



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

30 April 2016

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 60-1, *CAP Flight Management*

1. CAPR 60-1 is currently undergoing revision as a part of the publications reengineering project. This interim change letter will remain in effect until the new regulation is complete and published.
2. As part of an ongoing risk management review of procedures for CAP flying, the staff and senior leaders recommended and I agreed that the following immediate changes be made:
 - CAP is establishing a filing weather minimum of 500 feet Above Ground Level (AGL) and 1 Statute Mile Visibility, for the departure and destination fields. Planned operations below this level are prohibited.
 - IFR operations will be released within 2 hours of the sortie takeoff time to permit consideration of current weather conditions.
3. Waivers for the above will continue to use the published waiver process in CAPR 60-1. As always, emergencies can be brought to the attention of the National Operations Center to assist with approval coordination.
4. I have also tasked my staff to review and update flight release officer qualifications, procedures and training as well as pre-flight risk management procedures by the end of the fiscal year. Expect changes to these to be implemented as they are ready. I have specifically asked the staff to implement tools to manage risk at the appropriate level of the organization by the best personnel to do so.
5. Any questions can be directed to my Director of Operations, John Desmarais, at jdesmarais@capnhq.gov or 1-888-211-1812 extension 301.

A handwritten signature in black ink, appearing to read "Joseph R. Vazquez".

JOSEPH R. VAZQUEZ
Major General, CAP
Commander

cc:

CAP/COO/DO/GC/IT/NOC
All CAP Region and Wing CV/CS/DO/DOS/DOV
CAP-USAF/CC/CV/DO/JA



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 60-1

3 MAY 2014

INCLUDES CHANGE 1, 19 DECEMBER 2014

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 practices, procedures and standards prescribed in this regulation are mandatory.

Flying CAP aircraft is a privilege, not a right of membership. All members have the responsibility for flying safety and compliance with this regulation.

SUMMARY OF CHANGES.

Clarifies wind limitation waiver information. Refines ground handling training requirements. Removes the requirement for the pilot in command to ensure all navigational data bases are current prior to flight into IMC. Clarifies Air Force approved mission pilot proficiency flight profiles. Adjusts annual CAPF 5 online examination requirements. **Note: Shaded areas identify new or revised material.**

Table of Contents	Page
CHAPTER 1 – GENERAL INFORMATION.....	3
1-1. Scope.....	3
1-2. Supplements, Operating Instructions, and Waivers.....	3
1-3. Definition of Terms.....	3
CHAPTER 2 – RULES OF OPERATION.....	6
2-1. Basic Rules.....	6
2-2. Operation Limits.....	8
2-3. Passenger Requirements.....	9
2-4. Aircraft Requirements.....	10
2-5. Flight Release.....	11
2-6. Re-evaluations and Additional Flight Evaluations.....	12
2-7. Grounding and Mishaps.....	13
2-8. Pilot Training.....	13
2-9. Glider Operations.....	14
2-10. Air Shows.....	15
2-11. Flight Clinics.....	15

Supersedes: CAPR 60-1, 9 April 2014.

Distribution: National CAP website.

OPR: DO

Pages: 21

Notice: CAP publications and forms are available digitally on the National CAP website at: http://www.capmembers.com/forms_publications_regulations/

2-12. Electronic Flight Bags / Electronic Chart Displays (EFBs / ECDs).....	15
2-13. Balloon Operations	15
CHAPTER 3 – PILOT QUALIFICATIONS AND REQUIREMENTS	16
3-1. CAPF 5 Annual Flight Evaluation.....	16
3-2. CAPF 5 Administration	16
3-3. Abbreviated CAPF 5 Flight Evaluations	16
3-4. CAPF 5 for Multiple Aircraft Models	17
3-5. Equivalent Make and Models	17
3-6. Airplane Qualifications.....	17
3-7. Classification of CAP Pilots	18
3-8. Standardization/Evaluation.....	20
3-9. Pilot Records.....	21
3-10. Trend Analysis Reporting.....	21

CHAPTER 1 – GENERAL INFORMATION

1-1. Scope. This regulation applies to all CAP aircraft (see paragraph 1-3b, below) except CAP corporate aircraft flown by CAP-USAF personnel, aircraft released for repair to an approved fixed base operator (FBO)/aircraft maintenance facility, or other non-CAP member use as approved by the CAP-USAF Director of Operations (CAP-USAF/XO).

1-2. Supplements, Operating Instructions, and Waivers. Supplements, operating instructions (OI) and waivers to this regulation cannot be issued below the wing level (except Congressional Squadron). Wing supplements, OIs and waivers to this regulation require coordination for approval in the following order: CAP wing commander, CAP region commander, CAP-USAF/LR, CAP-USAF/XO, NHQ/DOV and NHQ/DO approval. Supplements, OIs and waivers from the Congressional Squadron (NHQ-999) must be submitted through the National Chief of Staff and to the CAP-USAF MELR/CC for approval. Supplement, OI and waiver coordination will be accomplished via e-mail with a MS Word file attachment.

1-3. Definition of Terms. All terminology is in accordance with 14 CFR (Federal Air Regulation) Parts 1 or 61 except as follows:

a. Air Force Assigned Mission (AFAM) – Any CAP flight activity authorized by the Air Force to use an A or B mission symbol (see CAP-USAFI 10-2701, *Civil Air Patrol Operations and Training*, for details).

b. CAP Aircraft – Any aircraft (either member owned or furnished or CAP corporate) used in a CAP flight activity. “CAP Airplane”, “CAP Glider” or “CAP Balloon” refers to a CAP aircraft of a certain category.

c. CAP Auto Tow Operator – Member qualified to operate a ground tow vehicle to launch CAP gliders.

d. CAP Check Pilot – Pilot qualified to administer CAPF 5 pilot flight evaluations to members using CAP aircraft.

