Section 1

Organization Charts
Operations and Maintenance
Uniforms
Tour Procedures
Travel Policy and Expense Reimbursement,
Mission Tour Director
Public Tour Procedures
Elected Unit Staff

Staff Officers are elected by the general wing membership for 2 year terms of service. Elections are staggered to ensure experienced staff at all times.

Wing Leader
Don Price

- Executive Officer: Bud Bearce
- Operations Officer: Pat Elliott
- Adjutant: Rex McLain
- Finance Officer: Craig Langnes
- Maintenance Officer: Jed Doggett
- Safety Officer: John Alkire
Elected Staff Officers appoint varies wing members to fill positions for which they are qualified, serving a valuable service to the Wing. Appointed positions are not defined for a specified time period. The appointment lasts as long as needed or as long as the Elected Staff determine it is good for the Wing.
CAF AIRCRAFT OPERATIONAL CHAIN-of-COMMAND
(CAF Unit Manual)

* Air Mission Commander will only be designated when the Operations Officer is not physically present and there is more than one PIC present for duty.

All other Assigned Crew Members
SIC, FE, Mission Tour Director, PX Rep,
Loadmasters, Ride-Coordinator, Scanners
Maintenance Colonels
and additional crew members.
GULF COAST WING  
B-17 Texas Raiders Operations Chart

WING LEADER  
COL Don Price

Operations Officer  
COL Pat Elliott

Stinson Ops. Mgr.  
COL David Carr

GCW Elected Staff

Rides Coordinator  
COL Jane Turk

Mission Tour Director  
(as assigned)

Tour Planning Director  
COL John Alkire
WING ORGANIZATION, NEWS & MEETINGS

Elected Officers (serving 2-year terms)

Wing Leader  COL Don Price  don_price56@hotmail.com
Executive Officer  COL Bud Bearce  k5ju@att.net
Operations Officer  COL Pat Elliott  pelliotts@hughes.net
Wing Finance Officer  COL Craig Langnes  craig.langnes@sbcglobal.net
Safety Officer  COL John Alkire  Jdalkire1@gmail.com
Maintenance Officer  COL Jed Doggett  Doggett.jack@gmail.com
Adjutant  COL Rex McClain  breitlingsteeler@hotmail.com

Appointed Officers (appointed by Wing Staff)

PX Officer  COL Vicki Thomas  vthomas4@comcast.net
Supply Officer  COL Lee Brown  lebro29@yahoo.com
Deputy Maintenance Officer
Deputy Supply Officer  COL “Doc” Hecker  tcflyingdoc@yahoo.com
Deputy Safety Officer  COL Joe Duncan
Recruitment & retention  COL Rick Thomas  rethrst@comcast.net
Morale Officer
Development Officer  COL “Doc” Hecker  tcflyingdoc@yahoo.com
Web Master
Wing Historian  COL Chris Ebdon  ebdon@av8pix.com
Public Information Officer
Cadet Coordinator

Wing Staff Meetings are held on the 2nd Saturday of each month in the Wing hangar office. Resolutions, agenda items, suggestions and/or comments regarding Wing matters should be submitted to the wing leader and staff members prior to meeting dates.

GCW General Meetings are held on the same date (2nd Saturday) as the Wing Staff Meetings, and follow the Staff meeting. Locations and dates will be announced monthly (via the Wing newsletter) and are held at the Wing hangar.

The GCW Newsletter, COWL FLAPS, is published monthly by the Col’s. Beverley Brown, Kathleen Hanna & Jeff Brown. Newsletter articles should be forwarded by mail or e-mailed to COL Jeff Brown:
   5100 Inverness Drive
B-17 Operational Updates are generated by the Operations Officer mainly through e-mail since this medium is most expeditious. If you have not provided your email address to the Adjutant for the Wing roster, please do so soon.

Wing Dues are renewed annually and due by the end of February to ensure entry into the membership roster. Gulf Coast Wing membership is currently $50, requiring you to be a paid member of the CAF. Persons who are not current in Wing dues and CAF dues will not be able to serve in crew positions on Texas Raiders.

