



HEADQUARTERS CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
105 South Hansell Street
Maxwell AFB, Alabama 36112

ICL 19-06
30 September 2019

MEMORANDUM FOR ALL CAP MEMBERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 70-1, *CAP Flight Management*, 14 December 2017

1. This change letter revises the wording of CAPR 70-1, paragraph 8.2., dealing with the suspension of aircrew members following a mishap. The change will clarify the guidance and bring CAPR 70-1 in line with the newly published CAPR 160-2, *Safety Reporting and Review*. This ICL will remain in effect until incorporated in an upcoming revision of CAPR 70-1.

2. Paragraph 8.2. currently requires suspension of all aircrews involved in a reported mishap. This ICL change accomplishes several purposes.

a. The change clarifies that paragraph 8.2. only applies to actual mishaps as defined in CAPR 160-2, paragraph 5.1. The automatic suspension does not apply to non-mishap reportable events as defined in CAPR 160-2, paragraph 5.5.

b. The change clarifies the meaning of a “temporary” suspension in the original paragraph.

c. The change, in concert with the newly published CAPR 160-2, encourages the open reporting of malfunctions, near-midairs, and other hazard-revealing events without fear of punitive “suspensions” simply because a member files a report, and will serve to strengthen the Reporting Culture described in CAPR 160-1, *Civil Air Patrol Safety Program*.

3. Paragraph 8.2. Change to read:

8.2. Suspension of CAP Flying Privileges – Mishap (This paragraph does not apply to non-mishap reportable events as defined in CAPR 160-2, paragraph 5.5.). Following any aircraft mishap, as defined in CAPR 160-2, paragraph 5.1., the commander must suspend the flying privileges of crewmembers involved in the mishap until such time as they can determine the circumstances of the mishap and the crewmembers’ health and welfare. Such suspensions may be very temporary in nature and might only last the length of a phone call between pilot and commander as the commander gains an understanding of what happened. The flying privileges of any crewmember operating a CAP aircraft who is involved in a mishap that can be classified as an accident (as defined in CAPR 160-2, paragraph 5.6.1.) shall be automatically suspended from flying until the mishap crewmember is reinstated by the Wing Commander or higher.

5. Please direct any questions to dov@capnhq.gov .

Mark E Smith

MARK E. SMITH
Major General, CAP
National Commander



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ICL 18-05
3 AUGUST 2018

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 70-1, *CAP Flight Management*, 14 December 2017

1. Since the release of CAPR 70-1, we've received feedback from the field that clarification is needed in some areas. The changes in this ICL clarify sections required for the safe operations of CAP's aircraft. This interim change letter will remain in effect until the next revision.

2. CAPR 70-1 is amended as follows.

a. Paragraph 4.3.3.1. Change subparagraphs to read:

4.3.3.1.1. Have successfully passed the appropriate CAPF 5 and/or CAPF 5B in the past 12 calendar months, and

4.3.3.1.2. Be designated as a CAP Check Pilot Examiner by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in Ops Quals.

4.3.3.1.3. Delete paragraph.

4.3.3.1.4. Renumber as paragraph 4.3.3.1.3.

b. Paragraph 7.1.7. Change to read:

7.1.7. Unless otherwise noted by the CAP Check Pilot, all previous aircraft, in the same category, for which the pilot has an initial CAP Pilot Flight Evaluation are renewed at the time of the annual CAP Pilot Flight Evaluation. Check Pilots will confirm that pilots meet all requirements as outlined in other parts of this regulation prior to signing off completion of the CAPF 5 or CAPF 5B.

c. Delete the words "in the aircraft" from paragraph 9.1.3 and add the following paragraphs below paragraph 9.1.3.

9.1.3.1. Airplane AIFs will be stored in the aircraft.

9.1.3.2. Glider and balloon AIFs will be maintained with the aircraft at all times. The AIF does not need to be carried in the glider or balloon, but if the glider or balloon changes location, the AIF will be moved and maintained at the new location.

- d. Paragraph 9.9.5.1.4.1. Change to read:

9.9.5.1.4.1. Any FRO may approve a sortie for takeoff when the departure runway is at least longer than the calculated takeoff distance ground roll, plus the landing distance ground roll at the actual takeoff weight of the aircraft being flown, as calculated by the PIC. For glider tow sorties, two times the calculated takeoff distance ground roll for the tow aircraft shall be used in lieu of takeoff plus landing ground roll.

- e. Paragraph 9.9.5.1.4.2. Change to read:

9.9.5.1.4.1. A SFRO must approve a sortie for takeoff when the departure runway is shorter than the calculated takeoff distance ground roll, plus the landing distance ground roll at the actual takeoff weight of the aircraft being flown, as calculated by the PIC. For glider tow sorties, two times the calculated takeoff distance ground roll for the tow aircraft shall be used in lieu of takeoff plus landing ground roll.

- f. Paragraph 9.10.1.4. Renumber as paragraph 9.10.1.5. and change to read:

9.10.1.5. ORM is an evolving process that will continue to change in conjunction with our missions. ORM scores, and who can approve sorties based on the risk associated, will also change. To support development of new risk assessment methods (e.g., aircraft or mission specific), CAP/DO may temporarily authorize use of unique, paper-based tools as a proof-of-concept. In these cases, the completed documents will be uploaded to the designated folder within the WMIRS sortie file system as a record of risk assessment.

9.10.1.4.1. Renumber as paragraph 9.10.1.5.1.

9.10.1.4.2. Renumber as paragraph 9.10.1.5.2.

9.10.1.4.3. Renumber as paragraph 9.10.1.5.3.

9.10.1.4.4. Renumber as paragraph 9.10.1.5.4.

- g. Add the following paragraph before paragraph 9.10.1.5:

9.10.1.4. Should a non-standard event occur such as a change in TOLD runway length, visibility/ceilings, wind conditions or aircraft malfunction occur that directly affects the safe and effective execution of the sortie, the PIC shall contact the appropriate flight release authority for an amended flight release. These factors have separate criteria for FRO or higher approval, but in combination with other factors (such as pilot experience) may necessitate a greater level of approval.

h. Paragraph 9.10.2.1.1. Change to read:

9.10.2.1.1. If WMIRS is not available, the CAP Flight Release Log (CAPF 99 or CAPF 99G) may be used to temporarily document the flight release. A flight released via CAPF 99 or CAPF 99G must be recorded as an eFlight Release in WMIRS within 24 hours unless the NOC is informed of extenuating circumstances. To support development of new flight release methods (e.g., aircraft or mission specific), CAP/DO may temporarily authorize use of unique, paper-based tools as a proof-of-concept. In these cases, the completed documents will be uploaded to the designated folder within the WMIRS sortie file system as a record of the flight release.

i. Paragraph 9.10.2.1.2. Change to read:

9.10.2.1.2. Flight activities such as orientation flights, flight academy sorties, etc. involving multiple flights at the same location, and on the same day, may be released on CAPF 99 or CAPF 99G without passenger, flight time and estimated landing time information. This is permissible provided that each participating aircraft and PIC combination is identified in advance, and someone on the ground at the activity site tracks aircraft occupants and flight times using the AIF Aircraft Flight Time Log, or other suitable paper or electronic tool, to confirm that each flight was safely concluded, to support initiation of missing aircraft procedures, and to support data entry into WMIRS.

j. Paragraph 9.10.5.3.3. Change to read:

9.10.5.3.3. An SFRO must approve an IFR sortie when forecast conditions (including temporary conditions) for departure or arrival airports are lower than an 800 foot ceiling and/or 2 miles visibility, but not below a 500 foot ceiling and/or 1 mile of visibility.

k. Paragraph 9.10.5.4. Change to read:

9.10.5.4. Wind and turbulence specific limitations. When determining crosswind, the gust component must be taken into consideration.

l. Add the following to the end of paragraph 9.10.6.2.

The restriction to remain a lateral distance of 1000 ft from objects does not apply to approved intercept and remote piloted aircraft escort missions.

m. Add the following to the end of paragraph 9.10.6.3.

The restriction to remain a lateral distance of 2000 ft from objects does not apply to approved intercept and remote piloted aircraft escort missions.

n. Paragraph 9.10.8.2. Change to read:

9.10.8.2. Crew.

9.10.8.2.1. Relocation and transportation sorties may be flown in visual meteorological conditions (VMC), day or night, with a single VFR pilot that is not instrument qualified. Pilots and other crew members must be water survival qualified, and passengers properly briefed.

9.10.8.2.2. For sorties other than relocation and transportation sorties flown in VMC, both front seat crew members must be VFR pilots. The right seat pilot need not be qualified in the specific aircraft. Pilots and other crew members must be water survival qualified.

9.10.8.2.3. During instrument meteorological conditions (IMC) conditions, 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 the specific aircraft. Pilots and other crew members must be water survival qualified.

- o. Paragraph 9.10.10.1. Change the first sentence to read:

9.10.10.1. At the conclusion of each flight, the PIC must ensure that all flight time is properly recorded in WMIRS.

- p. Paragraph 9.10.10.2. Change to read:

9.10.10.2. For every CAP sortie, the PIC must ensure that all sortie data, to include actual costs, are entered into WMIRS within 72 hours of sortie completion. See CAPR 173-3.

- q. Attachment 1. Change to read:

05 / Compliance Question: With the exception of proof-of-concepts authorized under 9.10.1.5. and 9.10.2.1.1., are all flight releases accomplished using eFlight Release in WMIRS and documented properly?

- a) When internet access is not available, are flights released using the CAPF 99, CAP Flight Release Log or CAPF 99G, CAP Flight Release Log – Glider, with the required details listed in CAPR 70-1, and are releases then recorded in the WMIRS eFlight Release System within 24 hours?

3. Please direct any questions you might have to dov@capnhq.gov.

MARK E. SMITH
Major General, CAP
National Commander



CAP REGULATION 70-1

4 DECEMBER 2017

Corrected Copy

INCLUDES ICL 18-5 AUGUST 2018 and

ICL 19-06 SEPTEMBER 2019

OPERATIONS

CIVIL AIR PATROL FLIGHT MANAGEMENT

SUMMARY OF CHANGES.

This document has been extensively revised and needs to be reviewed in its entirety.

Note: Shaded areas identify new or revised material.

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1. Overview. This regulation states the responsibilities of all Civil Air Patrol (CAP) personnel with respect to the control and management of CAP aircrews, aircraft, and flying programs.

2. Applicability. This regulation applies to all CAP aircrews and all CAP aircraft as defined in this regulation. This regulation does not apply to CAP corporate aircraft flown by CAP-USAF personnel, aircraft released to an approved fixed base operator (FBO) or aircraft maintenance facility, or other non-CAP member use approved by the CAP-USAF Director of Operations (CAP-USAF/DO). All CAP personnel involved in CAP flight activities must comply fully with the requirements of [14 CFR](#), as well as with the additional CAP-specific standards stated in this regulation. All CAP members must understand that flying CAP aircraft is a privilege, not a right of membership. Commanders have overall responsibility for compliance with these procedures, which are applicable to all CAP units.

3. Operating Instructions (OI), Pamphlets, Supplements and Waivers to this Regulation. CAP/DO is the approval authority for all OIs, pamphlets, supplements and waivers to this regulation. OIs, pamphlets, and supplements to this regulation cannot be issued below the wing level. Requests for

approval of OIs, pamphlets, supplements and waivers must be coordinated through the Wing Commander, Region Commander, CAP-USAF LR/CC, CAP-USAF/DO and CAP/DO.

4. Qualification: CAP Pilots, Instructor Pilots, Check Pilots, Check Pilot Examiners and Specialty Qualifications. All CAP pilots must hold a Federal Aviation Administration (FAA) pilot certificate (private pilot or higher, except for student pilots) and a medical certificate (or current driver's license and medical education course completion certificate if operating under [BasicMed](#)) appropriate to the level of privileges to be exercised, and be current in accordance with the requirements of [14 CFR](#). To be designated and to operate as a CAP pilot in one or more of the classifications listed in Attachment 2 ([CAP Aircrew Definitions](#)) of this regulation, the member must meet the CAP requirements for that classification in accordance with this regulation.