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

f. CAP Corporate Mission – All CAP flight activities that are not Air Force assigned missions.

g. CAP Flight Activity – Any flight activity governed by this regulation.

h. CAP Instructor Pilot – Qualified to give flight instruction and FAA endorsements to other members using CAP aircraft.

i. CAP Instrument Pilot – Pilot qualified to operate as pilot in command (PIC) of CAP aircraft under visual flight rules (VFR) or instrument flight rules (IFR).

j. CAP Solo Pilot – Student pilot qualified to solo CAP aircraft. Solo is limited to gliders or single-engine land airplanes that are not complex, high performance (except C182 airplanes), tailwheel, or ski/float equipped. Solo flight is considered to be flight instruction toward a private pilot certificate under the supervision of a CAP Instructor Pilot.

k. CAP Tow Pilot – Pilot qualified to use a CAP airplane to tow CAP gliders.

l. CAP Tow Pilot Trainee – Pilot in training to tow CAP gliders, in a CAP tow plane.

m. CAP Tow Pilot Trainer – Pilot appointed and qualified to train others, in a CAP tow plane, to tow CAP gliders.

n. CAP VFR Pilot – Pilot qualified to operate as pilot in command of CAP aircraft under VFR only.

o. CAP Winch Operator – Member qualified to operate a winch to launch CAP gliders.

p. Current – Meets 14 CFR Part 61.57 (recent flight experience) for the designated operation.

q. DOV – Office symbol for National, region or wing chief of standardization and evaluation (stan/eval).

r. Electronic Chart Display (ECD) – A display device that presents a comprehensive depiction of interactive information and/or precomposed information that is the functional equivalent of a paper aeronautical chart.

s. Electronic Flight Bag (EFB) – An electronic display system intended primarily for flight deck use that includes the hardware and software needed to support flight operations.

t. Examiner – Pilot authorized to endorse the CAPF 5 (if a check pilot examiner) or CAPF 91, *CAP Mission Pilot Checkout*, (if a mission check pilot examiner) of other pilots for check pilot privileges.

u. Flight / Sortie - A flight/sortie begins when the aircraft begins to move forward on takeoff. It ends after airborne flight when the aircraft returns to the surface and any of the following conditions occur:

(1) The engine is stopped, or any engine on a multiengine aircraft, (except as required on CAPF 5 pilot flight evaluations or for tow planes operating during glider events).

(2) A change is made in the crew which enplanes or deplanes a crewmember. A single flight may include multiple take-offs and landings.

(3) The last landing of a cadet's first solo flight.

(4) The glider comes to rest after landing.

(5) The last landing of a tow plane participating in a glider event.

v. Flight Clinic – An organized consolidated event conducted to improve CAP pilots' basic flight skills, usually through participation in formal, structured ground and flight activity.

w. Initial Form 5 - The first annual or abbreviated CAPF 5 completed in a particular make and model.

x. Mission Symbol – The code letters and numbers used to denote the type of mission a CAP flight is released under.

y. Memorandum of Understanding (MOU) – See CAPR 111-2, *Memorandum of Understanding*, for the definition. MOUs that contain provisions and restrictions that supersede those found in this regulation take precedence over this regulation.

z. National Check Pilot Standardization Course (NCPSC) – NCPSC consists of two online courses, one for airplane check pilots and the other for glider check pilots.

aa. National staff includes all personnel assigned to Headquarters (NHQ), acting on behalf of the National Commander.

bb. National Aircraft Operations & Stan/Eval web page – The CAP website where additional regulatory requirements and materials related to CAP’s aviation program are located. Also known as CAP Pilots web page at:

http://www.capmembers.com/emergency_services/aircraft_ops_staneval/.

cc. Operations Qualifications (OPS Quals) – The CAP online database for entering pilot information. Access to OPS Quals is via the eServices section at

<https://www.capnhq.gov/CAP.eServices.Web/Default.aspx>.

dd. Qualified – Meets all 14 CFR and CAP requirements except 14 CFR Part 61.57 (recent flight experience).

ee. Supervised Mission – A CAP flight activity that is under the direct control of a qualified and current incident commander (IC) IAW CAPR 60-3, *CAP Emergency Services Training and Operational Missions*, or counterdrug mission director (CMD) IAW CAPR 60-6, *CAP Counterdrug Operations*.

ff. WMIRS – Web Mission Information Reporting System. The CAP website used to track CAP missions, sorties, flight releases, aircraft maintenance status and aircraft scheduling (<https://missions.capnhq.gov/wmirs/index.cfm>). See CAPR 60-3 for details on WMIRS.

CHAPTER 2 – RULES OF OPERATION

2-1. Basic Rules.

- a. CAP aircraft will be used only for official CAP business and not for personal use.
- b. Smoking, aerobatic flight, spins (except instruction for a flight instructor certificate), parachuting and dropping of objects (except to save a life) from CAP aircraft are prohibited.
- c. Formation flying with CAP aircraft is prohibited.
- d. The use of night vision devices by the pilot flying CAP aircraft is prohibited.
- e. Only CAP pilots qualified in type may operate CAP aircraft. This restriction does not apply to trainees in an approved training program under the direct supervision of a current and qualified instructor pilot.
- f. Hand propped starts and jump starts from vehicle batteries are prohibited.
- g. All CAP airplanes shall carry the required equipment as prescribed in CAPR 66-1, *CAP Aircraft Maintenance Management*.
- h. All occupants shall wear seat belts and shoulder harnesses (if available) during takeoff and landing. All occupants shall wear safety restraints during all other phases of flight unless such wear interferes with crew member duties. The pilot operating the aircraft will wear lap belts and shoulder harness at all times.
- i. Except as required for take-off and landing, for flight beyond the normal power-off gliding distance of land, each occupant will wear an individual flotation life vest in accordance with FAA Technical Standard Order C13f. Other requirements apply for flight more than the normal power-off gliding distance from land – consult the National Aircraft Ops & Stan/Eval web page for the additional regulation requirements.
- j. During night over-water operations, both front-seat crew members must be CAP qualified mission pilots and instrument qualified and current. The right-seat pilot need not be qualified in that specific aircraft. See more over water guidance on the National Aircraft Ops & Stan/Eval web page at http://www.capmembers.com/emergency_services/aircraft_ops_staneval/.
- k. No charge may be made by any person for any ground instruction, flight training, or flight evaluations accomplished in accordance with this regulation, except FAA designated examiner fees for issuance of an FAA pilot certificate or rating.
- l. Simulated emergency procedures are prohibited during instrument meteorological conditions or at night. Exception: partial panel instrument training and in-flight discussion of emergency procedures may be conducted during night visual meteorological conditions.
- m. Sterile Cockpit procedures, to include passenger briefings, will be used on all CAP flights. Procedures are specified on the National Aircraft Ops & Stan/Eval web page at http://www.capmembers.com/emergency_services/aircraft_ops_staneval/.
- n. Use of manufacturer's checklist or NHQ CAP approved checklist(s) is mandatory in all CAP aircraft. All applicable checklist items will be reviewed and accomplished in the same order as listed in the aircraft checklist. All new checklists and checklist modifications require coordination for NHQ CAP approval in the following order: The respective CAP wing

maintenance officer, CAP wing commander, CAP-USAF/LR, CAP-USAF/XO, NHQ/DOV and NHQ/DO approval. Coordination will be accomplished via e-mail with a MS Word file attachment. The pilot in command has the final responsibility to ensure each checklist complies with the appropriate Pilot's Operating Handbook (POH) or Flight Manual. These checklists do not replace the appropriate Pilot's Operating Handbook or Flight Manual and include selected procedures only.