B-17 FLYING OPERATIONS

B-17 Flying Operations are governed by the following Publications:

CAF Unit Manual
CAF Finance Guide
CAFR 60 Chapter 1  Procedures for Flight Operations
CAFR 60 Chapter 2  Procedures for Flight Evaluation Boards & Aircrew Qualifications
CAFR 60 Chapter 3  Carrying of Passengers for Compensation
EXEMPTION to FAR 91; 6802  Carrying of Passengers for Compensation

B-17 MAINTENANCE

B-17 maintenance is conducted under the authority and responsibility of the GCW Maintenance Officer. The Applicable CAF Publications are:

CAFR 66 - 1  Aircraft Maintenance Policies & Procedures
CAF  Required Reports
FAR 91  Maintenance
B-17  Maintenance Program  (Shared with Sentimental Journey)
FLIGHT SUITS, CREW PATCHES and OTHER CAF/GCW ATTIRE

Crewmember patches are purchased from the GCW PX and are never to be sold or given to non-CAF, non-GCW members. Sanctioned CAF name tags may be ordered from the CAF Headquarters Gift Shop.

Flight Suit:
Reference CAFR 60-1, paragraph 11.
The standard flight suit required for essential flight crew members at all times while performing the duties of a CAF aircraft essential flight crew member on all CAF flights shall be Desert Tan and configured in accordance with guidelines available through the CAF Headquarters Gift Shop (reference the CAF “Members Only” website).

Non-essential crew members may wear the flight suit of their choice. However all flight suits should be “nomex”, or an equivalent fire retardant fabric.

“Essential Flight Crew” are defined as:
✓ Pilot & Co-pilot,
✓ Engineer / Crew Chief
✓ Loadmaster

There are four patches approved for the new Desert Tan flight suits: The American Flag on the left shoulder with the blue star field facing forward, the CAF National Shield on the right shoulder, a name tag with CAF wings over the the left breast and a Unit patch of your choice over the right breast. In the spirit of maintaining a "look of uniformity" no other patches are approved for the back or any other locations on the Desert Tan flight suits. Your first Desert Tan flight suit is being provided by the CAF for essential flight crew members flying CAF aircraft and patches from other organizations, or ANY political patches are not appropriate.

Placement of patches described below are referring to the flight suit.

AMERICAN FLAG:

The American flag shoulder insignia should be worn on the left shoulder (preferred location) with the blue field forward and the strips to the rear. The flags are either sewn on, or attached with Velcro. Approximate size should be 3 1/2” x 2”.

SHOULDER INSIGNIA - SILVER FALCONS:
The shoulder insignia are embroidered silver falcons on a black background. These shall be sewn to the shoulder epaulets. These may be ordered from the Gulf Coast Wing PX.

NAME TAGS:
Name tags are to be worn over the left breast pocket (velcro should be present on the flight suit). Name tags are available in brown leather with gold lettering or black leather with silver lettering. Name tags are available on-line from the CAF Headquarters Gift Shop.
NOTE: Please be sure to enter the name exactly as you wish for it to be spelled on the checkout page of the order form. Name tags are custom ordered, and require 4-6 weeks for delivery. There are several different type of wing configurations available including Regular Member, Life Member Wings and Sponsor Wings.

**NATIONAL CAF FLIGHT PATCH:**

The national CAF Flight Patch (also referred to as the CAF Shield Patch) should be worn on the right shoulder (or opposite shoulder of the American flag). These are available through the CAF Headquarters Gift Shop.

**UNIT/WING PATCHES:**
The Wing patches are usually worn on the front of the flight suit. One can be worn on the right breast pocket area (opposite the name tag) and then one can be worn below the name tag. The patches worn are at the individual member’s discretion, but usually the GCW “Triangle L” patch is worn opposite the name tag. Other patches may be worn on the flight suit at the individual’s discretion, appropriate to the CAF/GCW mission and should be in good taste. These may be ordered from the Gulf Coast Wing PX. Examples are:

![Patches Example]

**INSIGNIA ON BACK OF FLIGHT SUIT:**
Patches on the back of the flight suit are not encouraged (discretionary), but if worn should be appropriate to the CAF/GCW mission and in good taste.