4.1. Basic CAP Pilot Qualifications

4.1.1. CAP Solo Pilot

4.1.1.1. To operate as a CAP Solo Pilot, the member must possess a current student pilot certificate, or a rated pilot certificate, with appropriate solo endorsements from a CAP Instructor Pilot for the make and model aircraft flown.

4.1.2. CAP Pilot

4.1.2.1. To operate as a CAP Pilot in airplanes or gliders the member must:

4.1.2.1.1. Be current and qualified in accordance with the requirements of [14 CFR](#) for a private pilot or higher certificate; and

4.1.2.1.2. Have successfully passed a CAP Pilot Flight Evaluation ([CAPF 5](#)) within the past 12 calendar months; and

4.1.2.1.3. Complete Level I of the senior member professional development program if a senior member.

4.1.2.2. To operate as a CAP Pilot in a hot air balloon, the member must:

4.1.2.2.1. Be current and qualified in accordance with the requirements of [14 CFR](#) for hot air balloon privileges; and

4.1.2.2.2. Have successfully passed a CAP Pilot Flight Evaluation-Hot Air Balloon ([CAPF 5B](#)) within the past 12 calendar months; and

4.1.2.2.3. Complete Level I of the senior member professional development program if a senior member.

4.2. Advanced CAP Pilot Qualifications

4.2.1. CAP Instrument Pilot

4.2.1.1. To operate as a CAP Instrument Pilot, the member must:

4.2.1.1.1. Be current and qualified in accordance with the requirements of [14 CFR](#) for instrument privileges; and

4.2.1.1.2. Within the past 12 calendar months, have successfully passed a [CAPF 5](#) with an endorsement for instrument privileges, by a CAP Check Pilot, or other individual authorized to administer a CAP Pilot Flight Evaluation (see paragraph [7.3.1](#)) who holds instrument privileges on his or her FAA flight instructor certificate; or

4.2.1.1.3. Have added an FAA instrument airplane rating to their FAA pilot certificate within the past 12 calendar months; or

4.2.1.1.4. Show evidence of having completed a [14 CFR 61.58](#), a [14 CFR 121.439/14 CFR 121.441](#), [14 CFR 135.293/14 CFR 135.297](#), or a military instrument competency check within the past 12 calendar months.

4.2.1.2. At the discretion of the CAP Check Pilot, the review for instrument privileges may be conducted verbally if the CAP Pilot has completed an FAA Instrument Proficiency Check within the six calendar months preceding the [CAPF 5](#).

4.3. CAP Instructor Pilot, Check Pilot, and Check Pilot Examiner Qualifications

4.3.1. CAP Instructor Pilot

4.3.1.1. To operate as a CAP Instructor Pilot, the member must possess a valid FAA flight instructor certificate. In addition, the member must:

4.3.1.1.1. Be current and qualified in accordance with the requirements of [14 CFR](#) for the type(s) of instruction to be given; and

4.3.1.1.2. Be current and qualified in accordance with this regulation for the CAP aircraft to be used for flight instruction; and

4.3.1.1.3. Have successfully passed a [CAPF 5](#) or [CAPF 5B](#) with an endorsement for CAP Instructor Pilot privileges in the past 12 calendar months; and

4.3.1.1.4. Be designated as a CAP Instructor Pilot by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in [Ops Quals](#).

4.3.1.1.5. For CAP instructor pilot privileges in a hot air balloon, have the appropriate hot air balloon privileges on their commercial pilot certificate and at least 50 hours Pilot In Command (PIC) in a hot air balloon.

4.3.2. CAP Check Pilot

4.3.2.1. To operate as a CAP Check Pilot, the member must be a CAP Instructor pilot in accordance with this regulation. In addition, the member must:

4.3.2.1.1. Have successfully passed the appropriate [CAPF 5](#) and/or [CAPF 5B](#) with an endorsement for CAP Check Pilot privileges in the past 12 calendar months; and

4.3.2.1.2. Be designated as a CAP Check Pilot by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in [Ops Quals](#); and

4.3.2.1.3. Maintain current and appropriate CAP Orientation Pilot endorsement(s) in order to endorse a CAP Pilot for cadet orientation ride privileges; and

4.3.2.1.4. Have successfully passed the [online National Check Pilot Standardization Course \(NCPSC\)](#) prior to initial appointment and at least once every four years thereafter. (Note: Completion of the NCPSC (Airplane) qualifies as completion of the NCPSC (Glider) or (Hot Air Balloon);

4.3.2.1.5. For CAP Check Pilot privileges in a hot air balloon, have the appropriate hot air balloon privileges on their commercial pilot certificate and at least 50 hours Pilot in Command (PIC) in a hot air balloon.

4.3.3. CAP Check Pilot Examiner

4.3.3.1. To operate as a CAP Check Pilot Examiner, the member must be a CAP Check Pilot in accordance with this regulation. In addition, the member must:

4.3.3.1.1. Have successfully passed the appropriate [CAPF 5](#) and/or [CAPF 5B](#) in the past 12 calendar months, and

4.3.3.1.2. Be designated as a CAP Check Pilot Examiner by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in [Ops Quals](#).

4.3.3.1.3. For CAP Check Pilot Examiner privileges in a hot air balloon, have the appropriate hot air balloon privileges on their commercial pilot certificate and at least 50 hours PIC in a hot air balloon.

4.4. CAP Mission Pilot Qualifications

4.4.1. Refer to [CAPR 60-3](#) for detailed information on the following pilot qualification requirements:

4.4.1.1. CAP Transport Mission Pilot

4.4.1.2. CAP Mission Pilot

4.4.1.3. CAP Mission Check Pilot

4.4.1.4. CAP Mission Check Pilot Examiner

4.5. CAP Specialty Qualifications

4.5.1. CAP Flight Release Officer (FRO)

4.5.1.1. FROs must have flying experience either as a pilot or as an aircrew member. Pilot or aircrew experience should preferably be within CAP, but external experience is acceptable. FROs do not have to be current to fly within CAP. Additional IC guidance can be found in paragraph [9.10.2.5](#). In order to be an FRO, personnel must also:

4.5.1.1.1. Pass the online [CAP FRO training course](#) every four years (current FROs must complete new training by 1 January 2018 to remain qualified) or as updated by NHQ; and

4.5.1.1.2. Be designated as a CAP FRO by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in [Ops Quals](#).

4.5.2. CAP Senior Flight Release Officer (SFRO)

4.5.2.1. To be designated as a CAP SFRO, the member must:

4.5.2.1.1. Be a qualified FRO in accordance with paragraph [4.5.1](#); and

4.5.2.1.2. Hold at least a CAP Senior Pilot rating IAW [CAPR 35-6](#); and

4.5.2.1.3. Hold an instrument airplane rating (need not be current); and

4.5.2.1.4. Be designated as a CAP SFRO by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in [Ops Quals](#).

4.5.3. CAP Orientation Pilot

4.5.3.1. To be designated as a CAP Orientation Pilot, the member must:

4.5.3.1.1. Be a current CAP senior member at least 21 years of age (or have a valid FAA CFI certificate); and

4.5.3.1.2. Be current and qualified as at least a CAP Pilot in accordance with this regulation for the CAP aircraft to be used; and

4.5.3.1.3. Have passed the appropriate CAP Orientation Pilot Endorsement Quiz ([Non-ROTC](#), [ROTC](#), or [Glider](#)) within the past four years or as updated by NHQ; and

4.5.3.1.4. Have passed a [CAPF 5](#) or [CAPF 5B](#) and received the appropriate CAP Orientation Pilot endorsement(s) within the past 12 calendar months; and

4.5.3.1.5. Be designated as a CAP Orientation Pilot by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in [Ops Quals](#).

4.5.3.1.6. For airplanes, have at least 200 hours fixed-wing PIC time to carry CAP cadets and at least 300 hours fixed-wing PIC time to carry ROTC/JROTC cadets.

4.5.3.1.7. For gliders, have at least 100 flights as PIC in a glider or hold at least a commercial certificate with a glider rating.

4.5.3.1.8. For hot air balloons, have at least 35 hours PIC time in a hot air balloon.

4.5.3.1.9. For teacher orientation flights, hold at least a commercial pilot certificate.

4.5.4. CAP Tow Pilot

4.5.4.1. To be designated as a CAP Tow Pilot, the member must:

4.5.4.1.1. Be current and qualified as at least a CAP Pilot in accordance with this regulation for the CAP aircraft to be used; and

4.5.4.1.2. Be current and qualified as a tow pilot in accordance with the requirements of [14 CFR 61.69](#); and

4.5.4.1.3. Be at least 21 years of age; and

4.5.4.1.4. Have logged a minimum of 500 hours PIC time (any combination of fixed-wing

and glider aircraft) with at least 250 hours in single-engine airplanes; and

4.5.4.1.5. Have completed at least 10 glider tows in the past 12 months; and

4.5.4.1.6. Have passed the [Soaring Safety Foundation \(SSF\)/CAP Tow Pilot Course](#) and [Final Exam](#); and

4.5.4.1.7. Be designated as a CAP Tow Pilot by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in [Ops Quals](#).

4.5.5. CAP Tow Pilot Trainer

4.5.5.1. To be designated as a CAP Tow Pilot Trainer, the member must be a designated CAP Tow Pilot, and:

4.5.5.1.1. Have logged a minimum of 50 tows

4.5.5.1.2. Be FAA tow current within the past 12 months in accordance with [14 CFR 61.69\(6\)](#), and

4.5.5.1.3. Be designated as a CAP Tow Pilot Trainer by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in [Ops Quals](#).

4.5.5.1.4. A CAP Tow Pilot Trainer does not need to hold a flight instructor certificate, or be designated as a CAP Instructor or CAP Check Pilot. The Trainer must hold a current [CAPF 5](#) in the aircraft being used for training.

4.5.6. Winch or Auto Tow Operator. A CAP member must be qualified in accordance with the CAP Glider Program Procedures ([CAPM 60-1G](#)).

5. Qualification: Aircraft Types

5.1. To operate as PIC in a CAP aircraft, a CAP Pilot (other than a CAP Solo Pilot) must meet the following CAP-specific requirements for the aircraft to be flown.

5.1.1. Airplane

5.1.1.1. High Performance Airplanes (as defined in [14 CFR 61.31 \(f\)](#)) – the CAP Pilot must have at least 100 hours total time, unless the pilot is a cadet who successfully completed primary training, the FAA Practical Test, and a [CAPF 5](#) in a high performance aircraft of the same make/model to be flown.

5.1.1.2. Complex Airplanes (as defined in [14 CFR 61.1](#)) – in addition to the requirements of [14 CFR 61.31 \(e\)](#), the CAP Pilot must have:

5.1.1.2.1. At least 10 hours PIC time in complex airplanes

5.1.1.2.2. At least 25 take-offs and landings in complex airplanes

5.1.1.2.3. A total of 100 hours PIC time in a fixed wing aircraft

5.1.2. Glider – to serve as PIC in a CAP glider, a CAP Pilot must successfully complete a [CAPF 5](#) in a glider.

5.1.3. Balloon – to serve as PIC in a CAP balloon, a CAP Pilot must successfully complete a [CAPF 5B](#) in a balloon.

6. CAP Pilot Training, Proficiency, and Orientation Flights

6.1. Eligibility

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

6.1.2. CAP Cadets and currently qualified CAP Transport Mission Pilots and CAP Mission Pilots are authorized to use CAP airplanes for flight instruction toward any FAA certificate, rating, or endorsement.

6.1.3. A CAP member who is not a current and qualified CAP Transport Mission Pilot or CAP Mission Pilot may seek authorization to receive flight instruction toward an FAA certificate, rating, or endorsement in a CAP airplane as follows:

6.1.3.1. Senior members holding a Private Pilot Certificate or higher and active CAP member for at least one year – requires written authorization from the wing or higher commander.

6.1.3.2. All other senior members – requires written authorization from the Wing Commander, Region Commander, CAP/DO, and the National Commander or designee. Such authorization can be granted only if the member lives more than two hours driving time from a commercial flight training facility.