o. Minimum flight visibility of 3 statute miles is required for all VFR flights unless the pilot in command (PIC) is a qualified and current instrument pilot.

p. Wind Limitations. Do not takeoff, land, or taxi if the wind velocity exceeds 30 knots (35 miles per hour (mph)). This speed restriction is reduced to 25 knots (29 mph) when operating on a wet runway and 15 knots (17 mph) when operating on ice or snowpacked surfaces (exception: aircraft equipped with skis for operation on snow and ice). Do not takeoff or land if the crosswind component exceeds the aircraft manufacturer's maximum demonstrated crosswind velocity or 20 knots (23 mph), whichever is less. Include maximum reported gust when determining wind velocity. Waivers to the wind restrictions identified in this paragraph may be granted by the wing commander or designee. Blanket waivers for more than one event/mission are not permitted. Under no circumstances will aircraft be operated beyond the manufacturer's demonstrated wind limitations.

(1) Details pertaining to each waiver will be sent via email to the associated region commander and the CAP National Operations Center (NOC) at opscenter@capnhq.gov prior to takeoff and will include the following:

- (a) Justification
- (b) Risk mitigation measures
- (c) Reasons alternatives are not possible
- (d) Current and projected wind conditions
- (e) Maximum wind speeds that the waiver allows for
- (f) Time parameters (start and stop times of which the waiver is effective)

(2) Initial solo student pilots shall not fly when the actual or forecast crosswind component for takeoff or landing exceeds 10 knots (12 mph).

(3) Initial solo student pilots shall not fly when the actual or forecast surface winds exceed 20 knots (23 mph).

(4) Solo student pilot wind limitations will not be waived.

q. Assistance to law enforcement officers using CAP aircraft is restricted to those missions coordinated and approved through the CAP National Operations Center (NOC).

r. Biennially (every second year) the Aircraft Ground Handling Video will be reviewed and its associated test will be accomplished by all CAP members who perform duties in the vicinity of CAP aircraft to include, but are not limited to, the following CAP duties: Unit commanders, aircrew members (CAP Pilots, Mission Scanners, Sensor Operators, etc), mission staff supervising or actively engaged in aircraft operations (Incident Commanders, Operations Section Chiefs, Air Operations Branch Directors, Flight Line Supervisors and Marshalls, Mission Safety Officers, etc). Only CAP personnel that have current Aircraft Ground Handling Training may be authorized to move or supervise moving aircraft when necessary. Aircraft Ground Handling Training may be taken any time during a given year and is located on the National Aircraft Ops & Stan/Eval webpage at http://www.capmembers.com/emergency_services/aircraft_ops_staneval/.

2-2. Operation Limits.

a. A FAA flight plan must be filed and activated for every flight of a CAP aircraft beyond 50 nautical miles distance from point of origin. Those flights that are part of a supervised mission may be exempted from this requirement by the mission incident commander (IC) contingent upon alternate flight following procedures (see paragraph 2-5e).

(1) Flight Plans. Use the three-letter, three-/four-digit call sign "CAP ####" in the Aircraft Identification block in FAA flight plans in lieu of the aircraft registration "N" number. Include the aircraft tail number in the Remarks section of the flight plan.

(2) Exceptions. Wing or region commanders may approve the aircraft tail number as a call sign only when an external "customer" has specifically requested it.

b. Only civilian airports in the current FAA Airport/Facility Directory and military airfields (if approved by the military organization supported during a supervised mission or by CAP-USAF LR for all other flights) are authorized for CAP aircraft. Unlisted civilian airfields may be approved by a wing or higher commander with written permission from the airfield owner/operator. For CAP-USAF LR approvals, advance notice of 5 days (corporate aircraft) or 45 days (member owned or furnished aircraft) is required to obtain a military airfield approval in the CAP-USAF LR where that airfield is located.

c. Flight to destinations outside a wing's boundaries requires the authorization of an IC (during supervised missions) or a wing or higher commander unless permitted under an approved MOU (exception: flight that departs the wing during an FAA approved approach procedure to an airfield within the wing). Flight across an international border requires NHQ/DO approval unless part of a FAA IFR procedure to a US airport.

d. Aircrew duty period. Aircrew duty period starts when an aircrew member reports for official duty and ends with the final sortie to be flown during the aircrew duty period when engines are shut down (or when the last aircrew member departs a glider/balloon). The maximum aircrew duty period is 14 hours of official CAP duty. Aircrew members will not exceed 9 hours of flight time between periods of crew rest. When authorized by the wing or higher commander or their designee, the PIC may extend the maximum aircrew duty period and/or the flight time within the period up to 2 hours to compensate for unplanned mission delays, provided the additional time (in excess of the standard requirements listed in this paragraph) is individually approved by all aircrew members conducting the respective mission, and an appropriate risk assessment is made by the commander and PIC involved.

e. Crew Rest. Aircrew members must have 10 hours of crew rest between the last official CAP duty and the first official CAP duty in the next duty period; this accommodates 8 hours of uninterrupted crew rest/sleep and two hours of personal preparation/travel time. Refueling, debriefing, uploading imagery, or other official business that requires active participation of an aircrew member interrupts or delays that aircrew member's crew rest period; crew rest periods cannot begin until after the completion of official duties. Each aircrew member is individually responsible to ensure that he or she obtains sufficient rest during crew rest periods.

f. Sustained flight below an altitude or lateral distance from any object of 1,000 ft AGL during the day or 2,000 ft AGL at night is prohibited except for take-off and landing or in compliance with air traffic control (ATC) procedures (such as IFR flight). At no time will the pilot allow the aircraft to come within 500 feet AGL of terrain or obstructions unless taking off or landing.

g. Except for flight instruction or during CAP flight evaluations, only a qualified CAP pilot may handle the controls below 1,000 ft AGL. Orientation flights are not flight instruction. PICs on orientation flights must handle the controls below 1,000 ft AGL.

h. When taxiing within 10 feet of any obstacle, pilots shall proceed at a pace not to exceed a slow walk until clear. During taxi maintain at least 75 feet behind light single-engine aircraft, 200 feet behind light multiengine or light jet aircraft and 500 feet behind helicopters or heavy multiengine or heavy jet aircraft.

i. Except for glider towing operations within five nautical miles of the departure airport, all powered flights will be planned such that a minimum of 1 hour of fuel (at normal cruise speed) remains upon landing.

