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Pilot Onboarding

Making New Members Into New Pilots: A Resource Guide for New CAP Pilots & Mentors

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PREFACE

This Pilot Onboarding pamphlet is provided to help transition new members quickly and efficiently from member to pilot. All the information necessary to navigate the various applications and regulations applicable to CAP pilots are presented in this guide. Using this resource as a self-study guide, new members can prepare for their Initial CAP Pilot Flight Evaluation or "Form 5"– shorthand for the CAP Form 70-5, the form used to record the results of the evaluation.

In addition, this pamphlet supports mentors by providing a baseline of required knowledge and tools for guiding the onboarding process. These include a framework for assessing the new member's pilot credentials and a template for recording both the resulting training plan and progression through the mentoring process. It is our hope that these tools will reduce uncertainty and the time required to become a Civil Air Patrol Pilot.

OVERVIEW

This guide is divided into five parts. Each part covers a specific area of knowledge. Parts 1, 2, and 3 are intended as self-study and review for the new pilot. Part 4 provides checklists that will lead pilots through the steps required to become a qualified CAP pilot and beyond. Part 5 provides resources for Pilot Mentors to help in establishing new members in the pilot pipeline.

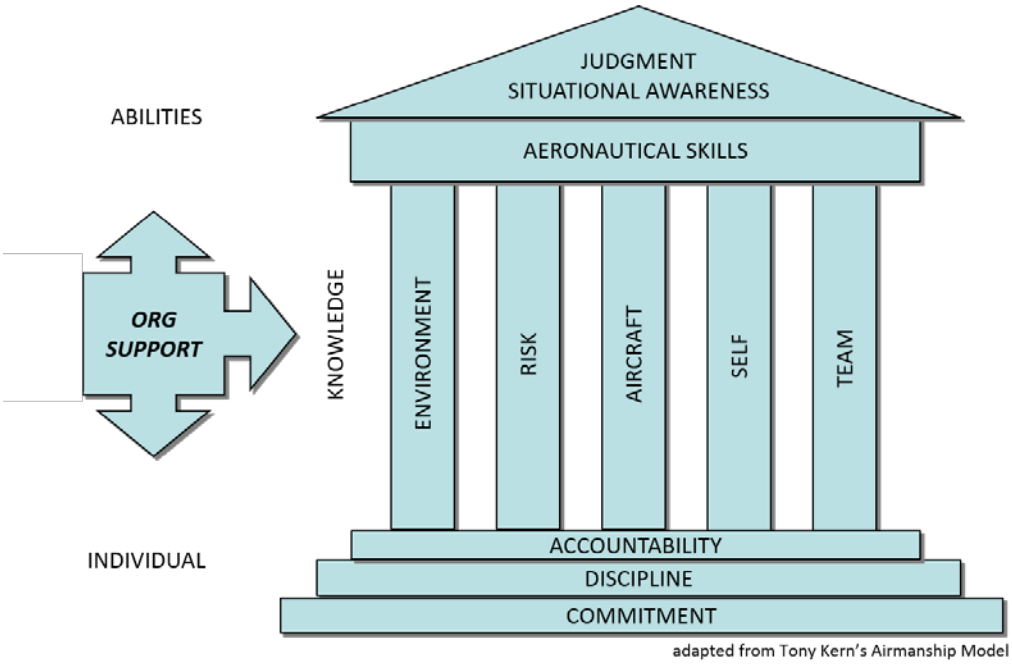
Units and members may utilize the pamphlet at their discretion. Mentors have been found extremely useful in leading new pilots through CAP's requirements. Accordingly, wing headquarters operations staff are highly encouraged to assign and oversee mentor assignment and progression tracking. This oversight can be delegated to the group level in larger wings.

Mentoring can happen in many ways but one way that has been successful is mentor pairing done with a first preference of assignment to a mentor in the same unit then to pilots outside the unit if a mentor is not available. By pooling pilot mentors across the wing all new members will have access to a dedicated mentor ready to assist in their progression to CAP pilot.

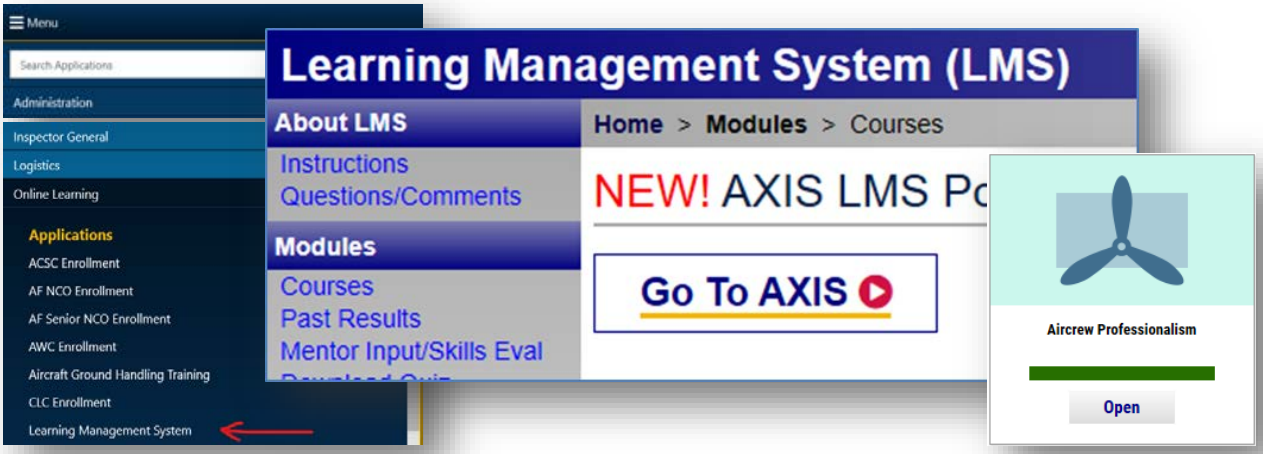
CAP wants you to be successful on your path to becoming a CAP Pilot. To achieve that goal, some study and review on your part is required. The CAP Ops World is not incredibly complicated, but it's also recognized that it's not the most intuitive system to operate in when starting day one. As a new member, spend the time to learn what is presented in this guide and what is referenced in this guide as additional reading. Preparation on your part will allow your progression to move much quicker and smoothly. Everyone volunteers their time so please do your part to make sure that no one wastes a minute of our most valuable resource.

AIRCREW PROFESSIONALISM

In order to ensure that CAP's organizational expectations are understood, you will be required to successfully complete Aircrew Professionalism training prior to being designated as a CAP Pilot. This training will introduce you to CAPP 70-10, *Aviators Code of Conduct* and the foundational elements of CAP's Aircrew Professionalism Model – commitment, discipline and accountability (see figure below).



Aircrew Professionalism training is provided on CAP's AXIS Learning Management System (LMS) which is accessed through eServices, as shown below. Refer to the following section of this pamphlet, *Part 1: eServices and On-line Applications,* for more information.



AXIS is accessed by logging on to eServices at https://www.capnhq.gov; selecting Online Learning – Learning Management System, then selecting "Go To AXIS" as shown above. Once in AXIS, search the Course Catalog for the *Aircrew Professionalism* course.

PART 1: eSERVICES & ONLINE APPLICATIONS

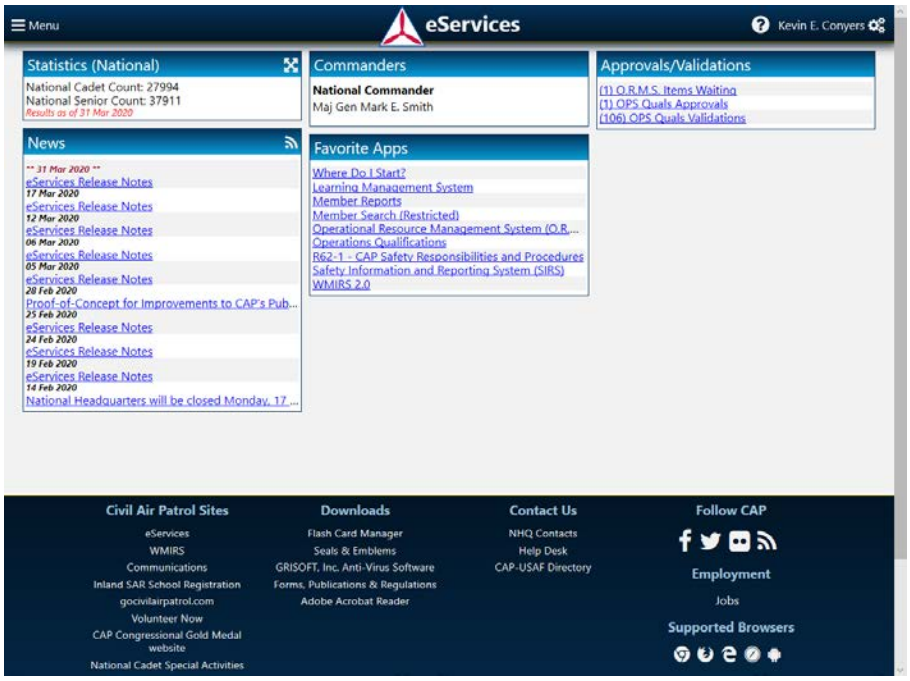
As a CAP member and a CAP pilot, the primary website you will use for day-to-day CAP related functions is the national system called eServices. eServices, accessible at https://www.capnhq.gov, is the primary site for data management related functions in CAP. Through eServices you will be able to accomplish anything from membership renewal to viewing the aircraft discrepancy log. This part of the pamphlet will review the primary applications within eServices that you will be using initially.

1.1. Navigating eServices

Your squadron will help you through many of the initial tasks that come along with new membership in Civil Air Patrol. One system central to operations is National Headquarter's eServices website. This website is a collection of modules that maintain everything from personnel information, equipment assignments and inventories, to your operations qualifications and mission management tasks. (All of these will be discussed at some point in this guide.)

STEP 1
LOGIN

Proceed to https://www.capnhq.gov. Once you've reached eServices, you will see the login page. If you haven't gone through the first-time user process, follow the link on the right labeled "Click here to register" – otherwise, login. This will lead you to the eServices home page:



STEP 2
MENU TABS

Clicking on Menu at the upper left corner of the home page, will alternately show or retract the menu bar. In eServices, modules and publications are grouped by functional area. For example, Operations related modules and publications are listed under the Operations menu tab, Cadet Programs tools and publications under the Cadet Programs tab, etc. Within each functional area, menu selections are organized by: Applications, Other Resources, and Regulations. Once you add favorites (next step), you will be able to hide the menu and normally not need to reopen it except to use less commonly accessed tools.

STEP 3
SELECTING FAVORITES

One of the best features of eServices is the ease with which you can add applications and other resources to your favorites list. To add an application to your favorites list you first must click on your name in the upper right of the eServices page, then select Favorite Applications from the drop down. Next, click the empty star symbol to the left of the link to the desired resource. Once you click the star, it turns gold indicating you've added it to your favorites list. Below is an example list with items selected to favorites:

It is important to note that depending on your duty assignment in your unit and any additional permissions that have been granted to you that your available applications will be different. Each duty position in CAP has associated applications with it. Some of these are restricted applications. This means only people with certain duty assignments have access to them.

(continued on following page)

IMPORTANT STEP: As a new CAP Pilot, the following list of applications will be very important to you. It is recommended that these applications be added to your favorite list at this time:

- *Operations Menu tab*:
  - ✓ Where Do I Start?
  - ✓ Operations Qualifications
  - ✓ WMIRS 2.0
- *Administration Menu tab:*
  - ✓ Member Search
- *Safety Menu tab:*
  - ✓ Safety Information and Reporting System (SIRS)

STEP 4
REVIEW YOUR SETUP

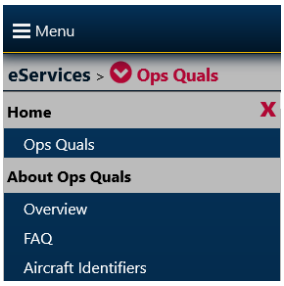
Now that your favorite apps list has been populated, click the eServices logo at the top center of the page. If the menu is shown, click "hide menu" at this time. Once you've completed these steps, and bookmarked the items above, you should see the items listed above in your Favorite Apps module.

The other feature of eServices you may want to experiment with is widgets. This is a capability still being developed, but there are some available widgets at this time. To add widgets, select the gears icon on the top tool bar just to the right of your name. Next, select "Add New Widget" and then make your selections.

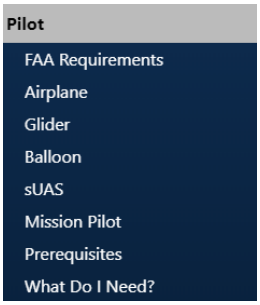
This completes your familiarization with eServices and how to get to the various applications you will commonly use. As you continue working your way through this guide, you will walk through how each application functions and the specific role it plays in managing CAP Operations.

1.2. Operations Qualifications (Ops Quals)

From your newly created favorites list on the eServices home screen, select "Ops Quals." Operations Qualifications, or "Ops Quals," is an application in eServices comprised of several modules that maintain all qualification data and documents for members. This guide will focus on the Pilot module only.



Click on **to display the Menu system.**



The pilot module consists of eight sections: FAA Requirements, the category-specific selections (Airplane, Glider, Balloon, sUAS), Mission Pilot, Prerequisites, and What Do I Need. This guide will review four of these sections: FAA Requirements, Airplane (representative of all four categories), Prerequisites, and What Do I Need. Each module is accessed by its link in the navigation column on the left. Once a selection is made, you will be prompted to enter a CAPID then click the search button (*note: you may search by typing all or part of a name)*. Once a CAPID is selected, the links to each module will automatically be applied to the selected CAPID, so no additional entry is necessary once a person has been initially selected. In most cases, you will be entering your CAP ID to view or enter your information.

Before reviewing the sections, there are two tools that will be available once a CAPID has been entered. The links for each of these tools will appear below the selected member's name. "View Qualifications" and "View/Upload Documents" will become available anytime a CAPID has been selected.

View Qualifications. This link will open a window that provides a complete listing of all qualifications currently in the system and reflect either **ACTIVE** or **EXPIRED**.

View/Upload Documents. This link will open a window that provides a document uploader. When using the document uploader, ensure that you are uploading to the correct tab (i.e. **Pilot** for Pilot Documents); select the type of file to be uploaded and aircraft type when the document being uploaded is specific to the aircraft type (i.e. CAPF 70-5 or Questionnaire). Click "Choose File" to find the file on your computer to upload. Click "Upload Pilot Files." Under "Documents Uploaded" the newly added file will be listed. As a general rule, you should never remove files from this section.

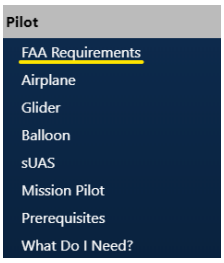
The following list of documents should be uploaded ***as soon as possible***:

- ☐ *Pilot Certificate*
- ☐ *Instructor Certificate (if applicable)*
- ☐ *Medical Certificate, Basic Med Documentation (if applicable)*
- ☐ *Evidence of Flight Review (logbook entry, FAA Wings Certificate, etc.)*
- ☐ *Logbook endorsements for High Performance and Complex (if applicable)*
- ☐ *Most recent logbook page showing total PIC and cross-country time*

After you have successfully uploaded these documents, you may continue with the guide below.

