



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 60-2

12 DECEMBER 2012

Operations

PILOT FLIGHT CLINICS

This regulation establishes procedures for authorizing, funding, conducting and reporting Civil Air Patrol (CAP) Flight Clinics. This regulation applies to all CAP units.

1. Introduction. CAP's Pilot Flight Clinic program has been established to promote pilot proficiency and enhance flying safety. Flight clinics offer excellent opportunities for pilots to improve their flying skills and catch up on the latest procedures and techniques. As a minimum, flight clinics will include ground instruction and usually include airborne instruction. Participation in a clinic counts towards safety education.

2. Purpose. To improve CAP pilots' basic flight skills through participation in formal, structured ground and flight activity. Clinic participation is available to all qualified CAP pilots, including those who are not current. Flight clinics are not held to upgrade observers or pilots to search and rescue qualification or prepare student pilots for a private pilot certificate, but are intended to provide instruction to improve mission pilot proficiency, perform FAA Flight Reviews and accomplish Instrument Proficiency Checks. Accomplishment of CAPF 5 checkrides (other than initial) during the FAA Flight Review is acceptable, but the main purpose of each clinic should be to provide a high quality training opportunity. Any CAP pilot may attend a clinic; however, only flights for qualified pilots can be paid with appropriated training funds.

3. General. CAP flight clinics may be organized, sponsored and conducted by any CAP unit or by an external agency such as the FAA, Aircraft Owners and Pilots Association (AOPA), state aeronautics commission or other similar organization. Clinics conducted as a combined effort of CAP and one of these agencies is encouraged.

4. Funding. Appropriated training funds as allocated to each wing may be used to finance the flight phase of flight clinics for qualified pilots, but carefully balance flight clinic funding against other training needs. Wings should conduct at least one flight clinic per year. If funding permits, additional clinics may be conducted.

5. Conducting the Clinic. Each clinic must be under the supervision of an activity director, who should carefully review the Flight Clinic Checklist (Attachment 1) for information necessary to assist in planning, conducting and reporting the clinic. Clinics must include a ground phase and should include a flight phase, if practical. The wing in which a flight clinic is conducted is responsible for ensuring compliance with this regulation. At the start of a clinic, participants will acknowledge attendance by completing the *Flight Clinic – Attendance Roster and Certification of Participation Worksheet*. At the completion of the clinic, the Activity

Director will sign the *Flight Clinic – Attendance Roster and Certification of Participation Worksheet* certifying completion of the clinic.

a. Ground Phase. The Ground Phase is the academic portion designed to increase a pilot's understanding of the principles of flight, rules of flight and other subjects that directly affect safe flight operations. The typical ground school outlined in the Flight Clinic Checklist may be modified to satisfy the unique needs of individual wings or regions, but must include instruction in Flight Rules and Regulations, Flight Procedures, Flight Operations and Safety as related to aircraft ground handling, regional geographic operation, flight performance and risk management.

b. Flight Phase. The Flight Phase is the comprehensive airmanship portion of the training that requires the accomplishment of the in-flight maneuvers necessary to operate an aircraft safely. All instructional flights must be conducted with a CAP check pilot or a CAP instructor pilot. Other events such as FAA Flight Reviews, CAPF 5 evaluation flights, instrument proficiency checks, etc., may be included as time and funds permit. Instructional flights should be limited to approximately 1 hour to accommodate as many participants as possible.

6. Reporting. The *Flight Clinic – Attendance Roster and Certification of Participation Worksheet* is located on the NHQ Aircraft Operations web page; this information must be loaded into the Web Mission Information Reporting System (WMIRS) by the activity director or a designated flight clinic staff member appointed by the director, confirming completion of the required training, in order for participants to receive credit for safety education and any authorized reimbursements. The *Flight Clinic – Final Report Worksheet* is located on the NHQ Aircraft Operations web page; this must be loaded into WMIRS at the end of the activity by the activity director. In addition to uploading data from each worksheet into WMIRS, the activity director will ensure that scanned PDF versions of the *Flight Clinic – Attendance Roster and Certification of Participation* worksheet and the *Flight Clinic – Final Report* worksheet are uploaded into WMIRS. The activity director must ensure that all *Flight Clinic – Attendance Roster and Certification of Participation* information and the *Flight Clinic – Final Report* are loaded into WMIRS within 7 days of the completion of the flight clinic.

7. Documentation. Flight clinic documentation and reports will be available via WMIRS. Disposition of the *Flight Clinic – Attendance Roster and Certification of Participation* and the *Flight Clinic – Final Report* worksheets will be at the discretion of the host wing.

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

FLIGHT CLINIC CHECKLIST

Item	✓
1. Establish a tentative date for the clinic.	
2. Poll squadrons within the wing to determine an approximate attendance.	
3. Suggested sources for instructors for ground classes:	
a. Wing/ region membership	
b. FAA FSDO/FAAS Team Representatives	
c. Flight Service Station	
d. Weather Bureau	
e. AOPA	
f. State Aeronautics Commission	
g. Fixed Base Operators	
h. Air Force Safety Officers	
i. CAP-USAF Pilots	
j. CAP Safety Professionals	
4. Arrange for flight instructors.	
5. Finalize the date and place of the clinic.	
6. Suggested Ground School Curriculum. (Classes must include instruction in each of the four major areas listed below. Instructors can choose one or more subjects per area and are encouraged to use scenario-based training when appropriate. The curriculum remains flexible for instructors to include other topics within a major area.)	
a. Flight Rules and Regulations	✓
(1) CAPR 60-1	
(2) FAA regulations	
(3) Local procedures and issues	
(4) Special Emphasis Items (SII)	

FLIGHT CLINIC CHECKLIST (CONT'D)

b. Flight Procedures	
(1) Navigation	
(2) VFR/ IFR procedures	
(3) Terminal area procedures	
(4) Weather	
(5) Flight planning/ flight plans	
c. Flight Operations	
(1) Checklists	
(2) Aircraft performance review (weight & balance)	
(3) Ground/ airborne, landing emergencies	
(4) Crosswind landing limits and landing techniques	
(5) WMIRS/ OPS QUAL/ flight release	
d. Safety	
(1) Safety Education Validation	
(2) Operational Risk Safety Briefing	
(3) Risk Management Procedures	
(4) Checkride and safety trend analysis	
(5) Bird Avoidance & USAF Avian Hazard Avoidance System (www.usahas.com)	
(6) Aircraft ground handling video (available for download)	
(7) Crew Resource Management (CRM) video (available for download)	
(8) Mountain Flying	
(9) Marginal Weather Flying	
(10) Aircraft Preflight and Post Flight Inspection Requirements	
7. Suggested Flight Profiles: Use profiles from the FAA WINGS program and have participating pilots pre-select one prior to attending the Flight Clinic.	

FLIGHT CLINIC CHECKLIST (CONT'D)

8. Have all participants fill out the attendance roster at the start of the ground phase.	
9. Complete the flight portion and have each pilot sign the attendance roster to certify completion of applicable phases of the clinic.	
10. Have wing commander or designee review the WMIRS e108 and certify, by approving the WMIRS e108, that only CAP pilots are submitted for reimbursement who have completed the ground portion or ground and air portion.	
11. Enter the Flight Clinic Attendance & Final Report Worksheet information into WMIRS to include scanned copies of each.	