2-3. Passenger Requirements. Authorized passengers are current CAP members whose category of membership allows them to ride in corporate aircraft as specified in CAPR 39-2, *Civil Air Patrol Membership*, CAP employees, ROTC/JROTC cadets (ROTC/JROTC flight orientation program only), International Air Cadet Exchange (IACE) orientation flight cadets and escorts, CAP-USAF personnel conducting official business, FAA Inspectors, or FAA designated pilot examiners during flight evaluations.

a. Passengers or crew not mentioned in paragraph 2-3 can be authorized when essential to the mission and must be approved by the mission approval authority prior to flying (5 working days notice requested for passenger approvals on training missions). Non-CAP passengers require advance approval through the CAP NOC from NHQ/DO for corporate missions, CAP-USAF/CC for AF training missions, or the approval authority for other AFAMs (example CAP NOC/AFNORTH/CAP-USAF CC). Prior to requesting approval for non-CAP passengers, consult the CAP-USAF "Required Information for Non-CAP Passenger Requests" memorandum for record located on the National Aircraft Ops & Stan/Eval web page at http://www.capmembers.com/emergency_services/aircraft_ops_staneval/.

b. All non-CAP members, other than Military/National Guard, (Title 10 and Title 32)/Federal employees and ROTC/JROTC cadets (ROTC/JROTC flight orientation program only), must execute a CAPF 9, *Release (For Non CAP Members)*, and leave the form in a secure location on the ground known to the flight release officer (FRO) or mission IC. ROTC/JROTC cadets must complete a hold harmless agreement in accordance with the ROTC/JROTC Orientation Flight MOA.

c. CAP members will carry proof of CAP membership.

d. CAP members will wear an appropriate CAP uniform except as indicated below:

(1) Occupants of CAP gliders, tow planes, and CAP balloons while participating in glider/balloon activities. (**NOTE:** Though a uniform is not required, personnel will wear clothing that is appropriate for the conditions in which they are operating, identifies them as CAP members, and reflects CAP in a positive manner.)

(2) Crew members requested not to wear uniforms by the customer of a CD/HLS mission.

e. Except for tow pilot training/evaluation, no passengers may be carried in a CAP tow plane that is towing a glider.

f. Only pilots that are qualified as CAP instructors, cadet and ROTC/JROTC orientation pilots, SAR/DR or transport mission pilots (during supervised missions) may carry CAP cadets as passengers or crew members. At no time may a pilot who is a CAP cadet carry another CAP cadet as a passenger or crew member.

g. Aircraft will not carry CAP or ROTC/JROTC cadets on board during the first 10 tachometer hours following an engine change, major overhaul, or replacement of cylinders or magnetos.

h. CAP has two exemptions granted by the FAA for flying non-CAP passengers. This exemption to 14 CFR Parts 61.113 and 91.501 allows our pilots to obtain reimbursement as a private pilot and provides a tool for CAP to comply with specific FAA requirements regarding transportation flights. The exemption is located on the National Aircraft Ops & Stan/Eval web page at http://www.capmembers.com/emergency_services/aircraft_ops_staneval/ and should be consulted prior to flying non-CAP passengers to ensure any special requirements and restrictions are adhered to.

2-4. Aircraft Requirements.

a. Ultralight, aerolight, hang glider and similar aircraft, light sport aircraft, rotorcraft, lighter-than-air (except balloons), experimental, primary category and home-built aircraft are not authorized for use on any CAP flight activity.

b. Airplanes used for solo, flight training, or flight evaluations must have an operating two-way radio and dual controls (except single seat airplanes).

c. CAP aircraft must have a current FAA airworthiness certificate. Except for ferry permits, the use of a FAA special flight permit is prohibited.

d. All wings shall make any necessary corrections to aircraft flying time totals each month by using WMIRS. The CAP Flight Hour Report System, is a read-only report of flight hours that are “pushed” from WMIRS. Glider sorties shall also be reported and corrected as necessary in WMIRS. WMIRS will “push” the sortie data to the glider summary report. All sortie data including actual costs must be entered into WMIRS within 72 hours of completing a sortie.

e. A standardized CAP Aircraft Information File (AIF) shall be maintained in all corporate aircraft with all applicable inspections, equipment evaluations, and worksheets completed and up to date. Consult the National Aircraft Ops & Stan/Eval web page for the latest AIF requirements at (http://www.capmembers.com/emergency_services/aircraft_ops_staneval/).

f. All CAP units, regardless of level, will utilize the online eAircraft Discrepancy System located in WMIRS found at <https://missions.caphq.gov/wmirs/index.cfm> to document and review aircraft discrepancies. Additionally, if a discrepancy grounds the aircraft, the pilot will place the red Aircraft Grounded Placard from the AIF on the pilot’s seat.

g. CAP corporate aircraft are the resource of choice for AFAMs. Member owned/furnished aircraft, with the exception of gliders and balloons, will only be used on AFAMs when CAP corporate aircraft are not available or when mission requirements dictate the usage of non-corporate aircraft. The use of member owned/furnished aircraft, with the exception of gliders

and balloons, requires wing or higher commander approval for corporate missions and CAP-USAF Liaison Region commander or higher approval for each AFAM in which the aircraft's use is requested.

h. Before utilizing a member-owned/furnished aircraft for AFAMs, review and comply with CAP-USAF policies pertaining to aircraft inspections and utilization of the CAPF 71, *CAP Aircraft Inspection Checklist* (exception: Gliders and balloons do not need to be inspected by CAP-USAF personnel). Inspections must be conducted annually and are valid for one year. A facsimile of the aircraft airworthiness certificate, including gliders and balloons, must also be provided to the CAP-USAF LR for its files when the aircraft is submitted for inspection. CAP-USAF also requires the aircraft owner annually to sign a hold harmless agreement (HHA) (see National Aircraft Ops & Stan/Eval web page) waiving any claims for damage to the aircraft arising from the use of the aircraft. The CAP-USAF LRs are required by their policies to review the current HHA and aircraft inspection paperwork prior to approving the use of member-owned/furnished aircraft for each AFAM use. Requests for use of member-owned/furnished aircraft will not be approved unless a copy of the airworthiness certificate, current HHA and CAPF 71 are on file with the CAP-USAF LR.

NOTE: FECA and FTCA coverage are provided to CAP members executing properly released AFAMs in member owned/furnished aircraft, but the HHA excludes reimbursement for damage or loss of member-owned/furnished aircraft.