IMPORTANT: DO NOT CONTINUE WITHOUT FIRST UPLOADING DOCUMENTS!

FAA Requirements



FAA Certificates. The first section is FAA Certificates: click the appropriate check boxes for the certificate(s) you currently hold. Your future CAP Pilot Flight Evaluations will be based on the FAA ACS/PTS criteria for the highest certificate you have selected.

FAA Instructor Ratings. The second section is FAA Instructor Ratings. If you hold an instructor certificate, select the certificate expiration date then make the appropriate instructor certificate selections using the check boxes below the date selector.

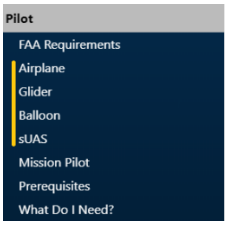
Medical. The third section collects your FAA Medical information. Under Medical Type, check the box that represents the type of medical you currently hold then select the Medical Class box appropriate to the class medical you have been issued. The medical date selector is used to enter the date *the physical was issued*. eServices will automatically compute your expiration date. *Note: if you have a special issuance medical, the date selector will change from "Medical Date" to "Special Medical Expiration" – in this instance the date selector must be used to pick the expiration date, not issuance.*

Flight Review. You may enter the date of your most recent flight review (if still valid) or the date you last completed a FAA Wings Program phase satisfying the flight review requirement. *Note: it is possible to link your FAA Wings account with CAP Safety site Safety site to receive credit for both Flight Reviews and safety education. This process is described in detail in 1.4 Safety Education, section Linking FAA Wings with eServices.*

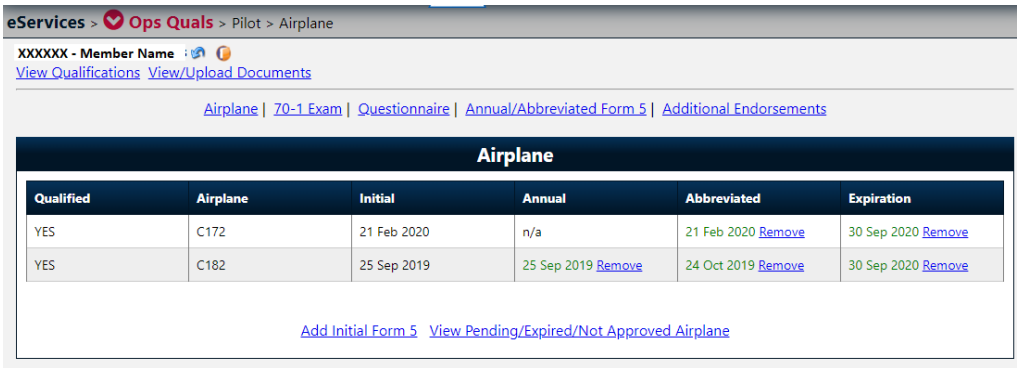
Additional Training IAW 14 CFR 61.31. If you have logbook endorsements for completion of any of the listing FAA training requirements (Complex, High Performance, etc.), or you are "grandfathered in," select the appropriate items.

After entering the FAA Requirements data, click "Submit" on the grey bar at the bottom of the window. You may click submit at any point during the entry process to save your progress. After submitting your information, the items entered will show yellow dates for a pending status. Upon review and approval by the unit command staff or standardization/evaluation staff, these tasks will be validated and turn green to show "active."

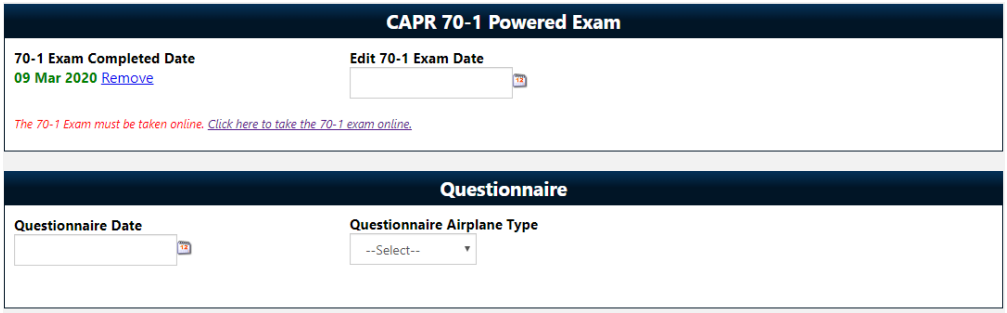
Airplane
Glider
Balloon
sUAS



Each category of aircraft has a page that displays pilot qualifications and supports upload of Form 5 information. Qualifications in make/model are displayed in a chart at the top of the page, as shown below.

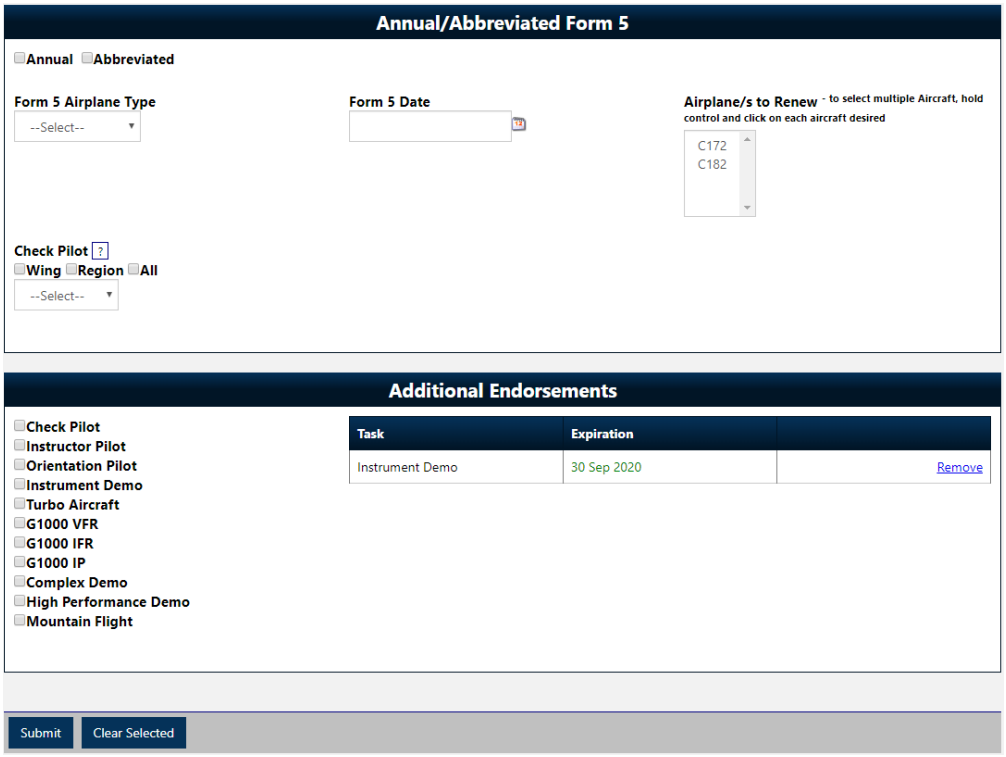


The date of the initial Form 5 in each make/model is shown, along with the dates of the most recent annual/abbreviated Form 5, and the expiration date. The "Add Initial Form 5" link at the bottom of the chart is only used when manually adding qualifications for members that have broken service.



CAPR 70-1 Exam (Powered, Glider, Balloon, or sUAS). The exam section will automatically update your annual 70-1 exam completion date when you take both your CAPR 70-1 General and category-specific exam. This exam is administered online through eServices. A link is listed under your completion date for quick access to take the exam only. *Reminder: The exam must be taken within at least 60 days prior to your Form 5 date. If the Form 5 cannot be taken within 60 days, you must retake the 70-1 Exam so that its completion date is within 60 days of your flight evaluation.*

Questionnaires. Anytime a Form 5 is conducted, an aircraft questionnaire will be necessary. Refer to section 2.1 for additional information about flight evaluations. For submission of the questionnaire, select the date the questionnaire was completed (this is the same date as the Form 5 in most cases), then in the scroll box select the make/model that the questionnaire was completed.

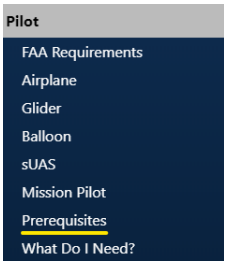


Annual/Abbreviated Form 5. Check the box appropriate to the type of flight evaluation that was conducted (Annual or Abbreviated). Select the type of aircraft used for the evaluation, the date the Form 5 was completed, and the check pilot who conducted your Form 5. Normally, the check pilot will be a member of the wing, so click the "Wing" check box then select the pilot's name from the drop down. If the check pilot is not found under the wing list search under the "Region" list. The Airplane/s to Renew box is not applicable until you have qualified in multiple makes/models.

Additional Endorsements. Endorsements are made on a Form 5 to grant additional privileges. Endorsements include those shown above that are applicable to the category of aircraft. The term "Demo" indicates fulfillment of CAP requirements for annual demonstration of proficiency. These endorsements do not suffice for or replace 14 CFR 61.31 requirements regarding logbook endorsements. Check all the boxes that were endorsed on your Form 5. These boxes must match the boxes on the actual Form 5.

Submit. At any point in the process of entering this information you may click submit – just don't forget to click submit when you finished! The "Submit" button "floats" on a grey bar at the very bottom of the screen and is always visible regardless of where you are scrolled to on the data entry page.

Prerequisites



The Prerequisites section includes prerequisites that must be completed for all possible qualifications as a CAP Pilot. Not all prerequisites will be applicable to you as a new CAP Pilot. This guide will review the prerequisites you must satisfy and those that it's a good idea to take care of now if you meet them.

Statement of Understanding. All pilots must complete the statement of understanding before flying CAP Aircraft. This is a one-time acknowledgement; you won't have to complete it again.

PIC. Some qualifications in CAP have a minimum PIC (pilot in command) time requirement. Since your most recent logbook page has already been uploaded, you simply need to now check the box that corresponds with your current level of experience (i.e. PIC 100 hours, 50 hours of cross-country flying, etc.). Check all boxes that apply to you based on your specific times.

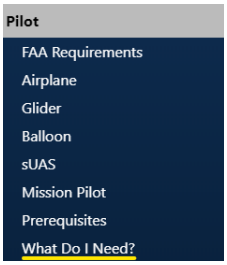
Cadet Orientation Pilot. Once you complete the online exam for orientation pilots these boxes will become complete.

CAP G1000 Transition Training. CAP required formal G1000 training or demonstrated experience prior to attempting a Form 5 in a G1000 aircraft. CAP G1000 Transition Training is outlined in CAPS 71-1 Aircrew Training, Airplane. It consists of a complete ground school for VFR, IFR and Instructor flying, as well as several sorties for each training track. Members with prior G1000 experience must have their Wing DOV evaluate their experience and determine what level of training credit sis warranted.

Textron's G1000 Transition Course. On occasion, CAP sends pilots to Cessna High-Wing Transition Training at Textron Aviation Pilot Training (TAPT). This three-day course provides both VFR and IFR ground and flight instruction in either a C182 or C206 G1000 NXi aircraft. This course is normally reserved for pilots that already have a moderate level of experience in G1000 aircraft.

Miscellaneous. Aircraft Ground Handling is a periodic requirement for all aircrew members (every 24 months). Once you complete the video and quiz this requirement will be satisfied and updated automatically. Aircrew Professionalism is a one-time requirement. Once you complete the course, the expiration date will show "Does not expire."

What Do I Need?



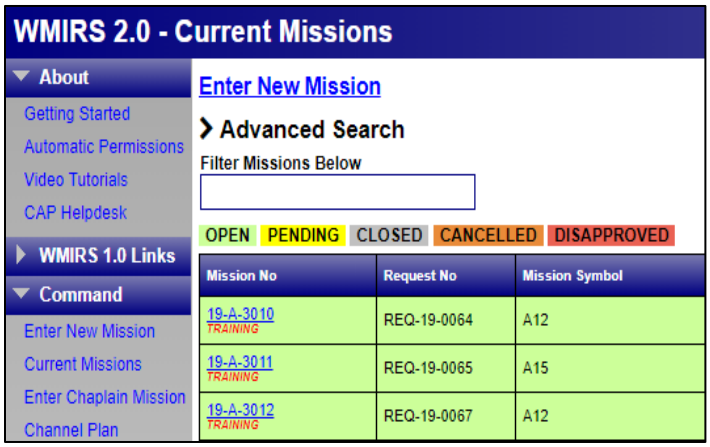
The **What Do I Need?** tool is a fantastic way to quickly identify what you have and what you still need. To use the tool, select the CAP Qualification from the dropdown that you are seeking to check your progress on. As a new pilot, the most basic qualifications for you to complete are VFR Pilot, Glider Pilot or Balloon Pilot. (If you will be completing your Form 5 in a G1000 equipped aircraft, you should select VFR Pilot – G1000.)

Once you've selected a qualification, a table will load. This table will include a section heading for each requirement specifying the requirement name and the number of the listed tasks which must be completed. If the required number of tasks have been satisfied, a ✔ will precede the section heading. If a requirement is not complete, you will see a 🚩 which indicates something needs to be completed from the list of tasks below.

✔ - Minimum Hours - Number of Required Tasks - 1		
PIC 200 hrs	30 May 2018 - (Active)	Does not expire - (Active)
PIC 300 hrs	30 May 2018 - (Active)	Does not expire - (Active)

Most of the tasks are hyperlinked. When you click on a task name it will take you to the form that allows you to input its completion details or other pertinent information.

1.3. Web Mission Information & Reporting System (WMIRS)



The Web Mission Information & Reporting System (WMIRS, pronounced "Whim-Ers") is the system used to manage all mission activities for both ground and air assets. As a pilot, you will use WMIRS with every single flight because an aircraft only moves when on a mission and sortie that has been released through WMIRS. This section will explore the basic functions of WMIRS including mission selection, sortie creation, briefing/debriefing sorties, aircraft scheduling, and the maintenance module.

Like many systems you have probably used outside of CAP, WMIRS has multiple paths to accomplish the same task. This guide will simply show you one method of accomplishing the task.

Navigating WMIRS

By default, unless directed to WMIRS from an external link, you will see an initial page similar to the image above. This main screen has a navigation bar on the left (available throughout WMIRS), a mission search field, and a listing of all missions. Depending on your unit and duty assignment you may notice slight variations in what is shown in this guide and what you see with your specific login.

The left side navigation window is a series of expandable/collapsible modules with various functions in each. As noted elsewhere in this guide, depending on the duty assignments you hold and qualifications, you may occasionally notice some differences in the content available to you.

As a pilot, the two menus that you will utilize most often are the "Command" menu list and the "Support" menu list. The command menu allows you to select "Current Missions" which will bring up the listing of all missions. (This is usually the screen shown when you first enter WMIRS).

The "Support" menu and its important functions will be looked at a little later in this section.

