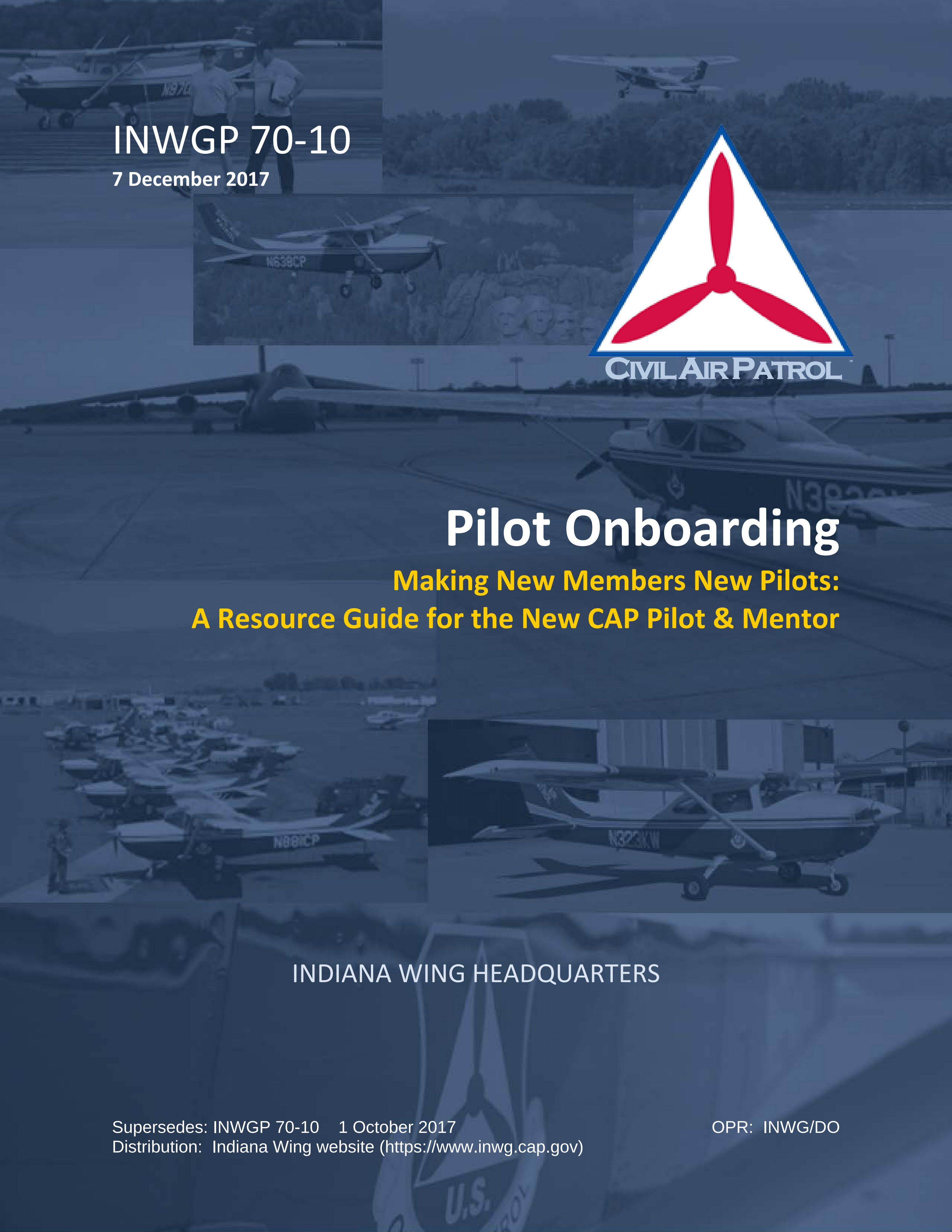

INWGP 70-10

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Pilot Onboarding

Making New Members New Pilots: A Resource Guide for the New CAP Pilot & Mentor

INDIANA WING HEADQUARTERS

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PREFACE

This pamphlet is written to serve as a consolidated source of general corporate knowledge as needed for a new CAP Pilot. The Pilot Onboarding Program is an initiative established to help transition new members quickly and efficiently from member to pilot. This guide is composed of self-study material and provides mentors baseline tools to determine how best to proceed in moving towards the Initial CAPF 5 Flight Evaluation.

By providing this resource to new members all the information necessary to navigate the various applications and regulations applicable to pilots can be presented in an organized structured environment.

Pilot Mentors are able to use this guide to point the new member to a starting point for learning and as a framework for assessing the new member's pilot credentials thus reducing the time and stress our new members must face in becoming a Civil Air Patrol Pilot.

OVERVIEW

This guide is divided into four 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 resources for Pilot Mentors to help in establishing new members in the pilot pipeline.

This program is elective in its use. Units and members may utilize the program at their discretion. The wing headquarters operations staff will oversee mentor assignment and progression tracking.

Mentor pairing will be 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 pilot.

Part 1: eServices & Online Applications

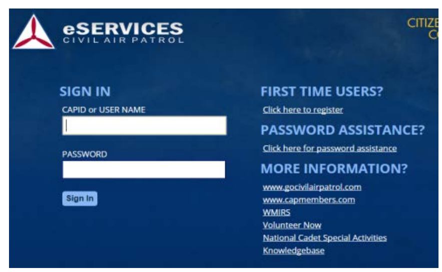
As a CAP member and a CAP pilot, the primary website you will use for day to day CAP related functions is the national system called eServices. eServices, accessible via https://www.capnhq.gov, is the primary site for data management related functions in CAP. Through eServices you will be able to accomplish anything from membership renewal to view the aircraft discrepancy log. This part of the program 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 Headquarters' 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 discussed later 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.



STEP 2
Old vs New

eServices currently has two versions. The old and the new version are simply launching pages to the modules that actually contain the information and tools you will use. You may elect to use either. For ease of use and better organization, it is recommended that you use the new version of eServices. When you login you will see one of the following formats:

OLD VERSION NEW VERSION

This guide will reference the new version of eServices. You will still be able to access everything from the old version, if that is your preference.