2-5. Flight Release. The flight release officer (FRO) is responsible for authorizing a CAP pilot to fly as pilot in command in CAP aircraft. The release is made directly between the FRO and the pilot in command. The PIC and the FRO will have a personal or telephone conversation prior to flight release. The FRO is expected to verify appropriate information prior to giving a flight release. The FRO is not a dispatcher and is not responsible for the actual conduct of the flight. They are responsible for confirming the aircraft safely arrived at its destination

a. Prior to flight, a flight release is required for all CAP flight activities. All flights will be released prior to takeoff using the eFlight Release function in WMIRS; the only exception is in the event that access to WMIRS is not possible, at which time a CAPF 99, *CAP Flight Release Log*, may be used to temporarily track flight releases and will be accomplished prior to take-off. CAPF 99 released flights must be recorded as eFlight Releases in WMIRS within 24 hours unless extenuating circumstances exist and the NOC is informed. A CAPF 99 release is a last resort. When all releases documented on a CAPF 99 are recorded as eFlight Releases in WMIRS, the CAPF 99 may be discarded or filed IAW CAPR 10-2, *Files Maintenance and Records Disposition*, for a supervised mission. For supervised missions, the IC must be an FRO and may release any flight related to that mission. Additional mission management personnel (such as air operations branch directors and operational section chiefs) may be appointed FROs in sufficient quantity to meet the operational mission needs of the wing/region.

b. FROs are CAP members designated in WMIRS as flight release officers by a wing or region commander, or his/her designee. FROs must have passed the online CAP FRO training course and possess a sound knowledge of the CAP flight management program prior to being appointed as an FRO. Commanders will only appoint a sufficient number of FROs to meet wing needs. A web link to the CAP FRO course is accessible and conveniently provided for CAP members on the National Aircraft Ops & Stan/Eval web page (http://www.capmembers.com/emergency_services/aircraft_ops_staneval/).

- c. FROs may not release a flight on which they are PIC, crew or passenger.
- d. The FRO must be notified of any changes made prior to departure. If an FAA flight plan will not be used, the following additional steps are required:
 - (1) Record an estimated landing time prior to release.
 - (2) The FRO is responsible for initiating missing aircraft procedures 2 hours after the estimated landing time if not notified the flight was extended or safely concluded.
- e. Flight activities involving multiple flights at the same location, and on the same day (such as orientation flights, flight academy sorties, etc.), may be released on CAPF 99 without passenger, flight time and estimated landing time information, in lieu of prior eFlight release, provided each participating aircraft and PIC combination is identified in advance and that someone on the ground at the activity site tracks aircraft occupants and flight times for reporting back to the FRO for later entry as eFlight releases. See the eFlight Release Instructions found on the WMIRS page (<https://missions.capnhq.gov/wmirs/index.cfm>).
- f. At the conclusion of all flights, the PIC is responsible for ensuring all flight hours have been recorded in WMIRS.
- g. The appropriate mission symbol must be used on all flight release documents, logs and entries into WMIRS. Mission symbols are listed on the National Aircraft Ops & Stan/Eval web page at (http://www.capmembers.com/emergency_services/aircraft_ops_staneval/).

2-6. Re-evaluations and Additional Flight Evaluations. Flying CAP aircraft is a privilege, not a right of membership. All members have the responsibility for safe flight operations and compliance with this regulation.

- a. Wing or higher commanders may require re-evaluation of CAP pilots transferring into their respective commands.
- b. Members wishing to take a CAPF 5 flight evaluation in a wing other than their assigned wing must obtain approval from the wing stan/eval officer of the wing to which the member is assigned. The one exception is the Surrogate Remotely Piloted Aircraft (SRPA) (C182QSP/C206SP) aircraft CAPF 5, which does not require pre-approval because the respective commander has already designated the pilot for SRPA operations. Eligibility, training and qualification requirements of the SRPA program are prescribed in the *Surrogate Remotely Piloted Aircraft Program Memorandum of Agreement* and *Mission Qualification Training Plan*.
- c. Commanders may require any CAP pilot under their command to complete an additional flight evaluation. The commander may designate the CAP check pilot who will administer the flight check. Pending completion of a directed flight evaluation and any action by the commander as provided in paragraph 2-7, the individual pilot will be suspended as pilot in command on all flight activities except to train for re-evaluation with a CAP instructor.
- d. Wing commanders have authority to specify local familiarization training for visiting pilots by virtue of their position and may do so at their discretion.

2-7. Grounding and Mishaps.

a. Grounding means a member cannot act as pilot in command, crewmember or passenger in CAP aircraft. In the case of grounding away from home base, the member may be permitted to return to home base as a passenger in a CAP aircraft.

(1) Any commander in the chain of command (from squadron to National Commander) of a CAP member, or an IC during a supervised mission, may ground that member for cause.

(2) Commanders or ICs exercising this authority shall notify the affected aircrew member(s) in writing within 7 days of grounding, clearly stating the reason(s) the action was taken. The written notification must include a statement advising the aircrew member of their right to seek reconsideration of this action under the provisions of paragraph 2-7d. A copy of this notification will be filed with the region commander and all intermediate commanders within 14 days of the grounding. A copy of all notifications issued by a region commander will be filed with the National Commander.

b. Any pilot operating a CAP aircraft who is involved in a mishap that can be classified as an incident or accident (as defined in CAPR 62-2, *Mishap Reporting and Review*) is automatically grounded at the moment a mishap occurs, or immediately upon landing if airborne. The pilot will remain grounded until reinstated to flight status per paragraph 2-7c of this regulation. Written notification of temporary grounding resulting from an incident or accident is not required since the grounding is automatic.

c. Once grounded, only a wing or higher commander in the individual's chain of command may reinstate a member to flight status. Commanders may set conditions for reinstatement, including completion of a new CAPF 5, *CAP Pilot Flight Evaluation*.

d. A member may submit a written appeal to their region commander if the member remains grounded after 90 days. Such an appeal may only be filed one time and must be filed within 1 year of the initial grounding. Upon receipt of the appeal, the region commander will appoint a review board of at least three CAP check pilots to review the appeal. The review board will examine the facts of the case and make a recommendation to the region commander. The region commander will issue a final decision within 60 days of receipt of the appeal. If a region commander grounds a member, an appeal can be made to a National Flight Review Board that is chosen by the National Commander. All such decisions are final and not subject to review by filing a complaint under CAPR 123-2, *Complaints*, or CAPR 36-2, *Complaints Under the Civil Air Patrol Nondiscrimination Policy*.

e. CAP members may be assessed some or all of the damages due to negligent operation or movement of CAP corporate aircraft. Guidance for commanders to use in assessing members for damage may be found in CAPR 174-1, *Property Management and Accountability*.