Current Missions

The current missions listing displays missions applicable to the wing and is color coded by status (OPEN, PENDING, CLOSED, CANCELLED, DISAPPROVED). Each column provides important information. The graphic below represents the typical appearance of the current missions list page. The "Advanced Mission Search" tool may also be used to find a mission. When using Advanced Search complete as many criteria as are known. Let's review each column:

Mission No	Request No	Mission Symbol	Mission Name	Mission Start	Mission End	Location	Mission Type	Air	Ground
19-A-3010 TRAINING	REQ-19-0064	A12	Annual Pilot Proficiency	30 Sep 2018	29 Sep 2019	GLR	Proficiency	11	0
19-A-3011 TRAINING	REQ-19-0065	A15	Annual Cadet Orientation Rides	30 Sep 2018	26 Sep 2019	GLR	Cadet Orientation	0	0
19-A-3012 TRAINING	REQ-19-0067	A12	Annual Pilot Proficiency	30 Sep 2018	29 Sep 2019	IL	Proficiency	32	0

Mission No – Mission numbers are generally composed of three parts: the fiscal year, the mission type, and a four-digit numerical identifier. For example, 17-A-3253 (the bottom mission in the above table) would indicate that mission number is for a mission in fiscal year 2017, it is an A mission, and the mission number is 3253. Mission types (A, B, C) will be reviewed later in this guide. The mission number is hyperlinked and clicking on it will take you to that mission's Mission Information page.

Request No – Before a mission is approved, it is first entered in WMIRS by a requester (wing, CAP, etc.) and approved at various levels of CAP and CAP-USAF depending on the

specific type of mission. *Note: for day-to-day operations as a pilot, this field has no relevance to you!*

Mission Symbol – The mission symbol column reflects which symbols have been associated with and approved for on the specific mission. Mission symbols (to be covered later in this guide in more detail) define the specific type of operation that may be conducted on that mission.

Mission Name – This is a general descriptor of the mission. It may be generic in nature such as "Annual Cadet Orientation Rides" or specific to a particular event such as "Restless Tomahawk." This field is useful to find a mission if you are unsure of its mission number.

Mission Start – This is the start date of the mission. No sorties may be conducted prior to the start date.

Mission End – This is the end date of the mission. No sorties may be conducted after the end date.

Mission Type – A generic classification of the mission is listed and may include one or more mission symbols authorized.

Air – Lists the total number of air sorties entered. This field is hyperlinked and when selected redirects to that mission's air sortie list page.

Ground – Lists the total number of ground sorties entered. This field is hyperlinked and when selected redirects to that mission's ground sortie list page.

Mission Search – This function is at the top of the missions list and is a text form field that allows you to search for a mission. As you type, character by character, it will filter the current missions list. If you know the mission number, type the number. If you know you need the orientation flights mission number, begin typing orientation and the list will filter to the appropriate mission.

Air Sortie List Page

The Air Sortie List page will list all air sorties (Definitions: *sortie* - specific operation involving a single resource on a mission; *air sortie* – a sortie involving an aircraft) currently entered for the mission selected. The easiest way for you to access the air sortie list page is from the Current Missions List page (that's the WMIRS page that loads by default when you first enter WMIRS). From the current missions list, click on the number in the air sortie list associated with the mission you are seeking to access. Let's review the columns of the air sortie page.

Note: Each column header may be clicked to sort the list by that columns content (i.e. day, type, tail no., pilot, etc.).

	Sortie	Sortie Day	Sortie Type	Mission Symbol	Tail No.	A/C Type	Call Sign	Pilot	Tracking No.	Departure Location	Destination	Est. Departure	Est. Arrival	Hours	Fuel/Oil	Approval Status
Edit Brief Debrief	A0009	04/19/19	PCT04	A12	N830CP	C182	3303			KFAR	KFAR	05:30	07:00	1.3	$34.79	Complete
Edit Brief Debrief	A0007	04/19/19	PCT04	A12	N97163	C172	CAP3371			JHW	JHW	13:00	14:30	1.0	$87.29	Complete
Edit Brief Debrief	A0008	04/19/19	PCT04	A12	N97163	C172	CAP3371			KJMS	KJMS	15:00	16:30	2.0	$109.25	Complete

Actions – The first column is not labeled; however, it contains three links for each sortie entered: Edit, Brief, and Debrief. The specific functions of each of these will be reviewed later in this guide when reviewing the sortie process.

Sortie – This column lists the sortie numbers of each sortie. *Note: air sorties will begin with an "A" followed by four digits including leading zeros (i.e. A0034).*

Sortie Day – The date the sortie is scheduled to be conducted on.

Sortie Type – For missions with multiple types of sorties the type of sortie that was selected will be indicated. For example, on the Cadet Orientation Flight mission sortie type is either ORIDE or RELO (ORIDE – orientation flight, RELO – relocation flight).

Mission Symbol – The selected mission symbol for the sortie that was selected is indicated. Some missions may only have one authorized mission symbol while others may have several approved symbols. A full list of mission symbols can be found in CAPP 75 *Mission Symbols*.

Tail No. – The N-number (tail number) for the aircraft that was selected to be used on the sortie. Sorties may be created without a tail number selected. This is common where sorties may be built by mission base staff and an aircraft has not been assigned yet.

A/C Type – The type aircraft that was selected. When a tail number is selected in the sortie page, the type aircraft is auto populated and need not be selected by the pilot.

Call Sign – Each CAP aircraft has a designated CAP callsign. (Callsigns are discussed in more detail in 3.2.). The callsign associated with each tail number is auto populated when the tail number selection is made.

Pilot – The pilot listed as pilot in command (PIC) for the flight will be shown.

Tracking No – The tracking number field may be used on certain missions. This field is not automatically filled and if used will be specified by the mission base staff or appropriate wing staff member providing mission oversight.

Departure Location – The ICAO identifier for the airport of departure (e.g., KMQJ).

Destination – The ICAO identifier for the airport of intended landing (e.g., KUMP). *Note: this is the destination where the sortie will terminate. For flights where intermediate landings (touch and go, full stop taxi back, etc.) will occur but the engine will remain running with no crew change, intermediate airports should be included in the route section of the sortie page. The destination field is where the engine will be shut down and that sortie terminates.*

Est Departure – The time the sortie is proposed to depart. The departure time for planning should be the estimated engine start time. Be sure to enter time in Zulu unless you've configured WMIRS to display your local time zone. (A time zone reference is noted near the time selection when entering the time.)

Hours – Reflects the duration of the flight. Prior to the flight being completed this time is based on estimated departure and arrival times; after actual times are entered this column will reflect the actual time flown.

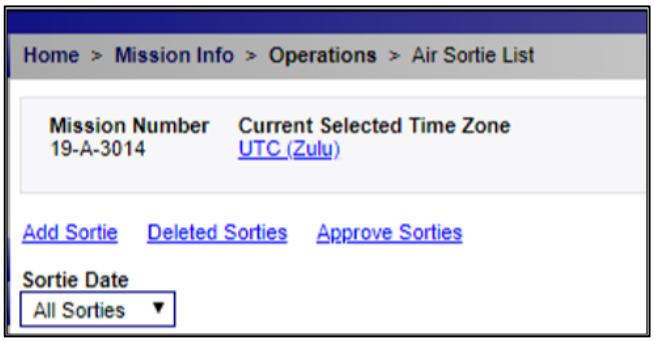
Fuel/Oil – After a sortie is completed and fuel/oil cost/quantity information has been entered the cost will be reflected in this column. Once the receipt information has been uploaded to WMIRS (covered later in this guide) the cost will become hyperlinked to download the receipt document directly.

Approval Status – This field will indicate the phase of the sortie. After a sortie is entered the status will reflect "Pending" or "Pending Release." After a flight has been released the status will change to "Released." Once actual times and closeout information has been entered the sortie will change to "Complete." When a sortie is canceled for any reason, the status will be reflected as "Cancel."

Additional Functions – Above the air sortie list/table are a few functions that will help you. These miscellaneous functions and data will be reviewed here.

<u>Mission Number</u> – Shows the mission number sorties are currently being viewed from.

<u>Current Selected Time Zone</u> – Shows the time zone times are being displayed in (user specific and may be changed).



<u>Add Sortie</u> – Creates a new sortie by loading the add sortie template page.

<u>Release Flights</u> – Used by Flight Release Officers (FRO) to release flights.

Deleted Sorties – Displays sorties
that have been *deleted*. Deleted sorties are *not* canceled sorties; this will be reviewed in more detail later.

Sortie Date – Drop down with several options. Each date that has a sortie entered will be available for selection allowing the user to view all sorties for that date excluding canceled sorties. Additionally, an "All Sorties" option is available which will list *all* air sorties for the selected mission including cancelled sorties. *Note: if you can't find the sortie you are searching for try checking the sortie date drop down and using all sorties to see if the sortie you are searching for was entered on the wrong date.*

Air Sortie Add/Edit

Adding a sortie can be accomplished by selecting the "Add Sortie" link that was reviewed previously or via the scheduling module which will be reviewed later in this guide. Either way, once a new sortie is added, you will either be directed to the sortie add page or to a page with a drop-down requiring selection of a mission symbol to continue.

The Add Sortie form is used to enter all pertinent information for creation of a sortie. The initial sortie creation form will consist of the following fields:

Sortie Type – Use the drop-down menu to select the appropriate type of sortie to be flown.

Sortie Date – Select the date the sortie will be flown. *Note: if using Zulu time, select the Zulu date. If using a local time zone setting, select the local date.*

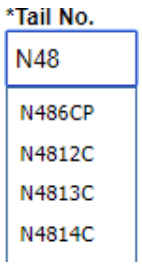
Dep Airport – Enter the departure airport identifier (i.e. KMQJ, KUMP, 2R2, etc.).

ETD – Estimated Time of Departure. Select the hour and minute that best represents the expected engine start time for the sortie. For scheduling purposes, the time selected here will be used to schedule the aircraft for the sortie being built (schedule start time).

Dest Airport – Enter the destination airport identifier (i.e. KMQJ, KUMP, 2R2, etc.). *Note: the destination airport is the airport the engine will be shutdown at for the end of the sortie. This does not include intermediate stops where no engine shutdown or crew change will take place.*

ETA – Estimated Time of Arrival. Select the estimated time of engine shutdown at destination. For scheduling purposes, the time selected here will be used to schedule the aircraft for the sortie being built (schedule end time).

Tail No – Begin typing the tail number of the aircraft to be used *including* the N prefix of the N-number (i.e. N486CP). As characters are entered the list will populate possible N-numbers. Either continue typing or click the tail number when the tail number being entered is visible. After selecting the tail number several other fields will populate based on previously saved information for that aircraft.



A/C Type – Select aircraft type from the drop down. *Note: this will load automatically if Tail No is selected first.*

Call Sign – Enter the call sign for the aircraft flown. The CAP call sign is entered as "CAP1286" – CAP plus the three- or four-digit number assigned to that aircraft. Call signs will be reviewed in more depth later in this guide. *Note: call sign will automatically load if Tail No is selected first.*

TAS (Knots) – Enter the planned true airspeed for the flight. *Note: this field may load when tail number is entered.*

Color/Description – Enter the color(s) of the aircraft flown. Standard flight plan color abbreviations are acceptable. *Note: this field may load when tail number is entered.*

Corp/Member A/C – This drop-down selector is used to indicate if the aircraft used is a corporate owned aircraft (Corp) or a member owned aircraft (Member). *Note: this field may load when tail number is entered.*

Fuel (in Hours) – Enter the fuel planned on board at engine start in duration. This is not the planned fuel burn for the flight. This number should be determined based on aircraft performance as determined for the type of flight being planned.

Home Base – Enter the airport identifier for the airport where the aircraft is currently assigned.

Equipment on Board – Check all boxes that apply for the aircraft being flown. Some boxes may automatically check when a tail number is selected. When selecting GPS an additional box will appear to allow entry of specific system onboard the aircraft (i.e. G1000, etc.).

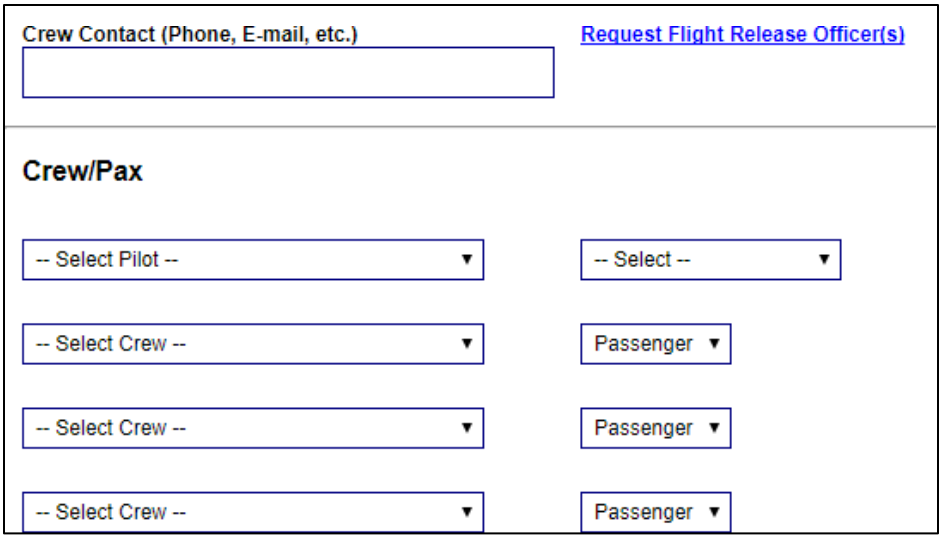
Crew Contact (Phone, E-Mail, etc.) – Enter the phone and e-mail for the pilot in command of the flight. This information provides easy and quick access to accurate contact information for mission staff or FROs if needed.

Create sorties days apart – Certain missions may result in numerous sorties being flown with the same general details. An example of this would be cadet orientation flights where the pilot may fly four or five orientation flights in a day with each sorties

detail's being nearly identical. To reduce the workload in creating those sorties the number of duplicate sorties to be created may be entered here. If the sorties will span over days, the spacing between sorties may also be entered to ease creation.

Upon entry of all pertinent information review the entire form to make sure the key pieces of information are correct: dates, times, tail number, start/finish airports. When all information appears correct, click "Add Sortie" on the floating grey bar at the bottom of the screen.

Air Sortie Update After adding the sortie, the page that will load next is the "Air Sortie Update" page. The template of this page is identical to the add sortie page except at the bottom of the template there are a few new selections available:



Request Flight Release Officer(s) – This link opens a window that allows selection of one or more flight release officers. This is not a required selection but will help the FRO find your flight more quickly when it comes to time to get a flight release.

Discrepancy Log – The aircraft discrepancy log link becomes visible now that an aircraft has been selected. This is one of several methods of accessing the discrepancy log for the aircraft.

Crew/Pax – Crew and Passenger (pax) selection consists of a series of drop downs. The number of "—Select Crew— "drop downs will match the number of seats available in the aircraft type selected. The first selection is the pilot in command. If the flight is a CAP Pilot Flight Evaluation, then the Form 5 Trainee is entered on the first line and the second line would list the check pilot. Additional information about adding and selecting passengers is provided below.