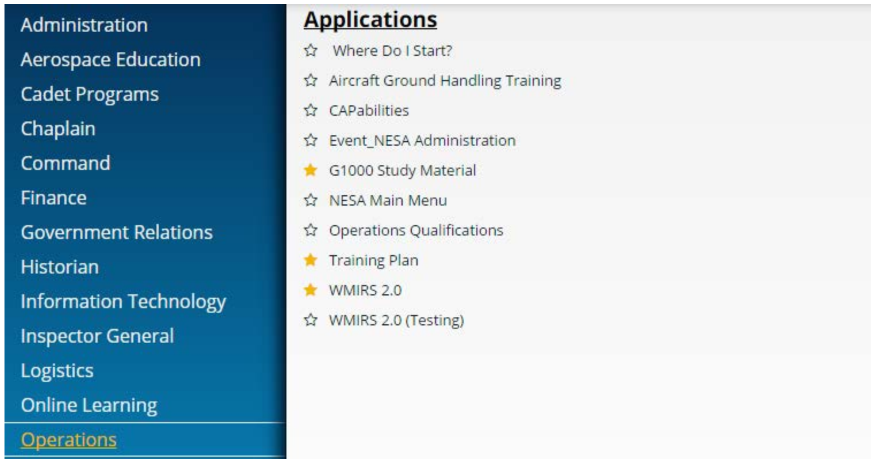
To switch from the old version to the new version, click the link in the top center box under NEW eServices. You may also check the box under the link so that eServices defaults to the new layout upon logging in.

STEP 3
MENU TABS

In the new version of 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 publciations under the Cadet Programs tab, etc. The menu is collapsable by clicking "Hide menu" on the right border of the menu. 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. When you hover over a functional label in the menu, it expands a tab-window with a list of **Applications**, **Other Resources**, and **Regulations**.

STEP 4
SELECTING FAVORITES

One of the best features of the new version 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 find the application or publication in the menu you are looking for. 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.

IMPORTANT STEP: As a new CAP Pilot, the following list of applications will be very important to you. Go ahead and favorite these applications 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 5
REVIEW YOUR SETUP

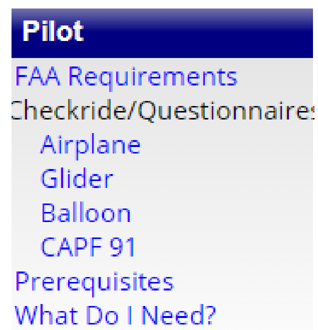
Now that your favorite apps list has been populated, click the eServices logo at the top right of the page. If the menu is shown, click "hide menu" at this time. Once you've completed these steps, and favorited the items above, you should see the items listed above in your Favorite Apps module.

The other feature of the new eServices you may expirement 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 left 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 be using. 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." As a CAP Pilot, there are two separate qualification tracks that you will ultimately become familiar with. 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.



The pilot module consists of seven sections: FAA Requirements, Airplane, Glider, Balloon, CAPF 91, Prerequisites, and What Do I Need. This guide will review four of these sections: FAA Requirements, Airplane, 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.

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, aircraft type when the document being uploaded is specific to the aircraft type (i.e. CAPF5 or aircraft 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.

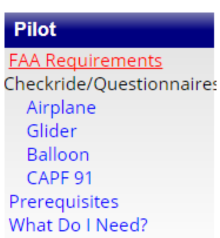
The following list of documents should be uploaded ***as soon as possible***:

- ☐ *Pilot Certificate*
- ☐ *Instructor Certificate (if applicable)*
- ☐ *Medical Certificate*
- ☐ *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.

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.

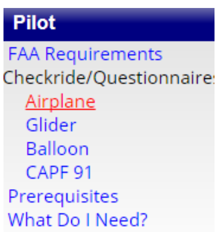
Medical. The third section collects your FAA Medical information. Under Medical Type, check the box that represents the type of medical you currently hold then select the Medical Class box appropriate to the class medical you have been issued. The medical date selector is used to enter the date *the 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 so that FAASafety.gov accomplishments are automatically transmitted to eServices. This process is described in detail in 1.4 Safety Education, section Linking FAA Wings with eServices.

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 by Standardization/Evaluation staff, these tasks will be validated and turn green to show “active.”

Airplane



Aircraft. Anytime you complete an Initial CAPF5 (*reference: 2.1 – Flight Evaluations, of this guide)* you must select “Add Initial Form 5.” In the dialogue box that opens, select the “initial date” (date the flight evaluation was done) and select the aircraft type from the drop down. This will create a pending entry (viewable by selecting “View Pending/Expired/Not Approved Aircraft”). Entry of an initial will only be done once per aircraft.

This section summarizes all aircraft you are qualified in. The table shows your qualification status, the aircraft model, when your initial was completed, currency status of your quesionnaire (completed during initial or annual CAPF5), if an abbreviated CAPF5 was used to add the type, and the annual CAPF5 expiration date (shown on the aircraft the last annual was completed in, in most cases).

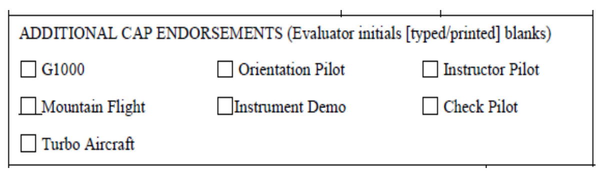
70-1 Exam. The exam section will automatically update your annual 70-1 exam completion date when you take your test. This exam is administered online through eServices. A link is listed under your completion date for quick access to take the exam only. *Reminder: The exam must be taken with 60 days of your CAPF5 date. If the CAPF5 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 CAPF5 Flight Evaluation 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 CAPF5 in most cases but may be up to 60 days prior to the CAPF5), then in the scroll box select the make/model that the questionnaire was completed for.

Annual/Abbreviated Form 5. Check the box appropriate to the type of flight evaluation that was conducted (Annual or Abbreviated). If the flight was *also* an intial CAPF5 for a specific aircraft type, remember to enter the "Add Initial Form 5" from above *in addition to* this section. Select the date the CAPF5 was completed, the type of aircraft the actual flight was conducted in, and the check pilot who conducted your CAPF5. 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.

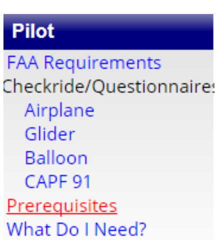
Additional Endorsements. Endorsements are made on a CAPF5 to grant additional priviledges. Endorsements include: Check Pilot Evaluation, Instructor Pilot Evaluation, Orientation Pilot Demo, Instrument Demo, Turbo Qualified, and G1000 Qualified.

Check all boxes that were endorsed on your CAPF5. These boxes match the boxes from the actual CAP 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 prequisites 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 prequisites 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 and once it has been completed you won't have to complete it again.

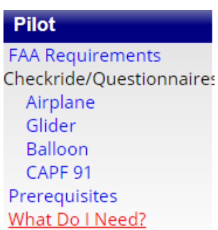
PIC. Some qualifications in CAP have a minimum PIC (pilot in command) time requirement. Since your most recent logbook page has already been uploaded, you simply need to now check the box that corresponds with your current status (i.e. PIC 100 hours, 50 hour of cross-country flying, etc). Check all boxes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

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

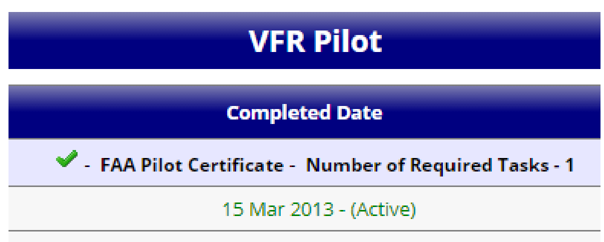
CAP G1000 Training. CAP provides an "in-house training syllabus" for members new to the G1000 system. This training consists of several sorties as well as a complete ground school for VFR and IFR flying. Members without prior G1000 experience are highly encouraged to review all provided training materials on their own and with a flight instructor before attempting the CAPF5.