6.1.3.3. No additional written authorization or approval to receive flight instruction with a CAP Instructor Pilot is required for cadets IAW this regulation.

6.2. Proficiency Flights – Air Force Assigned Missions (AFAM)

6.2.1. CAP proficiency training flights will only be flown in accordance with the [Air Force Approved Proficiency Flight Profiles](#) located at <https://www.gocivilairpatrol.com/programs/emergency-services/aircraft-ops-and-staneval/>.

6.2.2. To qualify for AFAM status for these profiles under an “A” or “B” [mission symbol](#) and be authorized by CAP-USAF Liaison Region (LR), a CAP Pilot must meet the qualifications listed in the profile to be flown.

6.3. Proficiency Flights - Other

6.3.1. CAP Pilots may use the [“C” mission symbol](#) and online flight guidelines located at <https://www.gocivilairpatrol.com/programs/emergency-services/aircraft-ops-and-staneval/> for [Self-Conducted Proficiency Flights Guidelines](#) to maintain currency.

6.4. Orientation Flights

6.4.1. Except as provided in paragraph [9.2.1.](#), orientation flights will be accomplished in CAP corporate aircraft.

6.4.2. A CAP Cadet who has reached their eighteenth birthday is no longer eligible to fly on orientation flights.

6.5. Other Training Requirements

6.5.1. Any CAP member who moves or supervises the movement of aircraft must complete the online [Aircraft Ground Handling Training](#) and pass the associated exam every 24 months in order to be or remain authorized to do so.

6.5.2. In order to participate in extended over-water operations, each aircrew member must have successfully completed an approved CAP [Over-Water Survival Classroom-based Course](#) and be qualified in [Ops Quals](#) for the duration of participation in the operation. See also paragraph [9.10.8](#).

7. CAP Pilot Flight Evaluation

7.1. General

7.1.1. The CAP Pilot Flight Evaluation ([CAPF 5](#) and/or [CAPF 5B](#)) consists of ground and flight components necessary to evaluate and document a CAP Pilot's classification in accordance with the requirements of this regulation and their qualification to operate in one or more CAP aircraft models. In an airplane, the [CAPF 5](#) must include at least one hour of flight time and a minimum of three takeoffs and landings (not applicable to abbreviated CAPF 5s as specified in [7.1.8](#)).

7.1.2. The [CAPF 5](#) may include endorsements for certain types of aircraft operation (e.g., Instrument, G1000, Orientation Pilot, Instructor/Check Pilot, etc.). All endorsements on a [CAPF 5](#) for aircraft operations apply to all qualifying [models](#).

7.1.3. Unless revoked by a wing or higher commander, the [CAPF 5](#) is valid through the last day of the twelfth month of its completion date. For example, a flight evaluation completed on 1 January 2017 would remain valid through 31 January 2018.

7.1.4. To operate as PIC in a CAP airplane, a member must pass an initial [CAPF 5](#) in each CAP aircraft type (e.g., make/model, endorsement, etc.) that they desire to fly. Thereafter, the CAP Pilot may renew qualifications as follows:

7.1.4.1. High-Performance: Pass the [CAPF 5](#) in a high performance airplane.

7.1.4.2. Complex: Pass the [CAPF 5](#) in a complex airplane, or show evidence of having completed a [14 CFR 61.58](#), [14 CFR 121.439/14 CFR 121.441](#), or [14 CFR 135.293/14 CFR 135.297](#), or a military competency check within the past 12 calendar months.

7.1.4.3. G1000: Pass the [CAPF 5](#) in a G1000-equipped airplane.

7.1.4.4. Multiple CAP Pilot Flight Evaluations may still be required for personnel choosing to maintain qualifications in varied types of aircraft as noted in paragraphs [7.1.4.1](#), [7.1.4.2](#), and [7.1.4.3](#).

7.1.5. To operate as PIC in a CAP hot air balloon, a member must pass an initial CAP Pilot Flight Evaluation-Hot Air Balloon ([CAPF 5B](#)) in each make (e.g. Cameron, Firefly, Head, Lindstrand, Aerostar, etc.) to be piloted.

7.1.5.1. If the balloon envelope "top end" is a different manufacturer from the "bottom end" system (e.g.: basket, burner, etc.), then the PIC should receive familiarization training from a CAP Check Pilot qualified to operate both that bottom end system and top end envelope. It is the PIC's responsibility to be familiar with all equipment of the balloon system prior to flight.

7.1.5.2. The CAP Pilot must complete a [CAPF 5Q-B](#) Hot Air Balloon Questionnaire prior to the [CAPF 5B](#).

7.1.5.3. As specified in [7.1.6.4.](#), certain balloon models/sizes are considered equivalent to one another. An initial [CAPF 5B](#) in any of the listed balloon models/sizes counts as a [CAPF 5B](#) for all of the equivalent balloon models/sizes.

7.1.6. For aircraft qualification purposes, an initial [CAPF 5](#) or [CAPF 5B](#) in any of the following model groupings counts as a CAP Pilot Flight Evaluation for all models listed in that grouping:

7.1.6.1. C182QSP counts for C182

7.1.6.2. C206SP counts for C206, C205, and C207

7.1.6.3. SGS 2-33 and SGU 2-22 are considered equivalent gliders

7.1.6.4. AX6-55, AX7-77, and AX8-90 are considered equivalent balloons

7.1.7. Unless otherwise noted by the CAP Check Pilot, all previous aircraft, in the same category, for which the pilot has an initial CAP Pilot Flight Evaluation are renewed at the time of the annual CAP Pilot Flight Evaluation. Check Pilots will confirm that pilots meet all requirements as outlined in other parts of this regulation prior to signing off completion of the [CAPF 5](#) or [CAPF 5B](#).

7.1.8. If a CAP Pilot requests to add additional endorsements or aircraft models in the same category and class to an existing pilot qualification, the CAP Check Pilot has the discretion to administer an abbreviated [CAPF 5](#) or [CAPF 5B](#) consisting of the questionnaire (CAPFs [5Q-A](#), [5Q-B](#), or [5Q-G](#)) for the aircraft model to be demonstrated, completed within 60 days before the abbreviated [CAPF 5](#) or [CAPF 5B](#), and maneuvers that the CAP Check Pilot deems necessary to evaluate the pilot's qualifications for the new endorsement. The abbreviated [CAPF 5](#) or [CAPF 5B](#) does not change the original expiration date for the CAP Pilot's existing annual qualification.

7.2. Eligibility

7.2.1. To be eligible to take a [CAPF 5](#) or [CAPF 5B](#), the member must:

7.2.1.1. Pass the online [CAPR 70-1, CAPF 5 Annual Examination](#) (plus supplemental airplane, [glider](#) or balloon exam, if applicable) within 60 days before the date of the [CAPF 5](#) or [CAPF 5B](#).

7.2.1.2. Complete the appropriate questionnaire (CAPFs [5Q-A](#), [5Q-B](#), or [5Q-G](#)) for the make and model of CAP aircraft in which the member is being evaluated.

7.2.1.3. Provide evidence of qualifications to the CAP Check Pilot, to include: FAA pilot and medical certifications; log book; CAP membership card; online [CAPR 70-1, CAPF 5 Annual Examination](#) and supplemental [Glider](#) or Balloon Exam results as applicable; questionnaire (CAPFs [5Q-A](#), [5Q-B](#), or [5Q-G](#)); and any quiz results needed for special endorsements (such as for Cadet Orientation Pilot, Check Pilot, etc.).

7.2.2. With the CAP Check Pilot's advance concurrence and willingness to serve as PIC if necessary, a CAP Pilot may combine the [CAPF 5](#) with requirements to fulfill the [FAA flight review and/or instrument proficiency check](#) under [14 CFR 61.56](#) and [14 CFR 61.57](#), provided that this activity meets all requirements for both CAP and the FAA.

7.2.3. Unless otherwise arranged in accordance with Section [7.2.2](#) of this regulation, a pilot must provide evidence of a flight review (logbook entry, [WINGS documentation](#), new pilot certificate or rating, new flight instructor certificate), or 14 CFR part [135.293/297](#), [121.441](#), or [61.58](#), proficiency checks.

7.3. Administration

7.3.1. The following individuals may administer a [CAPF 5](#) and/or [CAPF 5B](#):

7.3.1.1. A CAP Check Pilot who is both FAA- and CAP-current and qualified in the CAP aircraft to be used.

7.3.1.2. An [FAA Aviation Safety Inspector \(ASI\)](#), while performing the duties of an FAA ASI.

7.3.1.3. An [FAA Designated Pilot Examiner \(DPE\)](#), while performing the duties of an FAA DPE.

7.3.1.4. A CAP-USAF evaluator pilot, while performing duties of a CAP-USAF evaluator pilot.

7.3.1.5. For a hot air balloon in cases where the Wing does not have a CAP Check Pilot for balloons, a commercial balloon pilot, with the prior written approval of the Wing Commander.

7.3.2. The individual who administers the CAP Pilot Flight Evaluation must follow the guidance and instructions provided in [Attachment 3](#) to this regulation.

7.3.3. Except for fees charged by an [FAA DPE](#) for a practical test leading to an airman certificate or rating, no person may charge for any ground instruction, flight training, or flight evaluations accomplished in accordance with this regulation.

7.3.4. A CAP Pilot must obtain written approval from a wing or higher commander to take more than two consecutive [CAPF 5s](#) with the same CAP Check Pilot.

7.3.5. Except for Surrogate Unmanned Aircraft System (C182QSP/C206SP), a CAP Pilot must obtain approval from the Standardization and Evaluation Officer (DOV) in their assigned wing to take a [CAPF 5](#) in another wing.

7.4. Failure, Unsatisfactory Performance and Re-Evaluation

7.4.1. Annual or Abbreviated Flight Evaluation Failure. If a CAP pilot fails an annual or abbreviated CAP Pilot Flight Evaluation in a make/model in which the pilot is currently qualified, the pilot must undergo a re-evaluation in accordance with paragraph [7.4.3](#). The CAP Check Pilot must document the failure in [WMIRS](#) at the conclusion of the failed CAP Pilot Flight Evaluation and notify the Wing DOV and/or Wing DO and/or Wing Commander (Region DOV and/or Region DO and/or Region Commander if the subject pilot is assigned to the region staff).

7.4.2. Initial or Endorsement Flight Evaluation Failure. If a CAP pilot fails an initial CAP Pilot Flight Evaluation for a new make/model or fails to qualify for an endorsement (e.g., Orientation Pilot privileges), such failure does not require re-evaluation under paragraph [7.4.3](#) unless in the judgment of the CAP Check Pilot that failure resulted from factors that would extend to other makes/models (e.g., poor airmanship, poor judgment). In those cases, the CAP Check Pilot would follow the procedure in paragraph [7.4.1](#) for annual flight evaluation failure.

7.4.3. Re-evaluation. A wing or higher commander has the discretion to require any CAP Pilot entering, under, or temporarily in their command to undergo an additional flight evaluation, including

local area familiarization, with a designated CAP Check Pilot. To ensure fairness, commanders should consider designating a different CAP Check Pilot to conduct a re-evaluation when re-evaluation is due to a failure. Prior to re-evaluation, the Wing DOV or their designee will approve a plan to ensure that training has been accomplished to correct identified deficiencies. Required training will be accomplished prior to reevaluation. Pending satisfactory completion of the additional flight evaluation, the commander may suspend the CAP Pilot's CAP flying privileges except for retraining with a CAP Instructor Pilot.

8. Suspension of CAP Flying Privileges, Appeals, Reinstatement, and Damages

8.1. Suspension of CAP Flying Privileges - General. Any commander in a CAP member's chain of command, or an Incident Commander (IC) during a supervised mission, may immediately suspend CAP flying privileges of a member for cause. In the case of suspending privileges while the member is away from their home base, the member may be permitted to return to home base as a passenger in a CAP aircraft.

8.1.1. Initial suspension notification may be made verbally, but commanders or ICs exercising this authority must notify the affected aircrew member(s) in writing within seven days of suspending flying privileges, clearly stating the reason(s) the action was taken. A copy of the written notification must be filed with the Region Commander and all intermediate commanders within seven days as well. A copy of all notifications issued by a Region Commander must be filed with the National Commander.