Selecting Pilots, Crewmembers, and Passengers

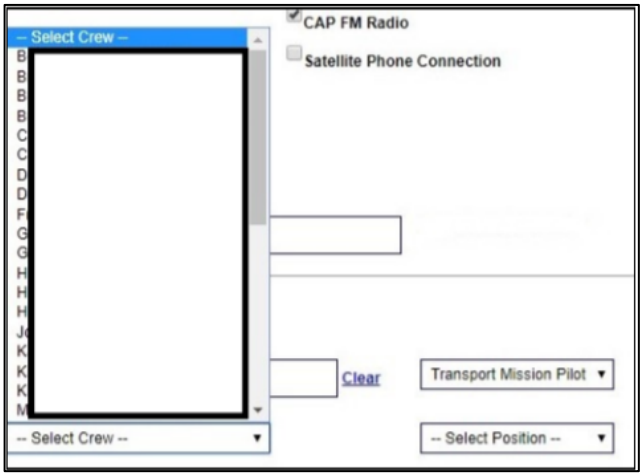
Regardless of the type of mission, each member must sign in to each mission. After the initial sign in, in most cases, for the duration of the mission the member's name will remain in the

drop-down list for selection and assignment on a sortie. The following steps will guide you through adding a new member (yourself or other member) to the mission list for assignment.

STEP 1
SIGN IN NEW PERSON

In the select crew drop down, scroll to the bottom of the list and select "Sign In New Person."

Note: if the person is already signed in, simply select that member.



STEP 2
FIND MEMBERS BY CAPID

In the space provided enter the CAPID(s) of the member(s) to be added to the mission sign-in. Up to four CAPID numbers may be entered at a time. The member(s) selected will be returned after searching in a table. The table will show their sign in status, membership status, and safety currency. Additionally, selection of the role the member will perform will be selectable.

Note: there is an individual and a group sign-in. Either sign-in method will allow sign in of a single member.

STEP 3
ASSIGN CREW POSITION

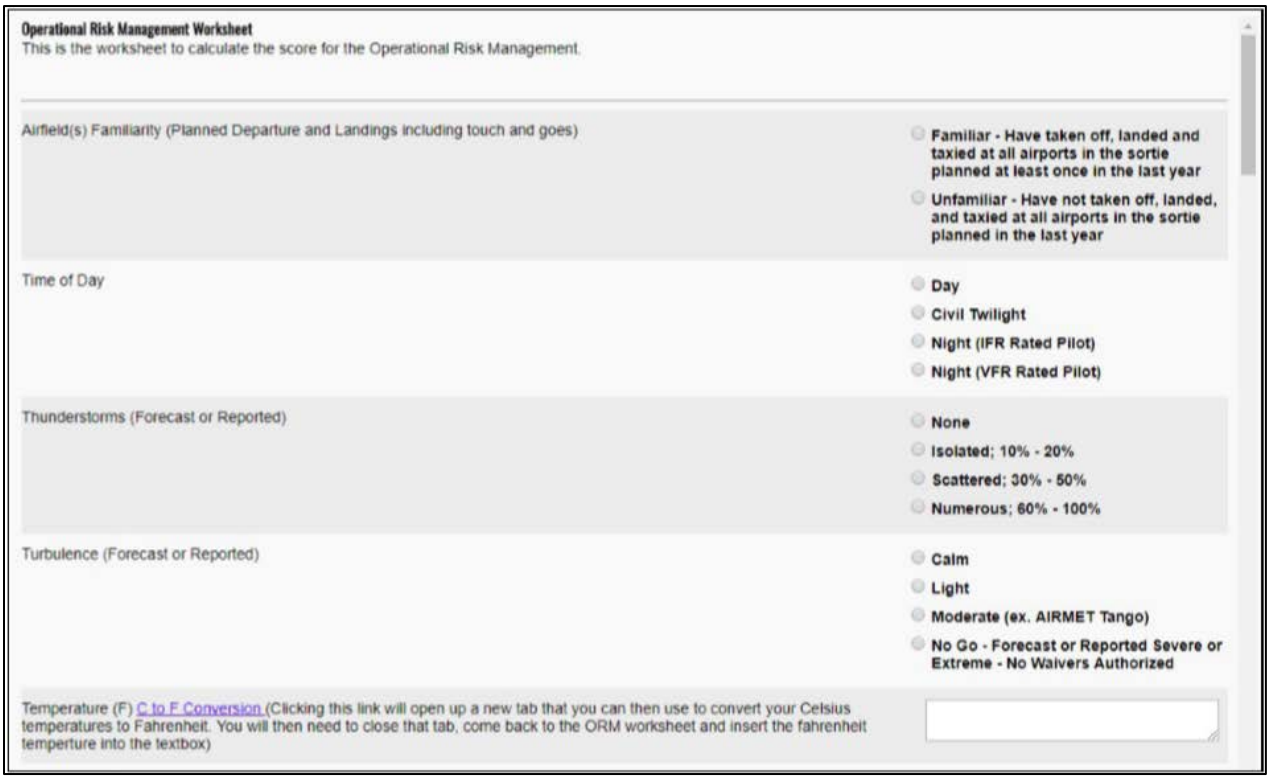
After signing in a member and upon returning to the sortie page, ensure the member has been selected if not automatically loaded. Once the member is selected use the adjacent selection box to assign a duty to the member on the sortie. The roles available vary based on the type of mission being flown.

Click "Update" on the grey tool bar at the bottom of the screen.

Pre-flight Risk Assessment
Completion of the pre-flight risk assessment worksheet (or RAW) is accomplished through

WMIRS in the sortie management pages. In the past, this process was commonly referred to using the term Operational Risk Management (ORM). Because this term refers to a much broader range of activities, CAP is moving away from using it to refer to pre-flight risk assessments. However, for some time to come, "ORM" will still be found in older publications and throughout WMIRS in reference to risk assessment. From the Air Sortie Update page (if accessing from the Air Sortie List, this is the page that loads when selecting "Edit" from the actions column) click the "ORM" button on the grey toolbar on the bottom of the screen. A page similar to the following will load:

Each section requires a response. Select the radio button that best represents the conditions at the time the sortie will be flown. After completing the form, select "Submit" at the bottom of the form. If there were any omissions an error message will be received, and you will be required to enter a response before continuing.



Operational Risk Management Worksheet
This is the worksheet to calculate the score for the Operational Risk Management.

Airfield(s) Familiarity (Planned Departure and Landings including touch and goes)	Familiar - Have taken off, landed and taxied at all airports in the sortie planned at least once in the last year Unfamiliar - Have not taken off, landed, and taxied at all airports in the sortie planned in the last year
Time of Day	Day Civil Twilight Night (IFR Rated Pilot) Night (VFR Rated Pilot)
Thunderstorms (Forecast or Reported)	None Isolated; 10% - 20% Scattered; 30% - 50% Numerous; 60% - 100%
Turbulence (Forecast or Reported)	Calm Light Moderate (ex. AIRMET Tango) No Go - Forecast or Reported Severe or Extreme - No Waivers Authorized
Temperature (F) C to F Conversion (Clicking this link will open up a new tab that you can then use to convert your Celsius temperatures to Fahrenheit. You will then need to close that tab, come back to the ORM worksheet and insert the fahrenheit temperture into the textbox)	

Once the form is submitted, you may close the dialogue window with the ORM Survey and then notice the grey toolbar ORM button will be replaced by hyperlinked text that describes the risk assessment. This score helps determine if the FRO or a higher-level staff member must approve the sortie.

Brief Sortie

The brief sortie page is a form used to collect all preflight mission information. The Air Sortie Briefing page is accessible from the sortie edit page by clicking the "Brief Sortie" button on the bottom of the screen grey toolbar or via the Air Sortie List page actions column "Brief" link.

Not all information must be entered for every flight. Different missions have different requirements and, depending on the type of flight being briefed, the information required will vary. As you progress to mission pilot training you will learn about mission planning but that is beyond the scope of this guide. For those fields not being completed, the recommended practice is to enter "N/A" (excludes the tracking number field – leave this blank unless instructed otherwise).

Some basic information that should be included for all sorties on the brief sortie page includes:

Sortie Objectives – Describe briefing what is going to be accomplished. Examples may include "Complete pilot proficiency flight" or "Conduct Cadet Orientation Flight."

Route of Flight – Include airports, NAVAIDs, waypoints, etc. that help provide a general idea as to where the flight will be operated.

Click "Update" on the toolbar after updating information to ensure it is saved.

Debrief Sortie

The debrief sortie page is a form used to collect all post flight mission information. This page is used after the flight to record basic information about the flight and is **required** for all flights.

Flight Plan Closed – This checkbox is checked as a reminder and indicator that the flight plan (if required) was closed.

ATD – Actual Time of Departure. This is the time the aircraft departed from the airfield. Wheels up time. Ensure that the time entered is correct based on the time zone setting used (Zulu or local).

ATA – Actual Time of Arrival. This is the time of the final landing of the aircraft. Wheels down time. Ensure that the time entered is correct based on the time zone setting used (Zulu or local).

Hobbs – Enter the ending and starting Hobbs times. These times are presented in the same order as recorded in the aircraft log to help reduce transcribing errors.

Tach – Enter the ending and starting tach times. These times are also presented in the same order to match the aircraft log.

Hobbs To/From – Enter the amount of time used to get from startup to the area of operations.

Hobbs In Area – Enter the time spent in the area of operations. *Note: Hobbs In Area and Hobbs To/From must equal Hobbs Total*.

Hobbs Total – This field is automatically totaled based on the entered Hobbs times. If this number does not match what was recorded verify the Hobbs numbers entered previously are correct.

No Fuel – The No Fuel checkbox is selected if fuel was not added to the aircraft. Regardless of the funding source (USAF, CAP, Personal, etc.) if any fuel was added to the aircraft leave this box unchecked.

Fuel Used (Gal) – Enter the number of gallons of fuel used. This number must match the quantity from the fueling receipt/invoice.

Oil Used (Qt) – Enter the number of quarts of oil used. This total must be accounted for on the invoice.

Fuel & Oil Cost – Enter the total amount of fuel and oil. This is the total amount that was charged. This total must be entered regardless of funding source (funded/unfunded, USAF/CAP or personal).

Receipt # - Include the receipt or invoice number from the receipt provided by the fueler.

Wing Paid – This box is selected when the wing is paying for the flight. Only select this box if specifically briefed that the mission being flown is to be funded by the wing.

NHQ Credit Card Paid – Almost all funded missions will be paid for using the airplane's assigned credit card. When using the national fueling card (Shell MasterCard) select this box. *Note: This card may <u>not</u> be used to pay for personally funded proficiency flying or other non- funded operations.*

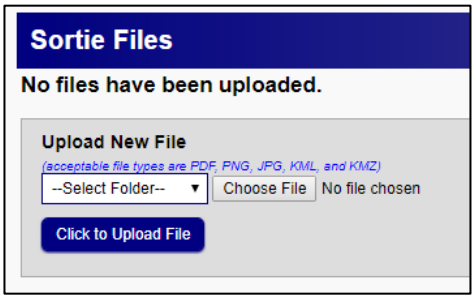
Reimburse To – If fuel/oil was paid for by a means other than the provided aircraft credit cards in the aircraft and the sortie was conducted on a funded mission (i.e. the NHQ credit card would not work at the fuel vendor so personal funds were used to pay for fuel) include the CAPID of the member to whom reimbursement will be made.

Direct Pay to Member – Select this box if reimbursement is sought and the member has direct deposit setup with NHQ to receive reimbursement.

Fuel Receipt File – Select the receipt file for upload. *<u>All</u>* flights require a fuel receipt. This includes flights paid for by the member.

Delete Receipt – If there is a need to remove the uploaded fuel receipt, click the "Delete Receipt" link to remove the uploaded receipt file from the sortie.

Sortie Files – Some missions require that additional documentation be provided for the sortie. Examples of this may include CAPF 70-9, Proficiency Profile Worksheets, Region/Wing required documentation, etc. To add files to the sortie, click "Sortie Files" then using the uploader select the folder from the drop down and then the file to upload. The dialogue window that opens will close once the upload is submitted.



Summary – Any pertinent comments regarding the sortie flown may be included.

Results/Deliverables – Not required on all missions; will learn more on path to mission pilot.

Weather Conditions – If weather affected the outcome of the sortie describe that impact.

Remarks – Any general remarks regarding the sortie not otherwise included may be recorded here.

Sortie Effectiveness – Rate the effectiveness of the sortie; choices are:

Successful – All objectives met, sortie conducted as briefed and as expected. *Note: Selection of "Successful" will update the sortie status to complete.*

Marginal – Some objectives not met, but enough was accomplished to satisfy the basic sortie requirements. Remarks should be included.

Unsuccessful – Objectives were not met (does not imply lack of ability of crew). Remarks should be included.

Not Flown – The sortie was briefed and prepared to be flown but did not launch. Remarks should be included.

Not Required – The sortie was deemed not necessary by the mission staff or customer. Remarks should be included.

Reason (if not successful) – Select the reason why the sortie was not successful. Ensure the remarks field includes a description of the cause for the sortie to be deemed unsuccessful.

Reason (Other) – If the reason for unsuccessful designation does not fit the provided drop down choices include a brief reason for the unsuccessful designation.

Phone Debriefing – Check if the sortie was debriefed via telephone. *Note: when a debrief is required this will be part of the mission brief by the Air Operations staff.*

Debriefer (Name & CAPID) – If conducted, include the CAPID of the person providing the debrief. *Note: when a debrief is required this will be part of the mission brief by the Air Operations staff.*

Time & Date Debriefed – Include the time and date (use caution to record in Zulu or local) the phone debriefing was conducted. *Note: when a debrief is required this will be part of the mission brief by the Air Operations staff.*

Form 104

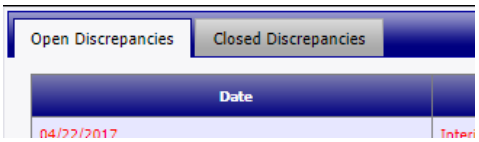
The CAPF 104 is the Aircrew Briefing Worksheet. The Form 104 button appears on the grey toolbar at the bottom of sortie brief/debrief pages. The Form 104 button loads an electronically completed CAPF104 based on the information entered on the sortie pages. This form can be used as an aid when flying to record specific information and notes. As you progress to mission pilot training the purpose and uses of this form will be explored more in depth.

Aircraft Discrepancy Log

CAP utilizes WMIRS to manage its Aircraft Discrepancy Logs. As such, there is no paper discrepancy log in any CAP aircraft. It is the pilot's responsibility to check the electronic aircraft discrepancy log in WMIRS prior to each flight.

