



**HEADQUARTERS CALIFORNIA WING
CIVIL AIR PATROL**
UNITED STATES AIR FORCE AUXILIARY
PO Box 7688
Van Nuys, California 91409-7688
818.989.8100 - fax 818.989.8108



22 June 2024

MEMORANDUM FOR RECORD

FROM: CAWG/CC

SUBJECT: Nondirective Publication Disclaimer – CAWGP 60-3(I)-3

1. Attached to this memorandum is California Wing Pamphlet 60-3(I)-3. This pamphlet is a nondirective publication, as that term is defined on page 18 of CAPR 1-2.
2. Compliance with this pamphlet is not mandatory. Any requirements or procedures explained in this pamphlet are either directed by other, directive publications or are provided as suggested methods, techniques, and/or best practices.
3. To the extent that the requirements or procedures explained in this pamphlet exceed the requirements and procedures directed by Civil Air Patrol, Pacific Region, or California Wing directive publications or by applicable law, a failure to comply with the requirements or procedures explained in this pamphlet shall not constitute a discrepancy for purposes of a Compliance Inspection or Subordinate Unit Inspection, nor shall they be grounds for termination of membership under CAPR 35-3.
4. Any directive language used in this pamphlet to describe a requirement or procedure which exceeds the requirements and procedures directed by Civil Air Patrol, Pacific Region, or California Wing directive publications or by applicable law, shall be interpreted as nondirective.

A handwritten signature in blue ink, appearing to read "C. E. Newton".

CRAIG E. NEWTON, Col, CAP
Commander

Attachment:
CAWGP 60-3(I)-3, 22 Jun 24

California Wing Pamphlet 60-3(I)-3

Overdue Aircraft Decision Guide

22 June 2024

OPR: DO



1. Purpose. In the course of operations aircraft could become overdue. The purpose of this pamphlet is to provide AOBD base staff, or FRO with a procedure to follow when trying to locate an overdue CAP aircraft.

2. Discussion. It is imperative that AOBDs know the location and status of aircrews in their respective Division/Group at all times. Generally, aircrews are required to report to the communications unit status and location every 30 minutes via an “ops normal” report. Should an aircrew miss an “ops normal” report they should be considered overdue. AOBDs should then initiate these actions to locate the aircrew.

3. Actions. These actions should be followed if an aircrew is overdue. Overdue being defined as: Missing one ops normal call, and failure to establish normal communications. Attempt to locate the aircraft by:

3.1. Checking with communications to find out if there is an update on aircrew status.

3.2. Trying to contact the crew through the communications unit to restore contact.

3.3. Contacting Highbird (if in use) to determine their last contact with and location of overdue aircraft.

3.4. If unsuccessful trying to contact the aircrew through another aircrew to reestablish contact.

3.5. Accessing TRACS and try to locate the aircraft (this doesn't replace establishing radio contact, but it will provide valuable information).

3.6. Performing a ramp check to see if they have already landed and shutdown.

3.7. Listening to the airport frequency to determine if they are on the airport tower, ground frequency or common traffic advisory frequency (CTAF).

3.8. If there is an ATC control tower at the airport try calling them and see if they have heard from the aircrew.

3.9. Finding out from Communications when their last contact was with the crew and a location.

3.10. Notifying the Operations Section Chief (OSC) and/or the Incident Commander (IC) of the situation and what actions have been completed and the next steps.

3.11. Reassigning the nearest aircrew to try and contact the overdue crew and fly to the missing aircrew's last known position.

3.12. Reassign another aircrew to do ramp checks at the airports nearest to the missing aircrews assigned grid or the sortie objective location (e.g. image targets).

4. Unlocated aircraft. These actions should be followed if an aircrew cannot be located with the procedures listed above in paragraph 3.

4.1. After 20 minutes of no contact suspend primary operation and recall all aircraft not currently assigned to missing CAP aircrew.

4.2. After 30 minutes notify Wing ES Director, Operations Director, or Wing Commander.