8.1.2. The written notification must include a statement advising the aircrew member of their right to appeal this action (see paragraphs [8.3.](#) and [8.4.](#)).

8.2. Suspension of CAP Flying Privileges – Mishap (This paragraph does not apply to non-mishap reportable events as defined in CAPR 160-2, paragraph 5.5.). Following any aircraft mishap, as defined in CAPR 160-2, paragraph 5.1., the commander must suspend the flying privileges of crewmembers involved in the mishap until such time as they can determine the circumstances of the mishap and the crewmembers' health and welfare. Such suspensions may be very temporary in nature and might only last the length of a phone call between pilot and commander as the commander gains an understanding of what happened. The flying privileges of any crewmember operating a CAP aircraft who is involved in a mishap that can be classified as an accident (as defined in CAPR 160-2, paragraph 5.6.1.) shall be automatically suspended from flying until the mishap crewmember is reinstated by the Wing Commander or higher.

8.2.1. Should the Wing Commander or higher determine any crewmember to not be a causal factor in a mishap not classified as an accident, those individuals' flight privileges may be verbally reinstated with no written documentation of their suspension. If suspension was due to an accident refer to paragraph [8.5.](#) for reinstatement guidance.

8.2.2. Should the Wing Commander or higher suspect any crewmember's actions were causal in a mishap, the crewmember's flying privileges shall remain suspended until a final determination of cause is made. If any crewmember is determined to be causal in the mishap, follow the procedure in paragraph [8.1.](#)

8.3. Appeals – Member Rights. A member who remains suspended from flying for more than 90 days may submit a one-time written appeal to the Region Commander within one year of the initial suspension. If a Region Commander suspends the flying privileges of a member, the member may appeal to the National Commander.

8.4. Appeals – Command Action. Upon receipt of a member's appeal, the Region Commander, or National Commander in the case of a Region Commander directed suspension, must appoint a flight

review panel of at least three CAP Check Pilots to review the appeal.

8.4.1. The flight review panel must examine the facts of the case and make a recommendation to the appointing commander.

8.4.2. The appointing commander must issue a final decision within 60 days of receiving the appeal. All such decisions are final and not subject to review by filing a complaint under [CAPR 20-2](#), Complaints, or [CAPR 36-2](#), Complaints under the Civil Air Patrol Nondiscrimination Policy.

8.5. Reinstatement. Once a member's flying privileges are suspended, only a wing or higher commander in the individual's chain of command may reinstate that member to flight status. Commanders may set conditions for reinstatement, including completion of a new CAP Pilot Flight Evaluation. Prior to reinstating flying privileges of a member involved in an accident, commanders must coordinate with the CAP/DO who will then obtain concurrence of the CAP/CC. Reinstatement and conditions thereof shall be documented.

8.6. Damages. In accordance with (IAW) [CAPR 174-1](#), Property Management and Accountability, a CAP member may be assessed some or all of the damages due to negligent operation or movement of CAP corporate aircraft.

9. CAP General Operating and Flight Rules

9.1. Aircraft Use - General Requirements

9.1.1. All CAP aircraft operations must be conducted in accordance with the requirements of [14 CFR](#) and [FAA guidance](#) and any additional requirements or limitations specified in this regulation.

9.1.2. All CAP aircraft (to include member-owned/furnished aircraft) shall carry the required equipment as prescribed in [CAPR 66-1](#), *CAP Aircraft Maintenance Management*.

9.1.3. All CAP corporate aircraft must have a standardized, completed, and up-to-date [CAP Aircraft Information File \(AIF\)](#).

9.1.3.1. Airplane AIFs will be stored in the aircraft.

9.1.3.2. Glider and balloon AIFs will be maintained with the aircraft at all times. The AIF does not need to be carried in the glider or balloon, but if the glider or balloon changes location, the AIF will be moved and maintained at the new location.

9.1.4. Gliders. All glider operations must be conducted in accordance with CAP Glider Program Procedures ([CAPM 60-1G](#)).

9.2. Aircraft Use - Air Force Assigned Missions (AFAM)

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

9.2.1.1. The use of member owned/furnished aircraft (other than 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.

9.2.1.2. Requests for use of member-owned/furnished aircraft will not be approved unless a copy of the airworthiness certificate, current [Hold Harmless Agreement \(HHA\)](#) and [CAPF 71](#) are on file with the CAP-USAF LR for AFAMs or the Wing Commander or designee for Corporate Missions. Copies of the airworthiness certificate, current [HHA](#) and [CAPF 71](#) should be uploaded to the [WMIRS](#) mission files for reference when used since the use of member-owned/furnished aircraft is rare.

9.3. Aircraft Use – Orientation Flights

9.3.1. A CAP airplane will not be used to 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.

9.3.2. In an airplane, the CAP Orientation Pilot must occupy the left front seat.

9.3.3. During an Orientation Flight, the CAP Pilot shall not perform simulated emergency procedures.

9.4. Aircraft Use – Prohibited Activities. The following operations are prohibited in CAP aircraft:

9.4.1. Aerobatic flight and spins (except spins in a glider while receiving instruction towards an FAA flight instructor certificate).

9.4.2. Participating as an act or other demonstration in an air show. Note: Static displays and mission assistance properly approved through the NOC is authorized. Refer to [CAPR 900-5](#), for additional guidance on CAP air show support.

9.4.3. Dropping of objects (except to save a life).

9.4.4. Formation flight (except as approved for unmanned aircraft escort/chase operations or training through the CAP National Operations Center (NOC)).

9.4.5. Hand-propped starts and jump starts from vehicle batteries.

9.4.6. Except those missions coordinated and approved through the CAP NOC, use of CAP aircraft for assistance to law enforcement officers.

9.4.7. Use of night vision devices by the pilot flying.

9.4.8. Operation by anyone other than a CAP pilot qualified in type, except for trainees in an approved training program who are under the direct supervision of a current and qualified CAP Instructor Pilot, cadets on an orientation flight, or Aerospace Education Members (AEM) teachers on Teacher Orientation Program (TOP) flights.

9.4.9. Parachuting unless approved by CAP/DO. Only parachuting operations in support of DoD needs and missions will be considered, and will only be conducted as AFAMs.

9.4.10. Personal use, or any use other than official CAP business.

9.4.11. Simulated emergency procedures 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 under the supervision of a CAP instructor pilot.

9.4.12. Smoking or the use of any tobacco products (including e-cigarettes) is prohibited on any CAP aircraft or within 100 feet of aircraft operations.

9.4.13. Special VFR flight operations by non-instrument rated pilots.

9.4.14. CAP Solo Pilots may not perform touch and go landings unless flying with a CAP Instructor. See paragraph [9.9.5.1.4.3](#) for additional touch and go landing limitations.

9.5. Aircraft Use – Unauthorized Aircraft. The following aircraft shall not be used in CAP operations:

9.5.1. Experimental, primary category and home-built aircraft.

9.5.2. Light Sport Aircraft.

9.5.3. Rotorcraft.

9.5.4. Ultralight, aerolight, motor glider, hang glider and similar aircraft.

9.6. Crew

9.6.1. CAP flight crew members will carry proof of CAP membership and a government issued picture identification.

9.6.2. All CAP Pilots must maintain current FAA and CAP pilot qualification data, to include uploaded documentation required for validation, within the [Ops Quals](#) system. Flight evaluation forms will be uploaded into [Ops Quals](#) within 72 hours of evaluation completion and retained in accordance with [CAPR 10-2](#). Data entries must include:

9.6.2.1. All relevant FAA pilot qualifications, with copies of current pilot and medical certificates (or current driver's license and medical education course completion certificate if operating under [BasicMed](#); military personnel operating with an expired driver's license under [BasicMed](#) must upload a copy of their military identification card, the expired driver's license, and documentation from the State, territory, or possession indicating the continued validity of the driver's license, based on that state's military status exception. The documentation of validity can be information from a website of that State/territory/possession).

9.6.2.2. Current [CAPF 5](#) and/or [CAPF 5B](#), CAPF 5Q(s) – [A](#), [B](#) or [G](#), [CAPF 91](#), CAP Mission Pilot Checkout and supporting CAP qualifications and endorsements (e.g., CAP Orientation Pilot, or Instrument).

9.6.2.3. All CAP pilots must make a one-time acknowledgement of the CAP Statement of Understanding by dating the Statement of Understanding paragraph in the [Ops Quals](#) system.

9.6.3. The CAP PIC will also verify agency or organization identification credentials of CAP and non-CAP crew members (when authorized by agreement or mission approval) or CAP and non-CAP passengers to validate their identity prior to flight (see paragraph [9.10.9](#)).

9.7. Flight Duty Period and Crew Rest Requirements

9.7.1. Duty Period. Aircrew duty period starts when an aircrew member reports for any CAP-related duty. It ends with the final sortie to be flown during the aircrew duty period when engines are shut down and/or the aircraft is sufficiently secured. Fourteen hours is the maximum for official CAP

aircrew member duty.

9.7.1.1. When approved by the Wing Commander, Vice Commander, or Director of Operations (or higher command level), the PIC may extend the maximum aircrew duty period and/or the flight time within the period up to two hours to compensate for unplanned sortie delays, provided the additional time (in excess of the standard requirements listed in this regulation) is individually agreed by all aircrew members conducting the respective mission, and that the commander and the PIC make an appropriate risk assessment. Duty periods beyond a total of 16 hours will not be authorized.

9.7.1.2. Aircrew members shall not be scheduled for more than nine hours of flight time between periods of crew rest.

9.7.2. Crew Rest. Aircrew members must have ten hours of crew rest between the last official CAP duty and the first official CAP duty in the next duty period.

9.7.2.1. This period accommodates the opportunity for eight hours of uninterrupted crew rest/sleep and two hours of personal preparation/travel time.

9.7.2.2. Crew rest periods cannot begin until after the completion of official duties. Refueling, hanging the aircraft, de-briefing, uploading imagery, or other official business that requires active participation of an aircrew member interrupts or delays that aircrew member's crew rest period.

9.7.3. Aircrew Responsibility. Notwithstanding other provisions of this section, each aircrew member is individually responsible to ensure that they obtain sufficient rest during crew rest periods and is healthy enough to fly. Personnel will not be allowed to serve as aircrew members when they are fatigued, sick or otherwise considered unsafe to fly. Incident staff and crewmembers will consider external factors when scheduling and approving sorties like a member's outside employment schedule.

9.8. Uniform Requirements

9.8.1. Airplanes. CAP members will wear an authorized CAP uniform as outlined in [CAPM 39-1](#), unless approved mission requirements dictate other attire.

9.8.2. Gliders, Tow Planes or Hot Air Balloons. CAP uniforms are not required unless directed by a Wing Commander or higher, but clothing must identify the individual as a CAP member, be appropriate to the operating conditions, and reflect CAP in a positive manner. Outer clothing made of nylon is prohibited for CAP hot air balloon ground and flight crew members.

9.9. Mission Planning

9.9.1. Briefings. In all CAP aircraft operations, the PIC must provide appropriate crew and passenger briefings, to include use of safety belts, fire extinguisher, exits, emergency equipment, and crew coordination. The PIC must also brief all crewmembers and passengers to use [sterile cockpit procedures](#) during critical portions of flight (i.e., taxi, takeoff, climb, descent, landing, and operations in high-density traffic areas or heavy Air Traffic Control (ATC) periods); and to bring safety of flight concerns (e.g., potentially conflicting traffic, mechanical problems) to the immediate attention of the PIC.

9.9.2. Checklist. Use of manufacturer's checklist or a NHQ-approved checklist is mandatory in all CAP aircraft. Pilots must review and accomplish all checklist items. All new CAP aircraft checklists and checklist modifications/revisions require [proper coordination](#) in the following order: The respective CAP Wing Maintenance Officer, CAP Wing Commander, CAP-USAF/LR, CAP-USAF/DO, CAP/DOV and CAP/DO approval.