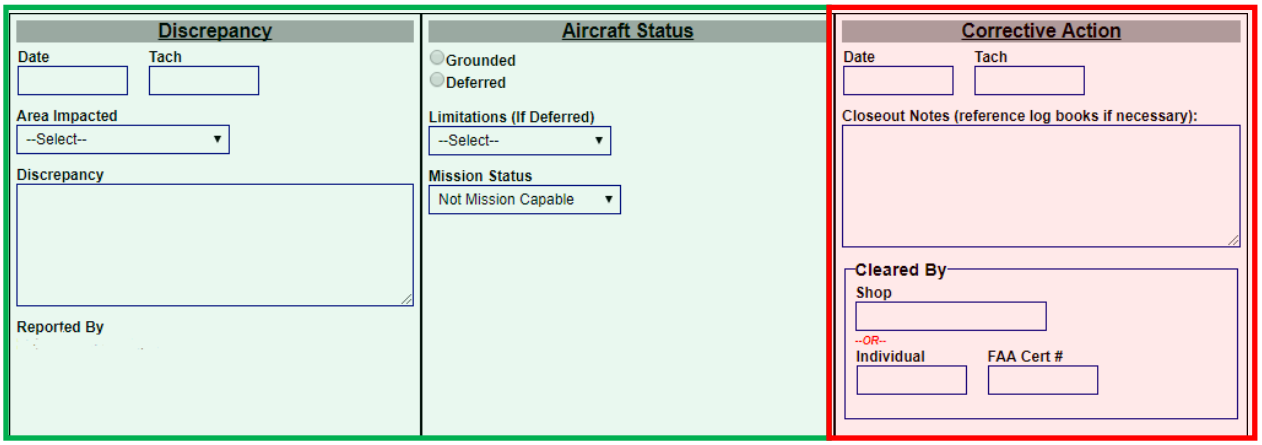
To access the discrepancy log, expand the "Support" menu in WMIRS and select "Maintenance Module." Select "Aircraft Discrepancy Log from the list of links. When the page loads the wing will default to your wing of assignment. The Tail No. drop down is used to select the tail number of the aircraft's discrepancy log.

Open Discrepancies are listed in one tab and Closed Discrepancies are listed in another tab. By default, open discrepancies are shown initially.



To add a discrepancy, complete the discrepancy form located directly below the discrepancy tabs. Always be sure to provide enough information for the issue to be researched thoroughly. Describe the problem and any conditions present when it occurred. Allow the mechanics to determine the course of action to remedy the problem. The pilot finding the discrepancy may

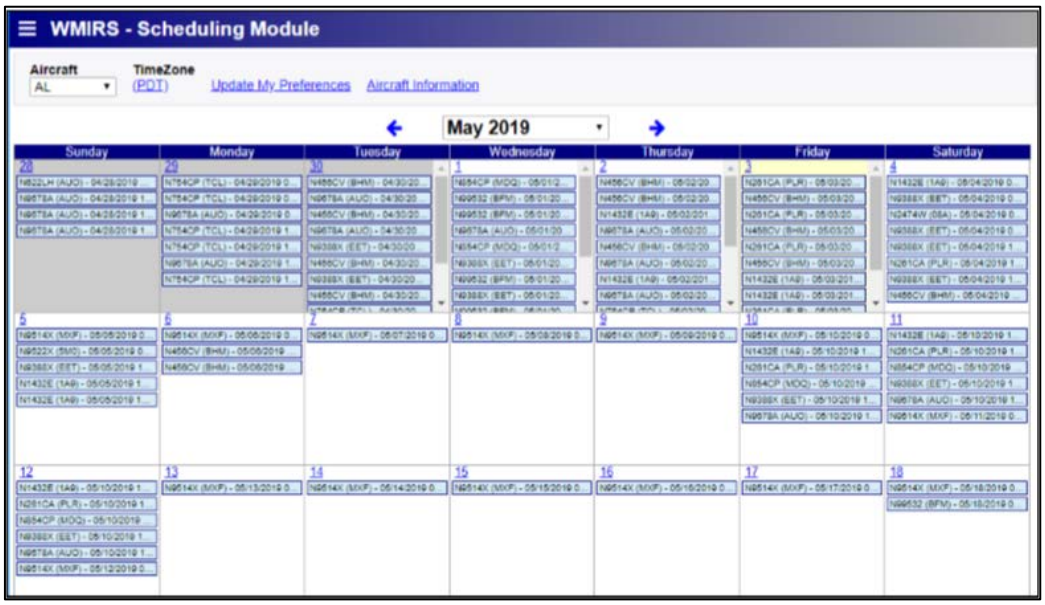
ground the aircraft when appropriate. Refer to the Kinds of Operations Equipment List, if available, or consult with a unit maintenance officer to determine if the discrepancy is grounding for the aircraft. Do not enter corrective actions unless specifically instructed to do so by an authorized maintenance officer.



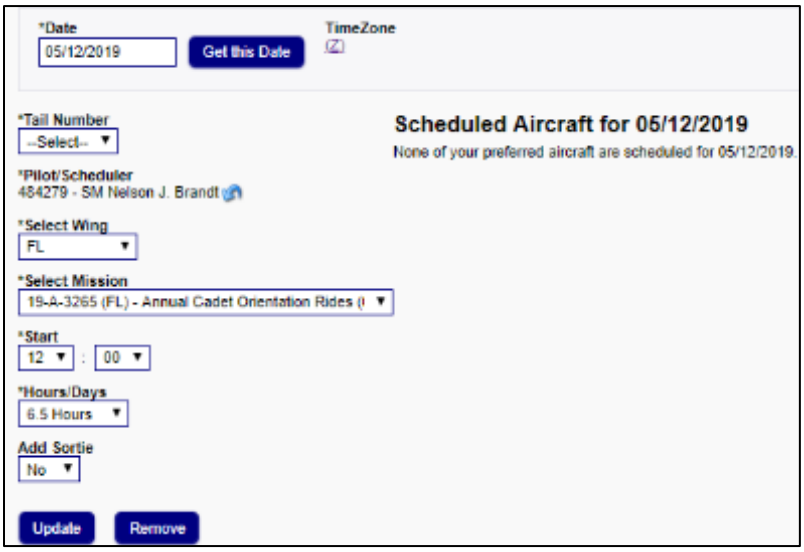
Use the "Add Record" button on the grey bottom screen toolbar to submit a discrepancy. "Printable Log" allows for a printer friendly version of the open discrepancy log. This is useful if a copy of the discrepancy log needs to be carried for flight. Once the aircraft has been scheduled if any discrepancies are added an e-mail notification will be generated and sent to the pilot.

Scheduling Module

The scheduling module is accessed from the "Support" menu by selecting "Scheduling Module." WMIRS is the only scheduling tool used to control and check aircraft scheduling.



Each sortie scheduled for an aircraft will show up as a single entry on the day it is scheduled. Hovering over entries will provide addition informational about that entry.



To add an entry, click on the hyperlinked date on which you want to schedule an aircraft. This will open a scheduling window to allow selection of the aircraft and mission. At the bottom of the mission drop down menu is an option for “TBD” or “to be determined.” The TBD function is useful if the time needs to be blocked but you’re unable to load a sortie at time of scheduling for some reason. When a scheduling conflict occurs, notification will show that the aircraft has been overbooked. The system *will* allow double booking so always make sure that the conflict is resolved before flying. If the sortie is created via the add sortie process described previously, then it is *not* necessary to use the scheduling module. Instead, when the calendar is viewed, the sortie will automatically be reflected on the calendar.

WMIRS Summary

WMIRS is a robust system that will be used every time you operate a CAP aircraft. Spending a few minutes becoming familiar with its layout and functions will make operating in this environment much more routine. There is no alternative method to WMIRS. This section of the guide has provided guidance for one method of accomplishing the basic tasks associated with flying CAP aircraft: mission selection, sortie creation, crew assignment, receipt document upload, aircraft discrepancy logs, and the scheduling module.

1.4. Safety Education

Reference: CAPR 160-1, Chapter 5 – Safety Promotion and Recognition

In Civil Air Patrol, safety and risk management are a part of everything we do. As you've seen in this guide already, there are numerous pieces of the operation that come together to provide a complete safety umbrella for CAP operations. CAP maintains the Safety Information and Reporting System (SIRS) to provide a one-stop shop for safety related tools and resources.

On-going safety education is a big part of ensuring all our members understand risk management and maintain an awareness of the risks we face and how to control those risks. What does this mean to you? Every CAP member is required to log safety education once each calendar month. The preferred way of receiving this education is at a unit meeting where members are presented with a safety education topic once a month and have the opportunity to discuss it.

Methods of Satisfying Safety Education

There are several ways to satisfy the safety education requirement. Find what works best for you.

Unit Safety Education – Units are required to offer safety education monthly. Attending the monthly safety briefing at your local unit will be recorded in eServices by the unit's safety officer and this will satisfy your safety education requirement. This is the preferred method of receiving your safety education, as it allows discussion and sharing of best practices.

FAA Wings – As a pilot you have access to the FAA Wings Program (https://www.faasafety.gov). If you haven't established an account, you are highly encouraged to do so. After linking your wings account to your CAP eServices account, any training completed on the FAA website will automatically pass to CAP and satisfy your safety education requirement. *Note: Linking your FAA Wings account with CAP information is provided below.*

CAP Learning Management System (LMS) – CAP offers numerous online safety courses from topics involving aircraft operations and fire extinguishers to downed powerline avoidance. Completing any of the safety courses available through eServices will also

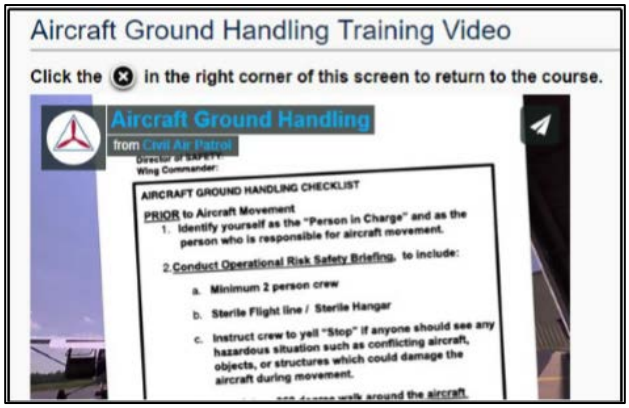
satisfy your safety education requirement. These courses may be in eServices or in the new LMS called Axis.

Outside Safety Education – Safety received outside of CAP can be credited as safety education for CAP. This training may be provided by another organization you're a part of or an employer. To receive credit from CAP for this training, bring the information and any course certificate to your unit safety officer for validation.

Aircraft Ground Handling Video

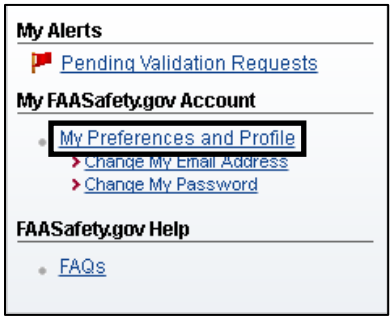
The Aircraft Ground Handling Video is a training module completed through eServices that involves a 20-minute video followed by a 10-question quiz. Retraining for pilots must be accomplished every two years. There are several ways to access the training.

To access the training, one method is simply returning to the "What Do I Need" module in Ops Quals (reviewed in a previous section) and selecting "VFR Pilot." At the very bottom of the table of requirements for VFR Pilot is a requirement for Aircraft Ground Handling. Clicking on the associated link you will be directed to CAP's LMS (Learning Management System) and be able to proceed with taking the course.



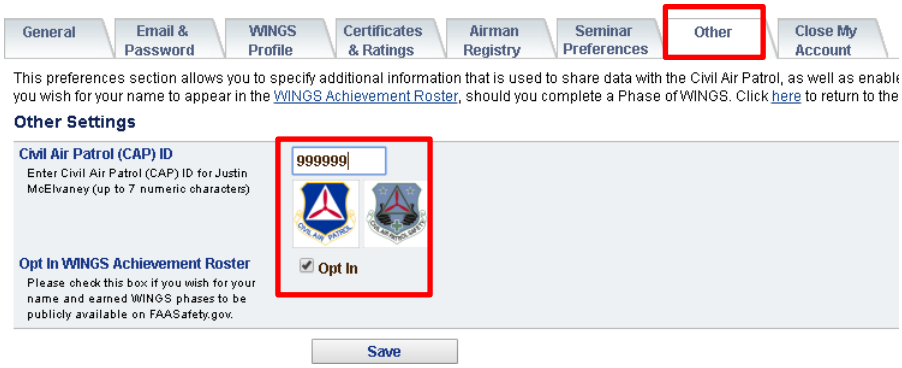
Linking FAA Wings with CAP eServices

For information on setting up your account follow the new user instructions found on https://www.faasafety.gov. Once you are logged in, select "My Preferences and Profile" from the home screen. This will direct you to the profile section which is comprised of tabs for the various pieces of information you may enter on your profile.



Select the "Other" tab.

Enter your CAPID number and select the "Opt In" checkbox. Save your information and you are now enrolled!



PART 2: PUBLICATIONS

Publications are all the documents that prescribe how CAP operates. Regulations, supplements, and operating instructions are "directive" in nature. This means compliance with these documents is *mandatory*. Pamphlets are "non-directive" which means they are not mandatory. That said, absent compelling reasons to *not* follow the non-directive guidance, it's good practice to follow the non-directive guidance as well.

Regulations, Supplements, and Pamphlets are the most common CAP Publications you will work with. Below are general definitions of each:

> *Regulations*. Regulations are directive publications prescribing actions necessary to meet the requirements of law or policy and may only be issued by National Headquarters (NHQ). Regulations are labeled CAPR followed by a series number. The series (i.e. 70) refers to a specific functional area. 70 series publications provide guidance for operations related matters.
>
> *Supplements*. Supplements are also directive like regulations but are issued by units below NHQ (i.e. Region or Wing headquarters). Supplements add to or provide more localized directive guidance to the regulation being supplemented.
>
> *Pamphlets*. Pamphlets are non-directive publications that provide guidance on how to perform a task, improve understanding of a topic, or communicate some other information in a structured manner. Pamphlets are *not* directive policy.

In this part of the guide the various regulatory and procedural components of flying in Civil Air Patrol will be reviewed. Where appropriate the governing directive is referenced so that you may read more deeply into the topic or seek additional information.

2.1. CAP Pilot Flight Evaluation

Reference: CAPR 70-1, Chapter 7 – CAP Pilot Flight Evaluations
CAPS 72-5 Aircrew Evaluation and CAPS 73-6 Aircrew Evaluation Criteria

All CAP pilots must have a flight evaluation to be permitted to operate CAP aircraft (powered, glider, and/or balloon). Flight evaluations are intended to evaluate the pilot's knowledge of CAP procedures as well as that the pilot can safely operate the aircraft to the standards of the certificate being exercised. CAP flight evaluations are *not* FAA check rides but are similar to a flight review. They are intended to provide an annual check of pilot proficiency and ensure the member is familiar with current CAP regulations and other policies effecting CAP Flight Management.

Form 5's come in three varieties in CAP: initial, annual, and abbreviated.

INITIAL
First Time Per Aircraft

The Initial Form 5 is given anytime the applicant has not flown the type of aircraft being checked in. An initial Form 5 is required for each aircraft to be flown initially. Once an initial has been completed, the Annual Form 5 will renew all qualified aircraft (with some limitations as discussed in the following paragraph). An initial Form 5 may be conducted as either an Annual or Abbreviated.

Example: Pilot completes an initial (and annual) Form 5 in a C172. To add C182 privileges, the pilot would need to complete an initial in a C182.