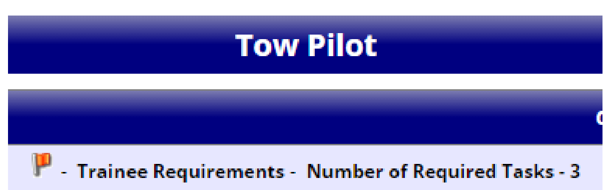
Miscellaneous. Aircraft Ground Handling is a periodic requirement for all CAP aircrew members (every 24 months). Once you complete the video and quiz this requirement will be satisfied and updated automatically.

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 qualification for you to complete is "VFR Pilot" followed by "VFR Pilot – G1000" if you will be completing your CAPF5 in a G1000 equipped aircraft.

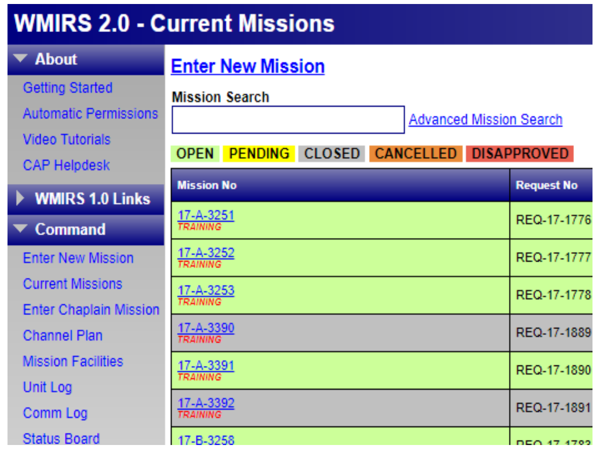




Once you've selected a qualification, a table will load. Within each category there are several (sometimes many) tasks that will satisfy the specific task. As long as *one* of the items for that task is satisfied, the task is satisfied and indicated so by a ✔ next to the task category header. If a task is not complete, you will see a flag which indicates something needs to be completed from that tasks list of completion items.

Most items under the "Qual/Task Name" 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.

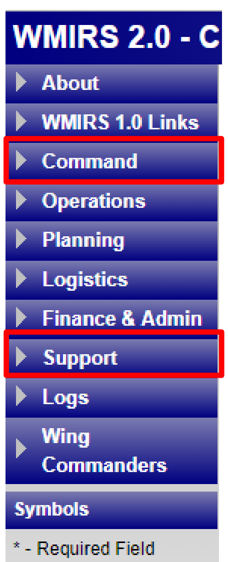
1.3. Web Mission Information & Reporting System (WMIRS)



The Web Mission Information & Reporting System (WMIRS, and 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 on 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
17-A-3251 TRAINING	REQ-17-1776	A9	Annual Consolidated MX	30 Sep 2016	29 Sep 2017	IN	Consolidated MX	102	3
17-A-3252 TRAINING	REQ-17-1777	A12	Annual Pilot Proficiency	30 Sep 2016	29 Sep 2017	IN	Proficiency	74	0
17-A-3253 TRAINING	REQ-17-1778	A15,A20	Annual Cadet Orientation Rides	30 Sep 2016	25 Sep 2017	IN	Cadet Orientation	563	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	SortieDay	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	A0669	08/26/17	RELO	A15	N894CP	C182/G1000	CAP1294	Sanford , Arthur C (566269)		2R2	EVV	07:00	08:00	1.4		Complete
Edit Brief Debrief	A0670	08/26/17	ORIDE	A15	N894CP	C182/G1000	CAP1294	Sanford , Arthur C (566269)		EVV	FRH	09:00	10:00	0.7		Complete
Edit Brief Debrief	A0664	08/26/17	RELO	A15	N738CP	C182/G1000	1238	Elam , Thomas E (381500)		HFY	AID	09:00	09:30	0.5		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.

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/aircraft have 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 later in this guide). 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 (i.e. KMQJ, KUMP, etc.).

Destination – The ICAO identifier for the airport of intended landing (i.e. KMQJ, KUMP, etc.). *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) will take place these 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.

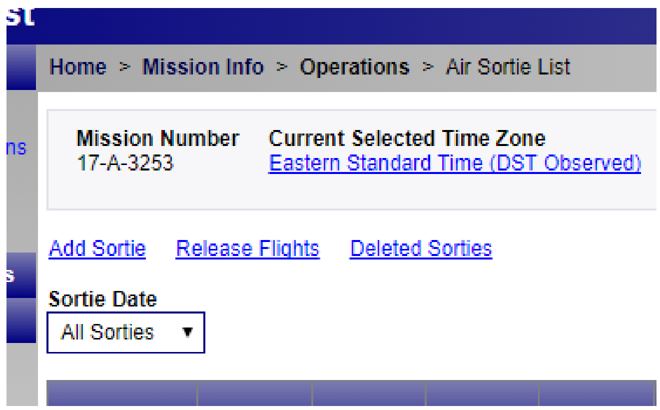
Fuel/Oil – After a sortie is completed and fuel/oil cost/quantity information has been entered the cost will be reflected in this column. Once the receipt information has been uploaded to WMIRS (covered later in this guide) the cost will become hyperlinked to download the receipt document directly.

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." The difference between pending and pending release will be discussed later in this guide. 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.

Mission Number – Shows the mission number sorties are currently being viewed from.

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



Add Sortie – Creates a new sortie by loading the add sortie template page.

Release Flights – 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 template 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.*

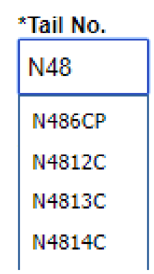
Dep Airport – Enter the departure airport identifier (i.e. KMQJ, KUMP, 2R2, etc.).

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.).

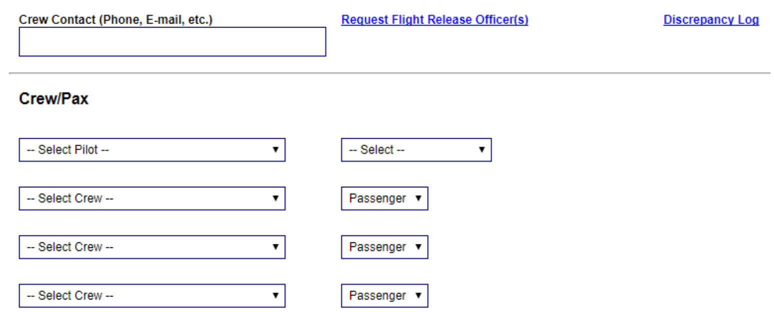
Crew Contact (Phone, E-Mail, etc.) – Enter the phone and e-mail for the pilot in command of the flight. This information provides easy and quick access to accurate contact information for mission staff or FROs if needed.