2-8. Pilot Training.

a. CAP cadets and qualified SAR/DR mission pilots are authorized to use CAP airplanes for flight instruction toward any FAA certificate or rating.

b. All CAP members are authorized to use CAP gliders and CAP balloons for initial and transition flight instruction toward any FAA certificate or rating.

c. CAP members that are not current SAR/DR mission pilots must obtain permission to receive flight instruction in CAP airplanes toward FAA certificates or ratings as follows:

(1) Members who hold a Private Pilot Airplane Certificate or higher and have been an active CAP member for at least 1 year – wing commander written permission.

(2) All other members – Written permission from the wing commander, region commander and the National Commander, or designee, is required and may be granted provided the member lives more than two hours driving time from a commercial training facility.

d. For C182 airplanes, a student pilot must obtain the written permission of their wing or region commander to train in a specific C182 airplane and with a specific flight instructor. Such permission may be granted for multiple flights (including all the flights needed to complete private pilot flight training). Any change of flight instructor or C182 airplane used will require another written permission be obtained by the student.

e. Pilot training flights are authorized under Air Force approved mission pilot proficiency flight profiles located on the National Aircraft Ops & Stan/Eval web page at http://www.capmembers.com/media/cms/Pilot_Proficiency_Profiles_AF_Appro_D76AC441E6A48.pdf. These training flight profiles must be used to qualify for Air Force assigned mission status authorized by the CAP-USAF LR and flown only by pilots holding the qualifications stated in the specific profile and may be flown under “A” & “B” mission status. The only exception for using one of the approved training profiles is conducting training IAW a plan that has been pre-approved by the CAP-USAF LR and posted under the mission number in WMIRS.

f. Self-conducted proficiency flight guidelines are available for use by all CAP pilots to maintain currency while improving pilot confidence and are to be flown under “C” mission status and may be located on the National Aircraft Ops & Stan/Eval web page at http://www.capmembers.com/media/cms/CAPR_601_SelfConducted_Proficiency_14140B04A_FF9E.pdf.

2-9. Glider Operations. Procedures and guidance are in place to promote and provide glider orientation flights and glider flight training in a safe operating environment. For those regions/wings that have opted to participate in glider operations, consult the “Gliders” section of the National Aircraft Ops & Stan/Eval web page for the additional regulatory requirements at http://www.capmembers.com/emergency_services/aircraft_ops_staneval/.

a. All glider operations will be conducted in accordance with the CAP Glider Program Procedures provided in the “Gliders” section located on the National Aircraft Ops & Stan/Eval web page at http://www.capmembers.com/emergency_services/aircraft_ops_staneval/.

b. All CAP pilots, to include those already qualified in powered aircraft, must successfully complete a separate CAPF 5 Flight Evaluation in a glider to be qualified to operate a glider.

c. All CAP winch and auto tow operators must be qualified to perform their duties in accordance with the CAP Glider Program Procedures provided in the “Gliders” section located on the National Aircraft Ops & Stan/Eval web page at http://www.capmembers.com/emergency_services/aircraft_ops_staneval/.

d. Non-CAP winch and auto tow operators must have successfully completed verifiable training from a factory representative or legitimate aviation organization (Soaring Society of America, Aero club, etc.) to be considered qualified to perform tow duties for CAP members or CAP aircraft. The FRO will confirm the qualification of the tow operator prior to glider sortie release.

2-10. Air Shows. Prior to flying in and/or positioning an aircraft to assist with an air show, consult CAPR 900-5 for specific guidance.

2-11. Flight Clinics. Flight clinics will be planned, documented and reported in accordance with CAPR 60-2.

2-12. Electronic Flight Bags / Electronic Chart Displays (EFBs / ECDs). Use of EFBs/ECBs will be conducted in accordance with Electronic Flight Bag (EFB) CAP Guidance located in the “CAPR 60-1 & Aircraft Ops Info” section of the National Aircraft Ops & Stan/Eval web page at http://www.capmembers.com/emergency_services/aircraft_ops_staneval/.

2-13. Balloon Operations. FAA hot air balloon procedures and guidance are in place to promote and provide a safe operating environment.

a. All CAP pilots must successfully complete a separate CAPF 5B, *CAP Pilot Flight Evaluation-Hot Air Balloon*, to be qualified to operate a hot air balloon.

b. For those regions/wings which have opted to participate in balloon operations, consult the “Hot Air Balloons” section of the National Aircraft Ops & Stan/Eval web page for the additional CAP Hot Air Balloon Flight Operations regulatory guidance located at http://www.capmembers.com/emergency_services/aircraft_ops_staneval/.

CHAPTER 3 – PILOT QUALIFICATIONS AND REQUIREMENTS

3-1. CAPF 5 Annual Flight Evaluation. A completed and passed CAPF 5, *CAP Pilot Flight Evaluation*, denotes qualification to fly a particular model of CAP aircraft. It consists of ground and flight evaluations, and is valid through the last day of the 12th month from the date it is completed unless revoked by the wing/region/National commander. CAPFs 5 may contain one or more endorsements for certain types of aircraft operation (G1000, instrument, cadet orientation, instructor, check pilot or other). All pilots, except CAP solo pilots, must complete a flight evaluation. To be complete, the following must be accomplished as part of the CAPF 5 flight evaluation:

- a. Completion of a CAPF 5Q–*Airplane/Glider/Balloon Questionnaire*, for the model aircraft flown within 60 days prior to the flight evaluation.
- b. Pass the annual CAPF 5 online examination (plus supplemental glider/balloon exam if applicable) within 60 days prior to the flight evaluation.
- c. Evidence of qualifications (membership card, medical and pilot certificates, log book, CAPF 5Q(s) and on line written exam results) must be presented to the check pilot at the time of the CAPF 5 flight evaluation.
- d. For airplanes only, the minimums are 1 hour flight time and 3 take-offs and landings.