All CAF patches should say Commemorative Air Force (not Confederate Air Force). Flight suits are available from a number of sources including surplus stores and on-line surplus and aviation suppliers. E-bay will also have a listing for the flight suits

**OTHER GULF COAST WING ATTIRE:**

When not in flight suits, but involved in a Gulf Coast Wing, or CAF activities the following are considered appropriate attire.

1. GCW “B-17 Flight Crew” red polo shirt with CAF and Texas Raiders logos. These are available from the GCW PX. These shirts usually have the individuals name embroidered on them (by the individual). These shirts are worn with black slacks (or shorts during the summer).
Embroidery source: EmbroidMe, 18508 Kuykendahl RD., Spring, TX. 77379 (this is the S/E corner of Kuykendahl and Louetta, just south of the Kroger store). Phone 281-651-1980; website http://www.embroidme-springtx.com

2. CAF uniform shirts, navy blue; short or long sleeve. These are ordered through the CAF Headquarters Gift Shop and can be ordered with your name and GCW embroidered on them. The navy blue shirts are worn with khaki slacks.

3. There are several polo type shirts with the CAF logo on them available from the CAF Headquarters Gift Shop.

4. Covers:
   A. Ball caps (appropriate to the CAF/GCW mission)
   B. WW II style “crush caps”

Uniforms do not have rigid requirements, but should be worn as generally described above and in such a manner that presents a professional and consistent image to the public.
B-17 TOUR OPERATIONAL PROCEDURES
And
CREW ASSIGNMENTS

A. DEFINITIONS
1. **ACTIVE MEMBER:** Must be a member in good standing in the CAF and Gulf Coast Wing. Must attend GCW wing and crew meetings on a regular basis and must be an active participant in either maintenance, PX, Finance, flight operations, fundraising or supply or serve as an elected GCW staff member.
2. **INACTIVE MEMBER:** Member in good standing who does not meet the above criteria.
3. **SPONSOR:** TEXAS RAIDERS (TR) Sponsor as noted below:
   - Full Flying Sponsor: $3500
   - Restoration Sponsor: $1750
   - Supporting Sponsor: $350
4. **ESSENTIAL CREW:** Pilots, Flight Engineers, Loadmaster and any other persons (this could include news media, “payback” rides to individuals or companies who have made significant contributions to TR) required to accomplish the mission. This includes also, 3 or 4 seats for “Maintenance Colonels” on missions away from base and 1 seat for PX, if the PX is transported on board for the assigned mission. If revenue rides are planned on the mission, 1 seat will be designated for a Rides Coordinator.

B. CREW ASSIGNMENT PRIORITIES
1. Essential Crew
2. Active Full Flying Sponsors
3. Active Members
4. Inactive Full Flying Sponsors
5. Inactive Members
6. Other CAF Members
7. Non Members

Note: Full Flying Sponsors are given assignment priority within each category (active or inactive status) as per the CAF Unit Manual issued by Headquarters, CAF.

C. ASSIGNMENT RULES
The operational objective of tour assignments will be to fairly rotate as many active B-17 crew members into the flying tour schedule as possible.
1. Once a crew member flies an operational mission, their recent trip will be taken into account before being assigned to a subsequent mission ahead of an active member who has yet to fly.
2. Normally, crew assignments for preplanned missions are “set” no later than 30-days prior to the mission. Longer duration missions (1 week or longer) will require the crew assignments to be set further in advance.
3. Exceptions to the above policy (30-day rule) may be made by the B-17 Operations Officer in extenuating circumstances.
4. Pilots and Flight Engineer assignments are scheduled through the B-17
“Operations Officer.

5. “Maintenance Colonels” (3 or 4) for away-from-base missions will be scheduled by the B-17 Maintenance Officer.

6. When PX is carried/transported on the away-from-base mission, the PX crewmember will be scheduled by the PX Officer.

7. All other crew member assignments including the Rides Coordinator are scheduled through the B-17 Mission Tour Director.

8. On short-notice, unscheduled missions, all crew assignments will be made by the B-17 Operations Officer or Air Mission Commander.

9. The annual “AIRSHO” at Midland and WOH Air-show crew assignments will be scheduled through the B-17 Operations Officer. Flight-time contributions during the season will be considered in these assignments.

D. REPORTING FOR MISSION

1. The mission report time will be a minimum one-hour prior to take off. The B-17 Operations Officer will distribute an operational update via email prior to the mission, listing crew members, destination and tour objectives.