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 CAPF5 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.

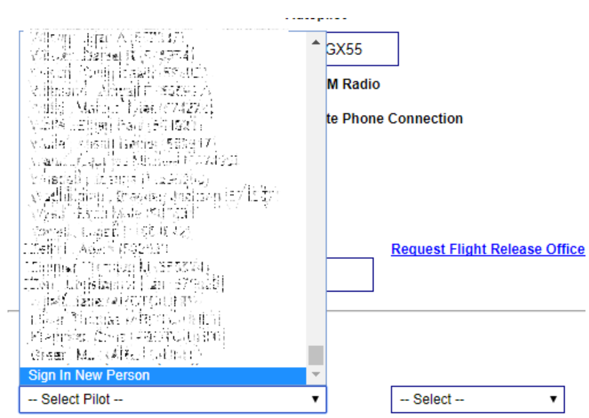
Selecting Pilots, Crewmembers, and Passengers

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.

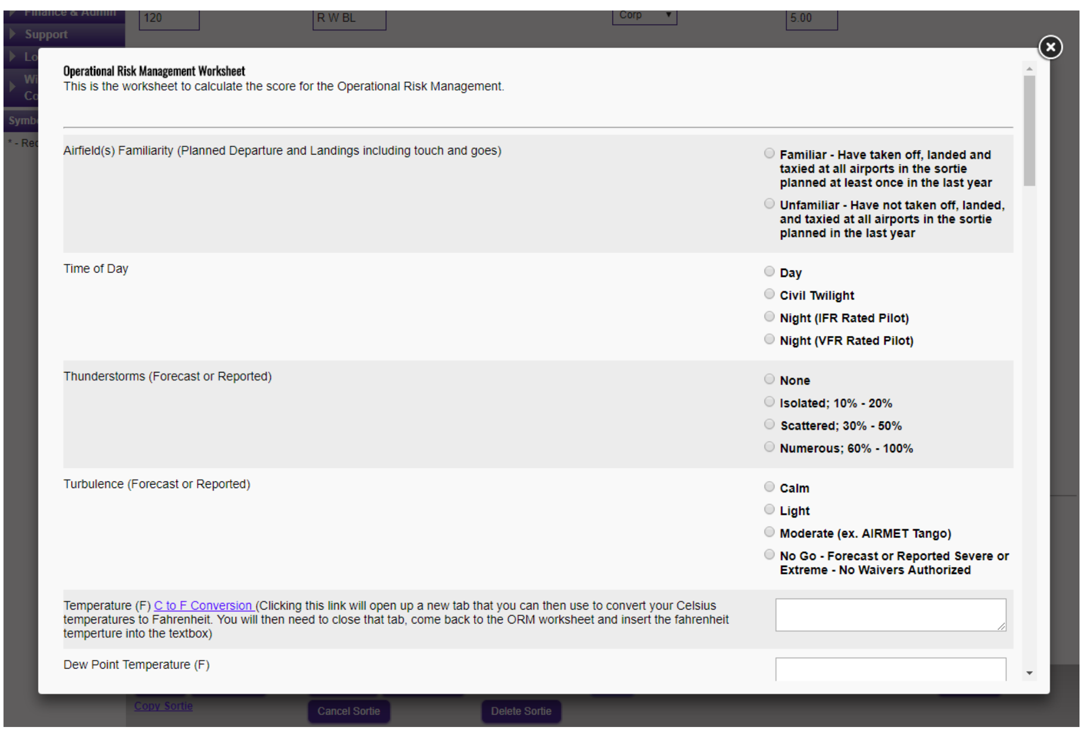
STEP 3
ASSIGN CREW POSITION

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 adjacement 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.

Operational Risk Management Worksheet (ORM)

Completion of the ORM worksheet is accomplished through WMIRS in the sortie management pages. 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.

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 template 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 template 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. Enter the engine start time recorded for the sortie. Ensure that the time entered is correct based on the time zone setting used (Zulu or local).

ATA – Actual Time of Arrival. Enter the engine stop time recorded for the sortie. 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 not be used to pay for personal proficiency flying or other non-funded operations.*

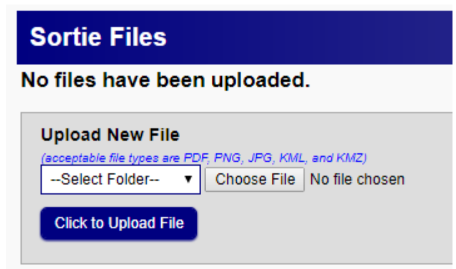
Reimburse To – If fuel/oil was paid for by a means other than the provided aircraft credit cards in the aircraft and the sortie was conducted on a funded mission (i.e. the NHQ credit card would not work at the fuel vendor so personal funds were used to pay for fuel) include the CAPID of the member to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

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

Fuel Receipt File – Select the receipt file for upload. *All* flights require a fuel receipt. This includes flights paid for by the member. *Note: Specific INWG instructions for handling fuel receipts will be addressed later in this guide.*

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 weight and balance documentation, CAPF 9, Mission Pilot Proficiency Profile Worksheets, 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.*

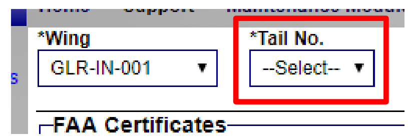
Form 104

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.

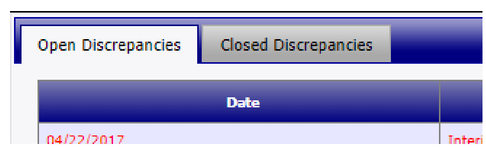
Aircraft Discrepancy Log

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.