ANNUAL
Once a Year Flight Eval

The Annual Flight Evaluation (Annual Form 5) is the flight evaluation all CAP pilots complete once per year. CAPS 72-5 Aircrew Evaluation defines the tasks that must be accomplished to complete an annual Form 5. Your annual Form 5 is valid until the last day of the month of the following year from the date the evaluation was conducted. The Annual Form 5 renews the aircraft that the evaluation is conducted in as well as all other aircraft models in the same category and class as the model used for the Form 5. The two most important stipulations to this rule are: 1) to renew airplane models that are complex or high performance, the flight evaluation model flown must be either a complex or high-performance airplane. To renew aircraft models equipped with the G1000, the flight evaluation model flown must be G1000 equipped.

Example: This year you completed an Initial Form 5 in a C172 round dial. Three months later you complete an Abbreviated Form 5 (discussed in detail next) that adds C182 and G1000. Next year when your Annual Form 5 is due, if you conduct the Form 5 in a C182 with G1000 then it will automatically renew your C172. If, however, the next Annual Form 5 were conducted in a C172 with round dials, then your C182 and your G1000 would expire at the one-year mark from the previous Annual Form 5.

ABBREVIATED
Adding Endorsements or Types

The Abbreviated Form 5 is used to add additional endorsements or aircraft models in the same category and class on the current Form 5 (annual). Check Pilots have the authority to determine which tasks are required to accomplish the intent of an abbreviated Form 5. An abbreviated Form 5 adds to the last completed annual Form 5 and does not result in a new expiration date for any pilot privileges.

> Examples of endorsements that may be added include: G1000, Orientation Pilot, Instrument Demonstration, Instructor Pilot, etc. An Initial Form 5 may be administered as an Abbreviated Form 5 to add an additional aircraft model in the same category and class.
>
> *Example:* You completed an Annual Form 5 and six months later decide to add instrument privileges. You may take an Abbreviated Form 5 to add Instrument Demo to your flight privileges. This will grant instrument privileges, but your expiration date will still be based on the last Annual Form 5. This means in another 6 months your next Annual Form 5 will be due.

Aircraft Questionnaires. Every Form 5 taken will require you to complete an Aircraft Questionnaire (CAPF 70-5Q). Use the version of the CAPF 70-5Q appropriate to your category of aircraft. Only a questionnaire for the aircraft model to be flown on the evaluation need be completed. (In the past, a requirement for multiple questionnaires existed – that requirement has been eliminated). Always ensure that you are using the current version of the questionnaire form available for download on the CAP NHQ Forms & Publications downloads page. The questionnaire must be completed within 60 days before the actual flight evaluation.

Following any evaluation event, all documentation must be uploaded to OpsQuals within 72 hours of completion. This includes the signed CAPF 70-5 and the associated CAPF 70-5Q.

2.2. Rules of Operation

Reference: CAPR 70-1, Chapter 9 – General Operating and Flight Rules

CAPR 70-1, *Civil Air Patrol Flight* Management, is the regulation that defines how CAP aircraft operations are conducted. This includes the flight evaluation process described in the previous section as well as the actual operating rules for CAP aircraft that will be looked at in this section. It cannot be stressed enough how it important it is to read this regulation in its entirety as a new pilot. While this section will review some of the key operating rules, it is ***not*** a substitute for completely reading the regulation and becoming knowledgeable on its contents.

The annual test taken, as described in the previous section, derives its questions from this regulation. Visit http://www.capmembers.com/forms_publications_regulations/ and select Regulations and then find the CAPR 70-1, *Civil Air Patrol Flight Management*, download, and read. After reading the regulation refer back to this guide for a review of some key operating requirements.

Do…	Don't…
• Use CAP aircraft for official CAP business • Ensure aircraft has all required equipment for operation • Wear seat belts and shoulder harness at all times (as pilot) • Use the NHQ CAP provided checklist or manufacturer's checklist • Use airports listed in the FAA Chart Supplement (formerly the Airport/Facility Directory) only • File and activate flight plan for all flights beyond 50 nm (IFR or VFR) *Note: VFR Flight Following satisfies this requirement in CAPR 70-1* • Maintain 1,000ft AGL (day) or 2,000ft AGL (night) • Taxi at a walk pace within 10 feet of any obstacle and not at all within 6 feet • Plan all flights to land at destination with 1-hour fuel remaining (based on normal cruise speed)	• Use aircraft for personal use or hire • Smoke • Aerobatic flight • Night vision devices (PIC) • Hand propping • Formation flying • Charge for flight or ground instruction • Simulated emergency procedures at night or during IMC • Taxi closer than 500 feet behind helicopters or jet aircraft, 200 feet behind light multi's, and 75 feet behind single-engine aircraft • Land with less than 1-hour fuel on board • Carry non-CAP members unless a CAPF 70-9 is completed ***and*** the passenger has been approved (ROTC/JROTC cadets are excepted)

Wind Limitations
Wind limitations are listed in CAPR 70-1, paragraph 9.11.7.5.

To simplify, aircraft will not be operated with surface winds greater than 30 knots in any direction including gusts unless approved first by a SFRO and then the Wing Commander, Vice Commander, or Director of Operations. The maximum demonstrated crosswind component in the AFH or POH is treated as a limitation. If the aircraft has no published maximum demonstrated crosswind component, the limit is 15 knots.

Flight Duty Period and Crew Rest Requirements

To ensure crews are properly rested for a safe operation, the following duty and flight time restrictions are placed on all crew members (pilots, observers, scanners, etc.) of CAP aircraft.

Flight Release

Before operating a CAP aircraft, a flight release must be obtained. The flight release officer (FRO) and senior flight release officer (SFRO) are members designated by the wing commander in WMIRS with the authority to authorize a flight. After all the steps of getting ready to fly a sortie are completed (aircraft scheduled, maintenance status reviewed, sortie entered, ORM completed, etc.) the pilot in command must have a verbal conversation with the FRO. The FRO will utilize WMIRS to release the flight. This electronic release through WMIRS validates the pilot's qualifications and ensures there are no other issues with the flight. The table below summarizes the various release requirements depending on the specific criteria the sortie will operate.

SUMMARY TABLE OF RELEASING AUTHORITY

FLIGHT RELEASE OFFICER (FRO)	SENIOR FRO (SFRO)	WING CC/CV/DO AUTHORIZATION
- Must have experience as either pilot or aircrew member (need not be current) - Approve a sortie for takeoff when the departure runway is ***at least*** longer than takeoff ground roll plus landing ground roll at actual takeoff weight - Release IFR flight ***no earlier than*** two hours before ***actual takeoff*** time. Weather must be ***greater*** than 800 ft ceiling and 2sm visibility (or approach minimums)	- Must hold CAP Senior Pilot rating and instrument rating (need not be current) - Approve sortie for takeoff when runway is ***shorter*** than calculated takeoff distance ground roll plus landing ground roll at takeoff weight - Approve IFR sortie when forecast conditions (including TEMPO) for departure or arrival airports are ***lower*** than 800 ft ceiling and 2sm visibility (but not lower than 500 ft ceiling / 1sm visibility) - Recommend approval for operations with surface winds greater than 30kts to wing CC/CV/DO	- Authorize (in concurrence with the releasing SFRO) sortie operations down to FAA minimums for departure or arrival airports - Approve operations with SFRO recommendation for release when surface winds are greater than 30kts - Approve operations below -10°F - Approve duty periods of 14-16 hours duration

Upon completion of the flight, the pilot must notify the FRO the flight has been completed safely. FROs are not dispatchers. The PIC is responsible for safe operation of the flight. The FRO serves as a check to ensure all CAP requirements are met and has additional follow up steps to follow if the pilot does not report the flight completed within 2 hours of the discussed time of arrival.

2.3. CAPR 66-1 CAP Aircraft Maintenance Program

The CAPR 66-1 outlines requirements for CAP aircraft airworthiness standards established by Federal Aviation Regulations (FARs) and CAP regulations. The regulation outlines requirements for CAP region and wing to ensure that CAP corporate-owned aircraft assigned to their organizations meet these standards and are maintained in a safe, airworthy condition. All CAP aircraft shall be maintained and operated in accordance with applicable FARs, including FAR Part 43 and Part 91. Each wing and/or region is required to publish a supplement to CAPR 66-1 every two years as prescribed in paragraph 4. Pilots should familiarize themselves with this regulation and any applicable supplements.

2.4. CAPR 62-1 Safety Responsibilities & Procedures / CAPR 62-2 Mishap Reporting & Review.

CAPR 62-1 establishes the requirements for an effective safety program within the Civil Air Patrol (CAP). This regulation guides CAP units in implementing all portions of CAP Safety Program. The CAPR 62-2 outlines mishap reporting and mishap review procedures. The overall purpose of mishap reporting, and review is mishap prevention. Prompt notification and reporting of all CAP safety mishaps in accordance with the procedures in this regulation is mandatory. New CAP Pilots should familiarize themselves with these regulations in order to understand CAPs Safety Program. Additionally, members should take the Basic Risk Management and the “SIRS - How to...” modules in the eServices Learning Management System.

2.5. Wing Supplements

IAW CAP Regulations a wing may publish a supplement with approval from NHQ.

New CAP Pilots should see if their wing has a supplement for CAPR 70-1, 66-1, 60-3, 62-2 and/or 173-3. The supplements can be found at:
https://www.gocivilairpatrol.com/members/publications/approved-supplements-and-ois-by-region

Pilots need to become familiar with the use of NHQ credit cards (EFS MasterCard) included in each aircraft. Some wings may have a second card such as MultiService and AVCARD for their wing specific mission. Section 2.4 will review each card use below.

2.6. Methods of Payment & Receipt Upload Process

While much of the flying done in CAP is paid for by either the Air Force or another customer, there are times when you the member may be responsible for paying for a flight. Additionally, regardless of who is paying for the flight, the fuel/oil receipt must *always* be uploaded. (The actual upload process is described in the WMIRS section of this guide.)

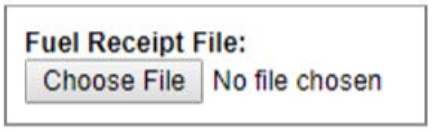
Shell MasterCard Usage
New Pilots need to be aware that EFS Mastercards are provided for use on all Air Force Assigned Missions (AFAM) with an "A" mission symbol and as well as other NHQ reimbursable missions. When using the card, a PIN may be required. The pin will be the first four digits of the tail number. For tail numbers with only three numbers a zero is used for the last digit (i.e. N99040 = 9904, N894CP = 8940). If a billing zip code is required, 36112 must be used (zip code for NHQ). If a "Driver Number" is requested the PIN should be used. If mileage is requested enter any number as there is no mileage validation required.

Personal (Member) Credit Card
For all member funded flying (not reimbursable) a personal credit must be used. Use of the NHQ Shell MasterCard or Wing AVCARD is not authorized for payment of member funded flying.

Member Funded Flying Aircraft Maintenance Cost
When CAP aircraft are used on authorized member funded flights an hourly reimbursement rate is set IAW CAPR 173-3 and may be increased by 10% with approval of the wing. Please familiarize yourself with your wing's procedure for payment of the hourly rate.

Again, these costs are for the aircraft and ***do not*** include fuel. Fuel on member funded flights is paid for by the member at the time of purchase. These may be referred to as the "Table 1" rates because CAP maintains two tables of rates depending on the user of the aircraft.

WMIRS Fuel Receipt Upload
Earlier in this guide the WMIRS Sortie Debrief page was reviewed. The fuel receipt file upload is part of the debrief page. ***All*** missions, regardless of funding source (Air Force, wing, or member) require the fuel receipt be uploaded. This ensures accountability of proper fueling for all aircraft users and that each mission's costs are properly tracked.



PART 3: CAP IN THE REAL WORLD

This part will review areas of operations that are more general and simply discuss how things are done In CAP.

3.1. Hangars

Every year aircraft are damaged as a result of improper ground handling. The ground handling video requirement that must be satisfied every two years addresses many common areas where damages occur.

There should always be at least two people pushing aircraft into hangars. If there are not two people in your crew, ask the FBO for assistance, the fuel truck operator, or leave the aircraft tied down securely on the ramp. Where local procedures are established, always be sure to follow them – they are there to protect our equipment. Damage as a result of aircraft ground movement is always the responsibility of the person who was supervising movement of the aircraft in to or out of the hangar.

Access to hangars is controlled via a key in a lock box. Your pilot mentor will review detailed access procedures later in the onboarding process.

3.2. Callsign

The FAA designated callsign for CAP is "Cap" (spoken like 'you wear a *cap*'). The filing prefix for all flight plans is CAPxxxx. In CAP, each wing is designated by a number. The first two digits (or in some cases where the first digit would be a zero - only the first digit) designate the wing while the last two digits are assigned by the wing. Numbers are pronounced in group form. For example, CAP1264 would be spoken as "Cap Twelve Sixty-four." All aircraft have a callsign placard as a reminder!

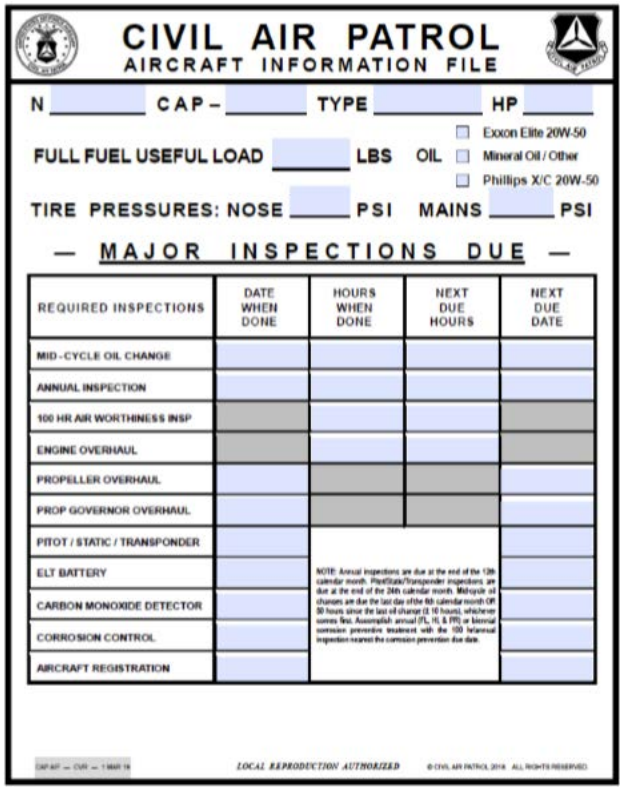
When filing a flight plan be sure to include the tail number (N-number) in the remarks field. When talking on the radio, including CTAF, ATC, or CAP radios, the callsign used is always the CAP callsign unless a specific mission has other requirements. Because special missions, CAP-USAF and maintenance may fly the aircraft using a non-CAP callsign, the Flight ID field of the ADS-B must be checked for the proper callsign immediately after engine start.

3.3. Aircraft Information File (AIF)

All aircraft in Civil Air Patrol are assigned an Aircraft Information File, which is a binder containing airworthiness-related content in a standardized format. The AIF contains some very important pieces of information and logs that will be utilized on every single flight. Like many of the topics covered in this guide, only some key portions will be covered here. CAPS 72-4, *Aircraft Information File* describes the layout and content of this document.

AIF Cover Sheet

The cover sheet is a summary form that lists the current inspection completion and/or due dates or engine times for all required inspections and checks of the aircraft. ***Always*** verify the numbers on the cover sheet are correct and that the aircraft is indeed airworthy. The cover sheet is placed on the binder cover so it's visible when the binder is closed and serves as the binder cover sheet.