9.9.3. Flight Plan. The PIC must file and activate an FAA flight plan or obtain VFR Flight Following for every flight in a CAP aircraft beyond 50 nautical miles (nm) from the point of origin.

9.9.3.1. An IC may exempt flights that are part of a supervised mission from this requirement contingent upon alternate flight following procedures.

9.9.3.2. Call signs. Use the three-letter, three-/four-digit call sign "CAP####". Call signs will consist of no more than seven characters and will utilize letters and numbers only; no dashes, spaces, hyphens, or additional zeros. When ADS-B equipped, IAW [14 CFR 91.227](#), the call sign must align perfectly with the Flight ID programmed into the ADS-B transponder.

9.9.4. Fuel. Except for glider towing operations within 5 nm of the departure airport, all powered flights must be planned such that a minimum of one hour of fuel (at normal cruise speed) remains upon landing.

9.9.5. Airports and Landing Sites

9.9.5.1. For CAP airplanes and gliders, authorized airports are:

9.9.5.1.1. Civilian airports listed in the current [FAA Chart Supplement \(formerly the Airport/Facility Directory\)](#).

9.9.5.1.2. Military airfields. These airfields may require a "Prior Permission Required (PPR)." A PPR is coordinated with Base Operations at that airfield. Advanced notice of 5 days (corporate aircraft) or 45 days (member owned or furnished aircraft) is required to obtain a PPR. Members may request assistance from the CAP-USAF LR in which the field is located. Landing permits should be maintained in the AIF, but may also be requested from CAP/DOV.

9.9.5.1.3. Airfields/areas approved by a wing or higher commander, with written permission from the airfield owner/operator as appropriate.

9.9.5.1.4. Crews must verify Takeoff and Landing Distance (TOLD) based on aircraft data to determine that runways intended for use are long enough to support operations.

9.9.5.1.4.1 Any FRO may approve a sortie for takeoff when the departure runway is at least longer than the calculated takeoff distance ground roll, plus the landing distance ground roll at the actual takeoff weight of the aircraft being flown, as calculated by the PIC. For glider tow sorties, two times the calculated takeoff distance ground roll for the tow aircraft shall be used in lieu to takeoff plus landing ground roll.

9.9.5.1.4.2 A SFRO must approve a sortie for takeoff when the departure runway is shorter than the calculated takeoff distance ground roll, plus the landing distance ground roll at the actual takeoff weight of the aircraft being flown, as calculated by the PIC. For glider tow sorties, two times the calculated takeoff distance ground roll for the tow aircraft shall be used in lieu of takeoff plus landing ground roll.

9.9.5.1.4.3 Touch and go landings require a hard surfaced runway at least 3,000 feet in length or the sum of the takeoff and landing rolls, whichever is greater.

9.9.5.2. For CAP hot air balloon operations:

9.9.5.2.1. Balloon crews must obtain prior permission from landowners before engaging

in hot air balloon setup and departure activities. Hot air balloon aircrews will do everything possible to foster and maintain good relations with landowners, especially when landing and during breakdown.

9.9.5.2.2. Chase crews must always be used, with a method of maintaining two-way communications with the balloon crew established prior to launch.

9.9.5.3. International Boundaries. Sorties across an international border require CAP/DO approval unless it is part of an FAA instrument approach procedure, or unless vectored by ATC to a US airport.

9.9.6. With CAP's evolving missions, it is critical that important messages and changes be provided to all operations personnel, and confirmation that it has been received documented. CAP/DO will maintain a read file tool in [WMIRS](#), and issue optional and mandatory messages in this tool.

9.9.6.1. Optional messages can be reviewed at the user's discretion when able.

9.9.6.2. When mandatory messages are issued, members will not be able to move forward in [WMIRS](#) until they have read and acknowledged the message.

9.9.6.3. Personnel can review all current messages even after having read and acknowledging them should the need arise.

9.10. Normal Operating Procedures

9.10.1. Operational Risk Management

9.10.1.1. When operating CAP aircraft, CAP Pilots must use Operational Risk Management (ORM) and good judgment for the planned flight activity.

9.10.1.2. An ORM assessment is mandatory for CAP flight operations. The PIC will complete an electronic ORM assessment whenever possible. In locations where electronic completion of the ORM assessment is not possible, the PIC must use a paper ORM assessment to evaluate risk, and provide the data or paper form to the FRO for entry.

9.10.1.3. In situations where both the PIC and FRO are not able to access [WMIRS](#) at the time of release to enter ORM data, the PIC must upload the ORM data used for the flight into [WMIRS](#) within 72 hours of landing.

9.10.1.4. Should a non-standard event affecting the safe and effective execution of the sortie occur, such as a change in TOLD runway length, visibility/ceilings, wind conditions or aircraft malfunction, the PIC shall contact the appropriate flight release authority for an amended flight release. These factors have separate criteria for FRO or higher approval, but in combination with other factors (such as pilot experience) may necessitate a greater level of approval.

9.10.1.5. ORM is an evolving process that will continue to change in conjunction with our missions. ORM scores, and who can approve sorties based on the risk associated, will also change. To support development of new risk assessment methods (e.g., aircraft or mission specific), CAP/DO may temporarily authorize use of unique, paper-based tools as a proof-of-concept. In these cases, the completed documents will be uploaded to the designated folder within the WMIRS sortie file system as a record of risk assessment.

CAP/DO will publish ORM score levels in [WMIRS](#) that can be approved by:

9.10.1.5.1. FROs;

9.10.1.5.2. Senior FROs;

9.10.1.5.3. Senior FROs with the concurrence of a Wing or higher Commander, Vice Commander or Director of Operations;

9.10.1.5.4. CAP/DO or designees via the NOC.

9.10.2. Flight Release

9.10.2.1. A flight release is required prior to takeoff for all CAP flight activities. Except as indicated below, each flight release must be issued via the eFlight Release function in [WMIRS](#).

9.10.2.1.1. If [WMIRS](#) is not available, the CAP Flight Release Log ([CAPF 99](#) or [CAPF 99G](#)) may be used to temporarily document the flight release. A flight released via [CAPF 99](#) or CAPF99G must be recorded as an eFlight Release in [WMIRS](#) within 24 hours unless the NOC is informed of extenuating circumstances. To support development of new flight release methods (e.g., aircraft or mission specific), CAP/DO may temporarily authorize use of unique, paper-based tools a proof-of-concept. In these cases, the completed documents will be uploaded to the designated folder within the WMIRS sortie file system as a record of the flight release.

9.10.2.1.2. Flight activities such as orientation flights, flight academy sorties, etc. involving multiple flights at the same location, and on the same day, may be released on [CAPF 99](#) or [CAPF 99G](#) without passenger, flight time and estimated landing time information. This is permissible provided that each participating aircraft and PIC combination is identified in advance, and someone on the ground at the activity site tracks aircraft occupants and flight times using the AIF Aircraft Flight Time Log, or other suitable paper or electronic tool, to confirm that each flight was safely concluded, to support initiation of missing aircraft procedures, and to support data entry into WMIRS.

9.10.2.2. The PIC must obtain the flight release from a designated FRO via in-person or telephone conversation and notify the FRO of any changes made prior to departure.

9.10.2.3. The FRO is responsible for verifying appropriate information, authorizing a CAP pilot to fly as pilot in command in CAP aircraft, documenting the appropriate [mission symbol](#), and confirming that the aircraft has arrived safely at its destination. If not notified that the flight was safely concluded or extended, the FRO is responsible for initiating missing aircraft procedures two hours after the estimated landing time.

9.10.2.4. An FRO may not release a flight on which he or she flies as PIC, crew or passenger.

9.10.2.5. ICs or other incident staff officers on supervised missions may only release flights related to that mission at their FRO level of authority. Sorties with operational risk management scores requiring approval from a higher authority must still be referred to SFROs or higher authorities (see paragraph [9.10.1.4.](#)).

9.10.2.6. To operate a flight requiring an IFR flight plan, the PIC must be instrument qualified and current ([14 CFR 61.57\(c\)](#)), and obtain a flight release no earlier than two hours before the actual takeoff time. Any IFR flight release that is more than two hours old will be considered void and the PIC must obtain a new flight release that considers current and forecast weather conditions.

9.10.3. Preflight. CAP pilots should thoroughly review any pertinent aircraft maintenance records

prior to flight to determine if the aircraft is airworthy. All aircraft damage found must be input into the Air Discrepancy System (see paragraph [9.10.10.3](#))

9.10.4. Ground operations

9.10.4.1. Flight Controls. Except for flight instruction or during CAP flight evaluations, only a qualified CAP Pilot or CAP Solo Pilot may handle the controls below 1,000 feet above ground level (AGL). Orientation flights are not flight instruction for the purposes of this paragraph.

9.10.4.2. Taxi Speed and Clearance:

9.10.4.2.1. Within 10 feet of any obstacle, pilots shall proceed at a pace not to exceed a slow walk until clear.

9.10.4.2.2. Within 3 feet of any obstacle, pilots shall not taxi a CAP aircraft under its own power.

9.10.4.3. Taxi Distance. At all times, CAP pilots must remain 75 feet behind light single-engine aircraft; 200 feet behind light multiengine or light jet aircraft; and 500 feet behind helicopters, heavy multiengine or heavy jet aircraft.

9.10.4.4. All engines will be shut down prior to any passengers or crew members boarding or deplaning CAP airplanes.

9.10.5. Takeoff and Landing

9.10.5.1. Seat Belts. All occupants must wear seat belts and shoulder harnesses (if available) during takeoff and landing. All occupants shall wear seat belts and shoulder harnesses during all other phases of flight unless such wear interferes with crew member duties. Pilots operating aircraft will wear seat belts and shoulder harnesses at all times.

9.10.5.2. Minimum flight visibility of three statute miles is required for all VFR flights unless the pilot in command (PIC) is a qualified and current ([14 CFR 61.57\(c\)](#)) instrument pilot or authorized by CAP/DO after risk mitigation.

9.10.5.3. Takeoff and Landing weather minimums: IFR

9.10.5.3.1. Within 2 hours of departure, crews must determine the lowest forecast weather conditions (including temporary conditions) for both time of departure and time of arrival for purposes of flight release (see paragraph [9.10.2.6](#)).

9.10.5.3.2. Any FRO may approve an IFR sortie when forecast conditions (including temporary conditions) for departure and arrival airports meet or exceed an 800 foot ceiling and 2 miles of visibility or approach minimums, whichever is higher, assuming no other factors in ORM process require higher approval.

9.10.5.3.3. An SFRO must approve an IFR sortie when forecast conditions (including temporary conditions) for departure or arrival airports are lower than an 800 foot ceiling and/or 2 miles of visibility, but not below a 500 foot ceiling and/or 1 mile of visibility.

9.10.5.3.4. Only SFROs with the concurrence of a Wing or higher Commander, Vice Commander or Director of Operations may approve IFR sorties down to FAA minimums for departure or

arrival airports.

9.10.5.3.5. When established on any segment of the approach, should weather decrease below the minimums authorized by the flight release, the pilot in command is expected to abort the landing and continue on to the planned alternate airport or establish a holding pattern and wait until conditions again meet the above requirements. If conditions at available alternates and the primary airport do not improve or otherwise meet these requirements, pilots may exercise discretion and approach to published minimums.

9.10.5.4. Wind and turbulence specific limitations. When determining crosswind, the gust component must be taken into consideration.

9.10.5.4.1. Airplanes. CAP pilots shall treat the maximum demonstrated crosswind component as documented in the [Airplane Flying Handbook](#) or Pilot's Operating Handbook as a limitation. For airplanes without a published maximum demonstrated crosswind component, the limit shall be 15 knots.

9.10.5.4.1.1 Aircraft operations with surface winds greater than 30 knots in any direction including gusts are not allowed unless approved first by an SFRO and then by the Wing Commander, Vice Commander, or Director of Operations (or higher command level). When combined with other risk factors from the sortie ORM, CAP/DO approval may be required.

9.10.5.4.1.2 CAP Solo Pilot Wind Limitations. CAP Solo Pilots shall not fly when the crosswind component for takeoff or landing exceeds 10 knots, or when maximum surface winds including wind gust exceed 20 knots. CAP Solo Pilot wind limitations will not be waived.