3-2. CAPF 5 Administration.

a. A CAPF 5 flight check may be administered by a CAP check pilot, or it may be administered by a FAA inspector, FAA designated check airman, FAA designated pilot examiner, or CAP-USAF flight examiner provided the individual administering the flight evaluation completes and signs the CAPF 5 and the CAP specific items are verbally covered by a CAP check pilot who also signs the CAPF 5. A CAP check pilot may administer a flight evaluation in any CAP corporate aircraft in which that pilot is CAP qualified (note G1000 limitations).

b. Written approval is required from a wing or higher commander for a CAP pilot to complete more than two annual CAPF 5 flight evaluations in a row with the same check pilot.

c. Check pilots will inquire into the applicant's use of EFBs/ECDs and include their use during all annual and abbreviated flight evaluations, as appropriate. Additional guidance for crewmembers is available on:

http://www.capmembers.com/emergency_services/aircraft_ops_staneval/

d. Complete all CAPF 5 flight evaluations with a check pilot different from the CAP instructor who prepared the pilot for his CAPF 5 Flight Evaluation.

3-3. Abbreviated CAPF 5 Flight Evaluations. For the purpose of adding additional endorsements or aircraft models in the same category and class, an abbreviated CAPF 5 may be taken to update those endorsements or models on the current CAPF 5. The abbreviated CAPF 5 only requires completion of a new CAPF 5Q–*Airplane Questionnaire*, in the model flown within 60 days prior and such maneuvers as necessary during the flight evaluation for the new endorsement. There is no flight time or landing minimums required for these types of flight evaluations. An abbreviated CAPF 5 merely adds to the last completed annual CAPF 5 and does not result in a new expiration date for any pilot privileges.

3-4. CAPF 5 for Multiple Aircraft Models. A CAPF 5 may also denote qualification to fly other aircraft models in the same category and class as the model used for the CAPF 5 flight evaluation provided the following have been completed:

- a. A previous CAPF 5 or abbreviated CAPF 5 was completed for those aircraft model(s) any time in the past.
- b. A new CAPF 5Q for those model(s) is completed within 60 days prior to the CAPF 5.
- c. To renew airplane models that are complex or high performance, the flight evaluation model flown must be either a complex or high performance airplane.
- d. To renew tailwheel airplanes, the flight evaluation model flown must be a tailwheel airplane.
- e. To renew aircraft models equipped with the G1000, the flight evaluation model flown must be G1000 equipped.
- f. All endorsements given on the CAPF 5 for aircraft operations will apply to all qualifying models.

3-5. Equivalent Make and Models. Certain models of aircraft are considered equivalent to one another. An initial CAPF 5 in any model grouping below counts as a CAPF 5 for all models listed in the grouping:

- C182QSP counts for C182
- C206SP counts for C206, C205, C207
- SGS 2-33, SGS 2-22
- Schleicher K-7, K-13

3-6. Airplane Qualifications. In order to operate as PIC for CAP, pilots (other than solo pilots) must meet one or more of the following requirements:

- a. Single-Engine Airplane.
 - (1) High Performance Airplanes – 100 hours total time.
 - (2) Complex Airplanes – 100 hours total PIC time of which at least 10 hours PIC and 25 take-offs and landings are in complex airplanes.
 - (3) Gippsland GA-8 Initial Qualification – In addition to high performance requirements:
 - (a) For sorties on which ARCHER equipment is actually being used: be a qualified SAR/DR mission pilot with an instrument rating and 300 hours of PIC fixed wing aircraft time.
 - (b) Complete the National Aircraft Ops & Stan/Eval online GA8 Airvan Familiarization Course.
 - (c) Complete the prescribed flight training and receive a flight evaluation recommendation from a GA-8 qualified CAP instructor.

(4) G1000 Equipped Airplanes. The CAP in-house G1000 transition syllabus will be used to train members for qualification in G1000 equipped aircraft.

(a) For members with previous G1000 experience: Members will initially present their documentation and discuss their experience with the wing DOV, who will determine whether the member will be authorized an immediate CAPF 5 evaluation (to include instrument privileges if that is desired) or if the member will be required to complete the transition syllabus.

(b) For flight instructor privileges in G1000 equipped aircraft, complete the CAP in-house G1000 transition syllabus for Flight Instructors that is given by a qualified G1000 Check Pilot.

(c) All CAP instructor pilots, check pilots and check pilot examiners must be CAP G1000 trained to perform those duties in G1000 equipped aircraft.

(5) Tailwheel Airplanes – 25 hours and 50 take-offs & landings in tailwheel airplanes.

b. Multiengine Airplanes – 250 hours total PIC airplane time of which at least 50 hours PIC and 50 take-offs and landings are in multiengine airplanes.

3-7. Classification of CAP Pilots. CAP pilots may operate a CAP aircraft according to the classification of their experience and skills as follows:

a. CAP Solo Pilot.

(1) Possess a current student pilot certificate with solo endorsements in accordance with 14 CFR Part 61 from a CAP instructor pilot in the make and model aircraft flown.

(2) For gliders, a cadet must complete a minimum of 30 dual glider instruction flights prior to solo. Glider encampment/academy students are restricted from completing solo the first time they attend.

(3) For C182 airplanes, 25 (including cross wind, short, soft and simulated engine failure) dual take-offs & landings with a CAP instructor in a C182 airplane prior to solo.

(4) For G1000 equipped airplanes, complete the CAP G1000 transition syllabus for VFR operation.

(5) A “CAP Cadet Pre-solo” is not an aeronautical rating, but an award given at a CAP wing level or higher flight encampment/academy, to a CAP student pilot who successfully performs a flight demonstrating 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.

b. CAP VFR Pilot. Must be qualified in accordance with FAA regulations to operate the CAP aircraft flown at the private pilot level or higher and satisfactorily complete a CAPF 5 flight evaluation within the previous 12 calendar months.

c. CAP Instrument Pilot. Must be a qualified CAP VFR pilot that is FAA rated to fly instruments and satisfactorily complete an instrument endorsement on a CAPF 5 within the previous 12 calendar months. FAA instrument currency is not required for this endorsement. The endorsement expires with the expiration of the current annual CAPF 5 evaluation.

d. CAP Cadet, Teacher and ROTC/JROTC Orientation Pilots.

(1) Current CAP senior member.

- (2) CAP VFR Pilot at least 21 years of age (or have a valid FAA CFI certificate).
- (3) For powered airplanes have 200 hours PIC time.
- (4) For gliders have 100 flights as PIC or hold at least an FAA commercial glider certificate.
- (5) For ROTC/JROTC Orientation Pilots have 300 hours PIC time and completed the exam for "Orientation Pilot – Powered for ROTC". This exam will be taken every 4 years.
- (6) Teacher Orientation Pilots must hold commercial pilot privileges.
- (7) For CAP Cadet and Teacher Orientation Pilots, complete the exam for "Orientation Pilot – Powered" if a power pilot and "Orientation Pilot – Glider" if a glider pilot. This exam must be taken every 4 years.
- (8) Satisfactorily receive an Orientation Pilot endorsement, during a CAPF 5 Flight Evaluation, within the preceding 12 calendar months and be appointed in OPS Quals as an ROTC and/or CAP Orientation pilot by the, region or wing commander, or their designee.

e. CAP Instructor Pilot.