CIVIL AIR PATROL
AIRCRAFT INFORMATION FILE

N _____ CAP – _____ TYPE _____ HP _____

FULL FUEL USEFUL LOAD _____ LBS OIL ☐ Exxon Elite 20W-50 ☐ Mineral Oil / Other ☐ Phillips X/C 20W-50

TIRE PRESSURES: NOSE _____ PSI MAINS _____ PSI

— MAJOR INSPECTIONS DUE —

REQUIRED INSPECTIONS	DATE WHEN DONE	HOURS WHEN DONE	NEXT DUE HOURS	NEXT DUE DATE
MID-CYCLE OIL CHANGE				
ANNUAL INSPECTION				
100 HR AIR WORTHINESS INSP				
ENGINE OVERHAUL				
PROPELLER OVERHAUL				
PROP GOVERNOR OVERHAUL				
PITOT / STATIC / TRANSPONDER				
ELT BATTERY				
CARBON MONOXIDE DETECTOR				
CORROSION CONTROL				
AIRCRAFT REGISTRATION				

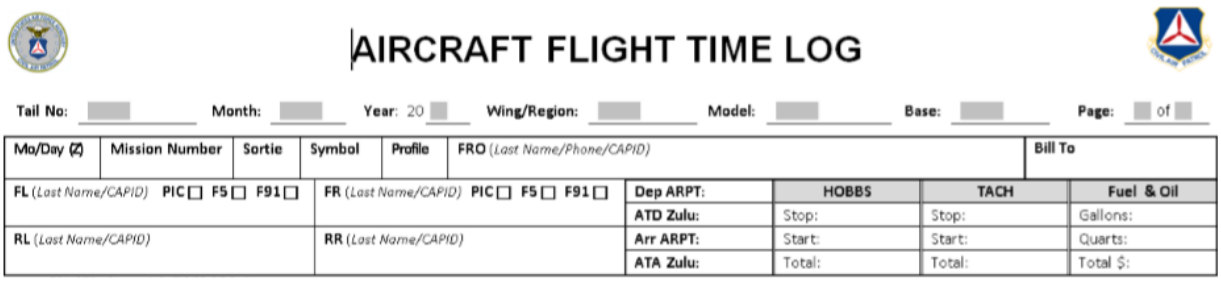
NOTE: Annual inspections are due at the end of the 12th calendar month. Pitot/Static/Transponder inspections are due at the end of the 24th calendar month. Mid-cycle oil changes are due the last day of the 6th calendar month OR 50 hours since the last oil change (± 10 hours), whichever comes first. Accomplish annual (FL, H, & PR) or biennial corrosion preventive treatment with the 100 hr/annual inspection nearest the corrosion prevention due date.

LOCAL REPRODUCTION AUTHORIZED

Equipment assigned to the aircraft is noted on the "Loose / Removable Equipment" page on the back cover. Verify any equipment noted is with the aircraft (in the hangar or physically stored in the aircraft).

Aircraft Flight Time Log

The Aircraft Flight Time Log (sometimes referred to as "tach sheet") is the aircraft flight log. It records date, mission number and symbol, sortie number, crew, departure/arrival airports, actual flight times (ATD/ATA), Hobbs time, tach time, and fuel/oil quantities and costs.



AIRCRAFT FLIGHT TIME LOG

Tail No: ____ Month: ____ Year: 20 ____ Wing/Region: ____ Model: ____ Base: ____ Page: ____ of ____

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (*Last Name/Phone/CAPID*)	Bill To

FL (*Last Name/CAPID*) PIC☐ F5☐ F91☐	FR (*Last Name/CAPID*) PIC☐ F5☐ F91☐	Dep ARPT:	HOBBS	TACH	Fuel & Oil
		ATD Zulu:	Stop:	Stop:	Gallons:
RL (*Last Name/CAPID*)	RR (*Last Name/CAPID*)	Arr ARPT:	Start:	Start:	Quarts:
		ATA Zulu:	Total:	Total:	Total $:

The forms are self-explanatory, but please make sure the information is recorded correctly and accurately. At the end of each month, a member of the aircraft's custody unit will collect the forms. The information on the forms is used to reconcile any discrepancies with the data entered in WMIRS.

VOR Check Form

VOR checks are recorded under Tab 3 on the VOR Check Form. Any pilot may complete the VOR check. Making this form a regular part of the pre-flight will help ensure the aircraft always maintains a current VOR check.

Grounding Card

The grounding card (printed on red paper) is kept in the front pocket of the binder. If the aircraft needs to be grounded, place the grounding card inside the front cover of the AIF, so it obscures the cover sheet, and place the AIF face up on the pilot's seat. This eliminates the possibility of the grounding card being blown under the pilot's seat and ensures the grounded status of the aircraft is clearly communicated to the next pilot.

Any time the aircraft is grounded notify the wing aircraft maintenance officer (AMO) and ensure an aircraft discrepancy entry is made. Never remove the grounding card unless directed to do so by an aircraft maintenance officer.

3.4. Typical Flow of Pre & Post Flight Tasks

The following section will walk through the phases of flight planning and mission execution with a summary of items to be considered in the planning and execution of a sortie. If you have questions while reviewing this flow, write them down so that they may be discussed with your mentor.

While there is no perfect standard timeline that will work 100% of the time, this guide should serve as baseline timeline for planning and conducting the associated tasks. It is a *guide*.

1 Day Prior

Initial Sortie Planning Steps

- Conduct initial assessment of flight feasibility: Weather? NOTAMs?
- Verify pilot qualification shows **ACTIVE** in Ops Quals (especially important when moving from one month to the next when quals expire)
- If not already scheduled, check WMIRS Scheduling Module for available aircraft (use drop down to check all Wing aircraft vs. personal selection)
- If sortie not created via scheduling module, create sortie ensuring aircraft tail number and ETD/ETA, and pilot name are entered.
- Review aircraft maintenance snapshot, status, and discrepancy log.

Day of Flight

Before You Leave Home

- Verify current and forecast weather will meet CAP requirements
- Complete any remaining sortie detail information (Sortie Edit and Brief Sortie pages)
- Have a FRO in mind. Precoordinate with one or two FROs for their availability, so as not to get stuck at airport with no flight release
- View (print) latest aircraft discrepancy status summary
- File IFR or VFR flight plan if required for flight
- Verify in possession of CAP ID Card and in complete CAP uniform
- If flight is a Form 5, don't forget a pre-filled CAPF 70-5 for Check Pilot
- Complete the electronic pre-flight risk assessment for the sortie (aka ORM) in WMIRS or ensure FRO will complete on your behalf

At the Airport

Pre-Flight

- Unlock the hangar key box if necessary (verify codes for entry with pilot mentor) ensuring to clear code after unlocking
- Review Aircraft Information File (AIF) ensuring cover sheet inspections due summary times are current/valid and complete the flight log entry to the extent possible for the sortie to be flown
- Conduct aircraft pre-flight (remove aircraft key box from tie down ring; verify key box code with pilot mentor). Use fuel dip stick to determine fuel level. If total fuel quantity is not to required level (tabs, full, etc.) based on the specific aircraft **do not fly until determining with FRO how to account for inaccurate fuel situation.**
- When all crew members are present, and if not otherwise briefed, conduct crew and mission briefing (briefing items are included on the CAP aircraft checklist)
- Attach tow bar when ready to pull from hangar and carefully pull aircraft from hangar. **Remove tow bar immediately following pulling aircraft from hangar**.

Before Start

Sanity Check

- Step back from the aircraft and take a big picture last check walk around
- Contact FRO for flight release *(verbal conversation required before flight)*
- Verify hangar door closed and secure
- Record engine start time, Hobbs time, and tach time. Remove tow bar immediately following pulling aircraft from hangar.

Fly Safe!

Represent CAP In the Air

- You don't have to get a paycheck to demonstrate professionalism.
- CAP aircraft are highly visible in the community. With our paint job and callsign, everyone knows when CAP is flying. Help maintain CAP's reputation as a responsible member of the aviation community by making smart, safe, and courteous decisions.

Post Flight

Not Finished Yet!

- Record the engine shutdown time, ending Hobbs and tach time.
- Notify FRO that the flight is complete and safely on the ground.
- Complete the remaining fields of the flight log in the AIF. *Note: fuel and oil total may not be available until returning to FBO.*
- Ensure all AIF Flight Log information is recorded so that upon returning home the information is available for entry into WMIRS
- Use the fuel tank dip stick to determine the proper fueling amount per tank. Do not depend on the fuel gauges or calculated fuel burn. Fuel costs are strictly controlled and associated with specific missions and sorties. When possible, monitor fueling to ensure proper level of fueling! Use of "top to the tabs" sometimes gets lost in translation to "to the top." As a best practice, specify exact gallon amounts for each wing.
- Verify all covers are returned and that the engine heater is connected if appropriate.
- Close your flight plan!
- If a grounding discrepancy was discovered ensure the "GROUNDED" placard from the AIF is placed in the front cover sleeve covering the AIF Inspections Summary/Times summary data, so that the next crew cannot overlook its placement. If unsure about grounding or just deferring, contact the aircraft maintenance officer.
- Verify aircraft lock box code is cleared.
- If no other crew member available to assist in pushing aircraft in hangar request the FBO provide assistance (lineman/fuel truck operator/etc.).
- Conduct a final walk around and make sure nothing is missing (aircraft is powered off, times are recorded, etc.).
- Secure hangar, turn off lights, and verify hangar lock code is cleared.

Sortie Closeout **NO LATER THAN 48 HOURS AFTER FLIGHT**	• Return to WMIRS and the debrief sortie page for the sortie flown completing all applicable fields. • Upload fuel Receipt Form to the Sortie Receipt upload field on the sortie debrief page. • Ensure any other pertinent documents for the mission are also uploaded. This would include a weight and balance document (when required), mission pilot proficiency profile checklist, etc. • If there were any discrepancies discovered on the flight, ensure the discrepancy is written up in the WMIRS Aircraft Discrepancy Log. *Note: If grounding the aircraft provide a courtesy call to the aircraft maintenance officer (contact information available in the AIF).*

PART 4: PILOT REQUIREMENTS CHECKLIST

After finding a CAP unit and joining, you will have some professional development requirements to give you an overview of the Civil Air Patrol. This training will also allow you to become familiar with CAP's role as the Air Force Auxiliary. CAP's status as an Air Force Auxiliary is important Because when flying a sortie that has been designated as an Air Force Assigned Mission (AFAM), you will be provided Federal Torts Claim Act (FTCA) and Federal Employees Compensation Act (FECA) coverage. The majority of CAP flying is in an AFAM status.

When you first join CAP, you will want to become a VFR pilot as soon as possible. The unit should provide a mentor, if you don't have one, to help you through the process. If the unit does not provide a mentor, ask your unit Director of Operations or Commander to provide you with a mentor. After completing the VFR pilot requirements, you will be able to move forward to meet your desires within the organization. Your mentor will be able to explain the advantages of gaining more qualifications.

Below are the steps that need to be completed to become a qualified CAP pilot.

4.1. VFR Pilot

This checklist below provides the CAP Pilot qualification requirements to fly corporate aircraft. As you work through the process don't forget that most questions can be answered by reviewing the CAP flight management regulations and pamphlets.

Checklist (Initial Requirements)

- ☐ Be a current, active CAP member at least 17 years of age (16 years of age for CAP glider pilots, see section 4.5)
- ☐ Possess a valid FAA private, commercial, or airline transport pilot certificate
- ☐ Possess a valid FAA Class III or higher medical certificate (not required for gliders)
- ☐ Possess a current flight review IAW FAR 61.56

Checklist (After joining)

- ☐ Enter flight documents in eServices as outlined in section 1
- ☐ Complete the CAP Level 1 Course
- ☐ Complete Cadet Protection Program Training (CPPT)
- ☐ Complete Aircraft Ground Handling (AGH)
- ☐ Coordinate an orientation flight with your mentor and unit leadership
    - The orientation flight can be flown as a proficiency profile
- ☐ Complete statement of understanding in Operations Qualifications
- ☐ Once prepared for your Form 5 flight, schedule and fly as outlined in section 1

4.2. Transportation Mission Pilot (TMP)

After your initial qualification, there are multiple qualifications you can work to achieve. The transportation mission pilot qualification allows to you gain an understanding of the mission areas in CAP and ultimately become a mission pilot (MP).

Below are the requirements to become a transportation mission pilot.

Checklist

- ☐ Complete the General Emergency Services quiz
- ☐ Complete IS-100: Introduction to the Incident Command System (ICS), ICS 100 course.
- ☐ Complete IS-700: An Introduction to the National Incident Management System (NIMS)

  Note: IS courses can be found on the Federal Emergency Management Administration web site at https://training.fema.gov/is.
- ☐ Have 50 hours cross country time
- ☐ Have 100 hours of Pilot in Command (PIC) time
- ☐ Have your commander approve your TMP qualification

4.3. Orientation Pilot

Those pilots that enjoy working with cadets should think about becoming orientation pilots. Orientation pilots are given the opportunity to fly CAP cadets and after completing at least 300 hours PIC, can fly AFROTC and AFJROTC cadets.

Below are the requirements to fly as an orientation pilot.

Checklist

- ☐ Have 200 hours PIC time
  - For AFROTC and AFJROTC, you need to have 300 hours PIC time
- ☐ Complete the "Orientation Pilot" exam
- ☐ Schedule a flight with an instructor to receive your orientation pilot endorsement
- ☐ Have your commander endorse your "Orientation Pilot Demo" qualification

4.4. Mission Pilot (MP)

Those pilots that enjoy working in the demanding mission areas of search and rescue and disaster support should continue their training to become a mission pilot (MP). The mission pilot requirements are some of the most demanding but can be easily accomplished with the assistance of a mentor.

Below are the requirements to fly as a Mission Pilot.

Checklist

- ☐ Complete the General Emergency Services quiz
- ☐ Complete the requirements and be approved as a Mission Scanner
    - Mission Scanner requirements can be found in Operations Qualifications
- ☐ Have at least 175 hours Pilot in Command time
- ☐ Familiarization and Preparatory Training
    - Complete task O-2003, Grid Section Charts. The tasks can be found in the task guide.
    - Complete task O-2004, Use a POC table.
    - Complete task O-2009, Demonstrate Air/Ground Coordination
    - Complete task O-2101, Describe how ELT's are Detected
    - Complete task P-2001, Discuss Mission Pilot Duties and Responsibilities
    - Complete task P-2002, Discuss General CAP-Related Safety Requirements and Issues
    - Complete task P-2003, Discuss Type of Flights Performed by CAP Aircrews
    - Complete task P-2004, Discuss Security Concerns and Procedures
    - Complete task P-2005, Discuss Mission Pilot Responsibilities During a Mission
    - Complete task P-2028, Discuss Crew Resource Management
- ☐ Advanced Training
    - Complete CAPT 117 ES Continuing Education Exam – Part 2
    - Complete task O-2001, Operate the Aircraft Audio Panel
    - Complete task O-2005, Operate the Aircraft DF
    - Complete task O-2006, Perform ELT Searches
    - Complete task O-2007, Locate and Silence an ELT on the Ground
    - Complete task O-2008, Complete a Mission Sortie
    - Complete task O-2102, Demonstrate Planning and Flying a Route Search
    - Complete task O-2103, Demonstrate Planning and Flying a Parallel Track Search
    - Complete task O-2104, Demonstrate Planning and Flying a Creeping Line Search
    - Complete task O-2105, Demonstrate Planning and Flying a Point Based Search
    - Complete task O-2106, Plan and Command a CAP Flight
    - Complete task O-2107, Prepare for a Trip to a Remote Mission Base
    - Complete task P-2119, Demonstrate how to complete a CAP aircraft inspection
    - Complete Incident Command System course ICS 100
    - Complete Incident Command System course ICS 200 - IS-200

    - Complete Incident Command System course ICS 700 - IS-700
    - Complete Introductory Communication User Training (ICUT)
    - Participate in 2 exercises as a SAR/ES Mission Pilot trainee
- ☐ Have 200 hours as Pilot in Command
- ☐ Complete Mission Pilot flight check Form 91

4.5. Glider Pilot

The requirements to become a Glider pilot in CAP are almost identical to the requirements to become a VFR pilot.