9.10.5.4.1.3 Turbulence. CAP airplanes will not be flown when turbulence is forecast or reported severe or extreme in the area of operations.

9.10.5.4.2. Gliders. CAP pilots must observe the following crosswind component limits :

9.10.5.4.2.1. Glider operations with surface winds greater than 20 knots (sustained or gust), or crosswinds exceeding 12 knots or the glider's maximum demonstrated crosswind, whichever is higher, are not authorized.

9.10.5.4.2.2. Student solo flight operations with surface winds greater than 10 knots (sustained or gust), or crosswinds exceeding 5 knots are not authorized.

9.10.5.4.3. Hot Air Balloons. CAP pilots may not conduct orientation or training flights when actual or forecast winds for the proposed flight period exceed 10 knots.

9.10.5.5. Icing. CAP aircraft will not be flown into known or forecast icing conditions in the area of operations.

9.10.5.6. Temperature extremes. Crews will use the Index of Thermal Stress (ITS) and wind chill factor charts in the ORM process to determine if operations in extreme heat or cold respectively are acceptable. Operations may require SFRO or higher approval depending on the ORM score.

9.10.5.7. Special Issues at Military or Joint Use Fields

9.10.5.7.1. Do not land over any raised web barrier.

9.10.5.7.2. Do not roll over any exposed or deployed cables or arresting gear during taxi, takeoff, or landing.

9.10.6. Minimum Altitudes - Terrain and Obstruction Avoidance

9.10.6.1. Anytime. At no time will the pilot allow the aircraft to come within 500 feet AGL of the surface or any lateral obstructions unless taking off, landing, or conducting practice approaches or go-arounds.

9.10.6.2. Daytime. For sustained flight in daytime operations, operation of CAP aircraft below 1,000 ft AGL or within a lateral distance of 1,000 ft from any object is prohibited, except for take-off and landing or in compliance with ATC procedures (such as IFR flight). The restriction to remain a lateral distance of 1000 ft from objects does not apply to approved intercept and remote piloted aircraft escort missions.

9.10.6.3. Night. For sustained flight at night, operation of CAP aircraft below 2,000 ft AGL or within a lateral distance of 2,000 ft from any object is prohibited except for take-off and landing or in compliance with ATC procedures (such as IFR flight). The restriction to remain a lateral distance of 2000 ft from objects does not apply to approved intercept and remote piloted aircraft escort missions.

9.10.6.4. Observation and Photography. If necessary to confirm an observation or to obtain photo/video imagery, momentary descents to as low as 500' AGL are authorized in accordance with mission rules of engagement and FAA regulations. Following the observation or imagery collection, the aircraft must climb to or above the minimum altitudes stated above for sustained flight.

9.10.6.5. Perform all portions of stalls, slow flight, and unusual attitude recoveries above 1,500 feet AGL. Simulated Forced Landings (SFL) outside gliding distance to a runway may be continued to no lower than 500 feet AGL over non-congested areas. SFLs may be continued to touchdown on hard surface runways at least 3,000 feet long with a CAP Instructor Pilot on board or 5,000 feet long without a CAP Instructor Pilot on board.

9.10.7. Communications

9.10.7.1. Call signs – refer to paragraph [9.9.3.2](#).

9.10.7.2. Extended Over-Water Operations. At any time that a CAP aircraft participating in extended over-water operations is beyond radio communication range of a land or sea-based agency capable of providing flight following, an airborne communications platform (high-bird) must be used to relay communications. See paragraph [9.10.8](#).

9.10.7.3. Balloon Operations. Chase crews must always be used, with a method of maintaining two-way communications with the balloon crew established prior to launch.

9.10.8. Extended Over-Water Operations

9.10.8.1. Scope. Extended over-water operation includes any flight outside normal gliding distance of land except for the purposes of flying a published segment of an instrument approach or departure.

9.10.8.2. Crew.

9.10.8.2.1. Relocation and transportation sorties may be flown in visual meteorological conditions (VMC), day or night, with a single VFR pilot that is not instrument qualified. Pilots and other crew members must be water survival qualified, and passengers properly briefed.

9.10.8.2.2. For sorties other than relocation and transportation sorties flown in VMC, both front seat crew members must be VFR pilots. The right seat pilot need not be qualified in the specific aircraft. Pilots and other crew members must be water survival qualified.

9.10.8.2.3. During instrument meteorological conditions (IMC) conditions, 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 the specific aircraft. Pilots and other crew members must be water survival qualified.

9.10.8.3. Communications. See paragraph [9.10.7.2](#).

9.10.8.4. Distance. CAP flight operations are limited to within 50 nm of shore except for special operational missions approved by the NOC.

9.10.8.5. Equipment - Aircraft. The aircraft will carry [U.S. Coast Guard](#), [FAA Technical Standard Order \(TSO\)](#), or DoD approved inflatable rafts of sufficient number and size to accommodate all occupants, and at least one pyrotechnic signaling device. Personal flotation devices and rafts used on these missions will be recertified in accordance with the manufacturer's suggested schedule.

9.10.8.6. Equipment - Crew. For the duration of an extended over-water flight, each occupant will wear a U.S. Coast Guard, FAA TSO, or DoD approved personal flotation device (PFD). It is recommended that each occupant carry a waterproof personal strobe light and survival kit. On any pre-planned over-water flight when the water temperature is or forecast to be 60°F or less, crew members must wear U.S. Coast Guard or Department of Defense (DoD) approved [anti-exposure suits](#) for the duration of the flight. The Wing Commander has the discretion to waive this requirement upon review and evaluation of appropriate safety and ORM considerations (e.g., distance from land). See paragraph [6.5.2](#) for training requirements.

9.10.9. Requirements and Limitations - Passenger Carriage

9.10.9.1. Approved Passengers

9.10.9.1.1. Current CAP members whose category of membership allows them to ride in corporate aircraft as specified in [CAPR 39-2](#), Civil Air Patrol Membership.

9.10.9.1.2. CAP employees.

9.10.9.1.3. ROTC/ JROTC cadets (ROTC/JROTC flight orientation program only).

9.10.9.1.4. International Air Cadet Exchange (IACE) orientation flight cadets and escorts.

9.10.9.1.5. CAP-USAF personnel conducting official business.

9.10.9.1.6. [FAA ASIs](#) or [FAA DPEs](#) during flight evaluations.

9.10.9.1.7. Commercial balloon pilot administering a [CAPF 5B](#).

9.10.9.2. Non-CAP Passengers Requiring Additional Approval

9.10.9.2.1. Non-CAP passengers may be approved when their presence is essential to the mission. Missions and flights to demonstrate capabilities or for public affairs purposes are permissible when properly coordinated. Requests will be submitted to the appropriate mission approval authority - 1AF, 11AF, PACAF-CNAF, CAP-USAF, or CAP/DO (or their designees) - so that the risk of assuming liability for flying non-CAP passengers can be weighed against the benefits gained. In order to properly make this determination, the requester must submit the following:

9.10.9.2.1.1 Name of the requesting agency.

9.10.9.2.1.2 Name, rank, and agency of the non-CAP passenger.

9.10.9.2.1.3 Justification/purpose for the non-CAP passenger on the mission.

9.10.9.2.1.4 Number of sorties that will include the non-CAP passenger.

9.10.9.2.1.5 Specific flight profile or flight characteristics to meet requirements.

9.10.9.2.1.6 Expected media interest (e.g., if the non-CAP passenger is a VIP).

9.10.9.2.1.7 [WMIRS](#) Mission or Request Number(s) and Sortie Number(s), if known.

9.10.9.2.2. The requester must request approval to carry non-CAP passenger(s) at least 5 days in advance. The requester must also load non-CAP passenger requests and approvals or disapprovals to [WMIRS](#) as an attachment in the Mission Files of the appropriate mission.

9.10.9.2.3. With the exception of military/National Guard (Title 10 and Title 32)/federal employees and ROTC/JROTC cadets (flight orientation program only), all non-CAP passengers must execute a Release ([CAPF 9](#)). The completed form shall be left in a secure ground location known to the FRO or IC, and uploaded to the mission files in [WMIRS](#) within 72 hours of sortie completion if not uploaded prior to flight.

9.10.9.2.4. All CAP members must operate in compliance with the [FAA exemptions](#) granted to CAP to [14 CFR 61.113](#) and [14 CFR 91.501](#) for flying non-CAP passengers.

9.10.9.3. Passengers – Prohibitions

9.10.9.3.1. Only pilots qualified as CAP instructors, Orientation Pilots, Mission or Transport Mission Pilots (during supervised missions) may carry CAP cadets as passengers or crew members.

9.10.9.3.2. At no time may a PIC who is a CAP cadet carry another CAP cadet as a passenger or crew member.

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

9.10.9.3.4. Only qualified and current CAP VFR pilots will occupy the left seat with passengers aboard the aircraft. Passengers will not occupy the PIC seat during any phase of operation. Exceptions to the above are allowed for:

9.10.9.3.4.1. Student pilots flying with a CAP Instructor.

9.10.9.3.4.2. CAP employees that are also FAA qualified pilots.

9.10.9.3.4.3. CAP-USAF pilots flying with CAP pilots.

9.10.9.3.4.4. [FAA ASIs](#) or [FAA DPEs](#) during flight evaluations.

9.10.10. Postflight:

9.10.10.1. At the conclusion of each flight, the PIC must ensure that all flight time is properly recorded in [WMIRS](#). Wings must make any necessary corrections to aircraft flying time totals in [WMIRS](#) for each month no later than the 20th of the following month. After making any correction, validate each aircraft's flying time using the Form 18 process.

9.10.10.1.1. For hot air balloon operations, a flight includes both tethered and untethered flight time.

9.10.10.1.2. Unless otherwise authorized, CAP hot air balloon operations will be conducted and documented under a "[C](#)" [mission symbol](#).

9.10.10.2. For every CAP sortie, the PIC must ensure that all sortie data, to include actual costs, are entered into [WMIRS](#) within 72 hours of sortie completion. See [CAPR 173-3](#).

9.10.10.3. Discrepancies must be reported and documented in the [WMIRS](#) eAircraft Discrepancy System. If a discrepancy grounds the aircraft, the pilot must also place the red Aircraft Grounded Placard from the [AIF](#) on the pilot's seat.

9.11. Standardization and Evaluation Reports

9.11.1. The DOV for each wing must report pilot evaluation statistics on a semiannual basis for trend analysis tracking.

9.11.2. To comply with this requirement, each wing DOV must enter the following trend analysis data into [WMIRS](#):

9.11.2.1. By 31 January provide the number of [CAPF 5](#) and [CAPF 91](#) evaluations administered in the July to December period, with the number of failures, including abbreviated evaluations and endorsement areas failed.

9.11.2.2. By 31 July provide the number of [CAPF 5](#) and [CAPF 91](#) evaluations administered in the January to June period, with the number of failures, including abbreviated evaluations and endorsement areas failed.

