

NATIONAL HEADQUARTERS CIVIL AIR PATROL



CAP REGULATION 60-1

20 FEBRUARY 2008

Operations

CAP FLIGHT MANAGEMENT

This regulation prescribes the responsibilities of all Civil Air Patrol (CAP) personnel as applicable to the control and management of CAP flying programs, aircraft, and aircrews. Federal Aviation Administration (FAA) requirements are minimum standards, however, in some instances CAP has established higher standards than FAA minimums. The objective of this regulation is to encourage safety, promote effective and efficient management, establish standardization, and provide effective supervision for CAP flying activities. The practices, procedures, and standards prescribed in this regulation are mandatory. Suggestions for modification and improvement of the CAP flight management program should be forwarded through the chain of command to NHQ CAP/DO. **Note: Shaded areas identify new or revised material.**

SUMMARY OF CHANGES. Adds spins to prohibited uses of CAP aircraft. Clarifies that the National Board has stipulated that senior member student pilot instruction can only be approved in geographic areas where commercial facilities/training are not available. AFJROTC cadets added as authorized passengers. Flying privileges suspension paragraph updated. Assessment for damage to CAP corporate aircraft paragraph updated. Operational Requirements updated for flight with cadets subsequent to major maintenance. Need for commercial certificate and class II medical for AFROTC/AFJROTC orientation flights deleted. FAA instrument check good for within 180 days of Fm 5. Add-on rating authorized. FRO items updated. Attachment 1, Statement of Understanding, updated. Attachment 2 updated for AFROTC/AFJROTC. Attachment 9 sorties authorized "A" mission status with appropriate approvals. Attachment 10 updated.

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CHAPTER 1 – GENERAL INFORMATION

1-1. Purpose and Scope. This regulation prescribes national standardization for the CAP flight management program.

1-2. Responsibilities. All commanders and members are responsible for strict enforcement and compliance with the provisions of this regulation as well as the management of risks associated with flight and mission accomplishment. The authorization to operate CAP aircraft is a privilege, not a right. Waiver requests to this regulation must come from the wing commander and have the region commander's concurrence before the request is submitted to NHQ.

1-3. Supplements and/or Operating Instructions. No unit below wing level may issue supplements or operating instructions (OIs) to this regulation (except the Congressional Squadron).

a. Supplements, OIs, or policy letters must be consistent with the intent of national guidance and cannot reduce the requirements of this regulation. Supplements, OIs, or policy letters should deal with region, wing, or local issues. Guidance that has national implications should be submitted as an agenda item for National Board/National Executive Committee review and approval.

b. Proposed supplements, OIs, policy letters, or changes thereto, shall be first submitted in MS Word format to the region commander, State Director, and the CAP-USAF liaison region office for their collective approval. Only then will it be forwarded with a statement that those approvals have been obtained to NHQ CAP/DO for HQ CAP and HQ CAP-USAF/XO approval. If this regulation revision affects a currently approved supplement, OI, or policy letter the affected supplement, OI, or policy letter shall be updated and submitted for approval within 6 months after the effective date of this regulation. The affected supplement, OI, or policy letter will be void 6 months from the effective date of this publication.

c. Wings operating hot air balloons in CAP flight activities shall publish flight management and operating procedures in a supplement to this regulation IAW paragraph 1-3b above.

1-4. Air Force Assigned Mission (AFAM) – USAF Missions. The CAP, as the civilian auxiliary of the USAF, is authorized to perform certain assigned missions of the Air Force. These missions may either be reimbursable or non-reimbursable, depending upon the particular mission. Additionally, the CAP may be assigned by the USAF to provide services to other federal, state, local, and private agencies. The Air Force determines which missions the CAP will perform as USAF missions on behalf of the Air Force and other agencies. USAF missions in CAP aircraft include all flights to, from, and in conjunction with the assigned mission. All CAP missions assigned by the Air Force, whether in support of the Air Force or other agencies, will be issued an Air Force mission number or symbol.

1-5. CAP Corporate Missions. A commander who is a corporate officer may authorize a CAP flight. These commanders may delegate their authority to a limited number of other wing/region leaders. Corporate officers must act very judiciously when they delegate corporate mission approval authority. Approving corporate missions carries with it a very serious responsibility to weigh the risks associated with conducting each mission. These decisions directly affect CAP's corporate insurance policy premium. Minimizing risks through prudent decision-making will ensure CAP is able to continue to perform corporate missions in the future.

1-6. Explanation of Terms. The following terms and acronyms used throughout this regulation are defined and explained as follows:

a. CAP Aircraft. Any aircraft (either member owned/furnished or CAP corporate) used in a CAP flight activity.

b. CAP Corporate Aircraft. Any aircraft owned by and registered to CAP and any aircraft under an exclusive lease to CAP.

c. CAP Pilot. A CAP member holding an FAA pilot certificate who is authorized to operate CAP aircraft on CAP flight activities.

d. CAP Flight Activity. Any flight activity authorized by this regulation performed by CAP aircraft.

e. Air Force Assigned Mission – USAF Reimbursable Mission. Any CAP flight activity flown under an Air Force mission number and/or Air Force mission symbol for which Air Force reimbursement is provided.

f. Air Force Assigned Mission – USAF Non-reimbursable Mission. Any CAP flight activity flown under an Air Force mission symbol for which Air Force reimbursement is not provided.

g. CAP Corporate Mission. Any NHQ CAP approved mission performed by CAP that is not an Air Force assigned mission.

h. Official CAP Purpose. The use of CAP aircraft for USAF assigned and/or CAP corporate missions.

i. Over-water Flights. Any flight beyond gliding distance of land.

j. Personal Use. Any use of CAP aircraft where the primary purpose is for personal benefit rather than for the benefit of CAP.

k. Flight Crew. A flight crew includes each person acting as a pilot, observer, scanner, instructor, or check pilot or performing other assigned duties in an aircraft in flight during a CAP flight activity.

l. Crew Member. A person acting as a pilot, observer, scanner, instructor, or check pilot or performing other assigned duties in an aircraft in flight during a CAP flight activity.

m. Solo. Flight time during which the CAP student pilot is the sole occupant of the aircraft.

n. Pre-Solo Qualification Flight. A flight, performed at a CAP wing level or higher flight encampment/academy, during which the CAP student pilot demonstrates, to an onboard CAP certificated flight instructor (CFI), that he/she has the ability to fly the aircraft without assistance from the onboard CAP CFI. This flight does not require an FAA endorsement and does not fulfill FAA requirements for solo flight, however the prerequisite for a pre-solo qualification is completion of all requirements in the appropriate portion of FAR 61.87.

CHAPTER 2 – GENERAL OPERATING RULES

2-1. General. To ensure the safe and efficient conduct of CAP flight activities, it is necessary to establish certain general operating rules, policies, and procedures. The following apply to all CAP flight activities:

- a. CAP aircraft may be used only for an official CAP purpose.
- b. Smoking is prohibited on CAP aircraft at all times.
- c. Only CAP pilots (powered aircraft) or FAA certificated mechanics may start, taxi, or otherwise operate CAP aircraft in ground operations.
- d. All CAP corporate aircraft (except gliders) shall carry a functional fire extinguisher.
- e. All occupants shall wear seat belts at all times.
- f. All occupants shall wear shoulder harnesses (if installed) anytime the aircraft is operated within 1,000 feet of the surface.
- g. An FAA flight plan shall be filed prior to takeoff and then activated for all cross-country flights of more than 50 nautical miles distance, except those flights where a CAPF 84, *Counterdrug Mission Flight Plan/Briefing Form*, or CAPF 104, *Mission Flight Plan/Briefing Form*, is required.
- h. No more than eight persons, including crew members, are permitted on any CAP aircraft.
- i. On aircraft used for over-water flights (except short durations such as takeoff, approach, and landing) each occupant will wear an individual flotation life vest. The aircraft will also contain inflatable rafts of sufficient number and size to accommodate all occupants and at least one pyrotechnic signaling device. All flotation equipment will meet an FAA Technical Standard Order or be Coast Guard approved.
- j. “Hand propped” starts are prohibited.
- k. Training or flight checks shall only be conducted in aircraft equipped with operable dual controls. Exceptions may be granted in writing by the wing or region commander to accomplish flight checks for a specifically identified member in a member-furnished aircraft, provided the check pilot administering the flight check determines it can be safely accomplished.
- l. No charge may be made for any ground or flight training or flight checks accomplished in accordance with this regulation, except that designated pilot examiners may charge their customary fee when conducting a practical test for issuance of a FAA pilot certificate or rating.
- m. The limitations, procedures, performance data, etc., contained in the appropriate aircraft operating publications (Airplane Flight Manual, Pilot’s Operating Handbook, Flight Handbook, Owner’s Manual, Information Manual, checklists, etc.) shall be adhered to while operating CAP aircraft. All aircraft checklists will be in accordance with the appropriate FAA approved Pilot Operating Handbook, Aircraft Owners Manual, or any other FAA approved checklists. Checklist use is mandatory in CAP aircraft.
- n. Individuals holding an FAA recreational pilot certificate are restricted from being CAPF 5 qualified in CAP aircraft.

o. Due to Environmental Protection Agency and state guidelines, pilots obtaining fuel samples from the aircraft fuel system shall return the uncontaminated fuel to the fuel tank or place the fuel sample in an approved container provided by the airport operator.

p. Preventive maintenance that may be performed by CAP pilots is delineated in CAPR 66-1, *CAP Aircraft Maintenance Management*.

2-2. Authorized Airfields. Unless otherwise authorized, CAP aircraft may operate to and from the following:

a. Civilian airports listed in the current FAA Airport/Facility Directory.

b. Other civilian airfields for which prior written permission has been obtained from both the owner/operator and either the Executive Director, region commander, or wing commander depending on the level of aircraft assignment.

c. USAF and Other Military Airfields. For official purposes only, CAP aircraft may be authorized to land at USAF and other military airfields, provided there are no adequate civil facilities within reasonable proximity of the requested military airfield. When on an Air Force-directed mission, advance permission must be obtained through the military organization being supported. For other official CAP purposes, landing requests must be obtained through the military organization being supported and the appropriate wing liaison office:

(1) Forty-five (45) days in advance for member-furnished aircraft.

(2) Five (5) working days in advance for CAP corporate aircraft unless other specific arrangements have been made with a particular military airfield.

2-3. Required Airworthiness Certificate. Aircraft used on CAP flight activities must have a current FAA airworthiness certificate. Ultralight, aerolight, hang glider and similar aircraft, autogyros, gyrocopters, helicopters, experimental, primary category, home-built, and single seat powered aircraft (except member furnished glider tow planes) are not authorized for use on any CAP flight activity.

2-4. Prohibited Uses of CAP Aircraft. The following uses of CAP aircraft are prohibited:

a. Personal use.

b. Acrobatic flight/spins (except spins in gliders and instruction for flight instructor certificate).

c. Parachuting activities.

d. Any use requiring a FAA special flight permit (except ferry permits).

e. Flying in air shows unless authorized in writing by the Executive Director.

f. Formation flying unless authorized in writing by the region commander or the Executive Director (except low-level route surveys flown with a minimum of one-half mile spacing and wing commander approval).

g. Dropping of objects unless such action is to prevent loss of life.

h. Assistance to law enforcement officers, except as provided for in Counterdrug operations directives.

i. Instruction of cadet student pilots in float, ski, or complex aircraft for the purpose of obtaining a private pilot certificate. For instruction of cadet student pilots in high performance aircraft, see paragraph 3-3a (4)

j. Instruction of senior member student pilots unless specifically authorized in writing by the wing commander, region commander and the Executive Director. (The National Board has stipulated that this can only be approved in geographic areas where commercial facilities/training are not available). For planning purposes, this cannot be approved if a member lives within a two hour drive of a commercial flight training facility. (Training for a glider rating is permitted.)

k. Instruction by non-CAP member certificated flight instructors.

l. Cadet student pilot solo flights without a functioning two-way radio (except gliders).

m. Any activity for hire, lease, rent, profit or reward, except that CAP corporate aircraft may be furnished to CAP-USAF liaison offices and State Directors under government contract.

2-5. Geographical Limits for Flights of CAP Aircraft. CAP commanders may authorize flights as follows:

a. Unit commanders may authorize flights to any destination within their wing, and over-water flights up to 25 nautical miles from land (except in Alaska, Hawaii and Puerto Rico Wings where flights to adjacent islands may be authorized).

b. Wing commanders may authorize flights anywhere within their region or to a wing that is immediately adjacent to their wing. Wing commanders may also authorize over-water flights up to 50 nautical miles from land. All flights beyond 50 nautical miles from land must be approved by the National Operations Center (NOC) (888-211-1812; Fax: 334-953-4242; opscenter@cap.gov).

c. Region commanders may authorize flights anywhere within their region or to a region adjacent to their region.

d. The NOC may authorize flights anywhere within the continental United States (and within Alaska, Hawaii and Puerto Rico) and will notify the affected wing and region commanders.

e. Pilots in Command of flights that will land at an airport beyond the geographical limits of their region (except as approved in 2-5b.) must receive prior approval from the wing and region commander.

f. The National Commander, National Vice Commander, National Chief of Staff (or CC, CV or CS designees), Executive Director, National Director of Operations (NHQ CAP/DO), and the Congressional Squadron Commander or his/her designee may authorize flights anywhere within the continental United States, Alaska, Hawaii, Puerto Rico, and international flights across US national boundaries. International flights must be coordinated with NHQ CAP/DO prior to the flight. Authority to approve and coordinate flights across adjacent international boundaries is delegated to the Alaska and Puerto Rico Wing Commanders and the Southeast and Pacific Region Commanders.

g. Flights operating under an MOU approved by NHQ CAP and CAP-USAF are excluded from the provisions of this section.

2-6. Authorized Passengers. The following individuals are authorized to fly aboard CAP aircraft:

a. Current CAP cadet, senior, and life member (subject to the following restrictions):

(1) During USAF assigned or CAP corporate missions involving the performance of actual or training emergency services operations, CAP members must be at least 18 years of age and mission qualified (or in mission aircrew training status) to act as pilot, observer, or scanner. Any AFROTC or CAP member may fly aboard CAP aircraft traveling directly to and from a mission base.

(2) CAP cadets under 18 years of age may participate in CAP flight activities in the following categories:

(a) Cadet orientation flights conducted in accordance with appropriate CAP regulations. CAP cadets 18 years of age or older may not fly on cadet orientation flights.

(b) Other flights when approved by the unit commander and the PIC is cadet orientation pilot qualified.

b. AFROTC and AFJROTC cadets who are participating in the CAP/AFROTC/AFJROTC Flight Orientation Program.

c. CAP employees.

d. An employee of a maintenance facility when the flight is required in conjunction with maintenance being accomplished by that facility.

e. International Air Cadet Exchange (IACE) cadets and escorts in the United States participating in the IACE program (flight release IACE flights as a B-16).

f. Any individual approved by a qualified CAP incident commander or unit commander when such action would contribute to saving a life.

g. Prospective buyers IAW paragraph 3-4d.

h. All emergency services workers when required to support an actual emergency services mission.

i. U.S. government employees to include military personnel (active, Reserve, National Guard, and civil service), Drug Enforcement Administration, U.S. Forest Service, Federal Aviation Administration (including FAA designated pilot examiners when conducting flight checks), United States Customs Service, United States Coast Guard/United States Coast Guard Auxiliary, and other federal agencies, are authorized to fly on CAP aircraft while performing official duties in conjunction with the CAP. Missions authorized by this paragraph will return with all passengers back at the point of origin without intermediate stops. This paragraph is not authorization to conduct transportation missions. Missions with a sole purpose of providing transportation from point A to point B must be conducted in accordance with CAP's FAA exemption. See paragraph 2-13 and attachment 2 for additional details.

j. State, county, and local government officials are authorized to fly aboard CAP aircraft when specifically approved in advance by the CAP National Operations Center (NOC). Missions authorized by this paragraph will return with all passengers back at the point of origin without intermediate stops. This paragraph is not authorization to conduct transportation missions. Missions with a sole purpose of providing transportation from point A to point B must be conducted in accordance with CAP's FAA exemption. See paragraph 2-13 and attachment 2 for additional details.

k. Other individuals require the following prior approval of HQ CAP-USAF or NHQ CAP:

(1) For permission to fly on an Air Force assigned mission (“A” or “B” mission symbol), the request must originate with the wing commander or his/her designated representative, be coordinated through the wing liaison office and CAP-USAF liaison region (LR). The CAP-USAF LR can approve certain requests; however, if HQ CAP-USAF approval is required, the request will arrive at HQ CAP-USAF Director of Operations (XO), no later than 5 workdays prior to the flight. The use of electronic mail is encouraged. Special requests will be reviewed on a case-by-case basis.

