cadet has taken. The cadet's squadron should be providing this data. Powered flight syllabuses may be flown out of sequence after the first powered flight if there is a valid reason. (e.g. weather conditions or no back seat cadet allowing the stall flight.) The cadet **membership status** and the **correct CAPID** shall be verified by examination of the cadet's membership card and entered on the NHWF 7.
3. Each **cadet orientation pilot** shall collect all fuel slips (showing amount and **cost** of fuel and oil used only for his flights including ferry flights). One NHWF 7 may be used for multiple pilots for a given aircraft, or each pilot can track only his flights on his NHWF 7. If there is a ferry, the pilot performing the ferry will complete the ferry section of the NHWF 7.
4. Each **cadet orientation pilot** shall go on line to the **New Hampshire Wing web site within 36 hours**, and enter the information from the NHWF 7 worksheet into the on line NHWF 7. The **NHWF 7** will then be transmitted automatically to the **Cadet Orientation Flight Administrator (COFA)**. The cadet orientation pilot shall mail the NHWF 7 worksheet, the fuel slips and copies of the aircraft flight log to the **COFA: Marc Behr, 204 Brackett Road, New Durham, NH 03855-2330** within 72 hours.

## ATTACHMENT 2A

### GLIDER CADET ORIENTATION FLIGHT FINANCIAL PROCEDURES

#### FOR THE GLIDER FLIGHT LOGGER

1. The glider flight logger shall maintain the NHW Glider Flight log.
2. The glider flight logger shall try to determine the powered syllabus flights the cadet has taken. The cadet's squadron should be providing this data. Glider cadet flight syllabuses may be flown out of sequence if the weather dictates.
3. The cadet's **membership status** and the **correct CAPID** shall be verified by examination of the cadet's membership card and entered on the glider flight log. The cadet orientation flight shall be coded **A15** if NHQ funded or **B15** if funded by another source.
4. For any glider sorties towed by a **commercial tow aircraft**, the **glider flight logger** shall enter '**Commercial**' or '**Vendor**' where the CAP tow pilots name would appear. This applies to all mission codes: A7, A15, B15, C16, and C17.
5. For **senior member flights**, the glider flight logger will write **N/A** into the COF Syllabus column.
6. **NHQ funded CAPF5G Check Rides** shall be coded **A7** and notify the tow pilot to code the tow aircraft **A7**. All other **senior member glider flights and qualified cadet glider pilots** shall be coded **C17**, and the tow aircraft remains **A20**.
7. For **student cadet glider pilots**, the glider flight logger will write **N/A** into the COF Syllabus column, and the flight will be coded **C16**. The tow aircraft code remains **A20**.

## ATTACHMENT 2B

### GLIDER CADET ORIENTATION FLIGHT FINANCIAL PROCEDURES FOR THE GLIDER DIRECTOR OF OPERATIONS

1. The **Glider Director of Operations** or his designee shall obtain an **invoice** from the **tow operator** at the end of towing. The total on the tow operator's invoice shall agree with the number of commercial A15 tows on the glider log times the tow operator's rate. For A7 commercial tows, a separate invoice shall be collected by the Glider Director of Operations or his designee, and sent to the **NHWG/DO**. All other commercial tows for senior members and cadets in flight training will be paid by the member.
2. The **Glider Director of Operations** or his designee shall go on line into WMIRS within 36 hours, and enter the A15 cadet orientation flights into WIMRS under the cadet orientation mission number using the NHW Glider Log.
3. The **cost of A15 glider sorties towed by a commercial tow aircraft** will be entered as **glider A15 fuel costs** in WMIRS.
4. The **Glider Director of Operations** or his designee shall mail a copy of the NHW Glider Log and commercial tow invoices to the **COFA**: Marc Behr, 204 Brackett Road, New Durham, NH 03855-2330 within 72 hours.
5. The **Glider Director of Operations** shall collect all **glider logs** for the month and send them to the **NHWG/DO** at the end of month for CAPF 18 reporting and billing.
6. **For information only:** C-16 and C-17 glider flights towed by a CAP aircraft on a cadet orientation activity will be billed \$25 per glider flight: \$20 for tow aircraft fuel and \$5 for glider maintenance. Those towed by a commercial operator will be billed \$5 for glider maintenance, and the member shall pay the tow operator directly for the tow.

**ATTACHMENT 2C**

**GLIDER CADET ORIENTATION FLIGHT FINANCIAL PROCEDURES**

**FOR THE TOW PILOTS**

1. The inbound and return ferries shall be entered as separate A20 coded sorties. Each time the tow pilot changes a new tow sortie is required. If the activity is not NHQ funded, these sorties shall be coded B20.
2. **NHQ funded CAPF 5G check ride tows shall be coded A7**, and entered as a separate sortie for each CAPF 5G. All other cadet flight training and senior member tows shall be coded A20 or B20 on a cadet orientation activity. For **A7 CAPF 5G** check rides, the **glider pilot's name** receiving the check ride shall be entered in tow A/C log below the tow pilot with the comment "**CAPF 5G**".

