

## Oklahoma Wing Guidance for CAPF 99

Start with the current version of the CAF Form 99, (Jan 09).

Month / Year: Feb / 2009 (example)

Region / Wing: SWR / OK

All flights on this form released by (name): Full name with Rank & CAP ID #

Signature: Sign full name

Date: Date the flight happened Day / Month / year

N-Number: N817CP / N906CP / N9696L (example)

A/C Type: C-172P/S or C-182T

Est. Hours: Estimated Flight time for flight

Estimated Landing Time: Required if no flight plan filed. Be sure to annotate if Local or Zulu. Unless an FAA flight plan is filed and activated, the FRO is responsible for initiating missing aircraft procedures two hours after the estimated landing time if not notified the flight was safely concluded.

PIC / Passengers: Full name with Rank & CAP ID #. PIC on top

Mission Symbol: There should always be a mission symbol and the PIC and FRO should be in agreement. If using B-12 then a profile number is required, put this number in the route of flight box at the end in parentheses () i.e. (Profile # 4)

Mission / Sortie #: Entered mission number and WMIRS sortie number for "A", "M", or "1" (one) missions, i.e. 09-A-4397 / 44, 09-M-5050 / 01, 09-1-6053 / 02.

Actual Hrs: Self explanatory. Shall be the only box empty when release is giving.

Type FAA Flight Plan: FAA flight plan is required to be filed and activated for flight over 50 nm. If no flight plan filed, then an estimated landing time is required.

Route of Flight: Entered point of departure and arrival and any other info, If using B-12 mission symbol, then entered profile number at end in parentheses () i.e. (Profile # 4)

FRO Signature: Please sign your name in **every block**.

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FROs are required to fill out the CAPF 99 at the time of the flight release, complete with signature. The only blank space will be Actual Hrs. When you tell the pilot that “Your Released”, sign the form.

“No flights released” may be submitted on a current and completed filled out CAP Form 99 with a line drawn diagonal with the statement “No Flights Released” and a signature or submitted via e-mail with the following information. Name, Rank, Unit, Month & year it applies to, with the statement “NO Flights Released”.

This form is considered a legal document and shall be filled out completely typed, black or blue ink and readable.

These forms should be received at Wing or by the DO by the 5<sup>th</sup> of each month. Hand carried to Wing staff meeting is acceptable.

No OKWG Flight Release Officer will give a flight release to a Pilot in Command earlier than 24 hours prior to the time of intended flight.

Continuation training for FRO: Every FRO needs to complete the FRO online test at least once a year and submit an e-mail to D.O. with name, date of test, and certificate number. This requirement shall be completed by 30 June each year.

For missions with a full staff – Air Ops will enter the mission into WMIRS and get the sortie number

For small missions with only an IC – The IC will enter the mission into WMIRS and get the sortie number.

For orientation flights – The FRO will enter the mission into WMIRS unless it was agreed to that the PIC would do so prior to flight.

For all other flights the FRO will enter the mission into WMIRS unless it was agreed to that the PIC would do so prior to flight.

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Eduardo Angala, Lt Col, CAP  
OKWG/DO