(2) For corporate missions (“C” mission symbol), the request for approval should be forwarded through the responsible wing and region commanders to arrive at the CAP NHQ NOC no later than 5 workdays prior to the flight. The use of electronic mail is encouraged. Special requests will be reviewed on a case-by-case basis.

l. All non-CAP members eligible to ride aboard CAP aircraft must execute a CAPF 9, *Release (for non-CAP Members)*, prior to the flight. EXCEPTION: Military/Federal employees in the performance of their official duties are not required to execute a CAPF 9. The completed CAPF 9 will be left on the ground in a secure location. The Pilot in Command will notify a responsible CAP person of the location. After completion of the mission, the CAPF 9 will be filed with the mission documents.

m. All passengers must receive a briefing consisting of at least the following items:

- (1) Entry / exit door operations
- (2) Emergency exit / egress procedures
- (3) Use of passenger restraint systems
- (4) Location and use of on-board emergency equipment
- (5) No smoking policy
- (6) Other briefing items determined by the pilot

2-7. Operations Monthly Activity Report. Each wing and region shall report all aircraft flying time totals by mission symbol to NHQ CAP/DO using the NHQ CAP On-line Reporting System no later than the 20th of each month. This report shall be prepared and submitted in accordance with instructions provided by NHQ CAP/DO, and shall include all powered flying hours (both member-owned/furnished and corporate aircraft). The primary source document for the monthly activity report is the CAPF 99, *CAP Flight Release Log*; secondary source documents are CAPFs 84 and 104. Corporate aircraft total times may also be obtained from aircraft tachometer or flight log sheets. Glider activity will be reported by number of flights flown under a particular mission symbol and shall be reported by the designated individual (preferably the assigned wing glider program manager) using the on-line Form 18, Flight Hour Reporting system no later than the 20th of each month. The primary source document for glider flights is the aircraft logbook.

2-8. Pilot Records. Unit commanders shall maintain a file or record on each active CAP pilot assigned to their unit unless the wing commander decides to centralize records at an alternate location. Pilot records need only be maintained at one location, except check pilot records will be duplicated at the wing Stan/Eval office. Records of wing assigned pilots will be maintained at the wing headquarters. Records of national level pilots will be maintained at the wing or region headquarters most convenient to the pilot's location. For items a-c below, copies obtained from the FAA airman registry web site are acceptable as well as those provided by the pilot. All pilot records shall contain current copies as applicable:

- a. Copy of FAA pilot certificate.
- b. Copy of current FAA CFI certificate.
- c. Copy of current FAA medical certificate.
- d. * Documentation of currency IAW FAR 61.56 (Flight Review or equivalent). A CAPF-5 annotated by an instructor to show a completed Flight Review may be used to fulfill this requirement.
- e. * Copies of the most recent CAPFs 5 establishing aircraft qualification in each type in which qualified. Note: Wing or region DOV will retain failed CAPFs 5 and CAPFs 91 for 5 years for trend analysis purposes.
- f. * A current copy of each completed aircraft questionnaire.
- g. * Proof of annual CAPF 5 written examination completion.
- h. * Copy of the most current CAPF 91, CAP Mission Pilot Checkout.
- i. Signed Statement of Understanding (attachment 1). The Statement of Understanding does not need to be accomplished on an annual basis. Statements of Understanding signed prior to the date of this regulation are still valid.
- j. * Copy of current designation as a cadet orientation pilot, check pilot, instructor pilot, and mission check pilot from the wing or region commander, as appropriate.
- k. * Copy of a letter or certificate indicating successful completion of the National Check Pilot Standardization Course.

Note: Items marked with an asterisk (*) above do not need to be maintained in pilot records once ALL of a wing's pilot records have been entered and properly validated in the Member Information Management System (MIMS).

2-9. CAP Membership Cards and Uniforms. All CAP members shall wear an appropriate CAP uniform and carry proof of current CAP membership when participating in CAP flight activities (This proof may be an actual, photocopy, or facsimile of their current CAP membership card or a copy of the MML or CAP-Watch report). When specified by the requesting agency and authorized by the wing commander, uniforms are not worn on designated Counterdrug flights.

2-10. Aircraft Mishaps. Any CAP pilot operating a CAP aircraft who is involved in an aircraft mishap while on a CAP flight activity shall not participate in any CAP flight activity other than a flight home as a passenger following the incident. No other flight participation is authorized pending the results of an investigation into the mishap. CAP pilots who are found to be at fault in an aircraft mishap will have all flight activity privileges suspended in accordance with paragraph 2-11, except for wing commander specified remedial action. A CAPF 5/5G, CAP Pilot Flight Evaluation–Airplane/Glider, flight check is required prior to resuming participation in CAP flight activities if pilot proficiency is identified as a contributory cause to the mishap. Reinstatement must be approved by the region commander after the results of a formal CAP mishap investigation. CAP pilots and commanders will follow CAPR 62-2, *Mishap Reporting and Investigation*, in the notification, reporting, and investigation of such mishaps.

2-11. Suspension or Revocation of CAP Flying Privileges. Commanders have the responsibility for flying safety and compliance with this regulation.

a. Commanders at any level, or CAP incident commanders while in command of an activity, may direct the immediate suspension or revocation of CAP flying privileges of any CAP aircrew member under their command if, in the judgment of the commander, the aircrew member cannot safely perform their duties or the aircrew member violated the provisions of this regulation. Such suspension/revocation actions shall apply to all CAP flight activities (including passenger or crew member status), irrespective of location. Commanders exercising this authority shall notify the affected aircrew member in writing within seven days of the date on which that aircrew member was suspended of the reason(s) this action was taken. The written notification must include a statement telling the aircrew member that he/she has the right to seek reconsideration of this action under the provisions of paragraph 2-11c of CAPR 60-1.

b. Commanders will file a copy of the action with the wing (region) commander and all intermediate commanders within 14 days of the suspension/revocation. Included should be reasons and duration (temporary or permanent) of the action. The wing (region) commander may approve or disapprove the action and, if disapproved, may reduce or increase the action as deemed appropriate. Copies of the wing (region) commander's final action on any suspension/revocation must be sent to the affected aircrew member, the immediate commanders, and NHQ CAP/DO within 14 days of such action. The report shall set forth the reasons for and duration of the suspension/revocation.

c. CAP aircrew members whose flying privileges are suspended/revoked may seek reconsideration by making written request for a review board within 14 days after being notified of the action of the wing (region) commander. The member shall provide copies of the request to all intermediate levels of command. The request must be directed through channels to the region commander and set forth a detailed statement enumerating all facts and circumstances offered to support reconsideration. The region commander shall appoint a review board consisting of one to three officers who are mission qualified pilots within 14 days of his or her receipt of the request and shall designate one as the chairperson. There is no requirement for a hearing, recorded testimony, or application of the rules of evidence. The review board shall conduct its review and make its report and recommendation to the region commander within 21 days. Upon reconsideration, the region commander shall consider, but is not bound by, the recommendation of the review board. The region commander shall notify the CAP aircrew member and all intermediate levels of command of his or her decision. The decision of the region commander on reconsideration is final and is not subject to further review or appeal. A request for reconsideration will not interrupt the suspension/revocation. Suspensions or revocations under this provision shall not be subject to review by filing a complaint under CAPR 123-2, *Complaints*.

d. Commanders may require any CAP pilot under their command to complete a special flight check. The commander shall designate the CAP check pilot who will administer the flight check. Pending completion of a directed special flight check and action by the commander as provided in subparagraphs a, b, and c of this section, the individual pilot will be suspended from all flight activities except to train for re-evaluation.

e. CAP pilots who violate CAP flying directives or FARs may have their CAP flying privileges permanently revoked and be subject to loss of CAP membership. Any CAP member who has violated a Federal Aviation Regulation (FAR) and is required to take a check ride under 49 USC VII, Part A, iii, Chapter 447, 44709, will have all flight privileges both as a pilot and crew member immediately suspended pending the outcome of the “709” check ride. If the required check ride was required due to pilot proficiency, the wing or region commander may also require a CAPF 5/5G flight check given by a designated CAP check pilot prior to resuming participation in CAP flight activities.

f. Pilots found at fault due to a fuel exhaustion/mismanagement mishap while on a CAP flight activity shall lose their CAP flying privileges permanently.

2-12. Assessments for Damage to CAP Corporate Aircraft:

a. Assessments. Wing and region commanders may assess CAP members the cost of repairs as follows:

(1) For damage that occurs due to a member’s negligence, the member may be assessed up to \$500 or, if the pilot in command is covered by non-owner hull insurance, up to the policy limits. Negligence is the failure to use such care as a reasonably prudent and careful person would use under similar circumstances. Violation of CAP and/or FAA regulations is negligence if the violation contributes to causing the damage.

(2) For damage that occurs due to a member’s gross negligence, the member may be assessed up to \$5,000 or, if the pilot in command is covered by non-owner hull insurance, up to the policy limits. Gross negligence is an act or omission of an aggravated character as distinguished from a mere failure to exercise ordinary care. Gross negligence is marked by conduct that presents an unreasonably high degree of risk to others or their property and by a failure to exercise even the slightest care. It is sometimes associated with conscious and willful indifference to others or their property.

(3) For damage that occurs due to a member’s willful or intentional misconduct, upon a finding of willful or intentional misconduct by a wing or region commander, the National Commander may increase a member’s assessment beyond \$5,000 after affording the member an opportunity to make a statement and present evidence. This assessment may equal, but not exceed, the total amount of the damages. Willful or intentional misconduct is conduct in which there is a reckless disregard of the probable consequences.

(4) In determining if a member’s actions constitute negligence, gross negligence, or willful or intentional misconduct, the commander will take into consideration all the facts concerning the incident and any written statement the member provides, as well as CAP and Federal Aviation regulations. The assessment may be made against any CAP member who contributed to causing the loss or damage in proportion to the culpability of that individual. The commander may allow assessments to be paid in installments but shall require payment in full within 1 year. The on-line Form 79, *Safety Mishap Report of Investigation*, must reflect the assessment and method of payment. Proof of payment in full is to be filed in the pilot records file and retained for 5 years.

b. Appeals. The member being assessed may appeal in writing to the next level of command, but must do so within 30 days of notification of the imposition of the assessment. The next level commander will appoint a review board consisting of one to three officers who are mission qualified pilots to review the appeal and make a recommendation to that commander. The decisions of the next level commander regarding negligence, gross negligence, and the amount to be assessed are final. The National Commander's decision on a member's assessment beyond \$5,000 for willful or intentional misconduct is final.

2-13. FAR Exemptions. CAP has two exemptions granted by the FAA. An exemption to FAR 61.113 allows our pilots to obtain reimbursement as a private pilot and an exemption to FAR 91.501 provides a tool for CAP to comply with specific FAR requirements regarding certain transportation flights. See attachment 2 for details.

2-14. Corporate Aircraft Information File. All wings will ensure that the national standard Aircraft Information File (AIF) is onboard each of their aircraft during all flight operations. Directions and content for establishing the AIF are found on the CAP National web site (Operations/Standardization & Evaluation/AIF). Transition to the national standard AIF is mandatory as of 1 October 2007.

2-15. Flight Time and Duty Limitations. Pilots will not be scheduled for more than 8 hours and will not, under any circumstances, exceed 10 hours flight time during a 14-hour crew duty day. The crew duty day begins when reporting for work or CAP duty (whichever occurred first) and ends upon engine shutdown at the completion of the flight activity. At least a 10-hour crew rest period should be provided between duty days. Exceptions to the crew duty day limitation will be considered for life-saving missions only and will be requested by the pilot-in-command through the incident commander to the wing commander. Approval for up to 16 hours crew duty day may be granted by the wing commander only after all appropriate Operational Risk Management (ORM) considerations have been evaluated. The wing commander must advise the region commander of any crew duty day extensions within 24 hours of such action.

2-16. Crosswind Limitation. The maximum crosswind limit for operating CAP aircraft is that which is stated in the Pilot Operating Handbook (POH) as the maximum demonstrated crosswind velocity or 15 knots if the POH does not specify a limit.

2-17. Prohibited Equipment. The use of night vision devices by the pilot flying CAP aircraft is prohibited. Night vision devices are for use ONLY by scanners and observers who have completed nationally approved training in the use of this equipment. Only nationally approved night vision devices are authorized for use.

2-18. Operational Requirements and Restrictions. The following restrictions will be adhered to by aircrews whenever operating CAP aircraft.

a. General.

(1) The PIC will plan all flights so as to have a minimum of one hour of fuel remaining upon landing (computed at normal POH/AFM cruise fuel consumption). If it becomes evident the aircraft will not have that amount of fuel at its intended destination, the PIC will divert the aircraft to an alternate airport that will ensure this reserve will be maintained.

(2) IFR flights will not depart unless the weather is at or above landing minimums at the departure airport.

(3) The minimum flight visibility for VFR flight in Class G airspace will be 3 statute miles unless the PIC is a current and qualified instrument pilot.

(4) Minimum airspeed will be no lower than the aircraft's published best angle of climb speed except for takeoff, landing, go-arounds, practice stalls, slow flight practice and evaluation, and glider towing.

(5) Altimeter settings will be updated hourly from the closest source available.

(6) Restriction for CAP and AFROTC/AFJROTC Cadet Orientation Flights subsequent to Major Aircraft Maintenance Activity. To ensure an additional margin of safety for CAP orientation flights, CAP or AFROTC cadet orientation flights will not be conducted on aircraft within 10 hours of tachometer time after any of the following maintenance actions:

(a) Engine change

(b) Major engine overhaul

(c) Any maintenance requiring removal or replacement of one or more cylinders

(d) Replacement of one or more magnetos

b. Ground and Taxi Operations.

(1) Pilots will maintain adequate clearance from all obstacles during all ground operations. When taxiing within 10 feet of any obstacle, pilots shall bring the aircraft to a complete halt, and then proceed at a pace not to exceed a slow walk until clear of the obstacle.

(2) When taxiing maintain at least 50 feet behind light single-engine aircraft. Maintain at least 100 feet behind small multi-engine and jet aircraft, and 500 feet behind taxiing helicopters and large and heavy multi-engine jet or turboprop aircraft.

c. Altitude and Lateral Distance Restrictions. The clearance criteria set forth below only apply when the restrictions are greater than those specified in FAR 91.119 and other applicable FARs.

(1) VFR operations during daylight hours (FAA definition): Except for takeoff and landing and the exception in paragraph 2-18c (4) below, pilots shall maintain a minimum altitude and lateral distance of 1000 feet from the ground, water, or any obstruction. In congested areas the lateral distance increases to 2000 feet.

(2) VFR night operations (FAA definition): Except for takeoff and landing or when operating in compliance with ATC direction, pilots shall maintain a minimum altitude and lateral distance of 2000 feet from the ground, water, or any obstruction.

(3) Practice of in-flight emergency procedures and maneuvers will be conducted during daylight VMC and, except for simulated forced landings, at an altitude high enough to allow recovery from an inadvertent stall/spin entry. The recovery should be completed at no lower than 1500 feet AGL or the aircraft manufacturer's, FAA, or CAP approved training syllabi recommended altitude, whichever is higher. Simulated forced landings will be discontinued prior to descending below 500 feet above the surface, unless initiated with intent to land at an airfield that complies with paragraph 2-2.