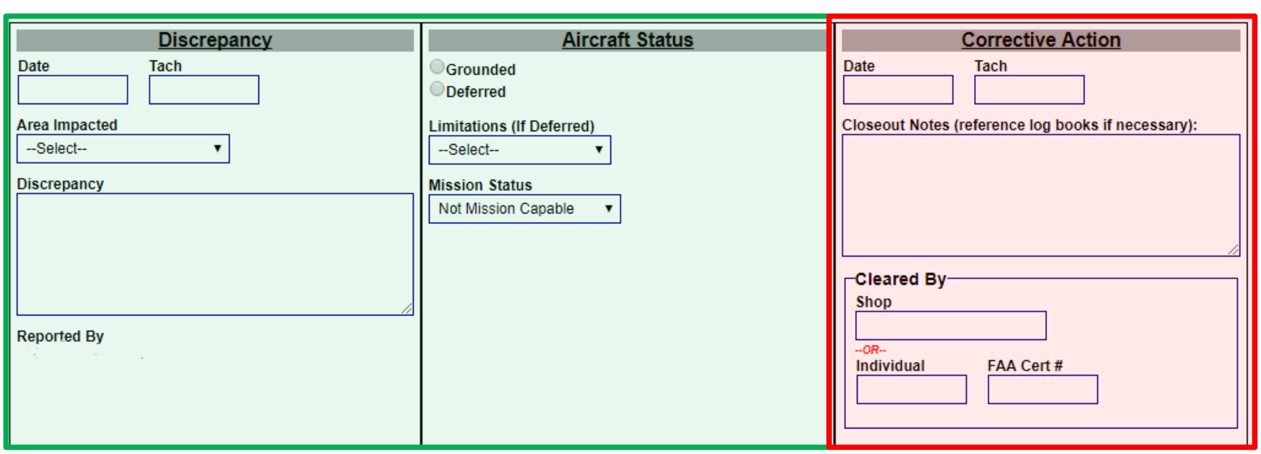
To access the discrepancy log, expand the "Support" menu in WMIRS and select "Maintenance Module." Select "Aircraft Discrepancy Log from the list of links. When the page loads the wing will default to your wing of assignment. The Tail No. drop down is used to select the tail number of the aircraft's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



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



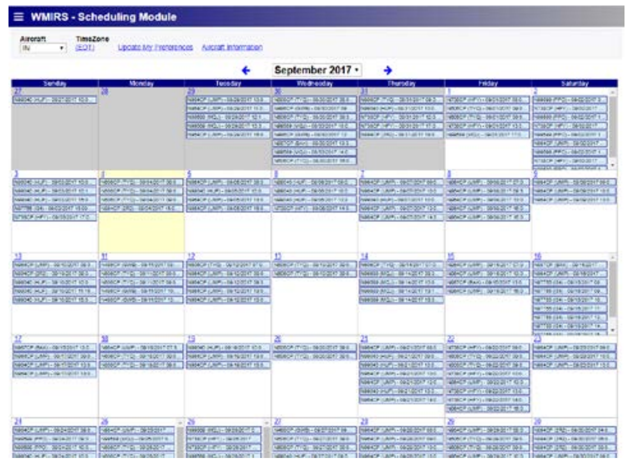
To add a discrepancy, complete the discrepancy form located directly below the discrepancy tabs. Always be sure to provide enough information for the issue to be researched thoroughly. Describe the problem and any conditions present when it occurred. Allow the mechanics to determine the course of action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

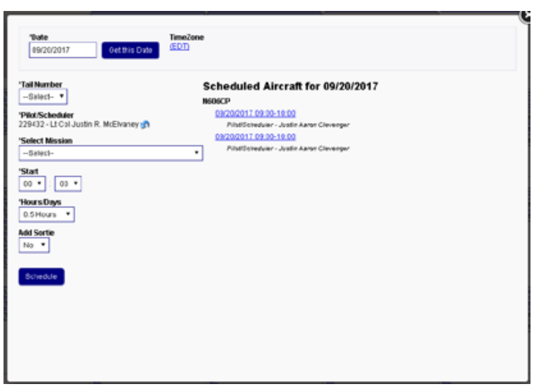
Scheduling Module



The scheduling module is accessed from the “Support” menu and then 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 that you want to schedule an aircraft for. This will open a scheduling window to allow selection of the aircraft to be used and mission it will be flown on. 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. The schedule module will also allow creation of a sortie when scheduling as an alternative to using the previously discussed scheduling message. 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 created 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 62-1, Chapter 4 – Safety Education Requirements (as amended by ICL)

Safety is paramount in everything you do in Civil Air Patrol. 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. Safety Education is defined by CAP as "a presentation of a topic in a training environment where there is interaction and/or an assessment to measure comprehension and content retention. Safety education provides lessons and process learning to promote a strong safety awareness and habit pattern."

What does that mean to you? The safety education requirement is simplified to the following: Each member must have received some form of safety education in either the current month or the preceding month. For example, if you received safety education training on 1 July you would be safety education compliance for all of July and until 31 August. If no safety education is recorded by 1 September, you would no longer be safety current and thus no longer eligible for participation in any CAP activity until that requirement has been met.

Methods of Satisfying Safety Education

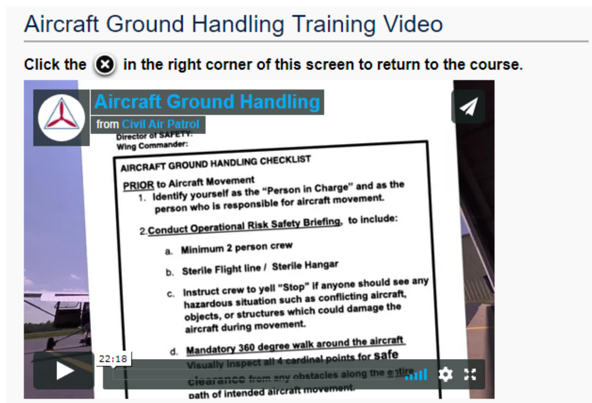
There are several ways to satisfy the safety education requirement. Several methods will be described here. Find what works best for you. Safety education is intended not as a burden but as a means of ensuring you continually improve your knowledge and ways of conducting business so that the operation is ever safer.

> *Unit Safety Education* – Units are required to offer at least 15 minutes of 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.
>
> *FAA Wings* – As a pilot you have access to the FAA Wings Program (https://www.faasafety.gov). If you haven't established an account unit, you are highly encouraged to do so. By completing online training available on the wings site, and after linking your wings account to your CAP eServices account, any training completed 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.

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.

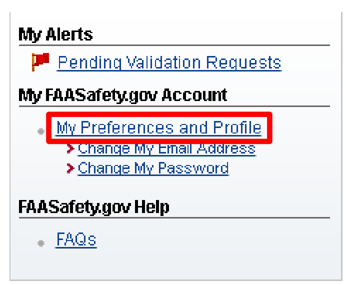
Aircraft Ground Handling Video



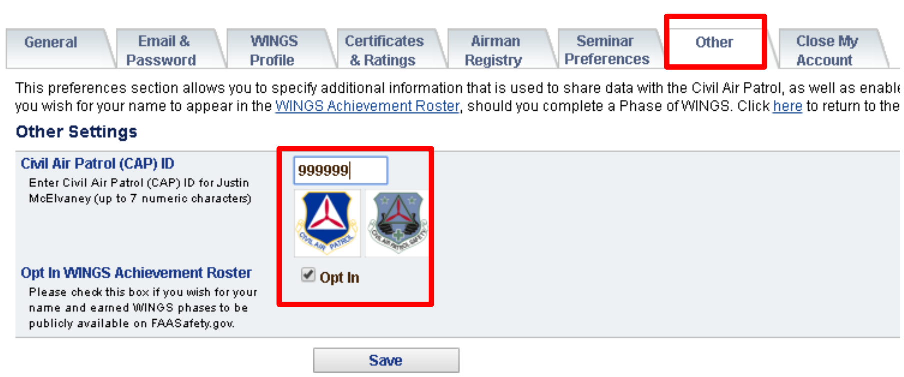
The Aircraft Ground Handling Video is a training module completed through eServices that involves a 20 minute video followed by a 10 question quiz. Retraining for pilots must be accomplished every two years. There are several ways to access the training.