## ATTACHMENT 2D

### GLIDER CADET ORIENTATION FLIGHT FINANCIAL PROCEDURES

#### FOR THE RETURN FERRY TOW PILOT

1. The return ferry tow pilot will check the glider log before leaving glider activity for the number of A7, C16, and C17 non-commercial tows, and record their numbers. No fuel claim adjustments shall be made for **COMMERCIAL TOWED** A7, C16, or C17 glider flights. The tow pilot block for commercially towed glider sorties will be identified as **“Commercial” or “Vendor”**.
2. The return ferry pilot shall make the A20 tow aircraft entries into WMIRS. The sortie entries shall be the same as the A20 sorties in the flight log. Fuel entries against sortie do not have to follow actual refueling. The **fuel claim** in WMIRS shall be reduced **\$12** for every **A7** glider flight, and **\$20** for every **C16 and C17** glider flight.
3. If a pilot had to pay for fuel with his own funds and if possible have his fuel stand alone on one of the A20 sorties.
4. If possible, the fuel claim reductions will be done with wing paid fuel on an 8.5 x 11 invoice. A20 fuel slip/slips shall have the following comments, if applicable:

For A7 glider flights: **“Fuel claim reduced by \$\_\_\_ for \_\_\_ A7 check ride tows.”**

For C16 glider flights: **“Fuel claim reduced by \$\_\_\_ for \_\_\_ cadet flight training tows.”**

For C17 glider flights: **“Fuel claim reduced by \$\_\_\_ for \_\_\_ senior member tows.”**

If a fuel slip covers all fuel claim reductions, a copy must be provided the COFA to prove the fuel adjustments were made.

5. The return ferry tow pilot shall mail the original A20 fuel slips, the copied tow aircraft log to the **COFA**: Marc Behr, 204 Brackett Road, New Durham, NH 03855-2330 within 72 hours.
6. **If A7 tows**, send the A7 fuel slip copy showing the reduce claim amount for A7 check rides and the A7 tow hours for each CAPF 5G to the NHWG/DO or his check ride designee.
7. The **Glider Director of Operations** is responsible for financial procedures for **B20 tow flights**.

### ATTACHMENT 3

(For Glider Flight Loggers and Tow Pilots)

#### C-16 and/or C-17 ONLY GLIDER ACTIVITY FINANCIAL PROCEDURES

**Note:** This section also applies to cadets paying for their own glider flight training

1. The **glider flight logger** shall maintain the NHW Glider Log Sheet. This worksheet was designed to provide all the glider flight details required for **WMIRS**. This worksheet can be used to collect billing information for senior member flights on senior only glider activities. The senior member's **membership status** and the **correct CAPID** shall be verified by examination of the senior member's membership card and entered on the NHW Glider Log Sheet. The glider flight logger shall write **N/A** into the COF Syllabus column. The glider flight log shall be **coded C-17** except **C-16** for cadet glider flight training. If a **commercial tow aircraft is used**, the NHW Glider Log Sheet shall be marked "**Commercial**" or "**Vendor**" tow in the tow pilot block.
2. **If commercial tow aircraft is used**, the glider pilots will pay the tow operator directly. They will be billed by NH Wing \$5 per flight for glider maintenance.
3. The **glider flight logger** shall get the NHW Glider Log to the **NHW Glider Director of Operations** ASAP. The **Glider Director of Operations** or his designee has 36 hours to enter glider C-16 and C-17 sorties into WMIRS.
4. **If CAP tow aircraft:** The return **ferry tow pilot** shall go on line and enter the tow aircraft C20 sorties into WMIRS within 36 hours. The return **ferry tow pilot** shall get a **copy** of the **Tow Aircraft Log** to the Glider Director of Operations ASAP.
5. **If CAP Tow Aircraft:** The **Glider Director of Operations** shall determine the **N128CP Tach Hrs per Glider Flight** to determine the charge per glider flight:

Total N128CP Tach Hrs = Total N128CP Ferry Tach Hrs + Total N128CP Tow Tach Hrs

N128CP Tach Hrs per Glider Flight = Total N128CP Tach Hrs / # of Glider Flights

For this one case only, to keep the billing component to two components (N128CP Maintenance and N128CP Fuel), the \$5 per flight for N2805H Maintenance is not charged.

## ATTACHMENT 4

### CADET ORIENTATION FLIGHT ADMINISTRATOR (COFA) RESPONSIBILITIES

1. For powered cadet orientation flights, the **COFA** or the **Assistant COFA** shall check and enter the NHWF 7 data into **WMIRS** in accordance with WMIRS manual.
2. The **COFA** shall check the NHW Glider Log, the Tow Aircraft fuel slips, and commercial tow invoice against those entered into WMIRS before approving the sorties. The cost of commercial tows should have been entered by the **Glider Director of Operations** into WMIRS as fuel for that glider sortie.
3. The **COFA** does **not approve A7, C-16, and C-17** glider flights. However, the COFA shall check that the proper fuel adjustments had been made so that cadet orientation funds had not been improperly used.
4. **COFA Glider Cadet Orientation Audit Suggestions:**

Sum up all non A7 glider flights towed under the A20 tow plane code.