(4) Search grids and DR/CD/HLS reconnaissance should be flown at an altitude or flight path not closer than 1000 feet to any terrain or obstruction. Sustained flight between 500 and 1000 ft AGL may only be conducted IAW an operations plan approved through the NOC, with CAP-USAF/XO approval. The IC or designee will designate and brief the minimum search altitudes for each mission prior to launching any aircraft sortie. Altitude selection will be based on compliance with the minimum safe altitudes set forth in FAR 91.119, Operational Risk Management criteria, the search environment, and the mission objective. During actual or training SAR/DR operations, pilots may only descend below the designated search altitude to verify potential crash sites or the presence of survivors, to prevent loss of life, property, or human suffering, provided such descent is accomplished IAW FAR 91.119. At no time will the pilot allow the aircraft to come within 500 feet of terrain or obstructions. Prior to descent below the designated search altitude, the PIC will evaluate terrain, winds, turbulence, and obstructions to determine the best flight path to conduct a controlled descent and low altitude reconnaissance. The low altitude reconnaissance will be conducted along a short, planned flight path based on the PIC's evaluation and should provide the observer or scanner the best view of the area of interest. The low altitude reconnaissance will not include sustained maneuvering below the designated search altitude. Once the area of interest has been evaluated, the objective verified, or upon reaching the end of the planned low altitude reconnaissance path, the aircraft will return to the minimum search altitude specified by the IC and will not descend again except to evaluate new potential sightings or areas of interest.

d. Critical Phases of Flight Restrictions. Except during flight instruction, unqualified pilots (including Check Pilots as defined in para 3-2e) will not fly CAP aircraft during critical phases of flight. For the purpose of this paragraph, a critical phase of flight is takeoffs and landings, VFR traffic patterns, instrument approaches, stalls, steep turns, and flight at 1000 ft AGL and below.

2-19. Over-water Operations and Reconnaissance. CAP over-water missions require extra caution. For the purpose of this regulation, over-water operations are defined as any flight event conducted outside normal power off gliding distance of land. The reconnaissance phase of the mission will be flown IAW paragraph 2-18c (4) above. The confirmation phase will be flown no lower than 500 feet above the surface of the water. Flights are limited to within 50 nm of shore except for special operational missions approved by the NOC. On over-water flights (except short duration, such as takeoff and landing) each occupant will wear a U.S. Coast Guard or Department of Defense (DoD) approved individual flotation device. The aircraft will contain inflatable rafts of sufficient number and size to accommodate all occupants and will contain at least one pyrotechnic signaling device. Constant wear anti-exposure suits will be worn by crew members on any preplanned over-water flight when the water temperature is 60F or less. The wing commander may waive the requirement to wear the anti-exposure suit after reviewing appropriate risk management considerations such as the distance from land that the aircraft is required to operate. Any time an aircraft is operating outside gliding distance of land and out of radio range of a land-based agency that can provide flight following, an airborne communications relay platform must be used. During night over-water operations, both front-seat crew members must be CAP qualified mission pilots and both will be instrument qualified and current. The right-seat pilot need not be qualified in that specific aircraft.

2-20. Sterile Cockpit Procedures. The sterile cockpit concept recognizes that flight operations other than routine cruise flight are intrinsically more hazardous and require the undivided and vigilant attention of all crewmembers. The Pilot in Command (PIC) is responsible to ensure that non-essential conversations, activities, and otherwise distracting actions do not occur during critical portions of flight. Critical portions of flight are taxi, takeoff, climb, descent, landing, and operations in high-density traffic areas or heavy ATC periods.

a. The PIC will ensure that all crewmembers and passengers are aware of this requirement by conducting a crew and passenger briefing prior to boarding the aircraft or prior to engine start. The “Sterile Cockpit” brief can be as simple as a general statement by the PIC indicating that an announcement will be made when the flight is in a critical phase of flight, or possibly, a detailed briefing of the various phases of flight that are considered busiest and critical for the crewmembers to avoid distractions.

b. The PIC will include in the “Sterile Cockpit” brief a statement that safety of flight items are always appropriate to be brought to the immediate attention of the PIC. Safety concerns would be such items as potentially conflicting traffic, potential mechanical problems with the aircraft, i.e., electrical smoke or smoke of an unknown origin, leaking fuel, etc.

c. Instructors will conduct training in this procedure as part of any initial or recurring flight training. Check pilots will ensure that all pilots, as part of their mission pilot and normal proficiency flight checks, complete a “Sterile Cockpit” briefing. This will be evaluated as part of “Cockpit Management” under “Ground Operations” on the CAPF 5 and as part of “Cockpit Resource Management” under “Safety Awareness” on the CAPF 91.

CHAPTER 3 – PILOT QUALIFICATIONS AND REQUIREMENTS

3-1. General. This chapter prescribes aircrew qualifications and requirements to fly CAP aircraft.

3-2. Pilot Qualifications.

a. CAP Cadet Pre-Solo Pilot. The following basic requirements must be met to be qualified as a CAP cadet pre-solo pilot. This qualification may only be earned at an organized wing or higher-level flight encampment/academy.

(1) Be an active CAP member at least 16 years of age (for balloon or glider be age 14 or older).

(2) Have received the required instruction from a CAP certificated flight instructor/-glider (CFI/CFIG), at a wing level or higher flight encampment/academy and have a written record documenting instruction of all items of FAR 61.87, in the appropriate aircraft.

(3) Complete a pre-solo qualification flight as described in paragraph 1-6.

b. CAP Solo Pilot. The following basic requirements must be met to be qualified as a CAP solo pilot in CAP aircraft:

(1) Be an active CAP member at least 16 years of age (for balloon or glider be age 14 or older).

(2) Possess a valid FAA student pilot certificate.

(3) Possess a valid, current medical certificate (not required for gliders or balloons).

(4) Have received the required instruction from an FAA authorized flight instructor (CFI/CFIG), have a written record documenting instruction, for the appropriate aircraft, in accordance with FAR 61.87, and possess a current solo endorsement IAW FARs from a CAP instructor pilot.

(5) CAP glider student pilots will have a minimum of thirty (30) dual instruction training flights and a properly documented logbook/training record ensuring all required areas of FAR 61.87, Solo Requirements for Student Pilots, are met prior to initial solo. First time, wing level or higher, glider encampment/academy students are restricted to CAP cadet pre-solo pilot qualification only.

c. CAP Pilot. The following basic requirements must be met to be qualified as a CAP pilot in CAP aircraft:

(1) Be an active CAP member at least 17 years of age (16 years of age for CAP glider pilots).

(2) Possess a valid FAA private, commercial, or airline transport pilot certificate.

(3) Possess a class III or higher medical certificate (not required for gliders).

(4) Possess a current flight review IAW FAR 61.56.

(5) Satisfactorily complete a CAPF 5 flight check in an aircraft (in an appropriate group) within the preceding 12 months.

(6) Complete an annual CAPF 5 written examination and annual aircraft questionnaires (attachments 3 and 4) for each aircraft authorized to fly.

d. Instructor Pilot. The following requirements must be met to be qualified as a CAP instructor pilot in CAP aircraft.

- (1) Be an active CAP pilot at least 18 years of age.
- (2) Possess a current FAA certificated flight instructor certificate.
- (3) Be CAP current and qualified in the aircraft type.
- (4) Possess a class III or higher medical certificate (not required for gliders).

(5) Be designated in writing by the present Executive Director, region or wing commander, or their designee.

e. Check Pilot. The following requirements must be met to be designated as a CAP check pilot:

- (1) Be an active CAP pilot at least 18 years of age.
- (2) Possess a valid FAA airline transport pilot certificate or commercial certificate with an instrument rating (Instrument rating not required for glider check pilot).

(3) Possess a current FAA CFI certificate for the appropriate category of aircraft. (In unusual situations, a written waiver to the CFI requirement may be granted by the appropriate region commander.)

(4) Satisfactorily complete the National Check Pilot Standardization Course (NCPSC) prior to initial appointment and every 4 years thereafter. Satisfactory completion of the NCPSC constitutes recommendation by the wing Stan/Eval officer or his/her designee, completion of the classroom instruction and a check ride with a CAP check pilot approved by the wing Stan/Eval officer. Course length and check ride completion standards are stipulated by the current NCPSC. Successful completion of the NCPSC authorizes the graduate to wear the National Check Pilot Patch. The patch may be worn as an optional patch on the flight uniform.

(5) Be current and qualified in at least the aircraft group used for any flight check. Individuals who do not possess a current medical certificate and cannot maintain currency in group may function as a CAP check pilot as long as they are approved in writing by the region/wing commander, can show prior currency in CAP aircraft within the group aircraft in which they will be administering check flights, and are not the pilot-in-command of the flight activity.

(6) Be designated in writing as a check pilot by the present Executive Director, region or wing commander, or their designee.

f. Cadet Orientation Pilot. The following requirements must be met to be designated as a cadet orientation pilot:

(1) Be an active CAP pilot at least 21 years of age (or 18 years of age with a valid FAA CFI certificate).

(2) CAP powered pilots must have a minimum of 200 hours (300 hours for AFROTC and AFJROTC orientation flights) total pilot-in-command (PIC) time in the category and class of airplane to be used.

(3) CAP glider pilots must have one of the following:

- (a) A minimum of 50 hours PIC in gliders.
- (b) A minimum of 100 flights as PIC of a glider.
- (c) A minimum of 50 flights in the past 12 months as PIC of a glider.
- (d) Be a current CFIG.

(4) Satisfactorily demonstrate a thorough knowledge of the cadet orientation flight program syllabus to a CAP check pilot and have the CAPF 5 flight check annotated as qualified to conduct cadet orientation flights.

(5) Be designated in writing as a cadet orientation pilot in the applicable aircraft group(s) by the present Executive Director, region, or wing commander, or their designee.

(6) Overseas cadet units may use military aero club aircraft and pilots to administer cadet orientation rides IAW the cadet orientation flight program syllabus. Military aero club pilots will comply with paragraph 3-2e (2) and be thoroughly familiar with the cadet orientation flight program syllabus.

g. Search and Rescue/Disaster Relief Mission Pilot. Qualified IAW current CAP regulations.

h. Mission Check Pilot. The following requirements must be met to be qualified as a CAP mission check pilot in CAP aircraft.

(1) Be a highly experienced and qualified mission pilot with a thorough knowledge of current CAP operational and emergency services regulations.

(2) Have a minimum of 25 mission sorties as PIC and satisfactorily complete a CAPF 91, CAP Mission Pilot Checkout, IAW paragraph 3-9a. This check is valid for 24 months through the end of the month in which it was taken.

(3) Be designated in writing by the present Executive Director, region, or wing commander, or their designee.

3-3. Pilot Aircraft Qualification Requirements. The following qualification requirements must be met to operate the indicated aircraft as PIC on CAP flight activities. Certificate and flight experience requirements do not apply to student pilots under the supervision of a CAP instructor.

a. Single Engine. For single-engine aircraft:

(1) Possess a valid FAA private, commercial, or airline transport pilot certificate including an airplane category and single-engine class rating.

(2) For aircraft with conventional (tail wheel) landing gear, have a minimum of 25 hours PIC (50 hours for DHC-2) time and 50 takeoffs and landings in tail wheel aircraft.

(3) For high performance (per FAR Part 61), fixed landing gear aircraft, the pilot must have a minimum of 100 hours flight experience as a pilot or meet the requirements of paragraphs 3-3a(3)(a) –(c) below. Pilots who meet the 100 hours flight experience minimum and have a high performance aircraft endorsement or previous CAP qualification in high performance aircraft are not required to meet these requirements.

(a) Successfully complete a CAP transition flight training program which will consist of:

1 A minimum of 25 takeoffs and landings which must include 10 takeoffs and landings in a crosswind of 5 knots or greater.

2 Five no-flap landings.

3 A minimum of 5 short field/soft field takeoffs and landing.

4 A minimum of 5 simulated engine failures to a full stop landing at an airport runway.

(b) Satisfactory completion of a CAPF 5 proficiency check administered by a CAP check pilot who has not conducted the transition training.

(c) The pilot must meet all FAA pilot requirements and have a pilot log book endorsement for PIC privileges as PIC for high performance aircraft.

(4) For a CAP cadet to fly high performance, fixed gear, aircraft in CAP, the cadet must meet the following requirements:

(a) Meet all FAA requirements for student flight instruction in a high performance aircraft.

(b) Cadet student pilots who have not received flight training in a high performance aircraft in a CAP structured training program must complete the transition training specified in paragraph 3-3a(3) (except for the 100 hour flight experience) and also meet all the requirements in paragraph 3-2b (CAP Solo Pilot).

(5) For complex aircraft (per FAR Part 61), have a minimum of 100 hours total PIC time, of which at least 10 hours PIC time and 25 takeoffs and landings must be in complex aircraft.

(6) For Gippsland GA8 the pilot must:

(a) Be a qualified SAR/DR mission pilot.

(b) Have a minimum of 300 PIC hours.

(c) Be instrument rated.

(d) Satisfactorily complete the on-line GA8 course.

(e) Complete flight training and check ride recommendation from a qualified GA8 instructor pilot.

(f) Satisfactorily complete a CAPF 5 proficiency check with a check pilot who is GA8 instructor qualified. The GA8 check pilot used must not be the same instructor pilot who completed the training.

(7) For C182 NAV III (G1000):

(a) CAP factory-trained instructors must check out other CAP instructor pilots before those instructors can teach in the G1000 equipped aircraft. CAP factory-trained instructors will use the full Cessna instructor training syllabus when checking out other CAP instructor pilots. CAP instructors will use the full Cessna FITS transition syllabus and all provided training materials when conducting ground and flight training for CAP pilots. Prior to operating CAP G1000 equipped aircraft as a pilot-in-command, each CAP pilot must receive an

initial CAPF 5 check ride from a factory-trained or CAP designated check pilot who meets all the requirements as a FITS qualified flight instructor IAW the Cessna training syllabus plus meets the following requirement: Non-factory trained check pilots in the C-182T NAV III must have provided a minimum of 15 hours of logbook-documented aircraft instruction in the G1000 equipped aircraft prior to being eligible for designation by the wing/region commander as a G1000 check pilot.

(b) Pilots are required to practice “round dial” emergency maneuvers on G1000 aircraft check rides.

(c) CAP pilots who wish to exercise instrument privileges must receive a CAPF 5 flight evaluation requiring a demonstration of pilot proficiency in all G1000 instrument capabilities.

(d) CAP instrument rated pilots who are current to fly both G1000 equipped aircraft and conventional “round dial” aircraft must accomplish half of the approaches for FAA instrument currency in glass cockpit aircraft and half in “round dial” aircraft.

(e) To remain qualified in a G1000 aircraft, an annual CAPF 5 flight evaluation in a G1000 equipped aircraft is required. The CAP pilot must receive the CAPF 5 check ride from a factory-trained check pilot or a check pilot who has provided at least 15 hours of logbook-documented aircraft instruction in the G1000 aircraft. This check ride will meet the requirements for other aircraft in the same group as specified in table 3-1.

(f) There is no requirement to be C182 “round dial” qualified prior to qualifying in the G1000 equipped aircraft.

b. Multi-Engine. For multi-engine aircraft:

(1) Possess a valid FAA private, commercial, or airline transport pilot certificate including an airplane category and multi-engine class rating.

(2) Have a minimum of 250 hours total PIC time.

(3) Have at least 50 hours PIC time and 50 takeoffs and landings in multi-engine aircraft.

c. Gliders. For gliders:

(1) Possess a valid FAA private or commercial certificate with a glider rating.

(2) Be authorized for the launch method (aero tow or ground tow) used.

(3) Have a minimum of 5 total PIC hours or 10 flights as PIC in gliders.

d. Balloons. See paragraph 1-3c.

3-4. Pilot-in-Command Requirements.

a. General. Individuals must meet the following general requirements to be PIC of any CAP aircraft. Additional requirements are applicable to check pilots, USAF assigned missions, emergency services operations, and flights carrying cadet passengers.

(1) Be an active CAP pilot, CAP cadet solo pilot, or a CAP glider student pilot under the supervision of a CAP glider instructor pilot.

(2) To carry passengers be an active CAP pilot at least 18 years of age and possess a valid FAA private, commercial, or airline transport pilot certificate.

(3) Meet all applicable FAR requirements for the flight to be conducted.

(4) Have on file a signed copy of the Statement of Understanding dated 1 January 1992 or later (attachment 1).

b. Air Force Assigned Missions and Emergency Services Operations. In addition to the general requirements above, to be PIC of CAP aircraft on USAF assigned reimbursable missions individuals must be an active CAP pilot at least 18 years of age and meet at least one of the following.

(1) Be a current and qualified SAR/DR, CD, or transport mission pilot.

(2) Be in formal training under CAPR 60-3, *CAP Emergency Services Training and Operational Missions*, and possess an SQTR as a mission pilot trainee.