To access the training, one method is simply returning to the "What Do I Need" module in OpsQuals (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: REGULATIONS, SUPPLEMENTS, AND 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, its 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. Flight Evaluations (CAPF5)

Reference: CAPR 70-1, Chapter 7 – CAP Pilot Flight Evaluations

All CAP pilots must have a flight evaluation to be permitted to operate CAP aircraft. Flight evaluations are intended to evaluate the pilots 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 (referred to as "Form 5's" or CAPF5) are *not* FAA check rides but are similar to a flight review. Instead, 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.

***When it is time for your CAPF5, be sure to use the "CAPF5 Checklist" included as Page 3 of the CAPF5 document!* Download here: https://www.capmembers.com/forms_publications__regulations/forms/**

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

INITIAL
First Time Per Aircraft

The Initial CAPF5 is given anytime the applicant has not flown the type of aircraft being checked in. An initial CAPF5 is required for each aircraft to be flown initially. Once an initial has been completed, the Annual CAPF5 will renew all qualified aircraft (with some limitations discussed later in this section). An initial CAPF5 may be conducted as either an Annual or Abbreviated CAPF5.

Example: Pilot completes an initial (and annual) CAPF5 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 CAPF5) is the flight evaluation all CAP pilots complete once per year. Your annual CAPF5 is valid until the last day of the month of the following year from the date the evaluation was conducted. The Annual CAPF5 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 CAPF5. 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.

For the annual CAPF5, a **minimum of 1 hour flight time and 3 take-offs and landings** are required. Additionally, for instrument privileges, at least one partial panel unusual attitude recovery, one holding pattern, and one instrument approach are required.

Example: This year you completed an Initial CAPF5 in a C172 round dial. Three months later you complete an Abbreviated CAPF5 (discussed in detail next) that adds C182 and G1000. Next year when your Annual CAPF5 is due, if you conduct the CAPF5 in a C182 with G1000 then it will automatically renew your C172. If, however, the next Annual CAPF5 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 CAPF5.

ABBREVIATED
Adding Endorsements or Types

The Abbreviated CAPF5 is used for the purpose of adding additional endorsements or aircraft models in the same category and class on the current CAPF5 (annual). There is no flight time or landing minimum required for this type of evaluation. An abbreviated CAPF5 adds to the last completed annual CAPF5 and **does not** result in a new expiration date for any pilot previleges.

Examples of endoresments that may be added include: G1000, Orientation Pilot, Instrument Demonstration, Instructor Pilot, etc. An Initial CAPF5 may be administered as an Abbreviated CAPF5 to add an additional aircraft model in the same category and class.

Example: You completed an Annual CAPF5 and six months later decide to add instrument privileges. You may take an Abbreviated CAPF5 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 CAPF5. This means in another 6 months your next Annual CAPF5 will be due.

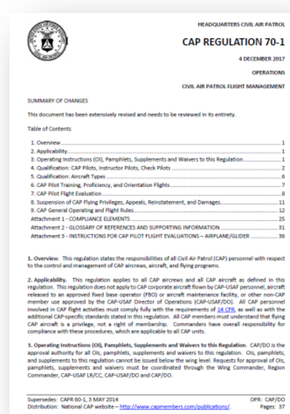
Aircraft Questionnaires. Every CAPF5 taken will require you to complete an Aircraft Questionnaire (CAPF 5Q-A). A questionnaire for the aircraft model to be flown on the evaluation will be completed. Only one questionnaire is required (in the past, a requirement for multiple questionnaires existed – that 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 CAPF5 and the associated CAPF 5Q-A.

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.


HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 70-1

4 DECEMBER 2017

OPERATIONS

CIVIL AIR PATROL FLIGHT MANAGEMENT

SUMMARY OF CHANGES

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

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

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

3. Operating Instructions (OI), Pamphlets, Supplements and Waivers to this Regulation. CAP/DO is the approval authority for all OIs, pamphlets, supplements and waivers to this regulation. OIs, pamphlets, and supplements to this regulation cannot be issued below the wing level. Requests for approval of OIs, pamphlets, supplements and waivers must be coordinated through the Wing Commander, Region Commander, CAP-USAF LR/CC, CAP-USAF/DO and CAP/DO.

Supersedes: CAPR 60-1, 3 MAY 2014 OPR: CAP/DO
Distribution: National CAP website – http://www.capmembers.com/publications/. Pages: 37

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). • Proceed at a slow walk pace until clear of obstacle when taxiing within 10 feet of any obstacle • 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 • Fly outside the wing boundary without IC or INWG/CC approval • 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 CAPF9 is completed ***and*** the passenger has been approved (ROTC/JROTC cadets are excepted)

Wind Limitations

The wind limitations are listed in CAPR 70-1, paragraph 9.10.5.4

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.

Aircrew Duty Period – 14 Hours Max

- **Starts when member reports for duty**
- **Ends final sortie / engine shut down**
- **9 hours of flight time between crew rest periods**

Crew Rest – 10 Hours Min

- **Starts at last official duty of day**
- **Ends at first official duty of next day**
- **8 hours uninterrupted rest**
- **2 hours personal/prep time**

Flight Release

Before operating a CAP aircraft, a flight release must be obtained. The flight release officer (FRO) is a member 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 releases through WMIRS validates the pilot's credentials and currency (CAP currency not FAA currency) and ensures there are no other issues with the flight.

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.

Multiple flights at the same location on the same day may be released without passenger, flight time and estimated landing time information so long as the information is later entered into WMIRS. FROs use a CAPF99 to record such information. Always ensure the mission, sortie, mission symbol, and plan of the day is communicated so pilot and FRO are on the same page!

CAPR 70-1, *Civil Air Patrol Flight Management,* dated 4 December 2017, introduced several major changes to the flight release process in CAP. The Senior Flight Release Officer (SFRO) category was created. The table below summarizes the various release requirements depending on the specific criteria the sortie will operate from.

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

SUMMARY TABLE OF RELEASING AUTHORITY

2.3. Indiana Wing Supplements

INWG has no Supplement to CAPR 70-1 at this time.

