



Nampa Composite Squadron  
Civil Air Patrol | RMR-ID-015  
121 Municipal Drive  
Nampa, Idaho 83687



1 October 2020

MEMORANDUM FOR NAMPALIFE & DISCOVERY  
FROM: CC  
SUBJECT: Use of Squadron Aircraft and Aircrew Training Qualifications

This memorandum is intended to outline the procedures and expectations for all member usage and training with any Nampa Squadron assigned aircraft. These procedures shall apply to any Civil Air Patrol asset assigned on a temporary or permanent basis to the Nampa Squadron and does not preclude any Civil Air Patrol regulations and requirements. While the following procedures may be amended from time to time, the goal is to promote a unified understanding of squadron procedures and best practices approach as well as adherence to, and promotion of, the Civil Air Patrol safety culture and qualification evaluation and standardization procedures.

#### **Qualification Courses:**

All qualification courses requiring classroom instruction, including but not limited to Mission Scanner, Mission Observer and Photography, must be scheduled through the chain of command. Any submitted qualification requests for classroom taught subject matters must be indicated on a Squadron Agenda, Squadron Attendance Roster or Squadron website calendar entry that includes a roster/sign up prior to validation of qualification.

#### **General Aircraft Access (Movement, G1000 practice, etc.):**

Contact Aircraft Maintenance Officer and/or Squadron Commander to notify of Squadron and Aircraft access.

All members accessing squadron aircraft shall complete entry on access log located in the squadron pilot locker. An example of said log is attached hereto as Schedule "1" for your reference.

#### **Aircraft Scheduling:**

All use of aircraft must be scheduled with a minimum of one (1) week notice. This shall include time in aircraft for familiarization outside of regular squadron meetings or any flight time. To schedule the aircraft, please use the following steps:

- a. Check WMIRS to confirm availability and, if necessary, mission funding.
- b. Contact Aircraft Maintenance Officer and/or Squadron Commander to request use.
- c. Once confirmation of availability is received from Aircraft Maintenance Officer or Squadron Commander, schedule flight into WMIRS per Civil Air Patrol regulations and requirements.

### **Aircraft Maintenance Responsibilities of PIC:**

1. Oil – On preflight, ensure the engine dip stick is indicating at least 5.5 quarts of oil. Note the level of the oil observed on the dipstick found during preflight in the AIF and how much you added next to that for your first sortie of the day. Example: “@5.0+1” for at 5 quarts on preflight and 1 quart was added.
2. If allowed, when flying an Air Force funded mission, purchase a quart of oil and put it in the cargo area, making sure we always have two quarts in the airplane. An additional two quarts should be kept in the pilot cabinet.
3. Do not remove the audio panel circuit breaker. The manufacturer does not want circuit breakers pulled on a regular basis – not even by the instructor during simulated emergencies. If you discover it has “popped” or is out, notify the Aircraft Maintenance Officer as soon as possible or before your flight.
4. Ensure that the aircraft is filled to 64+ gallons (above the bottom of the tank fill cylinder) and that the fuel quantity is reset on the G1000 for the next pilot to the amount in the aircraft. Also, put the fuel selector valve on one tank after shutdown.
5. Leave the beacon switch on and verify the other lights are turned off after shutdown. This ensures that, should the battery be left on, it will be discovered by someone outside of the aircraft.
6. Use Pledge and wipe down the leading edges of the wing, struts, and engine cowl as well as clean the windshield after each time you fly the aircraft.
7. Ensure the aircraft is properly secured; windows closed and latched, parking brake engaged, baggage door locked, and both pilot and passenger doors locked.

This should streamline the process for all members and create a better understanding for those members that join our squadron in the future. Your cooperation to the success of this squadron and advancement of qualifications is appreciated.

*Michelle Martin, 1st Lt.*

**Michelle Martin**  
Commander