MARK E. SMITH
Major General, CAP
Commander

Attachment 1 - COMPLIANCE ELEMENTS

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|-------------------|----|---|---|--|--|
| CI C-3 | 01 | <p>Has the wing published any supplements or operating instructions, or requested and been granted any waivers to CAPR 70-1?</p> <p>a) Is the wing operating under any supplements or operating instructions to CAPR 70-1 and, if so, were they approved IAW with this regulation prior to implementation?</p> <p>b) Is the wing operating under any waiver to CAPR 70-1 and, if so, were they approved IAW with this regulation prior to implementation?</p> | <p>Compare the wing's published supplements/OIs or waivers with those documents posted to the CAP publications website.</p> <p>NOTE: If supplement is not marked correctly, see Tab D-4 question 1 discrepancy. All other discrepancies are documented under this question.</p> | <p>a) (A-Discrepancy): [xx] (Question 1) Wing failed to obtain approval for its supplement or OI to CAPR 70-1 IAW CAPR 70-1 para 3.</p> <p>b) (A-Discrepancy): [xx] (Question 1) Wing failed to obtain approval IAW CAPR 70-1 para 3 for a requested waiver prior to implementation.</p> | <p>a) Attach a copy of the approved supplement/OI or documentation confirming rescission to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>b) Attach a copy of the approved waiver or documentation confirming rescission to the discrepancy in the Discrepancy Tracking System (DTS).</p> |

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|-------------------|----|--|---|--|---|
| CI C-3 | 02 | <p>Are non-CAP passengers authorized and flown IAW CAPR 70-1 para 9.10.9.2?</p> <p>a) Were all non-CAP passengers approved IAW CAPR 70-1 para 9.10.9.2?</p> <p>b) Was a CAPF 9 completed by each non-CAP passenger other than Military/National Guard (Title 10 and Title 32)/Federal employees and ROTC/JROTC cadets?</p> | <p>Review wing flight and mission records for those sorties that included non-CAP passengers.</p> <p>NOTE: When the CAPF 9 was not retained in mission records see Tab C-1 question 3. See regulation for exception for FAA or MIL individuals.</p> | <p>a) (A-Discrepancy): [xx] (Question 2) Wing failed to ensure approval from appropriate authority was granted prior to flying non-CAP passengers IAW CAPR 70-1 para 9.10.9.2.</p> <p>b) (A-Discrepancy): [xx] (Question 2) Wing failed to ensure non-CAP passengers other than Military/National Guard/Federal employees or ROTC/JROTC cadets completed CAPF 9 prior to flight IAW CAPR 70-1 para 9.10.9.2.</p> | <p>a) Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>b) Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).</p> |

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|-------------------|----|--|---|--|--|
| CI C-3 | 03 | Does the wing make necessary corrections to aircraft flying time totals each month in WMIRS IAW CAPR 70-1 para 9.10.10.1 ? | View WMIRS report aircraft utilization reporting status. NOTE: Check the Wing and Month, there should be a "YES" for each month due by the 20th of each month (look back at the current FY and the last complete FY). A blank or a red % means that the validation and/or correction have not been accomplished. | (A-Discrepancy): [xx] (Question 3) Wing failed to validate/correct the aircraft utilization information in WMIRS for ___ months IAW CAPR 70-1 para 9.10.10.1 . NOTE: Use a sub-bullet to list all deficient months. | Complete the validation/correction and attach a screen shot of the corrected report to the discrepancy in the Discrepancy Tracking System (DTS). Attach a copy of the plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS). |
| CI C-3 | 04 | Does the Wing have an effective process for validation and correction to ensure that all sortie data including actual costs are entered into WMIRS within 72 hours of completing a sortie? | Review WMIRS for missions that have closed more than 72 hours prior to ensure mission records contain all required data. | (A-Discrepancy): [xx] (Question 4) Wing failed to ensure all sortie data is entered into WMIRS within 72 hours of completing a sortie IAW CAPR 70-1 para 9.10.10.1 . NOTE: see also CAPR 173-3 para 2.1. | Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS). |

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|-------------------|----|---|--|--|--|
| CI C-3 | 05 | <p>With the exception of proof-of-concepts authorized under 9.10.1.5 and 9.10.2.1.1, are all flight releases accomplished using eFlight Release in WMIRS, and documented properly?</p> <p>a) When internet access is not available, are flights released using the CAPF 99, CAP Flight Release Log, or CAPF 99G, CAP Release Flight Log-Glider with the required details listed in CAPR 70-1, and are releases then recorded in the WMIRS eFlight Release System within 24 hours?</p> | Compare aircraft operational records with WMIRS sortie data including ORM and eFlight Release records. | <p>(A-Discrepancy): [xx] (Question 5) Wing failed to ensure all flights were flown with a proper flight release IAW CAPR 70-1 para 9.10.2 by appropriately qualified personnel IAW para 9.10.1.4.</p> <p>NOTE: Use a sub-bullet to list sorties which were not properly released, and why (e.g.: not recorded within 24 hours, or documentation of coordination with SFROs when required).</p> | Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS). |
| CI C-3 | 06 | Are flight privilege suspension procedures followed IAW CAPR 70-1 para 8 ? | Review information provided by the wing prior to the inspection. | (A-Discrepancy): [xx] (Question 6) Wing failed to ensure procedures for suspending a member's flight privileges were followed IAW CAPR 70-1 para 8 . | Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS). |

| | | | | | |
|-----------|----|--|--|--|---|
| CI C-3 | 07 | Does the wing ensure all participants from eServices Ops WMIRS compared with Ops Quals data is recorded IAW CAPR 70-1 para 9.6.2 . by entering required documentation that is validated by the Standardization and Evaluation (DOV) officer or another designated official in the pilot's chain of command ? | Review of mission participants from WMIRS compared with data in Ops Quals . NOTE: A copy of current Pilot and Medical (or current state issued driver's license and medical education course completion certificate if operating under BasicMed), certificates flight evaluation forms and aircraft questionnaires must be uploaded and maintained in Ops Quals . (Sampled before telephone interview). NOTE: Other than FAA certificates, data and documentation has historically been maintained in Ops Quals or at the unit of assignment but shall include all relevant FAA pilot qualifications, CAPFs 5 , CAPFs 91 , graded aircraft questionnaire (CAPFs 5Q-A , 5Q-B , or 5Q-G), commander written designations (including electronic approval in eServices) and other items needed to establish CAP aircraft operating privileges under this regulation. With the implementation of this regulation, all | (A-Discrepancy): [xx] (Question 7) Wing failed to ensure data for all wing pilots is entered, and documentation uploaded, into Ops Quals and validated by the Standardization and Evaluation (DOV) officer or another designated official in the pilot's chain of command IAW CAPR 70-1 para 9.6.2 . | The wing will complete a review and validation (wing including all subordinate units) ensuring that Ops Quals matches source documentation. Attach a copy of documentation of the review and validation to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS. |
|-----------|----|--|--|--|---|

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|----------------------|---|------------------------|---|-------------------------|-----------------------------|
| | | | documentation will have to be uploaded into Ops_Quals from this point forward. NOTE: May be sampled if uploaded, otherwise on site. | | |

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|-------------------|----|---|--|---|---|
| CI C-3 | 08 | <p>Does the wing enter pilot evaluation statistics into WMIRS IAW CAPR 70-1 para 9.11?</p> <p>NOTE: All listed items must be included</p> <ul style="list-style-type: none"> - Does the wing enter pilot evaluation statistics into WMIRS, on a semiannual basis? - Does it include the number of CAPF 5 pilot evaluations administered and failed? - Does it include the number of CAPF 91 pilot evaluations administered and failed? - Does it include the areas of the CAPF 91 failed? | <p>Review reports entered into WMIRS and compare with information from the pre-visit and on-site interviews.</p> | <p>(A-Discrepancy): [xx] (Question 8) Wing failed to ensure all required pilot evaluation statistics were entered into WMIRS at least semiannually IAW CAPR 70-1 para 9.11.</p> <p>NOTE: Use sub-bullets to list all missing items.</p> | <p>The wing will complete a review and validation (wing including subordinate units) ensuring that all required pilot evaluation statistics are properly documented in WMIRS.</p> <p>Attach a copy of documentation of the review and validation to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.</p> |

Attachment 2 - GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References.

U.S. Code Title 49, Subtitle VII, Part A, Subpart iii: Safety, Chapter 447 Safety Regulation

[14 Code of Federal Regulations, Part 1, Definitions and Abbreviations](#)

[14 Code of Federal Regulations, part 61, Certification: Pilots, Flight Instructors and Ground Instructors](#)

[14 Code of Federal Regulation, part 91, General Operating and Flight Rules](#)

[14 Code of Federal Regulation, part 121, Operating Requirements: Domestic, Flag and Supplemental Operations](#)

[14 Code of Federal Regulation, part 135, Operating Requirements: Commuter and On Demand Operations and Rules Governing Persons On Board Such Aircraft](#)

[14 Code of Federal Regulation, part 141, Pilot Schools](#)

[14 Code of Federal Regulation, part 142, Training Centers](#)

[AFI 10-2701](#), Organization and Function of the Civil Air Patrol

[CAP-USAFI 10-2701](#), Civil Air Patrol Operations and Training

[CAPP 52-7](#), Cadet Orientation Flight Syllabus

[CAPR 10-2](#), Files Maintenance and Records Disposition

[CAPR 20-2](#), Complaints

[CAPR 35-6](#), Operations Ratings, Awards and Badges

[CAPR 36-2](#), Complaints under the Civil Air Patrol Nondiscrimination Policy

[CAPM 39-1](#), CAP Uniform Manual

[CAPR 39-2](#), Civil Air Patrol Membership

[CAPM 60-1G](#), CAP Glider Program Procedures Manual

[CAPR 60-2](#), Pilot Flight Clinics

[CAPR 60-3](#), CAP Emergency Services Training and Operational Missions

[CAPR 60-6](#), CAP Counterdrug Operations

[CAPR 62-2](#), Mishap Reporting and Review

[CAPR 66-1](#), CAP Aircraft Maintenance Management

[CAPR 173-3](#), Payment for Mission Support

[CAPR 174-1](#), Property Management and Accountability

[CAPR 900-5](#), Civil Air Patrol Insurance/Benefits Program

Forms Prescribed.

[CAP Form 5](#) – CAP Pilot Flight Evaluation

[CAPF 5B](#) – CAP Pilot Flight Evaluation-Hot Air Balloon

[CAP Form 5Q-A](#) – Airplane Questionnaire

[CAP Form 5Q-B](#) – Hot Air Balloon Questionnaire

[CAP Form 5Q-G](#) – Glider Questionnaire

[CAP Form 9](#) – Release (For Non CAP Members)

[CAP Form 71](#) – CAP Aircraft Inspection Checklist

[CAP Form 71G](#) – CAP Glider Aircraft Inspection Checklist

[CAP Form 91](#) – CAP Mission Pilot Checkout

[CAP Form 99](#) – CAP Flight Release Log

Acronyms.

[ACS](#) – Airman Certification Standards

AFAM – Air Force Assigned Mission

AGL – Above Ground Level

[AIF](#) – Aircraft Information File

[ASI](#) – FAA Aviation Safety Inspector

CAP – Civil Air Patrol

CAP/DO – National Headquarters Director of Operations

CAP/DOV – National Headquarters Standards and Evaluation Officer

CAPF – Civil Air Patrol Form

CAPM – Civil Air Patrol Manual

CAPR – Civil Air Patrol Regulation

CAP-USAF – Civil Air Patrol-United States Air Force

CAP-USAF/DO – CAP-USAF Director of Operations

CAP-USAF LR – CAP-USAF Liaison Region

CAP-USAF LR/CC – CAP-USAF Liaison Region Commander

CFR – Code of Federal Regulations

DO – Director of Operations

DOV – Standardization and Evaluation Officer

DPE – Designated Pilot Examiner

FBO – Fixed Base Operator

FRO – Flight Release Officer

HHA – Hold Harmless Agreement

IACE – International Air Cadet Exchange

IC – Incident Commander

IFR – Instrument Flight Rules

JROTC – Junior Reserve Officer Training Corps

MSL – Mean Sea Level

NCPSC – National Check Pilot Standardization Course

NHQ – National Headquarters Civil Air Patrol

nm – Nautical Miles

NOC – Civil Air Patrol National Operations Center

PIC – Pilot in Command

[PTS](#) – Practical Test Standards

ROTC – Reserve Officer Training Corps

VFR – Visual Flight Rules

[WMIRS](#) - Web Mission Information Reporting System

Terms.

Definitions. All definitions used in CAP are consistent with those in 14 CFR parts [1](#), [61](#), and [91](#), except for the following CAP-specific terms:

CAP Aircraft Definitions

CAP Aircraft – Any aircraft (CAP corporate or member owned or furnished) used in a CAP flight activity. Categories of CAP Aircraft include:

- a) CAP Airplane
- b) CAP Glider
- c) CAP Balloon

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

CAP Aircrew Definitions

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

CAP Check Pilot – A CAP pilot who is qualified and authorized in accordance with this regulation to administer an initial or renewal CAP proficiency check to CAP member pilots in CAP aircraft, and to endorse the CAP Form 5.