(3) Be a current and qualified Cadet Orientation Pilot.

c. Cadet Orientation Flights and Other Flights Carrying Cadets. In addition to the general requirements above, individuals must meet the following to be PIC of CAP aircraft on cadet orientation flights or other flights carrying cadets.

(1) For CAP and AFROTC cadet orientation flights, meet the requirements for cadet orientation pilots specified in paragraph 3-2f.

(2) For other flights of CAP cadets, when approved by the unit commander, the pilot must be a current CAP cadet orientation pilot.

(3) For transportation of CAP cadets directly to and from a USAF assigned reimbursable mission, be a current and qualified SAR/DR or transport mission pilot.

d. Prospective Buyer. When approved by NHQ CAP/DO, a non-CAP member pilot who is a prospective buyer may fly as a passenger on CAP corporate aircraft for the purposes of aircraft evaluation.

3-5. CAPF 5 Flight Checks. All CAP pilots, except CAP cadet student pilots or CAP glider student pilots under the supervision of a CAP instructor must satisfactorily complete required CAPF 5 flight checks. The minimum level of proficiency acceptable is that contained in the current FAA Pilot Practical Test Standards for the certificate being exercised. For CAP instructor/check pilots, the minimum level of proficiency acceptable is that contained in the current FAA Flight Instructor and Commercial Pilot Practical Test Standards. CAPF 5 flight checks shall be administered and accomplished in accordance with the guidelines contained in attachment 5. Whenever possible, the check pilot will not be the PIC. All CAP flight checks, except mission flight checks (attachment 6), are valid for 12 months, through the end of the month in which it was taken. Applicants for a CAP pilot flight check must provide proof of FAA passenger carrying proficiency [as stated in FAR 61.57(a) (1)] in category and class prior to beginning a CAP flight check.

a. An initial CAPF 5 flight check administered by a CAP check pilot must be satisfactorily completed prior to designation of a CAP member as a CAP pilot.

b. All CAP pilots must complete an initial CAPF 5 flight check in each aircraft type flown.

c. All CAP pilots must satisfactorily complete an annual flight check administered by a CAP check pilot in each applicable aircraft group. An annual flight check with the same CAP check pilot 2 years in a row is discouraged. An annual flight check with the same CAP check pilot more than 2 years in a row requires Wing Commander written approval. A flight check administered by a FAA inspector, designated check airman, designated pilot examiner, or CAP-USAF flight examiner is acceptable provided the individual administering the flight check completes and signs the CAPF 5 and the CAP specific items are verbally covered by an authorized CAP check pilot who also signs the CAPF 5. A flight check accomplished in an aircraft in groups 2, 3, or 4 of table 3-1 also satisfies the requirement for all aircraft in group 1 in which the particular pilot has previously completed a CAPF 5 initial flight check. A flight check accomplished in an aircraft in group 4 of table 3-1 also satisfies the requirement for all aircraft in groups 1, 2 and 3 in which the particular pilot has previously completed a CAPF 5 flight check.

d. CAP check pilots must satisfactorily complete an annual CAPF 5 flight check administered by an FAA inspector, designated pilot examiner authorized to administer CFI flight check, CAP-USAF flight examiner, CAP check pilot designated by the national, region, or wing commander to administer check pilot flight checks, or in conjunction with the National Check Pilot Standardization Course in each applicable aircraft group. A flight check accomplished in an aircraft in groups 2, 3, or 4 of table 3-1 also satisfies the requirement for all aircraft in group 1 in which the particular pilot has previously completed a CAPF 5 initial flight check. A flight check accomplished in an aircraft in group 4 of table 3-1 also satisfies the requirement for all aircraft in groups 1, 2 and 3 in which the particular pilot has previously completed a CAPF 5 flight check.

e. All CAP pilots who hold an instrument rating or Airline Transport Pilot (ATP) certificate and desire to exercise instrument privileges on CAP flight activities shall demonstrate instrument proficiency by satisfactory accomplishment of at least one partial panel unusual attitude recovery, one holding pattern, and one instrument approach from section XIV of CAPF 5. Additional items contained in section XIV may be required at the discretion of the check pilot administering the flight check. Pilots desiring to exercise instrument privileges in multi-engine aircraft shall demonstrate instrument proficiency in a multi-engine aircraft, including an instrument approach with one engine simulated inoperative. An FAA recognized flight check requiring a demonstration of instrument competency within 180 days the CAPF 5 flight check may satisfy the requirement.

f. NHQ CAP/DOV will publish an annual CAPF 5 written examination. The exam will be taken from current FAA material and this regulation. Minimum passing score is 80%. The pilot being evaluated should obtain and complete the test prior to the scheduled flight check date so the examination can be graded and presented at the time of the flight check. All CAP pilots shall satisfactorily accomplish the CAPF 5 written examination once per year as a part of their annual flight check. The CAPF 5 written examination will be completed within 90 days prior to the CAPF 5 flight check and expires when the CAPF 5 flight evaluation expires. (The written examination is not required on subsequent CAPF 5 flight checks, such as an initial aircraft check, if the annual check ride is still current.)

g. An aircraft questionnaire (attachments 3 and 4) for each aircraft within a specific aircraft category a CAP pilot is authorized to fly will be accomplished annually in conjunction with the annual standardization flight evaluation and presented to the check pilot at the time of the check ride. They expire when the applicable annual CAPF 5 flight evaluation expires. All CAPF 5 evaluations, such as initials or re-qualifications after grounding, require a completed aircraft questionnaire for the aircraft used during the evaluation. An aircraft questionnaire is not

part of the CAPF 91 evaluation. **NOTE:** It is mandatory that this form be completed in full annually with updated information / data and that a mere change of date of the previous year's form on record for resubmission is not acceptable.

h. All CAPF 5 flight checks shall include a minimum of three (including soft and short field procedures) takeoffs and landings. If conditions are appropriate, at least one crosswind landing must be demonstrated. CAP pilots who operate amphibious, float, or ski equipped aircraft must satisfactorily demonstrate water or ski operations, including a minimum of three water or ski takeoffs and landings.

i. Members wishing to take a CAPF 5 flight evaluation in a wing other than his/her assigned wing will obtain approval from the member's assigned wing standardization and evaluation officer.

j. Wing commanders may require re-evaluation of CAP pilots transferring into their respective wings.

3-6. CAP Pilot Flight Training Leading to an Additional Airman Rating or Certificate.

Senior and cadet members may receive flight instruction from CAP instructors in CAP aircraft as follows:

a. CAP senior member mission pilots are authorized flight training leading to an instrument rating, or airman rating or certificate (commercial, certificated flight instructor, or certificated flight instructor instrument). (Use mission symbol B12.)

b. CAP pilots, qualified IAW paragraph 3-2c, who have been an active member of CAP for at least 1 year, are authorized flight training leading to an instrument rating, or airman rating or certificate (commercial, certificated flight instructor, or certificated flight instructor instrument) when his/her training has been approved by the wing or region commander. (Use mission symbol C17.)

c. CAP senior members are authorized flight training in gliders by CAP CFGIs leading to a glider rating. This training must be approved in writing by the wing commander. This approval does not allow instruction of senior member student pilots in powered aircraft. (Use mission symbol C17.)

d. CAP cadets up to 21 years of age may receive flight instruction from a CAP flight instructor leading to an airman certificate or rating, including authorized cadet solo flights and accomplishment of required practical test

e. With wing and region commander approval, an add-on single-engine land rating is authorized for pilots with an FAA powered private or better certificate. (Use mission symbol C17.)

3-7. Standardization and Evaluation Program. The Stan/Eval Program is the commander's tool to validate the effectiveness of the CAP flying program, as it pertains to the CAP mission and individual pilot flying duties. The backbone of the Stan/Eval Program is the wing and squadron Stan/Eval officer, who ensures front-line compliance with program objectives and protection of CAP resources. A Stan/Eval officer must be a CAP check pilot. The Stan/Eval officer position description is as published in CAPR 20-1, *Organization of Civil Air Patrol*.

a. NHQ CAP. The director of operations sets the policy and serves as a guide for conducting the CAP Stan/Eval Program. The Headquarters chief of standardization and evaluation (NHQ CAP/DOV) is the office of primary responsibility (OPR) for:

- (1) Review and maintenance of CAPR 60-1.
- (2) Monitoring of NHQ CAP programs to ensure policies and guidance set by NHQ CAP are adequate.
- (3) Publication of the annual CAPF 5 examination.
- (4) Assisting region/wing standardization and evaluation officers in the implementation and operation of Standardization and Evaluation programs.

b. CAP Region/Wing. The region/wing commander shall establish plans, policies, and procedures necessary to conduct a region/wing Stan/Eval Program. The region/wing Stan/Eval officer will:

- (1) Implement and administer a Check Pilot (including mission check pilot) Program.
- (2) Conduct evaluations of wing/squadron check pilots to identify program trends and on request report those trends to CAP-USAF/XOV and NHQ CAP/DOV for overall trend analysis.
- (3) Appoint, with the wing commander's concurrence, a limited number of highly qualified check pilots to assist in the implementation of the wing standardization and evaluation program.
- (4) Assist subordinate Stan/Eval officers in the implementation of Stan/Eval Programs.

3-8. Proficiency Flying. Proficiency flying using the profile outlined in attachment 9-7 (A-7 or B-12 mission symbols) will be flown with an instructor. Additionally, all pilots are encouraged to maintain currency and proficiency by accomplishing a self-conducted proficiency flight as described in attachment 7 at least once every 90 days (B12 or C17 mission symbols).

3-9. Requirements for CAP Mission Check Pilots and CAP Mission Pilots.

a. All mission check pilots must be CAP members and current and qualified SAR/DR mission pilots. To qualify as a mission check pilot, CAP SAR/DR pilots must have a minimum of 25 mission sorties (actual and/or training), satisfactorily complete the National Check Pilot Standardization Course (CAP mission check pilots qualified prior to 10 August 2001 are exempt until the next wing scheduled NCPSC), and satisfactorily complete a CAPF 91, CAP Mission Pilot Checkout. A mission check pilot authorized by the wing commander to administer mission check pilot check rides shall give this check ride. During the check ride, candidates will be required to demonstrate their ability to perform and evaluate all applicable areas of the CAPF 91 (may be concurrent with the biennial mission pilot check). Mission check pilots need not be FAA CFIs, but should be appointed based upon their knowledge of CAP mission pilot procedures, ability to determine qualifications of CAP mission pilots, and ability to properly administer mission pilot flight checks.

b. SAR/DR/CD mission pilots are authorized proficiency flight training under AF assigned non-reimbursed mission status. These flights should be released using a B-12 mission symbol and flown IAW attachment 9.

c. SAR/DR/CD mission pilots must accomplish a CAPF 91, CAP Mission Pilot Checkout, every 24 months, through the end of the month that the evaluation was taken.

3-10. Trend Analysis Reporting. This will help CAP target areas that need more emphasis during training. Each Wing will report check ride statistics on a semi-annual basis. The January to June period will be reported by 31 July and the July to December period will be reported by 31 January. The report will include:

a. The number of CAPF 5 evaluations administered, the number of failures, and the areas of the CAPF 5 failed.

b. The number of CAPF 5G evaluations administered, the number of failures, and the areas of the CAPF 5G failed.

c. The number of CAPF 91 evaluations administered, the number of failures, and the areas of the CAPF 91 failed.

The report may be emailed to dov@capnhq.gov, faxed to 800-555-7902, or entered directly on-line.

Table 3-1. Aircraft Groups

GROUP 1 Single engine, tricycle landing gear, 4 or less seats, 200 hp or less, fixed pitch propeller, fixed landing gear.	GROUP 2 High performance, single engine tricycle landing gear; 5 or more seats, or more than 200 hp; or turbocharged engine, controllable pitch propeller, or retractable landing gear.
GROUP 3 Single engine, conventional landing gear, 4 or less seats, 200 hp or less, fixed pitch propeller fixed landing gear.	GROUP 4 High performance, single engine conventional landing gear; 5 or more seats, or more than 200 hp; or turbocharged engine, or controllable pitch propeller, or retractable landing gear.
GROUP 5 All water capable airplanes (amphibious or floats).	GROUP 6 All multi-engine airplanes.
GROUP 7 All gliders.	

Notes:

1. Groupings are applicable to all CAP aircraft (member owned or CAP corporate).
2. An aircraft falls within the highest group for which any of the criteria contained in a group applies.
3. For the purposes of CAPF 5 flight checks, aircraft on the same line below are considered equivalent (an initial flight check in any one of the aircraft on a line satisfies initial flight check requirements for all aircraft on the same line):
 - T-41 (145 hp, 180 hp fixed pitch), C-172 (145 hp, 150 hp, 160 hp, 180 hp fixed pitch)
 - T-41 (180 hp constant speed), C-172XP, C-172 (180 hp constant speed), C-175
 - T-41C or T-41D (210 hp constant speed), C-182
 - C-150, C-152
 - C-R182, C-R172
 - C-205, C-206, C-207
 - PA28-140, PA28-160, PA28-161, PA28-180, PA28-181
 - PA28R-200, PA28R-201, PA28R-180
 - PA28-235, PA28-236
 - PA32-300, PA32-301, PA32-260
 - Kachina 2150, 2180
 - Mooney M20, M21
 - T-34A, T-34B
 - BE33, BE35
 - AA5, AA5A, AA5B
 - SGS 2-33, SGS 2-22
 - Schleicher K-7, K-13

CHAPTER 4 – FLIGHT RELEASE OF CAP AIRCRAFT

4-1. General. A flight release is required for all CAP flight activities. The pilot-in-command (or instructor for student pilots) must obtain the flight release. Only flights released under these procedures are authorized CAP flight activities. (See attachment 8.) Taxi operations do not require a release.

4-2. Flight Release on Air Force Assigned Mission – USAF missions (AFAM-USAF). For USAF missions are divided into two categories:

- a. AFAM – USAF Reimbursable Missions – See attachment 10 for Mission Symbols.
- b. AFAM – USAF Non-reimbursable Missions – See attachment 10 for Mission Symbols.

For USAF Assigned Missions utilizing a CAP incident commander (IC), that IC is a flight release officer (FRO) without written designation otherwise required by this chapter. CAP aircraft are released on such missions using CAPF 104. The mission base flight release authority will flight release all aircraft flown under the assigned mission number. This includes pre-positioning, employment, and de-positioning of aircraft, and travel to/from the mission base.

4-3. Flight Release on CAP Corporate Missions. A FRO is authorized to issue a flight release for CAP corporate missions, when not otherwise designated as an AFAM – USAF mission, for the categories of CAP flight activities (reference paragraph 1-5) listed as mission symbols found in attachment 10.

4-4. Flight Release of USAF Liaison Contract Rental Flights. USAF Liaison personnel may fly CAP corporate aircraft under a USAF contract administered at NHQ CAP. When USAF personnel fly CAP corporate aircraft under the USAF contract the aircraft is legally an Air Force aircraft and the flight will be in accordance with USAF regulations. A CAP flight release is not required. The CAP mission symbol is L1.

4-5. Flight Release Officer Qualifications. Individuals designated as a FRO must meet the following minimum requirements:

- a. Possess a sound knowledge of the CAP flight management program and flight release procedures.
- b. Complete the National CAP FRO training program.
- c. Satisfy one of the following criteria:
 - (1) Qualified incident commander, or
 - (2) Unit commander of a unit with CAP flight activity, or
 - (3) An experienced CAP pilot with a private or higher pilot certificate (need not be current).
- d. In unusual situations, the appropriate region commander may authorize, in writing, a waiver of specific FRO qualification criteria for a designated individual under their command.

4-6. Flight Release Officer Responsibilities and Procedures. The FRO is responsible for authorizing a CAP pilot to fly as pilot-in-command in CAP aircraft on CAP flight activities. The FRO is expected to use his/her best efforts to verify appropriate information prior to giving a flight release, including reliance on information verbally provided by the CAP pilot requesting a flight release. The FRO is not a dispatcher and is not responsible for the actual conduct of the flight.

a. FROs cannot release a flight on which they are the PIC, crew member, or passenger, with the following exceptions. The following are authorized to release flights on which they are the PIC, crew member, or passenger.

(1) National Commander and national staff members specifically authorized by the National Commander in writing. (National staff not authorized by the National Commander will obtain flight release from their attached region or wing.)

(2) Region commanders and region staff members specifically designated by the region commander.

