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**CIVIL AIR PATROL  
SENIOR MEMBER TRAINING PROGRAM  
SPECIALTY TRACK STUDY GUIDE**

**Flight Operations Officer**

**FOREWORD**

The Flight Operations Specialty is designed to assist those individuals who have selected operations, or specifically flight operations, as their field to progress from an entry level rating of technician to the highest level rating of Master Flight Operations Officer. This track is divided into three skill ratings: (1) Technician, (2) Senior Flight Operations, and (3) Master Flight Operations Officer.

a. **Technician.** Technician is the entry level and is designed to familiarize the individual with the basic CAP flight operations and to prepare him for training at any unit level.

b. **Senior Flight Operations Officer.** A Senior Flight Operations Officer should have a thorough knowledge and understanding of all areas of flight operations. He must be able to direct the flight operations at any unit level.

c. **Master Flight Operations Officer.** A Master Flight Operations Officer has extensive knowledge of all phases of flight operations. He must be able to direct the flight operations at any unit level. This is the final flight operations step designed to help the individual prepare for duties as an operations officer at any level of command.

Achievement of the above skill ratings is one of the criteria for promotion to CAP officer grades commensurate with individual qualifications and experience. Complete details are outlined in CAPR 35-5, "CAP Officer Appointments and Promotions."

## FLIGHT OPERATIONS OFFICER TRAINING GUIDE

### Technician Rating

**1. Position Description.** Performs duties as assigned by the unit operations officer. Responsible for the management of CAP aircraft and aircrews at any unit level.

**2. Objectives (Reference Source CAPR 60-1).** To develop an understanding of the flight management policies and procedures of CAP. These are to include the specific limitations as to who may fly or ride in CAP aircraft, how CAP aircraft may be flown, safety of flight operations, and the administrative procedures that govern the flight operations. To prepare an individual for entry into the Senior Flight Operations Officer level of training.

**3. Functions and Responsibilities (Reference Source CAPR 60-1).** Attainment of the Technician Level Flight Operations Officer training requires a complete familiarization of and proficiency in flight operations management at the squadron level and above.

#### a. Knowledge Requirements:

(1) Must meet the minimum requirements of a CAP pilot as described in CAPR 60-1.

(2) Be familiar with Federal Aviation Regulations Parts 61 and 91.

(3) Be familiar with the wing's flight management policies.

(4) Be familiar with CAP directives in the 50, 55, 60, and 62 series.

(5) Be thoroughly familiar and possess a working knowledge of CAPR 60-1.

#### b. Performance Requirements:

(1) Complete Level I, Senior Member Training Program.

(2) Attain 6 months experience.

(3) Display ability to perform assigned duties with minimum supervision.

(4) Read appropriate directives.

(5) Assist the operations officer to develop and implement supplemental and augmenting pro-

cedures for higher headquarters plans, programs, and directives (reference paragraph 3a(3) and (4).

(6) Assist in the establishment of squadron reporting procedures to determine the success of squadron flight operations programs.

(7) Assist the unit operations officer in the development of standard operating procedures for control and operation of unit aircraft.

(8) Assist in the development of the necessary flight operations policies and procedures to ensure safe mission accomplishment and to provide adequate guidance to the unit personnel involved.

(9) Help develop and implement accident prevention programs and reporting procedures.

(10) Issue required flight orders for the operations officer. Assure that the "Flight Release" records are completed as required by CAPR 60-1.

(11) Be familiar with the standardization and evaluation program of the individual squadron and wing.

(12) Establish continuing training programs to include, but not limited to, specific flight manual changes, review of the Federal Aviation Regulations, flight operations administrative policies and procedures, aircraft flight operations, local operating procedures, safety, etc.

(13) Be aware of the safety officer's responsibilities and be thoroughly familiar with the operations officer's policies and responsibilities toward the safety program.

(14) Be aware of the emergency services officer's responsibilities.

(15) Assist the unit commander, unit operations officer, and unit finance officer in the administration of flying expenses and payments.

**c. Additional Training Areas.** Complete review of FARs Parts 61 and 91; National Transportation Safety Board Part 830 (rules pertaining to aircraft accidents, incidents, overdue aircraft, and safety investigations); CAPMs 50-15 and 20-1; CAPRs 55-1, 55-10, 50-11, and 76-1; and CAP Forms 78, 79, 99, 101, and 107.

## FLIGHT OPERATIONS OFFICER TRAINING GUIDE

### Senior Rating

**1. Position Description.** The Senior Flight Operations Officer is a flight manager. He/she is responsible to the group or wing commander (if filling a group or wing staff position) for the overall management and control of aircrews, aircraft, and flight operations at that level of operations.

**2. Objectives.** To train an individual who is qualified to manage the flight operations at any unit level and to prepare him/her for training to be an operations officer.

