



**HEADQUARTERS KENTUCKY WING
CIVIL AIR PATROL**
Auxiliary of the United States Air Force
P.O. Box 4665
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18 December 2010

TO: Kentucky Wing Pilots, Aircrew Members, and Flight Release Officers

FROM: Director of Operations, Kentucky Wing

SUBJECT: Aircraft Flight Time Reporting Procedures

With the advent of WMIRS, it is possible to eliminate many of the paper records we have previously used. It also decreases the workload of entering and accounting for flight information. However, since there is no paper trail, it is critical that pilots enter information properly, accurately, and in a timely manner. Kentucky is consistently one of the best wings in the Nation in completing the process of accounting for flight time accurately and promptly. We need to maintain our diligence and attention to detail to live up to the reputation we've established. The new flight accounting procedures are as follows:

For All Flights:

- The PIC of every flight must obtain a flight release from an authorized FRO. Regulations require that the FRO only give a release to the PIC of the flight. The FRO should actually talk to the PIC prior to release. Crew members can not call for a flight release.
- The PIC during a Form-5/Form-91 check ride is, under most circumstances, the candidate taking the check ride. We treat our check rides same as FAA check rides and the candidate is the PIC even though he/she may not be qualified in the aircraft.
- All paperwork items, including checks for self-funded flights, are the responsibility of the PIC.
- For all flights, within 72 hours of its completion, the PIC shall enter all tach & Hobb times, fuel gallons and fuel cost into the appropriate sortie(s) in WMIRS, and close the flight by showing that it was completed successfully. If the sortie is not flown, the PIC shall cancel the sortie in WMIRS. It is the PIC's responsibility to make sure that his/her sortie is either gray or red by closing or cancelling it. The PIC shall also obtain a fuel receipt, mark it legibly with the date, aircraft tail number, mission number, and sortie number, scan it to a PDF file, and upload it to the appropriate sortie in WMIRS. Mission and sortie number markings may be handwritten or added electronically, as long as they are clear and legible. Date and tail number do not have to be added separately as long as they are legible on the original receipt.
- For self-funded flights, the PIC shall obtain a fuel receipt, mark it legibly with the date, tail number, mission, and sortie numbers and upload it to WMIRS. The PIC shall then complete a KYWG Form 94, attach the fuel receipt and a check for the correct amount, and mail the complete package to Wing Headquarters at the address on the Wing web site home page.
- The PIC may delegate the paperwork preparation to a crew member, but it is the PIC who is ultimately responsible for the accuracy and timeliness of entering information into WMIRS, preparing any required paperwork, and any payments due.
- PIC's need to report any Squawks to their FRO and the wing aircraft maintenance officer. PIC's should NOT enter squawks into WMIRS.



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For Check Rides:

- AF approved and funded renewal check rides may be available for qualified Mission Pilots, Check Pilots, and qualified aircraft custodians. New guidelines are set each year based on available training funds, so pilots should review the current Funded Check Ride Guidelines letter to determine whether a particular check ride is funded. ALL initial check rides are self funded.
- Only certain FRO's in the KY Wing are authorized to release funded Form-5 and Form-91 check rides. Check the Wing Stan/Eval Web Site under Pilot and FRO Authorizations for the Flight Release Officers authorized to release funded Form-5's and Form-91's.
- The PIC should make sure that "Form-5" or "Form-91" is written on the Aircraft Time Log regardless of the mission symbol. This simple notation is the only way we have of the keeping accurate track of all check rides given in our wing.

For B12 Flights:

- All B-12 Proficiency flights except Transportation Profile #4 may only be flown by qualified SAR/DR/CD mission pilots or properly supervised and qualified trainees (with a Qualified Mission Pilot aboard). Per CAPR 60-3 a qualified trainee is anyone who has completed all Prerequisites and Familiarization and Preparatory tasks for Mission Pilot and received Squadron Commander Approval for both.
- The transportation mission profile may be flown by qualified SAR/DR mission pilots or qualified Transport Mission Pilots.

For the Wing Commander,

George Stinson

George Stinson, Maj.

Director of Operations, Kentucky Wing