INWG Supplement 1 to CAPR 173-3, *Payment for Mission Support*, dated 11 Aug 2017
https://www.inwg.cap.gov/members/publications-forms-supplements/supplements/

The INWG Supplement 1 to CAPR 173-3 provides guidance on financial management procedures applicable to all INWG personnel. Of specific interest to pilots is the credit cards (Shell MasterCard and AVCARD) included in each aircraft. Section 2.4 will review each cards use below.

2.4. 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

The most applicable sections of this supplement to you the new pilot are those regarding use of the aircraft credit cards. CAP aircraft in INWG have two credit cards. A Shell MasterCard is 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.

AVCARD Usage

The wing maintains an AVCARD for “B” and “C” mission symbols that are externally reimbursed. An example of this type of mission may be a disaster relief flight paid for by a local or state government.

Personal (Member) Credit Card

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

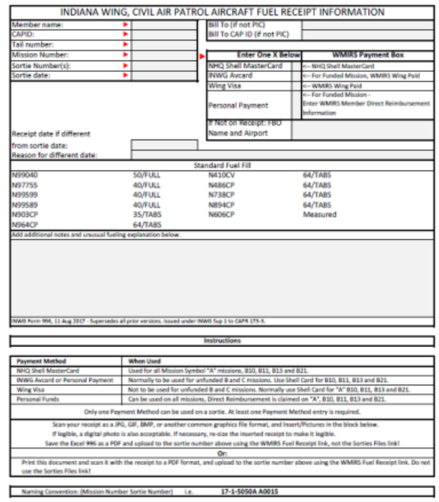
Member Funded Flying Aircraft Maintenance Cost

When CAP aircraft are used on authorized member funded flights an hourly reimbursement rate is invoiced by the wing to the member. This invoice is sent via e-mail and payment is remitted via electronic funds transfer. Payment via check may be arranged with the wing administrator (wa@inwg.cap.gov). For the most current rate (adjusted annually) always refer to CAPR 173-3, *Payment for Mission Support* Attachment 1, Table 1. As of 1 October 2017 the reimbursement rates for INWG aircraft are:

- C172: $53/hr
- C182: $62/hr
- GA8: $66/hr

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.

INWG Form 996, *Aircraft Fuel Receipt Information*



INDIANA WING, CIVIL AIR PATROL AIRCRAFT FUEL RECEIPT INFORMATION

Member name:	
CAPID:	
Tail number:	
Mission Number:	
Sortie Number(s):	
Sortie date:	

Bill To (if not PIC)	
Bill To CAP ID (if not PIC)	

Enter One X Below		WMIRS Payment Box
NHQ Shell MasterCard		<-- NHQ Shell MasterCard
INWG Avcard		<-- For Funded Mission, WMIRS Wing Paid
Wing Visa		<-- WMIRS Wing Paid
Personal Payment		<-- For Funded Mission - Enter WMIRS Member Direct Reimbursement Information
If Not on Receipt: FBO Name and Airport		

Receipt date if different from sortie date:

Reason for different date:

Standard Fuel Fill			
N99040	50/FULL	N410CV	64/TABS
N97755	40/FULL	N486CP	64/TABS
N99599	40/FULL	N738CP	64/TABS
N99589	40/FULL	N894CP	64/TABS
N903CP	35/TABS	N606CP	Measured
N964CP	64/TABS		

Add additional notes and unusual fueling explanation below.

INWG Form 996, 11 Aug 2017 - Supersedes all prior versions. Issued under INWG Sup 1 to CAPR 173-3.

Instructions

Payment Method	When Used
NHQ Shell MasterCard	Used for all Mission Symbol "A" missions, B10, B11, B13 and B21.
INWG Avcard or Personal Payment	Normally to be used for unfunded B and C missions. Use Shell Card for B10, B11, B13 and B21.
Wing Visa	Not to be used for unfunded B and C missions. Normally use Shell Card for "A" B10, B11, B13 and B21.
Personal Funds	Can be used on all missions, Direct Reimbursement is claimed on "A", B10, B11, B13 and B21.

Only one Payment Method can be used on a sortie. At least one Payment Method entry is required.

Scan your receipt as a JPG, GIF, BMP, or another common graphics file format, and Insert/Pictures in the block below.
If legible, a digital photo is also acceptable. If necessary, re-size the inserted receipt to make it legible.
Save the Excel 996 as a PDF and upload to the sortie number above using the WMIRS Fuel Receipt link, not the Sorties Files link!

Or:

Print this document and scan it with the receipt to a PDF format, and upload to the sortie number above using the WMIRS Fuel Receipt link. Do not use the Sorties Files link!

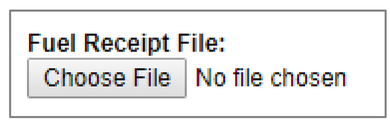
Naming Convention: (Mission Number Sortie Number) i.e. 17-1-5050A A0015

The INWGF 996 is a form used to record mission and sortie information and associates the receipt for fuel/oil costs to the mission when uploading to WMIRS for better quality control. The form is found on the INWG website forms page.

To use the form, first scan the receipt. The scanned receipt image may then be loaded directly into the form in the appropriate space ("Snipping Tool" works well for "taking a picture" of the scanned receipt) or the receipt and form can be merged to a single PDF for upload. *Note: WMIRS only accepts a single file for receipt upload so multiple PDFs will not work for the upload process.*

The form includes quick fueling references to remind the pilot of the proper fueling level for the specific aircraft being fueled. Additionally, a credit card usage reminder is included for your reference.

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. This is where the INWGF 996 and associated receipt is uploaded. ***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 missions' costs are properly tracked.

Part 3: CAP in the Real World

This part will review the 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 two people pushing aircraft into hangars. Ask the FBO for assistance, the fuel truck operator, or leave the vehicle on tied down securely on the ramp. Where local procedures are established always be sure to follow them – they are there to protect our equipment. Hangar rash is always the fault of the person responsible for putting the aircraft in the hangar or taking it out (either the pilot or the FBO).

Access to hangars is controlled via 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. In INWG, the first two digits of all aircraft callsigns are 12. The last two digits are derived from the numbers in the N-number of the aircraft. For example, N964CP's CAP callsign is "CAP1264."

When talking on the radio, including CTAF, ATC, or CAP radios, the callsign used is always the CAP callsign unless a specific mission has requirements otherwise. When filing a flight plan be sure to include the tail number (N-number) in the remarks field.

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!

3.3. Aircraft Information File (AIF)

All aircraft in Civil Air Patrol have a standardized binder with the same contents and organization style. This binder is the Aircraft Information File (AIF). To view current AIF resources visit the national headquarters AIF site by going to https://www.capmembers.com, selecting "CAP Pilots" then "Aircraft Ops & StanEval" then "AIF – Standardized CAP Aircraft Information File."