(3) Wing commanders and National Headquarters staff.

b. The FRO shall accomplish the flight release, using as a minimum, the information in attachment 8.

c. The FRO shall, by the 5th of each month, forward a copy (including any electronic method like fax or PDF document) of the original CAPF 99 to the wing DO or his/her designee for use in compiling data for submission of the required monthly on-line Form 18, which shall be reported using the NHQ CAP On-line Reporting System no later than the 20th of each month. The FRO should also forward a copy of the previous month's CAPF 99 to his/her respective CAP-USAF State Director, to assist in the quality control of the wing's flying program. The original CAPF 99 will be retained by the home unit of the flight release officer.

4-7. Flight Release of Multiple Flight Activities. Flight activities, other than SAR/DR flights, involving multiple flights from the same location may be flight released one time per day.

4-8. Glider Flight Reporting Procedures and Requirements. Glider flights shall be reported by the designated individual (preferably the assigned wing glider program manager) using the NHQ CAP On-line Reporting System no later than the 20th of each month.

4-9. Flight Release: Commanders' and Pilots' Responsibilities.

a. Unit Commanders. All commanders with CAP flight activity in their units shall:

(1) Appoint, in writing, sufficient individuals who meet FRO qualifications as designated FROs.

(2) Ensure FROs are trained in their flight release responsibilities using the CAP NHQ provided FRO Training Program as a minimum.

(3) Publish a current list of FROs, including telephone numbers, and make this list available to all active CAP pilots within a reasonable geographic area.

(4) Provide each FRO with a checklist to assist them in properly accomplishing their responsibilities. As a minimum, the checklist will contain the items in attachment 8.

(5) Provide an updated list of designated FROs to the appropriate CAP-USAF liaison offices (region and state) quarterly.

b. Individual CAP Pilots. Individual CAP pilots shall:

(1) Furnish documentation and information requested to establish their qualifications to fly CAP aircraft. This information shall be placed in the individual pilot record maintained for each CAP pilot at his or her unit of assignment.

(2) Certify the eligibility of any proposed passenger to the FRO prior to obtaining a flight release.

(3) Obtain a flight release from a FRO prior to conducting any CAP flight activity.

(4) Report total flight time, in accordance with local procedures.

CHAPTER 5 – CAP GLIDER/TOW PLANE/LAUNCH OPERATIONS

5-1. Organizational Areas of Responsibility. As many CAP glider operations are predominantly collocated with Soaring Society of America (SSA) affiliate clubs or commercial operators, it is important to understand the areas of responsibility for all concerned. SSA affiliate clubs and commercial operations normally have operational rules that pertain to their operation. Where operations are collocated, in addition to complying with CAP regulations, CAP will be knowledgeable and comply with all field operating procedures and applicable rules. Prior to joint operations with a glider club or commercial operator, the CAP member in charge of the CAP activity will discuss and be clear on specific areas of responsibilities.

5-2. CAP Glider, Orientation, Instructor, and Check Pilots. CAP glider, orientation, instructor, and check pilots will be qualified and maintain currency in accordance with chapter 3. If the wing does not have an active CAP glider check pilot, the CAP wing commander will select, and appoint in writing, a highly qualified CFIG as the initial wing glider check pilot. The selected CFIG will not be required to complete a CAPF 5 for the first year; however, the CFIG must meet all other requirements set forth in chapter 3. Within 1 year from the date of appointment, the initial wing glider check pilot must complete a CAPF 5 to remain qualified. A copy of the appointment letter will be maintained in the initial wing glider check pilot's folder.

5-3. CAP Tow Pilots. CAP tow pilots will, at a minimum, be trained in accordance with the joint Soaring Safety Foundation (SSF)/CAP on-line Tow Pilot Course available at the Soaring Safety Foundation web site. Completion of the on-line course and flight training as specified by the on-line course flight training syllabus is mandatory for all CAP tow pilots.

5-4. CAP Pilot Glider Flight Training. CAP cadets are authorized flight training in gliders by CAP CFIGs toward all FAA airman ratings or certificates. CAP senior members are authorized flight training in gliders by CAP CFIGs leading to any FAA glider rating. Flight training will be accomplished in accordance with current FAA standards and, when applicable, the CAP Glider Training Plan. FAA-H-8083-13, Glider Flying Handbook, will be the primary reference for CAP glider ground and flight training.

5-5. CAP Glider Orientation Flights. Each CAP cadet is authorized glider orientation flights in accordance with CAPP 52-7, *Cadet Orientation Flight Syllabus*. Each glider orientation flight covers a specific subject. CAP glider orientation pilots must annually complete the following:

- a. Demonstrate knowledge of and ability to perform specific flights as specified in CAPP 52-7 during a CAPF 5 flight evaluation to include a demonstration of subject matter knowledge pertaining to the specific orientation flight.
- b. Complete the on-line CAP Cadet Orientation Quiz – Glider, with the CAPF 5.
- c. Have a current copy of CAPP 52-7 to display to a CAP glider check pilot during each CAPF 5 flight evaluation.

5-6. Flight Release of Glider Flight Activities. All glider flights will be released in accordance with chapter 4. For multiple operations at the same airfield, multiple flights may be released on a single flight release as long as each participating pilot-in-command is identified on the CAPF 99.

5-7. CAP Member Soaring Uniform. Soaring activity, to include the tow pilot, demands that comfortable, loose-fitting, nonrestrictive clothing be worn. A T-shirt, such as a CAP designed wing T-shirt with a pair of shorts/long pants and tennis shoes is sufficient. However, the final uniform decision rests with the region/wing commander. Due to space restrictions in most glider rudder pedal areas, the wearing of boots, including military style boots, is prohibited.

5-8. SSA Affiliate Club Launch Aircraft, Gliders & Equipment Operated by CAP Personnel. If the tow pilot and/or glider pilot is a CAP member flying a properly released SSA affiliate club tow plane or glider, the tow plane and/or glider will be considered a member furnished aircraft and the flight will be considered a CAP flight activity in accordance with this regulation. CAP member operated winch or auto tow equipment is authorized and will be considered a CAP activity. The CAP liability insurance covers liability claims arising out of the ground and flight activity. However, it does not provide damage or replacement coverage for the aircraft, vehicles, or equipment. For more details see CAPR 900-5, *Civil Air Patrol Insurance/Benefits Program*.

5-9. Commercial or SSA Affiliate Club Launch Aircraft & Equipment Operated by Other than CAP Personnel. An aero tow, winch, or auto tow conducted by non-CAP personnel will be considered vendor-provided. The vendor is responsible for their own liability and equipment insurance coverage.

5-10. Glider Check Pilot Requirements. National Check Pilot Standardization Course – Glider (NCPSC-G). In addition to the requirements of chapter 3, CAP glider instructor pilots wishing to upgrade to CAP glider check pilots must complete the on-line NCPSC-G and take a CAPF 5 flight evaluation with a glider check pilot assigned by the wing commander to administer such evaluations. All CAP glider check pilots must complete the on-line NCPSC-G every 4 years and a CAPF 5 flight evaluation annually given by a check pilot assigned by the wing commander to administer such evaluations. The ground school portion of the powered NCPSC fulfills the requirement of the NCPSC-G on-line course.

5-11. Flight Encampments/Academies. Flight encampment/academy ground schools will include a minimum of 18 hours of ground instruction with at least 2 hours of ground instruction per day. The CAP Glider Training Plan Syllabus will be used for flight training. FAA-H-8063-13, Glider Flying Handbook, is the recommended standard ground and flight training reference.

5-12. Tow Pilot Requirements. In addition to FAR 61.69, the following criteria must be met to be qualified as a CAP glider tow pilot:

- a. Be an active CAP airplane pilot at least 18 years of age with a current medical and flight review.
- b. Have a minimum of 500 hours total time. This time may be waived to a minimum of 300 hours with region or wing commander approval.
- c. Have a minimum of 250 hours pilot-in-command (PIC) time in single engine land airplanes.
- d. Complete the CAP/SSF on-line Tow Pilot Course (found on the CAP web site under “Ops Training”) during initial checkout and as a refresher course on a yearly basis thereafter. At all times tow pilots must have completed the on-line Tow Pilot Course within the preceding 12 calendar months.

e. For initial qualification, complete a minimum of 10 dual tows with a highly experienced CAP tow pilot who has been designated as a CAP tow plane instructor by the present Executive Director, region or wing commander, or their designee. The 10 dual tows include six tows that are part of the Tow Pilot Course flight training syllabus (see 5-3 above) and four additional dual tows.

f. After initial qualification, complete a minimum of 10 tows in the preceding 12 calendar months. CAP qualified tow pilots who have not maintained this level of currency must be accompanied by a CAP tow plane instructor (described in 5-12e above) for any additional tows needed to meet the total of 10 tows (accompanied or solo) in the preceding 12 calendar months.

g. Active CAP tow pilots who meet the requirements of a, b, c, d, and f above and are FAA tow pilot current (FAR 61.69) at the effective date of this regulation, will continue as qualified CAP tow pilots. To remain qualified these current tow pilots must be designated in writing by the region or wing commander within 120 days of the publication of this regulation

h. All CAP tow pilots (other than those “grandfathered” in 5-12g above) will be designated in writing by the region or wing commander prior to conducting CAP tow pilot flight activities.

5-13. CAPF 5G Evaluations. Paragraph 3-5h does not apply to CAPF 5G evaluations. Except as noted below, one landing is required to complete the check ride (more landings may be required at the discretion of the check pilot). If the pilot taking the evaluation has not accomplished and logged a simulated rope break within the preceding 12 months and when weather conditions will safely permit, the CAPF 5G will include a simulated rope break on takeoff (above 200 feet AGL). If a simulated rope break is accomplished, at least one other landing is required as part of the CAPF 5G evaluation.

ATTACHMENT 1 – STATEMENT OF UNDERSTANDING
20 FEBRUARY 2008

In order to fly CAP aircraft, I understand I must meet Federal Aviation Administration and CAPR 60-1, Operations, *CAP Flight Management*, requirements. I understand that these directives are changed from time to time and it is my responsibility to know and comply with these changes. I also understand that violation of these requirements may result in action being taken against me under the provisions of CAPR 60-1. I understand the provisions of-CAPR 900-5, *The CAP Insurance/Benefits Program*, regarding liability for damage to CAP property.

Signature

Date

NOTE: This statement of understanding need only be accomplished one time and a copy of this statement will be retained in the pilot's flight records.

ATTACHMENT 2 – CAP AIRCRAFT OPERATIONS UNDER FAR EXEMPTIONS

General: The FAA in 1981 ruled that CAP aircraft operations are considered those of "civil aircraft" and **not** "public aircraft" and are therefore subject to the Federal Aviation Regulations (FARs).

FAA Exemptions for CAP Operations: All CAP operations are conducted under the FARs unless specifically exempted by the FAA. CAP has obtained FAA exemptions in two areas:

1. FAR Part 61 – Reimbursement of Private Pilots

- The FAA Exemption to FAR Part 61.113(e), exemption number 6771B, allows CAP members who are private pilots flying Air Force assigned (Categories A and B) “search and locate” missions to be reimbursed for certain expenses.
- Reimbursement for member-furnished aircraft is included.
- Per diem is allowed.
- Only reimbursement and per diem provided for in CAP Regulation 173-3, *Payment for Civil Air Patrol Support*, are allowed, and only at the rates and in accordance with the procedures set forth in that regulation.

2. FAR Part 91, Subpart F – Large and Turbine Powered Multi Engine Airplanes

- This exemption, number 6485, applies only when a non-member passenger or property not owned by CAP is being carried on a flight that CAP would be making even if the non-member passenger or property was not on board.
- CAP is allowed to receive limited payment while operating **small aircraft** under the General Operating and Flight Rules of FAR Part 91 instead of Part 135. All of the additional rules of FAR Part 91.501-91.599 apply.
- The exemption allows:
 - CAP to receive payment (not in excess of the cost of owning, operating, and maintaining the airplane) from sources other than CAP, i.e., FEMA, Red Cross, NWS, FAA, when non-member persons (other than crewmembers) are carried,

and

 - CAP to receive payment (not in excess of twice the cost of fuel, oil, lubricants, and other additives plus the out of pocket costs of the flight) from sources other than CAP, i.e., FEMA, Red Cross, NWS, FAA, when property belonging to other than CAP is to be transported (i.e., – Red Cross blood transport).
- The CAP pilot in command (PIC) conducting operations under this exemption must hold a commercial pilot certificate with appropriate category and class ratings for the aircraft to be used in the operation. The PIC also must hold an instrument rating except when conducting day VFR flights within 50 nautical miles of the departure airport.
- The PIC conducting operations under this exemption must hold at least a current second-class medical certificate.
- The aircraft used for operations conducted under this exemption must be maintained and have 100-hour and annual inspections performed in accordance with FAR part 43 and part 91.

The full text of these exemptions can be found at <http://aes.faa.gov/>

The following chart sets summarizes the applicable FAA rules for various types of CAP missions. As used in the FARs, “aerial work operations” refers to a flight that originates and terminates at the same point and where the purpose of the flight is to perform some mission in the air during the course of the flight. “Transportation” refers to a flight that originates and terminates at different points, where the purpose of the flight is to go from the point of origin to the point of destination.

CAP MISSIONS AND PILOT LIMITATIONS

IF THE PURPOSE OF THE FLIGHT IS	AND ON BOARD ARE	AND THE MISSION IS	AND THE AIRCRAFT IS	THEN MAY BE FLOWN BY	PILOT MAY BE REIMBURSED FOR	REFERENCE
Search and Locate	Pilot crewmembers, CAP members, Armed Services, Authorized Government Employees	A or B Reimbursed or Not Reimbursed	Corporate Owned	Private Pilot	Fuel, Oil, Supplemental Oxygen, Fluids, Lubricants, Servicing, Maintenance, Per Diem	Exemption 6771
			Member Furnished	Private Pilot	In accordance with CAPR 173-3	Exemption 6771
		C Reimbursed or Not Reimbursed	See Aerial Work Operations			
	Other Passengers	A	Any	Private Pilot	Fuel, oil, airport expenditures, or rental fees	FAR 61.113(e)
		B or C Reimbursed	Any	Commercial Pilot or ATP	Any Expenses Authorized by CAP	FAR 119.1(e)(4)
		Not Reimbursed	Any	Private Pilot	See Note 1	FAR 61.113(a); FAR 61.113(c); FAR 119.1(e)(4); FAA Interpretation 1997-23
Aerial Work Operations (Aerial imaging, radio relay)	Crewmembers (FAR 1.1)	Any	Any	Private Pilot	See Note 1	FAR 61.113(a); FAR 61.113(c); FAR 119.1(e)(4); FAA Interpretation 1997-23
	Passengers or Non-CAP Property	Reimbursed	Any	Commercial Pilot or ATP	Any Expenses Authorized by CAP	FAR 119.1(e)(4)
		Not Reimbursed	Any	Private Pilot	See Note 1	FAR 61.113(a); FAR 61.113(c); FAR 119.1(e)(4); FAA Interpretation 1997-23

IF THE PURPOSE OF THE FLIGHT IS	AND ON BOARD ARE	AND THE MISSION IS	AND THE AIRCRAFT IS	THEN MAY BE FLOWN BY	PILOT MAY BE REIMBURSED FOR	REFERENCE
Domestic CAP Cadet Orientation Flights IAW CAPP 52-7, AFROTC, AFJROTC Orientation Flights	Pilot, CAP Cadets, AFROTC Cadets, AFJROTC Cadets	A AF Reimbursed	Corporate Owned	Private Pilot	Fuel, Oil, Supplemental Oxygen, Fluids, Lubricants, Servicing, Maintenance, Per Diem	Exemption 6771
			Member Furnished	Private Pilot	IAW CAPR 173-3	
		B Not Reimbursed	Corporate Owned	Private Pilot	Fuel, Oil, Supplemental Oxygen, Fluids, Lubricants, Servicing, Maintenance, Per Diem	IAW CAPR 173-3
			Member Furnished	Private Pilot	IAW CAPR 173-3	
		B Reimbursed with other than AF Funds	Any	Commercial	Any Expenses Authorized by CAP	
		Overseas CAP Orientation Flights	Pilot crewmembers, CAP Cadets	Any	AF Aero Club Owned	Commercial Pilot with Instrument Rating or ATP
Transportation	Passengers or Non-CAP Property	A or Not Reimbursed	Any	Private Pilot	See Note 1	FAR 61.113(c), Interpretation 1997-23
				Commercial Pilot	Any Expenses Authorized by CAP	Exemption 6485
		B or C Reimbursed	Any	Not Authorized - Part 135	N/A	FAR 119.1

Note 1: Pilot may not pay less than the pro rata share of the operating expenses, provided the expenses involve only fuel, oil, airport expenditures, or rental fees **OR** pilot may not log flight time.