CAP Check Pilot Examiner – A CAP pilot who is qualified and authorized in accordance with this regulation to administer an initial or renewal flight check to CAP member pilots in CAP aircraft for CAP Check Pilot privileges, and to endorse the CAP Form 5 accordingly.

CAP Flight Release Officer (FRO) – A CAP member who is qualified and authorized in accordance with this regulation to release CAP flights.

CAP Instructor Pilot – A CAP pilot who is qualified and authorized in accordance with this regulation to give flight instruction to CAP members.

CAP Instrument Pilot – A CAP pilot who is qualified and authorized in accordance with this regulation to act as pilot in command of CAP aircraft under both visual flight rules and instrument flight rules.

CAP Orientation Pilot – A CAP pilot who is qualified and authorized in accordance with this regulation to conduct Orientation Flights for CAP, ROTC and JROTC cadets.

CAP Mission Pilot – See [CAPR 60-3](#).

CAP Mission Check Pilot – See [CAPR 60-3](#).

CAP Mission Check Pilot Examiner – See [CAPR 60-3](#).

CAP Senior Flight Release Officer – An FRO with significant operations experience and an instrument airplane rating (need not be current) that is conducting flight releases for more complex missions.

CAP Solo Pilot – A CAP member who holds either a student pilot certificate or is a rated pilot, is endorsed by a CAP Instructor Pilot, and is authorized in accordance with this regulation to perform solo flights in CAP aircraft.

CAP Tow Pilot – A CAP pilot who is qualified and authorized in accordance with this regulation to tow CAP gliders using a CAP airplane.

CAP Tow Pilot Trainee – A CAP pilot who is in training to tow CAP gliders using a CAP airplane.

CAP Tow Pilot Trainer – A CAP pilot who is qualified and authorized in accordance with this regulation to train others to tow CAP gliders using a CAP tow plane.

CAP Transport Mission Pilot – See [CAPR 60-3](#).

CAP Pilot – A CAP pilot who is qualified and authorized in accordance with this regulation to operate as pilot in command of CAP aircraft only under visual flight rules.

CAP Winch Operator – A CAP member who is qualified and authorized in accordance with this regulation to launch gliders used in CAP operations using a winch.

Current and Qualified – Denotes that a CAP aircrew member meets all [14 CFR](#) and CAP requirements for currency and operational eligibility.

DOV – Abbreviation and office symbol for Standardization and Evaluation (Stan/Eval) Officer at the national, region, wing or squadron level.

Operations Qualifications ([Ops Quals](#)) – The CAP online application used to enter, validate, and document aircrew members' qualifications and currency for CAP flight activities.

CAP Flight and Mission Definitions

Air Force Assigned Mission – As defined in [AFI 10-2701](#), Organization and Function of the Civil Air Patrol, any CAP flight or ground activity that the Air Force approved under an [A or B mission symbol](#). See also [CAP-USAFI 10-2701](#), Civil Air Patrol Operations and Training.

Abbreviated – A CAP Flight Evaluation process used to add or update endorsements or aircraft models in the same category and class on the CAP Pilot's current [CAPF 5](#). There are no

minimum requirements for flight time or landings. An abbreviated [CAPF 5](#) does not change the expiration date for any pilot privileges.

Alternate Flight Following Procedures – When a formal mission activity or operating location is in place, an IC may exempt flights that are part of a supervised mission from the requirement to file and activate an FAA flight plan or obtain VFR Flight Following. The IC is required to have mechanisms in place to be able to track and communicate with the aircraft and crew. Constant communications may not be possible; pre-determined check-in times will be established (e.g. every, 30 minutes, hourly, etc.), in order to readily identify overdue aircraft and implement missing aircraft procedures.

Annual – CAP Pilot Flight Evaluation in a specific make and model (see definition for Initial); not to be confused with an annual inspection of an aircraft IAW CAPR [CAPR 66-1](#).

CAP Corporate Mission – Any CAP flight activity that is not an Air Force Assigned Mission (AFAM).

CAP Form 5 – CAP form used to document a CAP pilot's annual CAP Pilot Flight Evaluation in a specific make and model of glider or powered aircraft.

CAPF Form 5B – CAP form used to document a CAP pilot's annual CAP Pilot Flight Evaluation in a balloon.

CAPF 91 – CAP form used to document the check out flight for the CAP Mission Pilot emergency services specialty qualification.

CAP Flight Activity – Any CAP aviation operation subject to this regulation.

Endorsement – Recommendation for approval by a CAP Check Pilot for a qualification (Orientation Pilot, Instructor Pilot or Check Pilot) to fly in different types of conditions (Mountain Flight or Instrument Demo), or to fly certain aircraft (G1000 or Turbo Aircraft).

Evaluation – See definition for Pilot Flight Evaluation.

Extended Over-Water Operations – For the purposes of this regulation, [CAPR 60-2](#), [CAPR 60-3](#), [CAPR 60-6](#) and [CAPR 66-1](#), extended over-water operations consist of any flight operation (sortie) or event conducted outside the normal power-off gliding distance to land except for the purposes of flying a published segment of an instrument approach or departure.

Flight – See definition for sortie.

Flight Release Officer – See CAP Flight Release Officer.

Initial – First annual CAP Pilot Flight Evaluation in a specific make and model (see definition for Annual).

Mission – A Civil Air Patrol Corporate or Air Force approved flight activity assigned a number in [WMIRS](#) made up of one or more sorties (see definition for Sortie and [WMIRS](#)).

[Mission Symbol](#) – The alphanumeric code used on the flight release and other mission documentation to denote the type of mission assigned/authorized for a given CAP flight activity.

Pilot Flight Evaluation – The Abbreviated, Annual or Initial check out flight for a CAP pilot qualification utilizing the CAPF 5 or CAPF 5B (see definitions for Abbreviated, Annual, Initial, CAPF 5, and CAPF 5B).

Senior Flight Release Officer – See CAP Senior Flight Release Officer.

Sortie – A CAP flight activity that begins when the aircraft initiates forward movement on takeoff. A single sortie may include multiple takeoffs and landings. It ends when any of the following occurs on the ground:

- a) The engine, or in the case of multi-engine aircraft, any engine, is stopped, except:
 - i As required on a [CAPF 5](#).
 - ii For a tow plane operating in a glider event.
- b) There is a crew change that enplanes or deplanes a crewmember.
- c) A glider comes to rest after landing.

Supervised Mission – A CAP flight activity that is under the direct control of an 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.

Suspension – Action by a commander or IC during a supervised mission that prohibits a CAP member from exercising their CAP flying privileges.

[WMIRS \(Web Mission Information Reporting System\)](#) – The online CAP application used to track CAP missions, sorties, flight releases, aircraft maintenance status and aircraft scheduling.

Attachment 3 - INSTRUCTIONS FOR CAP PILOT FLIGHT EVALUATIONS – AIRPLANE/GLIDER

These instructions specify how to conduct a CAP Pilot Flight Evaluation ([CAPF 5](#) and/or [CAPF 5B](#)) in accordance with this regulation.

The CAP Check Pilot evaluates the CAP member on:

- Ability to satisfactorily perform the tasks assigned;
- Knowledge of procedures; and
- Smoothness, judgment and mastery of the aircraft.

The current and applicable FAA [Practical Test Standards \(PTS\)](#) or [Airman Certification Standards \(ACS\)](#) for the certificate being exercised define the level of satisfactory performance. For example, the CAP Check Pilot must evaluate a CAP Instructor Pilot candidate in accordance with the FAA Instructor PTS or ACS. If the holder of an FAA Commercial Pilot Certificate seeks a CAP qualification that requires only the exercise of Private Pilot privileges, the Check Pilot need not evaluate that pilot IAW the FAA Commercial PTS or ACS.

The CAP Check Pilot must complete all items appropriate to the evaluation, indicating S (Satisfactory), U (Unsatisfactory) or V (Verbally evaluated). If a CAP member can satisfactorily perform the more complex maneuvers, the Check Pilot has the discretion to not require performance of less complex maneuvers. Items or maneuvers not performed or applicable to evaluation (such as powered maneuvers for gliders) should be marked as NP (Not Performed).

Failure to meet the standards of performance for any task performed will result in an unsatisfactory evaluation. In the case of an unsatisfactory CAP Pilot Flight Evaluation, the Check Pilot must inform the applicant of the specific unsatisfactory item(s), note them on the [CAPF 5/CAPF 5B](#), and follow the guidance/procedures of Section 7.4 of this document.

Instructions for specific parts of the [CAPF 5/CAPF 5B](#) are as follows:

Additional CAP Endorsements – More than one may be initialed by the CAP Check Pilot. Turbo, Mountain Flight and other endorsements may be required by applicable wing or region supplements to this regulation.

Aircraft Category & Class – Possible entries include “Airplane SE Land”, “Airplane ME Land”, “Glider”, etc.

I. Oral Discussion & II. Preflight Preparation – May be completed separately within a 30-day period before the flight evaluation.

IX. Instrument Flight Procedures – Minimum completion standards for this section include at least one partial panel unusual attitude recovery, one holding pattern, and one instrument approach. The Check Pilot has discretion to cover this section verbally if the pilot has satisfactorily

completed an FAA Instrument Proficiency Check requiring a demonstration of instrument competency within six calendar months prior to the [CAPF 5](#).

XI. Night Flight Operations – Familiarization only, and may be required at the discretion of Wing Commanders or higher.

XVI. Multi-Engine Procedures – Pilots seeking to exercise instrument privileges in multi-engine aircraft must demonstrate an instrument approach with one engine simulated inoperative.

XVII. Instructor & Check Pilots – On each [CAPF 5](#) and/or [CAPF 5B](#), the CAP Check Pilot must assign a candidate for initial or renewal of CAP Instructor or CAP Check Pilot endorsement(s) to make a ground instruction demonstration on a topic/maneuver listed in the FAA Instructor PTS or ACS. The candidate must demonstrate that maneuver to the Check Pilot during the flight portion of the CAP Pilot Evaluation.

XVIII. CAP Orientation Pilot – The CAP Check Pilot must review and discuss the orientation flight syllabus with the pilot seeking a CAP Orientation Pilot endorsement and select syllabus maneuver(s) for the pilot to demonstrate during the CAP Pilot Evaluation. The CAP Check Pilot must verify the pilot’s knowledge of applicable provisions in this regulation and [CAPP 52-7](#), Cadet Orientation Flight Syllabus.

Review of Certificates and Documents – The CAP Check Pilot must verify each item in this section.

Signatures – Both the applicant and the Check Pilot must sign the [CAPF 5](#) or [CAPF 5B](#). If the evaluator is not a CAP Check Pilot, a CAP Check Pilot must also sign to indicate coverage of CAP-specific items. If the applicant fails, the Check Pilot will enter the word “UNSATISFACTORY” in lieu of the Evaluator’s Signature.

CAP PILOT FLIGHT EVALUATION PROCEDURE

The applicant for a [CAPF 5](#) or [CAPF 5B](#) Pilot Flight Evaluation should bring the following materials for review by the CAP Check Pilot:

1. Unless otherwise arranged in accordance with Section [7.2.2](#) of this regulation, evidence of flight review (logbook entry, [WINGS documentation](#), new pilot certificate or rating, new flight instructor certificate, or 14 CFR part [135.293/297](#), [121.441](#), or [61.58](#) (proficiency checks).
2. [FAA certificate\(s\) and medical](#) (or current state issued driver’s license and medical education course completion certificate if operating under [BasicMed](#)).
3. Proof of CAP membership.
4. Completed aircraft questionnaire (CAPFs [5Q-A](#), [5Q-B](#) or [5Q-G](#)) for the make and model of CAP aircraft in which the member is being evaluated.
5. Online [CAPR 70-1, CAPF 5 Annual Examination](#) and Supplemental [Glider](#) or Balloon Exam results as applicable.

The CAP Check Pilot must review and grade all materials and conduct the CAP Pilot Flight Evaluation. Following the evaluation, the applicant must upload the [CAPF 5](#) or [CAPF 5B](#) document as applicable and enter the required information into the CAP Ops Quals system for validation.