**3. Functions and Responsibilities.** Attainment of the Senior Level Flight Operations Officer training requires a complete knowledge of and experience in flight operations and management at squadron level. It further requires that the individual be proficient in group or wing level flight operations management policies and procedures.

#### a. Knowledge Requirements:

(1) Completion of technician level training for flight operations officer.

(2) Must be thoroughly familiar with all Federal Aviation Regulations governing flying operations of CAP aircraft.

(3) Must be thoroughly familiar with the region and wing flight management policies.

(4) Must be thoroughly familiar and have working knowledge of CAP directives in the 50, 55, 60, and 62 series.

(5) Must have detailed working knowledge of CAPR 60-1.

#### b. Performance Requirements:

(1) Complete Level II, Senior Member Training Program.

(2) Be familiar with governing directives.

(3) Display ability to perform assigned duties without supervision.

(4) Attain 1 year experience.

(5) Must be able to assist the unit operations

officer in the development of plans, programs, and directives to govern the unit or operations and to augment or supplement higher headquarters plans, programs, and directives.

(6) Must be able to assist in the establishment of unit reporting procedures to determine the success of squadron flight operations programs.

(7) Must have a thorough knowledge of the emergency services operation at any unit level.

(8) Must become thoroughly familiar with the CAP standardization and evaluation program.

(9) Must be thoroughly familiar with the accident prevention programs and reporting procedures and the responsibilities of the flying safety officer.

(10) Must be able to project and control situations to avoid unexpected safety risks involving flight operations.

(11) Must be able to evaluate the flight operations of his/her unit and the units assigned to the group or wing.

(12) Must be thoroughly familiar and have an excellent working knowledge of all flight training programs of the CAP, i.e., flying clinics, FAA flight instructor seminars, air mobility exercises, etc. (Reference CAPR 50-11, CAPR 55-10, CAPR 60-1, CAPM 50-15.)

(13) Must develop the ability to manage rather than operate the flight operations activities. This includes the administrative procedures required in the flying activities, i.e., flight clinic requests, reports, and financial accounting in accordance with CAPR 50-11; AME requests record keeping, and reporting in accordance with CAPR 55-10.

(14) An understanding of the CAP insurance program is necessary.

(15) Upgrade to CFI is recommended.

**c. Additional Training Areas.** Continued review of FARs Parts 61 and 91; National Transportation Safety Board Part 830 (rules pertaining to aircraft accidents, incidents, overdue aircraft, and safety investigations); CAPMs 50-15 and 20-1; CAPRs 55-1, 55-10, 50-11, and 76-1; and CAP Forms 78, 79, 99, 101, and 107.

## FLIGHT OPERATIONS OFFICER TRAINING GUIDE

### Master Rating

**1. Position Description.** Qualified to perform the duties of any unit level flight operations upon completion of this level of training. Responsible for management of the entire flight operations program.

**2. Objectives.** To develop the overall flight operations program within his/her unit of command and to supervise the flight operations of subordinate units. Develop a complete and thorough knowledge of all aspects of flight operations to enable the individual to efficiently, effectively, and safely manage the flight operations of an entire region, if required.

**3. Functions and Responsibilities.** Attainment of master level flight operations officer requires extensive knowledge of and experience in the flight operations officer staff position. This position is primarily management. It is desired but not required that the individual hold a certified flight instructor's certificate.

#### a. Knowledge Requirements:

- (1) Must have completed senior flight operations officer training.
- (2) Must be extensively knowledgeable of all of the requirements for senior and technician level training.
- (3) Must have extensive knowledge of CAPR 60-1, FARs Parts 61 and 91.
- (4) Must have extensive knowledge of all CAP directives in the 50, 55, 60 and 62 series.
- (5) Must have experience as a flight operations officer.

(6) Must have working knowledge of the emergency services and standardization/evaluation programs of CAP.

#### b. Performance Requirements:

(1) Complete Level III, Senior Member Training Program.

(2) Display knowledge of governing directives.

(3) Display ability to perform assigned duties under all conditions.

(4) Attain 2 years experience.

(5) Must be able to develop an entire unit flight operations program to include but not limited to training, administrative management, accident prevention, maintenance evaluation, financial policy (cost of aircraft), reporting procedures, etc.

(6) Must function primarily as manager and not operator. Leadership is of the utmost importance.

(7) Must be able to evaluate performance and advise the unit operations officer and commander as to ways and means to correct deficiencies in flight operations of individual unit level of command as well as subordinate levels of command.

**c. Additional Training Areas.** Continued review of FARs Parts 61 and 91; National Transportation Safety Board Part 830 (rules pertaining to an aircraft accidents, incidents, overdue aircraft, and safety investigations); CAPMs 50-15 and 20-1; CAPRs 55-1, 55-10, 50-11, and 76-1; and CAP Forms 78, 79, 99, 101 and 107.