Note 2: Exemptions cited reflect the current extension (A, B, C, etc.).

ATTACHMENT 3 – AIRPLANE QUESTIONNAIRE

NOTE: It is mandatory that this form be completed in full annually with updated information / data and that a mere change of date of the previous year's form on record for resubmission is not acceptable.

Name: _____ Grade: _____ CAPID _____
 Unit: _____ Date: _____
 Check Pilot: _____ Grade: _____ CAPID _____
 Score: _____ Type/Model Aircraft: _____

Complete this open book questionnaire using the *Flight Manual/Pilot's Operating Handbook*. If a question or part of a question is not applicable, write in NA. The check pilot will review and grade the questionnaire. Minimum passing score is 80%. The completed questionnaire will be filed in the pilot's flight records.

1. Approved fuel grades and colors are: _____
2. Location/capacity of each fuel tank is: _____
3. Total usable fuel under all flight conditions is _____ gallons.
4. Endurance at 75% power, 7,500-foot MSL, with a 45-minute reserve is _____ hours.
5. What make and grade oil is used? Winter: _____ Summer: _____
6. Oil capacity is _____ quarts. Minimum oil quantity for take off is _____ quarts.
7. Minimum oil pressure is _____ psi. Maximum oil pressure is _____ .
8. Maximum oil temperature is _____ degrees (F or C) _____ .
9. Magnetos are checked at _____ RPM. RPM drop should not exceed _____ RPM on either magneto or _____ RPM differential between magnetos.
10. Maximum RPM and MP for takeoff are _____ and _____ in/Hg.
11. Maximum gross takeoff weight is _____ pounds. Empty weight is _____ pounds.
Useful load is _____ pounds. Maximum landing weight is _____ pounds.
12. Baggage compartment locations/weights are: _____
13. Give the IAS at maximum gross weight for:
 - a. Va (maneuvering speed). _____
 - b. Vso (stall, landing config, power. off). _____
 - c. Vs1 (stall, cruise config, power. off). _____
 - d. Vy (best rate of climb, sea level). _____
 - e. Vx (best angle of climb, sea level). _____
 - f. Vmc (minimum control speed – multi-engine only). _____
 - g. Best glide speed. _____

14. Give the immediate action/memory items for:

a. Engine failure immediately after takeoff.

b. Fire during cranking and engine fails to start.

c. Engine fire in flight.

d. Electrical fire in flight.

15. Normal takeoff flap setting is _____, short field takeoff setting is _____, and soft field setting is _____.

16. Maximum demonstrated takeoff/landing crosswind component is _____ knots.

17. Given: PA = 4,000 feet; Temp = 86° F; Runway 27; Wind 320° at 14 knots; runway is paved, level, and dry; aircraft is at maximum takeoff weight.

Find: Total takeoff distance to clear a 50-foot obstacle: _____

18. Given: PA = 6,000 feet; Temp = 68° F; wind calm; runway is paved, level, and dry; aircraft is at maximum landing weight.

Find: Total landing distance to clear a 50-foot obstacle: _____

19. Landing runway 22; wind 190° at 22 gusting to 30 knots. Will the maximum demonstrated component for this aircraft be exceeded?

ATTACHMENT 4 – GLIDER QUESTIONNAIRE

NOTE: Please be advised it is mandatory pursuant to CAPR 60-1 that this form be completed in full annually with updated information / data and that a mere change of date of the previous year's form on record for resubmission is not acceptable.

Name _____ Grade _____ CAPID: _____
 Unit: _____ Date: _____
 Check _____ Grade _____ CAPID: _____
 Score _____ Type/Model _____

Complete this open-book questionnaire using the *Flight Manual/Pilot's Operating Handbook*. If a question or part of a question is not applicable, write in NA. Prior to the flight the check pilot will review the questionnaire with the examinee. All questions will be corrected to 100%. The corrected questionnaire will be filed in the pilot's flight records.

1. List the airspeed for the following flight characteristics and

	Solo	Dual
a. Best Glide Speed	_____	_____
b. Minimum Sink Speed	_____	_____
c. Stall Speed (straight ahead)	_____	_____
d. Stall Speed (30-degree bank)	_____	_____
e. Maximum Aero Tow Speed	_____	_____
f. Maximum Auto/Winch Tow Speed	_____	_____
g. VNE (velocity not to exceed)(redline)	_____	_____
h. Va (maneuvering speed)	_____	_____
i. Pattern Speed	_____	_____

2. Give your immediate action for a rope or cable break?

3. Explain your plan for a rope/cable break at the following

a. Below 200 feet agl, above ground _____

b. Above 200 feet agl, above ground _____

c. Above 800 feet agl, above ground _____

4. Define "ABCCCD":

A _____

B _____

C _____

C _____

C _____

D _____

5. Define "STALL" or "USTALL":

U _____

S _____

T _____

A _____

L _____

L _____

5. What is the maximum demonstrated takeoff/landing crosswind _____

6. List and explain the steps in spin recovery?

7. What is the minimum front/single seat _____

8. Maximum gross takeoff weight _____ pounds. Empty weight _____ pound
Useful load _____ pounds.

9. Complete a weight and balance problem using both your and your check pilot's weights.

ATTACHMENT 5 – ADMINISTRATION OF CAPF 5/5G FLIGHT CHECKS

CAPR 60-1 requires specific actions and steps be taken for the successful completion of a CAPF 5 flight check. The following guidelines are provided to assist in the administration of CAPF 5 flight checks. Their purpose is to standardize the administration of flight checks throughout CAP, enable all check pilots and applicants to clearly understand what is expected of them during a flight check.

1. Advance Preparation. The applicant shall:

a. Unless satisfactorily accomplished as part of CAPF 5 flight check within the preceding 12 months, complete the CAPF 5 written examination.

(1) This examination is a take home, open book review of FAA and CAP flight procedures. The applicant is expected to refer to the applicable regulations and procedures in accomplishing this examination.

(2) The completed and graded examination (80% minimum score required) is presented to the check pilot who will administer the remainder of the flight check. The flight check must be accomplished within 90 days of the date on which the written examination is completed. The examination may be taken on-line from the NHQ CAP web site.

b. Obtain a blank CAPF 5 and complete the identifying information.

c. For an annual standardization flight evaluation, complete an airplane or glider questionnaire for all aircraft (within category) the CAP pilot is authorized to fly. Other evaluations require a completed aircraft questionnaire for the aircraft used during the flight evaluation.

d. The applicant must provide proof of FAA passenger carrying proficiency [as stated in FAR 61.57(a)(1)] in category and class prior to beginning a CAP flight check.

e. Contact an authorized CAP check pilot to schedule the flight check.

2. Preflight. At the time of the flight check:

a. The applicant shall:

(1) Obtain a flight release for the flight check from a designated flight release officer and inform the check pilot of the release (the applicant is pilot-in-command unless specific circumstances dictate the check pilot function as such for a portion or all of the flight). (If the check pilot is to function as the pilot-in-command, the check pilot will obtain the flight release.)

(2) Wear an appropriate CAP uniform.

(3) Present the following items to the check pilot:

(a) Completed and graded CAPF 5 written examination or evidence that it has been satisfactorily accomplished within the preceding 12 months.

- (b) Completed aircraft questionnaires in accordance with 1.c. above.
- (c) Partially completed (identifying data) CAPF 5.
- (d) Valid FAA pilot certificate and current FAA medical certificate.
- (e) Current CAP membership card. (Exception: CAP-USAF State Directors are not required to have a membership card.)
- (f) Aircraft log books (or other evidence to verify the airworthiness status) for the airplane used for the flight check.

b. The check pilot shall:

- (1) Verify both the applicant and check pilot wears an appropriate CAP uniform.
- (2) Obtain the following documents from the applicant:
 - (a) A completed and graded CAPF 5 written examination, if applicable (see paragraph 3-5f).
 - (b) CAPF 5 with identifying data entered.
 - (c) Completed aircraft questionnaire(s).
 - (d) Valid FAA pilot certificate and current FAA medical certificate.
 - (e) Current CAP membership card. (Exception: CAP-USAF State Directors are not required to have a membership card.)
- (3) Review the CAPF 5 written examination and discuss incorrect answers or obvious problem areas. For flight checks in a particular aircraft type, review the aircraft questionnaire and ensure the applicant has a thorough knowledge of the aircraft, its operating limitations, procedures, performance, loading and systems.
- (4) Proceed with the flight check by accomplishing an oral review of those items on the CAPF 5 that cannot be accomplished in flight. The appropriate items shall be marked "V" to indicate verbal discussion.
- (5) Question the applicant on any material related to the flight check deemed necessary to determine the qualifications of the applicant.
- (6) Verify the aircraft to be used is in an airworthy condition and that all required documents are in order.

3. In-Flight Evaluation.

- a. The applicant is usually pilot-in-command unless specific circumstances require the check pilot to function as such for a portion of the flight. Any such conditions will be clearly

discussed and agreed to prior to conducting the flight check. If circumstances require the check pilot to assume command of the aircraft during the flight check to prevent a dangerous situation, the flight check shall be considered unsatisfactory and immediately terminated.

b. The check pilot will observe the applicant accomplish requested flight maneuvers and demonstrations in accordance with the criteria contained in the appropriate FAA Pilot Practical Test Standards without assistance from the check pilot. The check pilot may exercise some discretion in providing limited instruction to correct minor deficiencies observed, however, such activity will be restricted to a few minor items. Numerous deficient areas and unfavorable trends are evidence of substandard pilot proficiency and will be considered evidence of unsatisfactory performance.

c. For applicants holding an instrument rating or Airline Transport Pilot (ATP) certificate and desiring to exercise instrument privileges on CAP flight activities, the check pilot will observe the applicant demonstrate instrument proficiency during, at a minimum, partial panel unusual attitude recovery, holding patterns, and at least one instrument approach. Additional demonstrations can be required by the check pilot, if considered necessary, to demonstrate an acceptable level of instrument proficiency. (This minimum instrument proficiency demonstration is NOT intended to satisfy the requirements for an instrument competency check.) A FAA recognized flight check requiring a demonstration of instrument competency within 180 days preceding the CAPF 5 flight check may satisfy the requirement.

4. Post-Flight - Review and Documentation.

a. The check pilot shall:

(1) Review the applicant's performance during the flight check and discuss any comments or suggestions.

(2) Complete the appropriate entries on the CAPF 5. Any notations or limitations should be entered in the remarks section. Once the check pilot indicates the flight check is begun, a completed CAPF 5 is required.

(3) Return the completed CAPF 5, aircraft questionnaire (if applicable), and written examination (if applicable) to the applicant for copying and distribution as necessary.

b. If the flight check is unsatisfactory, the applicant shall be informed as to the specific unsatisfactory items. These items shall be noted on the CAPF 5. The check pilot shall return all documents to the applicant. The applicant should be reminded that he/she is required to accomplish the recheck with the same check pilot unless that check pilot agrees to another. The check pilot shall advise the applicant what is necessary to prepare for retaking the flight check and make any necessary arrangements for scheduling it. The check pilot shall ensure the respective wing standardization/evaluation officer and the appropriate wing commander are notified of the failure.

c. Applicants who believe improprieties existed in the administration of their flight check should contact their unit commander to discuss the matter. If the unit commander agrees that a complaint is justified, the standardization/evaluation officer of the wing in which the flight check

was given is provided the necessary details concerning the complaint. The standardization/evaluation officer shall promptly investigate any such situations. The Stan/Eval officer will provide a report to the unit commander relating to the complaint within 10 days. The unit commander shall notify the applicant of the disposition of the complaint. The decision of the responsible wing standardization/evaluation officer regarding the proper conduct of a flight check is final.

ATTACHMENT 6 – ADMINISTRATION OF CAPF 91 MISSION FLIGHT CHECKS

CAPR 60-1 requires specific actions and steps to be taken to successfully complete a CAPF 91 mission flight check. The following guidelines assist in the administration of CAPF 91 flight checks. They standardize the administration of mission flight checks throughout CAP and enable all mission check pilots to understand what minimum items are expected of them in conducting a mission flight check.

1. Preflight - Review and Preparation. The mission check pilot shall:

a. Verify the applicant wears an appropriate CAP uniform.

b. Obtain the following documents from the applicant:

(1) Evidence of current CAPF 5 flight check valid for the aircraft used for the mission flight check.

(2) Evidence to show completion of initial mission pilot qualification training requirements (CAPF 101 or **MP-SQTR**).

(3) CAPF 91 with identifying data entered.

(4) Valid FAA pilot certificate and current FAA medical certificate.

(5) Current CAP membership card.

(6) If applicable, CAP radio operator's permit and/or FCC restricted radiotelephone permit.

c. Verify the aircraft to be used is in an airworthy condition and that all required documents are in order.

d. Proceed with the mission flight check by accomplishing an oral review of those items on the CAPF 91 that cannot be accomplished in flight. The appropriate items shall be marked "V" to indicate satisfactory verbal discussion.

e. Question the applicant on any material related to the mission flight check deemed necessary to determine the qualifications of the applicant.

2. Oral Review. The mission check pilot will conduct an oral review with the applicant covering at least the following items:

a. Mission administrative procedures, including sign in of personnel and aircraft.

b. Mission flight planning, including preparation of CAPF 104.

c. Search patterns and procedures.

d. Observer/scanner briefing and utilization.

- e. Use of the standardized chart grid system.
- f. Debriefing procedures.
- g. Procedures for completing and submitting CAPF 108.

3. Conducting the In-Flight Portion of the Mission Flight Check.

a. The applicant is pilot-in-command unless specific circumstances require the mission check pilot to function as such for a portion of the flight. Any such conditions will be clearly discussed and agreed to prior to conducting the mission flight check. If circumstances require the mission check pilot to assume command of the aircraft during the mission flight check to prevent a dangerous situation, the mission flight check shall be considered unsatisfactory and immediately terminated.

b. The mission check pilot shall observe and evaluate the applicant accomplish CAPF 91 mission flight maneuvers. All flight maneuvers shall be conducted using utmost consideration for safety, sound judgment, and use of appropriate mission procedures.

c. The mission flight check shall be conducted to evaluate the skills and proficiency of the applicant. While the mission check pilot may exercise discretion in providing limited instruction to correct minor deficiencies observed, such activity should be restricted to a few minor items. Numerous deficient areas and unfavorable trends are evidence of substandard pilot proficiency and should be considered evidence of unsatisfactory performance.

4. Post-Flight: Review and Documentation.

a. The mission check pilot shall:

(1) Review the applicant's performance during the mission flight check and discuss any comments or suggestions.

(2) Complete the appropriate entries on the CAPF 91. Any notations or limitations should be entered in the remarks section. Once the check pilot indicates the mission flight check is begun, a completed CAPF 91 is required.

(3) Return the completed CAPF 91 to the applicant for copying and distribution as necessary.

b. If the mission flight check is unsatisfactory, the applicant shall be informed as to the specific unsatisfactory items. These items shall be noted on the CAPF 91. The mission check pilot shall return all documents to the applicant. The applicant should be reminded that he/she is required to accomplish the recheck with the same mission check pilot unless that mission check pilot agrees to another. The check pilot shall advise the applicant what is necessary to prepare for retaking the mission flight check and make any necessary arrangements for scheduling it. The check pilot shall advise the respective wing standardization/evaluation officer who will in turn advise the appropriate wing commander.

c. Applicants who believe improprieties existed in the administration of their mission flight check should contact their unit commander to discuss the matter. If the unit commander agrees that a complaint is justified, the standardization/evaluation officer of the wing in which the flight check was given is provided the necessary details concerning the complaint. The standardization/evaluation officer shall promptly investigate any such situations. The Stan/Eval officer will provide a report to the unit commander relating to the complaint within 10 days. The unit commander shall notify the applicant of the disposition of the complaint. The decision of the responsible wing standardization/evaluation officer regarding the proper conduct of a flight check is final.

