



**HEADQUARTERS  
FLORIDA WING CIVIL AIR PATROL  
United States Air Force Auxiliary  
2700 Eagle Staff Court  
MacDill AFB, FL 33621-5208**

Tuesday, October 08, 2002

MEMORANDUM FOR: ALL UNITS WITH ASSIGNED CORPORATE AIRCRAFT

FROM: FLWG/CC

SUBJECT: 24/7/365 Aircrew Duty Roster for Units with Corporate Aircraft

1. This policy statement is to be implemented in order to ensure Florida Wing's ability to prosecute all assigned emergency services tasking pursuant to the Statement of Work for the Civil Air Patrol with the United States Air Force.
2. As of 01 October 2002 all units assigned a corporate aircraft must have an aircrew duty roster assigning responsibility for SAR/DR response 24 hours a day, every day. This roster will be placed on the emergency services web page for easy access and reference by all. The goal of the policy is to have the aircraft airborne within one hour of the alert.
3. This aircrew duty roster will be communicated to the Florida Wing Chief of Staff (e-mail address is [brockmanzoo47@hotmail.com](mailto:brockmanzoo47@hotmail.com)) through appropriate channels (i.e.: A squadron would submit their roster to their respective Group, the Group would compile the information into one report to be submitted to the Wing as outlined.).
4. Group Commanders are responsible for the timely submittal of the initial aircrew duty roster as outlined in this memorandum as well as any subsequent updated submittals as applicable.
5. The initial submittal of this aircrew duty roster must be received no later than 1700L on 30 October 2002.
6. The details of this aircrew duty roster are left up to the groups and squadrons in that some may wish to have daily schedules, some weekly, or split the day and night portions of the day. Groups and squadrons may use any qualified mission pilot within their areas to fill this schedule, including Wing or Region staff who may wish to participate. Rosters should indicate first up crew and a back up.
7. From time to time, this roster may change. If there is a change, a new aircrew duty roster will be submitted to the Wing as outlined in paragraph 3 above.
8. Units are expected to follow their aircrew duty roster and to respond to tasking for missions when called. Failure to respond when notified of a mission will be noted by the incident commander and sent forward to the Wing level for appropriate recordation and/or action.

9. A fundamental component for successful compliance with this directive will be due attention to the status of currency with regards to CAPF 5, CAPF 91, medical certificates, IFR checks, night proficiency, and 101 cards for our mission rated pilots. Each group will be responsible for tracking said currency. Each group will also be responsible for the communication of such to the Florida Wing on a monthly basis. The provided currency information will then be compiled at the wing level and placed on the operations web page for easy access and reference. If there are no changes in the prior month's submittal, a simple e-mail stating such will suffice.

10. Each group will also be responsible for the currency of mission rated pilots, as outlined in 9 above, at least three months prior to the expiration of the document or proficiency requirement in question.

11. SAR/DR mission pilots are required to maintain night currency and proficiency. Personnel who are not able to fly at night will make their status known to the Incident Commander when tasked. SAR/DR mission pilots will keep their commander and their respective emergency services officer informed of their night currency and proficiency on a constant basis. Commanders are responsible for communicating such to the wing level as outlined in 7 above. Pilots who are not night current should NOT be on an aircrew duty roster as PIC unless it is for a period of time that will not encroach on night flight as defined by the FAR's. Night currency will not be accomplished during a Category "A" mission (defined as A1, A2, A3, A4, A5, A6, A7 missions pursuant to CAPR 60-1).

12. SAR/DR mission pilots are expected to cooperate with the spirit of this memorandum. Unit Commanders will submit (as outlined in paragraph 3) the names of those SAR/DR mission pilots who are not able to commit to a slot on the unit's aircrew duty roster. The stated reason for the inability to commit will also be included. The Florida Wing Chief of Staff will in turn provide this information to the Florida Wing Emergency Services Directorate for review and/or appropriate action.

13. The successful compliance with this policy memorandum by all will be a key component of having a corporate aircraft assigned to your unit. Likewise, non-compliance will be a key component of not having a corporate aircraft assigned to your unit.

14. Please review the attached policy. Compliance with this policy must to be swift and professional in order to ensure our continued effectiveness as outlined by the Statement of Work for the Civil Air Patrol with the United States Air Force.

/signed/  
MATTHEW R. SHARKEY, Colonel, CAP  
Florida Wing Commander