

INWGP 70-11

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Administration of Pilot Onboarding & Mentor Program



INDIANA WING HEADQUARTERS

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PREFACE

This pamphlet prescribes the procedures for administering the Indiana Wing Pilot Onboarding Program by the wing operations staff. This program provides a pilot mentor to all new pilots in the wing and enables the development of a personalized training pipeline that ensures all regulatory, experience, and training requirements are met for each individual.

1. OVERVIEW

The purpose of this program is to provide a structured program that allows the wing to help subordinate units more effectively move new members with a pilot certificate through the qualification process resulting in a successful CAPF 5 Flight Evaluation. While the unit is ultimately responsible for its members training, the wing is in a position to provide a resource to units lessening the burden of trying to navigate the qualification process. The program will pool pilot mentors from across the wing to support all units. This process allows members to receive timely, accurate information on how to proceed regardless of assistance availability in the home unit.

2. DUTY RESPONSIBILITIES

This program is overseen by the Director of Operations (INWG/DO). This pamphlet establishes two duty assignments within the wing headquarters.

2.1. New Pilot Coordinator (INWG/DOP). The New Pilot Coordinator reports to the INWG/DO. The coordinator is responsible for administration of the Pilot Onboarding Program. Responsibilities include:

2.1.1. Assign new member pilots to a pilot mentor. Consideration will be given to geographic relationship of the new member and mentor but may be assigned regardless of location.

2.1.2. Monitor progress of all new member pilots in the onboarding process. Maintain awareness of the status of all new member pilots as they progress through the pipeline process.

2.1.3. Advise the INWG/DO anytime issues are reported by mentors or new pilots within the program. When appropriate, make recommendations to the INWG/DO for means of improvement or resolution of the issue.

2.1.4. Approve pilot mentor applicants as pilot mentors in this program. Ensure training is provided to each mentor regarding the mentor's role and specific program requirements established in this pamphlet.

2.2. Pilot Mentor. Pilot mentors are qualified CAP pilots who volunteer to serve in an additional duty assignment (ADY) capacity with the wing as a pilot mentor. To serve as a pilot mentor, the pilot must have been a CAP Form 5 qualified pilot for more than one year. The following responsibilities apply to the pilot mentor:

2.2.1. Must be in contact with each assigned new member pilot at least once weekly. This contact is to verify status, identify any issues, and ensure the member knows the mentor is staying active in the onboarding process.

2.2.2. Upon being assigned a new pilot, complete the *New Pilot Experience Survey & Qualification Worksheet*, found in INWGP 70-10 Attachment 1, and submit to the new pilot coordinator (INWG/DOP) when complete. This worksheet will be completed either in person, via telephone, or through GoToMeeting with the new member. Mentors will not assign new pilot members the worksheet to complete and return.

2.2.3. At least one week after the New Pilot Experience Survey & Qualification Worksheet is complete but no later than three weeks after completion, schedule Mentor Session 2 with the mentee.

2.2.4. Keep the new pilot coordinator updated on any changes in new pilot status and of any issues experienced. Updates reflected on the New Pilot Member Worksheet need not be communicated directly to INWG/DOP.

2.2.5. The pilot mentor is the primary resource for the new member pilot regarding becoming a CAP Pilot. The member's unit is still responsible for all other aspects of the member's training (i.e. Level 1, CPPT, OpSec, etc). While the mentor may provide general guidance, mentors should generally direct the new pilot member to their home unit for non-pilot related questions, training, and issues.

2.2.6. Provide training to the new pilot member through any means available. The mentor must be an instructor pilot to provide aircraft training; however, all other aspects of training may be provided by any pilot mentor (CAPR 60-1 review, WMIRS usage, Ops Quals, etc).

3. NOTIFICATION OF NEW MEMBER PILOT

INWG Subordinate units have been made aware of the availability of this program. Participation is encouraged but not required. When a participating unit processes a new member who holds a pilot certificate they will complete the New Pilot Member notification form on the INWG

website. This form will provide notification to the INWG/DOP along with the necessary information to assign a pilot mentor. Additional information for units is provided in INWGP 70-10, *Pilot Onboarding*.

4. ASSIGNMENT OF NEW MEMBER PILOTS TO PILOT MENTORS

Upon receipt of a new member pilot form submission, the new pilot coordinator will assign a pilot mentor to the new member pilot. When assigning mentors, consider the geographic location of the mentor and the new member and attempt to pair people when feasible by location. Prior to making the assignment, the new pilot coordinator may contact the new member pilot for a brief phone assessment to help determine who best to pair the new member with. When assigning new members, try and keep the ratio of mentors to new pilots low and keep the number of new member pilots assigned to pilot mentors balanced across all pilot mentors.

5. NEW PILOT EXPERIENCE SURVEY & QUALIFICATION WORKSHEET

This worksheet serves as an assessment of past experience and outlines type and recency of experience. The worksheet collects the pilot's past experience in different aircraft types and systems, certificate and privileges sought, and aids the pilot mentor in building a training outline that will meet all requirements for a successful flight evaluation.

6. TRAINING PLAN WORKSHEET

The Training Plan Worksheet is a document prepared for each new member pilot that establishes a tailored approach to completing all necessary training for completing a flight evaluation. This worksheet records mentor session completion, provides instructor pilot and check pilot contact information, summarizes qualifications sought and mentor recommendations for how best to proceed for a successful CAPF 5, designates a formal record of INWG/DOV determination of G1000 experience, and lastly collects statistical information used to track program effectiveness.

7. RECOMMENDATION FOR FLIGHT EVALUATION

When a new pilot member has met all requirements and is ready for a CAPF 5 Flight Evaluation, the pilot mentor will facilitate coordination with check pilots near the new pilot member. While the mentor does not need to be involved in the scheduling aspect, the mentor should remain informed on when the check ride is planned and ensure a follow up conversation is had with the new pilot member following the evaluation. Assuming a satisfactory evaluation, the new pilot member worksheet may be annotated and closed. In the event of an unsatisfactory evaluation, the pilot mentor will work with the new pilot member to retrain the deficient areas (or help coordinate to fly with an instructor pilot) for another evaluation attempt.

8. STATISTICAL TRACKING

The new pilot coordinator will track each new pilot's progression through the training pipeline, beginning with eServices date of membership until successful completion of a CAPF 5 Flight Evaluation. At a minimum, the following information will be recorded: pilot certificate held, total time, prior G1000 experience (yes/no), high performance endorsement, total time flown in preparation for first CAPF 5, and the endorsements made on the initial Form 5. This information will be maintained electronically and made available to the INWG/DOV periodically or as requested.

9. TRAINING DELIVERY METHODS

Any means of delivering information to new member pilots are generally acceptable. The following methods are specifically recognized as effective in providing meaningful training that helps new pilots learn how CAP operates.

9.1. Individual Training. Training provided face to face, in a one on one capacity.

9.2. Classroom Training. Useful when there are several new pilots moving through the onboarding program simultaneously. May be provided at unit meetings, or designated "stand alone" training day type activities.

9.3. Online Training. Pilot mentors are authorized use of the INWG GoToMeeting account to provide webinar style training. This training may be one on one or provided to multiple new pilots at a time. Online training is especially useful for demonstrating how to use online systems such as WMIRS and OpsQuals while allowing the new pilot member to follow along at home on their computer.

10. MENTOR SESSIONS

The mentor sessions have set agendas and are outlined in INWGP 70-10, *Pilot Onboarding*. Pilot mentors will use these sessions to provide training and to ensure the new member pilot is prepared for the flight evaluation.