Checklist (Initial Requirements)

- ☐ Be a current, active CAP member at least 16 years of age
- ☐ Possess a valid FAA private or commercial glider pilot certificate

Checklist (After joining)

- ☐ Enter flight documents in eServices as outlined in section 1
- ☐ Complete the CAP Level 1 Course
- ☐ Complete Cadet Protection Program Training (CPPT)
- ☐ Complete Aircraft Ground Handling (AGH)
- ☐ Coordinate an orientation flight with your mentor and unit leadership
    - The orientation flight can be flown as a proficiency profile
- ☐ Complete statement of understanding in Operations Qualifications
- ☐ Once prepared for your Form 5 flight, schedule and fly as outlined in section 1

4.6. Glider Orientation Pilot

Those pilots that enjoy working with cadets should think about becoming orientation pilots. Orientation pilots are given the opportunity to fly CAP cadets and after obtaining your FAA Glider Commercial license or completing at least 100 glider flights, you can fly CAP, AFROTC and AFJROTC cadets.

Below are the requirements to fly as a glider orientation pilot.

Checklist

- ☐ Complete FAA Glider Commercial certificate or 100 glider flights
- ☐ Complete the “Orientation Pilot” online exam
- ☐ Schedule a flight with an instructor to receive your orientation pilot endorsement
- ☐ Have your commander endorse your “Orientation Pilot Demo - Glider” qualification

PART 5: PILOT MENTOR PROGRAM

Pilot Mentors are current CAP pilots from around the wing who've volunteered their time to assist new members in moving through the initial requirements for the Form 5 Flight Evaluation. Each new member pilot should be assigned a mentor by the wing onboarding program manager. Mentors may be in the same squadron as the new member they are mentoring or may be from different squadrons. The objective of the mentor program is to pool available resources, volunteers, and talent from across the wing and make it available to the new member.

5.1. Expectations

Expectations of New Member
CAP wants you to be successful on your path to becoming a CAP Pilot. To achieve that goal, some study and review on your part is required. The CAP Ops World is not incredibly complicated, but it's also recognized that it's not the most intuitive system to operate in when starting day one. As a new member, spend the time to learn what is presented in this guide and what is referenced in this guide as additional reading. Preparation on your part will allow your progression to move much quicker and smoothly. Please work with your mentor and uphold any commitments you make with your mentor. Everyone volunteers there time so please do your part to make sure that no one wastes a minute of our most valuable resource.

Expectations of Pilot Mentors
Pilot Mentors are expected to be welcoming ambassadors of CAP to the new member. The mentors roll is to help guide the new member through the processes necessary to complete a Form 5 Flight Evaluation. Mentors must be responsive and dedicated to any member they are mentoring.

Follow through is critical. Each new member and mentor should be followed up with by the leadership on a regular basis to help identify any obstacles and determine a path to success. Mentors should be empowered to bring issues to the unit leadership to make the new pilot onboarding as smooth as possible.

5.2. Mentor Sessions

It is recommended that at least two defined mentor sessions are established with corresponding agendas/worksheets attached to this pamphlet. Mentors must establish the first meeting as soon as possible after being assigned a new member. Sessions may be completed in person or online. The objective of the first session is to answer any questions from the new member regarding the reviewed material (Parts 1-3) and collect basic pilot credentials information. Session 2 is intended to be accomplished within three weeks of session 1 and is to be used to communicate a researched training plan.

Outside the established formal sessions, mentors should always be available to assist pilots anytime a question may arise.

5.3. Establishing the Footprint

Following the first mentor session, the mentor should review the data collected and determine which qualifications the new member meets and those that are not yet satisfied. By working through the worksheet, a specific training footprint concluding with a Form 5 Flight Evaluation can be established for the new member to follow.

Mentors must show good judgement and work to set their mentee up for success. Type of experience, recency of experience, knowledge as demonstrated through the mentor sessions, are all factors in determining a best course of action. The objective is to get the mentee their Form 5. Additional ratings and endorsements can be earned in time. Everything doesn't have to happen immediately.

In addition to ensuring the new pilot completes his/her initial Form 5, the mentor should discuss follow on qualifications with the mentee. This should include the advantages of becoming and what is required to become Mission Pilot (MP), Instructor Pilot, Check Pilot, etc.

CLOSURE

Civil Air Patrol offers pilots a fantastic portfolio of missions that support their communities and our nation. As a pilot you have a unique skill set to offer the organization, its members, and the people served by Civil Air Patrol.

This guide was written to provide a consolidated source for general guidance useful to new pilots. While there is a lot of information to process as a new pilot, by reviewing this guide and working with a Pilot Mentor you will learn that it is a very manageable system and not as cumbersome as it may initially appear.

On behalf of your leadership, thank you for taking the time to use this guide to better prepare yourself to become a CAP Pilot and thank you for choosing to serve in the Civil Air Patrol.

SUPPLEMENTAL INFORMATION

Attachment 1 – Example New Pilot Experience Survey & Qualification Worksheet

Attachment 2 – Example Training Plan Worksheet

Attachment 3 – Example Mentor Session 1 Agenda

Attachment 4 – Example Mentor Session 2 Agenda Index

Attachment 1

New Pilot Experience Survey & Qualification Worksheet (Example)

Worksheet available as separate document – presentation here for illustration only.

NEW PILOT EXPERIENCE SURVEY & QUALIFICATION WORKSHEET

SECTION I – PERSONAL INFORMATION

CAPID	NAME (Last, First MI)	PHONE	E-MAIL

UNIT CHARTER	UNIT NAME	DATE JOINED CAP	TARGET DATE

SECTION II – AIRMAN QUALIFICATIONS

CERTIFICATES/RATINGS/ENDORSEMENTS	FLIGHT EXPERIENCE TYPE	FLIGHT TIME	RECENCY & KIND OF EXPERIENCE
☐ Private Pilot ☐ Commercial Pilot ☐ Airline Transport Pilot ☐ Instrument Rating ☐ High Performance Endorsement ☐ Complex Endorsement ☐ Multi Engine Airplane Rating ☐ Flight Instructor – Airplane ☐ Flight Instructor – Instrument __Medical (1st, 2nd, 3rd, BM)	☐ Personal/Recreational ☐ Corporate (91/135) ☐ Airline (121) ☐ Military ☐ Other (explain Sec. IV)	TOTAL TIME PIC CROSS CTRY	**Check all that apply. Use Section IV to explain:** ☐ Flown less than 25 hrs in past 12 months ☐ Flown more than 25 hrs in past 12 months ☐ Have 10 hours or more in G1000 ☐ Have instructed 10 hours or more in G1000 ☐ Have 10 hours or more in TAA (not G1000) ☐ Have instructed 10 hours or more in TAA ☐ Day Current ☐ Night Current ☐ Instrument Current

FLIGHT REVIEW

DATE COMPLETED

METHOD OF COMPLETION
☐ Flight Review ☐ New Certificate
☐ FAA Wings ☐ Other

SECTION III – CAP PREREQUISITES

High Performance Airplanes	Complex Airplanes	Gippsland GA-8	G1000 Equipped Airplanes
☐ 100 hours total time	☐ 100 hours total PIC time ☐ 10 hours PIC and 25 take-offs and landings are in complex airplanes	☐ Meet CAP High Performance *Note, SAR/DR ARCHER additional requirements apply but are not necessary for Initial CAPF 5*	☐ Documentation Available (describe in Section IV) ☐ Experience summarization with G1000 aircraft included in remarks (Section IV)

SECTION IV – REMARKS

INSTRUCTIONS: Provide any additional necessary to help establish a training footprint. For answers in Section II and III that indicate a remarks entry is necessary ensure a detailed response is provided.

SECTION V – MENTOR INFORMATION

MENTOR NAME (LAST, FIRST)	PRIMARY PHONE	ALTERNATE PHONE	E-MAIL

Example Form

Attachment 2

Training Plan Worksheet (Example)

Worksheet available as separate document – presentation here for illustration only.

TRAINING PLAN WORKSHEET

SECTION I – PERSONAL INFORMATION

CAPID	NAME (Last, First MI)	PHONE	E-MAIL

UNIT CHARTER	UNIT NAME	DATE JOINED CAP	TARGET DATE

SECTION II – MENTOR SESSIONS LOG

MENTOR SESSION 1 DATE	DELIVERY METHOD ☐GotoMeeting ☐In-Person ☐Other	REMARKS/UNANSWERED QUESTIONS/ETC
MENTOR SESSION 2 DATE	DELIVERY METHOD ☐GotoMeeting ☐In-Person ☐Other	REMARKS/UNANSWERED QUESTIONS/ETC

SECTION III – INSTRUCTOR & CHECK PILOT INFORMATION

NAME (LAST, FIRST)	PHONE	E-MAIL	QUAL ☐IP ☐CP
NAME (LAST, FIRST)	PHONE	E-MAIL	QUAL ☐IP ☐CP
NAME (LAST, FIRST)	PHONE	E-MAIL	QUAL ☐IP ☐CP

SECTION IV – MENTOR RECOMMENDATIONS BEFORE FLIGHT EVALUATION

SECTION V – TRAINING PLAN

INSTRUMENT RATED	HIGH PERFORMANCE	G1000	PRE CAPFS*	EVALUATION TO FLY

REMARKS

SECTION VI – WING STANDARDIZATION/EVALUATION OFFICER (DOV) REVIEW FOR G1000

Are G1000 privileges sought? ☐YES – Complete Section VI ☐NO – Skip Section VI, Continue to Section VII

In accordance with CAPR 60-1, *CAP Flight Management*, dated 3 May 2014, paragraph 3-6a(4)(a), I have reviewed the documentation presented and discussed the mentee's relevant G1000 experience. Based on this review, the following course of action is deemed appropriate:

IN-HOUSE SYLLABUS REQUIRED		IN-HOUSE SYLLABUS NOT REQUIRED	
☐Completion of the CAP In-house G1000 transition syllabus is required before the member may complete a CAPFS with G1000 privileges (VFR or IFR).		☐The presented documentation of past training and experience in G1000 aircraft is satisfactory and the member may complete a CAPFS with G1000 privileges (VFR or IFR).	
WING DOV NAME	DATE OF REVIEW	WING DOV NAME	DATE OF REVIEW

SECTION VII – FLIGHT EVALUATION & COMPLETION SURVEY

DATE OF CAPFS	CHECK PILOT	AIRCRAFT TYPE	OUTCOME	REMARKS

ENDORSEMENTS	DATE MENTOR ASSIGNED	DAYS/W1	DAYS/W2	DAYS/F5
☐G1000 ☐INSTRUMENT DEMO ☐ORIENTATION PILOT ☐INSTRUCTOR PILOT				
	90 DAY TARGET MET ☐YES ☐NO	CAUSE OF EXCEEDING 90 DAYS ☐CAP ☐MEMBER		

Example Form

Attachment 3 Mentor Session 1 Agenda

Scheduling: Mentor Session 1 should be scheduled with the new member as soon as possible after receiving the new member's information but not later than one week after receipt of notification of new member to the mentor. When scheduling, mentors will ensure a copy of this pamphlet is received by the new member.

Method of Conduct: Conducted in person or via preferred online meeting systems. If an online conferencing service is utilized ensure that screen sharing is available for demonstration.

Session Objectives:

Objective 1. Complete introductions and ensure an exchange of contact information is available. During the introduction period the mentor should briefly introduce Pilot Onboarding and the purpose of the pilot mentor program. The mentee should know how to contact the mentor and be familiar with the availability of this guide.

Objective 2. Verify the member understands how to login to eServices, how to view OpsQuals, and view WMIRS. Functionality of these applications should *not* be covered during this session. Encourage the mentee to review this guide and complete the eServices associated tasks as they appear throughout this guide.

Objective 3. Complete Attachment 1 – New Pilot Experience Survey & Qualification Worksheet with the mentee. Once the worksheet is complete the mentor must upload the worksheet to the Pilot Onboarding file share and e-mail a copy to the mentee for their records.

Objective 4. Determine a mutually agreeable date to complete Mentor Session 2. The mentee should be provided at least one week to review this guide in its entirety. If more than three weeks is requested, schedule a meeting during the third week to assess the mentee's progress and from that meeting determine a date within three additional weeks to schedule Session 2.

Post Session Tasks:

Mentor: 1) Upload Attachment 1 worksheet to file share, 2) E-mail copy of Attachment 1 worksheet to mentee.

Mentee: 1) Review this guide in its entirety, 2) Contact mentor with any questions that arise during self-study/review.

Attachment 4 Mentor Session 2 Agenda

Scheduling: Mentor Session 2 should be scheduled at least one week after Mentor Session 1 is accomplished and no later than 3 weeks after Mentor Session 1. If additional time is needed following the first session, an intermediate meeting should be planned, and Session 2 should be scheduled within three weeks of that intermediate meeting.

Method of Conduct: Conducted in person or via online meeting. If an online conferencing service outside of the wing provided online account is utilized ensure that screen sharing is available for demonstration.

Session Objectives:

Objective 1. The mentee should be able to demonstrate how to access OpsQuals, show how to view OpsQuals Upload Documents, and that all required documents have been uploaded. Additionally, the mentee should show that the respective tasks were entered for validation for all documents and certificates uploaded.

Objective 2. The mentee should be able to demonstrate how to access WMIRS, show to view a specific mission, how the aircraft discrepancy log functions, how the scheduling module functions, and that they have a basic understanding of sortie creation, briefing, and debriefing.

Objective 3. Answer any outstanding questions the mentee may have raised throughout the self-study period.

Objective 4. Review the completed Attachment 2 - Training Plan Worksheet with the mentee and discuss any questions with the mentee regarding the recommended path forward. *Note: mentors must complete this worksheet prior to the start of Session 2. All information necessary for building a recommended training plan is contained in the Attachment 1 worksheet completed during the previous session.*

Post Session Tasks:

Mentor: If any changes are made to the Attachment 2 – Training Plan Worksheet document ensure it is uploaded to the file share.

Mentee: Contact the instructor pilot (IP) or check pilot (CP) as discussed with mentor and as noted on the Training Plan Worksheet. Continue to ask mentor any questions that may arise.