2. All crew members must be present and in Nomex, for flight briefing. The Mission Tour Director should ensure that all essential supplies, PX and Tour/Revenue Rides supplies are on board the aircraft.

3. Essential crew members must prepare the aircraft for loading and pre-flight.

4. The Mission Aircraft Commander should brief all crew members of the arrival schedule prior to boarding the aircraft.

E. FLIGHT ARRIVAL

1. Upon arrival, each crew member should be prepared for attending to the parking, chocking and aircraft set-up. If the mission schedule permits, the aircraft should be wiped-down of excess oil upon engine shut-down and parking.

2. Crew members should be prepared (according to mission brief) to unload supplies, set-up tour pylons, or assist in the revenue-ride process.

F. TOUR SCHEDULE RESPONSIBILITIES

1. The Mission Tour Director should advise crew members each evening of the following day’s schedule (ie. Air-show-flying, revenue rides, A/C tour-schedule, breaks & lunch times, etc.

2. All crew members must report for transportation to/from the airport at assigned/briefed time each day. Crew members who fail to arrive on time for such transportation will be responsible to find other transportation on their own, or at their own expense.

3. The B-17 Operations Officer maintains the right to refuse crew assignment on future tours to any crew member who fails to share in work-assignments, or presents themselves in a disorderly, inebriated or rude fashion in public view, or is unsafe, verbally abusive to fellow crew members and/or the public, or uses profanity in a public environment.

G. FLIGHT RETURN TO Tomball Jet Center (Spring, TX)
1. Prior to departure from the mission base, a designated crew member should contact the B-17 Maintenance Officer, Executive Officer or other designated wing member to advise of flight-time arrival.

2. Upon arrival, all crew members should assist in unloading the aircraft and wiping down the aircraft.

3. The aircraft should be chocked and locked before leaving the arrival ramp or placed/towed into the hangar.

4. The Mission Tour Director will be responsible for the completion of the Tour Report. The PX Officer (or PX-Designee) is responsible for the completion of the PX Report with the Mission Tour Director’s verification of said report. The Mission Tour Director will ensure that all monies have been counted, witnessed and secured.

5. Revenue Ride monies (as well as PX monies) must be deposited locally in the Wing Account Bank or converted to a cashier’s check, money-order or similar financial instrument for mailing to the GCW Finance Officer.
GULF COAST WING B-17 TRAVEL POLICY

SCOPE: The intent of this policy is to detail the travel expenses directly related to the operation of the B-17 TEXAS RAIDERS (TR). It has been reviewed and approved by the Wing Staff and thereby included in this manual for your information and referral.

GENERAL: When traveling on tour with “TR”, Lodging (double occupancy) and Local Transportation will normally be provided. Any other expenses are the responsibility of the individual Crewmember. It is our intent to negotiate as many complementary lodging and transportation arrangements into our signed agreements, as possible.

EXCEPTION: On occasion, a “TR” mission will be posted for assignment which requires crewmembers to pay a certain amount or portion of lodging and/or transportation expenses. This will be noted when the mission is posted for assignment “bid”.

COMMERCIAL TRAVEL: All travel to-from “TR” on tour will be the responsibility of the crewmember concerned, unless other arrangements have been authorized in advance by the Bomber Operations Officer.

SPECIAL SHOWS: The Annual CAF HQS Show in Midland and the “Wings Over Houston” show are both considered “All Hands” events. No expenses or reimbursements for crewmembers will be paid at these events.

ADVANCE PLANNING: When it becomes necessary for a crew member to join the tour at a specific tour-stop, and at the request of the Bomber Operations Officer, as much advance notice will be given to allow the best opportunity to purchase airline tickets at a discount. In some cases, space-available airline passes or “buddy-passes” may be advantageous to keep costs at a minimum. Please contact the Bomber Operations Officer to canvas the membership regarding this opportunity, as several of our members are either active or retired airline employees.