ATTACHMENT 7 – SELF-CONDUCTED PROFICIENCY FLIGHT GUIDELINES

This attachment provides a recommended self-conducted proficiency flight profile that may be used to improve pilot confidence and currency in a particular. It is recommended that the procedures outlined below be accomplished at least once each 90 days to maintain pilot proficiency.

1. Preflight.

- a. Obtain a flight release from a designated flight release officer.
- b. Review the Aircraft Flight Manual/Pilot Operating Handbook (AFM/POH), including limitations, operating procedures (normal, abnormal, and emergency), loading, performance, etc.
- c. Accomplish the aircraft preflight inspection.

2. Flight Profile.

- a. Accomplish normal taxi, takeoff, and departure to the local practice area.
- b. Upon reaching the practice area and at an altitude of at least 3,000 feet AGL, conduct appropriate clearing turns.

MAINTAIN CONSTANT VISUAL AWARENESS OUTSIDE THE COCKPIT THROUGHOUT ALL MANEUVERS

(1) Perform 720° steep bank turns (45-50° bank) in both directions while maintaining altitude within 100 feet.

(2) Maintain altitude within 100 feet and heading within 5° while slowing to 1.2 V_{S1} . Accomplish left and right turns of at least 90° duration while maintaining altitude within 100 feet. While maintaining heading within 5°, reduce power to idle and increase pitch attitude to maintain altitude until onset of stall warning. Recover straight ahead with minimum altitude loss and re-establish a speed of 1.2 V_{S1} .

(3) Extend flaps to approach position and reduce speed to onset of stall warning while maintaining altitude within 100 feet and heading within 5°. Increase power as necessary to maintain altitude. Accomplish left and right turns of at least 90° duration while maintaining altitude within 100 feet. Increase power to takeoff power while simultaneously increasing pitch attitude to simulate a go-around condition and begin a medium bank turn in either direction. Raise the nose until onset of stall warning. Recover straight ahead with minimum altitude loss and re-establish the speed used at the beginning of this maneuver.

(4) Extend flaps to landing position, extend landing gear (if applicable), and reduce speed to onset of stall warning while maintaining altitude within 100 feet and heading within 5°. Increase power as necessary to maintain altitude. Accomplish left and right turns of at least 90° duration while maintaining altitude within 100 feet. While maintaining a constant heading within 5°, reduce power to normal approach power setting and begin a typical final approach

descent. Increase pitch attitude until onset of stall warning. Accomplish a full recovery straight ahead, climbing to the altitude at which the maneuver was started.

(5) Establish level flight, maintaining altitude within 100 feet and heading within 5° while reducing speed to $1.2 V_{S1}$ with flaps and gear (if applicable) retracted. Without changing power, establish a 30° bank turn in either direction, and smoothly increase elevator back pressure until onset of stall warning. Recover straight ahead with minimum altitude loss.

c. Return to the airport to accomplish the following takeoff and landing exercises:

(1) Perform a normal landing, using full flaps, to a touch and go.

(2) Perform a short field landing to a full stop, with a simulated 50-foot obstacle located at the runway threshold using the procedures recommended in the AFM/POH.

(3) Taxi back and perform a soft field takeoff using the procedures recommended in the AFM/POH.

(4) Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.

(5) Taxi back and perform a short field takeoff using the procedures recommended in the AFM/POH.

(6) Accomplish additional practice takeoffs and landings as desired.

(7) Perform a normal landing to a full stop.

3. Post Flight.

a. Secure the aircraft in the hanger or tie down location (including fueling, cleaning windshield, etc.).

b. Complete necessary flight time reports.

c. Conduct a post-flight inspection of the aircraft.

d. Review your performance!

ATTACHMENT 8 – FLIGHT RELEASE OFFICER CHECKLIST

- 1. Verify that the purpose of the flight meets the applicable criteria set forth in CAPR 60-1 and that when and where available, CAP corporate aircraft are utilized. See Note 1.
- 2. Verify name of the designated PIC (the PIC must obtain the flight release). Will PIC change during flight?
- 3. Verify that all passengers meet the applicable criteria set forth in CAPR 60-1, paragraph 2-6.
- 4. Assign the appropriate flight mission symbol as identified in CAPR 60-1, attachment 10 or the CAPF 99.
- 5. Complete applicable portions of CAPF 99.
- 6. Verify the pilot and passengers are current members (or otherwise authorized to fly in CAP aircraft) and carry current membership cards.
- 7. Verify the pilot has a valid (original) FAA pilot certificate in his/her possession.
- 8. Verify the pilot has a current medical certificate in his/her possession (not required for gliders and balloons).
- 9. Verify the pilot has a current CAPF 5 flight check valid for the type of aircraft being flown (except for flight checks, in which the check pilot's name will be obtained).
- 10. Verify the pilot is current and qualified in accordance with CAPR 60-1 and applicable FARs for the type of flight conditions, aircraft, and mission to be released. If passengers are carried verify the PIC has complied with FAR 61.57(a)(1), passenger carrying proficiency.
- 11. Verify a FAA flight plan has been filed prior to flights of more than 50 nm from the departure airport.
- 12. Remind the pilot to review the "I'M SAFE" card as mentioned in the Aeronautical Information Manual, Chapter 8, Medical Facts for Pilots. See Note 2.
- 13. Record total flight hours reported by the pilot after the flight.

NOTE 1: A flight release officer is not a dispatcher. They are expected to rely upon information provided verbally from the pilot and to use their best judgment considering weather, aircraft, and pilot in releasing flights.

NOTE 2: The following are excerpts from the AIM:

The “IM SAFE” card is a personal checklist that ensures the following statement is valid. I’m physically and mentally safe to fly, not being impaired by:

Illness. Even a minor illness suffered in day-to-day living can seriously degrade performance of many piloting tasks vital to safe flight. The safest rule is not to fly while suffering from any illness. If this rule is considered too stringent for a particular illness, the pilot should contact an Aviation Medical Examiner for advice.

Medication. Pilot performance can be seriously degraded by both prescribed and over-the-counter medications, as well as by the medical conditions for which they are taken. The FARs prohibit pilots from performing crewmember duties while using any medication that affects the faculties in any way contrary to safety.

Stress. Stress from everyday living can impair pilot performance, often in very subtle ways. Stress and fatigue (lack of adequate rest) can be an extremely hazardous combination.

Alcohol. Extensive research has provided a number of facts about hazards of alcohol consumption and flying. As little as one ounce of liquor, one bottle of beer, or four ounces of wine can impair flying skills.

Fatigue. Fatigue and lack of adequate sleep continue to be some of the most treacherous hazards to flight safety, as it may not be apparent to a pilot until serious errors are made.

Emotion. The emotions of anger, depression, and anxiety may lead to taking risks that border on self-destruction.

**ATTACHMENT 9-1 – APPROVED MISSION PILOT PROFICIENCY FLIGHT
PROFILE #1
Visual Search Mission Profile**

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for “Proficiency Flight Training for Mission Pilots.” Proficiency flights are designed to prepare crews to fly Air Force missions, and though routine flight procedures can be practiced, the majority of a proficiency flight must be focused on the training outlined in the profiles below. For example, crews flying the visual search mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. PICs will fly as much of the approved mission profile as safely possible understanding that requirements for trainees, weather, or other factors may prevent the completion of all listed events. This proficiency flight can be an Air Force assigned non-reimbursed mission authorized by the State Director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO. Alternatively, this proficiency flight can be an Air Force assigned reimbursed mission authorized by the wing commander, SD, and LR and released by a flight release officer using mission symbol A-7 (reference CAPR 60-1, attachment 10). Requests for this training profile under this option will be made through WMIRS.

- Plan for and brief the crew on one or more of the visual search missions below. Special emphasis should be placed on mission risk assessments, the routes to and from the search area, aircraft limitations and operating procedures, and communications procedures.
 - Route search.
 - Parallel track search.
 - Point-based search.
 - Creeping line search.

- Brief crew member mission responsibilities as appropriate. Review ground and in-flight emergency procedures, taxi, takeoff, and in-flight procedures with each crew member.

- Prepare and file a flight plan if necessary.

- Conduct an aircraft pre-flight inspection as a crew.

- En route to the search area practice one or more of the following:
 - Slow flight.
 - Stalls.
 - Steep turns.
 - Turns around a point.

- Practice simulated in-flight emergency procedures.

- Practice visual search as planned and briefed.
 - Practice a route search.

- Practice a parallel track search.
- Practice a point-based search.
- Practice a creeping line search.

- Review landing procedures with crew members.

- Practice approach and landing procedures by completing one or more of the following:
 - Perform a normal landing, using full flaps, to a touch and go (if runway and conditions allow).
 - Perform a short field landing to a full stop, with a simulated obstacle using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the FAA Practical Test Standards (PTS).
 - Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.
 - If instrument qualified, practice one or more of the following approaches to a full stop:
 - ILS approach.
 - VOR approach.
 - NDB approach.
 - GPS approach.
 - Perform a simulated forced landing to a low approach or full stop (as appropriate).
 - Perform a normal landing or no-flap landing to a full stop.

- Shut-down, Tie-Down, and Refuel as appropriate.

- Close the flight plan if necessary.

- Debrief the sortie with the crew.

**ATTACHMENT 9-2 – APPROVED MISSION IMAGING PROFICIENCY FLIGHT
PROFILE #2
Video Imaging Mission Profile**

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for “Proficiency Flight Training for Mission Pilots.” Proficiency flights are designed to prepare crews to fly Air Force missions, and though routine flight procedures can be practiced, the majority of a proficiency flight must be focused on the training outlined in the profiles below. For example, crews flying the visual search mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. PICs will fly as much of the approved mission profile as safely possible understanding that requirements for trainees, weather, or other factors may prevent the completion of all listed events. This proficiency flight can be an Air Force assigned non-reimbursed mission authorized by the State Director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO. Alternatively, this proficiency flight can be an Air Force assigned reimbursed mission authorized by the wing commander, SD, and LR and released by a flight release officer using mission symbol A-7 (reference CAPR 60-1, attachment 10). Requests for this training profile under this option will be made through WMIRS.

- Plan for and brief the crew on one or more of the below video imaging missions. Special emphasis should be placed on mission risk assessments, secondary targets, aircraft limitations and operating procedures, and communications procedures.
 - Fly back video imaging.
 - Single-Frame Video Imaging (SFVI).
 - Satellite Digital Imaging System (SDIS).
- Brief crew member mission responsibilities as appropriate. Review ground and in-flight emergency procedures, taxi, takeoff, and in-flight procedures with each crew member.
- Prepare and file a flight plan if necessary.
- Conduct an aircraft pre-flight Inspection as a crew.
- En route to the search area practice one or more of the following:
 - Slow flight.
 - Stalls.
 - Steep turns.
 - Turns around a point.
- Practice simulated in-flight emergency procedures.
- Practice imaging sortie as planned and briefed.
 - Take images of target(s).

- Download images (for SDIS).
 - Select images for transmission (for SDIS or SFVI).
 - Process images (for SDIS).
 - Send images as briefed (for SDIS or SFVI).
- Review landing procedures with crew members. Don't forget to secure imaging equipment.
- Practice approach and landing procedures by completing one or more of the following:
- Perform a normal landing, using full flaps, to a touch and go (if runway and conditions allow).
 - Perform a short field landing to a full stop, with a simulated obstacle using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the FAA Practical Test Standards (PTS).
 - Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.
 - If instrument qualified, practice one or more of the following approaches to a full stop:
 - ILS approach.
 - VOR approach.
 - NDB approach.
 - GPS approach.
 - Perform a simulated forced landing to a low approach or full stop (as appropriate).
 - Perform a normal landing or no-flap landing to a full stop.
- Shut-down, Tie-Down, and Refuel as appropriate.
- Close the flight plan if necessary.
- Debrief the sortie with the crew. Be sure to upload or provide images taken as necessary.

**ATTACHMENT 9-3 – APPROVED MISSION IMAGING PROFICIENCY FLIGHT
PROFILE #3
Electronic Search Mission Profile**

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for “Proficiency Flight Training for Mission Pilots.” Proficiency flights are designed to prepare crews to fly Air Force missions, and though routine flight procedures can be practiced, the majority of a proficiency flight must be focused on the training outlined in the profiles below. For example, crews flying the visual search mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. PICs will fly as much of the approved mission profile as safely possible understanding that requirements for trainees, weather, or other factors may prevent the completion of all listed events. This proficiency flight can be an Air Force assigned non-reimbursed mission authorized by the State Director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO. Alternatively, this proficiency flight can be an Air Force assigned reimbursed mission authorized by the wing commander, SD, and LR and released by a flight release officer using mission symbol A-7 (reference CAPR 60-1, attachment 10). Requests for this training profile under this option will be made through WMIRS.

- Plan for and brief the crew on one or more of the below electronic search missions. Special emphasis should be placed on mission risk assessments, direction finding equipment familiarizations, aircraft limitations and operating procedures, and communications procedures.
 - Electronic Search Utilizing the Wing-Null Method.
 - Electronic search utilizing the L-Tronics Airborne Direction Finding Unit.
 - Electronic search utilizing the Becker Airborne Direction Finding Unit.
- Brief crew member mission responsibilities as appropriate. Review ground and in-flight emergency procedures, taxi, takeoff and in-flight procedures with each crew member.
- Prepare and file a flight plan if necessary.
- Conduct an Aircraft Pre-Flight Inspection as a crew.
- Enroute to the search area practice one or more of the following:
 - Slow flight.
 - Stalls.
 - Steep turns.
 - Turns around a point.
- Practice simulated in-flight emergency procedures.
- Practice electronic search sortie as planned and briefed.

- Track the beacon to its source.
- Lead a ground or urban direction finding team to the source.
- Provide detailed location information to ground personnel of the source location.
 - Provide a short verbal description of the target.
 - Provide accurate latitude and longitude coordinates of the target.

- Review landing procedures with crew members.

- Practice approach and landing procedures by completing one or more of the following:
 - Perform a normal landing, using full flaps, to a touch and go (if runway and conditions allow).
 - Perform a short field landing to a full stop, with a simulated obstacle using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the FAA Practical Test Standards (PTS).
 - Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.
 - If instrument qualified, practice one or more of the following approaches to a full stop:
 - ILS approach.
 - VOR approach.
 - NDB approach.
 - GPS approach.
 - Perform a simulated forced landing to a low approach or full stop (as appropriate).
 - Perform a normal landing or no-flap landing to a full stop.

- Shut-down, Tie-Down, and Refuel as appropriate.

- If the target is located at an airfield and ground search equipment is available, locate the beacon on the airfield.

- Close the flight plan if necessary.

- Debrief the sortie with the crew.

**ATTACHMENT 9-4 – APPROVED MISSION PILOT PROFICIENCY FLIGHT
PROFILE #4
Transportation Mission Profile**

The transportation mission profile may only be flown by FAA commercial rated pilots or qualified SAR/DR mission pilots. The following is an approved profile for “Proficiency Flight Training for Mission Pilots”. Proficiency flights are designed to prepare crews to fly Air Force missions, and though routine flight procedures can be practiced, the majority of a proficiency flight must be focused on the training outlined in the profiles below. For example, crews flying the visual search mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. PICs will fly as much of the approved mission profile as safely possible understanding that requirements for trainees, weather, or other factors may prevent the completion of all listed events. This proficiency flight can be an Air Force assigned non-reimbursed mission authorized by the State Director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO. Alternatively, this proficiency flight can be an Air Force assigned reimbursed mission authorized by the wing commander, SD, and LR and released by a flight release officer using mission symbol A-7 (reference CAPR 60-1, attachment 10). Requests for this training profile under this option will be made through WMIRS.

- This flight will consist of a cross-country flight with a minimum of three navigation legs that culminate in landings at three airports. Total flight time should be approximately 1.5 hours.

- Plan the transportation mission as follows:
 - Obtain all passenger and cargo weight and description. For a flight with simulated passengers or cargo use one passenger weighing 180 lbs. and 150 lbs. of cargo. Passengers must be qualified CAP aircrew members.
 - Determine the load distribution and placement in the airplane.
 - Compute a weight and balance for the specific load.
 - Using the Aircraft Flight Manual, compute the takeoff and landing performance for the specific load.
 - Check your departure and destination airport runway lengths, services, ATC frequencies, and procedures.
 - Obtain a standard weather briefing, NOTAMS, and active TFRs from your local Flight Service Station.
 - Determine fuel requirements, alternates needed, and any known ATC delays.
 - Check the currency and appropriateness of all flight information publications.