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. Take a few minutes to review the national headquarters AIF page and familiarize yourself with all the content of the AIF.

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.

This form is updated anytime maintenance is accomplished on the aircraft effecting times. The form is generated by the aircraft maintenance officer via WMIRS.

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 HOUR AIR WORTHINESS	X			X
ENGINE OVERHAUL	X			X
PITOT / STATIC / TRANSPONDER		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, HL & PR) or biennial corrosion preventive treatment with the 100 hr/annual inspection nearest the corrosion prevention due date.		
ELT BATTERY				
CARBON MONOXIDE DETECTOR				
CORROSION CONTROL				
AIRCRAFT REGISTRATION				

— LOOSE / REMOVEABLE EQUIPMENT —

Loose equipment (if checked below) is a part of this aircraft. Removal of equipment requires approval of the unit commander or maintenance officer. Removal shall be noted in the aircraft maintenance log. The PIC is responsible for assuring that all equipment is on board during the preflight inspection. Insert a new cover sheet whenever the data posted is changed.

FIRST AID KIT ☐	TOW BAR ☐	FUSELAGE COVER ☐
SURVIVAL KIT ☐	COWL PLUGS ☐	FIRE EXTINGUISHER ☐
FUEL STRAINER(S) # ______ ☐	PITOT TUBE COVER ☐	WHEEL CHOCKS ☐
SLEEPING BAG(S) # ______ ☐	ENGINE PRE-HEATER ☐	ROPES / TIEDOWN KIT ☐
SEAT CUSHION(S) # ______ ☐	HEATER EXTENSION CORD ☐	SDIS INSTALLATION & PC ☐
SUN SHIELD(S) # ______ ☐	STEP LADDER ☐	CARGO NET ☐
LIFE VEST(S) # ______ ☐	RADIO LOCK ☐	GROUND POWER SUPPLY ☐
BLANKET(S) # ______ ☐	CONTROL LOCK ☐	ARCHER INSTALLATION ☐
HEADSET(S) # ______ ☐	______ ☐	______ ☐

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Equipment assigned to the aircraft is noted via the "Loose / Removable Equipment" section. 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 from the custody unit of the aircraft 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 (will be printed on red paper) is kept in the front pocket of the binder. The grounding card is to be placed on top of the cover sheet so that the next pilot to the aircraft is not able to view the cover sheet ensuring the grounded status is communicated.

Any time the aircraft is grounded notify the aircraft maintenance officer 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 OpsQuals (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 INWG 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 CAPF5, don't forget a pre-filled CAPF5 for Check Pilot
- Complete eORM for sortie in WMIRS or ensure FRO will complete on your behalf

At the Airport
PRE-FLIGHT

- Unlock the hangar keybox if necessaary (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 keybox from tie down ring; verify keybox 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 inacccurate 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 (this becomes the actual departure time / ATD), Hobbs time, and tach time.

Fly Safe!
REPRESENT CAP

- You don't have to get a paycheck to demonstrate professionalism.
- CAP aircraft are highly visible in the community. With our paint job and

In the Air

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 (this is the Actual Time of Arrival / ATA), 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, specifiy 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" packard from the AIF is placed on top of the binder (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 to 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

- Return to WMIRS and the debrief sortie page for the sortie flown completing all applicable fields.
- Complete the INWGF 996 Fuel Receipt Form (available on https://www.inwg.cap.gov) and attach a scanned copy of the actual fuel receipt. This combined document is uploaded to the Sortie Receipt upload field on the sortie debrief page.

FLIGHT

- 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).*
- **It is the pilot's responsibility to ensure all required documentation is uploaded (including receipts!) – coordination is required *immediately* if the 48 hour closeout window will not be met with INWG/DO.**

Part 4: 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 CAPF 5 Flight Evaluation. Each new member pilot is 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.

4.1. 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 CAPF 5 Flight Evaluation. Mentors must be responsive and dedicated to any member they are assigned to mentor.

Follow through is critical. Each member assigned must be followed up with on a regular basis. Help identify any obstacles and determine a path to success. Mentors must work with the wing onboarding program manager anytime an unknown question is posed and obtain the right answer with their new member.

4.2. Mentor Sessions

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 (INWG GoToMeeting account is available for use by all mentors). 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 of the established formal sessions, mentors should always be available to assist pilots anytime a question may arise.

4.3. Establishing the Footprint

Following the first mentor session, the mentor will 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 CAPF 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 CAPF 5. Additional ratings and endorsements can be earned in time. Everything doesn't have to happen immediately.

CLOSURE

Civil Air Patrol offers pilots a fantastic portfolio of missions that support our 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. Each organization has its own processes and rules and CAP is no exception.

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 your 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
New Pilot Experience Survey & Qualification Worksheet

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	☐ Personal/Recreational	TOTAL TIME	Check all that apply. Use Section IV to explain:
☐ Commercial Pilot	☐ Corporate (91/135)		☐ Flown less than 15 hrs in past 12 months
☐ Airline Transport Pilot	☐ Airline (121)	PIC	☐ Flown more than 15 hrs in past 12 months
☐ Instrument Rating	☐ Military		☐ Have 10 hours or more in G1000
☐ High Performance Endorsement	☐ Other (explain Sec. IV)	CROSS CTRY	☐ Have instructed 10 hours or more in G1000
☐ Complex Endorsement	**FLIGHT REVIEW**		☐ Have 10 hours or more in TAA (not G1000)
☐ Multi Engine Airplane Rating	DATE COMPLETED		☐ Have instructed 10 hours or more in TAA
☐ Flight Instructor – Airplane			☐ Day Current
☐ Flight Instructor – Instrument	METHOD OF COMPLETION ☐ Flight Review ☐ New Certificate		☐ Night Current
___ Medical (1st, 2nd, 3rd, BM)	☐ FAA Wings ☐ Other		☐ Instrument Current

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

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Attachment 2
Training Plan Worksheet

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	[illegible] CAPF5*	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 CAPF5 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 CAPF5 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 CAPF5	CHECK PILOT	AIRCRAFT TYPE	OUTCOME	REMARKS

ENDORSEMENTS ☐ G1000 ☐ INSTRUMENT DEMO ☐ ORIENTATION PILOT ☐ INSTRUCTOR PILOT	DATE MENTOR ASSIGNED	DAYS/#1	DAYS/#2	DAYS/F5
	90 DAY TARGET MET ☐ YES ☐ NO	CAUSE OF EXCEEDING 90 DAYS ☐ CAP ☐ MEMBER		

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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 GoToMeeting. If an online conferencing service outside of the wing provided GoToMeeting account 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 GoToMeeting. If an online conferencing service outside of the wing provided GoToMeeting 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.

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INDIANA WING OPERATIONS

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