RECEIPTS and ACCOUNTABILITY All requests for reimbursement for approved expenses must be submitted within 30 days of the event, with receipts (original copy). No receipts – No reimbursement.
CHECK / REIMBURSEMENT REQUEST FORM

Make check payable to:

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TOTAL

SUBMIT TO:
CAF Gulf Coast Wing
28306 Parkerton Lane  Spring, TX  77386
Phone: 832-928-7817  Fax:  
Craig.langnes@sbcglobal.net
MISSION TOUR DIRECTOR RESPONSIBILITIES

To qualify for assignment as a Mission Tour Director, the candidate must be a seasoned CAF and Wing member in good standing, have successfully completed the B-17 Ground School, have a working knowledge of the Tour and Revenue Rides process and be familiar with the CAF organizational structure and mission. The Mission Tour Director will be assigned by the B-17 Operations Officer prior to each mission and will have the following responsibilities:

Primary Responsibilities
- FBO and Event Coordinator contact for aircraft parking and facilities.
- Secures and distributes event tickets/armbands or lanyard-IDs to crew.
- Conducts daily pre and post activity briefing with crew.
- Coordinate with PIC, PX and Revenue Rides Coordinator regarding the timetable planned for the event or air show.
- Serves as the representative for ground transportation, lodging arrangements and payment coordinator.
- Oversees tour set-up, traffic-cone and line placement as per B-17 Ops procedure and event coordinator requirements.
- Liaison for banking and post-office functions.
- Liaison for other supply purchases.
- Responsible for money management documents and payments.
- Ensures accuracy and completion of PX Financial Report and Tours & Rides Reports.
- Collects appearance fees and other financial commitment fees.
- Serves as liaison to air show coordinator for special arrangement flights.
- Appoints and oversees tour reporting crew and money count/witness.

Secondary Responsibilities
- Assist ground crew personnel as needed.
- Ensures safe crew rotation and meal breaks arrangements.
- Is responsible for securing water supply for crew members.
- Arrange additional help/support (manpower) for ground crew as needed.
- Recognize CAF new membership opportunities and assist in recruiting.

During Irregular Operations
If, during the tour, irregularities (such as airport closures, diversions to alternate airports, and loss of crew member due to illness) occur, the Mission Tour Director should contact the B-17 Operations Officer regarding deviations and alternate plans for the mission.
PUBLIC TOUR PROCEDURES

A. GENERAL
To provide a safe and secure aircraft touring environment, the GCW requires that traffic cones/pylons be roped around the aircraft before permitting public tours.

1. Exterior Preparation
   Rope off aircraft with entry at nose
   Ladder in place at nose hatch
   Bomb bay doors open
   WWII music on (Optional)
   Donations-Bomb and Info-Sandwich Board at entry (Optional)
   Handouts ready at front entry
   Seed-money received from Mission Tour Director
   Exit signs over aft exit door
   Warning flags on lower radio wire antenna
   Tour price signs up (Optional)
   Remove pitot and top turret covers

2. Interior Preparation
   Remove Norden Bomb Sight cover
   Rope off pilots seats, install signs
   Secure all loose cargo and equipment
   Police the plane; remove all garbage off aircraft

3. Crew Rotation & Tour Money Disposition
   Relieve crew (out of hot sun) at a maximum, every 2-hours
   Stay hydrated; drink plenty of water and Gatorade
   Return tour seed money to Mission Tour Director
   Deposit $100 increments into TOURS pouch (found in TOUR Briefcase located near PX table)
TOUR TRAFFIC-CONE & LINE SET-UP

PX Table normally set-up under right wing, accessible to both interior as well as exterior patrons.

SAFETY is critical in tour procedures. No Smoking will ever be permitted around the aircraft at any time! Place a step at the rear/exit of the aircraft and if manpower permits, rotate a crew member at the back door to ensure safe exits. Always position a crew member at the entry-ladder area of the aircraft.

PROFESSIONAL IMAGE will help the public understand our mission. The mission Tour Director will advise the uniform for the tour. This image will assist the public in seeking the appropriate member(s) for answering questions, joining the organization or making a donation.

GATE ENTRANCE is positioned at the forward nose-area of the aircraft. Rotation of crew members is critical to ensure that no one member becomes over-heated, dehydrated or tired. This position requires collection of money, and distributing informational folders to the public. You will start the tour with “seed” money (usually $50) and when collection of monies exceeds $100, see that this money is deposited into the TOUR money pouch, found in the TOUR BRIEFCASE.