- Prepare and file a flight plan, either IFR or VFR.

- Briefings:
 - Brief crewmembers, prior to the pre-flight inspection, using the attached crew briefing checklist. Assign duties at this time. Review ground and in-flight emergency procedures, taxi, takeoff, and in-flight procedures with each crew member.
 - Brief passengers on emergency and egress procedures prior to the pre-flight inspection.

- Conduct an aircraft pre-flight inspection as a crew using the Aircraft Flight Manual or an approved checklist.
- Complete pre-takeoff and takeoff checklists as appropriate. If there is another pilot on board, use the pilot not flying to read checklists and assist as appropriate with navigation and radio communication.
- Perform a normal takeoff.
- Perform an after takeoff, level off, and cruise checklist as appropriate. If available, have the pilot not flying assist. Lean the aircraft engine in accordance with the aircraft flight manual.
- During cruise flight compute true airspeed, ground speed, estimated time of arrival, fuel burn, and estimate landing fuel load.
- Practice or discuss simulated in-flight emergency procedures as conditions and airspace allows.
- Upon destination arrival, communicate with ATC as appropriate and complete a descent and before landing checklist.
- Perform a VFR or IFR approach procedure as appropriate.
- Perform a minimum of 3 landings at each destination as follows:
 - Perform a normal landing, using full flaps, to a touch and go (if runway and conditions allow).
 - Perform a short field landing to a full stop, with a simulated obstacle using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the current FAA Airplane Flying Handbook.
 - Perform a soft field landing to a full stop using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the current FAA Airplane Flying Handbook.
- Perform a simulated forced landing to a low approach or full stop (as appropriate).
- At the final destination: Shut-down, Tie-Down, and Refuel as appropriate.
- Close the flight plan if necessary.
- Debrief the sortie with the crew.

**ATTACHMENT 9-5 – APPROVED MISSION PILOT PROFICIENCY FLIGHT
PROFILE #5**

Mission Pilot CAPF 91 Practice Profile

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for “Proficiency Flight Training for Mission Pilots.” Proficiency flights are designed to prepare crews to fly Air Force missions and, though routine flight procedures may be practiced, the majority of a proficiency flight must be focused on the training outlined in the profile below. For example, crews flying this mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. PICs will fly as much of the approved mission profile as safely possible understanding that requirements for trainees, weather, or other factors may prevent the completion of all listed events. This proficiency flight can be an Air Force assigned non-reimbursed mission authorized by the State Director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO. Alternatively, this proficiency flight can be an Air Force assigned reimbursed mission authorized by the wing commander, SD, and LR and released by a flight release officer using mission symbol A-7 (reference CAPR 60-1, attachment 10). Requests for this training profile under this option will be made through WMIRS.

- This training flight will consist of a flight exercising the trainee’s knowledge of and ability to perform in various CAP mission pilot subject areas. The flight should be flown with a trainer, observer, and scanner, but may be flown solo.

- Plan the CAPF 91 training flight as follows:
 - Ensure the trainee is familiar with and reviews CAPR 60-1, attachment 6, Administration of CAPF 91 Mission Pilot Checks, prior to the training flight.

- The Mission Pilot trainer shall:
 - Verify the wear of an appropriate CAP uniform.
 - Verify the aircraft to be used is in an airworthy condition and all required documents are in order.
 - Conduct an oral review determining the trainee’s qualifications as a mission pilot.

- The mission pilot trainer will conduct an oral review that is thorough enough to determine if the trainee has the appropriate knowledge base to successfully function as a CAP Mission Pilot. CAPF 91, section I, Oral Discussion, will be used as a guide during the training.

- The trainee must demonstrate thorough and appropriate preflight planning. CAPF 91, section II, Preflight Planning, will be used as a guide during the training.

- During flight the trainee must adequately demonstrate visual search patterns and procedures. CAPF 91, section III, Visual Search Patterns and Procedures, will be used as a guide during the training.

- During flight the trainee must adequately demonstrate electronic search patterns and procedures. CAPF 91, section IV, Electronic Search Patterns and Procedures, will be used as a guide during the training.
- When appropriate during flight the trainee must adequately demonstrate Mountainous Terrain Procedures. CAPF 91, section V, Mountainous Terrain Procedures, will be used as a guide during the training.
- During flight the trainee must adequately demonstrate the ability to successfully handle emergency procedures. CAPF 91, section VI, Emergency Procedures, will be used as a guide during the training.
- During flight the trainee must adequately demonstrate mission flight maneuvers. CAPF 91, section VII, Mission Flight Maneuvers, will be used as a guide during the training. All flight maneuvers will be flown to or train back up to Federal Aviation Administration Private Pilot Practical Test Standards as a minimum.
- During flight the trainee must demonstrate the highest level of safety awareness. CAPF 91, section VIII, Safety Awareness, will be used as a guide during the training.
- After the flight, review the CAPF 91 and debrief as appropriate.

**ATTACHMENT 9-6 – APPROVED MISSION PILOT PROFICIENCY FLIGHT
PROFILE #6
Mountain Search Mission Profile**

This profile may only be flown by qualified SAR/DR Mission Pilots or properly supervised trainees. Supervisors must be qualified PICs in the aircraft flown since they are expected to be able to assume command of the flight as needs dictate. The following is an approved profile for “Proficiency Flight Training for Mission Pilots for Mountain Search.” Proficiency flights are designed to prepare crews to fly Air Force missions and, though routine flight procedures may be practiced, the majority of a proficiency flight must be focused on the training outlined in the profile below. For example, crews flying this mission profile can reasonably conduct pattern work with multiple touch and go landings, but should not plan to spend the majority of the flight time in the airport traffic pattern. PICs will fly as much of the approved mission profile as safely possible understanding that requirements for trainees, weather, or other factors may prevent the completion of all listed events. This proficiency flight can be an Air Force assigned non-reimbursed mission authorized by the State Director that is released by a flight release officer using mission symbol B-12 (reference CAPR 60-1, attachment 10). Monthly mission number and mission profile number will be noted on the CAPF 99 by the FRO. Alternatively, this proficiency flight can be an Air Force assigned reimbursed mission authorized by the wing commander, SD, and LR and released by a flight release officer using mission symbol A-7 (reference CAPR 60-1, attachment 10). Requests for this training profile under this option will be made through WMIRS.

- This training flight will consist of a flight exercising assessing the trainee’s knowledge of and ability to perform in various CAP mission pilot mountain search subject areas. The flight should be flown with a trainer, observer, and scanner, but may be flown with only the mission pilot and a trainer.

- Plan for and brief one or more of the following mountain search missions:
 - Contour Search.
 - Steep Valley/Drainage Search.
 - Cove Search.
 - Canyon Search.

- The Mission Pilot trainer shall:
 - Verify the wear of an appropriate CAP uniform.
 - Verify the aircraft to be used is in an airworthy condition and all required documents are in order.
 - Conduct an oral review determining the trainee’s qualifications as a mountain search mission pilot.

- The mission pilot trainer will conduct an oral review that is thorough enough to determine if the trainee has the appropriate knowledge base to successfully function as a Mountain Search qualified CAP Mission Pilot.

- The trainee must demonstrate thorough and appropriate preflight planning.

- Calculate density altitude for departure/arrival airport(s) and the search area. Assess the impact of density altitude on aircraft performance at takeoff, landing, and during search.
- The trainee will prepare a flight plan, conduct an aircraft pre-flight, and brief the crew.
- During flight while enroute or after reaching the search area, practice one or more of the following:
 - Ridge crossing procedures.
 - Modified racetrack maneuver.
 - Teardrop course reversal.
 - Escape from high sink rates or turbulence.
 - Emergency course reversal (escape maneuver—to be practiced at a minimum of 2,000 AGL).
- During flight the trainee must adequately demonstrate the ability to successfully handle emergency procedures.
- During flight practice mountain search procedures as planned and briefed.
 - Contour search.
 - Steep valley/drainage search.
 - Cove search.
 - Canyon search.
- Review landing procedures and practice approach and landing procedures.
- During flight the trainee must demonstrate the highest level of safety awareness.
- After the flight:
 - Shut down, tie down, secure.
 - Close Flight Plan.
 - Review and debrief as appropriate.

**ATTACHMENT 9-7 – APPROVED MISSION PILOT PROFICIENCY FLIGHT
PROFILE #7
Proficiency Flight Mission Profile**

The following is the approved profile for proficiency flight training for mission pilots. Transport mission pilots that do not hold a commercial license, instrument rating, and FAA class II medical may only participate in this training with CAP-USAF/XO approval. There must be an instructor onboard and the instructor must be a qualified CFI/CFII, as required, in the aircraft flown. This profile includes ground training on a safety topic and three 1-hour blocks of in-flight training. PICs, in conjunction with the CFI/CFII, will choose which 1-hour block of training will be accomplished during the sortie. Mission pilots may fly any of these blocks of training with an instructor as often as needed as a non-reimbursed B-12 mission. The assigned mission number and mission profile number will be noted on the CAPF 99 by the FRO.

For missions reimbursed with AF training funds, the following additional rules apply: This profile must be flown by inexperienced SAR/DR/Transportation Mission Pilots or pilots designated as needing additional CAPF 5 proficiency training. These pilots must be designated in writing by the CAP WG/CC or DO as needing additional proficiency training. There is no standard definition for which “inexperienced” pilots automatically qualify for flying this as a reimbursed AF training mission. Overall/recent flying experience, flying experience in CAP single-engine aircraft, overall/recent instrument flying experience, instructor/check pilot recommendations, and other factors the Wing/Region determine should all be considered. These pilots will not exceed 3 hours of reimbursed (using AF training funds) proficiency flying with this profile in any Fiscal Year. This proficiency flight is an Air Force assigned mission authorized by the LR and is released by a flight release officer using mission symbol A-7 (reference CAPR 60-1, attachment 10). Requests for this training profile will be made through WMIRS and include the mission pilot’s name, total flight hours, flying hours for the last 30/60/90 days, and training blocks to be accomplished.

Ground Training (one of the following must be accomplished prior to the flight)

- Attend one of the AOPA Air Safety Foundation’s Safety Seminars
- Complete one of the AOPA Air Safety Foundation’s Online Courses
- Attend a CAP-USAF LR/CC approved CAP safety briefing
- Attend a briefing conducted by an FAA Safety Counselor

Flight Training (All Sorties)

- Brief crew member mission responsibilities as appropriate. Review ground and in-flight emergency procedures, taxi, takeoff, and in-flight procedures with each crew member.
- Prepare and file a flight plan if necessary.
- Conduct an aircraft pre-flight inspection as a crew.
- Shut-down, Refuel, and Tie-down/Hangar as appropriate.
- Close the flight plan if necessary.
- Debrief the sortie with the crew.

Training Block 1 – Air Work

- Review air work maneuvers to be accomplished.
- Slow flight.
- Stalls.
- Steep turns.
- Turns around a point.
- Practice partial-panel flight maneuvers.

- Practice simulated in-flight emergency procedures.

Training Block 2 – Takeoffs and Landings

- Review landing procedures with crew members.
- Perform a normal landing using full flaps.
- Perform a short field landing to a full stop, with a simulated obstacle using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the FAA Practical Test Standards (PTS).
- Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.
- Practice proper crosswind landing techniques.
- Perform a simulated forced landing to a low approach or full stop (as appropriate).
- Perform no-flap landing to a full stop.

Training Block 3 – Instrument Training

- Review instrument procedures with crew members.
- Hood work in turns, climbs, descents, etc.
- Fly as many of the following approaches as time allows:
 - ILS approach. VOR approach.
 - NDB approach GPS approach.

ATTACHMENT 10 – FLIGHT MISSION SYMBOLS

FLIGHT MISSION SYMBOLS

AFAM - USAF Reimbursable

Mission

Symbol Description

- (A1) Search and rescue missions assigned by the Air Force Rescue Coordination Center (AFRCC)
- (A2) Missions flown under a mission number issued by the Air Force National Security Emergency Preparedness office (AFNSEP) (NOTE 1)
- (A3) Counterdrug actual missions
- (A4) Counterdrug training missions
- (A5) Search and rescue/disaster relief training/evaluations missions/CAPR 123-3 inspections (NOTE 2)
- (A6) Air Force Reserve Officer Training Corps (AFROTC) orientation flights including flights to and from the orientation site
- (A7) CAPFs 5 & 91 evals, NCPS course and CAPR 60-11, *Pilot Continuation Training Program*, Proficiency flights by qualified SAR/DR/CD mission pilots conducted pursuant to guidelines published by HQ CAP-USAF in attachments 9-1 through 9-7
- (A8) Air Force Junior Reserve Officer Training Corps (AFJROTC) orientation flights including flight to and from the orientation site
- (A9) Maintenance flights in support of Consolidated Maintenance Contract Program (CMCP)
- (A15) CAP cadet orientation flights IAW CAPP 52-7 *Cadet Orientation Flight Syllabus*
- (A18) Homeland Security missions
- (A20) Glider tow plane operations supporting CAPP 52-7, *Cadet Orientation Flight Syllabus*. This includes ferry flights and training. If sufficient funds are available, the wing commander may fund initial tow pilot training for up to two pilots each fiscal year from the wing's training or orientation flight budget.
- (A99) Missions specifically approved by the Air Force including low-level survey, courier, etc
- (A911) Missions requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. These missions may be funded by a customer or the CAP appropriated mission budget.

AFAM – USAF Non-reimbursable (May be reimbursed by non-Air Force agencies)

- (B8) Flights flown for and funded by the American Red Cross
- (B9) Maintenance flights in support of aircraft delivery and pickup (other than CMCP flights)
- (B10) Flights flown under a Federal Emergency Management Agency (FEMA) mission number and flown IAW the FEMA memorandum of understanding (MOU)
- (B11) Flights flown under a National Oceanic and Atmospheric Administration (NOAA) and National Weather Service (NWS) mission number and flown IAW the NOAA and NWS memorandums of understanding.
- (B12) Proficiency flight by qualified SAR/DR/CD mission pilots conducted pursuant to guidelines published by HQ CAP-USAF in attachment 7 and attachments 9-1 through 9-7 and SAR/DR training in accordance with CAPR 60-3.
- (B13) Support to federal or national relief agencies with an Air Force approved MOU

- (B14) Support to state, county, and local agencies when approved and assigned by AF/XOS-HA
- (B15) CAP cadet orientation flights IAW CAPP 52-7, *Cadet Orientation Flight Syllabus*, (not reimbursed with AF funds)
- (B16) Orientation flights for IACE cadets and their escorts
- (B17) CAPFs 5 and 91 evaluations, National Check Pilot Standardization Course, and flight clinics flown under an Air Force mission number
- (B18) Homeland Security Missions
- (B20) Glider tow plane operations supporting CAPP 52-7, *Cadet Orientation Flight Syllabus*. This includes non-reimbursed ferry flights and training
- (B21) NHQ directed and funded missions
- (B99) Other missions specifically assigned by the Air Force (e.g. media, public official, etc.). This mission must be approved in advance by the Air Force

CAP Corporate Missions

Mission

<u>Symbol</u>	<u>Description</u>
(C8)	Air transportation flights to and from squadron or higher official conferences or meetings
(C9)	Maintenance flights (includes flights in support of aircraft delivery and pickup)
(C14)	Support to state, county, and local agencies not assigned as an AF approved mission
(C16)	Cadet flights including training, flight encampments/academies, cadet encampments
(C17)	CAPFs 5 & 91 evaluations and proficiency flights not designated as an AFAM
(C18)	Homeland Security Missions not designated as an AFAM
(C19)	Orientation flights for CAP Aerospace Education Members. These missions are familiarization flights flown without any formalized syllabus
(C20)	Glider tow plane flights for non-USAF missions (includes ferry/training flights)
(C21)	NHQ directed and funded missions
(C99)	Other missions specifically approved by the National/Region/Wing Commander
(C911)	Missions requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. These missions may be funded by a customer or the CAP Wing's corporate (non-appropriated) budget

Other

L1 USAF liaison personnel flying

NOTE 1: Does not include FEMA (B10) missions, Red Cross (B8) missions, or support to other federal or national relief agencies with an Air Force approved MOU (B13).

NOTE 2: CAPR 123-3 inspections are only authorized as an A5 mission through a training mission request via WMIRS.