- (1) Qualified CAP VFR pilot in the aircraft model flown if a corporate CAP aircraft.
- (2) Qualified IAW FAA regulations to operate as an Instructor in the CAP aircraft flown.
- (3) Satisfactorily complete an instructor endorsement on a CAPF 5 within the preceding 12 calendar months and be appointed in Ops Quals as a CAP instructor pilot by the wing or region commander, National Commander, or their designee.

f. CAP Check Pilot.

- (1) Qualified as a CAP instructor pilot in the CAP aircraft flown. Only the National Commander or designee may waive this requirement to cover unusual circumstances; the National Commander will be added to the end of the waiver coordination process as prescribed in paragraph 1-2, after the NHQ/DO, for waiver requests pertaining to this paragraph.
- (2) Satisfactorily complete the online National Check Pilot Standardization Course (NCPSC) prior to initial appointment and every 4 years thereafter. Completion of the NCPSC (Airplane) qualifies as completion of NCPSC (Glider).
- (3) To give an orientation pilot endorsement on a CAPF 5 pilot evaluation, the check pilot must have the same endorsement on their CAPF 5 flight evaluation.
- (4) Satisfactorily complete a check pilot endorsement on a CAPF 5 pilot evaluation given by a CAP check pilot examiner within the preceding 12 calendar months and be appointed in OPS Quals as a CAP check pilot by the wing or region commander, National Commander, or designee.

g. CAP Check Pilot Examiner. Qualified as a CAP check pilot and be appointed in OPS Quals as a CAP check pilot examiner by the wing or region commander, National Commander, or designee.

h. CAP Tow Pilot.

- (1) Qualified CAP VFR pilot at least 21 years of age.
- (2) Qualified in accordance with 14 CFR Part 61.69 to tow gliders.

- (3) Minimum 500 hours PIC time, 250 hours of which is in single-engine airplanes.
 - (4) Satisfactorily completed the Soaring Safety Foundation (SSF)/CAP online Tow Pilot Course.
 - (5) Be appointed in OPS Quals as a CAP tow pilot by the wing or region commander, National Commander, or designee.
 - (6) Must have completed 10 tows of gliders within the preceding 12 calendar months. For initial qualification or later re-currency, pilots may accomplish these tows in CAP aircraft under the instruction of another current CAP tow pilot.
- i. CAP SAR/DR Mission Pilot.
 - (1) Must meet the requirements for SAR/DR mission pilot in accordance with CAPR 60-3.
 - (2) Must satisfactorily complete a CAPF 91, *CAP Mission Pilot Checkout*, within the preceding 24 calendar months.
 - j. CAP Mission Check Pilot.
 - (1) Must be a qualified SAR/DR mission pilot.
 - (2) Have participated in 25 mission sorties (actual and/or training) as a SAR/DR mission pilot.
 - (3) Must satisfactorily complete a CAPF 91 mission check pilot evaluation given by a CAP mission check pilot examiner within the preceding 24 calendar months IAW CAPR 60-3.
 - (4) Satisfactorily complete the online National Check Pilot Standardization Course prior to initial appointment and every 4 years thereafter.
 - (5) Appointed in OPS Quals as a Mission Check Pilot by the wing or region commander, National Commander, or designee.
 - (6) Must be G1000 qualified to administer a CAPF 91 to a member who is flying a G1000 equipped aircraft for that flight evaluation.
 - k. CAP Mission Check Pilot Examiner. Qualified as a CAP mission check pilot and Appointed in OPS Quals as a Mission Check Pilot Examiner by the wing or region commander, National Commander, or designee.
 - l. CAP instructor and check pilots must be FAA and CAP qualified and current in all requirements to act as PIC for the operation(s) being exercised during the instruction of, or flight evaluation for CAP members; this pertains to all types of flight/mission instruction, as well as CAPF 5/91's in all aircraft types.

3-8. Standardization/Evaluation.

- a. Region DOVs or their designee may conduct periodic wing DOV CAPF 5 flight evaluations.
- b. Region/wing DOVs may conduct no notice flight evaluations of check pilots and instructor pilots during organized region/wing activities.

c. National DOV will provide oversight of the program through periodic teleconferences between the National Stan/Eval Advisor and the region DOVs to discuss trends and special emphasis items.

d. Region DOVs will provide oversight of their program through periodic teleconferences with their wing DOVs to discuss trend analysis and special emphasis items.

e. Wing DOVs will conduct one or more check pilot meetings a year to discuss trend analysis, local issues and special emphasis items. The form of these meetings (in-person, teleconference, web-meeting, etc.) will remain open to the needs and capabilities of the wing.

3-9. Pilot Records.

a. All pilot data must be entered into the CAP OPS Quals system and validated. Data entered shall include all relevant FAA pilot qualifications, CAPFs 5, CAPF 5Q(s), commander written designations (including electronic approval in eServices) and other items needed to establish CAP aircraft operating privileges under this regulation. A copy of current Pilot and Medical certificates must also be uploaded and maintained in OPS Quals.

b. All CAP pilots must “acknowledge” at least once, the CAP Statement of Understanding, by dating the Statement of Understanding paragraph in Operations Qualification.

3-10. Trend Analysis Reporting. The purpose of trend analysis tracking is to identify areas that need more emphasis during training. Each wing will report pilot evaluation statistics on a semiannual 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 is entered directly into WMIRS. Each Region/DOV will ensure all trend reporting for their respective region is entered into the WMIRS database on time. Consult the National Aircraft Ops & Stan/Eval web page for instructions. Trend analysis reports will be submitted through WMIRS to include:

a. The number of CAPF 5 and CAPF 91 pilot evaluations administered, the number of failures and the areas failed.

b. Region and Wing DOVs will collect trend data from their assigned pilots and submit this data directly into the National Flight Evaluation Trend Analysis Database located in WMIRS.

CHARLES L. CARR, JR.
Major General, CAP
Commander



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CHANGE 1

CAP REGULATION 60-1

19 DECEMBER 2014

Operations

CAP FLIGHT MANAGEMENT

CAP Regulation 60-1, 3 May 2014, is changed as follows:

Page-Insert Change.

Remove	Insert
1/2	1/2
19/20	19/20

Note: Shaded areas identify new or revised material.

JOSEPH R. VAZQUEZ
Major General, CAP
Commander