Audit total A20 hobbs-hours = 2.0 ferry-hrs + 0.25 hrs/flight x SUM of non A7 glider flights  
Compare the audit total A20 hobbs-hours against the actual total A20 hobbs-hrs.

Audit total fuel in gallons = Actual total A20 hobbs-hrs x 10 gallons/hobbs-hr

Compare the audit total fuel in gallons to the actual total fuel bought in gallons.

Adjusted fuel cost = Actual fuel total - \$12 x # of A7 flights - \$20 x # of non A15/A7 flights.

The number of A7 glider sorties times \$12 shall be deducted from the cadet orientation fuel claimed in WMIRS, and noted on a fuel receipt. The fuel adjustment is \$12 and not \$20, because the tow plane is coded A7.

The number of C16 and C17 glider sorties times \$20 shall be deducted from the cadet orientation fuel claimed in WMIRS, and noted on a fuel receipt. The fuel adjustment is \$20 and not \$12, because the tow plane is coded A20.

If glider is towed by a commercial tow aircraft, "**Commercial**" or "**Vendor**" will be entered into the tow pilots name block on the glider log for all glider mission codes.

Commercial towed C16 and C17 glider flights are paid by the member to the tow operator and the \$20 per flight shall not be deducted from A20 fuel.

Commercial towed A15 glider flights should not exceed \$35 per flight. A mix of CAP and commercial tows are possible. The commercial tow fee will appear in WMIRS as fuel cost against one of the glider A15 entries.

5. The **COFA** shall write the date and time the **CAPF 108** was faxed to the **National Operation Center** on the CAPF 108. The **COFA** shall deliver the fuel receipts, NHW Glider Logs, and the Cadet Orientation Report to the **New Hampshire Wing Finance Officer**.

## **ATTACHMENT 5**

### **C-16 and C17 GLIDER BILLING**

**The Glider Director of Operations shall provide the Director of Operations with all the glider logs at the end of the month. The Director of Operations designee shall do glider billing in a similar manner as for powered aircraft.**

#### **A7, C-16, and C-17 mission on a Cadet Activity Using CAP Tow Aircraft:**

1. The glider pilots will be billed the \$20 tow plane fuel rate per glider tow plus \$5 for glider maintenance per C-16 or C-17 glider flight. C-16 mission code is for Cadet glider pilot training.
2. The billing for C-16 and C17 mission codes will be in two components: N128CP fuel, and N2805H minor maintenance. The N128CP fuel component will be \$20 per flight. The N2805H minor maintenance will be \$5 per flight.
3. The \$12 times the number of A7 glider sorties deducted from the A20 mission shall be applied to the A7 check ride mission along with the total A7 tow hobbs-hours.

#### **For C-16 and/or C-17 Only Glider Activity Using CAP Tow Aircraft:**

4. The total C20 hours from N128CP's tow log will be divided by the total number of C-16 and C-17 flights from the glider log to get the number of tow plane tach hours per glider flight for that day. This is the **Glider Director of Operations** responsibility.
5. The established N128CP tow aircraft wet rate for the month shall be divided by the average tach time per glider tow to get the rate per glider tow.
6. The billing will be in two components: N128CP minor maintenance and N128CP fuel.

#### **For C-16 and/or C-17 Only Glider Activity Using Commercial Tows:**

1. If commercial tow is used, and the senior member pilots pay the tow operator directly, the senior member pilots will be billed for \$5 for N2805H for minor maintenance. This applies to cadets on C-16 cadet glider training flights.

**Glider Flat Rate Calculations:**

1. 0.25 hobbs-hrs per average tow = 0.2 tach-hrs per average tow
2. 10 gallons/hobbs-hr = 12 gallons/tach-hr
3. Tow Fuel Flat Rate = 12 g/tach-hr x 0.2 tach-hrs x monthly average cost per gallon.  
e.g. 12 g/tach-hr x 0.2 x \$4.50 /g for Sep 2007 = \$10.80; the current fuel flat rate is \$12.
4. Tow Maintenance Flat Rate = CAPR 173-3 rate for MT-7-235 / hr x 0.25 hobbs-hrs  
e.g. \$29 /hr x 0.25 hobbs-hrs = \$7.25; the current tow maintenance rate is \$8.
5. For C16 and C17 glider flights the tow aircraft uses A20 code on cadet orientation glider activities, and \$8 flat tow maintenance rate is added to the \$12 Tow Fuel Flat Rate and applied to reduce the A20 fuel claim by \$20 per glider flight.
6. The flat rates are set higher than average cost to insure that the direct tow costs are more than covered. The fuel flat rate is slightly high for A7 CAPF 5G check rides; however, the tow aircraft was ferried on an A20 code. The excess from the flat rate for A7, C16, and C17 tows are used to contribute to lower the tow aircraft ferry A20 fuel cost.